



# **addmodifyarecord**



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The record count is displayed under **Nbr of Records**. The **+** button is not displayed if there are existing records for the ED20, ED25, and ED90.

The screenshot shows the 'Payroll Processing > TRS Processing' interface. At the top, there's a 'Save' button and 'Year: C' and 'Frequency: 5' indicators. Below are dropdowns for 'TRS Month' and 'TRS Year'. The 'MAINTENANCE' tab is selected, with other tabs like 'ADJUSTMENT DAYS', 'PAYROLL HISTORY', 'EXTRACT', 'CREATE FILES', 'INTERFACE', and 'PURGE'. An 'Employee' field contains '000249' and a 'Retrieve' button is next to it. Below this are three tables:

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

Click to view the record details. The corresponding maintenance pop-up window opens with the record details.

The screenshot shows the 'ED40 Contract & Position' maintenance pop-up window. At the top right, there's a close button (X) and a double-headed arrow icon circled in red. The window displays the following information:

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

**Position**

TRS Membership Eligibility:  ERS Retiree Health Elig:  FTE Hrs:  Hrly Pay Rate:

TRS Position Code:  Employment Type:  Pay Unit/Salary Flag:

**Contract**

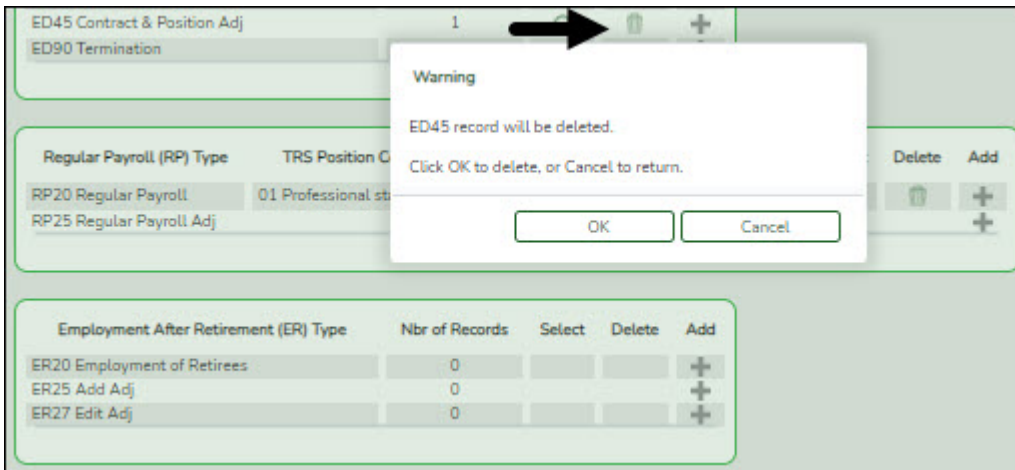
Employment Start Date:  RE Pays Social Security:  Contract Begin Date:  Non-Standard Work Week:  Contract End Date:

At the bottom, there are 'Save' and 'Close' buttons.

If there are multiple records for a record type (ED40, ED45, ER25, ER27), click to toggle between the records.

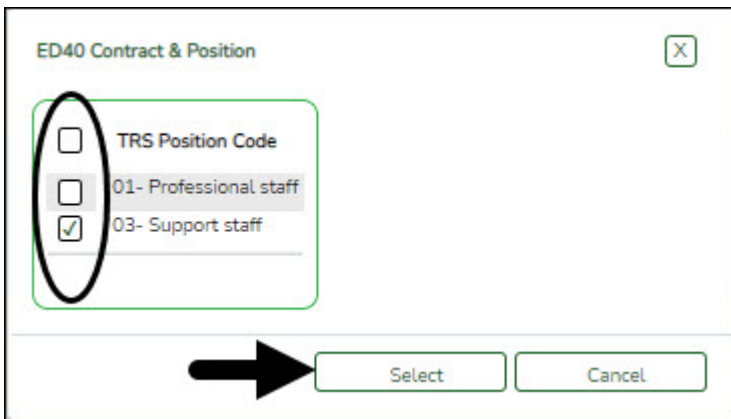
- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

Click to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

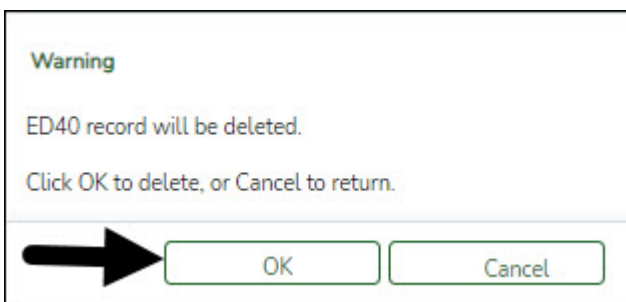


- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

For record types that may have multiple records (ED40, ED45), a pop-up window opens with a list of TRS position codes for the existing records. Select the TRS position code records to be deleted.



Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.



- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.