Frequently Asked Questions Regarding The New Reporting Formats For The TRAQS System

New Questions were added to this Document in February 2004. The new Questions are Printed in RED.

THE FAQ'S ARE DIVIDED INTO 4 CATEOGORIES:

- GENERAL QUESTIONS
- MEMBER DATA REPORT
- REGULAR PAYROLL REPORT
- EMPLOYMENT OF RETIRED MEMBERS REPORT

GENERAL QUESTIONS

1. What type of information will be reported?

*The TRAQS System is used to submit Payroll, Demographic and Employment After-Retirement information for a Reporting Entity's **current TRS eligible employees**. Regular Payroll and Member Data reports can only contain data for **current TRS eligible employees. Do not include TRS retirees or employees who have elected ORP** instead of TRS. The ORP election is for certain higher education employees only. The Employment of Retired Member Report should only contain data for **current employees who are retired under the Teacher Retirement System of Texas (TRS).***

In addition, signature totals will be submitted for all Miscellaneous Reports that you are required to submit. These include: Statutory Minimum, Federal Fund/Private Grant, Federal Grant TRS-Care, Non-Educational General Funds, and Educational/General Local Funds.

2. How does the new District Reporting system work?

The new system provides the ability to submit detail and signatures/totals for all of the reports currently submitted by paper and/or disks or via the current TRS Internet reporting application. The system works by electronically validating and matching report detail totals, signature totals and, if required, reported deposits from the Comptroller. The Reporting Entity will be able to query the system to determine the status of their reports and determine whether errors exist or the report has been completed.

***Example**: When a Reporting Entity submits a Regular Payroll Report, the system will validate the contents of each record and validate that the total of all detail records add up to the totals on the Lead Record. If the report passes these validations, it will be marked with a status of "Pending". If the report fails validation, it will be marked with a status of "Rejected" and the Reporting Entity must correct the errors noted and* *resubmit the report. If a report has a status of "Pending", this means we are waiting on one of the required components for the particular report type. For example, the 3 required components of the Regular Payroll Report are (1) detail (report), (2), signature, and (3) deposit (TEXNET). The system will check each day to see if the missing components have been submitted. Once all components have been received, the totals match, and there are no error messages, the report will be marked as "Completed" and the details from the report will be posted to member accounts. If all three items exist but do not match, the report will remain in a "Failed" status until the Reporting Entity resubmits the report, resubmits the signature/totals, or deposits enough money with the Comptroller to create a match. The sequence of submission of the components does not matter.*

For the Member Data Report, a status of "Incomplete" also means the report is finished for the month. ***Note:*** *One warning message will keep the Member Data Report from reaching the "Completed" status. However, If the Member Data Report status is at "Completed" or "Incomplete", another detail and signature may be submitted for that month.*

3. Can we submit one text file that includes multiple report types along with multiple record types?

   Each report type (RP, MD, ER) must be submitted as a separate file. The file can include multiple record types. Only one report for each report type will be "Completed" for a given report month and year. The system will not complete a report for a month unless the previous month's report has reached a "Completed" status or a status of "Incomplete" or "Completed" for Member Data. Adjustment records for Regular Payroll and Member Data are provided for adjusting information for a prior report month and year. To adjust an error on the Employment of Retired Member Report, a letter describing the adjustment must be faxed to (512) 542-6599.

   The Regular Payroll Report (RP) and Employment of Retired Members Report (ER) and all your required miscellaneous reports : (Statutory Minimum, Federal Fund/Private Grant, Federal Grant TRS-Care, Non-Educational General Funds, and Educational/General Local Funds) must be submitted every month. The Member Data (MD) Report should be submitted if new or changed information needs to be sent. ***Additionally****, the Member Data Report containing MD40 records, is to be submitted as* follows:

   1. IN JULY FOR MEMBERS WHO HAVE CONTRACTS/WORK AGREEMENTS THAT BEGIN IN JULY.

   2. IN AUGUST FOR MEMBERS WHO HAVE CONTRACTS/WORK AGREEMENTS THAT BEGIN IN AUGUST.

   3. IN SEPTEMBER FOR MEMBERS WHO HAVE STANDARD (SEPTEMBER-AUGUST) CONTRACTS/ WORK AGREEMENTS.

4. Will TRS provide any input screens for adjustments?

   All adjustments are made through report submissions. No input screens will be available for adjusting individual records. The adjustment record types for the

Regular Payroll Report are RP15 and RP16 and for the Member Data Report are MD25 and MD45.

5. Will the new electronic reporting formats require the same rules for reporting names as previously, such as: (1) Last name may be hyphenated, but no spaces around hyphen; (2) Multiple last names can be hyphenated, but if they are not, do not leave spaces between the names; (3) (this is the hardest) if delos or dela is lower case and is not considered part of the last name enter in the last positions of the first name field; no apostrophes in names.

   The answer is NO, the rules for reporting names are not the same as the old system. You can submit name data any way you like as long as it meets size limitations and contains alphabetic characters. The new system will handle spaces. They will be compressed out for name validation purposes but stored as submitted. For instance, you could submit as LAST NAME = de la Garza or dela Cruz.

6. What should the actual file names be when Reporting Entities report?

   There are no naming criteria. Choose one that is most meaningful for you.

7. Do you have any edits you will run against the data that we could run before Reporting Entities send you the data?

   The edits that we will run against your data may produce Warning and/or Error messages. By reviewing these messages you will see what types of data validation will be performed.
   Once we receive your data, we will run multiple edits against the data. In some cases the edits involve comparison of data submitted with that already on file at TRS. These of course cannot be replicated by individual reporting entities.

8. How will federal grant and statutory minimum totals be reported?

   Since no detail is required for these items they will be entered interactively on an input screen with the signature process.

9. When we call for assistance with our reports we are told to Query and follow the instructions for correcting the problem. We have already done this prior to asking for help.

   Most often we find that reporting entity staff do not use the Query function properly. Understanding how to Query and continuing to Query until the report is Completed (or Incomplete for Member Data) is the key to success with TRAQS.

   The following steps must be taken to obtain all the information necessary to resolve report issues:

   1. *Log-on to TRAQS and select **"Query Reports"***
   2. *From the **"Reports Summary"** screen, select the radio button for the particular report type **[Regular Payroll, Member Data, Employment After Retirement, etc]***

3. *Click **"View Report History". This is most important. The screen that results shows each action taken for that report type for the particular report month. Each action and status listed occurred on the day and time so indicated. It is a snapshot in time.***
4. *From the **"History Summary"** screen, select the radio button for the particular action and results that you want to view.*
5. *From the **"History Detail"** screen, click **"View Warnings" or "View Errors".** The Warning and Error messages provide the information needed to Complete the reports.*

We encourage you to call whenever you have questions about one of your reports. The five steps listed above are the same steps we follow to assist you when you call and, therefore, generally ask that you follow along on your computer as the discussion progresses so that you will more fully understand the Query process for the future.

10. Another major issue is the number of screens one must look at in order to find the message. This is very cumbersome.

    Yes, we understand as we also do the same amount of clicking that we ask you to do with each caller that we are assisting. However, as you can see, the screens are full and one screen could not accommodate the information presented on the various screens.

11. Time required to process and correct TRS reports has increased for the districts. This is in part due to the system not being on real time.

    Yes, we understand that if you do not submit a balanced report you must correct the errors and resubmit various report components. To assist you we have added Two (2) additional processing runs during the work day – 10:30 AM and 2:00 PM. This allows you to submit report components and receive processing results the same day. **On average** allow 2 hours for TRS to complete the processing run.

12. The current format does not allow us to view the complete error and when we try to print the errors the entire message does not print.

    We have fixed this problem by wrapping the messages. If you print in a landscape format you will print the entire message.

13. The Warning messages should be grouped by employee so that when we resend the data, we would fix everything.

    We have fixed this problem. Warning messages are now arranged in groups by Social Security number.

14. Will we eventually submit the form TRS 7 electronically?

    Yes, we are working toward that goal

15. Why is the system not interactive at the district level. We should be able to query to determine if an employee is an active member or a retiree and their date of retirement.

Reporting entities using the new TRS Reporting and Query System (TRAQS) now have additional tools to assist with reporting. On the TRAQS Main Menu, there is a feature titled "VIEW EMPLOYEE ELIGIBILITY". By clicking on this menu item you can obtain the following information:

1. *Determine if an employee is currently a TRS active member and, if so, the name as it is shown on TRS records. Employees who were not active members on September 1, 2003 are subject to the 90-calendar day waiting period.*

2. *Determine if an employee is a TRS retiree and, if so, the name as it is shown on TRS annuity payroll records. If the employee is a TRS retiree it will also state if the retirement date is after January 1, 2001. This information will assist you in completing the Employment of Retired Members Report.*

16. Can we submit reports prior to the due date so that we could correct warning messages?

Yes, all reports can be submitted at any time. However, only the Member Data Report and the Employment of Retired Members Report will process without the previous month's report reaching the "Completed" status (or "Incomplete" status for Member Data).

For the Member Data Report to produce Warning messages, TRS must have both a good ER 10 detail file and a Signature.

For the Regular Payroll Report, TRAQS will produce Warning messages each time a good RP10 detail file is submitted. If the demographic data discrepancies identified that month were remedied before the Regular Payroll Report for that month "Completed", the Warning message would not re-appear when the report reaches the "Completed" status.

MEMBER DATA REPORT

Important: Member Data Records should only contain information for **current TRS eligible employees** who are not receiving retirement payments from TRS and have not elected ORP.

Record Type MD 20, Member Data Demographics

1. Will this record be reported every month or only for new members?

This record should be sent for all current TRS eligible employees the first month your reporting entity submits reports through TRAQS. After the initial submission, it is *preferred that the MD20 be submitted only as new employees are added to the payroll during the year.*

As a result of processing the MD20, if the person is not already a TRS member, they will be added. If the person is a TRS member and the information submitted does not match the information on file at TRS, warning messages will be displayed in the report results. If the TRS information for the member is incorrect, a Demographic Adjustment record (MD25) must be submitted to correct the member's information on TRS records.

2. We have a member that only has one name. Which field should the name be put in?

   If a member's name consists of only one name, it must be placed in the "Last Name" field and the other name fields should be padded with spaces

3. How do you clear Warnings from one month to the next? What is required?

   1. *Review the Warning messages to determine whose information is correct. When reading the Warning message, the data after the first colon is what you have reported and the information after the second colon is current TRS data. As you will note in the Warning message, the data is enclosed in a single quotation mark (' '). If there is no data between the single quotation marks, it means that the position is blank.*

   2. ***If your data is not correct** and TRS is correct, **simply change the data in your system to match the TRS data.***

   3. ***If your data is correct** and TRS is not correct, create and **submit an MD25** record, Member Data Demographic Adjustment Record, with your next Member Data Report. The MD25 record is used to change or delete TRS demographic information. The file layout for the MD25 record can be found after the green tab in your TRAQS manual or through the Web on the TRAQS Home Page under Electronic File Formats.*

      It is important to note that the first portion of the MD25 record requires the Original data. The Original data must be what TRS has on file for the member. The last portion of the MD25 record requires the New data. This is the data you want to replace the TRS data. Complete only the New data fields that you actually want to change. Example – If you are only changing the first name, the only New fields to be completed are positions 53 to 57.

      If deleting data, fill the entire New field with an upper case X.

      If you do not know how to create an MD25 record, contact your software provider.

Record Type MD 25, Member Data Demographic Adjustment

1. For new employees coming from a previous Reporting Entity how will the new employer know what was previously reported for the person?

   Reporting entities using the new TRS Reporting and Query System (TRAQS) now have additional tools to assist with reporting. On the TRAQS Main Menu, there is a feature titled "VIEW EMPLOYEE ELIGIBILITY". By clicking on this menu item you can obtain the following information:

   - Determine if an employee is currently a TRS active member and, if so, the name as it is shown on TRS records. Employees who were not active members on September 1, 2003 are subject to the 90-calendar day waiting period.
   - Determine if an employee is a TRS retiree and, if so, the name as it is shown on TRS annuity payroll records. If the employee is a TRS retiree it will also state if the retirement date is after January 1, 2001. This information will assist you in completing the *Employment of Retired Members Report*.

2. What are the acceptable Adjustment Reason Codes?

   Adjustment Reason Code for record type MD25 will not be used at this time. This field should be left blank.

3. If someone is reported incorrectly with a middle name but they should not have a middle name, how will you know this? The "New Middle Name" field says to use that field only if there is a change. That means a blank can mean no change or it could mean there should be no middle name.

   The MD25 record layout and the program have been changed to accommodate deletion of any of the name related fields by filling the "New" field with all upper case "X" characters.

Record Type MD 30, Member Data Address Record

1. Is this record only necessary for new members or when existing employees change addresses?

   This record should be sent for all ***current TRS eligible employees the first month your reporting entity submits reports through TRAQS.*** *This record should be sent with an MD20 and MD40 record as new employees are added to payroll during the year. It should also be sent to change the address of a TRS member employed by your Reporting Entity.*

2. In our system, we only use one street address line for employees to combine the street address and apartment or suite. Will it be acceptable to store this information in Address Line 1 and leave Address Line 2 blank?

   Although not enforced by the US Postal Service, the USPS standard is to place these items on separate lines. In order to comply with these standards, TRS requires that these items be placed in separate lines. We encourage the Reporting Entities to use the USPS standards as reflected at: http://www.usps.com

3. How do we enter foreign and military APO & FPO addresses?

   Military APO & FPO addresses are entered using the USPS standard. The standard is to place the APO or FPO designation in the City field and the AA, AE or AP designation in the State field. These addresses also include specific zip codes that must be entered in the Postal Code field.

   Foreign addresses require the use of both the MD30 and MD31 records. The value 'FC' must be in the State Code field of the MD30 record and the City field and Postal Code field must be empty. The city, along with any city mail code, county or province must be in the Address Line 3 field of the MD31 record. The country must be in the Country field of the MD31 record. See the example below.

Record Type MD 31, Member Data Supplemental Address Record

1. What is this? Says used for foreign addresses or internal routing. What does this mean?

   This record provides for additional address information such as internal routing or foreign addresses. It is not required, but, if used, should accompany an MD 30.

Example:

c/o Acme Services ← (MD31) Secondary Delivery Name
Wiesbadenerland Street 50 ← (MD30) Address line 1
Unit 32 ← (MD30) Address line 2
Wiesbaden 65203 ← (MD31) Address line 3
Empty ← (MD30) City
FC ← (MD30) State Code
Empty ← (MD30) Postal Code
Germany ← (MD31), Country

Chances are that you will rarely if ever need to submit an MD31 record. It does however make active member addresses compatible with other addresses stored at TRS. *(This does not represent an actual address)*

Record Type MD 40, Member Data Contract & Position Record

1. The instructions for this record say it provides info “prior to start of employment and prior to submittal of regular payroll contributions for the first time”. Does this mean the Reporting Entities must submit information periodically throughout the month outside of the normal reporting period?

This record should be sent for all ***current TRS eligible employees the first month your reporting entity submits reports through TRAQS. After the initial submission, when a new member is added to the payroll, an MD 40 record should be submitted along with the MD 20 and MD 30 record types. Additionally, this record is to be submitted annually as follows:***

(1) In July for members who have contracts or work agreements (written or oral) that begin in July;
(2) In August for members who have contracts or work agreements (written or oral) that begin in August; AND
(3) In September for members who have standard (September through August) contracts or work agreements (written or oral)

An MD 45 record should be submitted during the school year if the member has a change in contract/work agreement and/or position or an error in the MD40 needs to be corrected.

2. What if a person performs more than one job on a regular basis and there are two separate hourly rates? (maintenance and bus driver). Do we submit a record for each job?

If a person performs multiple jobs on a regular basis, they should have multiple MD40 records submitted. **However**, if multiple jobs fall within the same position code (01, 02, 03, 04, 05), **only one record may be submitted per position code**; therefore, the MD40 record should include information on the employee's primary position. If each job is in a different position code, and your software allows for multiple records, **you may submit a record for each different position code**. **If you are only able to submit one MD 40 record for a member, that record should include information on the employee’s primary position.**

THE POSITION CODES ARE AS FOLLOWS:

- **Professional/Administrative (01)** - Chancellor, Dean, President, Superintendent, Principal, Attorney, Accountant, Director, Administrator, etc.

- **Teacher, Full-Time Librarian (02)**

- **Support Staff (03)** - Aide, Clerk, Security, Maintenance, Groundskeeper, Cook, Secretary, Computer Operator, etc.

- **Bus Driver (04)**

- **Full-Time Nurse/Counselor (05)**

3. When should the Non-standard contract flag be set?

   The Non-standard contract flag should only be set to "Y" for someone whose contract or work agreement begins no earlier than July 1st but before August 31st of the same year.

4. Will all ORP values be blank?

   ORP values are only required for higher education entities, and should be blank for all Public School Districts, Education Service Centers, and Charter Schools.

   Higher education entities that do not capture ORP information may also leave these fields blank.

5. Some Reporting Entities aren't schools and have regular salaried or hourly staff that don't have Contract/Work agreements. How should the MD 40 record be filled out under these circumstances.

   Many of the fields can contain default values since they don't pertain to non-contract employees. Others can be defaulted to match a standard TRS year. As a result, the "Year Round Teacher" and "Non-standard Contract" flags can be defaulted to 'N'. The "Amount of Salary paid in July" and "Amount of Salary paid in August" don't apply and can be defaulted to all zeroes. "Number of paid days" can be defaulted to 260. The "Beginning Date" and "Ending Date" can match the beginning and ending date of the then current TRS year (i.e. 09012000 and 08312001) unless the employee began after September 1 of the current year then the actual hire date should be used as the "Beginning Date". The "Percentage of time worked" should be based on a 40 hour week. So an employee that works three 8 hour days would be listed at 60%. ***Note: Work agreements can be either oral or written****.*

6. The ZR Warning message tells us to use an adjustment, however when that was tried it did not work. The instructions are not clear.

   We have revised this Warning message. The ZR message is generated when a duplicate of an MD40 has been submitted. The revised message has been modified to provide the fiscal year of the MD 40 that was submitted. This information will be helpful for you in determining if: (1) Further action through the MD 45 is needed, (2) If the MD 40 was submitted with an incorrect fiscal year, or (3) The same MD 40 was re-submitted by mistake (if this is the situation, no action is needed).

7. We had most of our warnings from the MD 40 records cleared up and now that a new school year has started we have received a large number of RK and RL warnings. These are new hires to the district so it seems TRS should accept the name as we submit it through the Member Data Report.

   They may be new to your district but they are not new to TRS. We already have these members on file and the name being submitted does not match what TRS has. Reporting entities using the new TRS Reporting and Query System (TRAQS) now have additional tools to assist with reporting. On the TRAQS Main Menu, there is a *feature titled "VIEW EMPLOYEE ELIGIBILITY". By clicking on this menu item you can obtain the following information:*

3. *Determine if an employee is currently a TRS active member and, if so, the name as it is shown on TRS records. Employees who were not active members on September 1, 2003 are subject to the 90-calendar day waiting period.*

4. *Determine if an employee is a TRS retiree and, if so, the name as it is shown on TRS annuity payroll records. If the employee is a TRS retiree it will also state if the retirement date is after* January 1, 2001. This information will assist you in completing the *Employment of Retired Members Report*.

Record Type MD 45, Member Data Contract and Position Adjustment

1. This record does not have "new" fields to enter changed data like MD25. Where do we enter the changed data?

The MD 45 is used to:

- ***CORRECT*** *an error in a previously submitted and TRS-accepted MD 40 record. This is done by submitting an MD 45 with the exact same Beginning Date of Contract/Work Agreement for the same FY as the originally accepted contract. The original contract is voided and is replaced by the information submitted on the new MD 45.*
- ***MODIFY*** *the original MD 40 record submitted and accepted by TRS due to a change in assignment or other information. In such a situation, the original contract/work agreement will have ended earlier than the original end date due to the change. Unlike a correction, the original contract/work agreement is not replaced, it remains on the system and is given a new ending date of the day prior to the beginning date of the subsequent contract and another contract/work agreement is added to the system using the new information on the MD 45. The Beginning Date of Contract/Work Agreement must be later than the Beginning Date of Contract/Work Agreement on the originally accepted contract otherwise a "Correction" is assumed.*

*In the event a member is employed in two position codes and two MD40 records were submitted, the MD45 record now contains an "Original Position Code" field to identify the MD40 record that is being modified. This element **must be** used when correcting or modifying an MD40 for a member employed in multiple position codes and for whom multiple MD40 records have been submitted and accepted.*

*It **must** also be used when a change in position code has taken place. In this scenario the position code in this field must be the "Original Position Code" being replaced.*

2. What are the acceptable Adjustment Reason Codes?

Adjustment Reason Code for record type MD45 will not be used at this time and has been included for possible future enhancements. This field should be left blank.

Record Type MD 90, Member Data Termination

1. When will the Termination record be required?

This record is used to report one of the following:

1. *A member who is no longer eligible for TRS.*
   - *If a member's workload changes to less than one-half of the time required of the standard workload during the first 90 days of employment, the member is no longer eligible for TRS.*
   - *If a member elects ORP during the first 90 days, the member is no longer eligible for TRS. This applies only to higher education.*
2. *Member no longer has a contract/work agreement with the reporting entity for one of the following reasons:*
   - *Employment is terminated by the member or the reporting entity*
   - *Member is retiring from TRS*
   - *Member died while employed*

   The MD90 record should be submitted the same month that the final transaction for the member is reported on the Regular Payroll Report. The final transaction may be either the member's final salary and deposit OR an adjustment to salary and deposit previously reported.

   The member's final transaction reported through the Regular Payroll Report and the MD90 record must be submitted before TRS can process a refund, death claim, or retirement for a member.

3. How should the "Actual Number of Paid Days" and "Annualized Salary" fields be calculated and how are they used?

   The actual number of days paid should be calculated from the beginning date of the contract up to the date of termination. This field is used to help determine whether a member worked enough days during the school year to earn a creditable year of service. The annualized salary is only required when reporting the death of a member. It is the amount the member ***would have been paid*** *had they worked until the end of their contract period. If an individual works in more than one position, the annualized salary must reflect the total amount that would have been paid for all positions worked. This field is used to help determine the amount to be paid to a beneficiary for an in-service death option of twice the annual salary.*

4. We need an explanation of the difference in the Warning messages and their meaning between the Member Data Report and the Regular Payroll Report.

Demographic Warnings are generated by both Member Data and Regular Payroll reports. Demographic data is: SS#, name (first, middle, last), birthdate, gender, and generation.

Demographic Warnings are generated for the Member Data Report from MD records (20, 30, 40, 45, 90) submitted that particular month. If the record for a particular employee generated a Warning, the result is TRS did not process that record and it must be fixed and resubmitted through the Member Data Report.
The SAME Warning may be generated for the Regular Payroll Report; however, it does not prevent the processing of the particular member's salary and deposit.

In order to bring the reporting entity demographic data in sync with TRS demographic data, 1 of 2 steps must be taken:

1. *If your data is incorrect, fix your data and then resubmit the Member Data records that were not processed as indicated by the Warning message(s) generated for a particular member on the Member Data Report. No action needed on Regular Payroll.*
2. *If TRS data is incorrect, you can change TRS data to match yours by submitting an MD 25 record and any other Member Data records that were not processed as indicated by the Warning message(s) for a particular member on the Member Data Report. No action needed on Regular Payroll. Refer to the page on the MD25 adjustment record for an important reminder.*

If you do not synchronize your data with TRS, the following will occur:

1. *You will continue to receive Warning messages on Regular Payroll each month.*
2. *Records submitted through the Member Data Report will never be processed for that member. For example, if your demographic data for a particular member does not match TRS demographic data and you send in an MD 30 to report a new address, the address will not be updated. The consequence to the member is that they will not receive mailings (including their annual Statement of Account) from TRS.*

Refer to the memo dated May 1, 2003 for detailed information concerning Member Data Discrepancies. A copy of the memo can be found on the TRAQS Home Page under TRAQS Reporting Memorandums.

REGULAR PAYROLL REPORT

Important: Regular Payroll Records should only contain information for **current TRS eligible employees** who are not receiving retirement payments from TRS and have not elected ORP.

1. If we realize that we submitted incorrect payroll information for a member, can we immediately send another report with an adjustment record?

   Multiple reports can be sent the same day; we will only process the last one received that day. Only one report for each report type will be "Completed" for a given report month and year. Once a Regular Payroll Report is "Completed", you must submit a payroll adjustment record (RP15) with the next monthly report to correct payroll *information for a member. The payroll adjustment record allows you to specify which period the adjustment applies to.*

If a Regular Payroll Report is rejected because of errors or fails because totals do not match, you will be able to resubmit the corrected report and those corrections could be made at that time.

2. What are the acceptable Adjustment Reason Codes on a RP 15 record?

   Valid codes are:

V = Voided Check	*I = Ineligible for TRS*
E = Eligible for TRS	*N = New employee*
D = Deceased	*S = Sick leave*
U = Unreported service	*R = Incorrect amounts reported*

3. The total insurance contribution field on RP00 is a **calculated** field. We are going to make it the actual amount deducted from people's salary. Multiplying percentages of many individual numbers and summing the result will round differently from multiplying that percentage times the sum of the individual numbers. How much variation will you allow on this field?

   TRS validation programs will multiply 0.25% of each salary reported. There is a $5.00 tolerance to allow for discrepancies based on differing methods of computation. If this turns out not to be adequate, we will make the necessary modifications to prevent false validation errors.

4. Many Reporting Entities have annualized hourly employee's salaries in order to allow the employee to have a consistent paycheck from month to month and to allow them to have a summer check. If the person does not work all their hours or if they work overtime, the Reporting Entity makes the adjustments as hourly employees. Should these people be reported as salaried or hourly?

   If an hourly employee's salary is annualized in order for them to have a consistent pay check, they should be reported as 'S' (salary) employees.

5. Many of the Reporting Entities pay certain employees performance pay based on various criteria. This is usually paid on a semester or annual basis. How do we report this pay?

   T*wo new Payroll records have been created to handle performance pay. The RP11 record has been created to report performance pay and is used like the RP10 record except it will not have any SSBB payments associated with it. The RP16 record can be used to make an adjustment to performance pay. A negative adjustment to performance pay can only be made to performance pay that was reported through the new system. If you need to make a negative adjustment to performance pay reported through the old system, you must send a request to TRS.*

6. How do we correct RR Warnings?

   You must submit a good MD 40, Member Data Contract and Position Record.

EMPLOYMENT OF RETIRED MEMBERS REPORT

1. What data will be required for the Employment of Retired Members Report?

   The Employment of Retired Member Report (ER) will require two types of data to be submitted. The detail report (record type ER10) should contain data for current employees who retired after January 1, 2001 and disability retirees regardless of when they retired. The ER10 record corresponds to Area 1, which is the front side of the green form, TRS 118. The electronic signature screen requires the Reporting Entity to indicate the totals for this group (Area 1) and totals by employment category for those employees that retired prior to January 2001 (Area 2 of the form TRS 118).

   NOTE: Once reporting through TRAQS has began, you will no longer have to send the green form TRS 118.

2. There is not an adjustment record for the Employment of Retired Members Report. How do we make adjustments to previous months?

   That is correct, an adjustment record has not been provided at this time. To correct a previous report, fax the information to (512) 542-6599.

3. Do we have to send in an Employment of Retired Members Report even if we do not have anyone to report?

   Yes, the law requires reporting entities to send a monthly report to TRS even if you do not have any retirees employed. Through TRAQS, this only requires you to perform one function and that is the Submit Signature function as described below:

   - *If there are no retirees to report, submit a Signature with a check in the boxes that indicate there is no one to report in Area 1 or Area 2.*
   - *If only reporting retirees who retired prior to January 1, 2001, only submit a Signature with a check in the box for Area 1 and then enter the number of retirees working in the appropriate categories of Area 2.*

4. With respect to retirees – why does TRS send a letter to the retiree instead of to the employer indicating that their benefits will be stopping?

   We rely on the accuracy of the reports submitted by each reporting entity. Therefore, we send a letter of this type to the retiree so that they are aware that they will be losing their annuity for certain months.

5. I received a letter stating my report is delinquent. I have confirmation it was submitted successfully. Why did I get the delinquent letter?

The confirmation you received only means the report was submitted. To ensure it was not rejected or failed, you must query. This will allow you to confirm there were no errors that caused the report to reject or fail. A reported at rejected or failed status past the due date, is delinquent.

6. When do I use the full time exception code “W” (waived)?

   The full time exception code “W” tell TRS that a retiree is not eligible for their monthly benefit from TRS. It should be used if a retiree is working half time and has exceeded 50% of the full-time load and when a retiree is working full time and is not eligible for their payment from TRS. For example: when a retiree is under the six-month exception and works in the seventh month. If the retiree worked full time September through May under the six-month exception, the retiree would be reported with the full-time exception code of “S” for September through February and under the full-time exception code “W” for March, April and May.

7. The retiree will not work past May 31st but we will pay them through August. Do I continue to report them to TRS on the ER-10 report?

   No. You report a retiree under the ER-10 report only for the calendar month(s) in which they physically work. You do not report them if they receive a check but did not physically work. For example: A retiree works from September through May but receives payments for that work from September through August. You would report them from September through May. You would not report them on ER-10 for June, July and August.

8. How can I determine the retirement date so I know which area to report the retiree in?

   You may now access this information on the TRS Website. When you are logged in to the TRAQS, select "View Employee Eligibility" and the select "View Employee Information". This will bring up a screen that allows you to type in the social security number of the retiree. When you press the continue button, the next screen will tell you if the retiree retired before or after January 1, 2001.

9. Is the number of service days required for all retirees?

   No. The element "service days" is only required for disability retirees working half-time or as a substitute. The element should be padded with zeros <u>unless the retiree is a disability retiree</u>. If the retiree is a disability retiree, the number of "service days" is the number of days worked during the calendar month.

10. Can we hire a retiree as a long-term substitute and list them under the substitute category?

    A substitute is a person who serves on a daily, on-call basis in a TRS-covered position usually filled by another regular employee. In addition, a substitute may be paid no more than the daily rate of pay set by the employer. Service by a retiree as a "permanent substitute" or "long-term substitute" is not eligible substitute service under the return-to-work provisions of TRS Law.

11. Can a retiree work part of the year under the half-time provision and the rest of the year under the six month exception.

    TRS Law requires that we include the months during the school year that the retiree worked in any capacity in determining the six allowable months under the exception. Therefore, if a retiree worked half-time from September through December and went under the six month exception in January through May. The six allowable months would be September, October, November, December, January and February. The retiree would forfeit their payments from March through May.

12. If a retiree retires in May and returns to work full time at the beginning of the school year in August, why do they forfeit the August TRS payment.

    The school year for employment after retirement is September of one year through August of the following year. A May 2004 retiree who returns to work full time in August is considered to be working full time during the same school year in which they retiree. A retiree is not eligible to work full time (under they are under the bus driver exception) in the same school year in which they retire without forfeiture of the TRS payment.

13. What is considered half-time?

    Half time for employment after retirement is defined as 50% or less of the full time load for that particular position for that particular calendar month. Under the one-half time provision, the retiree may work 50% of the full time load or 92 clock hours whichever is less.

14. How do I report retirees that retired prior to January 1, 2001?

    Retirees who retired prior to January 1, 2001 do not have employment restrictions. therefore, they are only reported through the Signature. The electronic signature screen requires the Reporting Entity to indicate the totals by employment category for those employees that retired prior to January 2001.

15. What full time Employment Type Code do I use for retirees using the six-month exception?

    Retirees reported under the ***six-month exception*** *from September 2003 through February 2004, and continue to work, must be reported with a "W" for Waived on the ER 10 record for any month they work after the sixth month. They will lose their TRS monthly annuity for each month worked after the sixth month. They can once again use the six-month exception beginning in September 2004.*

    This does not apply to retirees using one of the following exceptions: (1)Acute Shortage Area, (2) Principal/Assistant Principal, or (3) bus driver because they do not waive their check for any month worked under the exception.

Last updated on 02/2004