



Extract August TRS records

Table of Contents

Extract August TRS records 1

Extract August TRS records

Log on to the current year pay frequency.

[Payroll](#) > [Payroll Processing](#) > [TRS Processing](#) > [Extract](#)

Extract records again but **do not** interface to Finance as the interface was completed in Step 2.

The screenshot shows the 'Payroll Processing - TRS Processing' interface. At the top, there is a 'Save' button and a 'Year: C' indicator. Below this, the 'TRS Month' is set to '8' and 'TRS Year' is a dropdown menu. The 'EXTRACT' tab is active, showing several options:

- Delete All and Insert New Records
- Insert New Records
- First Time Reporting
- Frequency: 4 Biweekly, 5 Semimonthly, 6 Monthly
- Employee Demographic (ED20) Extract
- Contract and Position (ED40) Extract
- Regular Payroll (RP20) Extract
- Employment After Retirement (ER20) Extract
- Adjustment Days

At the bottom, there is a table for 'Child Nutrition':

Delete	Grant Code	Account	Description	Current Month Salary	Previous Month Salary
<input type="checkbox"/>	36	240-35-6146.00-938-099000	AUGUST CHILD NUTRITION	30,000.00	0.00

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year.
- Select **Employee Demographic (ED20) Extract** to extract employee demographic data.
- Select **Contract and Position (ED40) Extract** to extract contract and position data.
 - In the **From Contract Begin Date** field, type the first date in August (e.g., 08/01/20XX).
 - In the **To Contract Begin Date** field, type the last date in August (e.g., 08/31/20XX).
- Select **Regular Payroll (RP20) Extract** to extract your August payroll data.
- Select **Employment of Retirement (ER20) Extract** to extract retiree data.
- Select **Adjustment Days** (if applicable) to extract adjustment day data.
- Click **Execute** to process the selected extract.



Back Cover