



## **ED25 (Demographic Adjustment) - HRS3900**



# Table of Contents

**ED25 (Demographic Adjustment) - HRS3900** ..... 1



# ED25 (Demographic Adjustment) - HRS3900

## Payroll > Utilities > TRS Maintenance > Employee Data (ED) > ED25 (Demographic Adjustment)

This tab is used to report adjustments to an employee's previously submitted ED20 (Demo) record.


ED25 records are not created for changes made to a terminated employee's demographic record.

**Note:** If an ED20 record has been submitted and corrections are required, submit an ED25 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 TEAM Report Formatting Guide - ISDs, Charters, and ESCs 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 ED25 demographic adjustment record:

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

Click **Retrieve**. The selected information is displayed.

If you retrieve an employee who does not have an ED20 record for TRS Reporting Year XXXX, a Warning dialog box is displayed asking if you want to continue creating an adjustment record.

- Click **Yes** to create an adjustment record.
- Click **No** to return to the ED25 (Demo Adj) tab.

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 **New Demo Information:**

<b>Staff ID/SSN</b>	Type only corrections to previously submitted data.
<b>DOB</b>	Type only corrections in the MMDDYYYY format to previously submitted data.
<b>Gender</b>	Type only corrections to previously submitted data.

<b>Name</b>	Type only corrections to the previously submitted employee's first, middle, and last names.
<b>Generation</b>	Click ▼ to select the correction to the generation code.

Under **Original Demo Information:**

<b>Staff ID/SSN</b>	Type the employee's originally submitted staff ID (SSN).
<b>DOB</b>	Type the employee's originally submitted date of birth in the MMDDYYYY format.
<b>Gender</b>	Click ▼ to select the employee's originally submitted gender.
<b>Name</b>	Type the employee's originally submitted first, middle, and last names.
<b>Generation</b>	Click ▼ to select the original generation code.

Under **New Address:**

**Notes:**

If you need to delete data in a field, complete the field by typing X's for the maximum number of characters allowed in that specific field.

If any field under **New Address** is updated, you must complete all of the **New Address** fields.

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


Under **New Contact Info:**

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

Click **Save** to save the changes.

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**Other functions and features:**

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , 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 <b>Save</b> .



## Back Cover