TRS Reporting Entity Portal

Student Guide

Version 1.2

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About this guide

This training guide covers the TRUST Pension Administration Line of Business (LOB) application and Reporting Entity Portal functionality that have been developed for Phase 1A of the LOB System Replacement Project of the Teacher Retirement System (TRS) of Texas. It is primarily focused on the core processes that Reporting Entities (REs) need to perform as part of Phase 1A certification and the tasks that TRS staff need to perform to support them.

Editorial conventions

Among the conventions used in this guide that should be noted are the following:

Notes

Special notes that provide additional context for a step within a task appear in *blue italic text* in the body of the material. These notes are preceded by special icon.

This is an example of a note in the body of a lesson. Be sure to check them to enhance your understanding of the step they follow.

Screen elements

The names of application screen elements - field names, buttons and hyperlinks - are listed in the left column of tables following the image of the screen on which they're found. To differentiate between these screen element types, each is formatted in a specific way:

- Field names appear in normal type, like the words in this sentence.
- **Buttons** appear in boldface type.
- <u>Hyperlinks</u> appear in underlined type.

Format

Margins: This guide is laid out with wide outer margins, to allow the trainee to add hand-written notes as the class progresses.

Page numbers: Each major section has its own unique page number format consisting of the chapter identification number and the chapter page number, for example, 1-2 (chapter 1, page 2). With the beginning of each of these chapter, the page numbering restarts at 1.

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Reporting Entity Portal Training

Lesson 1 – Introduction to the Reporting Entity Portal

The Reporting Entity Portal is a web-based application that reporting entities use to meet monthly TRS reporting requirements.

Because the portal is accessed using a Web browser like Internet Explorer or Chrome, anybody familiar with the internet should find many of its components and concepts instantly familiar. This course will introduce you to some of its more unique aspects.

Lesson objectives

By the end of this lesson, you should become familiar with the following features:

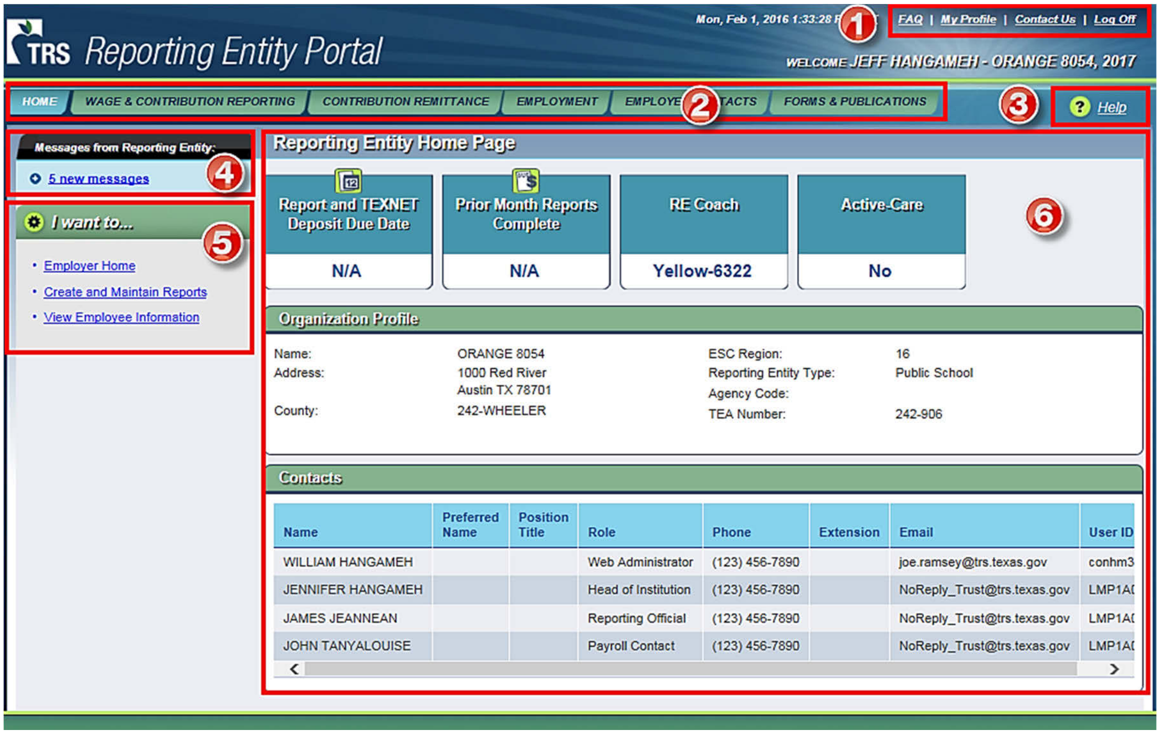
- Reporting Entity Portal screens
- Common controls
- Using the Reporting Entity to do your work
- Menus
- Menu and activity availability
- System messages

Prerequisites

Courses	**System Access**
• None	• The Reporting Entity Portal menus and tasks

Reporting Entity Portal screens

Reporting Entity Portal screens are used to capture and maintain a wide variety of information from different sources. Despite being able to handle this diversity, most screens share the same basic parts. Here's a typical Reporting Entity Portal screen. Definitions for the labeled parts are below the image:

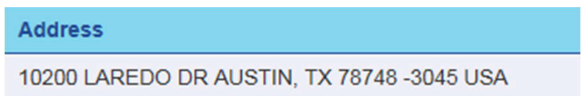


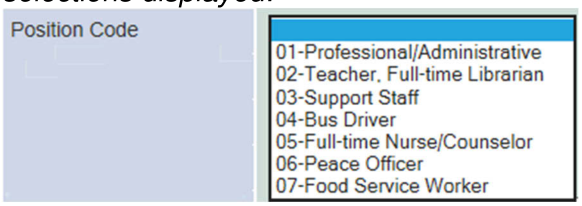
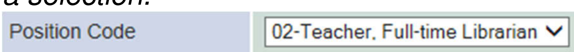
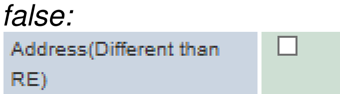
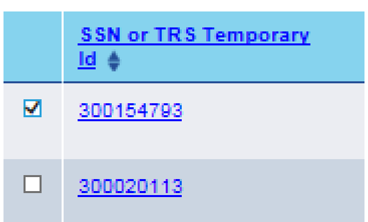
1. These links appear at the top of every screen:
    - **FAQ:** Click to display the View FAQ screen and see a list of Frequently Asked Questions (FAQs) and the answers to them.
    - **My Profile:** Click to display the My Profile screen, which you can use to change your account password or the security questions and answers used to reset your password if you forget it.
    - **Contact Us:** Click to display the Contact Us screen, which lists TRS' contact information and contains a link that lets you start a live chat with a TRS representative, if one is available.
    - **Log Off:** Click to log off of the Reporting Entity Portal.
2. Menus let you start the activities that you will use to perform your work. The organization and use of the menus and submenus is defined in greater detail in the section of this unit labeled Menus.

3. Clicking the **Help** link to view the Reporting Entity Portal online help topic that has step-by-step instructions for completing the activity you are performing. This link displays only when you are performing an activity.
4. The **Messages** panel displays the number of web messages that TRS has determined to be important to portal users. Hover over the **new messages** link in this panel to see the text of the available messages.
5. The *I want to...* panel contains links that start the most commonly used activities you can perform using the Reporting Entity Portal.
6. The work area is composed of one or more panels containing the data fields, buttons, and links specific to the current activity.

Common controls

Information is entered, edited, and viewed in the Reporting Entity Portal using a common set of controls. These controls are found on sites across the internet and are likely very familiar. They are defined below for reference.

Control Type	Description
Field *Example of a required or optional field:*  *Example of a read-only field:* 	Fields are used to enter, edit, and view information. Depending on your portal access level and the activity you are performing, fields can be designated as required, read-only, or neither required nor read-only. • **Required:** A field designated as required is one in which you must enter information in order to complete the current activity. • **Optional:** A field not designated as required or read-only is optional; you may enter, edit, or delete information, but it is not necessary to provide that information in order to complete the current activity. • **Read-only:** A field designated as read-only displays information relevant to the current activity, but does not allow you to enter, edit, or delete that information.

Control Type	Description
Drop down menu *Example of a drop down menu:*  *Example of a drop down menu with the selections displayed:*  *Example of a drop down menu after making a selection.* 	A drop down menu is a specific type of field that allows you to make a selection from a defined list of options. Click a drop down menu to view the available selections. Click on an option in the list to select it. You know that a field is a drop down menu if you see  along the right border.
Check box *Example for indicating a condition is true or false:*  *Example for selecting one or more option from a list:* 	A check box is used to indicate that a condition is true or false. When a box is "checked," it is an indication that the associated condition is true. When it is "cleared," it is an indication that the associated condition is false. Check boxes can also be used to select an option from a list that allows multiple selections. A check box that is currently cleared can be checked by clicking on it. A check box that is currently checked can be cleared by clicking on it.

Control Type	Description
Radio button *Example:* ◉ Upload Report ○ Copy Forward ○ Manual Entry	A radio button is used to select an option from a list that allows only one selection. Selecting a radio button means that the associated option is the one to use. Options that are deselected are not used. A deselected radio button is selected by clicking on it. When an option is selected, deselecting it requires you to select the radio button for one of the other available options.
Link *Example:* Employer Home	Links in the Reporting Entity Portal, like links on the internet or in a document, are navigational controls you click to move from screen to screen. Links are displayed as blue, underlined text.
Button *Example:* Save Cancel	Clicking a button performs an action using the information displayed or selected on a screen. Buttons are labeled in a way that describes the action they perform. For example, clicking a Save button will save the information displayed on the screen to the portal database, while clicking a Delete button will delete the information from the database.

Using the Reporting Entity Portal to do your work

In the Reporting Entity Portal, you'll do the work assigned to you by performing activities, or tasks. Activities are groups of related tasks that allow you to perform the steps needed to complete a process.

For example, a common process for many Reporting Entity Portal users involves creating, validating, and submitting reports to TRS. In the Reporting Entity Portal, each of these separate but related tasks are grouped into a single activity named Create and Maintain Reports. You can use the Create and Maintain Reports activity to perform each of these tasks.

Menus

The activities you will use to perform your work are accessed using the menus displayed near the top of every screen.

To view the activities available in a menu, simply hover your mouse pointer over the corresponding menu name. For example, hovering over the Wage & Contribution Reporting menu causes it to expand and display the reports activities that you can perform:

,

Starting an activity is as simple as clicking on the activity name. For example, if you wanted to perform the activity that allows you to create and maintain reports, you would click **Create and Maintain Reports**.

Menu and activity availability

As a Reporting Entity Portal user, you have been assigned an Authority level that lets you access just those parts of the portal that you need to perform the work you have been assigned. If your authority level does not give you permission to perform an activity, it will not appear in a menu. If you do not have permission to perform any of the activities available in a menu, that menu or submenu will not display for you.

System messages

When using the Reporting Entity Portal, you'll encounter several different types of messages that display the outcome of your actions. Understanding these messages and when they appear will help you be confident that you're using the portal in accordance with TRS policies and business rules. These message appear at the top of the screen.

There are three types of messages:

- **Error:** The Reporting Entity Portal uses two basic types of error messages.
  - The first type appears when the information you have entered or updated during an activity violates a TRS business rule. These error messages identify the problem with the currently entered information and let you know that you cannot complete the activity until the issue is addressed. For example, one business rule is that you must enter a new employee's last name when you report their employment to TRS using an Employee Demographics report. If you try to add a record for the new employee without entering a last name, the system presents an error message describing the rule that was violated:

  - The second type of error message you could encounter appears when your reporting entity has missed a TRS deadline. For example, if your reporting entity has not met a deadline for filing a report, the system presents an error message to inform you of the type and period of the report for which the deadline has passed:

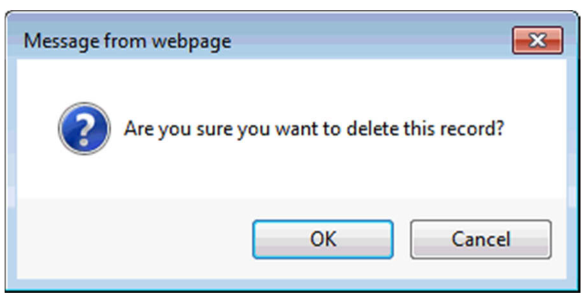
- **Warning:** Warning messages appear, letting you know that you have performed an action that could possibly raise an issue, but without stopping you from doing it. For example, if you click Save on the Assign Authority Level screen without changing any Authority Levels, the system displays the warning, “No Authority Levels have been changed."

- **Confirmation and Information:** Confirmation messages appear when you successfully complete an action. For example, when you save information, the portal presents a confirmation message to let you know the save was successful:

Informational messages, which are also green, indicate current status about the current screen. For example, when viewing the Submit Signature screen when no reports have been submitted and successfully validated, the screen lets you know that no reports are ready for signature:

Confirmation prompts

Confirmation prompts appear when you perform an action that the portal wants to ensure wasn't done in error. For example, a confirmation prompt appears when you click a Delete button to remove an employee or retiree record from a report:



When a confirmation prompt appears, click **OK** to confirm that you want to perform the original action. Click **Cancel** to not perform that action. In this example, clicking **OK** will delete the selected address from the system, while clicking **Cancel** will retain the information.

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Lesson 2 – Logging in to the Reporting Entity Portal

The first step in using the Reporting Entity Portal is to log in. However, you cannot log in to the portal until you have been established as a contact for your reporting entity and your user account has been created. Once this happens, you'll receive separate confirmation emails containing your user name and a temporary password.

If you are the Web Administrator for your reporting entity, you can't log in to the portal until you receive a user name and password from TRS.

Lesson objectives

By the end of this lesson, you should be able to:

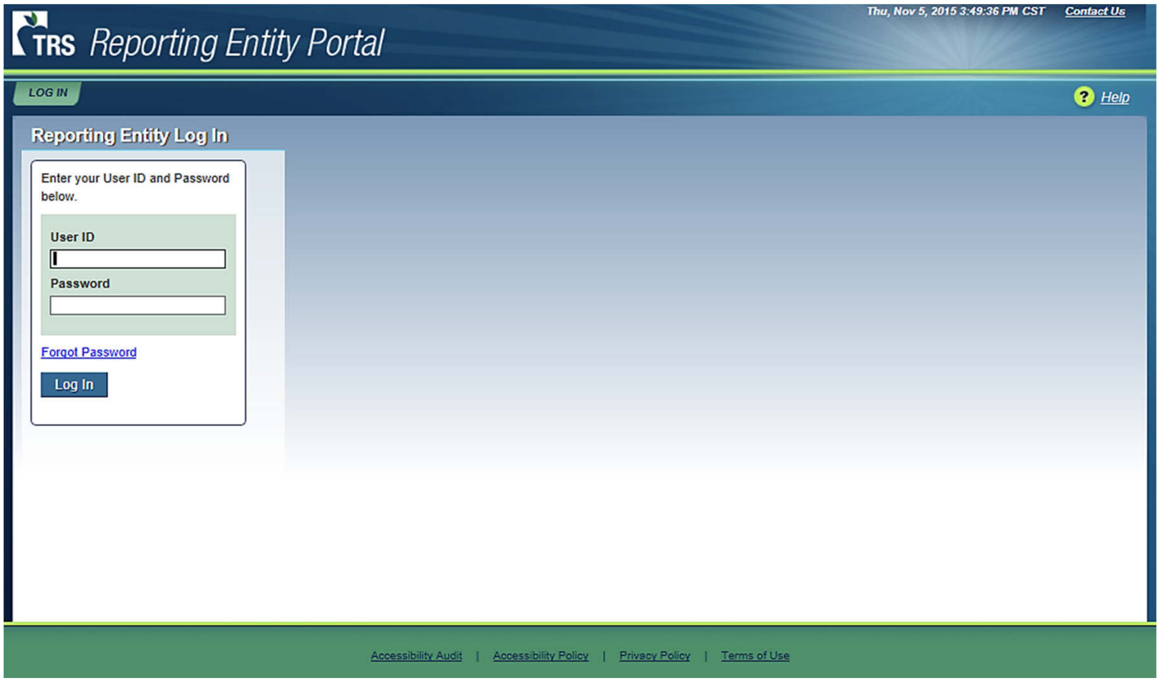
- Navigate to the Reporting Entity Portal and log in
- Reset your password if you've forgotten it
- Update your security profile by changing your password and security questions and answers

Prerequisites

Courses	System Access
• Introduction to the Reporting Entity Portal	• The Reporting Entity Portal login screen

Task: Navigate to the Reporting Entity Portal and log in

1. In your Web browser, navigate to the portal address that has been provided to you. The login screen is displayed.

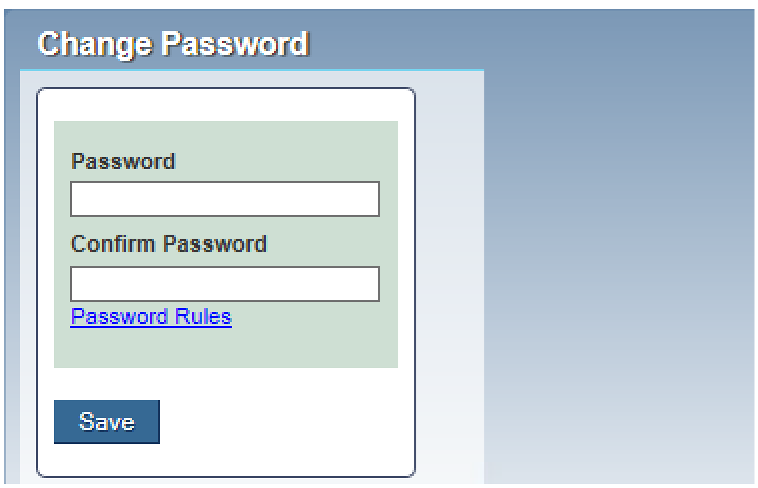


2. Enter your **User ID** and **Password**.
3. Click **Log In**. If the user ID or password you entered is incorrect or you've entered a temporary password, one of the following occurs:
   - If you entered an invalid user ID or password, an error message appears.

Note 1: *If you enter an incorrect password three times in a row, your account is locked and you will be prevented from logging in. When an account is locked, it can be unlocked only by the Web Administrator for your reporting entity or by a TRS Representative. When your account is unlocked, you will receive an email containing a new, temporary password. Once you log in with this temporary password, you will be prompted to change it.*

Note 2: *If you have forgotten your password, you can reset it by following the instructions in the "Reset your password" section of this lesson. Passwords can also be reset by the Web Administrator for your reporting entity or by a TRS representative. When your password is reset, you will receive an email containing a new, temporary password. Once you log in with this temporary password, you will be prompted to change it.*

- If you are logging in using a temporary password, the Change Password screen appears.

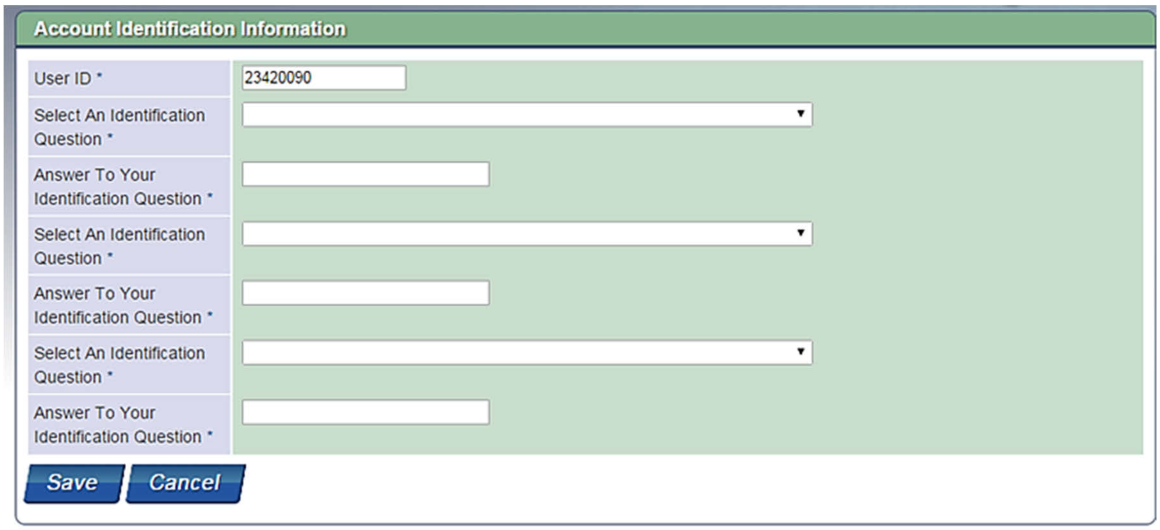


You must change your password to continue:

- Enter a new password in both the **Password** and **Confirm Password** fields.

Passwords must be at least 8 characters long but not longer than 20 characters, contain at least one character out of three of the four character types: 1) lowercase letter, 2) uppercase letter, 3) number, and 4) special character (for example: #, %, &, or @), and cannot be the same as any of your last 12 passwords. All passwords expire within 42 days.

- Click **Save.** The Account Identification Information screen appears.



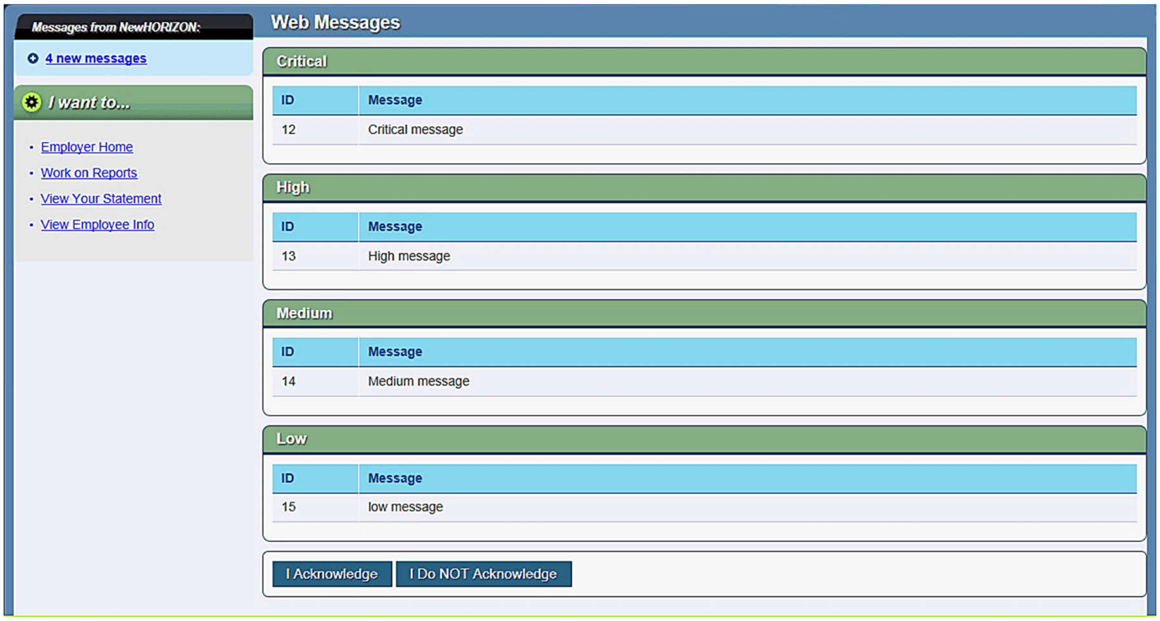
Account Identification Information

User ID *	23420090
Select An Identification Question *	
Answer To Your Identification Question *	
Select An Identification Question *	
Answer To Your Identification Question *	
Select An Identification Question *	
Answer To Your Identification Question *	

Save Cancel

- Select and answer the three security questions. You'll be asked to provide the answer to one of these questions if you reset your password.
- Click **Save.** The Web Messages screen appears if there are unacknowledged messages. If there are no unacknowledged message, the Home screen appears.

If TRS has sent important messages for you to read and acknowledge, the Web Messages screen appears:

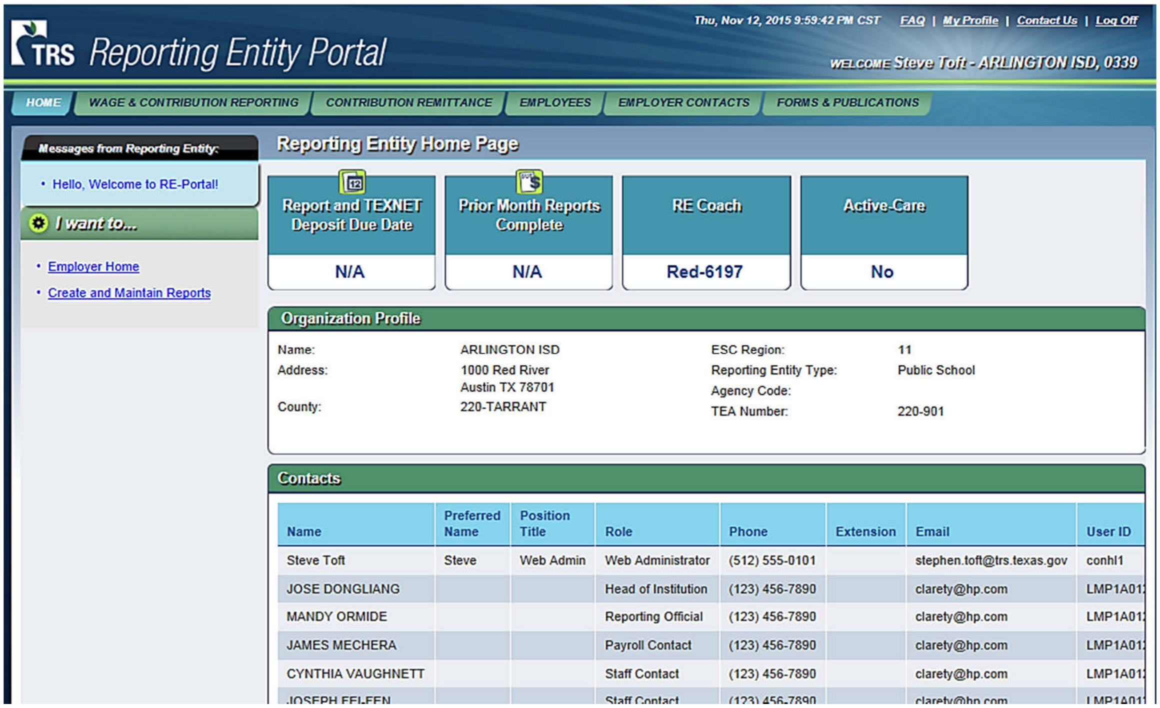


4. Read the messages and click **I acknowledge**. Your reporting entity's Home Page appears.

Note 1: *Only messages that you have not previously acknowledged appear on this screen.*

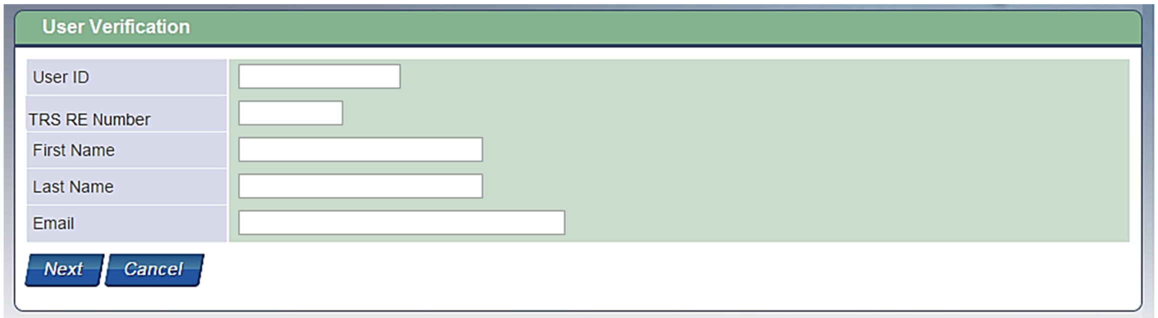
Note 2: *If you click **I Do NOT Acknowledge**, a confirmation prompt appears, informing you that you will be logged out if you don't acknowledge the messages. Click **OK** to confirm you don't acknowledge the messages. You will be logged out of the Reporting Entity Portal. Otherwise, click **Cancel** to return to the Web Messages screen. If you are logged out for not acknowledging a web message, you can log back in to the Reporting Entity Portal using the same user name and password, but you can't access the portal to perform any work until you click **I acknowledge**.*

If the user ID and password you entered are valid and your password is a permanent one, your reporting entity's Home Page appears.

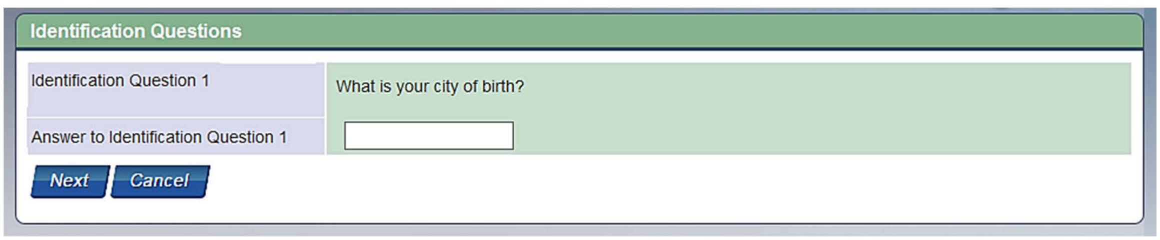


Task: Reset a forgotten password

1. Click the **Forgot Password** link on the login screen. The User Verification screen appears.



2. Complete the fields on the User Verification screen.
3. Click **Next**. The Identification Questions screen appears, displaying one of the security questions selected when you established your permanent password.

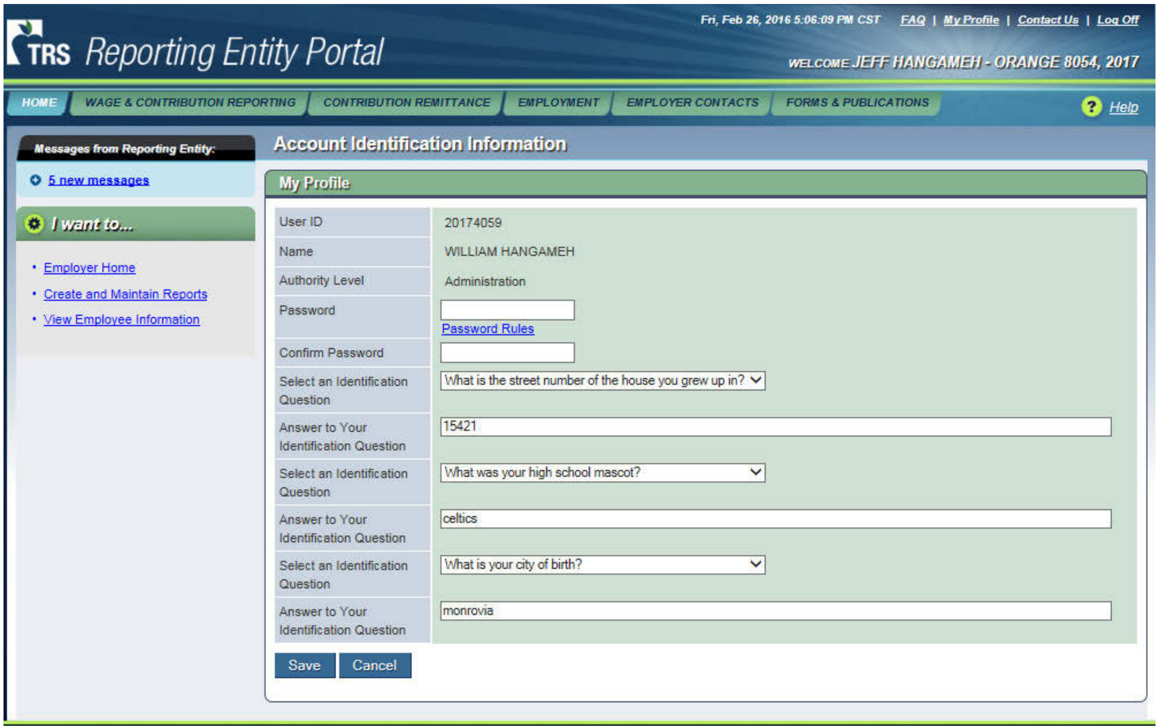


4. Provide the answer to the question displayed and click **Next.**
   - If you answer the question incorrectly, the screen reloads to display another of your security questions. If you answer three questions incorrectly, you will receive the following error message: *All three identification questions have been answered incorrectly. Please contact your Web Administrator to reset your password.*
   - If you answer the question correctly, the Web Messages screen appears if there are unacknowledged web messages. If there are no unacknowledged messages, your reporting entity's Home screen appears.

Task: Update your security profile

After you log into the portal, you can change your password or select a different combination of security questions and their corresponding answers. Updated security profile information takes effect immediately after saving the new values.

1. Click **My Profile**. The My Profile screen appears.



2. Enter a new password in the **Password** and **Confirm Password** fields.

Passwords must be at least 8 characters long but not more than 20 characters, contain at least one character of each of the following types: 1) lowercase letter, 2) uppercase letter, 3) number, and 4) special character (For example: #, %, &, or @), and cannot be the same as any of your last 12 passwords. All passwords expire within 42 days.

3. Select new security questions and provide the new answers.

4. Click **Save**. The system saves your new password and security quests/answers, and displays your reporting entity's home screen.

EXERCISE

Scenario: *You've received a notice that your password is about to expire and that you should change it. In this exercise you'll change your password and one of your security questions.*

1) At the top of the screen, click the link that opens the My Profile screen.
2) Enter your new password in both password fields. If you like, enter a password that violates the password rules to view the error message that comes up, then try to save your change.
3) Enter a valid new password (be sure to write it down before step 5 below).
4) In any one of the Security Question fields, select a new question and provide the answer, or simple change the existing answer to a question.
5) Save your changes.
6) Log off, then log back on with your new password.

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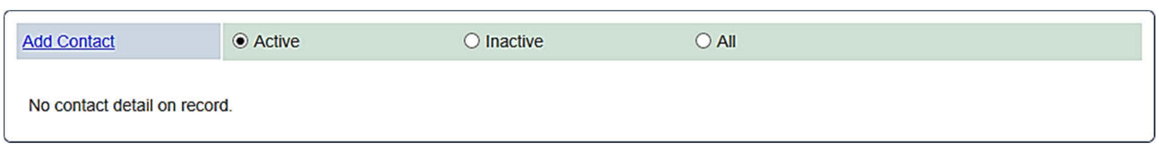
Lesson 3 – Maintaining Contacts in the Reporting Entity Portal

Perform the Maintain Contacts task when you need to add or update contact records for your reporting entity. You must have Administration authority in the Reporting Entity Portal to perform this task.

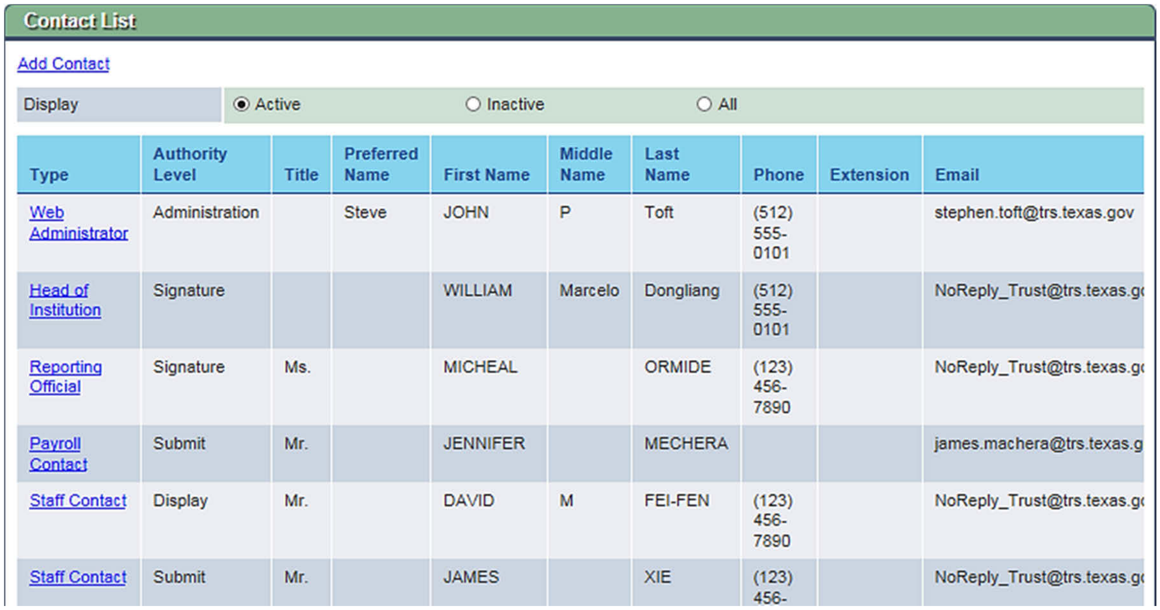
Task: Add or Update a Contact

1. From the Employer Contacts menu, select **Maintain RE Contacts**.

The Contact List screen appears. If no contacts have been created for your reporting entity, the message "No contact detail on record" is displayed.



If one or more contacts have been created, they are listed on the screen.

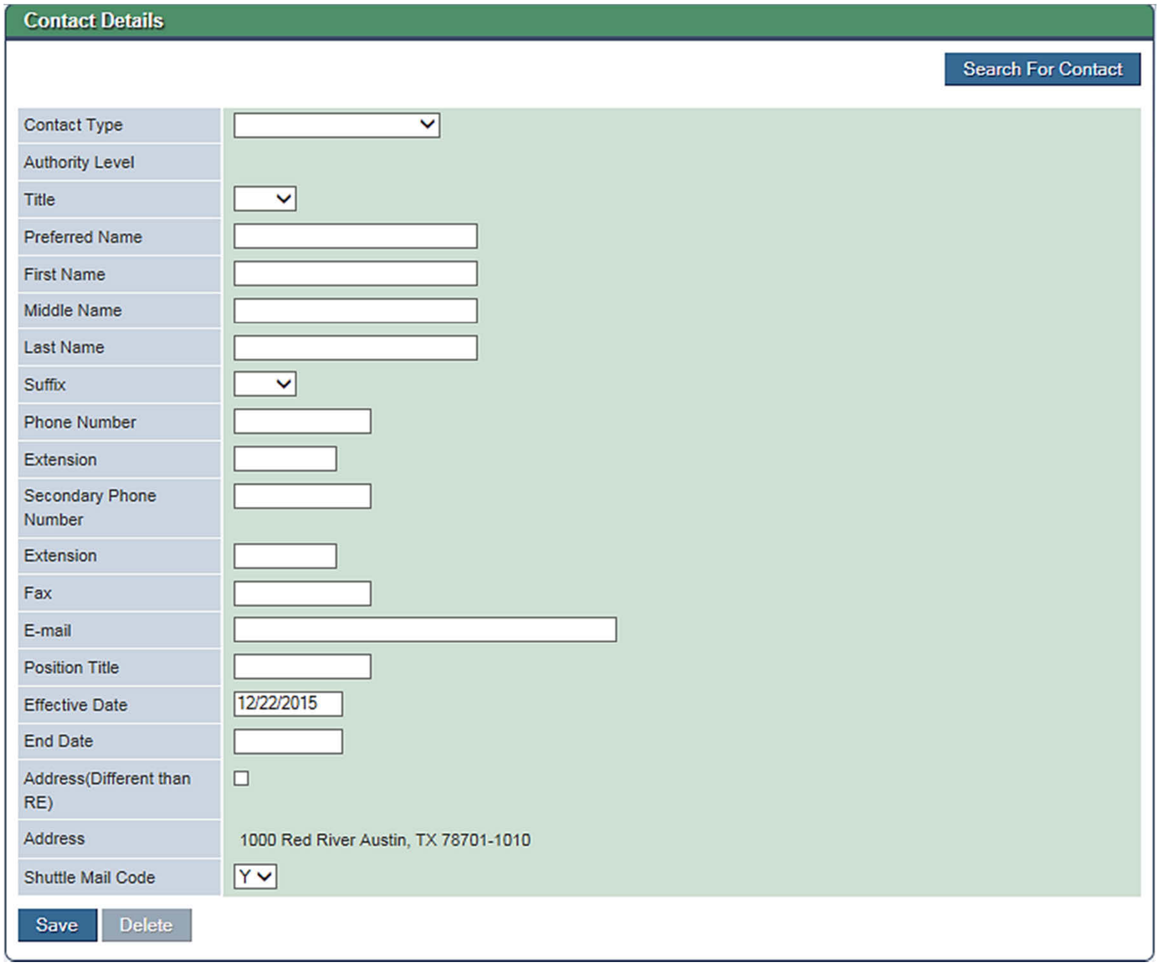


By default, the list is filtered to show only Active contacts. Use the Inactive or All radio buttons to filter the list to show just Inactive contacts or all contacts regardless of status, respectively.

2. Click **Add Contact** to add a new contact. The Contact Details screen appears.

   OR

Click a link in the **Type** column to update a selected contact. The Contact Details screen appears, populated with the information for that contact.


Contact Details

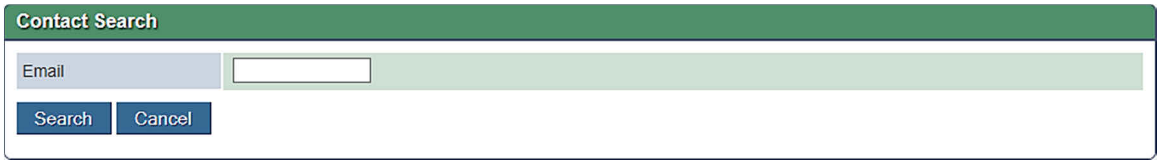
Search For Contact

Contact Type	
Authority Level	
Title	
Preferred Name	
First Name	
Middle Name	
Last Name	
Suffix	
Phone Number	
Extension	
Secondary Phone Number	
Extension	
Fax	
E-mail	
Position Title	
Effective Date	12/22/2015
End Date	
Address(Different than RE)	
Address	1000 Red River Austin, TX 78701-1010
Shuttle Mail Code	Y

Save Delete

3. (Optional) If you are adding a second contact record for a person for a different role, you must use the Contact Search to populate some of their information:

   - Click **Search For Contact**. The Contact Search screen appears.



   - Enter the contact's email address and click **Search**.
     - If a contact record with that e-mail address exists, the Contact Detail screen appears with the First Name, Middle Name, Last Name, Generation, and E-mail Address fields populated with the information from that existing contact. Fields populated in this manner are read-only.
     - If no contact record matches the email address, the Contact Details screen appears with an informational message displayed at the top.

4. Enter or update the remaining information in the fields on the Contact Details screen.

Note 1: *To inactivate a contact, enter an **End Date** that is the last date the contact is valid for the reporting entity. The contact remains valid until that date. The authority level for a contact is automatically set to No Access on the contact's End Date.*

Note 2: *A reporting entity can have only one Active contact of a specific type, except for Staff Contact.*

Note 3: *Check the **Address (Different than RE)** box if the contact has an address that is different from the entity's main address. If this box is clear, the contact is automatically assigned to the reporting entity's main address.*

The following links, buttons and read-only fields are available on this screen.

Name	Description
Search for Contact	Click to display the Contact Search screen. This button is visible only if your authority level is Administration. It is enabled only when adding a new contact.
Contact Type	Select the contact's type: Web Administrator, Head of Institution, HR Contact, Initial RE Contact, Payroll Contact, Reporting Official, Staff Contact, or TRS-ActiveCare Contact. (Required)
Authority Level	The authority level to assign to the reporting entity contact: No Access, Display, Submit, or Signature. The default selection is No Access.
Title	Select the contact's title: Dr., Mr., Ms., or Mrs.
Preferred Name	Enter the contact's preferred name. For example, a nickname.
First Name	Enter the contact's first name. If you used the Contact Search to find a match for an existing contact, this field is read-only and populated with the information for that contact.
Middle Name	Enter the contact's middle name. If you used the Contact Search to find a match for an existing contact, this field is read-only and populated with the information for that contact.
Last Name	Enter the contact's last name. If you used the Contact Search to find a match for an existing contact, this field is read-only and populated with the information for that contact.
Suffix	Select the contact's professional suffix, if applicable. For example: Jr., III, or IV.
Phone Number	Enter the contact's 13-digit phone number, without hyphens or parentheses.
Extension	Enter any extension number required to reach the contact at the number captured in the Phone Number field.
Secondary Phone Number	Enter a secondary 13-digit phone number for the contact, without hyphens or parentheses.
Extension	Enter any extension number required to reach the contact at the number captured in the Secondary Phone Number field.

Name	Description
Fax	Enter the contact's 13-digit fax number, without hyphens or parentheses.
Email	Enter the contact's email address using the XXXXXX@XXXX.XXX format. (Required) If you used the Contact Search to find a match for an existing contact, this field is read-only and populated with the information for that contact.
Position Title	Enter the contact's position title with respect to the reporting entity.
Effective Date	Displays the date that the contact was first saved in TRS. (Read-only)
End Date	Enter the last date the contact is valid for the reporting entity, using the MMDDYYYY format.
Address (Different than RE)	When cleared, the contact's address defaults to the main address for the reporting entity. Check this box to enable entry of an address other than the main address on file for the reporting entity.
Address	Blank if you are adding a new contact. If you are updating a contact and the Address (Different than RE) box is clear, displays the reporting entity's main address. If you are updating a contact and the Address (Different than RE) box is checked, displays the address captured for the contact, if any.
Save	Click to save the entered contact information. This button displays only if your authority level is Administration.
Delete	Click to delete the contact from the reporting entity's record. This button displays only if your authority level is Administration. A confirmation message appears after clicking Delete. Click **OK** to confirm that you want to remove the contact from the reporting entity's record. Click **Cancel** to retain the contact information. Only a contact with no associated web account may be deleted. Otherwise, enter an End Date to expire a contact with a web account.

5. Click **Save**.

   The Contact List screen appears with a confirmation message displayed at the top. When a change has been made to a reporting entity's contact, the system sends notification message to that contact's email address.

Task: View Contacts

As with adding and updating contact records, viewing contacts starts on the Contacts List screen.

1. From the Employer Contacts menu, select **View RE Contacts**.

The Contact List screen appears. If no contacts have been created for your reporting entity, the message "No contact detail on record" is displayed.

Add Contact	◉ Active	○ Inactive	○ All

No contact detail on record.

If one or more contacts have been created, their summary records are listed on the screen.

Contact List

Display	◉ Active	○ Inactive	○ All

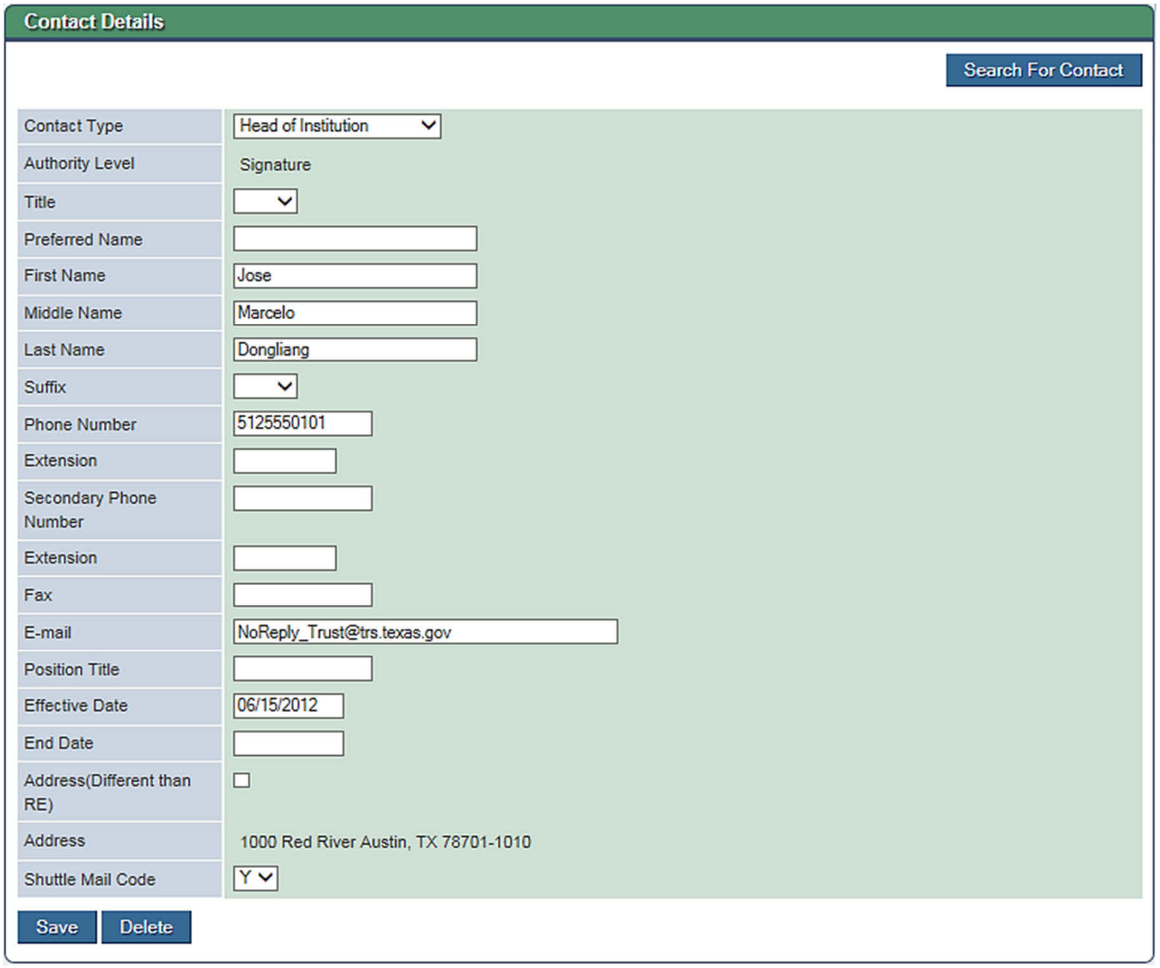
Type	Authority Level	Title	Preferred Name	First Name	Middle Name	Last Name	Phone	Extension	Email
Web Administrator	Administration		Steve	JOHN	P	Toft	(512) 555-0101		stephen.toft@trs.texas.gov
Head of Institution	Signature			WILLIAM	Marcelo	Dongliang	(512) 555-0101		NoReply_Trust@trs.texas.g
Reporting Official	Signature	Ms.		MICHEAL		ORMIDE	(123) 456-7890		NoReply_Trust@trs.texas.g
Payroll Contact	Submit	Mr.		JENNIFER		MECHERA			james.machera@trs.texas.g
Staff Contact	Display	Mr.		DAVID	M	FEI-FEN	(123) 456-7890		NoReply_Trust@trs.texas.g
Staff Contact	Submit	Mr.		JAMES		XIE	(123) 456-		NoReply_Trust@trs.texas.g

By default, the contact list is filtered to show only Active contacts. Use the Inactive and All radio buttons to filter the contact list to show just inactive contacts or all contacts regardless of status, respectively.

The following links, buttons and read-only fields are available on this screen. Add Contact is the only link or field that displays until a contact has been saved for the reporting entity.

Name	Description
Add Contact	Click to display the Contact Details screen and add a new contact for your reporting entity. This link displays only if your authority level is Administration.
Active	Select this radio button to filter the contact list and display just those contacts without an end date, or for which the end date has not yet passed.
Inactive	Select this radio button to filter the contact list and display just those contacts with an end date in the past.
All	Select this radio button to see all of your reporting entity's contacts, whether Active or Inactive.
Type	The types of a contact. Click a Type link to navigate to the Contact Details screen for the contact on the corresponding row.
Authority Level	The contact's authority level for the Reporting Entity Portal: Administration, Signature, Submit, Display, or No Access.
Title	The title of a contact.
Preferred Name	The preferred name of a contact.
First Name	The first name of a contact.
Middle Name	The middle name of a contact.
Last Name	The last name of a contact.
Phone	The 13-digit phone number of a contact.
Extension	The extension needed to reach a contact at their phone number.
Email	The email address for a contact.
Start Date	The date a contact was first saved.
End Date	The last date that a contact is valid for your reporting entity.

2. Click a link in the **Type** column next to the contact you want to view. The Contact Details screen appears, populated with the information for that contact.



For detailed descriptions of the fields on the Contact Details screen, see the “Add or Update a Contact” lesson.

EXERCISE

Scenario: *You've been advised that a new contact needs to be added for your reporting entity. It's your job to update the contact list. In this exercise, you'll add the contact record.*

1) From the Employer Contacts menu select the option to maintain RE contacts.
2) From the Contact List screen, click the link to add a new contact.
3) Fill in the contact details as follows:
   a) Contact Type: **`Staff Contact`**.
   b) Name, and phone number details: Use any name of your choosing, and your own work phone number(s).
   c) Email: REOutreach@trs.texas.gov
4) Save the new contact, and verify that the new contact record is listed on the Contact List screen.

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Lesson 4 – Assigning Authority Levels in the Reporting Entity Portal

Assigning an authority to level to a Reporting Entity Portal user is done to manage the user's portal access. This task involves the following activities:

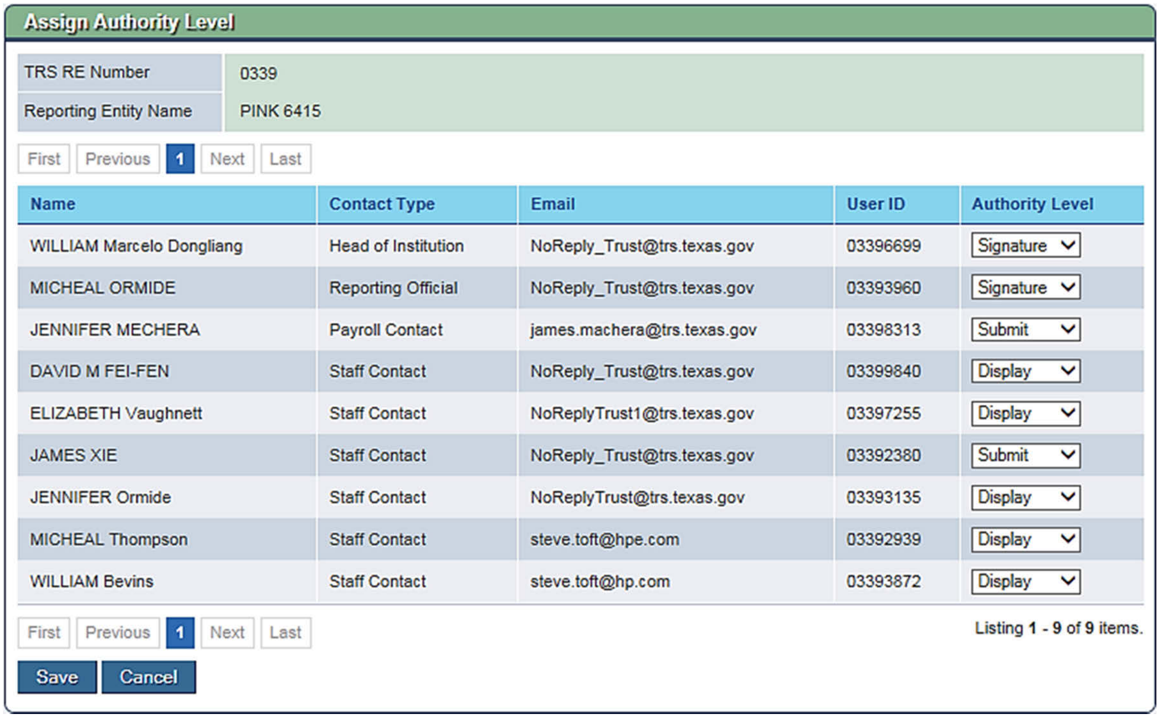
- Setting the authority level for a contact's Reporting Entity Portal account
- Resetting a contact's portal password

The assigning of authority levels is performed by a reporting entity (RE) user with Administration rights in the system.

The Assign Authority Level screen

This task starts on the Authority Level screen. To reach that screen, in the Employer Contacts menu, select **Assign Authority Level**.

The Assign Authority Level screen appears, populated with a list of the reporting entity's current and future contacts. Contacts with an End Date in the past are not displayed.



Assign Authority Level

TRS RE Number	0339
Reporting Entity Name	PINK 6415

First Previous 1 Next Last

Name	Contact Type	Email	User ID	Authority Level
WILLIAM Marcelo Dongliang	Head of Institution	NoReply_Trust@trs.texas.gov	03396699	Signature
MICHEAL ORMIDE	Reporting Official	NoReply_Trust@trs.texas.gov	03393960	Signature
JENNIFER MECHERA	Payroll Contact	james.machera@trs.texas.gov	03398313	Submit
DAVID M FEI-FEN	Staff Contact	NoReply_Trust@trs.texas.gov	03399840	Display
ELIZABETH Vaughnett	Staff Contact	NoReplyTrust1@trs.texas.gov	03397255	Display
JAMES XIE	Staff Contact	NoReply_Trust@trs.texas.gov	03392380	Submit
JENNIFER Ormide	Staff Contact	NoReplyTrust@trs.texas.gov	03393135	Display
MICHEAL Thompson	Staff Contact	steve.toft@hpe.com	03392939	Display
WILLIAM Bevins	Staff Contact	steve.toft@hp.com	03393872	Display

First Previous 1 Next Last

Listing 1 - 9 of 9 items.

Save Cancel

Note 1: *The Web Administrator's authority level cannot be changed, and the Web Administrator contact is not displayed on this screen. Contact TRS if you need to change your reporting entity's Web Administrator contact.*

Note 2: *A contact assigned to multiple contact types will appear only once.*

The following fields and buttons are available on this screen:

Name	Description
Name	The name of a reporting entity contact.
Contact Type	The type of a reporting entity contact: Head of Institution, Reporting Official, Payroll Contact, HR Contact, Staff Contact, or TRS-ActiveCare Contact. (Read-only)
Email	The email address of a reporting entity contact. (Read-only)
User ID	The Reporting Entity Portal user ID of a reporting entity contact. (Read-only)

Name	Description
Authority Level	Select the contact's authority level, which determines their ability to access the Reporting Entity Portal on behalf of your reporting entity, as well as the actions they can perform if access is granted. The authority levels are: **No Access:** The contact will not have access to the Reporting Entity Portal on behalf of your reporting entity. This is the default selection. **Display**: The contact will be able to access the Reporting Entity Portal, but will not have the ability to enter, edit, or delete any information. **Submit:** The contact will be able to access the Reporting Entity Portal, and will have the ability to create, edit, and delete reports. **Signature:** The contact will be able to access the Reporting Entity Portal, and will have the ability to accept or reject report signatures. **Administration:** The contact will have web administrator rights with access to create, read, update, and delete activities. The contact will also be able to manage web accounts for other Reporting Entity contacts.
Save	Click to save the selected authority levels.
Cancel	Click to discard changes made to authority levels since the last successful save and refresh the screen to show the last saved information.

Task: Modify the authority level for a contact's portal account:

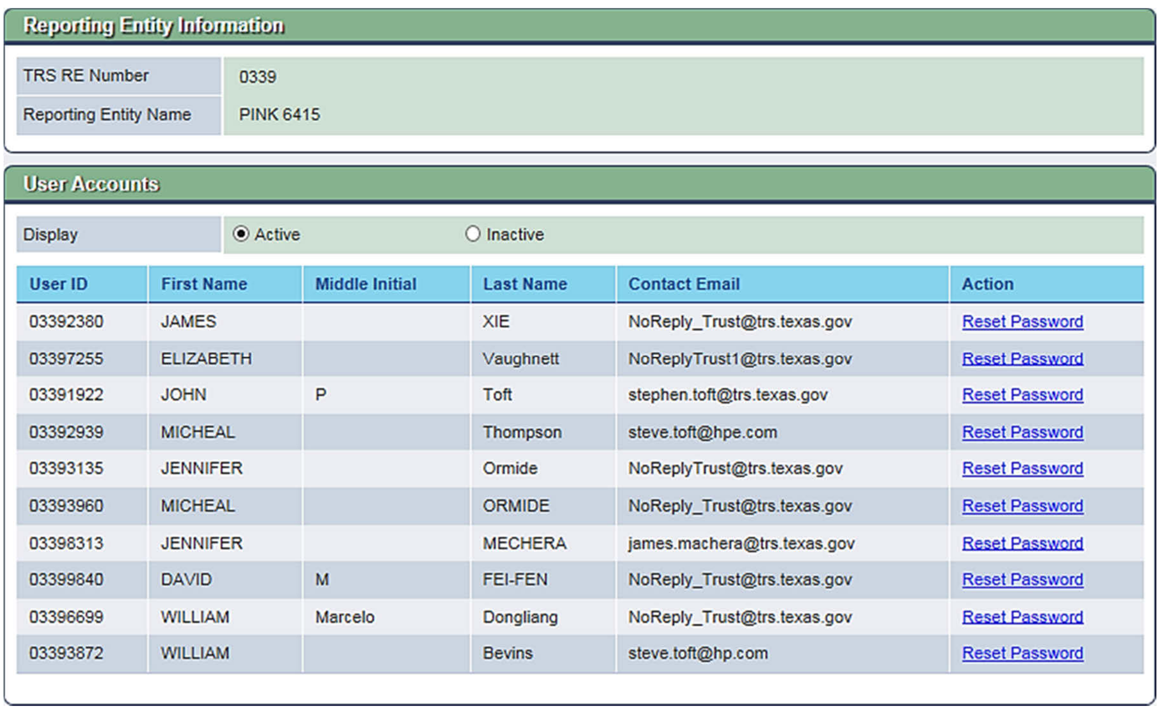
1. On the row of the contact whose Reporting Entity Portal access level you are modifying, select an **Authority Level** from the drop down list.
2. Click **Save.** The screen reloads to display a confirmation message.

If you change a contact's authority level from No Access to Display, Signature, or Submit, and the contact did not already have a portal user account, an account is created and log-in credentials are automatically emailed to their contact email address.

Task: Reset a portal user’s password

1. In the task panel, click **Maintain Web Accounts**.

The User Accounts screen appears.



Reporting Entity Information

TRS RE Number	0339
Reporting Entity Name	PINK 6415

User Accounts

Display ◉ Active ○ Inactive

User ID	First Name	Middle Initial	Last Name	Contact Email	Action
03392380	JAMES		XIE	NoReply_Trust@trs.texas.gov	Reset Password
03397255	ELIZABETH		Vaughnett	NoReplyTrust1@trs.texas.gov	Reset Password
03391922	JOHN	P	Toft	stephen.toft@trs.texas.gov	Reset Password
03392939	MICHEAL		Thompson	steve.toft@hpe.com	Reset Password
03393135	JENNIFER		Ormide	NoReplyTrust@trs.texas.gov	Reset Password
03393960	MICHEAL		ORMIDE	NoReply_Trust@trs.texas.gov	Reset Password
03398313	JENNIFER		MECHERA	james.machera@trs.texas.gov	Reset Password
03399840	DAVID	M	FEI-FEN	NoReply_Trust@trs.texas.gov	Reset Password
03396699	WILLIAM	Marcelo	Dongliang	NoReply_Trust@trs.texas.gov	Reset Password
03393872	WILLIAM		Bevins	steve.toft@hp.com	Reset Password

*To display a list of your reporting entity’s Inactive contacts, click the **Inactive** radio button to reload the screen.*

The following read-only fields and links are available in the User Accounts panel:

Name	Description
Active	Select Active to filter the list of contacts to just those people with an authority level of Display, Submit, or Signature.
Inactive	Select Inactive to filter the list of people who are listed as an active contact for the reporting entity, but whose authority level is No Access.
User ID	The Reporting Entity Portal user ID of a reporting entity contact. (Read-only)
First Name	The first name of a reporting entity contact.
Middle Initial	The middle initial of a reporting entity contact.
Last Name	The last name of a reporting entity contact.
Contact Email	The email address of a reporting entity contact. (Read-only)
Action	Click a Reset Password link to reset the password of the Reporting Entity Portal user account for the contact on the corresponding row. Retting a person's password automatically sends an email containing a temporary password to their Contact Email address.

2. Click the **Reset Password** link next to the contact whose password you are resetting.

   The system resets the contact's password and automatically sends an email containing a temporary password to their Contact Email address. The user will be prompted to change their password after logging in to the Reporting Entity Portal with their temporary password.

EXERCISE

Scenario: *A new employee has been set up for your reporting entity and you have been notified to set his authority level.*

You will use the Reporting Entity assigned to you previously.

1) Log in to your assigned Reporting Entity.
2) From the Employer Contacts menu, select the option to assign an authority level.
3) In the Assign Authority Level panel, change the authority level of one or more users from **`No Access`** to **`Display`**.
4) Save the change.

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Lesson 5 - Creating and Maintaining Reports

In this lesson you will learn about how monthly reporting works using the Reporting Entity Portal and how to create and maintain monthly reports.

Lesson objectives

By the end of this lesson, you should be able to:

- Understand general information about report types, terminology, and the report creation and maintenance process.
- Create reports via file upload, copy forward and manual methods
- Add, edit and delete report detail records

Prerequisites

Courses	System Access
• Introduction to the Reporting Entity Portal	• Wage & Contribution Reporting menu • Create and Maintain Reports task

Reporting Overview

The Reporting Entity Portal allows users with the Administration, Submit, or Signature authority level to submit five different types of reports to TRS:

- **Employee Demographic (ED):** Used to report employee demographic information, new and adjusted employment and position information, and employee termination information
- **Regular Payroll (RP):** Used to report employee compensation and contribution details, as well as adjustments to compensation and contribution details from previous months
- **Regular Payroll - Adjustment (RP - Adjustment):** Used to report adjustments to employee compensation and contribution details from previous months
- **Employment after Retirement (ER) report:** Used to report employment information, compensation, and surcharges for retirees, as well as adjustments to previously reported retiree employment information, compensation, and surcharges
- **Employment after Retirement - Adjustment (ER - Adjustment) report:** Used to report adjustments to previously reported retiree employment information, compensation, and surcharges

When a submitted report has met TRS requirements and there is no more work to perform for it, the report is assigned the Completed status. Getting a report to the Completed status is a multi-step process that requires you to understand the following concepts:

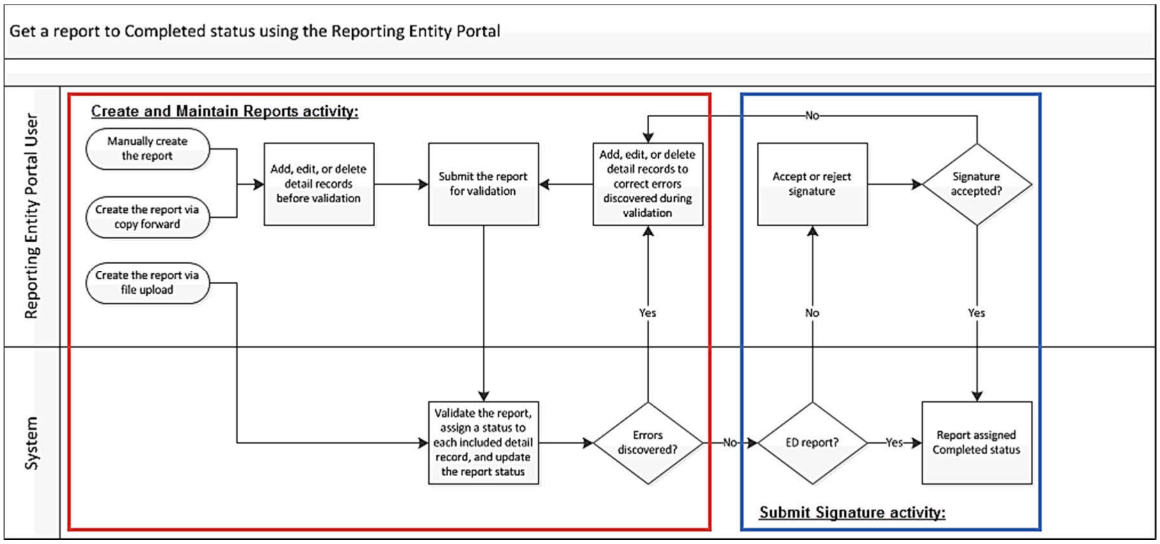
Report Status: The status assigned to the report as a whole.

Detail records: Reports submitted to TRS contain one or more detail records for each included employee or retiree. The types of detail records vary from report to report, as does the information included or required for each.

Record Status: Each detail record in the report is assigned a status as it is added to a report, validated by the system, or edited to correct errors. In order for a report to be assigned the Completed status, each of the detail records must have the Valid status.

Signature: When an RP, RP- Adjustment, ER, or ER Adjustment report has reached the point where each included detail record has a record status of Valid, that report is assigned the Pending status. When one of these reports has a Pending status, the system allows Reporting Entity Portal users with the Signature authority level to review the sum total of the contribution type amounts for all included employees or retirees, and to "sign" the report by accepting those totals as complete and accurate. If the totals are incorrect, the user has the option to reject them as not complete and accurate. An RP, RP - Adjustment, ER, or ER- Adjustment report is not assigned Completed status until the signature is accepted.

With these concepts in mind, the following chart outlines the basic steps for getting a report to Completed status:



This lesson addresses the steps inside the red box, which can be accomplished using the Create and Maintain Reports activity.

Task: Create a report using the Reporting Entity Portal:

The Reporting Entity Portal provides three ways to create a report:

- Create a report via file upload
- Create a report via copy forward
- Create a report via manual entry

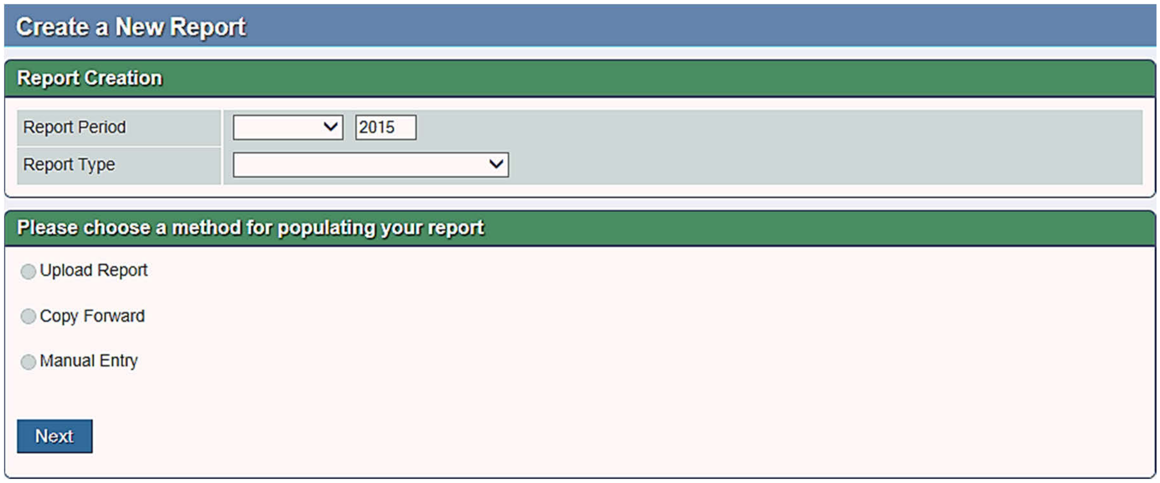
For any of these report creation methods, start by accessing the Report Summary screen (see the task "Display the Report Summary screen" in section 5 above).

To create a report via file upload:

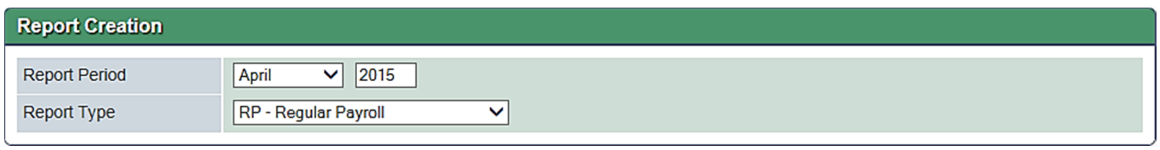
Use these instructions to create an ED, RP, RP- Adjustment, ER, or ER - Adjustment report and their detail records by uploading a .txt file.

1. Click Create New Report Detail.

The Create a New Report screen appears.



2. In the Report Creation panel, select the report period and type that you plan to upload.



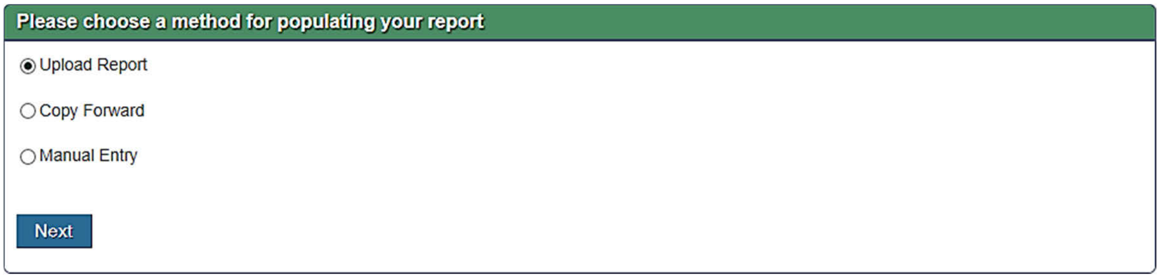
Note 1: *You cannot upload an RP or ER report for a Report Period if a report of that type already exists for that period, unless the existing report is in Deleted status.*

Note 2: *If you select a report type of RP or ER, the Report Period fields default to and display the month and year following the last RP or ER report that is in the Completed status.*

Note 3: *If you select the Employee Demographic report, the Report Period fields become read-only and display the month and year of the current reporting period.*

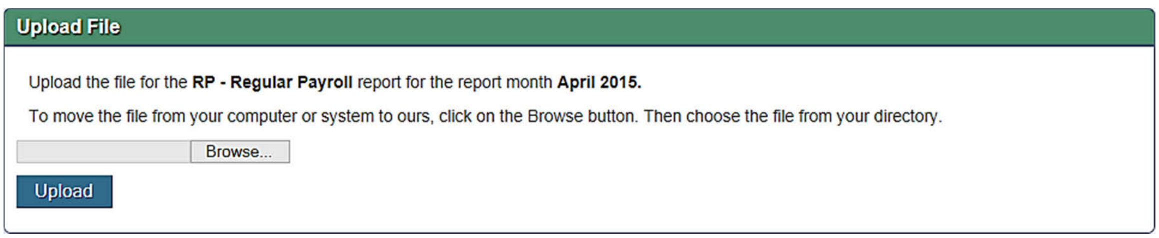
Note 4: *If you select a report type of RP - Adjustment or ER - Adjustment, the Report Period fields become read-only and display the month and year of the last RP or ER report that is in the Completed status*

3. In the Please choose a method for populating your report panel, select **Upload Report**.

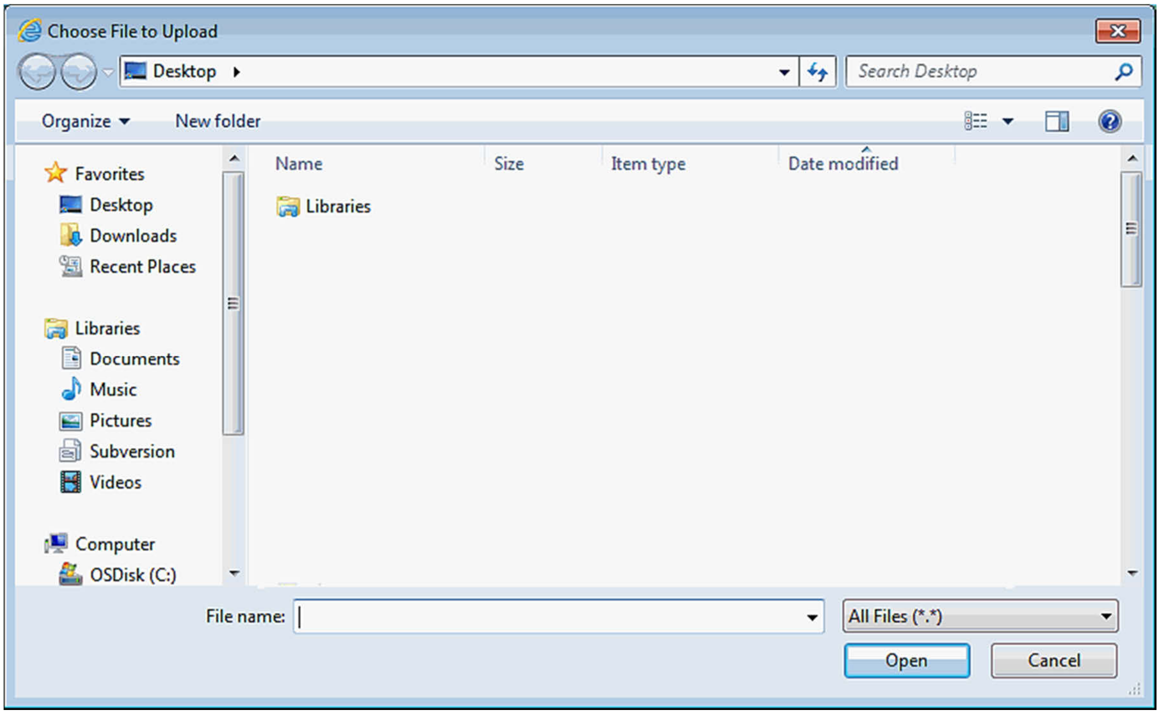


The Upload Report button is disabled until you select report type.

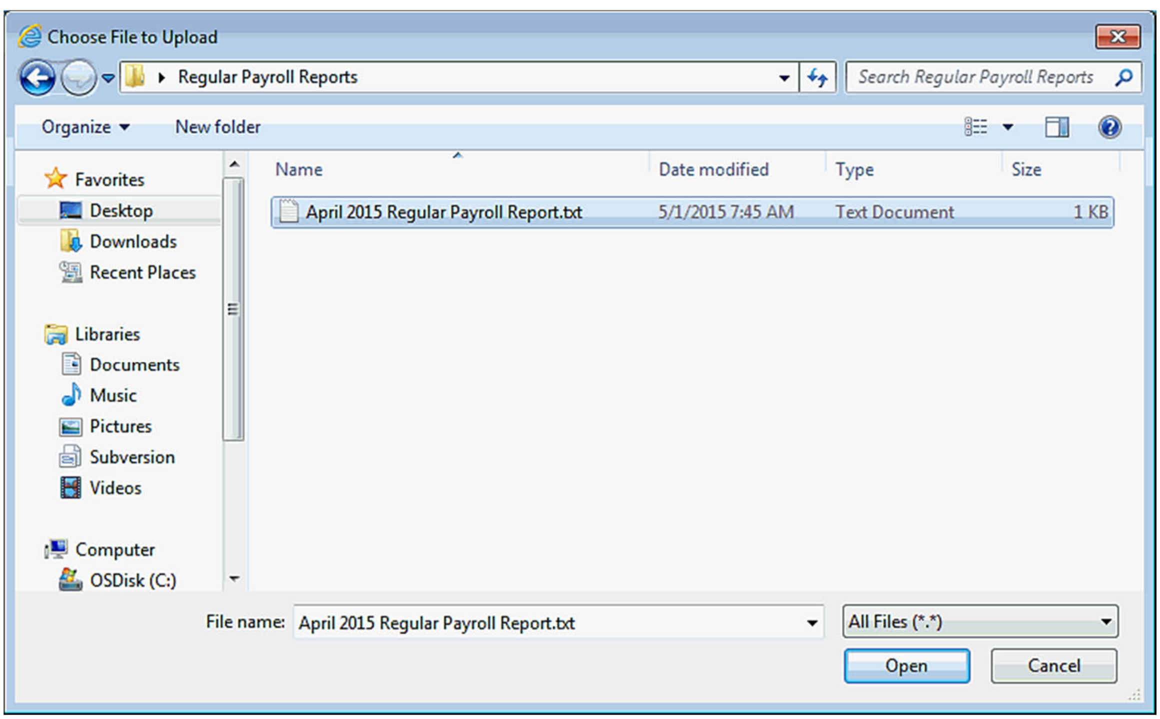
4. Click **Next.** The Upload File screen appears.



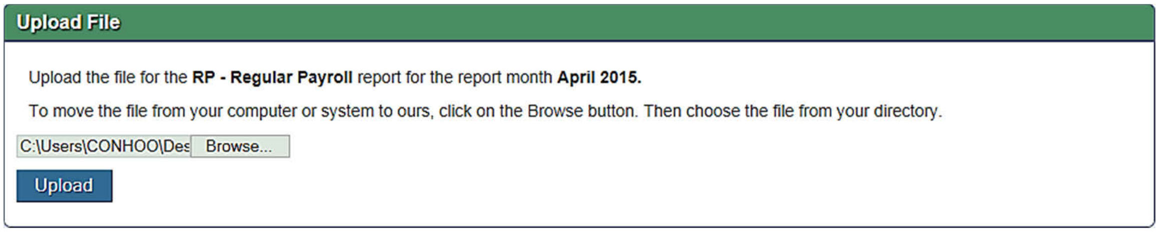
5. Click **Browse**. A file browser window opens.



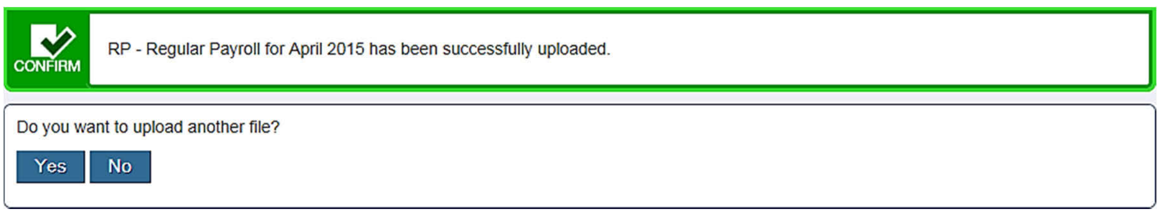
6. Use the file browser to locate and select the report file to upload.



7. Click **Open**. The file browser window closes and the file path is populated on the Upload File screen.



8. Click **Upload**. The Upload Report Confirmation screen appears. The uploaded report is created and the report status is set to Loaded.



Note 1: *If you attempt to upload a file for an RP or ER report and that report type already exists for the selected report period with a status other than Deleted, an error message appears and the report is not uploaded.*

Note 2: *Because a report created via file upload is submitted for validation automatically, it is not possible to view the contents of the uploaded file before validation as it is with the other two report population methods.*

9. If you want to upload another report, click **Yes**. The Create a New Report Detail screen appears. Return to step 2.

   OR

   If you don't want to upload another report, click **No**. The Report Summary screen appears.

Uploading a report file automatically submits the report for validation. Validation happens approximately every 30 minutes during the day on regularly scheduled work days. During that process the system examines the report's format and detail records for errors, and assigns a status to each detail record and the report as a whole. Once the report is validated, you can check the results by locating it on the Report Summary screen and looking at its status.

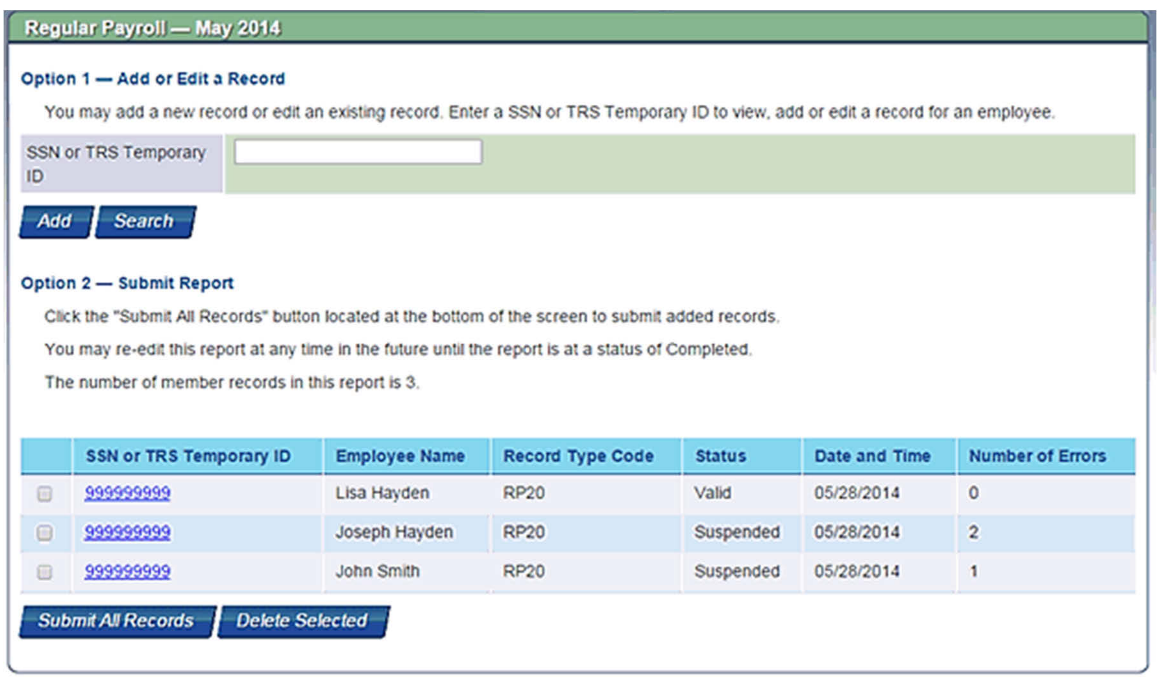
For RP and ER reports, if no errors are discovered during validation, the report is assigned the Pending status and an email is sent to inform a Reporting Entity Portal user with the Signature authority level that the report is ready to be signed. If no errors are discovered on an ED report, it is automatically assigned to the Completed status and work on that report is complete. A signature is not needed for an ED report.

If errors are discovered with the report format or any of the included detail on an RP or ER report, the report is assigned the Rejected status. Reports in the Rejected status must be corrected.

To determine the source of the errors:

1. On the Report Summary screen, click Edit on the row for the report with errors.

The Edit Report screen appears. Records that need to be corrected will have a Status other than Valid, and a Number of Errors greater than zero.



Detail records added to a report created via file upload are not visible in the Reporting Entity Portal - and cannot be added to, edited, or deleted - until the validation process is complete.

2. To diagnose the nature of the error:

   - If the status is Suspended, the format for the detail record is OK, but the information reported has violated one or more TRS business rules.

There are two methods to use to correct errors discovered in an uploaded report:

- Edit the report in the Reporting Entity Portal by adding new detail records, or by editing or deleting existing records and, once the corrections are complete, manually resubmitting the report for validation.

  OR

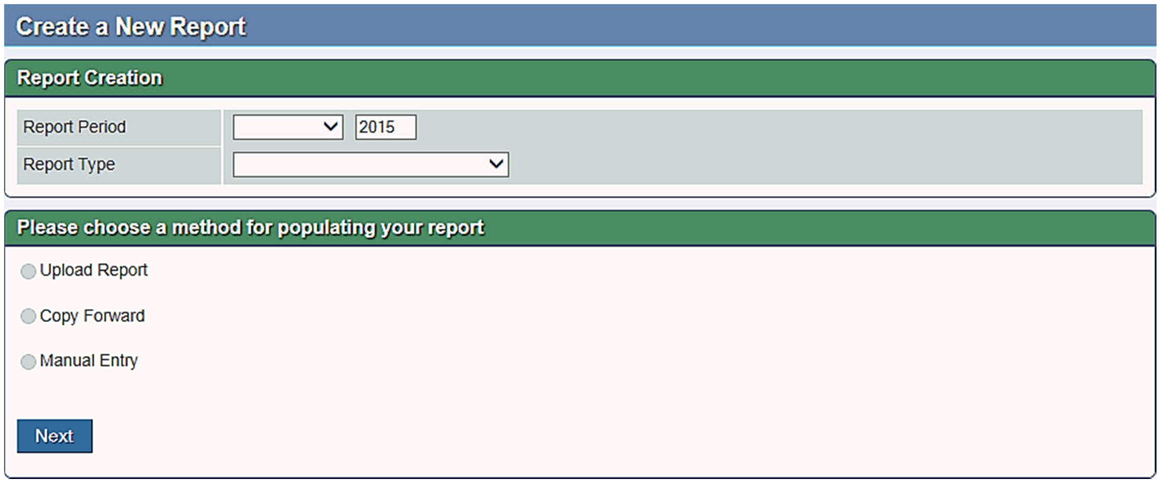
- Delete the report, correct the errors using your payroll system, and upload a new file.

To create a report via copy forward

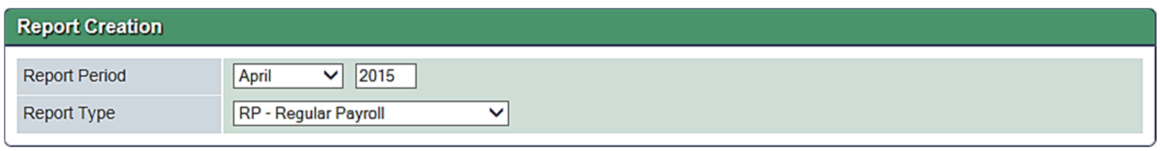
Use these instructions to create an RP or ER report by copying the details of up to 250 RP20 or ER20 records from the previous month's Completed report of that type. You cannot create an ED, RP - Adjustment, or ER - Adjustment report using the copy forward option.

1. Click Create New Report Detail.

The Create a New Report screen appears.



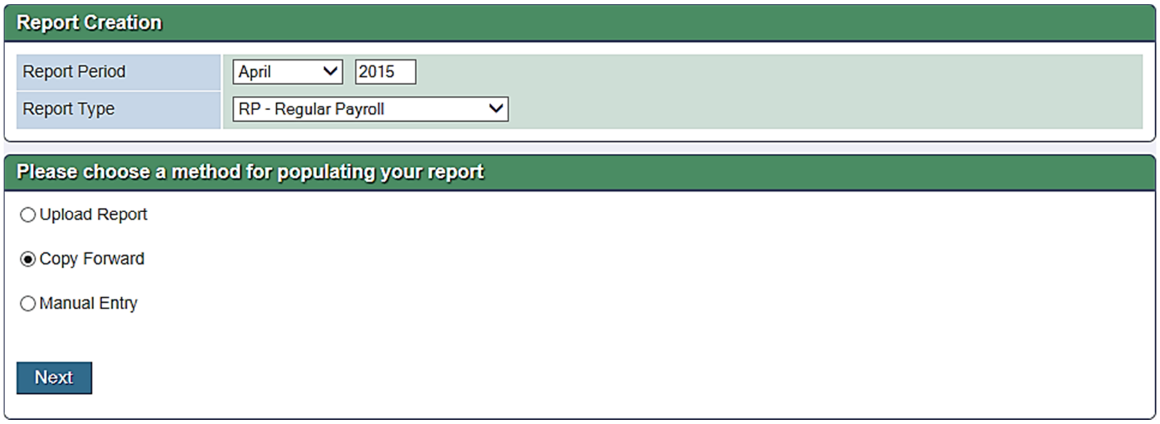
2. In the Report Creation panel, select the period and type for the new report.



Note 1: *Only RP and ER reports can be created using the copy forward option.*

Note 2: *You can only use the copy forward option if the previous month's report of that type is in Completed status.*

3. In the Please choose a method for populating your report panel, select Copy Forward.



__Note 1:__ The Copy Forward button is disabled if the previous month's RP or ER report is not in Completed status.

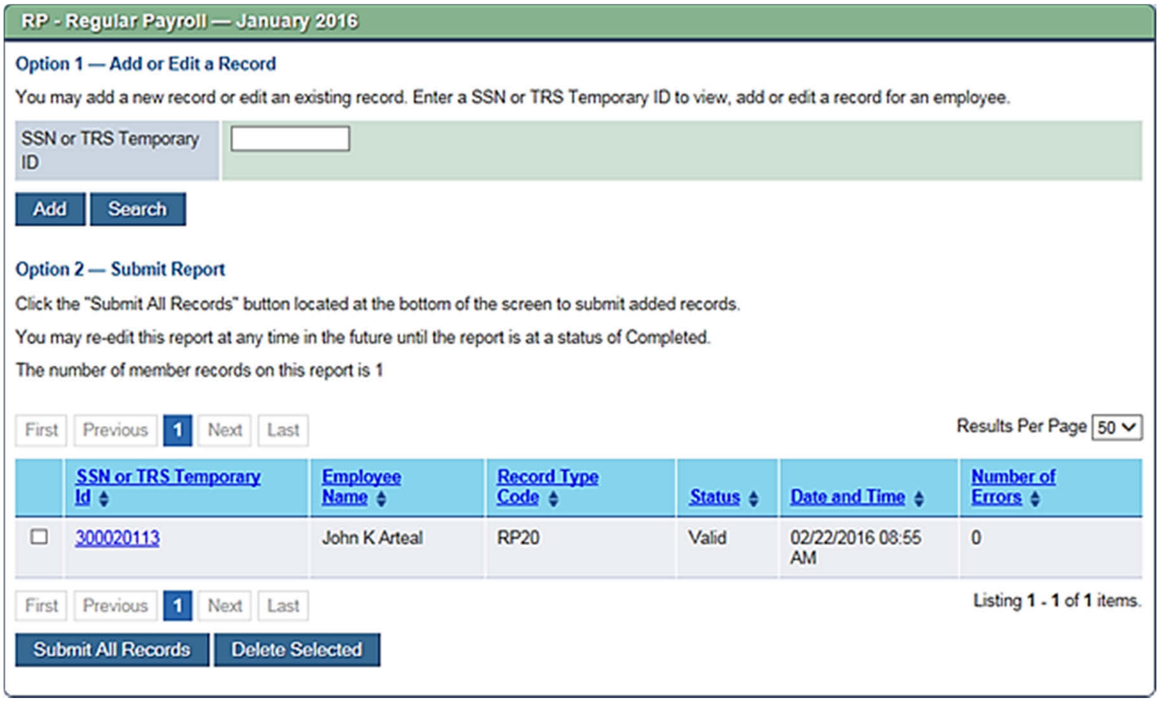
__Note 2:__ A maximum of 250 records are copied forward from the previous month's RP or ER report. Only RP20 records are copied forward from an RP report, and only ER20 records are copied forward from and ER report.

Search for Contact	**Click to display the Contact Search screen.** **This button is visible only if your authority level is Administration. It is enabled only when adding a new contact.**

4. Click **Next.** The Copy Forward Confirmation screen appears.

5. Click Review Report.

The Edit Report screen appears, populated with a summary of each record that has been copied forward from the previous month's report.



6. Review the report's record details.

*By default, only the first 10 records appear on this screen. To see more than 10 records, select a different value from the **Records per page** field. Use the First, Last, page number, Previous and Next buttons to navigate to additional pages of record details.*

After creating a report using the copy forward method, you can edit it by adding new detail records, or by editing or deleting existing records.

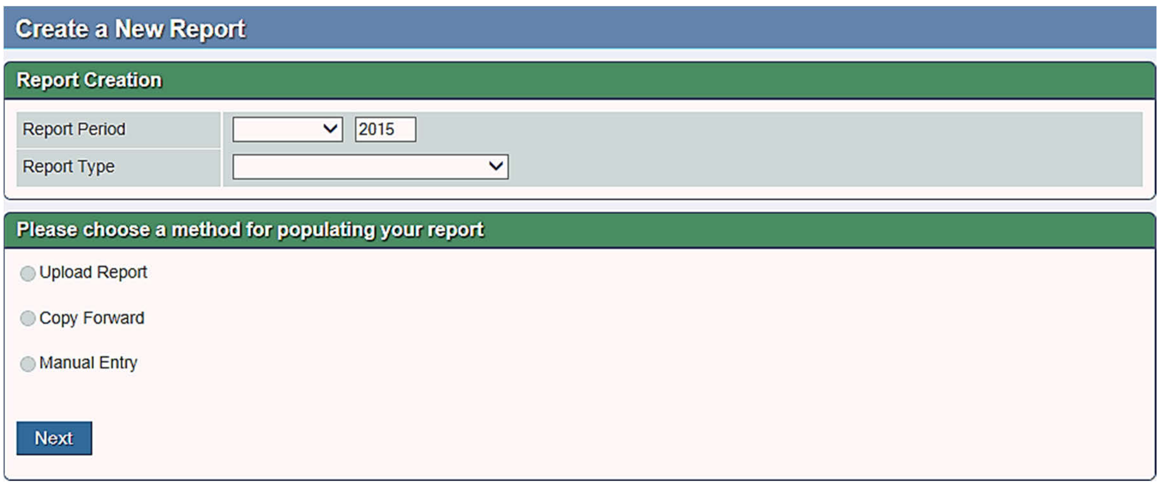
When the report contains all of the required detail records, and the information for each record is complete and accurate, submit the report for validation.

To create a report manually

Use these instructions to manually create an ED, RP, RP- Adjustment, ER, or ER - Adjustment report.

1. Click Create New Report Detail.

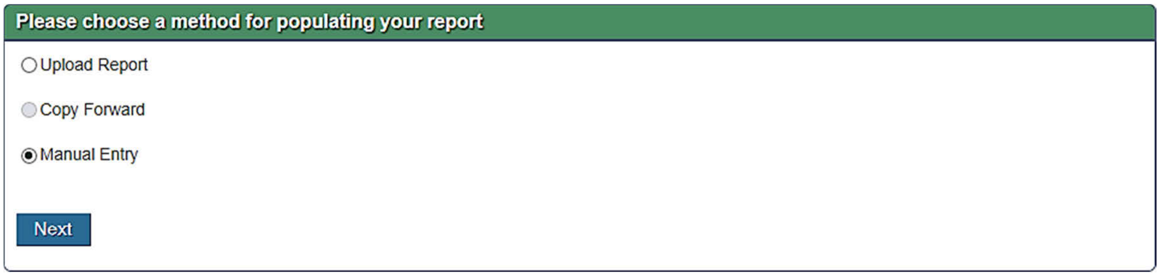
The Create a New Report screen appears.



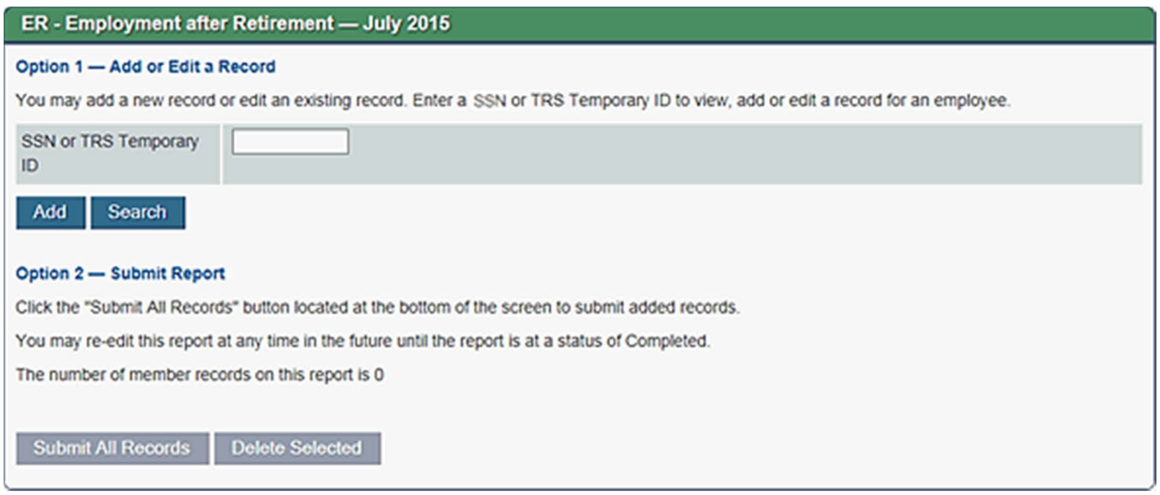
2. In the Report Creation panel, select the report period and type for the new report.

3. In the Please choose a method for populating your report panel, select **Manual Entry**.

4. Click Next.



The Edit Report screen appears.



When creating a report using the manual entry method, you must add detail records until the report is accurate and complete.

When the report contains all of the required detail records, and the information for each record is complete and accurate, submit the report for validation.

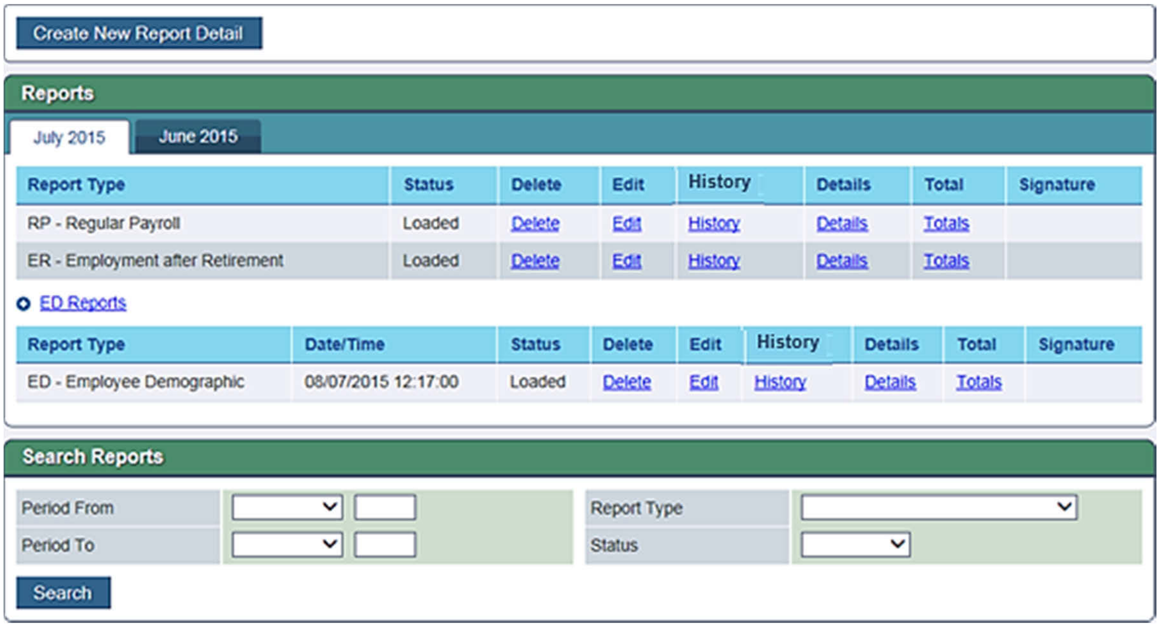
To submit a report for validation

All reports must go through the validation process at least once. Reports created via file upload are automatically submitted for validation when the report file is uploaded. Reports created manually or via the copy forward method must be manually submitted for validation.

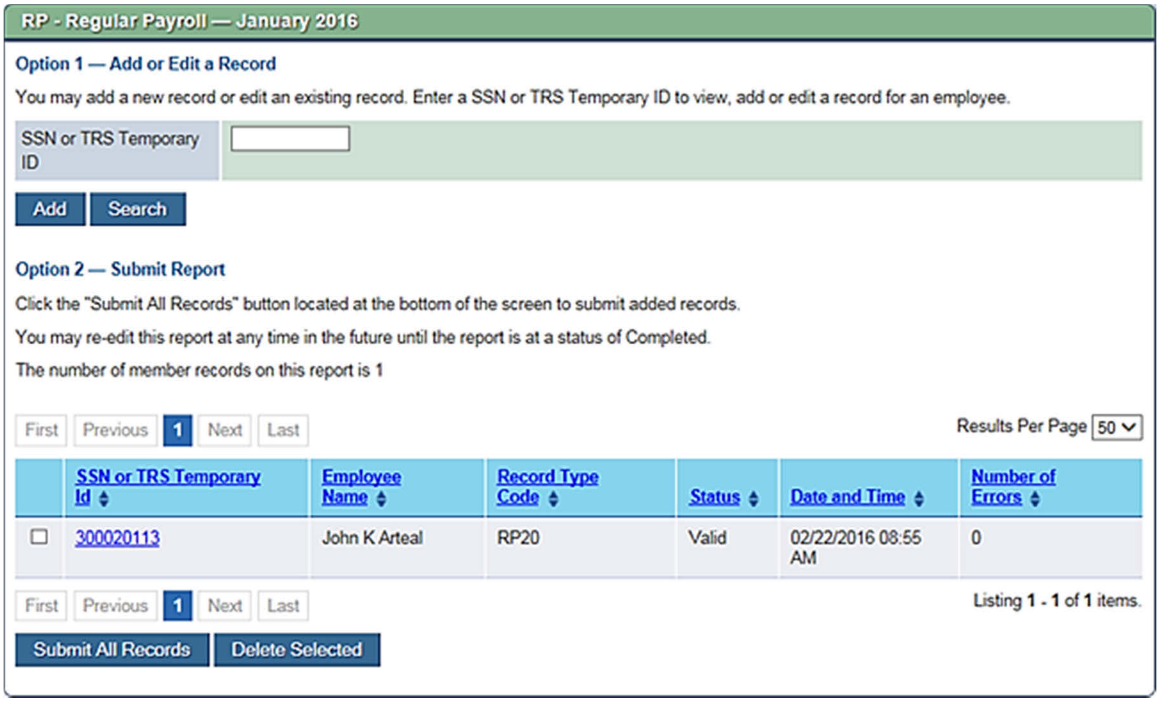
If a report is not assigned the Pending or Completed status during the initial validation, then, regardless of the method used to create it, it must be corrected and manually resubmitted for validation to check the corrections. The cycle of correcting and validating a report is repeated until the report is assigned to Pending or Completed status.

Use these instructions to manually submit a report for validation:

1. If it is not currently displayed, navigate to the Edit Report screen for the report to submit for validation:
    - Navigate to the Report Summary screen, locate the report to submit for validation, and click **Edit** on the corresponding row.



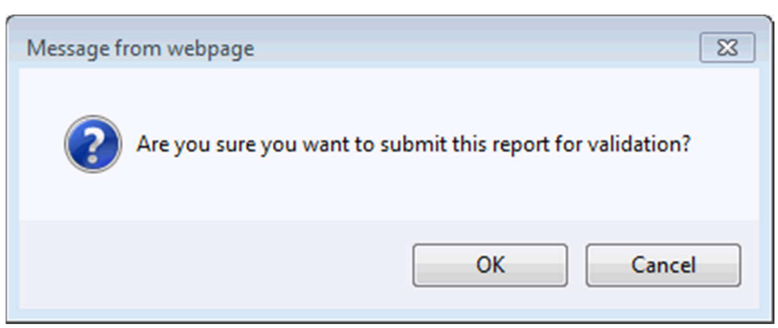
The Edit Report screen appears, populated with a list of the detail records for each included employee or retiree.



2. Click Submit All Records.

Do not submit a report for validation unless it contains a detail record for each applicable employee or retiree and the information for those detail records is accurate and complete. If you need to edit detail records, see the section of this lesson labeled Add, edit, or delete detail records.

A confirmation message appears.



3. Click **OK** to submit the report for validation. The Report Summary screen appears.

   OR

   Click **Cancel** to return to the Edit Report screen without submitting the report for validation.

Report validation happens approximately every 30 minutes during the day on regularly scheduled work days. During validation, the system checks the report format and detail records for errors, updates the status of each detail record, and assigns the report to one of the following statuses:

- Completed
- Pending
- Rejected
- Incomplete (for an ED report only)

The status assigned to detail records affects the status assigned to the report as a whole. A detail record can be assigned any of the following statuses during validation:

- **Suspended:** The data reported for the employee or retiree has violated one or more of the validation rules. Suspended records can be edited to remove errors using the instructions found in the section of this help topic labeled Add, edit, or delete detail records.
- **Valid:** The record is in the correct format and the information does not violate any validation rules. All detail records in a report must be assigned the Valid status before a signature can be accepted and the report assigned the Completed status.
- **Posted:** It is an ED report, the record is in the correct format, and the information does not violate any validation rules. An employee's record is only updated with the information in the report when the associated detail record is Posted.

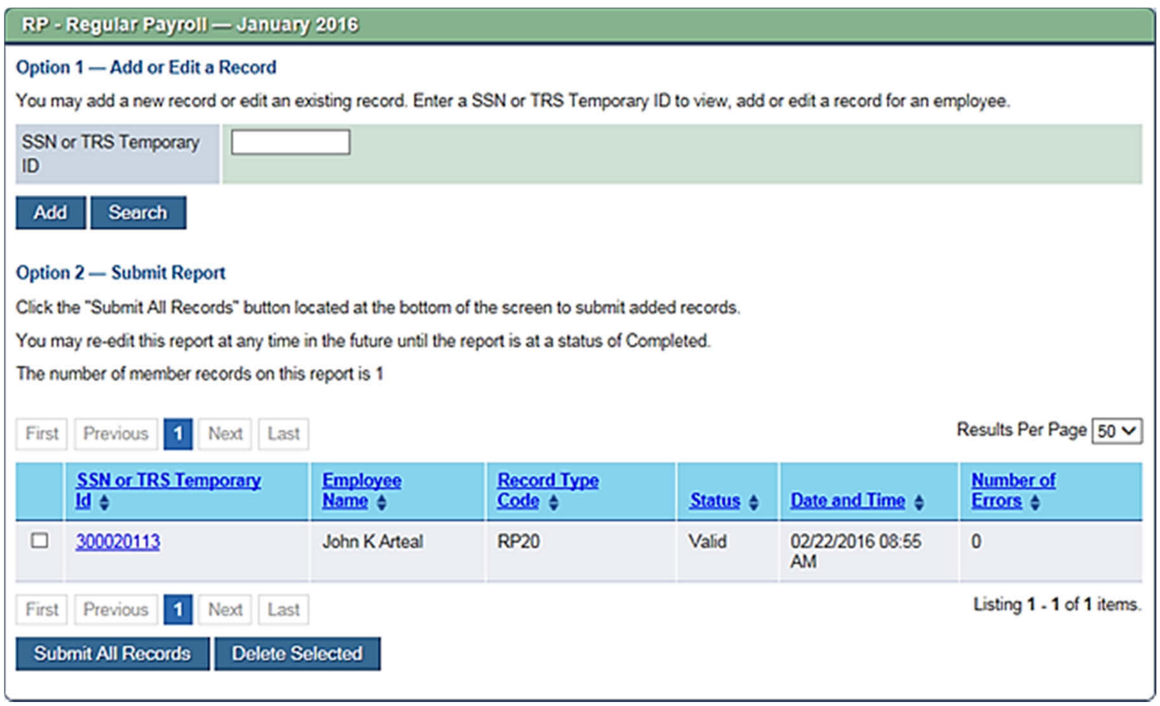
Detail records in an RP, RP - Adjustment, ER, or ER- Adjustment report are not assigned the Posted status until the report is signed using the Submit Signature task and processed during nightly processing .

The status assigned to the report determines the next step towards achieving Completed status.

- If a report is assigned the **Pending** status, one of the following is true:

- It is an RP, RP - Adjustment, ER, or ER - Adjustment report and all of the included detail records are in Valid status. When a report is assigned the Pending status for this reason, the system automatically sends an email to inform portal users who have the Signature authority that the report is ready for review and signature.

- If a report is assigned the **Rejected** status, one of the following is true:
  - It is an RP, RP - Adjustment, ER, or ER - Adjustment report and one or more detail records have been assigned a status other than Valid. Reports in the Rejected status must be corrected. To determine the source of the errors:
    - On the Report Summary screen, click **Edit** on the row for the report with errors. The Edit Report screen appears. Records that need to be corrected will have a Status other than Valid, and a Number of Errors greater than zero.



    - If a record's status is Suspended, the information reported has violated one or more TRS business rules and must be corrected using the instructions to edit a detail record.
  - It is an ED report, and none of its detail records have been assigned a status of Valid.

- It is an RP or RP - Adjustment report and the prior month's RP report has a status other than Completed, or it is an ER, or an ER - Adjustment report and the prior month's ER report has a status other than Completed. Investigate the status of the prior month's report and use this section of the help to diagnose and fix the problem based on its status.
- There is a problem at the report level that has caused an error with report validation. If this happens, contact your TRS RE Coach if you need assistance when diagnosing and correcting the issue.

- If a report is assigned the **Completed** status, it is an ED report that does not require a signature and there are no errors in any of the included detail records. Additional steps must be taken for an RP or ER report to reach Completed status. See section 7.
- If an ED report is assigned the **Incomplete** status, some, but not all of the included records are in Valid or Posted status.

Task: Add, edit, or delete a detail record

If a report was created manually or via copy forward, you can add, edit, and delete detail records before validation in order to ensure that the information is accurate and complete.

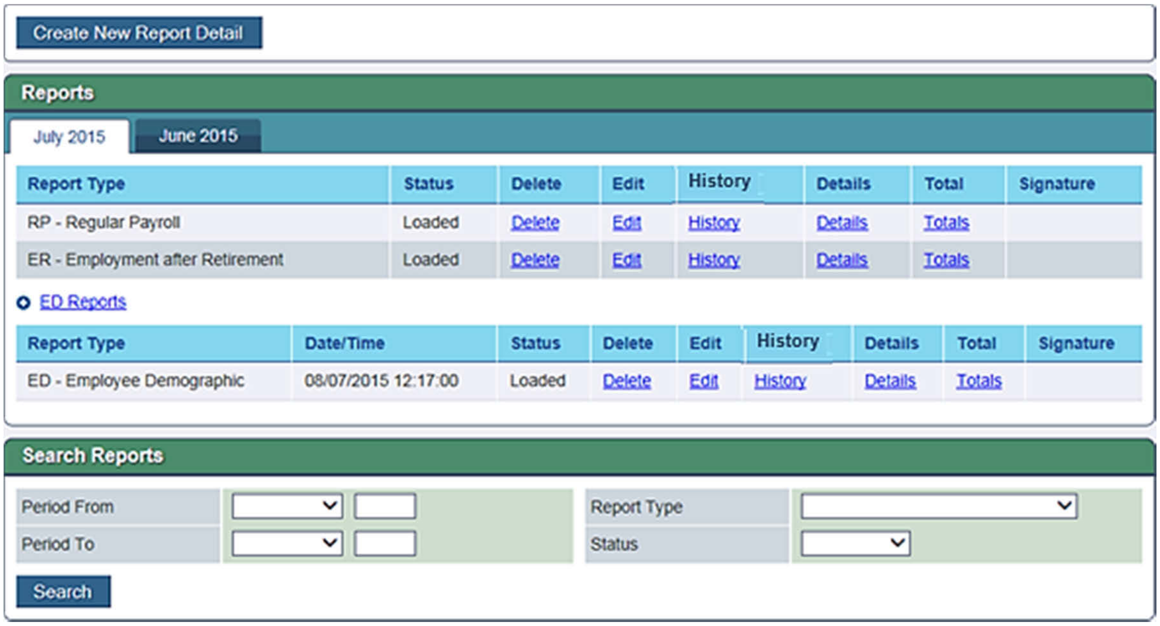
You can also add, edit, and delete records following validation, regardless of the method used to create the report, in order to correct errors discovered during validation or the Submit Signature process.

Use the instructions in this section to add, edit, or delete a detail record included in a report with a status of Loaded, Pending, Rejected, or Incomplete.

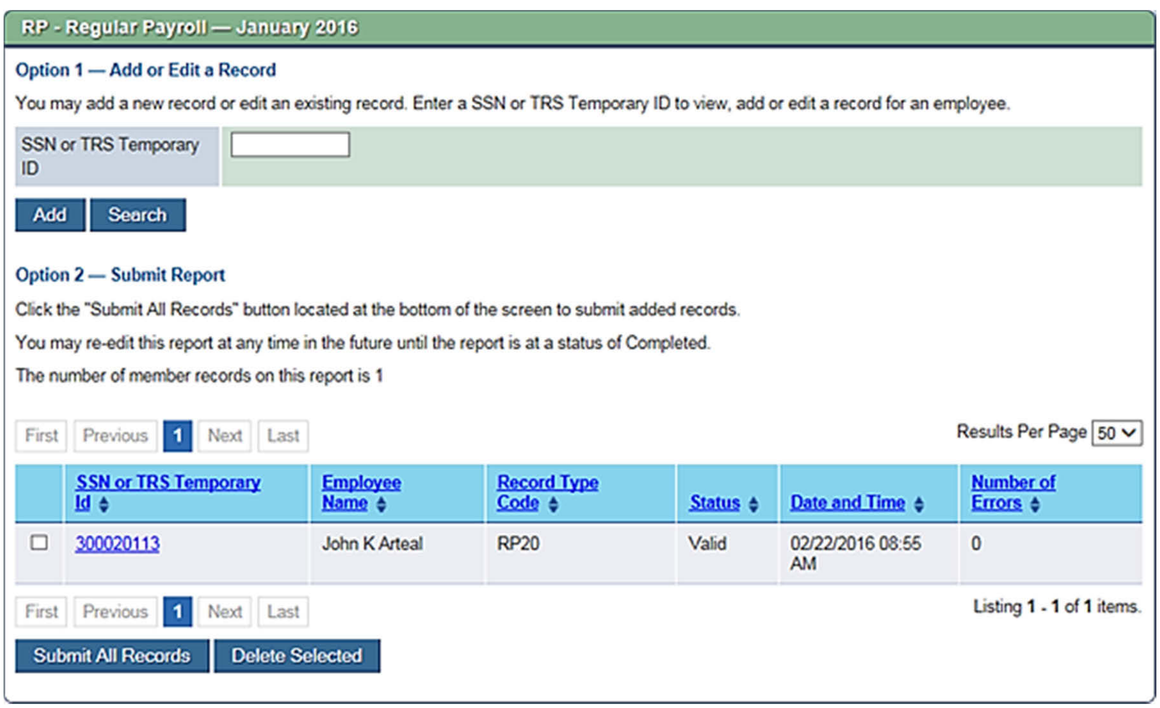
To add a detail record to a report

1. If it’s not currently displayed, navigate to the Edit Report screen for the report to which you want to add a detail record:

- Navigate to the Report Summary screen, locate the report to which you want to add a detail record, and click **Edit** on the corresponding row.



The Edit Report screen appears, populated with a list of the detail records for each included employee or retiree.



2. In the **SSN or TRS** Temporary **ID** field, enter the Social Security Number (SSN) or TRS-Assigned Temporary ID number of the employee or retiree for whom you are adding a record detail.

Note 1: *If adding a detail record to an RP, RP - Adjustment, ER, or ER - Adjustment report, the SSN or TRS-Assigned Temporary ID you enter must be for an employee or retiree with a record in the system. That record must also show the person was employed by your reporting entity during the reporting period.*

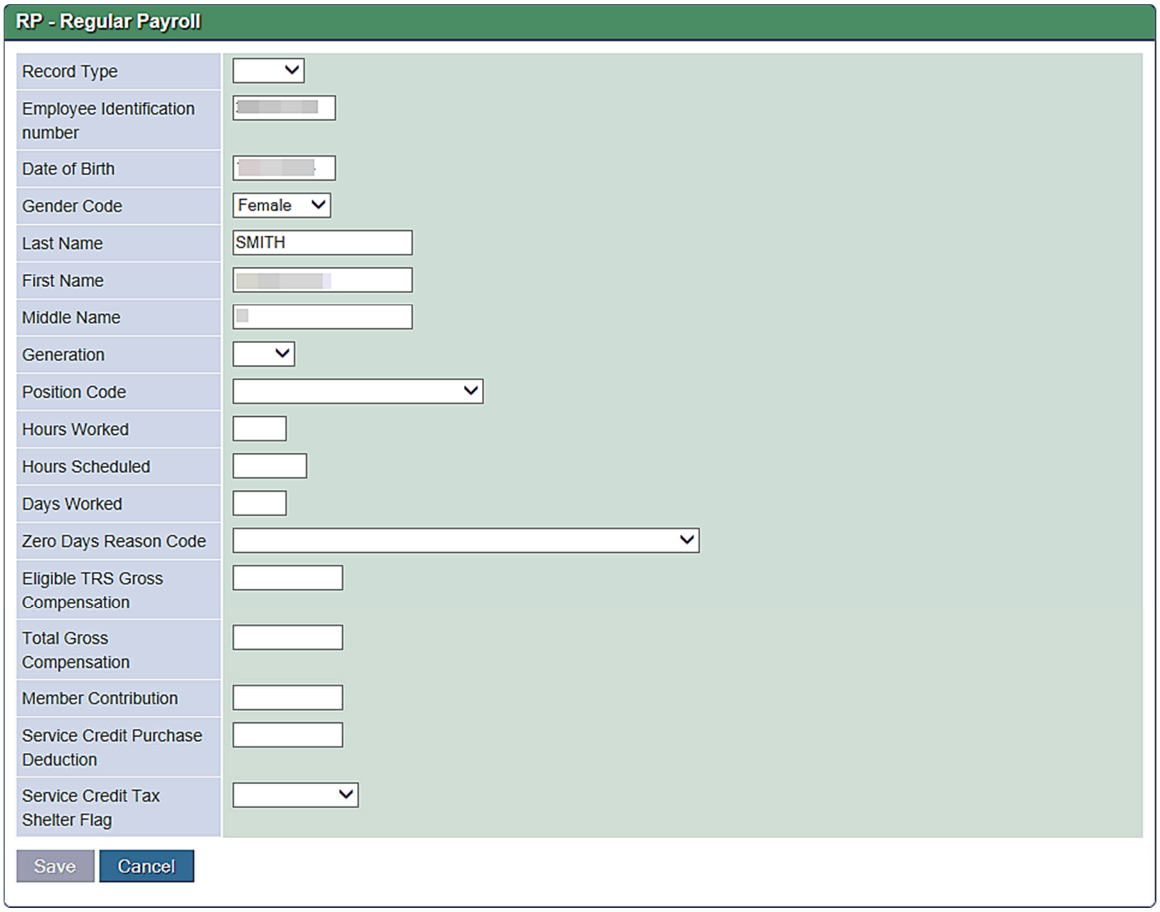
To enter an employee record in the system, submit an ED report that includes an ED20 record for them. This must be done once for each employee.

To establish that the employee was employed by your reporting entity during the reporting period, submit an ED report that contains an ED40 record for them. You cannot submit an ED40 record for an employee until an ED20 record has been created for them, but you can submit both an ED20 and ED40 record in the same ED report.

Note 2: *If you're creating an RP report, the SSN or TRS Temporary ID cannot be for a retired member. If creating an ER report, the SSN or TRS Temporary ID must be for a retired member.*

3. Click **Add**.

The ED - Employee Demographic, RP - Regular Payroll or ER - Employment After Retirement screen appears (depending on the type of report you are creating).



4. Select the appropriate **Record Type** for the new record. The screen reloads to display the fields applicable to that type. The record types are:
   - For an ED report:
     - **ED20:** Used to report demographic information for a person not previously reported in any ED report
     - **ED25:** Used to report adjustments to an employee's person, address, or contact information
     - **ED40:** Used to report new employment and position records
     - **ED45:** Used to report adjustments to employment and position records
     - **ED90:** Used to report employment termination records
   - For an RP report:

- **RP20:** Used to report an employee's compensation and contribution information
- **RP25:** Used to report adjustments to an employee's previously reported compensation and contribution information

- For an RP - Adjustment report:
  - **RP25:** Used to report adjustments to an employee's previously reported compensation and contribution information
- For an ER report:
  - **ER20:** Used to report employment information, compensation, and surcharges for a retiree
  - **ER25:** Used to report an adjustment that adds a record to a previously reported employment after retirement report
  - **ER27:** Used to report adjustments that edit a record on an employment after retirement report
- For an ER - Adjustment report:
  - **ER25:** Used to report an adjustment that adds a record to a previously reported employment after retirement report
  - **ER27:** Used to report adjustments that edit a record on an employment after retirement report

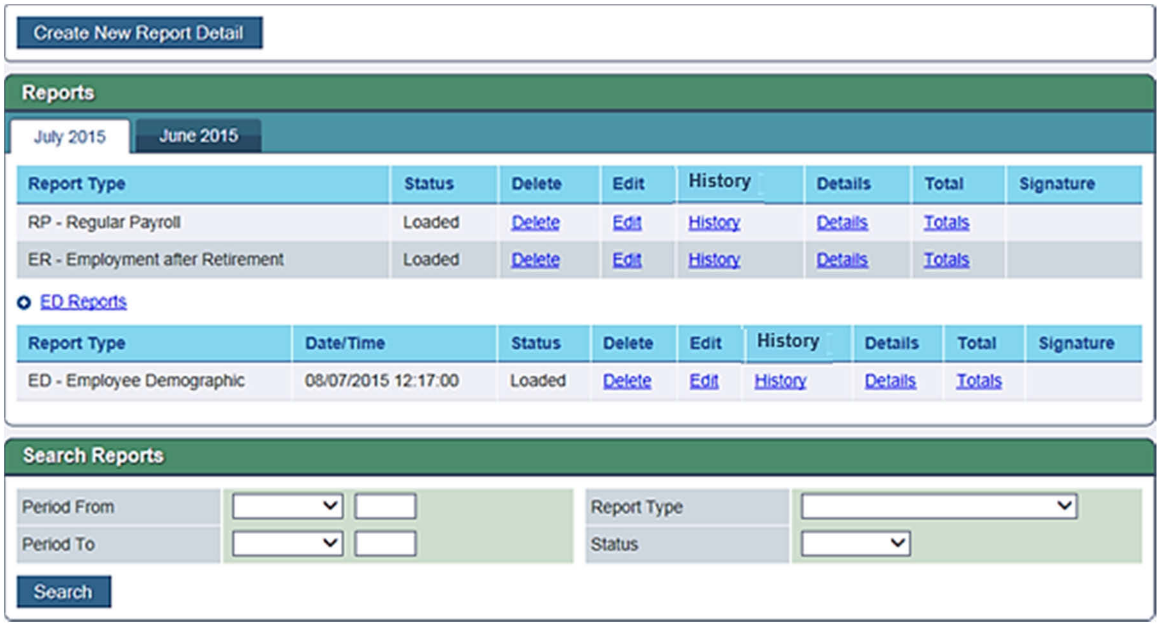
5. Enter the record details for the employee or retiree. See the “ED - Employee Demographics,” “RP - Regular Payroll,” or “ER - Employment After Retirement” screen topic for field definitions.
6. Click **Save**. The Edit Report screen appears. Repeat these steps for each record to add to the report.

If the information you have entered violates a TRS business rule, the record is not saved and the screen reloads to display an error message detailing the issues with the entered information.

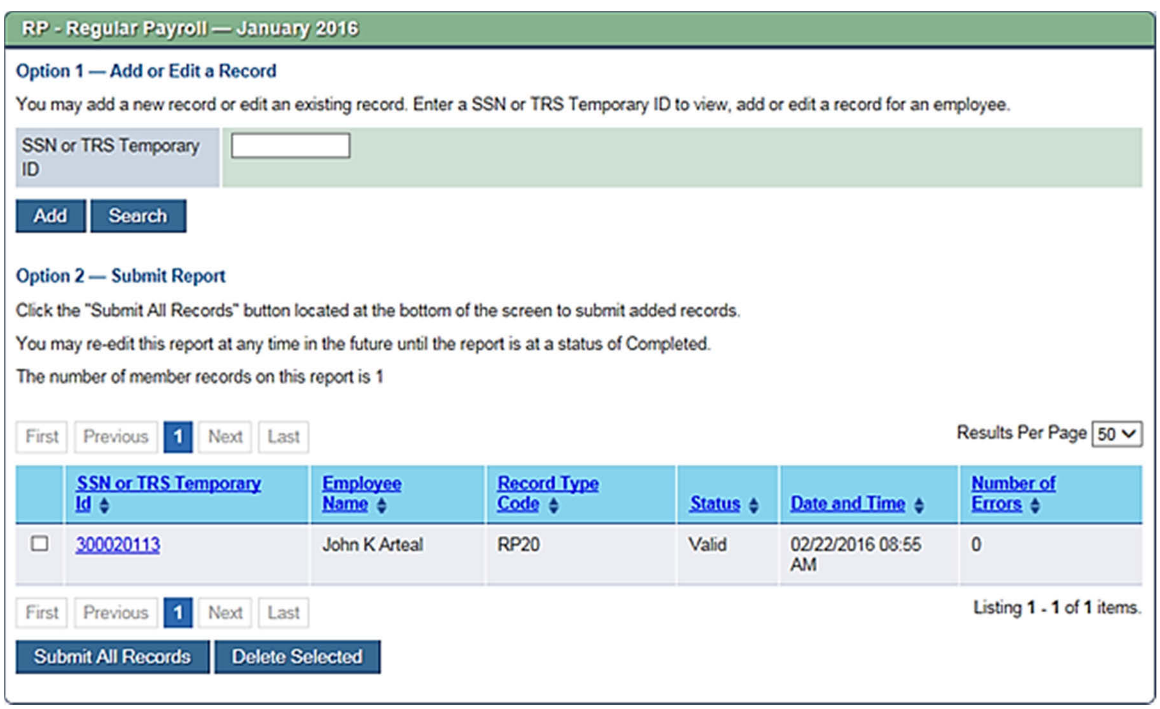
To edit a detail record

1. If it is not currently displayed, navigate to the Edit Report screen for the report with the detail record to edit:

Navigate to the Report Summary screen, locate the report with the detail record to edit, and click **Edit** on the corresponding row.



The Edit Report screen appears, populated with a list of the detail records for each included employee or retiree.

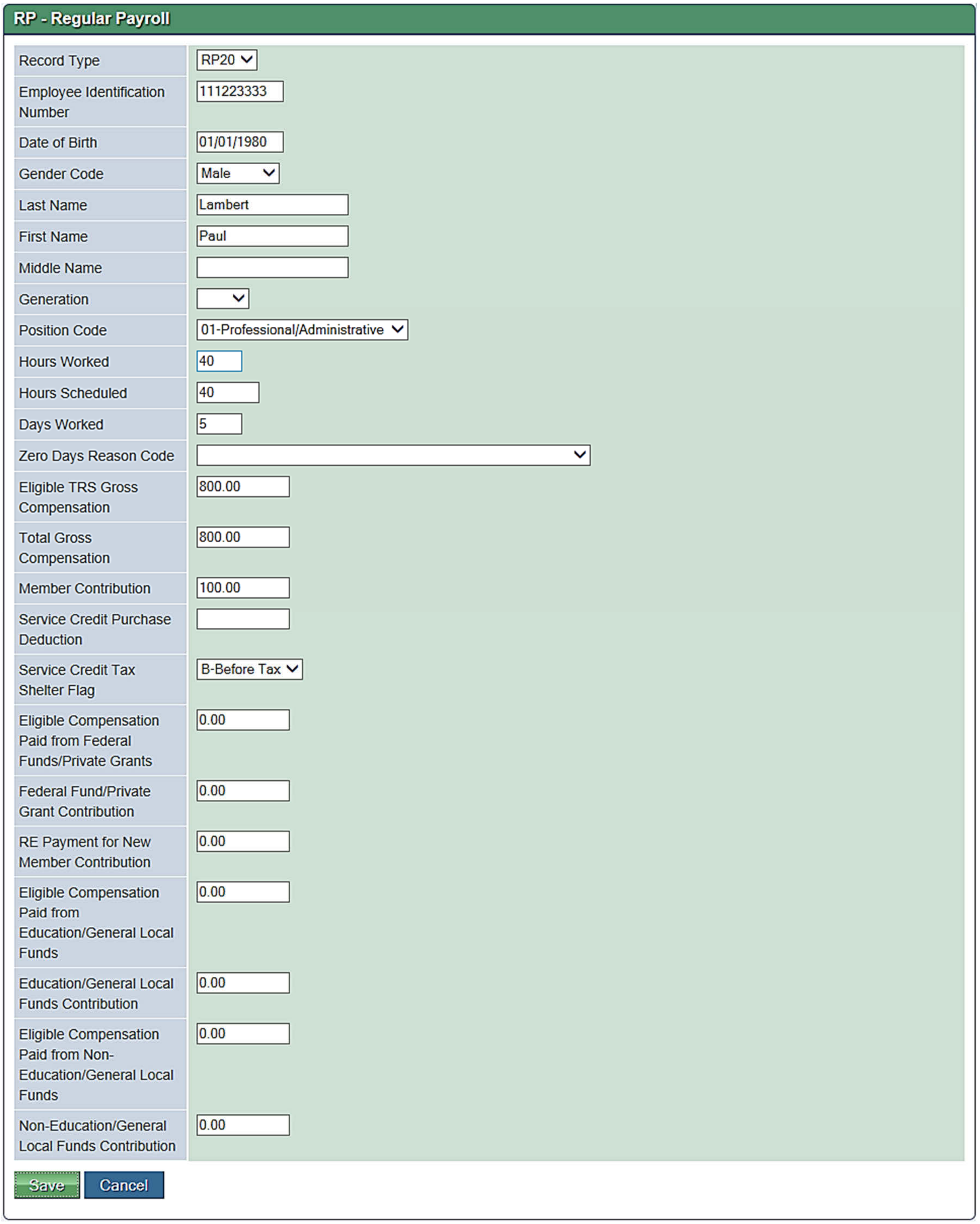


2. Click **SSN or TRS** Temporary **ID** for the detail record to edit.

Note 1: *By default, only the first 10 records appear on this screen. To see more than 10 records, select a different value from the* ***Records per page*** *field. Use the First, Last, page number, Previous and Next buttons to navigate to additional pages of record details.*

Note 2: *If you are editing detail records because the report was assigned the Rejected or Incomplete status during the validation process, the records that need to be corrected will have the status of Suspended, and the Number of Errors column will display a value greater than zero.*

The ED - Employee Demographics, RP -Regular Payroll or ER - Employment After Retirement screen appears (depending on the type of report you are editing), populated with the details of the selected record.


RP - Regular Payroll

Record Type	RP20
Employee Identification Number	111223333
Date of Birth	01/01/1980
Gender Code	Male
Last Name	Lambert
First Name	Paul
Middle Name	
Generation	
Position Code	01-Professional/Administrative
Hours Worked	40
Hours Scheduled	40
Days Worked	5
Zero Days Reason Code	
Eligible TRS Gross Compensation	800.00
Total Gross Compensation	800.00
Member Contribution	100.00
Service Credit Purchase Deduction	
Service Credit Tax Shelter Flag	B-Before Tax
Eligible Compensation Paid from Federal Funds/Private Grants	0.00
Federal Fund/Private Grant Contribution	0.00
RE Payment for New Member Contribution	0.00
Eligible Compensation Paid from Education/General Local Funds	0.00
Education/General Local Funds Contribution	0.00
Eligible Compensation Paid from Non-Education/General Local Funds	0.00
Non-Education/General Local Funds Contribution	0.00

Save Cancel

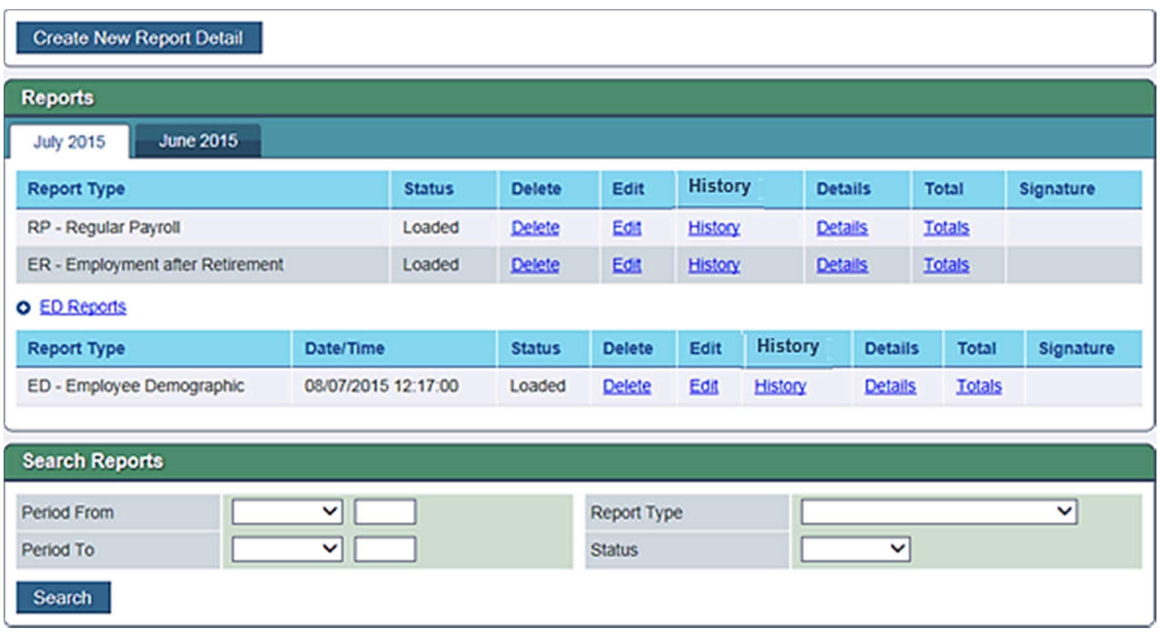
3. Update the record as needed. See the ED - Employee Demographics, RP - Regular Payroll or ER - Employment After Retirement screen help topic for field definitions.
4. Click **Save.** The Edit Report screen appears.

If the information you have entered violates a TRS business rule, the record is not saved and the screen reloads to display an error message detailing the issues with the entered information.

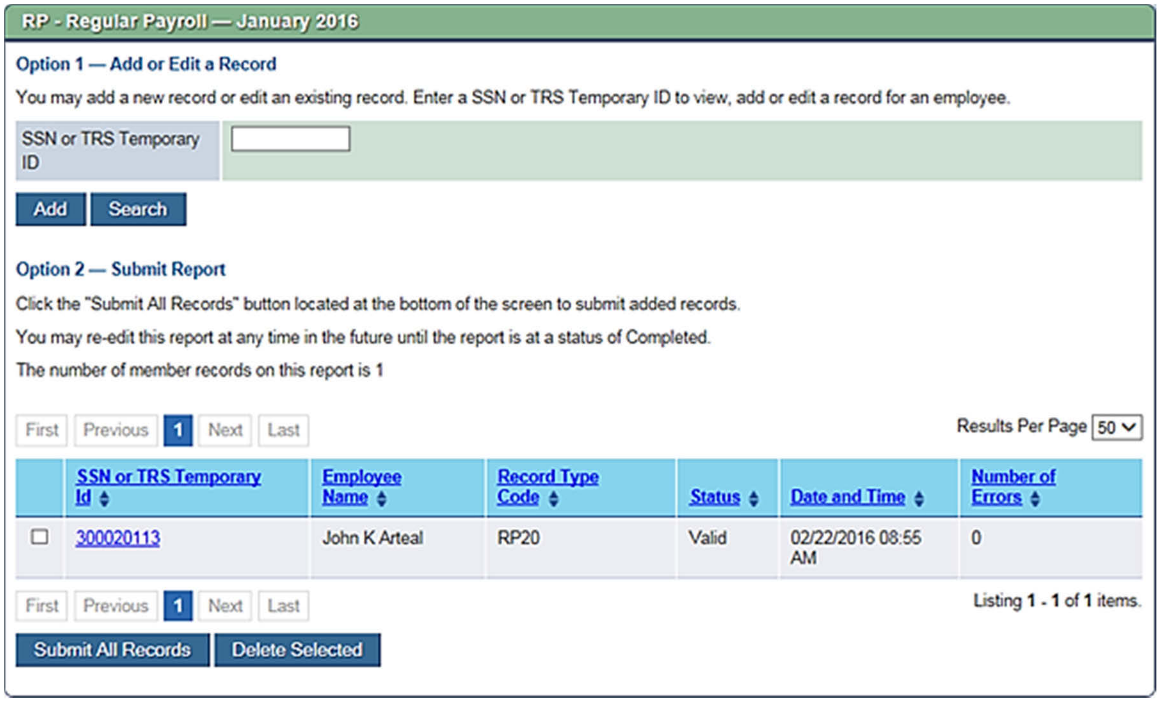
5. Repeat these steps for each record to edit.

To delete a detail record:

1. If it is not currently displayed, navigate to the Edit Report screen for the report with the detail record to edit:
   - Navigate to the Report Summary screen, locate the report with the detail record to edit, and click **Edit** on the corresponding row.



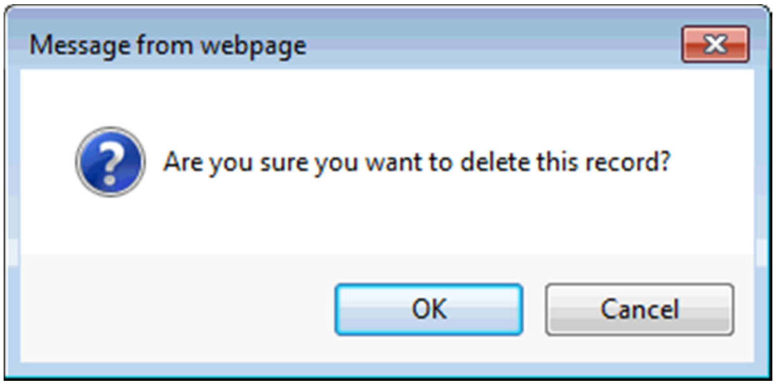
The Edit Report screen appears, populated with a list of the detail records for each included employee or retiree.



2. Check the box(es) on the row of the detail record(s) to delete.

*By default, only the first 10 records appear on this screen. To see more than 10 records, select a different value from the **Records per page** field. Use the First, Last, page number, Previous and Next buttons to navigate to additional pages of record details.*

3. Click **Delete Selected**. A confirmation prompt appears.



4. Click **OK** to delete the detail record from the report. The Edit Report screen reloads to display a confirmation message.

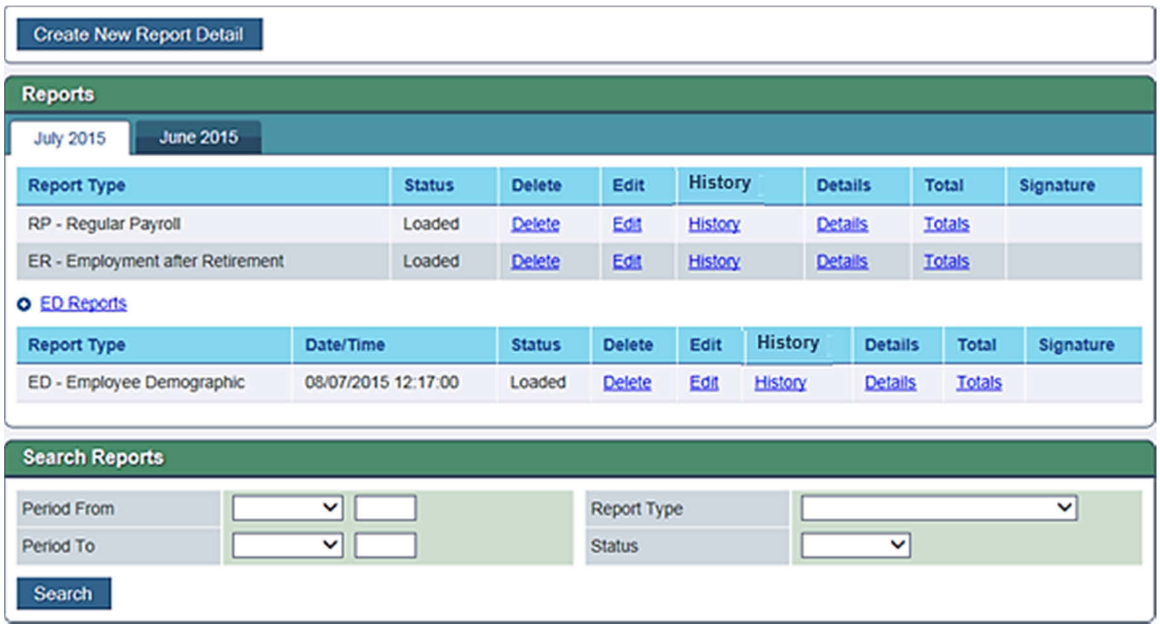
   OR

   Click **Cancel** to retain the detail record and return to the Edit Report screen.

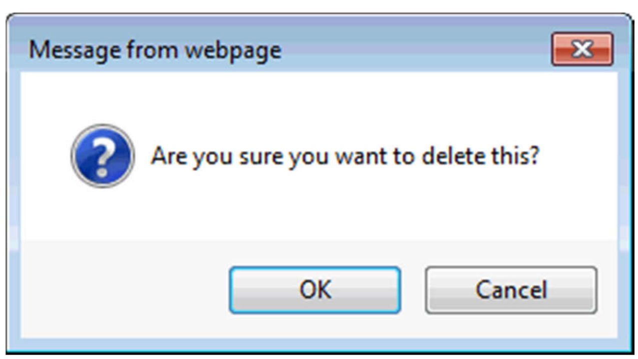
To delete a report

Use these instructions to delete a report and all of its detail records. You cannot delete a report in Completed status and you cannot delete an ED report in Incomplete status.

1. Locate the report to delete and click **Delete** on the corresponding row.



A confirmation prompt appears.



2. Click **OK** to delete all detail records from the report and update the report status to Deleted.

   OR

   Click **Cancel** to retain the detail records and current report status.

   If you click Yes, a deletion confirmation message appears.

EXERCISE

Scenario: *In this exercise you will create a report via the manual entry feature.*

Your instructor will assign a different Reporting Entity and associated Web Administrator account to each trainee at the beginning of this exercise.

1) Log in to the Reporting Entity Portal with the login user ID your instructor has provided you.
2) Select the option from the Wage & Contribution Reporting menu to maintain RE reports
3) Under the Search Reports panel, select the following criterias below then click the **Search** button:
   a) Period From: **October 2015**
   b) Period To: **October 2015**
   c) Report Type: **RP – Regular Payroll**
   d) Status: **All**
4) Once the October 2015 results are populated, click the **Edit** link next to the October 2015 RP – Regular Payroll report that is at a Rejected status. The Edit Report screen should appear.
5) In the SSN or TRS Temporary ID field under Option 1, enter the SSN that your instructor has provided to you, and click **Add**.

6) If the report is for an **ISD** entity, fill in the RP – Regular Payroll report fields with the data below. If the report is for a Charter School or Region Service Center, use the data in step 9. If the report is for a higher education institution, use the data in step 12.
   a) Record Type Code: `RP20`
   b) Position Code: `02`
   c) Hours Worked: `130`
   d) Hours Scheduled: `0`
   e) Days Worked: `20`
   f) Zero Days Reason Code: (blank)
   g) Eligible TRS Gross Compensation: `$3,000`
   h) Performance Pay Gross: `$0`
   i) Total Gross Compensation: `$3,000`
   j) Member Contribution: `$216`
   k) Member TRS-Care Contribution: `$19.50`
   l) RE TRS-Care Contribution: `$16.50`
   m) Service Credit Purchase Deduction: `$0`
   n) Service Credit Tax Shelter Flag: (blank)
   o) Eligible Compensation Paid from Federal Funds/Private Grants: `$1,000`
   p) Federal Fund/Private Grant Contribution: `$68`
   q) RE Payment for New Member Contribution: `$0`
   r) Federal TRS-Care Contribution: `$10`
   s) RE Payment for Non-OASDI Member Contribution: `$0.75`
   t) Adjusted State Minimum Compensation: `$50`
   u) Statutory Minimum Contribution: `$136`
7) Click **Save**.
8) Click the **Submit All Records** button and click **OK** on the confirmation prompt to submit the records for validation.

9) If the report is for a **Charter School** or **Region Service Center** entity, fill in the RP – Regular Payroll report fields with the data below. If the report is for a higher education institution, use the data in step 12.
   a) Record Type Code: **RP20**
   b) Position Code: **02**
   c) Hours Worked: **130**
   d) Hours Scheduled: **0**
   e) Days Worked: **20**
   f) Zero Days Reason Code: (blank)
   g) Eligible TRS Gross Compensation: **$3,000**
   h) Performance Pay Gross: **$0**
   i) Total Gross Compensation: **$3,000**
   j) Member Contribution: **$216**
   k) Member TRS-Care Contribution: **$19.50**
   l) RE TRS-Care Contribution: **$16.50**
   m) Service Credit Purchase Deduction: **$0**
   n) Service Credit Tax Shelter Flag: (blank)
   o) Eligible Compensation Paid from Federal Funds/Private Grants: **$1,000**
   p) Federal Fund/Private Grant Contribution: **$68**
   q) RE Payment for New Member Contribution: **$0**
   r) Federal TRS-Care Contribution: **$10**
   s) RE Payment for Non-OASDI Member Contribution: **$45**

10) Click **Save.**

11) Click the **Submit All Records** button and click **OK** on the confirmation prompt to submit the records for validation.

12) If the report is for a **higher education** RE, fill in the RP – Regular Payroll report fields as follows.

    a) Record Type Code: `RP20`
    b) Position Code: `02`
    c) Hours Worked: `130`
    d) Hours Scheduled: `0`
    e) Days Worked: `20`
    f) Zero Days Reason Code: (blank)
    g) Eligible TRS Gross Compensation: `$3,000`
    h) Total Gross Compensation: `$3,000`
    i) Member Contribution: `$216`
    j) Service Credit Purchase Deduction: `$0`
    k) Service Credit Tax Shelter Flag: (blank)
    l) Eligible Compensation Paid from Federal Funds/Private Grants: `$1,000`
    m) Federal Fund/Private Grant Contribution: `$68`
    n) RE Payment for New Member Contribution: `$0`
    o) Eligible compensation paid from Educational/General-Local Funds: `$1000`
    p) Educational/General-Local Contribution: `$68.00`
    q) Eligible Compensation paid from Non-Educational/General Funds: `$500`
    r) Non-Educational/General Funds Contribution: `$34.00`
    s) Community/Junior College Contribution: `$0`

13) Click **Save.**

14) Click the **Submit All Records** button and click **OK** on the confirmation prompt to submit the records for validation.

Lesson 6 – Viewing Reporting Entity Reports

All Reporting Entity Portal users can perform tasks related to viewing Employee Demographic (ED), Regular Payroll (RP), Regular Payroll Adjustment (RP - Adjustment), Employment after Retirement (ER), and Employment After Retirement Adjustment (ER - Adjustment) reports that your Reporting Entity has created in the Reporting Entity Portal.

Lesson objectives

By the end of this lesson, you should be able to view:

- Locate the report to view
- View a report's details and download a .CSV copy
- View a report's details using the editor view
- View a report's status history
- View a report's totals
- View a report's signature

Prerequisites

Courses	System Access
• Introduction to the Reporting Entity Portal	• The Wage & Contribution Reporting menu • The View RE Reports task

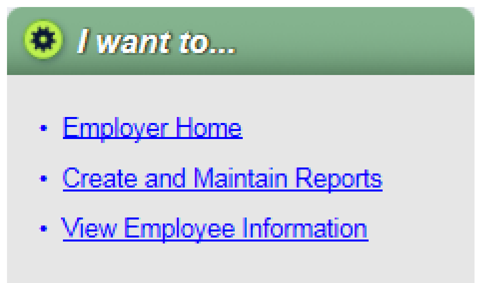
Task: Display the Report Summary screen

Reporting-viewing activities begin from the Report Summary screen, which displays summary information about the current and previous month's ED, RP, RP - Adjustment, ER, and ER - Adjustment reports submitted to TRS.

In addition to the past and current month's reports, this screen lets you search for and view the details of reports submitted before the previous month, and to begin the process of creating a new report.

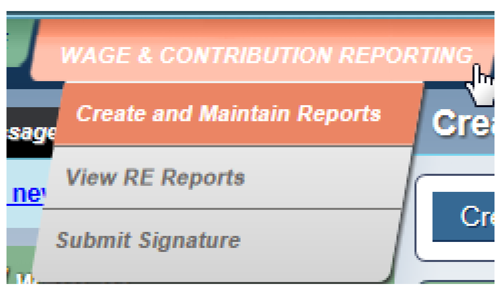
To display the Report Summary screen, do one of these two things:

- In the *I want to...* panel, click **Create and Maintain Reports**.

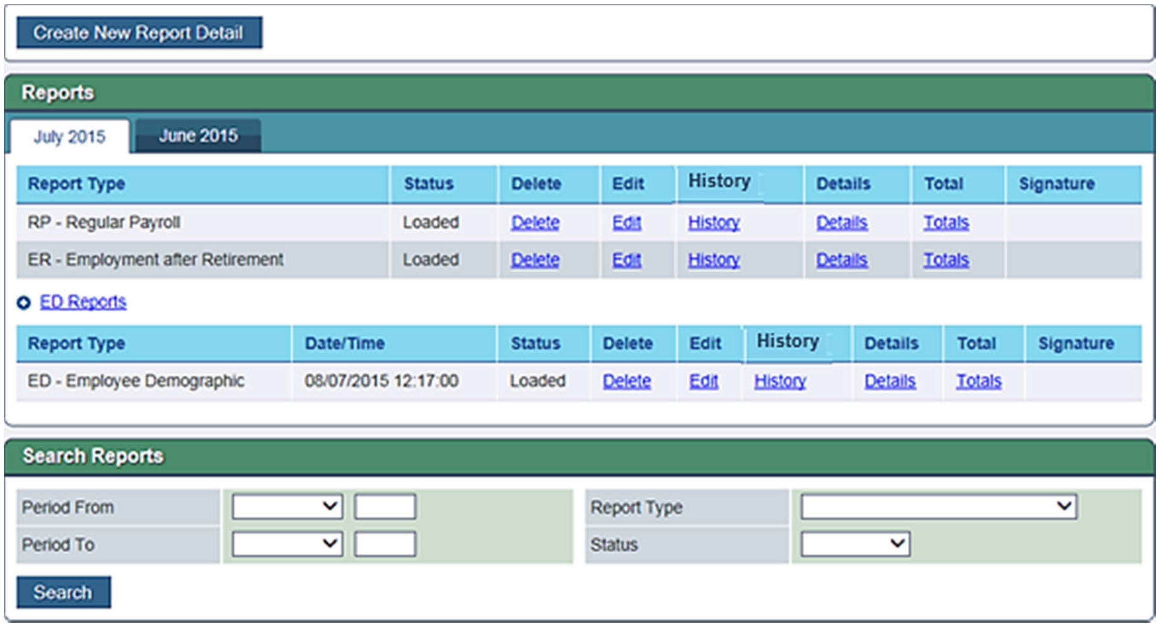


OR

- Select Wage & Contribution Reporting > View RE Reports.



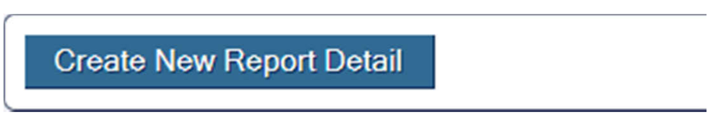
The Report Summary Screen appears.



When you access this screen, an error message appears, listing the reports that are overdue, if any.

A report is overdue if the report does not exist in the system or the report details have not been created by the end of business on the due date. If no reports are overdue, the error message does not appear.

The following button is available above the Reports panel:



Name	Description
Create New Report Details	Click to display the Create a New Report Detail screen and begin work on a new report. This button does not appear in the context of the View RE Reports activity.

For an explanation of the fields on this screen, see the Maintain RE Reports lesson.

The following read-only fields and links are available in the Reports panel:

Name	Description
Current month tab	Displays month and year of the current reporting month. Click to update the Reports panel to show information about reports submitted to TRS for the current month.
Previous month tab	Displays the month and year of the previous reporting month. Click to update the Reports panel to show information about reports submitted to TRS for the previous month.
Report Type	Displays the type of a report submitted to TRS: RP – Regular Payroll, ER – Employment after Retirement, ED – Employee Demographic, RP - Adjustment, or ER - Adjustment. Note that ED – Employee Demographic, RP Adjustment, and ER Adjustment reports only appear after clicking the respective link.
Date/Time	Displays the date and time that an ED, RP Adjustment, or ER Adjustment report was submitted. This field does not appear on the row for RP or ER reports.

<table>
<tr>
<td>Status</td>
<td>
Displays the status of a report: blank, Completed, Deleted, Hold, Loaded, Pending, Rejected, or, for an ED Report, Incomplete.
A report is not assigned a status until one of the following have occurred:

It has been created using the file upload, copy forward, or manual entry process

A report is assigned the Loaded status when it is created using the file upload, copy forward, or manual entry process.
A report is assigned the Pending status during the report validation process if it is not placed in Hold status and any of the following is true:

It is an RP, RP - Adjustment, ER, or ER - Adjustment report for which the details have been submitted but not the signature.

A report is assigned the Rejected status during the validation process if it is not assigned the Hold status and any of the following is true:

The prior month's report of that type has any status other than Completed.
It is an RP or ER report and errors are discovered at the report level or in any of the employee or retiree record details.
It is an ED report, errors are discovered at the report level or in all of the employee record details, and none of the included records are Valid or Posted.

A report is assigned the Completed status during the validation process if all of the following four conditions are true:

It is not assigned the Hold status during validation,
The file format and header information is error free.
All of the report details have been assigned the Valid status
The amounts reported in the report signature for each contribution type are equal to the sum of the amounts reported for that contribution type for each included employee or retiree.

AND
</td>
</tr>
</table>

Name	Description
	• For an ER report that reports no retirees working at the reporting entity, the signature contains a certification to that effect. • For an ED report all of the report details have been assigned the Posted status. A report is assigned the Hold status during the validation process if the report signature indicates that the absolute value of negative adjustments to a contribution type amount reported for a previous month is greater than the current month's positive amount for that contribution type. An ED report is assigned the Incomplete Status during validation if some, but not, all of the records are Valid or Posted.
Delete	Click to delete the report on the corresponding row. This link is not displayed if the report details do not exist in the portal, the report status is Completed, or your authority level is Display.
Edit	Click to display the Edit Report screen for the report on the corresponding row. This link is not displayed if the report details do not exist in the portal or the report status is Completed.
History	Click to display the View Report History screen for the report on the corresponding row.
Details	Click to display the View Report Details screen for the report on the corresponding row. This link is not displayed if the report details do not exist in the portal.
Totals	Click to display the View Report Totals screen for the report on the corresponding row.
Signature	Click to display the View Signature screen for the report on the corresponding row. This link displays only if a signature has been accepted or rejected. In the case of a rejected status, the link displays the last rejected.

Name	Description
ED Reports	Click to view or hide a table that displays information about ED reports submitted in the current or previous month, depending on whether the current month tab or previous month tab is selected. This link does not appear if there are no reports of this type for the selected month.
RP – Adjustment Reports	Click to view or hide a table that displays information about RP Adjustment reports submitted in the current or previous month depending on whether the current month tab or previous month tab is selected. This link does not appear if there are no reports of this type for the selected month.
ER – Adjustment Reports	Click to view or hide a table that displays information about ER Adjustment reports submitted in the current or previous month depending on whether the current month tab or previous month tab is selected. This link does not appear if there are no reports of this type for the selected month.

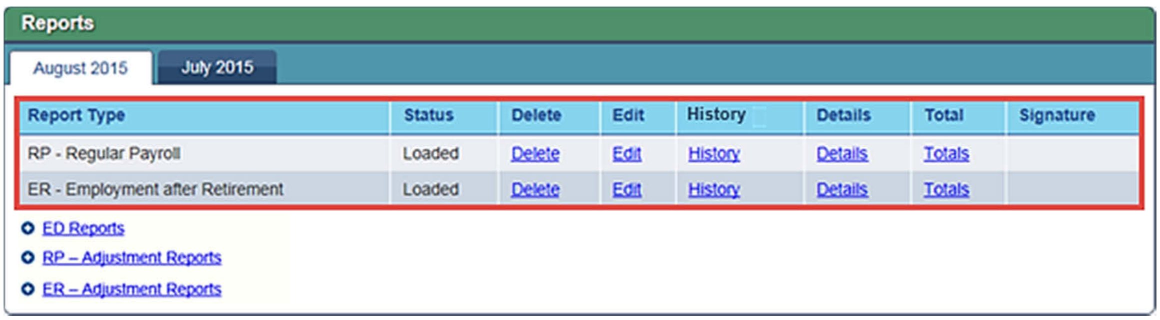
Task: Locate the report to view

Reports appear in different places on the screen depending on the reporting period. The steps to navigate directly to the instructions for the report you want to find are listed separately for:

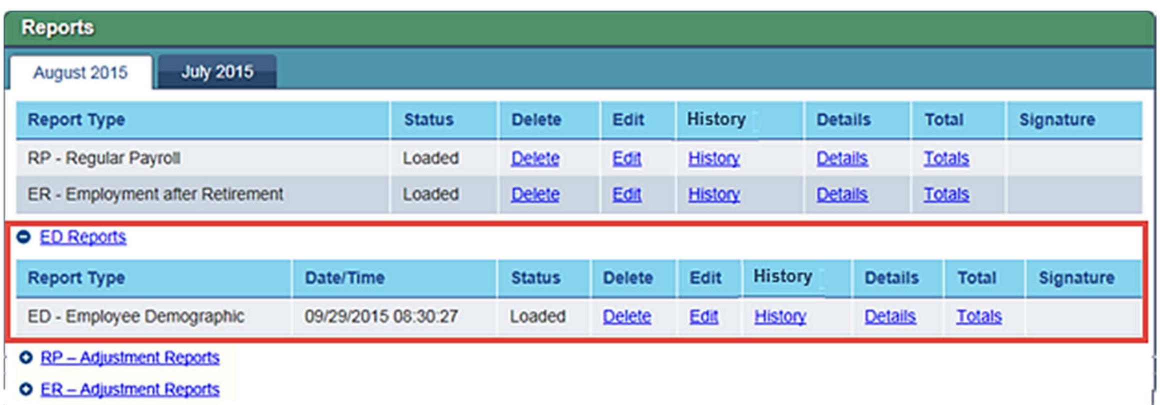
- Reports for the current reporting period
- Reports for the previous reporting period
- Reports prior to the current or previous reporting period

Reports for the current reporting period

The current reporting period's RP and ER reports are listed on the left tab of the Reports panel.

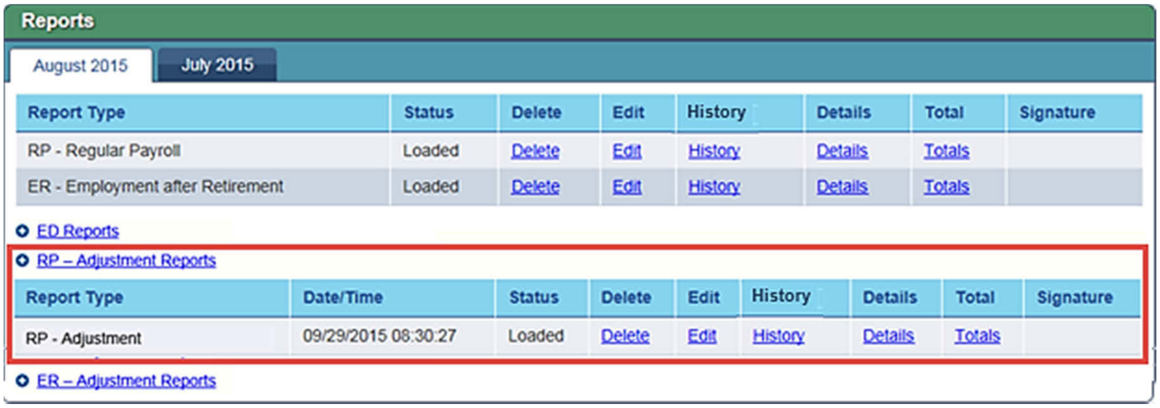


1. In the Reports panel, click **ED Reports** to view a list of the current reporting period's Employee Demographic (ED) reports.



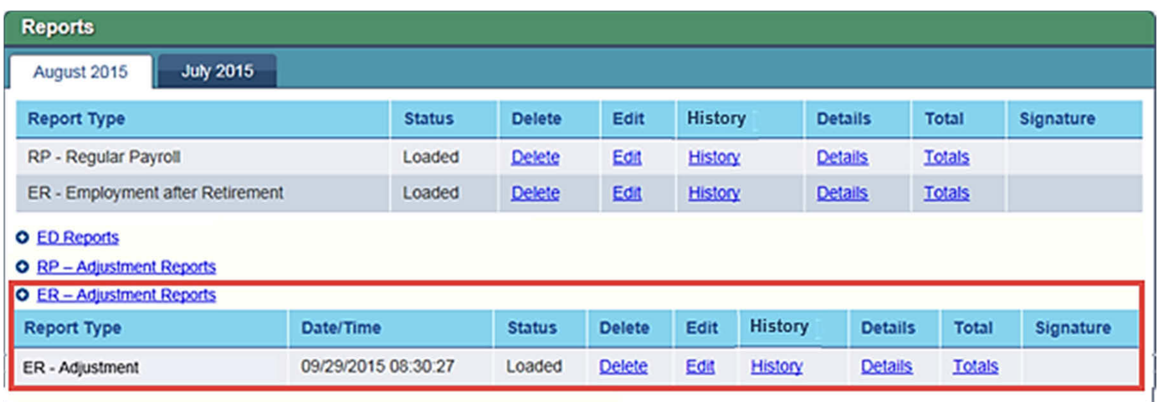
The ED Reports link displays only if an ED report has been created for the current month.

2. In the Reports panel, click **RP - Adjustment Reports** to view a list of the current reporting period's RP - Adjustment reports.



The RP - Adjustment Reports link displays only if an RP - Adjustment report has been created for the current month.

3. In the Reports panel, click **ER - Adjustment Reports** to view a list of the current reporting period's ER - Adjustment reports.



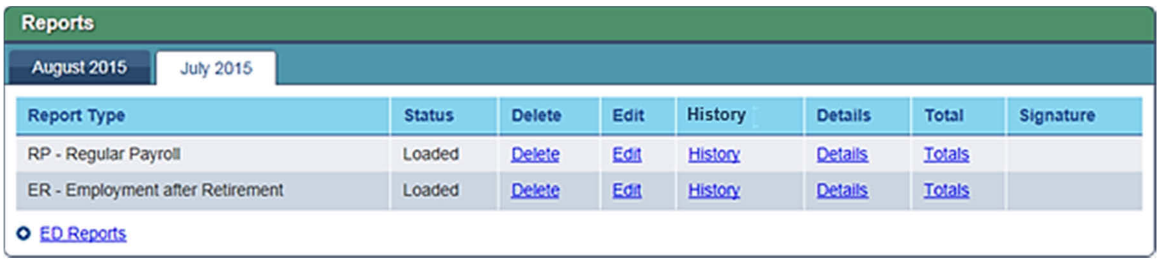
The ER - Adjustment Reports link displays only if an ER - Adjustment report has been created for the current month.

Reports for the previous reporting period

The previous reporting period's RP and ER reports are listed in the Reports panel on the right tab.

1. In the Reports panel, click the tab for the previous reporting period.

   The previous reporting period's RP and ER report(s) are displayed.

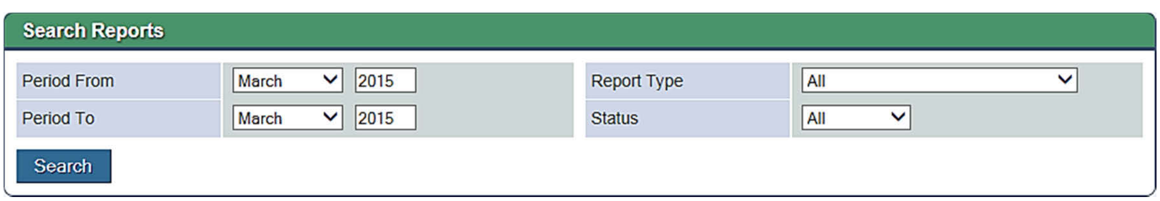


2. Click the appropriate link (ED, RE – Adjustment, or ER) to view the type of report you want to view for the previous period.

The link for each report type displays only if a report has been created for the previous month.

Reports prior to the current or previous reporting period

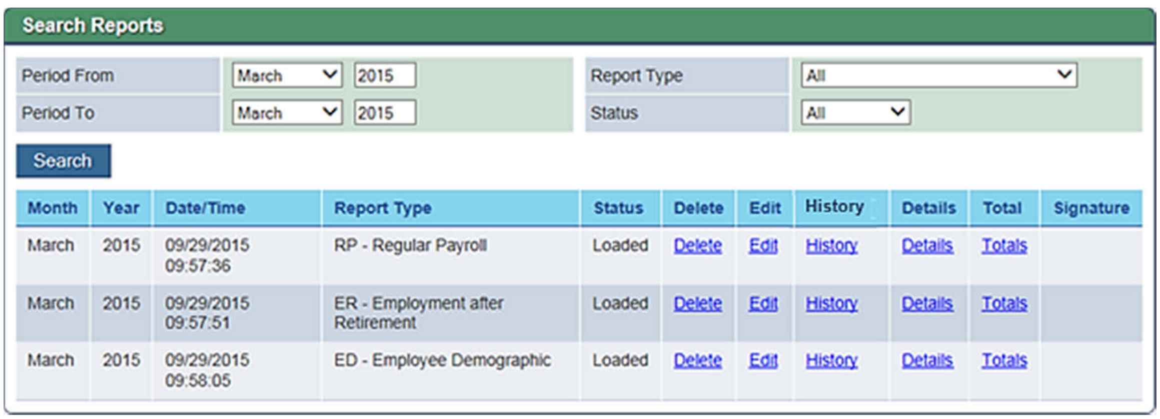
1. In the Search Reports panel, enter search criteria matching the report you want to edit.



Note 1: *To search, you must enter criteria in all of the available fields. If you don't want to restrict your search by a particular Report Type or Status, the appropriate selection is All.*

Note 2: *The report search can only find reports from the current calendar year and the two prior calendar years. For example, because this lesson is being recorded in 2015, the search cannot find reports from any reporting period prior to January of 2013.*

2. Click **Search**.
3. The screen reloads to display reports matching the search criteria in the area below the **Search** button.



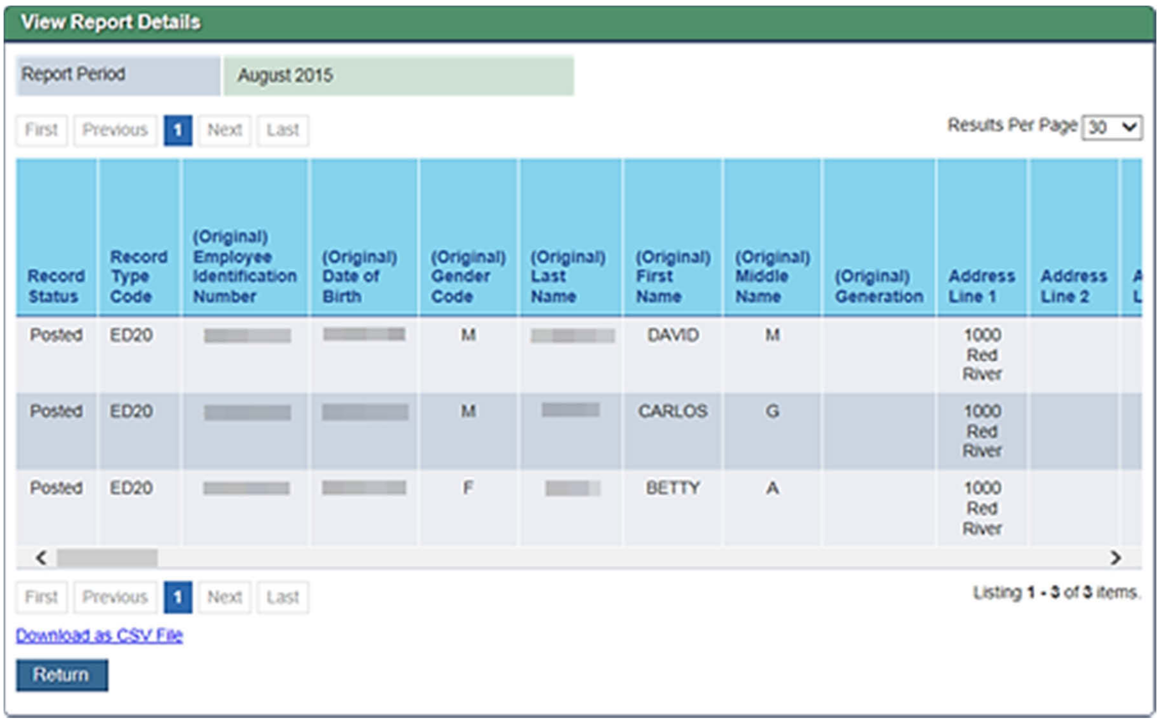
Task: View a report's details and download a .CSV copy

CSV stands for comma-separated values. A CSV file is one that can be imported readily into a spreadsheet application, such as Microsoft Excel, where each value separated by commas corresponds to a column in the spreadsheet.

1. Locate the report to view and/or download.
2. Click the **Details** link on the row of the report to view or download.

Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	09/29/2015 08:30:27	Loaded	Delete	Edit	History	Details	Totals	

A read-only version of the View Report Details screen appears, populated with the details of the employee or retiree records contained in the report.



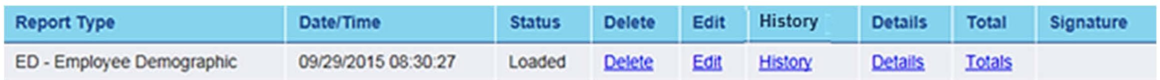
Note 1: *Use the horizontal scroll bar to view additional columns.*

Note 2: *By default, only the first 30 records in the report appear on this screen. To see more or fewer than 30 records, select a different value from the **Records per page** field. Use the First, Last, page number, Previous and Next buttons to navigate to additional pages of record details.*

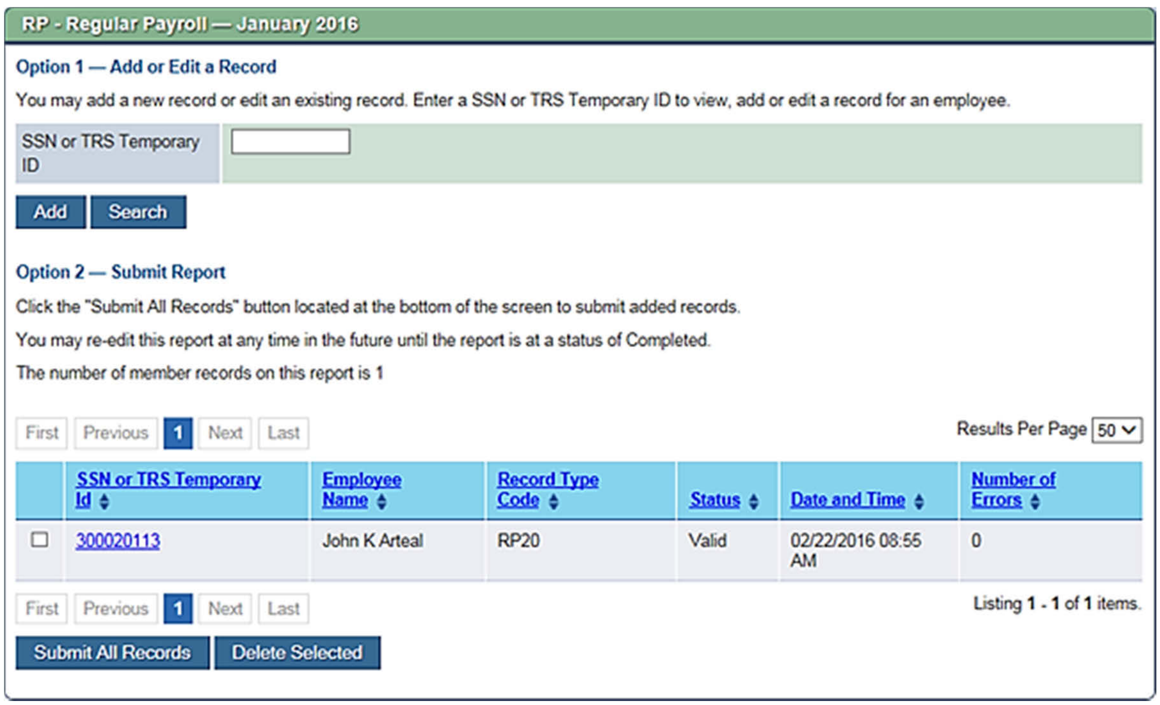
3. (Optional) Click **Download as CSV File**. The report file is downloaded using the options and settings for your web browser.

Task: View a report's details using the editor view

1. Locate the report with the employee or retiree record detail you want to view in the editor.
2. Click the **Edit** link on the row of the report to edit.

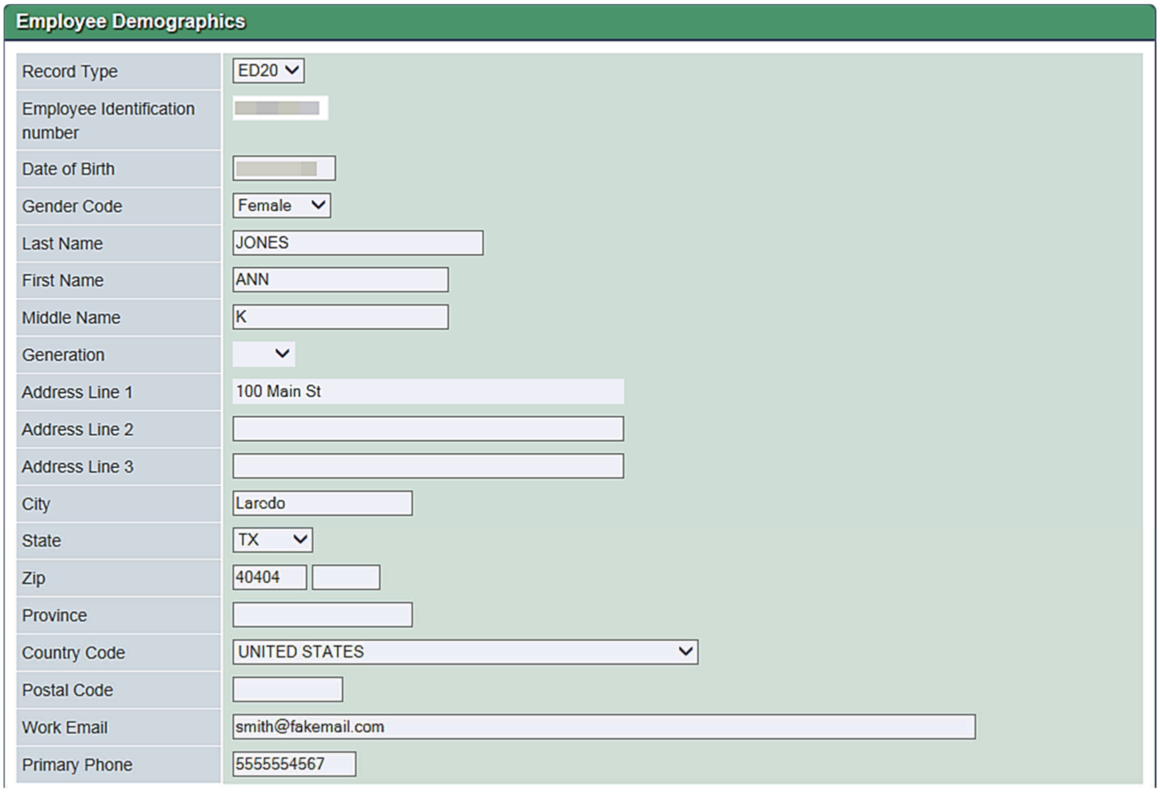


The Edit Report screen appears, populated with a summary of each employee or retiree record in the report.



4. Click **SSN or TRS Temporary ID** on the row for the employee or retiree whose record details you want to view.

A read-only version of the Employee Demographic Record Details, Regular Payroll Record Details or Employment After Retirement Record Details screen appears (depending on the type of report you're viewing), populated with the details of the selected record.



The screen shown above is an example of an ED20 record on an Employee Demographic report. Other record types and report types use different fields.

Task: View a report's status history

1. Locate for the report you whose history you want to view.
2. Click **History** on the row of the report for which you want to view the history.

Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	09/29/2015 08:30:27	Loaded	Delete	Edit	History	Details	Totals	

The Report History screen appears, populated with a list of changes made to that report's status.

Report History

Report Period	May 2015
Report Type	ED - Employee Demographic

Report Status	Date/Time Processed
Completed	07/15/2015 08:19:01
Loaded	07/13/2015 13:56:42

Return

5. (Optional) Click **Return**. The Report Summary screen appears.

Task: View a report's totals

1. Locate the report you want to view the totals for.
2. Click the **Totals** link on the row of the report for which you want to view the total amounts for a detail record contained in the report.

Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	09/29/2015 08:30:27	Loaded	Delete	Edit	History	Details	Totals	

The View Report Totals screen appears, populated with the totals for all employee or retiree records in the report.

RP - Regular Payroll Report

Report Period	May 2015	Report Status	Completed
Date/Time Processed	06/09/2015 18:08:22		
Date Detail Received	06/09/2015 18:08:22		

	TEXNET Deposit Received	TEXNET Deposit	Detail Total	RE Ledger Balance
Total Eligible Compensation	N/A	N/A	$ 4,000.00	N/A
Total Gross Compensation	N/A	N/A	$ 4,000.00	N/A
Total Member Contribution			$ 268.00	
Total Service Credit Purchase Deduction			$ 150.00	
Eligible Compensation Paid From Federal Funds/ Private Grants	N/A	N/A	$ 1,000.00	N/A
Federal Funds/ Private Grant Contribution			$ 68.00	

Number of Detail Records	1	Number of Warnings	0
		Number of Errors	0

Return

The screen shown above is an example of the totals screen for a Regular Payroll report. Other report types show different information.

Task: View a report's signature

1. Locate the report for which you want to view the totals.
2. Click **Signature** on the link for the report you want to view.

Month	Year	Date/Time	Report Type	Status	Delete	Edit	History	Details	Total	Signature
September	2015	09/29/2015 11:34:33	ER - Employment after Retirement	Loaded	Delete	Edit	History	Details	Totals	Accepted

The Signature Report Totals screen appears, populated with the totals for all employee or retiree records in the report.

Signature Report Totals

Report Type	Regular Payroll
Report Period	May 2014
Report Status	Pending

	Current Month	Prior Month Adjustments
Total Number of Detail Records Submitted	262	0
Total Eligible Compensation Submitted	$1,181,942.26	$0.00
Total Gross Compensation	$1,181,942.26	$0.00
Total Member Contributions Submitted	$75,644.30	$0.00
Total Member Insurance Contributions Submitted	$65,500	$0.00
Total RE TRS-Care Contributions	$34,060.00	$0.00
Total Service Credit Purchase Deductions	$29,900.00	$0.00
Total Eligible Compensation Paid from Federal Funds/Private Grants	$0.00	$0.00
Total Federal Grant/Private Grants Contribution	$0.00	$0.00
Total Federal TRS-Care Contribution	$0.00	$0.00
Total RE Payment for New Member Contribution	$0.00	$0.00
Total RE Payment for Non-OASDI Member Contribution	$0.00	$0.00
Total Adjusted State Minimum Compensation	$0.00	$0.00
Total Statutory Minimum Contribution	$0.00	$0.00

Return

The screen shown above is an example of the totals screen for a Regular Payroll report. Other report types show different information.

EXERCISE

Scenario: *In this exercise, you will practice viewing different report types using several of the methods just discussed. You'll continue to use the Reporting Entity that's been assigned to you.*

1) Select the option from the Wage & Contribution Reporting menu to view RE reports.
2) On the Report Summary screen locate the RP (Regular Payroll) report for the current reporting period.
3) Select the link to view the report details. When you're finished, click **Return**.
4) Select the link to view the report details using the editor view. When you're finished, click **Return**.
5) Click on the link to view the record for a selected employee, then return to the Report Summary screen.
6) Select the link to view a report's status history. When you're finished, click **Return**.
7) Select the link to view a report's totals. When you're finished, click **Return**.
8) Select the link to view a report's signature. Then return to the Report Summary page.
9) Select the **Details** link for any report on the Report Summary screen, the click the link to download the report as a .CSV file. Follow the instructions in your browser to save the file and then open it for viewing. Close the .CSV file when you're done.

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Lesson 7 – Submitting a Signature

An important part of the report submission process is for the reporting entity to sign off on a submitted and validated report to indicate that various contribution type amounts are complete and accurate for all affected employees and retirees. The signoff step must be done before the report status is considered complete.

Lesson objectives

By the end of this lesson, you should be able to:

- Understand the overview of the signature submission process
- Access the Reports Ready for Signature screen and view report details
- Accept or reject a report

Prerequisites

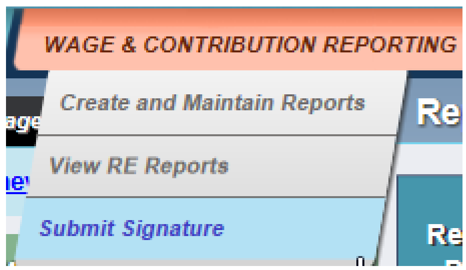
Courses	System Access
• Introduction to the Reporting Entity Portal	• Wage & Contribution Reporting menu • Submit Signature task

Signature submission overview

When a submitted and validated RP (Regular Payroll), RP- Adjustment, ER (Employment after Retirement), or ER Adjustment report has been assigned a status of Pending, the system allows Reporting Entity Portal users with the Signature authority level to review the sum total of the contribution types for all included employees or retirees, and to "sign" the report by accepting those totals as complete and accurate. If the totals are incorrect, the signer has the option to reject them as not complete and accurate. RP, RP - Adjustment, ER, and ER-Adjustment reports are not marked as Completed until the signature is accepted.

The Report Ready for Signature screen

Submitting a signature begins on the Reports Ready for Signature screen. To reach that screen, from the Wage & Contribution Reporting menu select **Submit Signature**.



The Submit Signature task is available only to Reporting Entity Portal users with the Signature authority level.

The Reports Ready for Signature summary screen appears.

The Reports Ready for Signature screen displays a list of the RP, RP Adjustment, ER, and ER Adjustment reports in Pending status, for which all detail reports have a status of Valid, and for which no signature has been accepted. Clicking any of these links displays the Report Signature screen for that report.

A link appears for a report only if its detail records have been submitted for validation, the report is in Pending status, all detail records contained in the report are in Valid status, and no Accepted signature record exists for that report.

The following fields and buttons are available on this screen:

Field	**Description**
[report type]	The type of a report that is in Pending status for the Period on the corresponding row, for which all included details records are in Valid status, and for which an Accepted signature does not exist for that report and period: Regular Payroll, Regular Payroll Adjustment, Employment After Retirement, or ER Adjustment. Click a Report link to display the Report Signature screen populated with the signature details for the report on the corresponding row.
Period	The month and year of a report that is in Pending Status, for which all included details records are in Valid status, and for which an Accepted signature does not exist for that report and period.
Date/Time	The date and time that the report on the corresponding row was validated and assigned Pending status. (Required)
ER - No Retirees to Report	The month and year of the next Employment after Retirement report that is due to be submitted for your reporting entity.
Submit ER No Retirees Employed	Click to create and sign an Employment after Retirement report for the month and year displayed to the left of the button. The report created using this button does not contain any detail records. Click this button only if your reporting entity has no retiree information to report for the month and year displayed. The "ER-No Retirees Employed" panel will not display if the current calendar month EAR report is Completed.

Task: Submit the signature

Follow these steps to submit the signature for an RP, RP – Adjustment, or ER – Adjustment report, or for an ER report that contains at least one retiree record.

1. On the Reports Ready for Signature screen, click the link in the **Report** column next to the report for which you want to submit a signature.

   The Report Signature screen appears. The example below is for an RP report.

Reports Ready for Signature

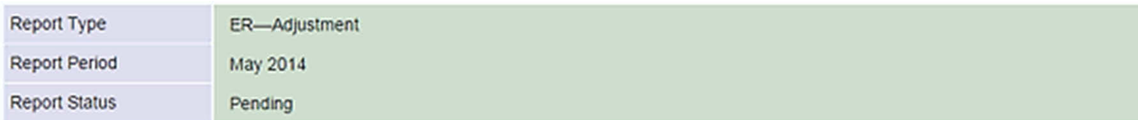
Report Type	RP—Regular Payroll
Report Period	May 2014
Report Status	Pending

	Current Month	Prior Month Adjustments
Total Number of Detail Records	1,250	0
Total Gross Compensation	$65,000,000.00	$0.00
Total Eligible Compensation	$65,000,000.00	$0.00
Total Performance Pay Compensation	$0.00	$0.00
Total Member Contribution	$4,500,000.00	$0.00
Total Member TRS-Care Contribution	$0.00	$0.00
Total RE Eligible Compensation Paid From Federal Funds/Private Grants	$0.00	$0.00
Total RE Federal Fund/Private Grant Contribution	$0.00	$0.00
Total Adjusted State Minimum Compensation	$0.00	$0.00
Total RE Statutory Minimum Contribution	$0.00	$0.00
Total Eligible Compensation Paid from Non-Educational/General Funds	$0.00	$0.00
Total RE Non-Educational/General Funds Contribution	$0.00	$0.00
Total RE Federal Fund/Private Grant TRS-Care Contribution	$0.00	$0.00
Total Eligible Compensation Paid from Educational/General Funds	$0.00	$0.00
Total RE Educational/General Funds Contribution	$0.00	$0.00
Total Member Service Credit Purchase Payroll Deduction	$0.00	$0.00
Total RE TRS-Care Contribution	$0.00	$0.00
Total RE New Members Contribution	$0.00	$0.00
Total RE Community/Junior College Contribution	$0.00	$0.00
Total RE Non-OASDI Member Contribution	$0.00	$0.00

Accept Reject

The fields that appear on the Report Signature screen depend on the report type and, for Regular Payroll reports, the type of reporting entity. See the Report Signature screen online help or user guide topic for field definitions, including an explanation of the conditions under which each appears.

The following read-only fields are available on the top section of all the Report Signature screens, regardless of the report type:



Field	Description
Report Type	Displays the type of report for which you are creating a digital signature. (Read-only)
Report Period	Displays the month and year of the report for which you are creating a digital signature. (Read-only)
Report Status	Displays the current status of report for which you are creating a digital signature. (Read-only)

The following additional read-only fields are available on this screen when submitting the signature for a Regular Payroll or Regular Payroll Adjustment report.

Field	Description
Total Number of Detail Records	**Current Month:** The number of detail records included in the current month's report. **Prior Month Adjustments:** The number of records submitted as adjustments to prior months.
Total Gross Compensation	**Current Month:** The sum total of gross compensation for all employees included in the current month's report. **Prior Month Adjustments:** The net adjustment to the gross compensation reported for prior months.
Total Eligible Compensation	**Current Month:** The sum of the eligible compensation for all reported members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the total eligible compensation reported for prior months.

Field	Description
Total Performance Pay Compensation	**Current Month:** The sum total of performance pay for all employees included in the current month's report. **Prior Month Adjustments:** The net adjustment to the total performance pay compensation reported for prior months. Total Performance Pay Compensation appears only if the reporting entity type is Public School or Charter School.
Total Member Contribution	**Current Month:** The sum total of retirement contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the total member contribution reported for prior months.
Total Member TRS-Care Contribution	**Current Month:** The sum total of member TRS-Care contribution for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the member TRS-Care contributions reported for prior months. Total Member TRS-Care Contribution appears only if the reporting entity type is Public School, Charter School, Educational Service Center, or Other.
Total RE Eligible Compensation Paid from Federal Funds/Private Grants	**Current Month:** The sum total of eligible compensation paid from federal funds or private grants for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the eligible compensation paid from federal funds or private grants reported for prior months.
Total RE Federal Grant/Private Grant Contribution	**Current Month:** The sum total of contributions from federal funds or private grants for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the contributions from federal funds or private grants reported for prior months.

Field	Description
Total Adjusted State Minimum Compensation	**Current Month:** The sum total of eligible compensation above the adjusted state minimum for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the adjusted state minimum reported for prior months. Total Adjusted State Minimum Compensation appears only if the reporting entity type is Public School.
Total RE Statutory Minimum Contribution	**Current Month:** The sum total of RE statutory minimum contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the RE statutory minimum contributions reported for prior months. Total RE Statutory Minimum Contribution appears only if the reporting entity type is Public School.
Total Eligible Compensation Paid from Non-Educational/General Funds	**Current Month:** The sum total of non-educational or general funds paid to all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the non-educational or general funds reported for prior months. Total Eligible Compensation Paid From Non-Educational/General Funds appears only if the reporting entity type is Senior College or Medical/Dental School.
Total RE Non-Educational/General Funds Contributions	**Current Month:** The sum total of non-educational or general fund contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the non-educational or general fund contributions reported for prior months. Total RE Non-Educational/General Funds Contributions appears only if the reporting entity type is Senior College or Medical/Dental School.

Field	Description
Total RE Federal Fund/Private Grant TRS-Care Contribution	**Current Month:** The sum total of Federal Fund/Private Grant TRS-Care contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the Federal Fund/Private Grant TRS-Care contributions reported for prior months. Total RE Federal Fund/Private Grant TRS-Care Contribution appears only if the reporting entity type is Public School, Charter School, Educational Service Center, or Other.
Total Eligible Compensation Paid from Educational/General Funds	**Current Month:** The sum total of eligible compensation paid from Educational/General funds for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the eligible compensation paid from Educational/General funds reported for prior months. Total Eligible Compensation Paid from Educational/General Funds appears only if the reporting entity type is Senior College, Junior College, or Medical/Dental School.
Total RE Educational/General Funds Contribution	**Current Month:** The sum total of Educational/General Local fund contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the Educational/General Local fund contributions reported for prior months. Total RE Educational/General Funds Contribution appears only if the reporting entity type is Senior College, Junior College, or Medical/Dental School.
Total Member Service Credit Purchase Payroll Deduction	**Current Month:** The sum total of service credit purchase payroll deductions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the service credit purchase payroll deductions reported for prior months.

Field	Description
Total RE TRS-Care Contribution	**Current Month:** The sum total of RE TRS-Care contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to RE TRS-Care contributions reported for prior months. Total RE TRS-Care Contribution appears only if the reporting entity type is Public School, Charter School, Educational Service Center, or Other.
Total RE New Members Contribution	**Current Month:** The sum total of the reporting entity's new member contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the reporting entity's new member contributions reported for prior months.
Total RE Community/Junior College Contribution	**Current Month:** The sum total of community or junior college contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to community or junior college contributions reported for prior months. Total RE Community/Junior College Contribution appears only if the reporting entity type is Junior College.
Total RE Non-OASDI Member Contribution	**Current Month:** The sum total of non-OASDI contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to non-OASDI contributions reported for prior months. Total RE Non-OASDI Member Contribution appears only if the reporting entity type is Public School, Charter School, Educational Service Center, or Other.
Total Number of Detail Records	**Current Month:** The number of detail records included in the current month's report. **Prior Month Adjustments:** The number of records submitted as adjustments to prior months.

Field	Description
Total Gross Compensation	**Current Month:** The sum total of gross compensation for all employees included in the current month's report. **Prior Month Adjustments:** The net adjustment to the gross compensation reported for prior months.
Total Eligible Compensation	**Current Month:** The sum of the eligible compensation for all reported members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the total eligible compensation reported for prior months.
Total Performance Pay Compensation	**Current Month:** The sum total of performance pay for all employees included in the current month's report. **Prior Month Adjustments:** The net adjustment to the total performance pay compensation reported for prior months. Total Performance Pay Compensation appears only if the reporting entity type is Public School or Charter School.
Total Member Contribution	**Current Month:** The sum total of retirement contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the total member contribution reported for prior months.
Total Member TRS-Care Contribution	**Current Month:** The sum total of member TRS-Care contribution for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the member TRS-Care contributions reported for prior months. Total Member TRS-Care Contribution appears only if the reporting entity type is Public School, Charter School, Educational Service Center, or Other.
Total RE Eligible Compensation Paid from Federal Funds/Private Grants	**Current Month:** The sum total of eligible compensation paid from federal funds or private grants for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the eligible compensation paid from federal funds or private grants reported for prior months.

Field	Description
Total RE Federal Grant/Private Grant Contribution	**Current Month:** The sum total of contributions from federal funds or private grants for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the contributions from federal funds or private grants reported for prior months.
Total Adjusted State Minimum Compensation	**Current Month:** The sum total of eligible compensation above the adjusted state minimum for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the adjusted state minimum reported for prior months. Total Adjusted State Minimum Compensation appears only if the reporting entity type is Public School.
Total RE Statutory Minimum Contribution	**Current Month:** The sum total of RE statutory minimum contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the RE statutory minimum contributions reported for prior months. Total RE Statutory Minimum Contribution appears only if the reporting entity type is Public School.
Total Eligible Compensation Paid from Non-Educational/General Funds	**Current Month:** The sum total of non-educational or general funds paid to all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the non-educational or general funds reported for prior months. Total Eligible Compensation Paid From Non-Educational/General Funds appears only if the reporting entity type is Senior College or Medical/Dental School.

Field	Description
Total RE Non-Educational/General Funds Contributions	**Current Month:** The sum total of non-educational or general fund contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the non-educational or general fund contributions reported for prior months. Total RE Non-Educational/General Funds Contributions appears only if the reporting entity type is Senior College or Medical/Dental School.
Total RE Federal Fund/Private Grant TRS-Care Contribution	**Current Month:** The sum total of Federal Fund/Private Grant TRS-Care contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the Federal Fund/Private Grant TRS-Care contributions reported for prior months. Total RE Federal Fund/Private Grant TRS-Care Contribution appears only if the reporting entity type is Public School, Charter School, Educational Service Center, or Other.
Total Eligible Compensation Paid from Educational/General Funds	**Current Month:** The sum total of eligible compensation paid from Educational/General funds for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the eligible compensation paid from Educational/General funds reported for prior months. Total Eligible Compensation Paid from Educational/General Funds appears only if the reporting entity type is Senior College, Junior College, or Medical/Dental School.
Total RE Educational/General Funds Contribution	**Current Month:** The sum total of Educational/General Local fund contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the Educational/General Local fund contributions reported for prior months. Total RE Educational/General Funds Contribution appears only if the reporting entity type is Senior College, Junior College, or Medical/Dental School.

Field	Description
Total Member Service Credit Purchase Payroll Deduction	**Current Month:** The sum total of service credit purchase payroll deductions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the service credit purchase payroll deductions reported for prior months.
Total RE TRS-Care Contribution	**Current Month:** The sum total of RE TRS-Care contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to RE TRS-Care contributions reported for prior months. Total RE TRS-Care Contribution appears only if the reporting entity type is Public School, Charter School, Educational Service Center, or Other.
Total RE New Members Contribution	**Current Month:** The sum total of the reporting entity's new member contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to the reporting entity's new member contributions reported for prior months.
Total RE Community/Junior College Contribution	**Current Month:** The sum total of community or junior college contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to community or junior college contributions reported for prior months. Total RE Community/Junior College Contribution appears only if the reporting entity type is Junior College.
Total RE Non-OASDI Member Contribution	**Current Month:** The sum total of non-OASDI contributions for all members included in the current month's report. **Prior Month Adjustments:** The net adjustment to non-OASDI contributions reported for prior months. Total RE Non-OASDI Member Contribution appears only if the reporting entity type is Public School, Charter School, Educational Service Center, or Other.

Use these fields to verify the required signature information for the current month's report, adjustments to the prior month's report, and certify that the information in the report is accurate and complete.

The screen example below is for an RP – Adjustment report:

Signature Report Totals

Report Type	RP—Adjustment
Report Period	May 2014
Report Status	Pending

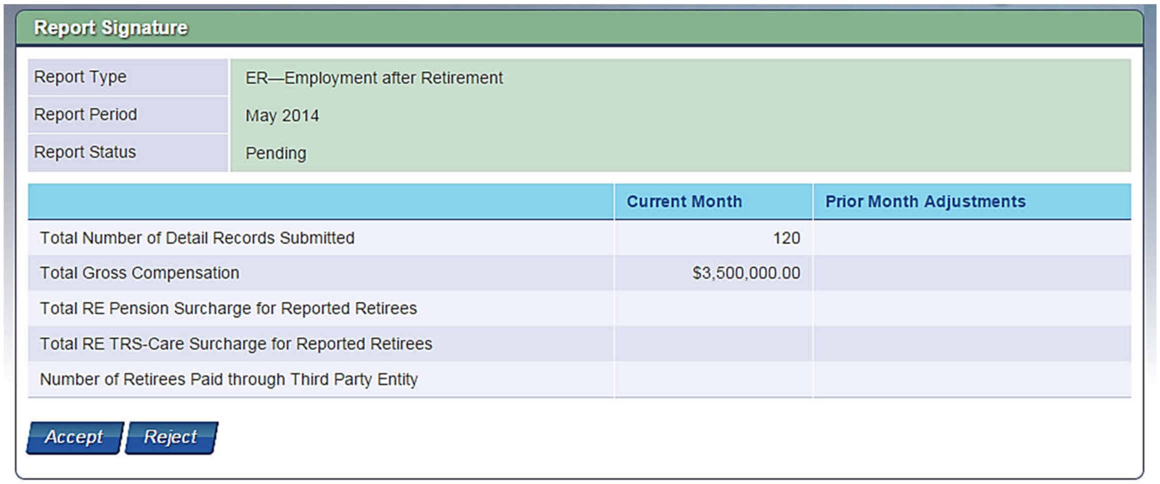
	Current Month Adjustments	Prior Month Adjustments
Total Number of Detail Records		5
Total Gross Compensation		$15,000.00
Total Eligible Compensation		
Total Performance Pay Compensation		
Total Member Contribution		
Total Member TRS-Care Contribution		
Total RE Eligible Compensation Paid From Federal Funds/Private Grants		
Total RE Federal Fund/Private Grant Contribution		
Total Adjusted State Minimum Compensation		
Total RE Statutory Minimum Contribution		
Total Eligible Compensation Paid from Non-Educational/General Funds		
Total RE Non-Educational/General Funds Contribution		
Total RE Federal Fund/Private Grant TRS-Care Contribution		
Total Eligible Compensation Paid from Educational/General Funds		
Total RE Educational/General Funds Contribution		
Total Member Service Credit Purchase Payroll Deduction		
Total RE TRS-Care Contribution		
Total RE New Members Contribution		
Total RE Community/Junior College Contribution		
Total RE Non-OASDI Member Contribution		

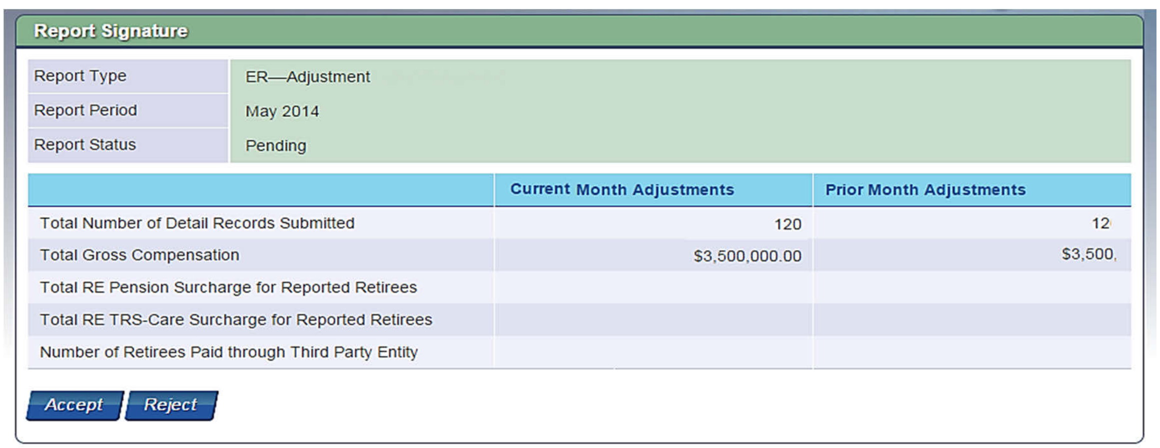
Accept Reject

Aside from the name of the report listed in the header section, the main difference between the two screens above is that for RP reports the middle column is for the current month and in the RP – Adjustment report the middle column is for current month adjustments.

Adjustments to a prior month's report are reported as the net difference between the amount originally reported and the correct amount. Negative adjustments are preceded by a minus sign and shown in bold red font.

The following two screen examples show the difference between a signature for an ER report and one for an ER – Adjustment report.





The fields available on the ER – Adjustment report signature are as follows:

Name	Description
Total Number of Detail Records Submitted	**Current Month:** The number of detail records included in the current month's report. **Prior Month Adjustments:** The number of records submitted as adjustments to the prior month's report.
Total Gross Compensation	**Current Month:** The sum total of gross compensation for all employees included in the current month's report. **Prior Month Adjustments:** The net adjustment to the gross compensation reported for the prior month.

Name	Description
Total RE Pension Surcharge for Reported Retirees	**Current Month:** The sum of pension surcharges for all retirees included in the current month's report. **Prior Month Adjustments:** The net adjustment to pension surcharges reported for the prior month.
Total RE TRS-Care Surcharge for Reported Retirees	**Current Month:** The sum total of TRS-Care surcharges for all retirees included in the current month's report. **Prior Month Adjustments:** The net adjustment to TRS-Care surcharges reported for the prior month.
Number of Retirees Paid through Third-Party Entity	**Current Month:** The total number of retirees in the current month's report who were paid by a third-party entity. **Prior Month Adjustments:** The net adjustment to the number of retirees in the current month's report who were paid by a third-party entity.

2. Review the information on the Reports Ready for Signature screen and do one of the following:
   - Click **Accept**. A confirmation prompt appears.
     - Click **OK** to update the Signature Status to Accepted, display the Reports Ready for Signature screen, and add an Accepted link to the row for that report on the Report Summary screen. Employee or retiree records cannot be added to or deleted from a report once the Signature Status is Accepted. Once a signature is accepted, the report is sent through validation again:
       - If the absolute value of negative adjustments to a contribution type amount reported before switching over to the new Reporting Entity Portal is greater than the current month's positive amount for that contribution type, the report is assigned the Hold status. If a report is assigned the Hold status, contact TRS. A TRS representative must remove the hold from the report.
       - If the report is not assigned the Hold status, it is assigned the Completed status and work on that report is complete. Even though the work for the report is complete, the information from the report is not applied to your reporting entity's record, or the record of any included employee or retiree, until the nightly posting job is run for that report.

*Click **Cancel** to return to the Report Signature screen without submitting the signature.*

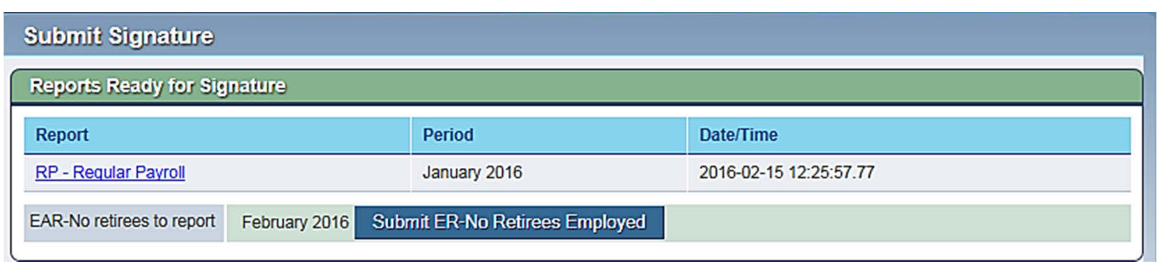
OR

- Click **Reject**. A confirmation prompt appears.
  - Click **OK** to update the Signature Status to Rejected, display the Reports Ready for Signature screen, and add a Rejected link to the row for that report on the Report Summary screen. If a signature is rejected, the report status remains Pending, and a Reporting Entity Portal user with the Submit authority level can correct any problems by adding, editing, or deleting detail records using the instructions found in the Create and Maintain Reports lesson. Click **Cancel** to return to the Report Signature screen without rejecting the signature.

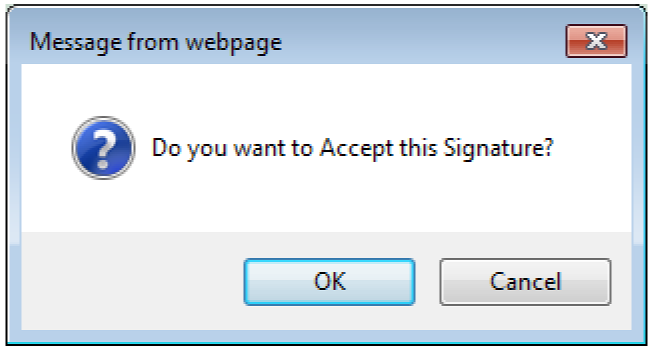
If a signature is rejected in error, resubmit the report for validation using the instructions found in the Create and Maintain Reports activity help topic. Once the validation is complete, the report will appear on the Reports Ready for Signature screen.

To create and sign an ER report when there are no retirees:

1. Click Submit ER No Retirees Employed.

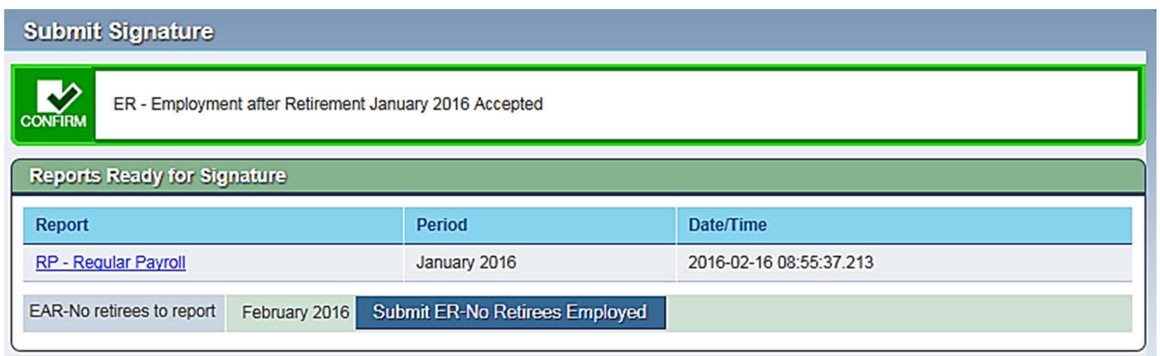


A confirmation prompt appears.



2. Click **OK** to create an Employment after Retirement report for the month and year displayed to the left of the button and submit the report signature. The report created using this button does not contain any detail records. Click this button only if your reporting entity has no retiree information to report for the month and year displayed.

   A confirmation message displays.



3.

   OR

   Click **Cancel** to return to the Reports Ready for Signature screen without creating the report or submitting the signature.

EXERCISE

Scenario: *In this exercise, you'll review the contribution type amounts for a current report for your reporting entity and then "sign" the report to signify that the contribution type amounts are complete and accurate.*

You will use the same Reporting Entity that you have used in previous exercises.

1) Log in to your assigned Reporting Entity as Web Administrator or Reporting Official.
2) From the Wage & Contribution Reporting menu, select the option to submit a signature.
3) On the Reports Ready for Signature screen, click the link in the Report column for the RP – Regular Payroll report.
4) Review the contribution type amounts for the current month as well as adjustments from prior months, if any.
5) Click **Accept**, then click **OK** on the confirmation prompt to update the signature status to Accepted.

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Lesson 8 – Viewing Employee Information in the Portal

All Reporting Entity Portal users can search for an employee's record and view summary information about their TRS membership.

Lesson objectives

By the end of this lesson, you should be able to:

- Locate an employee’s information
- View the employee’s information

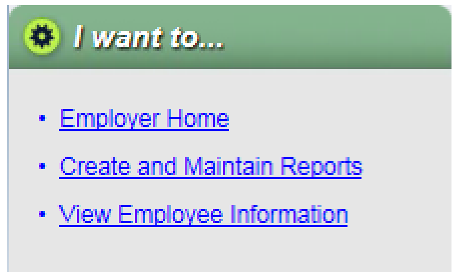
Prerequisites

Courses	System Access
• Introduction to the Reporting Entity Portal	• Employees menu • View Employee Information task

The View Employee Information screen

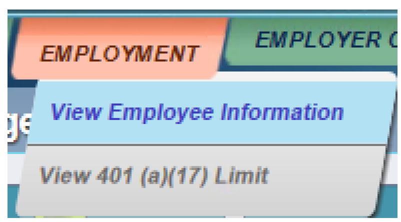
Viewing employee information starts on the Search Employee panel of the View Employee Information screen. To reach that screen, do one of the following:

In the *I want to...* task panel, click **View Employee Information**

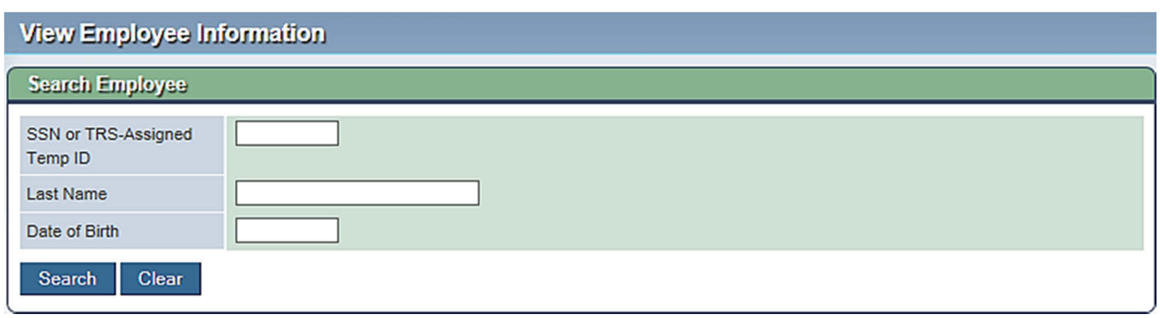


OR

From the Employment menu, select **View Employee Information**.



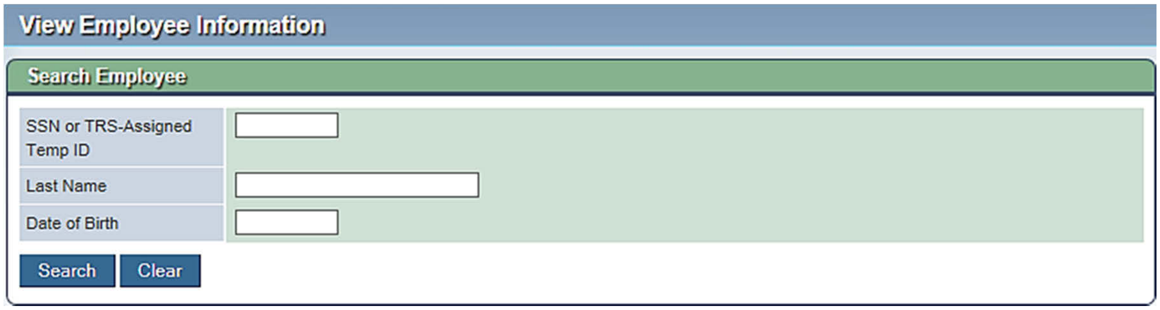
The View Employee Information screen appears with the Search Employee panel.



Initially, only the Search Employee panel is displayed on this screen. Once you locate an employee's record, the Employee Information panel also appears.

Task: Locate and view employee information

1. On the Search Employee panel, enter the employee's Social Security Number (SSN) or TRS-assigned temporary ID number in the **SSN or TRS-Assigned Temp ID** field.


View Employee Information

Search Employee

SSN or TRS-Assigned Temp ID	
Last Name	
Date of Birth	

Search Clear

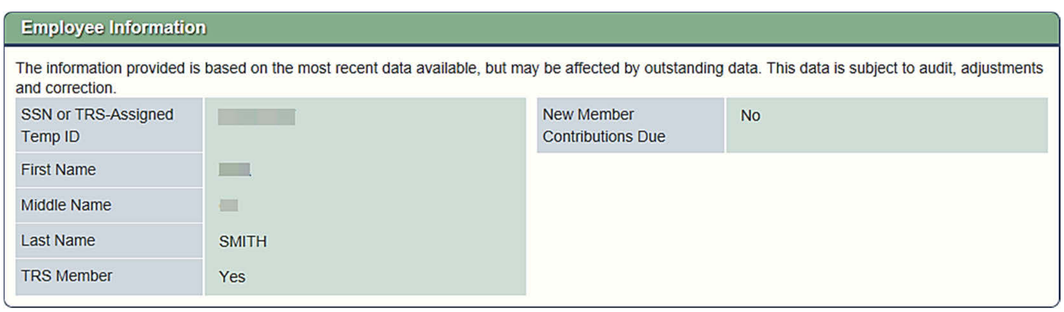
2. Enter either the Last Name or Date of Birth.

Note 1: *It's suggested that user's use the Date of Birth field, if known, rather than the Last Name, because names are subject to change.*

Note 2: *If you mistyped any of the values or just want to reset the search screen to its default state, click* ***Clear****.*

3. Click **Search**.

   The Employee Information panel appears, populated with information about the employee with that SSN or TRS-assigned temporary ID number.


Employee Information

The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.

SSN or TRS-Assigned Temp ID	[redacted]	New Member Contributions Due	No
First Name	[redacted]		
Middle Name	[redacted]		
Last Name	SMITH		
TRS Member	Yes		

If no employee matches the SSN or TRS-assigned temporary ID number that you entered, the screen will display "No" in the TRS Member field. If you enter an invalid SSN or TRS-assigned temporary ID number, an error message appears at the top of the screen and the Employee Information panel does not appear.

The following read-only fields are available in the Employee Information panel:

Name	Description
SSN or TRS-Assigned Temp ID	The employee's Social Security Number (SSN) or TRS-assigned temporary ID number.
First Name	The employee's first name. Does not display if the employee's Member Account Status is Non-Member.
Middle Name	The employee's middle name. Does not display if the employee's Member Account Status is Non-Member.
Last Name	The employee's last name. Does not display if the employee's Member Account Status is Non-Member.
Generation	The employee's generational indicator, if any: I, II, III, IV, V, VI, VII, VIII, IX, X, XI, JR, or SR. Does not display if the employee's Member Account Status is Non-Member.
TRS Member	Indicates whether an employee is a TRS member, either Yes or No. Yes is displayed if the employee's Member Account Status is Active, Escheated, or Inactive. No is displayed if the employee's Member Account Status is Deceased, Withdrawn, Transferred, or Non-Member, or if there is no employee account that matches the SSN or TRS-assigned temporary ID number.
ORP Election Date	Displays the date the employee elected to participate in an Optional Retirement Program (ORP). Displays only if the employee's ORP status is ORP Participation.

Name	Description
ORP Vesting Status	Indicates whether the employee is vested in an ORP, either Yes, No, or Unknown. Displays only if the employee's ORP status is ORP Participation.

Name	Description
ORP Messages	If the employee's ORP Status is ORP Participation, their ORP Vesting status is Yes, and you are searching for the employee on behalf of a Higher Education reporting entity, the following message displays at the bottom of the Employee Information panel: This employee is an ORP participant and not eligible for TRS membership. If the employee's ORP Status is ORP Participation, their ORP Vesting status is No, and you are searching for the employee on behalf of a Higher Education reporting entity, the following message displays at the bottom of the Employee Information panel: If the employee is working in a position that is ORP eligible, then the employee must remain in ORP. If the employee is working in a position that is not ORP eligible but is TRS-eligible, then the employee must participate in TRS. If the employee's ORP Status is ORP Participation, their ORP Vesting status is Unknown, and you are searching for the employee on behalf of a Higher Education reporting entity, the following message displays at the bottom of the Employee Information panel: If the employee is working in a position that is ORP eligible, the employee must remain in ORP. If the employee is working in a position that is not ORP eligible and the employee is vested, then the employee must remain in ORP. If the employee is not vested and the position is TRS eligible, the employee must return to TRS membership. Please contact the employee regarding vesting status. If the employee's ORP Status is ORP Participation and you are searching for the employee on behalf of a non-Higher Education reporting entity, the following message displays at the bottom of the Employee Information panel: This employee previously elected ORP. If the employee has terminated all employment in Higher Education, the employee is eligible for membership in TRS if the position is TRS-eligible. If the employee is currently working in Higher Education, the employee is not eligible for membership in TRS due to prior ORP election.

Name	Description
New Member Contributions Due	Indicates whether new member contributions are due for the employee, either Yes or No. Displays Yes if: • the employee's Member Account Status is Active, Escheated, Withdrawn, Transferred, or Inactive **and** the number of days of employment at a reporting entity is equal to or less than 90 **OR** • the Member Account Status is Non-Member **OR** • no account matching the search criteria Displays No if none of the above criteria are met.
TRS Retiree	Indicates whether the employee retired before or after September 1, 2005. Displays only if the employee's Member Account Status is Disability Retirement or Service Retirement.
Monthly TRS-Care Surcharge Amount	The employee's monthly TRS-Care surcharge. Displays only if the retiree's Member Account Status is Disability Retirement or Service Retirement, their retirement date is after September 1, 2005, and they are enrolled in TRS-Care.
Pension Surcharge (% of salary paid in the calendar month)	The retiree's pension surcharge percentage as of the current date. Displays only if the retiree's Member Account Status is Disability Retirement or Service Retirement and their retirement date is after September 1, 2005.
Surcharge Message	If the employee's Member Account Status is Disability Retirement or Service Retirement and they retired before September 1, 2005, the message "No Surcharges Due" is displayed at the bottom of the Employee Information panel.

EXERCISE

Scenario: *In this exercise you will view information for an employee. You will use the same Reporting Entity as in previous exercises.*

1) From either the *I want to…* task panel or the Employees menu, select the option to view employee information.
2) Display the record for the same employee that you created an RP – Regular Payroll report for in lesson 6 above.

Lesson 9 – Viewing the Ledger in the Reporting Entity Portal

All Reporting Entity Portal users can use this task to search for and view information about transactions posted to their reporting entity's ledger.

Lesson objectives

By the end of this lesson, you should be able to:

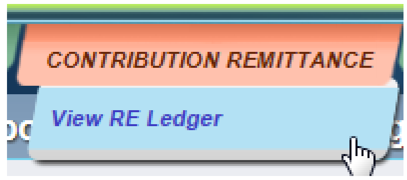
- Display your reporting entity's ledger in default view
- Change the ledger view by using various ledger search criteria

Prerequisites

Courses	System Access
• Introduction to the Reporting Entity Portal	• Contribution Remittance menu

Task: Display your ledger in default view

1. In the Contribution Remittance menu, select View RE Ledger.



The View RE Ledger screen appears, with two panels: Search RE Ledger Details and RE Ledger Details.

Search RE Ledger Details

Contribution Type	All
Current Contribution Type Balance	
Current Total RE Ledger Balance	$63,826.34

Posted Date Range

Starting Posted Date	10/28/2014
Ending Posted Date	11/14/2014

Reporting Period Range

Starting Reporting Period	
Ending Reporting Period	

Search

RE Ledger Details

First Previous 1 2 3 4 Next Last — 50 results per page

Posted Date	Type	Transaction Description	Posted Amount	Reporting Period	Deposit Date/Receivable Date	RE Ledger Balance
11/14/2014	MC	Post Member Contribution	-$1,800,000.00	10/2014	11/14/2014	$55,586.21
11/10/2014	MC	TEXNET DEPOSIT	$1,800,000.00	10/2014	11/7/2014	$1,855,586.21
10/28/2014	MC	Transfer In	$55,586.21	09/2014	10/27/2014	$55,586.21
11/14/2014	IN	Post Member TRS-Care Contribution	-$130,000.00	10/2014	11/14/2014	$0.00
11/10/2014	IN	TEXNET DEPOSIT	$130,000.00	10/2014	11/7/2014	$130,000.00
11/14/2014	RI	Post RE TRS-Care Contribution	-$110,000.00	10/2014	11/14/2014	$1,000.13
11/10/2014	RI	TEXNET DEPOSIT	$111,000.00	10/2014	11/7/2014	$111,000.13
11/14/2014	SP	Post Member Service Credit Purchase Deduction	-$632.00	10/2014	11/14/2014	$0.00
11/10/2014	SP	TEXNET DEPOSIT	$632.00	10/2014	11/7/2014	$632.00
11/14/2014	FG	Post RE Federal Fund/Private Grant Contribution	-$6,800.00	10/2014	11/14/2014	$0.00
11/10/2014	FG	TEXNET DEPOSIT	$6,800.00	10/2014	11/7/2014	$6,800.00
11/14/2014	FI	Post RE Federal Fund/Private Grant TRS-Care Contribution	-$1,000.00	10/2014	11/14/2014	$10.00
11/10/2014	FI	TEXNET DEPOSIT	$1,010.00	10/2014	11/7/2014	$1,010.00
11/14/2014	SM	Post RE Statutory Minimum Contribution	-$34,000.00	10/2014	11/14/2014	$1,000.00
11/10/2014	SM	TEXNET DEPOSIT	$35,000.00	10/2014	11/7/2014	$35,000.00
11/14/2014	NM	Post RE New Member Contribution	-$3,400.00	10/2014	11/14/2014	$30.00
11/10/2014	NM	TEXNET DEPOSIT	$3,430.00	10/2014	11/7/2014	$3,430.00
11/14/2014	NO	Post RE Non-OASDI Member Contribution	-$225,000.00	10/2014	11/14/2014	$6,200.00
11/10/2014	NO	TEXNET DEPOSIT	$230,000.00	10/2014	11/7/2014	$231,200.00
11/14/2014	PI	Post RE Penalty Interest	-$21.60	10/2014	11/14/2014	$78.40
11/10/2014	PI	TEXNET DEPOSIT	$22.93	10/2014	11/7/2014	$101.33

First Previous 1 2 3 4 Next Last — 1-10 of 76 items

Up to 50 records are displayed per page in the RE Ledger Details panel, grouped by Type of transaction. Within each Type group, entries are displayed in descending order by Posting Date.

Transaction type groups are sorted in the following order:

- MC – Member Contribution
- IN – Member TRS-Care Contribution
- FG – RE Federal Fund/Private Grant Contribution
- SM – RE Statutory Minimum Contribution
- NE – RE Non-Educational/General Funds
- FI – RE Federal Fund/Private Grant TRS-Care
- EG – RE Educational/General Funds
- SP – Member Service Credit Purchase Payroll Deduction
- AC – RE TRS-ActiveCare Premiums
- RI – RE TRS-Care Contribution
- NM – RE New Member Contribution
- PS – RE Pension Surcharge for Reported Retirees
- CS – RE TRS-Care Surcharge for Reported Retirees
- CJ – RE Community/Junior College Contribution
- NO – RE Non-OASDI Member Contribution
- PI – RE Penalty Interest

The following read-only fields are available in the RE Ledger Details panel.

Field	Description
First	Click to navigate to the first page of search results.
Previous	Click to navigate to the previous page of search results
Page Number	Click a page number to navigate directly to that page of the search results.
Next	Click to navigate to the next page of search results.
Last	Click to navigate to the last page of search results.
Results per page	Select the number of ledger entries to display on each page of search results.
Posted Date	The date when a transaction took place. For a deposit, this is the date it was assigned Reconciled status.

Field	**Description**
Type	The two-letter code for a contribution type: AC: RE TRS-ActiveCare Premiums CJ: RE Community/Junior College Contribution CS: RE TRS-Care Surcharge for Reported Retirees EG: RE Educational/General Funds FG: RE Federal Fund/Private Grant Contribution FI: RE Federal Fund/Private Grant TRS-Care IN: Member TRS-Care Contribution MC: Member Contribution NE: RE Non-Educational/General Funds NM: RE New Member Contribution NO: RE Non-OASDI Member Contribution PI: RE Penalty Interest PS: RE Pension Surcharge for Reported Retirees RI: RE TRS-Care Contribution SM: RE Statutory Minimum Contribution SP: Member Service Credit Purchase Payroll Deduction
Transaction Description	The description of a transaction's contribution type, receivable type, or payable type.
Posted Amount	The dollar amount of a transaction.
Reporting Period	The month and year of the reporting period in which the Posted Amount was applied to the contribution type.
Deposit Date/Receivable Date	The date that the Posted Amount was deposited to TRS.
RE Ledger Balance	The total balance for the contribution type of a transaction on the transaction's posting date.
Field	Description
First	Click to navigate to the first page of search results.
Previous	Click to navigate to the previous page of search results
Page Number	Click a page number to navigate directly to that page of the search results.
Next	Click to navigate to the next page of search results.
Last	Click to navigate to the last page of search results.
Results per page	Select the number of ledger entries to display on each page of search results.
Posted Date	The date when a transaction took place. For a deposit, this is the date it was assigned Reconciled status.

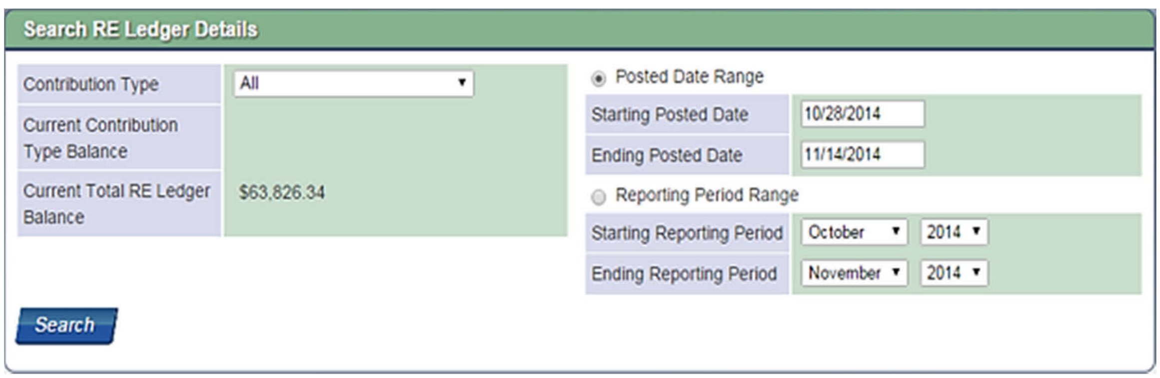
2. (Optional) In the Results Per Page field, select the number of matching ledger entries that you want to appear on each page of search results, up to 50.

The screen reloads to show the selected number of results.

3. (Optional) Use the First, Previous, Page Number, Last, and Previous buttons to navigate through the pages of search results.

Task: Change the default ledger view

Changing to a view other than the default view is done by using the search fields in the Search RE Ledger Details panel:



1. Enter information in one or more of the search criteria fields.

Note 1: *You can use one of two different date range searches to locate ledger entries - Posted Date Range and Reporting Period Range - but not both.*

Note 2: *If searching by Posted Date Range, neither the Starting Posted Date nor the Ending Posted Date can be a future date. The Starting Posted Date cannot be after the Ending Posted Date.*

Note 3: *If searching by Reporting Period Range, neither the Start Reporting Period nor the End Reporting Period can be a future date. The Starting Report Period cannot be after the Ending Report Period.*

Note 3: *If searching by Reporting Period Range, neither the Start Reporting Period nor the End Reporting Period can be a future date. The Starting Report Period cannot be after the Ending Report Period.*

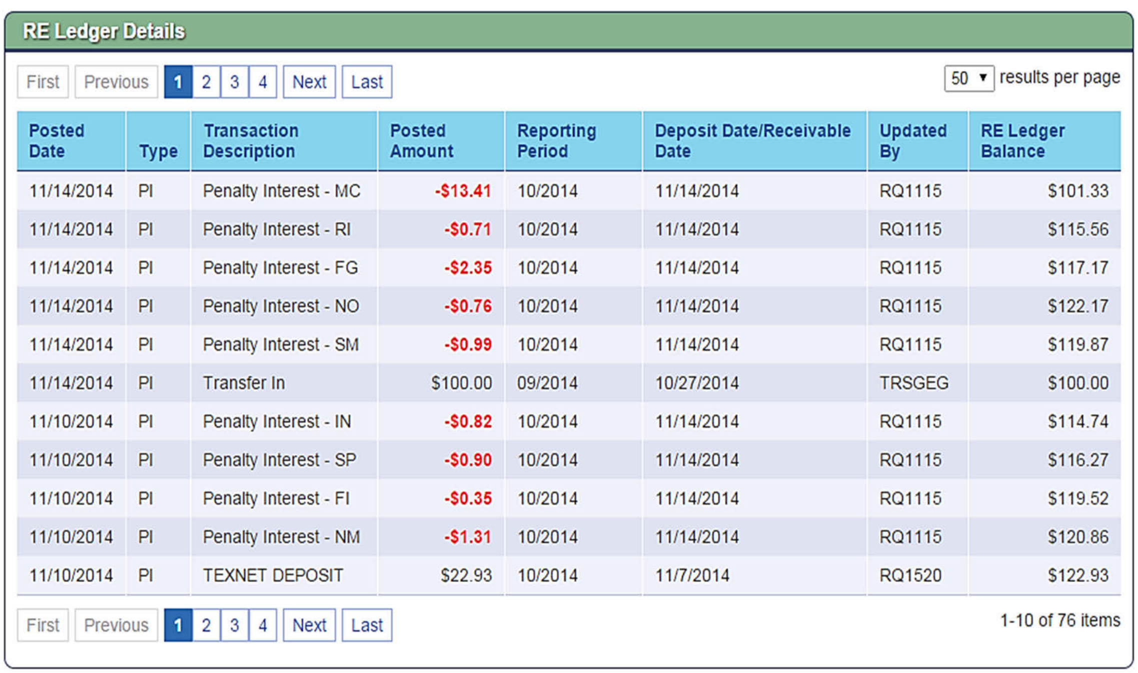
The following fields and buttons are available in the Search RE Ledger Details panel:

Field	Description
Contribution Type	Select the contribution type for ledger entries to include in the search results. Defaults to All.
Current Contribution Type Balance	If a search has been performed after selecting a Contribution Type other than All, displays the reporting entity's current contribution balance for that type. Otherwise is blank. (Read-only)
Current Total RE Ledger Balance	If a search has been performed after selecting All as a Contribution Type, displays the reporting entity's current ledger balance. Otherwise is blank. (Read-only)
Posted Date Range	Select this radio button to enable the Starting Posted Date and Ending Posted Date fields and clear the Reporting Period Range radio button. Selecting the Reporting Period Range button clears this button and disables the Starting Posted Date and Ending Posted Date fields. (Defaults to selected.)
Starting Posted Date	Enter a date in the MM/DD/YYYY format to limit ledger search results to transactions posted on or after that date. Cannot be a future date. Defaults to September 1st of the current fiscal year. This field is enabled unless the Reporting Period Range button is selected.
Ending Posted Date	Enter a date in the MM/DD/YYYY format to limit ledger search results to transactions posted on or before that date. Cannot be a future date. Defaults to the current date. This field is enabled unless the Reporting Period Range button is selected.

Field	Description
Reporting Period Range	Select this radio button to enable the Starting Report Period and Ending Report Period fields and clear the Posted Date Range radio button. Selecting the Posted Date Range button clears this button and disables the Starting Report Period and Ending Report Period fields.
Starting Report Period	Select the month and year of a report period to limit ledger search results to transactions included in reports filed during or after that period. Cannot be a future report period. These fields are disabled unless the Reporting Period Range button is selected.
Ending Report Period	Select the month and year of a report period to limit ledger search results to transactions included in reports filed during or before that period. Cannot be a future report period. These fields are disabled unless the Reporting Period Range button is selected.
Search	Click to search your RE's ledger for transactions that fit the entered search criteria.

2. Click **Search**.

   The search results display the records that match your selection criteria.



RE Ledger Details

First Previous 1 2 3 4 Next Last — 50 results per page

Posted Date	Type	Transaction Description	Posted Amount	Reporting Period	Deposit Date/Receivable Date	Updated By	RE Ledger Balance
11/14/2014	PI	Penalty Interest - MC	-$13.41	10/2014	11/14/2014	RQ1115	$101.33
11/14/2014	PI	Penalty Interest - RI	-$0.71	10/2014	11/14/2014	RQ1115	$115.56
11/14/2014	PI	Penalty Interest - FG	-$2.35	10/2014	11/14/2014	RQ1115	$117.17
11/14/2014	PI	Penalty Interest - NO	-$0.76	10/2014	11/14/2014	RQ1115	$122.17
11/14/2014	PI	Penalty Interest - SM	-$0.99	10/2014	11/14/2014	RQ1115	$119.87
11/14/2014	PI	Transfer In	$100.00	09/2014	10/27/2014	TRSGEG	$100.00
11/10/2014	PI	Penalty Interest - IN	-$0.82	10/2014	11/14/2014	RQ1115	$114.74
11/10/2014	PI	Penalty Interest - SP	-$0.90	10/2014	11/14/2014	RQ1115	$116.27
11/10/2014	PI	Penalty Interest - FI	-$0.35	10/2014	11/14/2014	RQ1115	$119.52
11/10/2014	PI	Penalty Interest - NM	-$1.31	10/2014	11/14/2014	RQ1115	$120.86
11/10/2014	PI	TEXNET DEPOSIT	$22.93	10/2014	11/7/2014	RQ1520	$122.93

First Previous 1 2 3 4 Next Last — 1-10 of 76 items

The screen sample above shows the results of a search using PI – Penalty Interest as the contribution type and a posted date range of 10/28/2014 to 11/14/2014.

Ledger entries matching the search criteria are grouped by type. Within each group of transactions of a specific type, entries are displayed in descending order by the Posting Date.

EXERCISE

Scenario: *You want to view your reporting entity's ledger for all contribution types during a specific reporting period. You will use the same Reporting Entity assigned to you previously.*

The functionality for this lesson will not be fully available in the line of business solution until Phase 1B. If it's not possible to view the ledger information correctly, the instructor will make available copies of the User Interface design specification documents that contain mockups of the screens for this process.

1) Select the appropriate option from the Contribution Remittance menu to display the View RE Ledger screen.
2) In the Search RE Ledger Details panel, enter starting and ending values in the Reporting Period Range search fields
    a) Search for a single reporting period.
    b) Search for a range of two or more reporting periods.

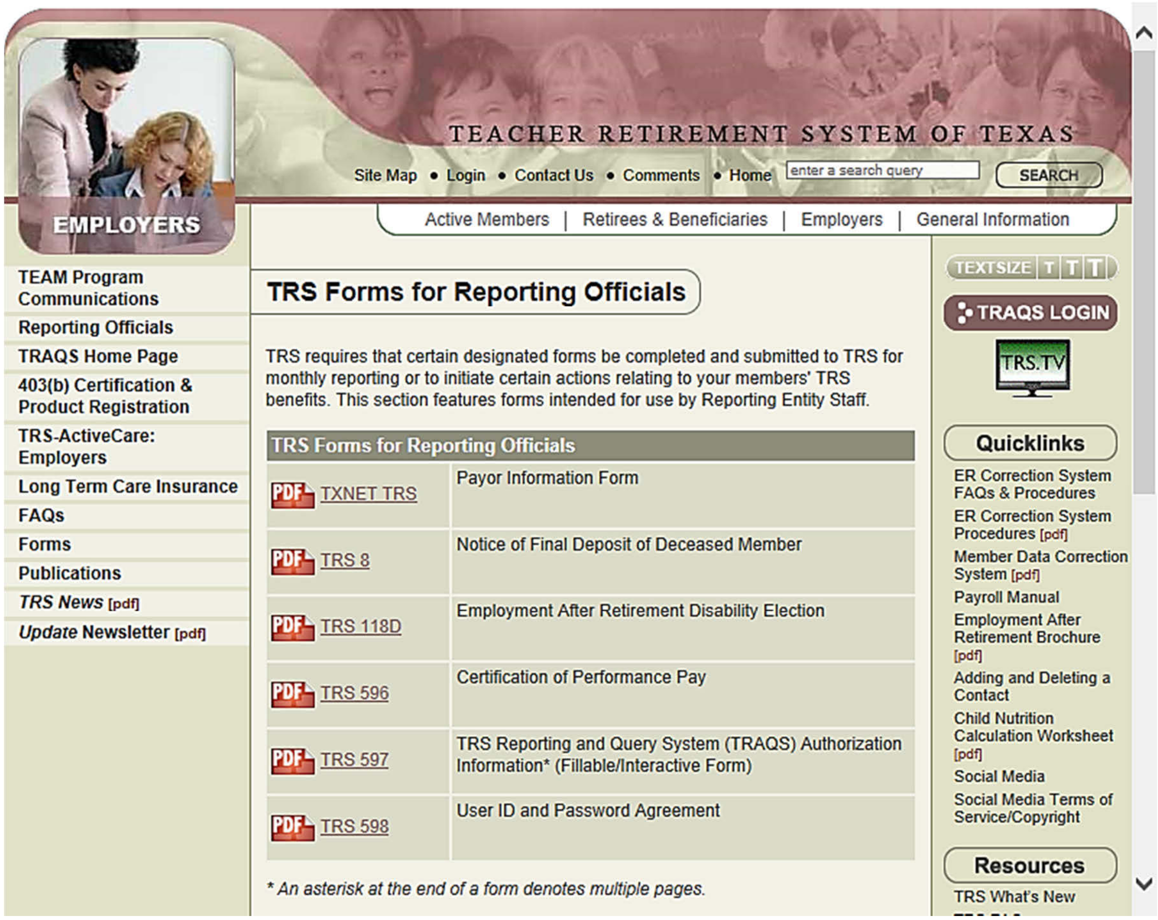
Lesson 10 – Accessing forms and presentations

From within the Reporting Entity Portal, all portal users can access and download various TRS line-of-business forms as well as view a variety of TRS presentations. When the respective menu options are selected for these tasks, a new browser window is opened with the appropriate page on TRS public website displayed.

Task: Access forms

From the Forms & Publications menu, select **TRS Forms for Reporting Entities**.

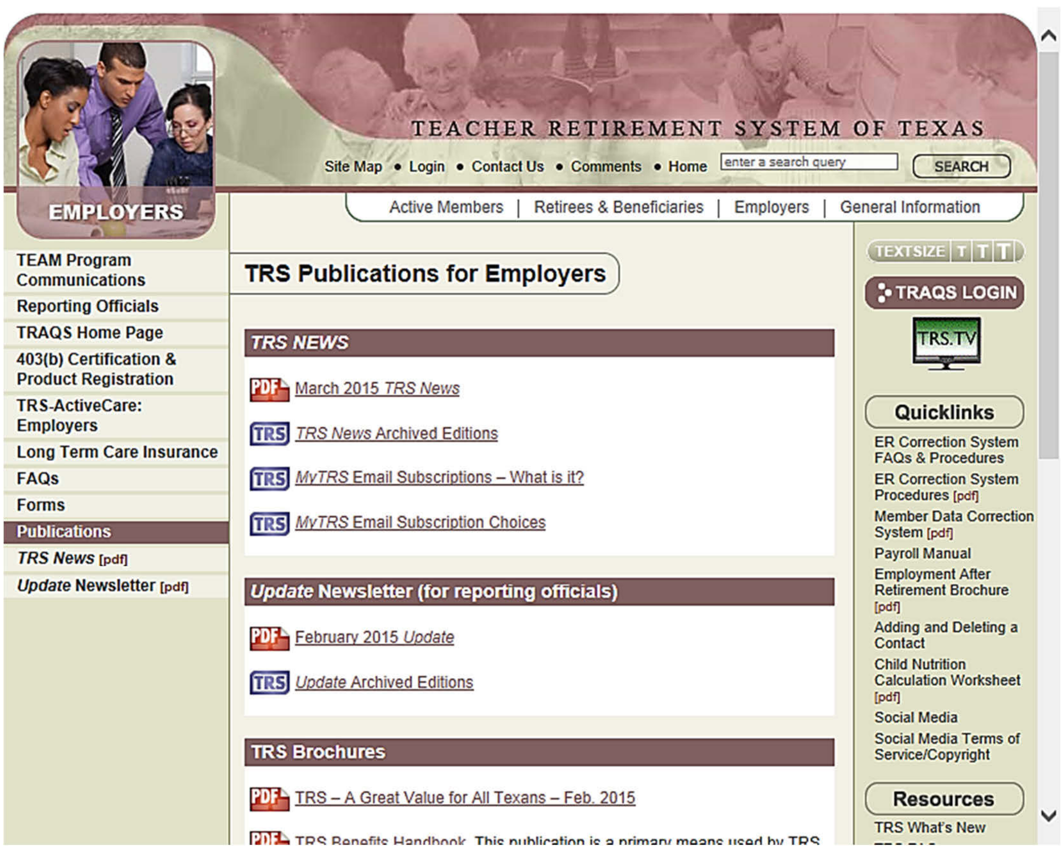
A new browser window opens, displaying the Forms page of the TRS website.



Task: Access presentations

From the Forms & Publications menu, select **Training and Presentations**.

A new browser window opens, displaying the Training and Presentations page of the TRS website.



EXERCISE

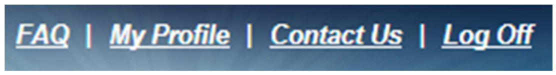
Scenario: *In this exercise you will explore the resources that are available on both the forms and the presentations pages of the TRS website.*

1) Select the option from the Forms & Publications menu to access TRS forms.
2) View the web page that displays in the new browser window, then close the window.
3) Select the option from the Forms & Publications menu to access training and presentations.
4) View the page that opens in the new browser window, then close the window.

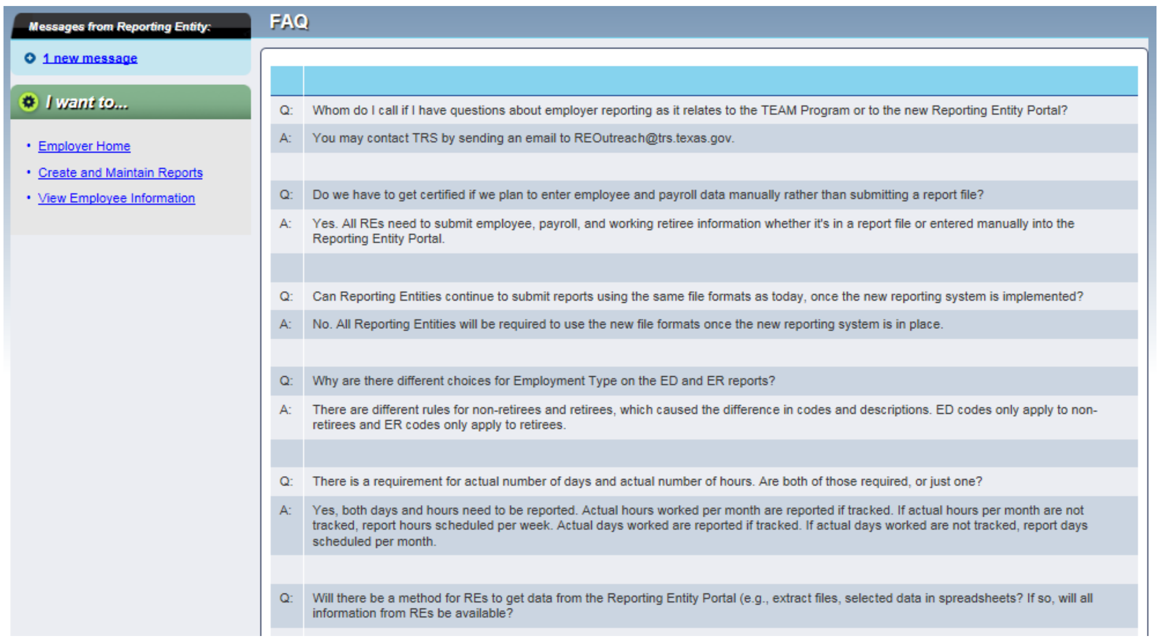
Lesson 11: Viewing FAQs

TRS maintains a list of frequently asked questions (FAQs) that are available to users of the Reporting Entity Portal.

To view the FAQs, click the FAQ link in the upper-right corner of any portal screen.



The FAQ screen appears.



The most recently added FAQs are at the bottom of the list. If more FAQs are present than can fit on the screen, you can scroll down to see those not initially displayed. Also, at the bottom of the list you can click the **Back to Top** to return immediately to the top.

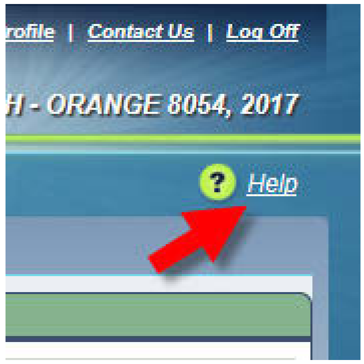
EXERCISE

Scenario: *You have a question about TRS reporting procedure and want to see if the issue is covered by FAQs.*

1) From any portal screen, click the link to access the FAQs screen.
2) View the FAQ list. Scroll to the bottom, then click the Back to Top link to return to the top of the list.

Using the Online Help in the Reporting Entity Portal

Every Reporting Entity Portal screen contains a single, context-sensitive Help link in the upper right corner:



To view the online help for the screen you're on or the task you're performing, click the **Help** link. A help selection menu appears with two or three options:

- To view help about the task you're performing, click on a link that includes the phrase **activity help**. Activity help describes the steps to take to complete a task.
- To view help that defines the screen you're on, click on the link containing the phrase **screen help**. Screen help defines the fields, button, tabs and links on a screen, but doesn't include step-by-step instructions.

The help opens in a separate browser window or tab, depending on the browser type you're using.

> ***Note:*** *Because you already know what screen you're on, the online help contains no screen images.*

Examples of each type of help are shown below.

Example of **screen help**:

Home > Screens > Contact List

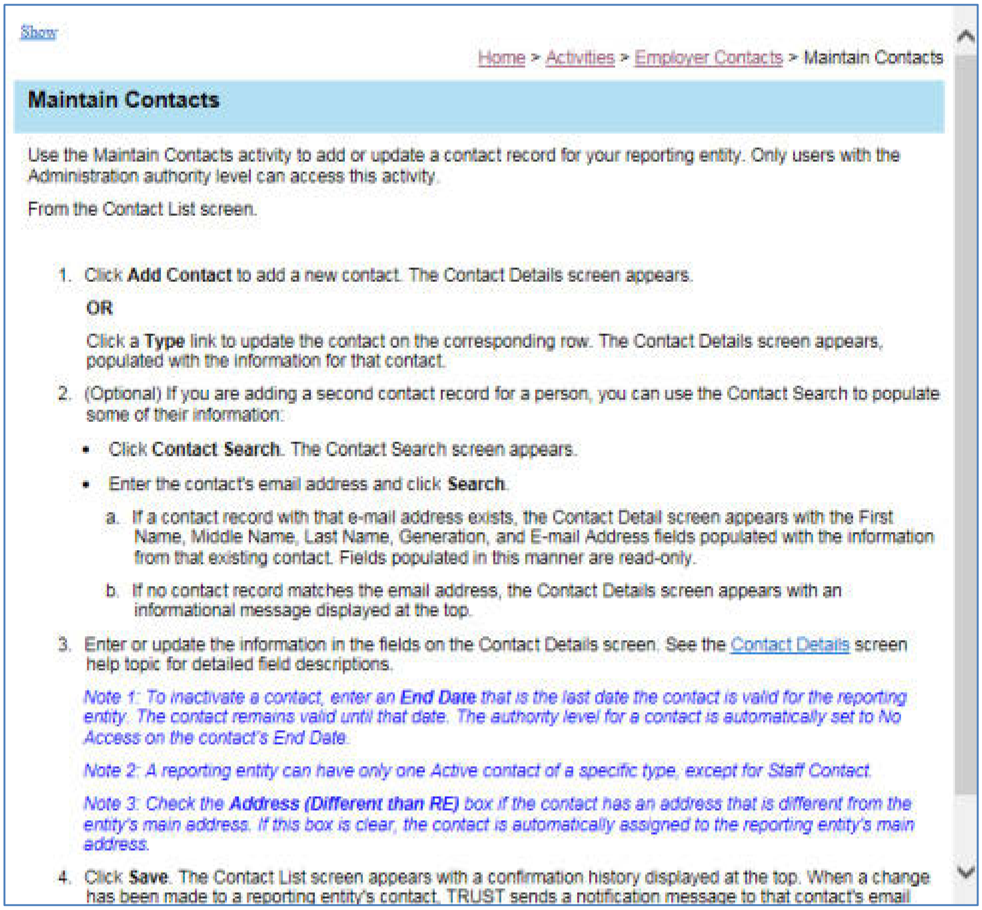
Contact List

The Contact List screen displays summary information for your reporting entity's contacts, and contains links that allow you to add new contacts or edit the information for existing contacts.

The following links, buttons and read-only fields are available on this screen. Add Contact is the only link or field that displays until a contact has been saved for the reporting entity.

Name	Description
Add Contact	Click to display the Contact Details screen and add a new contact for your reporting entity. This link displays only if your authority level is Administration.
Active	Select this radio button to filter the contact list and display just those contacts without an end date, or for which the end date has not yet passed.
Inactive	Select this radio button to filter the contact list and display just those contacts with an end date in the past.
All	Select this radio button to see all of your reporting entity's contacts, whether Active or Inactive.
Type	The types of a contact. Click a Type link to navigate to the Contact Details screen for the contact on the corresponding row.
Authority Level	The contact's authority level for the Reporting Entity Portal: Administration, Signature, Submit, Display, or No Access.
Title	The title of a contact.
Preferred Name	The preferred name of a contact.
First Name	The first name of a contact.
Middle Name	The middle name of a contact.
Last Name	The last name of a contact.
Phone Number	The 10-digit phone number of a contact.
Extension	The extension needed to reach a contact at their phone number.
Email	The email address for a contact.
Effective Date	The date a contact was first saved.
End Date	The last date that a contact is valid for your reporting entity.

Example of **activity help**:



Show

Home > Activities > Employer Contacts > Maintain Contacts

Maintain Contacts

Use the Maintain Contacts activity to add or update a contact record for your reporting entity. Only users with the Administration authority level can access this activity.

From the Contact List screen.

1. Click **Add Contact** to add a new contact. The Contact Details screen appears.

   OR

   Click a **Type** link to update the contact on the corresponding row. The Contact Details screen appears, populated with the information for that contact.
2. (Optional) If you are adding a second contact record for a person, you can use the Contact Search to populate some of their information:
   - Click **Contact Search**. The Contact Search screen appears.
   - Enter the contact's email address and click **Search**.
     a. If a contact record with that e-mail address exists, the Contact Detail screen appears with the First Name, Middle Name, Last Name, Generation, and E-mail Address fields populated with the information from that existing contact. Fields populated in this manner are read-only.
     b. If no contact record matches the email address, the Contact Details screen appears with an informational message displayed at the top.
3. Enter or update the information in the fields on the Contact Details screen. See the Contact Details screen help topic for detailed field descriptions.

   *Note 1: To inactivate a contact, enter an **End Date** that is the last date the contact is valid for the reporting entity. The contact remains valid until that date. The authority level for a contact is automatically set to No Access on the contact's End Date.*

   Note 2: A reporting entity can have only one Active contact of a specific type, except for Staff Contact.

   *Note 3: Check the **Address (Different than RE)** box if the contact has an address that is different from the entity's main address. If this box is clear, the contact is automatically assigned to the reporting entity's main address.*
4. Click **Save**. The Contact List screen appears with a confirmation history displayed at the top. When a change has been made to a reporting entity's contact, TRUST sends a notification message to that contact's email

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If you need assistance…

- Refer to Frequently Asked Questions on the TEAM Program Communications webpage
- View video training modules
- Contact your Coach
- Send email to REOutreach@trs.texas.gov