

NOTE: Use the time reference near each section to locate the information in the training's recording.

Start 0:00 Deputy Director TRSL Update

Start 11:12 TRSL "Basics"/Employer/Membership Information Site (EMIS) & Authorized Contacts/Employer Directory Contacts – Index 0.0 & 1.0
Overview and online access to TRSL's employer access database

- TRSL vs. LASERS
- TRSL resources
- Overview of employer database (EMIS)
- Obtaining online access to EMIS (Form 1)
- Updating employer directory contacts (Form 1EDC)
- Question & answer period

Start 27:44 TRSL Membership – Index 2.0

Eligibility and Enrollments

- Hiring packet
- Retaining TRSL membership (Form 2R)
- Part-time, seasonal, or temporary appointments
- Other required forms
- Question & answer period

Start 34:38 Optional Retirement Plan (ORP) – Index 16.0

Defined Contribution Plan

- ORP Overview
- What to do if you hire an ORP participant
- ORP enrollment
- ORP contributions
- ORP terminations
- Question & answer period

Start 41:17 Contribution Reporting & Corrections – Index 4.0

Salary and Contribution Reporting

- TRSL monthly salary/contribution reports
- Payments for additional invoices/charges
- Earnable compensation
- Contribution rates
- Full-time earnings

(section continued on next page)

- Exceptions and Rejections reports
- Online corrections
- Terminations
- Question & answer period

Start 1:09:24 Service Credit Certifications/Corrections – Index 6.0

Importance of Service Credit Accuracy

- Terms and definitions
- Questionable Years report
- Certify questionable years (online processes)
- Rollover earnings
- Actuarial costs for service credit corrections
- Question & answer period

Start 1:51:15 Retirement Processes/Issues – Index 11.0 & 17.0

Required employer verifications at time of member's retirement

- Retirement/DROP application options for TRSL-covered employees
- Employer certifications checklist
- TRSL request letters
- Agency Certification (Form 11B) – online process
- Online update to certify sick leave
- Question & answer period