

Work Arounds while certifying in the Reporting Entity (RE) Portal

The following list provides instructions for some error messages that may be displayed while certifying your Reporting Entity. These error messages are related to functionality that has not been implemented in the Certification Environment for the TRS Reporting Entity Portal. The functionality required to prevent these error messages will be implemented before or shortly after the TRS Reporting Entity Portal goes live.

| Item # | Affected Report Type(s) | Work Around Description |
|--------|-------------------------|---|
| 1 | All Report Types | Do not submit adjustments to data that was submitted prior to 9/1/2015. Applies to all RE types. |
| 2 | All Report Types | Report details, including Errors and Totals, will only be available for the most recently submitted report. Applies to all RE types. |
| 3 | All Report Types | Select the appropriate record type when manually submitting an adjustment report. Applies to all RE types. |
| 4 | All Report Types | Notifications of the report status will not be available during report certification. Report and record statuses may be determined by using the search or query functionality. Applies to all RE types. |
| 5 | All Report Types | Currently, the reporting of adjustment reason codes and submission of X's in a field are for informational purposes only. This means that the reporting application will not delete data when fields are filled with X's. Applies to all RE types. |
| 6 | All Report Types | Do not use the View Employee Information screen as a resource during certification. Applies to all RE types. |
| 7 | ED Reports | Submitting a second ED90 will not update data that was previously submitted on an ED90. Applies to all RE types. |

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| 8 | ED Reports | Adjunct Faculty must be reported with a Full Time Equivalent (FTE) of 40. Applies to Higher Education RE types only. |
| 9 | ED Reports | Do not submit SSN/EIN changes during certification. Applies to all RE types. |
| 10 | ED Reports | If the employee's demographic information does not match TRS, do not report the employee. Applies to all RE types. |
| 11 | ED and RP Reports | If the member is not subject to Statutory Minimum, do not report the member. Applies only to Public School (ISDs) RE type. |
| 12 | ED and RP Reports | Do not submit ED or RP records for retirees. Applies to all RE types. |
| 13 | RP Reports | Do not submit Service Credit Purchase payroll deductions. Applies to all RE types |
| 14 | RP Reports | Do not report RP20s with zero salary and positive days and hours. Applies to all RE types. |
| 15 | RP Reports | Do not report federal funds during report certification for new members. Applies to non-higher education RE types. |
| 16 | RP and ER Reports | Rejected RP and ER reports must be deleted manually. Applies to all RE types. |
| 17 | RP and ER Reports | The RE Ledger will reflect negative amounts as reports will be submitted without associated TEXNET deposits during certification. Applies to all RE types. |
| 18 | RP and ER Reports | Do not to use the copy forward option for report creation during certification. Applies to all RE types. |

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| 19 | ER Reports | ER27 adjustments should only be submitted for data that was reported on an ER20. Applies to all RE types. |
| 20 | ER Reports | Do not report any retirees that retired after 7/31/2015. Applies to all RE types. |
| 21 | ER Reports | For ER records, do not report Salary with "0" Days and "0" Hours. Applies to all RE types. |
| 22 | ER Reports | If retiree pay is being reported after the termination month, do not report the retiree. Applies to all RE types. |