



Extract August TRS records

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Log on to the current year pay frequency.

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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 selected, showing various options: 'Delete All and Insert New Records' (selected), 'Insert New Records', 'First Time Reporting', and 'Frequency' options (4 Biweekly, 5 Semimonthly, 6 Monthly). There are 'Execute' and 'Extract Status' buttons. Several extract options are checked: 'Employee Demographic (ED20) Extract', 'Contract and Position (ED40) Extract' (with 'From Contract Begin Date' and 'To Contract Begin Date' fields), 'Regular Payroll (RP20) Extract' (with 'Maximum Days Worked', 'Maximum Hours Worked', and 'Default Zero Days Reason' fields), 'Employment After Retirement (ER20) Extract' (with similar fields), and 'Adjustment Days' (with 'Adjustment Days to RP25' and 'Adjustment Days to ER27' options). A table for 'Child Nutrition' is also visible, with columns for 'Delete', 'Grant Code', 'Account', 'Description', 'Current Month Salary', and 'Previous Month Salary'. The table contains one row with the following data: Delete: 36, Grant Code: 240-35-6146.00-938-99000, Account: 240-35-6146.00-938-99000, Description: AUGUST CHILD NUTRITION, Current Month Salary: 30,000.00, Previous Month Salary: 0.00.

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year (e.g., 2021).
- 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.



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