



Maintenance ED records

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Log on to the current year payroll frequency.

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

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year (e.g., 2020).
- 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).
- Click **Execute** to process the selected extract.

Use the [Human Resources](#) > [Reports](#) > [TRS Reports](#) > [Employee Data \(ED\)](#) to verify the ED20 and ED40 information that was extracted. Additionally, you can use the [Human Resources](#) > [Utilities](#) > [TEAM Submission](#) > [Data Maintenance](#) > [Employee Data \(ED\)](#) and retrieve August data to verify ED20 and ED40 information.