

## **INDEX 5.0: Online Member Access & Statements**

July 2017

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#### **Member Access**

Member Access is a secure web portal where our members (your enrolled employees) can obtain convenient access to their personal TRSL retirement account information.

## Non-retired employees (not participating in DROP) have access to the following functions:

- View years of service, contributions, and sick leave data
- View beneficiary information
- View member statements and (if applicable) DROP/ILSB account statements
- Update personal information (such as mailing and email address)
- Estimate retirement benefits using our online calculator
- Apply for service retirement or DROP participation

### Retired members (and those participating in DROP) can accomplish the following tasks in Member Access:

- View benefit payment history
- Print 1099-R tax documents required for filing federal income taxes
- Change federal income tax withholding
- View DROP/ILSB statements (if applicable)

A link to the web portal is provided on the home page of TRSL's website. Members and retirees must register before they can begin using the Member Access. See <u>How to Register for Member Access</u> for more information.

#### General notes:

- Employers must first enroll employees through EMIS, the employer access site. Employees who are not currently enrolled or retired with TRSL will not be able to register for Member Access.
- ORP participants do not have access to Member Access. They can set up an account with their ORP carrier.

If your employees experience any problems with registering or using Member Access, refer them to TRSL's Help Desk for technical assistance:

- **Phone:** (225) 925-6460 during normal business hours (8 a.m. to 4:30 p.m., Monday through Friday)
- **Email**: helpdesk@trsl.org





Welcome, Sharonl!

Employer: TRSL

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Member Summary

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### **Employer instructions (Member Access view)**

Employers can assist their employees with any questions regarding their TRSL account by accessing the Member Access view.

- 1. Log into EMIS
- 2. Under Members tab, choose Member Summary
- 3. Enter the employee's Social Security Number (SSN) on the left side of the screen. Click Select to open the Member Summary screen for the selected member account.
- 4. Click on the member's SSN near the top of the Member Summary screen. This action opens the Member Access view.
- 5. Select available options under My Account menu







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### **Member statements**

The member statement is a comprehensive report detailing the member's total *estimated* service credit (including any service credit obtained from purchases, transfers, repaid refunded service or any corrections/adjustments to service credit/contributions), reported earnings for the fiscal year, designated primary beneficiaries, and pertinent member data (such as date of birth and current address on file with TRSL).

These statements are created and available through Member Access each year once employer reporting is closed out for the fiscal year (usually by mid-August). Employer fiscal year reporting is closed once the following are completed:

- Submission of **all** monthly salary/contribution reports for the fiscal year for each applicable retirement plan
- Clearing of **all** errors from the contributions exception report for each applicable retirement plan (Regular, Plan A, Plan B)
- Reconciliation of all monthly charges and payments (all months "in balance") for the fiscal year on the Employer Contribution Accounts Receivable screen for each applicable retirement plan

Refer to Index 4.0 for detailed information on contribution reporting & corrections and employer account payments.

Member statements will be generated for each TRSL member who had earnings reported during the fiscal year. However, employees in the following situations will not be issued member statements for that year:

- The member participated in DROP for the entire fiscal year (will be issued DROP statements)
- The employee was a return-to-work (RTW) retiree who did not have a return-to-work contributions balance at the end of the fiscal year.





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## Types of member statements

TRSL issues four different types of member statements. The type of statement created for each member depends upon the number of years of TRSL service credit accrued for any non-retired members, whether the employee is a TRSL return-to-work retiree who has contributions on file at the close of the fiscal year, or whether the member is working after DROP.

Statement type	Description	Member criteria
ESTIMATE statement	Contains projected retirement eligibility and a benefit estimate	Original Plan     Members: Member     must have 5 or more     years of service credit     for eligibility
		2011 & 2015 Plan     Members: Member     must have 5 or more     years of service credit     for computation     purposes
NON- ESTIMATE statement	Describes minimum retirement eligibility requirements and recommends resources available on TRSL's website.	Members with less than 5 years of service credit for eligibility
Retiree RETURN-TO- WORK (RTW) statement	Provides member contributions balance available for refund upon termination of all TRSL- eligible employment	RTW retirees with a contributions balance at end of the fiscal year
AFTER-DROP statement	Contains projected benefit estimate including After-DROP supplement	Member must have After- DROP service credit





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### **Employer reponsibilities**

If your employees have any questions about their member statements or believe any of the information reported on the statement may be incorrect, follow these procedures for corrections or updates.

- 1. If the fiscal year earnings and contributions are incorrect on the statement, process a Prior Year Salary Correction (see Index 4.0) through EMIS to report the correct earnings for the member. (A Contributions Correction update cannot be used to change any reported salaries on the member statements since the fiscal year has closed).
- 2. If the employee is questioning the total service credit, review the employee's TRSL account history and certify all of the member's questionable years for your agency. (See Index 6.0 for more information.)
- 3. If the listed beneficiary(ies) is incorrect or if the member statement shows "No beneficiary data" for a non-retired member, the employee will need to submit a completed <u>Beneficiary Designation for Non-Retired Members</u> (Form 3) to update beneficiary information on their TRSL account.
- 4. For any other questions/concerns that employers are unable to answer, instruct the employee to contact TRSL's Member Information Center (MIC) at 225-925-6446 or (outside Baton Rouge) 877-275-8775.

### Viewing member statements

Member statements are only available online through Member Access. Both employers and members can view or print member statements as far back as fiscal year 2008 (if member met member statement criteria).

## Employer Instructions for viewing member statements with Member Access

- 1. Log into EMIS
- 2. Under Members tab, choose Member Summary
- 3. Enter the employee's Social Security Number (SSN) on the left side of the screen. Click Select to open the Member Summary screen for the selected member account.







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- 4. Click on the member's SSN near the top of the Member Summary screen. This action opens the Member Access view.
- 5. Under My Account menu, choose *Member Account Statements* 
  - If employee met member statement criteria for more than one fiscal year, links to multiple member statements will be displayed, with the most recent statement appearing at the top. NOTE: Member Access stores member statements as far back as FY 2008.
- 6. Select the desired fiscal year statement you wish to view. Statement will display in a new window. (Be sure to disable pop-up blockers)

### Member Account Statements

Click the link below to display the statement for the desired fiscal year.

A new window will open displaying the statement as a PDF.

Select Fiscal Year statement to be viewed 2016 Statement

2015 Statement

2014 Statement

2013 Statement

2012 Statement

2011 Statement

2010 Statement 2009 Statement

2008 Statement





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## Sample member statements

**Estimate (front)** 



BATON ROUGE LA 70808

Member Account Statement for

A

July 1, 2015 — June 30, 2016

Member Information

Designated Beneficiaries NO BENEFICIARY DATA

GENDER: MALE

You can update/correct the information listed above. Here's how:

- For address corrections, visit our website at www.trsl.org. From there, you can download and submit an Active Member Change of Address Authorization (Form 2AC) or use the Member Access system.
- For corrections to date of birth or gender, call TRSL at 225-925-6446 (local area) or toll free (outside the Baton Rouge area) at 1-877-ASK-TRSL (1-877-275-8775).

EMPLOYER	EARNINGS	CONTRIBUTIONS
B.R. COMM. COLL.	\$ 54,549.26	\$ 4,363.96
TOTAL:	s 54,549.26	s 4,363.96

Service credit earned cannot exceed 1.00 year	in a fiscal year	r.		
SERVICE CREDIT		MEMBER CONTRIBUTIONS	1	
Prior year service credit for benefit computation	5.23	Beginning balance as of July 1, 2015	s	17,409.60
2015 — 2016 service credit for benefit computation earned during this FY	0.97	Member contributions 2015 — 2016	5	4,363.96
Purchases/Transfers/Refunds	0.00	Purchases/Transfers/Refunds	s	0.0
Prior year service credit for benefit computation corrections	0.00	Prior year contributions corrections	s	0.00
Total service credit for benefit computation*	6.20	Ending balance as of June 30, 2016	5	21,773.56

Total service credit for eligibility	6.53
to retire as of June 30, 2016 *	6.33

<sup>\*</sup>If these figures are different, your employer has certified that you have some part-time employment. Any discrepancies in salaries, service credit, or contributions should be addressed with your employer. All amounts are subject to audit and change.

#### Information About Your Service Credit and Contributions

Your TRSL service credit is credit you earn as a TRSL member. <u>Service credit for benefit computation</u> determines how much your retirement benefit will be. <u>Service credit for eligibility</u> determines when you can receive a retirement benefit. (If you have part-time service, you may have additional service credit for eligibility that is not reflected on this statement. Contact your employer to verify that your part-time service has been certified to TRSL, and consult a TRSL counselor to determine your earliest retirement eligibility date or DROP entry date.)

Your member contributions may be withdrawn only in the following instances:

- Termination of employment with a TRSL employer
- Upon your death, if no survivor benefits are payable





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## Estimate (back)

Regular Plan

## It's never too early to plan for your retirement!

With five years of service credit, you become eligible for valuable benefits from TRSL, including:

- RETIREMENT benefits when you reach the required retirement eligibility (age and years of service credit)
- DISABILITY benefits should you become totally and permanently disabled while in active service SURVIVOR benefits for certain family members should you die while in active service

Visit TRSL's website at www.trsl.org for more information on these important benefits, including our publications TRSL Member Handbook, DROP Handbook, Disability Retirement, and Death & Survivor Benefits.

Retirement Eligibility Requirements for Regular Plan		
SERVICE ELIGIBILITY	5 years at age 60 * 20 years at any age (reduced benefit) * 25 years at age 55 * 30 years at any age	
DROP EUGIBIUTY	The first time you reach one of the following: 10 years at age 60 * 25 years at age 55 * 30 years at any age	

#### Projected Retirement Eligibility and Benefit Estimate for KNOX ANDREW A

The following table shows a projection of your retirement eligibility dates and your maximum TRSL retirement benefit based on various retirement scenarios. The projections are based on current information as reported by your employer(s) and assume continuous TRSL-covered, full-time employment. The final average compensation (FAC) is an average of your current highest three (3) consecutive years of earnings as submitted by your employer. Future salary increases are not included in the FAC used in these projections.

This estimate is provided to help you make informed decisions about your retirement benefit and is not a guarantee of when you will be eligible or the amount you will receive at the time you retire. The actual pension you receive at retirement and when you will be eligible to retire are determined by state law. When you retire, your pension will be calculated according to the applicable retirement calculation formulas

Scenario	Fiscal Year of Eligibility	Service Credit for Eligibility	Service Credit for Benefit Computation	Age	FAC (Monthly)	Maximum Monthly Benefit Amount
Regular Retirement	Currently Eligible	6.53	6.20	65	3,565.12	553.00
DROP Eligibility	2019 - 2020	10.00	9.67	68	3,565.12	689.00

regular retirement benefit. The age shown for future benefits is your age at July 1 of the fiscal year you become eligible. Your DROP benefit is based on a 2% benefit factor. Contact TR\$L for additional information regarding your retirement options.

If you choose to name a beneficiary, your monthly benefit amount may be lower. Use TRSL's online calculator at www.trsl.org to calculate projections of your Service or DROP benefits.

Statement Definit	tions				
Designated Beneficiaries	The person(s) you have named who will receive your member contributions if survivor benefits are not payable. If you have named more than three persons, you will see "More than three benefitianes" in this section. To change your benefitiangyles), complete a Reneficiary Designation (form 3), which can be obtained from your employer or our website at www.trzl.org.				
Fiscal Year	The period (July 1 – June 30) in which your earnings and contributions were reported.				
Employer	Name of the employing agency(ies) that provides earning	s information.			
Earnings	Total actual annual salary(ies) as reported by your employ	er(s).			
Contributions	Member contributions withheld based upon earnings rep	orted by your employer(s).	F 19-11 F 19-		
	SERVICE CREDIT*	MEM	BER CONTRIBUTIONS*		
Prior year service credit for benefit computation	Computation credit from the previous year's statement.	Beginning balance as of July 1, 2015	Your ending account balance from the previous fiscal year's member statement.		
2015 — 2016 service credit for benefit computation earned during this fiscal year	Credit earned as reported by your employer.	Member contributions 2015 — 2016	Member.contributions reported by employer(s) during the fiscal year.		
Purchases/Transfers/ Refunds	Current service credit purchases, transfers to/from TRSL, or refunds of contributions for this statement's fiscal year.	Purchases/Transfers/ Refunds	Current member contributions for purchases transfers to/from TRSL, or refunds of contributions for this statement's fiscal year.		
Prior year service credit for benefit computation corrections	Corrections made (+/-) by your employer(s) correcting prior fiscal years' credit.	Prior year contributions corrections	Corrections made (+/-) by your employer(s) correcting prior fiscal years' contributions.		
Total service credit for benefit computation	Your credit balance at the end of the fiscal year as reported by your employer(s) that will determine how much your retirement benefit will be.	Ending balance as of June 30, 2016	Your balance from the previous year's statement + contributions + purchases/ transfers/refunds +/- corrections.		
Total service credit for eligibility	Credit earned that determines when you are eligible to re for benefit computation.	sceive a retirement benefit. Th	is credit may be greater than total service credit		

<sup>\*</sup>All amounts are subject to audit and change

Contact Information:

8401 United Plaza Boulevard, Suite 300 • Baton Rouge, LA 70809-7017 • 225-925-6446 Toll free (outside Baton Rouge area) 1-877-275-8775 • www.trsl.org • web.master@trsl.org





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#### Non-estimate (front)



#### Member Account Statement for

July 1, 2015 - June 30, 2016

Member Information

Designated Beneficiaries

**KONI 50%** KEN 50%

GENDER: MALE

DOB: 1

You can update/correct the information listed above. Here's how:

- For address corrections, visit our website at www.trsl.org. From there, you can download and submit an Active Member Change of Address Authorization (Form 2AC) or use the Member Access system.
- For corrections to date of birth or gender, call TRSL at 225-925-6446 (local area) or toll free (outside the Baton Rouge area) at 1-877-ASK-TRSL (1-877-275-8775).

EMPLOYER	EARNINGS	CONTRIBUTIONS
TRSL	\$ 38,224.76	ş 3,138.07
TOTAL:	\$ 39,224.76	\$ 3,138.07

Service credit earned cannot exceed 1.00 year	in a fiscal year	E.		
SERVICE CREDIT	77.2	MEMBER CONTRIBUTIONS	ŝ.	
Prior year service credit for benefit computation	0.11	Beginning balance as of July 1, 2015	\$	404.11
2015 — 2016 service credit for benefit computation earned during this FY	1.00	Member contributions 2015 — 2016	5	3,138.07
Purchases/Transfers/Refunds	0.00	Purchases/Transfers/Refunds	\$	0.00
Prior year service credit for benefit computation corrections	0.05	Prior year contributions corrections	\$	0.00
Total service credit for benefit computation*	1.16	Ending balance as of June 30, 2016	\$	3,542.18

Total service credit for eligibility to retire as of June 30,2016 *	1.16

<sup>\*</sup>If these figures are different, your employer has certified that you have some part-time employment. Any discrepancies in salaries, service credit, or contributions should be addressed with your employer. All amounts are subject to audit and change.

#### Information About Your Service Credit and Contributions

Your TRSL service credit is credit you earn as a TRSL member. Service credit for benefit computation determines how much your retirement benefit will be. <u>Service credit for eligibility</u> determines when you can receive a retirement benefit. (If you have part-time service, you may have additional service credit for eligibility that is not reflected on this statement. Contact your employer to verify that your part-time service has been certified to TRSL, and consult a TRSL counselor to determine your earliest retirement eligibility date or DROP entry date.)

Your member contributions may be withdrawn only in the following instances:

- Termination of employment with a TRSL employer Upon your death, if no survivor benefits are payable





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#### Non-estimate (back)

2011 Retirement Plan - Regular

### It's never too early to plan for your retirement!

With five years of service credit, you become eligible for valuable benefits from TRSL, including:

- RETIREMENT benefits when you reach the required retirement eligibility (age and years of service credit)
- DISABILITY benefits should you become totally and permanently disabled while in active service
- SURVIVOR benefits for certain family members should you die while in active service

Visit TRSL's website at www.trsl.org for more information on these important benefits, including our publications TRSL Member Handbook, DROP Handbook, Disability Retirement, and Death & Survivor Benefits.

Retirement Eligibility Requirements for 2011 Retirement Plan - Regular		
SERVICE ELIGIBILITY	5 years at age 60 * 20 years at any age (reduced benefit)	
DROP ELIGIBILITY	The first time you reach one of the following: 5 years at age 60	

TRSL is a defined benefit plan. This lifetime benefit is guaranteed. Depending upon your employment status during the year, you may earn full or partial service credit. Service credit is an important part of retirement. It is used to determine when you are eligible for retirement and to calculate your monthly retirement benefit. Your service credit is calculated by dividing your actual salary by your total full-time salary. You should report any discrepancy to your employer for review and possible correction.

Your plan is a "qualified plan" under the provisions of Section 401(a) of the Internal Revenue Code. This means, in part, that your tax-deferred contributions are not taxable until you receive benefits or a refund. Employee contributions do not earn interest. Louisiana law does not allow you to borrow from your retirement fund.

#### **Refund of Contributions**

You may withdraw your member contributions only after permanently terminating TRSL-covered employment. A refund only includes your contributions, it does not include employer contributions or interest. A refund must be for the total amount of employee contributions. Partial withdrawals are not allowed. A refund terminates membership and cancels service credit in TRSL. Members who separate from service do not receive an annual member statement.

Please visit us at www.trsl.org for more information about your TRSL retirement benefits. Our website contains a variety of helpful information, such as a benefit calculator (www.trsl.org/calculator), publications, and forms.

#### Get secure, online access to your retirement account

To register for online access, visit www.trsl.org and click on the TRSL Member Access link. Once registered, you can view your account balance, contributions, contact information, and designated beneficiaries. You can even view and print this annual member statement. Member Access also allows you to change your name and mailing address online.

Statement Definit	tions			
Designated Beneficiaries	The person(s) you have named who will receive your member contributions if survivor benefits are not payable. If you have named more than three persons, you will see "More than three beneficaries" in this section. To change your beneficiaryfies), complete a geneficiary designation (Form 3.), which can be obtained from your employer or our website a www.trsl.org.			
Fiscal Year	The period (July 1 – June 30) in which your earnings and contributions were reported.			
Employer	Name of the employing agency(les) that provides earning	s Information.		
Earnings	Total actual annual salary(les) as reported by your employ	er(s).		
Contributions	Member contributions withheld based upon earnings rep	orted by your employer(s).		
	SERVICE CREDIT*	MEM	BER CONTRIBUTIONS*	
Prior year service credit for benefit computation	Computation credit from the previous year's statement.	Beginning balance as of July 1, 2015	Your ending account balance from the previous fiscal year's member statement.	
2015 — 2016 service credit for benefit computation earned during this fiscal year	Credit earned as reported by your employer.	Member contributions 2015 — 2016	Member contributions reported by employer(s) during the fiscal year.	
Purchases/Transfers/ Refunds	Current service credit purchases, transfers to/from TRSL, or refunds of contributions for this statement's fiscal year.	Purchases/Transfers/ Refunds	Current member contributions for purchases transfers to/from TRSL, or refunds of contributions for this statement's fiscal year.	
Prior year service credit for benefit computation corrections	Corrections made (+/-) by your employer(s) correcting prior fiscal years' credit.	Prior year contributions corrections	Corrections made (+/-) by your employer(s) correcting prior fiscal years' contributions.	
Total service credit for benefit computation	Your credit balance at the end of the fiscal year as reported by your employer(s) that will determine how much your retirement benefit will be.	Ending balance as of June 30, 2016	Your balance from the previous year's statement + contributions + purchases/ transfers/refunds +/- corrections.	
Total service credit for eligibility	Credit earned that determines when you are eligible to re for benefit computation.	ceive a retirement benefit. The	is credit may be greater than total service credit	

<sup>\*</sup>All amounts are subject to audit and change.

Contact Information:

8401 United Plaza Boulevard, Suite 300 • Baton Rouge, LA 70809-7017 • 225-925-6446
 Toll free (outside Baton Rouge area) 1-877-275-8775 • www.trsl.org • web.master@trsl.org



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RTW (front)



WEST MONROE LA 71292-

Return-to-Work Retiree Account Statement for

July 1, 2015 — June 30, 2016

**Retiree Information** 

DOB: /1949 GENDER: FEMALE

Address corrections may be made by written request to TRSL.

EMPLOYER	EARNINGS		CONTRIBUTIONS	
LA DELTA COMM.	5	12,500.00	5	1,000.00
		0.00		0.00
		0.00		0.00
		0.00		0.00

Member Contributions						
BEGINNING BALANCE AS OF JULY 1, 2015	5	3,581.20				
Member contributions for $$ 2015 $-$ 2016	\$	1,000.00				
Prior year salary corrections/refunds	5	0.00				
Refundable balance as of June 30, 2016	5	4,581.20				

See "Statement Definitions" on back.

Contact Information:

8401 United Plaza Boulevard, Suite 300 • Baton Rouge, LA 70809-7017 • 225-925-6446
Toll free (outside Baton Rouge calling area) 1-877-275-8775 • www.trsl.org • web.master@trsl.org





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### RTW (back)

#### Information About Your Return-to-Work Contributions

While you and your employer were required to make contributions to TRSL during your employment, you do not earn any additional service credit from these contributions, and only your contributions, without interest, will be refunded upon request after termination of employment. These contributions are made on an after-tax basis.

To make application for the refund of your contributions, submit a Retiree Refund Application (Form 7A) to your employer(s). Refunds are made only after all contributions have been received by TRSL, and you have terminated all TRSL-eligible employenent. If you were employed by more than one employer, an application for each employer must be submitted. Your return-to-work contributions are not subject to federal tax withholdings.

tatement Definiti	ons	
Fiscal Year	The period (July 1 – June 30) in which your salary and contributions were reported.	
Employer	Name of the employing agency(ies) that provides earnings information.	
Earnings	Total actual annual salary(ies) as reported by your employer(s).	
Contributions	Member contributions withheld based upon earnings reported by your employer(s).	
Beginning Balance as of July 1, 2015	Your ending account balance from the previous fiscal year's member statement.	
Member Contributions for 2015—2016	Member contributions reported by employer(s) during the fiscal year.	
Prior year salary corrections/refunds	Corrections made (+/-) by your employer(s) correcting prior fiscal years salary/refund amount(s) you received during the fiscal year.	
Refundable Balance as of June 30, 2016	Your balance from the previous year's statement.	





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#### **After-DROP (front)**



NEW IBERIA LA 70563

#### After-DROP Member Account Statement for

July 1, 2015 — June 30, 2016

Member Information

**Designated Beneficiaries** 

DOB: /1953 GENDER: MALE RETIREMENT OPTION: DROP:

Address changes can be made by written request to TRSL.

EMPLOYER		EARNINGS	CON	TRIBUTIONS
IBERIA SC BD	\$	69,467.00	\$	5,557.32
TOTAL:	5	69,467.00	s	5,557.32

Your After-DROP TRSL Account In	formati	On (See "Statement Definitions" on bac	k.)	
Service credit earned cannot exceed 1.00 year	in a fiscal	year.		
SERVICE CREDIT		MEMBER CONTRIBUTION	IS	
Prior year <b>after-DROP</b> service credit for benefit computation	0.00	Beginning balance as of July 1, 2015	\$	84,822.84
2015 — 2016 after-DROP service credit for benefit computation earned during this FY	1.00	Member contributions 2015 — 2016	\$	5,557.32
Prior year after-DROP service credit for benefit computation corrections	0.00	Prior year contributions corrections	\$	0.00
Total after-DROP service credit for benefit computation*	1.00	Ending balance as of June 30, 2016	\$	90,380.16

Any discrepancies in salaries, service credit, or contributions should be addressed with your employer. All amounts are subject to audit and change.

Contact Information:

8401 United Plaza Boulevard, Suite 300 • Baton Rouge, LA 70809-7017 • 225-925-6446
Toll free (outside Baton Rouge calling area) 1-877-275-8775 • www.trsl.org • web.master@trsl.org





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### After-DROP (back)

Statement Definitions

Benefit Estimate	or anter bitor	supplement i	v.		
					omponents: (1) your age as of June 30, nd (3) current information as reported by
For this estimate, your <b>Pr</b> refer to the <i>DROP Handbo</i>			stimated after-DROP	supplement. For r	more information regarding FAC, please
The information provided i	s to help you make i	nformed decisions ab	out your retirement h	enefit and is not a	guarantee of the amount you will
receive at the time you reti	re. To calculate your the estimated after	monthly retirement b r-DROP supplement.	penefit amount, add y	our base retiremen	guarantee of the amount you will it amount at DROP (determined at the tirement is determined by state law. in formulas.
receive at the time you reti time you entered DROP) to	re. To calculate your the estimated after	monthly retirement b r-DROP supplement.	penefit amount, add y	our base retiremen	at amount at DROP (determined at the tirement is determined by state law.

With after-DROP service credit, you are eligible for a supplemental benefit from TRSL.

Fiscal Year	The period (July 1 – June 30) in which your earnings and contributions were reported.					
Employer	Name of the employing agency(ies) that provides earnings information.					
Earnings	Total actual annual salary(ies) as reported by your employer(s).					
Contributions	Member contributions withheld based upon earnings rep	orted by your employer(s).	101			
AFT	ER-DROP SERVICE CREDIT*	MEM	BER CONTRIBUTIONS*			
Prior year after-DROP service credit for benefit computation	Computation service credit from the previous year's statement.	Beginning balance as of July 1, 2015	Your ending account balance from the previous fiscal year's member statement.			
2015 —2016 after-DROP service credit for benefit computation earned during this fiscal year	Computation service credit earned as reported by your employer.	Member contributions 2015 — 2016	Member contributions reported by employer(s) during the fiscal year.			
After-DROP prior year service credit for benefit computation corrections	Corrections made (+/-) by your employer(s) correcting prior fiscal years' computation service credit.	Prior year contributions corrections	Corrections made (+/-) by your employer(s correcting prior fiscal years' contributions.			
Total after-DROP service credit for benefit computation	Your computation service credit balance at the end of the fiscal year as reported by your employer(s) that will determine how much your retirement benefit will be.	Ending balance as of June 30, 2016	Your balance from the previous year's statement + contributions + purchases/ transfers/refunds +/- corrections.			

#### DROP/ILSB account statements

The DROP/ILSB Account Statement is a quarterly statement available through Member Access for DROP participants and ILSB retirees reflecting account activity (deposits and/or withdrawals) for each period.

These statements are created every January, April, July, and October for all members who participated in DROP or retired with the initial lump sum benefit (ILSB) **and** have account activity during the reporting period (prior three months) covered by the statement.

#### **Viewing DROP/ILSB account statements**

DROP/ILSB account statements are only available through Member Access. Both employers and DROP members (or ILSB retirees) can view each quarter's account activity detail or print the statements.





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# Employer instructions for viewing DROP/ILSB account statements (Member Access view)

- 1. Log into EMIS
- 2. Under Members tab, choose Member Summary
- 3. Enter the member's Social Security Number (SSN) on the left side of the screen. Click Select to open the Member Summary screen for the selected member account.
- 4. Click on the member's SSN near the top of the Member Summary screen. This action opens the Member Access view.
- 5. Under My Account menu, choose **DROP Account Statement**



6. Select the desired fiscal year, then select the quarter (reporting period). Screen will display activity summary for selected quarter. A link will also be available to print the account statement for the specified quarter

NOTE: To view current DROP/ILSB account balance, select DROP Account Summary/History from the My Account menu.





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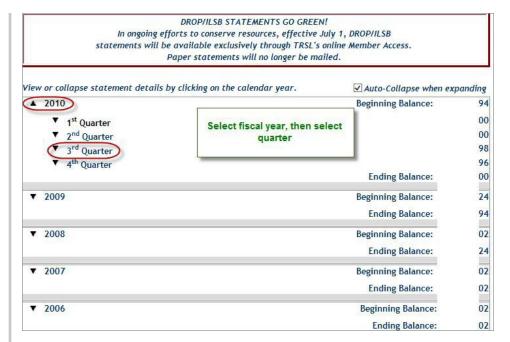
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## **Frequently asked questions**

1. Will our employees participating in ORP be able to sign up for Member Access?

No. ORP participants will need to contact their respective ORP account vendors (TIAA, Voya, or VALIC) about any online access they provide for their participants.

2. How do I fix the salary and contributions that were reported on one of our employee's member statement if it's incorrect?

Your agency will need to process an online prior year salary correction. Refer to Index 4.0 for more information. Please keep in mind that the salary on the member statement is for fiscal year, not calendar year.

3. One of our employees noticed that the TRSL member statement still has the ex-spouse listed as the beneficiary. How can she get her TRSL beneficiary updated?

Non-retired members will need to submit a completed <u>Beneficiary</u> Designation for Non-Retired Members, Form 3.

4. Some of our employees did not receive a member statement this year, but we're not sure why?

TRSL will not issue member statements to TRSL members if any of the following occur during the fiscal year covered by the statement:

- The member did not have any earnings reported during the fiscal year.
- The member participated in DROP for the entire year.
- The member was a return-to-work (RTW) retiree who did not have a return-to-work contributions balance at the end of the fiscal year.

