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Create Files

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Payroll > Payroll Processing > TRS Processing > Create Files

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

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.

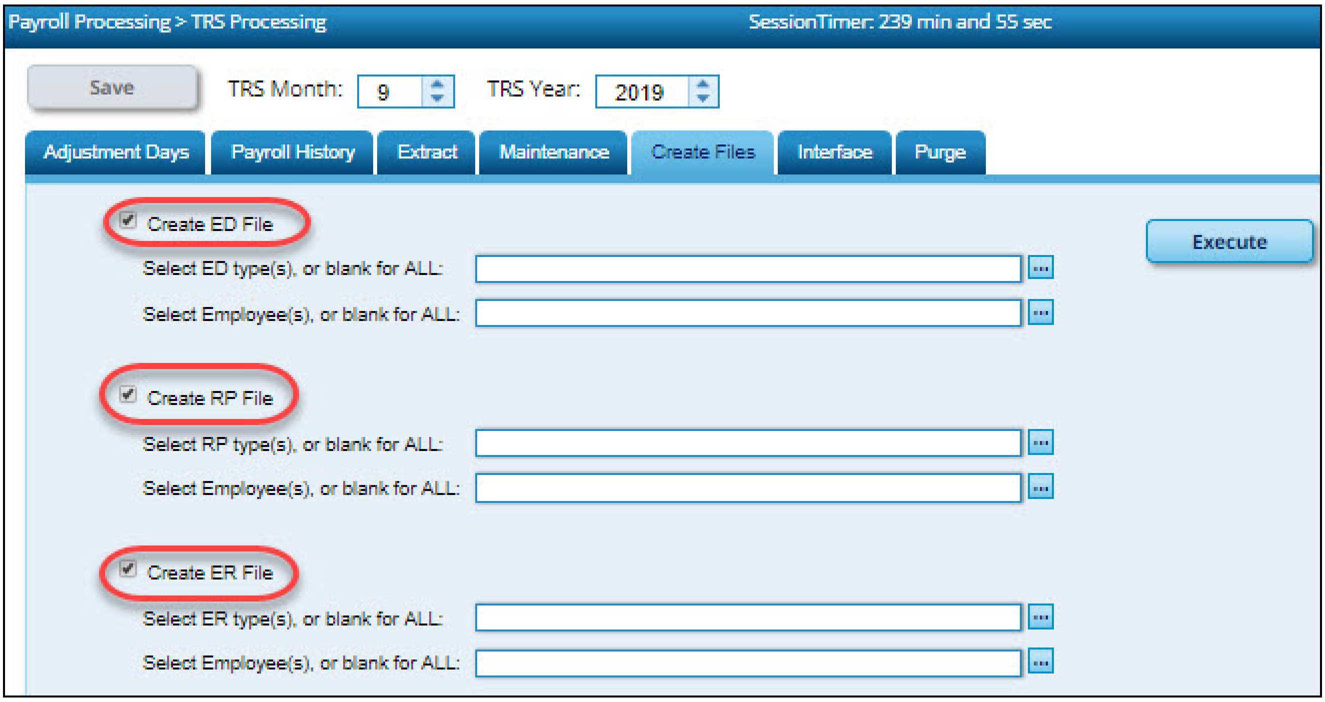
The **Regular Payroll (RP)** submission file provides a payroll contribution detail report for each employee on a monthly basis. The RP file is submitted after the last payroll of the month.

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.

Access the RE Portal Resources page for additional reporting information and complete file record layouts.

Create a file:

Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click ⇕ to select the TRS reporting month. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click ⇕ to select the TRS reporting year. This is a required field.


Payroll Processing > TRS Processing
SessionTimer: 239 min and 55 sec
Save
Adjustment Days
Payroll History
Extract
Maintenance
Create Files
Interface
Purge
Execute
Select ED type(s), or blank for ALL:
Select Employee(s), or blank for ALL:
Select RP type(s), or blank for ALL:
Select Employee(s), or blank for ALL:
Select ER type(s), or blank for ALL:
Select Employee(s), or blank for ALL:

TRS Month: 9

TRS Year: 2019

☑ Create ED File

☑ Create RP File

☑ Create ER File

Select the file type(s) (**ED**, **RP**, **ER**) to be created. At least one file type must be selected.

☐ Create ED File

Select ED type(s), or blank for ALL	Click ⋮ to display the Employee Demographic (ED) pop-up window. In the **Search** field, type the record type to narrow the selection. Select the ED record type(s) to be included. • **ED20 Demographic** • **ED25 Demographic Adj** • **ED40 Contract & Position** • **ED45 Contract & Position Adj** • **ED90 Termination** Click **Select** to close the pop-up window and populate the field with the selection(s). Click **Cancel** to return to the Create Files Tab. Leave the field blank to include all ED record types.
Select Employee(s), or blank for ALL	The Employees directory is displayed. To search for a specific employee, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of data that matches the search criteria is displayed. Select one or more employee numbers from the list and click **OK**. Otherwise, click **Cancel**.

☐ Create RP File

Select RP type(s), or blank for ALL	Click ⋮ to display the Regular Payroll (RP) pop-up window. In the **Search** field, type the record type to narrow the selection. Select the RP record type(s) to be included. • **RP20 Regular Payroll** • **RP25 Regular Payroll Adj** Click **Select** to close the pop-up window and populate the field with the selection(s). Click **Cancel** to return to the Create Files Tab. Leave the field blank to include all RP record types.
Select Employee(s), or blank for ALL	The Employees directory is displayed. To search for a specific employee, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of data that matches the search criteria is displayed. Select one or more employee numbers from the list and click **OK**. Otherwise, click **Cancel**.

☐ **Create ER File**

Select ER type(s), or blank for ALL	Click ⋮ to open the Employment After Retirement pop-up window. Select the ER record type(s) to be included In the **Search** field, type the record type to narrow the selection. Select the ER record type(s) to be included. • **ER20 Employment of Retirees** • **ER25 Add Adj** • **ER27 Edit Adj** Click **Select** to close the pop-up window and populate the field with the selection(s). Click **Cancel** to return to the Create Files Tab. Leave the field blank to include all ER record types.
Select Employee(s), or blank for ALL	The Employees directory is displayed. To search for a specific employee, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of data that matches the search criteria is displayed. Select one or more employee numbers from the list and click **OK**. Otherwise, click **Cancel**.

☐ Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) are created for each selected file type.

Review the report.