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
         • Definition of teacher
         • Part-time, seasonal, or temporary appointments
         • Enrollments information

9:45 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

10:10 am Break (10 minutes)

10:20 am Service Credit Certifications/Corrections – Index 6.0
         Importance of Service Credit Accuracy
         • Terms and definitions
         • Online processes to certify questionable years
         • Common errors
         • Certifying part-time employment

10:50 am Retirement/DROP Processing – Index 11.0
         • Agency Certification (Form 11B) – online process
         • Termination date vs. retirement date
         • Timeframe to certify

11:00 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
11:45 am  Break for lunch *(1 hour)*

12:45 pm  **LSERS Training** – Tracy Gaudet and Mitchell Garlington, LSERS (La. School Employees Retirement System)
- LSERS Web Registration/Access Change
- Active Employment
  - Part-time
- Inactive/Retirees
  - DROP/IBRP
  - SDP DROP/IBRP
  - Retirees Return to Work
  - Refund
  - Insurance Deduction(s)
- LSERS Web

2:45 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.

3:45 pm  Wrap-up/dismissal