# ed90

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ED90 Termination

> The ED90 record is used to report an employee who no longer has a contract or work agreement with the local education agency (LEA). The tab is necessary to process refunds and other retirements.
>
> The ED90 record is submitted to TRS in the same month that the final transaction for the employee is reported on the Regular Payroll Report. For employees in TRS-eligible positions, the final transaction may be the final salary and deposits, or previously reported salary and deposit adjustments. For employees in TRS-ineligible positions, the final transaction may be the final salary or a previously reported salary adjustment.
>
> The ED90 record and the final transaction reported through the Regular Payroll Report must be submitted before TRS can process a refund, death claim, or retirement for a member. If the final transaction month was incorrectly reported on the ED90, you must submit a new ED90 to replace the originally reported month.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.



Under **Termination**:

| Date | Type the employee's last date of employment in the MMDDYYYY format. |
|---|---|
| Reason | Click ∨ to select the reason code for the employee's termination.<br><br>*D - Death*<br>*E - End of Employment* |

Under **Final Pay**:

| Month | Click ∨ to select the calendar month for the report month after which no further deposits or adjustments for this employee will be submitted to TRS. |
|---|---|
| Year | Type the reporting year in the YYYY format for the reporting year after which no further deposits or adjustments for this employee will be submitted to TRS. |

| Annualized Eligible TRS Compensation | Type the amount of eligible compensation that an employee would have earned in the school year. |
| --- | --- |
| | This is a required field if the **Reason** field is set to *D - Death*. |
| | If the member works in more than one position, the annualized salary should be the total amount that would have been paid for all positions worked. |