IMPORTANT: We will email you the PowerPoint presentation approximately one week prior to the training date. Please print and bring it with you to the training. Note that agenda times listed below are approximate and may change depending on the length of Q&A periods.

9:00 am  Welcome – Ed Branagan, TRSL

9:30 am  TRSL Membership – Index 2.0
Eligibility and Enrollments
- Eligibility requirements for TRSL Regular Plan
- Part-time, seasonal, or temporary appointments
- Adjuncts
- Enrollments information

9:45 am  Optional Retirement Plan (ORP) – Index 16.0
Defined Contribution Plan
- ORP eligibility
- ORP contributions
- ORP terminations

10:00 am  Break (15 minutes)

10:15 am  Contribution Reporting & Corrections – Index 4.0
Salary and Contribution Reporting
- Definition of earnable compensation
- Full-time earnings
- Exceptions and Rejections reports
- Online corrections
- Terminations

10:40 am  Service Credit Certifications/Corrections – Index 6.0
Importance of Service Credit Accuracy
- Terms and definitions
- Online processes to certify questionable years
- Certifying adjunct employment
- Defer pay/rollover earnings

11:20 am  Retirement/DROP Processing – Index 11.0
- Agency Certification (Form 11B) – online process
- Termination date vs. retirement date
- Timeframe to certify

11:30 am  Retirees Returning to Work – Index 15.0
Employment of TRSL retirees in TRSL-covered positions
- Louisiana Revised Statute 11:710 (RTW Law)
- Waiting period
- Return-to-work (RTW) provisions
- Enrollments
- Terminations and Refunds
- Reporting requirements

12:15 pm  Break for lunch (1 hour)

1:15 pm  Onsite Assistance / Special Issues

TRSL staff will be here to assist with your questions and reports.
- Participants should bring your User ID/Password to access EMIS
- Contact TRSL’s Helpdesk to reset password/inactive access if applicable
- Submit a completed Authorized Contacts (Form 1) to obtain access for employer contacts if needed

NOTE: Resolve EMIS access issues at least 3 weeks prior to the training session.

3:00 pm  Wrap-up/dismissal