



Create RP submission file

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After the ED submission file is in a Completed status, create the RP submission file and upload it to TRS.

The screenshot shows the 'Create Files' interface. At the top, there is a 'Save' button. Below it, 'TRS Month' is set to 8 and 'TRS Year' is a dropdown menu. The 'CREATE FILES' tab is selected, and the 'Create RP File' checkbox is checked. The 'Execute' button is highlighted with a large black arrow pointing down to it.

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

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

Select **Create RP 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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