



View Employee Information

**Active and TRS Retired
Employees**



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Intro

Results displayed on the View Employee Information screen are based on the most recent information reported to TRS. If information is reported to TRS, by you or another Reporting Employer (RE), after a search is completed, it may affect how your RE will need to report the employee. The information provided is intended to be an initial review of the account and may result in additional conversations with your employee and/or RE Coach before reporting to TRS.

NAVIGATING THE PORTAL

There are two ways to navigate to the View Employee Information screen within the RE Portal.

1. Using the tabs at the top of the screen, find the “**Employees**” tab. Under the drop-down menu, select “View Employee Information:”



2. On the left-side panel of your RE Portal home screen, click the “View Employee Information” link:



BASIC SEARCH CRITERIA

When using the View Employee Information screen, enter the full Social Security Number (SSN) or TRS-Assigned Temp ID **and** either the Last Name **OR** the date of birth. **(If all three fields are entered, it will result in an error.)**

TRS recommends using the DOB as there may be a different Last Name in the TRS system than what is being used in the initial search.

The screenshot shows the 'View Employee Information' search interface. It features a header 'View Employee Information' and a sub-header 'Search Employee'. Below these are three input fields: 'SSN or TRS-Assigned Temp ID', 'Last Name', and 'Date of Birth'. A blue callout box labeled 'Required Field' points to the first input field. An orange callout box labeled 'Enter only one of these fields.' points to both the 'Last Name' and 'Date of Birth' input fields. At the bottom of the form are 'Search' and 'Clear' buttons.

TRS recommends regularly using the View Employee Information screen to ensure employees are reported correctly and to reduce the need for corrections. The following is a breakdown of how frequently we recommend you search for an employee on the View Employee Information screen:

- **At the time of hire**, search for all newly hired employees, even if the employee was not hired to work in a TRS-eligible position. This helps identify whether the employee is actively working in a TRS-eligible position for any other TRS-covered employer, provides New Member contribution information, and verifies if they are a TRS retiree who should be reported on your monthly Employment After Retirement (ER) report instead of the Regular Payroll (RP) report.
- **Annually**, at the start of a new work agreement or when the employee changes positions, to identify any updated or changed information.
- **Upon rehire**, verify the employee's information, as it may have changed since their previous employment.

NO TRS ACCOUNT

This screen shows an example of someone who doesn't have a TRS account. The TRS Member flag shows "No," and the New Member Contribution flag shows "Yes," meaning contributions will be owed for the first 90 days if the employee starts a TRS-eligible job.

Employee Information			
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.			
As Of Date	05/29/2025	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	
First Name		In a TRS Eligible Position	
Middle Name		TRS Eligible Date Range	
Last Name		Subject to Salary Cap	Yes
TRS Member	No	Concurrent Employment	

TRS Member:
Reflects 'No' since TRS does not have an account for this individual.

New Member Contributions:
If this employee begins working in a TRS-eligible position, the New Member contribution would be due.

DEMOGRAPHIC INFORMATION ONLY

In the example below, TRS received demographic information for the employee but does not have ED contract or RP information reported. If the person is hired into a TRS-eligible position, the New Member contribution will be due for the first 90 days of employment.

View Employee Information			
Search Employee			
SSN or TRS-Assigned Temp ID			
Last Name	Person		
Date of Birth			
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
Employee Information			
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.			
As Of Date	06/02/2025	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	0
First Name	TEST	In a TRS Eligible Position	No
Middle Name		TRS Eligible Date Range	
Last Name	PERSON	Subject to Salary Cap	Yes
Suffix	NONE	Concurrent Employment	No
<input type="button" value="View ED Contract Info"/> <input type="button" value="View RP Payroll Info"/>			

New Member Days:
Since the days completed as of the first of the month is zero, New Member Contribution would be owed if the employee begins working in a TRS-eligible position.

New Member

Contribution Due

In this example, the search was completed on Aug. 24, 2023. Therefore, this employee had completed a total of 68 days toward the 90-day New Member period as Aug. 1, 2023. Based on this data, we can determine that the employee would have completed their 90th day as of Aug. 23, 2023. As a result, the New Member contribution would be owed through the August report period.

As Of Date:
Date the search was completed in the RE portal.

New Member Days completed as of First of Current Month:
The number of days remaining in the 90-day new member period as of the first of the month in which the search was completed.

Employee Information			
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.			
As Of Date	08/24/2023	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	68
First Name		In a TRS Eligible Position	Yes
Middle Name		TRS Eligible Date Range	05/25/2023 - 08/31/2023
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	Yes
TRS Member	Yes		

[View ED Contract Info](#) [View RP Payroll Info](#)

Determining the 90-day Period Subject to New Member Contribution

The following rules govern the 90-day period subject to the New Member Contribution:

- The date of employment in the TRS-eligible position is the first day of the 90-day period.
 - “Date of employment” means the date on which an employee begins to perform TRS-eligible service for an RE (see TRS Rule 25.35).
 - If the date of employment is a holiday or other work-free day, then the day may be considered the first day of employment if the RE considers the individual to be an employee on that day.
- Count all the calendar days of the employment period, including school closures and weekends, regardless of whether the days are in different school years.
- Do not count calendar days between periods of employment.

- Service provided by an employee to more than one RE on the same calendar day counts as only one calendar day in the payment period. Each RE must submit the New Member Contribution payment on their respective salary paid.

If a person has not reached the 90th calendar day before the summer begins, then count the summer days only if the person is an employee during the summer. Apply the same rule to those who do not work during the summer but receive accrued pay.

Contribution Not Due

In the example below, the search was completed on Sept. 1, 2023. The employee has completed the 90-day New Member period and New Member contributions would not be owed. Note: The information on this screen reflects data as of the date the search is performed. If you're working on a previous reporting period, the data shown may not be accurate for that earlier month.

New Member Days Completed as of the First of Current Month:
Over 90 days completed as of Sept. 1, 2023.

New Member Contributions Due:
New Member flag is set to "No."

Employee Information			
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.			
As Of Date	09/01/2023	New Member Contributions Due	No
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	Over 90 days
First Name		In a TRS Eligible Position	Yes
Middle Name		TRS Eligible Date Range	07/10/2023 - 06/24/2024
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	Yes
TRS Member	Yes		

For more information about New Member and further examples, please review the appropriate Payroll Manual:

- [Payroll Manual \(Higher Education\)](#)
- [Payroll Manual \(Public Schools\)](#)

Concurrent Employment

Note: Concurrent employment does not automatically make someone TRS eligible. They must hold a TRS-eligible position with at least one employer.

Current TRS-Eligible Contract

In the example below, the employee currently works for two employers. They work in a TRS-eligible position through **Employer A** from May 25 through Aug. 31, 2023. On Aug. 24, 2023, **Employer B** does a search in the View Employee Information screen and receives the following information:

- **In a TRS-Eligible Position:** “Yes,” because there is a TRS-eligible contract on file for the employee and the contract covers the date in which the search was performed.
- **TRS-Eligible Date Range:** May 25 through Aug.31, 2023 (Employer A TRS eligible- contract)
- **Concurrent Employment:** “Yes,” since the employee is being reported to TRS by more than one employer as of the date searched.

In a TRS-Eligible Position: “Yes” or “No”, indicates whether the employee has or does not have a TRS-eligible position active in the TRS database on the “as of date.” This could be for any TRS-covered employer and may indicate concurrent eligible employment. Work with your employee to determine if they have employment with any other TRS-covered employers.

Employee Information			
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.			
As Of Date	08/24/2023	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	68
First Name		In a TRS Eligible Position	Yes
Middle Name		TRS Eligible Date Range	05/25/2023 - 08/31/2023
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	Yes
TRS Member	Yes		

[View ED Contract Info](#) [View RP Payroll Info](#)

TRS-Eligible Date Range:
The date range of the eligible TRS position(s) that start or end within the current fiscal year.

Concurrent Employment:
“Yes” or “No.” Does not indicate eligibility. Indicates that the individual is currently being reported by more than one RE.

No TRS-Eligible Contracts

In the example below, the employee is currently working for two employers and both employers have reported an ED40 with TRS membership flag of 'No.'

- **In TRS-Eligible Position:** "No," since the employee is not being reported in a TRS-eligible position by a single employer.
- **TRS-Eligible Date Range:** "Blank," because there is no ED40 being reported for this employee with the TRS-eligible flag of "Yes" within the current fiscal year.

Concurrent Employment: "Yes," since the employee is being reported to TRS by more than one employer as of the date searched.

TRS-Eligible Date Range:
No information shown since there was not a TRS-eligible contract for this employee at any point of the 2023-24 fiscal year.

In a TRS-Eligible Position:
Flag shows "No"

Concurrent Employment:
Flag shows "Yes"

Employee Information			
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.			
As Of Date	09/01/2023	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	0
First Name		In a TRS Eligible Position	No
Middle Name		TRS Eligible Date Range	
Last Name		Subject to Salary Cap	Yes
Suffix		Concurrent Employment	Yes
TRS Member	Yes		

Optional Retirement Program (ORP) Member

This scenario provides an example of an employee that is currently working for multiple employers and has also elected to participate in ORP in lieu of TRS effective Oct. 1, 2003.

- **TRS-Eligible Date Range:** “Blank,” since employee did not have an eligible position within the fiscal year and is not eligible to participate in TRS.
- **Concurrent Employment:** “Yes,” since the employee is being reported to TRS by more than one employer as of the date searched.

ORP Election Date:
Indicates the participant elected ORP and provides the effective date of the ORP election in lieu of TRS.

Concurrent Employment:
Flag shows “Yes”

ORP Vesting Status:
“Yes” or “No.”
Indicates that the participant is/isn’t vested in ORP.

Employee Information			
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.			
Note: This employee is an ORP participant and not eligible for TRS membership.			
As Of Date	08/24/2023	New Member Days completed as of 1st of Current Month	0
SSN or TRS-Assigned Temp ID		In a TRS Eligible Position	No
First Name		TRS Eligible Date Range	
Middle Name		Subject to Salary Cap	Yes
Last Name		Concurrent Employment	Yes
Suffix		ORP Election Date	10/01/2003
TRS Member	No	ORP Vesting Status	Yes

[View ED Contract Info](#) [View RP Payroll Info](#)

Single Employer

TRS-Eligible Contract During Fiscal Year

In the example below, the employee is currently only working for one employer during the date the search was performed of Aug. 24, 2023. However, this employee was previously reported in a TRS-eligible position during the current fiscal year.

- **In TRS-Eligible Position:** * Currently the screen shot below reflects “Yes” but this is due to a current defect. This field should reflect “No” since the employee is not actively working in a TRS-eligible position during the date the search was performed.
- **TRS-Eligible Date Range:** This field is currently reflecting the last TRS-eligible contract reported for this employee during the fiscal year in which the search was performed.
- **Concurrent Employment:** “No,” since the employee is only being reported to TRS by one employer as of the date searched.

The screenshot shows an 'Employee Information' section with a table of fields and values. Three callout boxes provide context:

- TRS-Eligible Date Range:** The date range of the eligible TRS position(s) posted for the current fiscal year. (Callout points to '08/24/2023' in the 'As Of Date' field)
- In a TRS-Eligible Position:** Flag shows “Yes”*. (Callout points to 'Yes' in the 'In a TRS Eligible Position' field)
- Concurrent Employment:** Flag shows “Yes”. (Callout points to 'No' in the 'Concurrent Employment' field)

Employee Information	
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.	
As Of Date	08/24/2023
SSN or TRS-Assigned Temp ID	
First Name	
Middle Name	
Last Name	
Suffix	
TRS Member	Yes
New Member Contributions Due	No
New Member Days completed as of 1st of Current Month	Over 90 days
In a TRS Eligible Position	Yes
TRS Eligible Date Range	09/01/2022 - 04/16/2023
Subject to Salary Cap	Yes
Concurrent Employment	No

Buttons: View ED Contract Info | View RP Payroll Info

Not TRS Eligible

For this scenario, the employee is being reported by a single employer and the ED40 contract information was reported as **not TRS eligible**.

TRS Eligible Date Range:
No information shown since there was not a TRS-eligible contract for this employee at any point of the 2024-25 fiscal year.

In a TRS-Eligible Position:
Flag shows "No"

Concurrent Employment:
Flag shows "No"

Employee Information			
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.			
As Of Date	05/29/2025	New Member Contributions Due	Yes
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	0
First Name		In a TRS Eligible Position	No
Middle Name		TRS Eligible Date Range	
Last Name		Subject to Salary Cap	Yes
Suffix	NONE	Concurrent Employment	No
TRS Member	No		

[View ED Contract Info](#) [View RP Payroll Info](#)

Optional Retirement Program (ORP) Member

This scenario provides an example of an employee that is currently only working for one employer and has also elected to participate in ORP effective June 1, 2018 in lieu of TRS.

ORP Election Date:
Indicates the participant elected ORP and provides the effective date of the ORP election in lieu of TRS.

In a TRS-Eligible Position:
Flag shows "No"

ORP Vesting Status:
"Yes" or "No".
Indicates that the participant has vested in ORP.

Employee Information			
The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.			
Note: This employee is an ORP participant and not eligible for TRS membership.			
As Of Date	09/01/2023	New Member Days completed as of 1st of Current Month	0
SSN or TRS-Assigned Temp ID		In a TRS Eligible Position	No
First Name		TRS Eligible Date Range	
Middle Name		Subject to Salary Cap	Yes
Last Name		Concurrent Employment	No
Suffix		ORP Election Date	06/01/2018
TRS Member	No	ORP Vesting Status	Yes

TRS Retired Employee

As Of Date:
Date the search was completed in the RE portal.

Surcharges:
Pension and/or TRS-Care Surcharges will only be displayed if applicable to the retiree searched.

Employee Information

The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.
Note: Member retired after September 1, 2005. If the employment of the retiree exceeds one-half time in the report month, TRS-Care and Pension Surcharges are due on all pay received in that month. See Pension Surcharge and TRS-Care Surcharge guidelines for more information.

As Of Date	05/29/2025	TRS Retiree	Retired after September 1, 2005
SSN or TRS-Assigned Temp ID	[REDACTED]	Retirement Date	05/31/2006
First Name	[REDACTED]	Monthly TRS-Care Surcharge Amount	\$535.00
Middle Name	[REDACTED]	Pension Surcharge (% of salary paid in the calendar month)	16.50%
Last Name	[REDACTED]		
Suffix	NONE		

View ER Employment Info View ER Transaction Info

View ER Employment Info:
Displays employment information posted by your RE via an ER Record. Includes: Position Code, Employment Start and End dates, Employment Type and Paid through Third Party flag. Will not display contract/position records posted by other employers.

View ER Transactions Info:
Displays transactions posted by your RE via an ER Record. Includes: Time Worked, Compensation and Surcharges. Will not display contract/position records posted by other employers. Data is available from the time the RE Portal went live (September 2017) forward.