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TRS YTD Data

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Payroll > Maintenance > TRS YTD Data

This page is used to display an employee's TRS deposit and grant information if the employee is receiving payments from a grant code. Data is displayed by payroll frequency.

Review TRS YTD data:

Field	Description
School Year	Type the school year in the YYYY format. The system is set to the current year.
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**. Or, click **Directory** to perform a search in the Employees directory.

The **Payoff** date field is automatically populated from the employee's primary job.

❑ Under **TRS Deposit Information**, the columns are populated with existing employee contribution information.

- Click to view additional information for the month in the Grant Information grid.
- Click to select the pay date to be used for the pay history records.

❑ Under **Grant Information**, if the employee has a grant, the table is populated.

- Select **Display Combined TRS/Grant Info** to display information in a combined listing sorted by month.

Other functions and features:

Print	Click to print the report. Review the report.

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