



Create ER submission file

Table of Contents

Create ER submission file	i
Create ER submission file	1

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[Payroll](#) > [Payroll Processing](#) > [TRS Processing](#) > [Create Files](#)

In September, create the ER file and upload it to TRS to submit retiree information.

The screenshot shows the 'Create Files' interface. At the top, there is a 'Save' button. Below it, 'TRS Month' is set to 8 and 'TRS Year' is a dropdown. The 'CREATE FILES' tab is selected. There are three sections: 'Create ED File', 'Create RP File', and 'Create ER File'. Each section has a checkbox and two input fields. The 'Create ER File' section is highlighted with a red box. An 'Execute' button is on the right, with a downward arrow pointing to it.

In the **TRS Month** field, select 8 (August).

In the **TRS Year** field, select the applicable TRS reporting year.

Select **Create ER File**.

Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) for the RE Portal are created for each selected file type.