

Reporting Entity Certification



Purpose of Certification

- Ensure that REs are familiar with Reporting Entity Portal and can submit or manually create reports in the proper format

Prerequisites to Certification

- One person from each Reporting Entity must attend a training session
- Updated version of reporting software has been installed by REs who obtain reporting software from an outside vendor

General Instructions and Information

- Log into the TRS Reporting Entity Portal and submit reports in the sequence indicated on upcoming slides
- Resolve errors
- Repeat for each report, making sure that all record types are submitted at least once
- The RE Ledger will reflect negative amounts because TEXNET deposits are only reflected in TRAQS
- Do not use the View Employee Information screen as a resource during certification

Special Instructions

ED reports

- Accept the default Report Period
- ED90 needs to be for someone whose ED20 and ED40 records have a status of Posted

ED40

- Set Beginning Date of Contract/Work Agreement to 09012015

RP and ER reports

- Set Report Period to 092015. If that isn't possible, create an RP report for the current month and manually change the month-year in the header record before submitting the report
- Submit adjustments at least one business day after RP20 and ER20 records are posted

ER reports

- The certification database is a copy of TRAQs as of August 31, 2015. Only include retirees who retired on or before July 31, 2015 on ER reports that are submitted for certification.



Create and submit reports

1 – Employee
Data (ED)
Report

ED20 records for sample of employees
ED40 records for the same sample of employees

2 – Regular
Payroll (RP)
Report

RP20 records for employees reported in ED
report whose ED40 was posted

3 – Employment
after Retirement
(ER) Report

ER20 records for people who retired on or
before 07/31/2015



Create and submit adjustments and terminations

4 - ED Adjustment & Termination Records

ED25 for a few for employees whose ED20 record was posted
ED45 for a few employees whose ED40 was posted
ED90 for employee whose ED40 was posted or who terminated in FY2015

5 - RP Adjustment Report

RP25 records for a few employees whose RP20 record was posted

6 - ER Adjustment Report

ER25 records for report period when ER20 was posted
ER27 records for employees whose ER20 record was posted

Refer to Frequently Asked Questions on the TEAM Program Communications webpage

View video training modules

Contact your Coach

Send email to REOutreach@trs.texas.gov