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REPORTING REQUIREMENTS

Earnings must be reported to the Montana Teachers’ Retirement System (TRS) on a ‘when earned’ basis, as opposed to ‘when paid’. The TRS Board requires submission of your ‘Contribution Report’ by the 15th of the month following the month when earned. For example, the September earnings are reportable to the TRS office by October 15. Failure to remit in a timely manner may adversely affect the TRS member’s interest earnings and additional contributions being remitted, via payroll deduction, for the purchase of additional service. If a report is going to be late, please notify the TRS immediately at 406-444-3679, or call toll free at 1-866-600-4045.

A valid Social Security Number (SSN) is required when reporting a TRS member. Report a member employed on a full-time basis by submitting one detail line per month. An employee with multiple positions, each paid at a different rate, must be reported using multiple lines of entry, one detail line per position. For example, a TRS member employed on a part-time basis (i.e. .50 or .75 FTE); and an hourly basis, must be reported using two detail lines. The TRS will calculate and credit the appropriate service credit on the members’ account.

Each employer of the TRS is required to withhold and remit employee contributions on a tax-deferred basis. (Ref: §19-20-602, MCA) In addition, the employer contribution is required concurrently with the employee contributions remitted to the TRS. (Ref: §19-20-605, MCA)

Alternative payment contracts are reportable based on payments made to the employee, such as:

- **A 9-month contract:** All earnings are to be paid September through May; one-ninth of the annual contract is reportable on each monthly report. In this example, earnings are not reportable on the June, July, or August ‘Contribution Report’.

- **A 10-month contract:** All earnings are to be paid September through June, one-tenth of the annual contract is reportable on each monthly report. Earnings are not reportable on the July or August ‘Contribution Report’.

- **A 12-month contract:**
  - **Earnings paid September through June:** One-twelfth of the annual contract is reportable on each monthly report September through May, with the July and August earnings included on the June ‘Contribution Report’. Earnings are not reportable on the July or August ‘Contribution Report’, or
  - **Earnings paid July through June:** One-twelfth of the annual contract is reportable on each monthly ‘Contribution Report’.
COMBINING MONTHLY REPORTS

The TRS does not recommend combining reporting months, however, if it becomes necessary; combine all amounts (earnings, contributions, full-time equivalent (FTE), and additional contributions, if applicable) for the months being reported. Do not send or transmit more than one report at a time. On the ‘Contribution Summary’ page, indicate the ‘# of Report Periods’. Do not combine reports if earnings represent two separate fiscal years.

FINAL YEAR-END REPORT

When submitting your final report for the school year, enter ‘Y’ in the ‘Final Year-end Rpt’ field on the summary page. June is the final month reportable for the fiscal year, unless indicated otherwise on the May ‘Contribution Report’. All final reports are due in the TRS office by July 15 to ensure that each member’s ‘Annual Statement of Account’ will reflect the correct total years of creditable service and account balance information. Include all final wages for the fiscal year on the final report.
Termination pay for retiring members is not reportable as wages and is not to be included in the ‘Actual Wages’ column. (Refer to Section 6 – Retirement Termination Pay) Enter the ‘Employee Contribution Due’, as presented on the ‘Retirement Termination Pay Calculator’, in the ‘Term Pay Contrib’ field, with the option (‘OPT’) elected; the ‘Employer Contribution Due’ is entered in the ‘Employer Term Pay’ field.

Working retirees’ earnings and hours must be reported each month for the purpose of tracking the retiree’s maximum allowable earnings and hours. TRS contributions must not be withheld. (Refer to Section 8 – Benefit Recipient Information)

MEMBER SERVICE CREDIT

Employment eligible to be qualified under the TRS will be credited with service in the proportion that the actual time worked compares to full-time service, based on a fiscal year beginning July 1 and ending June 30.

- **Full-Time**: One full year (1.00) of service credit is granted for any employment eligible to be qualified under the TRS, based upon at least nine months or 180 days of full-time employment or 12 months of full-time employment.
- **Hourly**: service credit is granted based upon the number of hours reported, divided by 140 hours per month.
- **Part-Time**: The TRS grants service credit to a member employed on a part-time basis based upon the contract; i.e. .50 year of service credit to a member employed on a .50 FTE contract for the entire fiscal year.

A TRS member may have a combination of ‘hourly’ and part-time’ employment reported to the TRS, using multiple lines of entry. Enter each responsibility, with the appropriate ‘Member Status’, full-time, hourly, or part-time. The TRS will calculate and credit the appropriate service credit to the member’s account.

The FTE reported on the monthly report must accurately reflect the employment status; full-time, hourly, or part-time.
TIAA-CREF MEMBERS

Employees of the University System, being reported to TIAA-CREF will have only earnings and employer (no employee) contributions reported to the TRS. Do not report hours worked or the FTE value. The TIAA-CREF contribution rate is 4.72%. (Ref: §19-20-621, MCA)

OVERAGES AND SHORTAGES

If you do **not** remit the 'Total Due This Report' for the month you are reporting, the difference will present as an 'Overage/Shortage'. The TRS staff will prepare and mail an ‘Overage/Shortage’ notification to your office.

- In the event of an ‘Overage’, reduce the ‘Remitted This Report’ on your next monthly report. If your office would prefer a refund, you must make a written request to the TRS.
- In the event of a shortage
  - Remit a check immediately, or
  - Include the shortage in the ‘Remitted This Report' on your next monthly report.
WAGE AND CONTRIBUTION REPORTING (TRS ON-LINE)

As the employer, you are required to submit a monthly report by using the TRS ‘Wages and Contribution Reporting’ system. For assistance with the web reporting, call the TRS at 406-444-3395 or 406-444-9293.

The ‘Wages and Contribution Reporting’ system is designed to allow each agency reporting to the TRS to perform all data integrity, verification, and error and warning checks in submission of the monthly employee and employer contributions due the TRS.

Access the web reporting system on the TRS homepage and navigate to ‘Employers’ ‘Wages and Contribution Reporting (TRS On-Line)’. You may also navigate directly to http://www.trs.mt.gov/Employers/TrsOnline.asp. The latest version of the ‘Program Documentation’ is available from this site.

To utilize this web reporting capability, you must be using Microsoft Internet Explorer, Version 5.01 or higher. Internet Explorer is freely available from Microsoft's web site at http://www.microsoft.com. The latest production version is Version 6.0.x.

For those agencies that utilize payroll software that produces a disk file, the 'Monthly Earnings and Contribution Report' may be uploaded to the TRS via the TRS On-Line system. This section provides detailed instructions for uploading data to the TRS. Once the TRS has processed and validated the uploaded data, the submitting clerk will have an opportunity to fix any discrepancies directly on the web site, or they may fix the data on their own internal payroll software, recreate their report data file, and resubmit the file to the web site. Districts that are not able to create an upload file, may enter the earnings and contribution data directly on the TRS web site or copy forward from a previous monthly report. The same data checks, as described above, are performed with the same corrective actions available to the clerk.

From the TRS home page, select ‘Wages and Contribution Reporting (TRS-Online)’ from the Employer tab.
The TRS-Online: Wage and Contribution Reporting screen is presented, providing resource and contact information needed in order to assist with reporting. Select the 'Wage and Contribution Reporting’ option.

The web reporting system allows you to enter, correct, submit, and review employee and employer contributions to be submitted to the TRS consisting of three steps:

1. ‘Upload Contribution File to TRS’ a file of current contributions, or ‘Copy Forward to New Period’ a prior month’s contributions.
2. ‘Validate Contributions’.
3. ‘Submit to TRS’.

The web reporting system allows you to review previous contributions for TRS covered employees. In addition, you may adjust previously submitted reports, if necessary.
WAGES AND CONTRIBUTION FILE AND ADDRESS UPDATES

The TRS has changed the input file specification used for reporting wages and contributions. This change allows employers to update member addresses via the wages and contribution upload file.

In the past, the TRS did not have accurate member addresses and relied on you, the employer, to redistribute annual statements and other materials to our members. The TRS will mail materials directly to members for employers who include correct member addresses in the wages and contribution file, saving you time and labor of redistribution.

Both the old file format (without address) and the new file format (with address) will work for reporting to the TRS. Therefore, no deadline pressure exists for vendors or employers to add the feature by a certain date. The additional address fields are appended on the detail record, increasing the detail record length from 180 bytes to 512 bytes. No error messages are generated for missing or incomplete addresses. When an address is present, the TRS program inspects the address, compares it to the current address in the TRS member file, and, if changes are detected, updates the TRS address. If no addresses are sent, no changes are made.

LOGGING ON

To logon to the ‘Montana TRS Web Contribution Reporting’ system, enter you six-digit employer number and ‘Password’.

NOTE: As of April 20, 2009 the Employer password expires every 60 days. Passwords 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: ~!#$%^&*()-_+{}":<>?,.?\.

Once you logon, a ‘Welcome’ screen appears, providing additional resource information for your use while utilizing the Wages and Contribution system. A collection of helpful tips is also available.
Welcome!

Thank you for using the new TRS Wage and Contribution Reporting System. Here’s some tips and news for you. More tips can be found by clicking here.

- NEW! Please check the recent memo on Required Reporting of Employees of Educational Cooperatives/Consortiums to the Teachers’ Retirement System. Please read the latest TRS memo by clicking here.
- NEW! Beginning July 1, 2009, the TRS Wage and Contribution program will allow employers to report reemployment of TRS retirees (Reemployed Retirees) under House Bill 363. For specific information about HB 363, including application and certification forms, please read the latest TRS memo by clicking here. Click here to read instructions on how to code Reemployed Retirees in the Wage and Contribution system. Please check and update your e-mail address on the Employer Contact Info page if you did not receive this information in an e-mail on June 24, 2009.
- If you have working retirees within 75% of their allowable earnings, they will be listed when you log in. To see the list, click the "Working Retiree" button on the menu.
- On April 20, 2009 Employer passwords will expire every 60 days. Passwords 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: ~!@#$%^&*()_+-={}[]\:";'<>?,.\
- If you Toggle between viewing all errors/warning or just errors using the "View Messages" button found on the Contribution Summary screen. This is helpful if you have many warnings and want to find the error records quickly.
- "Termination Pay" forms need to be returned to the TRS at least one week prior to submitting your monthly contribution report which contains the term pay monies due. This will allow our office processing time necessary to minimize interruptions for you in validating and submitting your monthly contribution report.

Quick review of the work flow (cheat sheet):
1. Upload/Copy Forward/Enter contributions for new month;
2. Validate contributions;
3. Correct errors and warnings if possible;
4. Validate contributions again (may have to repeat step 3 to correct errors);
5. If no errors and message says "Ready to Submit to TRS", print the contribution summary report by
   a) pressing the 'Print Report' button then
   b) pressing the 'Summary Contribution' button (send this report with your check);
6. Submit. If you do hit the Submit button before printing this report, use the 'Contribution Report History' button to return to the summary page.

Thank you for being a part of the new TRS Wage and Contribution Web Entry. We appreciate your time and help making this process the best it can be.
TRS WAGES AND CONTRIBUTIONS ADDITIONAL INFORMATION

Here is a collection of tips for the Wages and Contribution system. If you have not used the system before, the manual and these tips will be a real help.

- You can toggle between viewing all errors/warning or just errors using the "View Messages" button found on the Contribution Summary screen. This is helpful if you have many warnings and want to find the error records quickly.
- ‘Termination Pay’ forms need to be returned to the TRS at least one week prior to submitting your monthly contribution report which contains the term pay monies due. This will allow our office processing time necessary to minimize interruptions for you in validating and submitting your monthly contribution report.
- TRS forms are updated occasionally. The latest forms are always on the TRS web site.
- The Wages and Contribution program requires the employer share of termination pay be reported on the detail record. Enter the employer share of termination pay on the summary screen. Also, hours for working retirees are required on the detail screen.
- If needed, ACH Debit transactions can be scheduled five days in advance at the time the report is submitted.
- Please check and update your address, phone, and e-mail information on the Employer Contact Info screen.
- Sick and vacation leave payouts are not reportable to TRS, unless a member is terminating their employment with your district for the purpose of applying for a monthly retirement benefit.
- How to add new members:
  Any new member has to be added to the detail section of your contribution report. To add the member, enter his or hers SSN on the next available blank line in the contribution detail page. When you use the Add New Member button from the menu, it allows you to add additional information about the new member, such as birth date, but it will not automatically add that new member to your contribution report. Please see the manual for more information.
- Quick review of the typical monthly work:
  1) Upload/Copy Forward/Enter contributions for new month;
  2) Validate contributions;
  3) Correct errors and warnings if possible;
  4) Validate contributions again (may have to repeat step 3 to correct errors);
  5) If no errors and message says ‘Ready to Submit to TRS’, print the contribution summary report by
     a) pressing the ‘Print Report’ button then
     b) pressing the ‘Summary Contribution’ button (send this report with your check);
  6) Submit. If you do hit the Submit button before printing this report, use the ‘Contribution Report History’ button to return to the summary page.
  FTE and Hourly and Member Status columns must match. For example: 1.0 FTE = F, >1.0 FTE = P, 12 hours = H.
  Use the ‘Submit to TRS’ button after you have finished validating your contributions and printed your summary report. Make sure your summary report reflects the latest validations.
If, at the time you access the TRS Web Contribution Reporting system, you have been reporting ‘Working Retirees’, the TRS database will notify you if any of your TRS working retirees are in jeopardy of exceeding their current Fiscal Year (FY) maximum allowable earnings. You are asked to advise the working retiree as soon as possible in order to avoid the possibility that they may exceed the amount they are allowed to earn, and a possible repayment of their monthly retirement benefit to the TRS, or suspension of their TRS monthly retirement benefit.
TRS WEB CONTRIBUTION REPORTING – MAIN MENU

### MAIN MENU OPTIONS

- **Upload Contribution File to TRS**
  Moves a contribution file created by your accounting/payroll system to the TRS Contribution Reporting system. This is a three-step process: upload the file, process the data; review results.

- **Copy Forward to New Period**
  Allows any previous month’s contribution report, on the TRS database, to be copied and utilized for a current month’s report. This allows the edit of previous entries and the addition of new entries.

- **Enter or Change Contribution Report**
  Allows you to enter or update a TRS member’s wage and contribution amount. You can return to the program to perform edits. You should **Save** the report information periodically.

- **Enter or Change Adjustments**
  This option allows an adjustment to a previous month’s posted contributions.
A report of the history of all contributions submitted to the TRS.

Add or change members reported for the current month.

This calculator uses real-time TRS data to calculate the employee and employer termination pay contribution due the TRS, Option 1 or 2, for a TRS member terminating and retiring.

Update employer contact information.

Review of a specific TRS member’s contribution history.

A list of ‘Retired’ TRS members working in a TRS covered position after their retirement, indicating earnings and hour limitations.

Close out the Montana TRS Web Contribution Reporting system.
UPLOAD CONTRIBUTION FILE TO TRS

If you have an accounting/payroll system capable of creating a TRS upload file, you can use this option to select the file, process it, and review the results. Any errors or warnings can be corrected on-line. All ‘Errors’ must be corrected before the report can be submitted to the TRS. TRS urges you to read the ‘Warnings’ and correct as many as possible, so you have fewer messages to deal with each month.

The file sent to the TRS has a special format. TRS publishes the layout for the upload file at: http://www.trs.mt.gov/Help/512-ByteLayout.PDF. Please review it to provide an upload file each month. For each upload file, you will need to enter the month and year of the data you are uploading. Make sure the data contained in the file you select has the correct employer number, month, and year.

Create a current upload file from your accounting/payroll system and Save it where you can find it on your computer or network.

Upload process:
bullet Login to the ‘Wage and Contribution Reporting’ system.
bullet Select the ‘Upload Contribution File to TRS’ menu option.
  o Enter the ‘Report Month (MM)’
  o Enter the ‘Report Year (YYYY)’.
  o Leave the ‘Sequence Number’ blank.
  o Type defaults to ‘Contribution’. You may elect to perform an ‘Adjustment’ on the drop-down box.
  o The ‘Override’ field defaults to ‘No’. If you want to overwrite a previous upload for the Reporting Period, select ‘Yes’ on the drop-down box.
  o Click Next Step.

After you click ‘Next Step’, the ‘Sequence Number’ defaults to ‘1’.
STEP ONE: UPLOAD FILE

Click Step One: Upload File to select the file to upload.

A window opens to allow you to ‘Select a file to upload’.

**Note:** If your internet browser is set to not allow pop-ups (pop-ups are additional browser windows that pop-up, often with advertisements), you will have to temporarily enable the browser to allow pop-ups.

To ‘Select a file to upload’:
- Click **Browse**.
  - Find the file in the file explorer.
  - Double click the file name. This will put the file name in the box below.
• Click **Upload File**.
  - Upload the contribution file.
  - Review the messages generated by the upload.

Once the file upload is complete, the screen displays a message showing it was successful.

Click **Go to Step two: Process File** to close the window and continue processing the file. The ‘Upload Contribution File’ screen will open.

• Click **Process**. This may take up to 2 minutes for a large organization. If this process takes longer than 3 minutes, please call TRS IT staff at 406-444-3385 or 406-444-9293.

If the upload is unsuccessful, a series of **ERROR** messages may appear. The example below shows such **ERROR** messages for a file that is not in the correct format for uploading. Errors on this screen may have to be corrected in the original file before resubmitting it to the TRS.
If the upload is unsuccessful, it is typically because one of the following reasons: the wrong file was loaded, the file is not in the correct format, or the file is not for the correct reporting period. Correct and upload the original file once again.

Possible errors:
- Employer number is invalid
- Pay period/year does not match
- Pay period or year is invalid
- Record type must be 1 or 2
- SSN is invalid format
If the upload is successful, the ‘Contribution Summary’ screen opens.

The contribution summary screen allows several functions.

**DATA FIELDS:**

- **Remitted This Report**: Enter the total remitted amount before submitting the report. If an overage or shortage of less than $2.00 occurs, the ‘Report Over+/Short-’ will automatically be made zero and the amount will be added to or subtracted from the ‘Total Empr Contribution’.

- **# of Report Periods**: Enter the appropriate number of reports covered, if more than one month.

- **Final Year-End Rpt**: Enter ‘Y’ if this is the final report for the fiscal year.

- **Starting Entry No.**: Specify the entry number to start with on the detail screens. This applies to the View or Change Detail, View Messages, and Edit Messages screens.

- **Starting With**: Specify the ‘Last Name’ or partial ‘Last Name’ to start with on the detail screen. This applies to the View or Change Detail and the Edit Messages screens.

- **Detail Sequence**: The entries on the detail screens may be sequenced by the member’s ‘Last Name’ or the member’s SSN (alpha or numeric order). If this value is changed, the re-sequencing process takes place when the screen is saved or one of the detail screens is selected. The re-sequencing process may take a little while.

- **Copy To New Period**: To copy this report to a new reporting period, enter the period and year, and then click Copy.
FUNCTION KEYS

Save          Saves values changed on the summary. Summary values must match contribution detail. Use Validate Contributions to check work after any changes.

Add           Add will only show up after Clear is clicked. To enter a new report from scratch, click Clear, then enter the ‘Report Month (MM) and ‘Report Year (YYYY)’, the ‘Sequence Number’ (optional), and click Add. Additional information may now be entered.

Search        Click Clear, then enter the ‘Report Month (MM) and ‘Report Year (YYYY)’, the ‘Sequence Number’ (optional), and click Search to load a prior contribution report.

Delete        Deletes all contribution detail as well as summary records for the month and year indicated.

Clear         Clears the fields of all values.

Reset         Resets the original values as of when the screen was loaded.

Calculate Totals Quickly calculates the summary totals from the contribution detail. It provides fast totals, but does not validate the detail information. After calculating totals, click Save to save your work.

Validate Contributions Validates that the summary and detail information matches as well as recalculates totals based on any changes you may have made. This options looks for potential errors in the detail information or summary page that would interfere with the reporting of contributions or submitting the report to TRS.

View or Change Detail Examine the individual contribution records for a reporting period.

View Messages  Displays all messages generated by the process of validating contributions. These are the results from the upload or the result when you click the Validate Contributions button. You may print this list to facilitate in making the necessary corrections. Message will appear as an ‘Error’ or ‘Warning’.

Edit Messages  Allows you to correct five records at a time that have an ‘Error’ or ‘Warning’.

Submit to TRS  After all error messages are resolved and the records have been validated, submits the contribution file for processing by the TRS.

Home          Return to the ‘Main Menu’.

Print Reports  Allow access to the ‘Summary Contribution Report’ and ‘Detail Contribution Report’.
ADJUSTMENT SUMMARY

This screen may be used to enter adjustments for member contributions or wages. The functionality of this screen is the same as the ‘Contribution Summary’ screen. The ‘Sequence Number’ must be at least 2. ‘Sequence Number’ 1 is reserved for contribution reports. Adjustments cannot be copied forward.

- Click Clear to create an ‘Adjustment’ report. The TRS database will present an ‘Adjustment Summary’ screen will all the fields cleared.
- Enter the ‘Period’ month (MM) and, year (YYYY)
- Enter a sequence number ‘Seq’ (increment for each adjustment, starting at 2)
- Click Add.

- Click View or Change Detail to enter in the detail information for the adjustment.
- Save your work.
- Click Contrb Summary to return to the ‘Adjustment Summary’ screen.
- Click Validate Contributions to check your work.
VIEW OR CHANGE DETAIL

This screen shows the ‘Contribution Detail’ for each TRS member on your report. Use this screen to adjust any of the information, as necessary. The ‘Member Status’ must agree with the TRS member’s employment status.

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Service (FTE)</th>
<th>Monthly Hours</th>
<th>Member Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed with 1.00 FTE Contract</td>
<td>1.00</td>
<td></td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employed with &lt;1.00 FTE Contract</td>
<td>i.e., .50; .67; .75</td>
<td></td>
<td>Part-Time</td>
</tr>
<tr>
<td>Employed on Hourly Basis</td>
<td></td>
<td>140</td>
<td>Hourly</td>
</tr>
<tr>
<td>Retired TRS member working part-time</td>
<td></td>
<td>126</td>
<td>Work Ret.</td>
</tr>
</tbody>
</table>

FUNCTION KEYS

Save

Save changes to screen. Remember to Save any work before leaving the screen.

Search

To find an individual click Clear, then type the member’s SSN in the top left field and click ‘Search’. You may select a certain member by entering the full or partial last name in the name field and click Search. You can also use the ‘Jump to name or SSN’.

Clear

Clears fields for searching. See Search.

Reset

Resets the original values as of when the screen was loaded.

Name Lookup

Allows you to search by a member’s name.

Contrib Summary

Returns you to the contribution summary page.

Home

Returns you to the home menu.

Delete? □

Click ‘Delete?’ to delete one or more records, then click Save.

Jump to Name or SSN

Enter full or partial names or SSN, and then click GO to move to that particular member in the file.
To add additional members: click Clear, and then begin entering the additional members, starting at the top. If there are available blank lines on the screen, additional members may be added using the blank lines. When adding additional members, the name is not displayed until after the screen is saved. If the SSN being added is not found in the TRS database, the name field must be entered in the format of Last; First; Middle. If a new member is added on the contribution screen, please remember to fill in the additional information on the ‘Add or Change Member’ screen.

For existing members, the name may not be changed on this screen. Members whose name has changed must submit a ‘Name Change’ form to the TRS. The form is available on the TRS website.

Another method for adding a new member is to use the ‘Add or Change Member’ function, available on the ‘Main Menu’, before entering the wage and contribution data.

Populate the TRS member’s personal information. Click Save to update the information on the TRS database.
VIEW MESSAGES

The View Messages option from the ‘Contribution Summary’ allows the viewing of 5 messages at a time. It may be helpful to print these messages if it makes correcting the messages easier. To fix problems, Click Edit Messages; or Click Contribution Summary to return to the summary.

After the ‘Error’ has been corrected and saved, Click Next Page >> to navigate to the next page of messages.
EDIT MESSAGES

When editing messages, the warnings or errors along with the records to be corrected or reviewed will appear in one screen. Five individuals at a time appear. Read the edit message and respond appropriately.

- After the ‘Error’ has been corrected and saved, Click **Next List >>** to navigate to the next page of messages.

The ‘Edit Type’; ‘Name’; and, ‘Edit Message’ appear on the edit message report. To review the line entries:

- Click **Clear** to find an individual. Type the member’s SSN in the top left field and click **Search**.

- You can go directly to a certain member by entering the full or partial ‘Last Name’ in **Jump to Name**, or entering the full or partial SSN, then click **Go**.

- Click **Delete?** to delete one or more records, then click **Save**.

- Click **Clear** to add additional members, then begin entering the additional members, starting at the top. Additional members may be added using available blank lines on the screen. When adding additional members, the name is not displayed until after the screen is saved. If the SSN being added is not found in the TRS database, the name field must be entered in the format of Last; First; Middle.

- Access the ‘Add or Change Member’ screen to update a name, for an existing member.

### Contribution ‘Error’ messages

<table>
<thead>
<tr>
<th>Message</th>
<th>Correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member was not found</td>
<td>Use Action field <strong>Add</strong>.</td>
</tr>
<tr>
<td>Member SSN is not valid</td>
<td>Confirm the SSN is valid.</td>
</tr>
<tr>
<td>Employee not found for this employer</td>
<td>Use the Action field <strong>Add</strong>.</td>
</tr>
<tr>
<td>Service not allowed for this member</td>
<td>Delete FTE or Hours.</td>
</tr>
<tr>
<td>Hours only allowed for Hourly member status</td>
<td>Enter hours, use 0.0 for FTE.</td>
</tr>
<tr>
<td>Contribution 'Warning' messages</td>
<td>Suggested Correction</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hourly member must have hours reported.</td>
<td>Report hours or if no earnings in period, delete contribution record or change action field to ‘Terminate’.</td>
</tr>
<tr>
<td>Term pay option only allowed when term pay amount is entered.</td>
<td>Remove term pay option, or enter term pay amount.</td>
</tr>
<tr>
<td>Member does not have retired status.</td>
<td>Do not report as a ‘Working Retiree’.</td>
</tr>
<tr>
<td>Member contribution is not within the acceptable range.</td>
<td>Confirm contribution and earnings.</td>
</tr>
<tr>
<td>Actual Earnings are zero.</td>
<td>Use Action field ‘Terminate’ or ‘Delete?’</td>
</tr>
<tr>
<td>Monthly hours are positive but contribution amount is negative.</td>
<td>Confirm contribution amount and hours.</td>
</tr>
<tr>
<td>Contribution reported without service.</td>
<td>Report either FTE or hours.</td>
</tr>
<tr>
<td>Contribution or service not allowed for terminating member.</td>
<td>Must terminate on the next month's report with zero earnings, no FTE or hours.</td>
</tr>
<tr>
<td>Service is positive but contribution amount is negative.</td>
<td>Confirm contribution amount and service.</td>
</tr>
<tr>
<td>Last name is missing.</td>
<td>Enter last name.</td>
</tr>
<tr>
<td>First name is missing.</td>
<td>Enter first name.</td>
</tr>
<tr>
<td>Additional contribution for future Tax-deferred Election Date.</td>
<td>Confirm Tax-deferred Election Date.</td>
</tr>
<tr>
<td>Term Pay contribution for future Tax-deferred Election Date.</td>
<td>Member must have terminated their employment and signed a irrevocable election form.</td>
</tr>
<tr>
<td>Employee currently on leave is receiving wages.</td>
<td>Confirm reporting status.</td>
</tr>
<tr>
<td>This member is currently Full Time with a different employer.</td>
<td>None – multiple employer</td>
</tr>
<tr>
<td>Monthly hours are negative but contribution amount is positive.</td>
<td>Confirm hours/contributions.</td>
</tr>
<tr>
<td>Part time hours are negative.</td>
<td>Confirm hours.</td>
</tr>
<tr>
<td>Part time hours exceed standard hours for full month.</td>
<td>Confirm hours/reporting status.</td>
</tr>
<tr>
<td>Term pay contribution is already posted for this employee.</td>
<td>Confirm term pay.</td>
</tr>
<tr>
<td>Member type in the TRS database is Working Retiree.</td>
<td>Confirm reporting status.</td>
</tr>
<tr>
<td>Member type in the TRS database is Work after Retirement.</td>
<td>Delete</td>
</tr>
<tr>
<td>Member type in the TRS database is not TIAA CREF.</td>
<td>Confirm reporting status.</td>
</tr>
<tr>
<td>Member type in the TRS database is Full Time.</td>
<td>Confirm reporting status.</td>
</tr>
<tr>
<td>Member type in the TRS database is Hourly for this employer.</td>
<td>Confirm reporting status.</td>
</tr>
<tr>
<td>Wages were already posted for this member for this report period.</td>
<td>None – multiple employer</td>
</tr>
<tr>
<td>Member currently on leave reporting contributions.</td>
<td>Confirm reporting status.</td>
</tr>
<tr>
<td>Terminated member receiving wages.</td>
<td>Cannot terminate with earnings reported for employee. ‘Terminate’ on next period’s report.</td>
</tr>
<tr>
<td>Deceased member receiving wages.</td>
<td>Confirm wages.</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Retired member receiving wages.</td>
<td>Confirm reporting status.</td>
</tr>
<tr>
<td>Retired member reporting contributions.</td>
<td>Confirm reporting status/contributions.</td>
</tr>
<tr>
<td>Contribution amount reported without service.</td>
<td>Confirm service.</td>
</tr>
<tr>
<td>Service not allowed for this member type.</td>
<td>Delete FTE or hours.</td>
</tr>
<tr>
<td>Contributions not allowed for this member type.</td>
<td>Delete Contributions.</td>
</tr>
<tr>
<td>Reported member type = x, in the TRS database = y</td>
<td>Reported member type is different from the member type in the TRS database.</td>
</tr>
<tr>
<td>Retired member is being reported as a TIAA CREF member.</td>
<td>Report as 'Working Retiree'.</td>
</tr>
<tr>
<td>Service reported without contributions.</td>
<td>Confirm service/contributions.</td>
</tr>
<tr>
<td>Service is negative but contribution amount is positive.</td>
<td>Confirm service/contributions.</td>
</tr>
<tr>
<td>Service is negative.</td>
<td>Confirm service.</td>
</tr>
<tr>
<td>The hire date could not be found for this member.</td>
<td>Employee needs to submit a 'Membership Form' to the TRS.</td>
</tr>
<tr>
<td>The gender is unknown for this member.</td>
<td>Employee needs to submit a 'Membership Form' to the TRS.</td>
</tr>
<tr>
<td>This member is Full Time and has an FTE &lt; 1.00.</td>
<td>Confirm FTE.</td>
</tr>
<tr>
<td>This member is Part Time and has an FTE &gt;= 1.00.</td>
<td>Confirm FTE.</td>
</tr>
<tr>
<td>The FTE exceeds the number of months being reported.</td>
<td>Confirm FTE.</td>
</tr>
<tr>
<td>This SSN is duplicated for this report.</td>
<td>Confirm SSN. Delete the duplicate. Allowed for multiple lines of entry.</td>
</tr>
<tr>
<td>The summary total wages do not match the calculated wages.</td>
<td>Recalculate totals or <strong>Validate Contributions</strong></td>
</tr>
<tr>
<td>The summary employee contributions does not match calculated amount.</td>
<td>Confirm employee contributions.</td>
</tr>
<tr>
<td>The summary employee additional contribution does not match calculated amount.</td>
<td>Confirm employee additional contributions.</td>
</tr>
<tr>
<td>The summary employer contributions does not match calculated amount.</td>
<td>Confirm employer contributions.</td>
</tr>
<tr>
<td>The summary service months does not match calculated amount.</td>
<td>Confirm service months.</td>
</tr>
<tr>
<td>The summary part time hours does not match calculated amount.</td>
<td>Confirm part time hours.</td>
</tr>
<tr>
<td>The summary TIAA CREF wages does not match calculated amount.</td>
<td>Confirm ORP wages.</td>
</tr>
<tr>
<td>The summary TIAA CREF contribution does not match calculated amount.</td>
<td>Confirm ORP contributions.</td>
</tr>
</tbody>
</table>
PRINT REPORTS

From the ‘Contribution Summary’ screen, Click **Print Report** to access the ‘Summary Contribution Report’, and the ‘Detail Contribution Report’.

---

**Contribution Summary**

<table>
<thead>
<tr>
<th>Agency</th>
<th>999999</th>
<th>PUBLIC EDUCATION EMPLOYER</th>
<th>Period</th>
<th>09 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRS Employees</td>
<td>1616</td>
<td>Add1 Empir Contrib</td>
<td>0.00</td>
<td># of Report Periods</td>
</tr>
<tr>
<td>Total FTE</td>
<td>1,195.00</td>
<td>Employer Term Pay</td>
<td>0.00</td>
<td>Final Year-End Rpt</td>
</tr>
<tr>
<td>Total FTE Hours</td>
<td>37,447.88</td>
<td>TIAA CREF Contrib</td>
<td>0.00</td>
<td>TIAA CREF Earnings</td>
</tr>
<tr>
<td>Earnings</td>
<td>4,975,554.71</td>
<td>Total Emp Contrib</td>
<td>371,673.94</td>
<td>Pay Period Date</td>
</tr>
<tr>
<td>Regular Contribution</td>
<td>355,743.25</td>
<td>Total Due This Rpt</td>
<td>742,821.93</td>
<td>Date Edited</td>
</tr>
<tr>
<td>Additional Contrib</td>
<td>15,404.94</td>
<td>Remitted This Report*</td>
<td>743,000.00</td>
<td>Date Posted</td>
</tr>
<tr>
<td>Member Contrib</td>
<td>371,148.09</td>
<td>Report Over/Short-</td>
<td>177.97</td>
<td>Edit Status</td>
</tr>
<tr>
<td>Employer Contrib</td>
<td>371,673.94</td>
<td>Over/Short Balance</td>
<td>0.00</td>
<td>Post Status</td>
</tr>
<tr>
<td>Starting Entry No.</td>
<td></td>
<td>Starting With</td>
<td></td>
<td>Copy to New Period</td>
</tr>
<tr>
<td>Detail Sequence</td>
<td></td>
<td>Copy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Indicates required field

---

**Print Contribution Report**

<table>
<thead>
<tr>
<th>Agency</th>
<th>999999</th>
<th>PUBLIC EDUCATION EMPLOYER</th>
<th>Period</th>
<th>09 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRS Employees</td>
<td>1,616</td>
<td>Period End Date</td>
<td>09/30/2004</td>
<td></td>
</tr>
<tr>
<td>Earnings</td>
<td>4,975,554.71</td>
<td>Date Posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Member Contribution</td>
<td>371,148.09</td>
<td>Final Year-End Rpt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Employer Contribution</td>
<td>371,673.84</td>
<td>Edit Status</td>
<td>10 Errors, 65 Warnings</td>
<td></td>
</tr>
<tr>
<td>Total Due This Report</td>
<td>742,821.93</td>
<td>Post Status</td>
<td>Not Ready</td>
<td></td>
</tr>
<tr>
<td>Remitted This Report</td>
<td>743,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Contribution Summary Report

### TEST -- MT Teachers' Ret. Sys. -- TEST

**Contribution Summary Report**

<table>
<thead>
<tr>
<th>Reporting Agency: 999999 PUBLIC EDUCATION EMPLOYER</th>
<th>Report Period: September 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRS Employees</td>
<td>1616</td>
</tr>
<tr>
<td>Total FTE</td>
<td>1,195.00</td>
</tr>
<tr>
<td>Total FTE Hours</td>
<td>37,447.89</td>
</tr>
<tr>
<td>Earnings</td>
<td>4,975,554.71</td>
</tr>
<tr>
<td>Regular Contribution</td>
<td>355,743.25</td>
</tr>
<tr>
<td>Additional Contrib</td>
<td>15,484.84</td>
</tr>
<tr>
<td>Member Contrib</td>
<td>371,148.09</td>
</tr>
<tr>
<td>Employer Contrib</td>
<td>371,673.84</td>
</tr>
<tr>
<td>Add'T Empir Contrib</td>
<td>0.00</td>
</tr>
<tr>
<td>Emp'l Term Pay</td>
<td>0.00</td>
</tr>
<tr>
<td>TIAA CREF Contrib</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Empr Contrib</td>
<td>371,673.84</td>
</tr>
<tr>
<td>Total Due This Rpt</td>
<td>742,821.93</td>
</tr>
<tr>
<td>Remitted This Report</td>
<td>743,000.00</td>
</tr>
<tr>
<td>Report Over+/Short-</td>
<td>178.07</td>
</tr>
<tr>
<td>Over/Short Balance</td>
<td>0.00</td>
</tr>
</tbody>
</table>

# Contribution Detail Report

### TEST -- MT Teachers' Ret. Sys. -- TEST

**Contribution Detail Report**

<table>
<thead>
<tr>
<th>Reporting Agency: 999999 PUBLIC EDUCATION EMPLOYER</th>
<th>Report Period: September 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Name</td>
<td>Current Wages</td>
</tr>
<tr>
<td>999-99-9999 APERSON, ABE</td>
<td>2,897.17</td>
</tr>
<tr>
<td>999-99-9999 BPERSON, BOB</td>
<td>1,506.40</td>
</tr>
<tr>
<td>999-99-9999 CPERSON, CAROL</td>
<td>3,781.33</td>
</tr>
</tbody>
</table>
COPY FORWARD TO NEW PERIOD

Summary and contributions data from any previous period may be copied forward from either the ‘Contribution Summary’ screen or the ‘Main Menu’. This eliminates the need to re-enter data each month. Once the records are copied forward, the appropriate changes can be made.

- If attempting to copy to a reporting period that has already been posted, the following error is issued: ‘A posted report already exists for this period - Cannot copy.’
- If copying to a reporting period that already exists, but has not been posted, the following error is issued: ‘A report already exists for this period - Click ’Copy’ again to override’.

When the copy function is complete, the ‘Contribution Summary’ screen is presented. For larger agencies, the copy function may take over one minute.
CONTRIBUTION REPORT HISTORY

The contribution report history is a screen by screen report of each month’s contribution made by the employer. From this screen, the ‘Contribution Summary’ and ‘Contribution Detail’ may be accessed for any previous or pending reporting period, submitted to the TRS.

ADD OR CHANGE MEMBER

An employer may add or change TRS members reported on their monthly reports. On the ‘Add or Change Member’ screen, enter the member’s SSN.
If the member is not found in the TRS database, the ‘Add New Member’ screen will appear.

![Add New Member Form]

- **Member**: 888-46-3808
- **Last Name**: DOUCETTE
- **First Name**: CHERYL
- **Suffix**: 
- **Member Type**: Full Time Member
- **Address**: 123 ANYWHERE ST
- **City/State/Zip**: HELENA, MT 59602
- **Home Phone**: 444-3134
- **Cell Phone**: 431-3134
- **Work Phone & Ext.**: 406-324-3134
- **Date of Birth**: 09/16/1949
- **Gender**: Female
- **Date Hired**: 09/01/2009
- **Marital Status**: Married
- **Marital Date**: 
- **Email Address**: 
If the member is not found in the employer’s records, the ‘Add Member for this Employer’ screen will appear.

![Add Member for this Employer screen](image)

When adding a new member you will need to verify the ‘Effective Date’ of employment; ‘Member Type’: Full Time Member; Hourly; Part Time Member; or, TIAA CREF Member; and the ‘Pay Period/Year’, the first pay period (month/year) that the TRS member is reportable to the TRS.

If the member exists already with the employer, the ‘Change Member’ screen appears.

![Change Member screen](image)

The change member screen will allow you to change all fields for members that have not been verified by the TRS. Once a member has completed a TRS ‘Membership Form’, only the directory information will be available for changes.
If the member exists already with the employer, but the member's primary employer is a different employer, then the ‘Change Member for this Employer’ screen will appear.

NAME LOOK-UP

This screen may be accessed from the ‘Contribution Detail’ and the ‘Edit Contribution Messages’ screens using the Name Lookup button. It can be used to find a member within the selected reporting period by entering the full or partial ‘Last Name’. Members within this reporting period are displayed alphabetically by ‘Last Name’, starting with the first name that matches the entered ‘Last Name’. If no matches are found, the next name is displayed.

Click Select for the desired member to return to the previous screen.
MEMBER LOOK-UP BY NAME

This screen may be accessed from any screen that has the Name Lookup button. To utilize this feature, enter the TRS member’s:

- Full ‘Last Name’
- Full ‘Last Name’, plus full or partial ‘First Name’
- Partial ‘Last Name’
- Partial SSN
- Sounds-like last name.

The ‘First Name’ or partial ‘First Name’ is only used in conjunction with the full ‘Last Name’. You can find members who are currently or have previously been employed by your employer.

The ‘Sounds-Like Last Name’ feature allows you to find a person even though you may not know the exact spelling of the last name. Enter the last name, as you believe it is spelled followed by a question mark (?). This will find all members with last names that sound like the name entered. The first name is not used in combination with this feature.

When the desired member has been found, click Select to return to the previous screen.

The employee or a list of employees will appear below. Click Select to see the TRS member’s contribution history.
MEMBER CONTRIBUTION HISTORY

Enter the member’s SSN, then click Search, or use the Name Lookup button.

The information presented on this screen shows posted wage and contribution information for the employer’s TRS employees. If adjustments have been made, there may be multiple lines for a pay period.
RETIREMENT TERMINATION PAY CALCULATOR

Refer to Section 6 of this manual for the definition of termination pay, the correct procedure for reporting termination pay, as well as the tools provided by the TRS in the calculation of the ‘Employee Contribution Due’ and the ‘Employer Contribution Due’ the TRS, to fund an increase in a TRS member’s monthly retirement benefit.

The ‘Retirement Termination Pay Calculator’ is available on the TRS website. At the time of a TRS member’s termination and retirement, this calculator is used for the correct calculation of the employee and employer termination pay contributions due the TRS. Use of this tool allows your office to budget for pending or future retirement termination payouts.

For additional assistance or questions relative to the calculation of the employee and employer contributions due the TRS, contact a Benefit Officer with the TRS at 406-444-3324 or 406-444-4113.
CODING FOR REEMPLOYMENT OF TRS RETIREES UNDER HB 363

The TRS Wage and Contribution program allows employers to report reemployment of TRS retirees (Reemployed Retirees) under House Bill 363. These are individuals who have retired with 30+ years in service and are filling a vacancy for which no qualified applicants exist. For specific information about HB 363, including application and certification forms, and how to code these individuals within the Wage and Contribution System please read the latest TRS memo: http://www.trs.mt.gov/Employers/MemosAndNewsLetters/MemosAndNewsletters.asp

1. On the Contribution Detail screen of the Wage and Contribution program:

2) On the Contribution Summary screen of the Wage and Contribution program:

3) In the TRS wage and contribution files uploaded from commercial programs (i.e. Foxy Lady, Black Mountain, etc.):


For a Vacancy Retiree on the Detail Record (Record Type = 1):

- The Member Status Code (Field Number 6, starting in Position 13) is “R”.
- Wages and hours are reported.
- FTE is not reported, zero filled.
- Employee contributions are not reported, zero filled.

On the Summary Record (Record Type 2):

- The Total Employer Contributions (Field Number 16, starting in position 78) would also include 17.11% of each Reemployed Retiree’s actual wage.
UPDATING TRS REPORTING CONTACT INFORMATION

To update any change in the name and mailing or e-mail address of the individual responsible for reporting monthly contributions and/or insurance to the TRS, access ‘Employer Contact Info’ on the Montana TRS Wages and Contribution Reporting system.

The TRS may need to contact the person responsible for reporting should there be any questions relative to your ‘Monthly Earnings and Contribution Report’ and/or insurance information submitted to the TRS.