TEAM Program launches a draft version of the new Report Formatting Guide

We are developing a new Reporting Entity Portal as a part of the TRS Enterprise Application Modernization Program (TEAM). When the portal is finished it will be used by all Reporting Entities (REs) for monthly reporting instead of TRAQS. A draft version of the *Report Formatting Guide* is now available. It can be found on the TEAM Program Communications section on the TRS Employer Web page.

The following information outlines anticipated updates and changes in the new system, as seen in the draft *Report Formatting Guide*. Please note that the implementation date has changed to September 2016.

Key Dates

March 2015	*Draft Report Formatting Guide available*
Summer 2015	*Final Report Formatting Guide available*
February 2016	*Training sessions begin*
February – July 2016	*Certification period*
September 2016	*Reporting Entity Portal goes live*

Report Formats

In the draft *Report Formatting Guide*, the Member Data (MD) report is now called the Employee Data (ED) report. The record types for each report are also different than those in TRAQS.

Regarding reported data:

1) When submitting the Employment After Retirement report, REs will be required to report the same information for all retirees, regardless of retirement date.
2) All miscellaneous report contributions that are currently reported as summary totals (Federal Fund/Private Grant, Federal TRS-Care, Statutory Minimum, Non-Educational General/Local Funds, etc.) will be incorporated into the Regular Payroll report and will be reported for each employee.
3) The Pension and TRS-Care surcharges will be reported by individual retiree on the Employment After Retirement report.

There are also a number of new data elements on the report. See below for a brief explanation of each.

New Position and Contract data

Full-Time Equivalent	The number of hours per week that the employee must work to be considered full time in a primary position, entered as any number from 30-40. If the employee's position does not have a full-time equivalent, 00 may be entered. This information is needed in order to validate membership eligibility.

Employment Type	A code indicating the type of the employee's employment in the reported position. This information is used to validate membership eligibility. For ISD, Charter School, or Regional Education Service Center employees, the codes are: S = Substitute P = Less than Half-Time F = Half-Time or more M = Temporary For Higher Education employees, the codes are: S = Substitute P = Less than Half-Time F = Half-Time or more M = Temporary D = Student Employment
Adjunct Faculty	Yes/No indicator that shows whether the employee is adjunct faculty. This information is used to validate membership eligibility. **Note:** Applies only to Higher Education entities
Entitled to group benefit coverage under ERS/UT/A&M	Yes/No indicator showing whether the employee is entitled to group insurance coverage as a result of retirement from ERS (Employees Retirement System), UT (University of Texas), or Texas A&M, and is now in a TRS-eligible position. This information is used to determine if the employer <u>and employee</u> must pay the Reporting Entity TRS-Care contribution. **Note:** Applies only to ISDs, Charter Schools and Regional Education Service Centers
TRS Membership Eligibility Flag	Yes/No indicator showing whether the person is employed in a TRS-eligible position. This information is needed in order to validate reported data. **Note:** As a reminder, REs will be required to report <u>all</u> employees to TRS, including those who are not eligible for TRS membership.
ORP Eligible Position	Yes/No indicator showing whether the employee is working in an Optional Retirement Program (ORP)-eligible position. This information is needed to validate TRS membership eligibility. **Note:** Applies only to Higher Education entities
ORP Position Termination Date	The date the employee terminated from an ORP-eligible position. This information is need to validate reported ORP vesting information. **Note:** Applies only to Higher Education entities

New Regular Payroll data

Hours Worked	The actual number of hours that the employee worked in the reporting period month. This information must be reported if actual hours are tracked. This information is needed in order to validate membership eligibility.
Hours Scheduled	The number of hours that the employee is scheduled to work per week if actual hours worked are not tracked. This information is needed to validate membership eligibility.
Days Worked	Actual number of days worked in reporting period month. If the number of actual days is not tracked, the number of scheduled work days minus Leave

	Without Pay in the reporting period month may be entered. This information is needed to determine service credit.
Zero days reason code	The reason for reporting zero days worked for an employee. Acceptable values are: (A) Accrued Pay/Not Terminated, (C) Employee on less than 12-month pay schedule/Not Terminated, (F) Final Pay/Terminated, and (L) Leave without Pay. This information is needed to validate reported days worked, eligible compensation, and contributions.
Total Gross Compensation	The employee's total gross compensation amount from the employer's Payroll System.

New Employment of Retired Members Data

Hours Worked	The actual number of hours that the retiree worked in the reporting period month. This information will be used to determine if the retiree was eligible for an annuity payment for the report month and will also be used to determine if surcharges are due from the reporting entity. **Note:** This information will be required <u>for all</u> working retirees, regardless of retirement date.
Days Worked	The actual number of days that the retiree worked in the reporting period month. **Note:** This information will be required <u>for all</u> working retirees, regardless of retirement date. In TRAQS, it's only required for disability retirees.
Paid through Third-Party Entity	Yes/No indicator of whether the retiree is paid through a third-party entity and not the Reporting Entity for work performed for the reporting entity.

Stay tuned

- TRS will provide training on the new Reporting Entity Portal. TRS will publish a schedule of those events as soon as it is available.
- All REs will need to submit reports during the certification period to ensure reports are formatted properly and can be processed successfully. Look for more information on certification procedures in upcoming months.
- Last but not least, the TEAM Program Communications section on the TRS Employer Web page has been recently updated. If you have questions pertaining to the new page content, please contact us at: REOutreach@trs.texas.gov.

TRAQS - Tip of the Month

If your reporting entity has changed software providers since TRS surveyed all entities in October 2013, please contact REOutreach@trs.texas.gov.