RE Portal Tips and Processes

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This document contains a list of important tips/reminders that reporting entities may find useful when using the RE Portal. It may be revised periodically, so please make sure you are always referring to the most recent version.

While this list is not exhaustive, it is intended to be a good starting point to address some of the more common questions/issues reporting entities may encounter with the RE Portal. We encourage each reporting entity to thoroughly review this document. Of course, if there are questions not addressed on this document, please contact your reporting coach for assistance. Your coach's name and contact information are at the top of your home page on the RE Portal.

Errors and Warnings Tips

- **Filtering List of Errors/Warnings:** The list of Errors and Warnings displayed through the 'Totals' link cannot be downloaded into a .CSV file. However, you can copy the list and paste it into an Excel spreadsheet. This will allow you to sort the errors/warnings based on a particular field.
- **Confirm Information Reported:** If an Error or Warning message indicates you need to contact TRS if the information you are reporting to TRS is correct, please research the information first to confirm you are reporting correctly and if so, then reach out to your reporting coach for further assistance. If there are errors related to any demographic fields and your institution has verified the required documents (SS card, driver license, etc.), then an ED25 Demographic Change record should be submitted. Reporting entities should not submit an ED20 with the intent to match the demographic data TRS has, if documentation (social security card, driver license, etc.) provided by the employee states otherwise.
- **Submitting Corrections:** If you have made corrections to individual records through the Edit screen on the RE Portal, and then you delete the report in order to upload a new file, the corrections you made in the portal will also be deleted. Use the Submit all Records button at the bottom of the Edit screen to re-validate the report instead

General Report Submission Tips

- **Submit All Records button:** When records are entered manually or edited within the portal, you must click the 'Submit all Records' button at the bottom of the Edit screen to validate the records.
- **RP/ER Reports:** A Signature cannot be submitted for the Regular Payroll (RP) or Employment after Retirement (ER) report until that report is error free and has reached Pending status.
- **Achieving 'Complete' Status for RP/ER Reports:** Reports will reach 'complete' status once there are no errors on the report and, in the case of the Regular Payroll (RP) and Employment after Retirement (ER) reports, a signature has been accepted. This means an RP or ER report can

show ‘complete’ before the TEXNET deposit posts. Please be aware the TEXNET deposits are still due by the established due date for that report even if the report status is ‘complete.’

- **RP and ER Adjustment Reports:** The Report Period of an Adjustment Report will default to the last completed report month of the regular report. Use the Report Month that is defaulted. You will indicate the month being adjusted on the adjustment record itself.
- **Formatting Error:** If the RE file contains a name with an invalid character, the RE will get an error message saying that the *“Uploaded File Format is not correct”* instead of the intended validation message *“The Employee Demographic file format is not correct on Row <#>.”* If your file will not upload, please check the name fields for invalid characters. Valid characters are: letters, hyphens, apostrophes, and spaces.
- **Reporting Hours Worked:** For employees whose time is tracked, if the actual hours worked by an employee in a calendar month is not available at the time the report is due, the estimated hours the employee would work for the calendar month may be reported. When the actual hours are available, then a prior-month adjustment would be required if the estimated hours do not match the actual hours worked.
- **Hours/Days Reported:** Hours and Days reported should reflect work that is performed *during the calendar month for that reporting period*. Any paid time off during that calendar month is also included
- **Compensation Reported:** Compensation reported must be the amount of compensation paid *during the calendar month for that report*, regardless in which pay period the compensation was earned.
    - On the RP report, all compensation paid to an employee is reported in the ‘Total Gross Compensation’ field. Only TRS eligible compensation is reported in the ‘Total Gross TRS Eligible Compensation’ field.
    - On the ER report, only compensation that would have been considered TRS eligible is reported on the ‘Total Gross Compensation’ field.
- **Creditable Year of TRS Service:** When an employee has earned a year of creditable service but has moved into a non-TRS eligible position, he/she must continue making TRS contributions for the remainder of the fiscal year. The membership flag will remain at ‘Y’ for that fiscal year.

<u>ED Report Tips</u>

- **ED Report:** A Signature is not needed for the Employee Demographic (ED) report.
- **ED Report:** An ED report at Incomplete status cannot be deleted because some of the records on that report have posted
- **ED Report:** The Report Status of an Employee Demographic Report with one or more Error Messages will be “Incomplete”. Records with no errors will be at Posted status, while records with errors will be at Suspended status. If the Employee Demographic Report has reached the status of “Incomplete”, corrections should be made through the RE Portal Edit function. <u>Do not resubmit the entire original ED file.</u>
- **ED Report:** An RE can submit and complete as many ED reports as needed each month.
- **ED40:** If an employee is reported on the Regular Payroll (RP) Report without a current ED40 record, the Regular Payroll Report will reject with the following error: “Contract certification not found for FY:XXXX – You must submit an ED40 record for this member.” If there is not a current ED40 record on file for every employee reported on the Regular Payroll Report, the report will

be **REJECTED.** Verify whether an ED 40 record has been submitted for this member under the correct Social Security number (SSN). If not, submit the ED40 record on the Employee Demographic Report. If an ED40 record has been submitted, Query the Employee Demographic Report to view any errors or warnings and make any necessary corrections. Remember, any Employee Demographic records with Errors have not been accepted. Pay close attention to the fiscal year noted in the error and warning. Verify that the contract/work agreement dates are for the fiscal year indicated.

- **ED 90 vs. ED45:** In the RE Portal, the ED90 record is used ONLY to indicate a person has terminated employment. <u>If a person moves from a TRS eligible position, to a non-TRS eligible position, an ED45 record will be used to end the TRS eligible employment and a new ED40 record will be submitted to indicate non-TRS eligible employment.</u> This process will also be used for the opposite scenario---when a person moves from non-TRS eligible employment to TRS eligible employment. Submit an ED45 record to end the non-TRS eligible employment and submit an ED40 record to begin the TRS eligible employment.

<u>RP Report Tips</u>

- **Regular Payroll Report:** The RP report can only be brought to Complete once each report month. Any corrections or additions must be submitted on an RP Adjustment report.
- **RP20:** When an hourly person hired to work exactly 50% ends up with less than half time hours each month due to unpaid holidays, an error will result in the third consecutive month indicating the person's eligibility is incorrect. TRS will need to override this error is the person is truly hired to work in an eligible position.
- **RP25:** An RP25 adjustment record can be submitted with both positive and negative adjustments to different fields on the same record. For example, TRS Eligible Gross Compensation and Member Retirement Contributions can be positive while Federal Fund Compensation and Federal Fund Contribution amounts can be negative on the same record if the original TRS Eligible Compensation/Member Retirement Contributions were under-reported while the Federal Fund Compensation was over-reported.
- **New Member Contributions:** New Member Contributions are due on any pay <u>received</u> by the employee in the first 90 days of TRS membership. New Member Contributions are not based on when the person is paid for the first 90 days.

<u>ER Report Tips</u>

- **Employment after Retirement report:** The ER report can only be brought to Complete once each report month. Any corrections or additions must be submitted on an ER Adjustment report.
- **ER20/ER25/ER27:** The Employment Beginning and Ending Dates must be based on the fiscal year (September – August), not the retirees' contract.
- **ER20:** Use the 'Paid Through 3rd Party Entity' flag to indicate if the retiree is employed through a third party, or is in the first 12 consecutive month after retirement and is working as an

independent contractor; is waiving, deferring or foregoing compensation; or is working as a volunteer but is performing duties or providing services that the retiree pro-vided immediately before retiring and has an agreement in place to provide those same services or duties after the 12 consecutive-calendar-month break.

- **ER27:** The ER27 adjustment record can be submitted with both positive and negative adjustments to different fields on the same record (much like the RP 25 adjustment record).
- **ER27:** When submitting an ER27 record to delete a previously submitted record, the system will ask for a zero days reason code. Please choose 'C' if the person is not terminated or 'F' if the person has terminated.
- **Terminated Retirees:** If a retiree was originally reported as working the full fiscal year, but terminates employment prior to the reported end date, two records will be needed:
  1. ER27 to change the end date on the previous month's record to the termination date
  2. ER20 for current month that has the same ending date of employment/termination date

Reporting Substitutes Tips

- **Non TRS-Retirees:** If reporting employees who are substitutes (non TRS-retirees), then the Salary flag (S) should be reported instead of an Hourly flag (H).
- **Non TRS-Retirees:** When reporting substitutes who are non TRS-retirees, report only days worked. Hours are not required if the substitute is not a TRS retiree.
- **Substituting in More than One Position:** If an employee is substituting in more than one position in the same calendar month, then only one ED40 record and one RP20 record should be submitted. Please report the position code in which the employee primarily substituted.

Submitting Adjustments for Retirees for Months Prior to Go-Live

- **ER 25 vs. ER27:** The ER27 record will be used to adjust pre-go live data on retirees who retired **after** 1/1/11 and were reported on the detail file for a report month prior to September 2017. If RE needs to adjust pre-go live data on retirees who retired **before** 1/1/11 and were included only on Area 2 of the Signature, an ER25 record is needed instead.
- **Position Code:** When adjusting retiree data that is prior to the RE Portal go-live date (before September 2017 reports), all position codes for ER records were migrated to the new system as 02. Any ER27 records submitted to correct data prior to September 2017 must list '02' as the position code.

Features Available in RE Portal

- **Performance Pay:** Performance Pay is certified by submitting information under the 'My Worklist' tab. Performance Pay must be certified through this method prior to submitting Performance Pay on the Regular Payroll report. If the certification is not done *prior* to the submission of the RP file, the report will go to 'Rejected' status.

- **Fund Transfers:** Reporting entities are able to make transfers between contribution buckets as allowed in the Limits on Transfers and Refunds document. If a transfer is not allowed per this webpage, but the reporting entity would like to see if an exception can be made, please contact your reporting coach. In order to transfer funds into a contribution account, that account must have a negative balance*. It is not currently possible to transfer funds into a bucket with a positive or zero balance.* In this case, you will get a green message that the information was saved, but no transfer will actually occur.
- **Certifications:** Under the 'My Worklist' menu, users may see certification options that do not apply to their RE type. Public schools (non-higher education REs), are able to see a Worklist Item for ORP Election Certification. Higher Education REs are able to see a Worklist Item for Performance Pay Certification. *Please disregard any certification type menu choice that does not apply to your RE type.*
- **Refund Certification for a person working only as a Substitute:** A refund certifications for employees who are only working as substitutes and were never previously in a TRS-eligible position with the current RE that they are substituting for is still required to indicate the person is eligible for the refund. For these employees to receive a refund, they can only be employed as a substitute. They cannot also be working less than half-time either with the RE they are substituting at or with any other RE.

  The system is still currently requiring a Final Report Month and TRS Eligible Position End Date.

1) In the Employment Terminated Dropdown, choose "No-Substitute Position Only"
2) TRS Eligible Position End Date – Enter a date prior to the start date of the substitute position
3) Final Report Month – Enter the report month prior to the starting the substitute position

<u>Semester Dates Submission</u>

- **Multiple Calendars for School Year:** When submitting semester dates under the 'Maintain Semester Dates' option, if your reporting entity has more than one calendar for the school year, please use the semester dates on the earlier calendar. For example: the first semester for some campuses is based on three six-week periods and the semester dates are August 18-December 21. On other campuses, the first semester is based on two nine-week periods and are August 28-January 17. Because the first semester ends earlier for the campuses on the three six-week periods, use this calendar to enter information in 'Maintain Semester Dates.'
- **Correcting Semester Dates:** If the dates entered into 'Maintain Semester Dates' are incorrect, please contact your reporting coach to have them corrected/updated. The reporting entity is not able to edit the dates once entered and saved.