

UPDATE

CRITICAL TIP FOR REPORTING TIME WORKED

The start of the new fiscal year is an opportunity to review Reporting Employer (RE) processes and ensure that your data is being reported correctly. The most common error that we encounter relates to how REs submit time worked on their monthly reports.

Non TRS-Retirees

For all active employees, time worked reported on your monthly Regular Payroll (RP) report must reflect the actual work performed in the report month and should not be based on the compensation paid in the report month. To clarify, if an employee works in the month of August but does not receive compensation for that time until September, your August RP20 would still need to report the actual time worked in August. On your September RP20, you would report the total amount of time worked in September along with the compensation that was paid to the employee in September.

Incorrectly reporting the time worked can prevent a TRS member from earning a creditable year of service with TRS.

TRS Retirees

The same expectation is required when reporting time for all TRS retirees. Your monthly Employment After Retirement (ER) record should reflect the total amount of time the retiree worked within that month and should not be based on the compensation they are receiving in the report month.

TRS will gather the information that is reported each month to determine whether employer surcharges are due. Therefore, it's important your employer is **only reporting actual time worked or paid leave within the report month**. In reporting this information incorrectly, an employer could potentially overreport surcharges as well as possibly affect a retiree's annuity payment.

FYI – LETTER TO TRS RETIREES AFTER BEING REPORTED FOR THE FIRST TIME IN A NEW FISCAL YEAR

After a TRS retiree is reported by an employer on an ER report for the first report month in a new fiscal year, TRS will send out an informational letter to that retiree. This letter will notify the retiree of a couple of key items.

First, the letter will detail the name of the employer and list the employment type the retiree was reported under for the first report month in the new year. This allows retirees to review the reported employment information for the first month and reach out to their employer if they notice any discrepancies between the reported employment information and their expected work agreement with their employer.

Most importantly, the letter provides a brief reminder to retirees outlining Employment After Retirement laws and rules, along with a reminder that there may be limits on the number of hours they may be able to work without impacting their monthly TRS annuity.

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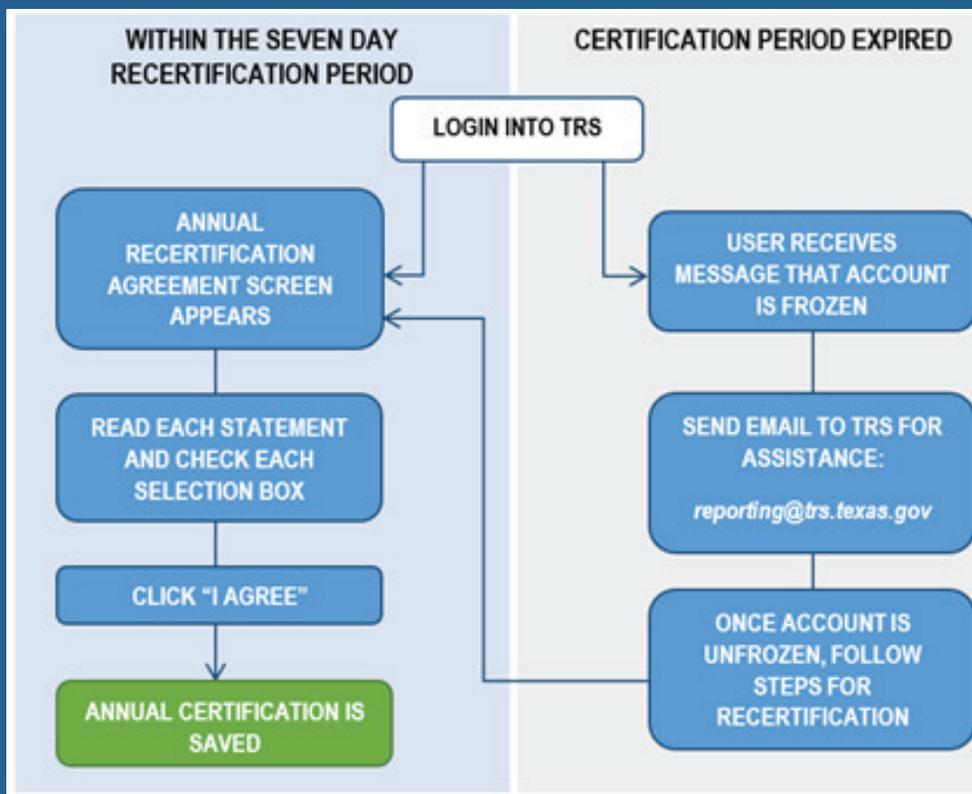
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REMINDER: ANNUAL RECERTIFICATION FOR RE PORTAL CONTACTS

TRS annually requires RE Portal users to review and acknowledge the portal terms to continue to access TRS reporting information. After an RE Portal user's account is established, this [Annual Recertification Agreement](#) process occurs once a year.

TRS sends out automated notifications starting seven calendar days before the "Certification End Date" listed on the user's contact profile. If you are a contact for multiple employers, you must complete the certification separately for each employer. Access can be recovered by completing the recertification before the seven-day certification period expires.

Failure to complete the recertification will result in the account becoming frozen for security purposes. A frozen account may only be unfrozen by an authorized TRS coach. Upon unfreezing the user's account, the user will be prompted to complete the Annual Recertification Agreement before accessing the RE Portal.



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 to the RE summary page.

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TRS-CARE HEALTH FAIRS FOR EMPLOYEES RETIRING SOON

If you have employees who are retiring soon and would like to learn about TRS' health plans for retired educators, we encourage them to attend a TRS-Care Health Fair this fall.

The vendors for both TRS-Care Standard and TRS-Care Medicare will be in attendance. There will be opportunities to speak with representatives from TRS, Blue Cross and Blue Shield of Texas, UnitedHealthcare, SilverScript and CVS Caremark.

Future retirees can learn about the ins-and-outs of the plans and the health and wellness benefits offered to them.

For a list of dates and times, visit https://www.trs.texas.gov/Pages/healthcare_benefits_events.aspx.

CONNECT WITH US THROUGH *MYTRS*

As the new school year gets underway, we want to take a moment to remind you about the new *MyTRS* portal that is available to TRS members. Please share this informative news with your employees.

For Employees:

MyTRS is the online access portion of the TRS website. The launch of the new portal in April brought several enhancements and self-service options. Whether you want to plan for retirement or keep track of your personal account, *MyTRS* is a helpful resource for all members!

If you have not already done so, we encourage you to create your new account. The registration process only takes a moment. We've also created a helpful step-by-step video; watch it [here!](#)

Once you've established your account, you will have your information and many self-service options right at your fingertips. Some features you have access to include:

Active Members

- Find a summary of your TRS member account
- Access planning tools (benefit calculator, request an estimate, schedule appointments, generate account balance form)
- Apply for retirement
- Manage your account (update personal information, secure messaging, document center, update preferred method of communication)
- Share your session with co-browsing so that you and a TRS counselor can review your information on screen together
- [And more!](#)

Retirees

- Find a summary of your TRS member account
- Schedule appointments
- See payment information (tax withholding calculator; the ability to view, estimate and change tax withholding; request verification of monthly payments)
- Manage your account (update personal information, secure messaging, document center, update preferred method of communication)
- Share your session with co-browsing so that you and a TRS counselor can review your information on screen together
- [And more!](#)

Future enhancements to look forward to include the ability to access and update your beneficiary information. Stay tuned!

A friendly reminder: If you had a *MyTRS* account prior to the launch, the first time you visit the new *MyTRS*, you must create a new username and password. This is due to the latest security measures in place to ensure your information remains private and better protected than ever before. For more information on the enhanced security measures, please read the "[Protecting Member *MyTRS* Accounts with Multi-Factor Authentication \(MFA\)](#)" article in the [June 2022 Update](#).

Of important note: A new employee will not be able to register for *MyTRS* until after their first contribution is reported to TRS.

Continue to visit the [Welcome to *MyTRS* webpage](#) as more information becomes available. Thank you for using *MyTRS*!

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NOMINATION PROCESS UNDERWAY IN 2023 TRS TRUSTEES ELECTION

The nominations process is underway for the Retiree and At-Large positions in the 2023 TRS Board Election. Know someone who'd make a great trustee? Maybe it's you!

An eligible member for the **At-Large position** is a retiree who is receiving benefits from the system, a higher education employee, or a current employee of a public school district, charter school, or regional education service center. An eligible member for the **Retiree position** is a former member who is retired and currently receiving benefits.

Active members are eligible to nominate candidates for the At-Large position. Retired members are eligible to nominate candidates for the At-Large and Retiree positions. Retirees may only run for either the At-Large or Retiree Positions, but not both positions for this election.

TRS is offering two ways in which a nominee may collect the required 250 signatures of eligible members for nomination:

- A nominee may collect the 250 signatures *electronically* by declaring their interest to be a nominee to the [Secretary to the Board of Trustees](#). Once the member's eligibility is validated, the member's name will be posted on the [nomination site](#) where the nominee may direct eligible members to sign the nominee's electronic petition. For an electronic petition, the nominee does not need to submit anything further to TRS, but must have 250 eligible member signatures by Jan. 25, 2023, to be considered a candidate.
- Nominees may also collect 250 signatures of eligible members with paper petitions, which are also due at TRS no later than Jan. 25, 2023. A member may download the [Retiree Petition \(pdf\)](#) or [At-Large Petition \(pdf\)](#). If a member does not have access to a printer, the member may contact the [Secretary to the Board of Trustees](#) to have a petition mailed to them.

Voting in the election will take place between March and May of 2023. Both terms begin as early as Sept. 1, 2023, and end Aug. 31, 2029.

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.