

MEMBER DATA REPORT

TABLE OF CONTENTS

Purpose

Report Due Date

Report Components

How to Report a New Employee

MD 20 Member Demographic Record

MD 25 Member Data Demographic Adjustment Record

MD 30 Member Data Address Record

MD 31 Member Data Supplemental Address Record

MD 40 Member Data Contract & Position Record

MD 45 Member Data Contract & Position Adjustment Record

MD 90 Member Data Termination Record

Report Status

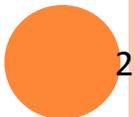
Helpful Hints

Records That Cause Change to Member Data

MEMBER DATA REPORT

Purpose of the *Member Data Report* is to create a member account and to maintain information for TRS members.

- This data affects a member's:
 - Demographics (SS#, name (per Social Security card), gender, birth date)
 - Address
 - Annual Statement of Account
 - Application of salaries for retirement purposes
 - Refunds



WHEN TO SUBMIT THE MEMBER DATA REPORT

Submit the Member Data Report each month that one or more of the following exists:

1. New TRS-eligible employee is hired (Reference Figure #1 on page MD-6)
2. Change in demographic data for a member (MD 25)
3. Change to a member's mailing address (MD 30)
4. Each July, August, and September to report the begin date of member's contract/work agreement and position information (MD40)
5. Member terminates employment (MD 90)

Note: The Member Data Report can be submitted more than one time each month.

WHAT TO DO IF THERE ARE NO RECORDS TO SUBMIT...

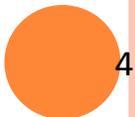
- If there are no records to be submitted for a given month, there are 2 options:

1. Do nothing

OR

2. Submit the Signature Component **ONLY**

✓ Check the small box indicating that no records will be reported for the month.



MEMBER DATA REPORT COMPONENTS

There are two (2) report components:

1. **Signature** – used to certify that the totals submitted through *Member Data Detail* are accurate and complete

- * The Signature is an electronic signature.
- * The Signature may only be submitted by a TRAQS user with Signature authority.
- * The totals on the electronic Signature must match the totals on the *Member Data Lead Record (MD 00)*.
- * TRAQS will not process the Detail component without the Signature component.

MEMBER DATA REPORT COMPONENTS,

CONTINUED

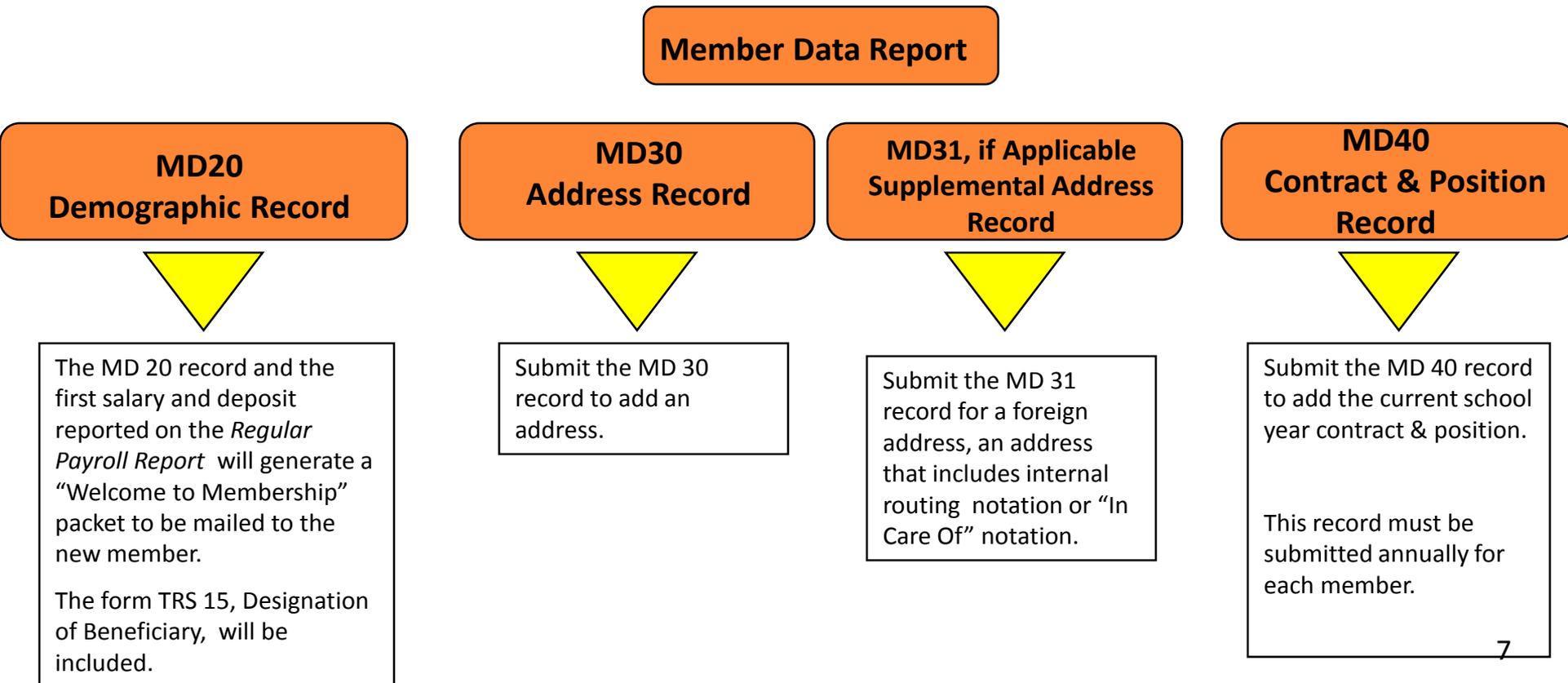
2. **Detail** – the following record types are submitted through the Detail component

- MD 00, Member Data Lead Record
- MD 20, Member Data Demographic Record
- MD 25, Member Data Demographic Adjustment Record
- MD 30, Member Data Address Record
- MD 31, Member Data Supplemental Address Record
- MD 40, Member Data Contract & Position Record
- MD 45, Member Data Contract & Position Adjustment Record
- MD 90, Member Data Termination Record

Figure #1

HOW TO REPORT A NEW EMPLOYEE

- To report a new employee in a TRS eligible position, the following records must be submitted on the *Member Data Report*.



Welcome to Membership Packet

- A Welcome to Membership Packet is mailed to a new member when a member account is opened and TRS has:
 - (1) an appropriate mailing address
and
 - (2) the first monthly salary/contribution reported through the *Regular Payroll Report*
- Included in that packet is form TRS 15, Designation of Beneficiary. It is the member's responsibility to complete the form and return to TRS.

RECORD TYPES OF THE MEMBER DATA REPORT

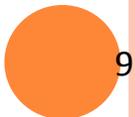
MD 20: Member Demographic Record

Information you must know about the MD 20 Record:

- Provides basic enrollment information for TRS eligible employees.
- If a member does not have a valid SS#, contact TRS for a temporary ID number.
- The name of the member must be the name as shown on the member's Social Security card.

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.

- If the new employee being reported is a new TRS member, the account will be created using the information submitted through the MD 20 record.



RECORD TYPES OF THE MEMBER DATA REPORT

MD 20 RECORD, CONTINUED

- If the new employee being reported has an existing TRS account and the data on the MD 20 record does not match TRS data, a Warning Message(s) will be given. The record will not be accepted until the data matches.
- Reporting Entity data and TRS data for a member must match so that TRS can locate and update the appropriate account.
- A Warning Message communicates the difference between the reporting entity data as compared to TRS data.
- The status of a Member Data Report with one or more Warning Messages will be Incomplete.
- Reconcile member data differences noted in Warning Messages through the Member Data Correction System (MDCS)

RECORD TYPES OF THE MEMBER DATA REPORT

MD 20 RECORD, CONTINUED

EXAMPLES OF WARNING MESSAGES FOR NEW EMPLOYEE WITH EXISTING TRS ACCOUNT

RK –SS#090990000 **DEMOGRAPHIC** REPORTED FIRST NAME: 'CATHY' DOES NOT MATCH TRS FIRST NAME: 'MARY'

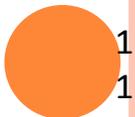
RK – SS#090990000 **ADDRESS** REPORTED FIRST NAME: 'CATHY' DOES NOT MATCH TRS FIRST NAME: 'MARY'

RK –SS#090990000 **CONTRACT/POSITION** REPORTED FIRST NAME; 'CATHY' DOES NOT MATCH TRS FIRST NAME: 'MARY'

The data after the first colon(:) is the reporting entity data; the data after the second colon is TRS data.

Each record type submitted for this member was given a Warning Message because the name reported in each record did not match the name of the member on TRS records.

Use MDCS to reconcile each Warning Message received.

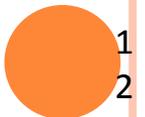


RECORD TYPES OF THE MEMBER DATA REPORT

MD 25

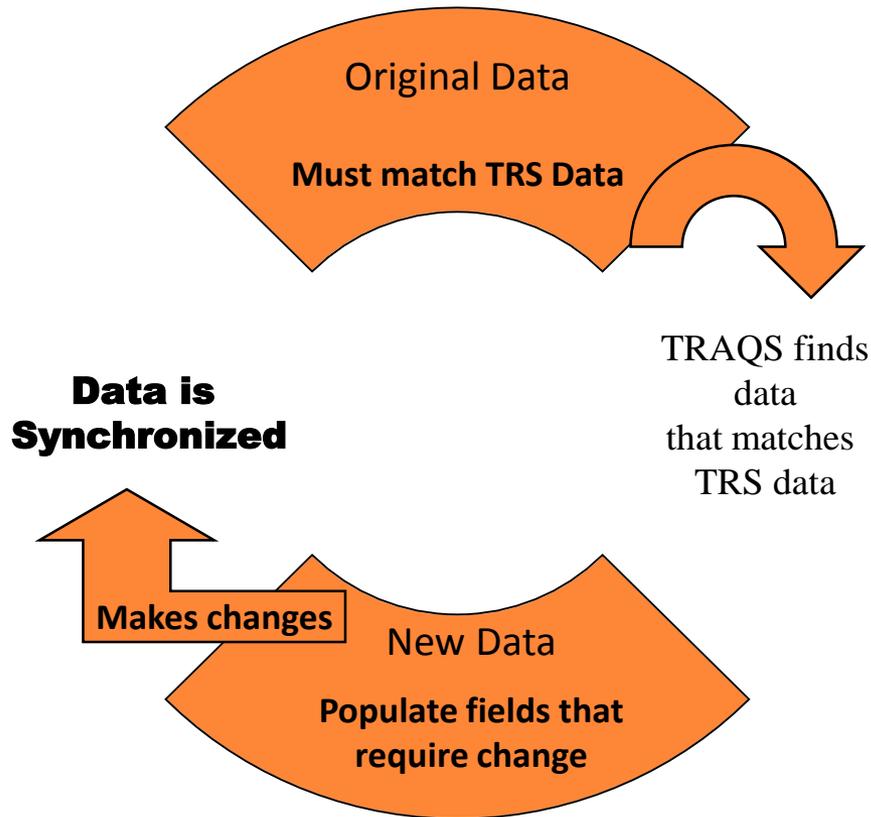
Member Data **Demographic Adjustment** Record

- This record is used to submit a change in demographic information (Social Security number, name, date of birth, gender).
- USE EXTREME CAUTION WHEN COMPLETING THIS RECORD AS AN ERROR CAN HAVE SERIOUS CONSEQUENCES TO A MEMBER'S ACCOUNT.
- All of the "Original" data fields of the MD 25 must be completed and the information in those fields must match TRS data so that TRS can locate the proper account to be changed.
- ONLY the "New" data fields of the MD 25 that require a change on TRS records are to be completed.
- The Electronic File Format clearly indicates which fields are "Original" data and "New" data.



RECORD TYPES OF THE MEMBER DATA REPORT

MD 25 RECORD, CONTINUED



RECORD TYPES OF THE MEMBER DATA REPORT

MD 30

Member Data Address Record

This record provides the member's mailing address.

- ❖ This record is also used to change or correct an address previously submitted.

(Reference Figure #5 on page MD-31)

RECORD TYPES OF THE MEMBER DATA REPORT

MD 31

Member Data Supplemental Address Record

This record provides supplemental address information for member addresses that require more than 2 address lines.

Examples:

- Foreign address
- Addresses including internal routing notations
- “In care of” notation

RECORD TYPES OF THE MEMBER DATA REPORT

MD 40

Member Data Contract & Position Record

A Contract & Position record must be submitted annually for every TRS-eligible employee. Each employee must be assigned one of the following six position codes:

- Professional/Administrative (01)
- Teacher, Full-Time Librarian (02)
- Support Staff (03)
- Bus Driver (04)
- Full-Time Nurse/Counselor (05)
- Peace Officer (06)

RECORD TYPES OF THE MEMBER DATA REPORT

MD 40 RECORD, CONTINUED

Information you must know about the MD 40 record:

The MD 40 record must be submitted annually for every TRS-eligible member by the September TRAQS report

This information affects a member's annual Statement of Account.

RECORD TYPES OF THE MEMBER DATA REPORT

MD 40 RECORD, CONTINUED

With the Standardized School year for salary application effective September 1, 2013, no salaries for non-standard contracts will be moved to the new school year.

MD40s may be submitted in July, August or September.

Any member reported on the Regular Payroll report for whom there is not a current MD40 on file will result in the report being REJECTED as of September 2013

RECORD TYPES OF THE MEMBER DATA REPORT

MD 40 RECORD, CONTINUED

- If an employee performs multiple jobs on a regular basis, the employee should have multiple MD 40 records submitted. However, if multiple jobs fall within the same position code (01, 02, 03, 04, 05, 06), only one record may be submitted per position code.
- If the reporting entity software does not allow for the creation of more than one MD 40 record per employee, submit the information for the employee's primary position.

RECORD TYPES OF THE MEMBER DATA REPORT

- TRS fiscal year-end processing annually begins the second weekend in September.
- Reporting entities will be notified annually in July of the specific begin date of TRS year-end processing.

RECORD TYPES OF THE MEMBER DATA REPORT

MD 45

Member Data Contract & Position Adjustment Record

The MD 45 record is used to:

1. CORRECT an error in a previously submitted and TRS-accepted MD 40 record.

To make the correction, the MD 45 must have the exact same beginning date of contract/work agreement and the same school year as the originally accepted MD 40 record.

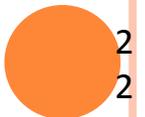
RECORD TYPES OF THE MEMBER DATA REPORT

MD 45 RECORD, CONTINUED

The MD 45 record is also used to:

2. MODIFY the original MD 40 recordsubmitted 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 in assignment.

To make the modification, the beginning date of the contract/work agreement MUST be later than the beginning date of contract/work agreement of the originally accepted MD 40 record.



RECORD TYPES OF THE MEMBER DATA REPORT

MD90: Member Data Termination Record

The MD 90 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. (higher education only)

RECORD TYPES OF THE MEMBER DATA REPORT

MD 90 RECORD, CONTINUED

2. A member who 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 dies while employed

(Reference Figure #5 on page MD-31)

RECORD TYPES OF THE MEMBER DATA REPORT

MD 90 RECORD, CONTINUED

- *******Submit the MD 90 record 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.

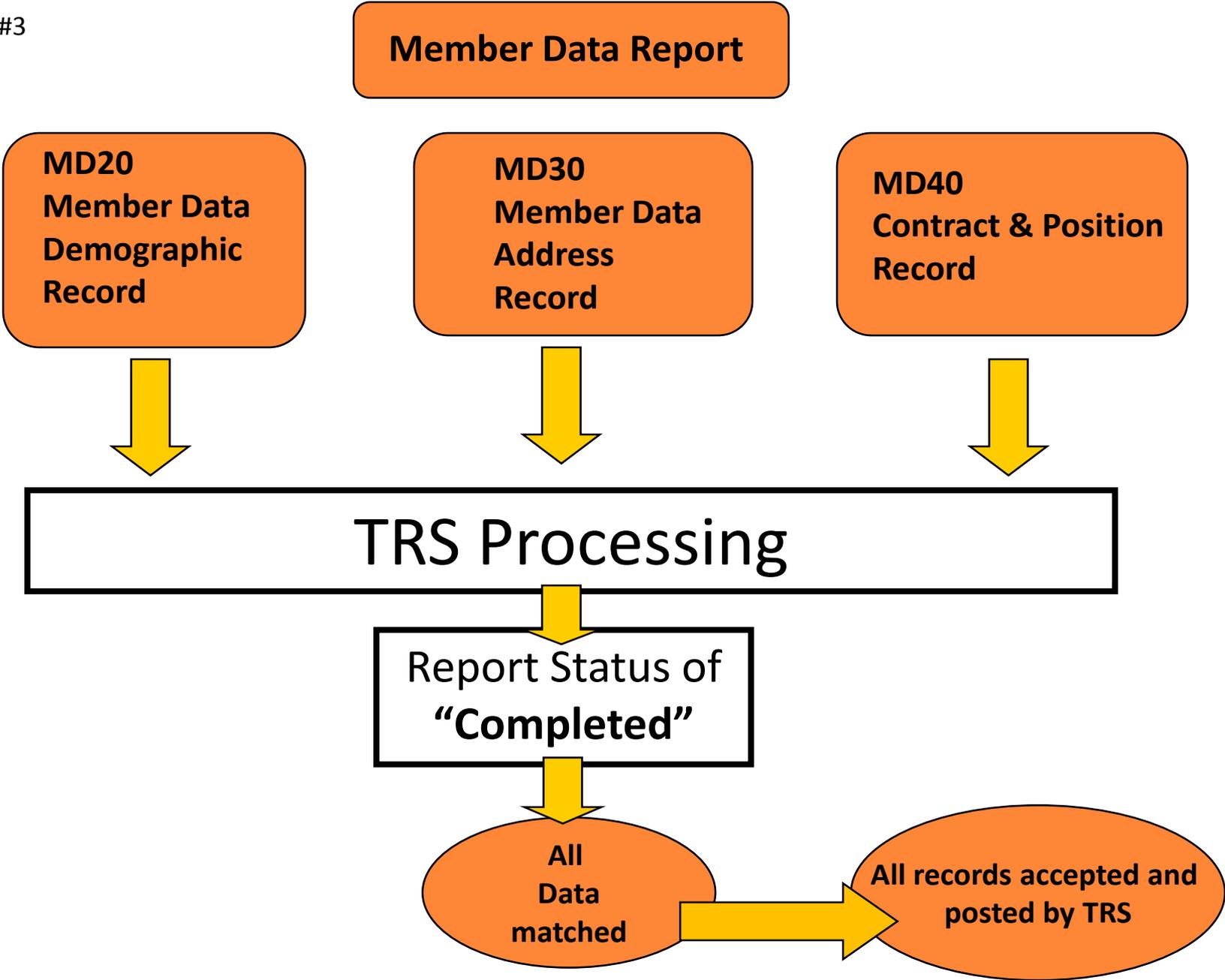
MEMBER DATA REPORT

REPORT STATUS

- “Completed” (no Warning Messages)

-This means that all records submitted were accepted and data posted at TRS.

Figure #3



MEMBER DATA REPORT STATUS, CONTINUED

○ “Incomplete” (one or more Warning Messages)

- Any record that did not receive a Warning Message was accepted and the data posted by TRS.
- Any record that received a Warning Message was **not** accepted by TRS. The data on that record was **not** posted.
- Use the Member Data Correction System (MDCS) to correct and re-submit records that receive a Warning Message
- MDCS is located on the TRAQS Main Menu
- Anytime a Detail (report) is submitted through MDCS, a matching Signature must be submitted.

[Click here to view instructions for using MDCS](#)

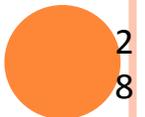
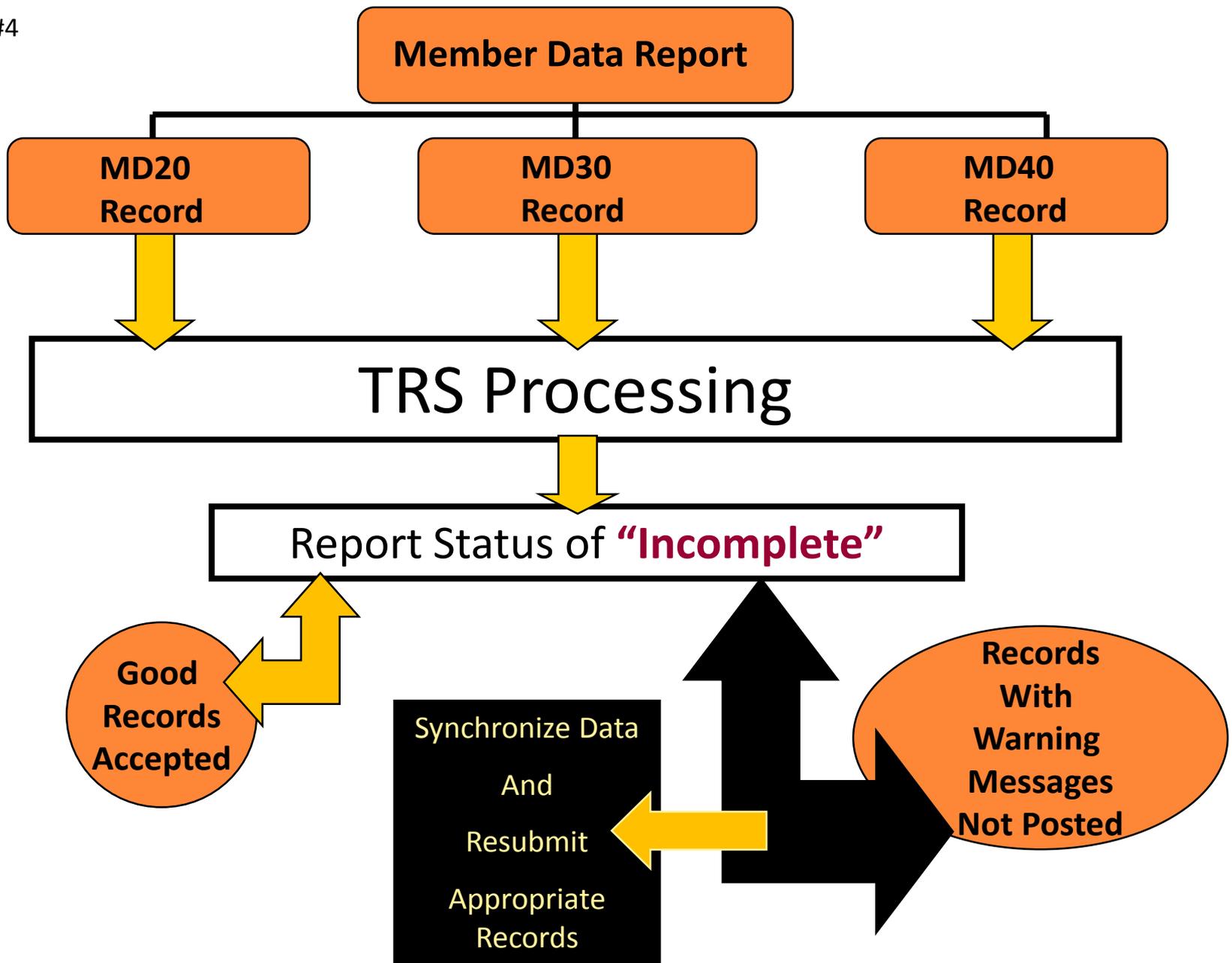


Figure #4



HELPFUL HINTS

- Submit the Signature component of the *Member Data Report* with the Detail component.
- TRAQS will not process the Detail until the Signature component has been received.
- To prevent Member Data warnings on the *Regular Payroll Report*, the *Member Data Report* should be submitted and Warning Messages reconciled through MDCS prior to the submission of the *Regular Payroll Report*.

Figure #5

RECORDS THAT CAUSE CHANGE TO MEMBER DATA

