

A graduation cap is positioned at the top left, with its tassel hanging down. Below it, a stack of books is visible, with a rolled-up diploma tied with a red ribbon resting on top. The background is a solid teal color.

ANNUAL EMPLOYER TRAINING

K-12 , Charter, Lab & State-run Schools

March 18, 2025

Agenda

- Employer Membership Information Site (EMIS)/Authorized Contacts
- TRSL Eligibility and Enrollments
- Monthly Contribution/Salary Reporting
- Service Credit Certifications/Corrections
- Retirement Processes/Issues
- Return-to-Work in TRSL-Covered Positions





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- What is EMIS
- Getting started
- Navigating EMIS
- Members menu
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- Employers menu
 - Employer access
 - Employer contact
 - Salary and contribution
 - Updates menu
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 - Salary/contribution correction



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- Authorized inquiry only access (EMIS)
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- Employer contact
- Establishing new directory contacts (for new agency)
- Important reminders

Employers provide information necessary for TRSL to establish and maintain accurate membership accounts. Each TRSL reporting agency must authorize employer personnel who will report, correct, and certify employee data, either by paper forms or through the Employer/Membership Information Site (EMIS) via the [Authorized Contacts](#) (Form 1). Additionally, employers can identify personnel who will serve as information contacts via the [Employer Directory Contacts](#) (Form 1EDC).

Authorized Contacts (Form 1)

This explains details how to designate personnel responsible for certifying data on TRSL documents and accessing/certifying data on EMIS. These personnel must be authorized by their Superintendent/Agency Head or Agency Head Designee on the [Authorized Contacts](#) (Form 1).

What is an authorized signer?

Employer personnel designated as authorized signers are responsible for reporting, correcting or certifying employee data to TRSL either through the EMIS or by paper forms. Authorized signers have the authority to sign TRSL forms requiring certification from the reporting agency, such as refund applications, Form 11B agency certifications, and service credit certifications that are required on the TRSL forms. Authorized signers must include their signature in the designated fields on Form 1. Authorized signers cannot certify their own personal retirement records; only authorized signers can certify their own records.

Additional employer staff. Employer personnel who are given Inquiry only access do not have to be designated as authorized signers.

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

Frequently asked

Employer Directory Contacts (Form 1EDC)

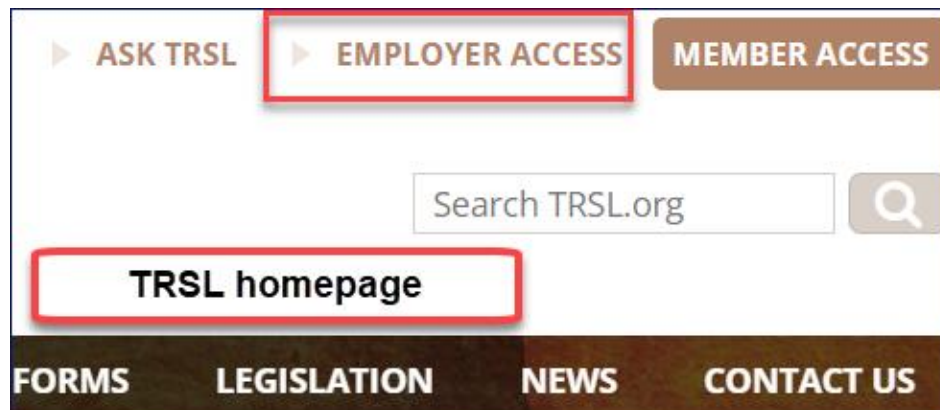


Employer/Membership Information Site (EMIS)

TRSL's employer database

Employers can

- Certify/correct employee data
- Upload required files/reports
- View various reports



Updates	Submit Files	Log
Agency Certification (Form 11B)		
Annual Leave Update		
Contribution Correction		
Enrollments		
Full-Time Only Corrections		
Furlough Certification and Update		
Home Address Update		
ORP Salary Entry (up to 100 employees only)		
Prior Year Salary Corrections		
Questionable Year Certification		
Retiree Voluntary/Insurance Deduction		
Salary Contribution Entry (up to 100 employees only)		
Sick Leave Days Paid Update		
Sick Leave Add and/or Update		
Terminations		

Reports available in EMIS

Employer contacts with EMIS access can create various reports at any time

Various report options include:

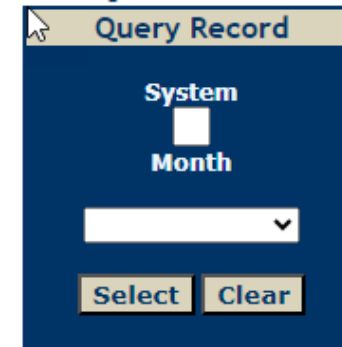
- Enrolled Not Reported
- Reporting Not Enrolled
- Ending DROP Participation
- Members Eligible to Retire
- ORP to TRSL Election Eligibility

Report	Updates
Active/Active DROP Member Service	
Annual Leave	
Enrolled Not Reported	
Ending DROP Participation	
Furloughed Employees Certification	
Insurance/Voluntary Deduction	
Members Eligible to Retire	
Questionable Years	
Reporting Not Enrolled	
Sick Leave	
Sick Leave Errors	
ORP to TRSL Election Eligibility	

Enrolled Not Reported

Lists Active and Retired members employed by your agency but have months in which earnings/contributions have not been reported as expected.

- To get the most current results you must select the last month for which a salary/contribution file was submitted.
- Can help you identify members who should be terminated

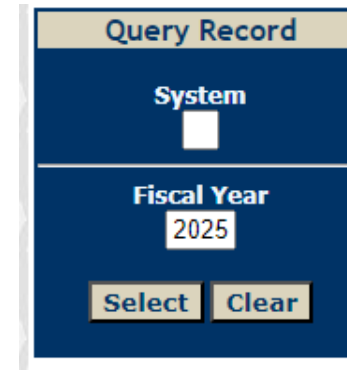


The image shows a screenshot of a software window titled "Query Record". The window has a dark blue background. At the top, there is a label "System" above a small white square. Below that is a label "Month" above a white dropdown menu with a downward arrow. At the bottom of the window, there are two buttons: "Select" and "Clear".

Reporting Not Enrolled

Lists people for which your agency has reported earnings/contributions to TRSL without a corresponding enrollment.

- Enter the system code and the current fiscal year
- Can help you identify people who need to be enrolled

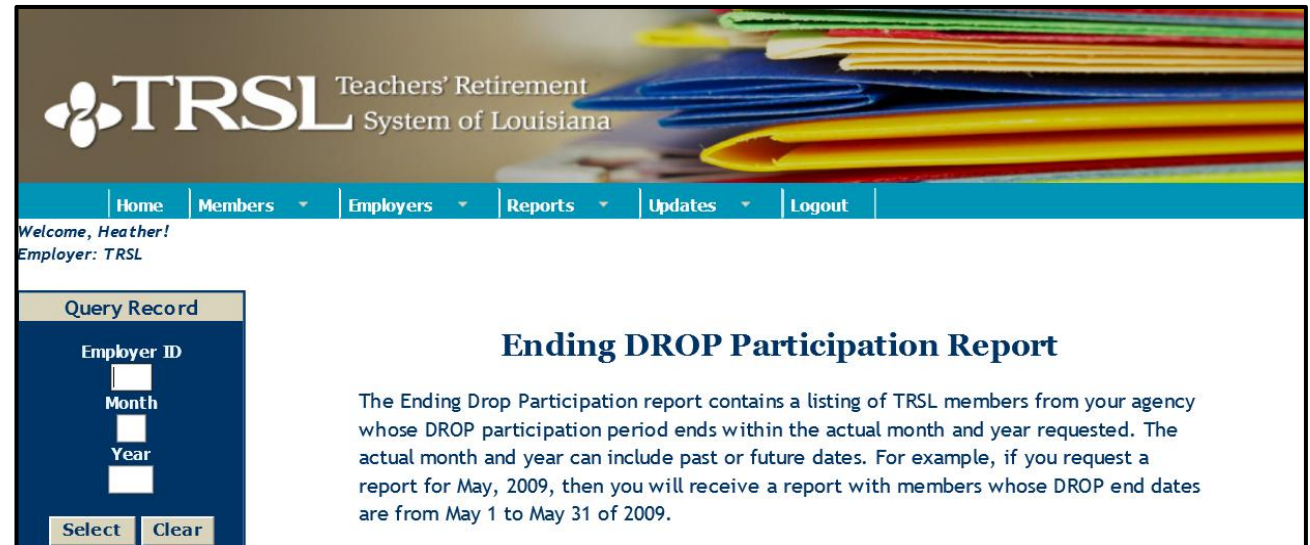


The image shows a screenshot of a web application interface titled "Query Record". It features a dark blue background with white text. At the top, the title "Query Record" is displayed in a light blue box. Below the title, there are two input fields. The first field is labeled "System" and contains a white square. The second field is labeled "Fiscal Year" and contains the number "2025". At the bottom of the form, there are two buttons: "Select" and "Clear", both with white text on a dark blue background.

Ending DROP Participation

Report lists members from your agency who will end DROP for the time period selected

- Can query future and past dates (month/year)
- Employers should pull this report up to three months in advance to ensure deductions/contributions resume if employee continues working after DROP.

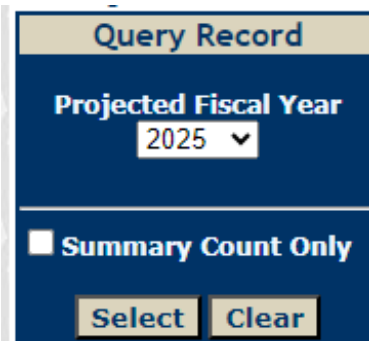


The screenshot displays the TRSL (Teachers' Retirement System of Louisiana) web application. At the top, the TRSL logo and name are visible. Below the logo is a navigation menu with links for Home, Members, Employers, Reports, Updates, and Logout. A welcome message for Heather is shown, along with the employer name TRSL. The main content area features a 'Query Record' section with input fields for Employer ID, Month, and Year, and buttons for 'Select' and 'Clear'. To the right of the query form, the title 'Ending DROP Participation Report' is displayed, followed by a descriptive paragraph: 'The Ending Drop Participation report contains a listing of TRSL members from your agency whose DROP participation period ends within the actual month and year requested. The actual month and year can include past or future dates. For example, if you request a report for May, 2009, then you will receive a report with members whose DROP end dates are from May 1 to May 31 of 2009.'

Members Eligible to Retire

Provides a list of employees who will be eligible to retire based upon information reported to TRSL and on the fiscal year selected.

- Report will also list employees who are currently in DROP and working after DROP.



The screenshot shows a web interface titled "Query Record". It features a dark blue header with the text "Query Record" in white. Below the header, there is a section labeled "Projected Fiscal Year" with a dropdown menu currently set to "2025". Underneath this, there is a checkbox labeled "Summary Count Only" which is currently unchecked. At the bottom of the form, there are two buttons: "Select" and "Clear".

Member Inquiry Test Environment Members Eligible to Retire Report

The Members Eligible to Retire Report provides a detailed report or a summary report of members eligible to retire. The report will include employees who meet eligibility requirements by June 30 of the projected fiscal year selected. The projection assumes that a full year of service credit will be added to the employee's current service years.

ORP to TRSL Election Eligibility

Used to identify the ORP to TRSL Election eligibility status of ORP participants with earnings in FY 2024 or FY 2025. (Report will be modified after 07/01/2025 to only include those in the 5-year group as the 1-year group will no longer be applicable.)

- Can select One Year Window, Five Year Window, or both
- Can select any combination of Eligible, Not Eligible, May Be Eligible, Withdrawal Complete, and Approaching Close of Window (window closes within 2 years)



The screenshot shows a web form titled "Query Record" with a dark blue background. It contains the following sections:

- Employer ID**: A text input field with a grey border.
- Window Length**: Two checked checkboxes: One Year Window and Five Year Window.
- Eligibility Status**: Five checked checkboxes: Eligible, Not Eligible, May Be Eligible, Withdrawal Complete, and Approaching Close of Window.
- Buttons**: Two buttons at the bottom: "Select" and "Reset".

EMIS system codes

<i>Status Information</i>				
Sys	Seq	Status	Code	Date
4		ACTIVE	(A)	07/19/2021

System 2	School Lunch Plan A – For school food service employees (closed plan; no new entrants)
System 3	School Lunch Plan B – For school food service employees in 20 parishes that also participate in Social Security
System 4	TRSL Regular Plan – Defined Benefit Plan for “teachers” in TRSL eligible positions
System 6	ORP (Optional Retirement Plan) – Defined Contribution Plan; for employees who chose ORP during employment at a Louisiana public institution of higher education; opted out of TRSL’s Regular Plan (System 4)

Form 1: Authorized Contacts

Grants EMIS access rights to designated employer personnel


Section 2 (Authorized signer):

- ✓ Check all access rights desired for each designated employer personnel
- Must include staff member's signature for access other than Inquiry
- Complete bottom of section 2 **to delete previously designated personnel** no longer needing TRSL database access for your agency

Section 3 must be signed by employer's Agency Head or Agency Head Designee

Check desired access rights from the following (See back of form for descriptions):

<input type="checkbox"/> Inquiry	<input type="checkbox"/> Enrollments	<input type="checkbox"/> Sick/annual leave
<input type="checkbox"/> Prior year certifications/corrections	<input type="checkbox"/> Terminations	<input type="checkbox"/> Agency Certification
<input type="checkbox"/> Retiree insurance deduction	<input type="checkbox"/> File submission	<input type="checkbox"/> Salary report (only
<input type="checkbox"/> Home address update	<input type="checkbox"/> Contribution correction	<input type="checkbox"/> ORP salary report



Authorized Contacts
(Form 1) — Multiple pages accepted: Page of

EO-1
rev. 01/22

 OK to image
 Employer ID (###)

HOW TO SUBMIT:

MAIL IN

8401 United Plaza Blvd, Ste 300
Baton Rouge LA 70809

Submit ORIGINAL form ONLY.
No copies, faxes, electronic signatures, or scans accepted.

Print in ink or type all entries except signatures. Designate personnel who will be responsible for certifying and accessing data. The contact must provide an email address to access the TRSL database. **Personnel designated as authorized signers must sign the form in their respective sections.** Notify TRSL if a contact changes so that unauthorized personnel will not have access to TRSL records. Authorized signers should be familiar with the accuracy of the data as the employer will be responsible, under the provisions of LSA-R.S. 11:888(B)(C), for any errors that result from incorrect certifications. Personnel will receive communication such as email messages and employer eNews updates.

Access to TRSL member information is governed by the provisions of LSA-R.S. 44:1 et seq. Information on TRSL DROP participants and retirees is more specifically governed by LSA-R.S. 44:16 A and B. Any distribution or other use of this information in violation of these statutory provisions will be the sole responsibility of the employer. **This form is intended for changes/additions/deletions. You do not need to include all employees already on the list.**

Section 1 — Agency information

Employer name	Agency website
Street address / PO box	City, state, 9-digit zip code
Telephone number (include area code)	Fax number (include area code)

Section 2 — Personnel information (Must be an authorized signer to have access rights in addition to INQUIRY)

Name of designated personnel	Email address (REQUIRED)
1. Title	Telephone number (include area code)

Authorized signer? YES NO

NOTE: If "NO" is checked, inquiry is the only access right allowed.

<input type="checkbox"/> Inquiry	<input type="checkbox"/> Enrollments	<input type="checkbox"/> Sick/annual leave update corrections
<input type="checkbox"/> Prior year certifications/corrections	<input type="checkbox"/> Terminations	<input type="checkbox"/> Agency Certification (Form 11B)
<input type="checkbox"/> Retiree insurance deduction	<input type="checkbox"/> File submission	<input type="checkbox"/> Salary report (only employers with no more than 100 employees)
<input type="checkbox"/> Home address update	<input type="checkbox"/> Contribution correction	<input type="checkbox"/> ORP salary report (only employers with no more than 100 employees)

Authorized signer's signature (Sign only if "YES" box checked above)

2. Name of designated personnel
 Email address (REQUIRED) || Title | Telephone number (include area code) |

Authorized signer? YES NO

NOTE: If "NO" is checked, inquiry is the only access right allowed.

<input type="checkbox"/> Inquiry	<input type="checkbox"/> Enrollments	<input type="checkbox"/> Sick/annual leave update corrections
<input type="checkbox"/> Prior year certifications/corrections	<input type="checkbox"/> Terminations	<input type="checkbox"/> Agency Certification (Form 11B)
<input type="checkbox"/> Retiree insurance deduction	<input type="checkbox"/> File submission	<input type="checkbox"/> Salary report (only employers with no more than 100 employees)
<input type="checkbox"/> Home address update	<input type="checkbox"/> Contribution correction	<input type="checkbox"/> ORP salary report (only employers with no more than 100 employees)

Authorized signer's signature (Sign only if "YES" box checked above)

To delete a previous designee, provide name(s) to be deleted below. Please complete a TRSL Employer Directory Contact (Form 1EDC) to designate a replaced directory contact.

Name to be deleted	Name to be deleted	Name to be deleted
Name to be deleted	Name to be deleted	Name to be deleted

Section 3 — Agency certification

I certify that the above designated employee(s) is authorized to access and certify data maintained by the Teachers' Retirement System of Louisiana.

Name of superintendent/head of agency/agency head designee (PLEASE PRINT)

Signature of superintendent/head of agency/agency head designee (DO NOT PRINT OR TYPE)

Date signed (mm/dd/yyyy)

For a description of online access rights, please see back of form.

PO Box 94123 • Baton Rouge, LA 70804-9123 • 1-877-ASK-TRSL (1-877-275-8775) • www.TRSL.org • web.master@trsl.org

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EMIS access rights

Inquiry (INQ)	Offers view-only access
Enrollments (ENR)	Use to enroll new hires and retirees returning to work in TRSL-covered positions
Sick/Annual Leave Update/Corrections (SLU)	<ul style="list-style-type: none">• Sick Leave – Use to update employers' sick leave usage• Annual Leave - (Higher ed and state agencies only) – Use to report annual leave balances
Prior Year Certifications/Corrections (PYC)	Use to update Actual Earnings (gross earnable compensation), Full-Time Only Earnings, and Questionable Year Certifications for a closed out (or prior) fiscal year
Terminations (TRM)	Use to report employee's last day of work or last day of leave
Agency Certification – Form 11B (AGC)	Use to certify current year information for an employee who is retiring or entering DROP

Description of access rights available on reverse side of TRSL's *Authorized Contacts* (Form 1)

EMIS access rights (cont'd)


Retiree Insurance Deduction (INS)	(For non-Office of Group Benefits employers) - Use to report or update insurance deductions from retiree's benefit check
File Submission (FSM)	Use to upload required files/reports securely without encryption
Salary Report (SAL)	(Only for employers with no more than 100 employees) - Use to report monthly salary and contributions during the current fiscal year
Home Address Update (ADR)	Use to update mailing address for active employee
Contributions Corrections (CCR)	Use to add, delete, or replace employee's monthly actual and/or full-time earnings during the current fiscal year
ORP Salary Report (ORP)	(Only for employers with no more than 100 employees in ORP) - Use to report monthly salary and contributions for ORP participants during the current fiscal year

Description of access rights available on reverse side of TRSL's *Authorized Contacts* (Form 1)

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.



**Employer Directory
Contacts (Form 1EDC)**

**Submit ORIGINAL form
ONLY. No copies, faxes,
electronic signatures,
or scans are accepted.**

EO-1
rev. 07/21

OK to image

Employer ID (###)

HOW TO SUBMIT: MAIL IN

8401 United Plaza Blvd, Ste 300
Baton Rouge LA 70809

Print in ink or type all entries. Designate personnel who will serve as information contacts, not necessarily authorized signers, for the Teachers' Retirement System of Louisiana (TRSL). TRSL uses these contacts for mailed request letters and general questions. Please submit a completed *Authorized Contacts* (Form 1) to add/delete authorized signer(s).
You only need to list contacts that change. (You do not have to list everyone.) **ONLY ONE contact per category**

Section 1 — Employer information

Employer name Date (mm/dd/yyyy)

Section 2 — Administrative personnel (include appropriate professional and/or courtesy title, e.g. Dr. / Mr. / Mrs. / Ms.)

Category	Name (ONLY ONE per category)	Position	Phone number (include area code)	Ext. #	Email
Agency head					
Agency head designee					
Business manager					
Director of finance					
Director of personnel/ human resource mgr					
Director of food services					
President of school board					

Section 3 — Support personnel (contact for) — ONLY ONE contact per category.

Contribution Reports					
Data Processing					
Optional Retirement Plan (ORP)					
Payroll					
Personnel					
Retirement					

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.

Employer Contacts

LA 71 SCHOOL Phone: [redacted]
 Fax: [redacted]
 Status: Active
 Employer Type: [redacted]
 Charter School: No
 Revised: 10/07/2020

Web Address: [redacted]

Code	Title	Name	Phone	Ext	E-Mail
AH	EXECUTIVE DIRECTOR	[redacted]	[redacted]	[redacted]	[redacted]
DP	ADMINISTRATIVE ASSISTANT	[redacted]	[redacted]	[redacted]	[redacted]
FS	MANAGER	[redacted]	[redacted]	[redacted]	[redacted]
PS	PRESIDENT	[redacted]	[redacted]	[redacted]	[redacted]
AS	BUSINESS MANAGER	[redacted]	[redacted]	[redacted]	[redacted]

Description of Contact Codes

AH Agency Head	AD Agency Head Designee	AS Authorized Signer	BM Business Manager
CR Contribution Reporting	DF Director of Finance	DP Data Processing	FS Director of Food Service
DC ORP Contact	PC Personnel Contact	PH Personnel Head	PR Payroll Contact
PS President of School Board	RC Retirement Contact		

* Authorized to sign retirement forms

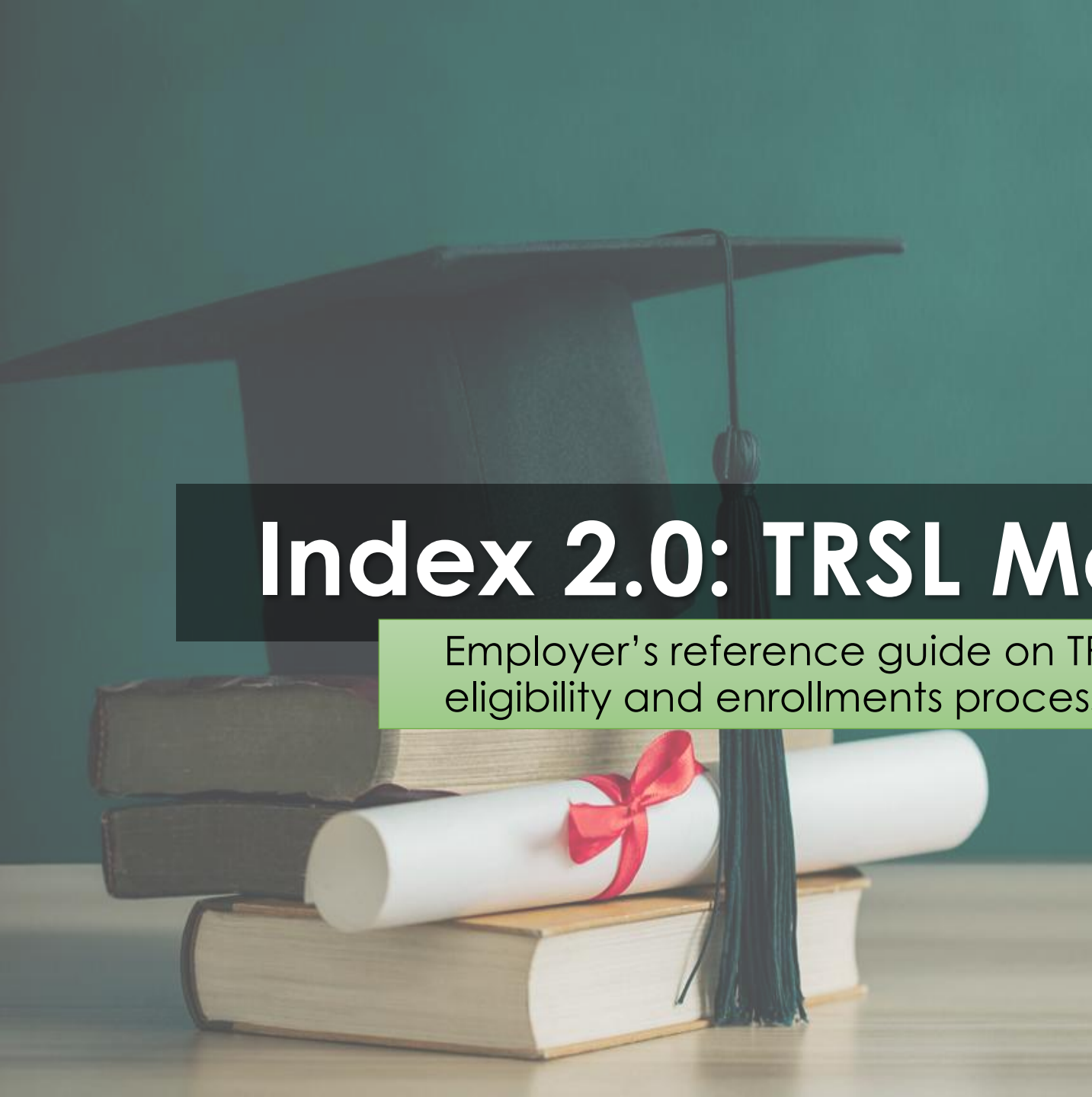
Update Permissions

Description of Update Codes

INQ Inquiry	ADR Address Change	ENR Enrollment	TRM Termination
CCR Contribution Correction	PYC PY Salary Correction	SLU Sick Leave Update	INS Insurance Deductions
SAL Salary Entry	ORP ORP Entry	AGC Agency Certification	FSM File Submission


Authorized User	INQ	ADR	ENR	TRM	CCR	PYC	SLU	INS	SAL	ORP	AGC	FSM	
J		X	X	X	X	X	X				X	X	X
C		X	X	X	X	X	X				X	X	
T		X	X	X	X	X	X			X	X	X	

Tip: Review *Employer Contacts* screen at least twice a year



Index 2.0: TRSL Membership

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



EMPLOYER MANUAL INDEX 2.0

INDEX 2.0: TRSL Membership
March 2022

The information in this section is provided to help you determine an employee's eligibility for membership and the steps needed to enroll the eligible employee in TRSL.

State laws govern the rules of TRSL membership eligibility and enrollment. Some of them are referenced below:

- Definition of Teacher (eligible for membership) – [LSA R.S. 11:701\(35\)](#)
- Part-time Employee Membership Eligibility – [LSA R.S. 11:162](#)
- Enrollment Timeline (60 days) – [LSA R.S. 11:722](#)
- Retain Membership provision (at least 5 years eligibility service credit) – [LSA R.S. 11:723](#)
- TRSL Secondary Employer Criteria – [Louisiana Administrative Code](#) Title 58, Part III, §201.

This handbook summarizes these rules in less legalistic terms; however, it is not a complete description of the law. For a complete reference guide, refer to sections of [Title 11 of the Louisiana Revised Statutes](#) that pertain to TRSL.

Employers should have the following responsibilities in mind when reporting TRSL members:

- You are responsible for documenting your decision regarding a member's eligibility for membership. The following pages explain the TRSL membership rules that currently apply. Please review these rules when making your eligibility determination.
- You are responsible for making the initial determination of an employee's eligibility for membership. The following pages explain the TRSL membership rules that currently apply. Please review these rules when making your eligibility determination.
- You are responsible for documenting your decision regarding a member's eligibility for membership. Your documentation will help protect you in the event any questions arise about a decision you have made.
- You are responsible for regularly reviewing the determinations you have made. By doing so, you can ensure that you are reporting correctly.
- All employers are responsible for reporting eligible members and retirees returning to work from the first day of hire.

CONTENTS

- [Eligibility for TRSL membership](#)
- [Plan types](#)
- [Membership eligibility](#)
- [Ineligible employees](#)
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- [Part-time, seasonal, or temporary employees](#)
- [Visas](#)
- [No Social Security number](#)
- [Employees who contribute to two different systems](#)
- [Charter organizations with multiple charter schools](#)
- [Dual positions in Plan B parishes](#)
- [Retaining TRSL membership](#)
- [Employer responsibilities](#)
- [Linking to the Member Summary screen in EMIS](#)
- [EMIS instructions for](#)

REQUIRED FORMS

- [Statement Concerning Your Employment in a Job Not Covered by Social Security \(Form 255\)](#)
- [Forfeiture of Retirement Benefits - Attestation of Understanding \(Form 2FRB\)](#)
- [Beneficiary Designation for Non-Retired Members \(Form 3\)](#)

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www.TRSL.org • 1-877-ASK-TRSL • web.master@trsl.org
2.0 - TRSL Membership

TRSL membership eligibility (Non-retirees)

Eligible positions per definition of “Teacher” – R.S. 11:701(35)

All K-12 direct employees, excluding school bus positions, school custodians/janitors, and school maintenance employees

Visa holders other than F-series or J-series

- *Exception: J-1 visa holders are TRSL eligible*

Employment status:

Work **more** than 20 hours per week (employees who work 20 hours or **less** are considered part-time) in a position that is **not** seasonal or temporary

- **Seasonal:** An employee who 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

Membership Eligibility - SPECIAL CONDITIONS

Part-time, seasonal, or temporary employment (cont'd) (Non-retirees)

Generally, employees who are part-time, seasonal, or temporary are not eligible for TRSL membership. However, there are exceptions that require mandatory enrollment & reporting:

Five (5) year rule {Eff. 7/1/2003}

Five or more years of eligibility service credit

- Applies **ONLY** to members in PreK-12 “**classroom teacher**” positions who are paid with W-2 earnings
- Can work 20 hours or less per week

Ten (10) year rule

Ten or more years of eligibility service credit

- Applies to positions other than “classroom teacher”
- W-2 employees only
- Can work 20 hours or less per week

Definition of a “classroom teacher”

A “classroom teacher” is defined as:

An employee of a school board or any other educational institution under the control of BESE whose job description and assigned duties include the instruction of pupils in traditional or nontraditional classroom situations for which daily pupil attendance figures are kept; and who is classified under Object Code 112 in the La. Administrative Code, or is performing those functions, on a substitute basis, of an individual classified under Object Code 112.

Positions other than classroom teacher eligible under the 10-year rule include:

- Administrators
- Therapists (speech, physical, occupational)
- Counselors
- Aides
- Clerical/Secretarial staff
- Etc.

Membership Eligibility - SPECIAL CONDITIONS

Part-time, seasonal, or temporary employment (cont'd) (Non-retirees)

Generally, employees who are part-time, seasonal, or temporary are not eligible for TRSL membership. However, there are exceptions that require mandatory enrollment & reporting:

Secondary employment

Has **primary employment** at another TRSL-reporting agency, while also working part-time, seasonal, or temporary in a TRSL-eligible position at your agency

- ✓ W-2 earnings
- ✓ Form 1099 payments – *certain criteria*

ORP participants in TRSL positions

ORP participants are 100% vested; continued participation is mandatory even if future employment in a TRSL eligible position is part-time, seasonal, or temporary.

- ✓ W2 earnings
- ✓ Form 1099 payments – *if secondary employment rule applies*

Membership Eligibility - SPECIAL CONDITIONS

Form 1099 payments – certain criteria (Non-Retirees)

- W-2 covered employee at another TRSL-eligible employer that meets Primary Employment criteria
- Concurrently working part-time/seasonal/temporary at another TRSL-covered employer in a TRSL-covered position and receives **Form 1099 payments** at the secondary agency

Enroll under “Secondary” employer type if any of the following occur:

- The individual 1099 contract is for **more than \$1,000**
- The cumulative amount of 1099 payments issued by a single employer to the employee **exceeds \$15,000 in a fiscal year**, then all payments **in excess of \$15,000** are considered earnable compensation

- *Do not report 1099 earnings ONLY for TRSL non-retirees.*
- *Non-retiree must be a current W-2 employee who meets Primary Employment criteria at another TRSL-eligible employer.*
- *1099 limitations do not apply to TRSL RTW retirees*

Enrollment process

Documents to include in hiring packet

- 1. Enrollment Application/Employment Notification (Form 2) - optional**
 - Do not submit to TRSL. Use to process online enrollment.
- 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

Enrollment process

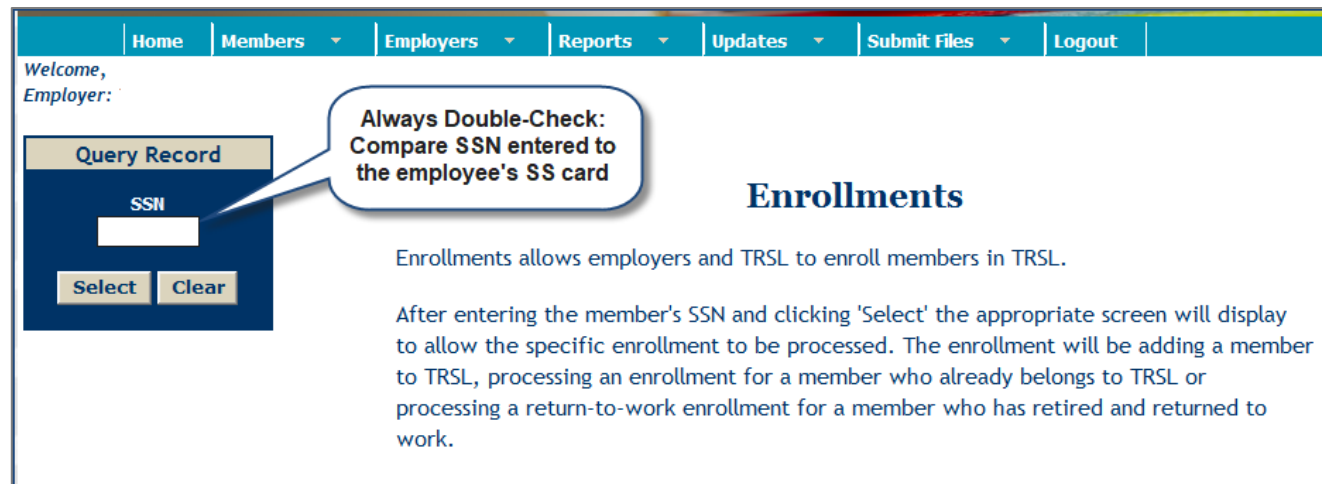
Online enrollments in EMIS

Enrollment deadlines from date of hire:

- 60 days for *active members*
- 30 days for *retirees*

When entering the employee's SSN into EMIS, ensure the SSN entered matches the number on the employee's Social Security card

Tip: Do Not enroll an employee using an invalid "dummy" SSN



Must have Enrollments access right designated on Authorized Contacts (Form 1)

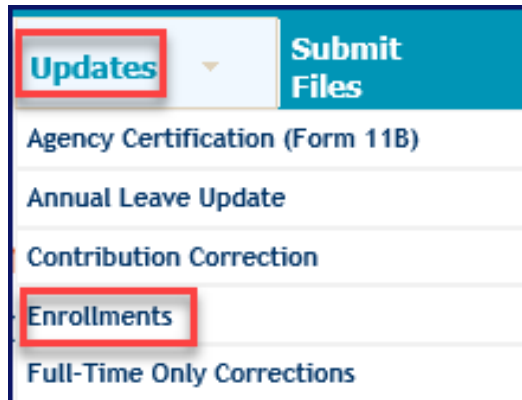
Enrollments screen

Example entry screen if the employee has never contributed to TRSL before

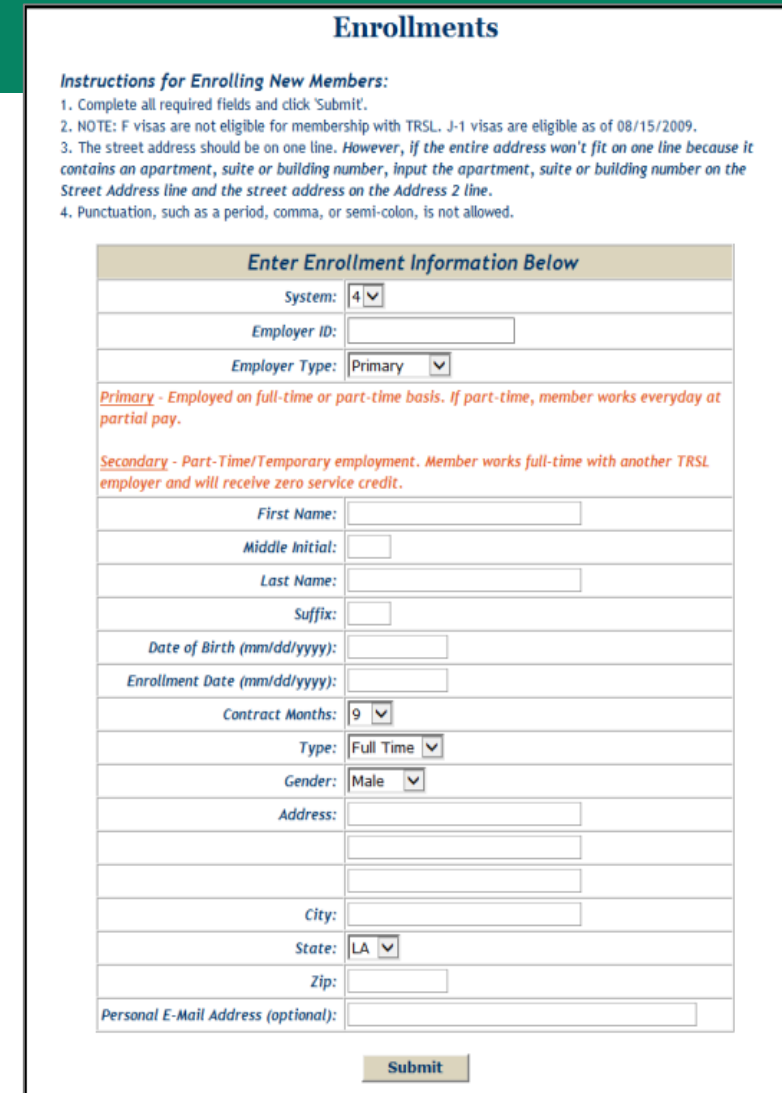
Tips:

- **Double-check SSN:** Compare SSN entered to employee's Social Security card
- **Do Not** enroll and term with the same date
- **Do Not** use an invalid "dummy" SSN when enrolling

If you enroll a member with any incorrect information, please contact your Retirement Benefits Analyst Liaison immediately to correct it before any further processing.



A vertical navigation menu with a blue header. The header contains a dropdown menu labeled 'Updates' and a button labeled 'Submit Files'. Below the header are several menu items: 'Agency Certification (Form 11B)', 'Annual Leave Update', 'Contribution Correction', 'Enrollments' (highlighted with a red box), and 'Full-Time Only Corrections'.



Enrollments

Instructions for Enrolling New Members:

1. Complete all required fields and click 'Submit'.
2. NOTE: F visas are not eligible for membership with TRSL. J-1 visas are eligible as of 08/15/2009.
3. The street address should be on one line. However, if the entire address won't fit on one line because it contains an apartment, suite or building number, input the apartment, suite or building number on the Street Address line and the street address on the Address 2 line.
4. Punctuation, such as a period, comma, or semi-colon, is not allowed.

Enter Enrollment Information Below

System:	4
Employer ID:	
Employer Type:	Primary
<i>Primary - Employed on full-time or part-time basis. If part-time, member works everyday at partial pay.</i>	
<i>Secondary - Part-Time/Temporary employment. Member works full-time with another TRSL employer and will receive zero service credit.</i>	
First Name:	
Middle Initial:	
Last Name:	
Suffix:	
Date of Birth (mm/dd/yyyy):	
Enrollment Date (mm/dd/yyyy):	
Contract Months:	9
Type:	Full Time
Gender:	Male
Address:	
City:	
State:	LA
Zip:	
Personal E-Mail Address (optional):	

Submit

Enrollments - SPECIAL CONDITIONS

Enrollment error – ORP status

EMIS online enrollment not allowed for employees in ORP (Optional Retirement Plan)

- Enroll with Form 16, *Application for Optional Retirement Plan or Change of Carrier, or;*
- Submit a Form 2TR, *Election to Join TRSL after ORP Participation*, if ORP participant is eligible to join TRSL

The screenshot displays the TRSL website interface. At the top, the TRSL logo and name are visible. Below the logo is a navigation menu with links for Home, Members, Employers, Reports, Updates, Submit Files, and Logout. A welcome message reads "Welcome, Sharon! Employer:". On the left, there is a "Query Record" form with an "SSN" input field containing "10" and two buttons: "Select" (highlighted with a red box) and "Clear". On the right, a message states "Enrollments ORP status exists." with "ORP status exists." highlighted in yellow.

Joining TRSL after ORP Participation

1 Year Window vs. 5 Year Window

ORP Participants with a 1-Year Window to Join TRSL

- ORP First Eligible Date before Aug. 1, 2020, and were active and contributing as of June 2024
- 1-Year Window that closes on June 30, 2025
- Must be eligible for TRSL at time of election (5-year/10-year rule for part-time, seasonal, or temporary)
- ORP to TRSL Election Eligibility is displayed on the Member Summary screen

Member Summary

SSN: [REDACTED]	Address Date:08/11/2009
Name: [REDACTED]	Address: [REDACTED]
Gender:Female	
Birth Date: [REDACTED] Age: 62	
Folder Imaged Date:01/12/1998	
ORP First Eligible Date:12/15/1997 Inferred	
ORP to TRSL Election Eligibility:One Year Window, TRSL Eligible until 6/30/2025	
ORP Carrier:TIAA	
Fiscal Year:2025	

Status Information

Sys	Seq	Status	Code	Date	DROP Record
6		ORP MEMBER	(0)	12/15/1997	

Joining TRSL after ORP Participation

1 Year Window vs. 5 Year Window

ORP Participants with a 5-Year Window to Join TRSL

- ORP First Eligible Date on/after Aug. 1, 2020, and were active and contributing at time of election
- 5-Year Window beginning on ORP First Eligible Date
- Must be eligible for TRSL at time of election (5-year/10-year rule for part-time, seasonal, or temporary)
- ORP to TRSL Election Eligibility is displayed on the Member Summary screen

Member Summary

SSN:1	Address Date:08/02/2024
Name: [REDACTED]	Address:4
Gender:Female	
Birth Date: [REDACTED]	Age: 23
ORP First Eligible Date:4/4/2024 Inferred	
ORP to TRSL Election Eligibility:Five Year Window, TRSL Eligible until 4/4/2029	
ORP Carrier:TIAA	
Fiscal Year:2025	

Status Information

Sys	Seq	Status	Code	Date	DROP Record
6		ORP MEMBER	(0)	04/04/2024	

Form 2TR: Election to Join TRSL after ORP Participation

Use this form to enroll eligible ORP participants into TRSL's defined benefit plan if they make that election

- Must submit **original** form.
- Employee fills out 1st page
- Employer fills out 2nd page

TRSL Election to Join TRSL after ORP Participation (Form 2TR) **EMPLOYER USE ONLY** **00-TR**
TRSL agency number (9999) rev. 10/24

APPLICANT: Submit this form to your Human Resources office to complete the enrollment process with TRSL. **Submit ORIGINAL form ONLY. No copies, faxes, or scans accepted.**

Print in ink or type all entries except signatures and initials. Incomplete forms will be returned. This is a form to be used by eligible Optional Retirement Plan (ORP) participants to make an irrevocable election to leave the ORP and join the TRSL defined benefit plan. **PLEASE NOTE: Once you have read the form and completed Section 1, please submit the form to your Human Resources office to complete the enrollment process with TRSL.**

Section 1 — Member information and acknowledgments to be completed by applicant

Name (last, first, MI, suffix (jr, III, etc)) Social Security number (999-99-9999) **REQUIRED**

Street address / PO box City, state, zip Primary email address

Daytime telephone (include area code) Alternate telephone (include area code) Date of birth (mm/dd/yyyy)

Are you a U.S. citizen? Yes No Type of visa

REQUIRED Read and handwrite your initials beside each of the following statements:

- I am an Optional Retirement Plan (ORP) participant who hereby makes a one-time irrevocable election to cease participation in the ORP in order to become a new member of the 2015 regular plan of the Teachers' Retirement System of Louisiana, as outlined in La. R.S. 11:932. I understand that (1) I can never again participate in the La ORP; (2) shall not be allowed to transfer my ORP time into TRSL; (3) may not receive a distribution from my ORP account until all employment has ended.
- I understand that by making the election provided for by La. R.S. 11:932 I am seeking to enroll in the **TRSL 2015 Retirement Plan**, which is a defined benefit pension plan. I further understand that under this plan I will be eligible for retirement benefits once I reach age 52 with five years of service credit earned after the effective date of my election, or for an actuarially reduced retirement benefit at any age with twenty years of service credit earned after the effective date of my election. I further understand that I will be eligible for disability and survivors' benefits only once I have earned sufficient service credit accrued after the effective date of my election to be eligible for those benefits.
- I understand that my election to leave the ORP and enroll in the TRSL defined benefit plan will be effective only after the receipt of all required documentation by TRSL and subject to the timing set forth in La. R.S. 11:932.
- I understand that, if all required documentation related to my election under La. R.S. 11:932 is not received by TRSL prior to the expiration of the time period set forth in La. R.S. 11:932 for me to make that election, then the election will be invalid and I will no longer be eligible to leave the ORP and join the TRSL defined benefit plan. In such event I understand that I will remain a participant in the ORP.
- I understand that, as a result of my decision to make the election provided for by La. R.S. 11:932, any service credit remaining in the TRSL defined benefit plan that I may have earned prior to the effective date of this election will only be used for benefit computation purposes and not for eligibility for retirement, disability or survivors' benefits.

I have read and fully understand each of the foregoing statements in **Section 1 - Member information and acknowledgments, as confirmed by my initials placed beside each statement.** In full awareness of this information and all related legal requirements, I have determined that I wish to make the election outlined in La. R.S. 11:932.

REQUIRED SIGNATURE (Please sign with an ink pen. Electronic signatures are not accepted.) (Date signed (mm/dd/yyyy))

Employer must complete reverse side.

PO Box 94123 • Baton Rouge, LA 70804-9123 • 1-877-ASK-TRSL (1-877-275-8775) • www.TRSL.org • web.master@trsl.org

TRSL Election to Join TRSL after ORP Participation (Form 2TR) **Member's SSN** **00-TR**
rev. 10/24

Section 2 — Employer information to be completed by employer

Name of employer TRSL agency number (9999)

Employee title/position Date of employment (mm/dd/yyyy)

Base of employment: 6 months 10 months 11 months 12 months

Employment status: Full-time Part-time

A part-time employee is any employee who normally works 20 hours or less per week or if employed in higher education (a college, a university, including lab schools, or technical colleges, works less than half of what the university or college considers full-time.

Higher Education: Yes No

This employee will work _____ credit hours per semester. Full-time equals _____ credit hours per semester.

All other employees: Yes No

This employee will work _____ hours per week. Full-time equals _____ hours per day.

Is the participant a seasonal or temporary employee? Yes No

Definition of seasonal employee. A seasonal employee is any employee who normally works on a full-time basis less than 5 months in a year.
Definition of temporary employee. A temporary employee is any employee performing services under a contractual arrangement with the employer of 2 years or less duration.

Section 3 — Forfeiture of benefits / Employee attestation to be completed by employer - Check the appropriate box below.

YES, employee has signed Form 2FRB. I hereby certify that this employee has received and executed TRSL's Forfeiture of Retirement Benefits - Attestation or Understanding Form 2FRB, and that this form will be permanently maintained in the personnel records of this employee.

NO, employee has not signed Form 2FRB. State law requires that this employee receive and execute TRSL's Forfeiture of Retirement Benefits - Attestation or Understanding Form 2FRB, (La. R.S. 11:932) The enrollment of this employee cannot be completed until Form 2FRB is properly executed in compliance with state law.

REQUIRED SIGNATURE Signature of employer's authorized representative (DO NOT PRINT OR TYPE) (Date signed (mm/dd/yyyy))

Name of authorized representative (print or type) Title

Upon completion, please mail the ORIGINAL page 1 and page 2 of this form to TRSL. Employers, please make sure you fill in the employee's TRSL agency number at the top of page 1.

PO Box 94123 • Baton Rouge, LA 70804-9123 • 1-877-ASK-TRSL (1-877-275-8775) • www.TRSL.org • web.master@trsl.org

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Contributions and reporting

As a participating TRSL reporting agency, accurate and timely contribution reporting and payments is an important part of your TRSL reporting duties.

This index provides information and instructions for TRSL reporting agencies to accomplish the following:

- withhold employee and employer contributions on all TRSL-eligible earnable compensation
- prepare and submit accurate and timely contribution reports
- remit contributions promptly and review employer account activity to ensure accurate credits, payments, and adjustments for your agency's accounts
- identify and correct any previously reported contributions for current year and prior years requiring correction

Contributions

Louisiana law mandates that participating employers and covered employees contribute to TRSL. These contributions and investment earnings fund benefits paid out to TRSL members and their beneficiaries.

Contributions are calculated based on a member's gross earnable

Index 4.0: Contribution Reporting & Corrections

Provides information on salary and contribution reporting, including instructions for identifying and correcting reported contributions for current and prior years

- [Enrolled NOT Reported](#)
- [Reporting Not Enrolled](#)
- [Salary/contribution corrections](#)
- [Contributions corrections](#)
- [Prior year salary corrections](#)
- [Rollover earnings](#)
- [Sheltered/unsheltered contributions](#)
- [Terminations](#)
- [Frequently asked questions](#)

Member contribution rates

TRSL member contribution rates are established by [LSA R.S. 11:62 \(11\)](#) for the three retirement plans administered by TRSL.

Current member contribution rates	
School Lunch Plan A	9.1% (System Code 2)
School Lunch Plan B	5.0% (System Code 3)
Regular Plan	8.0% (System Code 4)

Employer contribution rates

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

FISCAL YEAR	TRSL SUB-PLAN	EMPLOYEE NORMAL COST	EMPLOYER RATE				
			Normal Cost	Admin Expense Rate	AFC Rate*	Shared UAL	Total Employer Contribution
2025-26	K-12 Regular Plan	8.0%	3.67%	0.36%	1.75%	15.17%	20.95%
	Plan A	9.1%					
	Plan B	5.0%					
	Higher Ed Regular Plan	8.0%	3.05%	0.36%	1.75%	15.17%	20.33%
2024-25	K-12 Regular Plan	8.0%	3.73%	0.38%	1.50%	15.90%	21.51%
	Plan A	9.1%					
	Plan B	5.0%					
	Higher Ed Regular Plan	8.0%	3.10%	0.38%	1.50%	15.90%	20.88%

*K-12 Regular Plan includes university laboratory schools; * Effective FY 2024-25, used to directly pay for PBIs (permanent benefit increases) for TRSL retirees & benefit recipients*

Note: FY 2025-26 employer rates subject to change if voters approve a constitutional amendment requiring a large one-time payment to the UAL during the March 29, 2025 statewide election

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

Defined in La. RS 11:701(10)

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

Common Examples of Earnable Compensation

Earnable compensation includes, but is not limited to, the following:

- PIP earnings for members who participated in the Professional Improvement Program
- Overtime, bonuses, stipends, tax revenues
- Additional compensation, such as compensation for planning time, etc. in accordance with LSA R.S. 17:418 (does not apply to employees of the state special schools or the schools and programs administered through the special school district)
- Extra pay for after-school daycare programs
- Extra pay for collecting fees at ball games
- Cash housing allowances
- Full salary for members on extended sick leave paid at 65%

Examples of Payments That Are Not Earnable Compensation

- Payment in lieu of unused sick or annual leave
- Payment for any duties/work performed while driving or riding on a bus unless employee has retained membership in TRSL
- Lump sum payments for discontinuation of contractual services
- Form 1099 only payments for non-retirees without a Primary Employer
- Form 1099 secondary employer payments are not reportable if all of the following occur
 - Employee is not a TRSL retiree
 - Individual contract is for \$1,000 or less
 - Cumulative amount of Form 1099 payments issued by a single secondary employer to an employee in a fiscal year is \$15,000 or less

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

Types of contributions

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

Tax sheltered (Type 30)	Tax unsheltered (Type 10)
<ul style="list-style-type: none">• Active members only (including members working after DROP)• Includes paid sabbatical or extended sick leave• 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• TRSL retirees who returned to work in a TRSL-eligible position and are classified as "retired teachers" or enrolled under RTW Option 1 or RTW Option 2.• Employer contributions

Monthly Salary and Contributions Reports

- Employers are required to send contribution reports (salary/contributions files) each month detailing employees' earnable compensation and contributions paid by TRSL-covered employees. File layout can be found in Index 18.0.
- Direct upload on EMIS via File Submission is the most common method.
- If you use File Submission, you will receive either a summary report immediately telling you the file was accepted along with a list of any individual records that were rejected or an error report if the entire file was rejected.
- The error report will list the records that caused the file to be rejected along with a reason for each record.

Monthly Salary and Contributions Reports

As of July 1, 2024, TRSL began rejecting salary/contribution files that contained ORP participants. If your file is rejected because it contains an ORP participant then you must remove that record and resubmit your file.

You must include the ORP participant on your ORP file. If you already submitted that month's ORP file then you must add that ORP participant's data to the next month's ORP file.

Identifying Errors from Monthly Salary/Contribution Reports

Two reports available:

- **Contribution Exceptions**
- **Salary Rejections**

Both should be reviewed and corrected/reconciled each month to ensure accurate and timely membership and salary/contribution reporting.

Contact your assigned Retirement Benefits Analyst Liaison for assistance with these reports.

You may be contacted by an Employer Services Department staff member who is not your assigned liaison on www.TRSL.org

Contribution Exceptions Report

Identifies reporting and enrollment errors

Should be reviewed, cleared, or reconciled each month

Retrieve from the Employer Contribution Charges screen under the Employers menu in EMIS

- Available for each applicable retirement plan (System 4, 3, 2)
- Two ways to retrieve report
 - Clicking on “Error” link
 - “Generate Report” button



Employer Contribution Charges						
TRSL - REGULAR		Employer: SB				
Fiscal Year: Current Fiscal Yr		Show Rejections				
Month		Earnings	Sheltered	Unsheltered	Full-Time	Employer
JUL	Error					
	Transmittal	149,081.67	11,156.39	770.12	165,116.42	
	Rejections	1,509.50	120.76	0.00	1,509.50	
	CCRs	0.00	0.00	0.00	0.00	35,564.89
	Posted	147,572.17	11,035.63	770.12	163,606.92	
AUG	Error					
	Transmittal	397,220.15	29,619.39	2,158.16	397,220.15	
	Rejections	8,300.78	664.06	0.00	8,300.78	
	CCRs	0.00	0.00	0.00	0.00	93,729.57
	Posted	388,919.37	28,955.33	2,158.16	388,919.37	
SEP	Error					
	Transmittal	668,776.54	48,442.09	4,602.67	672,039.91	
	Rejections	0.00	0.00	0.00	0.00	
	CCRs	0.00	0.01	0.00	0.00	161,175.15
	Posted	668,776.54	48,442.10	4,602.67	672,039.91	
OCT	Error					
	Transmittal	547,756.11	38,689.87	4,143.05	550,404.76	
	Rejections	0.00	0.00	0.00	0.00	
	CCRs	0.00	0.01	0.00	0.00	132,009.22
	Posted	547,756.11	38,689.88	4,143.05	550,404.76	
TOTAL	Report					
	Transmittal	1,762,834.47	127,907.74	11,674.00	1,784,781.24	
	Rejections	9,810.28	784.82	0.00	9,810.28	
	CCRs	0.00	0.02	0.00	0.00	422,478.83
	Posted	1,753,024.19	127,122.94	11,674.00	1,774,970.96	

Retrieving the Contribution Exception Report

Default SSN Sort

Click on the last **Error** message on the screen

- Pulls cumulative report sorted by SSN
- Leading zeros in SSNs will not appear

Employer Contribution Charges						
TRSL - REGULAR		Employer:		SC BD		
Fiscal Year:		Show Rejections				
Month		Earnings	Sheltered	Unsheltered	Full-Time	Employer
JUL	Report	<i>Transmittal</i>	1,237,676.57	97,043.49	19.20	1,240,912.51
		<i>Rejections</i>	7,756.68	620.53	0.00	7,756.68
		<i>CCRs</i>	-5,151.96	-412.16	0.00	-2,697.32
		<i>Posted</i>	1,224,767.93	96,010.80	19.20	1,230,458.51
						303,742.45
AUG	Error	<i>Transmittal</i>	1,648,844.21	130,503.92	132.20	1,649,635.35
		<i>Rejections</i>	8,011.25	607.30	33.60	8,011.25
		<i>CCRs</i>	-4,902.04	-392.16	0.00	-4,902.04
		<i>Posted</i>	1,635,930.92	129,504.46	98.60	1,636,722.06
						405,710.87
SEP	Error	<i>Transmittal</i>	7,348,769.65	581,962.39	4,669.27	7,354,294.04
		<i>Rejections</i>	0.00	0.00	0.00	0.00
		<i>CCRs</i>	-134.48	-25.22	14.46	14,464.76
		<i>Posted</i>	7,348,635.17	581,937.17	4,683.73	7,368,758.80
						1,822,461.52
OCT	Error	<i>Transmittal</i>	10,228,711.78	811,716.36	4,157.77	10,236,007.93
		<i>Rejections</i>	0.00	0.00	0.00	0.00
		<i>CCRs</i>	-11,015.23	-881.22	0.00	2,249.33
		<i>Posted</i>	10,217,696.55	810,835.14	4,157.77	10,238,257.26
						2,533,988.74

Retrieving the Contribution Exception Report

Customized Report

From “Query Record” section of the Employer Contribution Charges screen, choose Report Type & Sort Selection, then click “Generate Report”

Home Members Employers Reports Updates Logout

Welcome, Sharon!!
Employer: TRSL

Query Record

System
4

Fiscal Year
2023

Select Clear

NEW! Custom Report Help

Report Type
Complete Report

Sort Selection
Social Security Number

Generate Report

Employer Contribution Charges

TRSL - REGULAR Employer: SC BD
Fiscal Year: 2023 Show Rejections

Month		Earnings	Sheltered	Unsheltered	Full-
JUL Report	Transmittal	1,237,676.57	97,043.49	19.20	1,24
	Rejections	7,756.68	620.53	0.00	
	CCRs	-5,151.96	-412.16	0.00	
	Posted	1,224,767.93	96,010.80	19.20	1,23
AUG Error	Transmittal	1,648,844.21	130,503.92	132.20	1,64
	Rejections	8,011.25	607.30	33.60	
	CCRs	-4,902.04	-392.16	0.00	
	Posted	1,635,930.92	129,504.46	98.60	1,63
SEP Error	Transmittal	7,348,769.65	581,962.39	4,669.27	7,35
	Rejections	0.00	0.00	0.00	
	CCRs	-134.48	-25.22	14.46	1
	Posted	7,348,635.17	581,937.17	4,683.73	7,36

Recommend Report Type: Complete Report

Report Type

Complete Report

Active Status

Retiree Status

Unknown Name

Enrolled Not Reported

Reported Not Enrolled

Sort Selection

Social Security Number

Alphabetically

Exception Message

Contribution Exception Report

- Layout:
 - Sort & filter info
 - Number of exception records

Leading zeros in SSNs will not appear

Date: 02/06/2025		Teachers' Retirement System of Louisiana - Regular Plan						Page 1 of 31	
Time: 8:37:13AM		Contribution Exception Report						By: Jeffrey	
Sorted By: Social Security Number		For Fiscal Year 2024-2025						Exceptions Found: 230	
Filtered By: No Filter									
Employer: 00		PARISH SCHOOL SYSTEM							
Start Date	Term Date	Status	Status Date	Reporting Period	Contrib Type	Actual Earnings	Contribs	Full-Time Earnings	Exception Message
		Unknown Name		01/2025	Sheltered	5,554.14	444.33	5,554.14	Reported not enrolled.
01/11/2024	01/11/2024	INACTIVE	11/06/2024	01/2025		0.00	0.00	0.00	Reported not enrolled.
03/09/2023	11/01/2024	INACTIVE	11/01/2024	01/2025		0.00	0.00	0.00	Reported not enrolled.
01/22/2019	12/19/2019	REFUNDED	07/05/2024	12/2024	Sheltered	1,373.63	109.89	1,373.63	Reported not enrolled.
				01/2025	Sheltered	5,219.79	417.58	5,219.79	Reported not enrolled.
		Unknown Name		01/2025	Sheltered	5,219.79	417.58	5,642.57	Reported not enrolled.
08/05/2024		ACTIVE	08/05/2024	01/2025					Enrolled not reported.

Tip: Exception records will delete from report upon each online correction/update

Retrieving salary rejections

Review Employer Contribution Charges screen in EMIS after posting your monthly salary/contributions report for each applicable retirement plan (System 4, 3, 2).

Click on “**Show Rejections**” button near top of screen.

- Screen will update and display rejected records at bottom of screen in calendar month order.

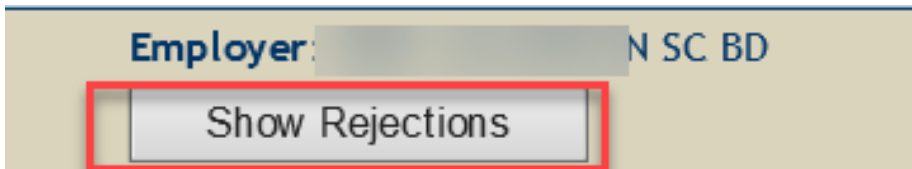


Employer Contribution Charges

TRSL - REGULAR Employer: SC BD
 Fiscal Year: 2023

Month	Earnings	Sheltered	Unsheltered	Full-Time	Employer
JUL Report	1,237,676.57	97,043.49	19.20	1,240,912.51	
Transmittal Rejections	7,756.68	620.53	0.00	7,756.68	
CCR's	-5,151.96	-412.16	0.00	-2,697.32	303,742.45
Posted	1,224,767.93	96,010.80	19.20	1,230,458.51	
AUG Error	1,648,844.21	130,503.92	132.20	1,649,635.35	
Transmittal Rejections	8,011.25	607.30	23.60	8,011.25	
Salary Rejections					15,710.87

Month/Year	SSN	Actual Earnings	Sheltered Contributions	Unsheltered Contributions	FullTime Earnings	Error Message
07/2024		26,728.91	2,138.32	0.00	26,728.91	CONTRIBUTION AMT MUST BE 0
07/2024		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
TOTAL:		26,728.91	2,138.32	0.00	26,728.91	
08/2024		-317.46	-25.39	0.00	5,617.00	NEG MONEY AMOUNT DISALLOWED
08/2024		26,728.91	-213.83	0.00	26,728.91	NEG MONEY AMOUNT DISALLOWED
08/2024		0.00	0.00	0.00	0.00	PENDING RET/DROP/OPT5/DROP MBR
08/2024		-73.47	-5.87	0.00	5,633.00	NEG MONEY AMOUNT DISALLOWED
08/2024		-39.18	-3.13	0.00	9,013.00	NEG MONEY AMOUNT DISALLOWED
08/2024		-19.92	-1.59	0.00	4,583.00	NEG MONEY AMOUNT DISALLOWED
TOTAL:		26,278.88	-249.81	0.00	51,574.91	
09/2024		-6.22	-0.49	0.00	7,436.00	NEG MONEY AMOUNT DISALLOWED
09/2024		1,020.00	81.60	0.00	1,020.00	PENDING RET/DROP/OPT5/DROP MBR
09/2024		-33.33	480.00	0.00	3,000.00	NEG MONEY AMOUNT DISALLOWED
09/2024		-48.88	704.00	0.00	4,400.00	NEG MONEY AMOUNT DISALLOWED
TOTAL:		821.57	1,265.11	0.00	15,856.00	



Salary rejections

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

Salary Rejections

Month/Year	SSN	Actual Earnings	Sheltered Contributions	Unsheltered Contributions	FullTime Earnings	Error Message
07/2024		26,728.91	2,138.32	0.00	26,728.91	CONTRIBUTION AMT MUST BE 0
07/2024		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
	TOTAL:	26,728.91	2,138.32	0.00	26,728.91	
08/2024		-317.46	-25.39	0.00	5,617.00	NEG MONEY AMOUNT DISALLOWED
08/2024		26,728.91	-213.83	0.00	26,728.91	NEG MONEY AMOUNT DISALLOWED
08/2024		0.00	0.00	0.00	0.00	PENDING RET/DROP/OPT5/DROP MBR
08/2024		-73.47	-5.87	0.00	5,633.00	NEG MONEY AMOUNT DISALLOWED
08/2024		-39.18	-3.13	0.00	9,013.00	NEG MONEY AMOUNT DISALLOWED
08/2024		-19.92	-1.59	0.00	4,583.00	NEG MONEY AMOUNT DISALLOWED
	TOTAL:	26,278.88	-249.81	0.00	51,574.91	
09/2024		-6.22	-0.49	0.00	7,436.00	NEG MONEY AMOUNT DISALLOWED
09/2024		1,020.00	81.60	0.00	1,020.00	PENDING RET/DROP/OPT5/DROP MBR
09/2024		-33.33	480.00	0.00	3,000.00	NEG MONEY AMOUNT DISALLOWED
09/2024		-48.88	704.00	0.00	4,400.00	NEG MONEY AMOUNT DISALLOWED
	TOTAL:	921.57	1,265.11	0.00	15,856.00	

Salary rejections with \$0 earnings/contributions

Rejections with \$0 Actual Earnings, \$0 Contributions, and \$0 Full-time Earnings require no action!

Salary Rejections						
Month/Year	SSN	Actual Earnings	Sheltered Contributions	Unsheltered Contributions	FullTime Earnings	Error Message
07/2023		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
07/2023		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
07/2023		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
	TOTAL:	0.00	0.00	0.00	0.00	
09/2023		0.00	0.00	0.00	0.00	FULLTIME REQUIRED
09/2023		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
09/2023		0.00	0.00	0.00	0.00	FULLTIME REQUIRED
09/2023		0.00	0.00	0.00	0.00	FULLTIME REQUIRED
09/2023		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
09/2023		0.00	0.00	0.00	0.00	FULLTIME REQUIRED
09/2023		0.00	0.00	0.00	0.00	FULLTIME REQUIRED
09/2023		0.00	0.00	0.00	0.00	FULLTIME REQUIRED
09/2023		0.00	0.00	0.00	0.00	FULLTIME REQUIRED
	TOTAL:	0.00	0.00	0.00	0.00	

Clearing exceptions & rejections

Online updates in EMIS

- Contribution Correction (current fiscal year only)
- Enrollments
- Terminations

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



The image shows a screenshot of a software interface with a menu titled 'Updates'. The menu items are listed in a vertical column, with some items highlighted in yellow. The items are: Agency Certification (Form 11B), Annual Leave Update, Contribution Correction (highlighted), Enrollments (highlighted), Full-Time Only Corrections, Furlough Certification and Update, Home Address Update, Journal Entry Review, ORP Salary Entry (up to 100 employees only), Prior Year Salary Corrections, Questionable Year Certification, Retiree Voluntary/Insurance Deduction, Salary Contribution Entry (up to 100 employees only), Sick Leave Days Paid Update, Sick Leave Add and/or Update, and Terminations (highlighted). At the top of the menu, there are three tabs: 'Updates', 'Submit Files', and 'Log'.

Updates	Submit Files	Log
Agency Certification (Form 11B)		
Annual Leave Update		
Contribution Correction		
Enrollments		
Full-Time Only Corrections		
Furlough Certification and Update		
Home Address Update		
Journal Entry Review		
ORP Salary Entry (up to 100 employees only)		
Prior Year Salary Corrections		
Questionable Year Certification		
Retiree Voluntary/Insurance Deduction		
Salary Contribution Entry (up to 100 employees only)		
Sick Leave Days Paid Update		
Sick Leave Add and/or Update		
Terminations		

Contribution Corrections (CCR)

Corrects salary reporting in the current fiscal year

- Add, edit, or delete monthly salary postings reported

Contribution Correction

System: 4 SSN: Name:	Employer: Fiscal Year: Current Fiscal Year Reporting Month/Year: 11/
----------------------------	--

Instructions for using Contribution Correction:

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 Zeros' 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 Zeros' 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

Monthly Correction Journal Screen

Provides detailed list of all online contribution corrections made for any reporting period (MM/YYYY) of the fiscal year.

May result in additional charges or credits to employer's account.

Employers	Reports
Employer Contribution Accounts Receivable	
Employer Contribution Charges	
Employer Payments	
Employer Contacts	
Journal Entry	
ORP Contribution Charges	
Monthly Correction Journal	

Monthly Correction Journal
For 10/ Year

System: 4			Fiscal Year: :			Employer:		
SSN	Type	Oper	Earnings	Contributions	Fulltime	Adjusted Earnings	Adjusted Contributions	Adjusted Fulltime
	30	R	14,071.72	1,125.74	14,071.72	5,517.41	441.40	5,517.41
Posted on 11/16/2023 by EMPR								
	30	R	9,323.98	745.92	9,323.98	5,671.10	453.69	5,671.10
Posted on 11/16/2023 by EMPR								
	30	R	10,923.98	873.92	10,923.98	4,496.99	359.76	4,496.99
Posted on 11/16/2023 by EMPR								
Unsheltered Regular Totals			0.00	0.00	0.00	0.00	0.00	0.00
Sheltered Regular Totals			34,319.68	2,745.58	34,319.68	15,685.50	1,254.85	15,685.50

Terminations

Enter a termination date for employee who:

- Resigns
- Changes to a non-covered position at your agency
- Is approved for TRSL disability retirement
- Is a RTW retiree who has not worked for more than 3-4 months with your agency

- 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

Terminations

SSN: _____ Employer: _____
Name: _____

Procedures for using Terminations:

1. Click 'Edit' in the first column to open the line for editing.
2. Enter the termination date and select the months of contract and click 'Update'.
3. Click 'Cancel' to undo changes entered or to return to the initial display.

	System	Employment Date	Termination
Edit	4	12/17/2001	

Updates ▾ **Submit Files**

Agency Certification (Form 11B)

Annual Leave Update

Contribution Correction

Enrollments

Sick Leave Days Paid Update

Sick Leave Add and/or Update

Terminations

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Index 6.0: Service Credit Certifications/Corrections

Provides instructions for identifying and correcting records requiring service credit certification

The information presented in this index describes the following:

- What is service credit?
- How to identify records requiring service credit certification
- How to certify service credit/certify questionable years

Related terms and definitions

Employers should be familiar with the following terms and definitions as it relates to TRSL service credit:

- **Actual earnings:** All earnings paid to a member meeting the definition of earnable compensation in accordance with [LSA R.S. 11:701\(10\)](#). (See "Earnable compensation" section of [Index 4.0](#) for more information and instructions.)
- **Full-time earnings:** The compensation that would be payable if the employee worked full-time for the entire reporting period plus any other earnings. For service credit purposes, the full-time earnings amount is the amount the employee would have earned if they worked full-time for the entire reporting period plus any other earnings.
- **Part-time for the purpose of earning service credit for eligibility purposes:** Employees are considered part-time for the purpose of earning service credit for eligibility purposes if they are not scheduled to work full-time for a full normal work week (i.e., scheduled to work less than a full normal day (100 percent effort). This definition of part-time service credit should not be confused with the definition of a part-time employee found in [Index 4.0](#).

[Service credit certifications/corrections](#)
[QY certification procedures](#)
[Full-time only corrections](#)
[Common errors to avoid](#)
[Actuarial cost for full-time only corrections](#)
[How to read account history](#)

number of credit hours considered full-time per semester is 12 and someone teaches 6 credit hours, their percent effort is 50% (6 credit hours divided by 12 credit hours)

- **Percent effort for all other positions:** The percentage of a full day an employee is scheduled to work. For example, if someone is scheduled to work 5 hours per day and 7 hours is considered a full day, then their percent effort is 71% (5 hours divided by 7 hours = 0.71)
- **Questionable year:** A fiscal year whose service credit requires 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

Terms/definitions (cont'd)

Service credit formula:

- $\text{Actual earnings} / \text{Full-time earnings} = \text{Service credit for benefit computation}$
- $\text{Service credit for benefit computation} / \% \text{ effort} = \text{Service credit for eligibility}$

Percent (%) effort formula:

- $\# \text{ hours worked} / \# \text{ hours in a full workday}$
- *Example:* Employee works 5 hours per day; normal full-time is 7 hours per day; $5/7 \text{ hours} = 71\% \text{ effort}$

Retrieving Questionable Years Report

Reports	Updates	Logo
Active/Active DROP Member Service		
Agencies Without Charges		
Annual Leave		
Checklist Status		
Contribution Exception		
Employer Payments		
Employer Delinquent Contributions		
Employer Statements		
Enrolled Not Reported		
Ending DROP Participation		
Furloughed Employees Certification		
Insurance/Voluntary Deduction		
Members Eligible to Retire		
ORP Statements		
Questionable Years		
Questionable Year Statistics for All Fiscal Years		
Reporting Not Enrolled		
Sick Leave		
Sick Leave Errors		

Query Record
Employer ID <input type="text"/>
Report Selection
<input type="radio"/> retirement actions pending
<input type="radio"/> all outstanding questionable years
<input type="radio"/> fiscal years less than/equal to 3 years old
<input type="radio"/> fiscal years greater than 3 years old
<input type="radio"/> by fiscal year
Sort Selection
<input type="text" value="SSN"/>
fiscal year
member status
reason code

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.

Questionable Years Report

New records added after the close of each fiscal year (approx. August 1)

- Certify/correct each record within three years to avoid actuarial charges to your agency

This report contains all outstanding questionable years sorted by SSN.

Current Count 345 as of 01/16/2025

Original Count 3,696

Employer: Louisiana State University

91% Complete

Description of Reason

1 Annual salary is more than 5% decrease from previous year

2 1st year of employment for an employer / 1st year of employment after DROP

3 Changed employer / Terminated during the fiscal year

4 Partial year of service credit not previously certified

5 (P/T) Possible part-time employment (may receive additional eligibility credit)

Note: Employers will be liable for service credit corrections after three years. Corrections resulting in an increase in the service credit will be an actuarial cost in accordance with Louisiana Revised Statute 11.888 C.

Name	Sys	SSN	Fiscal Year	Status	Date of Employment	Date of Termination	Actual Earnings	Full-Time Earnings	Service Credit	Reason for Questioning Year
WF	4		2023	INACTIVE	05/26/2022	06/28/2024	21,103.31	29,107.91	0.73	4
HE	4		2024	INACTIVE	08/08/2023	05/13/2024	44,000.00	44,000.00	0.93	2,3,4
WII	4		2016	REFUNDED	01/14/2014	12/14/2015	29,350.00	29,350.00	0.48	1,3,4
BAC	4		2024	ACTIVE	08/09/2022		41,823.25	112,272.42	0.37	1,4

How to certify questionable years

Three online processes:

- **Full-Time Only Corrections:** Use when incorrect full-time earnings reported or service credit is incorrect
- **Questionable Year Certification:** Use when service credit, actual earnings, and full-time earnings reported are correct and reasonable
- **Prior Year Salary Corrections:** Use when incorrect actual earnings reported



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

Full-Time Only Corrections

Updates service credit

- Must provide correct Full-time Earnings amount
- Use Reason drop-down box or enter Comment

Reason:	Official Leave (Other than Sabbatical) Sabbatical at Reduced Pay Extra Earnings Workers' Compensation Summer School Earnings Full-Time Earnings Under/Over-stated Full-Time not previously reported 1st Year of Employment Last Year of Employment 1st Year of Employment After DROP Part-time Employee Substitute Earnings
Comment:	

Full-Time Only Corrections

SSN: <input type="text"/>		Employer: <input type="text"/> BD	
Name: <input type="text"/>		Fiscal Year: 2017	
System: 4			

Contribution Type	Employer Indicator	Actual Earnings	Contribution Amount	Full Time Earnings	Service Credit	Comment
Sheltered	Primary	8,056.35	644.51	8,056.35	0.37	QUESTIONABLE YEAR

Instructions for using Full-Time Only Corrections:

1. The information as reported to TRSL for the fiscal year is displayed above.
2. Full-time earnings is the compensation that would be payable if the employee worked full-time for the full normal working period. Full-time earnings equal an employee's full-time base pay (regardless of whether or not this amount is actually paid) plus any additional payments made to the employee (i.e., PIP summer school, overtime, stipends, cash house allowances, coaching supplements, sales tax, bonuses and any other monies paid to a member over and above his or her base pay defined as earnable compensation by LSA-R.S. 11:701(10)). **Full-time earnings for part-time employees is the same as full-time employees. Full-time earnings must be equal to or greater than actual earnings.**
3. **If the fiscal year you are correcting has service credit LESS THAN 1.00 and the service credit should be 1.00, because the member's actual and full-time amounts are correct and are the same, you MUST enter the SAME full-time earnings, which will divide actual by full-time and update that fiscal year to 1.00.**
4. **If the fiscal year has service credit of 1.00 and you enter the same full-time earnings that is already on the database, you will receive an error "New full-time is equal to reported. Enter a corrected full-time amount." This process will also mark the year with asteriks as CERTIFIED.**
5. Select a reason for the correction.
6. 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.
7. Click the 'Submit' button to submit the correction.
8. **NOTE: The correction of an authorized signer's personal TRSL member account must be completed by another authorized signer at the agency.**

Full-Time Earnings:

Reason:

Comment:

EXAMPLE: Full-Time Only Correction

Record appears on the **Questionable Years (QY)** report

EXAMPLE: New hire as of 10/01/2020

- **Ensure** Actual Earnings reported are correct
- Need correct **Full-time earnings (FTE)** to clear the questionable year record

Questionable year reason codes

1. Annual earnings decreased more than 5% from previous year
2. 1st year of employment for an employer / 1st year of employment after DROP
3. Changed employers during the fiscal year and/or break in service
4. Partial year of service credit not previously certified

Name	Sys	SSN	Fiscal Year	Status	Date of Employment	Date of Termination	Actual Earnings	Full-Time Earnings	Service Credit	Reason for Questioning Year
DOE JOHN	4		2021	ACTIVE	10/01/2020		38,898.03	39,125.38	0.77	2,4

Tip: Never rely on Full-time earnings appearing on QY report or TRSL EMIS Screens. Always research correct FTE.

EXAMPLE: Full-Time Only Correction

Full-Time Only Corrections

SSN: Name: System: 4		✓	Employer: Fiscal Year: 2021		✗	
Contribution Type	Employer Indicator	Actual Earnings	Contribution Amount	Full Time Earnings	Service Credit	Comment
Sheltered	Primary	38,898.03	3,111.82	39,125.38	0.77	QUESTIONABLE YEAR

Instructions for using Full-Time Only Corrections:

- The information as reported to TRSL for the fiscal year is displayed above.
- Full-time earnings is the compensation that would be payable if the employee worked full-time for the full normal working period. Full-time earnings equal an employee's full-time base pay (regardless of whether or not this amount is actually paid) plus any additional payments made to the employee (i.e., PIP summer school, overtime, stipends, cash house allowances, coaching supplements, sales tax, bonuses and any other monies paid to a member over and above his or her base pay defined as earnable compensation by LSA-R.S. 11:701(10)). **Full-time earnings for part-time employees is the same as full-time employees. Full-time earnings must be equal to or greater than actual earnings.**
- If the fiscal year you are correcting has service credit LESS THAN 1.00 and the service credit should be 1.00, because the member's actual and full-time amounts are correct and are the same, you MUST enter the SAME full-time earnings, which will divide actual by full-time and update that fiscal year to 1.00.
- If the fiscal year has service credit of 1.00 and you enter the same full-time earnings that is already on the database, you will receive an error "New full-time is equal to reported. Enter a corrected full-time amount." This process will also mark the year with asteriks as CERTIFIED.
- Select a reason for the correction.
- A comment can be added for additional information needed to clarify the correction. A comment is optional unless a reason is not chosen in which case the comment is required.
- Click the 'Submit' button to submit the correction.
- NOTE: The correction of an authorized signer's personal TRSL membership is not allowed. The correction must be made by another authorized signer at the agency.

Provide total salary employee would have made if he worked entire year as a full-time employee + any add'l pay (Stipends, tax supplement, etc.)

Full-Time Earnings:

Reason:

Comment:

Use Reason drop-down field when possible.
EXCEPTION: Use Comment field to note anything unusual (LWOP, dockages, incorr hire date etc.) or none of Reason drop-down choices apply

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 2025
Fiscal Year 1:	FY 2024
Fiscal Year 2:	FY 2023
Fiscal Year 3:	FY 2022
Older than three years:	FY 2021 & all fiscal years prior

Questionable Year Certification

Does not update service credit; certifies reported data is correct as is

- Must select Reason from drop-down box or enter Comment
- **If applicable**, you must select “Part-time Employee” from the “Reason” drop-down list and enter the percent effort in the comment field for member to receive correct service credit for eligibility

Questionable Year Certification

SSN: [REDACTED]		Employer: [REDACTED] A BD	
Name: [REDACTED]		Fiscal Year: 2016	
System: 4			

Contribution Type	Employer Indicator	Actual Earnings	Contribution Amount	Full Time Earnings	Service Credit	Comment
Sheltered	Primary	55,468.24	4,437.44	55,468.24	1.00	QUESTIONABLE YEAR

Instructions for using Questionable Year Certification:

1. The information as reported to TRSL for the fiscal year is displayed above.
2. This certification will only update the record with asterisks to certify the data reported is correct. IT WILL NOT CHANGE SERVICE CREDIT. The FULL-TIME ONLY CORRECTIONS must be used if service credit should be updated.
3. Select a reason for the certification.
4. A comment can be added for additional information needed to clarify the certification. The comment is optional unless a reason is not chosen in which case the comment is required.
5. Click the 'Certify' button to submit the certification.
6. NOTE: The certification of an authorized signer's personal TRSL member account must be completed by another authorized signer at the agency.

Reason:

Comment:

Reason:	Previously reported information certified
Comment:	1st year of employment after DROP
	1st year of employment
	Last year of employment
	Official leave (other than sabbatical)
	Sabbatical at reduced pay
	Extra earnings
	Workers' compensation
	Summer school earnings
	Part-time employee
	Substitute earnings only

EXAMPLE: Questionable Year Certification

Record appears on the Questionable Years report

- **Example:** New hire as of 08/06/2020; need certification for 1st year of employment (FY 2021)
- Per employer's research, employee has worked the entire year and had no dockages or leave without pay (LWOP) during FY 2021; Both Actual Earnings and Full-time earnings previously reported are correct.

Questionable year reason codes

1. Annual earnings decreased more than 5% from previous year
2. 1st year of employment for an employer / 1st year of employment after DROP
3. Changed employers during the fiscal year and/or break in service
4. Partial year of service credit not previously certified

Name	Sys	SSN	Fiscal Year	Status	Date of Employment	Date of Termination	Actual Earnings	Full-Time Earnings	Service Credit	Reason for Questioning Year
DOE JANE	4			ACTIVE	08/06/		58,406.14	58,406.14	1.00	2

EXAMPLE: Questionable Year Certification

Questionable Year Certification

SSN: Name: System: 4	Employer: Fiscal Year:
----------------------------	---------------------------

Contribution Type	Employer Indicator	Actual Earnings	Contribution Amount	Full Time Earnings	Service Credit	Comment
Sheltered	Primary	58,406.14	4,672.49	58,406.14	1.00	QUESTIONABLE YEAR

Instructions for using Questionable Year Certification:

1. The information as reported to TRSL for the fiscal year is displayed above.
2. This certification will only update the record with asterisks to certify the data reported is correct. IT WILL NOT CHANGE SERVICE CREDIT. The FULL-TIME ONLY CORRECTIONS must be used if service credit should be updated.
3. Select a reason for the certification.
4. A comment can be added for additional information needed to clarify the certification. The comment is optional unless a reason is not chosen in which case the comment is required.
5. Click the 'Certify' button to submit the certification.
6. NOTE: The certification of an authorized signer's personal TRSL member account must be completed by another authorized signer at the agency.

Reason:

Comment:

Use Reason drop-down field when possible

Certify

Prior Year Salary Corrections

Updates service credit

- Must enter both correct actual earnings and full-time earnings amounts
- Must use reason drop-down box and/or comment field for both Salary Correction Comment and Salary Correction Full-Time Comment

Prior Year Salary Corrections

SSN: <input type="text"/>		Employer ID: <input type="text"/> BD	
Name: <input type="text"/> R		Fiscal Year: 2017	
System: 4			

Contribution Type	Employer Indicator	Actual Earnings	Contribution Amount	Full Time Earnings	Service Credit	Comment
Sheltered	Primary	11,878.92	950.32	12,098.12	0.32	QUESTIONABLE YEAR

Instructions for using Prior Year Salary Corrections:

1. Enter the actual earnings and full-time earnings and click "Submit" if replacing Sheltered data that has been posted for the year.
2. Click "Delete Posting" to delete the Sheltered posting for the year.
3. Click "Add Unsheltered" to open the Unsheltered line for editing. Enter the combined full-time earnings on the Sheltered line.
4. If you do not want to change posted Sheltered values when adding Unsheltered, leave the Sheltered actual earnings box empty.

Sheltered: Delete Posting

Add Unsheltered:

Instructions for using 100% Switch:

1. To execute a 100% contribution type switch from Sheltered to Unsheltered, click the "100% Switch" box only.

100% Switch

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: Nov sales tax not reported

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: Worked 9/21/2016-1/2/2017; 9 Mon EE x

Actuarial Cost/Charges for Prior Year Salary Corrections

If prior year correction increases earnings/contributions :

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

- employer will be charged member & employer contributions plus interest rate at the judicial rate.

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

- Employer will be charged the greater of the actuarial cost of the increase or the member and employer contributions plus interest at the actuarial rate
 - **\$200 fee required**
 - Separate Journal Entry invoice for actuarial charge

The three-year timeline for Prior Year Corrections:

Current Fiscal Year:	FY 2025
Fiscal Year 1:	FY 2024
Fiscal Year 2:	FY 2023
Fiscal Year 3:	FY 2022
Older than three years:	FY 2021 & all fiscal years prior



CONTENTS

- Sick leave
- Certification
- Sick leave update
- Direct deposit
- File transfer (FTP)
- Summer percent change
- Reporting
- Member sick leave
- Member accrual
- Member availability
- Reports
- Sick leave
- Sick leave
- Sick leave



CONTENTS

- Service/ILSB retirement
- Deferred Retirement Option Plan (DROP)
- Entering DROP (DROP In)
- Exiting DROP (DROP Out)
- Employer request letters
- RTW Supplement (Form 11RTW)
- Frequently asked questions

Whenever a TRSL-covered employee retires or enters DROP (Deferred Retirement Option Plan), TRSL will request the applicable employer(s) certify specific information in a timely manner so that we are able to accurately calculate the retirement benefits and promptly begin paying those benefits to the retiree.

This index provides employer information and instructions if a TRSL-covered employee submits an application for retirement or DROP.

Service/ILSB Retirement

Whenever a TRSL-covered employee who is eligible to retire or wishes to apply for Service Retirement, Initial Lump Sum Benefit (ILSB), or DROP, the member must submit a completed *Application for Service Retirement, ILSB, or DROP* (Form 11) or apply online through Member Access no earlier than six months before the date of retirement. Both the member and employer should be certain that the member is eligible for retirement and that the member has completed all required steps prior to submitting an application for retirement or terminating employment.

Details on retirement eligibility, member application, and member documentation requirements are discussed in the TRSL Member Handbook: *Application for Service Retirement, ILSB, or DROP* (Form 11) or *Application for RTW Supplement* (Form 11RTW). For more information, see the *TRSL Handbook: A Guide to the Deferred Retirement Option Plan* publication.

Deferred Retirement Option Plan (DROP)

When a member participates in DROP, his employment continues. During the member's DROP participation period, neither employer or employee contributions are remitted to TRSL.

Details on DROP eligibility, how the program works, as well as member application & documentation requirements are discussed in our *DROP Handbook: A guide to the Deferred Retirement Option Plan* publication.

Entering DROP (DROP In)

Each member who is eligible and wishes to participate in DROP must submit a completed *Application for Service Retirement, ILSB, or DROP* (Form 11) or apply online through Member Access no earlier than six months before the DROP start date. Both the member and employer

Retirement Process/Issues Index 11.0: Retirement/DROP processing & Index 17.0: Leave Information

Provides information related to the retirement process

- retirement 1990
- School benefit
- Purchasing credit
- Certification leave
- Annual leave
- Frequently

RELATED FORMS

- Application for Service Retirement, ILSB, or DROP* (Form 11)
- Termination of Employment at End of DROP Participation/ Employment* (Form 11H)
- Application for RTW Supplement* (Form 11RTW)

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)

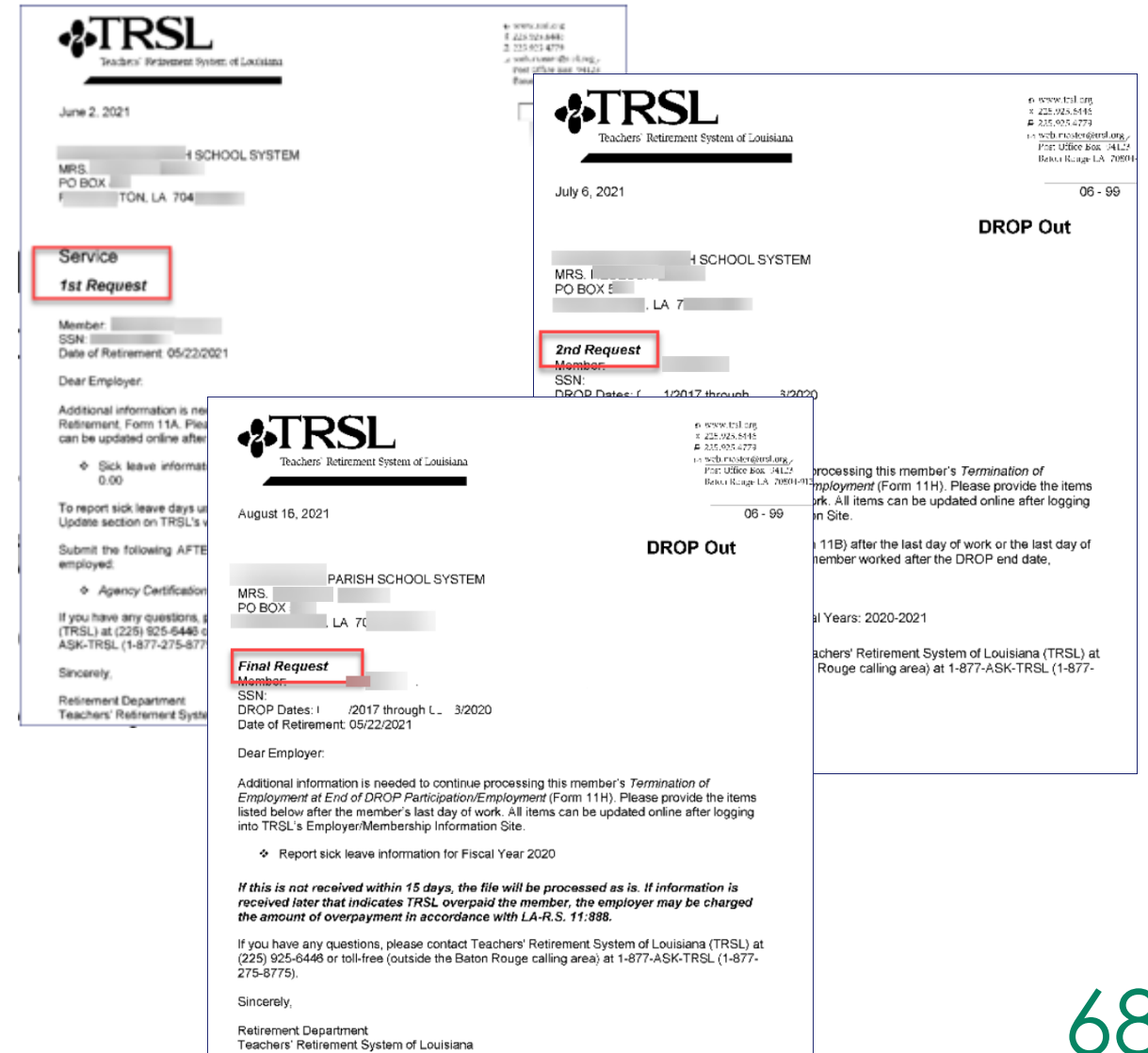
Updates	Submit Files	Log
Agency Certification (Form 11B)		
Annual Leave Update		
Contribution Correction		
Enrollments		
Full-Time Only Corrections		
Furlough Certification and Update		
Home Address Update		
ORP Salary Entry (up to 25 employees only)		
Prior Year Salary Corrections		
Questionable Year 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*

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)



Agency Certification (Form 11B)

Certifies member's termination date and service credit for the current fiscal year

- Requested when a TRSL member retires or enters DROP
- Termination date* = last day worked or last day of official leave
- Full-time earnings = amount the employee would have earned for working the entire year as a full-time employee

Available under Updates menu

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

*Effective date of retirement will be day after termination date OR date retirement/DROP application is received, whichever is later

Updates

Agency Certification (Form 11B)

Annual Leave Update

Contribution Correction

Agency Certification (Form 11B)

Instructions: The employer must submit this information for a member of the Teachers' Retirement System of Louisiana (TRSL) who (1) enters DROP, (2) retires or (3) dies. The most recent employer(s) may not certify this information until after the last day for which the member will receive pay. Certification for members electing to participate in the Deferred Retirement Option Plan (DROP) may not be submitted until after the beginning date of the DROP participation. A second certification is required when the DROP participant ultimately terminates employment, which is referred to as DROP Out. Date of termination should be the last day of work or last day of leave. Salary information should reflect actual earnings and contributions for the current fiscal year through the date of termination or the day before DROP participation, if applicable. Certification of regular earnings should be for dates earned during the current fiscal year and must agree with the Contribution Reports submitted by the employer payroll department. The monthly Contributions Reports are the official reports of member earnings as provided by LSA-R.S. 11:888.

Member Information

Member name _____ Social Security number _____

Employer _____

Current Year Information (July 1 - June 30) - Complete for all retirements, DROP and deaths

Date of termination - See Instructions _____

Full-time earnings the member would have earned working the full year at 100% effort plus any additional pay received. Refer to the Employer Procedures Manual, Index 4.1, for more information. Do not include rollover earnings in the full-time earnings. Full-time earnings \$ _____

Rollover earnings earned in June (prior year), paid in July - amount of salary that is earned in June that would normally be paid in July. Rollover earnings \$ _____

Percent of effort (if part-time) - percent of time part-time member works. For example, the member works 4 hours out of an 8-hour day, 5 days a week, the percent effort would be 50%. Percent effort _____ %

Comment _____

Electronic Signature

I understand that by submitting this agency certification online that I am certifying the actual earnings and contributions posted on the member's account are correct for the year certified and I agree to conduct this transaction by electronic means and that I am signing this certification.

Submit

Agency Certification (Form 11B): Retiring after DROP section

- Required if member works more than two years after DROP
- Information required:
 - Member's last full fiscal year in DROP
 - Actual earnings for member's last full fiscal year in DROP
 - Full-time earnings amount for member's last full fiscal year in DROP

Retiring After DROP	
Fiscal year - last fiscal year the member was in DROP and paid no retirement contributions due to DROP participation.	Fiscal year <input type="text"/>
Actual earnings - earnings (including PIP earnings) the DROP participant earned during the last 12 months of DROP by fiscal year. This information is needed to test the 10% cap for members who worked at least 36 months after DROP.	Actual earnings \$ <input type="text"/>
Full-time earnings - earnings the DROP participant would have earned working the full year at 100% effort.	Full-time earnings \$ <input type="text"/>

Agency Certification (Form 11B)	
<p>Instructions: The employer must submit this information for a member of the Teachers' Retirement System of Louisiana (TRSL) who (1) enters DROP, (2) retires or (3) dies. The most recent employer(s) may not certify this information until after the last day for which the member will receive pay. Certification for members electing to participate in the Deferred Retirement Option Plan (DROP) may not be submitted until after the beginning date of the DROP participation. A second certification is required when the DROP participant ultimately terminates employment, which is referred to as DROP Out. Date of termination should be the last day of work or last day of leave. Salary information should reflect actual earnings and contributions for the current fiscal year through the date of termination or the day before DROP participation, if applicable. Certification of regular earnings should be for dates earned during the current fiscal year and must agree with the Contribution Reports submitted by the employer payroll department. The monthly Contributions Reports are the official reports of member earnings as provided by LSA-R.S. 11:888.</p>	
Member Information	
Member name	Social Security number
Employer	
Current Year Information (July 1 - June 30) - Complete for all retirements, DROP and deaths	
Date of termination - See Instructions	Enter date in mm/dd/yyyy format. <input type="text"/>
Full-time earnings the member would have earned working the full year at 100% effort plus any additional pay received. Refer to the Employer Procedures Manual, Index 4.1, for more information. Do not include rollover earnings in the full-time earnings.	Full-time earnings \$ <input type="text"/>
Rollover earnings earned in June (prior year), paid in July - amount of salary that is earned in June that would normally be paid in July.	Rollover earnings \$ <input type="text"/>
Percent of effort (if part-time) - percent of time part-time member works. For example, the member works 4 hours out of an 8-hour day, 5 days a week, the percent effort would be 50%.	Percent effort <input type="text"/> %
Comment <input type="text"/>	
Retiring After DROP	
Fiscal year - last fiscal year the member was in DROP and paid no retirement contributions due to DROP participation.	Fiscal year <input type="text"/>
Actual earnings - earnings (including PIP earnings) the DROP participant earned during the last 12 months of DROP by fiscal year. This information is needed to test the 10% cap for members who worked at least 36 months after DROP.	Actual earnings \$ <input type="text"/>
Full-time earnings - earnings the DROP participant would have earned working the full year at 100% effort.	Full-time earnings \$ <input type="text"/>

Termination date vs. retirement date

- Termination date cannot be the same as the retirement date.

TERMINATION DATE

Member's last day of work
or last day of official leave

RETIREMENT DATE


Day after termination date **or**
the date TRSL receives
completed retirement
application (whichever is later)

10% or 15% cap exemption letters

State law places a 10% or 15% cap in each of the years used to determine a Final Average Compensation (FAC)

- 10% cap is used for the three-year average (members in one of the four state retirement systems prior to January 1, 2011)
- 15% cap is used for the five-year average (members in one of the state retirement systems joining on or after January 1, 2011)

Employers must complete cap exemption letter with approved salary exemption information for member to avoid/reduce cap



Teachers' Retirement System of Louisiana

www.trsl.org
 225.925.6446
 Post Office Box 94123
 Baton Rouge LA 70804-9123

May 04, 2015 70 - CL

Service

10% CAP EXEMPTION FORM

Dear Employer:

Please complete form below regarding salary increases exempt from 10% cap and return to TRSL. ***If this form is not received within 30 days of the date of this letter, we will assume there are no exemptions that apply and we will finalize the member's benefit accordingly.*** If you have any questions, please call our Member Information Center (MIC) at (225) 925-6446 or toll-free at 1-877-ASK-TRSL (1-877-275-8775).

Examples of increases NOT EXEMPT: merit increase, promotion, step increase, stipends, sabbatical savings, extra comp, local increase only given to a specific group

Examples of increases EXEMPT:

- State legislative, Minimum Foundation Program (MFP) or R.S. 17:421.6 increases (exempt even if only given to a specific group)
- Local parish-wide increases (ALL employees of every group were given an increase - does not have to be the same amount) ex: sales tax, 13th check

Member: _____ SSN: _____
 Comment: _____

*****Please complete only if the increase meets the requirements to be exempt.*****

State Legislative/MFP/ R.S. 17:421.6 Increase for School Boards: **State Legislative Increase for UNIVERSITIES:**

Fiscal Year _____ \$ _____	Act 17 of 1996/1997 \$ _____
Fiscal Year _____ \$ _____	Act 10 of 1999/2000 \$ _____
Fiscal Year _____ \$ _____	Act 12 of 2001/2002 \$ _____
Fiscal Year _____ \$ _____	Act 17 of 2006/2007 \$ _____
Fiscal Year _____ \$ _____	Act 18 of 2007/2008 \$ _____

Local Parish-wide Increase Given to Everyone (for School Boards): (all certified & non-certified employees, teachers, administrators, & support workers received an increase – does not have to be the same amount):

Fiscal Year _____ \$ _____
Fiscal Year _____ \$ _____
Fiscal Year _____ \$ _____

Employers are responsible for the information being certified and will be held accountable if incorrect information results in an overpayment for the member, per La R.S. 11:888.

_____ (Authorized Signature) _____ (Title) _____ (Date)

Automated Toll-Free: 1 877 ASK TRSL | TDD: 225.925.3653 | Fax: 225.925.6366 – Retirement
 Teachers' Retirement System of Louisiana is an equal opportunity employer and complies with Americans with Disabilities Act.

RTW Supplement

Retirees who elect to return to work under **RTW Option 2 provision** (available to full-time direct employees under the 2020 RTW Law) will accrue service credit to be used to calculate a supplemental benefit for the retiree upon termination of all RTW re-employment.

The retiree's original retirement benefit will be suspended during RTW Option 2 employment.

NOTE: a retiree's benefit cannot be resumed until TRSL has received the **Form 11RTW** and the employer has entered an **online termination date** after retiree's last day of work.

HOW TO SUBMIT:	DROP OFF or MAIL IN	EMAIL	FAX	TRSL USE ONLY	
	8401 United Plaza Blvd, Ste 300 Baton Rouge LA 70809	web.master@trsl.org	(225) 925-6366	Date received	Employer number
				Approved by:	

TRSL Application for Return-to-Work (RTW) Supplement (Form 11RTW) 06-11RTW REV. 12/22

Print in blue or black ink or type all entries except signatures. Complete Sections 1-5 of this form. If you are continuing employment after returning to work, you do not need to complete this form until you are ready to terminate employment. Your application may be canceled prior to receiving your first RTW Supplemental Benefit. Contact TRSL immediately if you intend to cancel your application.

Section 1 - Member information

Name: Last, first, MI, suffix (jr, III, etc.) Social Security number (###-##-####)

Address: Street / PO box City, state, zip

Daytime telephone (include area code) Email address

Marital status: Single Married Divorced Re-married Legally separated Widowed Has your marital status changed since returning to work? Yes No

Name of current or last employer Job title

Section 2 - Employment termination

Last day of work (mm/dd/yyyy) Your supplemental benefit will be effective 90 days after this date.

Section 3 - Direct deposit

DIRECT DEPOSIT If TRSL doesn't receive a new Form 15D before your benefit resumes, your previous bank information will be used.
 Use Form 15D already on file with TRSL I will submit a NEW Form 15D

Section 4 - Federal tax information

TAX WITHHOLDING If TRSL doesn't receive a new Form W-4P before your benefit resumes, the most recent tax withholding on file with TRSL will be used. If you would like to update your withholding, please complete a new Form W-4P which is available at www.trsl.org, and submit it to us.
 Use Form W-4P already on file with TRSL I will submit a NEW Form W-4P

Section 5 - Member signature

I hereby make application for retirement in accordance with Louisiana laws. I have carefully read the instructions and made the appropriate date of termination designation in Section 2. I understand that I should receive an acknowledgment letter by mail approximately two weeks after the date TRSL receives my application. If I do not receive an acknowledgment letter, I will contact TRSL.

Member's signature (DO NOT PRINT OR TYPE) Date signed (mm/dd/yyyy)

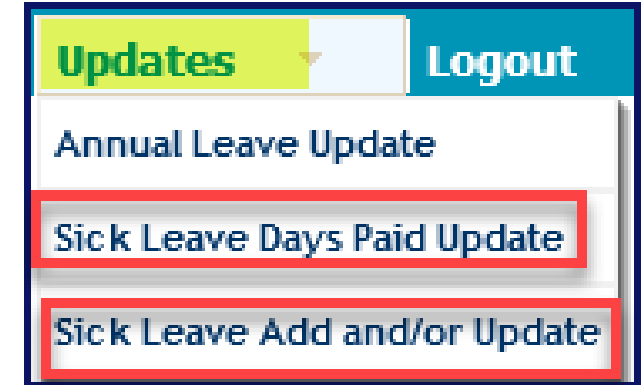
Supplemental benefit is not effective until 90 days after the retiree's last day of work.

PO Box 94123 • Baton Rouge, LA 70804-9123 • 1-877-ASK-TRSL (1-877-275-8775) • www.TRSL.org • web.master@trsl.org

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)



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
- If applicable, number of summer school days worked with summer school percent effort (can be different than regular school year percent effort)

Sick Leave Add and/or Update

SSN: _____ System: 4
 Name: _____ Employer: _____

Procedures for using Sick Leave Add and/or Update:
 1. Click 'Edit' or 'Add' in the first column to open the line for editing.
 2. Enter the appropriate data and click 'Update'.
 3. Click 'Cancel' to undo changes entered or to return to the initial display.
 4. Click 'Delete' to remove data permanently.

NOTE: The certification of an authorized signer's personal TRSL member account must be completed by another authorized signer at the agency.

	Fiscal Year Ending	Months of Contract	Days Used	Summer School Days Worked	Summer School % Effort	Eligibility Indicator	Data Unavailable	Error Code	
Edit	1999	12	14.00	0.00	0	Y			Delete
Edit	2000	09	5.00	0.00	0	Y			Delete
Edit	2001	09	4.50	0.00	0	Y			Delete
Edit	2002	09	4.00	0.00	0	Y			Delete
Edit	2003	09	6.50	0.00	0	Y			Delete
Edit	2004	09	4.00	0.00	0	Y			Delete
Edit	2005	09	2.00	0.00	0	Y			Delete
Edit	2006	09	12.50	0.00	0	Y			Delete
Edit	2007	09	6.00	0.00	0	Y			Delete
Edit	2008	09	22.00	0.00	0	Y			Delete
Edit	2009	09	11.00	0.00	0	Y			Delete
Edit	2010	09	5.50	0.00	0	Y			Delete

Updates **Logout**

Annual Leave Update

Sick Leave Days Paid Update

Sick Leave Add and/or Update

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

Query Record

System
4

SSN
[]

Use Employment History
- OR -
Enter employment dates

Use Employment History
- OR -
Enter employment dates

Beginning Date
(mm/dd/yyyy)
[]

Ending Date
(mm/dd/yyyy)
[]

-- Optional --
Select months of contract
for adding records
[]

Display Records
 All
 Adds only
 Updates only

Select Clear

Submit sick leave by data file

- Employers can submit a data file to update the sick leave usage for their employees
- Allows for historical information to be saved in a separate location
- Most software vendors have created a file path to use

Starting position	Field description	Data type	Length
1	Employer ID	Numeric	4
5	Social Security number	Numeric	9
14	Fiscal year	Numeric	4
18	Contract months	Numeric	2
20	Sick leave days used	Numeric	5*
25	Summer percent effort (050 for 50%)	Numeric	3
28	Summer days worked	Numeric	5*
TOTAL 32 bytes (characters)			

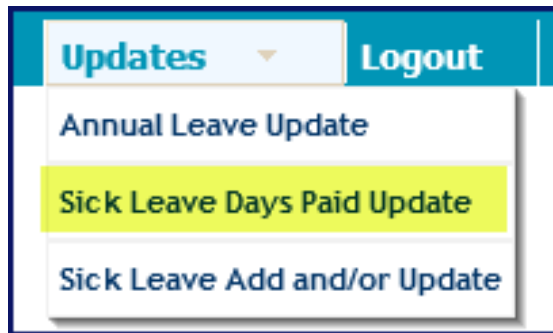


Tip: Check *Sick Leave Summary Report* for sick leave records rejected from the uploaded sick leave data file.

Sick leave days paid at retirement

Employers must report number of sick leave days paid at time of retirement or DROP.

- Report number of days, not hours
- Report even if 0.00 days paid



Sick Leave Days Paid Update

SSN: Employer: SC BD
Name:

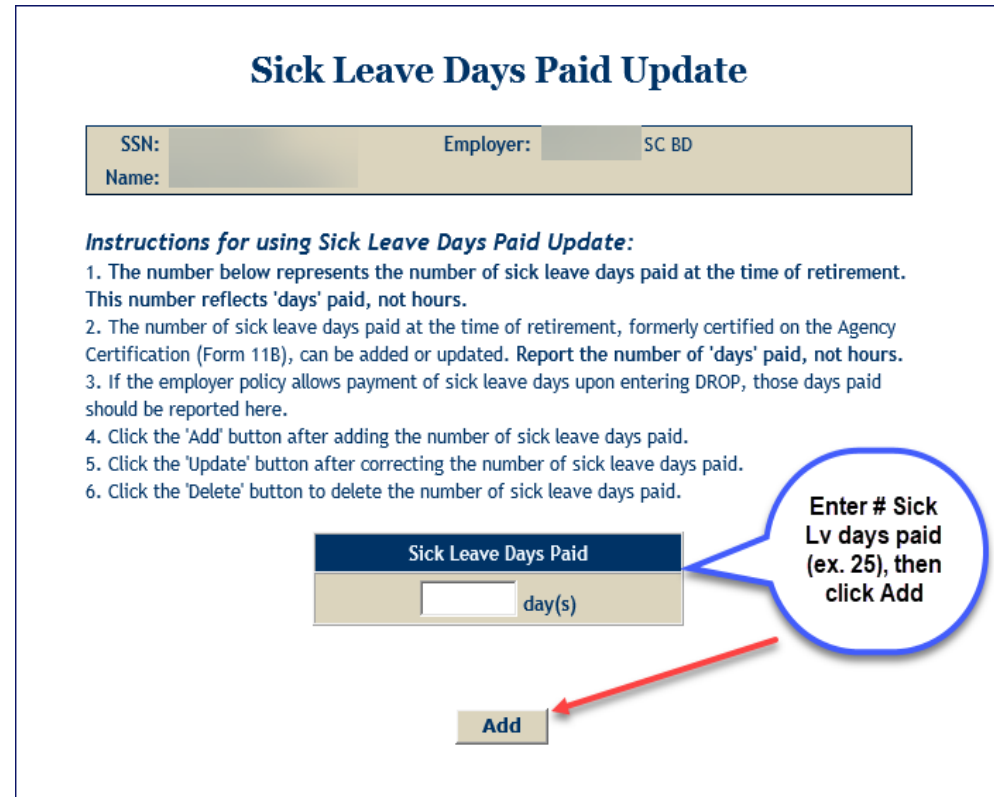
Instructions for using Sick Leave Days Paid Update:

1. The number below represents the number of sick leave days paid at the time of retirement. This number reflects 'days' paid, not hours.
2. The number of sick leave days paid at the time of retirement, formerly certified on the Agency Certification (Form 11B), can be added or updated. Report the number of 'days' paid, not hours.
3. If the employer policy allows payment of sick leave days upon entering DROP, those days paid should be reported here.
4. Click the 'Add' button after adding the number of sick leave days paid.
5. Click the 'Update' button after correcting the number of sick leave days paid.
6. Click the 'Delete' button to delete the number of sick leave days paid.

Sick Leave Days Paid
 day(s)

Add

Enter # Sick Lv days paid (ex. 25), then click Add



The screenshot shows the 'Sick Leave Days Paid Update' form. It includes fields for SSN, Employer, and Name. Below these are instructions for using the form. The form itself has a header 'Sick Leave Days Paid' and a text input field followed by 'day(s)'. A red arrow points from a callout bubble to the 'Add' button. The callout bubble contains the text: 'Enter # Sick Lv days paid (ex. 25), then click Add'.

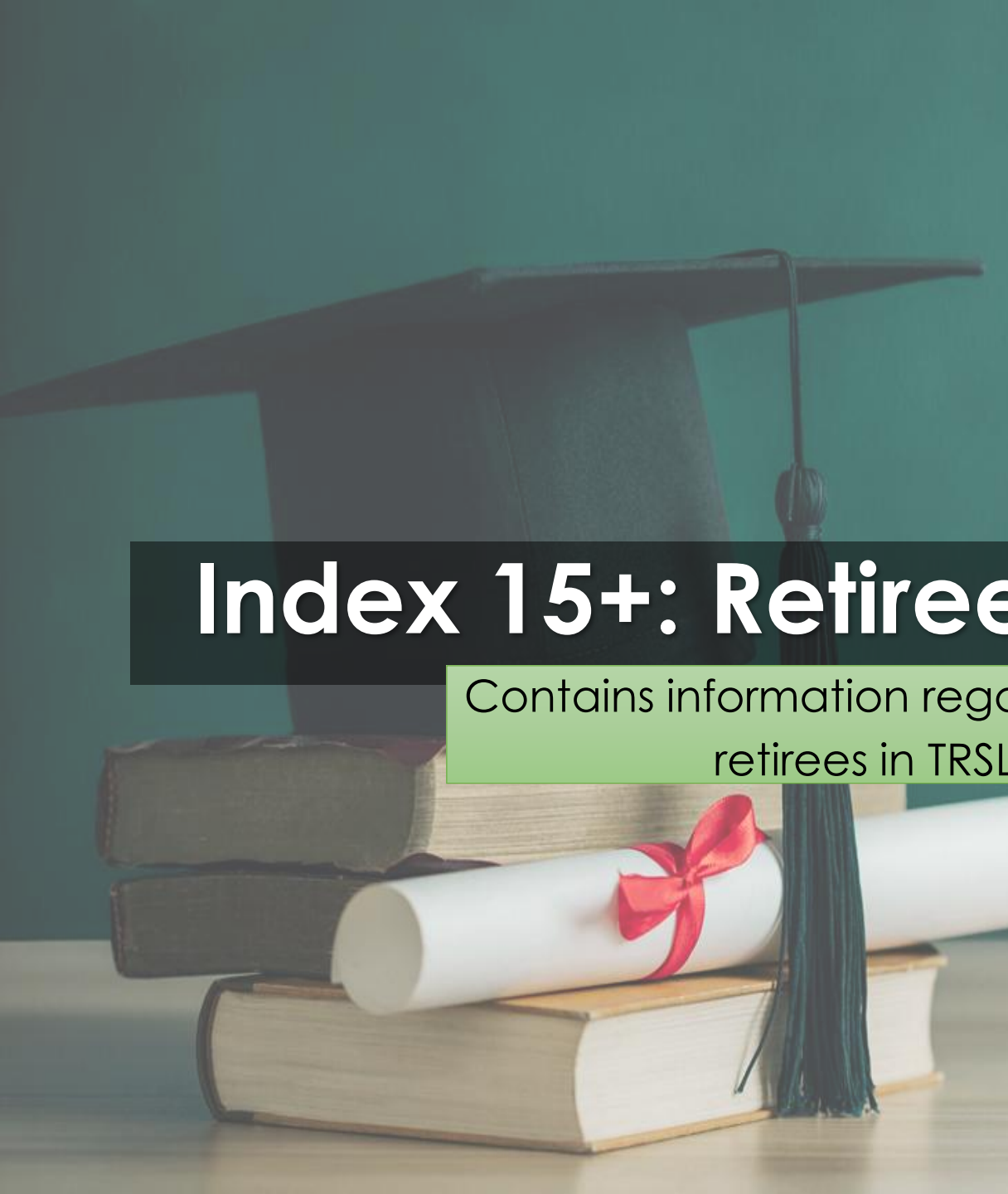
EMIS sick/annual leave summary screen

Confirms leave data already updated by employer(s)

Example		Sick Leave							
SSN: [REDACTED]		Name: [REDACTED]							
Fiscal Year	Employer ID	Months of Contract	Days Used	Eligibility	Last Updated By	Transaction Date	Summer Days Worked	Summer Percent Effort	
2014	00	12	1.00		EMPLOYER-FILE	07/10/2014			
2015	00	12	0.00		[REDACTED]	03/30/2017			
2016	00	12	0.00		[REDACTED]	07/13/2021			
2017	00	12	2.50		EMPLOYER-FILE	11/13/2017			
2018	00	12	1.75		EMPLOYER-FILE	07/10/2018			
2019	00	12	18.25		EMPLOYER-FILE	07/08/2019			
2020	00	12	5.50		EMPLOYER-FILE	07/21/2020			
2021	00	12	45.00		EMPLOYER-FILE	11/01/2021			
		Total:	166.50	<i>days used 07/01/1990 and forward.</i>					

Sick Leave Days Paid			
Days Paid	Employer ID	Last Updated By	Transaction Date
25.00	[REDACTED]	[REDACTED]	07/13/2021

Members	Employers
Member Summary	
Account History	
Member Notations	
Monthly Salary/Contributions	
Annual Salary History	
Benefit Payroll	
Benefit Payee	
COLA History	
1099-R Information	
Retirement Benefit Payment History	
Sick Leave/Annual Leave	
DROP/ILSB Summary/History	

**CONTENTS**

- Enrollments
- Monthly salary reporting
- Terminations
- (RET) Annual salary file
- RTW reference materials

RESOURCES

- Step-by-Step: Declaring a Critical Shortage
- Retiree Return to Work Critical Shortage Certification
- Retiree Return to Work Critical Shortage Certification (Form 15ELEC)

The employment of a TRSL retiree into a TRSL-covered position is the decision of each employing agency. If you decide to proceed with hiring a retiree, La. R.S. 11:710, La. R.S. 11:710.1, and La. R.S. 11:710.2 govern the reemployment of TRSL retirees with respect to the impact on the retiree's benefit and whether retirement contributions will be paid.

Indices 15.1, 15.2, and 15.3 will provide additional information specific to each RTW group, including guidance regarding the enrollment of retirees.

2010 RTW Group	Index 15.1
Retirees meeting the criteria listed at right are in the 2010 RTW Group. (La. R.S. 11:710)	<ul style="list-style-type: none"> Retirees who retired before July 1, 2020, and have not made an irrevocable election to join the 2020 RTW Group
2020 RTW Group	Index 15.2
Retirees meeting either of the criteria listed at right are in the 2020 RTW Group. (La. R.S. 11:710.1)	<ul style="list-style-type: none"> Retirees who retired on or after July 1, 2020 Retirees who do not meet criteria for the 2010 RTW Group, but who make an irrevocable election to transfer to the 2020 RTW Group
Retirees who are employed in a critical shortage exists, are eligible for the 2022 RTW Group. (La. R.S. 11:710.2)	<ul style="list-style-type: none"> At least age 62

Enrollments

The return-to-work (RTW) laws require employers to notify TRSL of all retirees returning to work in TRSL-covered positions within 30 days of such reemployment.

If an employer fails to enroll a reemployed retiree within 30 days of reemployment, and a retiree receives benefits which would have been suspended had the enrollment occurred timely, the return-to-work law provides that the employer shall be liable to TRSL for repayment of such benefits.



Index 15+: Retirees Returning to Work

Contains information regarding the employment of TRSL retirees in TRSL-covered positions

Louisiana Return-to-Work (RTW) Laws

Applicable to any work arrangement in which a **TRSL retiree** is providing **TRSL-eligible services** to a **TRSL reporting agency**. Includes part-time, seasonal, and temporary employment; employment by contract or corporate contract

<p><u>La. R.S. 11:710</u> 2010 RTW Group</p>	<p>Retired before July 1, 2020 Standard transfer option: can elect to move into the “new” group. This is an irrevocable election; retiree is permanently forfeiting their eligibility to “old” categories</p>
<p><u>La. R.S. 11:710.1</u> 2020 RTW Group</p>	<p>Retired on/after July 1, 2020 + those who elect to transfer from 2010 to 2020 group Special transfer option: individuals who retired before July 1, 2020, may have been placed into this group based on previous eligibility criteria (first date of reemployment) These individuals may elect to move into the “old” group</p>
<p><u>La. R.S. 11:710.2</u> 2022 RTW Group</p>	<p>Higher education critical shortage (adjunct professor in a nursing program where a critical shortage exists)</p>

Address benefits, not employment

RTW Laws do not prohibit (or allow) employment.

Their purpose is to **specify how retiree benefits are impacted** during reemployment and whether contributions are required.

There are no exemptions or waivers, but some categories of the laws are more permissible than others.

Standard 12-month waiting period exists

- Can be reemployed, cannot receive benefit
- Can earn service credit

2010

- Grandfathered Group (1173)
- Advanced Speech
- CORE Subjects
- Special Leave
- Retired Member (Suspension)

- Earnings Limit
- Critical Shortage

2020

- RTW Supplemental (RTW Option 2/ACT-RET)
- Contracted/Corporate Contract Employment (Suspension)

Notice of Reemployment

TRSL must be notified of all scenarios in which a TRSL retiree is providing TRSL-eligible services.

Failure to do so will result in charges to your agency.

The **online enrollment** serves as official notice and acts as certification of employment dates and type

- Enrollments are expected within **30 days of hire**
- Forms are supplemental to the online enrollment
- Certification statements may be included in enrollment process (excluding critical shortage)

Termination dates should also be submitted

- Form 7A required for refunds of contributions
- 11RTW required for ACT-RET

The laws are applied based on the enrollment info submitted; the online enrollment is the catalyst to putting specific impacts into motion

Examples:

- **Suspension of benefits:** online enrollment “flips switch” to turn benefit off
- **Earnings limits:** Applied to gross salary reported by the employer
- **Service credit (earned under RTW Option 2):** dependent on employer’s fiscal year certifications
- **Election to switch laws (or applicable provision):** Effective upon employer’s submission of new enrollment

Annual retiree audit

- **No later than August 15:** Employers must report to TRSL the earnings of all persons paid in the prior fiscal year, including earnings for part-time, substitute, or temporary employment as well as independent or corporate contract work. *NOTE: This includes earnings reported on IRS Form W-2 and those reported on IRS Form 1099.*
- **Upon receipt of the file:** TRSL auditors will identify all retirees, comparing the employer data to the information submitted in EMIS over the course of the prior year. Additional certification may be required for variances or unreasonable reporting.

REMINDER: Submitting timely, accurate enrollments is key to avoiding overpayment charges that can occur with the annual retiree audit.

Determining Retirees RTW Group

1. Is date of retirement before July 1, 2020?
 - No – 2020 RTW Group
 - Yes – Next question
2. Does retiree have previous RTW employment history?
 - No – 2010 Group
 - Yes – group indicated by last RTW employment type

Standard **12-month waiting period** exists

- Reemployment is not prohibited – however, retirees **cannot receive their TRSL benefit** AND an employment income during this time frame.

2010 RTW Law

Retired **before** July 1, 2020

- Position typically determines provision & benefit impact

2020 RTW Law

Retired **on or after** July 1, 2020

- Hiring method determines “options”

Identifying retiree's group

Status Information

Sys	Seq	Status	Code	Date	DROP Record
4	0	DROP RET	(RR)	06/30/2016	DROP Summary
4		RTW921-394	(SC)	08/02/2024	

Employment History					
Empr ID	Emp Ind	Employer Name	RTW Type	RTW Portal	Employment Dates
	P	ST JAMES SC BD			10/18/1970 to 06/22/2000
	R	ST JAMES SC BD	RTW-ACT1173	A	01/01/2007 to 05/08/2007
	R	ST JOHN SC BD	RTW-ACT1173	A	12/01/2006 to 05/24/2007
	R	ST JOHN SC BD	RTW-ACT1173	A	11/01/2007 to 12/20/2007
	R	ST JAMES SC BD	RTW-ACT1173	A	02/01/2008 to 06/30/2008

Please make selection below to continue.

- Portal A: 2010 RTW Law (Group to which retiree currently belongs)
- Portal B: 2020 RTW Law

[Continue Enrollment](#)

2010 RTW Provisions

Benefit Impact	No impact	Earnings Limit (25% of Benefit)	Suspended benefit
Position eligibility	Grandfathered group, advanced speech, certain classroom teachers and critical shortage positions	Substitute classroom teacher, tutor, proctor, nurse, literacy instructor, presenter of professional development	All other positions, including administrative, athletic, clerical, paraprofessional, food services, etc.
Contribution requirement	<u>Yes</u> , refundable upon terminating reemployment	<u>Yes</u> , refundable upon terminating reemployment	<u>No</u>

2020 RTW Options

Option	RTW Option 1 Earnings Limit / 25% FAC	RTW Option 2 Suspended benefit	Contract Employment Suspended Benefit	No Impact Critical Shortage
Provision eligibility	Available to all part-time and full-time direct employment positions	Available to all full-time direct employment positions	Applies to all employment by contract or corporate contract	certain classroom teachers and critical shortage positions
Contribution requirement	<u>Yes</u> , refundable upon terminating reemployment	<u>Yes</u> , accrues supplemental benefit (11RTW & DOT needed to resume)	<u>No</u> (DOT needed to resume)	<u>Yes</u> , refundable upon terminating reemployment

No impact provisions - retired before July 1, 2020

Those who retired **before July 1, 2010** (grandfathered group) or who hold an **advanced speech degree** can be reemployed in **any position, any capacity, with no impact**.

Otherwise, the following **position-centric categories** are available

<u>Critical Shortage</u>	Full- and part-time classroom teachers in any subject where a shortage exists
	Full- and part-time certified speech therapist, speech pathologist, audiologist, educational diagnostician, school social worker, school counselor school psychologist, interpreters, educational transliterators, or educators of the deaf or hard of hearing
<u>Core Subject</u>	Full- and part-time, directly employed retirees certified in math, science, English language arts, or special education (excluding gifted/talented)
<u>Special Leave</u>	Certified directly employed retirees age 62+ with 30+ years of service , when filling a teaching vacancy due to maternity, military, or extended sick leave or sabbatical

Critical Shortage Declaration Process

To declare a critical shortage for your parish: *CONTINUOUS PROCESS*

- A general statement that you are soliciting applications for future employment of certified teachers must be:
 1. Advertised at least **once per month, continuously** in official journal
 2. Posted at career development office of every post-secondary institute within 120-mile radius at the **beginning of each semester**
- Additionally, must prominently display a list of unfilled positions and **any** position filled with a retiree on employer's website or the governing authority's website

To utilize critical shortage for a specific position: *ANNUAL PROCESS*

- Retiree must be **certified** in subject area or position
- Must have an applicant pool of **fewer than three**



Customized training available!

Available via online webinar or in-person/on-site based on your job duties and *Update Permissions* in EMIS

Kelly Resnick

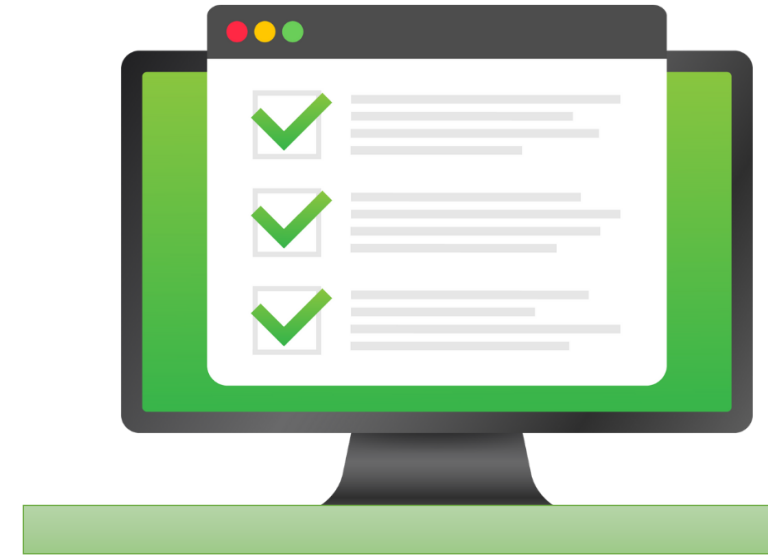
Email: kelly.resnick@trsl.org

Phone: 225-925-6929

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



A graduation cap and books on a wooden surface. The background is a teal gradient. A green banner is overlaid on the image.

THANK YOU!

We're here for you.

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