

# Member Data Termination Record

## MD90 Record

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 TRS eligible\* 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 MD 90 record is 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 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 MD 90 record must be submitted before TRS can process a refund, death claim, or retirement for a member.

All fields must be padded to their full length. Left pad numeric fields with 0. Right pad alpha fields with spaces. Note: If a member's name consists of only one name, it must be placed in the "Last Name" field and the other name fields padded with spaces.

Beginning Position	Ending Position	Element	Length	Description
1	4	TRS District Number	N4	TRS assigned district number <i>Must match lead record</i>
5	6	Report Type Code="MD"	A2	Code indicating type of report <i>Must match lead record</i>
7	8	Record Type Code="90"	N2	Code indicating type of record
9	17	Member Identification Number	N9	Member identification number (social security number or TRS assigned number)

18	25	Date of Birth	N8	Member date of birth (DOB) in MMDDYYYY format
26	26	Gender Code	A1	Member sex (F or M)
27	51	Last Name	A25	Member last name <i>Hyphens and apostrophes are acceptable on all names</i>
52	76	First Name	A25	Member first name
77	80	Generation	A4	Jr., Sr., I, II, III, etc,
81	105	Middle Name	A25	Member middle name
106	113	Date of Termination	N8	Last date of employment in MMDDYYYY format <b>Calendar date, not fiscal</b>
114	114	No Further Contract/Work Agreement Exists Flag	A1	MUST BE "Y". Indicates that no further contract/work agreement exists and the member does not have a written or oral agreement to return to employment with the reporting entity.
115	116	Report Month Final Payroll transactions will be reported	N2	Report month of report after which no further deposits or adjustments will be submitted to TRS (MM) <b>Calendar month, not fiscal</b>
117	120	Report Year Final Payroll transactions will be reported	N4	Report year of report after which no further deposits or adjustments will be submitted to TRS (YYYY) <b>Calendar year, not fiscal</b>
121	123	Actual Number of Paid Days	N3	Actual number of days paid up to the Date of Termination (no edit characters, no decimal places implied)

124	132	Annualized Salary	N9	This field is to be completed only if the termination is due to death. Annual salary member would have been paid if employed for the full term of the contract or work agreement. If the member works in more than one position, the annualized salary should be the total amount that would have been paid for all positions worked. (no edit characters, 2 decimal places implied)
133	133	Termination Reason Code	A1	D = Death R = Retirement W = Withdrawal (No longer employed) M = Medical Leave O = Other
134	200	Blank	A67	Pad with spaces

*Last Updated on 3/24/2014  
By Teacher Retirement System of Texas*