





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
TRS Month	This field defaults to the current TRS reporting month. Click  to select a TRS month for which you want to retrieve or add data. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click  to select the TRS year for which you want to retrieve or add data. This is a required field.
Employee	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 Retrieve . 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.

Warning

ED45 record will be deleted.

Click OK to delete, or Cancel to return.

OK Cancel

Regular Payroll (RP) Type	TRS Position Code
RP20 Regular Payroll	01 Professional staff
RP25 Regular Payroll Adj	
RP27 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.

Add an ED record.

Click **+** to add a record. The corresponding maintenance pop-up window opens allowing you to add and save data.

Payroll Processing > TRS Processing
Payroll

Save
Year: C
Frequency:

TRS Month:
TRS Year:

ADJUSTMENT DAYS
PAYROLL HISTORY
EXTRACT
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INTERFACE
PURGE

Employee: 000249 : DE HOYOS, DEANNA STAR
Retrieve

TRS Month:
TRS Year:

Employee Demographic (ED) Type	Nbr of Records	Select	Delete	Add
ED20 Demographic	0			+
ED25 Demographic Adj	0			+
ED40 Contract & Position	2			+
ED45 Contract & Position Adj	1			+
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			+

□ Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.

ED20 Demographic
X

Emp Nbr: 000249 Staff ID/SSN: 112-79-8767

Demo Information

Staff ID/SSN: 112-79-8767 DOB: 06-25-1952 Gender: F - Female

Name: DE HOYOS DEANNA STAR

Last First Middle Generation

Address

Nbr: 2142

Street/P.O. Box: INGRAM

Apt:

City: Alamo City

State: TX - Texas

Zip: 46112 +4

Province:

Country:

Postal Code:

Contact Info

Phone Nbr: 555 464-7833

Work Email:

Add Successful

Add Close

❑ Click **Close** to close the pop-up window.

The **Nbr of Records** count is increased by one.

Payroll Processing > TRS Processing
Payroll

Save
Year: C

TRS Month:
TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee: 000249 : DE HOYOS, DEANNA STAR
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	2			+
ED45 Contract & Position Adj	1			+
ED90 Termination	0			+



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