

INDEX 5.0: Online Member Access & Statements

November 2024

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements

Frequently asked questions

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, as posted by the member's employer(s)
- 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, DROP participation, or disability retirement

DROP members (and those working after DROP participation) can select any of the following options:

- View DROP/ILSB statements
- Apply for retirement after DROP participation

Retired members 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
- Print income verification letter
- Request Social Security verification letter

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.



INDEX 5.0: Online Member Access & Statements

November 2024

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

<u>Types of member</u> <u>statements</u>

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

<u>Viewing DROP/ILSB</u> <u>statements</u>

Frequently asked questions



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

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







INDEX 5.0: Online Member Access & Statements

November 2024

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

<u>Types of member</u> <u>statements</u>

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

<u>Viewing DROP/ILSB</u> <u>statements</u>

Frequently asked questions

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 *only* through Member Access each year once employer reporting is closed out for the fiscal year (usually in August or September). 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 contribution balance at the end of the fiscal year.



INDEX 5.0: Online Member Access & Statements

November 2024

CONTENTS
Member Access
Employer instructions (Member Access view)
Member statements
<u>Types of member</u> <u>statements</u>
Employer_ responsibilities
<u>Viewing member</u> <u>statements</u>
<u>Sample member</u> <u>statements</u>
DROP/ILSB statements
<u>Viewing DROP/ILSB</u> statements
Frequently asked questions



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
<i>ESTIMATE</i> 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 <i>RETURN-TO- WORK</i> (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
<i>Return-to- work (RTW) Supplement</i> statement	Contains projected benefit estimate for RTW supplement	Retiree must elect RTW Option 2 (2020 RTW Law) and accrue RTW supplemental service credit.



INDEX 5.0: Online Member Access & Statements

November 2024

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

<u>Viewing DROP/ILSB</u> <u>statements</u>

Frequently asked questions



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.*)
- 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</u> <u>for Non-Retired Members</u> (Form 3) to update beneficiary information on their TRSL account. Submit form immediately. Beneficiary designation is not valid until TRSL receives a completed form with original signatures.
- 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 2015 (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.

 My Account
 My Self Servic

 Employment Summary

 Account History

 Current Year Earnings and Contributions

 Sick Leave

 Member Account Statements



INDEX 5.0: Online Member Access & Statements

November 2024

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

<u>Viewing DROP/ILSB</u> <u>statements</u>

Frequently asked questions

- 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 2015.

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.

Having trouble accessing your member account statement? Try turning off your Internet browser's pop-up blocker.

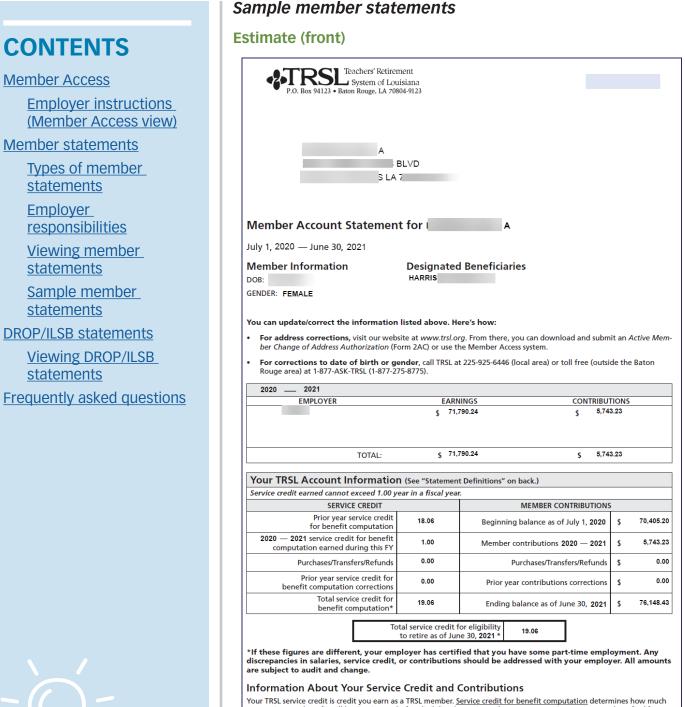
$\left[\right]$	2021 Statement	
Select Fiscal Year statement to be viewed	2020 Statement	
	2019 Statement	
	2018 Statement	
	2017 Statement	
	2016 Statement	
	2015 Statement	

. .



INDEX 5.0: Online Member Access & Statements

November 2024



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:

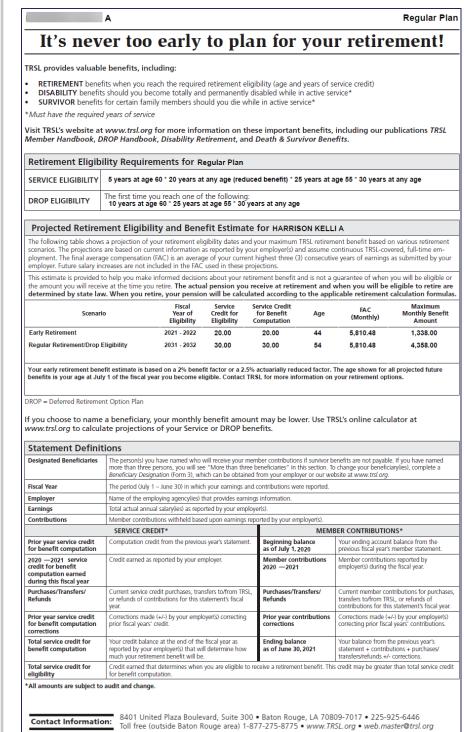
- Termination of employment with a TRSL employer
- Upon your death, if no survivor benefits are payable



INDEX 5.0: Online Member Access & Statements

November 2024

Estimate (back)



Viewing member Pro statements The for

Sample member statements

CONTENTS

Member statements

statements

Employer

Types of member

responsibilities

Employer instructions

(Member Access view)

Member Access

DROP/ILSB statements

Viewing DROP/ILSB statements

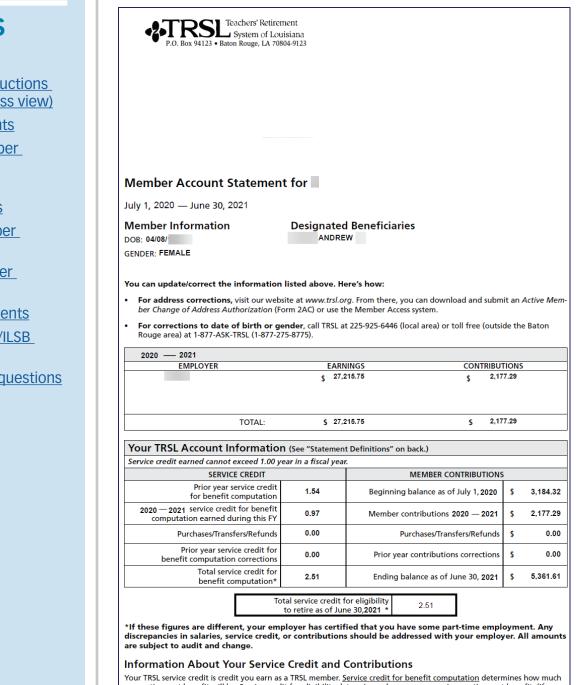




INDEX 5.0: Online Member Access & Statements

November 2024

Non-estimate (front)



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

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements





INDEX **EMPLOYER MANUAL** 5.0

INDEX 5.0: Online Member Access & Statements

November 2024

Non-estimate (back)

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements

Frequently asked questions



L

2015 Retirement Plan - Regular

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

TRSL provides valuable benefits, 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*

* Must have the required years of 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 Eligib	Retirement Eligibility Requirements for 2015 Retirement Plan - Regular					
SERVICE ELIGIBILITY 5 years at age 62 * 20 years at any age (reduced benefit)						
DROP ELIGIBILITY	The first time you reach one of the following: 5 years at age 62					

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	ions				
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 beneficiaries" in this section. To change your beneficiary@esi.complete a Beneficiary Designation (Form 3), which can be obtained from your employer or our website at www.trst.org.				
Fiscal Year	The period (July 1 – June 30) in which your earnings and o	contributions were reported.			
Employer	Name of the employing agency(ies) that provides earnings	information.			
Earnings	Total actual annual salary(ies) as reported by your employe	er(s).			
Contributions	Member contributions withheld based upon earnings repo	orted by your employer(s).			
	SERVICE CREDIT*	MEMI	BER CONTRIBUTIONS*		
Prior year service credit for benefit computation	Computation credit from the previous year's statement.	Beginning balance as of July 1, 2020	Your ending account balance from the previous fiscal year's member statement.		
2020—2021 service credit for benefit computation earned during this fiscal year	Credit earned as reported by your employer.	Member contributions 2020 — 2021	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 purchase 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, 2021	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. Thi	s credit may be greater than total service cred		

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



CONTENTS

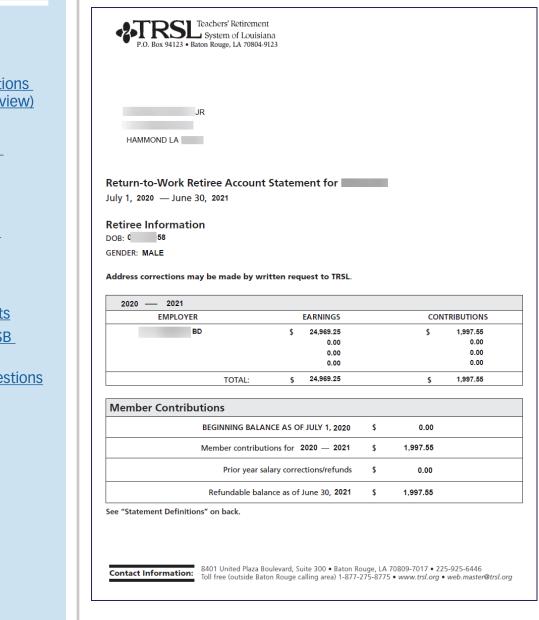
Member Access

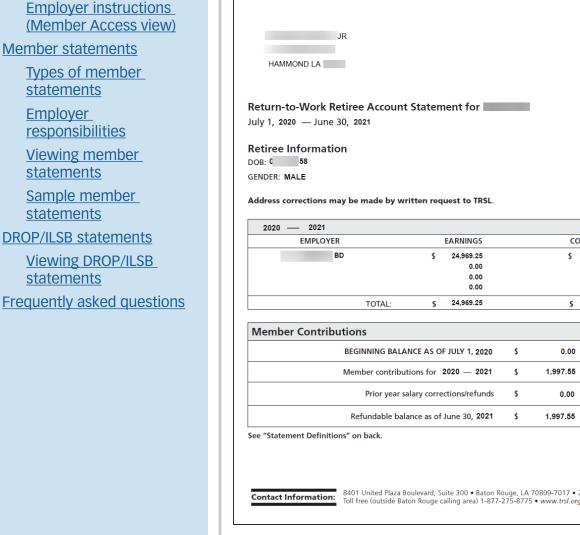
INDEX EMPLOYER MANUAL 5.0

INDEX 5.0: Online Member Access & Statements

November 2024

RTW (front)







INDEX 5.0: Online Member Access & Statements

November 2024

RTW (back)

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

<u>Types of member</u> <u>statements</u>

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements

Frequently asked questions

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 employment. 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.

Statement 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	lember contributions withheld based upon earnings reported by your employer(s).				
Beginning Balance as of July 1, 2020	Your ending account balance from the previous fiscal year's member statement.				
Member Contributions for 2020—2021	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, 2021	Your balance from the previous year's statement.				



INDEX EMPLOYER MANUAL 5.0

INDEX 5.0: Online Member Access & Statements

November 2024

After-DROP (front)

TRSL Teachers' Retirement System of Louisiana
P.O. Box 94123 • Baton Rouge, LA 70804-9123
ESA G
N RD I LA 7
After-DROP Member Account Statement for RESA G
July 1, 2019 — June 30, 2020
Member Information Designated Beneficiaries DOB: /1960 RETIREMENT OPTION: DARRELL
GENDER: FEMALE DROP: MULTIPLE BENEFICIARIES
Address changes can be made by written request to TRSL.
2019 — 2020
EMPLOYER EARNINGS CONTRIBUTIONS
SC BD \$ 47,853.00 \$ 3,828.24
TOTAL: \$ 47,853.00 \$ 3,828.24
Your After-DROP TRSL Account Information (See "Statement Definitions" on back.)
Service credit earned cannot exceed 1.00 year in a fiscal year.
SERVICE CREDIT MEMBER CONTRIBUTIONS Prior year after-DROP service credit 4 con 5 con
1.00 Beginning balance as of July 1, 2019 \$ 71,610.13 2019 - 2020 after-DROP service credit for benefit computation earned during this FY 1.00 Member contributions 2019 - 2020 \$ 3,828.24
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* 2.00 Ending balance as of June 30, 2020 \$ 75,438.3
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





INDEX EMPLOYER MANUAL 5.0

ESA G

INDEX 5.0: Online Member Access & Statements

November 2024

After-DROP (back)

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

Benefit Estimate of after-DROP supplement, for

The following shows an estimate of your **after-DROP** supplement. The estimate is based on the following components: (1) your age as of June 30, 2020; (2) actuarial factors contingent on the retirement option you chose at the time you entered DROP; and (3) current information as reported by vour employer(s).

For this estimate, your pre-DROP FAC is used to calculate your estimated after-DROP supplement. For more information regarding FAC, please refer to the DROP Handbook on TRSL's website (www.trsl.org).

The information provided is to help you make informed decisions about your retirement benefit and is not a guarantee of the amount you will receive at the time you retire. To calculate your monthly retirement benefit amount, add your base retirement amount at DROP (determined at the time you entered DROP) to the estimated after-DROP supplement. The actual pension you receive at retirement is determined by state law. When you retire, your pension will be calculated according to the applicable retirement calculation formulas.

Base Retirement Amount at DROP	Retirement Option Chosen	After-DROP Service Credit for Benefit Computation	Pre-DROP FAC (Monthly)	Estimated After-DROP Supplement	Monthly Retirement Benefit Amount (Base Retirement Amount at DROP + After-DROP Supplement)
2,477.00	Option 3A	2.00	3,954.21	188.00	2,665.00

Statement Definit	ions					
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 employed	er(s).				
Contributions	Member contributions withheld based upon earnings rep	orted by your employer(s).				
AFT	ER-DROP SERVICE CREDIT*	MEMI	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, 2019	Your ending account balance from the previous fiscal year's member statement.			
2019 —2020 after-DROP service credit for benefit computation earned during this fiscal year	Computation service credit earned as reported by your employer.	Member contributions 2019 — 2020	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, 2020	Your balance from the previous year's statement + contributions + purchases/ transfers/refunds +/- corrections.			

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements





INDEX EMPLOYER MANUAL 5.0

INDEX 5.0: Online Member Access & Statements

November 2024

RTW Supplement (front)





54

Return-to-Work Supplement Account Statement for

July 1, 2021 — June 30, 2022

Retiree Information

DOB: 0 GENDER: FEMALE

Address changes can be made by written request to TRSL.

EMPLOYER		EARNINGS	CON	TRIBUTIONS
	\$	54,342.57	\$	4,347.39
TOTAL:	s	54,342.57	s	4,347.39

Service credit earned cannot exceed 1.00 year	in a fiscal	year.		
SERVICE CREDIT		MEMBER CONTRIBUTION	IS	
Prior year RTW supplement service credit for benefit computation	1.00	Beginning balance as of July 1, 2021	\$	5,776.98
2021 — 2022 RTW supplement service credit for benefit computation earned during this FY	0.83	Member contributions 2021 — 2022	\$	4,347.39
Prior year RTW supplement service credit for benefit computation adjustments	-1.00	Prior year contributions adjustments	s	-5,776.98
Total RTW supplement service credit for benefit computation*	0.83	Ending balance as of June 30, 2022	s	4,347.39

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

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



Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements

Contact Information:



INDEX 5.0: Online Member Access & Statements

November 2024

RTW Supplement (back)

With RTW supplement service credit, you are eligible for a supplemental benefit from TRSL.

Benefit Estimate of RTW supplement for

The following shows an estimate of your **RTW** supplement. The estimate is based on the following components: (1) your age as of June 30, 2022; (2) actuarial factors contingent on the retirement option you chose at the time of retirement, and (3) current information as reported by your employer(s).

N

For this estimate, your PRE-RTW FAC is used to calculate your estimated RTW supplement.

The information provided is to help you make informed decisions about your retirement benefit and is not a guarantee of the amount you will receive. To calculate your monthly retirement benefit amount, add your base retirement amount to the estimated RTW supplement. The actual pension you receive at retirement is determined by state law. When you retire, your pension will be calculated according to the applicable retirement calculation formulas.

1.389.01	Option 1	0.83	4,756.17	95.75	1,484.76
Base Retirement Amount	Retirement Option Chosen	RTW Service Credit for Benefit Computation	RTW Supplement FAC (Monthly)	Estimated RTW Supplement	Monthly Retirement Benefit Amount (Base Retirement Amount + RTW Supplement)

Statement Definit	ions				
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 reported by your employer(s).				
RTW SUPPLEMENT SERVICE CREDIT*		MEMBER CONTRIBUTIONS*			
Prior year RTW supplement service credit for benefit computation	Computation service credit from the previous year's statement.	Beginning balance as of July 1, 2021	Your ending account balance from the previous fiscal year's member statement.		
2021 — 2022 RTW supplement service credit for benefit computation earned during this fiscal year	Computation service credit earned as reported by your employer.	Member contributions 2021 — 2022	Member contributions reported by employer(s) during the fiscal year.		
RTW supplement prior year service credit for benefit computation adjustments	Adjustments made (+/-) due to retirement or by your employer(s) correcting prior fiscal years' computation service credit.	Prior year contributions adjustments	Adjustments made (+/-) due to retirement or by your employer(s) correcting prior fiscal years' contributions.		
Total RTW supplement 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, 2022	Your balance from the previous year's statement + contributions + purchases/ transfers/refunds +/- adjustments.		

*All amounts are subject to audit and change.

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements





INDEX 5.0: Online Member Access & Statements

November 2024

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements

Frequently asked questions



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.

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

- 1. Log into EMIS
- 2. Under Members tab, choose Member Summary
- 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



 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.



INDEX 5.0: Online Member Access & Statements

November 2024

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements

Frequently asked questions

ew or collapse statement de	or collapse statement details by clicking on the calendar year.	
2010 ▼ 1 st Quarter 2 nd Quarter ▼ 3 rd Quarter	Select fiscal year, then select quarter	Beginning Balance:
 4th Quarter 2009 		Ending Balance: Beginning Balance:
1007		Ending Balance:
2008		Beginning Balance:
		Ending Balance:
2007		Beginning Balance:
		Ending Balance:
2006		Beginning Balance:
		Ending Balance:

DROP/ILSB STATEMENTS GO GREEN!

1 st Quarter 2 nd Quarter 3 rd Quarter	ails by clicking on the calendar year.	✓ Auto-Collapse who Beginning Balance:	
Transaction Date	Description	Amount	Balance
07/01/2010	Interest 06/01/2010-06/30/2010, 00.0000%	0.00	.94
07/15/2010	Withdrawal	-1,025.00	.94
08/01/2010	Interest 07/01/2010-07/31/2010, 00.0197%	1.53	.47
08/15/2010	Withdrawal	-1,025.00	.47
09/01/2010	Interest 08/01/2010-08/31/2010, 00.0322%	2.49	.96
	Withdrawal	-2,200.00	.96





INDEX 5.0: Online Member Access & Statements

November 2024

CONTENTS

Member Access

Employer instructions (Member Access view)

Member statements

Types of member statements

Employer responsibilities

Viewing member statements

Sample member statements

DROP/ILSB statements

Viewing DROP/ILSB statements

Frequently asked questions

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 AIG Retirement Services) 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> <u>Designation for Non-Retired Members</u> (Form 3) with original signatures to TRSL.

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

TRSL member statements are only available online through Member Access. TRSL will not post member statements to Member Access if any of the following occur during the fiscal year covered by the statement:

- The member did not have a contributions or service credit balance at the end of 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.