



## **ED20 (Demographic)**



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# ED20 (Demographic)

The ED20 record is used to report an employee's demographic information. An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees.

**Note:** If an ED20 record has been submitted and corrections are required, submit an ED25 (Demo Adj) record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

Click [here](#) to access the RE Portal Resources page for additional reporting information and complete file record layouts.

## Create an ED20 demographic record:

- The **Emp Nbr** and **Staff ID/SSN** fields are display only.
- You can edit the data fields in the free-form area.

Under **Demo Information:**

<b>Staff ID/SSN</b>	Type the employee's nine-digit social security number.
<b>DOB</b>	Type the employee's date of birth in the MMDDYYYY format.
<b>Gender</b>	Click ▼ to select the employee's gender.
<b>Name</b>	Type the employee's first, middle, and last name.
<b>Generation</b>	Click ▼ to select the employee's generation code.

Under **Address:**

<b>Nbr</b>	Type the street number for the mailing address of the employee. The field can be a maximum of eight characters.
<b>Street/P.O. Box</b>	Type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
<b>Apt</b>	Type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
<b>City</b>	Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters.
<b>State</b>	Click ▼ to select a state for the mailing address of the employee.
<b>Zip</b>	Type the five-digit zip code for the mailing address of the employee.
<b>+4</b>	Type the additional four digits of the zip code.
<b>Province</b>	Type the province of the employee's address. This field is only necessary for foreign addresses.
<b>Country</b>	Click ▼ to select the country of the employee's address. This field is only necessary for foreign addresses.

<b>Postal Code</b>	Type the postal code for the employee's address. This field is only necessary for foreign addresses.
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Under **Contact Info**:

<b>Phone Nbr</b>	Type the 10-digit phone number of the employee.
<b>Work E-mail</b>	Type the employee's work e-mail address. The field can be a maximum of 100 characters.

**If adding a record**, complete the applicable fields and click **Add** to save the record, and then click **Close** to close the maintenance page. Otherwise, click **Close** to close the maintenance page without making any changes.

**If updating a record**, click **Save** to save the changes, and then click **Close** to close the page. Otherwise, click **Close** to close the maintenance page without making any changes.