



Create ER submission file

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

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

In the **TRS Year** field, select the applicable TRS reporting year (e.g., 2020).

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) are created for each selected file type.