

TEACHER RETIREMENT SYSTEM of TEXAS

UPDATE

UPCOMING TRAINING OPPORTUNITIES TO BE HELD AT TRS HEADQUARTERS IN AUSTIN

TRS will be holding two, separate training opportunities this fall:

1. The first session is specifically geared toward higher education reporting requirements and the unique situations that higher education entities face.
2. The second session will help individuals who are new to TRS reporting gain a better understanding of TRS' laws and rules as well as the reporting process.

Training Session #1: Higher Education Reporting Entities

Higher education entities only are invited to attend a day-long training session to discuss topics specifically related to higher education.

- **When: Tuesday, Oct. 23, 2018**
- **Topics include, but are not limited to:**
 - Proportionality
 - Community/Junior College contribution
 - Eligibility rules for adjuncts
 - Online courses
 - Employment after retirement
 - And more

Attendees at this training will have the opportunity to sign up for a one-hour, one-on-one session with a reporting coach that will be held on the following day, Wednesday, Oct. 24, 2018. This will give attendees the opportunity to discuss reporting issues they are experiencing at their individual RE. Attendance at the Tuesday training is required in order to sign up for a one-on-one session.

Training Session #2: Introduction to TRS Reporting

We will host a full day of training for those who are relatively new to TRS reporting. If you have been involved with TRS reporting for two years or less, this training is for you.

- **When: Tuesday, Nov. 13, 2018**
- **Topics include, but are not limited to:**
 - Functionality of the RE Portal
 - Membership eligibility
 - Creditable compensation
 - Required employer contributions
 - Employment after retirement
 - And more

Attendees at this training will have the opportunity to sign up for a one-hour, one-on-one session with a reporting coach that will be held on the following day, Wednesday, Nov. 14, 2018. This will give attendees the opportunity to discuss reporting issues they are experiencing at their individual RE. Attendance at the Tuesday training is required in order to sign up for a one-on-one session.

Registration Details:

Registration for both trainings is available on the [Reporting Entity Portal Training](#) page on the TRS website. Each individual who plans on attending a training session must register separately.

We will be traveling to select service centers in the winter and spring to hold additional training sessions for those who have been doing TRS reporting for over two years, or those who cannot travel to Austin for the trainings listed above. This schedule will be published in the upcoming months.

We hope to see you there!

continued on page 2 >

continued from page 1

TRS FORMS MUST BE SENT IN BY INDIVIDUAL EMPLOYEES

TRS is asking reporting entities (REs): Please do not accept any retirement forms from retirees and send to TRS on the retiree's behalf, other than form TRS 7 – Notice of Final Deposit before Retirement. Employers should not accept any other TRS forms on behalf of employees to send to TRS, i.e., Change of Address Notification (TRS 358), Direct Deposit Request (TRS 278), Designation of Beneficiary (TRS 15), Application for Refund (TRS 6), or Request for Estimate of Retirement Benefits (TRS 18), etc.

Forms completed by the employer, to verify service for the purpose of purchasing service credit by the employee (TRS 22I, 22S, 22W, 582, and 587), are to be returned to the employee after completion. The individual employee will then be responsible for mailing the form to TRS.

This process is to ensure that the RE is not held responsible if an individual employee's form is not received by TRS in a timely manner. Please remind employees to be conscious of any due dates or deadlines, especially on forms related to their retirement. If forms are not submitted in a timely manner by the employee, a delay in processing retirement payments may occur.

Thank you for your cooperation.

REPORTING ENTITY PARTNER SURVEY COMING SOON

We need your help. TRS has commissioned the Public Policy Research Institute (PPRI) at Texas A&M University to conduct a survey of REs. The survey is designed to provide TRS with feedback so we can improve on the services currently provided. REs should receive the survey by email within the next couple of weeks.

The survey should be completed by the individual who submits reports to TRS. All RE Payroll Contacts will be emailed the survey; if a Payroll Contact has not been designated, the survey will be sent to the Web Administrator. When you receive the survey, please take a few minutes of your time to fill out the questionnaire. The survey will be confidential, so please feel free to provide your honest feedback.

We look forward to sharing the results with you and working to improve our customer service. If you have any questions about the survey, feel free to email [Caasi Lamb](#) at TRS or [Kirby Goidel](#) at PPRI.

NOMINATIONS SOUGHT FOR TRS BOARD OF TRUSTEES PUBLIC SCHOOL DISTRICT EMPLOYEE POSITION

TRS is now accepting nominations for eligible members to qualify as candidates for the election of the Public School District Employee position on the TRS Board of Trustees. The term begins as early as Sept. 1, 2019 and ends Aug. 31, 2025.

For the first time, TRS is offering two ways in which a nominee may collect the required 250 signatures of eligible members for nomination. An eligible member for this election is a current employee of a public school district, charter school, or regional education service center.

A nominee may collect the 250 signatures electronically by declaring his/her interest to become 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. The names of nominees will be listed on a first-come, first-listed basis. To sign the electronic petition, eligible members will need to provide identifying information in order to verify their eligibility to sign the petition. The process is easy and only takes a few minutes. For an electronic petition, the nominee does not need to submit anything further to TRS but must have 250 eligible member signatures by Jan. 21, 2019 to be considered a candidate.

TRS will also continue to allow nominees to collect 250 signatures of eligible members with paper petitions. TRS must receive the nominee's paper petitions **no later** than Jan. 21, 2019. You may download a [petition \(pdf\)](#) from the Resources section on the Nominations for TRS Board of Trustees Public School District Employee position page on the [TRS website](#); or if you do not have access to a printer, please contact the [Secretary to the Board of Trustees](#) to request a petition be mailed to you.