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ed20demo

Table of Contents

ED20 (Demo) - HRS3900 1

ED20 (Demo) - HRS3900

Human Resources > Utilities > TEAM Submission > Data Maintenance > Employee Data (ED) > ED20 (Demo)

This tab 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.

Click here to access the TEAM Report Formatting Guide - ISDs, Charters, and ESCs for additional reporting information and complete file record layouts.

This tab consists of a grid at the top and a free-form area at the bottom. The demographic information displayed in the top grid is display only; however, it can be edited in the free-form area.

Create an ED20 demographic record:

Field	Description
TRS Month	Click ⌄ to select a TRS month for which you want to retrieve data. This is a required field.

TRS Year field, type the calendar year in the YYYY format for which you want to retrieve data. This is a required field.

Click **Retrieve** to retrieve the requested data.

Click Directory to retrieve a specific employee.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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Back Cover