



# Employer Directory Contacts (Form 1EDC)

**Submit ORIGINAL form  
ONLY. No copies, faxes,  
electronic signatures,  
or scans are accepted.**

**EO-1**  
rev. 07/21

OK to image

Employer ID (####)

<b>HOW TO SUBMIT:</b>	<b>MAIL IN</b>
	8401 United Plaza Blvd, Ste 300 Baton Rouge LA 70809

**Print in ink or type all entries.** Designate personnel who will serve as information contacts, not necessarily authorized signers, for the Teachers' Retirement System of Louisiana (TRSL). TRSL uses these contacts for mailed request letters and general questions. Please submit a completed *Authorized Contacts* (Form 1) to add/delete authorized signer(s).

**You only need to list contacts that change. (You do not have to list everyone.) ONLY ONE contact per category**

**Section 1 — Employer information**

Employer name	Date (mm/dd/yyyy)
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**Section 2 — Administrative personnel (Include appropriate professional and/or courtesy title, e.g. Dr. / Mr. / Mrs. / Ms.)**

Category	Name (ONLY ONE per category)	Position	Phone number (include area code)	Ext. #	Email
Agency head					
Agency head designee					
Business manager					
Director of finance					
Director of personnel/ human resource mgr					
Director of food services					
President of school board					

**Section 3 — Support personnel (contact for) — ONLY ONE contact per category.**

Contribution Reports					
Data Processing					
Optional Retirement Plan (ORP)					
Payroll					
Personnel					
Retirement					

Name of authorized signer (PLEASE PRINT)

Signature of authorized signer	Date signed (mm/dd/yyyy)
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**For a description of each category, please see back of form.**

## Employer contacts screen (EMIS)

Each employer should review the Employer Contacts screen in EMIS to determine if any updates or corrections are needed. Below is a reference table of contact codes and a description of each detailing what role each contact has for TRSL reporting and certification duties.

Your agency does not have to assign a contact for each category; however, TRSL does require at minimum an Agency Head or Agency Head Designee. TRSL also encourages designation of a Retirement Contact.

<b>Administrative Personnel (Section 1)</b>	
<b>Agency Head (AH)</b>	Superintendent or Director of your agency
<b>Agency Head Designee (AD)</b>	Person authorized by your agency's Superintendent or Director to sign documents on behalf of the Agency Head
<b>Business Manager (BM)</b>	Person who manages or directs your agency's business office activities
<b>Director of Finance (DF)</b>	Usually the Chief Financial Officer or Senior Officer of your agency's finance department.
<b>Director of Personnel or Human Resource Manager (PH)</b>	Human Resource (or Personnel) Director of your agency
<b>Director of Food Service (FS)</b>	Director of Child Nutrition Program and cafeteria personnel of your agency
<b>President of School Board (PS)</b>	School Board President

<b>Support Personnel — Primary Contact (Section 2)</b>	
<b>Contribution Reports (CR)</b>	Person who can answer questions regarding monthly salary and contribution reports, usually a payroll or accounting contact for your agency
<b>Data Processing (DP)</b>	Person who creates or submits data files to TRSL on your agency's behalf
<b>Optional Retirement Plan Contact (OC)</b>	Person who handles ORP enrollments and salary reporting on behalf of your agency
<b>Payroll (PR)</b>	Person who handles payroll duties for your agency
<b>Personnel (PC)</b>	Person most likely employed in your agency's HR or Personnel office who has been assigned TRSL reporting duties or can answer general personnel related questions.
<b>Retirement (RC)</b>	Person assigned to handle retirement applications and processing for your agency. All retirement request letters will be addressed to this contact.