



## Create ER submission file



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# Create ER submission file

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

Payroll Processing > TRS Processing

Payroll

Save

TRS Month: 8 TRS Year: [dropdown]

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Create ED File  
Select ED type(s), or blank for ALL: [input]  
Select Employee(s), or blank for ALL: [input]

Create RP File  
Select RP type(s), or blank for ALL: [input]  
Select Employee(s), or blank for ALL: [input]

Create ER File  
Select ER type(s), or blank for ALL: [input]  
Select Employee(s), or blank for ALL: [input]

Execute

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

In the **TRS Year** field, select the applicable TRS reporting year (e.g., 2022).

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.