

**Start 0:00:00** **Authorized Contacts & Employer Directory Contacts – Index 1.0*****Obtaining online access to TRSL's Employer/Membership Information Site (EMIS)***

- Designating authorized contacts (Form 1)
- EMIS (TRSL database) access rights
- Updating employer directory contacts (Form 1EDC)
- Question & answer period

**Start 0:07:40** **TRSL Membership – Index 2.0*****Eligibility and Enrollments***

- Eligibility requirements
- Special conditions
- Adjuncts
- Online enrollments
- Question & answer period

**Start 0:25:44** **Optional Retirement Plan (ORP) – Index 16.0*****Defined Contribution Plan***

- ORP overview
- ORP eligibility
- ORP contributions
- ORP terminations
- Question & answer period

**Start 0:41:53** **Contribution Reporting & Corrections – Index 4.0*****Salary and Contribution Reporting***

- Contribution rates
- Terms and definitions
- Reporting special situations/cases
- Exceptions and Rejections reports
- Online corrections
- Terminations
- Question & answer period

**Start 1:16:00** **Service Credit Certifications/Corrections – Index 6.0**

***Importance of Service Credit Accuracy***

- Terms and definitions
- Certify questionable years (online processes)
- Full-time only corrections
- Questionable year certifications
- Prior year salary corrections
- Certifying adjunct employment
- Defer pay/rollover earnings
- Actuarial costs for service credit corrections
- Question & answer period

**Start 2:04:00** **Retirement Processes/Issues – Index 11.0, 12.0, 13.0, & 17.0**

***Required employer verifications at time of member's retirement***

- Employer certifications checklist
- Employer request letters
- Agency certification (Form 11B)
- Worker's compensation certification form (Disability Retirement)
- Online update to certify sick leave
- Sick leave data files
- Reporting sick leave special cases
- Question & answer period

**Start 2:28:00** **Retirees Returning to Work – Index 15.0**

***Employment of TRSL retirees in TRSL-covered positions***

- Overview of RTW laws
- Waiting period
- RTW provisions/options
- Employer requirements & penalties
- Using EMIS for retirees
- RTW forms
- Question & answer period