



# **extractadjustmentdays**



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# Extract Adjustment Days

## **Human Resources > Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days**

This utility is used to extract the available days worked from the TRS calendar and from any leave docks that were processed through the payroll leave transmittals process for leave types that have Use For Dock TRS Days selected on the Tables > Leave > Leave Type Description tab. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. The data is extracted to the TRS Adjustment Days Maintenance page. This data is for the RP (Regular Payroll) and ER (Employment after Retirement) records.


### **Extract the TRS adjustment days:**


<b>Field</b>	<b>Description</b>
<b>Report Date (MM-YYYY)</b>	Type the reporting month and year for this report.

Click **Execute** to display the extract report. The Extract TEAM Adjustment Days - Processing Report is displayed.


[Review the report.](#)

### **Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

### **The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to process the records.

Click **Return** to return to the Extract Adjustment Days page.