

Legend

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Full-Time Equivalent: Definition and Examples



When determining TRS membership eligibility for employees, one of the requirements is that the employee must work for one-half or more of the position's Full-Time Equivalent (FTE).

Definition - FTE is defined as the number of hours per week an employee must work in a position to be considered full time.

It is important to remember that the FTE is based on the **position** and not the employee filling the position. For reporting purposes, this must be a whole number between 30-40 hours per week. If a position does not have any full-time employees or if the full-time hours are less than 30, then this is considered as no FTE and reported as "00" on the contract (ED40).

The table below lists the possible FTEs for TRS reporting purposes and the half time limit of the FTE. If an employee is working the half time limit, or more, of the FTE, they meet the second requirement of TRS membership eligibility; working half time or more of the position's FTE.

FTE	Half-time of the FTE
40	20
39	19.5
38	19
37	18.5
36	18
35	17.5
34	17
33	16.5
32	16
31	15.5
30	15
00	15



Full-Time Equivalent: Definition and Examples

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FTE Examples



Bus drivers working at District A are required to work 15 hours per week to be considered full time.

- The FTE for bus drivers at this RE is 00 hours.
- Bus drivers expected to work 15 hours or more per week may be TRS-membership eligible if they meet the other requirements.
- If the bus drivers are expected to work *less than* 15 hours per week, they are not eligible for TRS membership.



Custodians working at District B are required to work 38 hours per week to be considered full time.

- The FTE for custodians at this RE is 38 hours.
- Custodians expected to work 19 hours or more per week may be TRS-membership eligible if they meet the other requirements.
- If the custodians are expected to work *less than* 19 hours per week, they are not eligible for TRS membership.



Office staff employees are required to work 40 hours per week to be considered full time.

- The FTE for office staff at the RE is 40 hours.
- Office staff employees expected to work 20 hours or more per week may be TRS-membership eligible if they meet the other requirements.
- If the office staff employees are expected to work *less than* 20 hours per week, they are not eligible for TRS membership.

Once an FTE is established for a position, it is extremely important to confirm that the FTE is being reported correctly on the ED40 record for all employees working in the position. TRS uses this data in the verify membership eligibility process. An inaccurate FTE can cause incorrect warnings and errors on the Regular Payroll report. You can find the reported FTE by your RE on the View Employee Information screen in the RE Portal under “View ED Contract Info” tab.



Reporting Summer School Work at ISDs and Charter Schools With Position Code 09



In May 2019, TRS created Position Code 09 to help calculate and report salaries that are not subject to the state minimum salary during the summer months. Position Code 09 should only be used to report ISD and charter school employees whose regular school year job is subject to the state minimum salary, but who are also working summer school outside of their regular contract as a separate job (e.g., teachers, nurses, counselors, librarians, etc.).



Do Not Use Position Code 09 for the Following Employees:

- Summer employees whose position is not subject to the state minimum salary (e.g., food service workers, support staff, etc.).
- Employees who are subject to the state minimum salary in their regular position but are receiving accrued pay over the summer. The accrued pay is subject to the state minimum salary and the Statutory Minimum Contributions must be reported on the RP20 under the regular position code.
- Any employees who are ineligible to make contributions to TRS.
- Higher education employees.
- Employees of verified school districts that are not subject to the state minimum salary contributions.

These employees should be reported with a separate summer contract in the position code associated with the work that they performed.

Important things to remember when reporting using Position Code 09:

- When submitting ED40s, employment contract dates can only be from May through August.
- ED40s must be submitted in the month the employee begins their summer school contract/work agreement.
- RP20s with Position Code 09 will only be accepted for May through October report periods.
- If pay for summer work is issued more than two months after the end of the 09 contract, that pay will need to be added to the RP20 for the employee's current fiscal year contract. That record will result in validation errors; that will require an email to the coach with a breakdown of how much salary and contribution is for summer work and how much is for the regular school year. This will be reviewed for a possible override.
- The Public Education Employer Contribution will be due on 100% of the TRS-eligible salary reported.
- The State Minimum Compensation field should be blank on RP20s using Position Code 09. Statutory Minimum Contributions are not due on salary earned and reported.
- Accrued pay earned during the regular school year and paid out over the summer months should be reported as a separate RP20 using the same position code used during the school year. Employers will continue to report and pay Statutory Minimum Contributions on salary above the State Minimum that was earned during the employee's regular contract for the school year.



Enhancement to RE Ledger

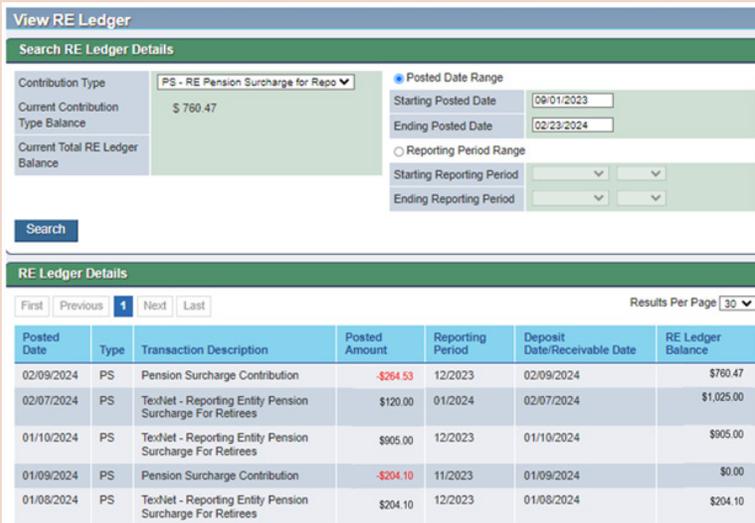


Recently, TRS added a new feature on the RE Ledger. Users will now find a summary on the RE Ledger landing page which reflects current balances for each contribution type. We hope this will be a more user-friendly summary of RE Ledger balances in a single view.



Users can filter by contribution type for the details of each posted transaction in a specific ledger account. The summary shows RE Pension Surcharge for Reported Retirees balance of \$760.47. To see the transactions for this account, select the Contribution Type of RE Pension Surcharge for Reported Retirees in the drop-down menu, and click the Search button.

This is the Ledger Detail view for one contribution type. You may also download a CSV file of the RE Ledger transactions for the contribution type from this screen.



The summary view is another resource to use when performing monthly reconciliation. If you would like to review the RE Ledger with your RE coach, please send them an email or call 1-800-433-5734.

Get Ready: 2024-25 TRS-ActiveCare Annual Enrollment



It's almost time for Annual Enrollment (but didn't the school year just start?)! This year, we'll give you the same thorough support we did in years past.

This includes Benefits Administrator (BA) training sessions, participant webinars, plan materials, and an enrollment resource hub.

What's Coming Up

Rates and Benefits Announcement: We'll announce the rates and benefits for plan year 2024-25 at the May 2-3 TRS Board of Trustees meeting.

Annual Enrollment: This year's Annual Enrollment is July 8–Aug. 30. July 8–Aug. 16 will be the “regular” enrollment period. We'll offer another supplemental period from Aug. 17–Aug. 30. As a reminder, the supplemental dates are for BAs only where you can enroll members who have changes or didn't enroll during your district's enrollment period. Please do not communicate the supplemental enrollment dates to employees.

BA Training Sessions: We'll host eight online BA training sessions this year, as well as five in-person meetings. The training is specific to certain regions, so pay attention to which session you need to sign up for on the registration links. This year, we'll merge benefits and technical training into one training session.

More information about in-person trainings will be available soon.

Virtual BA Training Dates:
All sessions are from 9 a.m. to 12 p.m. CT.

Date	Regions
Wed. May 15	9, 18, 17 + Blue West HMO
Wed. May 22	1, 2, 3 + Blue South HMO
Thu. May 23	4, 5 + S&W HMO
Tue. May 28	6, 15 + Blue West HMO + S&W HMO
Wed. May 29	12, 19 + S&W HMO
Thu. May 30	8, 11 + S&W HMO
Tue. June 4	10 + S&W HMO
Thu. June 6	Statewide

ID Cards: We'll discuss the timing of ID card arrivals during BA training.

Participant Webinars: Like last year, we'll conduct *From A to Z: Your TRS-ActiveCare Plan*, a 30-minute virtual webinar where your employees can learn about their benefits and plan options. When registration is live, we'd love your help promoting these events to participants.

As always, we look forward to your partnership this Annual Enrollment season! If you have questions in the meantime, reach out to healthcarecomm@trs.texas.gov.

Update Available: Why Keeping Your Devices Up to Date Matters



Scammers always lie in waiting to exploit new weaknesses (or vulnerabilities) in the software we use every day, and even if it's easy to forget or brush off those pesky update notifications, here's why you shouldn't.

The vendors who build our devices are constantly developing new fixes (called patches) for these vulnerabilities and pushing them out as software updates. Updates are crucial as they not only patch software flaws, but also introduce new security features with additional layers, making them challenging for cyber criminals to break into.

How does updating work?

If developers identify a vulnerability or flaw in the software, they'll create a patch and release it to the user who will then accept the notification to update their device (they typically show up in *Settings*), giving the system permission to download and install the update.

Examples of software you should update:

- The operating systems that run your laptop (Microsoft Windows or Apple OSX) or run your smartphone (Android or iOS)
- Home networking equipment such as your Internet router or Wi-Fi access points or home smart devices such as thermostats, doorbells, home appliances, or security cameras
- Programs that run on your devices, such as your laptop's web browser or your phone's mobile apps

If your computer or other device is older, make sure the software is still supported. The longer software is left unsupported and without updates, the more vulnerable it is to cyber hacking. It's recommended to replace any unsupported devices or applications with current versions to ensure maximum security. Moreover, take some time to do some software cleaning. The less software you have on a system, the more protected you are.



Two Ways to Update

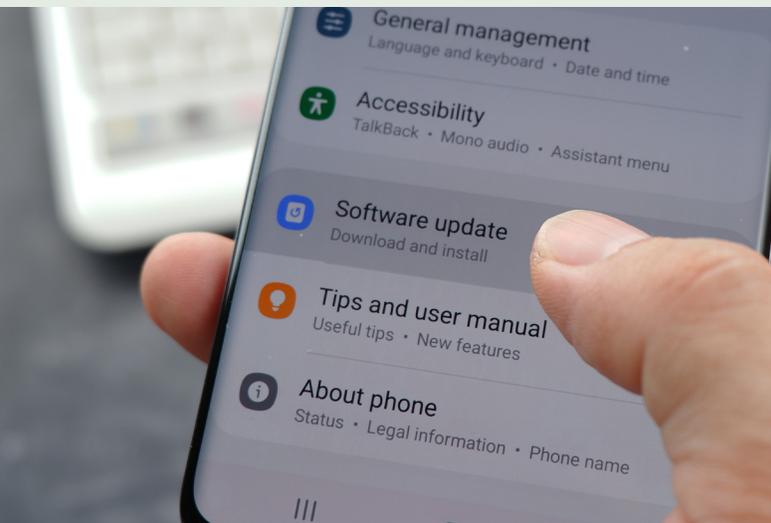
1) Manual (the hard way)

Updating manually allows for more control over what and when updates are installed. The downside? It's a lot more work because you have to track when each of your devices needs to be updated, making it challenging to remember to update them.

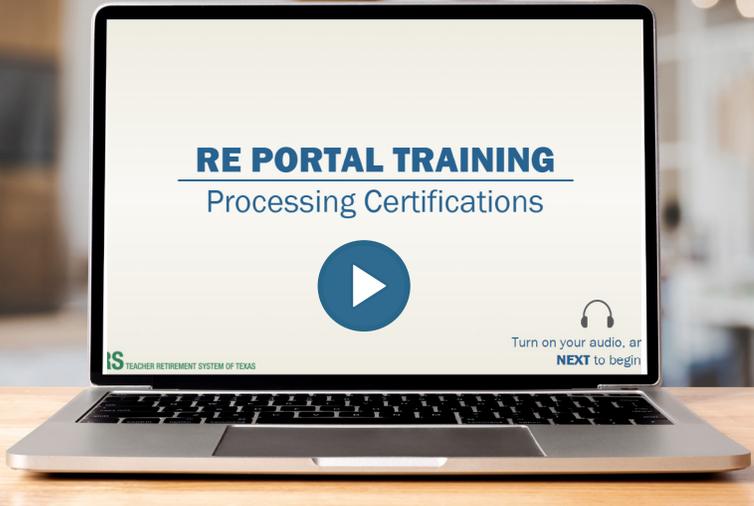
2) Automatic (the easy way)

Enabling automatic updating across your systems is a surefire way to ensure your devices are consistently updated whenever there is a new patch released. The advantage? The work is done for you. The disadvantage? The updated program could cause functionality disruption or loss of data (this is rare for personal devices). If you go this route, remember to check your systems regularly to confirm the updates are occurring.

Automatic updating is the most secure of the two options. There's no need to add to your already busy schedule by having to manually track device updates, so let the software do what it's intended to do – make life convenient – which beats wondering how to ward off the scammer lying in waiting.



RE Portal Training: *Processing Certifications*



Many people find that a video explanation is the best way to learn! Take advantage of more than a dozen informative videos in the [TRS Video Library](#) to understand TRS processes and reports for reporting employers.

Follow TRS on Social Media



Navigating Life Events With Ease



Many career changes require TRS members to update their account information or take other action. That's why we've created our [Life Event Resource Kit/Employer Toolkit](#) – to guide TRS members on their next steps and provide them with the information and resources they need for their life and career changes.

TRS members will find the “[Turning 65](#)” section of our Career Events Resource Toolkit helpful when searching for answers to questions like:

- What Steps do I Need to Take if I am Already Retired and Turning 65 Soon?
- What TRS Benefits am I Eligible for if I am Retiring After Age 65?
- How are the TRS-Care Medicare Plans Different from Private Marketplace Plans?
- Am I Eligible for Social Security Benefits After I Retire?

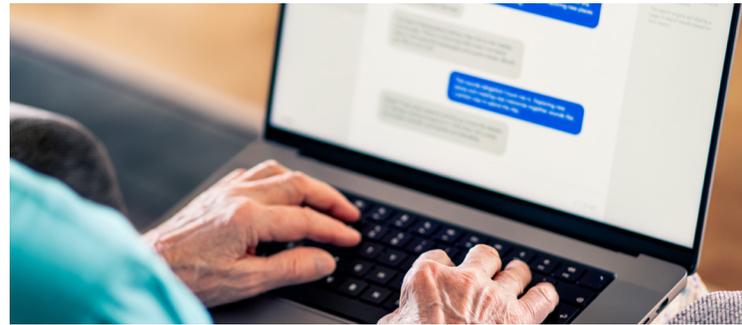
Explore the [Life Event Resource Kit](#) today to see what steps you need to take and when. The impact of these events can be significant, and we want to ensure you're making the most of your benefits – in all ways possible – with each step forward.

RE Portal Chat Reminder



You can connect with an RE Coach in the RE Portal Chat 9 a.m. – 12 p.m., and 1 – 4 p.m. each business day from the 11th through the end of the calendar month. The chat feature is a useful tool to utilize when you're needing quick clarification on TRS rules or processes. There are resources available in the chat feature even when chat with an RE Coach is not available. You can access these through the Open Live Chat option in the RE Portal.

As a reminder, please do not share any Personally Identifiable Information (PII) in the RE portal chat.



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Member Education Videos



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Help us spread the word about the series by downloading a [poster](#) from our website and displaying it at your school.

