

ED20 (Demo) - HRS3900

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This tab is used to report an employee's demographic information. An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees.

Note: If an ED20 record has been submitted and corrections are required, submit an ED25 (Demo Adj) record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

Click here to access the RE Portal Resources page for additional reporting information and complete file record layouts.

This tab consists of a grid at the top and a free-form area at the bottom. The demographic information displayed in the top grid is display only; however, it can be edited in the free-form area.

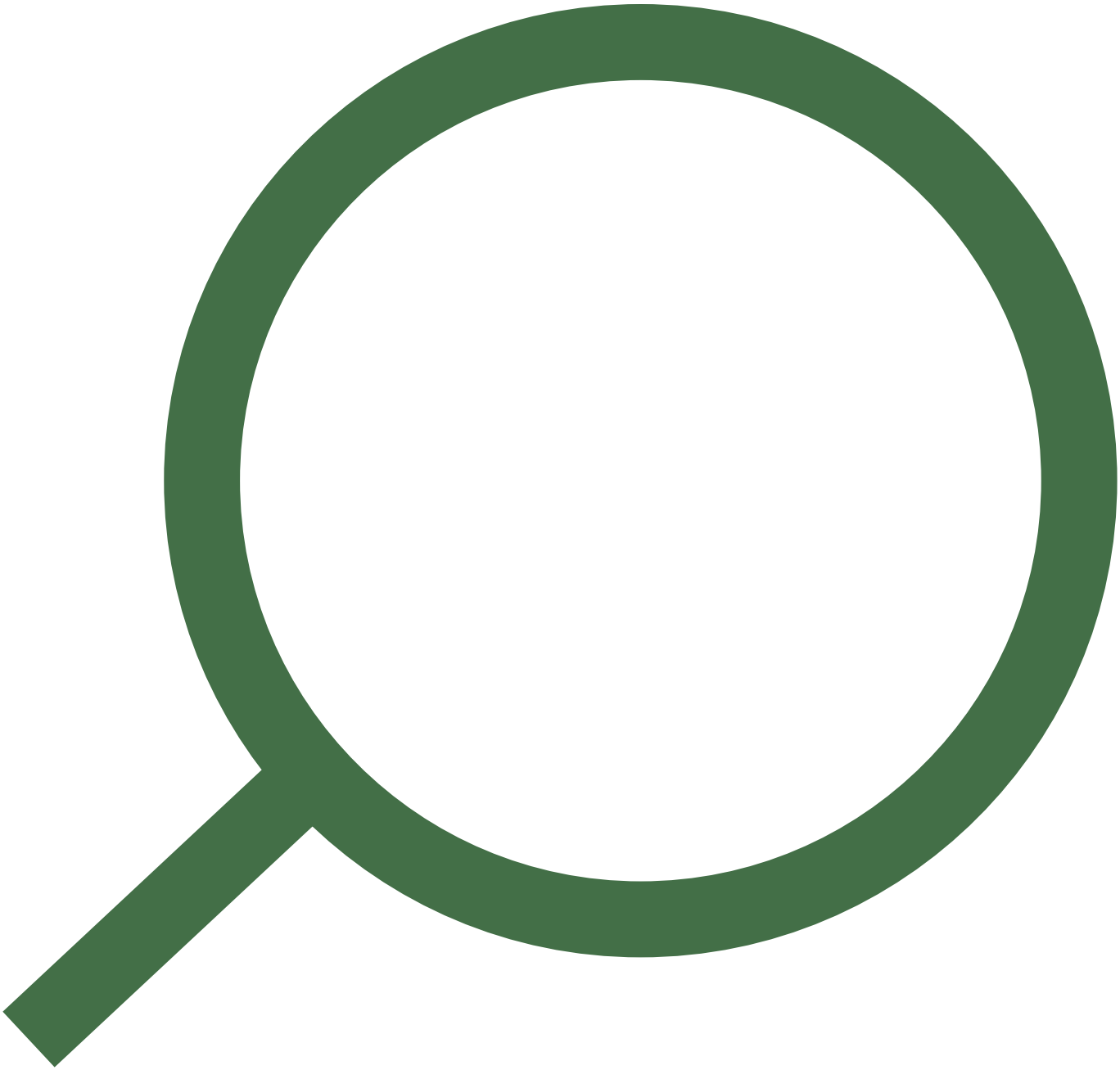
Create an ED20 demographic record:

Field	Description
TRS Month	Click ⌄ to select a TRS month for which you want to retrieve data. This is a required field.
TRS Year	Type the calendar year in the YYYY format for which you want to retrieve data. This is a required field.

❑ Click **Retrieve** to retrieve the requested data.

❑ Click Directory to search for an employee.

❑ Click



to view additional details for a row in the free-form area.

- The **Emp Nbr** and **Staff ID/SSN** fields are display only for saved records.
- You can edit the data fields in the free-form area.

❑ Click **+Add** to add another row. A new row is added with the cursor in the **Emp Nbr** field. In the **Emp Nbr** field of the free-form area, type or select an employee number, and then press TAB. Data associated with the employee number is displayed. You can edit and save the data. If an employee is selected from the Directory, a new row is added. If multiple rows are selected from the Directory, all of the employees are added as new rows in the grid area.

❑ Under **Demo Information**:

Staff ID/SSN	Type the employee's nine-digit social security number.
DOB	Type the employee's date of birth in the MMDDYYYY format.
Gender	Click ⌄ to select the employee's gender.
Name	Type the employee's first, middle, and last name.

Generation	Click ⌄ to select the employee's generation code.

❑ Under **Address**:

Nbr	Type the street number for the mailing address of the employee. The field can be a maximum of eight characters.
Street/P.O. Box	Type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click ⌄ to select a state for the mailing address of the employee.
Zip	Type the five-digit zip code for the mailing address of the employee.
+4	Type the additional four digits of the zip code.
Province	Type the province of the employee's address. This field is only necessary for foreign addresses.
Country	Click ⌄ to select the country of the employee's address. This field is only necessary for foreign addresses.
Postal Code	Type the postal code for the employee's address. This field is only necessary for foreign addresses.

❑ Under **Contact Info**:

Phone Nbr	Type the ten-digit phone number of the employee.
Work E-mail	Type the employee's work e-mail address. The field can be a maximum of 100 characters.

❑ Click **Save** to save the changes.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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