

# UPDATE

## 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

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 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 should remain blank. Otherwise, you would 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 should submit their ED90 record in the month of August.

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

## IMPORTANCE OF TIMELY ED40 SUBMISSIONS

At the beginning of each year, a large volume of ED40s (new employment and position record) are submitted, many of which span the entire fiscal year. However, there are also midyear changes that occur, and it's important that these changes and any new hires are submitted in a timely manner. This should reduce the number of corrections that are required so that employment changes can be properly reported in the system.

Please make sure to review any employment changes throughout the month and submit the changes in the system as they occur.

### Example 1

A new employee begins working in an eligible position as of Feb. 1, 2023, but does not receive their first paycheck until April 15, 2023. In this case, an ED40 should be submitted with February reporting so that the time worked can be reported for the months of February and March. If the ED40 is not submitted with the initial month's reporting, then RP25s will need to be submitted to report the time worked in the prior months. This ensures the time worked in prior months will count toward their years of service.

### Example 2

An employee was hired from Sept. 1, 2022 through Aug. 31, 2023 in a Support Staff position (03), but moved to a Full-Time Teaching position (02) in March. In this case, with the March ED reporting, we would expect to see an ED45 (employment and position adjustment record) to end the 03 position and add the 02 position. This should allow a smoother transition with the reporting between the two positions. *(continued)*

*continued on page 2 >*

continued from page 1

---

### **IMPORTANCE OF TIMELY ED40 SUBMISSIONS** *continued from page 1*

#### **Example 3**

An employee was originally hired as an eligible Food Service Worker position (07), but as of Jan. 15, 2023, they moved to a substitute-only position. The employee is still receiving pay for the eligible position through February 2023 but will be working as a substitute in February. Ideally, an ED45 would be submitted with January reporting to make this change, but if the change is not made until February, additional corrections may be required. First, the January information would need to be reviewed to confirm that only time worked in the eligible position has been reported; if not, then an RP25 will need to be submitted to remove any time worked in the substitute position. Second, an ED45 will need to be submitted ending the eligible position as of Jan. 14, 2023 and adding the substitute position as of Jan. 15, 2023.

ED90s should only be submitted when an employee has terminated all employment. If an employee is switching from one position to another, an ED90 is not required, an ED45 can be submitted instead. If an employee does terminate, their ED90 should be submitted in the report month in which the person will appear on the RP report for the final time. For example, if an employee terminates as of May 31, 2023 but is receiving pay until Aug. 2023, the ED90 should be submitted with the August reporting files.

In all cases, if you receive errors when submitting ED40 or ED45s to report midyear changes, please confirm the information on the [View Employee Information](#) screen. If corrections are required and you need assistance, please reach out to your coach so that they can advise on the appropriate action that is needed to have the contract corrected.

---

## **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 are performing. (*continued*)

continued from page 2

---

## REPORTING SUMMER SCHOOL WORK AT ISDS AND CHARTER SCHOOLS WITH POSITION CODE 09 *continued from page 2*

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.

---

# VACANT POSITIONS AND RETIREES

## Definition

The definition of "substitute" allows retirees to work in a vacant position for up to 20 days and still be considered a substitute for Employment After Retirement (EAR) purposes. Please note that this expanded definition does not apply to active members.

If a retiree continues to work in a vacant position beyond the 20th day, they will no longer be considered a substitute for the purposes of this definition. **This may result in the retiree forfeiting their annuity payment and/or surcharges being due from the employer.**

It is imperative that retirees be reported in accordance with TRS laws and rules. The impact on a retiree is determined by the type of work they are doing and by the retirement date.

## What is Considered a Vacant Position?

For the purposes of this definition, a vacant position is a position where there is no employee of record. If a retiree is hired into a vacant position, then they become the employee of record and may NOT be reported as a substitute in a vacant position.

A vacant position may also be an "as needed" position that is filled only with substitutes.

## Other Considerations:

A retiree may also be considered a substitute if the retiree is serving as a classroom monitor while the teacher is teaching virtually.

A retiree may *not* serve as a substitute in a vacant position if the vacancy was created by the retiree's own departure and retirement.

Working any portion of the day as a substitute counts as one entire day.

If the employment meets the TRS definition of substitute, then a retiree may serve in the place of the employee of record for an unlimited number of hours and days without incurring surcharges. If the retiree works in any other employment type, in addition to the substitute employment, in the same report month, surcharges may apply.

Hours and days are required for all retirees, regardless of position. Please ensure that ALL retirees are tracking their hours and days worked. *(continued)*

*continued from page 3*

### **VACANT POSITIONS AND RETIREES** *continued from page 3*

#### **Example 1:**

Sally retired in February 2020. She returned to work in December 2020 as a classroom monitor while Greta, the teacher of record, was temporarily teaching the class remotely. Sally worked in this position until February 2021, when Greta returned to teaching in the classroom after having taught virtually for 12 weeks.

Sally complied with the EAR limits. She was considered a substitute because she was temporarily monitoring the classroom in person while Greta temporarily provided remote instruction.

#### **Example 2:**

A school district has an alternative school that is used on an as-needed basis. A student is sent to the alternative school and the district assigns a TRS retiree to teach/service the student as a substitute. Since the position is filled on an as-needed basis, this is considered a vacant position and a retiree would be reported as a substitute for the first 20 days, if the retiree is hired as a substitute and paid the substitute daily rate of pay. If the retiree was permanently hired into this position, the employer cannot report the retiree as a substitute for the first 20 days.

#### **Example 3:**

A school district had a teacher who resigned midyear. The position is vacant, and the district asked a retiree to fill the vacancy as a substitute beginning Jan. 5. After 15 days of serving as a substitute, the district hires the retiree full time beginning Feb. 1. For the 15 days in January, the retiree is reported as a substitute to TRS; however, beginning in February, the retiree can no longer be reported as a substitute because the retiree has now been hired full time.

#### **Example 4:**

A school district creates a new paraprofessional position. A retiree is asked to fill that vacant position as a substitute. In this case, the retiree would be considered a substitute for the first 20 days if the retiree is hired as a substitute and paid the substitute daily rate of pay. If the retiree continues to work past the 20 days, then the retiree would no longer be considered a substitute. In addition, if the retiree was permanently hired into this position, the employer cannot report the retiree as a substitute for the first 20 days.

## **IMPORTANT TRS-ACTIVECARE DATES: ANNUAL ENROLLMENT AND BENEFITS ADMINISTRATOR TRAINING**

### **Annual Enrollment**

Annual Enrollment for the 2023-24 TRS-ActiveCare plan year will be July 10 – Aug. 17. Your district decides their specific enrollment dates within this period. TRS will send enrollments and plan changes entered during this regular enrollment period to vendors by Sept. 1.

TRS will again offer a supplemental enrollment period from Aug. 18 – 31 to give you more flexibility to help your employees. **Please do not publicize these supplemental dates.** Because this period is so close to the effective date, elections made during this period will not be immediately updated in vendor records. However, changes made during this time will be retroactive to Sept. 1. Until vendor records can be updated, bswift®, BCBSTX and Express Scripts will be available to help with access to care during this period.

### **Benefit Administrator (BA) Training**

The Teacher Retirement System of Texas (TRS) and its health care partners, Blue Cross and Blue Shield of Texas (BCBSTX), Express Scripts, and bswift® are hosting virtual Annual Enrollment Training for BAs in May and June. (*continued*)

*continued from page 4*

**IMPORTANT TRS-ACTIVECARE DATES: ANNUAL ENROLLMENT AND BENEFITS ADMINISTRATOR TRAINING** *continued from page 4*

The training provides updates to help BAs prepare for Annual Enrollment season. By the end of these trainings, BAs will be able to:

- Describe 2023-24 TRS-ActiveCare rates and benefits for their Education Service Center (ESC) region
- List key dates for Annual Enrollment
- Describe employee health benefits
- Describe the enrollment process for the 2023-24 plan year
- Locate enrollment tools and resources
- Describe value-added programs
- Get answers to their questions from TRS staff and vendors

**Mark your calendars!** TRS will offer group training sessions by ESC region. The tables below show the dates, times, regions and ESCs for technical and BA training. TRS will share registration links soon.

Technical Training Date	Time	ESC Region	ESC
Thursday, May 11, 2023	10 a.m. – 12:30 p.m.	Northeast	7, 8, 9, 10, 11
Tuesday, May 16, 2023	1:30 – 4 p.m.	Northwest	14, 15, 16, 17, 18, 19
Wednesday, May 17, 2023	10 a.m. – 12 p.m.	South	1, 12, 13, 20
Thursday, May 18, 2023	1:30 – 4 p.m.	Gulf Coast	2, 3, 4, 5, 6
Tuesday, May 23, 2023	10 a.m. – 12:30 p.m.	Statewide	All

Benefits Training Date	Time	ESC Region	ESC
Tuesday, June 13, 2023	10 a.m. – 12:30 p.m.	Northeast	7, 8, 9
Wednesday, June 14, 2023	1:30 – 4 p.m.	Northwest	14, 15, 16, 17, 18, 19
Thursday, June 15, 2023	10 a.m. – 12 p.m.	South	1, 12, 13, 20
Wednesday, June 21, 2023	10 a.m. – 12:30 p.m.	Gulf Coast	2, 3, 5
Thursday, June 22, 2023	1:30 – 4 p.m.	Houston, Dallas-Fort Worth	4, 6, 10, 11
Friday, June 23, 2023	10 a.m. – 12 p.m.	Statewide	All

TRS and BCBSTX will also provide a BA toolkit, enrollment guide and other materials to help districts navigate employee enrollment.

*continued from page 5*

---

## ID CARDS

TRS Health is taking steps to assure that new and continuing participants have physical ID cards in hand on Sept. 1, 2023, but there may be delays for participants new to TRS-ActiveCare.

### **Medical ID Cards**

- Employees who made no changes to their enrollment will **not** get new medical ID cards from BCBSTX.
- New employees and those who changed their enrollment during the regular enrollment period will receive mailed medical ID cards in early September.
- Cards for people who made changes or enrolled during the supplemental enrollment period will get mailed medical ID cards in mid-September.
  - Employees who made changes can use their old cards until their new ones arrive in the mail or they can go online to print a temporary card with their new elections.
  - BCBSTX and bswift® will be available to help new employees get a temporary access card if needed.

### **Pharmacy ID Cards:**

- All subscribers will receive a new ID card. Everyone enrolled as of July 30 will get a mailed pharmacy ID card mid-August. Anyone who terminates coverage before Sept. 1 should destroy this card.
- New employees and those who changed plans during annual enrollment will get a mailed pharmacy ID card in mid-September.
- New employees whose coverage starts Aug. 1 or who enrolled during the regular enrollment period can call Express Scripts on Sept. 1 or after for help printing a temporary ID card.
- If a new employee enrolls during the special enrollment period, the BA must call bswift® to confirm enrollment before the employee can call Express Scripts for help. After Sept. 8, all employees can call Express Scripts.

---

## NEW TRS-CARE WEBINARS FOR EMPLOYEES NEARING RETIREMENT

A new webinar for retiring public school employees, **Retire Healthy with TRS-Care**, will launch in May. This webinar is for any employee nearing retirement. They do not need to be in TRS-ActiveCare to enroll in TRS-Care, the health program for retirees.

The first webinar is [Friday, May 19](#), 11 a.m. – 1 p.m. CST.

**Retire Healthy with TRS-Care** offers critical information to help employees make a fully informed decision about health care in their retirement years. The webinar provides:

- an overview of TRS-Care and the different plans it offers
- a review of eligibility criteria and the enrollment process
- help with preparing to sign up for TRS-Care
- information on what to expect after you enroll in TRS-Care

Visit [TRS Health Care Events](#) for registration, additional dates and more.

*continued from page 6*

---

# TRS SEEKS ACTIVE TEACHER NOMINATION FOR TRS-CARE RETIREES ADVISORY COMMITTEE (RAC)

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 affecting the TRS-Care program.

The TRS Board of Trustees evaluates 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 the Texas Government Code may not serve on the RAC. Visit [Retirees Advisory Committee for TRS-Care](#) to learn more.

TRS will accept nominations and applications for this RAC vacancy through Aug. 15, 2023.

To nominate yourself or someone else, send a cover letter (or letter of recommendation) 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, TRS Health  
1000 Red River St.  
Austin, TX 78701

Or to [healthcarecomm@trs.texas.gov](mailto:healthcarecomm@trs.texas.gov).

TRS staff will interview qualified nominees and make recommendations to the TRS Board of Trustees at their September 2023 meeting. The term for this new RAC member is from Feb. 1, 2024 to Jan. 31, 2028.