HRS9800 - Member Data (MD)

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The report is for your records and should be printed to verify the member data records being submitted to TRS. You can use the report to review the member data for accuracy and to verify that corrections were entered correctly. The report can be printed as often as required before actually creating the TRS member data file for submission.

Parameter	Parameter Description
From Report Date (MMYYYY)	Type the from report date in the MMYYYY format. This is a required field.
To Report Date (MMYYYY)	Type the to report date in the MMYYYY format. This is a required field.
Sort by Alpha (A), Employee Nbr (N), Staff ID (S)	A - Sort the report alphabetically. N - Sort the report by employee number. S - Sort the report by staff identification number. This is a required field.
Include Reports (Select From List)	Type a Y or an N to include or exclude specific reports (Demographics (MD20); Demographic Adjustment (MD25); Address/Supplemental Address (MD30 / MD31); Contract and Position (MD40); Contract and Position Adjustment (MD45); Termination (MD90)) separating each of the reports with a comma and no space (e.g., Y,N,N,N,Y,N). If no data is available, type N. Or, click to include reports. This is a required field.
Select Employee(s), or blank for ALL	Type the employee number separating multiple employee numbers with a comma. Or, click to search for employees. Otherwise, leave blank to use all employee numbers.

Generate the report.