



## RP Records





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**Payroll > Payroll Processing > TRS Processing > Maintenance**

This tab is used to add, edit, and delete Employee Demographic, Regular Payroll, and Employment After Retirement records for TRS reporting.

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

| Field            | Description  |
|------------------|--|
| <b>TRS Month</b> | This field defaults to the current TRS reporting month.<br><br>Click  to select a TRS month for which you want to retrieve or add data. This is a required field. |
| <b>TRS Year</b>  | This field defaults to the current reporting TRS year.<br><br>Click  to select the TRS year for which you want to retrieve or add data. This is a required field. |
| <b>Employee</b>  | Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . The employee's data is retrieved based on the selected TRS month and year.     |

**ED Records**

Under **Employee Demographic (ED) Type**, a list of ED record types with the number of existing records (**Nbr of Records**) is displayed.

[Modify an ED record.](#)

The record count is displayed under **Nbr of Records**. The  button is not displayed if there are existing records for the ED20, ED25, and ED90.

Payroll Processing > TRS Processing Payroll

Year: C Frequency: 5

Save

TRS Month:  TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee:  Retrieve

TRS Month:  TRS Year:

| Employee Demographic (ED) Type | Nbr of Records | Select | Delete | Add |
|--------------------------------|----------------|--------|--------|-----|
| ED20 Demographic               | 1              |        |        |     |
| ED25 Demographic Adj           | 0              |        |        |     |
| ED40 Contract & Position       | 0              |        |        |     |
| ED45 Contract & Position Adj   | 0              |        |        |     |
| ED90 Termination               | 0              |        |        |     |

| Regular Payroll (RP) Type | TRS Position Code     | Days Worked | Total Gross Pay | Adj Mo/Year | Select | Delete | Add |
|---------------------------|-----------------------|-------------|-----------------|-------------|--------|--------|-----|
| RP20 Regular Payroll      | 01 Professional staff | 0           | 3,113.00        |             |        |        |     |
| RP25 Regular Payroll Adj  |                       |             |                 |             |        |        |     |

| Employment After Retirement (ER) Type | Nbr of Records | Select | Delete | Add |
|---------------------------------------|----------------|--------|--------|-----|
| ER20 Employment of Retirees           | 0              |        |        |     |
| ER25 Add Adj                          | 0              |        |        |     |
| ER27 Edit Adj                         | 0              |        |        |     |

Click to view the record details. The corresponding maintenance pop-up window opens with the record details.

ED40 Contract & Position X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767 Name: DE HOYOS, DEANNA STAR DOB: 06-25-1952 Gender: F - Female

Position

TRS Membership Eligibility: ☐ TRS Position Code:  Employment Start Date:  RE Pays Social Security:

ERS Retiree Health Elig: ☐ Employment Type:  Contract Begin Date:  Non-Standard Work Week: ☐

FTE Hrs:  Pay Unit/Salary Flag:  Contract End Date:

Hrly Pay Rate:

Save Close

If there are multiple records for a record type (ED40, ED45, ER25, ER27), click to toggle between the records.

- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.

Click to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

ED45 Contract & Position Adj

ED90 Termination

Regular Payroll (RP) Type      TRS Position C

RP20 Regular Payroll      01 Professional st

RP25 Regular Payroll Adj

Employment After Retirement (ER) Type      Nbr of Records      Select      Delete      Add

|                             |   |  |  |   |
|-----------------------------|---|--|--|---|
| ER20 Employment of Retirees | 0 |  |  | + |
| ER25 Add Adj                | 0 |  |  | + |
| ER27 Edit Adj               | 0 |  |  | + |

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

For record types that may have multiple records (ED40, ED45), a pop-up window opens with a list of TRS position codes for the existing records. Select the TRS position code records to be deleted.

ED40 Contract & Position

☐ TRS Position Code

☐ 01- Professional staff

☒ 03- Support staff

Select      Cancel

Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.

Warning

ED40 record will be deleted.

Click OK to delete, or Cancel to return.

OK      Cancel

- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.



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