



## View Employee Information

Active Employees



***Results displayed on the View Employee Information screen are based on the most recent information reported to TRS. If information is reported to TRS, by you or another Reporting Employer (RE), after a search is completed, it may affect how your RE will need to report the employee. The information provided is intended to be an initial review of the account and may result in additional conversations with your employee and/or RE Coach before reporting to TRS.***

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## Demographic Information Only

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	08/13/2020
SSN or TRS-Assigned Temp ID	
First Name	
Middle Name	
Last Name	
Suffix	
New Member Days completed as of 1st of Current Month	
In a TRS Eligible Position	No
TRS Eligible Date Range	
Subject to Salary Cap	Yes
<a href="#">View ED Contract Info</a>	<a href="#">View RP Payroll Info</a>

In the example above, TRS received demographic information for the employee but does not have ED contract or RP Payroll information reported. If the person is hired into a TRS eligible position, the New Member contribution will be due for the first 90 days of employment.

## New Member Contribution Due

**As of date:** date the search was completed in the RE portal

**New Member Days completed as of 1<sup>st</sup> of Current Month:**  
The number of days remaining in the 90-day new member period as of the 1<sup>st</sup> of the month in which the search was completed.

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	08/24/2023	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	68
First Name		In a TRS Eligible Position	Yes
Middle Name		TRS Eligible Date Range	05/25/2023 - 08/31/2023
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	Yes
TRS Member	Yes		

View ED Contract Info

View RP Payroll Info

In this example, the search was completed on 8/24/2023. Therefore, this employee had completed a total of 68 days towards the 90 day New Member period as 08/01/2023. Based on this information, the employee would have completed their 90<sup>th</sup> day as of 8/23/2023. Therefore, the New Member contribution would be owed through the August report period.

## New Member Contribution Not Due

**New Member Days Completed as of the 1<sup>st</sup> of Current Month:** Over 90 days completed as of 9/1/2023.

**New Member Contributions Due:** New Member flag is set to No

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	09/01/2023	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	07/10/2023 - 06/24/2024
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	Yes
TRS Member	Yes		

This employee has completed the 90 day New Member period and New Member contributions would not be owed.

## Concurrent Employment with Current TRS Eligible Contract

**In a TRS Eligible Position:** “Yes” or “No”. Indicates that the employee has a TRS eligible position active in the TRS database on the “as of date”. This could be for any TRS covered employer and may indicate concurrent eligible employment. Work with your employee to determine if they have employment with any other TRS covered employers.

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	08/24/2023	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	68
First Name		In a TRS Eligible Position	Yes
Middle Name		TRS Eligible Date Range	05/25/2023 - 08/31/2023
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	Yes
TRS Member	Yes		

[View ED Contract Info](#)    [View RP Payroll Info](#)

**TRS Eligible Date Range:** the date range of the eligible TRS position(s) posted for the current fiscal year.

**Concurrent Employment:** “Yes” or “No”. Does not indicate eligibility. Indicates that the individual is currently being reported by more than one RE.

### **Example:**

Employee currently works for two employers. They work in a TRS eligible position through Employer A from 5/25/2023-8/31/2023. On 8/24/2023, Employer B does a search in the View Employee Information screen and receives the following information:

**In a TRS Eligible Position:** Yes because there is a TRS eligible contract on file for the employee and the contract covers the date in which the search was performed.

**TRS Eligible Date Range:** 5/25/2023-8/31/2023 (Employer A TRS eligible contract)

**Concurrent Employment:** Yes, since the employee is being reported to TRS by more than one employer as of the date searched.

## Concurrent Employment, No TRS Eligible Contracts

**TRS Eligible Date Range:** no information shown since there was not a TRS eligible contract for this employee at any point of the 2023-2024 fiscal year.

**In a TRS Eligible Position:**  
Flag shows No

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	09/01/2023	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	0
First Name		In a TRS Eligible Position	No
Middle Name		TRS Eligible Date Range	
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	Yes
TRS Member	Yes		

**Concurrent Employment:**  
flag shows Yes

### Example:

Employee is currently working for two employers and both employers have reported an ED40 with TRS membership flag of No.

**In TRS Eligible Position:** No since the employee is not being reported in a TRS eligible position by a single employer.

**TRS Eligible Date Range:** Blank because there is no ED40 being reported for this employee with the TRS eligible flag of Yes within the current fiscal year.

**Concurrent Employment:** Yes, since the employee is being reported to TRS by more than one employer as of the date searched.

## Single Employer, TRS Eligible Contract During Fiscal Year

**As of date:** search performed on 8/24/2023

**In a TRS Eligible Position:** Flag shows Yes\*

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	08/24/2023	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	09/01/2022 - 04/16/2023
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	No
TRS Member	Yes		

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**TRS Eligible Date Range:** the date range of the eligible TRS position(s) posted for the current fiscal year.

**Concurrent Employment:** flag shows No

### Example:

Employee is currently only working for one employer during the date the search was performed of 8/24/2023. However, this employee was previously reported in a TRS eligible position during the current fiscal year.

**In TRS Eligible Position:** \* Currently the screen shot above reflects Yes but this is due to a current defect. This field should reflect No since the employee is not actively working in a TRS eligible position during the date the search was performed.

**TRS Eligible Date Range:** This field is currently reflecting the last TRS eligible contract reported for this employee during the fiscal year in which the search was performed.

**Concurrent Employment:** No since the employee is only being reported to TRS by one employer as of the date searched.



## Single Employer, Not TRS Eligible

**TRS Eligible Date Range:** no information shown since there was not a TRS eligible contract for this employee at any point of the 2022-2023 fiscal year

**In a TRS Eligible Position:**  
Flag shows No

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	08/24/2023	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	0
First Name		In a TRS Eligible Position	No
Middle Name		TRS Eligible Date Range	
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	No
TRS Member	Yes		

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**Concurrent Employment:**  
flag shows No

For this scenario, the employee is being reported by a single employer and the ED40 contract information was reported as **not TRS eligible**.

## Single Employer, ORP Member

**ORP Election Date:** indicates the participant elected ORP and provides the effective date of the ORP election in lieu of TRS

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.			
<b>Note:</b> This employee is an ORP participant and not eligible for TRS membership.			
As Of Date	09/01/2023	New Member Days completed as of 1st of Current Month	0
SSN or TRS-Assigned Temp ID		In a TRS Eligible Position	No
First Name		TRS Eligible Date Range	
Middle Name		Subject to Salary Cap	Yes
Last Name		Concurrent Employment	No
Suffix		ORP Election Date	06/01/2018
TRS Member	No	ORP Vesting Status	Yes

**Concurrent Employment:** flag shows No

**ORP Vesting Status:** "Yes" or "No". Indicates that the participant has vested in ORP

This scenario provides an example of an employee that is currently only working for one employer and has also elected to participate in ORP effective 6/1/2018 in lieu of TRS.

## Multiple Employers, ORP Member

**Concurrent Employment:**  
flag shows Yes

**ORP Election Date:** shows  
10/01/2003

### 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:** This employee is an ORP participant and not eligible for TRS membership.

As Of Date	08/24/2023	New Member Days completed as of 1st of Current Month	0
SSN or TRS-Assigned Temp ID		In a TRS Eligible Position	No
First Name		TRS Eligible Date Range	
Middle Name		Subject to Salary Cap	Yes
Last Name		Concurrent Employment	Yes
Suffix		ORP Election Date	10/01/2003
TRS Member	No	ORP Vesting Status	Yes

[View ED Contract Info](#) [View RP Payroll Info](#)

This scenario provides an example of an employee that is currently working for multiple employers and has also elected to participate in ORP in lieu of TRS effective 10/01/2003.

**TRS Eligible Date Range:** blank since employee did not have an eligible position within the fiscal year and is not eligible to participate in TRS.

**Concurrent Employment:** Yes, since the employee is being reported to TRS by more than one employer as of the date searched.