



## 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.  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.  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.

[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 ▼ Payroll

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

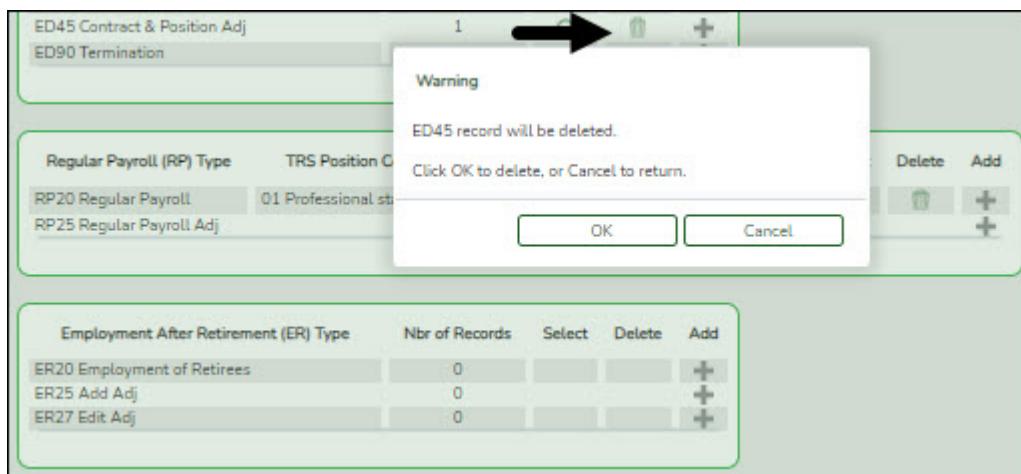
Position		Contract	
TRS Membership Eligibility: <input checked="" type="checkbox"/>	TRS Position Code: 01 - Professional staff	Employment Start Date: 11-01-	RE Pays Social Security: M - Subject to medicare
ERS Retiree Health Elig: <input type="checkbox"/>	Employment Type: F - Half-Time or more	Contract Begin Date: 11-01-	Non-Standard Work Week: <input type="checkbox"/>
FTE Hrs: 0	Pay Unit/Salary Flag: S - Salary	Contract End Date: 11-01-	
Hrly Pay Rate: 25.00			

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.

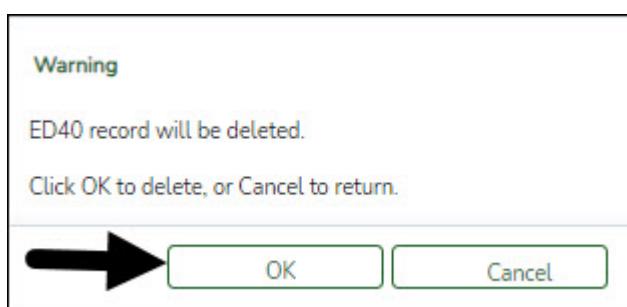


- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

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 

Year: C

TRS Month:  TRS Year:

[ADJUSTMENT DAYS](#) [PAYROLL HISTORY](#) [EXTRACT](#) [MAINTENANCE](#) [CREATE FILES](#) [INTERFACE](#) [PURGE](#)

Employee: 000249 : DE HOYOS, DEANNA STAR

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:	112-79-8767	DOB:	06-25-1952	Gender:	F - Female
Name:	DE HOYOS	DEANNA	STAR	Generation	
	Last	First	Middle		

**Address**

Nbr:	2142
Street/P.O. Box:	INGRAM
Apt:	
City:	Alamo City
State:	TX - Texas
Zip:	46112 +4
Province:	
Country:	
Postal Code:	

**Contact Info**

Phone Nbr:	555	464-7833
Work Email:		

Add Successful

→ Add Close

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

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

Payroll Processing > TRS Processing Payroll

Save Year: C

TRS Month:  TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee: 000249 : DE HOYOS, DEANNA STAR 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	2			
ED45 Contract & Position Adj	1			
ED90 Termination	0			