



Employer Advisory Group Meeting Agenda & Minutes

Date: 03/19/2021
Start Time: 10:30 AM
End Time: 12:00 PM
Location: Microsoft Teams

Type of meeting: Periodic
Meeting called by: Monique French
Minutes by: Monique French
Invitees: Barbie Pearson, Frances Torres, Melody Austin, Katie Tucker, Jennifer Dujka, Molly Grosskopf, Carol Casey, Ashley Conrad, Chris Cutler, Nicholas Gonzalez, Andrea Morales, Jessica Palvino, Sarah Valenti, Meera Krishnan, Kevin Wakley, Caitlin Kennedy, Caterina Saucedo, Nathan Farmer

EAG Members and designated participants:

Claudia Alba
Emily Youngblood
Jackie Thomas
Jeffrey Coats
Lana Walls
Lori Ganci
Lori Robinson
Mickey Smith
Nancy Wiggins
Nicole Dean
RL Richards
Kathy Folts

~~Becky Bunte~~
~~Gretta Graham~~
~~Tammy Cunningham~~
~~Don Cummings~~
~~Rebecca Davis~~
~~Tera Harris~~
~~Theresa Zlotopolski~~
~~Tonya Davis~~

Other Attendees:

Microsoft Teams: 737-220-2496
Conference ID: 181 112 844#

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

- Questions / topics from EAG members
 - No questions received from EAG members.
- Defects fixed recently
 - **Download All CSV feature-** *there was a defect that prevented REs from using this feature. The defect was fixed so REs can use the download all CSV feature again.*
 - **All ED or All RPA/ERA files**
 - **Pop-Up Message when they click “Save” and “Return”-** *One of the most requested fixes from REs has been completed. When click “save” and “return”, you will no longer see the pop-up message stating that the changes weren’t saved.*
 - **Validation 803 became an error on 2/28-** *initially there was a defect with the validation which caused the error to populate for some REs incorrectly. The defect was fixed on Monday, 3/15. If you receive this error, navigate to the View RE Ledger screen and check each balance. A negative balance in any account, including interest and fees, must be resolved before you can complete the report.*
 - **Update to the deleted records verification-** *when a record is deleted from an ER or RP report within the portal, a deletion reason must be selected at the time of deletion. Then before the signature can be accepted for the report, the verification for all the deleted records must be completed.*
 - Required before signature- *if the verification is not completed before the signature, RE will receive an error on the signature page.*
 - Notes field limited to “other” reason- *previously notes could be added for all the deletion reasons. Now notes are limited to the “Other” reason so the RE can briefly describe the reason for deletion.*
 - Please use “other” if none of the other reasons given apply.
 - Email notification to RE- *email when the RE has deleted records need to be verified in the portal. This email will come at the same time as the Signature is ready for review email.*
 - Web administrator able to complete verification- *defect initially prevented the Web Administrator from being able to access and submit the*



verification. Now user with Signature and Administration can submit the verification.

- Your coach may still follow-up with RE on deleted record for more information or to advise if any corrections need to be made
- **Outstanding interest and fees banner added back to RE Portal-** balances may be incorrect for some REs. The balances on the RE Ledger screen are correct.
 - Rely on the information on your ledger
- Scheduled fixes
 - Health Insurance System Modernization rollout focus
 - The next employer maintenance and enhancements will not occur until the Summer.
 - Maintenance Items/ Fixes TBD
- Questions:

Lori Ganci – deleted records verification EAR – is working fine. Has retiree work in 2 positions – has two records posting for same retiree – what do I classify as?

Jennifer – response – if one should not exist – then this should be a record created in error. This provides a good opportunity to speak to your software company if your system is creating excess records. It may help spark some software modifications or highlight areas that need improvements.

- RE Report Status

Report Month	# Completed RP Reports	% Complete	# Incomplete RP Reports
January 2021	1330	99.33%	9
February 2021	1117	83.42%	222

- Additional Discussion
 - RE Ledger Trainings 3/30 & 4/13 -2 hours long in afternoon / going over ledger including reading/reconciling balances- will look at balances/ have section on validation 803 and how this interacts with the ledger/ all welcome to attend- virtual training
 - HR Training for Non-Higher ED 4/20 & 4/22 – 20th is for non higher Ed, 22nd is for higher-ed
 - HR Training for Higher ED 4/22

TEAM PROGRAM

TRS Enterprise Application Modernization



- All welcome- please register separately – links available on TRS website under Reporting Employers-> RE Portal Training-> [RE Portal Virtual Training and Registration](#)

Asked for any other questions:

Lori Ganci: Do you think there'll be training since it's a legislative year? –

CS: Yes- don't have schedule for the fall up yet, but will. LG: asked if it will be virtual- JD: Said they're leaning that way but don't know how all service centers will be doing business- it's under discussion. Leaning more towards virtual so people can attend as needed/no destination needed- still up in the air. Still waiting to see what/if any legislation gets passed has to do with reporting.