

UPDATE

DELETED RECORDS VERIFICATION REFRESHER

Any time you delete a Regular Payroll (RP) or Employment After Retirement (ER) record prior to reaching a completed status on the report, it generates a Deleted Records Verification report. The purpose of this report is to provide TRS with detailed information on why the record was deleted. When completing the verification report, you have the option of selecting one of the following deleted reasons that best fits:

- **Record was Combined:** Should be used any time your software may have generated multiple RP20 records for the same individual and it is determined that all information should be combined into one RP20.
- **Record Created in Error:** You have determined that the RP20 record is not needed, and nothing should be reported for the employee for that report month.
- **Duplicate Record:** Should be used when your software has created two RP20 records reporting the same information. Review the information to confirm they are duplicates and delete one RP20 record.
- **TRS Maintenance or Defect:** This reason code should only be used if you have received specific instructions from your RE coach to delete the record due to a defect. There may be scenarios where the only option is to delete, pending the defect correction on a scheduled software maintenance.
- **Retiree Reported on RP:** You have determined that the RP20 record created is for a TRS retiree and should be reported on ER report. Delete the RP20, create an ER20 to report the information, and update your software to reflect the employee is a TRS retiree. Note: You should take this step unless you need to report final compensation and contributions that the retiree earned prior to retiring in the RP20. If this is the case, please reach out to your coach for assistance.
- **Non-Retiree Reported on ER Report:** This scenario should be used if you have an ER20 record for an employee that is not a TRS retiree. Confirm with your coach that the employee is not a TRS retiree. Once confirmed, delete the ER20 from your report and create an RP20 to report the information. Also, you will need to update your software for it to generate RP20 records going forward.
- **No Longer Employed:** For this scenario, please confirm that an ED90 was submitted for this employee prior to deleting the RP20. Once confirmed, you may delete the RP20 if it is determined that the record was generated after the final report month, and nothing further needs to be reported. If you need to report final compensation after the final report month, please reach out to your coach for further assistance before you delete the RP20.
- **Other, Please Explain:** Only use this reason code if the reason for the record being deleted does not fall under one of the other options. When selecting Other, please make sure that you are provided enough information to justify the deletion of the record.

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CONCURRENT EMPLOYMENT ERRORS

TRS understands that concurrent employment causes many errors for Reporting Employers (REs), and there are a few different ways that this information can be verified for accurate reporting.

RECEIVING ERRORS ON THE REPORT

When you are submitting your monthly reports, you may run into errors stating that there is a concurrent employment for an employee. Each of these errors is indicating that there is another employer reporting the employee in an eligible position. Please review each error carefully to determine if the employee needs to be reported as eligible.

ERROR CODES 574/532	ERROR CODE 578	ERROR CODES 577/579	ERROR CODES 575
<p>TRS Membership Flag cannot be “N” due to concurrent employment that is TRS Membership Eligible. If you feel the reported information related to this error is correct, please contact TRS.</p>	<p>This employee is being reported by another RE as being in a TRS-eligible position. TRS Membership Eligibility Flag must be Y. If you feel the reported information related to this error is correct, please contact TRS.</p>	<p>This employee may be reported by another RE as being in a TRS-eligible position. Please verify TRS membership eligibility.</p>	<p>TRS Membership Flag cannot be “N” due to concurrent employment that is TRS Membership Eligible.</p>

REVIEWING THE VIEW EMPLOYEE INFORMATION SCREEN

If you receive one or more of these errors mentioned above, then it is recommended to look up the employee on the View Employee Information Screen to determine if they are concurrently employed in an eligible position.

Employee Information

The information provided is based on the most recent data available, but may be affected by outstanding data. This data is subject to audit, adjustments and correction.

As Of Date	03/09/2022	New Member Contributions Due	No
SSN or TRS-Assigned Temp ID		New Member Days completed as of 1st of Current Month	Over 90 days
First Name		In a TRS Eligible Position	Yes
Middle Name		TRS Eligible Date Range	09/01/2021 - 08/31/2022
Last Name		Subject to Salary Cap	Yes
Suffix	NONE		
TRS Member	Yes		

[View ED Contract Info](#) | [View RP Payroll Info](#)

Callouts:

- Date that the search was completed in the portal.** (Points to As Of Date)
- Indicates if the employee has an eligible position on file as of the date of the search. This could be for any TRS-covered employer and may indicate concurrent eligible employment.** (Points to In a TRS Eligible Position)
- This field will display the date range of all eligible positions on file (at all TRS-covered employers). Please keep in mind, this will display an eligible date range if your RE currently has a TRS Eligible contract on file.** (Points to TRS Eligible Date Range)

Bottom Callout: If an employee is ineligible at your RE, please go review the ED contract information to review what has been reported. If the contract dates match the "TRS Eligible Date Range", please reach out to your RE Coach to verify if the employee has a concurrent eligible employment.

Please remember that the information that the portal provides is based on what has been reported as of that date, whether it is on the View Employee Information screen or if an error is generating. If you have an employee stating that they have terminated employment with another RE or stating that they are not employed elsewhere and you are receiving the concurrent employment error, then please reach out to your RE coach for guidance on how to report that employee.

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CONCURRENT EMPLOYMENT ERRORS *continued from page 2*

CONTACTING YOUR RE COACH



Sometimes the portal may not display everything accurately, as our system is dependent on the information that has been submitted by all employers. This means if another RE is incorrectly reporting an employee as eligible or if another RE is behind on reporting, the errors on the report or the View Employee Information Screen may have inaccurate data. If you have reviewed all the information available in the portal and are still unable to determine how an employee should be reported, please reach out to your RE coach for guidance.

RE coach contact information can be found on the summary screen of your RE page in the portal or you can send an email to reporting@trs.texas.gov for assistance. TRS is continuing to review concurrent employment and is developing ways that this information can be available to REs in the portal.

FILLING OUT THE FORM TRS 8

REs need to submit the *Notice of Final Deposit of Deceased Member* form (TRS 8) when a TRS member passes away before retirement. Complete the TRS 8 form for an employee who recently passed and who was employed within the past three school years. If the employee terminated employment more than three years ago, please contact your coach to confirm if the form is required.

The TRS 8 is mailed to the employer once TRS receives the report of death. The form is also available in the RE Portal under the Administration tab-->Certify Retirement or Deceased Member. To retain a copy for your records, print the form prior to submitting online. Make a copy of the signed form for your records and mail the original to TRS. The form must be completed by an authorized contact with signature authority.

Complete the demographic information shown in the form below, including the Last known address of Deceased Member and Name of the Employing Institution.

For the Date of Death field, please enter the date the employee passed (use today's date if the date is unknown). TRS will always use the date of death from the death certificate.

Date of Death (if known).
If you do not know the date, enter today's date.



1000 Red River Street
Austin, TX 78701-2698
(800) 223-8778
www.trs.texas.gov

Notice of Final Deposit of Deceased Member

TRS 8 (09-18)



Name of Deceased Member TRS Participant ID
Social Security Number

Last known address of Deceased Member

Name of Employing Institution

Date of Death Date employment was terminated if before date of death

If member was not employed at time of death, please state or attach affidavit stating circumstances leading to absence from service

Job Title

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FILLING OUT THE FORM TRS 8 continued from page 3

If the employee separated from your employer’s service prior to passing, enter the employee’s reason for termination in this field. If the employee was out on leave due to illness, FMLA, Leave Without Pay, or Short/Long Term Disability prior to termination, please include this information. You may include additional pages with this form if an additional explanation is needed. This information can have a significant impact on the available death benefits the member’s beneficiary will receive, so be sure to fill out this section.

Must fill out if employee was out absent from service (FMLA, Leave without Pay, etc...)

Next, enter the total number of contract days or total expected workdays that the employee was hired to perform. This would be the contract/workdays according to your school calendar, not the TRS fiscal year of Sept. 1–Aug. 31.

If the employee was employed in a year-round school, please indicate yes or no in the field provided. If yes, and the year-round school is a multi-track format, please indicate the track in the provided space.

Number of Contract Days or Total Workdays expected.

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FILLING OUT THE FORM TRS 8 continued from page 4

The salary fields are the fields that often generate the most questions for our employers. The salary fields only refer to TRS-eligible compensation. You may need to mark some salary fields as zero if an employee was in an ineligible position. For the first salary fields detailed below, please fill out these fields based on what was or will be actually paid to the employee.

Provide the final salary to be **paid** out and the contributions collected from that final salary. The final deposit month is the report month that will contain the final deposit for the employee.

When entering the Annual Salary paid for the school year in which death occurred, please enter the actual salary paid during the current TRS fiscal year (Sept. 1–Aug. 31).



1000 Red River Street
Austin, TX 78701-2698
(800) 223-8778
www.trstexas.gov

Notice of Final Deposit of Deceased Member

TRS8 (09-16)



Name of Deceased Member _____ TRS Participant ID _____
 Social Security Number _____

Last known address of Deceased Member _____

Name of Employing Institution _____

Date of Death _____ Date employment was terminated if before date of death _____

If member was not employed at time of death, please state or attach affidavit stating circumstances leading to absence from service _____

Job Title _____

Number of months/days normally worked under employment contract or agreement _____ / _____
 (Months Days)

Did member work in a year-round school? If yes and school is multi-track, which track? _____

Total amount of salary during final month \$ _____

Final TRS deposit of \$ _____ was/will be included in the _____ TRS Report

Annual salary paid for school year in which death occurred \$ _____

Final Salary amount, Final TRS contribution amount, and TRS Report Month for Final deposit.

Enter the annual salary actually paid in the school year in which the death occurred.



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FILLING OUT THE FORM TRS 8 continued from page 5

The annual compensation fields are to be filled out based on **your** school year, not the TRS fiscal year. Include the salary amount and **your** school year dates in the required fields.

Annual compensation if member had worked the remainder of school year at a normal schedule. Use your semester dates.

TRS
1000 Red River Street
Austin, TX 78701-2698
(800) 223-8778
www.trsbos.org

Notice of Final Deposit of Deceased Member

TRS 8 (09-18)

Name of Deceased Member _____ TRS Participant ID _____
Social Security Number _____

Last known address of Deceased Member _____

Name of Employing Institution _____

Date of Death _____ Date employment was terminated if before date of death _____

If member was not employed at time of death, please state or attach affidavit stating circumstances leading to absence from service _____

Job Title _____

Number of months/days normally worked under employment contract or agreement _____ (Months / Days)

Did member work in a year-round school? If yes and school is multi-track, which track? _____

Total amount of salary during final month \$ _____

Final TRS deposit of \$ _____ was/will be included in the _____ TRS Report

Annual salary paid for school year in which death occurred \$ _____

Annual compensation rate (total amount member would have received had they worked the full school year) in which death occurred, or in which last service was rendered
\$ _____ for school year beginning _____ Ending _____

For the field requiring the compensation for the prior school year, enter the salary for the school year prior to the last year of service. Enter the amount based on the school's calendar. Also include those dates in the beginning and ending date in those fields.

If this person was an hourly employee, enter the hourly rate and expected number of hours that the person would have worked.

Total Salary paid one school year prior to last service year. Use your semester dates.

Annual compensation rate (total amount member would have received had they worked the full school year) in which death occurred, or in which last service was rendered
\$ _____ for school year beginning _____ Ending _____

Annual salary paid for school year before year in which last service was rendered
\$ _____ for school year beginning _____ Ending _____

If member was an hourly employee, give the hourly rate and the number of hours the employee would have worked during school year in which the death occurred. \$ _____ per hour/ _____ number of hours

CERTIFICATION

I certify the above as true and correct and that the reported "Annual salary paid for school year in which death occurred" does not include any (1) payment for unused sick leave or vacation; (2) expense payment; (3) allowance; (4) fringe benefit; (5) drivers education courses outside the regular contract; or (6) other non-creditable compensation referenced in TRS Board of Trustees' Rule 25.21 (d).

Signature and Title of Reporting Official _____

Date _____

INSTRUCTIONS FOR REPORTING OFFICIAL

To report the death of a member of the Retirement System, complete and return this form immediately to TRS. Please inform the next of kin that the first document needed by the Retirement System is a copy of the death certificate. A surviving spouse, dependent children (under age 25), and incapacitated children may be eligible for health insurance if the member contributed to the program at the last place of employment and had 10 or more years of membership service. Ask them to contact TRS for details.

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FILLING OUT THE FORM TRS 8 continued from page 6

The TRS 8 must be completed and signed by someone who is listed in the RE Portal with signature authority. If this form is signed by someone else, it will delay the processing of the claim and the receipt of benefits by the employee's beneficiary. If you are not certain who has signature authority, please reach out to your TRS Web Administrator for assistance.

Annual compensation rate (total amount member would have received had they worked the full school year) in which death occurred, or in which last service was rendered
\$ _____ for school year beginning _____ Ending _____

Annual salary paid for school year before year in which last service was rendered
\$ _____ for school year beginning _____ Ending _____

If member was an hourly employee, give the hourly rate and the number of hours the employee would have worked during school year in which the death occurred. \$ _____ per hour/ _____ number of hours

CERTIFICATION

I certify the above as true and correct and that the reported "Annual salary paid for school year in which death occurred" does not include any (1) payment for unused sick leave or vacation; (2) expense payment; (3) allowance; (4) fringe benefit; (5) drivers education courses outside the regular contract; or (6) other non-creditable compensation referenced in TRS Board of Trustees' Rule 25.21 (d).

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Must be signed by
someone with signature
authority

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