



**TRUST**

**Pension Administration  
Line of Business System**

*Reporting Employer Reporting (RE Portal)  
User Guide*

*Reporting Employer Reports (RER)*

*Teacher Retirement System of Texas*



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# 1 Introduction to the Reporting Employer Portal Activities

## 1.1 Web Account Login

Logging in to the Reporting Employer Portal Web account is the first step for accessing your RE Portal Account Home Page.

You must have already been established as a contact for your reporting employer and your Web user account activated.

**Note:** *If you are the Web Administrator for a reporting employer, you cannot log in to the Reporting Employer Portal until you are sent a user name and password by TRS.*

1. To get started, use your web browser to navigate to the RE Portal Login screen.

The screenshot shows the TRS Reporting Entity Portal login interface. At the top, there is a dark blue header with the TRS logo and the text 'Reporting Entity Portal'. To the right of the header, the date and time 'Wed, Sep 11, 2019 8:56:44 AM CDT' and a 'Contact Us' link are displayed. Below the header, there is a 'LOG IN' button on the left and a 'Help' link on the right. The main content area is titled 'Reporting Entity Log In' and contains a form with the following elements: a text input field for 'User ID', a text input field for 'Password', a 'Forgot Password' link, and a 'Log In' button. The footer of the page contains links for 'Accessibility Audit', 'Accessibility Policy', 'Privacy Policy', and 'Terms of Use'.

*RE Portal Login Screen*

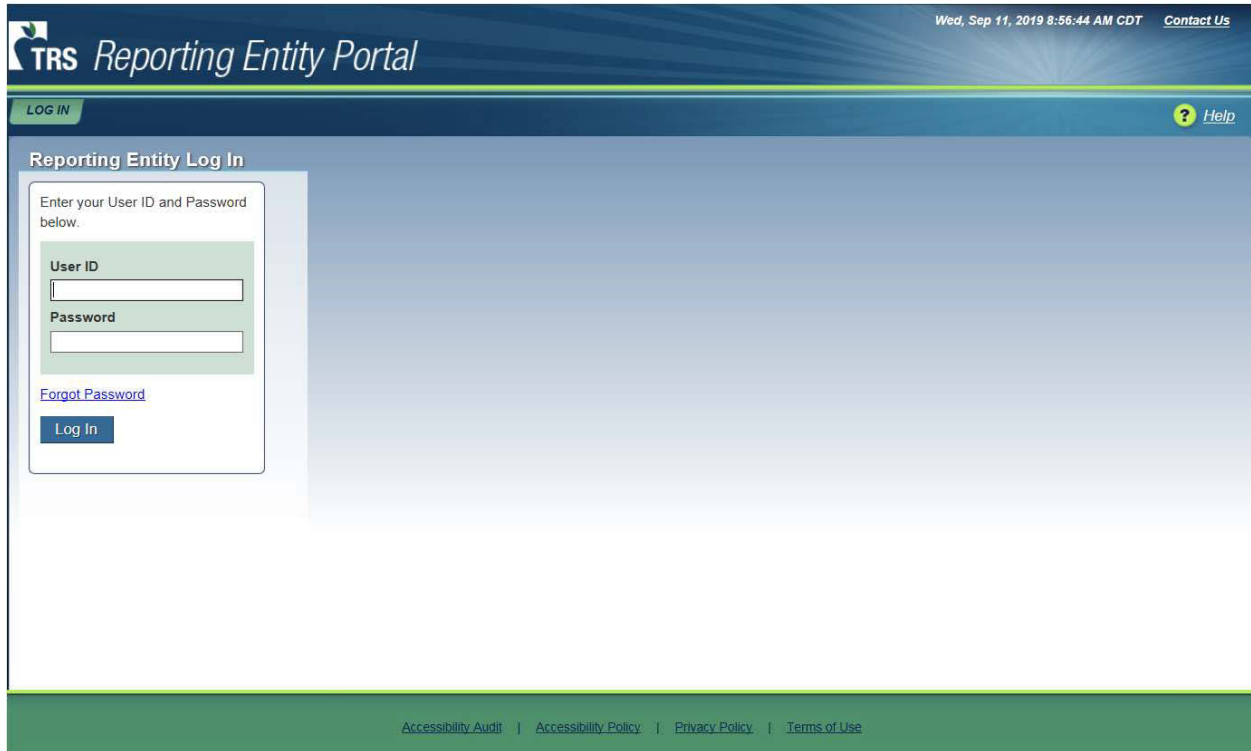
### 1.1.1 Log In to the Reporting Employer Portal for the First Time

The first time you log into the Reporting Employer Portal after your Web account has been set up, you will need to take a couple of extra steps compared to a normal login. You will log in with a temporary password, then change it to a more permanent one. In addition, you will set up three security questions and answers to help verify your identity later.

When your Web account is created, you receive two account confirmation emails, one containing your user ID and the other the temporary password.

After you receive the two account confirmation emails, navigate to the RE Portal Login screen.

On the RE Portal Login screen:



### *RE Portal Login Screen*

2. Enter your eight-digit portal User ID.
3. Enter your temporary Password.
4. Click **Log In**.

**Note:** You can copy and paste the temporary password from the email. However, be careful not to copy any spaces after the password.

The Change Password screen appears.

**Note:** You must change your password from the temporary password in order to continue.



*Change Password Screen*

5. Enter your new password.
6. Enter your new password to confirm it.

**Note:** Passwords must be between 8 and 20 characters long, and must contain at least three out of four of the following: uppercase letter, lowercase letter, number, special character (for example: ! \$ # %).

Other password rules can be viewed by clicking the “Password Rules” link.

7. Click **Save**.

The Account Identification Information screen appears.

Account Identification Information

User ID	23717774
Select an Identification Question	What is the street number of the house you grew up in? ▼
Answer to Your Identification Question	<input style="width: 90%;" type="text"/>
Select an Identification Question	What is your mother's middle name? ▼
Answer to Your Identification Question	<input style="width: 90%;" type="text"/>
Select an Identification Question	What was your high school mascot? ▼
Answer to Your Identification Question	<input style="width: 90%;" type="text"/>

*Account Identification Information screen*

8. Select and answer three security questions.

*Note: You will be asked to provide the answer to one of these questions whenever you request your password to be reset.*

9. Click **Save**.

The Annual Recertification Agreement screen appears.

Annual Recertification Agreement

You have been identified by your employer as requiring access to the TRS Reporting Entity Portal in order for your employer to submit employer reports and contributions to TRS. Access to the TRS Reporting Entity Portal provides you with access to confidential TRS participant information and TRS requires that you acknowledge and agree to the following terms before providing you with a User ID and Password and/or continued access to the TRS Reporting Entity Portal:

I agree to maintain the integrity of the TRS Reporting Entity Portal by using appropriate safeguards to ensure the security and proper use of my User ID and Password and to maintain the confidentiality of my Password.
   
 I understand and agree that I am responsible for all actions and/or access to the TRS Reporting Entity Portal made with the User ID and Password that is assigned to me and/or that I create after accessing the portal.
   
 I agree to protect and maintain the confidentiality of the data that I access using the TRS Reporting Entity Portal without regard to whether the same or similar information in my employer's records is subject to disclosure under the Public Information Act.
   
 I agree that I will not share or disclose confidential information obtained through the TRS Reporting Entity Portal with others who are not authorized to view such data.
   
 I agree to access the TRS Reporting Entity Portal only for the purpose of conducting official business with TRS and will access the portal only when doing so is necessary for me to conduct TRS business.
   
 I agree not to use the TRS Reporting Entity Portal or the information I obtain using the portal for my personal or financial gain or the personal or financial gain of any third party.
   
 I agree to notify TRS and the TRS web administrator for my employer if I know or have reason to believe that the security of access to the TRS Reporting Entity Portal has been breached and/or that confidential participant information obtained using the portal has been disclosed in violation of this agreement and/or in violation of law.

By clicking the "I Agree" button I acknowledge that I have read this agreement and accept all of the terms of the Agreement.

*Annual Recertification Agreement Screen*



**Note:** You must agree to the conditions provided in order to be granted access to the TRS Reporting Employer Portal.

10. Check the boxes to agree to each statement.

11. Click **I Agree**.

You are granted access to the RE Portal.

If TRS has sent messages to your reporting employer, the Web Messages screen appears.

The screenshot shows a web interface titled "Web Messages". Below the title is a green bar with the word "Critical". Underneath is a table with two columns: "ID" and "Message". The table contains one row with ID "1" and a message about employment basis. At the bottom of the screen are two buttons: "I Acknowledge" and "I Do NOT Acknowledge".

ID	Message
1	Employment must be on a regular basis for either an indefinite period of time, e.g., at-will employment, or a definite period of 4 1/2 months or more.

*Web Messages Screen*

**Note:** Messages are categorized by importance, based on four defined levels: Critical, High, Medium and Low. The most important messages appear at the top of the screen and the least important at the bottom. If there are no messages for a given level, that section does not appear.

You must acknowledge the messages before you can access the RE Portal Home Page. Once you are in the RE Portal, you can view the messages again from the RE Portal Home Page under "Messages for Reporting Employer" in the task panel.

12. Read the messages and click **I Acknowledge**.

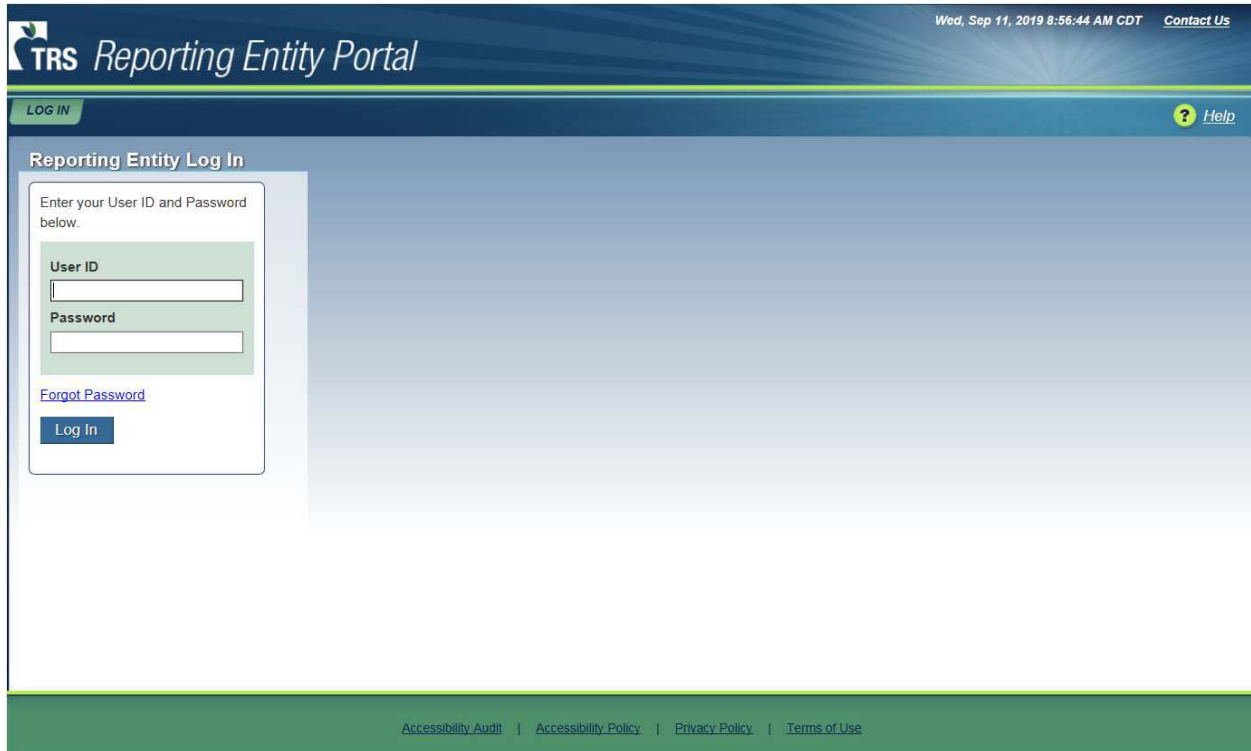
**Note:** If you choose not to acknowledge the messages, click **I Do NOT Acknowledge**. A confirmation prompt appears, informing you that you will be logged out if you do not acknowledge the messages. Click **OK** to confirm you do not acknowledge the messages. You will be logged out of the Reporting Employer Portal. Click **Cancel** to return to the Web Messages screen.

The Reporting Employer Home Page appears.

### 1.1.2 Log In to the Reporting Employer Portal

When you log in to the RE Portal, a 2-step authentication process is used by TRS. This 2-step process requires you to enter the verification code that is emailed to you after initiating the login process.

On the RE Portal Login screen:



### *RE Portal Login Screen*

1. Enter your eight-digit portal User ID.
2. Enter your Password.
3. Click **Log In**.

**Note:** *If you enter an incorrect password three (3) times in succession, your account will be locked. You will need to contact your Web Administrator to reset your password. When your password is reset, you will receive an email containing a temporary password. You will then need to follow the steps to reset your password (covered in Reset Password (covered in the “Reset Your Password if Forgotten or Account is Locked” task).*

*If you are the Web Administrator for your RE and you get locked out, you will need to contact TRS to reset your password.*

A login verification code is emailed to you.

The Login Verification Code screen appears.

**Confirm Login Verification Code**

Login Verification Code

Remember Me   
 (Do not select if using a public device)

**Submit** **Request A New Code**

Please contact your Web Administrator if you are experiencing difficulty submitting your code.

*Confirm Login Verification Code Screen*

4. Enter the Login Verification Code.
5. (Optional) Click the Remember Me checkbox.

**Note:** Click this check box to save your credentials for logins over the next 16 hours. This prevents the login verification process from being required during the allotted time period.

*Do not check this box if a public device is being used to access the RE Portal.*

6. Click **Submit**.

**Note:** If necessary, you can request a new verification code by clicking **Request a New Code**. A new login verification code will be sent to the email address associated with the User ID.

If TRS has sent messages to your reporting employer that you have not yet acknowledged, the Web Messages screen appears.

**Web Messages**

**Critical**

ID	Message
1	Employment must be on a regular basis for either an indefinite period of time, e.g., at-will employment, or a definite period of 4 1/2 months or more.

**I Acknowledge** **I Do NOT Acknowledge**

*Web Messages Screen*

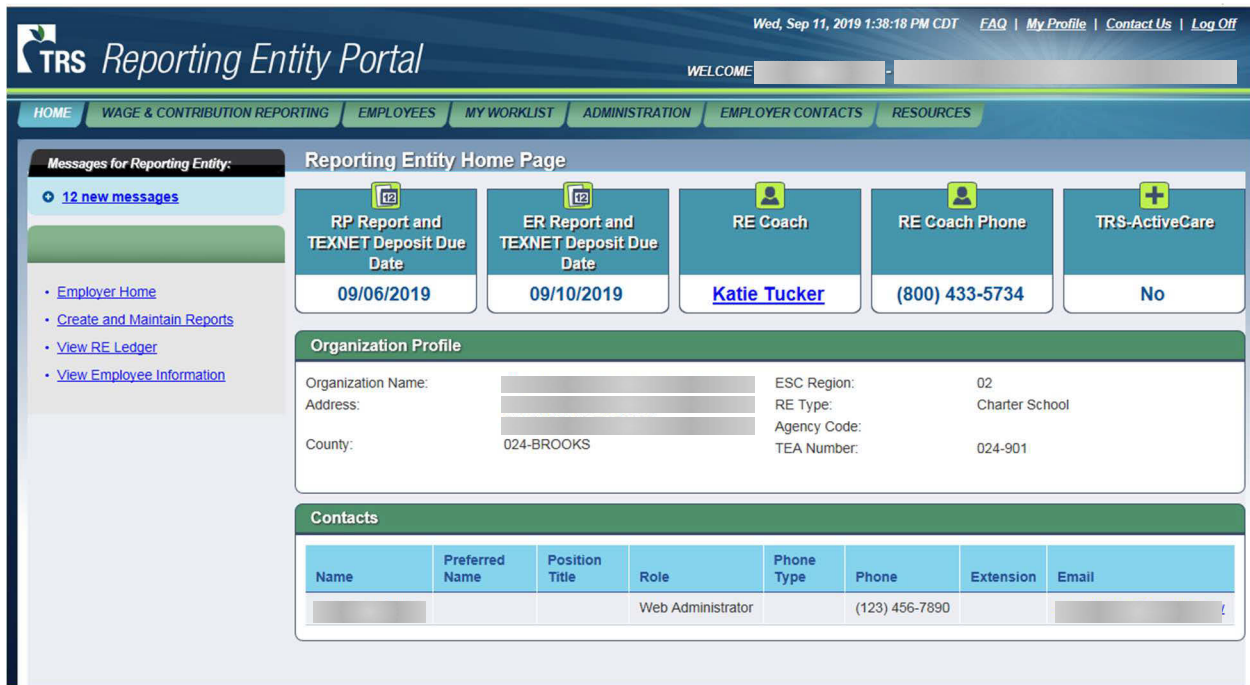
**Note:** Messages are categorized by importance, based on four defined levels: Critical, High, Medium and Low. The most important messages appear at the top of the screen and the least important at the bottom. If there are no messages for a given level, that section does not appear.

*You must acknowledge the messages before you can access the RE Portal Home Page. Once you are in the RE Portal, you can view the messages again from the RE Portal Home Page under “Messages for Reporting Employer” in the task panel.*

7. Read the messages and click **I Acknowledge**.

**Note:** *If you choose not to acknowledge the messages, click **I Do NOT Acknowledge**. A confirmation prompt appears, informing you that you will be logged out if you do not acknowledge the messages. Click **OK** to confirm you do not acknowledge the messages. You will be logged out of the Reporting Employer Portal. Click **Cancel** to return to the Web Messages screen.*

The Reporting Employer Home Page appears.



*Reporting Employer Home Page*

### 1.1.3 Request a New Password if Forgotten

If you have forgotten your password, but your account is not locked yet, you can submit a request to the system to reset it automatically.

The password reset requires a user to enter their TRS RE Number, First Name, Last Name, and email. The system validates the information. Passwords can also be reset by the Web Administrator for your reporting employer or a TRS representative. When your password is reset, you will receive an email containing a temporary password.

On the RE Portal Login screen:

1. Click the **Forgot Password** hyperlink.

The User Verification screen appears.

User Verification	
User ID	<input type="text"/>
TRS RE Number	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

*User Verification Screen*

- Complete the fields on the User Verification screen. See the User Verification screen help topic for field definitions.
- Click **Next**.

The Identification Questions screen appears, displaying one of the security questions selected when you established your permanent password.

Identification Question	
Identification Question 1	What was your high school mascot?
Answer to Identification Question 1	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

*Identification Questions Screen*

- Provide the answer to the question displayed.
- Click **Next**.

**Note:** *If you answer the question incorrectly, the screen reloads to display another of your security questions.*

*If you answer three questions incorrectly, an error message appears and you are instructed to contact your Web Administrator to reset your password.*

- A temporary password is emailed to you.

#### 1.1.4 Reset Your Password if Forgotten or Account is Locked

You will receive a temporary password if you have gone through the Forgot Password process or if your account has been unlocked. You will need to log in with the temporary password and then reset your password.

1. Click **Log In** on the RE Portal Login screen.

The RE Portal Login screen appears.

2. Enter your eight-digit portal User ID.
3. Enter the temporary Password provided by email.

*Note: You can copy and paste the temporary password from the email. However, be careful not to copy any spaces after the password.*

4. Click **Log In**.

The Change Password screen appears.



*Change Password Screen*

5. Enter your new password.
6. Enter your new password to confirm it.

*Note: Passwords must be between 8 and 20 characters long, and must contain three out of four of the following: uppercase letter, lowercase letter, number, special character (for example: ! \$ # %). Other password rules can be viewed by clicking the “Password Rules” link.*

7. Click **Save**.

An email notifying you of the password change is sent to your email address on file.

*Note: If TRS has sent messages to your reporting employer that you have not yet acknowledged, the Web Messages screen appears. You must acknowledge the messages before proceeding.*

The RE Portal Home Page appears.

### **1.1.5 Perform Annual Recertification of Your Web Account**

You must recertify your need for your account each year to allow your employer to submit wage and contribution reports to TRS.

You will be notified starting seven (7) calendar days before the certification end date. If you do not log in to recertify your Web account before the seven-day certification period expires, the account will be frozen.

**Note:** *This is the same certification process required during your initial login and setup of your Web account.*

If your authority level goes from No Access to another assigned authority level (Display, Submit, Signature, or Administration), a certification will be initiated. However, the certification date for a Web account remains unaffected by any other changes in authority level.

## To Recertify Your Web Account

1. Log into the portal.

If the login date is within seven days before the Certification End Date, the Annual Recertification Agreement screen appears.

Annual Recertification Agreement

You have been identified by your employer as requiring access to the TRS Reporting Entity Portal in order for your employer to submit employer reports and contributions to TRS. Access to the TRS Reporting Entity Portal provides you with access to confidential TRS participant information and TRS requires that you acknowledge and agree to the following terms before providing you with a User ID and Password and/or continued access to the TRS Reporting Entity Portal:

- I agree to maintain the integrity of the TRS Reporting Entity Portal by using appropriate safeguards to ensure the security and proper use of my User ID and Password and to maintain the confidentiality of my Password.
- I understand and agree that I am responsible for all actions and/or access to the TRS Reporting Entity Portal made with the User ID and Password that is assigned to me and/or that I create after accessing the portal.
- I agree to protect and maintain the confidentiality of the data that I access using the TRS Reporting Entity Portal without regard to whether the same or similar information in my employer's records is subject to disclosure under the Public Information Act.
- I agree that I will not share or disclose confidential information obtained through the TRS Reporting Entity Portal with others who are not authorized to view such data.
- I agree to access the TRS Reporting Entity Portal only for the purpose of conducting official business with TRS and will access the portal only when doing so is necessary for me to conduct TRS business.
- I agree not to use the TRS Reporting Entity Portal or the information I obtain using the portal for my personal or financial gain or the personal or financial gain of any third party.
- I agree to notify TRS and the TRS web administrator for my employer if I know or have reason to believe that the security of access to the TRS Reporting Entity Portal has been breached and/or that confidential participant information obtained using the portal has been disclosed in violation of this agreement and/or in violation of law.

By clicking the "I Agree" button I acknowledge that I have read this agreement and accept all of the terms of the Agreement.

### *Annual Recertification Agreement Screen*

2. Read each statement and check the box next to it.
3. Click **I Agree**.

The certification agreement is saved.

The RE Portal Home Page appears.

**Note:** *If TRS has sent messages to your reporting employer that you have not yet acknowledged, the Web Messages screen appears. You must acknowledge the messages before proceeding.*

### 1.1.6 Update Your User Security Profile

If you want to change your password or security questions after logging into the portal, you can do so at any time.

1. Click the **My Profile** hyperlink in the upper right corner of the screen.

The Account Identification Information screen appears with the My Profile panel displayed.

The screenshot shows a web interface titled "My Profile" with a green header. Below the header is a form with a light green background. The form is organized into a table-like structure with labels on the left and input fields on the right. The labels include "User ID", "Name", "Authority Level", "Password", "Confirm Password", "Select an Identification Question", "Answer to Your Identification Question", and "Save" and "Cancel" buttons at the bottom. The input fields include a "Display" checkbox, two password input boxes with a "Password Rules" link, three dropdown menus for identification questions, and three corresponding answer input boxes. The dropdown menus contain the following text: "What is the street number of the house you grew up in?", "What is your mother's middle name?", and "What was your high school mascot?".

*Account Identification Information Screen*

2. (Optional) Enter a new password in the **Password** and **Confirm Password** fields.  
**Note:** *To review the rules for creating passwords, click the [Password Rules link](#).*
3. (Optional) Select new security questions and provide the new answers.
4. Click **Save**.

The system saves your selections.

If the password was updated, an email notification is generated.



## 1.2 Access TRS Resource Information

Various resources for reporting employers are available on the TRS website. Hyperlinks to information on TRS training and presentations, forms, and publications are provided through the Resources tab on the RE Portal.

**Note:** Clicking on any of the TRS Resources hyperlinks opens the TRS website in a separate browser window.

You can use the resources tab to do the following:

- [Access TRS Training and Presentations](#)
- [Access Forms](#)
- [Access Publications](#)

### 1.2.1 Access TRS Training and Presentations

The Training and Presentations area of the TRS website can be accessed by Reporting Entities.

1. Navigate to **Resources > Training and Presentations for Reporting Entities**.

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



## Reporting Entity Portal Training

To help ensure a successful transition from TRAQS to the new Reporting Entity Portal, all Reporting Entities (RE) will be required to submit test reports for certification, to certify that their software company is creating TRS reports that conform to the new file format. Access to the certification (pre-production) environment will be provided once an individual from the Reporting Entity has completed the online RE Portal Training course. Employee and payroll data test files can then be submitted for final validation and approval.

### *TRS Training and Presentations*

## 1.2.2 Access Forms

The Forms area of the TRS website can be accessed by Reporting Entities.

1. Navigate to **Resources > TRS Forms**.

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



### TRS Forms

Certain TRS forms on this website have multiple pages and must be printed on separate pages. Sometimes during processing at TRS, the "front" and "back" pages of these forms may become separated. Please write your name and member ID number (Social Security number) at the top of the "back" page of these forms to ensure proper identification and processing of the form.

When printing TRS forms, certain printers may be unable to print information contained near the margins of the form. Before filling out and mailing in a form printed from this website, please double-check the printed form against the on-line version to ensure that no information has been omitted. If your printer is unable to print the entire form, please contact TRS at 1-800-223-8778 to request that a form be mailed to you.

Where noted, TRS forms are available in PDF fillable format. This means you can fill the information on the form using your keyboard. The forms may be viewed and printed using [Acrobat Reader](#).

### *TRS Forms*

## 1.2.3 Access Publications

The Publications area of the TRS website can be accessed by Reporting Entities.

1. Navigate to **Resources > TRS Publications**.

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



### TRS Publications



### *TRS Publications*

### 1.3 View FAQs

All Reporting Employer Portal users can view a list of frequently asked questions (FAQs) on the RE Portal.

1. Click the **FAQ** link in the upper-right corner of any screen.

The View FAQ screen appears.

FAQ	
Q:	Whom do I call if I have questions about employer reporting as it relates to the TEAM Program or to the new Reporting Entity Portal?
A:	You may contact TRS by sending an email to REOutreach@trs.texas.gov.
Q:	Do we have to get certified if we plan to enter employee and payroll data manually rather than submitting a report file?
A:	Yes. All REs need to submit employee, payroll, and working retiree information whether it's in a report file or entered manually into the Reporting Entity Portal.
Q:	Can Reporting Entities continue to submit reports using the same file formats as today, once the new reporting system is implemented?
A:	No. All Reporting Entities will be required to use the new file formats once the new reporting system is in place.
Q:	Why are there different choices for Employment Type on the ED and ER reports?
A:	There are different rules for non-retirees and retirees, which caused the difference in codes and descriptions. ED codes only apply to non-retirees and ER codes only apply to retirees.
Q:	There is a requirement for actual number of days and actual number of hours. Are both of those required, or just one?
A:	Yes, both days and hours need to be reported. Actual hours worked per month are reported if tracked. If actual hours per month are not tracked, report hours scheduled per week. Actual days worked are reported if tracked. If actual days worked are not tracked, report days scheduled per month.
Q:	Will there be a method for REs to get data from the Reporting Entity Portal (e.g., extract files, selected data in spreadsheets)? If so, will all information from REs be available?

*FAQ Screen*

### 1.4 Chat and Share Screen with TRS (This feature is not currently available)

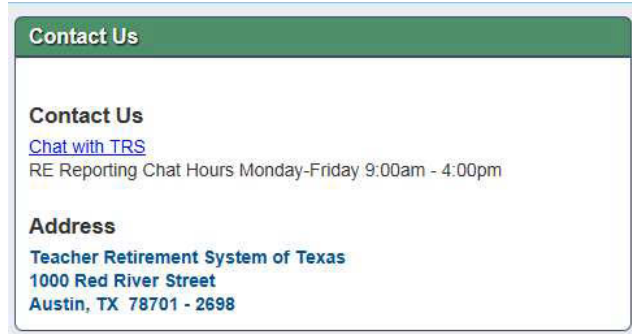
One way to get assistance from TRS is by requesting an online chat session with a support agent. During a chat session, you and the agent can send instant messages to each other in real time and you can even share your screen so that the agent can gain a better understanding of the question you have or the problem you may be experiencing.

WhosOn Live Chat is the name of the online chat application.

### 1.4.1 Request an Online Chat

1. Click the **Contact Us** hyperlink in the upper-right corner of any portal screen.

The Contact Us screen appears.

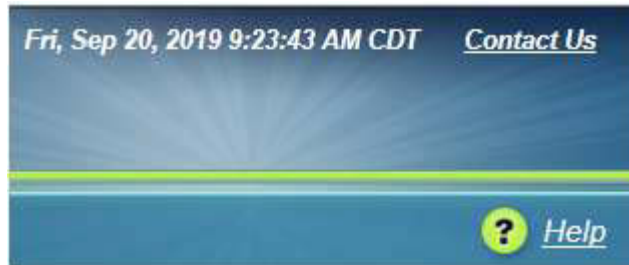


*Contact Us Screen*

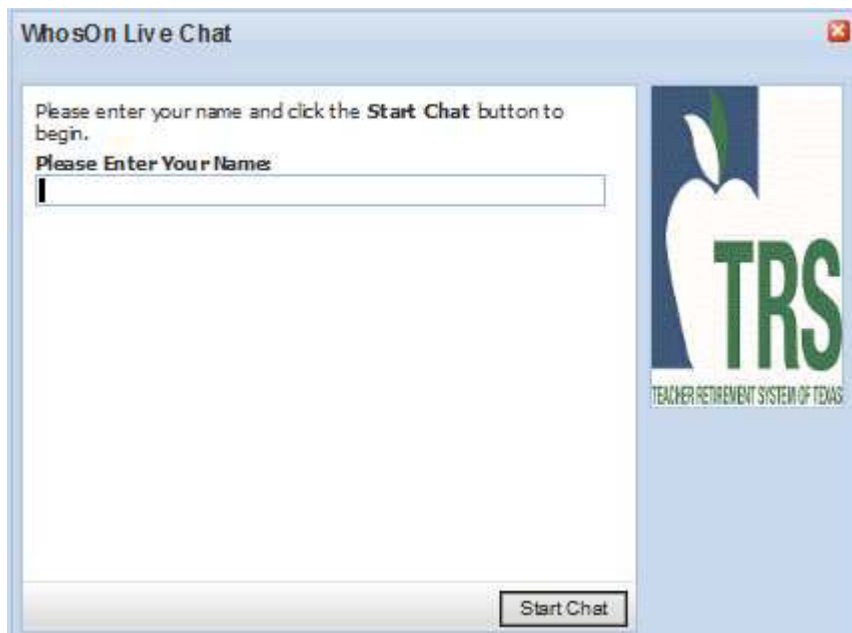
**Note:** *The days and hours when a live chat is available with a TRS agent are shown on the Contact Us screen.*

2. Click the **Chat with TRS** link.

**Note:** You do not have to be logged into the portal to request a chat session. You can also click the **Contact Us** hyperlink in the upper-right corner:



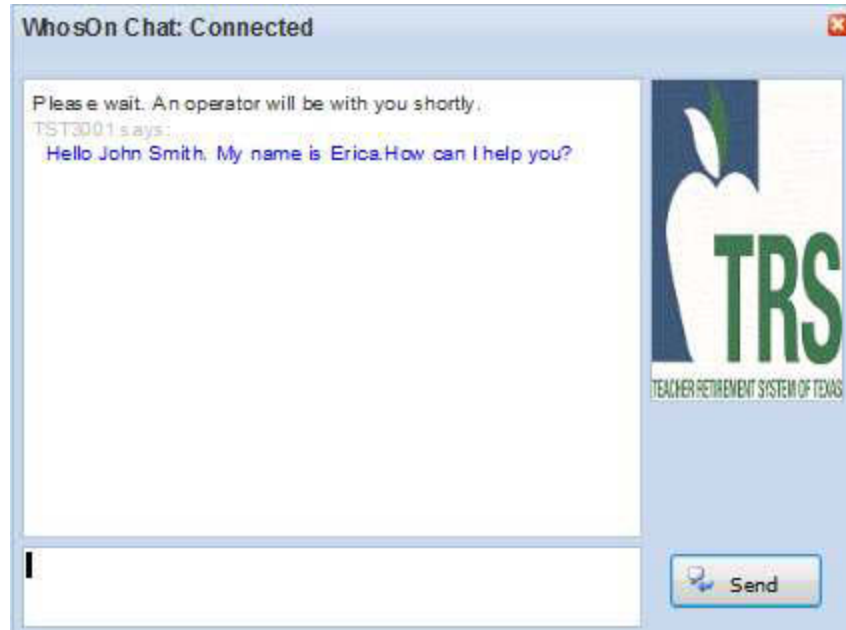
The WhosOn Chat window opens in a new browser window.



*WhosOn Live Chat Window*

3. Enter your name in the input field.
4. Click **Start Chat**.

The first available TRS support agent will respond.



*WhosOn Live Chat Session*

5. Enter your message in the space provided at the bottom of the window.
6. Click **Send**.

**Note:** *If the agent wants you to share your screen, the agent will provide instructions on how to do it.*

7. When your chat is finished, close the chat window by clicking the red "x" in the upper right corner.

## 2 Maintain RE Contacts

### 2.1 View RE Contacts

Provides the ability to view the contacts for a reporting employer.

This activity is used by RE Portal users to do the following:

- [View Contacts by Active, Inactive and All](#)
- [View Contact Details](#)

This activity starts on the Contact List screen. To start the activity and reach that screen:

1. Navigate to **Employer Contacts > View RE Contacts**.

The Contact List screen appears with any existing contacts listed.

Type	Authority Level	Title	Preferred Name	First Name	Middle Name	Last Name	Phone	Extension	Email	Start Date	End Date
<a href="#">Head of Institution</a>	Submit	Ms.					(123) 456-7890	302		08/29/2016	
<a href="#">Reporting Official</a>	Signature						(123) 456-7890	300		11/08/2016	
<a href="#">Staff Contact</a>	No Access	Ms.					(123) 456-7890			08/29/2016	
<a href="#">Staff Contact</a>	No Access	Ms.					(123) 456-7890			11/08/2016	
<a href="#">Staff Contact</a>	Signature									02/06/2017	
<a href="#">Staff Contact</a>	Submit									02/07/2017	

*Contact List Screen*

#### 2.1.1 View Contacts by Active, Inactive and All

By default, the contact list is filtered to show only Active contacts. The radio buttons can be used to show the contacts by status.

On the Contact List screen.

1. Click **Inactive** to view the contacts that are in “Inactive” status.
2. Click **All** to view all of the contacts for the reporting employer, regardless of status.

### 2.1.2 View Contact Details

On the Contact List screen:

1. Click a Type link to view the contact on the corresponding row.

The Contact Details screen appears, populated with the information for that contact.

**Contact Details**

If you are not 100% confident that the contact needing to be added does not exist in TRUST, use the Search for Contact function.

Email	<input type="text"/>	<input type="button" value="Search For Contact"/>
RE Contact Type	Staff Contact ▼	
Authority Level	Signature	
Title	▼	
Preferred Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	
Suffix	▼	
Phone Type	Work ▼	
Phone Number	<input type="text"/>	
Extension	<input type="text"/>	
Secondary Phone Type	Work ▼	
Secondary Phone	<input type="text"/>	
Extension	<input type="text"/>	
Fax	<input type="text"/>	
Position Title	<input type="text"/>	
Effective Date	02/06/2017	
End Date	<input type="text"/>	
Address(Different than RE)	<input type="checkbox"/>	
Address	1000 RED RIVER, AUSTIN, TX 78701-1010	

*Contact Details screen*



## 2.2 Maintain RE Contacts

Provides the ability to add or update a contact record for a reporting employer.

This activity is used by RE Portal users with Administration authority level to perform the following tasks:

- [Add a New Contact](#)
- [Add a New Contact Record for an Existing Contact](#)
- [Update a Contact](#)
- [Deactivate a Contact](#)

This activity starts on the Contact List screen. To start the activity and reach that screen:

1. Navigate to **Administration > Maintain RE Contacts**.

The Contact List screen appears with any existing contacts listed.

Contact List											
<a href="#">Add Contact</a>											
Display <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All											
Type	Authority Level	Title	Preferred Name	First Name	Middle Name	Last Name	Phone	Extension	Email	Start Date	End Date
<a href="#">Web Administrator</a>	Administration									02/07/2017	
<a href="#">Head of Institution</a>	Submit	Ms.					(123) 456-7890	302		08/29/2016	
<a href="#">Reporting Official</a>	Signature						(123) 456-7890	300		11/08/2016	
<a href="#">Staff Contact</a>	No Access	Ms.					(123) 456-7890			08/29/2016	
<a href="#">Staff Contact</a>	No Access	Ms.					(123) 456-7890			11/08/2016	
<a href="#">Staff Contact</a>	Signature									02/06/2017	

*Contact List Screen*

**Note:** You can use the Display radio buttons to filter the list by Active, Inactive, or All.

### 2.2.1 Add a New Contact

New contacts can be added for your reporting employer.

**Note:** There only can be one Active contact of a specific type, except for Staff Contact.

1. Click the **Add Contact** hyperlink.

The Contact Details screen appears.

The screenshot shows a web form titled "Contact Details" with a green header. Below the header is a message: "If you are not 100% confident that the contact needing to be added does not exist in TRUST, use the Search for Contact function." The form contains the following fields:

Email	<input type="text"/>	<input type="button" value="Search For Contact"/>
RE Contact Type	<input type="text" value="v"/>	
Authority Level		
Title	<input type="text" value="v"/>	
Preferred Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	
Suffix	<input type="text" value="v"/>	
Phone Type	<input type="text" value="Work"/>	<input type="text" value="v"/>
Phone Number	<input type="text"/>	
Extension	<input type="text"/>	
Secondary Phone Type	<input type="text" value="Work"/>	<input type="text" value="v"/>
Secondary Phone	<input type="text"/>	
Extension	<input type="text"/>	
Fax	<input type="text"/>	
Position Title	<input type="text"/>	
Effective Date	<input type="text" value="02/14/2017"/>	
End Date	<input type="text"/>	
Address(Different than RE)	<input type="checkbox"/>	
Address	1000 RED RIVER, AUSTIN, TX 78701-1010	

At the bottom of the form are two buttons: "Save" and "Cancel".

Contact Details Screen

**Note:** You can search for a contact to see if they already exist. See [Add a New Contact Record for an Existing Contact](#).

2. Enter the information for the contact.

**Note:** Check the **Address (Different than RE)** box if the contact has an address that is different from the reporting employer's main address. If this box not checked, the contact is automatically assigned to the reporting employer's main address.

3. Click **Save**.

A confirmation message appears.

A notification email is sent to the contact's email address.

### 2.2.1 Add a New Contact Record for an Existing Contact

If you are adding a second contact record for a person, you can use the Contact Search to populate some of their information:

1. Click the **Add Contact** hyperlink.

The Contact Details screen appears.

**Contact Details**

If you are not 100% confident that the contact needing to be added does not exist in TRUST, use the Search for Contact function.

Email	<input type="text"/>	<a href="#">Search For Contact</a>
RE Contact Type	<input type="text" value="v"/>	
Authority Level		
Title	<input type="text" value="v"/>	
Preferred Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	
Suffix	<input type="text" value="v"/>	
Phone Type	<input type="text" value="Work"/>	
Phone Number	<input type="text"/>	
Extension	<input type="text"/>	
Secondary Phone Type	<input type="text" value="Work"/>	
Secondary Phone	<input type="text"/>	
Extension	<input type="text"/>	
Fax	<input type="text"/>	
Position Title	<input type="text"/>	
Effective Date	<input type="text" value="02/14/2017"/>	
End Date	<input type="text"/>	
Address(Different than RE)	<input type="checkbox"/>	
Address	1000 RED RIVER, AUSTIN, TX 78701-1010	

*Contact Details Screen*

2. To check if the contact already exists, click **Search for Contact**.

The Contact Search screen appears.

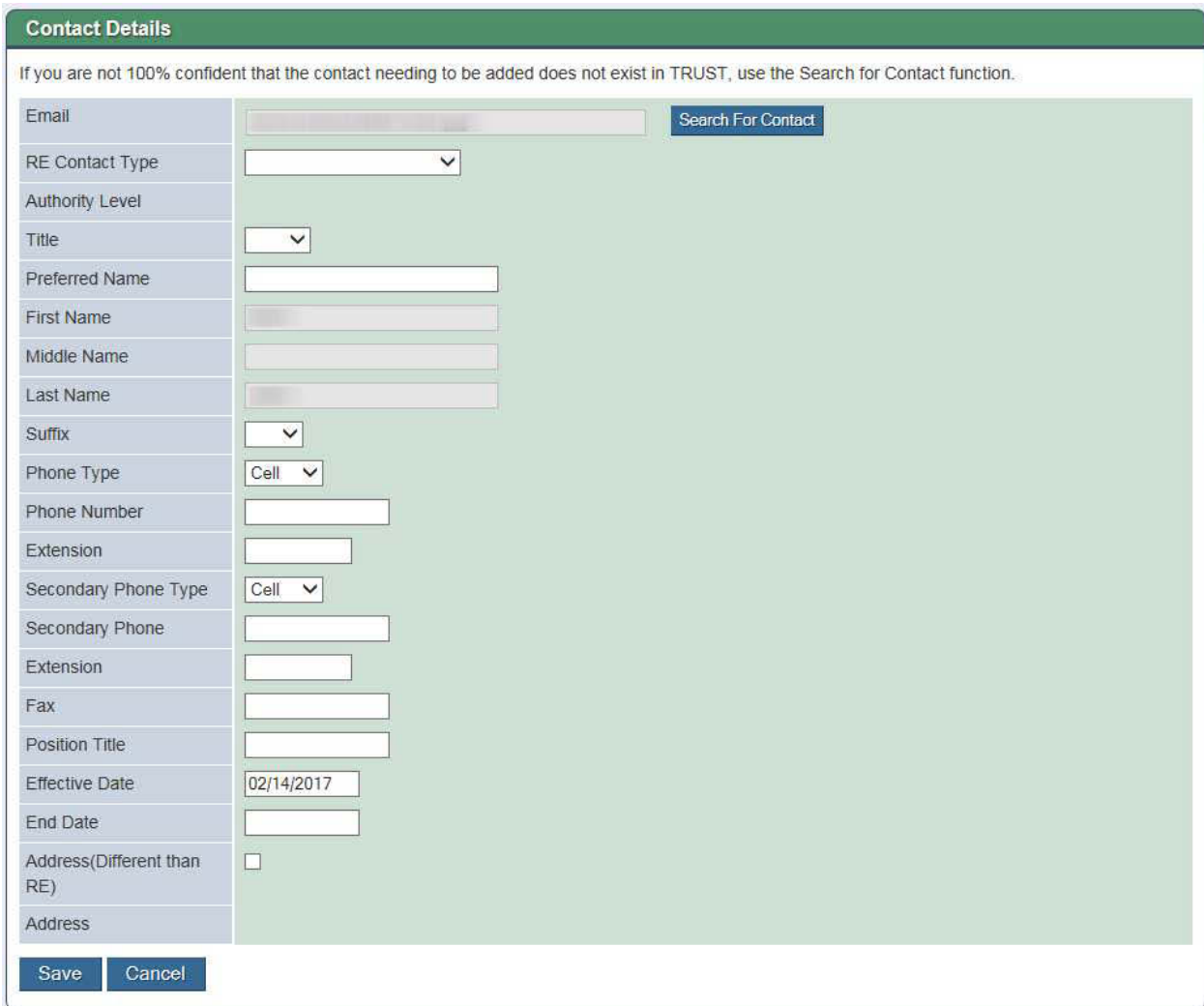


The Contact Search screen features a green header with the text "Contact Search". Below the header is a light green background area containing an "Email" label, a text input field, and two buttons: "Search" and "Cancel".

*Contact Search Screen*

3. Enter the email address.
4. Click **Search**.

If a contact record with that e-mail address exists, the Contact Detail screen appears with the Preferred Name, First Name, Middle Name, Last Name, Suffix, and E-mail Address fields populated with the information from that existing contact. Fields populated in this manner are read-only.



The Contact Details screen has a green header with the text "Contact Details". Below the header is a light green background area. At the top, a message reads: "If you are not 100% confident that the contact needing to be added does not exist in TRUST, use the Search for Contact function." Below this message is a table of fields. The "Email" field is highlighted in light blue and has a "Search For Contact" button to its right. The "Effective Date" field is populated with "02/14/2017". At the bottom of the screen are "Save" and "Cancel" buttons.

Email	<input type="text"/>	<input type="button" value="Search For Contact"/>
RE Contact Type	<input type="text"/>	
Authority Level		
Title	<input type="text"/>	
Preferred Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	
Suffix	<input type="text"/>	
Phone Type	Cell	
Phone Number	<input type="text"/>	
Extension	<input type="text"/>	
Secondary Phone Type	Cell	
Secondary Phone	<input type="text"/>	
Extension	<input type="text"/>	
Fax	<input type="text"/>	
Position Title	<input type="text"/>	
Effective Date	02/14/2017	
End Date	<input type="text"/>	
Address(Different than RE)	<input type="checkbox"/>	
Address		

*Contact Details Screen*

**Note:** If no contact record matches the email address, the Contact Details screen appears with an informational message displayed at the top. You can enter the information for the new contact.

5. Enter or update the information as needed.
6. Click **Save**.

A confirmation message appears.

## 2.2.2 Update a Contact

Contact details can be updated for a contact.

1. Click the **Type** hyperlink for the contact to update.

The Contact Details screen appears, populated with the information for that contact.

**Contact Details**

If you are not 100% confident that the contact needing to be added does not exist in TRUST, use the Search for Contact function.

Email	<input type="text"/>	<a href="#">Search For Contact</a>
RE Contact Type	Staff Contact <input type="button" value="v"/>	
Authority Level	Signature	
Title	<input type="button" value="v"/>	
Preferred Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	
Suffix	<input type="button" value="v"/>	
Phone Type	Work <input type="button" value="v"/>	
Phone Number	<input type="text"/>	
Extension	<input type="text"/>	
Secondary Phone Type	Work <input type="button" value="v"/>	
Secondary Phone	<input type="text"/>	
Extension	<input type="text"/>	
Fax	<input type="text"/>	
Position Title	<input type="text"/>	
Effective Date	<input type="text" value="02/06/2017"/>	
End Date	<input type="text"/>	
Address(Different than RE)	<input type="checkbox"/>	
Address	1000 RED RIVER, AUSTIN, TX 78701-1010	

*Contact Details Screen*

2. Modify the information as needed.

3. Click **Save**.

A confirmation message appears.

### 2.2.3 Assign Authority Levels

Provides the ability to assign RE Portal access levels to a RE Portal contact's account. The authority level assigned to a contact controls the areas of the RE Portal that the user can access. An RE contact can be assigned specific functions in the RE Portal or can be deactivated to prohibit access to the RE Portal altogether.

*Note: The Web Administrator's authority level cannot be changed by a reporting employer. Contact TRS if you need to change your reporting employer's Web Administrator contact.*

Web Administrators use this activity to perform the following tasks:

- Assign an Authority Level to a Contact
- Reset a Password

#### 2.2.3.1 Assign an Authority Level to a Contact

*Note: When an authority level is changed, the system sends an email message to the user confirming the change. If the RE Portal user account is being activated, the user receives two emails, with one containing the new user ID and the other containing a temporary password.*

1. In the **Administration** menu, select **Assign Authority Level**.

The Assign Authority Level screen appears, populated with a list of the reporting employer's contacts.

*Note: Contacts with an End Date in the past are not displayed.*

The screenshot shows the 'Assign Authority Level' interface. At the top, there are input fields for 'TRS RE Number' and 'Reporting Entity Name'. Below these are navigation buttons: 'First', 'Previous', '1' (selected), 'Next', and 'Last'. The main part of the screen is a table with the following columns: Name, Contact Type, Email, User ID, and Authority Level. The table contains five rows of contact information. At the bottom of the table, there are more navigation buttons: 'First', 'Previous', '1' (selected), 'Next', and 'Last'. To the right of these buttons, it says 'Listing 1 - 6 of 6 items.' At the very bottom, there are 'Save' and 'Cancel' buttons.

Name	Contact Type	Email	User ID	Authority Level
[Redacted]	Head of Institution	[Redacted]	[Redacted]	Submit
[Redacted]	Reporting Official	[Redacted]	[Redacted]	Signature
[Redacted]	Staff Contact	[Redacted]	[Redacted]	No Access
[Redacted]	Staff Contact	[Redacted]	[Redacted]	Signature
[Redacted]	Staff Contact	[Redacted]	[Redacted]	No Access

Assign Authority Level Screen

**Note:** A contact assigned to multiple contact types will only appear once, with each of their contact types listed in the Contact Type column.

On the Assign Authority Level screen:

2. Select the new Authority Level from the drop down list for the contact(s).



*You cannot modify the authority level for a frozen account.*

3. Click **Save**.

A confirmation message appears.

An email notification indicating the old and new authority level values is sent to the RE Contact's web account email address.

If the account did not previously have a Reporting Employer Portal user account and a new authority level is assigned, the account is created and a User ID is assigned. Login credentials are emailed to the contact's email address.

If the account was previously active, and "No Access" was chosen, the account is deactivated.

#### **2.2.4 Deactivate a Contact**

A contact can be deactivated for the reporting employer by entering an end date for the contact.

**Note:** *The contact's Authority Level is automatically updated to No Access on the End Date. The contact remains active until that date.*

1. Click the **Type** hyperlink for the contact to update.

The Contact Details screen appears, populated with the information for that contact.

**Contact Details**

If you are not 100% confident that the contact needing to be added does not exist in TRUST, use the Search for Contact function.

Email	<input type="text"/>	<input type="button" value="Search For Contact"/>
RE Contact Type	Staff Contact	
Authority Level	Signature	
Title	▼	
Preferred Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	
Suffix	▼	
Phone Type	Work ▼	
Phone Number	<input type="text"/>	
Extension	<input type="text"/>	
Secondary Phone Type	Work ▼	
Secondary Phone	<input type="text"/>	
Extension	<input type="text"/>	
Fax	<input type="text"/>	
Position Title	<input type="text"/>	
Effective Date	02/06/2017	
End Date	<input type="text"/>	
Address(Different than RE)	<input type="checkbox"/>	
Address	1000 RED RIVER, AUSTIN, TX 78701-1010	

*Contact Details Screen*

2. Enter the End Date for the last date that the contact is valid for the reporting employer.
3. Click **Save**.

A confirmation message appears.



### 3 Reports – Reporting Employer Portal

#### 3.1 View RE Reports

Reporting Employer Portal users can use this activity to perform the following 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 Employer has created in the Reporting Employer Portal:

- [Search for and View Reports](#)
- [View Report History](#)
- [View Report Details](#)
- [Download CSV Report Detail File](#)
- [View Report Totals](#)
- [View Signature](#)
- [Download multiple reports as a CSV file](#)

##### 3.1.1 Search for and View Reports

Existing reports can be viewed for your reporting employer.

1. Navigate to **Wage & Contribution Reporting > View RE Reports**.

The View RE Reports screen appears.

The screenshot shows the 'View RE Reports' interface. At the top, there is a 'Reports' header with a green background. Below it, there are two tabs for 'July 2019' and 'June 2019'. A table displays report information with columns for Report Type, Status, History, Details, Total, and Signature. Below the table is a '+ Show ED Reports' link. Underneath is a 'Search Reports' section with a green header, containing filters for Period From, Period To, Report Type, Status, Hold Only, and Overdue Only, along with a Search button.

Report Type	Status	History	Details	Total	Signature
RP - Regular Payroll	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	<a href="#">Accepted</a>

[+ Show ED Reports](#)

**Search Reports**

Period From: [ ] [ ] Report Type: All [ ] Hold Only:

Period To: [ ] [ ] Status: All [ ] Overdue Only:

[Search](#)

*View RE Reports Screen*

An error message appears listing the reports that are overdue, if any.



**Note:** 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. The due date for ER reports is the 10th of the following month for all report periods except August, which is the 6th of September. The due date for RP is the 6<sup>th</sup> of the following month for all report periods. If no reports are overdue, the error message does not appear.

### 3.1.1.1 View Report Listing

On the View RE Reports screen:

- The RP and ER reports for the current period are listed on the left tab of the Reports panel.
- The previous reporting period's RP and ER reports are listed in the Reports panel on the right tab.
- The ED Reports, RP-Adjustment Reports, and ER-Adjustment reports for the period are listed as hyperlinks.

**Note:** The hyperlinks only display if that type of report has been created for that period.

1. Click the tab to view the current or previous period.
2. Click the **Show** hyperlink to show the report listing for any ED or Adjustment reports, if applicable.

The screen expands to display a listing of the reports.

3. Click the **Hide** hyperlink to hide the report listing.

**Reports**

July 2019
June 2019

Report Type	Status	History	Details	Total	Signature
RP - Regular Payroll	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	<a href="#">Accepted</a>

[Hide ED Reports](#)

Report Type	Date/Time	Status	History	Details	Total	Signature
ED - Employee Demographic	07/19/2019 16:53:31	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	07/16/2019 16:00:22	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	07/19/2019 16:28:47	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	07/23/2019 09:23:49	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	07/23/2019 10:21:49	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	07/31/2019 14:58:57	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	08/01/2019 08:40:47	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	08/01/2019 10:56:51	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

**Search Reports**

Period From	<input style="width: 100%;" type="text"/>	Report Type	<input style="width: 100%;" type="text"/>	Hold Only	<input type="checkbox"/>
Period To	<input style="width: 100%;" type="text"/>	Status	<input style="width: 100%;" type="text"/>	Overdue Only	<input type="checkbox"/>

Search

*Reports Listing – Hyperlink Expanded*

**3.1.1.2 Search for Reports**

Reports prior to the current or previous reporting period can be searched for using the Search Reports panel of the View RE Reports screen.

*Note: Only reports from the current calendar year and the two prior calendar years are available.*

**Search Reports**

Period From	<input style="width: 100%;" type="text"/>	Report Type	<input style="width: 100%;" type="text"/>	Hold Only	<input type="checkbox"/>
Period To	<input style="width: 100%;" type="text"/>	Status	<input style="width: 100%;" type="text"/>	Overdue Only	<input type="checkbox"/>

Search

*Search Reports Panel*

In the Search Reports panel:

1. Select the Period From month from the drop down list and enter the year.
2. Select the Period To month from the drop down list and enter the year.
3. Select the Report Type from the drop down list.
4. Select the Status from the drop down list.
5. (Optional) Click the Hold Only check box.

6. (Optional) Click the Overdue Only check box.
7. Click **Search**.

The reports matching the selection criteria display.

Search Reports

Period From	June	2019	Report Type	All	Hold Only	<input type="checkbox"/>
Period To	June	2019	Status	All	Overdue Only	<input type="checkbox"/>

Search

Month	Year	Date/Time	Report Type	Status	History	Details	Total	Signature
June	2019		ER - Employment after Retirement					
June	2019	07/19/2019 16:53:31	ED - Employee Demographic	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
June	2019	07/16/2019 16:00:22	ED - Employee Demographic	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
June	2019	07/19/2019 16:28:47	ED - Employee Demographic	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
June	2019	07/23/2019 09:23:49	ED - Employee Demographic	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
June	2019	07/23/2019 10:21:49	ED - Employee Demographic	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
June	2019	07/31/2019 14:58:57	ED - Employee Demographic	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
June	2019	08/02/2019 11:56:18	RP - Regular Payroll	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	<a href="#">Accepted</a>
June	2019	08/01/2019 08:40:47	ED - Employee Demographic	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
June	2019	08/01/2019 10:56:51	ED - Employee Demographic	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

*Search Results*

### 3.1.2 View Report Details

#### 3.1.2.1 View Report History

On the View RE Reports screen:

1. Click the **History** hyperlink for the report to view.

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

Report History

Report Period	February 2017
Report Type	ED - Employee Demographic

Report Status	Date/Time Processed	Totals
Loaded	03/08/2017 07:39 PM	<a href="#">Totals</a>
Deleted	03/08/2017 04:28 PM	
Loaded	03/08/2017 04:22 PM	
Loaded	03/08/2017 03:57 PM	
Completed	02/22/2017 11:59 PM	<a href="#">Totals</a>

Return

*Report History Screen*

2. Click **Return**.

### 3.1.2.2 View Report Detail Records

On the View RE Reports screen:

1. Click the **Details** hyperlink for the report to view.

The View Report Details screen appears, populated with the details of the employee or retiree records contained in the report. To search for a specific employee's record(s), enter their Social Security Number or TRS-Assigned Temporary ID.

**View Report Details**

Report Period February 2017

Record Status	Record Type Code	(Original) Employee Identification Number	(Original) Date of Birth	(Original) Gender Code	(Original) Last Name	(Original) First Name	(Original) Middle Name	(Original) Generation	Address Line 1	Address Line 2	A L
Valid	ED40	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>	01/01/1976	M	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>					
Valid	ED20	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>	07/07/1974	F	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>			<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>		
Valid	ED20	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>	11/01/1975	F	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>			<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>		

Listing 1 - 3 of 3 items.

[Download as CSV File](#)

Return

**View Report Details**

Report Period May 2019

SSN or TRS-Assigned Temporary ID

Search

Record Status	Record Type Code	Employee Identification Number	Date of Birth	Gender Code	Last Name	First Name	Middle Name	Generation	(Original) Position Code	(Original) Employment Type	H V
Posted	ER27	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>		M					01	H	
Posted	ER27	<span style="background-color: #e0e0e0; padding: 2px;">[REDACTED]</span>		M					01	H	

Listing 1 - 2 of 2 items.

[Download as CSV File](#)

Return

*View Report Details*

**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.

**Note 3:** If desired, report details can be downloaded as a CSV (Comma-Separated Value) file by clicking the **Download as a CSV File** hyperlink. 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.

2. Click **Return**.

### 3.1.3 View Report Totals

On the View RE Reports screen:

1. Click the **Totals** hyperlink for the report to view.

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

Employment After Retirement Report					
Report Period	April 2014		Report Status	Completed	
Date/Time Processed	5/8/14 8:42 AM				
Date Detail Received	5/28/14 7:42 AM				
Date Signature Received	5/28/14 7:42 AM				
	TEXNET Deposit Received	TEXNET Deposit	Detail Total	Signature Total	RE Ledger Balance
Total Gross Compensation		N/A	\$20,000,000.00	\$20,000,000.00	N/A
Pension Surcharge Contribution	5/28/14 7:42 AM	\$24,000.00	\$24,000.00	\$24,000.00	\$1,000.00
TRS-Care Surcharge	5/28/14 7:42 AM	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
Number of Detail Records	120		Number of Warnings	2	
Number of Signature Records	120		Number of Errors	0	
<input type="button" value="Return"/> <input type="button" value="View Errors"/> <input type="button" value="View Warnings"/>					

*View Report Totals Screen*

**Note:** The report totals screen that appears is based on the type of report you are viewing.

If there are error or warning messages on the report, the **View Errors** and/or **View Warnings** buttons are active.

2. Click **View Errors** or **View Warnings**.

The Report Errors and Warnings screen appears.

Report Errors and Warnings			
Report Period	December 2015	Report Status	Rejected
Report Type	ED - Employee Demographic		
Date/Time Processed	01/29/2016 12:00 AM		
Date Detail Received	01/29/2016 03:54 PM		
	<a href="#">+ Report Errors (1)</a>		
	<a href="#">+ Report Warnings (1)</a>		
	<a href="#">Return</a>		

*Report Errors and Warning Screen*

3. Click the **Report Errors** hyperlink to expand and view the list of errors created for the rejected report.
4. Click the **Report Warnings** hyperlink to expand and view a list of warning messages created for the rejected report.

Report Errors and Warnings

Report Period	February 2018	Report Status	Rejected
Report Type	ER - Employment after Retirement		
Date/Time Processed	03/20/2018 04:09 PM		
Date Detail Received	03/20/2018 03:29 PM		

[Report Errors \(16\)](#)

SSN or TRS-Assigned Temp ID	Employee Name	Record Type Code	Error Code	Description
[REDACTED]	[REDACTED]	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
[REDACTED]	[REDACTED]	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
[REDACTED]	[REDACTED]	ER20	612	A position record already exists for this RE and this position code with overlapping dates.
[REDACTED]	[REDACTED]	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
[REDACTED]	[REDACTED]	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
[REDACTED]	[REDACTED]	ER20	612	A position record already exists for this RE and this position code with overlapping dates.
[REDACTED]	[REDACTED]	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
[REDACTED]	[REDACTED]	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
[REDACTED]	[REDACTED]	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
[REDACTED]	[REDACTED]	ER20	612	A position record already exists for this RE and this position code with overlapping dates.
[REDACTED]	[REDACTED]	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
[REDACTED]	[REDACTED]	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
[REDACTED]	[REDACTED]	ER20	612	A position record already exists for this RE and this position code with overlapping dates.
[REDACTED]	[REDACTED]	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
[REDACTED]	[REDACTED]	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
[REDACTED]	[REDACTED]	ER20	612	A position record already exists for this RE and this position code with overlapping dates.

Return

*Report Errors and Warning Screen – Expanded*

**Note:** The SSN, Employee Name, Record Type Code, and Error or Warning Code are all sortable.

5. Click **Return**.

### 3.1.4 View Signature

On the View RE Reports screen:



1. Click the **Signature** hyperlink for the report you want to view.

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

Signature Report Totals		
Report Type	RP - Regular Payroll	
Report Period	August 2019	
Report Status	Completed	
	Current Month	Prior Month Adjustment
Total Number of Detail Records	2657	0
Total Gross Compensation	\$7,096,307.51	\$0.00
Total Eligible Compensation	\$7,008,405.97	\$0.00
Total Performance Pay	\$0.00	\$0.00
Total Member Contributions	\$539,647.52	\$0.00
Total Member TRS-Care Contributions	\$45,493.20	\$0.00
Total RE TRS-Care Contributions	\$52,493.13	\$0.00
Total Service Credit Purchase Deductions	\$0.00	\$0.00
Total Eligible Compensation Paid from Federal Funds/Private Grants	\$408,191.63	\$0.00
Total Federal Fund/Private Grant Contribution	\$27,757.08	\$0.00
Total Federal TRS-Care Contribution	\$5,102.42	\$0.00
Total RE Payment for New Member Contribution	\$4,408.12	\$0.00
Total Public Education Employer Contribution	\$87,331.41	\$0.00
Total State Minimum Compensation	\$3,700,100.57	\$0.00
Total Statutory Minimum Contribution	\$78,868.27	\$0.00
<a href="#">Return</a>		

### Signature Report Totals Screen

**Note:** The fields that display are based on the type of report you are viewing.

2. Click **Return**.

On the View RE Reports screen:

3. Click the **Signature** hyperlink for the report you want to view.

### 3.1.5 Download multiple reports as a CSV file (ED, RP Adjustment, ER Adjustment)

A CSV file containing information from multiple reports can be downloaded when viewing ED, RP Adjustment, or ER Adjustment reports.

**Note:** 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.

On the Report Summary screen:

1. Click **Download Displayed < \* > Reports as CSV.**  
\*ED, RP Adjustment, or ER Adjustment

Reports						
December 2019		November 2019				
Report Type	Status	History	Details	Total	Signature	
ER - Employment after Retirement	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	<a href="#">Accepted</a>	
RP - Regular Payroll	Rejected	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>		
<a href="#">Hide ED Reports</a>						
Report Type	Date/Time	Status	History	Details	Total	Signature
ED - Employee Demographic	11/04/2019 12:09:48	Loaded	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	11/06/2019 08:48:13	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	11/12/2019 10:01:17	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	11/15/2019 11:39:13	Incomplete	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	11/15/2019 11:39:13	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
<a href="#">Download Displayed ED Reports as CSV</a>						

## 3.2 Create and Maintain Reports

The Reporting Employer Portal provides the ability to perform the following monthly reporting tasks:

- [Create a Report](#)
- [Add, Edit, or Delete Detail Records](#)
- [Submit a Report for Validation](#)
- [Delete a Report](#)

In addition to the tasks above, you can also use the Create and Maintain Reports activity to do the following:

- [Search and View Reports](#)
- [View Report Information](#)

An overview of the processing of monthly reports is provided here:

- [Reporting Overview](#)

### 3.2.1 Reporting Overview

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

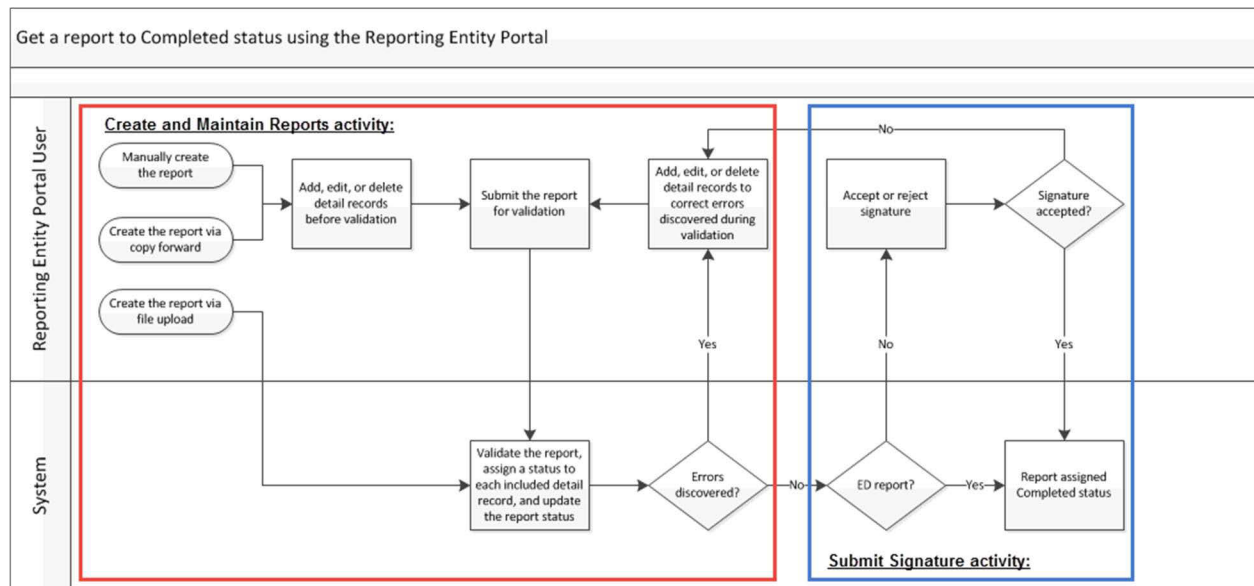
- **Employee Demographic (ED):** Used to report employee demographic information, new and adjusted employment and position information, and employee termination information.
- **Regular Payroll (RP):** Used to report employee compensation and contribution details, as well as adjustments to compensation 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, TRUST assigns the report the status of 'Completed'. 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 type of detail records vary based on the type of report, as does the information included or required for each one.
- **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 a ‘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 put in ‘Pending’ status. A Reporting Employer Portal user with Signature authority level must then review the sum total of the contribution type amounts for all included employees or retirees and “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 incomplete or inaccurate. An RP, RP-Adjustment, ER, or ER-Adjustment report is not assigned ‘Completed’ status until the signature is accepted.

The [Create and Maintain Reports](#) activity handles creating the report and the report detail records and then submitting the report. The [Submit Signature](#) activity handles accepting or rejecting the signature.

The diagram below illustrates the interaction between those two activities.



RE Report Process

### 3.2.2 Create a Report

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

- Submit a report using file upload
- Create a new report using copy forward
- Create a new report manually

**Note:** When selecting the report period, choose a date from the last completed report up to the current month. Trying to select a future report period will create an error message.

*Create a New Report Screen*

Once the reports have been created, they must be submitted for validation. Reports submitted via file upload are sent through validation automatically.

For any of these report creation methods, start by accessing the Create and Maintain Reports screen:

1. In task panel, click **Create and Maintain Reports**.

OR

2. Navigate to **Wage & Contribution Reporting > Create and Maintain Reports**.

The Create and Maintain Reports screen appears.

*Create and Maintain Reports Screen*

An error message appears listing the reports that are overdue, if any.



**Note:** 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. The due date for ER reports is the 10th of the following month for all report periods except August, which is the 6th of September. The due date for RP is the 6th of the following month for all report periods. If no reports are overdue, the error message does not appear.

### 3.2.2.1 Create and Submit a Report Using File Upload

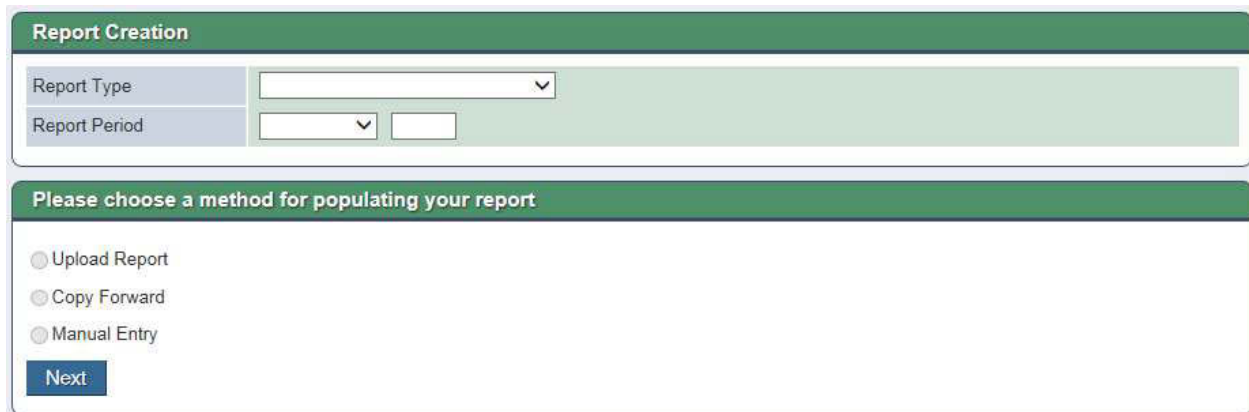
A .txt file can be uploaded to submit an ED, RP, RP - Adjustment, ER, or ER - Adjustment report and their detail records.

**Note:** 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).

On the Create and Maintain Reports screen:

1. Click **Create New Report Detail**.

The Create a New Report screen appears.



#### *Create a New Report*

2. Select the Report Type from the drop down list.
3. Select the Report Period month from the drop down list and enter the year, if applicable

**Note:** The report period is not available for all report types.

4. Click the Upload Report radio button.
5. Click **Next**.

The Upload File screen appears.

*Upload File Screen*

6. Click **Browse**.

A file browser window appears.

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

8. Click **Open**.

The file browser window closes and the file path is populated on the Upload File screen.

9. Click **Upload**.

The Upload Report Confirmation screen appears.

The uploaded report is created with the report status set to 'Loaded'.

- If you want to upload another report, click **Yes**.

The Create a New Report Detail screen appears.

OR

- If you do not want to upload another report, click **No**.

The Create and Maintain Reports screen appears.

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

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 Create and Maintain Reports screen and looking at its status.

For ED reports, if no errors are discovered, it is automatically assigned 'Completed' status and work on that report is complete. A signature is not needed for an ED report.

For RP and ER reports, if no errors are discovered during validation, the report is assigned 'Pending' status and an email is sent to inform a Reporting Employer Portal user with the Signature authority level that the report is ready to be signed.

For ED reports, if there are errors with the report format or all of the included detail records are invalid, the report is assigned 'Rejected' status.

For RP and ER reports, if there are errors with the report format or with any of the included detail records, the report is assigned 'Rejected' status.

For ED reports where only some of the detail records are invalid, the report is assigned 'Incomplete' status. If a record currently exists in 'Suspended' status due to violating one or more TRS business rules, and a valid record is uploaded for the same EIN, the ED report is assigned 'In-Process' status until the record is no longer in 'Suspended' status.

Reports with a status of 'Rejected' or 'Incomplete' must be corrected. There are two methods to use to correct errors discovered in an uploaded report:

- Edit the report by adding new detail records, or by editing or deleting existing records status (covered in *Add, Edit, or Delete Detail Records*). Once the corrections are complete, you must manually resubmit the report for validation.

OR

- Delete the report (covered in *Delete a Report*), correct the errors using your payroll system, and upload a new file.

### 3.2.2.2 Create a New Report Using Copy Forward

A RP or ER report can be created by copying the record details from the previous month's Completed report of that type.

*Note: You can only use the Copy Forward option if the previous month's report of that type is in 'Completed' status. Up to 250 RP20 or ER20 records can be copied.*

*You cannot create an ED, RP - Adjustment, or ER - Adjustment report using the Copy Forward option.*

On the Create and Maintain Reports screen:

1. Click **Create New Report Detail**.

The Create a New Report screen appears.

The screenshot shows a web form for creating a new report. It is divided into two main sections. The first section, titled "Report Creation", has a light green header. Below the header are two rows of input fields. The first row is "Report Type" with a dropdown menu. The second row is "Report Period" with a dropdown menu and a text input field. The second section, titled "Please choose a method for populating your report", also has a light green header. Below the header are three radio button options: "Upload Report", "Copy Forward", and "Manual Entry". A blue "Next" button is located at the bottom left of this section.

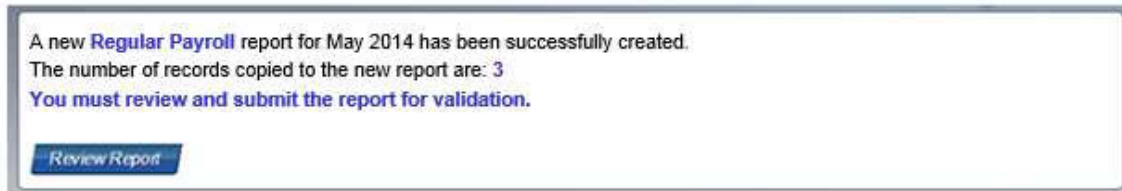
*Create a New Report Screen*

2. Select the report type from the drop down list.
3. Select the report period from the drop down list.
4. Click the Copy Forward radio button.



5. Click **Next**.

The Copy Forward Confirmation screen appears.



### Copy Forward Confirmation

6. 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.

SSN or TRS Temporary Id	Employee Name	Record Type Code	Status	Date and Time	Number of Errors
<input type="checkbox"/>	[Redacted]	RP20	Valid	02/22/2016 08:55 AM	0

### Edit Report Screen

## 7. Review the report's record details.

**Note:** 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](#).

### 3.2.2.3 Create a New Report Manually

An ED, RP, RP - Adjustment, ER, or ER - Adjustment report can be created manually and the detail records added to it.

**Note:** *Creating a report using the manual entry method does not add any detail records. You must add detail records until the report is accurate and complete.*

On the Create and Maintain Reports screen:

1. Click **Create New Report Detail**.

The Create a New Report screen appears.

**Report Creation**

Report Type

Report Period

**Please choose a method for populating your report**

Upload Report

Copy Forward

Manual Entry

**Next**

*Create a New Report Screen*

2. Select the report type from the drop down list.
3. Select the report period from the drop down list.
4. Click the Manual Entry radio button.
5. Click **Next**.

The Edit Report screen appears.

**RP - Regular Payroll — September 2019**

**Option 1 — Add or Edit a Record**

You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.

SSN or TRS Temporary ID

**Add** **Search**

**Option 2 — Submit Report**

Click the "Submit All Records" button located at the bottom of the screen to submit added records.

You may re-edit this report at any time in the future until the report is at a status of Completed.

The number of member records on this report is 0

**Submit All Records** **Delete Selected Records** **Return**

*Edit Report Screen*

6. Add records as needed (see [Add, Edit, or Delete a Detail Record](#)).

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 (see [Submit a Report for Validation](#)).

### 3.2.3 Add, Edit, or Delete Detail Records

#### 3.2.3.1 Add a Report Detail Record

A detail record can be added to a report. The report must have the status of 'Loaded', 'Pending', 'Rejected', or 'Incomplete'.

*Note: A report created via Upload cannot be added to or edited while it is in Loaded status. Files created via Manual Entry or Copy Forward can be added to or edited while in Loaded status.*

On the Create and Maintain Reports screen:

Reports								
February 2017		January 2017						
Report Type	Status	Delete	Edit	History	Details	Total	Signature	
RP - Regular Payroll	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>		
<input checked="" type="checkbox"/> <a href="#">Hide ED Reports</a>								
Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	03/08/2017 15:57:28	Completed	N/A	N/A	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	03/08/2017 19:39:43	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

*Create and Maintain Reports Screen*

1. Click the **Edit** hyperlink row for the report to edit.

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

**RP - Regular Payroll — September 2019**

**Option 1 — Add or Edit a Record**

You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.

SSN or TRS Temporary ID

**Add** **Search**

**Option 2 — Submit Report**

Click the "Submit All Records" button located at the bottom of the screen to submit added records.

You may re-edit this report at any time in the future until the report is at a status of Completed.

The number of member records on this report is 0

**Submit All Records** **Delete Selected Records** **Return**

### *Edit Report Screen*

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: 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 employer 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 employer 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.*

*To report information for a retiree, you must submit an ER report that contains an ER20 record for that person.*

*If you are creating an RP report, the SSN or TRS assigned Temporary ID cannot be for a retired member. If you are creating an ER report, the SSN 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.

RP - Regular Payroll	
Record Type	<input type="text"/>
Employee Identification number	<input type="text"/>
Date of Birth	<input type="text"/>
Gender Code	Female <input type="text"/>
Last Name	SMITH <input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Generation	<input type="text"/>
Position Code	<input type="text"/>
Hours Worked	<input type="text"/>
Hours Scheduled	<input type="text"/>
Days Worked	<input type="text"/>
Zero Days Reason Code	<input type="text"/>
Eligible TRS Gross Compensation	<input type="text"/>
Total Gross Compensation	<input type="text"/>
Member Contribution	<input type="text"/>
Service Credit Purchase Deduction	<input type="text"/>
Service Credit Tax Shelter Flag	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

*Regular Payroll Screen - Example*

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 personal, 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 help topic for field definitions.
  6. Click **Save**.

The Edit Report screen appears. Repeat these steps for each record to add to the report.

***Note:** If the information you 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.*

### 3.2.3.2 Edit Existing Report Details

A report detail record can be edited on a report with a status of 'Loaded', 'Pending', 'Rejected', or 'Incomplete'.

***Note:** A report created via Upload cannot be added to or edited while it is in Loaded status. Files created via Manual Entry or Copy Forward can be added to or edited while in Loaded status.*

On the Create and Maintain Reports screen:

Reports								
February 2017		January 2017						
Report Type	Status	Delete	Edit	History	Details	Total	Signature	
RP - Regular Payroll	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>		
<a href="#">Hide ED Reports</a>								
Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	03/08/2017 15:57:28	Completed	N/A	N/A	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	03/08/2017 19:39:43	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

*Create and Maintain Reports Screen*

- Click the **Edit** hyperlink row for the report to edit.

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

**Report Summary Screen** [? Activity Help](#)

[Skip error messages](#)

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

**Note:** The [Skip error messages](#) hyperlink bypasses all the error messages, straight to the Edit Report Screen.

**ED - Employee Demographic — February 2017**

**Option 1 — Add or Edit a Record**

You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.

SSN or TRS Temporary ID

**Option 2 — Submit Report**

Click the "Submit All Records" button located at the bottom of the screen to submit added records.

You may re-edit this report at any time in the future until the report is at a status of Completed.

The number of member records on this report is 3

	<a href="#">SSN or TRS Temporary Id</a> ↕	<a href="#">Employee Name</a> ↕	<a href="#">Record Type Code</a> ↕	<a href="#">Status</a> ↕	<a href="#">Date and Time</a> ↕	<a href="#">Number of Errors</a> ↕
<input type="checkbox"/>	<a href="#">-----</a>	-----	ED40	Valid	03/08/2017 07:42 PM	0
<input type="checkbox"/>	<a href="#">-----</a>	-----	ED20	Valid	03/08/2017 08:40 PM	0
<input type="checkbox"/>	<a href="#">-----</a>	-----	ED20	Valid	03/08/2017 08:41 PM	0

Listing 1 - 3 of 3 items.

*Edit Report Screen*

- Click the **SSN or TRS Temporary ID** hyperlink 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 will be shown.



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	
Date of Birth	01/01/1980
Gender Code	Male
Last Name	
First Name	
Middle Name	
Generation	
Position Code	01-Profession/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

*Regular Payroll Screen*

9. Update the record as needed.
10. Click **Save**.

A confirmation message appears.

**Note:** *If the information you 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.*

### 3.2.3.3 Delete Existing Report Details

A report detail record can be deleted on a report with a status of 'Loaded', 'Pending', 'Rejected', or 'Incomplete'.

**Note:** *A report created via Upload cannot be added to or edited while it is in Loaded status. Files created via Manual Entry or Copy Forward can be added to or edited while in Loaded status.*

On the Create and Maintain Reports screen:

Reports								
February 2017		January 2017						
Report Type	Status	Delete	Edit	History	Details	Total	Signature	
RP - Regular Payroll	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>		
● <a href="#">Hide ED Reports</a>								
Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	03/08/2017 15:57:28	Completed	N/A	N/A	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	03/08/2017 19:39:43	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

*Create and Maintain Reports Screen*

1. Click the **Edit** hyperlink row for the report to edit.

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

**ED - Employee Demographic — February 2017**

**Option 1 — Add or Edit a Record**

You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.

SSN or TRS Temporary ID

**Option 2 — Submit Report**

Click the "Submit All Records" button located at the bottom of the screen to submit added records.

You may re-edit this report at any time in the future until the report is at a status of Completed.

The number of member records on this report is 3

	SSN or TRS Temporary Id	Employee Name	Record Type Code	Status	Date and Time	Number of Errors
<input type="checkbox"/>	-----	-----	ED40	Valid	03/08/2017 07:42 PM	0
<input type="checkbox"/>	-----	-----	ED20	Valid	03/08/2017 08:40 PM	0
<input type="checkbox"/>	-----	-----	ED20	Valid	03/08/2017 08:41 PM	0

Listing 1 - 3 of 3 items.

*Edit Report Screen*

**Note:** 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.

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

The **Delete Selected Records** button is activated.

3. Click **Delete Selected Records**.

**Note:** All suspended records can be deleted for an ED report by clicking **Delete All Suspended**.

The View Delete Member Record Details screen appears where the reason for deletion can be specified. If “Other” is selected, the reason must be specified under Other Reason.

Select	Delete Reason	Other Reason	Record Status	Record Type Code	Employee Identification Number	Date of Birth	Gender Code
<input type="checkbox"/>	Duplicate record		Valid	RP25		02/18/19	F
<input type="checkbox"/>	Other, explain in comments	Inadvertently included	Valid	RP25		01/14/19	F
<input type="checkbox"/>	No Longer Employed		Valid	RP20		04/11/19	F

Buttons: Confirm Delete, Return

*View Delete Member Record Details screen*

After providing a deletion reason for each record, select **Confirm Delete** to remove records from the report and save them for later verification. If **Return** is selected, the system will go back to the report Edit screen and records that were previously selected from deletion remain on the report.

**Note 1:** Records that are deleted from an ED or RP report must be verified once the report is in a completed status. An email will be sent to any RE contacts with Administration or Signature authority when a deleted records verification is ready for review. Deleted records that need to be verified can be accessed by selecting Deleted Records Verification under My Worklist.

**Note 2:** The Reports panel on the **View RE Reports** and **Create and Maintain Reports** screens displays “Pending” for reports with deleted and un-verified records.

For information about verifying deleted records, see [Deleted Records Verification](#)

### 3.2.4 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.

On the Create and Maintain Reports screen:

Reports								
February 2017		January 2017						
Report Type	Status	Delete	Edit	History	Details	Total	Signature	
RP - Regular Payroll	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>		
<a href="#">Hide ED Reports</a>								
Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	03/08/2017 15:57:28	Completed	N/A	N/A	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	03/08/2017 19:39:43	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

*Create and Maintain Reports Screen*

1. Click the **Edit** hyperlink row for the report to submit for validation.

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

**ED - Employee Demographic — February 2017**

**Option 1 — Add or Edit a Record**

You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.

SSN or TRS Temporary ID

[Add](#) [Search](#)

**Option 2 — Submit Report**

Click the "Submit All Records" button located at the bottom of the screen to submit added records.

You may re-edit this report at any time in the future until the report is at a status of Completed.

The number of member records on this report is 3

	SSN or TRS Temporary Id	Employee Name	Record Type Code	Status	Date and Time	Number of Errors
<input type="checkbox"/>	██████████	██████████	ED40	Valid	03/08/2017 07:42 PM	0
<input type="checkbox"/>	██████████	██████████	ED20	Valid	03/08/2017 08:40 PM	0
<input type="checkbox"/>	██████████	██████████	ED20	Valid	03/08/2017 08:41 PM	0

Listing 1 - 3 of 3 items.

[Submit All Records](#) [Delete Selected Records](#) [Delete All Suspended](#)

*Edit Report Screen*

2. Click **Submit All Records**.

**Note:** 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 [Add, Edit, or Delete a Detail Record](#).

A confirmation prompt appears.

3. Click **OK** to submit the report for validation.

The Create and Maintain Reports screen appears.

### 3.2.4.1 Report 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 and updates the status of each detail record. The status assigned to the detail records determines the status assigned to the report as a whole.

#### Detail Record Status

A detail record can be assigned any of the following statuses during validation:

- **Suspended:** The data reported for the employee or retiree violated one or more of the validation rules. Suspended records can be edited to remove errors (see [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 a 'Valid' status before a signature can be accepted and the report assigned the 'Completed' status.
- **Posted:** If it is an ED report, the record is put in 'Posted' status if the record is in the correct format, and the information did not violate any validation rules. An employee or retiree'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](#) activity.

#### Report Status

Based on the status of the detail records, the report is assigned one of the following statuses:

- Pending (RP, RP - Adjustment, ER, or ER - Adjustment reports only)
- Rejected
- Pending Complete
- Completed
- In-Process (ED reports only)
- Incomplete (ED reports only)

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

- **Pending:**
  - If it is an RP, RP - Adjustment, ER, or ER - Adjustment report, it is put in 'Pending' status if all of the included detail records have a 'Valid' status. When a report is assigned the 'Pending' status, the system automatically sends an email

to inform portal users who have the Signature authority that the report is ready for review and signature.

- **Rejected:**
  - If it is an RP, RP - Adjustment, ER, or ER - Adjustment report, the report is assigned 'Rejected' status if one or more detail records have been assigned a status other than 'Valid'.
  - If it is an ED report, the report is assigned 'Rejected' status if none of its detail records have been assigned a status of 'Valid'.
  - If it is an RP or RP - Adjustment report or an ER or an ER - Adjustment report, the report is assigned 'Rejected' status if the prior month's report has a status other than 'Completed'. You must investigate the status of the prior month's report and fix the problem based on its status.
  - If there is a problem at the report level, the report is assigned 'Rejected' status. If this happens, contact your TRS RE Coach if you need assistance when diagnosing and correcting the issue.
- **Pending Complete:**
  - If it is an ED report and records have been validated with no errors but not yet posted, the report is assigned 'Pending Complete' status
  - If it is an RP or RP - Adjustment report or an ER or an ER - Adjustment report, the report is assigned 'Pending Complete' status after the signature is submitted for the report but before the records are actually posted.
- **Completed:**
  - If it is an ED report and there are no errors on any of the detail records, the report is assigned 'Completed' status. An ED Report does not require a signature.
  - If it is a RP, RP-Adjustment, ER, or ER-Adjustment report, the report is assigned 'Completed' status after all records are posted in the report.
- **In-Process:**
  - If an ED report, the report is assigned 'In-Process' status if a record for an EIN is determined to be valid but there is currently a record in 'Suspended' status for the same EIN. The system will check again during posting to determine if the record still exists in 'Suspended' status.
- **Incomplete:**
  - If an ED report, it is put in 'Incomplete' status if some, but not all, of the included records are in 'Valid' or 'Posted' status.

### 3.2.4.2 Fixing Validation Issues

Reports with a status of 'Rejected' or 'Incomplete' must be corrected. There are two methods to use to correct errors discovered in an uploaded report:

- Edit the report by adding new detail records, or by editing or deleting existing records status (see [Add, Edit, or Delete Detail Records](#)). Once the corrections are complete, you

must manually resubmit the report for validation.

OR

- Delete the report (see [Delete a Report](#)), correct the errors using your payroll system, and upload a new file.

### 3.2.5 Delete a Report

A report and all of its detail records can be deleted.

*Note: You cannot delete a report in 'Completed' status and you cannot delete an ED report in 'Incomplete' status.*

On the Create and Maintain Reports screen:

The screenshot shows the 'Create and Maintain Reports Screen' with a 'Create New Report Detail' button at the top. Below it is a 'Reports' section with tabs for 'July 2015' and 'June 2015'. The main table lists reports with columns for Report Type, Status, Delete, Edit, History, Details, Total, and Signature. Below this is an 'ED Reports' section with a similar table structure, including a Date/Time column.

Report Type	Status	Delete	Edit	History	Details	Total	Signature
RP - Regular Payroll	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ER - Employment after Retirement	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	08/07/2015 12:17:00	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

*Create and Maintain Reports Screen*

1. Click the **Delete** hyperlink for the report to delete.  
A confirmation prompt appears.
2. Click **OK**.  
A confirmation message appears.  
All detail records are deleted from the report.  
The report status is updated to 'Deleted'.



### 3.2.6 Search for and View Reports

Existing reports can be viewed for your reporting employer.

1. Navigate to **Wage & Contribution Reporting > Create and Maintain Reports**.

The Create and Maintain Reports screen appears.

#### *Create and Maintain Reports Screen*

An error message appears listing the reports that are overdue, if any.

**Note:** 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. The due date for ER reports is the 10th of the following month for all report periods except August, which is the 6th of September. The due date for RP is the 6th of the following month for all report periods. If no reports are overdue, the error message does not appear.

#### 3.2.6.1 View Report Listing

On the Create and Maintain Reports screen:

- The RP and ER reports for the current period are listed on the left tab of the Reports panel.
- The previous reporting period's RP and ER reports are listed in the Reports panel on the right tab.
- The ED Reports, RP-Adjustment Reports, and ER-Adjustment reports for the period are listed as hyperlinks.

**Note:** The hyperlinks only display if that type of report has been created for that period.

1. Click the tab to view the current or previous period.
2. Click the **Show** hyperlink to show the report listing for any ED or Adjustment reports, if applicable.

The screen expands to display a listing of the reports.

3. Click the **Hide** hyperlink to hide the report listing.

Create New Report Detail

**Reports**

February 2017
January 2017

Report Type	Status	Delete	Edit	History	Details	Total	Signature
RP - Regular Payroll	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

• Hide ED Reports

Report Type	Date/Time	Status	Delete	Edit	History	Details	Total	Signature
ED - Employee Demographic	03/08/2017 15:57:28	Completed	N/A	N/A	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	03/08/2017 19:39:43	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

**Search Reports**

Period From	<input style="width: 90%;" type="text"/>	Report Type	<input style="width: 90%;" type="text"/>	Hold Only	<input type="checkbox"/>
Period To	<input style="width: 90%;" type="text"/>	Status	<input style="width: 90%;" type="text"/>	Overdue Only	<input type="checkbox"/>

Search

*Reports Listing – Hyperlink Expanded*

### 3.2.6.2 Search for Reports

Reports prior to the current or previous reporting period can be searched for using the Search Reports panel of the Create and Maintain Reports screen.

*Note: Only reports from the current calendar year and the two prior calendar years are available.*

**Search Reports**

Period From	<input style="width: 90%;" type="text"/>	Report Type	<input style="width: 90%;" type="text"/>	Hold Only	<input type="checkbox"/>
Period To	<input style="width: 90%;" type="text"/>	Status	<input style="width: 90%;" type="text"/>	Overdue Only	<input type="checkbox"/>

Search

*Search Reports Panel*

In the Search Reports panel:

1. Select the Period From month from the drop down list and enter the year.
2. Select the Period To month from the drop down list and enter the year.
3. Select the Report Type from the drop down list.

4. Select the Status from the drop down list.
5. (Optional) Click the Hold Only check box.
6. (Optional) Click the Overdue Only check box.
7. Click **Search**.

The reports matching the selection criteria display.

Search Reports

Period From	September	2016	Report Type	All	Hold Only	<input type="checkbox"/>
Period To	September	2016	Status	All	Overdue Only	<input type="checkbox"/>

Search

Month	Year	Date/Time	Report Type	Status	Delete	Edit	History	Details	Total	Signature
September	2016		ER - Employment after Retirement							
September	2016	03/07/2017 00:16:46	RP - Regular Payroll	Loaded	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

*Search Results*

### 3.2.7 View Report Details

#### 3.2.7.1 View Report Details Using the Editor

On the Create and Maintain Reports screen:

1. Click the **Edit** hyperlink for the report to view.

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

Report Summary Screen

? [Activity Help](#)

[Skip error messages](#)

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

For regular payroll report period November 2017; no records found for [Employee Name]. If the employee has terminated, please submit ED90.

**Note:** The **Skip error messages** hyperlink bypasses all the error messages, straight to the Edit Report Screen.

**ED - Employee Demographic — February 2017**

**Option 1 — Add or Edit a Record**

You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.

SSN or TRS Temporary ID

**Option 2 — Submit Report**

Click the "Submit All Records" button located at the bottom of the screen to submit added records.

You may re-edit this report at any time in the future until the report is at a status of Completed.

The number of member records on this report is 3

	<a href="#">SSN or TRS Temporary Id</a> ↕	<a href="#">Employee Name</a> ↕	<a href="#">Record Type Code</a> ↕	<a href="#">Status</a> ↕	<a href="#">Date and Time</a> ↕	<a href="#">Number of Errors</a> ↕
<input type="checkbox"/>	-----	-----	ED40	Valid	03/08/2017 07:42 PM	0
<input type="checkbox"/>	-----	-----	ED20	Valid	03/08/2017 08:40 PM	0
<input type="checkbox"/>	-----	-----	ED20	Valid	03/08/2017 08:41 PM	0

Listing 1 - 3 of 3 items.

*Edit Report Screen*

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

The record detail screen appears, populated with the details of the selected record.

Employee Demographics	
Record Type	ED20 ▾
Employee Identification number	<input type="text"/>
Date of Birth	<input type="text"/>
Gender Code	Female ▾
Last Name	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Generation	▾
Address Line 1	1000 RED RIVER ST
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	AUSTIN
State	TX ▾
Zip	78701 2698
Province	<input type="text"/>
Country Code	UNITED STATES ▾
Postal Code	<input type="text"/>
Work Email	a.smith@fskemail.com
Primary Phone	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

*Employee Demographics Record Edit Screen - Example*

**Note:** The detail screen that appears is based on the type of record you are viewing.

### 3.2.7.2 View Report History

On the Create and Maintain Reports screen:

3. Click the **History** hyperlink for the report to view.

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

Report History		
Report Period	February 2017	
Report Type	ED - Employee Demographic	
Report Status	Date/Time Processed	Totals
Loaded	03/08/2017 07:39 PM	<a href="#">Totals</a>
Deleted	03/08/2017 04:28 PM	
Loaded	03/08/2017 04:22 PM	
Loaded	03/08/2017 03:57 PM	
Completed	02/22/2017 11:59 PM	<a href="#">Totals</a>
<a href="#">Return</a>		

*Report History Screen*

4. Click **Return**.

### 3.2.7.3 View Report Detail Records

On the Create and Maintain Reports screen:

1. Click the **Details** hyperlink for the report to view.

The View Report Details screen appears, populated with the details of the employee or retiree records contained in the report. To see a specific employee's record(s), enter their Social Security Number or TRS-Assigned Temporary ID.

View Report Details											
Report Period	May 2019										
SSN or TRS-Assigned Temporary ID	<input type="text"/>										
<a href="#">Search</a>											
Record Status	Record Type Code	Employee Identification Number	Date of Birth	Gender Code	Last Name	First Name	Middle Name	Generation	(Original) Position Code	(Original) Employment Type	H V
Posted	ER27			M					01	H	
Posted	ER27			M					01	H	
											Listing 1 - 2 of 2 items.
<a href="#">Download as CSV File</a>											
<a href="#">Return</a>											

View Report Details

Report Period

February 2017

Record Status	Record Type Code	(Original) Employee Identification Number	(Original) Date of Birth	(Original) Gender Code	(Original) Last Name	(Original) First Name	(Original) Middle Name	(Original) Generation	Address Line 1	Address Line 2	A L
Valid	ED40	██████████	01/01/1976	M	██████████	██████████					
Valid	ED20	██████████	07/07/1974	F	██████████	██████████			██████████		
Valid	ED20	██████████	11/01/1975	F	██████████	██████████			██████████		

Listing 1 - 3 of 3 items.

[Download as CSV File](#)  

Return

### View Report Details

**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.

**Note 3:** If desired, report details can be downloaded as a CSV (Comma-Separated Value) file by clicking the **Download as a CSV File** hyperlink. 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.

2. Click **Return**.

#### 3.2.7.4 View Report Totals

On the Create and Maintain Reports screen:

1. Click the **Totals** hyperlink for the report to view.

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

Employment After Retirement Report					
Report Period	April 2014	Report Status	Completed		
Date/Time Processed	5/8/14 8:42 AM				
Date Detail Received	5/28/14 7:42 AM				
Date Signature Received	5/28/14 7:42 AM				
	TEXNET Deposit Received	TEXNET Deposit	Detail Total	Signature Total	RE Ledger Balance
Total Gross Compensation		N/A	\$20,000,000.00	\$20,000,000.00	N/A
Pension Surcharge Contribution	5/28/14 7:42 AM	\$24,000.00	\$24,000.00	\$24,000.00	\$1,000.00
TRS-Care Surcharge	5/28/14 7:42 AM	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
Number of Detail Records	120	Number of Warnings	2		
Number of Signature Records	120	Number of Errors	0		
<a href="#">Return</a> <a href="#">View Errors</a> <a href="#">View Warnings</a>					

*View Report Totals Screen*

**Note:** The report totals screen that appears is based on the type of report you are viewing.

If there are error or warning messages on the report, the **View Errors** and/or **View Warnings** buttons are active.

2. Click **View Errors** or **View Warnings**.

The Report Errors and Warnings screen appears.

Report Errors and Warnings			
Report Period	December 2015	Report Status	Rejected
Report Type	ED - Employee Demographic		
Date/Time Processed	01/29/2016 12:00 AM		
Date Detail Received	01/29/2016 03:54 PM		
<a href="#">Report Errors (1)</a> <a href="#">Report Warnings (1)</a>			
<a href="#">Return</a>			

*Report Errors and Warning Screen*

3. Click the **Report Errors** hyperlink to expand and view the list of errors created for the rejected report.
4. Click the **Report Warnings** hyperlink to expand and view a list of warning messages created for the rejected report.



Report Errors and Warnings

Report Period	February 2018	Report Status	Rejected
Report Type	ER - Employment after Retirement		
Date/Time Processed	03/20/2018 04:09 PM		
Date Detail Received	03/20/2018 03:29 PM		

[Report Errors \(16\)](#)

SSN or TRS-Assigned Temp ID	Employee Name	Record Type Code	Error Code	Description
██████████	██████████	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
██████████	██████████	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
██████████	██████████	ER20	612	A position record already exists for this RE and this position code with overlapping dates.
██████████	██████████	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
██████████	██████████	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
██████████	██████████	ER20	612	A position record already exists for this RE and this position code with overlapping dates.
██████████	██████████	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
██████████	██████████	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
██████████	██████████	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
██████████	██████████	ER20	612	A position record already exists for this RE and this position code with overlapping dates.
██████████	██████████	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
██████████	██████████	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
██████████	██████████	ER20	612	A position record already exists for this RE and this position code with overlapping dates.
██████████	██████████	ER20	668	The ER Beginning and Ending Dates of Employment must be within September 1- August 31 of the current Fiscal year
██████████	██████████	ER20	619	Both Hours Worked and Days Worked should be reported if either is greater than 0.
██████████	██████████	ER20	612	A position record already exists for this RE and this position code with overlapping dates.

[Return](#)

*Report Errors and Warning Screen – Expanded*

**Note:** The SSN, Employee Name, Record Type Code, and Error or Warning Code are all sortable.

5. Click **Return**.

**3.2.7.5 View Signature**

1. Click the **Signature** hyperlink for the report you want to view.

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
<a href="#">Return</a>		

Signature Report Totals Screen

*Note: The fields that display are based on the type of report you are viewing.*

2. Click **Return**.

### 3.2.8 Download multiple reports as a CSV file (ED, RP Adjustment, ER Adjustment)

A CSV file containing information from multiple reports can be downloaded when viewing ED, RP Adjustment, or ER Adjustment reports.

*Note: 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.*

On the Report Summary screen:

1. Click **Download Displayed < \* > Reports as CSV**. Records will appear in a separate window and can be saved as desired.  
\* ED, RP Adjustment, or ER Adjustment

**Reports**

December 2019
November 2019

Report Type	Status	History	Details	Total	Signature
ER - Employment after Retirement	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	<a href="#">Accepted</a>
RP - Regular Payroll	Rejected	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

[Hide ED Reports](#)

Report Type	Date/Time	Status	History	Details	Total	Signature
ED - Employee Demographic	11/04/2019 12:09:48	Loaded	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	11/06/2019 08:48:13	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	11/12/2019 10:01:17	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	11/15/2019 11:39:13	Incomplete	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	
ED - Employee Demographic	11/15/2019 11:39:13	Completed	<a href="#">History</a>	<a href="#">Details</a>	<a href="#">Totals</a>	

[Download Displayed ED Reports as CSV](#)

### 3.3 Submit Signature

Once an RP, RP - Adjustment, ER, or ER - Adjustment report has been created and all of the included detail records have been assigned the 'Valid' status, the report is put in 'Pending' status. TRS sends an email to the reporting employer users with the Signature authority that a report is ready to be reviewed and 'signed.' Submitting a signature is required before a report of these types is assigned a status of Completed.

*Note: The Submit Signature activity is available only to Reporting Employer Portal users with the Signature authority level.*

The Reporting Employer Portal provides the ability to perform the following monthly reporting tasks:

- [Submit Signature – Accept the Signature](#)
- [Submit Signature – Reject the Signature](#)
- [Submit Signature – No Detail Records](#)

#### 3.3.1 Submit Signature – Accept the Signature

When a submitted and validated report has been assigned a status of 'Pending', the sum total of the contribution types for all included employees or retirees must be reviewed and the report 'signed' by accepting those totals as complete and accurate. The reports are not marked as Completed until the signature is accepted.

1. Navigate to **Wage & Contribution Reporting > Submit Signature**.

The Reports Ready for Signature screen appears.

Report	Period	Date/Time
<a href="#">RP—Regular Payroll</a>	May 2015	05 2015 09:33:45
<a href="#">RP—Adjustment</a>	April 2015	04 2015 10:25:55
ER—No retirees employed	May 2015	<a href="#">Submit ER-No Retirees Employed</a>

*Reports Ready For Signature*

*Note: 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.*

2. Click the **Report** hyperlink of the report for which you want to submit a signature.

The Report Signature screen appears.

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
<input type="button" value="Accept"/> <input type="button" value="Reject"/>		

#### Reports Ready for Signature

**Note:** The fields that appear on the Report Signature screen depend on the report type and, for Regular Payroll reports, the type of reporting employer.

- Review the information on the Report Signature screen.
- Click **Accept**.

A confirmation prompt appears.

- Click **OK**.

The Signature Status is updated to Accepted.

**Note:** 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 a report is assigned a Hold status, an email notification is generated to the Reporting Official and Payroll Contact. 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. The information from the report is applied to your reporting

*employer's record and/or to the record of any included employee or retiree after the nightly posting job is run for the report.*

### 3.3.2 Submit Signature – Reject the Signature

If the totals are incorrect, the signer has the option to reject them as not complete and accurate.

1. Navigate to **Wage & Contribution Reporting > Submit Signature**.

The Reports Ready for Signature screen appears.

Report	Period	Date/Time
<a href="#">RP—Regular Payroll</a>	May 2015	05 2015 09:33:45
<a href="#">RP—Adjustment</a>	April 2015	04 2015 10:25:55

ER—No retirees employed    May 2015    [Submit ER—No Retirees Employed](#)

*Reports Ready For Signature*

**Note:** *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.*

2. Click the **Report** hyperlink of the report for which you want to submit a signature.

The Report Signature screen appears.

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
<input type="button" value="Accept"/> <input type="button" value="Reject"/>		

### Reports Ready for Signature

**Note:** The fields that appear on the Report Signature screen depend on the report type and, for Regular Payroll reports, the type of reporting employer.

- Review the information on the Report Signature screen.
- Click **Reject**.

A confirmation prompt appears.

- Click **OK**.

The Signature Status is updated to 'Rejected'.

**Note:** If a signature is rejected, the report status remains 'Pending'. A Reporting Employer Portal user with the Submit authority level can correct any problems by adding, editing, or deleting detail records.

If a signature is rejected in error, resubmit the report for validation. Once the validation is complete, the report will appear on the Reports Ready for Signature screen.

### 3.3.3 Submit Signature – No Detail Records

If your reporting employer has no retiree information to report for the month and year displayed, a report can be submitted without any detail records.

1. Click **Submit ER-No Retirees Employed**.



#### *Reports Ready for Signature*

A confirmation prompt appears.

2. Click **OK**.

A confirmation message appears.

An Employment after Retirement report for the month and year is created and the signature submitted.



## 4 View Information in the Reporting Employer Portal

### 4.1 View Employee Information

The Employees menu allows RE Portal users to do the following:

- [View Employee Information](#)
- [View RE Contacts](#)
- [View ORP Participants](#)
- [View 401\(a\)\(17\) Limit](#)
- [View Purchase Payments](#)

#### 4.1.1 View Employee Information

The View Employee Information menu option provides the ability to search for an employee by specifying identifying information and get a view of employee information.

1. Navigate to **Employees > View Employee Information**.

OR

2. On the home page task panel, click **View Employee Information**.

The Search Employee panel of the View Employee screen appears.

Search Employee	
SSN or TRS-Assigned Temp ID	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

*View Employee Information Screen -Search Employee Panel*

3. Enter search criteria for the employee whose information you want to view.

**Note:** *When entering search criteria, the employee's SSN or TRS-Assigned Temp ID is required in combination with either the Last Name or Date of Birth.*

4. Click **Search**.

The Employee Information panel appears, populated with information about the employee who matches the entered search criteria.

The fields that display in this panel depend on the employee's member account status, whether the employee is an ORP participant, and whether or not you are searching for the employee on behalf of a Higher Education reporting employer.

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.			
As Of Date	09/21/2020	New Member Contributions Due	No
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	Over 90 days
First Name		In a TRS Eligible Position	No
Middle Name		TRS Eligible Date Range	
Last Name		Subject to Salary Cap	Yes
Suffix	NONE		
TRS Member	Yes		
View ED Contract Info		View RP Payroll Info	

*Employee Information Screen – Active member example*

Additional information can be obtained using buttons at the bottom of the screen.

*Note: All information that's provided was obtained from the RE performing the search.*

- (Optional) Click **View ED Contract Info** to see the employment and position information for the employee.

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		New Member Contributions Due	No						
First Name		Beginning Date of Employment	08/15/2013						
Middle Name		End Date							
Last Name									
Suffix	NONE								
TRS Member	Yes								
TRS RE Number									
RE Name									
RE Type									
Positions									
TRS Membership Eligible	Beginning Date of Contract/Work Agreement	Ending Date of Contract/Work Agreement	Position Code	Employment Type	Full-Time Equivalent(FTE)	ORP Eligible Position	Non-Standard Work Week	Adjunct Faculty	RE Pays Social Security
Yes	09/01/2019	08/31/2020	02	F	40	No	No	No	
Yes	09/01/2018	08/31/2019	02	F	40	No	No	Yes	
Yes	09/01/2017	08/31/2018	02	F	40	No	No	Yes	
Yes	09/01/2016	08/31/2017	02	F	00	No	No	No	U

ED Contract Info - Example

- (Optional) **View RP Payroll Info** to display a history of payroll transactions that were submitted for the employee

**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		New Member Contributions Due	No
First Name		Beginning Date of Employment	08/15/2013
Middle Name		End Date	
Last Name			
Suffix	NONE		
TRS Member	Yes		
TRS RE Number			
RE Name			
RE Type			

**RP Payroll Info**

Years	TRS RE Number	Report Month	Record Type Code	Position Code	Hours Worked	Hours Scheduled	Days Worked	Zero Days Reason Code	Eligible TRS Gross Compensation (Adjustment)	Performance Pay Gross (Adjustment)
<b>2020</b>										
2020	2022	July	RP20	02	000	40	23		7468.08	
2020	2022	June	RP20	02	000	40	22		6193.08	
2020	2022	May	RP20	02	000	40	21		4918.08	
2020	2022	April	RP20	02	000	40	22		4018.08	

RP Payroll Info - Example

## 4.2 View RE Contacts

Provides the ability to view the contacts for a reporting employer.

- Navigate to **Employer Contacts > View RE Contacts**.

The Contact List screen appears with any existing contacts listed.

Contact List											
Display	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All										
Type	Authority Level	Title	Preferred Name	First Name	Middle Name	Last Name	Phone	Extension	Email	Start Date	End Date
<a href="#">Head of Institution</a>	Submit	Ms.					(123) 456-7890	302			08/29/2016
<a href="#">Reporting Official</a>	Signature						(123) 456-7890	300			11/08/2016
<a href="#">Staff Contact</a>	No Access	Ms.					(123) 456-7890				08/29/2016
<a href="#">Staff Contact</a>	No Access	Ms.					(123) 456-7890				11/08/2016
<a href="#">Staff Contact</a>	Signature										02/06/2017
<a href="#">Staff Contact</a>	Submit										02/07/2017

*Contact List Screen*

**Note:** By default, the contact list is filtered to show only Active contacts. The radio buttons of “Inactive” or “All” can be used to show the contacts by a different status.

2. Click a **Type** link for a contact to view the contact details.

The Contact Details screen appears, populated with the information for that contact.

**Contact Details**

If you are not 100% confident that the contact needing to be added does not exist in TRUST, use the Search for Contact function.

<b>Email</b>	<input type="text"/>	<a href="#">Search For Contact</a>
<b>RE Contact Type</b>	<input type="text" value="Staff Contact"/>	
<b>Authority Level</b>	<input type="text" value="Signature"/>	
<b>Title</b>	<input type="text"/>	
<b>Preferred Name</b>	<input type="text"/>	
<b>First Name</b>	<input type="text"/>	
<b>Middle Name</b>	<input type="text"/>	
<b>Last Name</b>	<input type="text"/>	
<b>Suffix</b>	<input type="text"/>	
<b>Phone Type</b>	<input type="text" value="Work"/>	
<b>Phone Number</b>	<input type="text"/>	
<b>Extension</b>	<input type="text"/>	
<b>Secondary Phone Type</b>	<input type="text" value="Work"/>	
<b>Secondary Phone</b>	<input type="text"/>	
<b>Extension</b>	<input type="text"/>	
<b>Fax</b>	<input type="text"/>	
<b>Position Title</b>	<input type="text"/>	
<b>Effective Date</b>	<input type="text" value="02/06/2017"/>	
<b>End Date</b>	<input type="text"/>	
<b>Address(Different than RE)</b>	<input type="checkbox"/>	
<b>Address</b>	<input type="text" value="1000 RED RIVER, AUSTIN, TX 78701-1010"/>	

*Contact Details screen*

### 4.3 View ORP Participants

The View ORP Participants menu option provides the ability to view employees who have elected to participate in Optional Retirement Program (ORP). This view will help you to know how these members should be reported to TRS.

1. Navigate to **Employees > View ORP Participants**.

The ORP Participation screen appears.

ORP Participation							
<a href="#">SSN or TRS Assigned Temp ID</a>	<a href="#">Last Name</a>	First Name	Middle Name	Suffix	ORP Eligibility Date	ORP Election Date	<a href="#">ORP Vested</a>
		Sally			01/01/2015	01/01/2015	No
		Jerry			09/01/2012	09/01/2012	Yes
		Hank			09/01/2014	09/01/2014	Unknown
		George			09/01/2014	10/01/2014	Yes
		Jack			01/01/2015	01/01/2015	No

ORP Participation Screen

**Note 1:** By default, member records are displayed in descending order by Social Security Number (SSN) or TRS-Assigned Temp ID. With this sort order, members listed by their TRS-Assigned Temp IDs appear after members listed by their SSN. You can sort the list by Last Name or ORP Vested date by clicking on the respective column header.

**Note 2:** Only 30 records are displayed on this screen at one time. You can view additional pages of member records by using the Next, Previous, page number, First, and Last buttons.

#### 4.4 View 401 (a)(17) Limit

The View 401 (a)(17) Limit menu option provides the ability to view a list of all members for whom your reporting employer has reported TRS-eligible compensation and/or performance pay in the current TRS plan year, who have an original TRS membership date after 8/31/1996, and who have reached or exceeded 85% of the IRC 401 (a)(17) limit for the TRS Plan Year.

1. Navigate to **Employees > View 401 (a)(17) Limit**.

The View 401 (a)(17) Limit screen appears.

View 401 (a)(17) Limit						
This is a view of members who have reached or exceeded 85% of the IRC 401 (a)(17) limit for the TRS Plan Year. The information provided is based on the most recent data available.						
IRC 401 (a)(17) Limit for current year		\$255,000.00				
SSN or TRS-Assigned Temp ID	Last Name	First Name	Middle Name	Suffix	Total Creditable Compensation Reported to Date	Compensation Balance Available To Report
		John	S		\$235,000.00	\$20,000.00
		Barry			\$235,000.00	\$20,000.00
		David		Sr	\$235,000.00	\$20,000.00
		John			\$235,000.00	\$20,000.00
		Adam	D		\$235,000.00	\$20,000.00
		David			\$245,000.00	\$10,000.00
		Penny			\$235,000.00	\$20,000.00
		Johnny			\$235,000.00	\$20,000.00
		Karen			\$235,000.00	\$20,000.00
		Cindy			\$250,000.00	\$5,000.00

#### View 401 (a)(17) Screen

**Note 1:** By default, member records are displayed in descending order by Social Security Number (SSN) or TRS-Assigned Temp ID. With this sort order, members listed by their TRS-Assigned Temp IDs appear after members listed by their SSN. You can sort the list by Last Name, Total Creditable Compensation Reported to Date, or Compensation Balance Available to Report by clicking on the respective column header.

**Note 2:** Only 30 records are displayed on this screen at one time. You can view additional pages of member records by using the Next, Previous, page number, First, and Last buttons.

## 4.5 View Purchase Payments

The View Purchase Payments menu option provides the ability to view participants with current purchase payments (installment agreement status of “active”) for the RE. The details of the payment plan can be viewed if the participant has chosen payroll deduction as the payment method.

**Note:** Only participants who have “active” installment purchase agreements with the RE as of the current date are shown.

1. Navigate to **Employees > View Purchase Payments**.

The View Purchase Payments screen appears.

View Purchase Payments							
SSN or TRS-Assigned Temp ID	Last Name	First Name	Middle Name	Suffix	First Payment Report Month	Final Payment Report Month	Scheduled Monthly Payment
		John	D		10/2014	09/2015	\$200.00
		Barry			10/2014	09/2015	\$201.00
		David			10/2014	09/2015	\$202.00
		John		Sr	10/2014	09/2015	\$203.00
		Adam	S		10/2014	09/2015	\$204.00
		David			10/2014	09/2015	\$205.00
		Penny			09/2014	09/2015	\$206.00
		Johnny			10/2014	09/2015	\$207.00
		Karen			10/2014	09/2015	\$208.00
		Cindy			10/2014	09/2015	\$209.00

*View Purchase Payments Screen*

**Note 1:** By default, member records are displayed in descending order by Social Security Number (SSN) or TRS-Assigned Temp ID. With this sort order, members listed by their TRS-Assigned Temp IDs appear after members listed by their SSN. You can sort the list by Last Name, First Payment Report Month, or Final Payment Month by clicking on the respective column header.

**Note 2:** Only 30 records are displayed on this screen at one time. You can view additional pages of member records by using the Next, Previous, page number, First, and Last buttons.

## 4.6 View RE Ledger

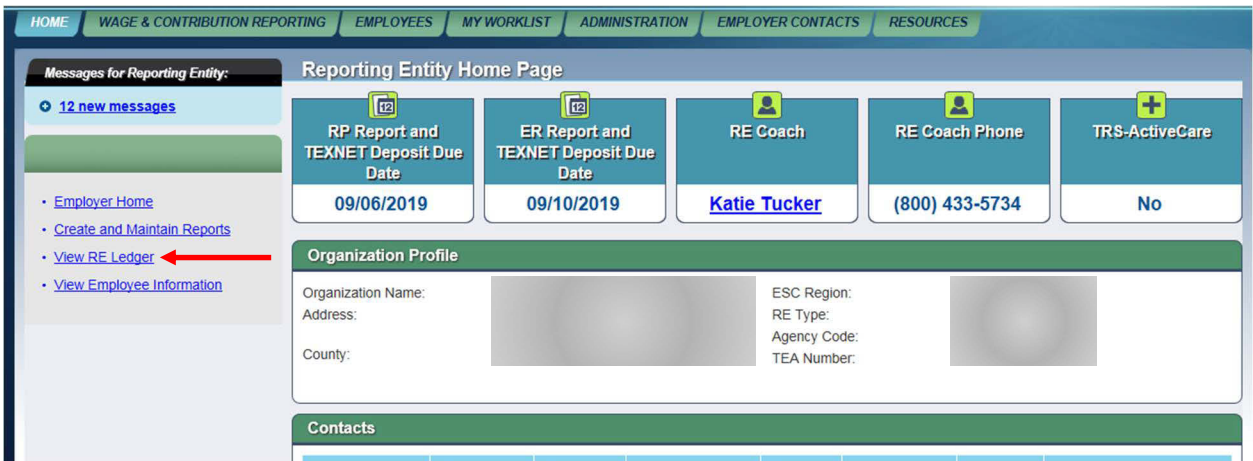
The View RE Ledger menu option allows RE Portal users to do the following:

- [Search RE Ledger](#)
- [View by Contribution Type](#)
- [View by Posted Date Range](#)
- [View by Reporting Period Range](#)

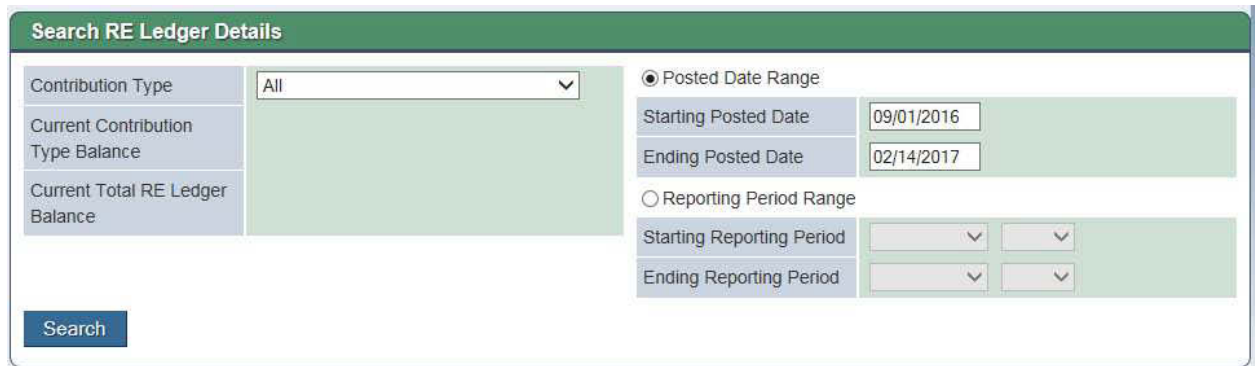
### 4.6.1 Search RE Ledger

1. Navigate to **Wage & Contribution Reporting > View RE Ledger**.  
OR
2. Use the **View RE Ledger** link on the left navigation bar on the Home page.





The Search RE Ledger Details panel of the View RE Ledger screen appears.



*View RE Ledger Screen - Search RE Ledger Details Panel*

3. Enter information in one or more of the search criteria fields in the Search RE Ledger Details panel.

**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.

4. Click **Search**.
5. The screen reloads to display ledger entries matching the search criteria in the RE Ledger Details panel. Results of the search can be downloaded as a CSV file by clicking the “Download as CSV file” link that appears below ledger entries.

Search RE Ledger Details

RE Number	<input type="text"/>	<a href="#">Search</a>	
RE Name	<input type="text"/>		<input type="radio"/> Posted Date Range Starting Posted Date <input type="text"/> Ending Posted Date <input type="text"/>
Contribution Type	<input type="text" value="All"/>		<input checked="" type="radio"/> Reporting Period Range Starting Reporting Period <input type="text" value="October"/> <input type="text" value="2019"/> Ending Reporting Period <input type="text" value="October"/> <input type="text" value="2019"/>
Current Contribution Type Balance			
Current Total RE Ledger Balance	-\$795,638.87		

[Search](#)

---

RE Ledger Details

First Previous **1** Next Last
Results Per Page

Posted Date	Type	Transaction Description	Posted Amount	Reporting Period	Deposit Date/Receivable Date	Updated By	RE Ledger Balance
01/15/2020	MC	Member Contribution	\$77.00	10/2019	01/15/2020	BPPS	\$1,086,672.89
01/10/2020	MC	Member Contribution	-\$77.00	10/2019	01/10/2020	BPPS	\$1,086,595.89
11/07/2019	MC	TexNet - Member Retirement Contribution - Regular PR	\$1,059,363.52	10/2019	11/07/2019	PTXF	\$1,086,672.89
11/07/2019	FG	TexNet - Federal Fund and Private Grant Contribution	\$38,454.23	10/2019	11/07/2019	BPPS	-\$24,069.55
11/07/2019	NE	TexNet - Non-Educational Funds Contribution	\$497,501.00	10/2019	11/07/2019	BPPS	\$445,591.79
11/07/2019	EG	TexNet - Education/General-Local Funds Amount	\$157,317.72	10/2019	11/07/2019	BPPS	-\$2,383,135.03
11/07/2019	NM	TexNet - Reporting Entity Payment For New Members	\$46,523.59	10/2019	11/07/2019	PTXF	\$108,663.60
11/07/2019	PS	TexNet - Reporting Entity Pension Surcharge For Retirees	\$7,302.64	10/2019	11/07/2019	PTXF	\$8,759.10
11/07/2019	CS	TexNet - Reporting Entity TRS-Care Surcharge For Retirees	\$535.00	10/2019	11/07/2019	PTXF	\$3,407.50

First Previous **1** Next Last
Listing 1 - 9 of 9 items.

[Download as CSV File](#)

*RE Ledger Details Screen*

**Note:** 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.

- (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 a maximum of 50.

Results Per Page

The screen reloads to show the selected number of results.

- (Optional) Use the **First**, **Previous**, page number, **Next**, and **Last** buttons to navigate through the pages of search results.

#### 4.6.2 View by Contribution Type

To view the RE Ledger by contribution type:

1. Select a Contribution Type using the drop down list on the Search RE Ledger Details screen.
2. Click **Search**.

*Note: If desired, report details can be downloaded as a CSV (Comma-Separated Value) file by clicking the **Download as a CSV File** hyperlink. 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.*

#### 4.6.3 View by Posted Date Range

To view the RE Ledger by Posted Date Range:

1. Select the Posted Date Range radio button on the Search RE Ledger Details screen.
2. Enter the Starting Posting Date.
3. Enter the Ending Posting Date.
4. Click **Search**.

*Note 1: 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 2: If desired, report details can be downloaded as a CSV (Comma-Separated Value) file by clicking the **Download as a CSV File** hyperlink. 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.*

#### 4.6.4 View by Reporting Period Range

To view the RE Ledger by Reporting Period Range:

1. Select the Reporting Period Range radio button on the Search RE Ledger Details screen.
2. Enter the Starting Reporting Period using the drop down controls.
3. Enter the Ending Reporting Period using the drop down controls.
4. Click **Search**.

*Note 1: 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 2: If desired, report details can be downloaded as a CSV (Comma-Separated Value) file by clicking the **Download as a CSV File** hyperlink. 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.*



## 5 Activities in the Reporting Employer Portal

### 5.1 Process Refund or ORP Election Certification

Account refunds and ORP elections can be certified through the RE Portal. You can view and respond to TRS certification requests to certify the information.

**Note:** Only outstanding certifications are shown. Any completed certifications do not display.

The Certifications menu provides the ability to perform the following tasks:

- [Process Refund Certification](#)
- [Process ORP Certification](#)

#### 5.1.1 Process Refund Certification

1. Navigate to **MY WORKLIST > Certifications**.

The Certifications screen appears.

The screenshot shows the 'Worklist Items' header in a green bar. Below it is a 'Certification Type' dropdown menu with 'All' selected.

*Certifications Screen*

2. (Optional) Select “Refund Certification” from the Certification Type drop down list.

The Worklist Items list displays the certifications.

Name	SSN	Date Received	Certification Type
<a href="#">MCCORMACK, JENNIFER</a>	999-05-7797	05/12/2016	Salary Certification - Full Time / Full Year
<a href="#">MCCORMACK, JENNIFER</a>	999-05-7797	05/13/2016	ORP Election Certification
<a href="#">MCCORMACK, JENNIFER</a>	999-05-7797	05/13/2016	Salary Certification - Full Year
<a href="#">MCCORMACK, JENNIFER</a>	999-05-7797	05/13/2016	Waiting Period Certifications
<a href="#">MCCORMACK, JENNIFER</a>	999-05-7797	05/16/2016	Salary Certification - Full Time / Full Year
<a href="#">MCCORMACK, JENNIFER</a>	999-05-7797	05/16/2016	Refund Certification

*Refund Certification Work Items*

3. Click the hyperlink for a participant's name.

The Certification screen for the participant appears.

Refund Certification	
Name	
SSN	
Employment Terminated	Yes ▾

Certification Details	
Date of Termination	
Final Report Month	

**Certify** **Cancel**

*Refund Certification*

4. Enter the Certification Details for the participant.
5. Click **Certify**.  
A confirmation prompt appears.
6. Click **OK**.  
The certification is sent to TRS.



*If a certification was sent and the RE chose to submit an ED90 instead, the certification will be cancelled.*

**5.1.2 Process ORP Election Certification**

1. Navigate to **MY WORKLIST > Certifications**.  
The Certifications screen appears.

Worklist Items	
Certification Type	All ▾

*Certifications Screen*

2. (Optional) Select “ORP Election Certification” from the Certification Type drop down list.

The Worklist Items list displays the certifications.

Worklist Items			
Certification Type: All			
Name	SSN	Date Received	Certification Type
<a href="#">[Name]</a>	[SSN]	05/12/2016	Salary Certification - Full Time / Full Year
<a href="#">[Name]</a>	[SSN]	05/13/2016	ORP Election Certification
<a href="#">[Name]</a>	[SSN]	05/13/2016	Salary Certification - Full Year
<a href="#">[Name]</a>	[SSN]	05/13/2016	Waiting Period Certifications

*ORP Election Certification Work Items*

- Click the hyperlink for a participant's name.  
The Certification screen for the participant appears.

**Certify ORP Election**

Name: [Redacted]

SSN: [Redacted]

---

**Certification Details**

ORP Eligible Date:

ORP Eligibility Notification Date:

ORP Election Date:

ORP Effective Date:

Final Report Month for TRS Contributions:

*ORP Election Certification*

- Enter the Certification details for the participant.
- Click **Certify**.  
A confirmation prompt appears.
- Click **OK**.  
The certification is sent to TRS.

## 5.2 Certify Performance Pay

Performance pay certifications can be sent to TRS.

1. Navigate to **MY WORKLIST > Certifications**.

The Certifications screen appears.



*Certifications Screen*

2. (Optional) Select "Performance Pay Certification" from the Certification Type drop down list.

The Worklist Items list displays the certifications.



*Performance Pay Certifications*

3. Click the **Add Performance Pay Certification** hyperlink.

The Performance Pay Certification details screen appears.



Performance Pay Certification	
<p>Section 25.24 of the TRS Rules provides that "PERFORMANCE PAY" is comprehensive for service as an employee in a Texas public educational institution that is paid under a valid employment agreement based upon a performance standard published in written documents adopted by the employer. The performance standard may be based on evaluations or goal achievement of the individual employee or of the group in which the individual belongs. Specific amounts of performance pay will be credited to the year in which the performance pay is paid. Performance pay earned during the school year in which the member retires or any previous school year and paid after the member has begun receiving retirement benefits is not creditable by TRS and will not be used in any benefit calculation.</p>	
TRS RE Number	2371
<p>I have read Section 822.201 of the Texas Government Code and Section 25.24 of the TRS Rules and certify that the performance pay is paid pursuant to a Performance Pay Plan which complies with the criteria set forth in these TRS laws and rules. The Plan is a part of a total compensation plan approved by the Board of Trustees of the district and includes the following information.</p>	
Eligibility Criteria 1	<input type="checkbox"/> Complete description of all elements of compensation received by or available to all employees
Eligibility Criteria 2	<input type="checkbox"/> Provides for the availability of at least one type of performance pay to classroom teachers
Eligibility Criteria 3	<input type="checkbox"/> Identifies each type of performance pay, the performance criteria for each type of performance pay, and classes of employees eligible for each type of performance pay
Eligibility Criteria 4	<input type="checkbox"/> Contains sufficient information to ascertain the amount of each qualifying employees pay
Eligibility Criteria 5	<input type="checkbox"/> Contains performance criteria for earning performance pay that precludes the exercise of discretion for awarding the pay on any basis other than the evaluation of employee or group performance or availability of funding
School Year	2019 - 2020 ▼
Report Month	<input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August
Certified By	<input type="text"/>
Date of Certification	09/12/2019
<input type="button" value="Certify"/> <input type="button" value="Cancel"/>	

*Performance Pay Certification*

- Review the information displayed on the screen.
- Click each Eligibility Criteria check box to confirm the payment meets all the criteria to be eligible for Performance Pay.
- Select the School Year from the drop down list.

7. Click the check box(es) for all of the Report Months.
8. Enter the Certification Details for the payment
9. Click **Certify**.

A confirmation prompt appears.

10. Click **OK**.

The certification is sent to TRS.

### 5.3 Process Salary or Waiting Period Certification

This process will allow the user to provide TRS with the requested salary/waiting period certifications.

Use this activity to perform the following tasks:

- [Process Salary Certification – Full Year](#)

Used to respond to a TRS request to certify the salary that would have been earned had the member been employed full-time in addition to reemployment dates due to USERRA service.

- [Process Salary Certification – Full Time / Full Year](#)

Used to respond to a TRS request to certify the salary that would have been earned had the member been employed full-time for a full year.

- [Process Waiting Period Certification](#)

Used to respond to a TRS request to certify the number of days the member worked during and after the 90 day waiting period.

1. Navigate to **MY WORKLIST > Certifications**.

The Certifications screen appears.

#### 5.3.1 Process Salary Certification – Full Year

On the Certifications screen:

1. (Optional) Select “Salary Certification – Full Year” from the Certification Type drop down list.

The Worklist Items list displays the certifications.

Worklist Items			
Certification Type	All		
Name	SSN	Date Received	Certification Type
<a href="#">[Hyperlink]</a>	000-00-0000	05/12/2016	Salary Certification - Full Time / Full Year
<a href="#">[Hyperlink]</a>	000-00-0000	05/13/2016	Salary Certification - Full Year

*Salary Certification – Full Year Work Items*

- Click the hyperlink for a participant's name.

The Salary Certification screen for the participant appears.

**Salary Certification—Full-Year**

SALARY INFORMATION: Indicate the salary that would have been earned had the member been employed full-time.

Name: [Text Field]

Application for Reemployment Date

[Text Field]

Reemployment Date

[Text Field]

School Year	Estimated Salary
2009 - 2010	\$ 50,000.00
2010 - 2011	\$ 50,000.00
2011 - 2012	\$ 55,000.00
2012 - 2013	\$ 56,000.00

Name: John Doe

Date: 07/22/2015

Comments: [Text Field]

**Certify** **Cancel**

*Salary Certification – Full Year Screen*

- Update the certification information as needed.
- (Optional) Enter any pertinent comments.
- Click **Certify**.

A confirmation prompt appears.

- Click **OK**.

The certification is sent to TRS.

### 5.3.2 Process Salary Certification – Full Time / Full Year

1. (Optional) Select “Salary Certification – Full Time / Full Year” from the Certification Type drop down list.

The Worklist Items list displays the certifications.

Worklist Items			
Certification Type: All			
Name	SSN	Date Received	Certification Type
		05/12/2015	Salary Certification - Full Time / Full Year

*Salary Certification – Full-Time / Full Year Work Items*

2. Click the hyperlink for a participant's name.

The Salary Certification – Full Time / Full Year screen for the participant appears.

**Salary Certification—Full Year/Full Time**

Name: [Redacted]

**SALARY INFORMATION:** Indicate the salary that would have been earned **had the member been employed full-time for the full year**. Include any extra compensation that was or would have been earned for extra duties or overtime.

School Year	Estimated Salary
2010 - 2011	\$ 45,000.00

Certified By: John Doe

Date of Certification: 07/22/2015

Comments: [Text Area]

**Certify** **Cancel**

*Salary Certification – Full Time / Full Year Screen*

3. Update the certification information as needed.
4. (Optional) Enter any pertinent comments.
5. Click **Certify**.

A confirmation prompt appears.

6. Click **OK**.

The certification is sent to TRS.

### 5.3.3 Process Waiting Period Certification

On the Certifications screen:

1. (Optional) Select “Waiting Period Certifications” from the Certification Type drop down list.

The Worklist Items list displays the certifications.

Worklist Items			
Certification Type		All	
Name	SSN	Date Received	Certification Type
<a href="#">[Name]</a>	[SSN]	05/12/2016	Salary Certification - Full Time / Full Year
<a href="#">[Name]</a>	[SSN]	05/13/2016	ORP Election Certification
<a href="#">[Name]</a>	[SSN]	05/13/2016	Salary Certification - Full Year
<a href="#">[Name]</a>	[SSN]	05/13/2016	Waiting Period Certifications

*Waiting Period Certification Work Items*

2. Click the hyperlink for a participant’s name.

The Waiting Period Certification screen for the participant appears.

**Waiting Period Certification**

Persons who first became employed in Texas public education during the 2003-04 or 2004-05 school years were subject to a 90 day waiting period before becoming eligible for TRS membership. Please provide the days worked during the waiting period plus days worked after the waiting period ended, in the same school year.

<b>Name</b>	[Name]
<b>School Year</b>	2003 - 2004
Number of days actually worked during the 90-day waiting period	
	<input type="text"/>
Number of days actually worked from the date member was first eligible for TRS membership until the end of the school year	
	<input type="text"/>
<b>Certified By</b>	John Doe
<b>Date of Certification</b>	07/22/2015
<b>Comments</b>	<input type="text"/>

*Waiting Period Certification Screen*

3. Update the certification information as needed.
4. (Optional) Enter any pertinent comments.
5. Click **Certify**.

A confirmation prompt appears.

6. Click **OK**.

The certification is sent to TRS.

## 5.4 Employment After Retirement Certifications

These activities provide the ability to certify 1) the actual days worked by a retiree who worked for two or more reporting employers during a reporting period and 2) .the months in which a retiree will work full time.

1. Navigate to **MY WORKLIST > Certifications**.

The Certifications screen appears.

### 5.4.1 Maintain EAR Actual Dates Worked

On the Certifications screen:

1. (Optional) Select “Maintain EAR Actual Dates Worked” from the Certification Type drop down list.

The Worklist Items list displays the certifications.

Worklist Items			
Certification Type	All		
Name	SSN	Date Received	Certification Type
<a href="#">[Redacted Name]</a>	[Redacted SSN]	05/04/2018	Refund Certification
<a href="#">[Redacted Name]</a>	[Redacted SSN]	05/24/2018	Refund Certification
<a href="#">[Redacted Name]</a>	[Redacted SSN]	05/25/2018	Maintain EAR Actual Dates Worked
<a href="#">[Redacted Name]</a>	[Redacted SSN]	05/25/2018	Maintain EAR Actual Dates Worked

*Worklist Items – Maintain EAR Actual Days Worked*

2. Click the hyperlink for a participant’s name.

The Select Actual Days Worked screen for the participant appears.

Select Actual Worked Dates

Select the no of days worked

**Note: This retiree has been reported by multiple RE's and please provide the actual dates worked for the following report period.**

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Comments

Certify
Cancel

#### *Select Actual Worked Days Screen*

3. On the calendar, click the actual days that were worked by the retiree during the report period.
4. Enter any pertinent comments.
5. Click **Certify**.  
A confirmation prompt appears.
6. Click **OK**.  
The certification is sent to TRS.

#### **5.4.2 EAR Full time Certification**

On the Certifications screen:

1. (Optional) Select "EAR Full Time Certification" from the Certification Type drop down list.

The Worklist Items list displays the certifications.

Certifications			
Worklist Items			
Certification Type	All		
Name	SSN	Date Received	Certification Type
<a href="#">[Link]</a>	[SSN]	10/01/2020	EAR Full Time Certification

*Worklist Items –EAR Full Time Certification*

2. Click the hyperlink for a participant's name.

The Certify Full Time Months screen for the participant appears.

### Certify Full Time Months

Name	[Name]
SSN	[SSN]
RE Name	[RE Name].SD
RE Number	[RE Number]
First Month Reported FullTime	08/2020

### Months Expected to work Full Time

Select Months Expected to Work FullTime

**Note: Please consider report months in which there are holidays and the retiree will not work over Half time for the month (2020-2021)**

January	February	March	April
May	June	July	<b>August</b>
September	October	November	December

[Employment After Retirement Limits Chart](#)

Comments

**Save** **Cancel**

*Certify Full Time Months with Months Expected to work Full Time*

3. In the bottom panel, select the months in which the retiree will work full time.
4. Enter any pertinent comments.
5. Click **Save**.



A confirmation prompt appears.

- Click **OK**.

The certification is sent to TRS.

## 5.5 Deleted Records Verification

Records that are deleted from a report must be verified. The verification must be completed prior to the Signature for an RP or ER report. An email will be sent to any RE contacts with Administration or Signature authority when a deleted records verification is ready for review.

- Navigate to **MY WORKLIST > Deleted Records Verification**.

The verification screen appears where deleted records can be viewed and verified.

**Deleted Records Verification**

**Deleted Records Ready for Verification**

RP Reports

[Nov 2020](#)

**View Delete Member Record Details**

Delete Reason	Other Reason	Record Status	Record Type Code	Employee Identification Number	Date of Birth	Gender Code	Last Name
<input type="text" value="Duplicate record"/>	<input type="text"/>	Valid	RP25		00/00/00	F	SMITH, J
<input type="text" value="Other, explain in comments"/>	<input type="text" value="Inadvertently included"/>	Valid	RP25		00/00/00	F	SMITH, J
<input type="text" value="No Longer Employed"/>	<input type="text"/>	Valid	RP20		00/00/00	F	SMITH, J

*View Delete Member Record Details Screen (for verification)*

- If all data on the screen is correct, click **Verify Delete Reasons**. The report will be removed from the Deleted Records Ready for verification list and you'll see a confirmation bar, letting you know that information was saved. If the specified reason is not correct, update the reason before verifying. If the record was deleted in error, it will need to be re-added to the file.
- (Optional) Click **Return** to be returned to the previous screen.

**Note 1:** TRS is able to re-send the verification if errors are found after verification.

**Note 2:** The Reports panel on the View RE Reports and Create and Maintain Reports screens displays “Verified” for reports with deleted and verified records. It will show “Pending” if the Verification has not been completed.

## 5.6 Transfer In – Transfer Out

This activity provides the ability to transfer funds to and from contribution types within the same transfer group.

**Note:** Not all transfers are allowable. You will receive an error if you select to transfer funds between contribution types that are not allowed.

1. Navigate to **Administration > Transfer Funds**.

The Transfer Funds Screen appears.

The screenshot shows the 'Transfer Funds' interface. At the top, it displays 'Reporting Entity Name' and 'TRS RE Number' (8402). Below this, there are two main sections: 'Transfer Funds From' and 'Transfer Funds To'. The 'Transfer Funds From' section includes a dropdown for 'Transfer From' (RE Pension Penalty Interest (PI)), a 'Transfer Amount' field (\$1,500.00), 'Amount Selected' (\$1,200.00), 'Still Needed' (\$300.00), and 'From Balance' (\$1,700.00). The 'Transfer Funds To' section includes a dropdown for 'Transfer To' (RE New Member Contribution (NM)) and a 'To Balance' field (\$1,600.00). A table below the 'Transfer Funds From' section lists deposits with columns for 'Select', 'Amount', 'Deposit Date', and 'Deposit Number'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Select	Amount	Deposit Date	Deposit Number
<input type="checkbox"/>	\$ 200.00	08/01/2012	23653
<input type="checkbox"/>	\$ 1,000.00	09/01/2012	23659
<input type="checkbox"/>	\$ 500.00	12/15/2012	12368

*Transfer Funds Screen*

2. Select the Transfer From contribution type from the drop down list.  
The balance for the selected contribution type and associated cash receipts displays in the From Balance field.
3. Select the Transfer To contribution type from the drop down list.  
The balance associated with the selected contribution type displays in the To Balance field.
4. Enter the Transfer Amount.

5. Click the Select check box(es) for the receipts to be included in the transfer.

As receipts are selected, the system will update the Amount Selected and Still Needed amounts.

*Note: If a cash receipt is selected that has an unallocated amount greater than the amount to be transferred, the Amount Selected displays the value of the Transfer Amount and the Still Needed field displays \$0.00.*

6. Click **Submit**.

A confirmation prompt appears.

7. Click **OK**.

A confirmation message appears.

## 5.7 Add New Semester Dates

TRS requires REs to report the semester begin and end dates for each school year. This information is used to calculate service credit for members who retire at the end of a fall semester. If the member works the entire fall semester, they can earn a year of service credit, even though the number of days is less than the normal days required. REs are responsible for entering in the semester begin and end dates prior to each school year.

1. Navigate to **My Worklist > Maintain Semester Dates**.

The Semester Dates history screen appears.

Semester Dates				
<a href="#">Add Semester Dates</a>				
School Year	Fall Semester	Spring Semester	Year Round Schools?	All Year Round?
<a href="#">2015 - 2016</a>	September 10 - December 16	January 15 - May 30	Yes	No
<a href="#">2014 - 2015</a>	September 9 - December 12	January 10 - May 28	Yes	No
<a href="#">2013 - 2014</a>	September 15 - December 15	January 11 - May 27	Yes	No

*Semester Dates History*



*Clicking the hyperlink for a School Year opens the Semester Dates detail screen to view the existing information for the school year. These records cannot be edited.*

2. Click the **Add Semester Dates** hyperlink.

The Add Semester Dates detail screen opens.

Semester Dates					
*If your entity has multiple semester dates or school calendars, please use the calendar that has the earliest fall semester end date when entering data on this screen					
School Year	2019 - 2020				
Fall Semester			Spring Semester		
Begin Date	September	2	Begin Date	January	5
End Date	December	23	End Date	May	31
Does your district have year round schools?					
<input type="radio"/> Yes <input checked="" type="radio"/> No					
If yes, are they all year round schools?					
<input type="radio"/> Yes <input type="radio"/> No					
Save	Cancel	Delete			

*Add Semester Dates*

3. Select the Fiscal School Year from the drop down list

4. Select the Begin Date and End Date for each semester.
5. Use the radio buttons to respond to the questions.
6. Click **Save**.

A confirmation prompt appears.

7. Click **OK**.

A confirmation message appears.