



## 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.

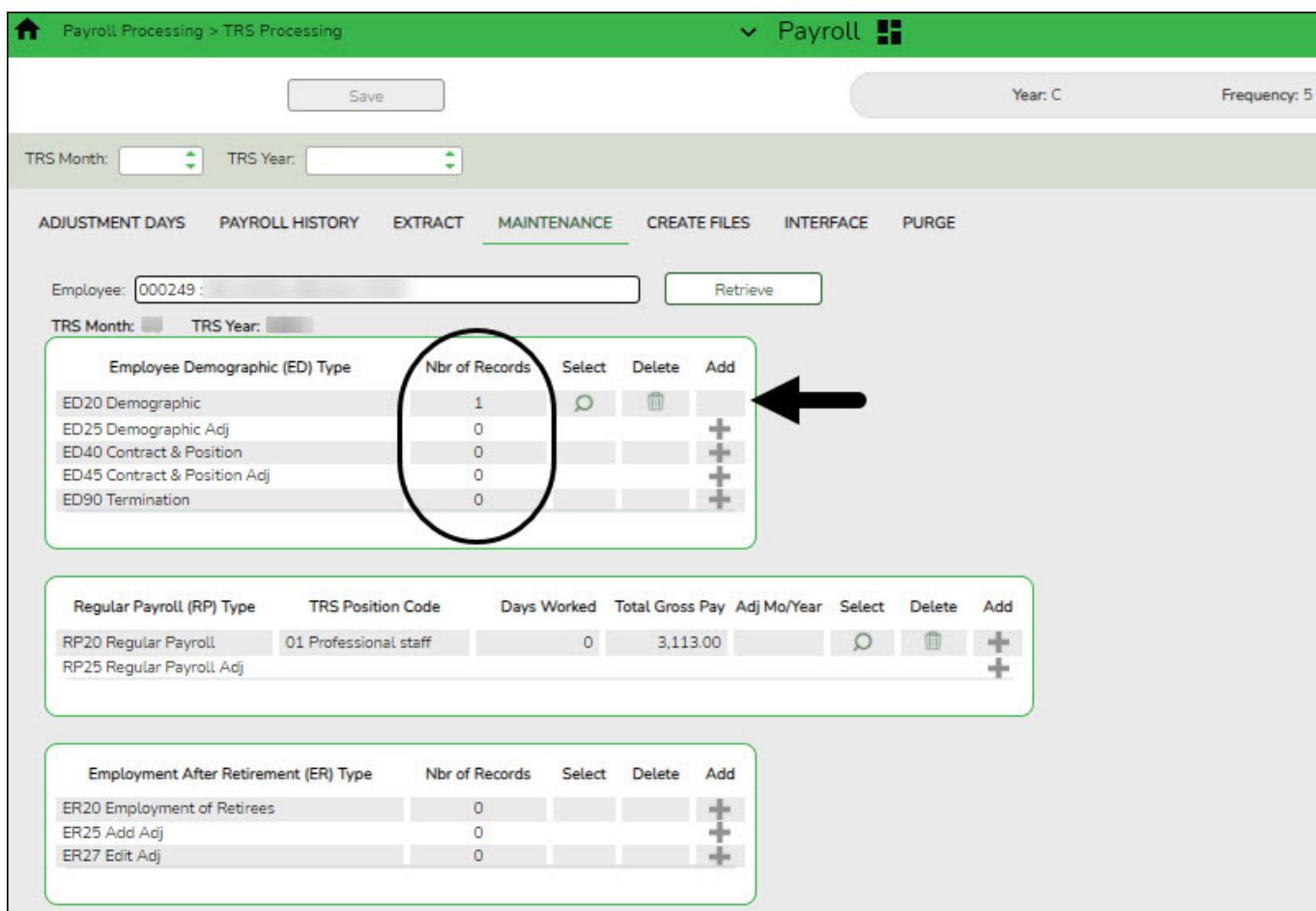
Field	Description
<b>TRS Month</b>	This field defaults to the current TRS reporting month.  Click  to select a TRS month for which you want to retrieve or add data. This is a required field.
<b>TRS Year</b>	This field defaults to the current reporting TRS year.  Click  to select the TRS year for which 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

Save Year: C Frequency: 5

TRS Month: TRS Year:

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Employee: 000249 : 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			

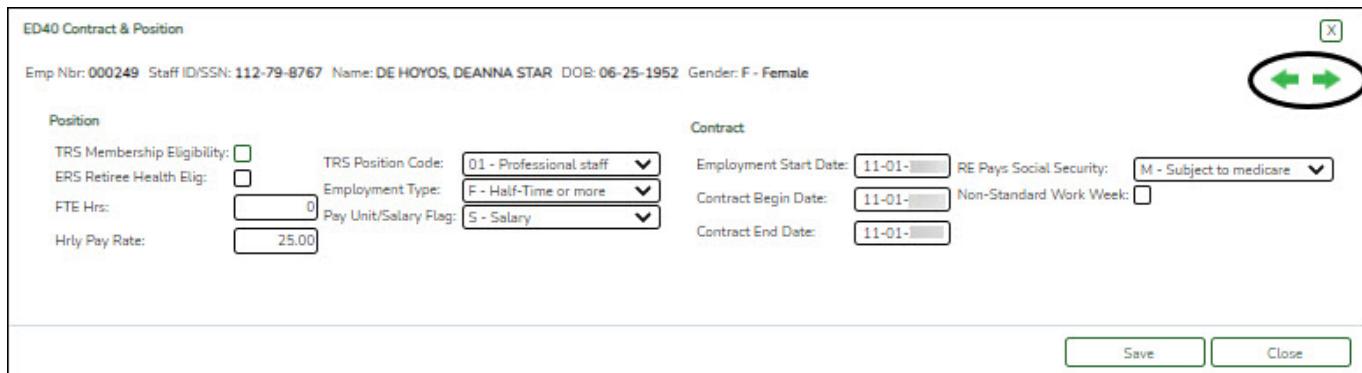
  

Regular Payroll (RP) Type	TRS Position Code	Days Worked	Total Gross Pay	Adj Mo/Year	Select	Delete	Add
RP20 Regular Payroll	01 Professional staff	0	3,113.00				
RP25 Regular Payroll Adj							

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

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

Position

Contract

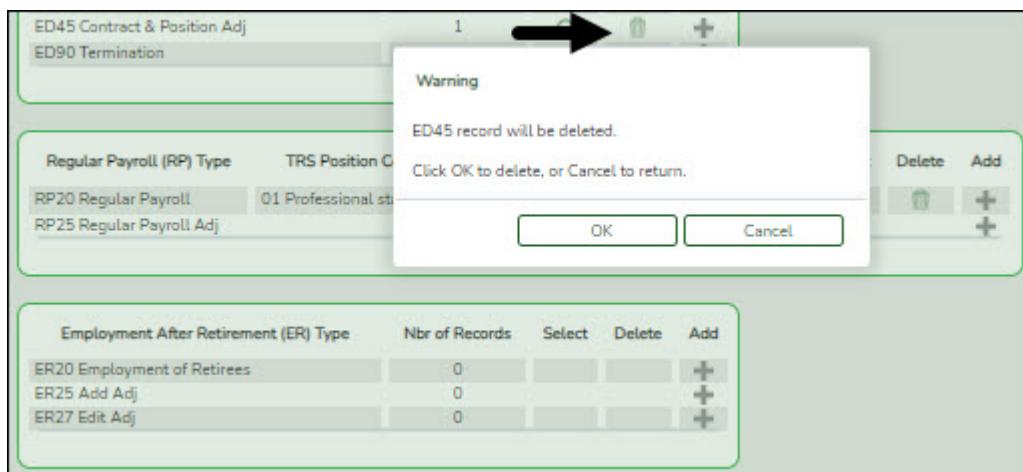
TRS Membership Eligibility: <input checked="" type="checkbox"/>	TRS Position Code: 01 - Professional staff	Employment Start Date: 11-01-	RE Pays Social Security: M - Subject to medicare
ERS Retiree Health Elig: <input type="checkbox"/>	Employment Type: F - Half-Time or more	Contract Begin Date: 11-01-	Non-Standard Work Week: <input type="checkbox"/>
FTE Hrs: 0	Pay Unit/Salary Flag: S - Salary	Contract End Date: 11-01-	
Hrly Pay Rate: 25.00			

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.

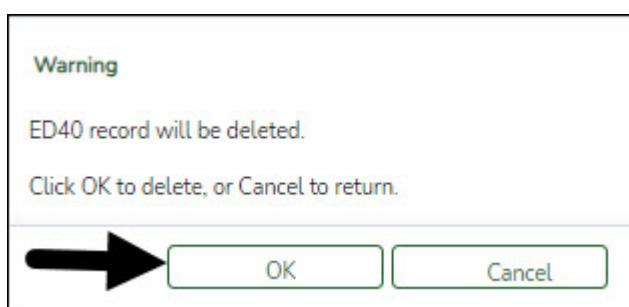


- Click **OK** to delete the record.
- Click **Cancel** to return to the Maintenance page without deleting the record.

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.](#)

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

Payroll Processing > TRS Processing Payroll 

Year: C Frequ

TRS Month:  TRS Year:

[ADJUSTMENT DAYS](#) [PAYROLL HISTORY](#) [EXTRACT](#) [MAINTENANCE](#) [CREATE FILES](#) [INTERFACE](#) [PURGE](#)

Employee: 000249 : DE HOYOS, DEANNA STAR

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	Generation	
	Last	First	Middle		

**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** 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	Generation	
	Last	First	Middle		

**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.

[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 X

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:  DOB:  Gender:

Name:

Last  First  Middle  Generation

**New Address**

Nbr:

Street/P.O. Box:

Apt:

City:

State:

Zip:

Province:

Country:

Postal Code:

**New Contact Info**

Phone Nbr:

Work Email:

**Under New Demo Information:**

<b>Staff ID/SSN</b>	Type only corrections to originally submitted staff ID/Social Security Number data.
<b>DOB</b>	Type only corrections in the MM-DD-YYYY format to previously submitted date of birth data.
<b>Gender</b>	Type only corrections to originally submitted gender data.
<b>Name</b>	Type only corrections to the originally submitted employee's last, first, and middle names.
<b>Generation</b>	Click <input type="text" value="▼"/> to select the corrected generation code.

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

<b>Staff ID/SSN</b>	Type the employee's originally submitted staff ID/Social Security Number data.
<b>DOB</b>	Type the employee's originally submitted date of birth in the MM-DD-YYYY format.
<b>Gender</b>	Click <input type="text" value="▼"/> to select the employee's originally submitted gender.
<b>Name</b>	Type the employee's originally submitted last, first, and middle names.
<b>Generation</b>	Click <input type="text" value="▼"/> 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

<b>Nbr</b>	Type the new street number for the mailing address of the employee. The field can be a maximum of 10 characters.
<b>Street/P.O. Box</b>	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.
<b>Apt</b>	Type the new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
<b>City</b>	Type the new 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 new state for the mailing address of the employee.
<b>Zip</b>	Type the new five-digit zip code for the mailing address of the employee.
<b>+4</b>	Type the new additional four digits of the zip code.
<b>Province</b>	Type the new 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 new postal code for the employee's address. This field is only necessary for foreign addresses.

**Under New Contact Info:**

<b>Phone Nbr</b>	Type only corrections to the employee's previously submitted 10-digit phone number.
<b>Work E-mail</b>	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

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

<b>Position</b>		<b>Contract</b>	
TRS Membership Eligibility: <input checked="" type="checkbox"/>	TRS Position Code: 01 - Professional staff	Employment Start Date: 11-01-	RE Pays Social Security: <input checked="" type="checkbox"/> M - Subject to medicare
ERS Retiree Health Elig: <input type="checkbox"/>	Employment Type: F - Half-Time or more	Contract Begin Date: 11-01-	Non-Standard Work Week: <input type="checkbox"/>
FTE Hrs: <input type="text" value="0"/>	Pay Unit/Salary Flag: S - Salary	Contract End Date: 11-01-	
Hrly Pay Rate: <input type="text" value="25.00"/>			
<input type="button" value="Save"/> <input type="button" value="Close"/>			

Under **Position**:

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

Under **Contract**:

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

<b>RE Pays Social Security</b>	Click  to indicate if social security is paid by the reporting entity. <ul style="list-style-type: none"><li>• <i>Y</i> - Yes</li><li>• <i>M</i> - Medicare Only</li><li>• <i>N</i> - No</li></ul>
<b>Non-Standard Work Week</b>	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