Enter ED90 records/create submission file

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Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED90 (Term)

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

Human Resources > Payroll Processing > TRS Processing > Create Files

Create the ED90 submission file and upload it to TRS TEAM.

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

❏ In the **TRS Year** field, select the applicable TRS reporting year (e.g., 2020).

❏ Under **Create ED File**, in the **Select ED type(s), or blank for ALL** field, click ⋮ to display 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) are created for each selected file type.

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