RP Records

Table of Contents

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
TRS Month	This field defaults to the current TRS reporting month. Click ▲▼ to select a TRS month for which you want to retrieve or add data. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click ▲▼ to select the TRS year for which you want to retrieve or add data. This is a required field.
Employee	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 **Retrieve**. 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.

Modify an ED record.

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.

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

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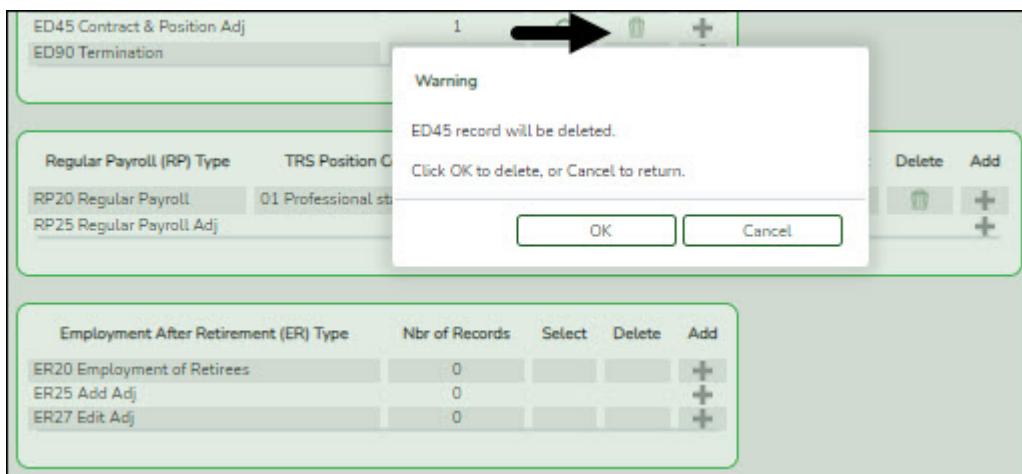
- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

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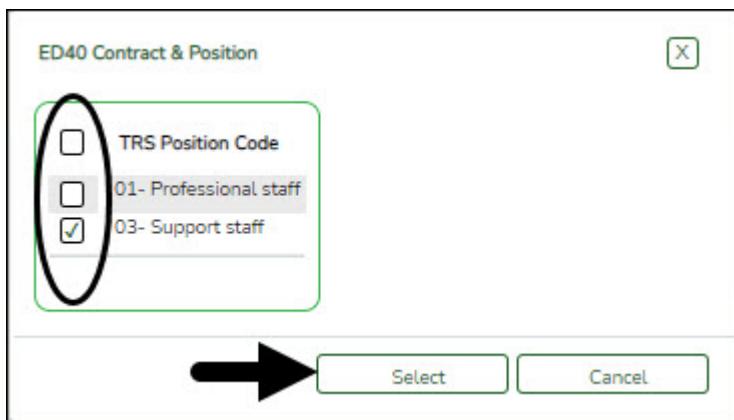
☐ Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.

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