2020 Annual Employer Training

(State-run schools and lab schools are encouraged to attend this training.)

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**