



# 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
<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

Save Year: C Frequency: 5

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT **MAINTENANCE** CREATE FILES INTERFACE PURGE

Employee: 000249 Retrieve

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:  ERS Retiree Health Elig:  FTE Hrs: 0 Hrly Pay Rate: 25.00

Contract: TRS Position Code: 01 - Professional staff 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="⊕"/>

ED20 Demographic record details.

The ED20 Demographic record is used to report an employee's demographic information. An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees.

**Note:** If an ED20 record has been submitted and corrections are required, submit an ED25 (Demo Adj) record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

**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:

Under **Demo Information**, the employee's demographic information is automatically populated from the employee's demographic record. Update the fields as needed.

<b>Staff ID/SSN</b>	Type the employee's nine-digit social security number.
<b>DOB</b>	Type the employee's date of birth in the MM-DD-YYYY format.
<b>Gender</b>	Click <span style="font-size: small;">▼</span> to select the employee's gender.
<b>Name</b>	Type the employee's last, first, and middle name.
<b>Generation</b>	Click <span style="font-size: small;">▼</span> to select the employee's generation code.

Under **Address**:

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

Under **Contact Info**:

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

### [ED25 Adjustment record details.](#)

The ED25 Demographic Adjustment tab is used to report adjustments to an employee's previously submitted ED20 (Demo) record.

ED25 records are not created for changes made to a terminated employee's demographic record.

**Note:** If an ED20 record has been submitted and corrections are required, submit an ED25 record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

ED25 Demographic Adj
X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

**New Demo Information**

Staff ID/SSN: - DOB: - Gender:

Name:

Last First Middle Generation

**Original Demo Information**

Staff ID/SSN:  DOB:  Gender:

Name:

Last First Middle Generation

**New Address**

Nbr:

Street/P.O. Box:

Apt:

City:

State:

Zip:  +4

Province:

Country:

Postal Code:

**New Contact Info**

Phone Nbr: -

Work Email:

Under **New Demo Information:**

<b>Staff ID/SSN</b>	Type only corrections to originally submitted staff ID/Social Security Number data.
<b>DOB</b>	Type only corrections in the MM-DD-YYYY format to previously submitted date of birth data.
<b>Gender</b>	Type only corrections to originally submitted gender data.
<b>Name</b>	Type only corrections to the originally submitted employee's last, first, and middle names.
<b>Generation</b>	Click <input type="text" value="v"/> to select the corrected generation code.

Under **Original Demo Information**, the following fields must be completed.

<b>Staff ID/SSN</b>	Type the employee's originally submitted staff ID/Social Security Number data.
<b>DOB</b>	Type the employee's originally submitted date of birth in the MM-DD-YYYY format.
<b>Gender</b>	Click <input type="text" value="v"/> to select the employee's originally submitted gender.
<b>Name</b>	Type the employee's originally submitted last, first, and middle names.
<b>Generation</b>	Click <input type="text" value="v"/> to select the originally submitted generation code.

Under **New Address:**

**Notes:** If you need to delete data in a field, complete the field by typing X's for the maximum number of characters allowed in that specific field.

If any field under **New Address** is updated, all of the applicable **New Address** fields must be completed

<b>Nbr</b>	Type the new street number for the mailing address of the employee. The field can be a maximum of 10 characters.
<b>Street/P.O. Box</b>	Type new the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
<b>Apt</b>	Type the new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
<b>City</b>	Type the new city name for the mailing address of the employee. The field can be a maximum of 20 characters.
<b>State</b>	Click  to select a new state for the mailing address of the employee.
<b>Zip</b>	Type the new five-digit zip code for the mailing address of the employee.
<b>+4</b>	Type the new additional four digits of the zip code.
<b>Province</b>	Type the new province of the employee's address. This field is only necessary for foreign addresses.
<b>Country</b>	<p>Click  to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>In the <b>Search</b> field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the <b>Country</b> field is populated with the selected code. Otherwise, click <b>Cancel</b> to close the lookup without selecting a country code.</p> <p>This field is only necessary for foreign addresses.</p>
<b>Postal Code</b>	Type the new postal code for the employee's address. This field is only necessary for foreign addresses.

Under **New Contact Info:**

<b>Phone Nbr</b>	Type only corrections to the employee's previously submitted 10-digit phone number.
<b>Work E-mail</b>	Type only corrections to the employee's previously submitted work e-mail address. The field can be a maximum of 100 characters.