



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.

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

- ADJUSTMENT DAYS**: Includes options for 'Delete All and Insert New Records' (selected), 'Insert New Records', and 'First Time Reporting'.
- EXTRACT**: The active tab, showing 'Frequency' options: '4 Biweekly', '5 Semimonthly', and '6 Monthly' (checked). There are 'Execute' and 'Extract Status' buttons.
- Employee Demographic (ED20) Extract**: A checkbox is checked, with a note: 'Employment Demographic records will be created.'
- Contract and Position (ED40) Extract**: A checkbox is checked. It includes 'From Contract Begin Date' (08-01) and 'To Contract Begin Date' (08-31) dropdowns.
- Regular Payroll (RP20) Extract**: A checkbox is checked. It includes fields for 'Maximum Days Worked' (0), 'Maximum Hours Worked' (0), and 'Default Zero Days Reason' (dropdown).
- Employment After Retirement (ER20) Extract**: A checkbox is checked. It includes fields for 'Maximum Days Worked' (0), 'Maximum Hours Worked' (0), and 'Default Zero Days Reason' (dropdown).
- Adjustment Days**: A checkbox is checked. It includes options 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. One row is visible: 36, 240-35-6146.00-938-99000, 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.