TEAM PROGRAM
TRS Enterprise Application Modernization

Employer Advisory Group Meeting Agenda & Minutes

Date: 4/16/19
Start Time: 9:30 a.m.
End Time: 11:00 p.m.
Location: E442

Type of meeting: Periodic
Meeting called by: Sue Richards (Provaliant)
Minutes by: Sue Richards
Invitees: Melody Austin, ~~Carol Casey~~, Mark Chi, ~~Ashley Conrad, Chris Cutler~~, Jennifer Dujka, Nicholas Gonzalez, ~~Art Mata, Bradly Nemec, Jessica Palvino~~, Barbie Pearson, ~~Michael Ressel, Frances Torres, Katie Tucker, Sarah Valenti, Kevin Wakley~~, Romulo Arroyo

Karen McDade (A&M)
~~Christine Okanla (ACC)~~
Betty Butler (Dallas County Comm College)
Kathy Rice (Midwestern State University)
Karina Garza (South Texas College)
~~Diana Salami (Texas State)~~
~~Aaron LeMay,~~ Mary Davis (Univ of No Texas)
~~Pamela McDonald, Jeannie Farahnak~~ (UT Austin)
~~Kim Ray~~, Tiffani Stanley (UTMB)
Bete Su Williams (UT Health Science Center at Houston)

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.

Please…

✓ *Mute your speaker to avoid sharing background noise*

✓ *Do not put this call on hold*

AGENDA

- Introductions and roll call
  Meeting was held with EAG members from Higher Education entities and members from other types of entities who attended at their option

- Update on Action Item from last meeting
  1) Mark agreed to provide scenarios and examples of reporting adjunct days/hours using information from the last meeting by Mary Davis
     Mary mainly had questions regarding the specific scenario involving a retiree who was working as an adjunct. Actual days worked by the adjunct need to be reported. For example, if the adjunct teaches on Tuesday and Thursday; only those days should be reported. Helps determine if surcharges are due and whether retiree is working within the limits associated with their annuity.
     Mary said they can get the Adjunct's schedule and if they were scheduled on Tues and Thurs, they'll report that and use their conversion to report the # of hours worked (e.g., 2 hours on each day). They don't have adjuncts fill out a timesheet. They're able to do calculated time using the conversion but not actual time. Mark confirmed that the approach is good.

- Input needed from EAG members
  1) Questions for FAQ page were requested in our last meeting.
     No questions received. As they come up, please send them. The question related to adjuncts is an example of one that might be helpful to see answered in the FAQs
  2) Proportionality: Applies most to senior college/University; how do EAG members handle it on their end?
     - Prior to the new system, everything was reported on a summary level; now it's reported on the individual level. Are entities able to break proportionality on an individual leel?
     - *Kathy from MSU said they pull reports from their system that show the amounts. Finance does the proportionality at the end of the year.*
       Need to ensure payments that are proportional to an institutions method of finance.
     - *For UNT, the Budget office tried to do it so employees are paid from both funds; what's difficult is when there's a credit because they have to look for enough people to whom funds can be allocated on RP25; that hasn't been done yet but it's been pending for a year. It won't be easy.*
     - *Another entity used to use state and local money at the same time. A few years ago, they started using one fund and when it was gone, they started using a different fund.*
     - *Bete Su said that their Budget office manages it. They look at funds and make changes based on what's happening; they aren't stable from a payroll perspective but it may differ by the end of the year. Anther problem with allocating to individuals in the portal is that people come and go all of the time.*
     - *It sounds like entities handle proportionality differently, depending on what they found works best (e.g., using up one fund and then the other or drawing from multiple at once); with entities who use one at a time, there may be some individuals who might not be eligible for funds from a particular fund.*
     - *Mark said that TRS doesn't deal with funds on a daily basis; Fund 1 is amount from State and Fund 2 is Ed General/Local. If monies from Fund 1 are used and then Fund 2 is used, when a Finance department looks at proportionality at the end of the , what do they do? EAG members weren't sure but what Mark described made sense.*

  - *EAG member said that the same thing happens with ERS*
  - *Jennifer asked for clarification – at the beginning of the year, does Finance provide the amount of Fund 1 and later they may come back and say that the amount should have been $Y.00. Bete Su described that funds allocated to individuals can change throughout the year. Budget associates the fund amounts to individuals and those individuals may need to be flipped to another fund mid-year. They monitor closely.*
  - *Another entity said that Budget allocates an amount to each department and it's that money that's used. Toward the end of the year, entities might need to transfer some individuals to a fund that still has a balance and move individuals out of a fund that's been depleted.*
  - *Mark described that a lot of time passes between the time of individual reporting, and funds are received by TRS, and when TRS can check back with the Comptroller.*
  - *One entity said that they've never had to go back after the end of a fiscal year to make an adjustment. This is the first year for another entity.*
  - *If TRS has additional questions, it sounds like it would be good for TRS to speak with Finance departments but it would help to have involvement from EAG members. Their "translation" might be helpful. Mark asked for volunteers and Bete Su volunteered. Aaron LeMay is also a good resource – he's over the Finance area at UNT.*
  - *Mary asked if she should move forward making adjustments and Mark said yes, if the money is needed by the entity.*

- Questions / topics from EAG members

  From Jesse Cortinas, Judson ISD

  1) Can you provide a legislative update?
  This will be done in the combined (Higher Ed, ISD, ESC, Charter) meeting in June

  From Kathy Rice (Midwestern State University)

  2) Can the RP25s be separate from the RP20s as far as showing the month complete? I submitted some RP25s for February this month and it locked me out of sending my March file as RP20s.

     Example:

     February was complete so I created some RP25s but when you manually create them you must choose the next month that is open (March), then you can choose which month the RP25 pertains to (February). This was done before any RP20s were submitted for March.

     I chose March and then chose February for the month that the RP25s were for. Since they were adjustments when the file completed I submitted the signature. This caused the system to show March as complete and I was then unable to submit my RP20s without converting all of them to RP25s. This was a very labor intensive process.
     A February adjustment report should have been created rather than adding February adjustments to the March RP report. It sounds like RP – Regular Payroll was selected rather than RP - Adjustment Report. When RP-Adjustment Report is selected it defaults to the last completed month (February).
     She said that she wasn't able to choose the right month even though she created an adjustment. Mark said that TRS will take a look at this. When it's time to do the April report, Mark would like

to see it with her. It'll help TRS to see what Kathy sees in the dropdown after selecting RP Adjustment. Mark will let Molly (MSU's Coach) know about the need to do that.

From Jackie Thomas (AISD)

3) Can the employee's middle name be added to the TRS-7 form or can a search feature be provided that lets us search by the TRS Participant ID number?
The search won't be changed, but we submitted a request to have the first initial of the middle name added to the TRS-7. That should be helpful as we approach the end of the year when there are more retirements.
Tiffany asked if the last 4 of the social could be added. She has two people with the same name and no middle initial. Mark will check feasibility. In the meantime, he encouraged Tiffany and others to reach out to their Coach for assistance with resesarch.
Jennifer mentioned that entities will be receiving TRS7s for employees who aren't in TRS-eligible positions. Entities should expect to get TRS7s for anyone who's retiring, including TRS members and non-members. Because of full payroll, information is needed on all employees who are retiring. There's an article in the April edition of the Update.

Defects fixed in latest release and planned for next release

- Defects fixed since the last EAG meeting
  - ✓ *Problems with daily and nightly processing were addressed*
  - ✓ *Wording of the concurrent employment notification was corrected*
  - ✓ *Generation of the cash overage/shortage notification was fixed*
  - ✓ *A variety of validations were corrected including EAR surcharges and ORP*
  - ✓ *SSN search box was added to View Report Details screen*
  - ✓ *Hyperlink added to Coach's name on the RE Home page, making it easier to send an email*
  - ✓ *09 Position code for summer school added*
- Next set of enhancements/fixes
  - ✓ *Still working through next set of changes, some of which include additional changes to ORP validations; watch for list in the minutes from the next (ISD, ESC, Charter) EAG meeting*

- RE Report Status

Report Month	***# Completed RP Reports***	***% Complete***	***# Incomplete RP Reports***
January	*1,318*	*99.85*	*2*
February	*1,244*	*94.24*	*76*
March	*1,102*	*83.48*	*218*
April	*26*	*1.97*	*1,294*

- Additional Discussion
  - *Karina (STC) has instructors who have secondary assignments and when she runs ED45s she's getting a lot of errors because employee already has a primary assignment; She's using*

the same position code. Mark said that an employee can only have one record per position code; secondary duties pertaining to that code need to be reported under the primary position. See if software provider (Ellucian – Banner) can assist.
She also got errors when reporting someone with a different position code due to overlapping dates. Mark asked her to reach out to her Coach for assistance..

- *Mark shared that all 951 suggestions for enhancements that were made last year were analyzed in depth and quite a few enhancement requests were logged. More information will be coming on that; watch for an article in a future issue of the Update.*
- *Mary from UNT asked about concurrent employment. Can TRS provide entity name and employment dates for employees with concurrent employment? It would be helpful to her to find out if someone is working elseswhere specifically during the month that's being reported. Now, they have to email their Coach.*
  Mark said that this will be discussed at TRS and look into providing the dates if that isn't a security violation. He reminded everyone that accuracy of the data is completely dependent on what's received from all entities.
- *Bete Su is confused about what should be looked at or reported for independent contractors or third party contractors. Should she only report those who are retired?*
  Mark said that the rules associated with independent contractors only apply to retirees who come back as a independent contractor within the first 12 months of retirement. Mark will find the Update article where this is discussed and send a link to that and other information to Bete Su and others. (See links below):
  https://www.trs.texas.gov/TRS%20Documents/employment_after_retirement.pdf
  https://www.trs.texas.gov/TRS%20Documents/update_sept_2017.pdf#search=independent%20contractor
  Mark suggested having the person contact TRS and if it turns out they need to be reported, they should be reported under the ER report as the retiree is subject to Employment After Retirement laws and rules. The amount that's being paid to them should be reported as salary.
  Mark asked what the person would be doing and Bete Su said that they'll be staying off work for a calendar month and then come back less than half time to finish up work/research.
  Mark said that it sounds like they'll be an employee of the institution and they won't qualify as an independent contractor and should be reported as a normal retiree. One caution – if they don't stay off work for a full calendar month, they'll revoke their retirement and may owe TRS any money they received.
- *Another entity sent out a survey to someone who had been with them several years who they didn't know that they were previously with TRS. Because of that, they're affected by the salary cap but that fact wasn't known until now. Jennifer asked if were they looked up on View Employee Information at the time the person was hired. EAG member said that was always done. Mark said that if the person was employed before 1996, they aren't subject to the salary cap. An enhancement was recently logged to show whether someone is subject to a salary cap on View Employee Information. Mark said that there's currently a view that shows employes who are within a certain percentage of exceeding the salary cap – it can be accessed from the Employee's tab (View 401A Limits).*

ACTIONS, DECISIONS, ISSUES from the Meeting

Action, Decision, Issue	Description	Assignee	Targeted Completion Date
Action	*Mark will let Molly (MSU's Coach) know about the need to be involved when MSU create's their next RP adjustment report.*	*Mark*	*4/22/19*
Action	*Discuss possibility of:* *a) Adding the last 4 of the SSN to the TRS-7* *b) providing dates of an employee's employment at other entities to other REs where they work*	*TRS*	*5/16/19*
Action	*Locate the Update article that went over rules for reporting contractors and provide that, as well as any other information that's available to Bete Sue and others on the EAG*	*Mark*	*4/30/19*