

# UPDATE

## NAVIGATE YOUR LIFE EVENTS WITH NEW EMPLOYER TOOLKIT

TRS members experience various personal and career changes in life. To help guide Reporting Employers (REs) and members through these changes, as they relate to TRS, we've developed an [Employer Toolkit](#). The online toolkit provides many helpful links and resources to inform and guide you through any necessary actions. It brings all the information together at your fingertips based on a particular career or personal life event.

The toolkit consists of two categories: [Personal Events](#) and [Career Events](#). Each category has a list of events members may experience over the course of their membership. To access information about a specific event, click on the title and additional resources will appear on the screen.

We hope you and your employees find this new resource valuable as you navigate and discover information about your TRS member benefits.

## SPRING 2022 VIRTUAL TRAINING SESSIONS

TRS is offering the following virtual training sessions for reporting personnel this spring:

SPRING 2022 VIRTUAL TRAINING SCHEDULE		
Feb. 15	Intro to TRS for Non-Higher Ed	9 a.m.–4 p.m.
March 8	HR Training for Non-Higher Ed	9 a.m.–12 p.m.
March 22	Intro to TRS Higher Ed	9 a.m.–4 p.m.
April 12	HR Training for Higher Ed	9 a.m.–12 p.m.
April 21	Employer Reporting Refresher	9 a.m.–12 p.m.
May 17	RE Ledger Training (all RE types)	9 a.m.–11 a.m.

Each attendee must register individually on the [RE Portal Training page](#). This will ensure that you receive the link to access the web session as well as a copy of the materials being covered.

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## PENALTY FEE GRACE PERIOD STILL ONE MONTH

TRS has decided to continue the one-month grace period for the completion of TRS reports for the remainder of FY 2022. This decision was made based on report completion data, feedback from you and your RE coaches. We will carefully monitor your feedback and report completion data throughout the remainder of the year.

Below is the schedule for the remainder of the 2021-22 fiscal year.

Report Month	Regular Payroll Report and TEXNET Due Date	Regular Payroll Report Grace Period Deadline	Employment after Retirement Report and TEXNET Due Date	Employment after Retirement Report Grace Period Deadline
January 2022	Feb. 4, 2022	March 4, 2022	Feb. 10, 2022	March 10, 2022
February 2022	March 4, 2022	April 6, 2022	March 10, 2022	April 8, 2022
March 2022	April 6, 2022	May 6, 2022	April 8, 2022	May 10, 2022
April 2022	May 6, 2022	June 6, 2022	May 10, 2022	June 10, 2022
May 2022	June 6, 2022	July 6, 2022	June 10, 2022	July 8, 2022
June 2022	July 6, 2022	Aug. 5, 2022	July 8, 2022	Aug. 10, 2022
July 2022	Aug. 5, 2022	Sept. 6, 2022	Aug. 10, 2022	Sept. 6, 2022
August 2022	Sept. 6, 2022	Oct. 6, 2022	Sept. 6, 2022	Oct. 10, 2022

The grace period does not change the due dates of reports or TEXNET deposits. It gives you additional time to resolve errors and bring reports to a complete status. The grace period does not apply to the TEXNET deposits. The TEXNET should be submitted by the due date set by the legislature.

## FORMS FOR REPORTING TERMINATIONS TO TRS

Employees can terminate their positions for a variety of reasons (resignation, retirement or death). In each case, an ED90 must be submitted to close their employment on the TRS system.

Please submit ED90s in the month that the employee is receiving their final compensation. It is extremely important that the "Final Report Month" be accurate, as TRS processes could be delayed due to inaccurate reporting. Submitting an ED90 too soon or incorrectly may result in errors in reporting their final compensation. If you have submitted an ED90 and realize the wrong Final Report Month was entered, then you can submit a new ED90 with the updated information which will override the first ED90 information.

Termination Reason:	Required Forms:	Reporting Requirements:
Termination/Resignation	<i>Forms are not required for this type of termination</i>	<b>ED90</b> (must be submitted in month employee is receiving final compensation)
Due to Retirement	<a href="#">TRS7 – Notice of Final Deposit Before Retirement</a>	
Due to Death	<a href="#">TRS8 – Notice of Final Deposit of Deceased Member</a>	

While ED90 records are required for every employee who completely terminates all employment, the Final Report Month field is not required for all employees. The Final Report Month field is required if a member ever held an eligible position with the RE, in which case the RE would list the month the member received his or her final TRS-eligible pay with TRS contributions withheld. However, if the employee has never worked in an eligible position, the Final Report Month for TRS Contributions is not required on the ED90. If the Final Report Month field is reported on the ED90 Termination record for an employee who has never been eligible for TRS contributions, the system will accept the information but will generate a warning message.

If any errors are received when entering the termination information on the ED90, please reach out to your RE Coach for assistance.

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## TRS COACH SUPPORT

Each RE is assigned an RE coach to assist with their TRS reporting. The coaches are currently assigned an average of 111 REs each and assist with a wide variety of tasks, including questions related to TRS laws and rules, technical support for the RE Portal and reporting corrections.

The coaches work diligently to assist employers in a timely manner, and we can provide the best support possible through a partnership with you. To help achieve the best service please keep the following information in mind when requesting support.

### TRS Office Hours

- Office hours 8 a.m. to 5 p.m., Monday through Friday
- Any requests for assistance (questions, overrides etc.) received after 4 p.m. are considered received the next business day.

### TRS Validation Runs

- The RE Portal validations are scheduled to run on the hour and 1/2 hour from 6 a.m.–6 p.m.
  - Example: 6 a.m., 6:30 a.m., 7 a.m.
  - Any information entered after 6 p.m. will not validate until the following morning
- Validation run processing times can take longer the week of the report due dates.
- The portal is unavailable each day from approximately 7 p.m. until 10 p.m.

### Coach Response Times

RE coaches are expected to respond to all correspondence within **two business days**. Please keep this in mind as this pertains to all requests, including:

- Voicemails
- Emails
- Overrides/Transfers
- Phone calls/Meeting requests

All correspondence, including emails, calls, overrides, voicemails and transfers are worked in the order received. If you have not received a response, please allow your coach up to the two business days to respond before sending a follow up. If you do not receive a response within the two business days, forward the original request to [Reporting@trs.texas.gov](mailto:Reporting@trs.texas.gov) and make sure to include your four digit RE number.

### Sending Emails to your RE Coach

Emailing your coach can be the most efficient way of communicating and resolving errors on your reports. Below are some tips provided by the RE coaches to help reduce our response times and allow the coaches to address as many issues at once:

- If needing assistance with multiple errors or issues, compile all information into one email when possible.
- Provide clear, detailed information about the error or issue.
- Include your four digit RE number on all correspondence.
- REs with multiple contacts responsible for reporting:
  - Try to limit those sending an email to the RE coach to only one contact.
  - Make sure the other contacts are copied on any emails with the coach to minimize duplicate emails.

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## ALL TRS-ACTIVECARE REGIONAL RATING RESOURCES AVAILABLE

In December, TRS conducted meetings about regionally rating TRS-ActiveCare to education leadership across the state. All presentation materials and resources are now available on TRS' website for your review.

We understand this is a major decision for employers. We hope these resources are helpful in your decision-making process. Now that we've entered a new calendar year, all employers have until Dec. 31, 2022 to decide if they would like to leave or join TRS-ActiveCare for the 2023-24 plan year.

### Resources

All resources are available on the [Your Future, Your Way online hub](#). The latest materials to be added include:

- Introduction to [Regional Rating webinar recording](#)
- Introduction to [Regional Rating presentation slide deck](#)
- Video explaining [how regional rates will be set](#)

We encourage you to share the online hub and resources with any stakeholders who have questions about the process.

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## WATCH AND LEARN: TRS MEMBER EDUCATION VIDEO SERIES

Learn all about your TRS pension benefits by watching our [Member Education Videos](#)! Help us spread the word about the series by downloading a [poster](#) from our website and displaying it at your school.