

TRS REPORTING AND QUERY SYSTEM (TRAQS) AUTHORIZATION INFORMATION

 Name of the Reporting Entity

 TRS Number

As the head of the above named entity, I authorize the following employees or designated agents of this entity to utilize the TRS Reporting and Query System (TRAQS). I also understand that it is my responsibility to notify TRS within 24 hours if a change in status of authorized personnel occurs so that access to TRAQS can be modified or terminated as appropriate.

Check appropriate levels of authority for each staff member listed below:

	<u>Name</u>	<u>Title</u>	<u>Telephone Number</u>	<u>Authorization Level</u>
1.	_____ (Head of Reporting Entity)	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Display</u> <u>Submit</u> <u>Signature</u> (All levels included)
2.	_____ (TRS Alternate Reporting Official)	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Display</u> <u>Submit</u> <u>Signature</u> (All levels included)
3.	_____ (TRS Payroll Contact)	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Display</u> <u>Submit</u> <u>Signature</u>
4.	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Display</u> <u>Submit</u> <u>Signature</u>
5.	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Display</u> <u>Submit</u> <u>Signature</u>
6.	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Display</u> <u>Submit</u> <u>Signature</u>
7.	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Display</u> <u>Submit</u> <u>Signature</u>
8.	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Display</u> <u>Submit</u> <u>Signature</u>

 Signature of Head of Reporting Entity or Alternante Reporting Official

 Date

NOTE: Attach a completed form TRS 598, User ID and Password Agreement, for each person listed above. Upon receipt of the completed forms, TRS will issue the individual User ID and Password.

TRS Reporting and Query System

The TRS Reporting and Query System (TRAQS) is the web-based on-line application used by TRS reporting entities to submit required information to TRS via the Internet.

When authorizing a reporting entity staff member (contact) to access the TRAQS reporting system, form TRS 597 must be completed and signed by the head of the reporting entity or the staff member selected to be the alternate reporting official.

For TRS purposes, the head of the reporting entity is the primary reporting official for each employer and, therefore, has the highest level of TRAQS authority, Signature. The primary reporting official may authorize others to report information to TRS and certify to its accuracy and completeness, but the head of the reporting entity remains ultimately responsible for the accuracy and completeness of the data submitted.

Form TRS 598 must be completed by each contact listed on form TRS 597 before TRS will issue a TRAQS User ID and Password.

Instructions for Completing Form TRS 597

Enter name of the reporting entity.

Enter TRS Number (TRS-assigned 4-digit number).

Line number 1 -- List the name of the head of the reporting entity (superintendent, executive director, director, chancellor, president).

Line number 2 -- List the name of the alternate reporting official.

Line number 3 -- List the name of the payroll contact.

If the alternate reporting official is also the payroll contact, lines 2 & 3 should both have the same name listed. If adding a contact that does not belong on one of the first three lines, begin with line 4.

Do not add extra lines to the form. If additional lines are needed, use a second form TRS 597. The head of the reporting entity or the alternate reporting official must sign both forms.

- Check the appropriate level of authority for each contact listed.

There are three (3) levels of authority

- 1) **Signature - The highest level of authority.** An electronic Signature is the official certification required by law which attests to the accuracy and completeness of the information submitted to TRS. Signature authority includes Submit and Display authority. Both the head of the reporting entity and the alternate reporting official are assigned Signature authority.
- 2) **Submit - The second level of authority.** Allows the designated contact to Submit report Detail components, Query for report processing results, and use the View Employee Eligibility function.
- 3) **Display - The most limited level of authority.** Allows the designated contact to Query for report processing results and use the View Employee Eligibility function.

It is the responsibility of the head of the reporting entity (or his/her designee) to notify TRS within 24 hours if a change in status of TRAQS authorized personnel occurs so that access to TRAQS can be modified or terminated as appropriate. Notify TRS of such changes by e-mail to: reporting@trs.state.tx.us.