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update

TEACHER RETIREMENT SYSTEM OF TEXAS

Reporting Entity Portal maintenance in progress

Beginning Friday, March 3, 2017, the Reporting Entity (RE) Portal certification environment will be temporarily taken down while the environment is being updated. The updated environment will address some issues found in certification, include more current data and will include functionality that was not previously available.

Another significant change that will be present in the updated certification environment is a two-step authentication process for added security. When a user logs into the RE Portal, an email with a security code will be emailed to him/her. That code will need to be entered into the login screen before the user can access any further RE information. The designated security code will be valid for 30 minutes from the time the email is sent. At that time, the user has the option to select a box instructing the RE Portal to remember the entered security code. This will allow the user to log in and out for eight hours without requesting another security code. The added security and other enhanced functionality will be present when the certification environment is reactivated. TRS expects the RE portal to be accessible again in late March.

Due to the updates, all records and reports submitted prior to March 3 are being deleted. Therefore, if your RE has not completed the certification process by March 3, all information previously submitted will be lost and the RE will need to start the certification process over once the new environment is available. Please keep in mind that the certification process is a multi-day process. If you need assistance, please contact your TRAQS coach.

REs who have completed the certification process do not need to certify again in the updated environment. However, TRS recommends that you continue practicing in the RE Portal, by submitting files that contain full payroll information, in preparation for the new reporting system that is expected to launch in September 2017.

More information will be provided about new features as we get closer to September; however, in the meantime, we encourage you to explore!

ORP participant information requested of higher education reporting entities

As a friendly reminder, TRS has been undertaking a modernization effort of its pension line of business system, better known as the TRS Enterprise Application Modernization (TEAM) Program. The TEAM Program includes the new RE Portal, which is a new web interface for employee data and payroll reporting. This system is scheduled to replace the current TRAQS reporting system in September 2017.

TRS will be collecting information about all employees (i.e., TRS members and non-members) in the new system, which means employees who participate in the Optional Retirement Program (ORP) will also be included on the monthly TRS reports. In preparation for data migration from our legacy systems to the new pension line of business system, TRS is requesting information on higher education employees who have elected and are participating in the ORP. When providing the ORP information, please include current employees who elected ORP in the past, but are no longer enrolled in ORP. This may include any ORP retirees who are still working for your institution. **It is essential that TRS receives this information by March 10, 2017** to ensure a successful transition from TRAQS to the RE Portal.

For confidentiality purposes, we have set up a Secure File Transfer Protocol (SFTP) site so that each higher education reporting entity is able to upload this information to TRS. The Payroll Contact at each higher education entity should have received three emails from TRS in late January. The first email contained a spreadsheet with the format in which the ORP information should be sent to TRS. The second email included instructions on how to upload the completed spreadsheet securely through the SFTP site. Finally, the third email provided the contact with a user name and password to access the SFTP site.

Thank you for your assistance in this endeavor as we work together toward a common goal of having a successful launch to this new reporting system.

Reminders about reporting employment after retirement

Each report month, all REs are required to submit information to TRS regarding any work performed for the RE by a TRS retiree during that calendar month. For example, the January 2017 Employment after Retirement (ER) report informs TRS of the amount of time and in what capacity a TRS retiree worked in the calendar month of January.

The information reported on the ER report is not based on the RE's pay periods, the retiree's schedule or when the retiree is paid for the work performed. It is strictly based on the actual number of hours or days the retiree worked or was on paid leave during the calendar month. If a retiree works or is on paid leave in December, but is paid for that time in January, the time must be included on the December ER report, not the January ER report. This means that, in most cases, the ER report cannot be submitted to TRS until the end of the calendar month in which the work was performed or the beginning of the next month.

Currently, REs are required only to report detailed information on retirees who retired after Jan. 1, 2011. Actual hours worked in a calendar month are only required for those who are working half-time or less. Days worked are only required for disability retirees as well as retirees who combine substitute and half time or less work in the same calendar month. As we move toward the implementation of the RE Portal in September 2017, please keep in mind that actual hours AND days worked will be required for every retiree. Cultivating correct reporting habits now will help make the transition smoother.