

TEACHER RETIREMENT SYSTEM of TEXAS

UPDATE**SUMMER 2022 VIRTUAL TRAINING SESSIONS**

TRS is offering the following virtual training sessions for reporting personnel this summer:

Summer 2022 Virtual Training Schedule		
June 15	Intro to TRS for Non-Higher ED	9 a.m.–4 p.m.
June 22	HR Training for Non-Higher ED	9 a.m.–12 p.m.
July 13	Intro to TRS for Higher ED	9 a.m.–4 p.m.
July 20	HR Training for Higher ED	9 a.m.–12 p.m.
July 26	Employer Reporting Refresher	9 a.m.–12 p.m.
Aug. 11	RE Ledger Training	9 a.m.–11 a.m.

Each attendee must register individually on the [RE Portal Virtual Training](#) page. This will ensure that you receive the link to access the web session, as well as a copy of the materials being covered.

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 wholly separate job (for example: 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 (for example: 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.

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

TEACHER INCENTIVE ALLOTMENTS AS CREDITABLE TRS COMPENSATION

The Texas Legislature established the Teacher Incentive Allotment (TIA) to help Texas school systems reward, retain and recruit highly effective teachers. TRS has determined all compensation paid under TIA to be creditable compensation. A few examples of this type of compensation are stipends, performance pay or adding the allotment to the employee's base salary. If an RE elects a performance pay, a performance pay certification must be completed through the RE portal in order to report the pay.

HOW TO REPORT TERMINATIONS TO TRS

As the school year ends, it is normal for our employers to experience an increase in the number of individuals leaving employment with the Reporting Employer (RE). It is very important to report all your employee terminations to TRS properly. 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 improperly.

ED90 Submissions

Your RE should submit an ED90 (termination record) with the Employee Demographic (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 termination date should reflect when the employee ended all employment; however, the Final Report Month for TRS Contributions can differ based on the employment history of the employee with your RE.

Please note: If the Final Report Month field is submitted incorrectly, you can enter a new ED90 with the correct Final Report Month field if the termination date remains the same. The system will accept the corrected Final Report Month field without an error, unless the account has been closed.

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

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HOW TO REPORT TERMINATIONS TO TRS *continued from page 2*

Refund Certifications

Also, during this time, there is an increase in the number of refund certification requests that REs need to complete. It is important to complete the refund certifications properly to avoid future reporting issues. TRS Laws and Rules state that an individual may only request a refund of their TRS contributions if they have terminated all employment with all TRS-covered employers, are not expected to resume employment, and have not applied for work at another TRS-covered employer or are only working in a substitute capacity.

Terminated Employees:

If an individual has terminated all employment with your RE and is not expected to return, please submit the refund certification with the information from when the employee terminated all employment and their final report month (if needed - please see table above). Your RE would ordinarily submit an ED90 for this individual, but the refund certification will take the place of an ED90.

Substitute-Only Positions:

If an individual has not terminated, but is currently working in a substitute-only position, please indicate this on the refund certification. Additional information may be needed, according to the following:

- If they were previously in a non-substitute position, the ending date of that position will also need to be entered.
- If they were previously in a TRS-eligible position, the Final Report Month for TRS Contributions will need to be entered.

There are some special circumstances to consider when your RE is certifying refunds for individuals who are still employed as a substitute only. A substitute must have a current contract, including the month in which the certification is being completed, for the refund certification to be accepted. If an ED40 including the current month is not on record, an error will result when completing the certification. If the previous contract has ended, but this person is still considered to be employed as a substitute, your RE may create a new ED40 including the current month to allow the refund certification to be completed. If an employed substitute has been certified as terminated, when they return to work, you will need to enter a new ED20/ED40 upon reporting them for the first time.

Non-Terminated Employees:

Incorrectly certifying an employee as terminated can have consequences for your reporting in the future. Please **do not** certify that an individual has terminated if:

- The person has not terminated, but they are not working during the summer months. If they are still considered an employee and are expected to return, then they are not eligible for a refund.
- The person has not terminated but is not working due to current school closures.
- The person has not terminated but is not receiving pay (i.e., if they have a 10-month contract that is paid over 10 months). Lack of pay over the summer months does not qualify someone for a refund of TRS contributions.
- The person has temporarily terminated employment but is already hired or expected to resume working in the future.

For example, if someone is certified as terminated and receives their refund over the summer, all the following will be required when they return to work in the next school year:

- A new ED20
- An ED40 with a new Employment Start Date since the refund certification will have terminated the previous employment relationship
- TRS-eligible employees will be subject to New Member Contributions, causing an extra expense for your district

If you receive errors when you are completing a refund certification or ED90, please contact your RE coach for guidance.

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KNOWN RETIREES REPORTED ON REGULAR PAYROLL REPORTS

TRS retirees who return to work in Texas public education must be reported on the Employment After Retirement (ER) report. We recommend using the View Employee Information search for all newly hired or returning employees to help identify if an employee is a TRS retiree. Occasionally, a TRS retiree returns to employment before TRS can update their account status to reflect their retirement. If you believe TRS has not updated an account, contact your RE coach for review before moving forward with your monthly reporting.

If a TRS retiree is included on the Regular Payroll (RP) report, you should see an error message stating the individual is a TRS retiree and should be reported on the ER report. If the TRS retirement status has not been updated to reflect their retirement, you will not see this error.

Things to consider:

- To avoid reporting retirees incorrectly, please review the information in your software to ensure retirees are correctly coded.
- Not all employees eligible to retire have applied for TRS retirement. Sometimes people consider the departure of an employee as “retirement” when leaving a job. There are individuals who choose to delay applying for TRS retirement for various reasons and return to work with the same employer or another as a regular employee.
- Retirees with the Employees Retirement System of Texas (ERS) are not TRS retirees and should be reported on the Regular Payroll (RP) report. If the employee is meeting TRS eligibility requirements, they would need to be reported as TRS eligible.

ONGOING BENEFITS ADMINISTRATOR TRAININGS FOR TRS-ACTIVECARE ANNUAL ENROLLMENT

TRS and its health care partners, Blue Cross and Blue Shield of Texas (BCBSTX), CVS Caremark®, and bswift®, are hosting virtual Annual Enrollment **Training for Benefits Administrators (BAs) throughout May.**

The training provides updates to TRS-ActiveCare and helps BAs gear up for Annual Enrollment season. By the end of this training, BAs will be able to:

- Describe how regional rating will impact their district
- Describe 2022-23 TRS-ActiveCare rates and benefits for their ESC region
- List key dates for 2022-23 TRS-ActiveCare Annual Enrollment
- Describe 2022-23 TRS-ActiveCare employee health benefits
- Describe the process for enrollment for the 2022-23 plan year
- Locate internet tools and resources required for 2022-23 TRS-ActiveCare enrollment
- Describe value-added programs for the 2022-23 plan year
- Get answers to their questions from TRS staff and vendors

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ONGOING BENEFITS ADMINISTRATOR TRAININGS FOR TRS-ACTIVECARE ANNUAL ENROLLMENT *continued from page 4*

The trainings are grouped by Education Service Center (ESC) regions. See below for the dates, times and registration links of the remaining trainings.

South Texas — Regions 1, 12, 13, 20

May 17: 10 a.m.–12:30 p.m.

Texas Gulf Coast — Regions 2, 3, 4, 6

May 18: 1:30–4 p.m.

There will also be an extra statewide training in case a BA was unable to make the training for their specific region. This will take place on May 19 from 10 a.m.–12:30 p.m. [Register here](#).

The statewide meeting will also be recorded and made available on the Benefits Administrator website.

TRS-ACTIVECARE RATES AND ANNUAL ENROLLMENT

TRS-ActiveCare moved to regional rating to ensure prices reflect the cost of health care in your area. And now, in the 2022-23 plan year, none of the 20 Education Service Center regions will see a price increase from last year. This is in part due to additional COVID-19 funding TRS received from the governor and Texas legislative leadership.

To find the rates and materials specific to each region, visit the 2022-23 [TRS-ActiveCare Rates webpage](#) on the TRS website. If you have questions about regional rating, attend your regional training and check out frequently asked questions.

Annual Enrollment for the 2022-23 plan year will take place July 5 through Aug. 18. For the first time this year, TRS and bswift will offer an additional “supplemental” enrollment period for employees who couldn’t complete enrollment earlier. There will be a slight delay getting these enrollees set up with their coverage, but BCBSTX and CVS will be available to assist them as needed. TRS and BCBSTX will provide a Benefits Administrator toolkit, enrollment guide and other materials to help districts navigate enrollment with their employees.

TRS SEEKS NOMINATIONS & APPLICATIONS FOR ACTIVE TEACHER ON THE TRS-CARE RETIREES ADVISORY COMMITTEE

TRS is seeking an active teacher to fill an upcoming vacancy on the Retirees Advisory Committee (RAC). The RAC is an advisory committee for the TRS-Care retiree health plan and has seven members:

- (1) One active school administrator,
- (2) one retired school administrator,
- (3) two active teachers, and
- (4) three retired teachers.

RAC members typically serve four-year staggered terms and must meet twice a year at TRS headquarters in Austin. The task and purpose of the RAC is to:

- Hold public hearings on group insurance benefits,
 - recommend to the TRS Board of Trustees minimum standards and features of the plan or plans that it considers appropriate, and
 - recommend to the board desirable changes in rules and legislation affecting the TRS-Care program.
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TRS SEEKS NOMINATIONS & APPLICATIONS FOR ACTIVE TEACHER ON THE TRS-CARE RETIREES ADVISORY COMMITTEE *continued from page 5*

TRS will evaluate nominees on the following criteria:

- length of experience as a TRS member and/or retiree
- participation in education-related volunteer programs
- professional activities and experience serving on board committees and with decision-making organizations, especially related to health care or other benefits
- credentials, awards or other meritorious recognition
- participation in TRS-Care (for retired nominees)
- geographic diversity
- experience in health care benefits or related field

Anyone required to register as a lobbyist under Chapter 305 of Texas Government Code may not serve on the RAC.

TRS will accept nominations and applications for this vacancy on the RAC through June 15, 2022. To nominate yourself or someone else, send a cover letter (or letter of recommendation) along with the nominee's resume to the address or email below. The letter must state that the nomination is for the vacant active teacher RAC position and include a summary of the nominee's qualifications.

Teacher Retirement System of Texas

Attention: Chief of Staff, Health & Insurance Benefits

1000 Red River St.

Austin, TX 78701

Or via email to healthcarecomm@trs.texas.gov

TRS staff will interview qualified nominees and make recommendations to the TRS Board of Trustees at their July 2022 meeting. The term for this new RAC member is from Sept. 1, 2022 to Jan. 31, 2024.

WATCH & LEARN: TRS MEMBER EDUCATION VIDEO SERIES

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.