

Purge

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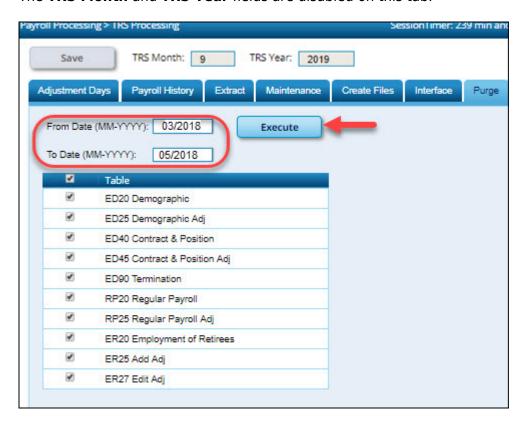
Purge

Human Resources > Payroll Processing > TRS Processing > Purge

This tab is used to purge (delete) data from TRS reporting tables.

Purge data:

The TRS Month and TRS Year fields are disabled on this tab.



Field	Description
	Type the beginning month and year in the MM-YYYY format of the TEAM tables to be purged.
-	Type the ending month and year in the MM-YYYY format of the TEAM tables to be purged.

Notes:

- If a date is not entered in both the From Date (MM-YYYY) and the To Date (MM-YYYY)
 fields, then all of the selected records are purged for all months that are currently in the
 system.
- If a date is entered in the **From Date (MM-YYYY)** field but not in the **To Date (MM-YYYY)** field, then all of the selected records are purged from the entered month through the current month.
- If a date is not entered in the **From Date (MM-YYYY)** field but is entered in the **To Date** (**MM-YYYY**) field, then all of the selected records are purged from the beginning month in

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the system through the entered date.

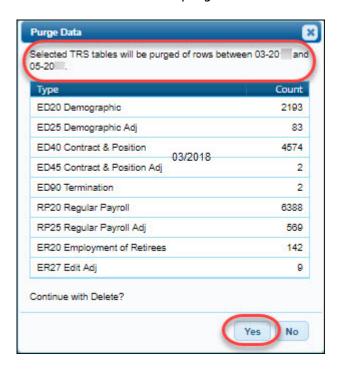
• If a date is entered in both the **From Date (MM-YYYY)** and **To Date (MM-YYYY)** fields, then all of the selected records are purged for all the months within the date range.

The following list of TRS tables is displayed.

- ED20 Demographic
- ED25 Demographic Adj
- ED40 Contract & Position
- ED45 Contract & Position Adj
- ED90 Termination
- RP20 Regular Payroll
- RP25 Regular Payroll Adj
- ER20 Employment of Retirees
- ER25 Add Adj
- ER27 Edit Adj

Select the tables to purge. You can select individual tables (check boxes) or select the top check box to select all tables (check boxes).

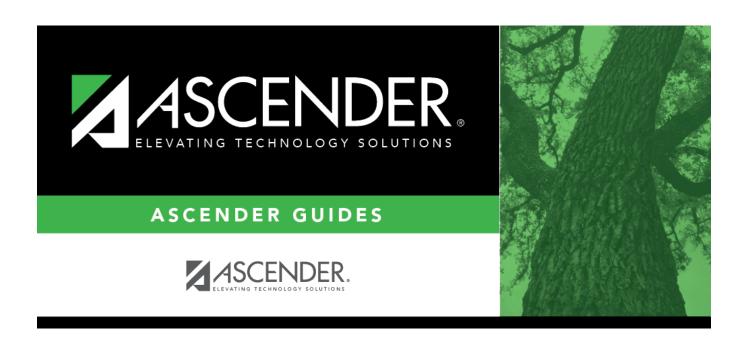
Click **Execute**. The Purge Data pop-up window is displayed with a list of the selected tables and number of records to be purged.



Click **Yes** to purge the selected data. A message is displayed indicating that the delete was successful.

Click **No** to cancel the purge process and return to the Purge tab.

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