

**Start 0:00:22** Introduction/ TRSL "Basics"/ Employer Membership Information Site (EMIS)

- TRSL vs. LASERS
- TRSL resources
- Overview of employer database (EMIS)
- Obtaining online access to EMIS (Form 1)
- Updating employer directory contacts (Form 1EDC)
- Question & answer period

**Start 0:20:26** 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 0:39:44** 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 0:49:47** Contribution Reporting & Corrections – Index 4.0***Salary and Contribution Reporting***

- TRSL monthly salary/contribution reports
- Payments for additional invoices/charges
- Earnable compensation
- Contribution rates
- Full-time earnings
- Exceptions and Rejections reports
- Online corrections
- Terminations
- Question & answer period

**Start 1:30:00 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
- Actuarial costs for service credit corrections
- Question & answer period

**Start 2:18:00 Retirement Processes/Issues – Index 11.0 & 17.0**

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

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