



step29

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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.

Image

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

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Emp Nbr	Employee Name	TRS Pos Cd	TRS Retiree	Adj Beg Dt	Adj End Dt	Nbr Adj Days	Notes
000100	BLENDEN, AWNYA 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.

Image

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 \(HRS7850\)](#).