



RP Records



Table of Contents

RP Records i

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.

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

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			<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="+"/>

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		<input type="button" value="🔍"/>	<input type="button" value="🗑"/>	<input type="button" value="+"/>
RP25 Regular Payroll Adj							<input type="button" value="+"/>

Employment After Retirement (ER) Type	Nbr of Records	Select	Delete	Add
ER20 Employment of Retirees	0			<input type="button" value="+"/>
ER25 Add Adj	0			<input type="button" value="+"/>
ER27 Edit Adj	0			<input type="button" value="+"/>

☐ 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="+"/>

Nbr	Type the street number for the mailing address of the employee. The field can be a maximum of eight characters.
Street/P.O. Box	Type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click  to select a state for the mailing address of the employee.
Zip	Type the five-digit zip code for the mailing address of the employee.
+4	Type the additional four digits of the zip code.
Province	Type the province of the employee's address. This field is only necessary for foreign addresses.
Country	<p>Click  to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>In the Search field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the Country field is populated with the selected code. Otherwise, click Cancel to close the lookup without selecting a country code.</p> <p>This field is only necessary for foreign addresses.</p>
Postal Code	Type the postal code for the employee's address. This field is only necessary for foreign addresses.

Under **Contact Info**:

Phone Nbr	Type the employee's 10-digit phone number.
Work E-mail	Type the employee's work e-mail address. The field can be a maximum of 100 characters.