



**createfiles**



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# Create Files

## Human Resources > Payroll Processing > TRS Processing > Create Files

This tab is used to create the Employee Data (ED), Regular Payroll, and Employment of Retirees submission files for TRS reporting. These submission files can be electronically submitted to the TRS website.



The **Employee Data (ED)** submission file contains basic employee enrollment information. The ED file is submitted at the beginning of a new school year for all employees and each month for new employees.

The **Regular Payroll (RP)** submission file provides a payroll contribution detail report for each employee on a monthly basis. The RP file is submitted after the last payroll of the month.

The **Employment of Retirees (ER)** submission file reports employment information for retirees, regardless of retirement date or retirement type. The ER file is submitted once a month for retired members.


Click here to access the [TEAM Report Formatting Guide - ISDs, Charters, and ESCs](#) for additional reporting information and complete file record layouts.

### Create a file:


Field	Description
<b>TRS Month</b>	Click  to select a TRS month for which you want to retrieve data. This is a required field.
<b>TRS Year</b>	Click  to select the TRS year for which you want to retrieve data. This is a required field.

Select the file type(s) to be created.


**Create ED File**

<p><b>Select ED type(s), or blank for ALL</b></p>	<p>Click  to display the Employee Demographic (ED) pop-up window.</p> <p>In the <b>Search</b> field, type the record type to narrow the selection. Select the ED record type(s) to be included.</p> <ul style="list-style-type: none"> <li>• <b>ED20 Demographic</b></li> <li>• <b>ED25 Demographic Adj</b></li> <li>• <b>ED40 Contract &amp; Position</b></li> <li>• <b>ED45 Contract &amp; Position Adj</b></li> <li>• <b>ED90 Termination</b></li> </ul> <p>Click <b>Select</b> to close the pop-up window and populate the field with the selection(s).</p> <p>Click <b>Cancel</b> to return to the Create Files Tab.</p> <p>Leave the field blank to include all ED record types.</p>
<p><b>Select Employee(s), or blank for ALL</b></p>	<p>The Employees directory is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select one or more employee numbers from the list and click <b>OK</b>. Otherwise, click <b>Cancel</b>.</p>

**Create RP File**

<p><b>Select RP type(s), or blank for ALL</b></p>	<p>Click  to display the Regular Payroll (RP) pop-up window. In the <b>Search</b> field, type the record type to narrow the selection. Select the RP record type(s) to be included.</p> <ul style="list-style-type: none"> <li>• <b>RP20 Regular Payroll</b></li> <li>• <b>RP25 Regular Payroll Adj</b></li> </ul> <p>Click <b>Select</b> to close the pop-up window and populate the field with the selection(s).</p> <p>Click <b>Cancel</b> to return to the Create Files Tab. Leave the field blank to include all RP record types.</p>
<p><b>Select Employee(s), or blank for ALL</b></p>	<p>The Employees directory is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select one or more employee numbers from the list and click <b>OK</b>. Otherwise, click <b>Cancel</b>.</p>


**Create ER File**

<p><b>Select RP type(s), or blank for ALL</b></p>	<p>Click  to display the Regular Payroll (RP) pop-up window. In the <b>Search</b> field, type the record type to narrow the selection. Select the RP record type(s) to be included.</p> <ul style="list-style-type: none"> <li>• <b>RP20 Regular Payroll</b></li> <li>• <b>RP25 Regular Payroll Adj</b></li> </ul> <p>Click <b>Select</b> to close the pop-up window and populate the field with the selection(s). Click <b>Cancel</b> to return to the Create Files Tab. Leave the field blank to include all RP record types.</p>
<p><b>Select Employee(s), or blank for ALL</b></p>	<p>The Employees directory is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select one or more employee numbers from the list and click <b>OK</b>. Otherwise, click <b>Cancel</b>.</p>

Click **Save**.

\*\*NOTE:

### Other functions and features:

	<p><b>Delete a row.</b> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>
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