



Create Files

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This tab is used to create the Employee Data (ED), Regular Payroll (RP), and Employment of Retirees (ER) submission files for TRS reporting. These submission files can be electronically submitted to TRS.



The **Employee Data (ED)** submission file contains basic employee enrollment information. The ED file is submitted at the beginning of a new school year for all employees and each month for new employees.

The **Regular Payroll (RP)** submission file provides a payroll contribution detail report for each employee on a monthly basis. The RP file is submitted after the last payroll of the month.

The **Employment of Retirees (ER)** submission file reports employment information for retirees, regardless of retirement date or retirement type. The ER file is submitted once a month for retired members.


Access the [RE Portal Resources](#) page for additional reporting information and complete file record layouts.

Create a file:


Field	Description
TRS Month	This field defaults to the current TRS reporting month. Click  to select the TRS reporting month. This is a required field.
TRS Year	This field defaults to the current reporting TRS year. Click  to select the TRS reporting year. This is a required field.

☐ Select the file type(s) (**ED**, **RP**, **ER**) to be created. At least one file type must be selected.


☐ **Create ED File**

Select ED type(s), or blank for ALL	<p>Click  to display the Employee Demographic (ED) pop-up window.</p> <p>In the Search field, type the record type to narrow the selection. Select the ED record type(s) to be included.</p> <ul style="list-style-type: none"> • ED20 Demographic • ED25 Demographic Adj • ED40 Contract & Position • ED45 Contract & Position Adj • ED90 Termination <p>Click Select to close the pop-up window and populate the field with the selection(s).</p> <p>Click Cancel to return to the Create Files Tab.</p> <p>Leave the field blank to include all ED record types.</p>
Select Employee(s), or blank for ALL	<p>The Employees directory is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select one or more employee numbers from the list and click OK. Otherwise, click Cancel.</p>

☐ **Create RP File**

Select RP type(s), or blank for ALL	<p>Click  to display the Regular Payroll (RP) pop-up window. In the Search field, type the record type to narrow the selection. Select the RP record type(s) to be included.</p> <ul style="list-style-type: none"> • RP20 Regular Payroll • RP25 Regular Payroll Adj <p>Click Select to close the pop-up window and populate the field with the selection(s).</p> <p>Click Cancel to return to the Create Files Tab. Leave the field blank to include all RP record types.</p>
Select Employee(s), or blank for ALL	<p>The Employees directory is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select one or more employee numbers from the list and click OK. Otherwise, click Cancel.</p>

☐ **Create ER File**

Select ER type(s), or blank for ALL	<p>Click  to open the Employment After Retirement pop-up window. Select the ER record type(s) to be included</p> <p>In the Search field, type the record type to narrow the selection. Select the ER record type(s) to be included.</p> <ul style="list-style-type: none"> • ER20 Employment of Retirees • ER25 Add Adj • ER27 Edit Adj <p>Click Select to close the pop-up window and populate the field with the selection(s).</p> <p>Click Cancel to return to the Create Files Tab.</p> <p>Leave the field blank to include all ER record types.</p>
Select Employee(s), or blank for ALL	<p>The Employees directory is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select one or more employee numbers from the list and click OK. Otherwise, click Cancel.</p>

☐ Click **Execute**. The Signature Data reports are displayed for each selected file type. The summary contains the total number of records submitted for the reporting month and year. In addition, the submission files (.txt) are created for each selected file type.

[Review the report.](#)



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