

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.

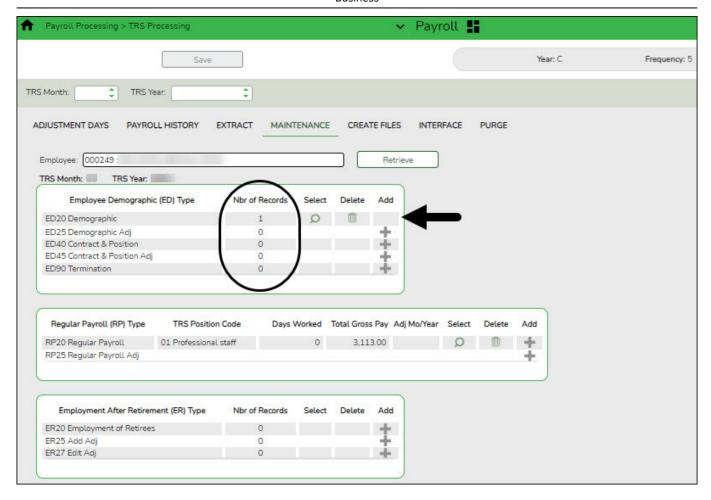
ED Records

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.

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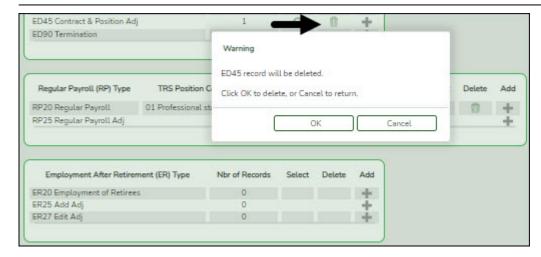
 \square Click \bigcirc to view the record details. The corresponding maintenance pop-up window opens with the record details.



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

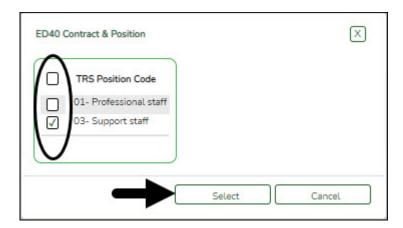
- Make the necessary changes and click **Save**.
- Click **Close** to close the pop-up window.
- \square Click $\stackrel{\square}{\square}$ to delete a record. A warning message informing you that the selected record type will be deleted is displayed.

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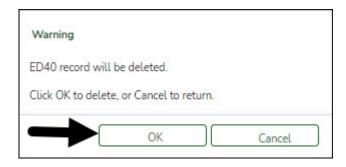


- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

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.



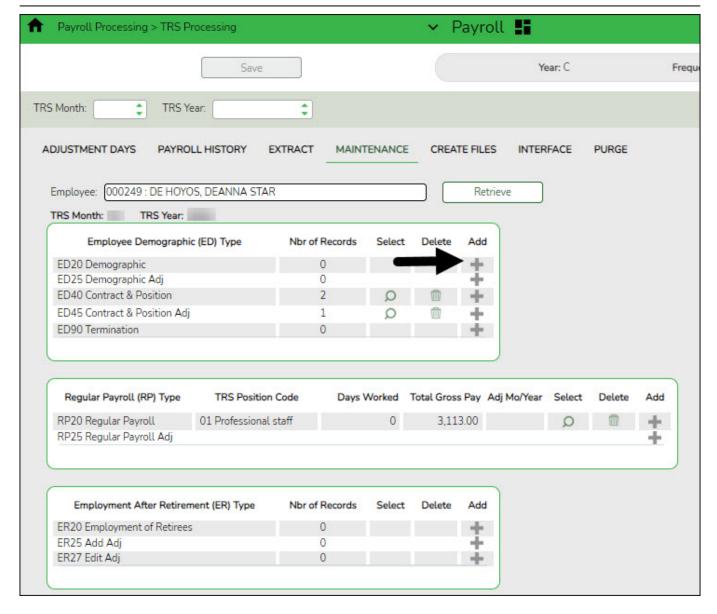
☐ Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.



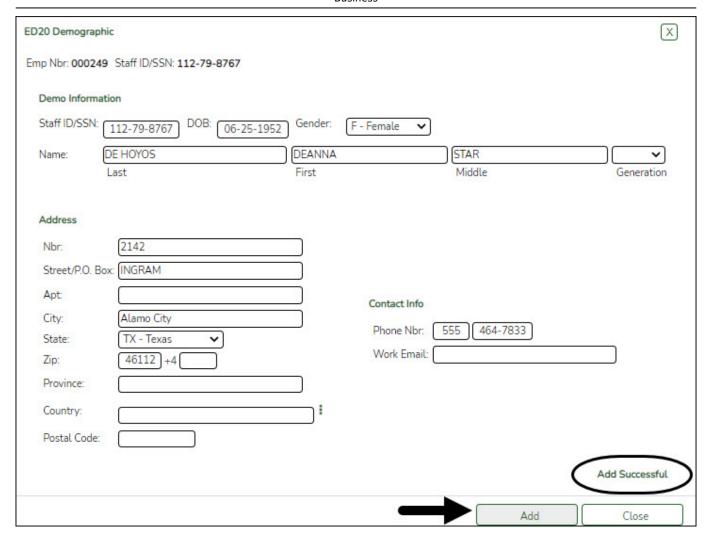
- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

Add an ED record.

 \Box Click $^{\pm}$ to add a record. The corresponding maintenance pop-up window opens allowing you to add and save data.

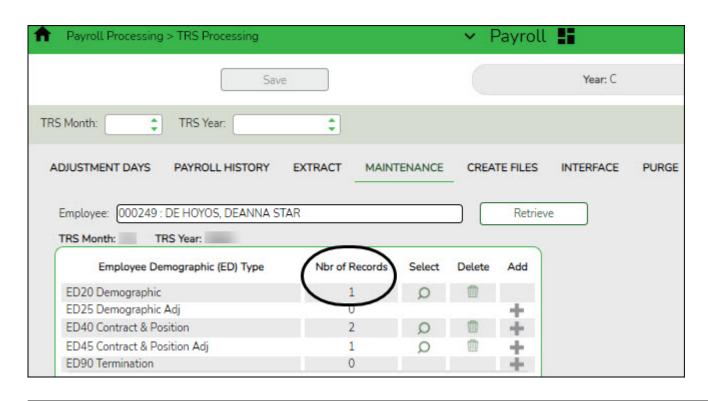


☐ Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.



 \square Click **Close** to close the pop-up window.

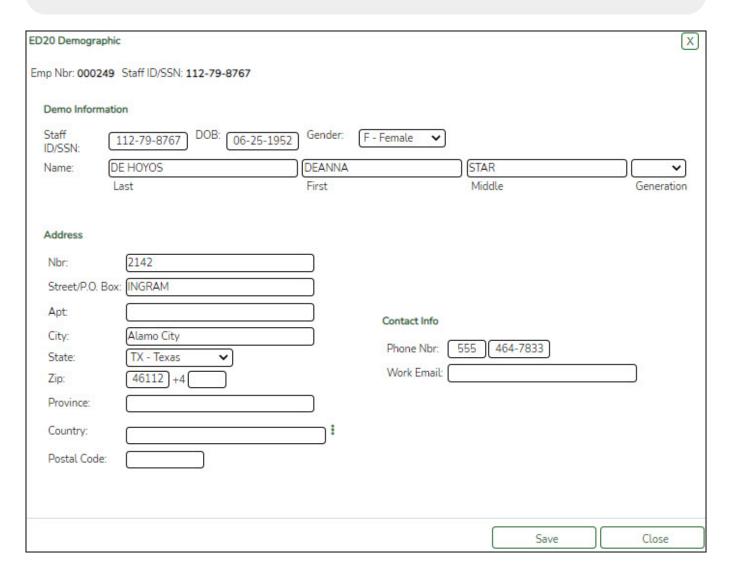
The **Nbr of Records** count is increased by one.



ED20 Demographic record details.

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.

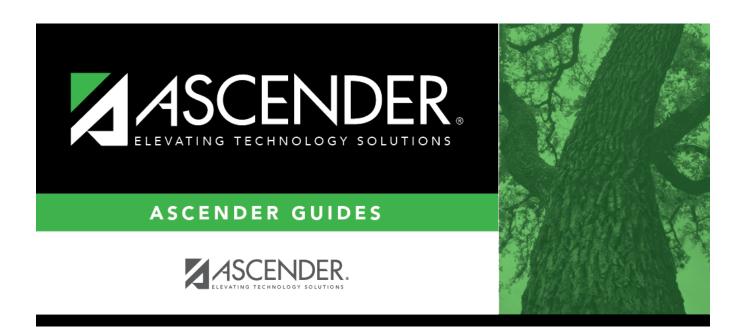
Staff ID/SSN	Type the employee's nine-digit social security number.
DOB	Type the employee's date of birth in the MM-DD-YYYY format.
Gender	Click 🗡 to select the employee's gender.
Name	Type the employee's last, first, and middle name.
Generation	Click * to select the employee's generation code.

☐ 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 \checkmark 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.
	characters.



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