



TRS YTD Data

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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 view the TRS and Grant Information report. 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.
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