



Create ER submission file

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

The screenshot shows the 'Payroll Processing > TRS Processing' interface. At the top, there is a 'Save' button. Below it, 'TRS Month' is set to 8 and 'TRS Year' is set to 2021. The 'CREATE FILES' tab is selected and underlined. There are three sections for creating files: 'Create ED File', 'Create RP File', and 'Create ER File'. The 'Create ER File' section is highlighted with a red box. To the right, there is an 'Execute' button with a large black arrow pointing down towards it.

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

In the **TRS Year** field, select the applicable TRS reporting year (e.g., 2021).

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.