

TCC Conference Spring 2022



TRS Reporting Tips



Disclosure



This presentation is intended as a high-level overview of TRS Laws and Rules related to reporting. This presentation should not be viewed as a comprehensive overview of the TRS reporting process.



The information in this presentation is based on the TRS Laws and Rules as of the 2021-2022 fiscal year



Please see the various RE Portal training and resources available on the TRS website for more complete information.

Agenda

Report Deadlines

- Penalties
- RE Ledger

Reporting Tips

- New Employees
- Submitting Information
- Terminations

Error Resolution

- FTE
- Verify Eligibility Errors
- Federal Holidays

Keeping Contacts Current

- 597a Form
- Web Administrator Responsibilities

Report Deadlines

Regular Payroll & Corresponding TEXNET Deposits

- 6th of month following report month*

Employment After Retirement & Corresponding TEXNET Deposits

- 10th of month following report month*
- Exception: August ER Report

**If the due date falls on a weekend or a Federal holiday, the reports and TEXNET deposit must be submitted by 8 p.m. Austin time the previous business day. Penalty Interest will be assessed for each calendar day a deposit is transmitted late.*

[Report Due Dates and Ledger Balances](#)



Due Dates & Penalties



Note: Interest is not incurred for CI/PI contributions having a negative balance

RE Ledger

Posted Date	Type	Transaction Description	Posted Amount	Reporting Period	Deposit Date/Receivable Date	Updated By	RE Ledger Balance
05/05/2022	PI	Transfer In	\$161.45	06/2021	07/22/2021		\$0.00
05/03/2022	PI	Penalty Interest - MC	-\$3.08	03/2022	05/03/2022	PLPM	-\$161.45
05/03/2022	PI	Penalty Interest - MC	-\$26.20	03/2022	05/03/2022	PLPM	-\$158.37
05/03/2022	PI	Penalty Interest - MC	-\$21.83	03/2022	05/03/2022	PLPM	-\$132.17
05/03/2022	PI	Penalty Interest - MC	-\$29.34	03/2022	05/03/2022	PLPM	-\$110.34
05/03/2022	PI	Penalty Interest - MC	-\$36.86	03/2022	05/03/2022	PLPM	-\$81.00
05/03/2022	PI	Penalty Interest - MC	-\$44.14	03/2022	05/03/2022	PLPM	-\$44.14
04/21/2022	PI	Transfer In	\$21.95	06/2021	07/22/2021		\$0.00
04/19/2022	PI	Penalty Interest - MC	-\$21.95	02/2022	04/19/2022	PLPM	-\$21.95
03/15/2022	PI	Transfer In	\$51.85	01/2022	02/07/2022		\$0.00
03/02/2022	PI	Penalty Interest - EG	-\$51.85	01/2022	03/08/2022	PLPM	-\$51.85
03/01/2022	PI	TexNet - Penalty Interest Amount	\$6,464.16	01/2022	03/01/2022	BPPS	\$0.00

RE Ledger

Posted Date	Type	Transaction Description	Posted Amount	Reporting Period	Deposit Date/Receivable Date	Updated By	RE Ledger Balance
05/16/2022	MC	Member Contribution	\$10.00	03/2022	05/16/2022	BPPS	\$730,156.25
05/12/2022	MC	Member Contribution	\$124.45	03/2022	05/12/2022	BPPS	\$730,146.25
05/12/2022	MC	Member Contribution	\$62.22	02/2022	05/12/2022	BPPS	\$730,021.80
05/09/2022	MC	TexNet - Member Retirement Contribution - Regular PR	\$725,000.00	04/2022	05/09/2022	PTXF	\$729,959.58
05/03/2022	MC	Member Contribution	-\$709,194.23	03/2022	05/03/2022	BPPS	\$4,959.58
05/03/2022	MC	Member Contribution	-\$336.53	02/2022	05/03/2022	BPPS	\$714,153.81
05/03/2022	MC	Member Contribution	-\$1,546.13	01/2022	05/03/2022	BPPS	\$714,490.34
05/03/2022	MC	Member Contribution	-\$873.07	12/2021	05/03/2022	BPPS	\$716,036.47
05/03/2022	MC	Member Contribution	-\$873.07	11/2021	05/03/2022	BPPS	\$716,036.47
05/03/2022	MC	Member Contribution	-\$873.07	10/2021	05/03/2022	BPPS	\$716,036.47
05/03/2022	MC	Member Contribution	-\$873.07	09/2021	05/03/2022	BPPS	\$716,036.47
04/19/2022	MC	Member Contribution	-\$533.33	10/2021	04/19/2022	BPPS	\$719,528.75
04/07/2022	MC	TexNet - Member Retirement Contribution - Regular PR	\$720,000.00	03/2022	04/07/2022	BPPS	\$720,062.08

VIEW EMPLOYEE INFORMATION SCREEN

- New Member Contributions due
- New Member Days Completed as of the 1st of the current month

**NEW
MEMBER**



- Concurrent Employment
- Salary Cap
- ORP Election
- ED/RP Information
- Demographic Discrepancies

**TRS
MEMBER**



- Retirement Date
- Subject to Surcharges
- Position Information
- ER Transactions

**TRS
RETIREE**



View Employee Information Screen – New Member

SSN or TRS-Assigned Temp ID	<input type="text"/>
Last Name	JONES
Date of Birth	<input type="text"/>

Employee Information

The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.

As Of Date	10/08/2021	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	53
First Name		In a TRS Eligible Position	Yes
Middle Name		TRS Eligible Date Range	08/09/2021 - 05/27/2022
Last Name	JONES	Subject to Salary Cap	Yes
Suffix	NONE		
TRS Member	Yes		

New Member Contribution due for the first 90 days

View Employee Information Screen – Active Employee

SSN or TRS-Assigned Temp ID	<input type="text"/>
Last Name	SMITH
Date of Birth	<input type="text"/>

Employee Information

The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.

As Of Date	10/08/2021	New Member Contributions Due	No
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	Over 90 days
First Name		In a TRS Eligible Position	Yes
Middle Name		TRS Eligible Date Range	08/09/2021 - 06/24/2022
Last Name	SMITH	Subject to Salary Cap	Yes
Suffix	NONE		
TRS Member	Yes		

Employee currently working in an eligible position for the date range.

View Employee Information Screen - Retiree

Employee Information

The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.

Note: Member retired after September 1, 2005. If the employment of the retiree exceeds one-half time in the report month, TRS-Care and Pension Surcharges are due on all pay received in that month. See Pension Surcharge and TRS-Care Surcharge guidelines for more information.

As Of Date	10/08/2021	TRS Retiree	Retired after September 1, 2005
SSN or TRS-Assigned Temp ID		Retirement Date	05/31/2011
First Name		Monthly TRS-Care Surcharge Amount	\$535.00
Middle Name		Pension Surcharge (% of salary paid in the calendar month)	15.75%
Last Name			
Suffix	NONE		

[View ER Employment Info](#)

[View ER Transaction Info](#)

Displays retirement Date and what surcharges the retiree is subject to (if any)

Tips for Reporting – Active Employees

New Employees



- ED20 and ED40

Existing Employees



- ED40

Multiple positions



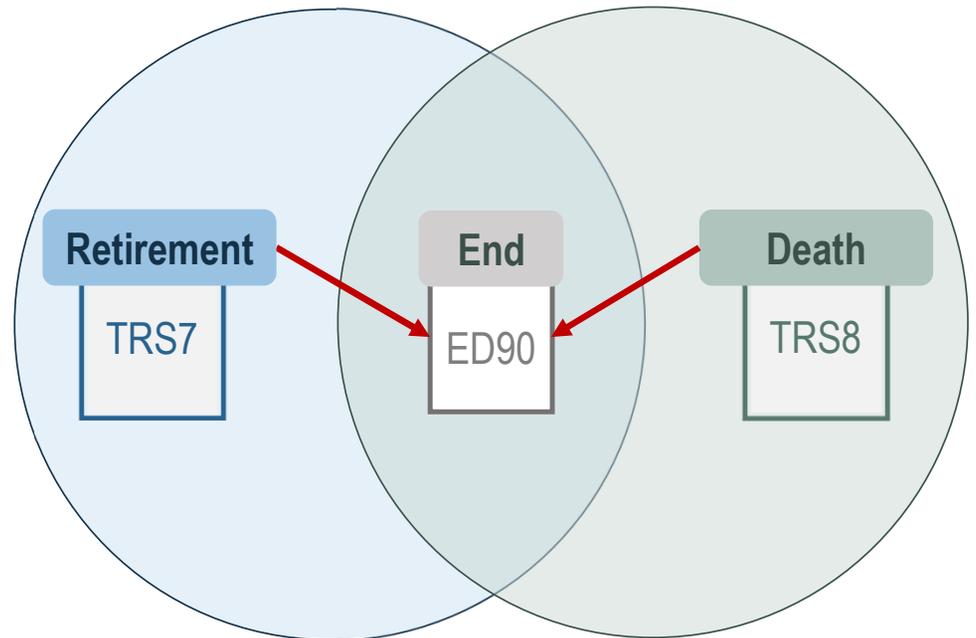
- ED40s for each position
- RP20s for each position
- Time worked and compensation earned



Submit ED40 in the month when the employee begins working in each position

Reasons for Termination

- End of Employment
- Retirement
- Death



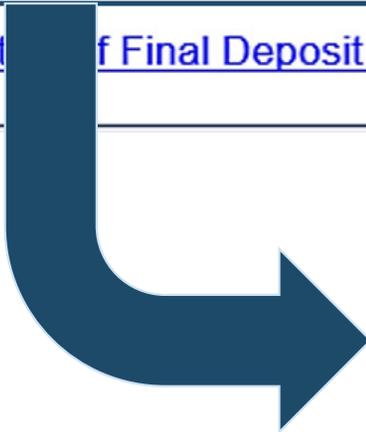
Completing Certifications in the Portal

Certify Retirement or Deceased Member

Certify Notice of Final Deposit

[Certify Notice of Final Deposit Before Retirement](#)

[Certify Notice of Final Deposit for Deceased Member](#)



Notice of Final Deposit before Retirement and School Official Certification of Salaries

TRS7 (08-19)

1000 Red River Street
Austin, TX 78701-2698
(800) 223-8778
www.trs.texas.gov

Participant Name

Social Security Number or TRS Participant ID

Name of Employing Institution

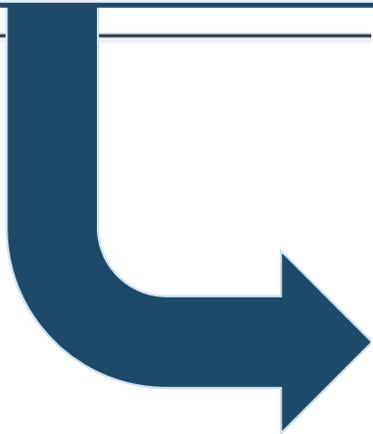
Completing Certifications in the Portal – TRS8

Certify Retirement or Deceased Member

Certify Notice of Final Deposit

[Certify Notice of Final Deposit Before Retirement](#)

[Certify Notice of Final Deposit for Deceased Member](#)



1000 Red River Street
Austin, TX 78701-2698
(800) 223-8778
www.trs.texas.gov

Notice of Final Deposit of Deceased Member

TRS8 (09-16)



Name of Deceased Member	<input type="text"/>	TRS Participant ID	<input type="text"/>
		Social Security Number	<input type="text"/>
Last known address of Deceased Member	<input type="text"/>		
Name of Employing Institution	<input type="text"/>		

Resolving common errors in the RE Portal

Error Resolution Guide

Employee Demographic (ED) Report

- ED20/ED25/ED40/ED45/ED90

Regular Payroll (RP) Report

- RP20/RP25

Employment After Retirement (ER) Report

- ER20/ER25/ER27

- ❖ Certifications
- ❖ Current Defects and Work-Arounds

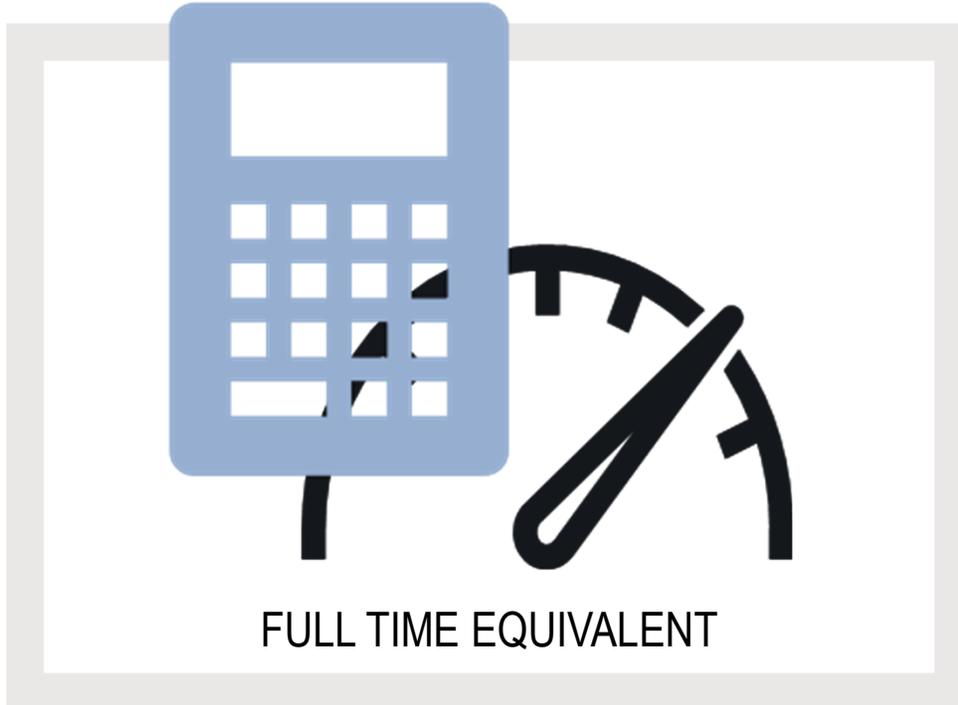
Online Resources for Error Resolution

- [Error Resolution Guide](#)

- [Error Warning List](#)

The screenshot shows the TRS (Teacher Retirement System of Texas) website. The top navigation bar includes links for MyTRS, RE Portal, PAVES, Careers, Subscribe!, and Contact Us. Below this is a search bar. The main navigation menu has tabs for Home, About TRS, Active Members, Retirees and Beneficiaries, Reporting Employers, Investments, Pension Benefits, and Health Care Benefits. The 'Retirees and Beneficiaries' tab is selected, and a sub-menu is open showing 'Retirees and Beneficiaries' and 'Reporting Employers'. The 'Retirees and Beneficiaries' sub-menu is highlighted in blue. The 'Reporting Employers' sub-menu is also visible. The main content area is divided into several sections: 'REPORTING EMPLOYERS - HOME', 'GENERAL INFORMATION', 'RE PORTAL TRAINING', 'RE PORTAL RESOURCES', 'GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)', 'EMPLOYER AUDITS', 'MEMBER EDUCATION VIDEO SERIES', and 'FINANCIAL AWARENESS VIDEO SERIES'. The 'RE PORTAL RESOURCES' section is highlighted with a blue box. Within this section, the 'Error Resolution Guide (pdf)' and 'Error and Warning List (pdf)' links are highlighted with a yellow box. A blue arrow points from the '403(b) FOR ACTIVE MEMBERS' link to the 'Error and Warning List (pdf)' link. The 'EMPLOYER AUDITS' section also has a blue box around it.

FTE Defined



The number of hours per week that the employee must work to be considered full-time in their primary position.

Based on the position not the person

FTE must be a whole number (30 – 40 hours)

FTE Examples

FTE	Half-time of the FTE
40	20
39	19.5
38	19
37	18.5
36	18
35	17.5
34	17
33	16.5
32	16
31	15.5
30	15
00	15

If the employee's position doesn't have a full-time equivalent, enter "00"

If an employee hired to work at least one-half of the FTE on a per week basis, they are meeting the first requirement for eligible employment.

Verify Eligibility Errors

570

Please verify TRS membership eligibility for this employee. **Based on prior reporting, employee may be in a TRS-eligible position since the hours reported are one half or more of the full-time equivalent.** If you feel the reported information related to this error is correct, please contact TRS.



573

Please verify TRS membership eligibility for this employee. **Based on prior reporting, the hours reported are less than half of the full-time equivalent.** If you feel the reported information related to this error is correct, please contact TRS.



TRS ELIGIBILITY REQUIREMENTS:

Working $\frac{1}{2}$ time or more of the FTE for the position

Definite period of 4.5 months (18 weeks) OR Indefinitely

These questions are needing to be answered to verify if the employee truly should be eligible or ineligible.

1

How many hours per week was the employee hired to work?

2

What is the FTE of the position?

3

What caused the employee to work more or less than their normal schedule?

Validation – Federal Holidays

Validation includes federal holidays when calculating that employee has worked less than half-time hours in the report month.

If an employee receives **paid leave** for the holiday, then working their normally scheduled hours in the remaining days of the week will trigger errors for working more than ½ time

Example: Employee expected to work 3.5 hours per day receives paid leave for one day, but then works additional hours on the following day



Holiday	Report Month
New Year's Day	January
Birthday of Martin Luther King, Jr.	January
Washington's Birthday	February
Memorial Day	May
Juneteenth National Independence Day	June
Independence Day	July
Labor Day	September
Columbus Day	October
Veterans Day	November
Thanksgiving Day*	November
Christmas Day**	December

*Two working days included

** Three working included

Maintaining Contacts

Required Contacts

- **Web Administrator****
- Head of Institution* (e.g., the superintendent, president, chancellor, commissioner, director, or executive director)
- Payroll Contact*
- Reporting Official*



Optional Contacts

- Staff Contact (as many as needed)
- TRS-Active Care Contact
- HR Contact
- Initial RE Contact



**RE must always have someone designated in each of these contact types*

***RE must complete TRS597a form to assign this contact type and send to TRS for processing*

Maintaining Contacts - Assigning Web Administrator

REQUIRED



1000 Red River Street
Austin, TX 78701-2698
(512) 542-6400 (800) 223-8778
www.trs.texas.gov

TRS Web Administrator Authorization Agreement

TRS 597A (06/17)

Reporting Entity Name		TRS Reporting Entity Number
Mailing Address		
City	State	ZIP
Contact Person	Phone Number	Ext.

TRS 597A Form - https://www.trs.texas.gov/TRS%20Documents/form_597A.pdf

August 2021 Update Newsletter - <https://www.trs.texas.gov/TRS%20Documents/update-newsletter-aug-2021.pdf>

Web Administrator Responsibilities

Contact Maintenance

- Adding New Contacts
- Maintaining Contact Information
- Updating Web Administrator*

Authorizing Access

- Assigning Authority Levels
- Reset Passwords
- Frozen Accounts*
- Report any unauthorized access

Deactivating Accounts

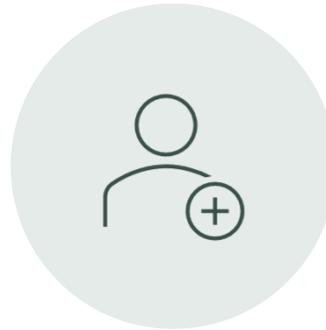
- Enter effective End Date for users that no longer need access

**Please contact TRS for assistance*

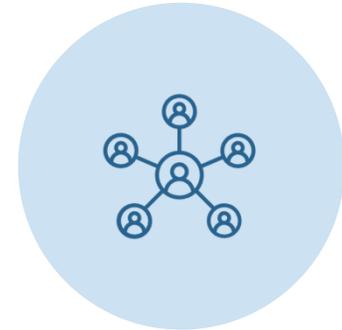
Coach Statistics



**1330+ ACTIVE REPORTING
EMPLOYERS**



10 COACHES (8 TRAINING)



**COACHES WORK WITH
BETWEEN 100-130
REPORTING EMPLOYERS**

TRS Initiatives

Exception Reports

- Deleted Records
- Missing Transaction
- Zero Days Reason Code Review

RE Portal Updates

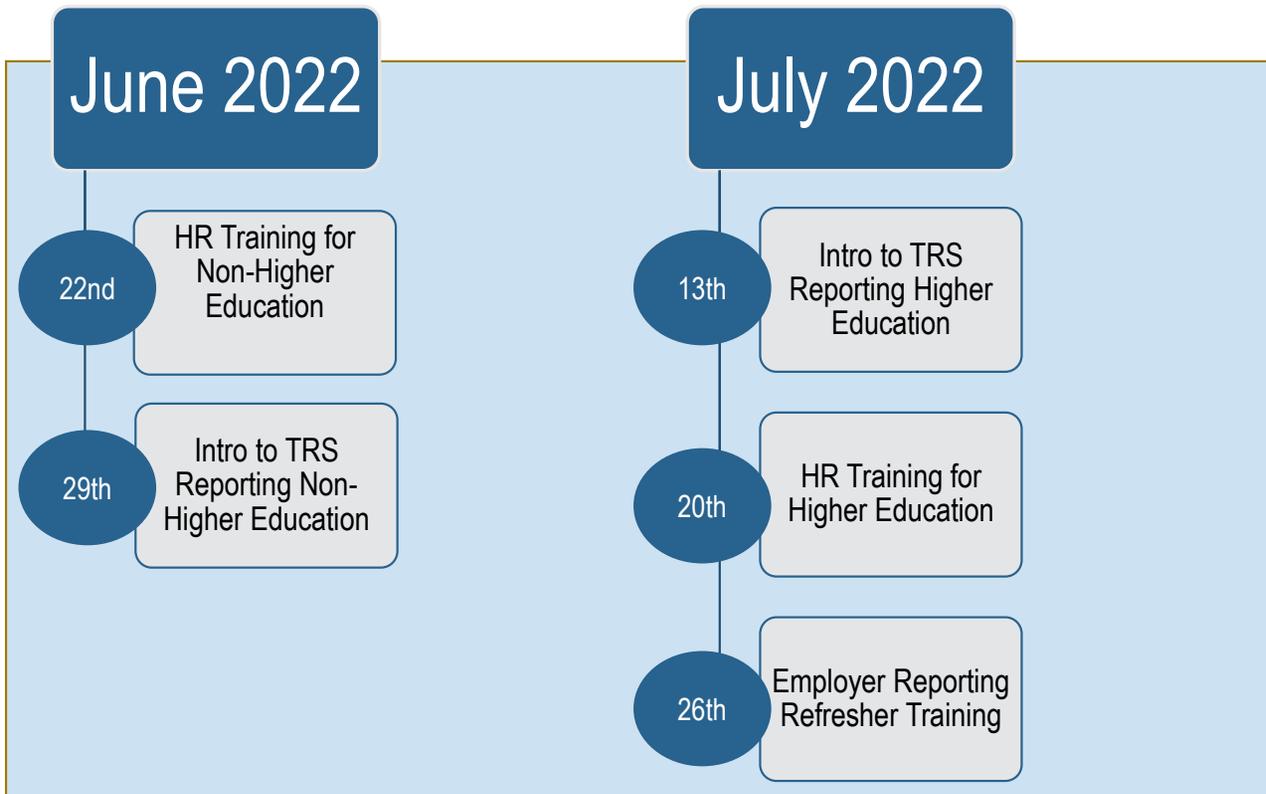
- Reviewing screens
- User navigation

Validation Review

- Consolidating Errors
- Error Message Review



Upcoming Training Schedule



Link to Registration: <https://www.trs.texas.gov/Pages/re-portal-virtual-training.aspx>



Contact us:
1-800-433-5734
reporting@trs.texas.gov

Questions?