





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.

ED45 Contract & Position Adj

ED90 Termination

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: 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: DOB: Gender:

Name:

Last First Middle Generation

Address

Nbr:

Street/P.O. Box:

Apt:

City:

State:

Zip: +4

Province:

Country:

Postal Code:

Contact Info

Phone Nbr:

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: 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.

| | |
|---------------------|---|
| 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 ▼ 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 | <p>Click 🌐 to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>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.</p> <p>This field is only necessary for foreign addresses.</p> |
| 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.

ED25 Demographic Adj



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

New Demo Information

Staff ID/SSN: - DOB: - Gender:

Name:

Last First Middle Generation

Original Demo Information

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

Name: DE HOYOS DEANNA STAR

Last First Middle Generation

New Address

Nbr:

Street/P.O. Box:

Apt:

City:

State:

Zip: +4

Province:

Country:

Postal Code:

New Contact Info

Phone Nbr: -

Work Email:

Add

Close

☐ 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 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 to select the employee's originally submitted gender. |
| Name | Type the employee's originally submitted last, first, and middle names. |
| Generation | Click 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 **New Address** is updated, all of the applicable **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 ▼ 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 | <p>Click 🌐 to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>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.</p> <p>This field is only necessary for foreign addresses.</p> |
| 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. |
| Work E-mail | Type only corrections to the employee's previously submitted work e-mail address. The field can be a maximum of 100 characters. |

[ED40 Contract and Position record details.](#)

The ED40 record is used to report an employee's new employment and position records. This record reports contract and position information on each employee before the start of employment and before the submittal of regular payroll contributions for the first time.

Multiple ED40 records should be submitted for an employee with multiple jobs. If the various jobs fall within the same position code, then only one record should be submitted per position code. In that scenario, the ED40 records should include the employee's primary position information.

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

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: ☐

ERS Retiree Health Elig: ☐

FTE Hrs:

Hrly Pay Rate:

TRS Position Code:

Employment Type:

Pay Unit/Salary Flag:

Contract

Employment Start Date:

RE Pays Social Security:

Contract Begin Date:

Non-Standard Work Week: ☐

Contract End Date:

Save


Close

☐ Under **Position**:

| Field | Description |
|-----------------------------------|---|
| TRS Membership Eligibility | Select if the employee is eligible for TRS. |
| ERS Retiree Health Elig | Select if the employee is a member of the Employees Retirement System of Texas (ERS). |
| FTE Hrs | Type the number of hours per week that the employee must work to be considered full-time in their primary position. The number should be between 30-40. |
| Hrly Pay Rate | This field is required if the Pay Unit field is set to <i>Hourly</i> . Type the employee's new hourly pay rate. |
| TRS Position Code | Click to select the applicable TRS member position code: <ul style="list-style-type: none"> • 01 - Professional staff • 02 - Teacher, librarian • 03 - Support staff • 04 - Bus driver • 05 - FT nurse/Counselor • 06 - Peace Officers • 07 - Food service worker • 09 - Summer School |
| Employment Type | Click to select the employee's new employment type code. <ul style="list-style-type: none"> • F - Half-Time or more • M - Temporary • P - Less than Half-time • S - Substitute |
| Pay Unit/Salary Flag | Click to select whether the employee's new pay is salary or hourly. If <i>Hourly</i> is selected, the Hrly Pay Rate field is required. |

☐ Under **Contract**:

| | |
|------------------------------|---|
| Employment Start Date | Type the employee's most recent employment start date in the MM-DD-YYYY format. |
| Contract Begin Date | Type the date that the contract began in the MM-DD-YYYY format. |
| Contract End Date | Type the date that the contract ends in the MM-DD-YYYY format. |

| | |
|--------------------------------|---|
| RE Pays Social Security | Click  to indicate if social security is paid by the reporting entity. <ul style="list-style-type: none">• <i>Y - Yes</i>• <i>M - Medicare Only</i>• <i>N - No</i> |
| Non-Standard Work Week | Select if the employee is currently working a non-standard work week. A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week. |



Back Cover