



Disclosure



This presentation is intended as a high-level overview of TRS laws and rules related to reporting. This presentation should not be viewed as a comprehensive overview of the TRS reporting process.



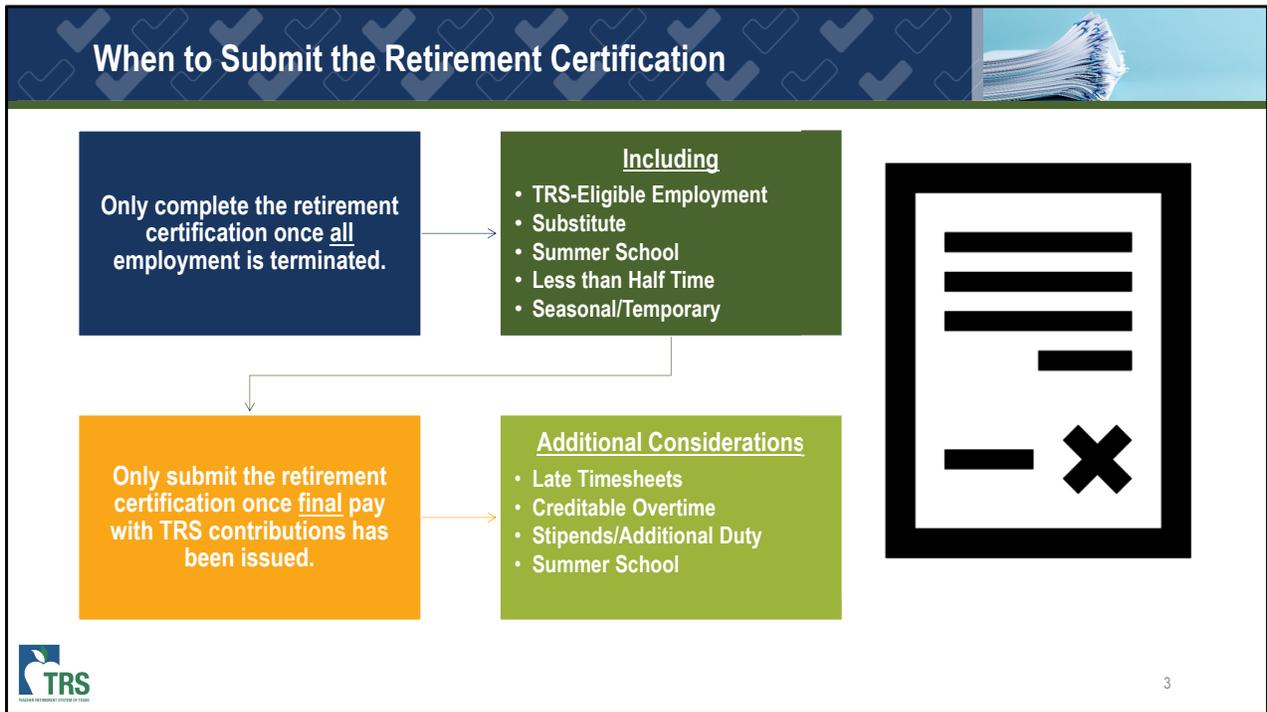
The information in this presentation is based on the TRS Laws and Rules as of the current fiscal year.



Please see the various RE Portal training and resources available on the TRS website for more complete information.



This training is based on the TRS laws and rules as of the current fiscal year. In addition to the information shared in this video, please see the various Reporting Employer (RE) Portal trainings and resources available on the TRS website for more complete information.



TRS requests that REs submit retirement certifications for all retiring employees as this confirms an employee's termination date and final salary information. To get started, let's talk about when TRS expects you to submit retirement certifications on retiring employees. There are two factors that need to be considered before completing a retirement certification.

- The first is that the retiring employee has terminated all employment. This requirement covers any employment type covered in Texas public education. For an individual to retire from TRS, not only must

they terminate TRS-eligible employment, but all other non-TRS eligible employment must be terminated too. This includes substitute employment, summer schoolwork, less than half-time employment, and any seasonal or temporary employment.

- The second factor is that the final pay with TRS contributions has been issued. In addition to the final pay for an individual's contracted salary, make sure to consider pay for late timesheets, pay for overtime work performed, any stipend or additional duty pay, and pay for summer school before completing a retirement certification. These types of creditable compensation must also be accounted for in the retirement certification. So, if there is additional creditable pay due to an employee, please hold off on completing the retirement certification until that compensation has been issued.

Please reference the RE Portal Certification User Guide on the TRS website as an additional resource to this training.

Locating the Retirement Certification



An email will be received when a certification has been requested by your employer.

RE Contact needs to have Signature or Administration Authority.

HOME WAGE & CONTRIBUTION REPORTING EMPLOYEES MY WORKLIST ADMINISTRATION EMPLOYER CONTACTS RESOURCES

MY WORKLIST ADMINISTRATION
Maintain Semester Dates
Certifications
Deleted Records Verification



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All requested certifications are sent to an RE's My Worklist tab in the RE Portal. To access the My Worklist section of the RE Portal, you must have Signature Authority. Once logged in, you will click on My Worklist and select Certifications. Here, you will see a list of all certifications pending from your employer. When a certification is sent to be completed by your employer, you will receive an email stating you have a new worklist item pending.

Worklist Items

The screenshot shows a web interface for 'Worklist Items'. At the top, there is a header with the title 'Worklist Items' and a decorative background of checkmarks. Below the header, there is a section titled 'Certifications' and a sub-section 'Worklist Items'. A 'Certification Type' drop-down menu is set to 'All'. Below the menu is a table with the following columns: Name, SSN, Date Received, Certification Type, Retirement Date, and Work List Notes. The table is currently empty. A large blue arrow points from the text 'All certifications will appear in your worklist items.' to the text 'Select a Certification Type from the drop-down menu.' The TRS logo is in the bottom left corner, and the number '5' is in the bottom right corner.

Name	SSN	Date Received	Certification Type	Retirement Date	Work List Notes

All certifications will appear in your worklist items.

Select a Certification Type from the drop-down menu.



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Here is a screen shot of the worklist screen. If you would like to narrow down your pending certifications by a specific type, you can select an option from the drop-down menu. This screen will reflect an employee's full name as it is shown in the TRS portal, full social security number, the date the certification was requested from your employer, the specific certification type, the employee's retirement date if the certification is related to the employee retiring, and any worklist notes your employer has previously saved. We will discuss the worklist notes in more detail later in the presentation.

Retirement Certification - Fields

Retirement Certification replaces all iterations of the TRS 7 *Notice of Final Deposit Before Retirement*.

Certification will be sent out to your Worklist items.

Do not submit the certification any earlier than the final report month for the employee.



Certification Details

Was the participant in a TRS membership eligible position in the last school year of employment? Yes No

Date of Termination:

Total Salary During Final Month:

Final Member Contribution:

Final Report Month:

Annual Salary Paid for Final Year:

Any Non-Creditable Compensation Converted to Salary for Last Five School Years? Yes No

[Add Non-Creditable Compensation Amount](#)

Date	Non Creditable Compensation Amount
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Participant Works a Non-Standard Work Week? Yes No

Did The Member Work a Full Fall Semester in the last year of employment? Yes No

Date of Certification:

Comments:

(You have 1000 characters remaining.)

Work List Notes:

*Work List Notes are only visible to Reporting Employer staff and will be displayed on the Work List page.

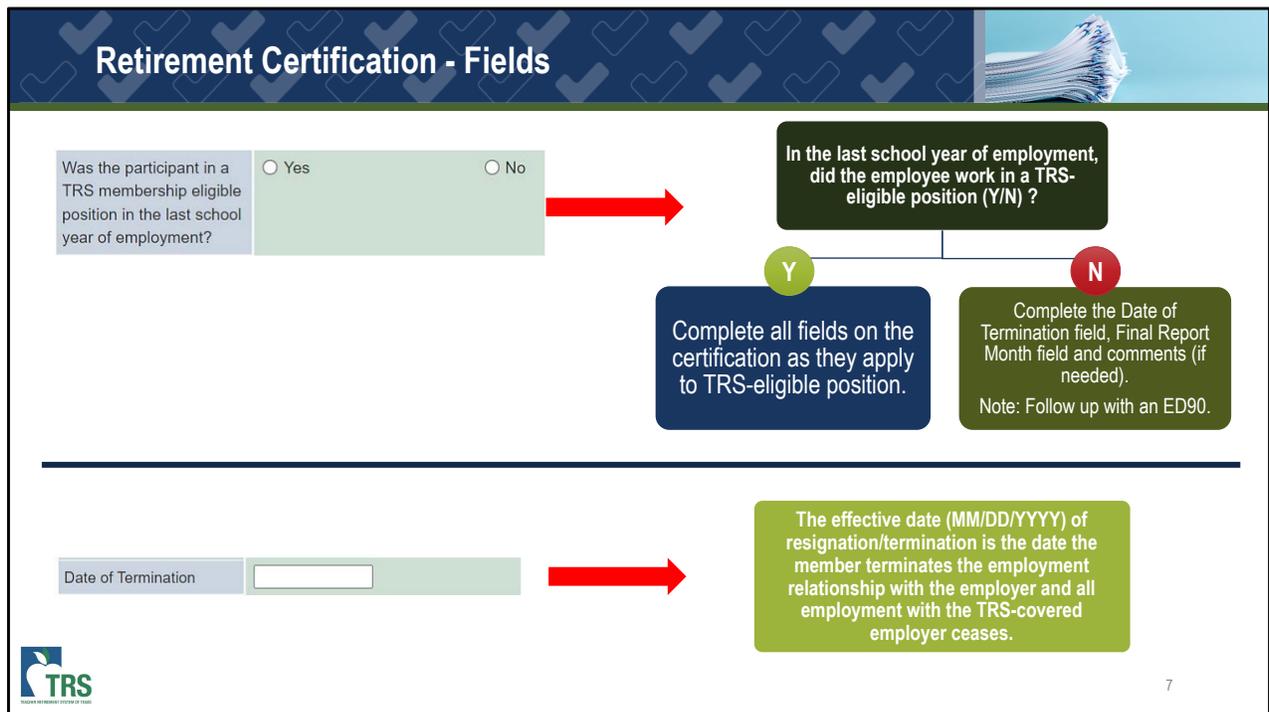
SaveNotes SaveCert Certify Cancel

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The Retirement Certification replaces all previous iterations of the TRS 7 – *Notice of Final Deposit Before Retirement* forms including the electronic and paper forms. TRS requests the Retirement Certification for a retiring employee once we have processed the member’s retirement application AND the chosen retirement date has passed. Because of this, the certification will not be in your Worklist items until the following day.

As a reminder, the Retirement Certification should only

be completed once the final salary has been paid to the member and the final member contribution has been deducted. This ensures that the correct information is being reported and reduces any potential follow up and corrections that could be needed.



It's important to focus on some specific fields within this certification.

Was the participant in a TRS-eligible position in the last school year of employment? This question is asking whether the employee was working in a TRS-eligible position within the final school year of their employment with your employer.

- If the answer is yes, you will continue to complete the certification and all required fields based on the eligible position the employee worked.

- If the employee was not working in a TRS-eligible position, you will select No and only fill in the Date of Termination and the Final Report Month.

For the Date of Termination, you will provide the date the employee terminated all employment with your employer. This date will not always align with the member's retirement date, but it should truly reflect the date the employment terminated.

Retirement Certification - Fields

Total Salary During Final Month



Enter the TRS-eligible salary that will be paid to the employee in their final check. Please make sure to only include TRS-eligible salary, as this will be used in the benefit calculation.

Final Member Contribution



Total Member Contribution based on the Total Salary amount listed in the above field. Should match the total member contribution withheld from the employee's final eligible compensation.



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The next field is requesting the Total Salary During Final Month. Here you will enter the total TRS-eligible salary that was paid to the employee in their final check. This amount should only include TRS-eligible compensation since it will be used in the benefit calculation. Please make sure not to include any payouts of unused leave since these amounts are not considered creditable compensation.

Next is the Final Member Contribution. This amount should be calculated based off the final TRS-eligible

salary that was paid to the employee in their final check. It should also match the deduction that was withheld from this final check.

Annual Salary Paid for Final Year

Should only list TRS-eligible salary.
(see Creditable Compensation webpage)

Listed salary should reflect paid compensation employee between Sept. 1 and termination date.

July-June and August-July contracts, TRS will review a 14-month spread to determine final year of salary.

Annual Salary Paid for Final Year



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In the field for Annual Salary Paid for Final Year, please list the total creditable TRS salary the employee was issued from Sept. 1 through their termination date. This should only include salary subject to TRS member contributions, any noncreditable compensation (such as vacation payouts), or noncreditable bonus payments that should not be reported in this field.

Please note, this may not match the employee's contracted salary, if their contract began in July or August. We utilize the Sept. 1 date to be in alignment

with the TRS fiscal year. TRS applies annual salaries on a September – August basis. For employees who have July – June or August – July contract dates, TRS will implement a 14-calendar month review of the member’s salaries to ensure an annuity calculation that is most beneficial to the member. For more information on the Annual Compensation calculation, please review the Determining Annual Compensation section in the *TRS Benefits Handbook*.

Retirement Certification - Final Report Month

TRS-eligible employee: The final report month should reflect the month containing the final member contribution to TRS.

Non TRS-eligible employee: The final report month should reflect the month their final paycheck was issued.

Example: TRS-eligible employee terminated 5/31/2025 and they will receive their final paycheck on 07/01/2025.
The final report month will be 07/2025.

The screenshot shows a web form for retirement certification. The 'Final Report Month' dropdown menu is open, displaying a list of months from January to December. A red arrow points to the dropdown menu. Below the dropdown menu, there are fields for 'Annual Salary Paid for Final Year', 'Any Non-Creditable Compensation Converted to Salary for Last Five School Years?', and 'Add Non Creditable Compensation'. The 'Date' and 'Non-Creditable Compensation' fields are also visible.



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The next field to be completed is the Final Report Month. This field can be different depending on whether the member worked in a TRS-eligible position in the last school year of employment.

If the member worked in a TRS-eligible position, you would enter the report month in which you will be reporting the final compensation and member contribution to TRS.

If the member did not work in a TRS-eligible position,

you would enter the report month in which their final paycheck will be issued.

For example, if the TRS-eligible employee terminated on May 31, 2025, and your employer will issue compensation to the employee in June and July, you would report the final report month as July 2025. This tells TRS that we should expect to see the final RP20 reporting Final Pay and the member contribution within your July Regular Payroll (RP) report.

Retirement Certification - Converted Salary

Any Non-Creditable Compensation Converted to Salary for Last Five School Years? Yes No

[Add Non-Creditable Compensation Amount](#)

Non-Creditable Compensation

Date
Non-Creditable Compensation Amount

Converted Salary - TRS must exclude from benefit calculations any otherwise eligible compensation amounts that have been converted from non-creditable compensation to eligible salary.

- Cell phone stipends
- Housing allowances
- Retention Bonuses

NOTE: The Converted Salary Field should only be marked as Yes if TRS contributions were withheld on Non-Creditable pay in error.



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In the field for Converted Salary, TRS needs to know if any salary was reported as eligible that should not have been. If there was salary that was reported as eligible in error, please mark the question asking if “Any Non-Creditable Compensation Converted to Salary for Last Five School Years?” as Yes. Please click the blue hyperlink to Add the Non-Creditable Compensation Amount and list the date the salary was paid, along with the amount of compensation that was reported as creditable in error. Examples of converted salary may include cell phone stipends, housing allowances and retention bonuses.

Also, corrections to the reported compensation will likely be needed through the submission of RP25 records. Please reach out to your coach to get assistance with any needed payroll corrections.

If there is no converted salary to report in this field, please answer no for the converted salary question. You will leave the fields for the Non-Creditable Compensation pay date and amount blank.

Non-Standard Work Week & Full Fall Semester



Participant Works a Non-Standard Work Week? Yes No



Indicate “Yes” for an employee who is regularly scheduled to work a Full-Time position less than five days a week.

Example: an employee working four 10-hour days.

Did The Member Work a Full Fall Semester in the last year of employment? Yes No



Indicate “Yes” for an employee that worked or received paid leave for each day of the Fall Semester. There should be no docks in pay.



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On this slide, we’ll cover the nonstandard work week and full fall semester questions.

A standard workweek for TRS reporting is when regularly scheduled employees work their expected hours in a five-day workweek. For instance, a teacher working eight hours a day Monday – Friday is working a standard workweek. The reporting employer should select “No” to “Participant Works a Non-Standard Work Week?”

A nonstandard work week to work less applies to

employees that meet their expected work agreement hours by working less than five days per week. Common examples are employees who may work four 10-hour workdays in a week, or employees who work three 12-hour workdays in a week. These employees are meeting their work hours by working a compressed work week. Employees working compressed workweeks should have the nonstandard work week flag checked as Yes. Additionally, if your school has moved to a four-day workweek, you will also mark the nonstandard workweek flag as Yes on the retirement certification.

For the question, “Did The Member Work a Full Fall Semester in the last year of employment?,” mark Yes only if the employee worked or received paid leave for each day of the fall semester. If the employee had any unpaid leave or received docks in pay, TRS would not consider the employee as having completed the full fall semester, and the question needs to be marked as No.

Retirement Certification - Comments

Allows an RE to input any comments relevant to the certification for TRS' consideration.

This field is optional.

Click SaveNotes button. Do not click Certify until certification is complete.

Comments

(You have 1000 characters remaining.)

SaveNotesSaveCertDownloadCertifyCancel

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Next, we have the comments section of the certification. This field allows you to include any additional information that you believe is helpful for TRS' consideration in completing the employee's retirement but the field is not required. Once you have entered any additional information in this section, you will want to click on the SaveNotes button. This will save the information provided without submitting the certification. Please note that once you click on Certify, there is not a way to make any changes to the certification itself. If this occurs and changes are needed,

please notify your TRS coach and request a new certification be issued.

Retirement Certification - Notes

Allows an RE to input any notes for Internal Users at that RE.

This field is optional.

Click SaveNotes button. Do not click Certify until certification is complete.

Work List Notes

*Work List Notes are only visible to Reporting Employer staff and will be displayed on the Work List page.

SaveNotes
SaveCert
Download
Certify
Cancel

Certification Type	Retirement Date	Work List Notes
Retirement Certification	01/31/2023	Final Pay August

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Lastly, we have the “notes” section of the certification. This field allows you to include any additional information that you believe is helpful for RE Portal users at your employer in completing the employee's retirement. For example, if you have additional pay that may be due to an employee preventing you from completing the certification, you can enter a note so any portal users at your school will know the compensation will need to be issued before you complete the certification. This field is not required. Once you have entered any additional information in this section, you

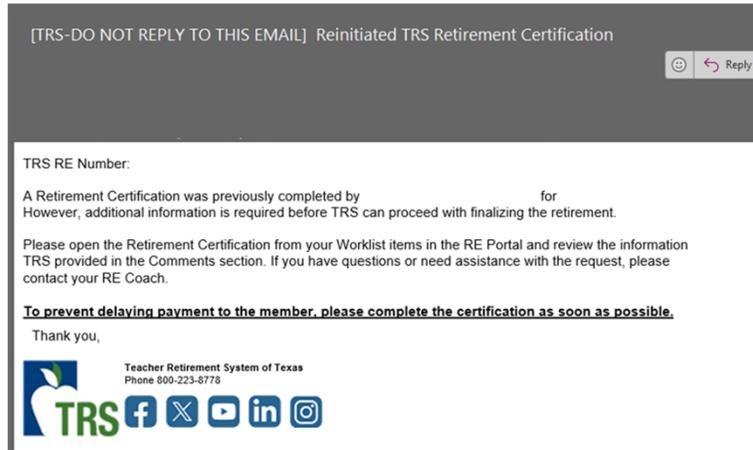
will want to click on the SaveNotes button. This will save the information you have provided without submitting the certification. Please note that once you click on Certify, there is not a way to make any changes to the certification itself. If this occurs and changes are needed, please notify your TRS coach and request a new certification be issued.

Retirement Certification - Reinitiated

If TRS needs clarification on a retirement certification, a reinitiated certification will appear in your worklist.

A system-generated email will be sent to all RE Contacts with Signature or Administrative authority.

If the certification is not completed within seven business days, a follow-up email will be sent as a reminder.



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After a Retirement Certification has been certified by the employer, TRS reviews the information to process the member's retirement application. If additional questions or possible corrections are needed by the RE, a reinitiated retirement certification will be sent to the RE's worklist for review. A system-generated email will also be sent to all RE Contacts with Signature or Administrative authority notifying the RE of the reinitiated certification. The email will also reference the employee's name. All

additional questions or corrections will be outlined within the Comments section of the Retirement Certification for you to review. If the certification is not completed within seven business days, a follow-up email will be sent.

Once you reviewed the additional information needed for the certification, you can update the specific fields or provide your response within the Comments section and recertify.



**For any questions, please
contact your TRS Coach.**