

TEACHERS' RETIREMENT SYSTEM



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Date: April 5, 2019
To: All Employers Reporting to Teachers' Retirement System (TRS)
From: Nolan Brilz, Accounting and Fiscal Manager, Teachers' Retirement System
RE: Employer Contribution Rates for FY 2020 and Mandatory Monthly Reporting

This memo includes two important updates from TRS.

1. Employer contribution rates for Fiscal Year 2020

These rates take effect **July 1, 2019**. Contribution rates are set by the Montana Legislature and are scheduled to increase by 0.1% each year through Fiscal Year 2024.

Employer type	% of Active Member Wages	% of Working Retiree Wages
School District, Education Co-op, County, Community College	9.07%	11.45%
Montana University System, State Agency	11.45%	11.45%

- The **employee** contribution rate for both Tier 1 and Tier 2 active members is unchanged at 8.15%.
- For a complete list of employer and employee contribution rates, including rate history, see the Rates & Salary Charts page of the TRS website: <https://trs.mt.gov/TrsInfo/RatesCharts>.

2. TRS now requires monthly reporting

TRS employers must submit a wage and contribution report all 12 months of the year, even if no wages were paid (e.g., summer months). This change will allow TRS to close out the fiscal year and calculate each employer's net pension liability in a timely manner.

Note:

- Changes in the TRS Wage and Contribution Reporting System now make it easy to submit a "\$0 Contribution" report. See Page 2 for simple instructions.
- As before, each wage and contribution report is due by the 15th of the following month.

How to Submit a \$0 Contribution Report to TRS

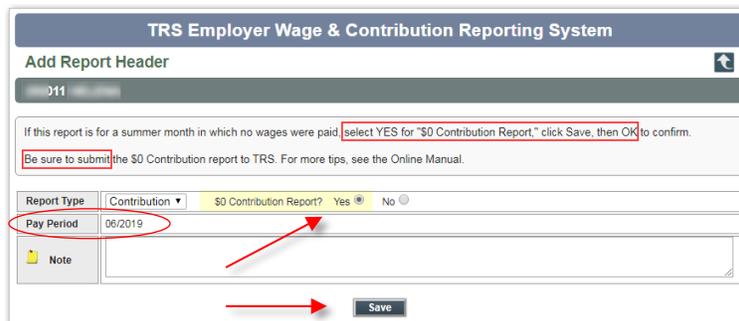
We'll use the following example:

Your school district paid wages in May, but no wages will be paid in June, July or August.

1. Submit your May report to TRS as usual. (It's okay if TRS hasn't posted it yet.)
2. Select *Employer Reports* to access the "List Employer Reports" page, then click the '+' symbol:



3. On the "Add Report Header" page, select **Yes** for *\$0 Contribution Report?*
 - Notice that the next pay period (06/2019) populates automatically when you do this.



4. Click **Save**, then **OK** to confirm you don't have contributions to report for this pay period.
5. Now select the down-arrow to gain access to the **Submit** button.



- No "edit" step is required for a \$0 contribution report, and:
 - When you click Submit, it posts immediately! No need for TRS to process it.
6. Now you can either **copy** the \$0 June report to July and August, or repeat Steps 2 – 5.
 - It should take less than a minute to create as many \$0 Contribution reports as you need for summer months.