

# Update

December 2013

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## TEACHER RETIREMENT SYSTEM OF TEXAS

### ***Guide to reading your 2013 TRS Annual Statement***

Every fall, the Teacher Retirement System of Texas (TRS) mails annual statements to all active members who participate in the retirement system. If members have signed up through *MyTRS* to receive email notice of the annual statement, they can access their statement through *MyTRS* instead of receiving it through postal mail.

Information on the 2013 annual statement is for the school year that began on Sept. 1, 2012 and ended on Aug. 31, 2013. TRS encourages members to carefully review the salary and service credit information shown on their statement. If a member feels the salary information is incorrect, TRS advises them to contact their employer.

The total salary amount shown on the annual statement may not exactly match a member's contract salary. A member whose contract with his or her employer is non-standard (starts earlier than Sept. 1) but whose MD40 instructing TRS to move July and/or August salary to the new school year was not received prior to TRS' year-end processing in September 2012 will likely see the 2012-2013 salary as 'short' on their statement. This is because without the MD40 moving July and/or August salary forward, the 2012-2013 school year will only have 10 or 11 months of salary.

The 2012-2013 school year was the last year that salary could be applied based on a member's contract dates. As of the 2013-2014 school year, all salaries are applied on a Sept. 1 - Aug. 31 basis for TRS benefit purposes. Therefore, the total salary on future annual statements will consist of salaries reported September - August of each fiscal year.

If members bring their annual statement to your office with questions about their salary, please verify that all salary has been reported to TRS, regardless of which school year it is credited to on the statement. If all salary has been reported, contacting your TRAQS coach is not necessary. TRS audits an individual's account at the time of retirement.

### ***Software provider information urgently needed***

If you have not responded to recent emails from TRS regarding your software provider, please be sure to do so as soon as possible. It is critical that we make certain that we have contact information for each and every software provider who is part of TRAQS reporting. This also applies to software provided and maintained in-house. Please email [reoutreach@trs.state.tx.us](mailto:reoutreach@trs.state.tx.us) with this information immediately if you have not already done so.

### ***What if a new employee does not have a social security number?***

When a new employee is hired and that person does not have a valid social security number, contact TRS for a temporary ID number to use until the employee gets the social security number. Do not report employees with ID numbers created by the employer or some other non-TRS source.

Once the employee has obtained his or her social security number and you need to begin reporting the employee under that number, please remember that you must create an MD25 Demographic Adjustment record to change FROM the TRS-issued ID number TO the valid social security number BEFORE you report the employee under the new number on the Regular Payroll report. Failure to do this will create a duplicate account for the employee and may result in your Regular Payroll report being rejected.

### ***TRS holiday schedule***

TRS offices will be closed on the following dates:

- Dec. 18, 2013 - *only after 2 p.m.*
- Dec. 24 through 27, 2013
- Jan. 1, 2014

Please remember that December TRAQS reports and TEXNET deposits are due on Monday, Jan. 6, 2014.

We wish all of you all the best for this holiday season!