



step29

Table of Contents

step29 i

[Human Resources](#) > [Utilities](#) > [TEAM Submission](#) > [Adjustment Days](#) > [Extract Adjustment Days](#)

In the **Report Date (MM-YYYY)** field, type 09-2018 to capture the days for those employees that worked in August but were not paid until September.

Image

Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days

Report Date (MM-YYYY): 09-2018

Execute

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

Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days

Process Return

Date Run: 07-26-2018 3:37 PM
 Cnty Dist: 018-904
 Report Date: 09-2018

Extract TEAM Adjustment Days - Processing Report
 TXEIS ISD Page: 1 of 1

Emp Nbr	Employee Name	TRS Pos Cd	TRS Retiree	Adj Beg Dt	Adj End Dt	Nbr Adj Days	Notes
000100	BLENDEN, A/WNYA M	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.

Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days

Extract Adjustment Days successful.

Report Date (MM-YYYY): 09-2018

Execute

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