

Agenda

- Employer Membership Information Site (EMIS) Authorized Contacts
- TRSL Eligibility and Enrollments
- Optional Retirement Plan
- Monthly Contribution/Salary Reporting
- Service Credit Certifications/Corrections
- Retirement Processes/Issues



2

Index 0.0: Employer Membership Information Site (EMIS) Index 1.0: Authorized Contacts & Employer Directory Contacts

Provides an overview of TRSL's employer access database and how to obtain employer access to EMIS

Form 1EDC: Employer Directory Contacts

- Updates or replaces agency contacts
- Ensure your agency has the following designated contacts:
 - Agency Head (AH)** – Must sign Section 3 of Form 1 to authorize access rights
 - Retirement Contact (RC)** – Employer request letters addressed to RC
- Include email addresses/phone numbers, including extension/position title for each contact

NOTE: Not all categories require an employer contact.

16

Keep employer contacts up to date

Use *Employer Directory Contacts* (Form 1EDC) to update Employer Contacts.

Use *Authorized Contacts* (Form 1) to give and remove online access rights.

Tip: Review *Employer Contacts* screen twice a year

17

Index 2.0: TRSL Membership

Employer's reference guide on TRSL membership eligibility and enrollments process for non-retirees

Enrollments process

Documents to include in hiring packet

1. **Election to Retain Membership (Form 2R)**
 - Submit original to TRSL
2. **Forfeiture of Retirement Benefits/Attestation of Understanding (Form 2FRB)**
 - Do not submit to TRSL. TRSL will request if needed.
3. **Statement Concerning Your Employment in a Job Not Covered by Social Security (Form 2SS)**
 - Submit a copy of the form to TRSL; employer retains the original
4. **Beneficiary Designation for Non-Retired Members (Form 3)**
 - Submit original to TRSL timely
 - Employee/member responsibility to submit form

Form 2R: Election to Retain Membership

LSA R.S. 11:723

When a Louisiana state agency hires an employee, the new hire is normally eligible for LASERS membership. If that employee has at least 5 years of TRSL eligibility credit, he may elect to retain TRSL membership, instead of joining LASERS.

Not applicable to employees covered by Parochial Employees' Retirement System of Louisiana (PERS) or Louisiana Clerks of Courts Retirement & Relief Fund.

- Election to Retain Membership (Form 2R) must be completed within 60 days of new employment.
- Must submit original Form 2R with original signatures to TRSL.

Form 2R errors

Contact your TRSL Retirement Benefits Analyst Liaison for assistance with any errors discovered after submitting Form 2R

ERROR EXAMPLES:

- *Incorrect date of employment (hire date)*
- *Enrollment to be deleted if employee was not eligible to participate in TRSL (part-time, seasonal, or temporary positions), etc.*

TRSL Liaisons

To view the name and/or contact information for your agency's liaison, use the search box below. You can search by the employer name, employer ID or liaison first or last name. You will see an associated liaison and a retirement analyst liaison for each agency please refer to the following list of liaison specialties:

- **Contact your Retirement Liaison:** For help with Contributions Exception Reports, Salary Adjustment lists, contribution rates, QRF reports, enrollment eligibility, etc.
- **Contact your Retirement Analyst Liaison:** For help with questionable years, service credit certifications, sick leave certifications, seasonal and commission, etc.

Membership Eligibility - SPECIAL CONDITIONS

Part-time, seasonal, or temporary employment

Retaining TRSL membership for part-time, seasonal, or temporary employees is not allowed unless the employee meets the below criteria:

Ten (10) year rule

Ten or more years of TRSL eligibility service credit

- W-2 employees only
- Can work 20 hours or less per week

Definitions:

- **Part-time:** Employees who work 20 hours or less are considered part-time and are not eligible to retain membership unless they have 10 or more years of TRSL eligibility service credit. Employees who work **more** than 20 hours per week can retain membership.
- **Seasonal:** An employee who normally works on a full-time basis less than five months in a year
- **Temporary:** Any employee performing services under a contractual arrangement with the employer of two years or less in duration

Form 2FRB: Forfeiture of Retirement Benefits – Attestation of Understanding

The Form 2R will require agency to verify if the employee has completed and signed the Form 2FRB

- **YES:** enrollment is processed
- **NO:** enrollment is **not** processed

All new hires are required to complete Form 2FRB

- Keep original signed form in employees' personnel records



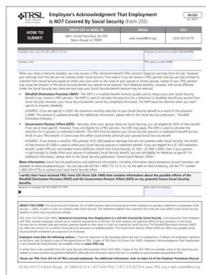
Form 2SS: Statement Concerning Employment in a Job Not Covered by Social Security

Most TRSL members do not pay into Social Security and are subject to the following:

- Government Pension Offset (GPO)
- Windfall Elimination Provision (WEP)

All new hires are required to complete and sign the Form 2SS

- Forward a copy of the completed form to TRSL; the employer retains the original



ORP eligibility for NON-higher education employees

If the TRSL-ORP participant elects to retain TRSL membership, he/she must remain in ORP, regardless of the number of years (This holds true even if the position is not in higher education or the TRSL eligible position the employee is filling is part-time, seasonal, or temporary)

If the ORP participant is employed in a position covered by another Louisiana public retirement system, see below:

- If member has **fewer than five years**: You will enroll him/her in the new retirement system
- If member has **five or more years**: He/she can opt to retain ORP membership under TRSL by completing a Form 2R within 60-days of new employment

ORP members are 100% vested from the date of enrollment and make an irrevocable election to participate in ORP.

- **IRREVOCABLE ELECTION:** Continued participation is mandatory even if future employment in a TRSL eligible position is part-time, seasonal, or temporary.

ORP enrollment

Application for Optional Retirement Plan or Change of Carrier (Form 16)

- Employee completes Sections 1-3
- Employer completes Section 4 and submits **original** Form 16 to TRSL for processing

Section 2 — Carrier designation

<input type="checkbox"/> New enrollment	<input type="checkbox"/> VOYA Financial (former)
<input type="checkbox"/> Change of ORP carrier	<input type="checkbox"/> Teachers Insurance and Retirement Association
<input type="checkbox"/> Existing ORP participant	<input type="checkbox"/> Corebridge Financial (former)

Current ORP carriers



<https://trsl.beready2retire.com>



<https://www.tiaa.org/public/tcm/louisianaorp>



<https://www.corebridgefinancial.com/rs/trsl>

ORP contribution rates

The total employer contribution rate for all employers includes the following:

Transfer Amount: The percentage amount actually transferred to each ORP participant's account; set by law.

The transfer rate is 6.2%**

Shared UAL: The percentage all employers pay toward the unfunded accrued liability (UAL) and retained by TRSL.

Total ORP Employer Contribution Rate (FY 2025)	
**Transfer Amount	6.2%
^Shared UAL	15.9%
Total Employer Contribution Rate	22.1%

Contributions transferred to the ORP participant's carrier	
*Employee	7.95%
**Employer	6.2%
Total transferred to ORP carrier account	14.15%

* ORP participants contribute 8% of salary, less a 0.05% TRSL administrative fee.

** LSA R.S. 11:927 sets the employer portion transfer amount, which cannot be less than 6.2%.

^ TRSL retains the UAL portion of the employer's total contribution rate.

ORP salary & contribution limits

Contributions reported/transferred to the ORP carriers are limited to \$69,000 for calendar year 2024

- The limit includes both the employee and employer contribution amounts

Optional Retirement Plan (ORP) Maximum Contribution Limits



Calendar Year	Maximum Annual Contribution (Employer & Employee contributions)
2024	\$69,000
2023	\$66,000
2022	\$51,000
2021	\$58,000
2020	\$57,000
2019	\$56,000

Termination of ORP participants

Do not process an online termination in EMIS for an ORP participant

- Update your agency's software with the termination date for the participant to ensure salary information is no longer reported to TRSL
- When the former employee requests a rollover of his ORP funds, TRSL will contact you for a termination date
- TRSL will provide the confirmed termination date to the former employee's ORP carrier to initiate the rollover

Additional invoices/actuarial costs

Corrections made to current year and prior year actual earnings may result in additional contributions due

- May result in miscellaneous invoices or actuarial costs to the state agency

Any correction made by a state agency outside of the monthly salary/contributions remittance is the responsibility of the state agency

- Individual state agency will be responsible for submission of payment and the Payment Distribution Voucher (Form 4D) to TRSL for these additional costs.

Form 4D should accompany payment and can be submitted by several methods:

- Mail to TRSL's address
- Fax to 225-922-4258
- Email to Form4D@trsl.org

37

Earnable compensation

Compensation (wages, salary, and other payments) earned by the member during the full normal working time in a position that is TRSL-eligible

All earnable compensation is reported as "Actual Earnings"

- Member and employer contributions must be made on all earnable compensation
- Report contributions in the fiscal year earned (July 1 through June 30)
- Contribution reports and payments are due by the 15th of each month
- Payments made after close of fiscal year should be moved to the correct fiscal year

38

Types of contributions

This is not an exhaustive list. Contact your Retirement Benefits Analyst Liaison for assistance.

Tax sheltered	Tax unsheltered
<ul style="list-style-type: none"> • Active members only • Employees on workers' compensation and using their sick leave 	<ul style="list-style-type: none"> • Employees on workers' compensation (contributions via third-party payments) • USERRA payments • Employer contributions

39

Contribution rates

Contributions are calculated based on member's gross earnable compensation

Member (employee) portion: 8.0%

Employer portion (subject to change each fiscal year):

- **Normal cost:** Amount needed to fund benefits accrued in the fiscal year
- **Administrative expense rate:** Non-investment administrative expenses of TRSL (funded directly beginning in FY 2019)
- **Account Funding Contribution (AFC) rate:** Funding mechanism to directly pay for future benefit increases (PBIs)—funded directly beginning FY 2025
- **Shared UAL:** Unfunded accrued liability payment

40

LASERS vs. TRSL contribution rates

Once your contribution report has been posted with salaries reported, TRSL will calculate the employer contribution amount.

Fiscal year	LASERS/TRSL sub-plans	Employee contribution rate	Employer rate (ER)				Total ER
			Normal cost	Admin expense rate	AFC Rate**	Shared UAL	
LASERS 2024-25	Rank & file employees (prior to 7/1/2006)	7.5%	2.35%	0.89%	1.50%	30.00%	34.74%
	Rank & file employees (on or after 7/1/2006)	8.0%					
TRSL 2024-25	K-12 Regular Plan*	8.0%	3.73%	0.38%	1.50%	15.90%	21.51%
	Lunch Plan A	9.1%					
	Lunch Plan B	5.0%	3.10%	0.38%	1.50%	15.90%	20.88%
	Higher Ed Regular Plan	8.0%					

*Includes university laboratory schools; ** Effective FY 2024-25, used to directly pay for PBIs (permanent benefit increases) for TRSL retirees & benefit recipients

41

Full-time earnings

Definition (for monthly salary reporting):

Compensation the employee would have been paid had she/he worked full-time in a TRSL-eligible position **for the entire month**

Must be equal to or greater than actual earnings

- Can never be less than actual earnings
- **Do not** reduce because the employee is docked or on leave without pay (LWOP)

For part-time employees eligible to contribute to TRSL, the amount should reflect the compensation that the member would have earned if he worked full-time for the entire month

Example: For a two-pay period month – report Full-time Earnings amount equal to two 80-hour bi-weekly paychecks

42

Salary rejections

Rejections remain on the report and do not fall off, even after correction.

Month/Year	SSN	Actual Earnings	Sheltered Contributions	Unsheltered Contributions	Full-Time Earnings	Error Message
07/2022		-25,338.00	0.00	0.00	-25,338.00	TRANSACTION ALREADY RECEIVED
TOTAL:		-25,338.00	0.00	0.00	-25,338.00	

Clearing exceptions & rejections

Online updates in EMIS

- Enrollments – Contact assigned Analyst Liaison
- Terminations
- Contribution Correction (current fiscal year only)
- Prior Year Salary Correction (previous fiscal year)

Must have specific access rights designated on Authorized Contacts (Form 1)

Updates

- Agency Certification (Form 118)
- Annual Leave Update
- Contribution Correction**
- Enrollments**
- Full-Time Only Corrections
- Home Address Update
- Journal Entry Review
- Prior Year Salary Correction**
- Questionable Year Certification
- Retiree Voluntary/Insurance Deduction
- Sick Leave Days Paid Update
- Sick Leave Add and/or Update
- Termination**

(Online) Contribution Corrections

Corrects salary reporting in the current fiscal year

- Add, edit/change, or delete monthly salary postings reported

Contribution Correction

System: 4 Employer: **Current Fiscal Year**
 SSN: Fiscal Year: **Current Fiscal Year**
 Name: Reporting Month/Year: **TY**

Instructions for using Contribution Corrections:

1. Click 'Edit' or 'Add' in the first column to open the line for editing.
2. Enter the actual earnings and full-time earnings and click 'Replace' if replacing data that has been posted for the month. If only actual earnings OR full-time earnings is changing, enter the same amount for the field not changing and enter the new amount for the field that is changing.
3. Enter the actual earnings and full-time earnings and click 'Add' or 'Add Zero' if adding a posting for the month. Adding zeroes can only be done for July, August and June in which 0.00 should be entered for the actual earnings and full-time earnings. Full-time earnings are required for the rest of the months.
4. Click 'Delete' or 'Delete Zero' to delete the posting for the month.
5. Click 'Cancel' to undo changes entered or to return to the initial display.
6. Enter actual earnings and full-time earnings with the decimal. For example, to enter \$10 key in 10.00.
7. Contribution Type '30' is for sheltered contributions and Contribution Type '10' is for unsheltered contributions.

	Actual Earnings	Full-Time Earnings	Contribution Amount	Contribution Type	
Edit	2736.00	2736.00	218.88	30	Delete

(Online) Prior Year Salary Corrections

Use to correct prior year actual earnings, contributions, and full-time earnings

- Must enter annual actual earnings and full-time earnings for a prior (closed) fiscal year
- Must use Reason drop-down box and/or Comment field for both Salary Correction Comment and Salary Correction Full-Time Comment

52

Terminations

Enter a termination date for employee who:

- Resigns or
- Is approved for TRSL disability retirement

- Update within 30 days of the member's last day of work (or last day of official leave)
- Termination dates do not have to be the same for TRSL and insurance coverage
- Use MM/DD/YYYY format

Reminder: **Do not** enroll and term with the same date

53

TRSL EMPLOYER MANUAL
INDEX 6.0: Service Credit Certifications / Corrections

Provides instructions for identifying and correcting records requiring service credit certification

Terms/definitions

- **Questionable year:** A fiscal year record that meets one of TRSL's criteria to require service credit certification or correction
- **Actual earnings:** All earnings during a specified fiscal year earned by a member that meets the definition of earnable compensation
- **Full-time earnings:** Total compensation amount that would be payable if the employee worked full-time for the entire fiscal year in a TRSL-covered position plus any extra earnings
- **Service credit:** A measure of the number of years a member has worked and contributed to TRSL per the service credit formula

55

Terms/definitions (cont'd)

Service credit formula:

- Actual earnings / Full-time earnings = Service credit for benefit computation
- Service credit for benefit computation / % effort = Service credit for eligibility

Percent (%) effort formula:

- # hours worked / # hours in a full workday
- Example:* Employee works 5 hours per day; normal full-time is 8 hours per day;
- 5/8 hours = 63% effort

56

Retrieving Questionable Years Report

Questionable Years Report

The Questionable Years Report generates a list of members who have questionable years requiring certification. There are five options for creating reports and four different ways to sort the report.

- **Option 1: Retirement Actions Pending** - This report will list questionable years for which TRSL has requested certification via a Questionable Years Letter. This report will primarily consist of members presently going through the retirement process or approaching retirement eligibility.
- **Option 2: All Outstanding Questionable Years** - This report will list all outstanding questionable years for your agency. A Retirement Actions Pending section will be listed at the front of the report.
- **Option 3: Fiscal Years Less Than/Equal to 3 Years Old** - This report will list all outstanding questionable years less than or equal to three years old from the current fiscal year. A Retirement Actions Pending section will be listed at the front of the report only for fiscal years less than or equal to 3 years old.
- **Option 4: Fiscal Years Greater than 3 Years Old** - This report will list all outstanding questionable years greater than three years old. A Retirement Actions Pending section will be listed at the front of the report only for fiscal years greater than 3 years old.
- **Option 5: By Fiscal Year** - This report will list all outstanding questionable years for a range of fiscal years or a single fiscal year of your choosing.

57

COMMON ERRORS: Part-time employment certification

- Selecting "Part-time Employee" for someone who worked full-time but only worked a portion of the year
- Selecting "Part-time Employee" but not including the percent effort in the comment field

Salary Correction Full-Time

Instructions for using Full-Time Comment:

1. Required for Primary when the Full-Time is different.
2. Select a reason for the full-time change.
3. A comment can be added for additional information needed to clarify the change. The comment is optional unless a reason is not chosen in which case the comment is required.

Reason:

Comment:

- 1st Year of Employment
- Last Year of Employment
- Official Leave (Other than Sabbatical)
- Sabbatical at Reduced Pay
- Extra Earnings
- Workers' Compensation
- Summer School Earnings
- Full-Time Earnings Under/Over-stated
- Part-time Employee
- Substitute Earnings

64

COMMON ERRORS: Miscellaneous

- Not providing correct start or termination date in comment field if correct dates have not previously been reported
- Reporting rollover earnings via a Full-time Only Correction (Rollover earnings should be moved to the year in which they were earned/accrued via a Prior Year Salary Correction)

Salary Correction Comment

Instructions for using Salary Comment:

1. Select a reason for the correction.
2. A comment can be added for additional information needed to clarify the correction. The comment is optional unless a reason is not chosen in which case the comment is required.

Reason:

Comment:

65

Actuarial Cost for Full-Time Only Corrections

LSA-R.S. 11:888 and LSA-R.S. 11:158 allow for an actuarial cost to the employer on corrections for fiscal years greater than three (3) years old that result in an increase in service credit.

- Journal Entry invoice for total Full-Time Only Corrections charges calculated after end of each fiscal year.
- Full-Time Only Corrections actuarial costs for members with a **retirement application on file** (other than entering DROP) charged to employers' account shortly after finalizing members' retirement benefit.

The three-year timeline for certifying/correcting questionable years is calculated as follows:

Current Fiscal Year:	FY 2024
Fiscal Year 1:	FY 2023
Fiscal Year 2:	FY 2022
Fiscal Year 3:	FY 2021
Older than three years:	FY 2020 & all fiscal years prior

66

OSUP payroll calendars

Year 2023 Pay Periods						Year 2024 Pay Periods					
Pay Period	From	To	Check Date	Insurance Month	PI Posting	Pay Period	From	To	Check Date	Insurance Month	PI Posting
1	01/09/2023	01/09/2023	01/13/2023	February	01/13/2023	1	01/29/2024	01/29/2024	01/31/2024	February	01/31/2024
2	01/09/2023	01/23/2023	01/27/2023		01/27/2023	2	01/29/2024	01/31/2024	01/31/2024	March	01/31/2024
3	01/23/2023	02/06/2023	02/07/2023	March	02/06/2023	3	01/29/2024	02/06/2024	02/06/2024	March	02/06/2024
4	02/06/2023	02/19/2023	02/24/2023		02/22/2023	4	02/06/2024	02/19/2024	02/22/2024		02/22/2024
5	02/19/2023	03/05/2023	03/07/2023	April	03/06/2023	5	02/19/2024	03/05/2024	03/05/2024	April	03/05/2024
6	03/05/2023	03/19/2023	03/24/2023		03/22/2023	6	03/05/2024	03/17/2024	03/22/2024		03/22/2024
7	03/19/2023	04/02/2023	04/03/2023	May	04/02/2023	7	03/19/2024	03/26/2024	04/02/2024	May	04/02/2024
8	04/02/2023	04/16/2023	04/21/2023		04/19/2023	8	04/02/2024	04/16/2024	04/19/2024		04/19/2024
9	04/16/2023	04/30/2023	05/05/2023	June	05/03/2023	9	04/16/2024	04/23/2024	05/01/2024	June	05/01/2024
10	04/30/2023	05/14/2023	05/17/2023		05/17/2023	10	04/16/2024	05/13/2024	05/17/2024		05/17/2024
11	05/14/2023	05/28/2023	06/01/2023	July	06/01/2023	11	05/14/2024	05/28/2024	06/03/2024	July	06/03/2024
12	05/28/2023	06/11/2023	06/14/2023		06/14/2023	12	05/28/2024	06/04/2024	06/11/2024		06/11/2024
13	06/11/2023	06/25/2023	06/29/2023	Free	06/29/2023	13	06/11/2024	06/27/2024	06/28/2024	Free	06/28/2024
14	06/25/2023	07/09/2023	07/13/2023	August	07/13/2023	14	06/25/2024	07/09/2024	07/11/2024	August	07/11/2024
15	07/09/2023	07/23/2023	07/28/2023		07/28/2023	15	07/09/2024	07/23/2024	07/29/2024		07/29/2024
16	07/23/2023	08/06/2023	08/11/2023	September	08/09/2023	16	07/23/2024	08/06/2024	08/12/2024	September	08/12/2024
17	08/06/2023	08/20/2023	08/25/2023		08/25/2023	17	08/06/2024	08/13/2024	08/20/2024		08/20/2024
18	08/20/2023	09/03/2023	09/08/2023	October	09/08/2023	18	08/20/2024	09/03/2024	09/09/2024	October	09/09/2024
19	09/03/2023	09/17/2023	09/20/2023		09/20/2023	19	09/03/2024	09/10/2024	09/20/2024		09/20/2024
20	09/17/2023	10/01/2023	10/06/2023	November	10/06/2023	20	09/17/2024	09/29/2024	10/06/2024	November	10/06/2024
21	10/01/2023	10/15/2023	10/20/2023		10/20/2023	21	09/17/2024	10/13/2024	10/19/2024		10/19/2024
22	10/15/2023	10/29/2023	11/03/2023	December	11/03/2023	22	10/15/2024	10/27/2024	11/03/2024	December	11/03/2024
23	10/29/2023	11/12/2023	11/17/2023		11/17/2023	23	10/29/2024	11/13/2024	11/19/2024		11/19/2024
24	11/12/2023	11/26/2023	12/01/2023	January	12/01/2023	24	11/12/2024	11/26/2024	12/02/2024	January	12/02/2024
25	11/26/2023	12/10/2023	12/15/2023		12/15/2023	25	11/26/2024	12/10/2024	12/17/2024		12/17/2024
26	12/10/2023	12/24/2023	12/29/2023	Free	12/29/2023	26	12/10/2024	12/27/2024	12/27/2024	Free	12/27/2024

June enrollments with no earnings posted

Step 1: Contribution Correction update (if current fiscal year) or Prior Year Salary Correction (if prior fiscal year) to remove \$ earned in June, but paid/posted in July from fiscal year following enrollment

Step 2: Prior Year Salary Correction to add rollover amount removed from Step 1 to fiscal year of enrollment

- Will need to provide full-time earnings member would have made had they worked July 1 – June 30

Actuarial Cost/Charges for Prior Year Salary Corrections

If prior year correction increases earnings/contributions and service credit and/or final average comp:

For fiscal years **three years old or less:**

- employer will be charged member & employer contributions + judicial interest rate.

For fiscal years **more than three (3) years old:**

- will result in actuarial purchase of service credit by the employer
 - \$200 fee required
 - Separate Journal Entry invoice for actuarial charge

The three-year timeline for Prior Year Corrections:	
Current Fiscal Year:	FY 2024
Fiscal Year 1:	FY 2023
Fiscal Year 2:	FY 2022
Fiscal Year 3:	FY 2021
Older than three years:	FY 2020 & all fiscal years prior

TRSL encourages members to:

- Coordinate their retirement date with their employer
- Speak with their employer for questions regarding insurance benefits
- Work with their employer when requesting payment for annual leave payout

This differs from LASERS, as LASERS members are instructed to contact their agency's Human Resources Office to obtain a retirement application

Employers should receive a copy of acknowledgement letter confirming member's TRSL Retirement or DROP Application within two weeks of receipt at TRSL's office.

82

Employer certifications: Retirement/DROP processing

The following data is needed for each TRSL-covered employee who applies for retirement or DROP:

- Certify all questionable years
- Certify sick leave days used for all fiscal years of employment and sick leave days paid at retirement
- Complete Agency Certification after termination date and after all earnings & contributions are reported to TRSL
- Complete Cap Exemption Letter (if applicable)

Updates	Retiree	Loc
Agency Certification (Form 114)		
Annual Leave Update		
Contribution Correction		
End-of-Year		
Full-Time Only Corrections		
Full-Time Certification and Update		
Home Address Update		
ORP Salary Entry (up to 25 employees only)		
First Year Salary Corrections		
Questionable Year Certification		
Retiree Voluntary Insurance Deduction		
Salary Contribution Entry (up to 25 employees only)		
Sick Leave Days Paid Update		
Sick Leave Add and/or Update		
Terminations		

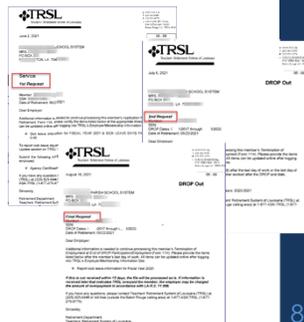
**Must have access rights designated on Form 1 to submit information*

83

Request letters

Identify member, date of retirement (or DROP begin date), and information TRSL still needs from the employer.

- **First Request** (sent on or near the member's retirement date)
- **Second Request** (sent approximately 45 days after the 1st Request)
- **Final Request** (Sent approximately 30 days after 2nd Request; employer has 15 calendar days to complete)



84

Employer sick leave certification

- Certification of sick leave days used for all fiscal years of employment, including fiscal years during DROP
- Certification of sick leave days paid at retirement



Must have access rights designated on Authorized Contacts (Form 1)**

88

Sick leave days used

Employers must certify sick leave information for each fiscal year (July 1 – June 30)

- Months of contract (9, 10, 11, or 12) must be entered for each fiscal year
- Number of sick leave days used

OSUP submits annual sick leave file

- May need to certify current fiscal year (if not closed) or other fiscal years where sick leave data was not reported



Sick Leave Add and/or Update

Year	Contract	Number of Months	Number of Days	Number of Hours	Number of Weeks						
2021	10	10	10	10	10	10	10	10	10	10	10
2022	10	10	10	10	10	10	10	10	10	10	10
2023	10	10	10	10	10	10	10	10	10	10	10
2024	10	10	10	10	10	10	10	10	10	10	10
2025	10	10	10	10	10	10	10	10	10	10	10
2026	10	10	10	10	10	10	10	10	10	10	10
2027	10	10	10	10	10	10	10	10	10	10	10
2028	10	10	10	10	10	10	10	10	10	10	10
2029	10	10	10	10	10	10	10	10	10	10	10
2030	10	10	10	10	10	10	10	10	10	10	10

89

Sick leave days used during DROP participation

No Employment History sequence line(s) in EMIS for member's fiscal years in DROP

To enter sick leave days used during DROP:

- Uncheck 'Use Employment History' box
- Enter Employment Dates:
 - For Beginning Date field, enter member's DROP begin date
 - For Ending Date field, enter member's DROP end date



90

Surveys

Please complete online survey to help us improve future trainings!

- Survey link will be sent to all attendees via email this week
- Survey link closes in two weeks



94



THANK YOU!

We're here for you.

Local phone: 225-925-6446 | Toll free : 1-877-275-8775
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