



## Create ED submission file



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# Create ED submission file

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Create the ED Submission file and upload it to TRS. Be sure to wait until the upload is completed successfully.

Payroll Processing > TRS Processing

Payroll

Save

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE **CREATE FILES** INTERFACE PURGE

Create ED File

Select ED type(s), or blank for ALL:

Select Employee(s), or blank for ALL:

Execute

In the **TRS Month** field, select 8 (August).

In the **TRS Year** field, select the applicable TRS reporting year.

Select **Create ED File**.

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) for the RE Portal are created for each selected file type.



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