



# Maintenance ED records



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# Maintenance ED records

[Payroll > Utilities > TRS Maintenance > Employee Data \(ED\) > ED20 \(Demo\) & ED40 \(Contr and Pos\)](#)

Perform ED Maintenance. Use the [Payroll > Reports > TRS Reports > HRS8900 - Employee Data \(ED\)](#) to verify the ED20 and ED40 information that was extracted. You may need to add/edit or delete ED records.



**TIP:** If ED90 records are added during this step, **it is recommended** that you submit those records after your August RP has reached completed status, which is included in Step 15 of this document.

Utilities > TRS Maintenance > Employee Data (ED)
Payroll

TRS Month: 08
TRS Year:

ED20 (DEMO)
ED25 (DEMO ADJ)
ED40 (CONTR & POS)
ED45 (CONTR & POS ADJ)
ED90 (TERM)

Delete	Select	Emo Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	TRS Membership Eligibility	ERS Retiree Health Elig	FTE Hrs	Hrly Pay Rate
<input type="checkbox"/>	<input type="checkbox"/>	000046	144-36-3509	06-01-1959	F - Female	AUSSEM	AMY	J		<input checked="" type="checkbox"/>	<input type="checkbox"/>	30	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000096	175-15-5900	01-30-1967	F - Female	BENTON	ANTONIO	L		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000125	190-13-3373	10-05-1970	M - Male	BLOUNT	BARBARA	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000156	212-90-9868	09-19-1951	F - Female	BROWN	BILLIE	F		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000162	215-07-2791	03-25-1959	F - Female	BRUNSWICK	BONITA	L		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000164	216-30-7682	12-12-1963	F - Female	BUCEK	BRADLEY	M		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000176	222-34-6533	09-04-1960	F - Female	BURNETT	BRANDY	R		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000179	224-85-1868	12-28-1980	F - Female	BURNS	BRENDA	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000207	249-08-3803	12-05-1966	F - Female	CARNAGEY	CALVIN	MARIE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000214	254-15-8635	05-03-1980	F - Female	CARTER	CANDICE	KAY		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000219	256-65-3834	02-08-1959	F - Female	CASH	CARMEN	K		<input checked="" type="checkbox"/>	<input type="checkbox"/>	30	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000226	259-13-1169	08-16-1977	F - Female	CATHEY	CARRIE	YOLANDA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	0.00
<input type="checkbox"/>	<input type="checkbox"/>	000265	583-73-5855	04-09-1972	F - Female	COOK	CHRISTIAN	D		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	0.00

First
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Last
Add

Emp Nbr: 000046 Staff ID/SSN: 144-36-3509 Name: AUSSEM, AMY J DOB: 06-01-1959 Gender: F - Female

**Position**

TRS Membership Eligibility:

ERS Retiree Health Elig:

FTE Hrs:

Hrly Pay Rate:

TRS Position Code:

Employment Type:

Pay Unit/Salary Flag:

**Contract**

Employment Start Date:

Contract Begin Date:

Contract End Date:

RE Pays Social Security:

Non-Standard Work Week: