



Employer Advisory Group Meeting Agenda & Minutes

Date: 06/26/18
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: E562

Type of meeting: Periodic
Meeting called by: Sue Richards (Provaliant)
Minutes by: Sue Richards
Invitees: ~~Melody Austin, Carol Casey, Mark Chi, Ashley Conrad, David Cook, Jennifer Dujka, Jan Engler (opt), Chet Henry, Anandhi Mani, Art Mata, Jessica Palvino, Barbie Pearson, Michael Ressel, Frances Torres, Katie Tucker, Kevin Wakley~~
Christine Okanla (ACC)
Betty Butler (Dallas County Comm College)
~~Wes Simmons (Dallas County Schools)~~
~~Lori Johnson (Eanes ISD)~~
Dawn Cummings (ESC 3)
~~Tammy Cunningham (ESC 8)~~
Jesse Cortinas, ~~Jose Elizondo, Jr.~~ (Judson ISD)
Cathy Felts (Mason ISD)
Nancy Wiggins (Maypearl ISD)
~~Bonnie Barnhill (Midland Academy Charter)~~
~~Wesley Scott, David Rastellini, Lori Ganci (Northside ISD)~~
Tonya Davis (Round Rock ISD)
Jenny Hale, (Schertz-Cibolo-Universal City ISD)
~~Karina Garza (South Texas College)~~
Christine Porter (Spring Branch ISD)
~~Becky Bunte (TASBO)~~
Diana Salami, Madeline Davila Adams (Texas State)
~~Aaron LeMay~~, Mary Davis (Univ of No Texas)
Greta Graham (Uplift Education)
~~Pamela McDonald~~, Jeannie Farahnak (UT Austin)
Conference Bridge: 877-746-4263
Participant Code: 2219128
Host Code: 2265442

Purpose of Meeting: Respond to questions, address concerns, and share information with members of the EAG. Members of this group represent REs from all over the State and all types of entities. They serve as the collective "voice" of all REs.

Expected Outcome: Questions and concerns expressed by members of the EAG will be addressed. EAG members are expected to share information with other entities in their region and bring questions and concerns from those entities to this group.



AGENDA

- Introductions and roll call
 - *Frances reviewed the purpose of this group, which is noted above.*
- Questions / topics for discussion
 - Each month we are having to explain why a 1/2 time employees are not working the required hours per TRS 1/2 time hours for a possible full month. Some employees' work calendars are not for a full month - are there any options on having to explain employee work hours each month? (Tonya Davis)
Are they a true non-standard work week employee and was it noted correctly in the position record? Employees should be working a minimum of 15 hours per week even if non-standard. TRS needs to verify and each month and employee situation can be different. TRS can provide instructions to the RE that lets them know what information they should provide their Coach.

To be TRS eligible, TRS needs to know full time equivalent for the employee's position since one of the requirements for eligibility is to work one half-time or more of the standard workload. For TRS purposes, full-time cannot be less than 30 hours a week. If the position does not have a full-time equivalent, then select 00 on the ED40. This field must be reported correctly for the system to validate eligibility based on the hours the employee is working. For example, if a certain position requires 40 hours a week, then to be eligible, an employee would need to work at least 20 hours a week in the same position to be considered TRS eligible. The employer would report a FTE code of 40 on the ED40 record. Likewise, if a position does not have a full-time equivalent of 30-40 hours a week, then employer would report a FTE code of 00. The system would then recognize for an employee to be eligible in this same position, he/she would need to work at least 15 hours a week.

Due to legal requirements that TRS has to meet, data must be verified. The first two months when problems with data are noted by TRS, the entity receives a warning on the Regular Payroll report. After that, an error will appear for the reported information.
 - Is the New Member Contribution issue resolved? Can we rely on what is displayed in the TEAM portal? (Jesse Cortinas)
Yes. The RP report was corrected last month and problems with View Employee Information were corrected by the latest release. If there's an error noted on the RP report, it's valid unless the employee has been issued a partial refund. TRS is aware of a problem in that scenario and is working to resolve.
 - Can the override process be discussed? In talking to our TRS Coach, there are some overrides he is able to do and others that require another department. We had to wait a week to have the one done by the other department. (Jesse Cortinas)
Overrides can only be done by Benefit Accounting – Reporting. Those are for errors that appear when they shouldn't.

There's another scenario that requires data to be corrected in the database before a report can be processed. Another department will need to be involved in those situations.
- Recap of TRS presentations at the TASBO Summer Conference (requested by Tonya Davis)

Link to presentation:

TEAM PROGRAM

TRS Enterprise Application Modernization



<https://trsfusion/team/REO/OUTRCH/TASBO%20Summer%20Conference%202018.pdf>

- *Copy of presentation was sent out prior to this meeting. Katie asked if anyone had questions and stressed a few key points.*
 - a. *August (or remaining FY18) reports must be completed by due date in September*
 - b. *ED90s need to be submitted for terminated employees*
 - c. *ED40s should be submitted for upcoming year; TRS recommends doing that in the first month of the employee's contract period rather than in September (e.g., submit ED40 in July for employees who start in July or in August for employees who start in August) in order to prevent such a large file in September.*
 - d. *How to report summer school employees and non-OASDI and statutory minimum; Coaches have been sending information to assist their entities and the non-OASDI error is going to be changed to a warning for summer months. More information about this can be found in the TASBO presentation (sent prior to meeting)*
- *ER records were mentioned: Beginning date doesn't have to be September 1 – it can be anytime in September, assuming they start that month. Jennifer stressed that it's not a contract that's being reported for retirees. REs need to report what a retiree does between Sept – Aug 31 but it doesn't mean that everyone should be reported that way. As an alternative, REs can report retiree will do or did in a particular month.*
- *Jesse said that they're still working on March reports and asked what they should do. Mark responded and said that REs who are working on prior month's reports need to finish those before moving forward.*
- *Tonya has a new hire who worked in Aug but didn't receive pay in August; Mark said to create an RP20 for August without salary but with days and hours worked in August.*
- Information sharing
 - Defects that were fixed and enhancements that were released June 24th (evening)
 - *See release notes and mention items that affect REs*
 - *Errors & Warning (Remedy) list was updated and a message was broadcasted to all REs on the Portal.*
 - *Workaround document will be updated shortly. Mark asked for input: Will it work better to include everything in one document or in two documents, one for fixes and one for issues? Jeannie from UT said that she thought it would be find either way as long as it's easy to differentiate. Diana Salami said that she'd prefer one document.*
 - *Changes included in latest release:*
 - *Retiree surcharge error was being thrown incorrectly*
 - *View Employee Information Screen – defect related to how the screen was not displaying New Member information correctly was fixed*
 - *New validation to prevent REs from submitting ED45 to change eligibility flag when a report with payroll records had already been posted. Contract associated with eligible position should be ended and a new contract for non-eligible position submitted*
 - *Overlapping ER positions were erroneously allowed for different position codes; now, there can't be any overlap*
 - *EAR Actual Dates Worked Worklist Item – Correct number of days worked is now displayed in the worklist*



- *A new Zero Day Reason Code of “Delete” was added to the RP25 and ER27. This allows for prior RP or ER posting/transaction to be deleted*
- *Database change was made to correct the contract end date when a refund certification was submitted. The system ended the position but not the contract. If the person came back, there would be an overlapping contract error*
- In the pipeline for future releases
 - *The validation related to calculating the Non-OASDI contribution will be changed to a warning for the summer months to account for wholly separate summer school positions. Change is expected to go live within the next week. This change went in on 6/28/18.*
- RE Report Status

<i>Report Month</i>	<i># Completed RP Reports</i>	<i>% Complete</i>	<i># Incomplete RP Reports</i>
<i>Oct</i>	<i>1,318</i>	<i>99.92%</i>	<i>1</i>
<i>Nov</i>	<i>1,309</i>	<i>99.24%</i>	<i>10</i>
<i>Dec</i>	<i>1,302</i>	<i>98.64%</i>	<i>18</i>
<i>Jan</i>	<i>1,273</i>	<i>96.44%</i>	<i>47</i>
<i>Feb</i>	<i>1,230</i>	<i>93.11%</i>	<i>91</i>
<i>Mar</i>	<i>1,181</i>	<i>89.40%</i>	<i>140</i>
<i>Apr</i>	<i>1,109</i>	<i>83.89%</i>	<i>213</i>
<i>May</i>	<i>974</i>	<i>73.68%</i>	<i>348</i>
<i>Jun</i>	<i>142</i>	<i>10.74</i>	<i>1,180</i>

If information that was reported on a report that's submitted before the due date (e.g., June), adjustments need to be submitted if reported information was incorrect

Year-end is approaching. It's important for all entities to complete FY18 reports by mid-September.

- Additional Discussion
 - *Attendees at spring training sessions asked for more information about different data elements (e.g., why is the data needed) than what's available in the Report Formatting Guide. Mark polled the group about the need for information for certain fields:*
 - *Entitled to Group Benefit Coverage*
 - *Employment Start Date*
 - *Position Code*
 - *Employment Type*
 - *Full Time Equivalent*
 - *RE pays social security*
 - *ORP Eligible Position*
 - *Non-standard workweek*
 - *Hrs Scheduled*
 - *Hrs Worked*
 - *Zero Days Reason Code*

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TRS Enterprise Application Modernization



- *Nancy (Maypearl), Mary (UNT), and Jeannie (UT) all said that more information would be helpful.*
- *Tonya got a web message about an employee who doesn't work but received accrued pay and had to acknowledge. She said that it'll be helpful to make sure the software provider is looped in. TRS noted for the future and will keep the software providers informed.*
- *Jesse had question from software vendor; they understand that summer school pay isn't subject to Stat Min but aren't sure about non-OASDI. Because summer school pay is wholly separate, Non-OASDI contributions are due on the full summer school pay. When working on the June, July, and August Regular Payroll reports, a warning will display instead of an error on the Non-OASDI contribution.*
- *TRS is adding 5 new coaches by mid-July. Although it will take time to train them, they'll be able to assist the existing coaches right away.*

ACTIONS, DECISIONS, ISSUES from the Meeting

Action, Decision, Issue	Description	Assignee	Targeted Completion Date