

RP Records

2025/12/06 06:44 i 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
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.

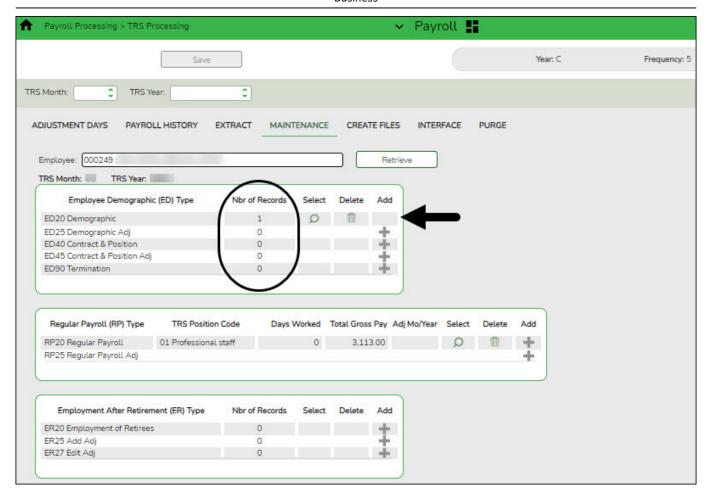
ED Records

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.

2025/12/06 06:44 1 RP Records

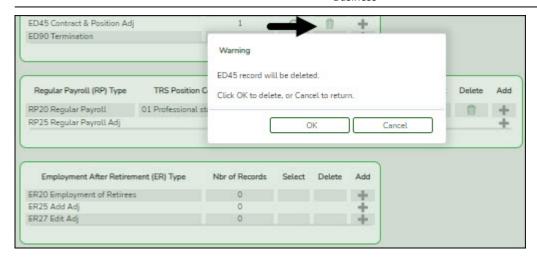


 \square Click \bigcirc to view the record details. The corresponding maintenance pop-up window opens with the record details.



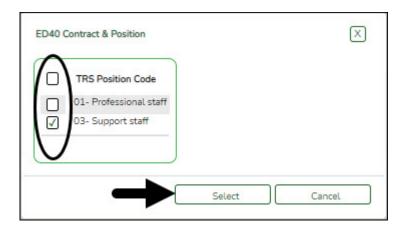
If there are multiple records for a record type (ED40, ED45, ER25, ER27), click to toggle between the records.

- 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.

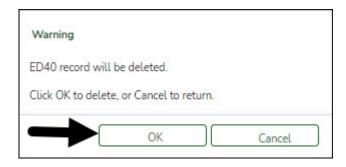


- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

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.



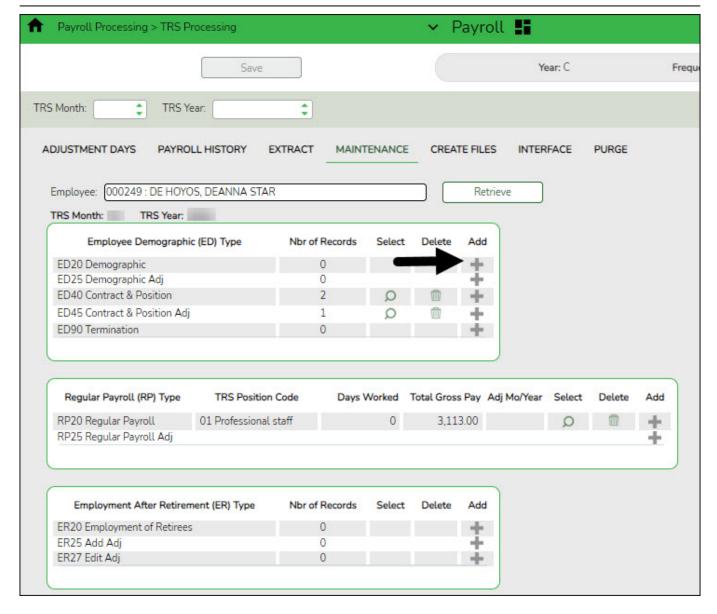
☐ Click **Select**. A warning message informing you that the selected record type will be deleted is displayed.



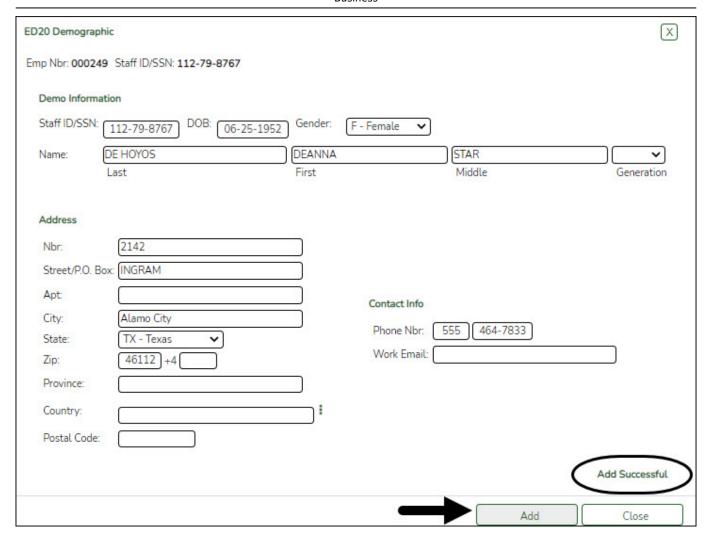
- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

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.

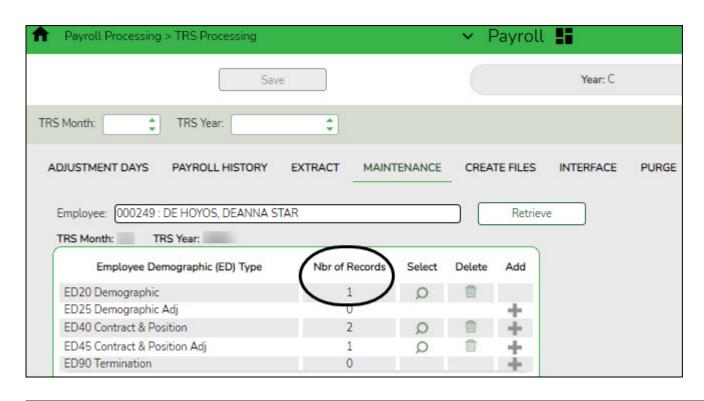


☐ Complete the necessary fields and click **Add** to add the record. When the record is successfully added, an Add Successful message is displayed and the **Add** button is disabled.



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

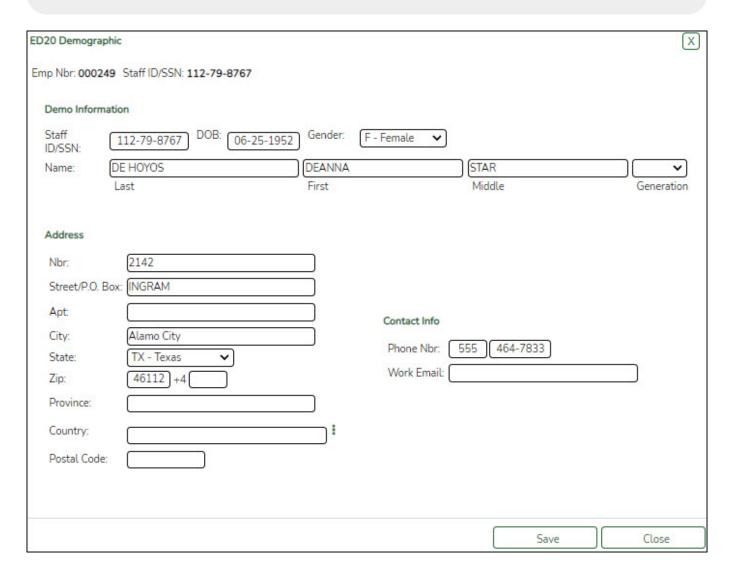
The **Nbr of Records** count is increased by one.



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.

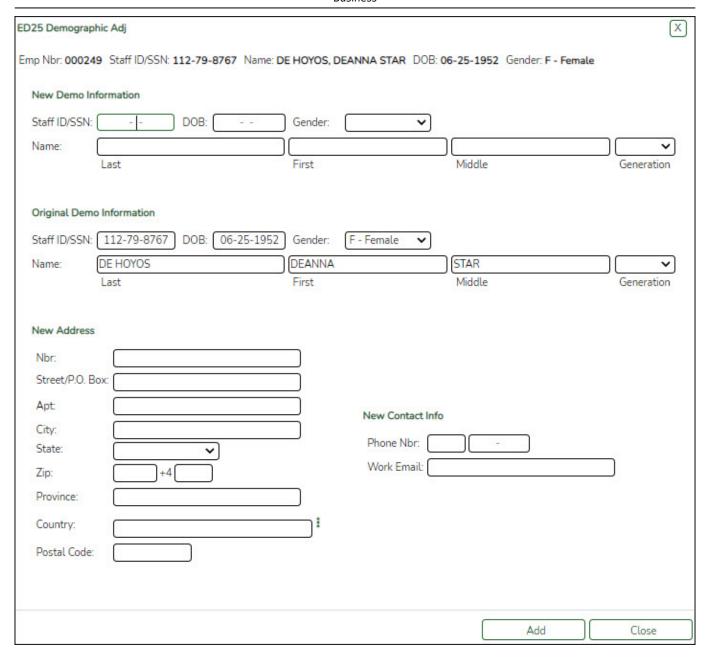
ED25 Adjustment record details.

The ED25 Demographic Adjustment tab is used to report adjustments to an employee's previously submitted ED20 (Demo) record.

ED25 records are not created for changes made to a terminated employee's demographic record.

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

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.



☐ Under **New Demo Information**:

Staff ID/SSN	Type only corrections to originally submitted staff ID/Social Security Number data.
DOB	Type only corrections in the MM-DD-YYYY format to previously submitted date of birth data.
Gender	Type only corrections to originally submitted gender data.
Name	Type only corrections to the originally submitted employee's last, first, and middle names.
Generation	Click \checkmark to select the corrected generation code.

☐ Under **Original Demo Information**, the following fields must be completed.

Staff ID/SSN	Type the employee's originally submitted staff ID/Social Security Number data.
DOB	Type the employee's originally submitted date of birth in the MM-DD-YYYY format.
Gender	Click Y to select the employee's originally submitted gender.
Name	Type the employee's originally submitted last, first, and middle names.
Generation	Click $\stackrel{\checkmark}{}$ to select the originally submitted generation code.

☐ Under **New Address**:

Notes: If you need to delete data in a field, complete the field by typing X's for the maximum number of characters allowed in that specific field.

If any field under $\bf New\ Address$ is updated, all of the applicable $\bf New\ Address$ fields must be completed

Nbr	Type the new street number for the mailing address of the employee. The field can be a maximum of 10 characters.
Street/P.O. Box	Type new 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 new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the new city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click \checkmark to select a new state for the mailing address of the employee.
Zip	Type the new five-digit zip code for the mailing address of the employee.
+4	Type the new additional four digits of the zip code.
Province	Type the new 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 new postal code for the employee's address. This field is only necessary for foreign addresses.

☐ Under **New Contact Info**:

Phone Nbr	Type only corrections to the employee's previously submitted 10-digit phone number.
	Type only corrections to the employee's previously submitted work e-mail address. The
	field can be a maximum of 100 characters.



Back Cover