



## **ED90 (Termination)**



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# ED90 (Termination)

The ED90 record is used to report an employee who no longer has a contract or work agreement with the local education agency (LEA). This record is necessary to process refunds and other retirements.

The ED90 record is submitted to TRS in the same month that the final transaction for the employee is reported on the Regular Payroll Report. For employees in TRS-eligible positions, the final transaction may be the final salary and deposits, or previously reported salary and deposit adjustments. For employees in TRS-ineligible positions, the final transaction may be the final salary, or a previously reported salary adjustment.

The ED90 record and the final transaction reported through the Regular Payroll Report must be submitted before TRS can process a refund, death claim, or retirement for a member. If the final transaction month was incorrectly reported on the ED90, you must submit a new ED90 to replace the original reported month.

Click here to access the [TEAM Report Formatting Guide - ISDs, Charters, and ESCs](#) for additional reporting information and complete file record layouts.

## Create an ED90 termination record:

In the free-form area, the **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are display only.

Under **Termination**:

<b>Date</b>	Type the employee's last date of employment in the MMDDYYYY format.
<b>Reason</b>	Click ▼ to select the reason code for the employee's termination.  <i>D - Death</i> <i>E - End of Employment</i>

Under **Final Pay**:

<b>Month</b>	Click ▼ to select the calendar month for the report month after which no further deposits or adjustments for this employee will be submitted to TRS.
<b>Year</b>	Type the report year in the YYYY format for the report year after which no further deposits or adjustments for this employee will be submitted to TRS.
<b>Annualized Eligible TRS Compensation</b>	Type the amount of eligible compensation that an employee would have earned in the school year.  This is a required field if the <b>Reason</b> field is set to <i>D - Death</i> .  If the member works in more than one position, the annualized salary should be the total amount that would have been paid for all positions worked.

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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