ASCENDER GUIDES

Create ER submission file

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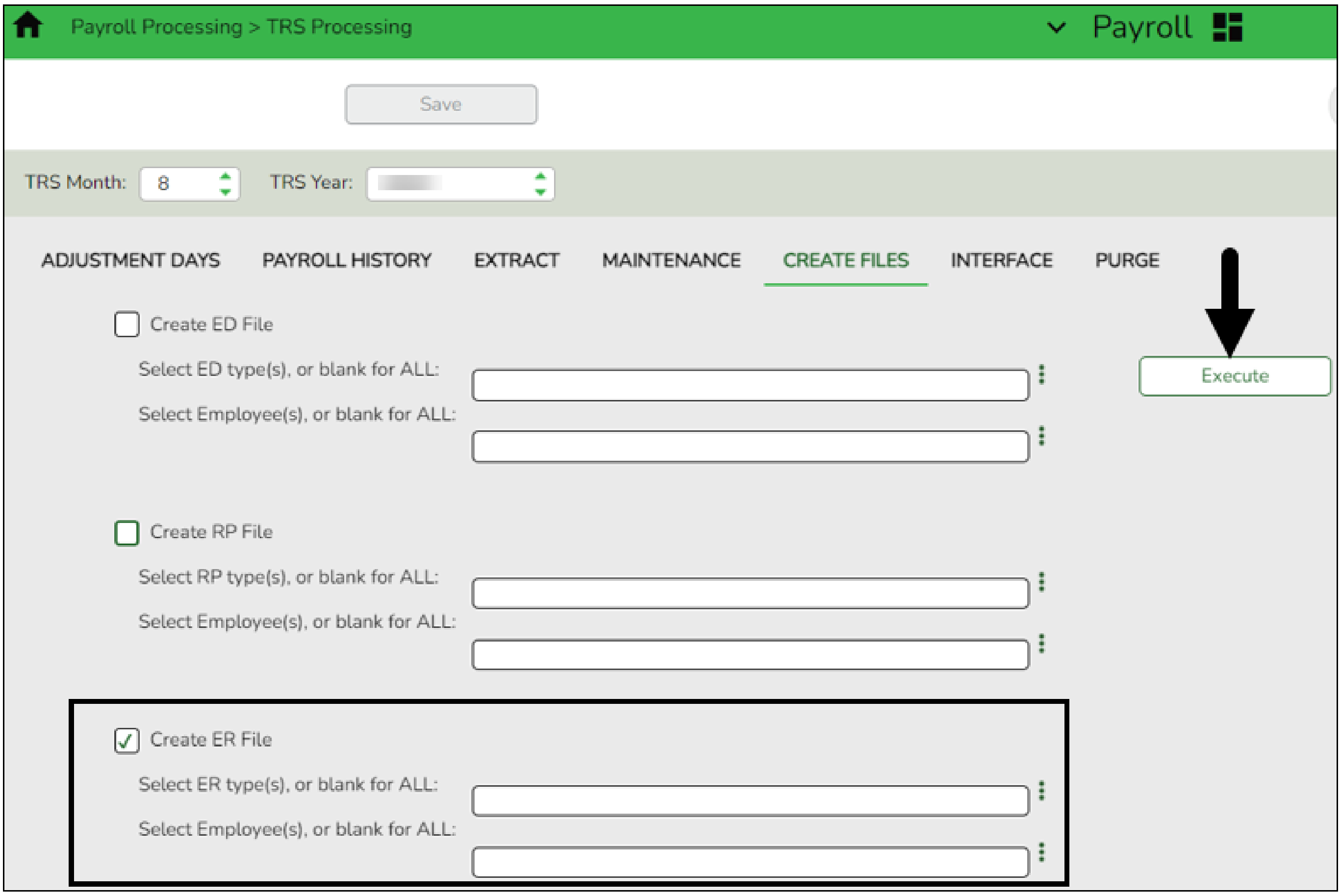
Payroll > Payroll Processing > TRS Processing > Create Files

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



❑ 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.