



December 10, 2018

To: TRS Payroll contacts

RE: **New TRS monthly reporting requirements and
Changes to the Wage & Contribution Reporting System**

This memo lists several improvements to the TRS **Wage and Contribution Reporting System** as well as **new requirements** related to monthly TRS reporting. All changes take effect Tuesday, December 11, 2018, unless noted otherwise in the descriptions below.

If you have specific questions about this memo, please contact TRS at (866) 600-4045.

<p>New Requirement</p> <p>Reports must be submitted sequentially</p>	<p>The TRS Wage & Contribution Reporting System will no longer allow an employer to skip a pay period when uploading or creating a new monthly report. This means that if (for example) you last submitted a report for May, your next contribution report must be for June. This change is related to the next requirement described in this memo.</p>
<p>New Requirement coming in Spring 2019</p> <p>TRS will require a report each month</p>	<p>Every TRS employer, including school districts that pay no wages in the summer, will be required to submit a wage and contribution report to TRS every month.</p> <ul style="list-style-type: none"> • TRS has added a "\$0 Contribution" feature to the Wage & Contribution Reporting System to make compliance as easy as possible. We will send more information prior to the end of the school year about this change.
<p>New Requirement</p> <p>Fiscal year limitations</p>	<p>Once TRS has closed out the fiscal year, which occurs shortly after the July 15 deadline for June reports each year, TRS employers will not be able to upload contribution or adjustment reports for the prior fiscal year.</p>
<p>New Requirement</p> <p>Member phone number</p>	<p>At least one phone number (Home or Cell) now is required for new employees reported to TRS. If no phone number is provided in your Wage & Contribution upload report, an error message will display.</p> <ul style="list-style-type: none"> • You can use the <i>Member Search/Edit</i> page to add the phone number.
<p>New Feature</p> <p>Ability to Upload an Adjustment Report</p>	<p>The TRS Wage & Contribution Reporting System now allows TRS employers to use the Upload Report function for an Adjustment report, as long as TRS has posted your Contribution report for the same pay period. Please note:</p> <ul style="list-style-type: none"> • Adjustment reports must be uploaded or created within the same fiscal year as the corresponding Contribution report.

<p>New Feature</p> <p>On-screen message for overage or shortage</p>	<p>If your organization has an overpayment or underpayment with TRS, the Employer Reports page now displays a red message that specifies the amount. This is intended to make it easier for you to determine how much to remit to correct the imbalance.</p>
<p>Improved usability</p> <p>Workaround eliminated</p>	<p>In the past, the Wage & Contribution Reporting System sometimes made it difficult for employers to submit buyback contributions or termination pay for full-time employees because it required service for those with Full Time work status.</p> <p>Now, if you are reporting <u>only</u> buyback contributions or termination pay for a full-time employee, the system allows you to delete the 1.00 month of service without having to change the work status first.</p>
<p>Improved usability</p> <p>Better wording of error and warning messages</p>	<p>Some error messages and warning messages on your Edit Report have been reworded to better convey their meaning.</p> <ul style="list-style-type: none"> • Because these messages are limited to around 100 characters, clarity can be difficult to achieve. For this reason, the Online Manual contains a list of common error and warning messages along with suggestions for resolving them.
<p>Improved data integrity</p> <p>Better handling of demographic data</p>	<p>If your monthly upload report includes birthdate and gender information for TRS members, the Wage & Contribution Reporting System now will use your data to update the TRS database.</p> <p>However, if the employee's name in your upload report does not match the name we have on file for that member, TRS will <u>not</u> use that data to update the member's account. TRS members control how their names are recorded with us and should submit TRS Form 029 <i>Change of Name</i> when updates are needed.</p>
<p>New Reports</p> <p>you can generate yourself</p>	<p>Two new options have been added to the Reports menu in the Wage & Contribution Reporting System.</p> <ol style="list-style-type: none"> 1) The Annual Contribution Summary report shows the amount of TRS contributions by member. 2) The Creditable Service by Member report lists all TRS employees in your organization and the amount of service currently credited to their accounts. Employees with the most creditable service are listed first. <p>You can run these reports at any time with the click of a button and save them on your computer in .pdf format.</p>
<p style="text-align: center;">The Wage & Contribution Reporting System's Online Manual has been updated with the information presented in this memo.</p>	