



# RP Records



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**Payroll > Payroll Processing > TRS Processing > Maintenance**

This tab is used to add, edit, and delete Employee Demographic, Regular Payroll, and Employment After Retirement records for TRS reporting.

Access the [RE Portal Resources](#) page for additional reporting information and complete file record layouts.

| Field            | Description  |
|------------------|--|
| <b>TRS Month</b> | This field defaults to the current TRS reporting month.<br><br>Click  to select a TRS month for which you want to retrieve or add data. This is a required field. |
| <b>TRS Year</b>  | This field defaults to the current reporting TRS year.<br><br>Click  to select the TRS year for which you want to retrieve or add data. This is a required field. |
| <b>Employee</b>  | Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . The employee's data is retrieved based on the selected TRS month and year.     |

**ED Records**

Under **Employee Demographic (ED) Type**, a list of ED record types with the number of existing records (**Nbr of Records**) is displayed.