



ed90term

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Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED90 (Term)

This tab is used to report an employee who no longer has a contract or work agreement with the local education agency (LEA). The tab is necessary to process refunds and other retirements.

The ED90 record is submitted to TRS in the same month that the final transaction for the employee is reported on the Regular Payroll Report. For employees in TRS-eligible positions, the final transaction may be the final salary and deposits, or previously reported salary and deposit adjustments. For employees in TRS-ineligible positions, the final transaction may be the final salary, or a previously reported salary adjustment.

The ED90 record and the final transaction reported through the Regular Payroll Report must be submitted before TRS can process a refund, death claim, or retirement for a member. If the final transaction month was incorrectly reported on the ED90, you must submit a new ED90 to replace the original reported month.

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

This tab consists of a grid at the top and a free-form area at the bottom.

Create an ED90 termination record:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

/*Inline folded include*/

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

 [Delete a row.](#)

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.