



# **(OBSOLETE) Create Employee Data (ED) Submission File - HRS7800**



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# (OBSOLETE) Create Employee Data (ED) Submission File - HRS7800

**Human Resources > Utilities > TEAM Submission > Create Submission > Employee Data**

This page is used to create a submission file containing basic employee enrollment information. The file is submitted at the beginning of a new school year and each month for new employees. Additionally, the submission files can be electronically submitted to the TRS website.

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

## Create an employee data (ED) submission file::

Field	Description
<b>Report Date (MM-YYYY)</b>	Type the month and year of the report in the MMYYYY format.

Click **Execute**. The Save As dialog box is displayed.


Navigate to the folder where the files are to be saved.


Click **Save** to continue or **Cancel** to return to the Employee Data (ED) page.

The Signature Data, Summary of Employee Data (ED) Report is displayed. The summary contains the total number of records submitted for the report month and year.


[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 **Cancel** to return to the Employee Data page without printing a signature report.