



Extract August TRS records

Table of Contents

Extract August TRS records	i
Extract August TRS records	1

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Log on to the current year pay frequency.

[Payroll](#) > [Payroll Processing](#) > [TRS Processing](#) > [Extract](#)

Extract records again but **do not** interface to Finance as the interface was completed in Step 2.

The screenshot shows the 'Payroll Processing - TRS Processing' interface. At the top, there is a 'Save' button and a 'Year: C' indicator. Below this, there are dropdowns for 'TRS Month' (set to 8) and 'TRS Year'. The main area is divided into several sections:

- ADJUSTMENT DAYS**: Includes radio buttons for 'Delete All and Insert New Records' (selected), 'Insert New Records', and 'First Time Reporting'.
- EXTRACT**: This section is active and contains:
 - Frequency options: 4 Biweekly, 5 Semimonthly, 6 Monthly.
 - Buttons: 'Execute' and 'Extract Status'.
 - Employee Demographic (ED20) Extract**: A note states 'Employment Demographic records will be created.'
 - Contract and Position (ED40) Extract**: Includes 'From Contract Begin Date' (08-01-20XX) and 'To Contract Begin Date' (08-31-20XX).
 - Regular Payroll (RP20) Extract**: Includes input fields for 'Maximum Days Worked' (0), 'Maximum Hours Worked' (0), and a dropdown for 'Default Zero Days Reason'.
 - Employment After Retirement (ER20) Extract**: Includes input fields for 'Maximum Days Worked' (0), 'Maximum Hours Worked' (0), and a dropdown for 'Default Zero Days Reason'.
 - Adjustment Days**: Includes checkboxes for 'Adjustment Days to RP25' and 'Adjustment Days to ER27'.
- Child Nutrition**: A table with columns: Delete, Grant Code, Account, Description, Current Month Salary, Previous Month Salary.

Delete	Grant Code	Account	Description	Current Month Salary	Previous Month Salary
<input type="checkbox"/>	36	240-35-6146.00-938-099000	AUGUST CHILD NUTRITION	30,000.00	0.00

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year.
- Select **Employee Demographic (ED20) Extract** to extract employee demographic data.
- Select **Contract and Position (ED40) Extract** to extract contract and position data.
 - In the **From Contract Begin Date** field, type the first date in August (e.g., 08/01/20XX).
 - In the **To Contract Begin Date** field, type the last date in August (e.g., 08/31/20XX).
- Select **Regular Payroll (RP20) Extract** to extract your August payroll data.
- Select **Employment of Retirement (ER20) Extract** to extract retiree data.
- Select **Adjustment Days** (if applicable) to extract adjustment day data.
- Click **Execute** to process the selected extract.