

TEACHER RETIREMENT SYSTEM of TEXAS

UPDATE

REPORTING MID-YEAR POSITION CHANGES

Employee position changes often occur in the middle of the year. For TRS reporting purposes, it's important to report the changes to TRS in the report period the change occurred. Submitting your Employee Data (ED report) records in a timely manner will reduce the number of corrective steps that may be required later.

If an employee changes positions in January 2020, the position change must be reported on the January ED report. The position change can be reported with an ED 45 record with the adjustment reason code filled in with "end/add." This record will end the previous position and begin the new one in a single step.

Alternatively, the Reporting Employer (RE) can use an ED 45 to report the position code with the adjustment reason code of "end" and then submit a new ED 40 record. If this method is used, the ED 45 must post to the TRS system first before the ED 40 can be submitted for the new position. In either method, the ED records must post before the RE Portal (RP) report is completed.

REPORTING EMPLOYER SATISFACTION SURVEY

We need your help. TRS commissioned the Public Policy Research Institute (PPRI) at Texas A&M University to conduct our annual survey of REs. The survey is designed to provide TRS with feedback so we can continue to improve on the services we provide.

The survey should be completed by the individual who submits reports to TRS. All RE Payroll Contacts will be emailed the survey in January. If a Payroll Contact has not been designated, the survey will be sent to the Web Administrator. If you or a colleague receives the survey, please take a few minutes to complete it. If you think you should have received a survey but did not, please check your spam folders or contact Kirby Goidel at kgoidel@tamu.edu or 979-458-3231.

The survey will be confidential, so feel free to provide your honest feedback. We look forward to sharing the results with you and working to improve our customer service. Survey results from 2019 can be found [here](#). If you have any questions about the survey, feel free to email [Nick Ballard \(nick.ballard@trs.texas.gov\)](mailto:nick.ballard@trs.texas.gov) at TRS or [Kirby Goidel](#) at PPRI.

SUBMIT TEXNET DEPOSITS INTO CORRECT CONTRIBUTION TYPE

A friendly reminder to be very careful when submitting your TEXNET deposits; please ensure that you are depositing the correct amount into the account for the correct contribution type. While an RE contact is able to transfer between certain contribution types (as long as the transfer is allowed per our Limits on Transfers and Refunds document), some transfers are not allowed at all or require special TRS intervention.

We continue to frequently see errors with the TRS-ActiveCare deposit being put into the incorrect account, such as into the RE TRS-Care account. To ensure your TRS-ActiveCare premiums are credited correctly as paid on time, please submit the TEXNET deposit into the TRS-ActiveCare account rather than another contribution account.

continued on page 2 >

continued from page 1

REMINDER: PENALTY FEE GRACE PERIOD

As a reminder, beginning with the September 2019 reporting period, the 'grace period' to bring reports to complete without penalty fees being assessed has been reduced to one month. Please note that the 'grace period' does not change the due dates of reports or TEXNET deposits. It simply gives REs additional time to resolve errors and bring their reports to a complete status. All reports and TEXNET deposits should be submitted by the due date set by statute and REs should make every effort to complete the reports by the due date.

Please refer to our [July 2019 Update](#) for more detailed information.

Penalty interest on late TEXNET deposits remains in effect. Please remember to transmit your TEXNET deposits on time so that penalty interest is not accrued on those deposits.

VERIFY MEMBERSHIP ELIGIBILITY ERRORS

If you receive errors 570 or 573 in the RE Portal, these notify an RE that an employee is being reported with hours that do not correspond to the member's TRS eligibility status.

Error 570: "Please verify TRS membership eligibility for this employee. Based on prior reporting, employee may be in a TRS-eligible position since the hours reported are one half or more of the full-time equivalent. If you feel the reported information related to this error is correct, please contact TRS."

Error 573: "Please verify TRS membership eligibility for this employee. Based on prior reporting, the hours reported are less than half of the full-time equivalent. If you feel the reported information related to this error is correct, please contact TRS."

When these errors occur, the RE needs to verify that the reported hours are correct and determine if the employee's membership eligibility needs to be reevaluated.

If the hours are correct, the person's eligibility has not changed, and the change in hours is temporary, an override will need to be processed to allow the records to post. As documentation for the override request, you will be asked to provide answers to the following questions to your coach:

- How many hours per week is this employee hired to work?
- What is the Full-Time Equivalent (FTE) of the position the employee is in (FTE must be listed as 00 if there is no FTE for the position, or between 30-40 hours per week if there is an FTE for the position)?
- Provide an explanation for why hours are more or less than expected for this report month (ex. Unpaid holidays, unpaid leave, temporary increase or decrease in workload, etc.).
- Provide a statement of when the employee is returning to agreed-upon hours.

Emailing the answers to these questions for each person receiving the above errors will enable your coach to create and submit the override in a timely manner.
