INDEX 0.0: Employer Membership Information Site (EMIS)

September 2025

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Employer/Membership Information Site (EMIS)

This section provides an overview of TRSL's employer access database, including basic instructions for newly appointed employer personnel who have been granted authorized access to the site. More detailed instructions are provided in each Employer Procedures Manual index that corresponds to a specific EMIS program.

What is EMIS?

The Employer/Membership Information Site (EMIS) is a secure web site where you can complete many TRSL reporting and certification functions. Through EMIS, employers can enroll new hires, certify/correct employee data, upload required files/reports, and view various reports.

Getting started

- Submit a completed *Authorized Contacts* (Form 1) to obtain access to EMIS. See Index 1.0 for instructions on completing this form.
  - » *NEW USERS: You will receive separate emails with your login ID and temporary password once the Form 1 is processed.*
- Log in to EMIS – Click the "Employer Access" link at top of TRSL's website to access the site.
- Enter your Login ID and temporary password provided via emails. (*If you do not receive your login ID and temporary password, look in your SPAM filter.)*
- Create your own password when prompted. Your password must meet the following criteria:
  - » *Must be 8 characters or more*
  - » *Must contain at least one upper and one lower alpha character*
  - » *Must contain at least one number*
  - » *Must contain at least one of the following special characters: #, %, $, @, *, or &*
  - » *Cannot be the same as previous two passwords*

To comply with industry standards and best practices for password security, TRSL requires all authorized contacts utilizing our employer access database (EMIS) to update their password **every 90 days**.

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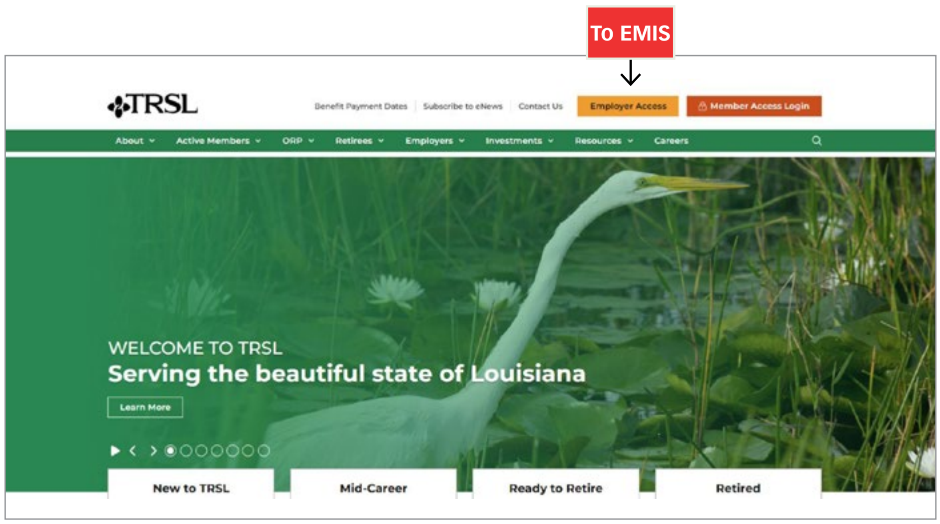
Need help with your Employer Access login?

Contact our Help Desk at 225-925-6460 or toll free outside Baton Rouge at 1-877-275-8775, ext. 6460.



Keep access active

In addition to regularly updating your password, you will need to access the EMIS system at least once every six months to keep your account and approved EMIS authorization active.

- If you have not accessed the system after five months, you will receive an automated email advising you to log in to avoid suspension of your access.
- If your account remains inactive for six consecutive months, your account will be suspended.
- Once your account status is suspended, you will be notified by email to access your account within 30 days to avoid deletion of your EMIS account.
- After seven months of inactivity, your user account and all approved EMIS access will be deleted.
- Once your account is deleted due to inactivity, your agency must submit a new Form 1 to regain your access rights.

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Navigating EMIS

The main menu appears as a horizontal banner across the top portion of every EMIS screen. This menu enables you to move easily between screens without using the back button on your browser.

All authorized EMIS users with authorized access to EMIS will have access to the Members, Employers, and Reports menu options (Inquiry access). Only users with access authorized on the agency's Form 1 have the Updates and/or Submit Files menus available on their menu bar.

Clicking on each menu option will display the supporting programs available to the user based on access authorized through Form 1.

Members menu

This menu can be accessed via the horizontal main menu bar near the top of the screen or the vertical menu located on the left side of the screen.

The Members menu enables you to view an individual employee's TRSL record, including employment dates, current estimated service credit, retirement account history, current year salary reporting, and other TRSL-related data.

Available screens under the EMIS members menu:

Member summary screen

TRSL encourages all employers to start with the Member Summary screen when viewing an employee's record in EMIS.

- Enter the employee's nine digit Social Security number on the left side of the screen.
- Click "Select" in the Query Record field.
- Screen will update to display employee's record, including membership status, employment history, and estimated service credit.

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Account history screen

The Account History screen provides details of an employee's TRSL account activity for all years of TRSL membership except for current year activity. The screen displays the member's reported salary, contributions, and estimated service credit by fiscal year.

Also included are any purchases and/or transfers of service credit, refunds, salary & contributions adjustments, and service credit certifications/corrections history.

Employers are encouraged to review an employee's account history screen when working your agency's Questionable Years reports. See Index 6.0 for more details.

Monthly salary/contributions screen

This screen provides a monthly breakdown of a member's salary and contributions reported during the current fiscal year only. The Monthly Salary/Contributions Screen should be used as a reference when working your agency's Contributions Exceptions report and Salary Rejections list and whenever an *Agency Certification* (Form 11B) is requested for an employee who is retiring or entering DROP.

Additional information about the Monthly Salary/Contributions Screen is provided in Index 4.0 and Index 11.0.

Annual salary history screen

The Annual Salary History screen allows users to view a member's monthly breakdown of salary and contributions for a specified prior fiscal year. This data can be extremely useful for employers when attempting to certify/correct records marked as questionable years.

The monthly breakdown data makes it easy to compare the salary postings to your payroll records, especially for those agencies that pay employees on a monthly cycle.

NOTE: Monthly salary breakdown data is not available for any fiscal year before 1984.

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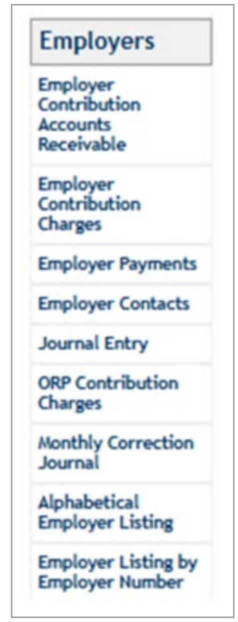
Employers menu



Just like the Members menu, the Employers menu can be accessed either via the horizontal main menu bar near the top of the screen or the vertical menu on the left side of each EMIS screen (below Members menu).

Employer accounts

Reporting agencies should monitor their TRSL accounts and ensure member and employer payments are allocated correctly for each retirement plan (Regular, Plan A or B, ORP) by regularly reviewing the following screens:

- **Employer Contribution Accounts Receivable** - Lists current year charges & payments for each reporting month of the fiscal year and prior year balances and payments.
- **Employer Contribution Charges**
  Provides a total of all monthly contribution charges resulting from the Monthly Salary/Contributions file and any online contribution corrections for each month of the current fiscal year.
- **Employer Payments**
  Provides a detailed list of all payments applied to the employer's account.
- **ORP Contribution Charges**
  Displays salary and contributions totals for ORP participants reported via employers monthly ORP salary/contributions file for each month of the fiscal year.

Additional information about the employer account screens are covered in Index 4.0.

Employer contacts

You should review the Employer Contacts screen regularly to ensure all contact personnel is up-to-date.

- To update information in the top portion of the screen, submit a new Employer Directory Contacts (Form 1EDC)*.
- To update information in the bottom portion, Update Permissions section, submit a new Authorized Contacts (Form 1)*.

  *Refer to Index 1.0 for more information.

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Salary and contribution corrections history

The following screens allow employers to view any online salary and contribution corrections made to individual employee records.

- **Journal Entry Screen** - Displays any online prior year salary corrections
- **Monthly Correction Journal Screen** - Displays online contribution corrections that have been processed

Reports menu

Programs under the Reports menu can be created any time by the employer. Because these programs do not update any data in EMIS, employers are encouraged to explore all of the report options.

Ordering/Creating a Report – When creating a new report under the Reports menu, a new screen will open with the report. You must disable pop-up blockers to view your report. Contact the TRSL HelpDesk if you need assistance.

Export options – All available reports can be exported for your own use. Available export formats include Excel and PDF.

Some of the available reports:

Active/Active DROP Member Service

This report lists all employees enrolled with your agency who are either Active or Active DROP (working after DROP). The report will NOT include anyone currently in DROP.

- *Suggested parameters*: Age Range 18 to 99, Service Credit Range 0.00 to 50.00 (to provide a list of all employees enrolled in TRSL), Sort Selection -- Service, SSN

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Enrolled Not Reported

The Enrolled Not Reported Report is used to display members who are enrolled in the system 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. Selecting a month for which a salary/contribution file has not yet been submitted will result in a report showing all enrolled members.

This report can be printed and used to identify whether a member should be reported or terminated. Refer to Index 4.0 of the Employer Procedures Manual for more information and instructions on using this report.

Ending DROP Participation

This report lists TRSL members from your agency whose DROP participation period ends in the month/year selected by the user. This report should be utilized by all reporting agencies' payroll personnel to identify employees who will need to resume paying TRSL retirement contributions should the employee decide to continue working after the DROP participation ends. Refer to Index 11.0 for more details on how to use this report.

Members Eligible to Retire

This report provides a list of employees who will be eligible to retire based on projected fiscal year selected by the user and can be used for succession planning.

The *Members Eligible to Retire* report will also list employees who are currently in DROP and working after DROP. Employees who are currently in DROP will appear with the DROP Member status and will display the DROP ending date. Employers may use this report in lieu of the *Ending DROP Participation* report to identify employees who will be exiting DROP.

Questionable Years

The *Questionable Years* Report identifies employee records that need to be certified or corrected.

Employers have several report selection and sort selection options for creating their reports.See Index 6.0 for more information on the *Questionable Years* Report.

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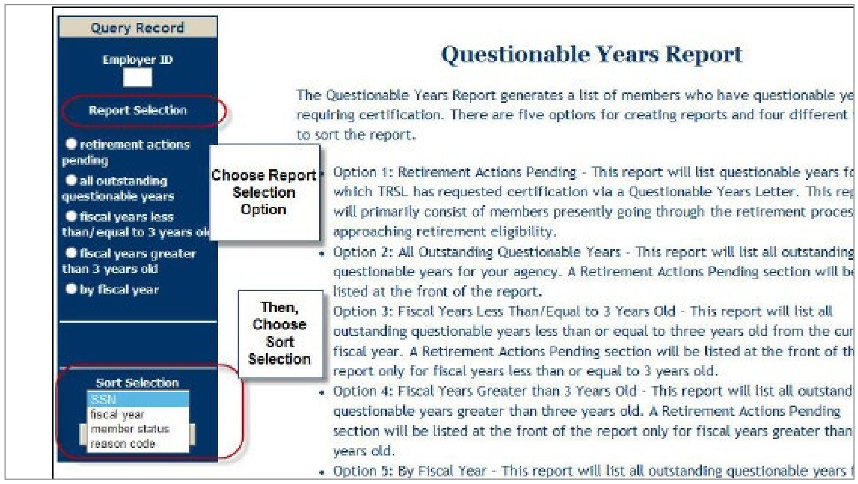

Reporting Not Enrolled Report

The Reporting Not Enrolled Report is used to display members who are not enrolled in the system but have earnings/contributions reported.

This report can be printed and used to identify whether a member should be enrolled or terminated. Refer to Index 4.0 of the Employer Procedures Manual for more information and instructions on using this report.

Updates menu

Employers can update/certify/correct employee data in programs available under the Updates menu. Access to these programs is based on access rights authorized on Form 1.

Available Update programs include:

Updating employment data

Common programs used to update general employment data include:

- **Enrollments** - Use to enroll TRSL-eligible employees online. See Index 2.0 for information on the online enrollments process
- **Terminations** – Use to add a Termination date for employees no longer working for your agency in a TRSL-eligible position.

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Salary/contributions correction updates

Two programs are available to correct/update a member's salary and/or contribution amounts:

- **Contribution Correction** – for current year data
- **Prior Year Salary Corrections** – for previous fiscal year data

Service credit certifications/corrections

The following programs are used to certify or correct member's service credit data that has been identified as questionable, or when the employer determines an incorrect amount was reported:

- **Full-time Only Corrections** allow employers to update the full-time earnings (amount employee would have been paid had he worked full-time the entire year)
- **Questionable Year Certification** – this program allows the employer to certify that the service credit data on file is correct and no changes are needed. Refer to Index 6.0 for further details about the specific conditions that must be met in order to use this program to certify a 'questionable year'.
- **Prior Year Salary Corrections** program, in addition to correcting prior year salary and contribution amounts, will also update service credit.

Leave data reporting

Unused leave is an important part of a member's retirement since it can increase the monthly benefit when converted to service credit.

The programs listed below allow employers to report an individual employee's leave data to TRSL:

- **Sick Leave Add and/or Update:** allows employers to report and update sick leave information for each fiscal year of employment for a TRSL-eligible employee
- **Sick Leave Days Paid Update:** employers use this program to report the number of sick leave days paid at the time of employee's retirement or DROP participation.
- **Annual Leave** (not applicable for K-12 employers): Employers report eligible employees' annual leave balance (in hours).

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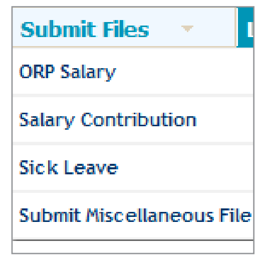
Employer access for online file submissions

If file submission access is requested on Form 1, employer-authorized staff can upload files directly to EMIS in real-time and without encryption. Those with file submission access will see a "Submit Files" menu after logging into the site.

Submit files menu

Types of data files that can be submitted via EMIS:



1. **ORP Salary** enables employers with ORP participants to submit the monthly ORP salary file.
2. **Salary Contribution** – All Regular and Plan A/Plan B members' salary and contributions can be submitted via an employer data file with this option.
3. **Sick Leave** enables employers to report sick leave data via data file.
4. **Submit Miscellaneous File** enables employers to submit the RET Annual Salary File (due August 15) and other types of miscellaneous data files.

After selecting the appropriate option, the File Submission screen will prompt employer to select the file and upload directly to TRSL.

- Select "Browse" button to find the file path and file name from your computer system.
- Select "Upload File" once the correct file has been selected. (No encryption necessary.)

Helpful tips

When using EMIS, keep the following in mind:

1. **Available system codes**:
   - » *2 – Plan A (school food service employees hired prior to 7/1/1983)*
   - » *3 – Plan B (school food service employees from certain school systems who also pay Social Security)*
   - » *4 – Regular Plan*
   - » *6 - ORP participant*
2. **Benefit sequence number** – Denotes the benefit payment number; Benefit sequence numbering begins with "0."

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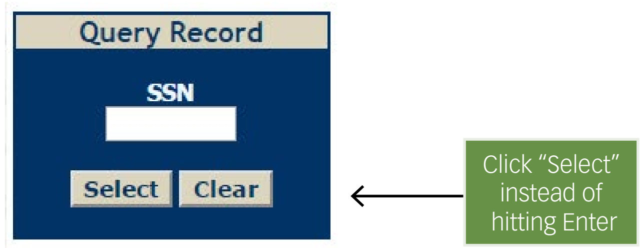
3. **Hyperlinks** – any screen with underlined data denotes a link to another EMIS screen
4. **Copy and paste capability** – You can copy and paste SSN data as you advance from one EMIS screen to another.
5. **Click "Select," "Update," or "Add" when applicable** - EMIS works best if you avoid using hard returns (Enter key). When you see an "Update," "Select," or "Add" button, use your mouse pointer to click the button instead of hitting Enter.



6. **Auto-formatting in REQUIRED fields** – All non-numeric data entered in required input fields will reformat as all CAPS; user does not have to worry about proper sentence case when typing info.
7. **Date format** – Enter all dates in EMIS in mm/dd/yyyy format
8. **Earnings/contribution amounts** – Enter all earnings or contribution amounts in EMIS without $ or commas.
9. **Incorrect format indicator** – If a red asterisk (*) appears in the field after tabbing to the next line or input field, this is an indicator that the formatting is incorrect. The system will not allow the submission to go through when you click Submit/Add/or Update. Be sure to follow the date and monetary formatting tips above.
10. **ABC order** – All programs/screens under the Reports and Updates menus you have access to will be listed in alphabetical order.

Frequently asked questions

1. **How do I find the link to TRSL's database and log on?**

   On the homepage of our website, www.TRSL.org, you will find a link to Employer Access. You can also access the database by selecting the Employers tab on our website, and select Employer Reporting. On this webpage, you will find a link to the employer inquiry system (EMIS).

   In order to log in, you will need your login ID and your password. Refer to the "Getting Started" section of this index.

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2. How do I look up an employee's TRSL account on EMIS?

TRSL recommends all users start with the Member Summary Screen, which is the first screen link under the Members menu.

» *Enter the employee's Social Security number on the left side of the screen where indicated and use your mouse pointer to click 'Select' (do not hit "Enter" on your keyboard). The Member Summary Screen will display the employee's membership status, employment history, estimated service credit, and (not retired or in DROP) any beneficiary information currently on file with TRSL.*

» *From the Member Summary screen, you can select the Account History screen, also located under the Members menu, to view an employee's reported salary, contributions, and estimated service credit by fiscal year breakdown for all prior years of TRSL membership.*

» *Select the Monthly Salary/Contributions Screen (under Members menu) to view current fiscal year's salary and contributions that have been reported to TRSL.*

3. How do I send my agency's monthly salary file through EMIS?

If your agency has requested online file submissions access for you on a Form 1, you can directly upload unencrypted files to our secure employer access database, EMIS.

» *On the menu bar, select the "Submit Files" menu, then select the type of file you will be sending (ORP, Salary Contribution, Sick Leave, etc.).*

» *Follow the prompts to upload your file.*

4. Each time I order a report on EMIS, nothing happens. Why can't I retrieve my reports?

Most EMIS reports open in a new window. You may need to disable your pop-up blocker to enable the reports windows to open and view your report(s).

For assistance, contact our Help Desk at 225-925-6460 or (outside Baton Rouge) toll free at 1-877-275-8875, ext. 6460.