trsprocessing_maintenance_intro

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.