



MEMO

Date: October 28, 2022

To: TRS Payroll contacts, Personnel contacts, and Wage & Contribution Reporting System users

RE: New **Action Items** feature in TRS Wage & Contribution Reporting System

New Feature

Action Items
for TRS members
who have applied
for withdrawal

An important feature has been added to the TRS Wage & Contribution Reporting System effective **Monday, October 31, 2022**. Please share this memo with all payroll staff who use the system for monthly TRS reporting.

Purpose:

The new *Action Items* feature will allow TRS to collect information about certain employees electronically.

How it affects you:

Starting October 31, 2022, the Action Items feature will be used for members who have applied for withdrawal from TRS.

- As you may know, only employees who have terminated all TRS-reportable employment are eligible to withdraw from TRS. Upon withdrawal, the employee forfeits all rights of membership and receives a refund of their entire member contributions account balance.
- In the past, you (the employer) would have been required to complete a portion of their TRS Form 119 *Application for Withdrawal* to certify the date on which they terminated employment.
- Now, our system will automatically create an Action Item for you within the Wage & Contribution Reporting System so that you can quickly and easily certify their termination date electronically.



- The next time you log into the system, you will see your outstanding action items (if any). If you have no action items, you will see the default Employer Reports list, as usual.

See step-by-step instructions on pages 2-4.

How to complete TRS Action Items for members who have applied for withdrawal

1. TRS will deliver an action item to you electronically within the Wage & Contribution Reporting System whenever a *current or recent employee** has asked to withdraw TRS membership.

* By “*current or recent employee*,” we mean an employee who was included in at least one of your monthly TRS reports over the last six months.

NOTE: Members who are still working for your school district or organization may apply for withdrawal up to 30 days before their last day of work, provided they have **no** plans and **no** contractual right to return to work (such as after the summer break or any other period of paid or unpaid leave). If they already left employment but were reported within the last six months, you still must certify the date on which they terminated employment (i.e., their last day of work).

The red **Action Items** button displays a counter.

If you have at least one action item to complete, the details will be displayed on the right when you first log in (see the illustration on page 1 for an example). If the counter shows 0, then the *Employer Reports Summary* page will display by default.

2. Click the Edit button (pencil icon) to the right of the “Certify Termination of Employment” field:

Member Name	Reason	IMMEDIATE ACTION NEEDED
R, BF	Withdrawal Request Received 10/12/2022	Certify Termination of Employment Remit Contribution on Final Wages

3. Read the information on the next page and follow instructions:

This member has applied to withdraw from TRS membership and receive a refund of their member contributions. Pursuant to TRS law, a withdrawal application is only valid if the member has already terminated employment in all TRS-reportable positions or will do so within 30 days of submitting the application, and there is no agreement or expectation that the member will return to TRS-reportable employment.

Your Certification of Termination of Employment is required for [redacted].

[redacted] is not permanently terminating employment.
 [redacted] has terminated or will terminate employment and there is no agreement or expectation to return to work with us.

Cancel Continue

- If the employee is **not** actually terminating, select the first option and click *Continue*.
 - You will then see a message indicating the member is not eligible to withdraw and their application will be voided.

- If the employee has terminated or will terminate employment, select the second option. This displays a date field.
- **Enter their last day of work** (not the date on which their contract ends, if different); then click *Continue*. (Or, if you don't know the exact date yet, click *Cancel*. The action item will remain in your list to complete later.)

■■■ is not permanently terminating employment.
 ■■■ has terminated or will terminate employment and there is no agreement or expectation to return to work with us.

What was (or will be) ■■■'s last day of work?

If you entered a date:

4. Tell TRS whether contributions have been remitted yet on the employee's final pay.

- If already remitted, select "Yes..." and choose the month of the report that included those contributions.
- If not yet remitted, select "No..." and select the report that will include them. **Do not guess!** Accurate information is critical so that TRS can refund all contributions the member has paid or will pay. Remitting additional contributions after an employee has already been refunded (cashed out) results in additional work for both you and TRS.
- Click *Continue* (or *Cancel*, if you don't yet know when final contributions will be remitted).

■■■ is not permanently terminating employment.
 ■■■ has terminated or will terminate employment and there is no agreement or expectation to return to work with us.

What was (or will be) ■■■'s last day of work?

Have you already remitted contributions to TRS on ■■■'s final wages?

Yes, they were remitted in the TRS report for:
 No, they will be in the TRS report for:

5. Finalize the certification of termination of employment.

- Review the dates you have entered. If accurate to the best of your knowledge:
- Click the checkbox to certify your answers, then click *Submit*. (Or, use the *Cancel* button if you are unsure. The action item will remain in your list to complete later.)

Certify and Submit to TRS

I, ■■■, certify that

- ■■■'s last date of employment is 09/30/2022 and there is no agreement or expectation that the member will return to work with us in the future.
- Final contributions for this member were or will be submitted to TRS in the 09/2022 monthly report.

What happens next?

- You will see that the Edit button (pencil icon) now has been replaced with a check mark, as shown below.
- If final contributions are not yet remitted for this employee, the action item will continue to display as a reminder.
- When you have both certified the employee's last day of work and remitted final contributions for this employee, no further action will be required on your part. The action item will disappear from your list automatically when TRS posts final contributions to the member's account.

Action Items

██████████ COUNTY HIGH SC

TRS requires information for the members listed below. **Please complete each action item as soon as possible.**

Member Name	Reason	What's Required? 	
██████████	Withdrawal Request Received 09/28/2022	Certified Termination Date: 09/30/2022 Remit Contributions on Final Wages with 09/2022 Report	<input checked="" type="checkbox"/>

Other things to know:

- It is your responsibility to answer the questions in each Action Item accurately. If your responses indicate the employee is not eligible to withdraw (either because they applied too early or are not actually leaving employment permanently), you will see an explanatory message and TRS will void the member's withdrawal application. They can simply reapply later, once they are eligible.
- There is a 60-day time limit to certify their termination date and (if applicable) to remit final contributions. If you are nearing the 60-day deadline, TRS Accounting Department staff may contact you to offer help in completing the required steps.

NEW! Online Withdrawal Application available for eligible TRS members

- Effective October 31, 2022, members who are eligible to withdraw from TRS and who meet certain other criteria may apply for withdrawal online by logging into the *My TRS* member portal.
- Or, if they prefer to apply using a paper form, they can call TRS to confirm eligibility and request the appropriate application materials.
- Regardless of the member's application method (paper or online), TRS will create an action item for you in the Wage & Contribution Reporting System as described in this memo.

Questions?

If you need help completing action items or you have other questions about this memo, please call Nolan Brilz, TRS Accounting & Fiscal Manager, at (406) 444-3679.