

TOP ARTICLES: TRS Retirees Working In Vacant Positions • Temporary Vs.As Needed Employment • AI At Work: Why This Moment Matters • And More!

Topic Legend

-  Reporting and Training for REs
-  Health Benefits
-  Information Security
-  General Communications



Temporary Vs. As Needed Employment

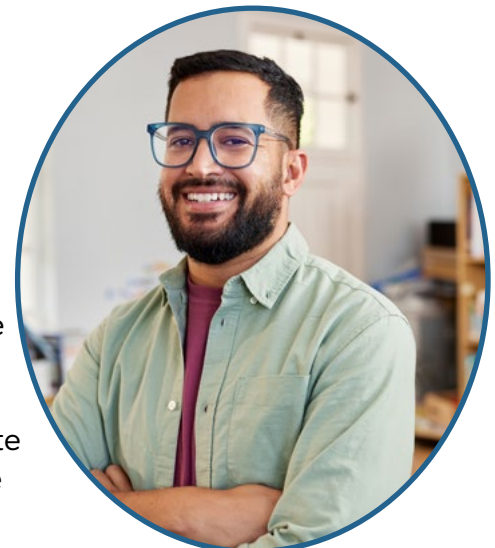


Temporary Employment

Currently, TRS defines temporary employment as “total employment that is expected to last less than four and one-half months in a school year.” It is important to note the designation of ‘total employment’ means the total amount of time a person is employed with the RE, not just the actual dates they work. Therefore, if there are periods between assignments when the person is not working, but the person is still considered to be an employee of the RE, that time is counted in total employment. If the person is not considered employed with the RE between assignments, an ED90 termination record must be submitted at the end of the first assignment.

Interim or As Needed Employment

Interim or temporary employment in a vacant position is TRS-eligible if the employment is expected to continue for at least four and one-half months, the search for a permanent replacement is expected to last at least four and one-half months, or an indefinite length of time. Because the position is vacant, the person serving in the position is not considered a substitute for TRS purposes and membership eligibility must be determined based on the amount of work and the length of time the employment is expected to last. Eligibility should be determined prior to or no later than the first day that an employee works in the vacant position. If an employee is hired as a substitute and the position later becomes vacant, then membership eligibility must be evaluated at the time the position became vacant.



continued on page 2



Code	Term	Definition
S	Substitute	An employee who is serving on a temporary basis in the place of a current employee of record and is paid at the substitute daily rate of pay set by the employer. The position being filled cannot be vacant and the job cannot be posted to be filled
P	Less than half-time	An employee who is working less than one-half the time of a position's full-time equivalent (FTE). Also report irregular, seasonal, or temporary employment with code P
F	Half-time or more	An employee who is working greater than or equal to one-half the time of a position's full-time equivalent (FTE)
M	Temporary	An employee whose employment is expected to last less than a half month in a school year

Reporting Summer School Work At ISDs And Charter Schools With Position Code 09



Position Code 09 should only be used to report ISD and charter school employees whose regular school year job is subject to the state minimum salary, but who are also working summer school outside of their regular contract as a separate job (e.g., teachers, nurses, counselors, librarians, etc.).

Please note: Any employees that work in the summer but do not fall under the Position Code 09 requirements should be reported with a separate summer contract in the position code associated with the work that they perform. For example, a bus driver that is working summer school bus routes would still be reported as position code 04.

Position Code 09 – Important Things to Remember

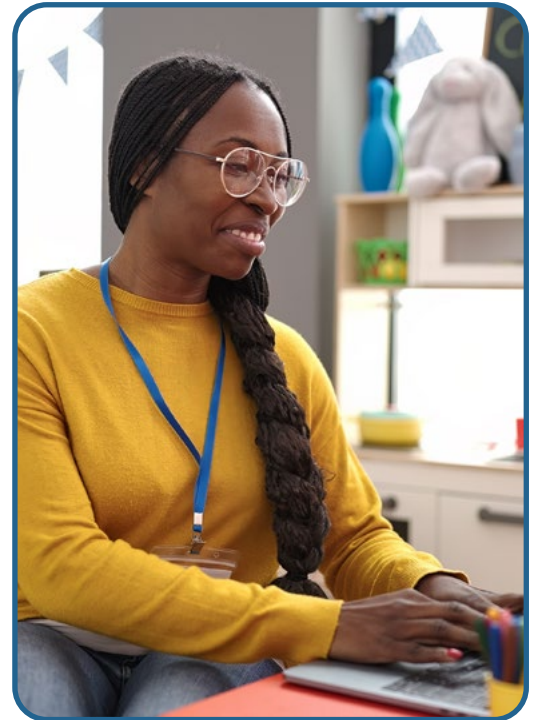
- When submitting ED40s, employment contract dates can only be from May through August.
- ED40s must be submitted in the month the employee begins their summer school contract/work agreement.
- RP20s with Position Code 09 will only be accepted for May through October report periods.



- If pay for summer work is issued more than two months after the end of the 09 contract, the summer school pay will need to be added to the RP20 for the employee's current fiscal year contract. That record will result in validation errors. It will also require an email to the coach outlining the salary and contribution amounts for summer work and the regular school year. This will be reviewed for a possible override.
- The Public Education Employer Contribution will be due on 100% of the TRS-eligible salary reported.
- The State Minimum Compensation field should be blank on RP20s using Position Code 09. Statutory Minimum Contributions are not due on salary earned and reported.

Position Code 09 – Do Not Use

- Any employees who are ineligible to make contributions to TRS.
- Higher education employees.
- REs that are not subject to the statutory minimum contribution.
- Summer employees whose position is not subject to the state minimum salary (e.g., food service workers, support staff, etc.).
- Accrued pay earned during the regular school year and paid out over the summer months should be reported as a separate RP20 using the same position code used during the school year. REs will continue to report and pay Statutory Minimum Contributions on salary above the state minimum that was earned during the employee's regular contract for the school year.
- Employees who are subject to the state minimum salary in their regular position but are receiving accrued pay over the summer. The accrued pay is subject to the state minimum salary, and the Statutory Minimum contributions must be reported on the RP20 under the regular position code.



AI At Work: Why This Moment Matters



In early 2020, most people carried on with daily life, unaware of how quickly things were about to change. Looking back, it's a reminder that major shifts can move from "distant" to "everyday" almost overnight.

Artificial intelligence is at a similar turning point now. While AI has been discussed for years, recent advances have made it far more practical and visible in everyday work. You don't need to be a technical expert to see the difference. Today's AI tools can handle longer, more complex tasks and are commonly used to draft documents, organize information, summarize reports, and support decision-making.

Much of this progress comes from a small number of research groups, but most people experience it by adapting to new tools on the job. AI is beginning to act less like a simple assistant and more like a capable coworker. If you tried AI in the past and found it underwhelming, current versions may surprise you—especially since workplace tools are often more advanced than free, public versions.

Rather than replacing jobs outright, AI is mainly helping with specific tasks, boosting productivity across fields like law, finance, health care, communications, and customer service. The most useful step right now is to stay informed and try these tools yourself. Understanding what AI does well—and where human judgment still matters—will help you use it effectively as it continues to evolve.

For more cybersecurity tips, awareness resources, and reporting guidance, visit the TRS Information Security page.

Navigating Life Events With Ease



We all experience life and job changes that can be both exciting and challenging. These events often require updates to your account information and other essential actions. Keeping your information current ensures you receive timely support and services tailored to your needs. Visit our dedicated webpage for "[Life and Job Changes](#)" - it's a comprehensive guide to assist in navigating these events.

TRS members will find the "Employment After Retirement" section of our Life and Job Changes webpage holds valuable answers to common questions like:

- What are the EAR exceptions and who do they apply to?
- How much can I work as a Service/Disability Retiree (one-half time or less, full time, etc.)?
- Who must observe a one-month break in service or a 12-full, consecutive-calendar-month break in service before returning to work?

Explore the [Life and Job Changes](#) webpage today! Whether starting a new job, transitioning or planning for retirement, these events have a significant impact. We're here to help you make the most of your benefits - in all ways possible - with each step forward.



TRS Retirees Working In Vacant Positions



TRS retirees may work as substitutes after retirement; however, special rules apply when they work in a vacant position. The following information explains when a retiree may be reported as a substitute, when limits apply and how work must be reported once those limits are exceeded.

Substitutes and Vacant Positions

A TRS retiree may be hired to work as a substitute in a vacant position for up to 20 days per school year and still be considered a substitute for TRS employment after retirement purposes. A retiree may serve in more than one vacant position during the same school year, as long as the retiree does not exceed 20 days in any single vacancy. The 20-day vacancy rule applies only to TRS retirees.

Restrictions on Returning to a Former Position

A retiree may not return as a substitute in the same position that the retiree last held prior to retirement, even after completing the required one-month break in service. This restriction applies regardless of how long the position remains vacant.

After the 20-Day Limit

Once a retiree has worked 20 days in the same vacant position, the retiree may not return as a substitute in that same vacancy again during the same school year. The 20-day limit resets each year on Sept. 1. If the vacant position is later filled by a permanent employee and a substitute is needed for that new employee, the retiree may then substitute without limitation, since the position is no longer vacant.

Crossing Calendar Months

The 20-day limit may cross calendar months. However, beginning on the 21st day worked in the same vacant position, the employment can no longer be reported as substitute. Instead, the work must be reported as:

- **One-half time or less:** if the 21st day falls at the start of the new calendar month, the retiree only works in the vacant position within the calendar month, and works no more than the allowable one-half time limit of 92 hours; report as one-half time or less employment.
- **Combination:** if the 21st day falls within the new calendar month and the retiree continues to work in the vacant position, the retiree has now combined substitute and one-half time or less employment in the same month. Report as combination employment as long as the combined work does not exceed the allowable one-half time limit of 11 days; or
- **Full time:** if work exceeds the one-half time limits mentioned above.

Combining Work Types

When a retiree works beyond the 20th day in a vacant position and also performs substitute work for a current employee in the same calendar month, the retiree is limited to no more than 11 working days in that month to remain under the one-half-time exception. Exceeding that limit may trigger employer surcharges.

Substituting for Current Employees

A service retiree may work an unlimited number of days as a substitute when temporarily replacing a current employee, provided the retiree performs no other type of work for a TRS-covered employer.

Questions and Reporting Support

Employers with questions about how to report retiree employment should contact their TRS reporting coach. Retirees with questions about annuity payments or break-in-service requirements should contact TRS directly to speak with a benefits counselor.

Upcoming Benefits Administrator Trainings: May 2026



To support Benefits Administrators (BAs) at employers that offer TRS-ActiveCare, TRS is offering **Rates & Benefits Trainings** this spring. These sessions are designed to help BAs better understand TRS-ActiveCare plan options, rates, and value-added programs that support cost savings and positive health outcomes for employees. The trainings are offered by region, with a statewide option available.

Click on the date below to register.

BA Rates & Benefits Training Schedule

South Texas (Regions 1, 2, 3, 20): [May 5, 2026](#) | 9:30–11:30 a.m.

Upper East Texas (Regions 7, 8): [May 6, 2026](#) | 1:30–3:30 p.m.

Central Texas (Regions 12, 13): [May 6, 2026](#) | 9:30–11:30 a.m.

North Texas (Regions 10, 11, 14): [May 7, 2026](#) | 1:30–3:30 p.m.

West Texas (Regions 9, 15, 16, 17, 18, 19): [May 7, 2026](#) | 9:30–11:30 a.m.

Southeast Texas (Regions 4, 5, 6): [May 8, 2026](#) | 1:30–3:30 p.m.

Statewide Session: [May 8, 2026](#) | 9:30–11:30 a.m.

TRS is here to partner with you and support a smooth and successful TRS-ActiveCare enrollment. These trainings are designed to help you feel prepared, informed and confident as you support your employees throughout the plan year.



Videos: *Viewing Employee Information*



Many people find that a video explanation is the best way to learn! Take advantage of more than a dozen informative videos in the [TRS Employers Video Library](#) to understand TRS processes and reports for reporting employers.

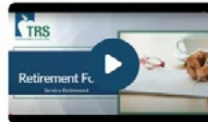


Click [Here](#) to Rate This Issue of the *Update*

Pension Education Resources



Members can learn all about TRS pension benefits by watching our [Pension Education Resources](#).



Retirement Forms Video



Early Career Members: Manage Your Pension Benefits with MyTRS



Mid-Career Members: Plan Your Future with MyTRS

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Thanks for all you do for Texas educators!