



Additional information on the community/junior college report

The community/junior colleges report (CJ report) was initiated in September 2013 in response to the enactment of Section 825.4071 of the Government Code. Community/junior colleges are required to pay the state contribution (currently 6.8 percent) on 50 percent of salaries paid to TRS eligible instructional or administrative employees and on 100 percent of salaries paid to all other members. Payments made in compliance with this statute are reported and collected via the CJ report, which is due each month.

Section 825.404(a-1)(1) of the Government Code provides that the 50 percent contribution applies to employees who are otherwise eligible for TRS membership and are instructional and administrative employees whose salaries may be fully paid from funds appropriated under the general appropriations act (qualifying employees) regardless of whether such salaries are actually paid from appropriated funds. Subsection (b-1) provides that the “number of qualifying employees ... whose compensation may be included ... in each biennium may not be adjusted in a proportion greater than the change in student enrollment at each college during the reporting period except that a college that experiences a decline in student enrollment may petition the Legislative Budget Board (LBB) to maintain the number of eligible employees up to 98 percent of the level of the prior biennium.” If the employer is not authorized to adjust the number of qualifying employees, the reporting entity (RE) must pay 100 percent of the state’s contribution for those additional employees.

If a RE receives a waiver from the LBB for an enrollment decline, the entity is expected to reflect that waiver in its CJ report. There will be no “settle up” with TRS at the end of the year if the RE receives the waiver after employer contributions have been made. REs are expected to make any corrections through TRAQS and are subject to compliance audits.

If student enrollment were to change, then the number of qualifying employees may not be adjusted in a proportion greater than the change in student enrollment.

The key to remember is that the number of qualifying employees that a district can report for employer contribution on 50 percent of salary is affected by student enrollment. It is the number of qualifying employees that must be adjusted, not the contribution rate.

The contribution rate for the CJ report is equal to the state contribution rate (6.8 percent), whether that contribution is on 50 percent of the member’s salary or 100 percent of the member’s salary. The CJ contribution is not to be calculated as 3.4 percent on 100 percent, but as 6.8 percent on 50 percent of these members’ salary.

Results of reporting entity portal certification

As of the Dec. 31 deadline, 1,068 REs completed the certification process and may now submit reports using the Reporting Entity Portal. REs who have completed the certification process are encouraged to continue submitting files through the RE Portal to keep practicing and becoming as familiar as possible with the reporting system. From time to time we will release updates and improvements to the certification environment to make the experience as close to the ‘live’ environment as possible.

There were 253 REs who did not complete the certification process by the deadline. TRS asks those REs to please do so as quickly as possible. In the near future, TRS will explore refreshing the database that is used to verify

reports. We are unable to do so at this time because refreshing the database will erase all the files currently in progress and REs who have not completed the certification process would have to start over from the beginning.

For those REs who have not begun the certification process, immediate attention is needed to comply with this mandatory requirement. If you need assistance, please contact your reporting coach immediately.