(OBSOLETE) Create Employment of Retirees (ER) Submission File - HRS7800

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This page was removed as a result of the TRS rewrite.

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This page is used to report employment information for retirees, regardless of retirement date or retirement type. A record is submitted once a month for retired members. The submission files can be electronically submitted to the TRS website.

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

Create an employment of retired members (ER) submission file:

Field	Description
Report Date (MM-YYYY)	Type the month and year of the report in the MMYYYY format.

Click **Execute**. The Save As dialog box is displayed.

Navigate to the folder where the files are to be saved.

Click **Save** to continue or **Cancel** to return to the Employment of Retired Members page.

The Signature Data, Summary of Employment of Retired Members Report is displayed. The summary contains the total number of records submitted for the report month and year.

Review the report.

Review the report using the following buttons:

Click to go to the first page of the report.
Click ◄ to go back one page.
Click ► to go forward one page.
Click to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Cancel** to return to the Employment of Retired Members page without printing a signature report.

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