



Enter ED90 records/create submission file

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Payroll > Utilities > TRS Maintenance > Employee Data (ED) > ED90 (Term)

After all reports are completed, enter the ED90 Termination records for August.

Employee Data (ED) screen showing a list of ED90 (TERM) records for employee 000007. The record details are: Emp Nbr: 000007, Staff ID/SSN: 319-24-7608, DOB: 09-01-1954, Gender: F - Female, Last Name: ADAMS, First Name: ALESHA, Middle Name: M, Generation: , Termination Date: 05-24-2024, Termination Reason Code: E - End of Employment, Final Payroll Transaction Report Period: 08 - 2024.

Payroll > Payroll Processing > TRS Processing > Create Files

Create the ED90 submission file and upload it to TRS.

TRS Processing > Create Files screen. The 'CREATE FILES' tab is selected. Under 'Create ED File', the 'Select ED type(s), or blank for ALL:' field contains 'ED90'. An arrow points from the 'Execute' button to the 'Create ED File' section.

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year.
- Under **Create ED File**, in the **Select ED type(s), or blank for ALL** field, click to open the

Employee Demographic (ED) pop-up window.

- Select **ED90 Termination**.
- Click **Select** to close the pop-up window and populate the field with the selection.

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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