

SECTION 3 ON-LINE PAYROLL INSURANCE REPORTING

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OVERVIEW

Thank you for using the Teachers' Retirement System (TRS) On-Line Payroll Insurance Reporting. The TRS respects your time and the competing priorities of your job, and want to make the process of entering and updating insurance payments as efficient and easy as possible. For assistance contact the following:

- IT technical assistance contact: IT@trs.mt.gov at 406-444-3395 or Rex Merrick at 406-444-9293.
- Monthly payroll insurance reporting questions: contact Natalie Chamberlain at 406-444-3185 or Karla Scharf at 406-444-3135.

GUIDELINES

Please note the following guidelines that the TRS has for the on-line Payroll Insurance Reporting. These current guidelines allow the TRS to offer this service without increasing its cost.

- Please read the manual before you call for help, it addresses many of the questions.
- Under the statutes governing the retirement system, the TRS only processes payroll insurance premiums for TRS employer sponsored insurance plans via the on-line reporting.
- The benefit recipient and you are required to complete an initial 'Authorization for Deduction of Health Insurance' form (<http://www.trs.mt.gov/Retirees/Forms/Ins.pdf>) and submit this original form to the TRS. Upon receipt of the properly completed form, a TRS staff member will update the on-line reporting, which will allow you to commence withholding an insurance premium on behalf of that benefit recipient. Again, only benefit recipients receiving a monthly check from the TRS are eligible for this optional payroll insurance deduction.
- As the employer, you are responsible for the timely and accurate entry of payroll insurance amounts/adjustments. The TRS applies your update to the benefit recipient's monthly retirement benefit check. You are responsible for the correction of mistakes, omissions, additions, etc. Any changes after the 15th of the month can only be adjusted by you on the next month's payroll, or directly by you in consultation with the affected benefit recipient.
- The TRS payroll insurance reporting system is available from the 1st to the 15th of each month, 24/7. If the 15th falls on a weekend, then it is available until the end of next business day. After the 15th, the TRS closes the on-line payroll insurance reporting to allow time to prepare and run payroll services for 12,000 benefit recipients.
- The TRS completes the payroll process prior to the end of each month. After the payroll process is complete the on-line payroll insurance reporting will be made available to you. If you receive a message saying the insurance reporting is unavailable, please check back in three to five working days. Otherwise, assume the on-line insurance reporting is available beginning the 1st of the next month.
- Please pay close attention to the master deduction codes when creating codes and descriptions for your insurance premiums. By using the master deduction codes you can update the insurance premiums for many individuals by changing the amount on one master record. It is important that you name your codes in such a way that they are easily manageable now and in the future.
- The security of the on-line insurance reporting depends on keeping your user name and password confidential. Remember to choose a password that is six to 13 characters long and composed of upper and lower case letters and numbers. Your password is case sensitive. You must change your password every 60 days.

ON-LINE REPORTING STEPS

On-Line Payroll Insurance Reporting allows you to enter, update, correct and review insurance premiums withheld by the TRS on behalf of benefit recipients. The on-line process consists of the following steps:

1. Review the deduction codes to make sure the correct amounts appear for each code you use or create. Deduction codes have start and expiration dates that allow you to set the codes for a benefit recipient in advance. Enter the date a code expires. Unexpired codes will have a blank expiration date.
2. For each benefit recipient for whom you add or adjust, you **must** update and validate their insurance premium deduction record. Remember, you are responsible for notifying the benefit recipient in advance of changes in their insurance premium deductions.
3. Print your monthly insurance report for your records.

All changes directly affect TRS payroll production. The only verification the TRS performs on insurance premium amounts is to ensure they have a valid master deduction code and do not exceed the benefit recipients monthly benefit check after other payroll deductions have been applied. Codes can only be entered from the current date forward. No back-dating of deduction codes is allowed. Any change in insurance amounts generates a check stub that is mailed to the benefit recipient. The phone number of the employer's insurance reporting person is printed on the check stub so the benefit recipient knows whom to contact in case of questions.

On-line reporting does not allow any sequence of insurance premium deductions that will result in a negative amount on a benefit recipient's check. It is important for you to know the order in which payroll deductions must occur as follows:

1. Federal income tax according to the current tax tables
2. Additional federal income tax amount being withheld
3. Internal Revenue Service levies
4. Montana state income tax according to the current tax tables
5. Additional Montana state income tax being withheld
6. Child support by court order
7. Insurance deductions in order by 'Begin Date'

GETTING STARTED

In order to use the website you will need: a computer, an internet connection, a web browser, and a printer. No additional software or hardware is necessary. Additionally, you will want to have each benefit recipient's current insurance premium amounts and deduction code plans available for reference. To begin, go to the TRS website, select the 'Employers' menu option, and access 'Payroll Insurance Reporting'.

The screenshot shows the Montana Teachers' Retirement System website. At the top, there is a navigation bar with the following links: Employers, Members, Retirees/Benefit Recipients, Calendar, Publications, TRS Board, TRS Staff, Help, and Home. The 'Employers' menu is expanded, showing a list of options: Wages and Contribution Reporting (TRS On-line), Payroll Insurance Reporting (circled in red), Employer's Manual, Employer Video Tutorials, Employer Forms, Memos and Newsletters, and MASBO Training Material. Below the navigation bar, the page content is divided into two columns. The left column contains an 'Estimator' link, 'Member's Video Tutorials', and contact information for the Montana Teachers' Retirement System: 1500 E. 6th Ave., PO Box 200139, Helena, MT 59620-0139, 406-444-3134, and 1-866-600-4045. A note mentions that TRS forms are published in Adobe PDF format and provides instructions on how to view them. A 'Get Adobe Reader' button is also present. The right column contains a 'Mission Statement' section, which states the goal of promoting long-term financial security while maintaining the stability of the fund. It also lists guiding principles: high ethical standards, honesty, integrity, and impartiality; dignity, respect, and mutual support; and service excellence. Below this is an 'Agency Profile' section, which describes the TRS as a defined benefit plan established in 1937, serving active and retired teachers and educators in Montana. It provides details on the system's growth, assets, and the benefits provided to members and beneficiaries.

PAYROLL INSURANCE REPORTING

mt.gov
Montana's Official State Website

MONTANA TEACHERS' RETIREMENT SYSTEM

Employers | Members | Retirees/Benefit Recipients | Calendar | Publications | TRS Board | TRS Staff | Help | Home

Payroll Insurance Reporting [Back](#)

This is the home page for the Payroll Insurance Reporting System developed by TRS staff and Alfred Munksgard and Associates. The purpose of this page is to provide employers with the resource and contact information they need for timely and correct reporting.

A benefit recipient who is a participant in an employer-sponsored group insurance plan may elect to have the monthly premiums withheld from their retirement benefit by contacting the payroll clerk at the place of the member's former employment. The annual tax Form 1099-R will note the total amount of the insurance premiums withheld for that year. This provision does not include individual insurance policies. (Ref: §19-20-1101, MCA)

The TRS has no connection with group insurance plans, but offers the withholding of monthly insurance premiums as a service to our benefit recipients and the member's former employer. All questions concerning coverage must be addressed to the member's former employer.

The documentation link below will take you to the latest copy of the manual. Please download the manual as it is very helpful in guiding you through the new program. If your password does not work, please call Rick Bush at 406-444-3395.

[Payroll Insurance Reporting](#) Click here to enter the Payroll Insurance Reporting system. Your password is six to thirteen characters long and composed of upper and lower case letters and numbers. Your password is case sensitive. Please change your password every 60 days.

[User's Manual \(859K, 24 pages\)](#) Print out or save the Payroll Insurance Reporting User's Manual (last updated 5/3/2007).

[Quick Help](#) Page of quick help information.

[Employer Payroll Insurance Sign-Up Form \(Form 141\)](#) Form employers complete to authorize access and maintain payroll insurance records utilizing the Montana Teachers' Retirement System (TRS) on-line Payroll Insurance Reporting system.

[Authorization For Insurance Deduction \(Form 117\)](#) Form benefit recipients complete for insurance deduction.

Click Below to e-mail for help, or call us directly.

Natalie Chamberlain	406-444-3185	Payroll Insurance Reporting
Karla Scharf	406-444-3135	Payroll Insurance Reporting
Rick Bush	406-444-3395	Web Access, Password, and Computer Help
Rex Merrick	406-444-9293	Web Access, Password, and Computer Help

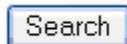
Log on to this link.
Enter your 'User Name' and 'Password'.

Updated version of User's Manual

Retiree Insurance Form

GENERAL INFORMATION AND HINTS

Here are some helpful hints on how to get the most out of the entry screen. Many of the screens contain the same buttons. Here are the commonly used buttons and their functions:

 Search

If the **Search** button is present on the screen, you can click the **Clear** button to clear the screen, enter values in the first line of the summary or detail fields and click the **Search** button to look up those records. If records are not present the resulting screen will be blank. Click the **Back** button on the browser to return to where you started.

 Save

You **must** click the **Save** button to save any changes you make on a screen. The **Save** button will save work entered in entry fields. An entry field on a screen has a light gray border. 'Display only' fields appear grayed out.

 Clear

The **Clear** button clears the contents of the fields, but does not affect saved data. This button is helpful to use when searching to clear the screen, enter the values to be found, and click the **Search** button.

 Reset

Click the **Reset** button to return the screen values to the values that were present before any screen information changed was edited or saved. This is a helpful button when you want to return to the original values.

 Home

The **Home** button takes you to the Payroll Insurance Deductions main menu.

 Cancel

Click the **Cancel** button to cancel the present operation and return you to the prior screen.

 Jump

The **Jump** button is similar to the **Search** button, but searches by name. Entering a partial name will find the names beginning with the characters entered.

[<< Previous List](#) Allows you to page forward and backwards through the information. Click this link to move backwards. If you want to keep any changes on this screen, make sure to first click the **Save** button.

[Next List >>](#) Click this link to move forward. If you want to keep any changes on this screen, make sure to first click the **Save** button.

[<< Previous Page](#) Same as **<< Previous List**.

[Next Page >>](#) Same as **Next List >>**.

[Back](#) Go back to the previous screen.

[Help ?](#) Opens help web page in another browser window.

PAYROLL INSURANCE REPORTING ACCESS

Click the link 'Payroll Insurance Reporting System' to log on. At the login screen, enter your TRS six-digit employer ID in the 'Employer' field. Your 'Password' is the password that the TRS sent to you. If you do not have a password or if entering this information does not allow you access, please contact the TRS IT Department: Rick Bush at 406-444-3395, or Rex Merrick at 406-444-9293. When changing your password, remember to choose a password that is six to 13 characters long and composed of upper and lower case letters and numbers. Your password is case sensitive. You are required to change your password every 60 days.

Montana TRS Payroll Insurance Deductions

Employer

Password

 [Help?](#)

You may get a message from your web browser software asking if you want to save your password; **ALWAYS** answer **NO**. It is more secure for you to enter your password each time you access the system. After a successful login you will have access to the following screen:

Montana TRS Web Payroll Insurance Deductions

Employer 999999 PUBLIC EDUCATION EMPLOYER

Welcome Nancy Doitall

This service is for authorized TRS Employers Only
IF YOU ARE NOT A TRS EMPLOYER OR TRS STAFF, DISCONNECT NOW!

WARNING: It is a Montana State and Federal offense to:

- i. Obtain access to data without authority
- ii. Damage, delete, alter or insert data without authority

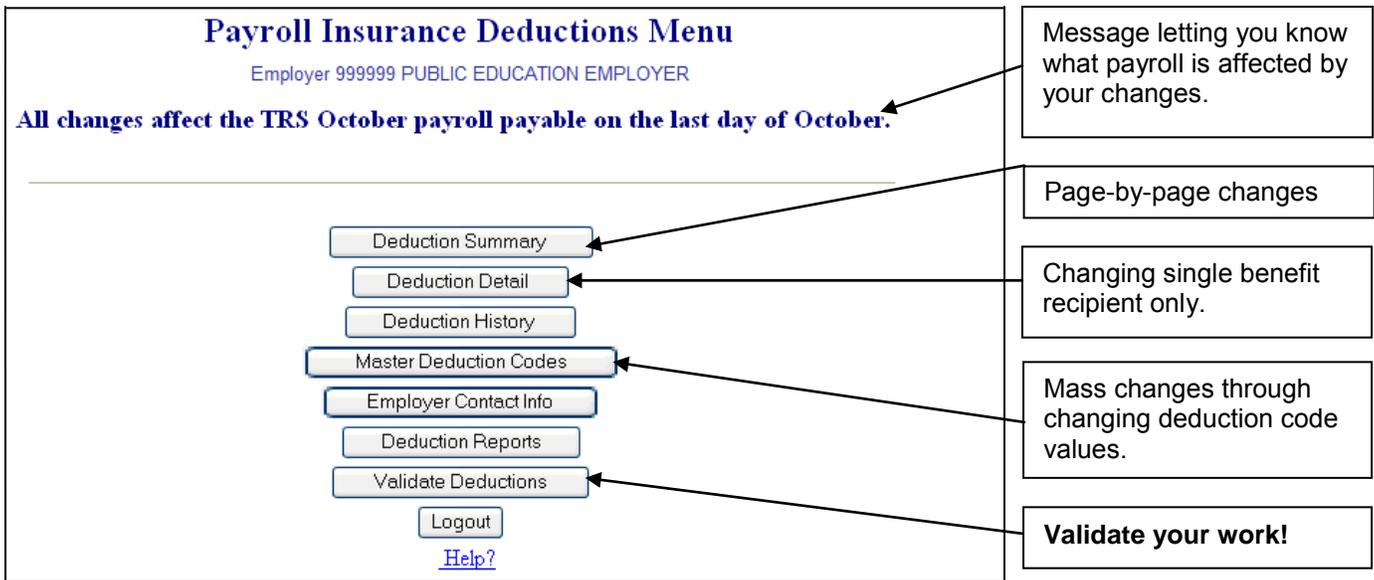
Welcome!

Thank you for using the new TRS Payroll Insurance Deductions System. Here are some tips and news for you:

- **REMINDER!** TRS must have a valid (signed by both benefit recipient & payroll officer) insurance form on file before clerks are allowed to set up insurance for new benefit recipients. The benefit recipient and you are required to complete an initial Authorization For Deduction of Health Insurance form (<http://www.trs.mt.gov/Retirees/Forms/Ins.pdf>) and submit this form to the TRS. A TRS staff member will then update the on-line payroll system, which will allow you to commence withholding an insurance premium on behalf of that benefit recipient.
- New TRS forms are on the TRS web site.
- Please read the manual first. It will *really help* make things go smoothly.
- Monthly retirement benefits are payable on the last day of each month. However, these benefits are mailed, or electronically deposited, on the last business day of each month. Please keep this in mind when determining your effective date.
- Use the "Adjust" option to correct a benefit recipient's insurance premium amount. The "adjust" (fixed) amounts are to be used to make one-time only corrections.
- Be sure to keep your contact information up to date, especially your e-mail address -- use menu option "Employer Contact Info".
- The security of the system depends on keeping your user name and password confidential. Remember to choose a password that is six to thirteen characters long and composed of upper and lower case letters and numbers. Your password is case sensitive. Please change your password every 60 days.
- Enter phone numbers without the dash, the program will format them for you. For example, enter "4064443395" and the program will display it as "406 444-3395".

 [Help?](#)

PAYROLL INSURANCE DEDUCTIONS MENU (Home Page)



DEDUCTION MENU OPTIONS

- Deduction Summary** Displays all insurance premium deductions for all benefit recipients, allowing the beginning and ending insurance premium deductions for each benefit recipient to be changed.
- Deduction Detail** Displays insurance premium deductions for an individual benefit recipient, allowing beginning and ending insurance premium deductions for each benefit recipient to be changed.
- Deduction History** Displays insurance premium deduction history by benefit recipient.
- Master Deduction Codes** Allows you to create deduction codes with effective dates, amounts, and descriptions. A benefit recipient can be assigned one or more deduction codes. Changing the deduction code amount on the master deduction code record changes the amount for all benefit recipients using that deduction code.
- Employer Contact Info** Allows you to update the TRS information relative to the 'Contact Person' for payroll insurance reporting purposes only. Please keep this information up to date. The TRS will alert those with current e-mail addresses regarding the system's availability.
- Deduction Reports** Allows you to print a number of reports to help you manage payroll insurance reporting.
- Validate Deductions** Validates all entries for the current month to ensure benefit recipient checks will cover insurance premium deductions. Checks all insurance premium deductions and selects criteria for comparison report.
- Logout** Allows you to logout of the on-line 'Payroll Insurance Reporting'.

HOW DO I?

This section provides screen shots of the steps you will use to perform common tasks. This page can be used as a quick start or for a review each month.

How do I add a new benefit recipient to payroll insurance premium deductions?

Please read the section on 'Master Deduction Codes' for important suggestions about how to add, change, and organize your codes, on Page 19.

On the 'MASTER DEDUCTION CODES' screen:

Master Deduction Codes
Employer 999999 PUBLIC EDUCATION EMPLOYER
All changes affect the TRS October payroll payable on the last day of October.

Search by: Deduction Code Amount

Deduction Code	Effective Date	Insurance Premium	Description
001	09/01/1997	.84	
002	06/21/1993	5.15	
003	06/21/1993	10.30	
004	07/01/2006	281.26	
005	07/01/2006	738.72	
006	07/01/2006	283.85	
007	06/01/2006	679.30	
008	06/01/2006	581.30	
009	07/01/2006	240.42	
010	07/01/2006	243.76	
011	07/01/2006	242.14	

[Next List >>](#) [Help?](#)

1. Look up the 'Deduction Code' or amount that represents the insurance premium you want to apply to the new benefit recipient.
2. If the code already exists, click the browser back arrow to return to the 'Payroll Insurance Deductions Menu'. From this menu click the 'Deduction Detail' button and follow the instructions.
3. If the code is not available, refer to Page 19 to update the 'Master Deduction Codes' table.

On the 'DEDUCTION DETAIL' screen:

Deduction Detail

Employer 999999 PUBLIC EDUCATION EMPLOYER

All changes affect the TRS December payroll payable on the last day of December.

Benefit Recipient SSN

Member SSN

Retirement Date

Pay from

Paid Thru

Stop Date

Retired From

Insurance Employer

Deduction Code	Table/Adjust	Insurance Premium	Begin Date	End Date	Code Description
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
Total Premium					

[Help?](#)

Enter the 'Benefit Recipient's SSN'.

1. Click the **Search** button;
2. Select the 'Deduction Code' from the pull down scroll bar.
3. Enter the 'Begin Date' as the first of the month in which the insurance premium deduction begins, i.e., 10/1/2006.
4. Click the **Save** button. The rest of the fields will populate automatically when you click the **Save** button.

When you are finished with all your entries, click the **Validate Deductions** button to validate your work.

How do I cancel a payroll insurance premium deduction for a benefit recipient?

Use 'DEDUCTION SUMMARY' or 'DEDUCTION DETAIL'

On the 'DEDUCTION SUMMARY' screen:

Deduction Summary

Employer 999999 PUBLIC EDUCATION EMPLOYER

Search by Deduction Code

Jump to Last Name

All changes affect the TRS October payroll payable on the last day of October.

[Help?](#)

Benefit Recipient SSN	Recipient Name	Deduction Code	New Code	Table/ Adjust	Insurance Premium	Begin Date	End Date	Code Description	Detail	History	Delete? Expire
<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
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<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
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<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
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<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		Detail	History	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>					

On the 'DEDUCTION DETAIL' screen:

Deduction Detail
Employer 999999 PUBLIC EDUCATION EMPLOYER
All changes affect the TRS December payroll payable on the last day of December.

Benefit Recipient SSN
Member SSN
Retirement Date
Pay from
Paid Thru
Stop Date
Retired From
Insurance Employer

Deduction Code	Table/ Adjust	Insurance Premium	Begin Date	End Date	Code Description
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
Total Premium					

[Help?](#)

1. Enter the 'Benefit Recipient's SSN'.
2. Click the **Search** button.
3. Enter the 'End Date' as the last day of the month the insurance premium deduction ended, i.e., 10/31/2006.
4. Click the **Save** button.

When you are finished with all your entries, click the **Validate Deductions** button to validate your work.

How do I change the deduction code and insurance premium amount for a single benefit recipient?

Use 'MASTER DEDUCTION CODES' and ('DEDUCTION SUMMARY' or 'DEDUCTION DETAIL')

On the 'MASTER DEDUCTION CODES' screen:

Master Deduction Codes

Employer 999999 PUBLIC EDUCATION EMPLOYER

All changes affect the TRS December payroll payable on the last day of December.

Search by: Deduction Code Amount

Deduction Code	Effective Date	Insurance Premium	Description
001	09/01/2009	875.00	
002	09/01/2009	231.00	
003	09/01/2009	532.00	
004	09/01/2009	337.50	
005	09/01/2009	346.00	
006	09/01/2009	763.00	
007	09/01/2009	659.00	
008	09/01/2009	663.00	
009	09/01/2009	574.00	
010	09/01/2009	462.00	
011	09/01/2009	668.50	
012	09/01/2009	432.00	

After entering either the 'Search by: Deduction Code' field or 'Amount' field, click the **Search** button to look up the appropriate deduction code or amount that represents the insurance premium to be applied to the benefit recipient.

On the 'DEDUCTION SUMMARY' screen:

Deduction Summary

Employer 999999 PUBLIC EDUCATION EMPLOYER

Search by Deduction Code

Jump to Last Name

All changes affect the TRS October payroll payable on the last day of October.

[Help?](#)

Benefit Recipient SSN	Recipient Name	Deduction Code	New Code	Table/ Adjust	Insurance Premium	Begin Date	End Date	Code Description	Detail	History	Delete? Expire
<input type="text"/>		<input type="text"/>		Detail	History	<input type="checkbox"/>					
<input type="text"/>		<input type="text"/>		Detail	History	<input type="checkbox"/>					
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<input type="text"/>		<input type="text"/>		Detail							

On the 'DEDUCTION DETAIL' screen:

Deduction Detail

Employer 999999 PUBLIC EDUCATION EMPLOYER

All changes affect the TRS December payroll payable on the last day of December.

Benefit Recipient SSN

Member SSN

Retirement Date
Pay from
Paid Thru
Stop Date
Retired From
Insurance Employer

Deduction Code	Table/Adjust	Insurance Premium	Begin Date	End Date	Code Description
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
Total Premium					

[Help?](#)

1. Enter the 'Benefit Recipient SSN'.
2. Click the **Search** button.
3. Expire the old deduction code by entering the 'End Date' as the last day of the month the deduction code ended, i.e., 10/31/2006.
4. Select the new 'Deduction Code' from the pull down.
5. Enter the 'Begin Date' as the first of the month in which the insurance premium deduction begins, i.e., 10/1/2006.
6. Click the **Save** button.

When you are finished with all your entries, click the **Validate Deductions** button to validate your work.

How do I make a one-time insurance premium adjustment utilizing the 'Adjust' option for a single benefit recipient?

On the 'DEDUCTION DETAIL' screen:

Deduction Detail

Employer 999999 PUBLIC EDUCATION EMPLOYER

All changes affect the TRS December payroll payable on the last day of December.

Benefit Recipient SSN

Member SSN

Retirement Date

Pay from

Paid Thru

Stop Date

Retired From

Insurance Employer

Deduction Code	Table/Adjust	Insurance Premium	Begin Date	End Date	Code Description
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
Total Premium					

[Help?](#)

1. Enter the 'Benefit Recipient SSN' in the box provided, i.e., 111111111.
2. Click the **Search** button.
3. If applicable, expire the current 'Deduction Code' by entering an 'End Date' as the last day of the month this code must end, i.e., 10/31/2006.
4. On the first blank line available you must select **any** valid deduction code from the pull down scroll bar.
5. You must select 'Adjust' from the 'Table/Adjust' pull down scroll bar. The 'Adjust' (fixed) amounts are to be used to make one-time only corrections.
6. You must enter the adjust/fixed amount you wish to have withheld in the 'Insurance Premium' column, i.e., 55.00.
7. You must enter a 'Begin Date'. The 'Begin Date' must be the first day of the month in which the insurance premium deduction should begin, i.e., 11/01/2007.
8. You must enter an 'End Date'. The 'End Date' must be the last day of the month this one-time deduction should end, i.e., 11/30/2006.
9. Click the **Save** button.

When you are finished with all your entries, click the **Validate Deductions** button to validate your work.

How do I change the amount of a payroll insurance premium deduction for multiple benefit recipients that share the same deduction code?

Please read the section on the 'Master Deduction Codes' for important suggestions about how to add, change, and organize your codes, on Page 19.

On the 'MASTER DEDUCTION CODES' screen:

Master Deduction Codes

Employer 999999 PUBLIC EDUCATION EMPLOYER

All changes affect the TRS October payroll payable on the last day of October.

Search by: Deduction Code Amount

Deduction Code	Effective Date	Insurance Premium	Description
001	09/01/1997	.84	
002	06/21/1993	5.15	
003	06/21/1993	10.30	
004	07/01/2006	281.26	
005	07/01/2006	738.72	
006	07/01/2006	283.85	
007	06/01/2006	679.30	
008	06/01/2006	581.30	
009	07/01/2006	240.42	
010	07/01/2006	243.76	
011	07/01/2006	242.14	

[Next List >>](#) [Help?](#)

1. Enter 'Deduction Code' or amount.
2. Click the **Search** button.
3. Change the 'Effective Date'.
4. Change the 'Insurance Premium' amount.
5. Click the **Save** button.
6. Click the **Validate Deductions** button.

When you are finished with all your entries, click the **Validate Deductions** button to validate your work.

How do I compare/verify my changes from last month to this month?

On the 'VALIDATE DEDUCTIONS' screen:

Validate Deductions

The insurance deductions for this month have been validated

You may continue making further changes until the 15th of the month.
Please click the Validate Deductions button again after additional changes.
At the end of the month, after the TRS Retiree Payroll has been completed,
you can click the Deduction Reports button on the main menu,
then click the Last Month's Deduction Report to get a report of all the
insurance deductions withheld from this month's payroll.

Compare to

 [Back](#) [Help?](#)

NOTE: You may only compare the current month changes to last month's changes.

- Click the **Compare** button.

MASTER DEDUCTION CODES

The deduction code table is the place to start. The TRS set up the original deduction codes based on chronologically numbering deductions in ascending order and amount groups. You can make these codes more meaningful by adding a description. Or, you may want to reassign codes, creating a more meaningful coding scheme based on your policy descriptions. You only need to set up the code table once, adjusting as necessary. You DO NOT have to follow these steps every pay period, only as deduction codes change. Although a deduction code currently may not be in use, it was used in the past, and therefore, you are not allowed to delete that deduction code.

Master Deduction Codes

Employer 999999 PUBLIC EDUCATION EMPLOYER

All changes affect the TRS October payroll payable on the last day of October.

Search by: Deduction Code Amount

Deduction Code	Effective Date	Insurance Premium	Description
001	09/01/1997	.84	
002	06/21/1993	5.15	
003	06/21/1993	10.30	
004	07/01/2006	281.26	
005	07/01/2006	738.72	
006	07/01/2006	283.85	
007	06/01/2006	679.30	
008	06/01/2006	581.30	
009	07/01/2006	240.42	
010	07/01/2006	243.76	
011	07/01/2006	242.14	

[Next List >>](#)
[Help?](#)

FUNCTION KEYS

- Save** Save changes to screen. Remember to save any work before leaving the screen.
- Clear** Clears fields for searching. See **Search**.
- Reset** Reset will return the screen values to the values that were present before any screen information changed was edited or saved. This is a helpful button when you want to return to the original values.
- Show All Records** Brings back all records after a search.
- Deduction Summary** Takes you to the 'Deduction Summary Page'.
- Validate Deductions** Checks insurance premium deductions against retirement checks, reporting the differences from any two given periods.
- Home** Returns you to the 'Payroll Insurance Deductions Menu'.
- Next List >>** Opens the next screen of deduction codes.
- Help?** Opens the 'Help' web page.

Steps for creating an all new set of deduction codes:

1. Click the **Clear** button if there are no blank entry lines available on the screen.
2. In each blank line, enter up to four letters or digits for a deduction code, the effective date beginning with the first day of the current month, the insurance premium deduction, and a meaningful description for reporting.
3. Click the **Add** or **Save** button.
4. Repeat steps 2 and 3 until all new codes are entered.
5. Click the **Deduction Summary** button and reassign the new codes to the existing benefit recipients in the new code field.

Steps for updating existing deduction code insurance premium amounts so they affect all benefit recipients who currently are assigned that code:

1. On the existing deduction code, overwrite the effective date with the new effective date and amount.
2. Click the **Save** button.
3. If there is more than one screen, click '**Next List >>**' appearing in bottom right of the screen, and repeat steps 1 through 3 until all old codes are updated.

Steps for adding a new deduction code:

1. Click the **Clear** button if there are no blank entry lines available in the screen.
2. In the blank line, enter up to four letters or digits for a deduction code, the effective date beginning with the first day of the month the new code is effective, i.e., 10/01/2006, the insurance premium amount, and a meaningful description for reporting.
3. Click the **Add** or **Save** button.

DEDUCTION SUMMARY

The 'Deduction Summary' screen is the screen where you will do most of your work. From here you can create, update, and end insurance premium deductions. You can also go to the deduction code table, as well as the deduction reports. The 'End Date' should not pre-fill. If it is left blank, it is assumed open-ended. If this deduction should stop on a certain date, enter an 'End Date'. The 'Deduction Summary' screen shows current active insurance premium deductions.

When is a benefit recipient eligible for on-line payroll insurance deduction?

1. A benefit recipient arranges for insurance with you.
2. The benefit recipient and you, as their employer, must complete the TRS 'Authorization for Deduction of Health Insurance' form and submit this form to the TRS.
3. A benefit recipient is eligible for payroll insurance deduction after they have been setup for on-line reporting by a TRS staff member, utilizing the retirement application process.
4. The employer must enter the benefit 'Recipient's SSN', 'Deduction Code', and 'Begin Date' and 'End Date' on a new line in the 'Payroll Insurance Deduction Summary' screen, and click the **Save** button.

These are the fields you can change.

Check this box to delete a row.

Deduction Summary

Search by Deduction Code
Jump to Last Name

All changes affect the TRS October payroll payable on the last day of October.

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Recipient SSN	Recipient Name	Deduction Code	New Code	Table/ Adjust	Insurance Premium	Begin Date	End Date	Code Description	Detail	History	Delete? Expire
111-11-1111	APERSON, ANDY A	018	<input type="text"/>	Table <input type="button" value="v"/>	6.87	06/01/03	<input type="text"/>		Detail	History	<input type="checkbox"/>
222-22-2222	BPERSON, BETTY B	003	<input type="text"/>	Table <input type="button" value="v"/>	10.30	07/01/02	<input type="text"/>		Detail	History	<input type="checkbox"/>
333-33-3333	CPERSON, CARL C	018	<input type="text"/>	Table <input type="button" value="v"/>	6.87	06/01/03	<input type="text"/>		Detail	History	<input type="checkbox"/>

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FUNCTION KEYS

- Save** Save changes to screen. Remember to save any work before leaving the screen.
- Clear** Clears fields for data entry.
- Reset** Returns the screen values to the values that were present before any screen information changed was edited or saved. This is a helpful button when you want to return to the original values.
- Show All Records** Brings back all records after a search.
- Master Deduction Codes** Takes you to the deduction code screen.
- Deduction Reports** Takes you to the reports menu.
- Validate Deductions** Checks insurance premium deductions against retirement checks, and reports differences from any two given periods.
- Home** Returns you to the 'Payroll Insurance Deductions Menu'.
- Search by Deduction Code** Performs a search via a deduction code.
- Jump to Last Name** Jump to a name by entering the first few or all of the characters of the last name.

Steps for changing insurance premiums amounts based on codes:

1. 'Search by Deduction Code' – enter the deduction code and click the **Search** button
2. Enter the new code for benefit recipients in the 'New Code' field.
3. Check that 'Table/Adjust' field is set to 'Table'.
4. Click the **Save** button when all the changes on the page are complete.

Steps for changing insurance premium amounts that are based on a fixed amount, i.e., a one-time adjustment:

You can use a fixed amount to adjust a benefit recipient's insurance premium. Fixed amounts are usually a one-time adjustment to make a correction.

1. Find the benefit recipients who need their insurance premium amounts changed by browsing or 'Jump to Last Name'.
2. Select 'Adjust' from the 'Table/Adjust' pull down.
3. Enter the fixed amount under 'Insurance Premium'.
4. Enter the 'Begin Date' as the first of the month in which the insurance premium deduction begins, i.e., 11/1/2006.
5. Enter the 'End Date' as the last day of the month the insurance premium should end, i.e., 11/30/2006.
6. Click the **Save** button when all the changes on the page are complete.

Steps for canceling a benefit recipient's insurance premium deduction:

1. Find the benefit recipient's who need their insurance premiums cancelled by browsing or 'Jump to Last Name'.
2. Enter the 'End Date' as the last day of the month the insurance premium deductions ended, i.e., 10/31/2006.
3. Click the **Save** button when all the changes on the page are complete.

Steps for adding a new benefit recipient for insurance premium deduction:

1. Lookup the 'Deduction Code' you want from the 'Master Deduction Codes' screen. If the code is not available, please refer to Page 19 to update the 'Master Deduction Codes' table.
2. From the 'Deduction Summary' screen click the **Clear** button if there are no blank entry lines available on the screen.
3. In the blank line, enter the benefit recipient's SSN with or without dashes. Enter the deduction code with the 'Table/Adjust' field set to 'Table' and an 'Insurance Premium' amount. Finally, set the 'Begin Date' to the first of the month the insurance premium deduction begins, i.e., 10/1/2006.
4. Click the **Add** or **Save** button.
5. The insurance premium deduction will be taken from the benefit recipient's next TRS payroll check following the 'Begin Date'.

The 'Deduction Summary' screen allows you to go to the 'Jump to Last Name' if you want to check the insurance premium deductions for a certain benefit recipient. Enter the last name or first few characters of their last name and click the **Jump** button.

DEDUCTION DETAIL

The 'Deduction Detail' screen allows you to search and review what insurance premium deductions are currently being withheld on behalf of a benefit recipient. The benefit recipient is the individual being paid a monthly benefit by the TRS. The benefit recipient can be one of the following: the TRS retiree (member), a beneficiary of the TRS retiree, or an alternate payee under the terms of a Family Law Order (FLO). A benefit recipient can be receiving multiple monthly benefits from the TRS; their personal retirement benefit, and the benefit on behalf of a different member.

Deduction Detail

Employer 999999 PUBLIC EDUCATION EMPLOYER

All changes affect the TRS December payroll payable on the last day of December.

Benefit Recipient SSN

Member SSN

Retirement Date

Pay from

Paid Thru

Stop Date

Retired From

Insurance Employer

Deduction Code	Table/ Adjust	Insurance Premium	Begin Date	End Date	Code Description
▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Premium					

[Help?](#)

FUNCTION KEYS

- Search** To find a benefit recipient, click the **Clear** button and type the 'Benefit Recipient SSN' or 'Member SSN', Click the **Search** button to see the results.
- Clear** Clears fields for searching. See **Search**.
- Reset** Returns the screen values to the values that were present before any screen information changed was edited or saved. This is a helpful button when you want to return to the original values.
- Name Lookup** Allows you to search by a benefit recipient's name.
- Deduction Summary** Takes you to the 'Deduction Summary' screen.
- Deduction History** Takes you to the 'Deduction History' screen.
- Validate Deductions** Checks the insurance premium deduction against the retirement check, and reports the differences from any two given periods.
- Home** Returns you to the 'Payroll Insurance Deductions Menu'.

DEDUCTION HISTORY

The 'Deduction History' screen can be used to verify that a single benefit recipient's insurance premium deductions were made correctly.

Deduction History

99999 PUBLIC EDUCATION EMPLOYER

Benefit Recipient SSN

Member SSN

Check Date	Status	Deduction Code	Insurance Premium	Description

FUNCTION KEYS

Search

You can find an individual by clicking the **Clear** button, then typing the 'Payee SSN', 'Member SSN', or Insurance Employer – the employer paying the insurance. Click the **Search** button to see the results.

Clear

Clears fields for searching. See **Search**.

Reset

The reset function will return the screen values to the values that were present before any screen information changed was edited or saved. This is a helpful button when you want to return to the original values.

Deduction Summary

Takes you to the 'Deduction Summary' screen.

Deduction Detail

Takes you to the 'Deduction Detail' screen.

Home

Returns you to the 'Payroll Insurance Deductions Menu'.

EMPLOYER CONTACT INFO

You will utilize the 'Employer Contact Info' screen to update the 'Contact Person' information for the TRS. Please check this contact information and update it as necessary.

Employer Contact Info

No changes allowed in this section

Agency	<input type="text"/>
Name	<input type="text"/>
Agency Name 1	<input type="text"/>
Agency Name 2	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City/State/Zip	<input type="text"/> <input type="text"/> <input type="text"/>

Contact Person	<input type="text"/>
Phone Number	<input type="text"/> Ext <input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
New Password	<input type="text"/> Confirm <input type="text"/>

Because of the ubiquitous nature of web access and powerful password crackers, the TRS requires strong passwords for your protection. Your **password** must be at least **eight characters in length**, composed of at least **one number**, **one upper case letter**, and **one lower case letter**. Special characters can be used like: ~!#\$%^&*()-_+{}[]:"'<>.,?/\. Maximum length is 12 characters. Passwords expire after 60 days.
[Click here for more password help.](#)

[Help?](#)

Changes to this section are reserved for TRS Staff

Allow access	<input type="text"/>	<input type="text"/>
to members for	<input type="text"/>	<input type="text"/>
these employers.	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

FUNCTION KEYS

- Save** Save changes to screen. Remember to save any work before leaving the screen.
- Reset** Returns the screen values to the values that were present before any screen information changed was edited or saved. This is a helpful button when you want to return to the original values.
- Home** Returns you to the 'Payroll Insurance Deductions Menu'.

DEDUCTION REPORTS

The 'Deduction Reports' screen allows you to print several types of reports. These reports can be utilized when making changes to the records.

Deduction Reports

999999 PUBLIC EDUCATION EMPLOYER

Master Deduction Code Report

This Month's Deduction Report

Last Month's Deduction Report

Current Month Adjustments

Deduction Codes Not in Use

Deduction Summary

Home

[Help?](#)

FUNCTION KEYS

- | | |
|--------------------------|--|
| Deduction Summary | Takes you to the 'Deduction Summary' screen. |
| Home | Return to the 'Payroll Insurance Deductions Menu'. |

MASTER DEDUCTION CODE REPORT

This report contains a complete listing of the current 'Deduction Codes' in effect, their 'Effective Date', the 'Insurance Premium' amount and any 'Description'.

ES40 Montana Teachers' Retirement System			
Master Deduction Code Report			
Back			
999999 PUBLIC EDUCATION EMPLOYER			
February Payroll			
01/31/2006 11:58 AM			
Deduction Code	Effective Date	Insurance Premium	Description
001	09/01/97	.84	
002	06/21/93	5.15	
003	06/21/93	10.30	
004	06/01/05	394.68	
005	06/01/05	907.30	
006	06/01/05	396.43	
007	06/01/05	630.30	
008	06/01/05	538.30	
009	06/01/05	353.00	
010	10/01/05	356.34	
011	06/01/05	354.72	
012	06/01/05	399.87	
013	06/01/05	952.30	
014	06/01/05	393.00	
015	06/01/05	897.84	
016	06/01/05	356.43	
017	11/01/05	523.75	
018	06/01/02	6.87	
Back			

THIS MONTH'S DEDUCTION REPORT

'This Month's Deduction Report' shows the current or last month's deduction profile for benefit recipients, sorted by: 'Benefit Recipient SSN' – 'Name', and 'Deduction Code'.

ES40 Montana Teachers' Retirement System							
This Month's Deduction Report							
Back							
999999 PUBLIC EDUCATION EMPLOYER							
February Payroll							
01/31/2006 12:00 PM							
Benefit Recipient SSN Name	Adjust	Begin Date	Stop Date	Deduction Code	Insurance Premium	Description	
111-11-1111		APERSON, ANDY A	06/01/03	001	.84		
222-22-2222		BPERSON, BETTY B	12/01/93	001	.84		
				Total:	1.68		
333-33-3333	Adjust	CPERSON, CARL C	04/01/96	002	5.15		
				Total:	5.15		
■ ■ ■							
012-34-5678		XPERSON, XEON	10/01/96	069	775.72		
123-45-6789		YPERSON, YOLINDA	06/01/05	069	775.72		
999-99-9999		ZPERSON, ZINDY	05/01/98	069	775.72		
				Total:	2,327.16		
				Grand Total:	133,821.86		

CURRENT MONTH ADJUSTMENTS

This report shows which adjustments are in effect for the current month. Adjustments should be used sparingly to correct insurance premium amounts.

ES40 Montana Teachers' Retirement System							
Current Month Adjustments							
Back							
999999 PUBLIC EDUCATION EMPLOYER							
February Payroll							
01/31/2006 12:00 PM							
Important! Review your adjustments every month. Change all benefit recipients to a Table Master Deduction Code as soon as possible. Adjustments are intended to be temporary, not permanent changes to the monthly insurance premium amounts.							
Benefit Recipient SSN Name	Adjust	Begin Date	Stop Date	Deduction Code	Insurance Premium	Description	
333-33-3333	Adjust	CPERSON, CARL C	04/01/96	002	5.15		
				Total:			
				Grand Total:	\$ 5.15		
Back							

DEDUCTION CODES NOT IN USE

The 'Deduction Codes Not in Use' report shows all the deductions codes that are not currently being utilized. You can reuse codes that are not currently in use.

ES40 Montana Teachers' Retirement System			
Deduction Codes Not in Use			
Back			
999999 PUBLIC EDUCATION EMPLOYER			
February Payroll			
01/31/2006 12:29 PM			
Deduction Code	Effective Date	Insurance Premium	Description
032	07/01/03	594.00	
034	06/01/05	942.00	
036	06/01/05	355.30	
042	08/01/03	597.43	
046	06/01/05	708.34	
050	08/01/05	952.30	
051	06/01/03	535.00	
052	08/01/04	454.87	
Back			

VALIDATE DEDUCTIONS

You must validate your insurance premium deductions at least once each month. The net amount of a benefit recipient's check can change from month to month depending on their circumstances. Validating the insurance premium deductions makes sure that all deductions are still valid as net amounts change, assuring that payroll insurance premium deductions did not exceed the benefit recipients available net benefit amount.

Each time you perform the validation process the 'Validate Deductions' screen allows you to make a comparison between the current month and the prior month, or between other months if necessary.

Validate Deductions

The insurance deductions for this month have been validated

You may continue making further changes until the 15th of the month.
Please click the Validate Deductions button again after additional changes.
At the end of the month, after the TRS Retiree Payroll has been completed,
you can click the Deduction Reports button on the main menu,
then click the Last Month's Deduction Report to get a report of all the
insurance deductions withheld from this month's payroll.

Compare to

[Back](#) [Help?](#)