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# ASCENDER - August TRS Reporting Process



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# ASCENDER - August TRS Reporting Process

**Created:** 07/2020

**Reviewed:** N/A

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This guide provides information about the August TRS reporting.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).

Access the [RE Portal Resources](#) page for additional reporting information and complete file record layouts.

## 1. [Process all August payrolls](#)

### Process all August payrolls

[Payroll](#) > [Payroll Processing](#) > [Interface Processing](#) > [Interface to Finance](#)

After all August payrolls are processed, interface the payrolls to Finance.

Before continuing with this process, verify that all service records have been extracted.

## 2. [Extract August RP records and interface to Finance](#)

### Extract August RP records and interface to Finance

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

Extract August Regular Payroll (RP) records. Process the RP extract with Child Nutrition amounts (if applicable) and interface to Finance. This allows you to process and interface the TRS On-Behalf journal and continue with end-of-year processing in Finance.

#### IMPORTANT:



- Save all extract reports in a folder (e.g., Preliminary Aug TRS Reports) as they will be used at a later time in the verification process.
- **Do not** make any manual corrections to employee RP20 records. Extracting RP20 records again later in this document will override any manual changes.

Payroll Processing > TRS Processing

Save

Year: C

TRS Month: 8 TRS Year: [ ]

ADJUSTMENT DAYS PAYROLL HISTORY **EXTRACT** MAINTENANCE CREATE FILES INTERFACE PURGE

Delete All and Insert New Records
  Insert New Records
  First Time Reporting

Frequency:
  4 Biweekly
  5 Semimonthly
  6 Monthly

Execute Extract Status

Employee Demographic (ED20) Extract  
 Employment Demographic records will be created.

Contract and Position (ED40) Extract  
 From Contract Begin Date: [ ] [ ]  
 To Contract Begin Date: [ ] [ ]

Regular Payroll (RP20) Extract  
 Maximum Days Worked: [0]  
 Maximum Hours Worked: [0]  
 Default Zero Days Reason: [ (If applicable) Child Nutrition ]

Employment After Retirement (ER20) Extract  
 Maximum Days Worked: [0]  
 Maximum Hours Worked: [0]  
 Default Zero Days Reason: [ ]

Adjustment Days  
 Adjustment Days to RP25  
 Adjustment Days to ER27

Delete	Grant Code	Account	Description	Current Month Salary	Previous Month Salary
[ ]	34	240-35-6146.00-001-499000	CHILD NUTRITION	0.00	0.00

Select **Regular Payroll (RP20) Extract** to extract regular payroll data.

<b>Maximum Days Worked</b>	Type the actual number of days worked in the reporting period month.
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<p><b>Maximum Hours Worked</b></p>	<p>Type the actual number of hours worked in the reporting period month.</p> <p>The below approach allows each work day to be assigned independently of the pay dates that may contain the work day. Also, it manages the days worked if an employee has multiple jobs with different calendar codes but the same TRS position. And, the TRS adjustment days for leave docks (each TRS position code will have an entry for every dock day in the TRS adjustment days table) can easily be applied per TRS position.</p> <p><b>Notes:</b></p> <p>Maximum hours worked and maximum days worked should be entered allowing a warning message to be issued to identify employees with totals for the respective amounts (totals of all TRS positions codes) that may exceed the entered threshold values.</p> <p>Actual days worked are accumulated from the calendar codes in the job history records for each pay date. A list of work dates is created for each TRS position code for every employee. A work date is included if the employee was paid during a pay date that is considered for the extract. Included dates are based on the following:</p> <p>The employee’s job history contract begin/end dates (if either is within the current reporting month/year.)</p> <p>The date is marked as a work day in the calendar code. The calendar code to be used is determined as follows: If the job still exists in the employee’s job master then the job master calendar code is used, if the job does not exist in the employee’s job master, then the job history calendar code is used. If the calendar code is blank, then the TR calendar code is used.</p> <p>The dates to be considered from each calendar are based on the selected reporting period.</p>
<p><b>Default Zero Days Reason</b></p>	<p>Click  to select one of the following reasons:</p> <p><i>A - Accrued Pay/Not Terminated</i>  <i>C - Employee on less than 12 month pay schedule/Not Terminated</i>  <i>F - Final Pay/Terminated</i>  <i>L - Leave Without Pay</i></p>

**Child Nutrition Information**

Child Nutrition (i.e. school breakfast and lunch) is a Special Revenue fund as LEAs are reimbursed based on the number of qualifying meals. Each LEA has the option to decide how the monthly child nutrition contributions submitted under the TRS Grant Deposit and TRS Grant Care are determined, either by actual salaries or on the TRS Child Nutrition Calculation Worksheet (two options).

If the LEA bases the amounts on actual salaries, a **TRS Grant Code** should be entered for that fund (usually 240) on the [Personnel > Tables > Salaries > Fund to Grant](#) table. However, if the LEA uses one of the two methods on the TRS Child Nutrition Calculation Worksheet, then an expenditure **Account** and **Previous** or **Current Month Salary** amount should be entered on the RP extract. The system will proportionately distribute the

entered salary amount for the employees paid out of the same fund as entered in the expenditure **Account** field.

If applicable to your LEA, under **Child Nutrition**, click **+ Add** to add a row and enter data in the following fields:

<b>Grant Code</b>	Type the designated TRS grant code.
<b>Account Code</b>	Type the designated child nutrition expenditure account code. All expense account codes must have the same fund/fiscal year.
<b>Description</b>	Type a description for the entry.
<b>Current Month Salary</b>	Type the current month gross salary amount. The entered salary amount is proportionately distributed for the employees paid out of the same fund as entered as the expenditure account.
<b>Previous Month Salary</b>	<p>Type the prior month gross salary amount. If an amount is entered, the child nutrition salary is calculated based on the specified fund and all employees who were paid in the prior TRS reporting month and year using the child nutrition fund(s) (e.g., 240). If the current TRS reporting month is 09, the prior year TRS Rates table is used.</p> <p>If an amount is not entered, no processing is completed for the prior month pay dates.</p> <p>RP25 records are automatically updated/inserted for the current reporting month but adjusting the previous reporting month for child nutrition amounts. (e.g., If you are extracting data for April, the current reporting month is April and the adjusting reporting month is March.) If an RP25 record already exists, the TRS grant gross, grant deposit, and grant care amounts are updated.</p> <p>Journal entries are created in Finance for the prior month child nutrition TRS grant deposit and care amounts.</p>

Click **Execute** to process the selected extract(s).

Click **Extract Status** to view the details (extract and error reports, status, user details, etc.) for each processed extract.

The TRS Extract Processing pop-up window opens with the extract **Status**, **Extract Type**, **Start** date and time, **End** date and time, **User ID**, and user **Email** address. If the logged-on user has an email address on the Personnel > Maintenance > Staff Demo > Demographic Information tab, an email message is forwarded for each extract after completion.

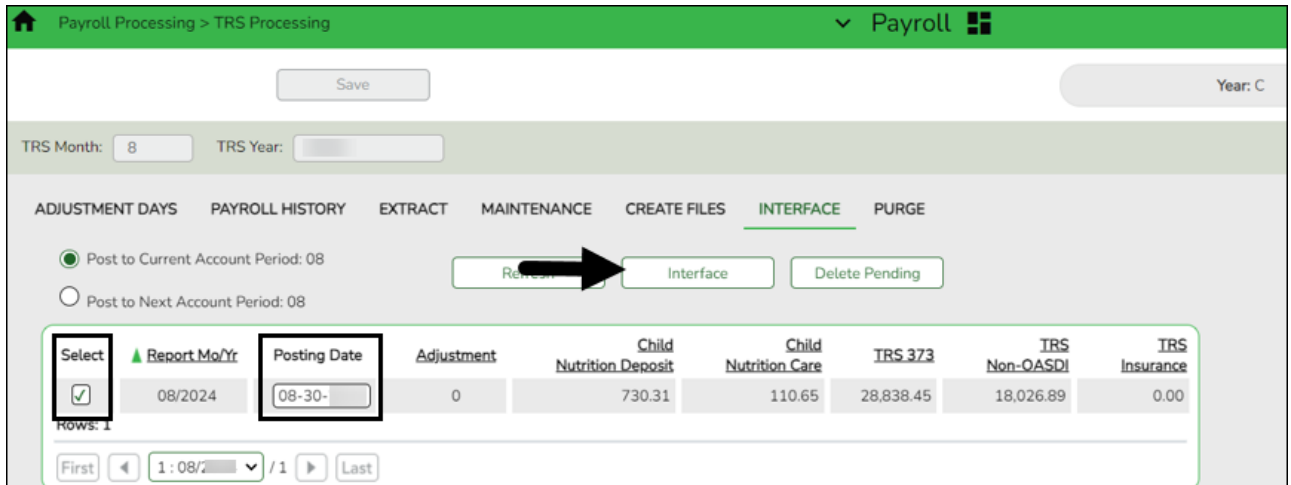


Under **Error Report**, click **Print Report** to display the selected extract reports. [Review the report.](#)

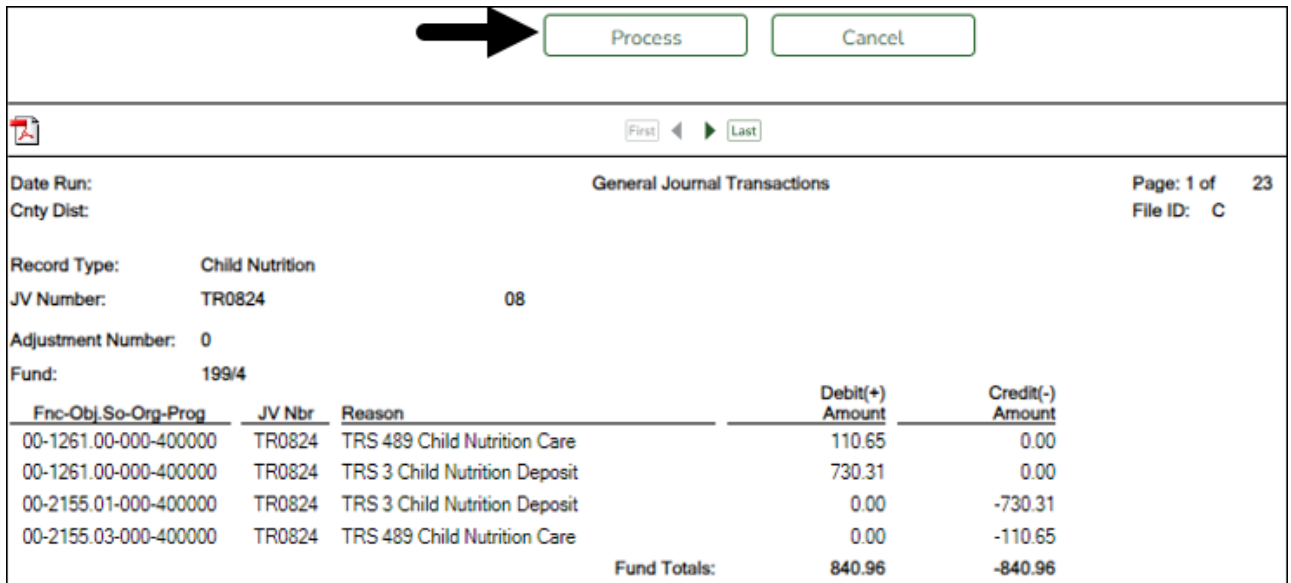
Under **Print Report**, click **Print Report** to display the selected extract reports. [Review the report.](#)

Payroll > Payroll Processing > TRS Processing > Interface

When you access the page, you may need to click **Refresh** to populate the journal voucher.



- Select the transaction and enter the **Posting Date**.
- Click **Interface**. The General Journal Transactions and Fund Transfer preview reports are displayed. [Review the report](#).
- Click **Process**. If the selected transactions are successfully interfaced to Finance, a process successful message is displayed, the report window is closed, and the selected row (transaction) is deleted from the grid.



- Do not** report or submit any records to TRS at this time.
- [Create user-created report](#)

## Create user-created report

**Log on to the next year pay frequency.**

Payroll > Reports > User Created Reports

**It is recommended** to create a user-created report to identify employee contract begin dates in late July or August and their corresponding calendar codes. This report will be used in a later step to copy 10-month employees starting in those months (who won't receive their first paycheck until September) to the current year. Employees starting in September should not be included in this copy process.

The screenshot shows the 'User Created Reports' interface for Payroll. At the top, there are buttons for 'Create Report', 'Delete', and 'Reset'. Below that is a 'Report Template' field with a 'Public' checkbox and 'Retrieve' and 'Directory' buttons. A 'Report Title' field is also present. The 'Employee Nbr' field has a dropdown menu with 'Active Employees Only' selected. The 'Employee Demographic' section contains a grid of checkboxes for various fields, with 'Employee Nbr', 'First Name', and 'Last Name' selected. The 'Job Information' section contains a grid of checkboxes for various fields, with 'Contract Begin Dt' selected.

- Select **Active Employees Only** to only include active employee records on the report.
- Under **Employee Demographic**, select **Employee Nbr**, **First Name**, and **Last Name**.
- Under **Job Information**, select **Contract Begin Dt**.
- Click **Create Report** to generate the report.

After you create the report, use the Sort/Filter options to sort by the **Contract Begin Dt** .

5. [Copy calendars from NYR to CYR](#)

## Copy applicable calendars from NYR to CYR

[Payroll > Next Year > Copy Next Year Tables](#)

Use the user-created report from Step 4 to identify 10-month employees with contract begin

dates in late July or August and their corresponding calendar codes. Keep in mind, these are the employees who receive their first pay check in September. In this step, you will **only** copy their calendar codes to the current year.



**CAUTION: Do not** copy the TR calendar or any calendar that begins in September.

**Note:** If changes were made to the next year payroll tables (extra duty pay, hourly/daily salary, job code, local annual salary, etc.), copy the tables from the next year payroll to the current year payroll.

The screenshot shows the 'COPY NEXT YEAR TABLES' screen. The 'School Calendar' field is highlighted with a black box and contains the value '01.02.03'. A checkmark is visible in the selection column next to it. An arrow points from this field to a 'School Calendars' dialog box. The dialog box has a search field and a table with the following data:

Calendar Code	Description
<input checked="" type="checkbox"/>	01 187 DAYS
<input checked="" type="checkbox"/>	02 197 DAYS
<input checked="" type="checkbox"/>	03 182 DAYS
<input type="checkbox"/>	05 202 DAYS
<input type="checkbox"/>	07 245 DAYS
<input type="checkbox"/>	08 226 DAYS
<input type="checkbox"/>	26 AVAILABLE
<input type="checkbox"/>	33 AVAILABLE
<input type="checkbox"/>	39 AVAILABLE
<input type="checkbox"/>	TR TRS CALENDAR

Buttons for 'Execute' and 'Select All Tables' are located at the top right of the main interface. The 'School Calendars' dialog box has 'OK' and 'Cancel' buttons at the bottom.

In the **School Calendar** field, select the calendar codes to be copied.

Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports.](#)



Process Cancel

First Last

Date Run: Copy Next Year Tables to Current Year  
 Cnty Dist: ISD Page: 1 of 1  
 Table: bhr\_cal\_sch

Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS

End of Report

A message is displayed with the table names and the number of rows that were copied. Click **OK**.



Review the process report to verify that all applicable calendars, extra duty pay, and job codes were copied to the current year payroll frequency. **It is recommended** that you log on to **Personnel > Tables > Workday Calendars** to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

**Note:** When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.

#### 6. Copy employees with August contract begin dates from NYR to CYR

## Copy employees with August contract begin dates from NYR to CYR

**Log on to the next year pay frequency.**

Payroll > Next Year > Copy NYR Staff to CYR



**CAUTION:** Only copy employees whose contracts begin in August but will not receive first pay of new school year until September.

The screenshot shows the 'Next Year > Copy NYR Staff to CYR' payroll interface. At the top, there is a green header with 'Payroll' and a home icon. Below the header, there is a navigation bar with 'Execute' and 'Next' buttons, with a black arrow pointing to 'Execute'. The main area is divided into 'Parameters' and 'Options' sections. In the 'Parameters' section, 'Pay Status' has 'Active' selected. 'Contract Begin Date' is set to '08-01-'. In the 'Options' section, 'Include Employees with Termination Date' and 'Carry over employee deductions' are checked. There is also a 'Preview changes' checkbox which is unchecked.

Under **Parameters:**

- Select **Active** to include employees with an active pay status.
- In the **Contract Begin Date**, select the pay date. You may need to complete this process several times if you have employees with various August contract begin dates.
- Under **Options**, select the applicable options:
  - Select **Include Employees with Termination Date**
  - Only select **Carry over employee deductions** if you updated new year deductions in next year payroll.
- Click **Execute**. A message is displayed prompting you to create a backup. A backup is recommended.

**Note:** If you need to import the backup file, use the current year [Payroll > Utilities > Import HR Tables From Database Tables](#) page. This functionality is not available in next year Payroll.

[Review the report.](#)

- Click **Process** to accept the changes and continue. A message is displayed indicating that the process was completed successfully. In addition, a list of the database record tables that were copied is displayed. Click **OK**.

Verify and save the reports before processing.

## 7. Extract August TRS records

### 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.

Delete	Grant Code	Account	Description	Current Month Salary	Previous Month Salary
<input type="checkbox"/>	36	240-35-6146.00-938-99000	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.

## 8. Maintenance ED records

# Maintenance ED records

[Payroll > Utilities > TRS Maintenance > Employee Data \(ED\) > ED20 \(Demo\) & ED40 \(Contr and Pos\)](#)

Perform ED Maintenance. Use the [Payroll > Reports > TRS Reports > HRS8900 - Employee Data \(ED\)](#) to verify the ED20 and ED40 information that was extracted. You may need to add/edit or delete ED records.



**TIP:** If ED90 records are added during this step, **it is recommended** that you submit those records after your August RP has reached completed status, which is included in Step 15 of this document.

## 9. [Create ED submission file](#)

# Create ED submission file

[Payroll > Payroll Processing > TRS Processing > Create Files](#)

Create the ED Submission file and upload it to TRS. Be sure to wait until the upload is completed successfully.

- In the **TRS Month** field, select 8 (August).
- In the **TRS Year** field, select the applicable TRS reporting year.
- Select **Create ED 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.

Signature Data Employee Data (ED)	Count
ED20 Records:	0
ED25 Records:	0
ED40 Records:	212
ED45 Records:	0
ED90 Records:	0
<b>Total Records Submitted:</b>	<b>212</b>

10. [Perform employee maintenance](#)

## Maintenance RP records

[Payroll > Utilities > TRS Maintenance > Regular Payroll \(RP\) > RP20 \(Payroll\)](#)

While you are waiting for the ED file to be successfully uploaded, verify employee data and if necessary, perform employee data maintenance.

You may need to manually add all new hires for August to the RP20 record.

The screenshot shows the 'Payroll' maintenance interface. At the top, there's a breadcrumb trail: 'Utilities > TRS Maintenance > Regular Payroll (RP)'. Below this, there are 'Save', 'Retrieve', and 'Directory' buttons. A search area includes 'TRS Month: 08' and 'TRS Year:'. Below the search area, there are tabs for 'RP20 (PAYROLL)' and 'RP25 (PAYROLL ADJ)'. The main area contains a table of employees with columns: Delete, Select, Emp Nbr, Staff ID/SSN, DOB, Gender, Last Name, First Name, Middle Name, Generation, TRS Position Code, Actual Hours Worked, and Hours Scheduled. The table lists 15 employees, all with 0 actual hours worked. Below the table is a pagination control showing '2 / 19' and an '+Add' button. A detailed view for employee 000265 is shown below the table, including fields for Job Info (Position Code, Hours Worked, Hours Scheduled, Days Worked, Zero Days Reason), Monthly Amount (Gross Pay, Care, Sal Reduction, etc.), and Service Credit (Purchase Deduction Amount, Tax Shelter Flag).

- To add another row, click **+Add**. A new row is added with the cursor in the **Emp Nbr** field.
- In the **Emp Nbr** field of the free-form area, type or select an employee number, and then press TAB. Data associated with the employee number is displayed.
- Complete the **Hours Scheduled** and **Days Worked** fields for the employee.
- Click **Save**.

Additionally, you can sort the data on this page by the **Days Worked**. This allows you to determine that a **Zero Days Reason** is indicated for all employees who actually have zero days worked in August.

If the employee actually worked in August, adjust the **Hours Scheduled** and **Days Worked** fields accordingly.

11. [Create RP submission file](#)

## Create RP submission file

[Payroll > Payroll Processing > TRS Processing > Create Files](#)

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

The screenshot shows the 'Payroll Processing > TRS Processing' interface. At the top, there is a 'Save' button. Below it, the 'TRIS Month' is set to 8 and the 'TRIS Year' is set to 2026. The 'CREATE FILES' tab is active, and the 'Execute' button is highlighted with a downward arrow. The 'Create RP File' option is checked, and the 'Execute' button is highlighted with a downward arrow.

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

Cancel

		Current Month	Prior Month Adjustment
Date Run: 05-19-2018 2:55 PM		Signature Data Regular Payroll (RP)	
Cnty Dist: 057-950		ISD	
Report Month: August Year: 2018		Program: HRS7800	
Nbr of Detail Records		273	0
Total Pay		1,312,061.34	0.00
Total Gross Compensation			
TRS Gross		1,309,326.56	0.00
Total Eligible Compensation			
Performance Pay Gross		0.00	0.00
Total Performance Pay			
TRS Salary Reduction		108,019.46	0.00
Total Member Contributions			
TRS Insurance		8,510.65	0.00
Total Member TRS-Care Contributions			
Emplr TRS Care Contribution		9,819.96	0.00
Total RE TRS-Care Contributions			
Service Credit Purchase Deduction		0.00	0.00
Total Service Credit Purchase Deductions			
TRS Federal Gross		59,082.29	0.00
Total Eligible Compensation Paid from Federal Funds/Private Grants			
TRS Federal Grant		4,874.31	0.00
Total Federal Fund/Private Grant Contribution			
TRS Federal Care		738.55	0.00
Total Federal TRS-Care Contributions			
New TRS Member Pension Contrib		0.00	0.00
Total RE Payment for New Member Contribution			
Emplr TRS Non-OASDI Contrib		18,026.89	0.00
Total RE Payment for Non-OASDI Member Contribution			
Adjusted State Minimum		698,065.47	0.00
Total Adjusted State Minimum Compensation			
State Minimum Contribution		28,838.45	0.00
Total Statutory Minimum Contributions			

12. Determine TRS payment

## Determine TRS payment

After all submission files are in a Complete status, determine the TRS payment amount, and then make the payment through TEXNET.

* Total Amount	\$0.00	
* Bank Account		
* Settlement Date		
* Report Month		
Member Contribution Amount	\$0.00	2155.00
Member TRS-Care Contribution Amount	\$0.00	2155.00
RE Federal Fund/Private Grant Contribution Amount	\$0.00	2155.01
RE Statutory Minimum Contribution Amount	\$0.00	2155.02
RE Non-Education/General Funds Contribution Amount	\$0.00	
Pension Penalty Interest Amount Due	\$0.00	2155.09
RE Federal Fund/Private Grant TRS-Care Contribution Amount	\$0.00	2155.03
RE Educational/General Funds Contribution Amount	\$0.00	
Member Service Credit Purchase Payroll Deduction Amount	\$0.00	2159.00-XXX (XXX=DedCd)
RE TRS-ActiveCare Premiums Billed Amount	\$0.00	2153.00-XXX
RE TRS-Care Contribution Amount	\$0.00	2155.04
RE New Member Contribution Amount	\$0.00	2155.05
RE Pension Surcharge for Reported Retirees Contribution Amt	\$0.00	2155.06
RE TRS-Care Surcharge for Reported Retirees Contribution Amt	\$535 / Retiree	2155.07
RE Community/Junior College Contribution Amount	\$0.00	
RE Public Education Employer Contribution Amount	\$0.00	2155.08
RE TRS-Care Penalty Interest Amount Due	\$0.00	2155.09
Penalty Fee Amount Due	\$0.00	

13. [Record TRS payment](#)

## Record TRS payment

After making the TRS payment through TEXNET, use one of the following options to record the actual TRS reporting payment amount and ensure that the transaction is recorded in the correct accounting period.

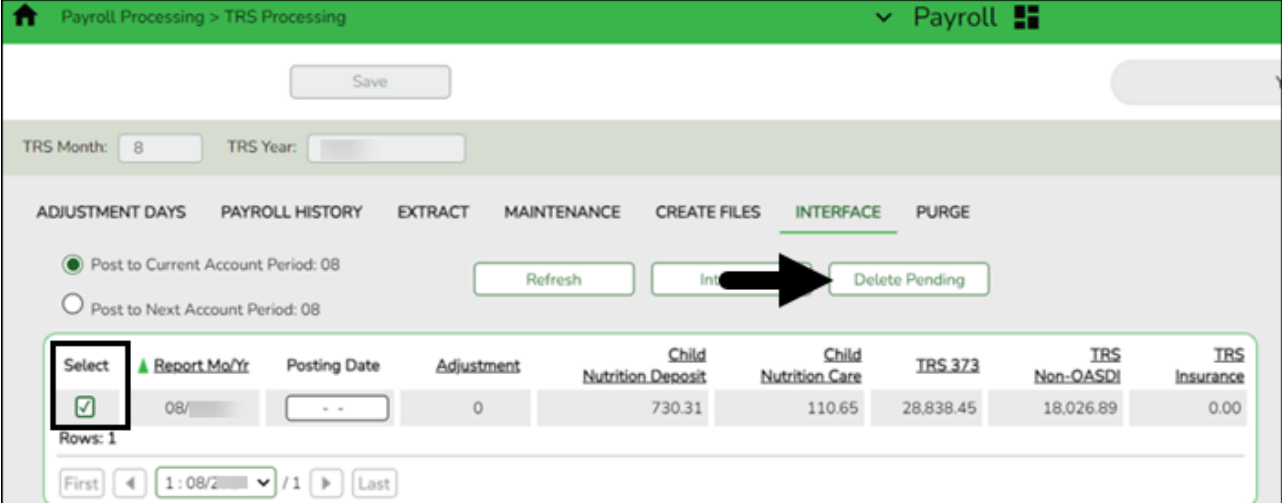
- o Payroll > Utilities > Transfer Transaction Processing
- o Finance > Maintenance > Postings > Check Processing - PA - as a district written check
- o Finance > Maintenance > Postings > Journal Actual - as a journal entry

14. [Delete pending TRS interface for August](#)

## Delete pending TRS interface for August

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

**Reminder:** This interface was performed in step 2.



Payroll Processing > TRS Processing

Save

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES **INTERFACE** PURGE

Post to Current Account Period: 08  
 Post to Next Account Period: 08

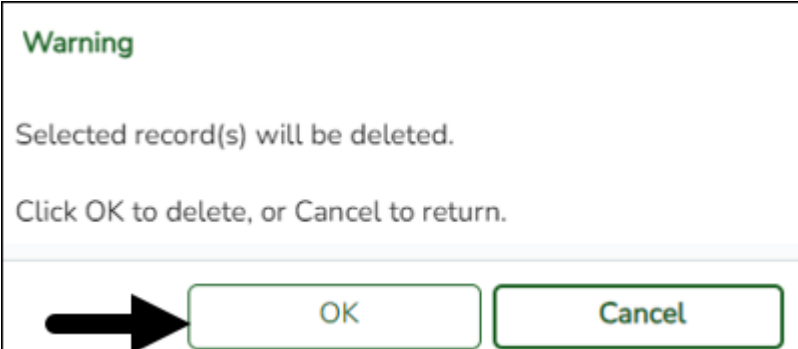
Refresh Init **Delete Pending**

Select	Report Mo/Yr	Posting Date	Adjustment	Child Nutrition Deposit	Child Nutrition Care	TRS 373	TRS Non-OASDI	TRS Insurance
<input checked="" type="checkbox"/>	08/	- -	0	730.31	110.65	28,838.45	18,026.89	0.00

Rows: 1

First 1: 08/2 / 1 Last

- Select the transaction.
- Click **Delete Pending**. A warning message is displayed prompting you to continue or cancel.
- Click **OK** to delete the selected transaction. A delete successful message is displayed.



**Warning**

Selected record(s) will be deleted.

Click OK to delete, or Cancel to return.

**OK** **Cancel**

15. [Enter ED90 records/create submission file](#)

## Enter ED90 records/create submission file

[Payroll > Utilities > TRS Maintenance > Employee Data \(ED\) > ED90 \(Term\)](#)

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

Utilities > TRS Maintenance > Employee Data (ED) Payroll

Save

TRS Month: 08 TRS Year: 2024 Retrieve Directory

ED20 (DEMO) ED25 (DEMO ADI) ED40 (CONTR & POS) ED45 (CONTR & POS ADI) ED90 (TERM)

Delete	Select	Emp Nbr	Staff ID/SSN	DOB	Gender	Last Name	First Name	Middle Name	Generation	Termination Date	Termination Reason Code	Final Payroll Transaction Report Period
		000007	319-24-7608	09-01-1954	F - Female	ADAMS	ALESHA	M		05-24-2024	E - End of Employment	08 - 2024

Emp Nbr: 000007 Staff ID/SSN: 319-24-7608 Name: ADAMS, ALESHA M DOB: 09-01-1954 Gender: F - Female

Termination Date: 05-24-2024 Reason: E - End of Employment Final Pay Month: 08 Year: 2024 Annualized Eligible TRS Compensation: 0.00

[Payroll > Payroll Processing > TRS Processing > Create Files](#)

Create the ED90 submission file and upload it to TRS.

Payroll Processing > TRS Processing Payroll

Save

TRS Month: 8 TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Create ED File  
 Select ED type(s), or blank for ALL: ED90  
 Select Employee(s), or blank for ALL:

Create RP File  
 Select RP type(s), or blank for ALL:   
 Select Employee(s), or blank for ALL:

Create ER File  
 Select ER type(s), or blank for ALL:   
 Select Employee(s), or blank for ALL:

Execute

- 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.

16. [Create ER submission file](#)

## Create ER submission file

[Payroll](#) > [Payroll Processing](#) > [TRS Processing](#) > [Create Files](#)

In September, create the ER file and upload it to TRS to submit retiree information.

The screenshot shows the 'Create Files' tab in the TRS Processing interface. At the top, there is a 'Save' button. Below it, the 'TRS Month' is set to 8 and the 'TRS Year' is set to 2026. The interface has several tabs: 'ADJUSTMENT DAYS', 'PAYROLL HISTORY', 'EXTRACT', 'MAINTENANCE', 'CREATE FILES' (which is selected and underlined), 'INTERFACE', and 'PURGE'. Under the 'CREATE FILES' tab, there are three sections for creating different file types: 'Create ED File', 'Create RP File', and 'Create ER File'. Each section has a checkbox and two input fields for selecting the file type and employee(s). The 'Create ER File' section is highlighted with a red box. On the right side, there is an 'Execute' button 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 ER 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.

17. [Verify TRS On-Behalf is posted](#)

## Verify TRS On-Behalf is posted

[Finance](#) > [Inquiry](#) > [General Ledger Inquiry](#) > [General Ledger Inquiry](#)

Run an inquiry for account codes 5831 (revenues) and 6144 (expenditures) to verify that On-Behalf has been posted for all 12 months.



**TIP:** If you are performing this step after you closed your fiscal year in Finance, you need to log on to the prior file ID to verify this posting.

Inquiry > General Ledger Inquiry Finance

File ID: C Account Period: 05

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed  Current Period: 08  Next Period: 08  Include soft encumbrances when POs exist  Exclude Objects 61XX  Include Inactive Accounts

Show Details Report will display Transaction Details

Description:  Reason  Vendor Name

Account Code: Fund: XXX Func: XX Obj: 5831 Subj: XX Org: XXX Prog: X XX X XX X XX

Retrieve Reset

Date Run: Cnty Dist: Processed  Current  Next  Detail Transactions for Revenue Accounts  
ISD  
XXX XX 5831 XX XXX X XX X XX

Page: 1 of 1  
File ID: C

1. [Extract RP20 records](#)

## Extract RP20 records

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

Extract RP20 records again but do not interface to Finance as the interface was completed in step 2.



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