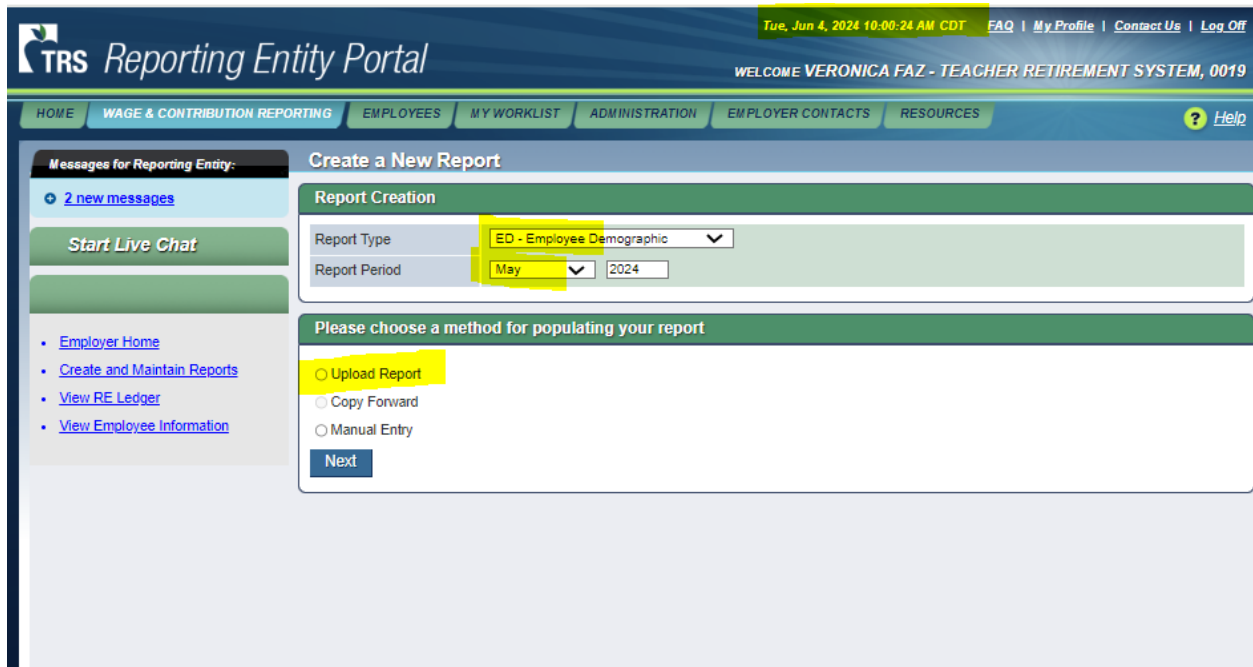


1st Upload (ED)

Note: This report must be at a completed status prior RP report

- **Employee Demographic (ED):** Used to report employee demographic information, new and adjusted employment and position information, and employee termination information.
- For an ED report:
 - **ED20:** Used to report demographic information for a person not previously reported in any ED report
 - **ED25:** Used to report adjustments to an employee's personal, address, or contact information
 - **ED40:** Used to report new employment and position records
 - **ED45:** Used to report adjustments to employment and position records
 - **ED90:** Used to report employment termination records

The May 2024 ED report below consists of ED20 and ED40 Records for new hires, and ED45 Records for existing Employees



The screenshot displays the TRS Reporting Entity Portal interface. At the top, the header includes the TRS logo, the title "Reporting Entity Portal", and the user information "WELCOME VERONICA FAZ - TEACHER RETIREMENT SYSTEM, 0019". The navigation menu contains links for HOME, WAGE & CONTRIBUTION REPORTING, EMPLOYEES, MY WORKLIST, ADMINISTRATION, EMPLOYER CONTACTS, and RESOURCES. A "Messages for Reporting Entity" section shows "2 new messages" and a "Start Live Chat" button. The main content area is titled "Create a New Report" and contains a "Report Creation" form. The "Report Type" is set to "ED - Employee Demographic" and the "Report Period" is set to "May" for the year "2024". Below the form, there is a section titled "Please choose a method for populating your report" with three radio button options: "Upload Report" (which is selected), "Copy Forward", and "Manual Entry". A "Next" button is located at the bottom of this section.

After upload, report rejected due to errors caused by name changes.

Updates made to match TRUST record, noted follow up changes to submit ED25 records after TRUST reporting complete.

Resubmitted All

TRS Reporting Entity Portal

Tue, Jun 4, 2024 10:45:07 AM CDT | FAQ | My Profile | Contact Us | Log Off

WELCOME VERONICA FAZ - TEACHER RETIREMENT SYSTEM, 0019

HOME | WAGE & CONTRIBUTION REPORTING | EMPLOYEES | MY WORKLIST | ADMINISTRATION | EMPLOYER CONTACTS | RESOURCES | Help

Messages for Reporting Entity: 2 new messages

Start Live Chat

Employer Home
Create and Maintain Reports
View RE Ledger
View Employee Information

Create and Maintain Reports

Skip error messages

ED - Employee Demographic — May 2024

Option 1 — Add or Edit a Record
You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.

SSN or TRS Temporary ID:

Add Search

Option 2 — Submit Report
Click the "Submit All Records" button located at the bottom of the screen to submit added records.
You may re-edit this report at any time in the future until the report is at a status of Completed.
The number of member records on this report is 31

SSN or TRS Temporary Id	Employee Name	Record Type Code	Status	Date and Time	Number of Errors
-------------------------	---------------	------------------	--------	---------------	------------------

Completed at 11:11 AM

May 2024 | April 2024

Hide ED Reports

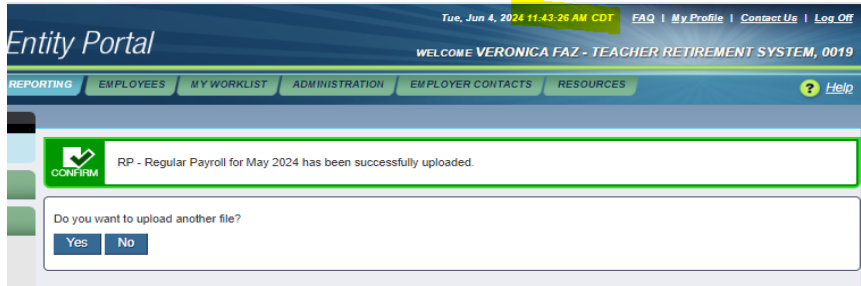
Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	06/04/2024 10:47:00	Deleted	N/A	N/A	History	Details	Totals	
ED - Employee Demographic	06/04/2024 11:11:18	Completed	N/A	N/A	History	Details	Totals	

Download Displayed ED Reports as CSV

VFaz 06/2024; May TRUST Reporting

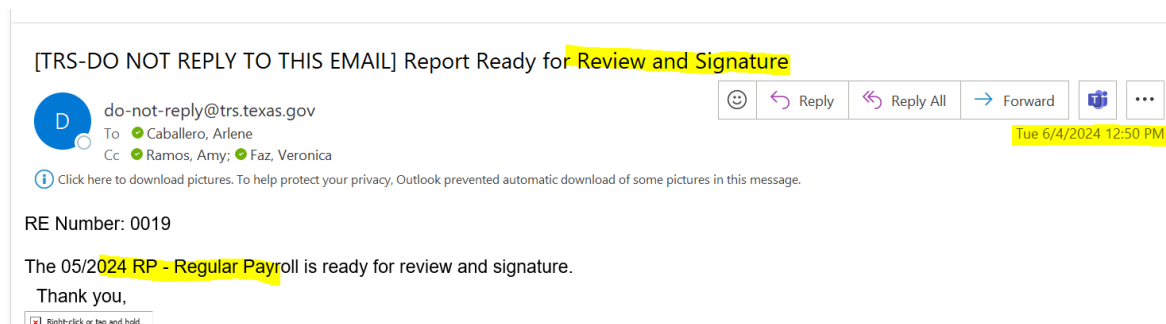
2nd Upload (RP)

- For an RP report:
 - **RP20**: Used to report an employee's compensation and contribution information
 - **RP25**: Used to report adjustments to an employee's previously reported compensation and contribution information



Report rejected due name change errors @ 12:30 PM, updated based on TRUST record, noted for follow up.

Resubmitted all – RP



VFaz 06/2024; May TRUST Reporting

3rd Report (ER) –

- For an ER report:
 - **ER20:** Used to report employment information, compensation, and surcharges for a retiree
 - **ER25:** Used to report an adjustment that adds a record to a previously reported employment after retirement report
 - **ER27:** Used to report adjustments that edit a record on an employment after retirement report
- For an ER - Adjustment report:
 - **ER25:** Used to report an adjustment that adds a record to a previously reported employment after retirement report
 - **ER27:** Used to report adjustments that edit a record on an employment after

Tue, Jun 4, 2024 12:45:10 PM CDT [FAQ](#) | [My Profile](#) | [Contact Us](#) | [Log Off](#)

Entity Portal

WELCOME VERONICA FAZ - TEACHER RETIREMENT SYSTEM, 0019

[REPORTING](#) [EMPLOYEES](#) [MY WORKLIST](#) [ADMINISTRATION](#) [EMPLOYER CONTACTS](#) [RESOURCES](#) [? Help](#)

Create and Maintain Reports

[Create New Report Detail](#)

Reports

May 2024 April 2024

Report Type	Status	Delete	Edit	History	Details	Total	Signature	Deleted Records
ER - Employment after Retirement	Loaded	Delete	Edit	History	Details	Totals		

This report is known to produce errors that require overrides

Create and Maintain Reports

[kip error messages](#)

ER - Employment after Retirement — May 2024

Option 1 — Add or Edit a Record

You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.

SSN or TRS Temporary ID:

[Add](#) [Search](#)

Option 2 — Submit Report

Click the "Submit All Records" button located at the bottom of the screen to submit added records.

You may re-edit this report at any time in the future until the report is at a status of Completed.

The number of member records on this report is 8

	SSN or TRS Temporary Id	Employee Name	Record Type Code	Status	Date and Time	Number of Errors
<input type="checkbox"/>	[REDACTED]	[REDACTED]	ER20	Suspended	06/04/2024 12:48 PM	2

Email TRS Coach (Katie) -

May 2024 - ER Overrides



Faz, Veronica

To Tucker, Katie

Cc Caballero, Arlene; Faz, Veronica; Ramos, Amy

This message was sent with High importance.

Reply Reply All Forward

Tue 6/4/2024 12:59 PM

Hi Katie,

Overrides complete ...

[TRS-DO NOT REPLY TO THIS EMAIL] Report Ready for Review and Signature



do-not-reply@trs.texas.gov

To Caballero, Arlene

Cc Ramos, Amy; Faz, Veronica

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply Reply All Forward

Tue 6/4/2024 1:11 PM

RE Number: 0019

The 05/2024 ER - **Employment after Retirement** is ready for review and signature.

Thank you,

The linked image cannot

4th Report (ED) Upload May Terms –

4. Select the appropriate **Record Type** for the new record.

The screen reloads to display the fields applicable to that type. The record types are:

- For an ED report:
 - ED20**: Used to report demographic information for a person not previously reported in any ED report
 - ED25**: Used to report adjustments to an employee's personal, address, or contact information
 - ED40**: Used to report new employment and position records
 - ED45**: Used to report adjustments to employment and position records
 - ED90**: Used to report employment termination records

Tue, Jun 4, 2024 1:14:06 PM CDT [FAQ](#) | [My Profile](#) | [Contact Us](#) | [Log Off](#)

Entity Portal

WELCOME VERONICA FAZ - TEACHER RETIREMENT SYSTEM, 0019

[REPORTING](#) [EMPLOYEES](#) [MY WORKLIST](#) [ADMINISTRATION](#) [EMPLOYER CONTACTS](#) [RESOURCES](#) Help

Upload File

Upload File

Upload the file for the **ED - Employee Demographic** report for the report month **May 2024**.

To move the file from your computer or system to ours, click on the Browse button. Then choose the file from your directory.

EDReport00...604-1304.txt

VFaz 06/2024; May TRUST Reporting

Last submit any ED25 updates that were noted (errors), typically name changes or special adjustments

4. Select the appropriate **Record Type** for the new record.
 The screen reloads to display the fields applicable to that type. The record types are:
- For an ED report:
 - ED20**: Used to report demographic information for a person not previously reported in any ED report
 - ED25**: Used to report adjustments to an employee's personal, address, or contact information
 - ED40**: Used to report new employment and position records
 - ED45**: Used to report adjustments to employment and position records
 - ED90**: Used to report employment termination records

Entity Portal | Tue, Jun 4, 2024 4:03:02 PM CDT | FAQ | My Profile | Contact Us | Log Off
 WELCOME VERONICA FAZ - TEACHER RETIREMENT SYSTEM, 0019

REPORTING | EMPLOYEES | MY WORKLIST | ADMINISTRATION | EMPLOYER CONTACTS | RESOURCES | Help

Create and Maintain Reports
[Skip error messages](#)

ED - Employee Demographic — May 2024

Option 1 — Add or Edit a Record
 You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.

SSN or TRS Temporary ID:

Option 2 — Submit Report
 Click the "Submit All Records" button located at the bottom of the screen to submit added records.
 You may re-edit this report at any time in the future until the report is at a status of Completed.
 The number of member records on this report is 3

May Reports/uploads:

Create and Maintain Reports

Reports

May 2024 | April 2024

Report Type	Status	Delete	Edit	History	Details	Total	Signature	Deleted Records
RP - Regular Payroll	Completed	N/A	N/A	History	Details	Totals	Accepted	
ER - Employment after Retirement	Completed	N/A	N/A	History	Details	Totals	Accepted	

Hide ED Reports

Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	06/04/2024 16:47:00	Deleted	N/A	N/A	History	Details	Totals	
ED - Employee Demographic	06/04/2024 11:11:18	Completed	N/A	N/A	History	Details	Totals	
ED - Employee Demographic	06/04/2024 13:31:15	Completed	N/A	N/A	History	Details	Totals	
ED - Employee Demographic	06/04/2024 16:17:02	Completed	N/A	N/A	History	Details	Totals	
ED - Employee Demographic	06/04/2024 16:34:20	Completed	N/A	N/A	History	Details	Totals	

Hide RP Adjustment Reports

Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature	Deleted Records
RP - Adjustment	06/06/2024 11:50:22	Completed	N/A	N/A	History	Details	Totals	Accepted	

Vfaz 06/2024; May TRUST Reporting