





step29

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☐ In the below fields, type 09-2XXX to capture the days for those employees that worked in August but were not paid until September.

TRS Month	This field defaults to the current TRS reporting month. Click  to select the TRS reporting month. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click  to select the TRS reporting year. This is a required field.

☐ Select **Adjustment Days** to extract adjustment days data.

Adjustment Days to RP25	Select to extract all adjustments from the Maintenance tab page that do not have an amount in the TRS Posted MO/YR field, and the TRS reporting month and year does not match the Begin Adj Date field. Only records with the TRS Retiree field set to <i>N</i> are extracted. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each of the TRS position codes. Only the net difference days worked are extracted to the RP25 record.
Adjustment Days to ER27	Select to extract adjustments from the Maintenance tab. Only records that have the TRS Retiree field set to <i>Y</i> are extracted. If the adjustment days are a result of a leave dock, and the employee has multiple jobs with multiple position codes, then the adjustment days are recorded for each TRS position code. No amounts are extracted to the ER27 record. Only net difference days worked, the contract begin and end dates, and records with the default reason code set to <i>E</i> are extracted.

☐ Click **Execute** to process the selected extracts.

☐ 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 (Staff Demo record), an email message is forwarded for each extract after completion.

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

☐ Click **Continue** to continue through the list of reports for the selected extract.

☐ Click **Return** to return to the Extract tab.

Extract Error Report Notes:

- If a **Warning** message is displayed, the data is extracted and you can address the issue(s) on the Maintenance tab.
- If a **Failure** message is displayed, the data is not extracted and you must resolve the issue(s) and extract the data again.

☐ Click **Close** to close the TRS Extract Processing pop-up window and return to the Extract tab.

Verify the information on [Payroll > Reports > TRS Reports > HRS7850 - TRS Adjustment Days Report](#).



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