



Are you experiencing problems using the Print button in TRS applications?

In mid-June 2017, Microsoft distributed automatic Windows updates that caused problems with the built-in **Print** function in TRS applications, including the Employer Wage & Contribution Reporting System, the Employer Insurance Deduction System, and the online account system, My TRS. This problem only occurs if you use the **Microsoft Internet Explorer 11** browser to log into TRS. Those who use Microsoft Edge (the browser native to Windows 10) or other browsers should not have this problem.

There are three ways you can get around this issue.

Option 1. If your computer already has the Firefox browser installed, we recommend you log into TRS using Firefox instead of Internet Explorer 11. If you do not have Firefox, you can download it from the Mozilla website (www.mozilla.org) – but please get permission from your administrator or I.T. staff first!

Option 2. If you need to use Internet Explorer 11, you can still print a screen using the **Print Preview** function. Here are step-by-step instructions illustrated in Windows 7, using the Term Pay Calculator screen as an example.

The screenshot shows the TRS Employer Wage & Contribution Reporting System interface. The main content area displays the 'Term Pay Calculator' for a member of K-12 SCHOOLS. The calculator shows various fields for Employer, Date of Birth, Termination Date, Retirement Date, and various amounts. A right-click context menu is open over the calculator, and the 'Print preview...' option is highlighted with a red box. Two callout boxes provide instructions: '1. RIGHT-click anywhere on the screen you want to print.' and '2. Then choose "Print Preview" from the menu.'

Termination Pay Option	Employee Contribution Rate	
* Option 1	3.83%	
Option 2	8.15%	

*Employee Contribution Due Mu

This is an estimate and not to be construed as a firm commitment. Many factors may affect the final calculation.

Termination Pay Out-of-Pocket Calculation for Option 1	
Termination Pay Amount	16,000.00
Less FICA Withholding Amount	992.00



using Print Preview – continued

Note: If you are using a later version of Windows, you might not see a “Print Preview” option as illustrated in these images. In that case, select Print; this should display a preview pane that allows you to adjust margins and size in a similar manner before you print the page.

3. Choose the orientation (Portrait or Landscape) that fits best.

4. Adjust the size and the margins as needed to fit the entire screen on the page.

5. When everything fits to your satisfaction, click the Print icon.

Montana TRS

MONTANA.GOV
OFFICIAL STATE WEBSITE

Montana Teachers' Retirement System

TRS Employer Wage & Contribution Reporting System

Term Pay Calculator

Member: 18 NE

Employer	2	12 SCHOOLS
Date of Birth	1981	Member's Age 30
Termination Date	06/30/2017	
Retirement Date	07/01/2017	First day of month after Termination Date
Years of Service	28.09	Service is not verified. Please contact TRS for confirmation of actual service credit.
Buyback Service Available	.00	
Total Service	28.09	
Termination Pay Amount	16,000.00	
PICA Withholding Amount	992.00	
Medicare Withholding Amount	232.00	

Termination Pay Option	Employee Contribution Rate	Employee Contribution Due	Employer Contribution Rate	Employer Contribution Due
* Option 1	2.82%	\$1,587.95	4.00%	\$1,637.80
Option 2	6.15%	\$1,004.00	11.15%	\$1,764.00

*Employee Contribution Due Must Be Remitted by Member - Via Personal Payment.

This is an estimate and not to be construed as a firm commitment of the employee and employer contributions to be paid on termination pay. Many factors may affect the final calculation, including future changes in law and/or administrative rules.

Termination Pay Out-of-Pocket Calculation for Option 1	
Termination Pay Amount	16,000.00
Less PICA Withholding Amount	992.00
Less Medicare Withholding Amount	232.00
Net Amount (Tax Deferred)	.00
Contribution Due TRS	15,867.95
Out-of-Pocket Expense	15,867.95

Recalculate

Use the "Recalculate" button to change parameters and recalculate the term pay amount

https://trs.mt.gov/wcs-term-calc/view

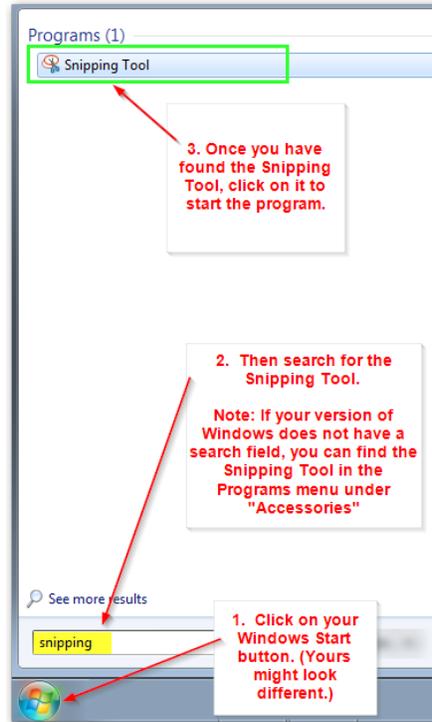
6/20/2017

The downside of this method is that it prints the entire web page, including the menu and other graphics. If you would like to print *just* the part of the screen that shows details, try Option 3 below!



Option 3.

You can use the Windows Snipping Tool to take a screen capture:



4. Move the small Snipping Tool box out of the way, if needed.
Make sure the entire screen you want to print is visible.

5. Click "New" to start the capture process.
Note: Your screen will "fade" -- this is okay!

Montana Teachers' Retirement System

TRS Employer Wage & Contribution Reporting System

Term Pay Calculator

Member: 18 N [SSN] [Find] [Lookup]

Employer	3	K-12 SCHOOLS
Date of Birth	967	Member's Age 50
Termination Date	06/30/2017	
Retirement Date	07/01/2017	First day of month after Termination Date
Years of Service	26.09	Service is not verified. Please contact TRS for confirmation of actual service credit.
Buyback Service Available	.00	
Total Service	26.09	
Termination Pay Amount	16,000.00	
FICA Withholding Amount	992.00	
Medicare Withholding Amount	232.00	

Termination Pay Option	Employee Contribution Rate	Employee Contribution Due	Employer Contribution Rate	Employer Contribution Due
* Option 1	3.83%	\$15,987.95	4.00%	\$16,097.60
Option 2	8.15%	\$1,304.00	11.15%	\$1,784.00

*Employee Contribution Due Must Be Remitted By Member – Via Personal Payment.

This is an estimate and not to be construed as a firm commitment of the employee and employer contributions to be paid on termination pay. Many factors may affect the final calculation, including future changes in law and/or administrative rules.

Termination Pay Out-of-Pocket Calculation for Option 1	
Termination Pay Amount	16,000.00
Less FICA Withholding Amount	992.00
Less Medicare Withholding Amount	232.00
Net Amount (Tax Deferred)	.00
Contribution Due TRS	15,987.95
Out-of-Pocket Expense	15,987.95

An 'Out of Pocket Expense' represents the additional employee contribution due to fund an increase in the Member's monthly retirement benefit.

Recalculate

Use the 'Recalculate' button to change parameters and recalculate the term pay amount



using the Windows Snipping Tool – continued

6. After clicking "New" (step 5), your mouse cursor should look like a plus sign or cross-hair.

Position the cross-hair in the upper left corner of the screen you want to capture.

Hold down your mouse button and move the mouse to the lower right corner. This draws a box around the screen.

When you reach the bottom right corner, let go of your mouse button.

The screen image should appear in a new window. See Step 7.

Termination Pay Option	Employee Contribution Rate	Employee Contribution Due	Employer Contribution Rate	Employer Contribution Due
* Option 1	3.83%	\$15,987.95	4.00%	\$16,697.60
Option 2	8.15%	\$1,304.00	11.15%	\$1,784.00

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Recalculate

Use the 'Recalculate' button to change parameters and recalculate the term pay amount

7. Click "Copy" in the Snipping Tool menu, and then...

8. Open a blank Microsoft Word document and click "Paste."

Once the screen image is pasted into Word, you can print or save that document as needed.

Termination Pay Option	Employee Contribution Rate	Employee Contribution Due	Employer Contribution Rate	Employer Contribution Due
* Option 1	3.83%	\$15,987.95	4.00%	\$16,697.60
Option 2	8.15%	\$1,304.00	11.15%	\$1,784.00

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