



REPORTING ENTITY PAYMENT FOR COMMUNITY/JUNIOR COLLEGE REPORT

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REPORTING ENTITY PAYMENT FOR COMMUNITY/JUNIOR COLLEGES

- As of September 1, 2013, community and junior colleges are required to pay the state contribution on 50% of salaries paid to eligible instructional or administrative employees and on 100% of salaries paid to all other members.
- The state contribution rate is currently 6.8%
- The payments will be collected through the *Community/Junior College Report*.



THE REPORT CONSISTS OF THE FOLLOWING INFORMATION:

1. Total amount of compensation paid on which employer payment is due.
2. Total amount of employer contribution due; equal to 6.8% of the compensation paid as listed above.



REPORT DUE DATE

- Submit the *Community/Junior College Report* each month, September through August
- The monthly report and contribution are due to TRS by the 6th of the month following the close of the calendar month for which the report is prepared.

If the 6th falls on a weekend or a Federal holiday, the report must be submitted the previous business day.



TEXNET DEPOSIT DUE DATE

- Monthly deposits (contributions) are remitted to TRS through the State Comptroller using the Texas Network for Electronic Transfers (TEXNET). Deposits must be transmitted via TEXNET no later than 6:00 p.m., Austin time, on the 6th of the month following the close of the calendar month for which the deposits are due.
- *If the 6th falls on a weekend or a Federal holiday, the TEXNET and Signature component must be transmitted no later than 6:00 p.m. the previous business day.*



REPORT COMPONENTS

- Signature
- TEXNET Deposit

A Detail file is not a required component of the *Community/Junior College Report*. However, the reporting entity is responsible for retaining the detailed data along with supporting documentation which may be needed for future reference or audit.



REPORT COMPONENTS, CONTINUED

Signature – used to report and certify the total amount of salaries on which reporting entity contributions are due.

- (1) The Signature is an electronic signature.
- (2) A Signature may only be submitted by a TRAQS user who has Signature authority.



REPORT COMPONENTS, CONTINUED

TEXNET Deposit – Pension contribution equal to 6.8% of the total salary amount on which reporting entity contributions are due.

- Use the “Query” function of TRAQS to view the result of the TEXNET transmission. The result will be available the business day following the TEXNET settlement date.



TEXNET DEPOSIT AND DISTRICT LEDGER BALANCE

- Use the “Query” function of TRAQS to view the “District Ledger Balance” on the History Detail screen.
- The *Community/Junior College Report* will reach the “Completed” status when the TEXNET Deposit and “District Ledger Balance” are equal to or greater than the amount indicated by the TRS-accepted Signature.
- The report status of “Completed” must be reached every month.



TEXNET DEPOSIT AND DISTRICT LEDGER BALANCE, CONTINUED

- **If the TEXNET Deposit for *Community/Junior College Report* contains more money** than the Signature component indicates, the overage will be shown in the “District Ledger Balance” on the History Detail screen AFTER the report reaches the “Completed” status.
- When an overage occurs, reduce the amount of the TEXNET Deposit for that particular fund type the next month

OR

- Submit a prior month adjustment on the next month’s Signature component to apply the overage.
- **If the TEXNET Deposit contains less money** than the Signature component indicates, send an additional TEXNET Deposit for the balance due.



MISCELLANEOUS TRS REPORTS THROUGH WHICH THE STATE CONTRIBUTION MAY BE COLLECTED IN WHOLE OR IN PART ARE:

- **Federal Fund/Private Grant Report**
- **Reporting Entity Payment for New Members Report**
- **Educational/General-Local Funds Report**
(junior/community colleges, senior universities, medical and dental schools)

Any salary amounts reported on the reports listed above should not be included in the salary totals given in the Community/Junior College report.



ERROR MESSAGES

- Use the “Query” function of TRAQS to view possible Error Messages AFTER each submission.
- An Error Message is fatal.
- Read the Error Message to determine the corrective action required.



PRIOR MONTH ADJUSTMENTS

- The Signature component contains the adjustments for salaries and contributions reported in error.
- The total of all prior month adjustments must be shown on the “Prior Month Adjustment” line of the Signature.
 - The reporting entity is responsible for retaining detailed data along with any supporting documentation which may be needed for future reference or audit.
- A positive adjustment is understood.
- A negative adjustment requires a minus sign.



HELPFUL HINTS

- “Query” each day until the Report Status of “Completed” has been reached.
- Each month’s *Community/Junior College Report* must reach the Report Status of “Completed” before the next month’s report can reach the “Completed” status.

