



## **ED25 (Demographic Adjustment)**



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# ED25 (Demographic Adjustment)

The ED25 record is used to report adjustments to an employee's previously submitted ED20 (Demo) record.

**Note:** If an ED20 record has been submitted and corrections are required, submit an ED25 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 ED25 demographic adjustment record:

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

If you attempt to add an adjustment record for an employee who has an ED20 record for selected TRS Reporting Year XXXX, a Warning dialog box is displayed asking if you want to continue creating an adjustment record.

- Click **Yes** to create an adjustment record.
- Click **No** to return to the ED25 (Demo Adj) tab.

### Under **New Demo Information**:

<b>Staff ID/SSN</b>	Type only corrections to previously submitted data.
<b>DOB</b>	Type only corrections in the MMDDYYYY format to previously submitted data.
<b>Gender</b>	Type only corrections to previously submitted data.
<b>Name</b>	Type only corrections to the previously submitted employee's first, middle, and last names.
<b>Generation</b>	Click ▼ to select the correction to the generation code.

### Under **Original Demo Information**:

<b>Staff ID/SSN</b>	Type the employee's originally submitted staff ID (SSN).
<b>DOB</b>	Type the employee's originally submitted date of birth in the MMDDYYYY format.
<b>Gender</b>	Click ▼ to select the employee's originally submitted gender.
<b>Name</b>	Type the employee's originally submitted first, middle, and last names.
<b>Generation</b>	Click ▼ to select the original generation code.

### Under **New Address**:

**Notes:**

If you need to delete data in a field, complete the field by typing X's for the maximum number of characters allowed in that specific field.

If any field under **New Address** is updated, you must complete all of the **New Address** fields.

<b>Nbr</b>	Type the new street number for the mailing address of the employee. The field can be a maximum of 10 characters.
<b>Street/P.O. Box</b>	Type new 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 new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
<b>City</b>	Type the new 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 new state for the mailing address of the employee.
<b>Zip</b>	Type the new five-digit zip code for the mailing address of the employee.
<b>+4</b>	Type the new additional four digits of the zip code.
<b>Province</b>	Type the new province of the employee's address. This field is only necessary for foreign addresses.
<b>Country</b>	Click ▼ to select the new country of the employee's address. This field is only necessary for foreign addresses.
<b>Postal Code</b>	Type the new postal code for the employee's address. This field is only necessary for foreign addresses.

Under **New Contact Info**:

<b>Phone Nbr</b>	Type only corrections to the 10-digit phone number of the employee.
<b>Work E-mail</b>	Type only corrections to 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.