ED25 (Demographic Adjustment)

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The ED25 record is used to report adjustments to an employee's previously submitted ED20 (Demo) record.

Note: If an ED20 record has been submitted and corrections are required, submit an ED25 record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

Click here to access the RE Portal Resources page for additional reporting information and complete file record layouts.

Create an ED25 demographic adjustment record:

- The **Emp Nbr** and **Staff ID/SSN** fields are display only for saved records.
- You can edit the data fields in the free-form area.

If you attempt to add an adjustment record for an employee who has an ED20 record for selected TRS Reporting Year XXXX, a Warning dialog box is displayed asking if you want to continue creating an adjustment record.

- Click **Yes** to create an adjustment record.
- Click **No** to return to the ED25 (Demo Adj) tab.

Under **New Demo Information**:

Staff ID/SSN	Type only corrections to previously submitted data.
DOB	Type only corrections in the MMDDYYYY format to previously submitted data.
Gender	Type only corrections to previously submitted data.
Name	Type only corrections to the previously submitted employee's first, middle, and last names.
Generation	Click ⌄ to select the correction to the generation code.

Under **Original Demo Information**:

Staff ID/SSN	Type the employee's originally submitted staff ID (SSN).
DOB	Type the employee's originally submitted date of birth in the MMDDYYYY format.
Gender	Click ⌄ to select the employee's originally submitted gender.
Name	Type the employee's originally submitted first, middle, and last names.
Generation	Click ⌄ to select the original generation code.

Under **New Address**:

Notes:

If you need to delete data in a field, complete the field by typing X's for the maximum number of

characters allowed in that specific field.

If any field under **New Address** is updated, you must complete all of the **New Address** fields.

Nbr	Type the new street number for the mailing address of the employee. The field can be a maximum of 10 characters.
Street/P.O. Box	Type new the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the new city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click ⌄ to select a new state for the mailing address of the employee.
Zip	Type the new five-digit zip code for the mailing address of the employee.
+4	Type the new additional four digits of the zip code.
Province	Type the new province of the employee's address. This field is only necessary for foreign addresses.
Country	Click ⌄ to select the new country of the employee's address. This field is only necessary for foreign addresses.
Postal Code	Type the new postal code for the employee's address. This field is only necessary for foreign addresses.

Under **New Contact Info**:

Phone Nbr	Type only corrections to the 10-digit phone number of the employee.
Work E-mail	Type only corrections to the employee's work e-mail address. The field can be a maximum of 100 characters.

If adding a record, complete the applicable fields and click **Add** to save the record, and then click **Close** to close the maintenance page. Otherwise, click **Close** to close the maintenance page without making any changes.

If updating a record, click **Save** to save the changes, and then click **Close** to close the page. Otherwise, click **Close** to close the maintenance page without making any changes.

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