



# Maintenance RP records



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While you are waiting for the ED file to be successfully uploaded, verify employee data and if necessary, perform employee data maintenance.

You may need to manually add all new hires for August to the RP20 record.

The screenshot shows the 'Regular Payroll (RP)' interface. At the top, there is a 'Save' button and a search area with 'TRS Month: 08' and 'TRS Year:' fields, along with 'Retrieve' and 'Directory' buttons. Below this is a table with two tabs: 'RP20 (PAYROLL)' and 'RP25 (PAYROLL ADJ)'. The table lists employees with columns for Delete, Select, Emp Nbr, Staff ID/SSN, DOB, Gender, Last Name, First Name, Middle Name, Generation, TRS Position Code, Actual Hours Worked, and Hours Scheduled. The first row is highlighted for employee 000265, COOK, CHRISTIAN D. Below the table is a pagination bar showing '2 / 19' records. The bottom section provides a detailed view for the selected employee, including 'Job Info' (TRS Position Code: 02 - Teacher, librarian; Actual Hours Worked: 0; Hours Scheduled: 38; Days Worked: 13; Zero Days Reason: dropdown), 'Monthly Amount' (TRS Gross: 5,783.37; TRS Care: 37.59; TRS Sal Reduction: 477.13; Total Gross Pay: 5,783.37), and 'Service Credit' (Service Credit Purchase Deduction Amount: 0.00).

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.

Complete the **Hours Scheduled** and **Days Worked** fields for the employee.

Click **Save**.

Additionally, you can sort the data on this page by the **Days Worked**. This allows you to determine that a **Zero Days Reason** is indicated for all employees who actually have zero days worked in August.

If the employee actually worked in August, adjust the **Hours Scheduled** and **Days Worked** fields accordingly.



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