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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.

The screenshot shows a web form titled "ED90 Termination". At the top, it displays employee information: "Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female". Below this, there are two main sections: "Termination" and "Final Pay". The "Termination" section includes a "Date" field with the value "11-25-", a "Reason" dropdown menu currently set to "E - End of Employment", and a "Month" dropdown menu set to "12". The "Final Pay" section includes a "Year" field and an "Annualized Eligible TRS Compensation" field with the value "20,000.00". At the bottom right of the form, there are two buttons: "Add" and "Close".

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. <i>D - Death</i> <i>E - End of Employment</i>

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.