



step29

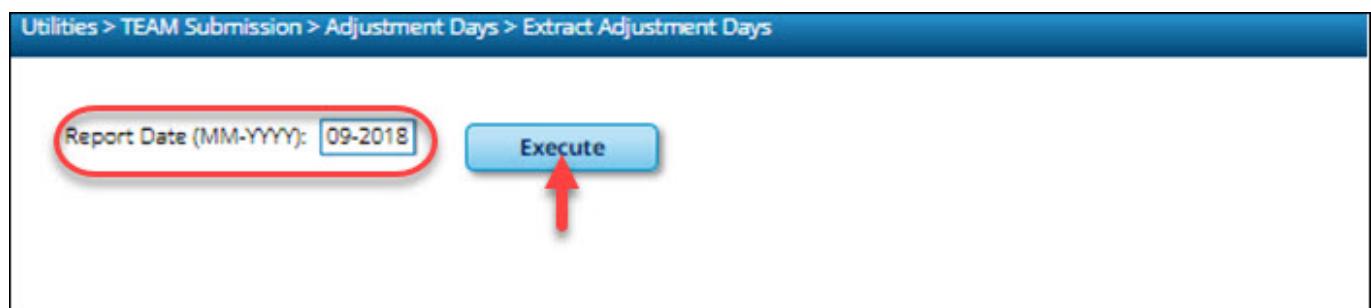
Table of Contents

step29	i
---------------	-------	---

Human Resources > Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days

In the **Report Date (MM-YYYY)** field, type 09-2XXX to capture the days for those employees that worked in August but were not paid until September.

Image



Click **Execute**. The Extract TEAM Adjustment Days - Processing Report is displayed.

Extract TEAM Adjustment Days - Processing Report						
Date Run: 07-26-2018 3:37 PM		TXEIS ISD			Page: 1 of 1	
Emp Nbr	Employee Name	TRS Pos Cd	TRS Retiree	Adj Beg Dt	Adj End Dt	Nbr Adj Days
000100	BLENDEN, AW/NYAM	02	N	08-06-2018	08-31-2018	20 Contracts: New record inserted.
000103	BOBO, BARBARA KAY	02	N	08-06-2018	08-31-2018	20 Contracts: New record inserted.
End of Report						

Click **Process**. A message indicating that the process was successful is displayed on the page.



Verify the information on Human Resources > Reports > TEAM Reports > TRS Adjustment Days Report (HRS7850).