



RP Records



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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.

Payroll Processing > TRS Processing

Save Year: C Frequency: 5

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee: 000249 Retrieve

TRS Month: TRS Year:

| 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.

ED40 Contract & Position

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: TRS Position Code: 01 - Professional staff

ERS Retiree Health Elig: Employment Type: F - Half-Time or more

FTE Hrs: 0 Pay Unit/Salary Flag: S - Salary

Hrly Pay Rate: 25.00

Contract

Employment Start Date: 11-01- RE Pays Social Security: M - Subject to medicare

Contract Begin Date: 11-01- Non-Standard Work Week:

Contract End Date: 11-01-

Save Close

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.

Add an ED record.

Click **+** to add a record. The corresponding maintenance pop-up window opens allowing you to add and save data.

Payroll Processing > TRS Processing Payroll

Save Year: C Frequ

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee:

TRS Month: TRS Year:

| Employee Demographic (ED) Type | Nbr of Records | Select | Delete | Add |
|--------------------------------|----------------|--------|--------|-----|
| ED20 Demographic | 0 | | | + |
| ED25 Demographic Adj | 0 | | | + |
| ED40 Contract & Position | 2 | | | + |
| ED45 Contract & Position Adj | 1 | | | + |
| 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 | | | + |

☐ Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

ED20 Demographic X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767

Demo Information

Staff ID/SSN: DOB: Gender:

Name:

Last First Middle Generation

Address

Nbr:

Street/P.O. Box:

Apt:

City:

State:

Zip: +4

Province:

Country:

Postal Code:

Contact Info

Phone Nbr:

Work Email:

Add Successful

❑ Click **Close** to close the pop-up window.

The **Nbr of Records** count is increased by one.

Payroll Processing > TRS Processing Payroll

Year: C

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee:

TRS Month: TRS Year:

| Employee Demographic (ED) Type | Nbr of Records | Select | Delete | Add |
|--------------------------------|----------------|----------------------------------|----------------------------------|----------------------------------|
| ED20 Demographic | 1 | <input type="button" value="🔍"/> | <input type="button" value="🗑"/> | <input type="button" value=""/> |
| ED25 Demographic Adj | 0 | | | <input type="button" value="⊕"/> |
| ED40 Contract & Position | 2 | <input type="button" value="🔍"/> | <input type="button" value="🗑"/> | <input type="button" value="⊕"/> |
| ED45 Contract & Position Adj | 1 | <input type="button" value="🔍"/> | <input type="button" value="🗑"/> | <input type="button" value="⊕"/> |
| ED90 Termination | 0 | | | <input type="button" value="⊕"/> |