



Extract August TRS records

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Log on to the current year pay frequency.

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

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year (e.g., 2021).
- Select **Employee Demographic (ED20) Extract** to extract the employee demographic data.
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- Click **Execute** to process the selected extract.