ed20

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The ED20 Demographic record is used to report an employee's demographic information. An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees.

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

☐ Under **Demo Information**, the employee's demographic information is automatically populated from the employee's demographic record. Update the fields as needed.

Staff ID/SSN	Type the employee's nine-digit social security number.
DOB	Type the employee's date of birth in the MM-DD-YYYY format.
Gender	Click ⌄ to select the employee's gender.
Name	Type the employee's last, first, and middle name.
Generation	Click ⌄ to select the employee's generation code.

☐ Under **Address**:

Nbr	Type the street number for the mailing address of the employee. The field can be a maximum of eight characters.
Street/P.O. Box	Type 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 apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click ⌄ to select a state for the mailing address of the employee.
Zip	Type the five-digit zip code for the mailing address of the employee.
+4	Type the additional four digits of the zip code.
Province	Type the province of the employee's address. This field is only necessary for foreign addresses.
Country	Click ⋮ to select the country of the employee's address. The Demographic Address Country lookup is displayed. In the **Search** field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the **Country** field is populated with the selected code. Otherwise, click **Cancel** to close the lookup without selecting a country code. This field is only necessary for foreign addresses.
Postal Code	Type the postal code for the employee's address. This field is only necessary for foreign addresses.

❑ Under **Contact Info**:

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

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