

trsprocessing_maintenance_intro

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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 |
|-----------|--|
| 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. |
| | 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.