

TOP ARTICLES: Contribution Rate Increase For 2024-25 • How To Report Terminations To TRS • Help Participants Get Ready For Annual Enrollment •

Legend

Articles are marked by topic!

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General Communications



Filling Out Form TRS 587 – Certification of Unused State Sick and/or Personal Leave



Employees nearing retirement from TRS may present their Reporting Employer (RE) with a [TRS 587 – Certification of Unused State Sick and/or Personal Leave](#) and ask the employer to complete the certification. This form is not accepted by TRS earlier than 30 days prior to the employee’s effective date of retirement and should not be filled out until the total number of remaining state leave days are known.

An electronic certification of this form is currently not available in the RE Portal. At this time, TRS only accepts the physical form.

An RE can fill out this form only if the employee has at least 50 days or 400 hours of unused state sick and/or personal leave.

This does not include any local days or leave amounts. If your employer does not offer state sick days, you cannot complete this form.

TRS does not govern or regulate the payout of state leave days to an employee after retirement. It’s important to note that the employee is not trading in their unused days to gain a year of TRS service credit. Having at least 50 days or 400 hours of unused state sick or personal leave at the time of retirement grants the TRS member an opportunity to purchase a year of service from TRS.

In addition, the employee must have at least 10 years of total TRS service to fulfill this requirement, as no more than five days per year may be accumulated for certification.

Completing the form

1. When filling out this form, make sure the employee’s full name, Social Security number or TRS ID, and name of employer have been completed by the employee.

TRS
TEACHER RETIREMENT SYSTEM OF TEXAS

1000 Red River Street
Austin, TX 78701-2698
(800) 223-8778
www.trrs.org

Certification of Unused State Sick and/or Personal Leave

TRS587 (09-21)

Name _____ TRS Participant ID or Social Security Number _____

Employer _____



Completing the form cont...

2. Write in either the number of unused state sick/personal days or hours being certified.

Depending on how you track, enter the number of state days or hours being certified.

Number of days or hours of accrued unused state* sick and/or personal leave: ____ days / ____ hours
 * Count state leave **only**. Do not count locally granted leave.

I certify that the person named on this form has the accrued unused sick and/or personal leave stated above as of _____, 20__ and that no more than 5 days accrued in any school year.

Signature of TRS Reporting Official _____ Title _____

Printed Name of TRS Reporting Official _____ Date _____

3. Enter the date the form was completed. The form can only be signed by those with signature authority in the RE Portal.

Enter date of certification.

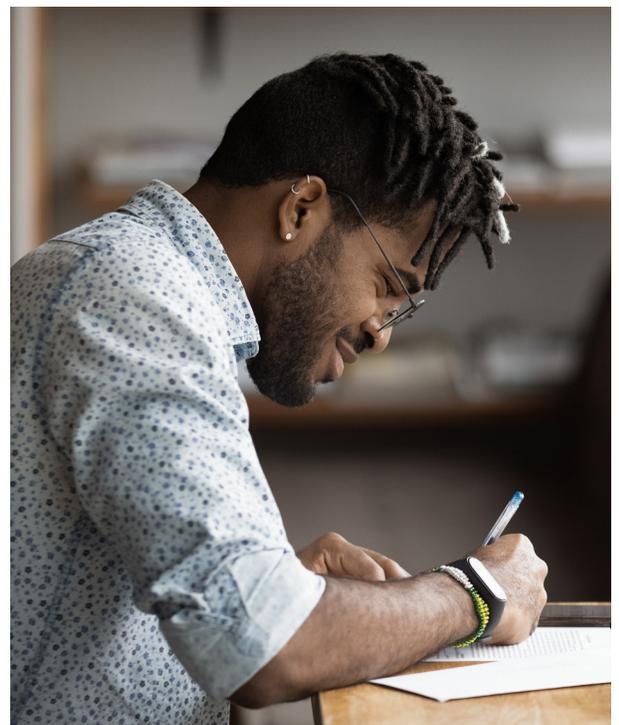
Number of days or hours of accrued unused state* sick and/or personal leave: ____ days / ____ hours
 * Count state leave **only**. Do not count locally granted leave.

I certify that the person named on this form has the accrued unused sick and/or personal leave stated above as of _____, 20__ and that no more than 5 days accrued in any school year.

Signature of TRS Reporting Official _____ Title _____

Printed Name of TRS Reporting Official _____ Date _____

4. Return the form to the employee. It's their responsibility to submit to TRS to receive a cost statement if they want to purchase service credit. You can refer employees to page 12 of the [Service Credit Purchase brochure](#) for additional information.



Non-Standard Work Week Flag: Less Than a Five-Day Work Week



As a reminder, TRS has determined that any employee working in a position that is regularly scheduled to work *less than* five days a week should be reported with the Non-Standard Work Week flag as “Yes” on the ED40 Contract/Position record. This includes school districts that have switched to a four-day school week. Like other information reported to TRS, the flag should be based on the employee’s regular schedule for the position and may exclude temporary changes. Reporting the Non-Standard Work Week flag accurately ensures that TRS membership-eligible employees regularly working less than five days a week earn a year of service in accordance with standards for service credit set out in the *TRS Laws and Rules*.

Examples of how to appropriately report the Non-Standard Work Week flag:

District on a five-day work week, employee scheduled less than five days a week:

Example 1: Employee scheduled to work ten hours per day, four days per week.

Example 2: Employee scheduled to work eight hours a day, two days per week.

- For employees scheduled to work five or more days per week, report the Non-Standard work week flag as “No.”
- For employees scheduled to work less than five days per week, report the Non-Standard work week flag as “Yes.”

Entire District (all employees) moved to a four-day work week:

- If an entire district moved to a four-day work week schedule, all employees should be reported with Non-Standard Work Week flag as “Yes.”
- If an RE has posted any contracts with this flag as “No,” please submit an ED45 to update the Non-Standard Work Week flag from “No” to “Yes.”

Certain positions within the district moved to a four-day work week:

- Only the employees whose position is regularly scheduled to work a four-day work week should have the Non-Standard Work Week flag as “Yes.”
- If the employee is scheduled to work five or more days per week, the Non-Standard Work Week flag should be “No.”

REs with an Alternating Schedule:

- Some districts are electing to alternate between four-day and five-day work weeks throughout the school year.
- Please contact your RE coach to discuss the schedule and receive further guidance on the Non-Standard Work Week flag.

Temporary schedule change to four-day work week:

Example: RE administrative staff that work four days per week in summer

- Since this a temporary change, and not a permanent work agreement change, the Non-Standard work week flag should remain “No.”
- If the work agreement changes to a four-day work week permanently, the flag should be updated to “Yes.”



Public Education Employer Contribution Rate Increase for 2024-25



During the 86th Texas Legislative session in 2019, the legislature passed Senate Bill 12, the TRS Pension Reform bill, which provided for gradual contribution increases from the state, public education employers and active employees.

As a result of this legislation, the following rate change will be effective beginning Sept. 1, 2024:

Contribution Type	Current FY 2024 Rate	Rate Effective Sept. 1, 2024
Public Education Employer	1.9%	2.0%

Please keep in mind the new rates will apply to all TRS-eligible compensation **paid** on or after Sept. 1, 2024, and the rate increase will affect your Regular Payroll (RP).

The following contribution rates will not change for FY 2025:

- Member Contribution
- State Contribution
- Pension Surcharge
- TRS-Care Surcharge for Reported Retirees
- Member TRS-Care
- RE TRS-Care
- Federal TRS-Care

To see the complete chart of rate of increases through FY 2025, please review the [TRS website](#).



How to Report Terminations to TRS



As the school year ends, Reporting Employers (REs) can expect an increase in the number of individuals terminating employment. It's very important to report all your employee terminations to TRS thoroughly and consistently. The termination record can affect many aspects of the employee's account and can result in the RE having to make additional corrections if done incorrectly.

ED90 Submissions

The RE should submit an ED90 (termination record) with the ED reports for the month in which the employee will receive their final pay. The ED90 should include the actual termination date and the final report month for TRS contributions (if applicable). The final report month for TRS contributions can differ based on the employment history of the employee with your RE. If the employee never worked in a TRS-eligible position with your RE, this field may remain blank. Otherwise, enter the month in which the employee received their final compensation for their eligible position. This will likely be a date in the past that is prior to their termination date.

For employees who terminate in May or June but will continue to receive accrued compensation through the month of August, the RE will submit the ED90 record in the August ED report.

Employment History	Final Report Month
Eligible Employment Only	When the employee is receiving their final compensation for their eligible position
Eligible and Ineligible Employment	When the employee received their final compensation for their eligible position
No Eligible Employment	Leave blank*

**Unless instructed otherwise by RE Coach*



TRS created Position Code 09 to help employers report salaries which are **not** subject to the state minimum contribution for work performed in summer school, outside of their regular school year contract. 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 contribution, but who are also working summer school outside of their regular contract.

Reporting the ED40 contract for summer school:

A summer school contract is reported for position code 09 on an Employee Demographic (ED) report in the report month summer school begins. Submit the ED40 with beginning and ending dates of contract based on the dates work was performed, not the pay schedule. For example, if summer school begins June 15, include the ED40s for summer school employees in your June ED report.

Reporting RP20 records for multiple position codes during summer months:

The employees should have more than one RP20 to capture time worked and payroll information for their primary position and summer school position separately.

The RP transactions are reported by the position code to ensure that the Statutory Minimum contribution is reported correctly. The employee should have one RP20 for their Teaching position (02) that includes the State Minimum salary and Statutory Minimum contribution and a second RP20 to report the summer school position (09) *without* the State Minimum salary and Statutory Minimum contribution.



Example of reporting the Primary Position (02) and Summer School (09) Positions

Teaching Position (02)

ED40 Contract Dates:

Aug. 16, 2023 – May 26, 2024

Payroll Months for the Teaching Position:

August 2023 – July 2024

Summary of the RP20 records for position code 02:

August 2023 – May 2024: Time worked
Compensation and all applicable Contributions.

June 2024 – July 2024: No time worked, Zero Day Reason Code of “A- Accrued Pay,” Accrued Compensation and Contributions.

Summer School Position (09)

ED40 Contract Dates:

June 15, 2024 – July 10, 2024

Payroll Months for the Summer School Position:

August 2024

Summary of the RP20 records for position code 09:

June 2024 – July 2024: Time worked only.

August 2024: No time worked, Zero Day Reason Code of “A- Accrued Pay,” Accrued Compensation and Contributions.

Limits On Prior Fiscal Year Corrections



In the RE Portal, reporting corrections are limited to current year and five (5) fiscal years prior for active, non-TRS retired participants. If you *currently* have any corrections in progress for FY 2019, they must be completed by Aug. 31, 2024. The table to the right provides the new fiscal year limits as of **Sept. 1, 2024**.

Below are a few reminders for reporting corrections, particularly for TRS membership-eligible employment. Some corrections may receive errors. Please reach out to your RE coach if you need help resolving your errors.

Current Year	<i>FY 2025 (September 2024 - August 2025)</i>
One Year Prior	<i>FY 2024 (September 2023 - August 2024)</i>
Two Years Prior	<i>FY 2023 (September 2022- August 2023)</i>
Three Years Prior	<i>FY 2022 (September 2021 - August 2022)</i>
Four Years Prior	<i>FY 2021 (September 2020 - August 2021)</i>
Five Years Prior	<i>FY 2020 (September 2019 - August 2020)</i>
More Than Five Years Prior	<i>FY 2019 and earlier (August 2019 and Prior)</i>

Corrections to Current Fiscal Year

Corrections to the current fiscal year are generally required. If an employee should be TRS membership-eligible, is still employed with the Reporting Employer (RE) and due additional compensation, the prior member contributions must be collected and reported.

Corrections to One Prior Fiscal Year

- Time worked corrections should be made by the RE.
- If contributions were withheld at the time of payment but were not reported to TRS, the RE should report the corrections.
- If contributions were not withheld at the time payment was issued to an employee, corrections may be made by the RE provided that the individual is still working for the RE and has additional pay due to the employee. The contributions must be withheld from the employee's compensation before the corrections are submitted to TRS.
- If the corrections cannot be made through reporting and the employee wishes to purchase service credit later, they will have to request a cost statement to purchase the service.

Corrections to Two-Five Prior Fiscal Years

- Time worked corrections should be made by the RE.
- If contributions were withheld at the time of payment, but they were not reported to TRS, an RE should make corrections. However, an override will be required with additional documentation.
- If contributions were not withheld at the time payment was issued to an employee, the RE will not be able to collect and report contributions.

Some service credit purchase forms, including the [TRS22I – Verification of Service and Salary](#), have a five-year limit as well.

Corrections to More than Five Prior Fiscal Years

Once information has been reported on a member's annual statement and five years have passed, the statement cannot be changed. Similarly, a member cannot have an employer verify unreported time from more than five fiscal years prior. Therefore, any adjustments greater than five fiscal years prior are not permitted through reporting. This includes adjustments to days that would result in a change to a year of service credit. Texas Government Code 823.002 (a)(b) requires that, for a correction to be made, TRS be notified on or before the last day of the fifth school year in which the service was rendered.

Protect Yourself Against Cybersecurity Risks



Remember when securing a home from cyber threats used to be straightforward, involving nothing more than protecting your wireless network with a password to stop your neighbors from using your Wi-Fi? As today's digital landscape has evolved to include everything from smartphones to smart refrigerators, it's no wonder a more demanding and comprehensive approach to cybersecurity is necessary. Here's a quick guide to securing your home against cyber risks:

1. Secure Your Wireless Network

Begin by changing the default admin password of your router or access point, ensuring you're the one with control over the network settings. Employ robust security mechanisms like unique passwords to restrict unauthorized access.

2. Device Vigilance

Identify all connected devices and prioritize regular security updates to counter evolving flaws and vulnerabilities. Enable automatic updates wherever possible to ensure devices are shielded against emerging threats.

3. Password Management

Craft strong, unique passwords or passphrases for each device and online account to enhance security. Utilize a password manager for secure storage and simplify password management. Enable two-step verification for added protection, leveraging additional authentication layers.

4. Backup Solutions

Prepare for potential breaches by implementing regular backups of crucial data. Utilize Cloud backups for mobile devices and invest in backup software for computers, ensuring data recovery in case of cyber incidents.

By following these streamlined steps, you can strengthen your home's cybersecurity posture, mitigating risks in an increasingly interconnected world.

Help Participants Get Ready for Annual Enrollment



This summer, TRS will hold short, virtual presentations called *From A to Z: Your TRS-ActiveCare Plan*. These webinars are for employees looking to learn more about their benefits or need help choosing the plan that works best for them.

This webinar will:

- Explain the differences between the high deductible and primary plans
- Go over specifics of deductibles, coinsurance, etc. of each plan
- Walk through wellness benefits
- Overview of prescription benefits
- and more useful information.

All webinars are either from 10 – 10:45 a.m. CST or 2 – 2:45 p.m. CST. Please see below for dates and registration links.

[June 27 Webinar Registration](#)

[July 9 Webinar Registration](#)

[July 11 Webinar Registration](#)

[July 16 Webinar Registration](#)

[July 18 Webinar Registration](#)

[July 23 Webinar Registration](#)

[July 25 Webinar Registration](#)

[July 30 Webinar Registration](#)

Benefits Administrator Training for TRS-ActiveCare - Recording Available Soon

If you missed Benefits Administrator training for the 2024-25 plan year, TRS will soon provide a recording of the statewide presentation. The link will be emailed to Benefits Administrators when it's available.

TRS is Looking For You: Early Career Feature Subject For Video



Please share with your employees! TRS is interested in featuring members early in their careers for a video series spotlighting how you can connect with your retirement system to maximize your benefits. As part of the video series, TRS will connect you with a TRS Benefits Counselor to receive an overview on helpful resources and information you can use to better understand your future retirement benefits.

We look forward to sharing this video as a helpful resource for other members --- just like you --- who are wondering how they can connect with their retirement system at this point in their careers. There's no better time to start planning than today.

Please share the word and share your interest by emailing communications@trs.texas.gov. We look forward to hearing from you!



RE Portal Training: RE Portal Chat



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 “[Employment After Retirement](#)” section of our Career Events Resource Toolkit helpful when searching for answers to questions like:

- If I Violate the EAR Limits, how do I Repay Ineligible Money I Received from TRS?
- When are annuity payments issued each month?
- What are the deductions I see on my retirement check?
- How can I view, estimate, or change my tax withholding?

Explore the [Life Event Resource Kit](#) today to see what steps need to be taken 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.

Now Accepting Nomination Forms for 2025 TRS Board of Trustees Election



TRS is now accepting nominations for eligible members to qualify as candidates for the election of the Public School District Employee position on the TRS Board of Trustees. To qualify 250 signatures from eligible members must be collected and turned in by the deadline, Jan. 27, 2025.

Nominate yourself or someone you think would be a great fit representing you in this position which will be for a six-year term beginning no earlier than Sept. 1, 2025 and ending Aug. 31, 2031, [here](#).



Member Education Videos



Learn all about your TRS pension benefits by watching our [Member Education Videos](#)!

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

