



## RP Records





# Table of Contents



**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.  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.  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.

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	

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 MAINTENANCE CREATE FILES INTERFACE PURGE

Employee:  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

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			+

## 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.

ED20 Demographic

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:

Save

Close

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

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

☐ Under **Address**:

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

☐ Under **Contact Info**:

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



## Back Cover