TEAM PROGRAM
TRS Enterprise Application Modernization

Employer Advisory Group
Meeting Agenda & Minutes

Date: 10/27/2021
Start Time: 1:30 PM
End Time: 3:00 PM
Location: Microsoft Teams

Type of meeting:	Periodic
Meeting called by:	**Erica Villarreal**
Minutes by:	Erica Villarreal
Invitees:	Barbie Pearson, Frances Torres, Melody Austin, Katie Tucker, Molly Grosskopf, Carol Casey, Ashley Conrad, Chris Cutler, Nicholas Gonzalez, Andrea Morales, Sarah Valenti, Meera Krishnan, Kevin Wakley, Caitlin Kennedy, Catarina Saucedo, Nathan Farmer, Jennifer Almanza, Teresa Menchaca

EAG Members and designated participants:

Becky Davis (Conroe ISD)	Cathy Felts (Mason ISD)
Claudia Alba (PFISD)	Emily Youngblood (Flourbluff ISD)
~~Jackie Thomas (Amarillo ISD)~~	~~Jeffrey Coats (North East ISD)~~
~~Lana Walls (Ranger ISD)~~	~~Lori Ganci (Northside ISD)~~
~~Lori Johnson (Eanes ISD)~~	~~Mickey Smith (Malakoff ISD)~~
~~Nancy Wiggins (Maypearl ISD)~~	~~Nicole Dean (Judson ISD)~~
~~RL Richards (Muleshoe ISD)~~	Tera Harris (Spring Branch ISD)
Theresa Zlotopolski (Clint ISD)	Tonya Davis (Round Rock ISD)
~~Greta Graham (Uplift)~~	~~Sherry McGraw (Sulphur Springs ISD)~~
Tiffany Youngblood	Scarlet McElyea

Other Attendees:

Microsoft Teams: 737-220-2496
Conference ID: 669824543#

Purpose of Meeting: Respond to questions, address concerns, and share information with members of the EAG. Members of this group represent REs from all over the State and all types of entities. They serve as the collective "voice" of all REs.

Expected Outcome: Questions and concerns expressed by members of the EAG will be addressed. EAG members are expected to share information with other entities in their region and bring questions and concerns from those entities to this group.

TEAM PROGRAM
TRS Enterprise Application Modernization

AGENDA

- **Questions / topics from EAG members**

  Questions from Lori Johnson/ Eanes ISD
  - This problem was reported over a year ago: When deleting records from page 2, when you select the record to delete, a message appears that reads "At least one record should be selected." The record was selected (see screen shot). I did it a second time to be sure & the same message appears.
    - *Only affecting page 2, work around is to search by SSN and delete. Single and multiple records cannot be deleted on page 2. Log a ticket for the issue and will be prioritized against all other tickets. We will definitely try to get it fixed as soon as possible.*
  - This is a programming error since the conversion, over 3 years ago: Message still appears that you haven't saved your record when you have saved it. This problem gets noticed more when I have over 700 errors to clear.
    - *Fixed in the December 2020 maintenance cycle. Did you stop seeing the message and now it has returned?*
  - This is a warning on my August RP report. (below). However, there are actually hours reported for her on the report, (see next screen shot). Why I am getting this warning? If I submit a zero RP20, it will cause an error

    > For regular payroll report period August 2021; no records found for ▓▓▓▓▓▓DORSEY ▓▓▓▓▓▓ If the employee has terminated, please submit ED90. If the employee did not work and did not receive any pay in the report period, please submit an RP20 with zeros to confirm.

    - *The employee likely has more than one position record on file that covers the report period. Example, an 02 and an 03 but we only received an RP 20 for the 02 position.*
      - *Review position records submitted for the employee. If the position record is accurate, a Zero Day Reason Code may be needed. If the position record is inaccurate, submit an ED 45 to correct or delete.*
    - *This warning is planned to become an error in the future. No set date but the warnings do need to be reviewed and addressed.*

  - Notices of Portal Unavailability when it is prime time for report deadlines. It is completely understandable that maintenance needs to take place, but entities are often warned of how we will pay hefty fees if we don't get these reports in by TRS's deadlines

    - *In order to update the system we have to have downtime. In our planning it is a requirement that our planned maintenance cycles occur on the 3rd weekend of the*

month. The exception is for an emergency fix needed. We also plan it for the weekend to reduce interruption during normal business hours.

o *The exception to the normal maintenance schedule is the annual member statement processing. This year the system was down the weekend of October 9th for annual statements. TRS planned for this weekend since it was past the September due date for RP and ER reports.*

- **Defects fixed recently**

  - *None, due to developing for 2021 legislative changes no defects have been resolved since the last EAG meeting.*

- **Information from TRS**

  - **TRS Year End**

    - *2021 was the first Fiscal Year since go live in the new system to have 100% of all REs complete for annual statements. Thank you for the part you and your school played in accomplishing this milestone.*

    - *Annual member statements will begin to be mailed soon. If there are discrepancies, review the salary paid from September through August for the year in question. You can also review the payroll transactions reported on the View Employee Information screen to identify any discrepancies. If you need help with corrections, please reach out to your RE Coach.*

  - **Penalty Fee Grace Period**

    - *Beginning with the February 2022 report period, the grace period will be shortened to a 14-day penalty fee grace period. This is effective for both Regular Payroll (RP) and Employment After Retirement (ER) reports.*

    - *Full schedule of due date and grace period deadlines are on the Penalty Fees page of our website. Reporting Employers-> General Information -> Penalty Fees*

  - **Annual Contribution Collections**

    - *8 demand letters were issued for FY 2021 unpaid balances*

    - *Each month when the RP & ER reports complete, review the RE Ledger to ensure no negative balances, including PI, CI & PF. If a negative balance, resolve as soon as possible to reduce the amount of penalty interest charged.*

- **Upcoming TRS Trainings**

  - *Employer Reporting Refresher Training- Tuesday, November 9, 2021*

  - *RE Ledger Training- Monday, December 13, 2021*

- *Link to Register: https://www.trs.texas.gov/Pages/re-portal-virtual-training.aspx*

- **Scheduled fixes**

  - *Non-Profit Tutor and Surge Personnel Exception employment certifications*

    - *Certifications are being generated each day that it remains incomplete. Please complete the certification the day you receive the notice if possible so additional certifications are not generated.*

- RE Report Status

Report Month	# Completed RP Reports	% Complete	# Incomplete RP Reports
September 2021	1,156	86.08%	187

- Additional Discussion

  - Becky Davis (Conroe ISD): What can we do to minimize some of the overrides? Some common ones are 570 and 573.

    - The 573 could possibly be corrected if a calendar is put in place. Ashley Conrad mentioned that a ticket has been logged to consider federal holiday and the months of March and December already indicate that they are shorter months, with less days.

  - Claudia Alba- Concerned about supplemental pay report not being submitted in time. Is this causing retirement check to be issued late?

    - Katie will follow up with the RE Coach to make sure the retirement flag is showing up for the participant. The TRS 7 form needs to be corrected and resent to reflect the new Final Eligible Salary and Final Report Month.

  - Claudia Alba – Information is not saving when information is changed on a record

    - Need to know if this is occurring due to the information being entered resulting in an error that cannot be saved.

  - Tonya Davis (Round Rock ISD) - Member retired but has not updated to retiree in the system. Has now returned and is now needing to report them on the ER Report.

    - RE needs to submit ED90 to close out employment. Please contact your coach as well so that we can review that the information is updated appropriately in the system.

Meeting ended at 2:21pm