

UPDATE

TRS BOARD APPROVES PLAN TO SAVE ON LONG-TERM OPERATIONS COSTS, LEAVE DOWNTOWN AUSTIN

The TRS Board of Trustees voted unanimously to approve the agency's headquarters relocation plan at its regular meeting Sept. 16-17. The plan would move TRS into a more efficient space outside of downtown Austin to better serve members and is projected to save the pension trust fund an estimated \$15 million over the next 20 years.

Along with creating a new capital asset for the pension trust fund, the property purchase would avoid expensive maintenance projects at TRS' current Red River headquarters. Further, the purchase will have no impact on the actuarial health of the pension trust fund.

The project involves moving TRS' current headquarters to the Mueller Business District, north of downtown Austin. The move would reunite the investments team, now leasing offices downtown, with the rest of the agency into one campus owned by TRS and its members. It would also eliminate the need for future office leases to address space constraints.

The board first approved talks with developer finalists in a public meeting in December 2019. The process was temporarily halted in spring of 2020 due to uncertainties around the COVID-19 pandemic. The board approved resumption of negotiations in September 2020.

The plan is considered a generational solution for the pension trust fund and factors in the sale of the agency's current 47-year-old campus located in downtown Austin's Red River Cultural District and close to the Dell Seton Medical Center at the University of Texas at Austin.

TRS staff are expected to sign a Purchase Sale Agreement later this month for the so-called Alpha Bravo buildings in the Mueller Business District. It is estimated that TRS personnel could begin occupying the new space by 2023. Go to our [website](#) for more information.

ANNUAL RECERTIFICATION FOR RE PORTAL CONTACTS

Annually, TRS requires Reporting Employer (RE) Portal users to review and acknowledge terms to continue to access TRS reporting information. After an RE Portal User's account is set up in the portal, this Annual Recertification Agreement process occurs once a year.

You will be notified starting seven calendar days before the certification end date. If you are a contact for multiple employers, you must complete the certification separately for each employer.

In order to retain your access, the recertification must be completed before the seven-day certification period expires. Failure to complete the recertification will result in the account becoming frozen. A frozen account may only be unfrozen by an authorized TRS coach. Upon unfreezing the user's account, the user will be required to complete the Annual Recertification Agreement before accessing the RE Portal.

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ANNUAL RECERTIFICATION FOR RE PORTAL CONTACTS *continued from page 1*

To Recertify Your Web Account

1. Log into the portal.

If the login date is within seven days before the certification end date, the Annual Recertification Agreement screen appears.

Annual Recertification Agreement

You have been identified by your employer as requiring access to the TRS Reporting Entity Portal in order for your employer to submit employer reports and contributions to TRS. Access to the TRS Reporting Entity Portal provides you with access to confidential TRS participant information and TRS requires that you acknowledge and agree to the following terms before providing you with a User ID and Password and/or continued access to the TRS Reporting Entity Portal:

- ☐ I agree to maintain the integrity of TRS Reporting Entity Portal by using appropriate safeguards to ensure the security and proper use of my User ID and Password and to maintain the confidentiality of my Password.
- ☐ I understand and agree that I am responsible for all actions and/or access to the TRS Reporting Entity Portal made with the User ID and Password that is assigned to me and/or that I create after accessing the portal.
- ☐ I agree to protect and maintain the confidentiality of the data that I access using the TRS Reporting Entity Portal without regard to whether the same or similar information in my employer's records is subject to disclosure under the Public Information Act.
- ☐ I agree that I will not share or disclose confidential information obtained through the TRS Reporting Entity Portal with others who are not authorized to view such data.
- ☐ I agree to access the TRS Reporting Entity Portal only for the purpose of conducting official business with TRS and will access the portal only when doing so is necessary for me to conduct TRS business.
- ☐ I agree not to use the TRS Reporting Entity Portal or the information I obtain using the portal for my personal or financial gain or the personal or financial gain of any third party.
- ☐ I agree to notify TRS and the TRS web administrator for my employer if I know or have reason to believe that the security of access to the TRS Reporting Entity Portal has been breached and/or that confidential participant information obtained using the portal has been disclosed in violation of this agreement and/or in violation of law.

By clicking the "I Agree" button I acknowledge that I have read this agreement and accept all of the terms of the Agreement.

I Agree

Annual Recertification Agreement Screen

2. Read each statement and check the box next to it.

Click **I Agree**.

The certification agreement is saved.

The RE Portal Home Page appears.

Note: If TRS has sent messages inside the RE Portal to your employer that you have not yet acknowledged, the Web Messages screen appears. You must acknowledge the messages before proceeding.

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PROTECTING MEMBERS' PERSONAL IDENTIFYING INFORMATION (PII)

TRS and Reporting Employers (REs) have a shared responsibility to protect our members' Personal Identifying Information (PII).

PII includes but is not limited to the following: first name or first initial and last name in combination with one or more of the following data elements, social security number, date and place of birth, mother's maiden name, driver's license number, state identification card number, passport number, financial account number, or other unique identifying number, characteristic, or code.

PII also includes any other information that TRS determines could be used to identify an individual, including data derived from records of individual TRS participants.

If your RE is required to transmit documentation containing member PII to TRS for the purpose of updating a demographic record, you are required to send the information in a secured format. TRS reporting coaches can send employers a link which will enable them to send documents to TRS in a secured reply.

Please do not send member PII to TRS unless it is requested by your coach and you have access to a secure delivery method provided by either TRS or your employers' IT department. This includes screenshots of RE Portal screens. If a record will not save due to an error on the record, and an RE coach requests a screenshot, please send in a secure format or request a secure link from your coach.

TIPS:

- Do not send any PII to TRS unless requested by your coach in a secure format.
- When emailing your coach, use directional language instead of emailing RE Portal screenshots containing PII. For example, "I need assistance with a suspended record on my September Regular Payroll (RP) Report for J Smith."
- Limit the use of secure email only to messages containing PII, which have been requested by your coach.

RP-ADJUSTMENT REFRESHER

The purpose of the RP25 records are to adjust a previous month's compensation, time worked and/or contribution. You should submit an RP25 record to add, edit or delete previously reported data. RP25s can be added on a current month report or can be added on a separate RP-Adjustment file. Below are scenarios of when an RP25 adjustment may be needed:

Scenario 1 (Add): No data was reported in a previous report month for the employee's position.

An RE submitted the August RP report but did not include the time worked for an employee who started work on 8/16/2021, but did not get paid until September 2021. Once the RE receives the time worked for August, they would need to submit an RP25 for August 2021 to report the time worked.

Scenario 2 (Edit): Originally posted data needs to be revised. This is a 'Net' difference adjustment.

An employee was originally reported as working 12 days in September but should have been reported as working 22 days. The RE would need to submit an RP25 with a positive 10 days to increase the net days worked to 22 days. If the employee was originally reported with 20 days and should have only been reported with 15 days, then a negative adjustment of -5 days will be needed so that the net total is equal to 15 days.

Scenario 3 (Delete): Original information should not have been reported or contract corrections are needed.

An employee switches from an ineligible to an eligible position as of 7/1/2021. The RE reports compensation and time worked in July but no contract change is done, so this transaction is linked to the ineligible contract. The RE will need to submit an RP25 record to delete the July 2021 transaction so that the ineligible position can be ended and the new eligible contract can be added. Once the contracts have been corrected, then the RE will need to add an RP25.

If your RE is needing to submit an RP25 to report additional salary and contributions, whether it is on the current month's report or on a separate RP-Adjustment file, please refer to the [Penalty Interest](#) page on the TRS website to review how penalty interest is applied for each report.

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TRS REPORT GRACE PERIOD FOR FY 2022

As we continue to evaluate the impact of legislation regarding the TRS reporting process, TRS leadership has made the decision to continue the one-month reporting grace period through the January 2022 report period. Beginning with the **February 2022** report period, the grace period will be shortened to a **14-day** penalty fee grace period. This is effective for both Regular Payroll (RP) and Employment After Retirement (ER) reports.

The January 2022 RP report file, due Feb. 4th, will have until March 4th to reach complete status. The February 2022 RP report file, due March 4th, will have until March 18th to reach complete status to avoid receiving penalty fees.

Beginning with FY 2023, the penalty fee grace period will not be extended. The reports must be complete by the respective report due dates to avoid penalty fees. This will be in effect with the September 2022 reports. TRS will continue to prioritize defects that impact reporting and address as many as possible before FY 2023.

Below is the report due date and penalty fee grace period deadline schedule for FY 2022. Additional information on how penalty fees accrue can be found on our [Penalty Fee](#) webpage.

Report Month	Regular Payroll Report and TEXNET Due Date	Regular Payroll Grace Period Deadline	Employment after Retirement Report and TEXNET Due Date	Employment after Retirement Grace Period Deadline
September 2021	Oct. 6, 2021	Nov. 5, 2021	Oct. 8, 2021	Nov. 10, 2021
October 2021	Nov. 5, 2021	Dec. 6, 2021	Nov. 10, 2021	Dec. 10, 2021
November 2021	Dec. 6, 2021	Jan. 6, 2022	Dec. 10, 2021	Jan. 10, 2022
December 2021	Jan. 6, 2022	Feb. 4, 2022	Jan. 10, 2022	Feb. 10, 2022
January 2022	Feb. 4, 2022	March 4, 2022	Feb. 10, 2022	March 10, 2022
February 2022	March 4, 2022	March 18, 2022	March 10, 2022	March 24, 2022
March 2022	April 6, 2022	April 20, 2022	April 8, 2022	April 22, 2022
April 2022	May 6, 2022	May 20, 2022	May 10, 2022	May 24, 2022
May 2022	June 6, 2022	June 20, 2022	June 10, 2022	June 24, 2022
June 2022	July 6, 2022	July 20, 2022	July 8, 2022	July 22, 2022
July 2022	Aug. 5, 2022	Aug. 19, 2022	Aug. 10, 2022	Aug. 24, 2022
August 2022	Sept. 6, 2022	Sept. 20, 2022	Sept. 6, 2022	Sept. 20, 2022

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INFORMATION ABOUT THE FUTURE OF TRS-ACTIVECARE

With the passage of Senate Bill 1444 ([SB 1444](#)), education employers have more choices about employee health benefit options. As we work to implement this new legislation, we want to ensure that TRS-ActiveCare continues to offer competitive, reliable employee health benefits. As part of that effort, TRS recently held virtual events to discuss the legislation and future of TRS-ActiveCare with district leaders. If a leader from your district was not able to attend, you can still access materials and the recording of TRS' presentation. This included topics like:

- The future of TRS-ActiveCare
- Partnering with us to shape the future of TRS-ActiveCare
- The process for [joining or leaving TRS-ActiveCare](#)
- How to [request claims data](#) when researching your health care options

To access the presentation slides and learn how your district can get involved, visit <https://www.trs.texas.gov/Pages/healthcare-your-way.aspx>. Later this month, TRS will survey employers through the RE portal about their plans regarding TRS-ActiveCare. Employers will be asked to complete a survey in the portal telling TRS if they plan to stay in, join, leave, stay out of TRS-ActiveCare for the 2022-23 plan year.

REs that currently participate in TRS-ActiveCare are not required to remain in TRS-ActiveCare for five years and if they do remain in TRS-ActiveCare next year, they can still decide to leave in future years.

This will be a rolling process. You'll always have the option to evaluate your options and make changes for the next plan year later.

While we're asking all employers to complete our survey, only employers that decide to join or leave TRS-ActiveCare are required to submit a formal notice to TRS by Dec. 31 for an effective date Sept. 1 of next year.

For more information about the implementation of SB 1444, visit <https://www.trs.texas.gov/Pages/healthcare-your-way.aspx>.

NEW TRS-ACTIVECARE PLAN YEAR IN EFFECT AS OF SEPT. 1, 2021

On Sept. 1, the new TRS-ActiveCare plan year took effect. Employees who made no plan changes will not receive new ID cards. Employees who made changes but didn't receive an ID card by Sept. 1 can access it through the [Blue Access for MembersSM](#) portal or Blue Cross and Blue Shield of Texas (BCBSTX) app.

There were no benefit changes to TRS-ActiveCare Primary or Primary+. TRS-ActiveCare HD had changes that can be reviewed in the [Summary of Benefits and Coverage](#).

For any questions about coverage, employees can contact a BCBSTX Personal Health Guide (PHG), 24 hours a day, 7 days a week. PHGs can assist with:

- Claims and benefits questions
- Cost estimates
- Finding in-network providers
- Medical and prescription drug benefits
- Prior authorizations
- Scheduling appointments
- Transitioning care and more

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NEW TRS-ACTIVECARE PLAN YEAR IN EFFECT AS OF SEPT. 1, 2021 *continued from page 5*

Let's Be Healthier Together

Staying healthy is the easiest way to avoid medical bills, and we can help you do just that. TRS-ActiveCare has many add-on benefits at no extra cost. Programs like:

- \$0 one-on-one wellness coaching
- Gym memberships starting as low as \$19/month
- Nutrition and weight loss programs
- Pregnancy and family planning support

Learn more about these programs and more on [BCBSTX's website](#).

TRS-CARE INFORMATION SESSIONS THIS FALL FOR RETIRING EMPLOYEES

This fall, TRS will host information sessions about the upcoming 2022 TRS-Care plan year. If your district has employees considering retirement in the next year, these sessions will explain what their new health benefits will be.

If your employee will be Medicare-eligible upon retirement, they can also attend a TRS-Care Medicare & You webinar. This webinar goes over the enrollment process and available benefits.

Visit our [health care events page](#) to see the list of upcoming meetings and available materials.

WATCH & 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.