

TEACHER RETIREMENT SYSTEM OF TEXAS

December 1, 2011

TRAQS Reporting Procedures for *Community/Junior College Contribution Report*

The purpose of the *Community/Junior College Contribution Report* is to report on a monthly basis one-twelfth of the projected balance due to fully fund the state contributions required for FY2012 and FY2013.

The effective date of the new required report is September 1, 2011. Beginning with the November 2011 report (due December 6, 2011), this report is to be submitted monthly. Adjustments for the report months of September 2011 and October 2011 are to be made on the November report as a lump sum adjustment.

Report components:

- Electronic Signature
- TEXNET Deposit – the TEXNET prompts/input fields have been updated to include this new report type.

Report due date:

- Submit the *Community/Junior College Contribution Report* each month, September through August for FY2012 and FY2013
- The Signature and TEXNET deposit are due to TRS by the 6th of the month following the close of the calendar month for which the report is prepared.

If the 6th falls on a weekend or a Federal holiday, the report must be submitted the previous business day.