



## ***Reporting entity portal reminders***

- This is a reminder that registration for the new reporting entity portal training is open now through June 6, 2016. One reporting representative from each reporting entity (RE) is required to attend the certification training in order to gain access to the certification environment. Since the new RE portal will replace TRAQS, it is required that your entity is certified in the new system. To register, please visit the [Team Reporting Entity Portal Training](#) page on TRS' website.
- TRS has a list of known software providers used by REs and has notified these entities of the pending system changes. However, each entity should still contact its software provider as soon as possible to ensure that progress is being made in preparation for the new system. Entities should also ensure their staff will be ready for certification. The certification period began in mid-March. Entities will be granted access to the new system shortly after a representative attends certification training.

## ***Report format clarifications***

It has come to TRS' attention that there may be confusion pertaining to the Report Format Guide fields. The following should clarify the most common concerns presented to TRS.

- Report fields that are identified as "optional" cannot be omitted from the file format. All data elements must be included in each record type and position(s) need to be filled with data or with the appropriate padding character(s). For example, the 'Eligible Compensation Paid from Federal Funds/Private Grant' field on the Regular Payroll page is optional because not all employees have salary paid out of federal funds/private grants. If a TRS-eligible employee's salary is not paid out of federal funds/private grants, the field should be filled with the appropriate padding character(s). However, if a TRS-eligible employee's salary is paid out of federal funds/private grants, then this field is required and the field should be filled with the appropriate data for that employee.
- On Regular Payroll (RP) reports in an RP20 record, please remember that the reported number of 'Hours Worked' should reflect the actual number of hours that the employee worked in the reporting period **month**. If actual hours are not tracked, the number of hours scheduled per **week** may be reported in the 'Hours Scheduled' field.
- Retirees should NOT be reported on Employee Data (ED) or RP reports. They should be reported only on the Employment after Retirement (ER) reports. Additionally, one of the data elements on both the ER20 record and the ER25 record is 'Days Worked.' The reported number should include the actual number of days that the retiree worked or was on paid leave in the reporting period month.

For more details, please see the [Report Formatting Guide for Reporting Entities](#), which is available on the [TEAM Program Communications](#) web page.

If you have additional questions, please contact us directly via email at [REOutreach@trs.texas.gov](mailto:REOutreach@trs.texas.gov).