



addarecord

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addarecord i

Click **+** to add a record. The corresponding maintenance pop-up window opens allowing you to add and save data.

Payroll Processing > TRS Processing Payroll

Save Year: C Frequ

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee:

TRS Month: TRS Year:

Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	0			+
ED25 Demographic Adj	0			+
ED40 Contract & Position	2			+
ED45 Contract & Position Adj	1			+
ED90 Termination	0			+

Regular Payroll (RP) Type	TRS Position Code	Days Worked	Total Gross Pay	Adj Mo/Year	Select	Delete	Add
RP20 Regular Payroll	01 Professional staff	0	3,113.00				+
RP25 Regular Payroll Adj							+

Employment After Retirement (ER) Type	Nbr of Records	Select	Delete	Add
ER20 Employment of Retirees	0			+
ER25 Add Adj	0			+
ER27 Edit Adj	0			+

Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

ED20 Demographic X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767

Demo Information

Staff ID/SSN: DOB: Gender:

Name:

Last First Middle Generation

Address

Nbr:

Street/P.O. Box:

Apt:

City:

State:

Zip: +4

Province:

Country:

Postal Code:

Contact Info

Phone Nbr:

Work Email:

Add Successful

❑ Click **Close** to close the pop-up window.

The **Nbr of Records** count is increased by one.

Payroll Processing > TRS Processing Payroll

Year: C

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee:

TRS Month: TRS Year:

Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	1	<input type="button" value="🔍"/>	<input type="button" value="🗑"/>	<input type="button" value=""/>
ED25 Demographic Adj	0			<input type="button" value="⊕"/>
ED40 Contract & Position	2	<input type="button" value="🔍"/>	<input type="button" value="🗑"/>	<input type="button" value="⊕"/>
ED45 Contract & Position Adj	1	<input type="button" value="🔍"/>	<input type="button" value="🗑"/>	<input type="button" value="⊕"/>
ED90 Termination	0			<input type="button" value="⊕"/>