

TRS REPORTING & QUERY SYSTEM TRAQS

**TRAQS is a web based reporting system
used to submit monthly reports.**

WHAT IS TRAQS?

- Each month, reporting entities are required to submit payroll information and associated contributions to TRS.
- The role of the reporting entity is to make sure all required information/funds are transmitted to TRS timely and accurately.
- The role of the TRS TRAQS Coach is to assist reporting entity staff in this effort.



IN ORDER TO ACCESS TRAQS, EACH USER MUST HAVE A USER ID AND PASSWORD.

- A TRS-assigned User ID and a Password are required to access TRAQS.
- Each staff member authorized to access TRAQS must have their own unique User ID and Password. User IDs cannot be shared or transferred to another person.
- Authorization for TRAQS access is provided by the head of the reporting entity through form TRS 597.
- Form TRS 597 must be signed by the head of the reporting entity.
- Each staff member authorized must complete form TRS 598. This form must be notarized.

Click here to view [forms TRS 597](#) and [TRS 598](#).



TRAQS USER ID

- The TRAQS User ID consists of 8 digits.
- The first 4 digits are the reporting entity TRS number.
- The last 4 digits are randomly assigned by TRS for each TRAQS user.
- The TRAQS User ID does not expire.



TRAQS PASSWORDS

- Eight (8) characters long
- Can be all alpha characters, all numeric, or a combination and are case-sensitive
- Passwords expire every 45 days
- Passwords cannot be re-used.
- Entering a password incorrectly 3 times in succession will cause the user's account to be locked.



TRAQS PASSWORDS, CONTINUED

- You will receive a temporary password the first time you log in to TRAQS
- The first time you log in, you will be prompted to set up a security profile, which will include answering 3 security questions
- If you forget your password in the future, or get locked out of your account, click the link titled “Click here if you have forgotten your password”
- Follow the steps to reset your password

THREE LEVELS OF TRAQS AUTHORITY

○ Display

- The user can “Query” for the processing results of the submission of Detail, Signature, TEXNET Deposit, and Report Status

○ Submit and Display

- The user can “Query” for processing results and Submit Detail

○ Signature, Submit, and Display

- The user can “Query” for processing results, Submit Detail, and Submit electronic Signatures



PROCEDURE TO TERMINATE TRAQS AUTHORITY

- A TRAQS user with Signature authority must send an e-mail message containing the name of the employee who no longer needs TRAQS access and the reporting entity 4-digit TRS number.
- For security purposes it is important to notify TRS immediately.
- Send the e-mail to reporting@trs.state.tx.us



PROCEDURE TO CHANGE LEVEL OF TRAQS AUTHORITY

- Submit the form TRS 597 to change the level of authority for a previously named contact. This form must always be signed by the head of the reporting entity.
- The form TRS 597 must be faxed to 512.542.6599.
- The TRAQS user is not required to complete another form TRS 598.



STEPS TO LOGIN TO TRAQS

1. Go to the TRS Home page at www.trs.state.tx.us
 - Click on “Employers” to access the employers section.
 - Click the “Login” link in the right hand column to access the TRAQS login screen.
2. Enter TRS-assigned User ID
3. Enter TRS-assigned Password – this action will prompt the user to create a personal TRAQS Password for future logins. Passwords must be 8 characters and can be numeric and/or alpha.



MONTHLY DUE DATE

- The reports and TEXNET deposit are due by the 6th of the month following the close of the calendar month for which the reports are prepared. The deposits must be transmitted via TEXNET no later than 6:00 p.m., Austin time.
- If the 6th falls on a weekend or a Federal holiday, the reports and TEXNET deposit must be submitted the previous business day.



EACH REPORT TYPE HAS COMPONENTS THAT MUST BE SUBMITTED EACH MONTH

Detail- lists each employee's information separately

Signature-contains totals, certifies the info is correct

TEXNET Deposit-the actual funds transmitted to TRS

Not all reports require all components



REQUIRED REPORT COMPONENTS

Member Data required components:

Detail

Signature

When there are no Member Data records to submit for the month, there are 2 options:

Do nothing, OR

Submit Signature component only---just check the small box indicating that no records will be submitted for the month.

Regular Payroll required components:

Detail

Signature

TEXNET

Miscellaneous reports required components:

Signature—required even when the report amount is zero

TEXNET

Bring Member Data to “**Completed**” status before submitting the Detail component of the Regular Payroll report.



QUERY FUNCTION

- You must “Query” in order to determine if any steps need to be taken to bring the report to the Completed status.
- From the TRAQS main menu, click on “Query Reports.” Use this function to determine report status and to access Warning and Error Messages.
- The reporting entity (not TRS) must take the appropriate action to bring reports to the Completed status.
- To take action means to submit/resubmit one or more components with any necessary corrections.
- Continue to “Query” monthly reports each day until reports reach the status of Completed. The status of “Incomplete” is permissible for the *Member Data Report* only.
- If the *Member Data Report* reaches the “Incomplete” status, click on Member Data Correction System (MDCS) to identify record types receiving Warning Messages. Using MDCS will assist you to reach the report status of “Complete”.



REPORT STATUS DEFINED

- **Pending**

At least one required component has not been sent. TRS is waiting for TEXNET Deposit, Signature or Detail

- **Failed**

All of the components have been received, but the totals do not match

- **Overdue**

No required components have been received and it is past the 6th of the month

- **Rejected**

Detail or Signature “rejected” due to error(s). Nothing in this report has processed. Resubmit entire component after corrections have been made

- **Completed**

Report processing has successfully completed

- **Incomplete**

Member Data Report processed but only records without Warning Messages were accepted. Any record with a warning was not processed meaning NOTHING was done. Must resubmit corrected record in order for it to “take.”



RELATED “QUERY” DOCUMENTS

- ◉ [Query Regular Payroll Report](#)
- ◉ [Query Member Data Report](#)
- ◉ [Query Miscellaneous Reports](#)
- ◉ [Query Employment of Retired Members Report](#)

From the *Query Reports Table of Contents*, select the related query documents you would like to view

