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Employers provide information necessary for TRSL to establish and maintain accurate membership accounts. Each TRSL reporting agency must authorize employer personnel who will report, correct, and certify employee data, either by paper forms or through the Employer/Membership Information Site (EMIS) via the [Authorized Contacts](#) (Form 1). Additionally, employers can identify personnel who will serve as information contacts via the [Employer Directory Contacts](#) (Form 1EDC).

Authorized Contacts (Form 1)

This explains details how to designate personnel responsible for certifying data on TRSL documents and accessing/certifying data on EMIS. These personnel must be authorized by their Superintendent/Agency Head or Agency Head Designee on the [Authorized Contacts](#) (Form 1).

What is an authorized signer?

Employer personnel designated as authorized signers are responsible for reporting, correcting, or certifying employee data to TRSL either online or by paper forms.

Authorized signers have the authority to sign TRSL forms requiring certification from the reporting agency, such as refund applications, Form 11B agency certifications, and service credit certifications that cannot be updated online. Employees designated with this authority must include their signature in the designated "Authorized Signature" fields on Form 1.

Authorized signers cannot certify their own personal retirement records; another authorized signer must do it. At least one additional authorized signer should be designated for each employer.

Authorized inquiry only access (EMIS)

Employers may, at their discretion, request Inquiry only access to EMIS for select employer personnel. For these instances, designated personnel will have "view only" access to employee data on EMIS; they will not be able to update or certify the data. Form 1 should be completed without the designated personnel's signature if Inquiry only access is needed for additional employer staff. Employer personnel who are given Inquiry only access do not have to be designated as authorized signers.

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Updating Authorized Contacts (Form 1)

Each reporting agency must complete an [Authorized Contacts](#) (Form 1) to designate personnel who are authorized and responsible for certifying/correcting specific employee data. Employers are also required to submit a new Form 1 to delete employees no longer employed with your agency.

Form 1 requirements

- List designated personnel information as requested on the form. Note that designated personnel cannot certify his or her personal TRSL record. Therefore, an additional signer is highly encouraged.

- Indicate if the designated person listed will be an authorized signer.

NOTE: If the person is not designated as an authorized signer, they will have inquiry only access to EMIS.

<p>Authorized Signature?</p> <p><i>NOTE: If no is checked, Inquiry is the only access right allowed.</i></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

- Check all desired EMIS access rights the designated person is authorized to perform for your agency (even if already established on a previous Form 1).

Check desired access rights from the following:		
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Enrollments	<input type="checkbox"/> Sick/annual leave update corrections
<input type="checkbox"/> Prior year certifications/corrections	<input type="checkbox"/> Terminations	<input type="checkbox"/> Agency Certification (Form 11B)
<input type="checkbox"/> Retiree insurance deduction	<input type="checkbox"/> File submission	<input type="checkbox"/> Salary report (only for employers with no more than 25 employees)
<input type="checkbox"/> Home address update	<input type="checkbox"/> Contribution correction	<input type="checkbox"/> ORP salary report (only for employers with no more than 25 employees)

- Include designated personnel's authorized signature on the form ONLY if selected to be authorized signer. Forms not containing the signature of an authorized signer will be returned.

<p>Authorized Signature?</p> <p><i>NOTE: If no is checked, Inquiry is the only access right allowed.</i></p> <p><input checked="" type="checkbox"/> Yes ←</p> <p><input type="checkbox"/> No</p>	<p>Check desired access rights from the following:</p> <table> <tr> <td><input type="checkbox"/> Inquiry</td> <td><input type="checkbox"/> Enrollments</td> </tr> <tr> <td><input type="checkbox"/> Prior year certifications/corrections</td> <td><input type="checkbox"/> Terminations</td> </tr> <tr> <td><input type="checkbox"/> Retiree insurance deduction</td> <td><input type="checkbox"/> File submission</td> </tr> <tr> <td><input type="checkbox"/> Home address update</td> <td><input type="checkbox"/> Contribution correction</td> </tr> </table>	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Enrollments	<input type="checkbox"/> Prior year certifications/corrections	<input type="checkbox"/> Terminations	<input type="checkbox"/> Retiree insurance deduction	<input type="checkbox"/> File submission	<input type="checkbox"/> Home address update	<input type="checkbox"/> Contribution correction
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<input type="checkbox"/> Retiree insurance deduction	<input type="checkbox"/> File submission								
<input type="checkbox"/> Home address update	<input type="checkbox"/> Contribution correction								
<p>Authorized Signature (use only if "yes" box checked)</p> <p><input style="width: 100%;" type="text"/></p>	<p>Date Signed (mm-dd-yyyy)</p> <p><input style="width: 100%;" type="text"/></p>	<p>If replac</p>							

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- When adding/replacing a new designee who will serve as an information contact, include an updated [Employer Directory Contacts](#) (Form 1EDC).

NOTE: If designated person will not be an authorized signer, do not include their signature. Any deviation will result in the form being returned unprocessed. Completion of a new form will be required. Personnel who need inquiry only do not have to be designated as an authorized signer.

If replacing or deleting a previous designee, provide name to be deleted
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- If replacing or deleting previous authorized contacts, list the former employee's name in the "If replacing or deleting a previous designee, provide name to be deleted" field on the form.

NOTE: If you wish to only remove an already established authorized contact(s) without adding/replacing a new designated person, simply list the name of the previous contact(s) name, who is to be deleted, in the "If replacing or deleting a previous designee, provide name to be deleted" field. No other fields for that section need to be completed.

- Agency Certification Section** – Your agency's TRSL-designated Superintendent/Agency Head or Agency Head Designee must sign the completed Form 1. The signature of the Agency Head/Agency Head designee listed on the Employer Contacts screen in EMIS is required. No substitutions are allowed; forms without the proper signature will be rejected.

Agency Certification	
I certify that the above designated employee(s) is authorized to access and certify data maintained by the Teachers' Retirement System of Louisiana.	
Name of Superintendent/Head of Agency/Agency Head Designee (Please print)	
Superintendent/Head of Agency/Agency Head Designee (Signature)	Date Signed (mm-dd-yyyy)

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EMIS access rights

Access Right Type	Function
Inquiry (INQ)	Offers view-only access
Enrollments (ENR)	Use to enroll new hires and retirees returning to work in TRSL-covered positions
Sick/Annual Leave Update/Corrections (SLU)	<ul style="list-style-type: none"> Sick Lv – Use to update employees’ sick leave usage Annual Lv (Higher ed and state agencies only) – Use to report annual leave balances
Prior Year Certifications/Corrections (PYC)	Use to update actual earnings (gross earnable compensation), Full-Time Only, and Questionable Year Certifications for a closed out (or prior) fiscal year
Terminations (TRM)	Use to report employee’s last day of work or last day of leave
Agency Certification - Form 11B (AGC)	Use to certify current year information for an employee who is retiring or entering DROP
Retiree Insurance Deduction (INS)	(For non-Office of Group Benefits employers) - Use to report or update insurance deductions from retiree’s benefit check.
File Submission (FSM)	Use to upload required files/reports securely without encryption
Salary Report (SAL)	(Only for employers with no more than 25 employees) - Use to report monthly salary and contributions during the current fiscal year.
Home Address Update (ADR)	Use to update the mailing address for an active employee
Contribution Corrections (CCR)	Use to add, delete, or replace an employee’s monthly actual and/or full-time earnings during the current fiscal year
ORP Salary Report (ORP)	(Only for employers with no more than 25 employees participating in ORP) - Use to report monthly salary and contributions for ORP participants during the current fiscal year.

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Submission of completed Form 1

1. Mail completed original Form 1 to TRSL. Faxed or emailed copies are not accepted.

Employer Services

Teachers' Retirement System of Louisiana

P. O. Box 94123

Baton Rouge, LA 70804-9123

2. Questions about Form 1 can be directed to the Employer Services Department at the address above, by phone at (225) 925-7863, or by emailing [Paula Rhodes](#).
3. Once TRSL has received and processed your Form 1, newly authorized staff will be sent a login ID and temporary password for EMIS access via separate emails.
 - » *New users must log in to EMIS within 30 days after a temporary password is issued.*
 - » *Employers should check their spam filter if unable to locate the TRSL emails in their inbox.*
4. A confirmation letter will be mailed to the Agency Head and Agency Head Designee once the Form 1 updates are completed.
5. Anytime there are changes in personnel access/certify authorization, a new Form 1 must be completed and submitted to TRSL for only those employees affected. All services authorized should be indicated when updating/changing existing authorized contacts. This also applies for changes to email addresses and telephone numbers. Email address and telephone number changes for multiple employees can be submitted on your agency's letterhead and signed by the Superintendent/Agency Head or Agency Head Designee.
6. TRSL requires passwords to be changed every 90 days for all authorized contacts. Additionally, EMIS users must log in to their account at least once every six months to prevent the suspension and/or deletion of the account. See Index 0.0 for more information on updating passwords and keeping access active.

TIP: Review the Employer Contacts screen for your agency to view current contacts and access rights to determine what changes are needed due to staff turnover or changes in job duties.

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Employer Directory Contacts (Form 1EDC)

TRSL requires each reporting agency to designate personnel who will serve as primary contacts for specific retirement reporting functions. The role of Employer Directory contacts will be information contacts, and can be separate from authorized signers. These contacts will be included in TRSL's database for employer mailings. TRSL allows only one contact per contact code.

Employer contacts screen (EMIS)

Each employer should review the Employer Contacts screen in EMIS to determine if any updates or corrections are needed. Below is a reference table of contact codes and a description of each detailing what role each contact has for TRSL reporting and certification duties. Your agency does not have to assign a contact for each category; however, TRSL does require at minimum an Agency Head or Agency Head Designee. TRSL also encourages designation of a Retirement Contact.

Contact Code	Description
Administrative Personnel (Section 1)	
Agency Head (AH)	Superintendent or Director of your agency
Agency Head Designee (AD)	Person authorized by your agency's Superintendent or Director to sign documents on behalf of the Agency Head
Business Manager (BM)	Person who manages or directs your agency's business office activities
Director of Finance (DF)	Usually the Chief Financial Officer or Senior Officer of your agency's finance department.
Director of Personnel or Human Resource Manager (PH)	Human Resource (or Personnel) Director of your agency
Director of Food Service (FS)	Director of Child Nutrition Program and cafeteria personnel of your agency
President of School Board (PS)	School Board President

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Contact Code	Description
Support Personnel – Primary Contact (Section 2)	
Contribution Reports (CR)	Person who can answer questions regarding monthly salary and contribution reports, usually a payroll or accounting contact for your agency
Data Processing (DP)	Person who creates or submits data files to TRSL on your agency's behalf
Optional Retirement Plan Contact (OC)	Person who handles ORP enrollments and salary reporting on behalf of your agency
Payroll (PR)	Person who handles payroll duties for your agency
Personnel (PC)	Person most likely employed in your agency's HR or Personnel office who has been assigned TRSL reporting duties or can answer general personnel related questions.
Retirement (RC)	Person assigned to handle retirement applications and processing for your agency. All retirement request letters will be addressed to this contact.

Establishing employer directory contacts (for new agencies)

New agencies should provide contact information for all applicable categories on Form 1EDC. Please leave unnecessary contact categories blank.

- **Section 1** (*Administrative Personnel*) – Staff responsible for implementation of new retirement programs; may also be day-to-day operations staff at smaller agencies.
- **Section 2** (*Support Personnel*) - Day-to-day operations staff that can respond to general retirement processing inquiries. All agencies are encouraged to designate a Retirement contact in this section. All TRSL correspondence requesting certification of service credit and leave data for retirement and service purchase applications will be addressed to this Retirement contact.

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Updating employer directory contacts (Form 1EDC)

To update or replace employer contacts, your agency must submit a new completed TRSL [Employer Directory Contacts](#) (Form 1EDC). Ensure Agency Head and/or Agency Head Designee contact information is current and correct to avoid problems with Form 1 submissions.

Existing agencies should provide updates to only those category contacts requiring a change in designated personnel.

- To replace an existing category contact, submit the required information of the new category contact.
- To delete an established category contact with no replacement, write or type "DELETE" in the name field of the category contact to be removed.

Important reminders

- Employer Directory Contacts can only certify or access member data if they have been designated as an Authorized Contact on Form 1.
- Employer Directory Contacts listed as the Agency Head and Agency Head Designee are automatically set up as Authorized Signers. However, if online access is needed, Form 1 must be completed, listing access rights requested.
- Form should be signed by an authorized signer for your agency.

Submission of completed Form 1EDC

1. Mail completed original Form 1EDC to TRSL. Faxed or emailed copies are not accepted.

**Employer Services
Teachers' Retirement System of Louisiana
P. O. Box 94123
Baton Rouge, LA 70804-9123**

2. Questions about the Form 1EDC can be directed to the Employer Services Department at the above address, by phone at (225) 925-7863, or by emailing [Paula Rhodes](#).
3. No additions or changes to Employer Directory Contacts will be accepted unless submitted on a properly completed TRSL Form 1EDC.
4. A confirmation letter will be mailed to the Agency Head and Agency Head Designee once the Form 1EDC updates are completed.

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Frequently asked questions

- 1. How does my agency sign up for employer access to TRSL's Employer/Membership Information Site (EMIS)?**

Employers must complete an Authorized Contacts (Form 1). List each staff member who needs access and select desired access rights. The form must be signed by your Agency Head or Agency Head Designee before being processed.

- 2. My agency mailed a completed Form 1 to TRSL two weeks ago to give me access to EMIS. I have not heard back anything. What happens next?**

If the Form 1 was received and approved, then separate emails would have been sent to you notifying you of your login ID and your temporary password to access EMIS. If you have not received the emails, please check your spam folder or contact the TRSL [Help Desk](#) at (225) 925-6460.

- 3. I already have access to EMIS for my agency, but I'm sending a new Form 1 to sign up for additional access rights. Will I receive a new temporary password?**

No, temporary passwords are only sent to newly authorized staff receiving EMIS access for the first time for their agency. If you already have access to EMIS for your agency, use the same login ID and permanent password you previously established. Once the new Form 1 is processed, you should see your additional access rights the next time you sign into EMIS.

- 4. I only have one person to add; do I have to list everyone already on the list?**

No, you do not need to include all employees already on the Employer Contact list. You only need to submit Form 1 and Form 1EDC for the employee you want to add.

- 5. Can I email a scanned copy or fax the form to TRSL?**

No, TRSL only accepts originals for Forms 1 and 1EDC.