# TRS YTD Data

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***Human Resources > Maintenance > TRS YTD Data***

> This page is used to display an employee's TRS deposit and grant information if the employee is receiving payments from a grant code. Data is displayed by payroll frequency.
>
> TRS data changes can be performed on the applicable TEAM maintenance pages.

## Review TRS YTD data:

| Field | Description |
|---|---|
| **School Year** | Type the school year in the YYYY format. The system is set to the current year. |
| **Employee** | 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**. Or, click **Directory** to perform a search in the Employees directory. |

The **Payoff** date field is automatically populated from the employee's primary job.

Under **TRS Deposit Information**, the columns are populated with existing employee contribution information.

Click 🔍 to view additional information for the month in the Grant Information grid.

Click ⌄ to select the pay date to be used for the pay history records.

Under **Grant Information**, if the employee has a grant, the table is populated.

Select **Display Combined TRS/Grant Info** to display information in a combined listing sorted by month.

## Other functions and features:

| | |
|---|---|
| **Print** | Click to view the TRS and Grant Information report. Review the report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click 📕 to save and print the report in PDF format.<br><br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |