



Note: The start time in red corresponds to the start time in the recorded presentation.

Start: 2:50

TRSL “Basics”

- TRSL vs. LASERS
- TRSL resources
- Question & answer period

Start: 9:15

Employer Membership Information Site (EMIS) – Index 0.0
Information on TRSL’s online database

- Navigating TRSL’s database (EMIS)
- Examples of EMIS screens
- Question & answer period

Start: 25:33

Authorized Contacts & Employer Directory Contacts – Index 1.0
Obtaining online access to EMIS

- TRSL Forms 1 and 1EDC
- Question & answer period

Start: 40:46

TRSL Membership – Index 2.0
Eligibility and Enrollments

- Hiring packet
- Retaining TRSL membership (Form 2R)
- Part-time, seasonal, or temporary appointments
- Other required forms
- Question & answer period

Start: 55:15

Optional Retirement Plan (ORP) – Index 16.0
Defined Contribution Plan

- ORP Overview
- What to do if you hire an ORP participant
- ORP enrollment
- ORP contributions
- ORP terminations
- Question & answer period

Start: 1:12:10

Contribution Reporting & Corrections – Index 4.0

Salary and Contribution Reporting

- TRSL monthly salary/contribution reports
- Earnable compensation
- Contribution rates
- Full-time earnings
- Exceptions and Rejections reports
- Online corrections
- Payment distribution voucher
- Terminations
- Question & answer period

Start: 1:56:55

Service Credit Certifications/Corrections – Index 6.0

Importance of Service Credit Accuracy

- Terms and definitions
- Questionable Years report
- Certify questionable years (online processes)
- Rollover earnings
- Question & answer period

Start: 2:42:14

Retirement/DROP Processing – Index 11.0

Required employer verifications at time of member's retirement

- Employer certifications checklist
- TRSL request letters
- Agency Certification (Form 11B) – online process
- Timeframe to certify
- Question & answer period

Start: 2:56:00

Leave Information – Index 17.0

Reporting Sick Leave Data

- Online update to certify sick leave
- Question & answer period