

Start 0:00:15 **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 0:07:03 **TRSL Membership – Index 2.0*****Eligibility and Enrollments***

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

Start 0:24:06 **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 0:53:48 **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
- Actuarial costs for service credit corrections
- Question & answer period

Start 1:21:00 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)
- 10% or 15% cap exemption letters
- 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 1:39:00 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

Start 2:32:00 La School Employees' Retirement System (LSERS) presentation