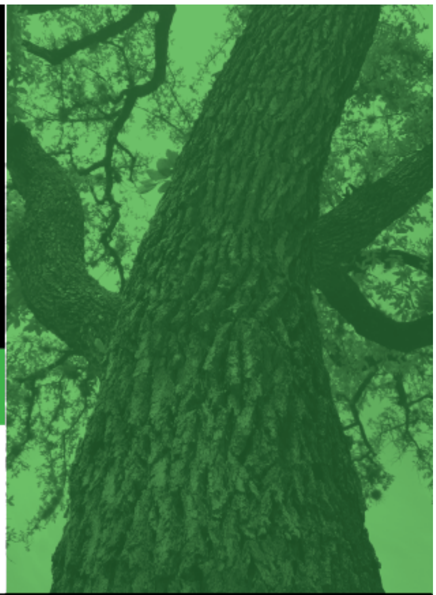
ASCENDER GUIDES



ED90 (Termination) - HRS3900

Table of Contents

ED90 (Termination) - HRS3900

Payroll > Utilities > TRS 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 originally 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:

Field	Description
TRS Month	Click ⌄ to select a TRS month for which you want to retrieve data. This is a required field.
TRS Year	Type the calendar year in the YYYY format for which you want to retrieve data. This is a required field.

Click **Retrieve**. The selected information is displayed.

Click Directory to search for an employee.

Click 🔍 to view additional details for a row in the free-form area.

In the free-form area, the **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are display only.

To add another row, click **+Add**. A new row is added with the cursor in the **Emp Nbr** field. In the **Emp Nbr** field of the free-form area, type or select an employee number, and then press TAB. Data associated with the employee number is displayed. You can edit and save the data. If an employee is selected from the Directory, a new row is added. If multiple rows are selected from the Directory, all of the employees are added as new rows in the grid area.

Under **Termination**:

Date	Type the employee's last date of employment in the MMDDYYYY format.
Reason	Click to select the reason code for the employee's termination. *D - Death* *E - End of Employment*

Under **Final Pay**:

Month	Click to select the calendar month for the report month after which no further deposits or adjustments for this employee will be submitted to TRS.
Year	Type the report year in the YYYY format for the report year after which no further deposits or adjustments for this employee will be submitted to TRS.
Annualized Eligible TRS Compensation	Type the amount of eligible compensation that an employee would have earned in the school year. This is a required field if the **Reason** field is set to *D - Death*. If the member works in more than one position, the annualized salary should be the total amount that would have been paid for all positions worked.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.