

REPORTING EMPLOYERS

Deleted Records Verification in the RE Portal



Revised: December 14, 2020

Deleted Records Functionality in RE Portal

Step 1: Select the record or records to be deleted by clicking the box next to the member's SSN

Option 2 — Submit Report

Click the "Submit All Records" button

You may re-edit this report at any time

The number of member records on

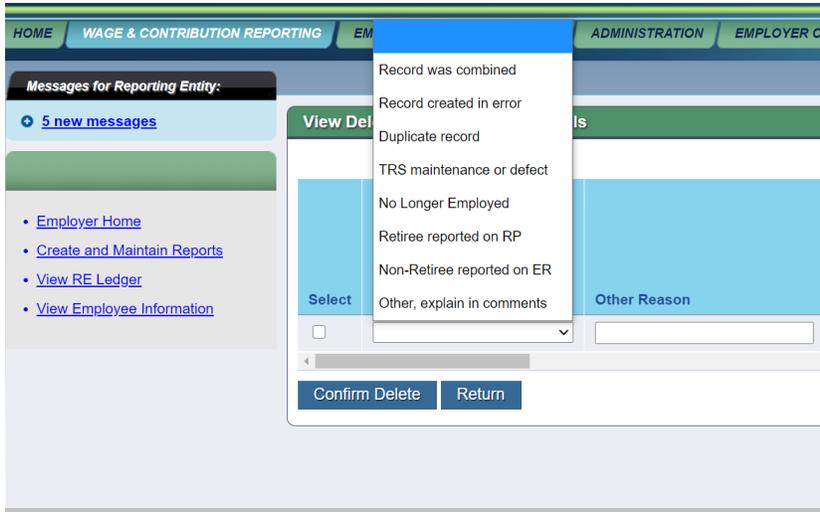
	SSN or TRS Temporary Id
<input type="checkbox"/>	[REDACTED]
<input type="checkbox"/>	[REDACTED]
<input type="checkbox"/>	[REDACTED]

Step 2: Scroll to the bottom of the page and click the button 'Delete Selected Records'

Step 3: A new screen will display showing the records that were marked for deletion in the previous step. For each record, the RE will choose a reason for deletion from the drop down, or they may choose "Other". If the reason selected is "other" an explanation must be typed into the "Other Reason" field.

View Delete Member Record Details

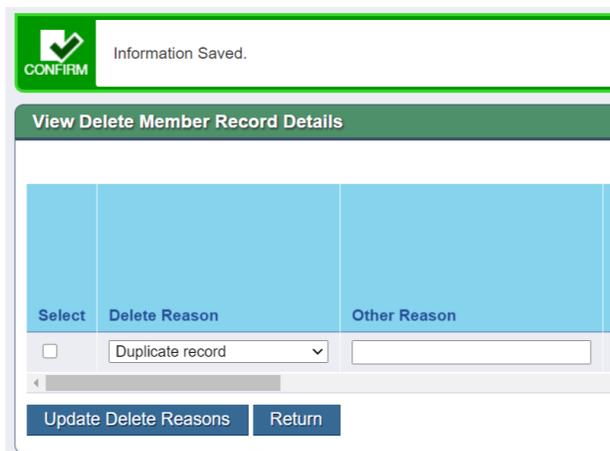
Select	Delete Reason	Other Reason	Record Status	Record Type Code	Employee Identification Number	Date of Birth	Gender Code	Last Name
<input type="checkbox"/>	[Dropdown]	[Text Field]	Valid	RP20	[REDACTED]	[REDACTED]	F	DA



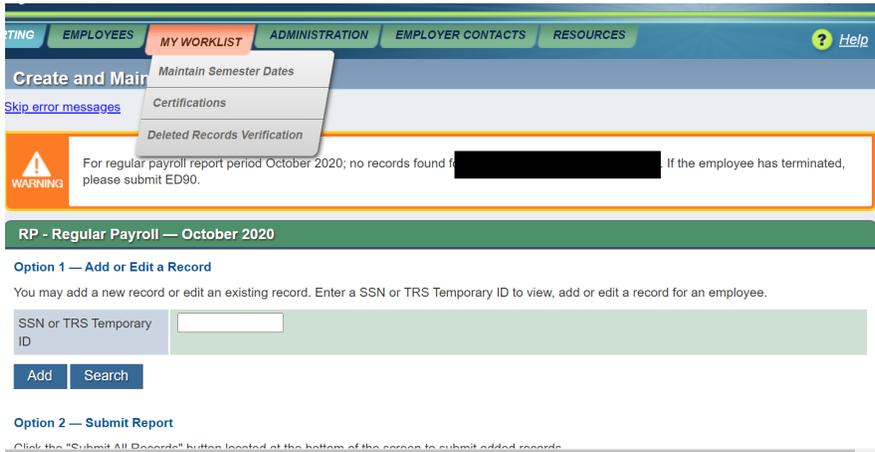
Step 4: Once the Delete Reason has been selected, the RE will check the 'Select' box, then click 'Confirm Delete'.



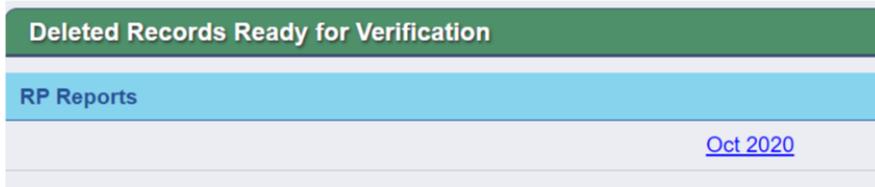
An 'Information Saved' box will display, confirming that the record has successfully been marked for deletion. Then, click the 'Return' button to return to the Edit screen for the report.



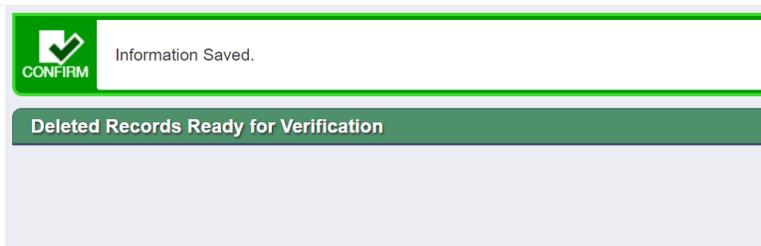
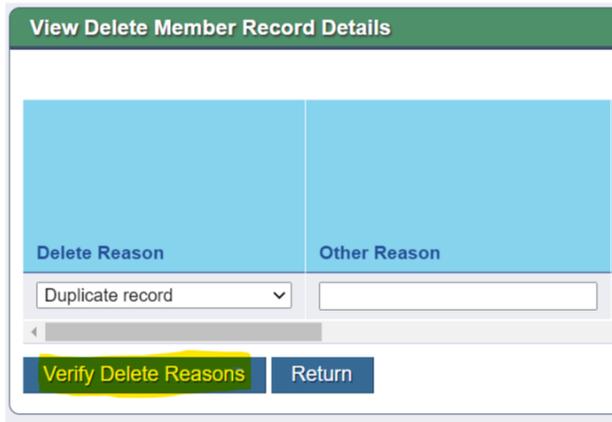
Step 5: Prior to submitting the report signature, an RE Contact with Signature or Administration authority clicks on the 'My Worklist' tab and selects 'Deleted Records Verification'



A link to the report(s) with records marked for deletion will display. RE clicks on the link.



Step 6: If the deletion reason of the marked records is correct, RE contact will click 'Verify Delete Reasons' and an 'Information Saved' message will appear.



Note: Prior to completing the 'My Worklist' task of verifying the deleted records, the Report Summary screen will display a status of 'Pending' in the 'Deleted Records' column on the far right.

Reports								
November 2020		October 2020						
Report Type	Status	Delete	Edit	History	Details	Total	Signature	Deleted Records
RP - Regular Payroll	Pending	Delete	Edit	History	Details	Totals		Pending

After the 'My Worklist' item is completed, the Report Summary screen will display 'Verified' in the 'Deleted Records' column.

Reports								
November 2020		October 2020						
Report Type	Status	Delete	Edit	History	Details	Total	Signature	Deleted Records
RP - Regular Payroll	Pending	Delete	Edit	History	Details	Totals		Verified