

2026 ANNUAL EMPLOYER TRAINING

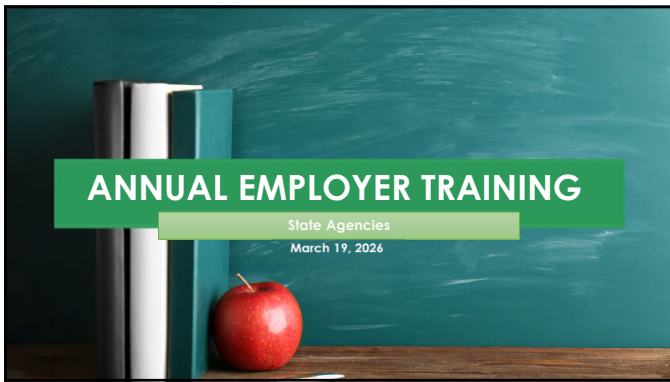
We will begin promptly at 8:30 am today.

Enjoy the silence - There is currently no sound or video until the webinar begins at 8:30 am.

If you experience any technical difficulties during today's webinar, please use F5 to refresh your screen.

Handouts available under the Annual Employer Training section at:
https://www.trsl.org/employers/employer_services/employer_training.

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ANNUAL EMPLOYER TRAINING

State Agencies

March 19, 2026

Agenda

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



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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

TRSL vs. LASERS: Comparison for state agencies

- TRSL assigns agency numbers
- Employer Contribution rate is same as K-12 employer contribution rate
- Service credit awarded on fiscal year basis
- Does not interface with LAGov

- LASERS' agency number generally assigned based on Division of Administration numbers
- Different rates for employer contributions based on membership type
- Service credit awarded on calendar year basis
- Interfaces with LAGov

TRSL Liaisons

Each agency is assigned a Retirement Benefits Analyst liaison

Liaison for most DOA State Agencies:
 Quincia Ezejiofo, quincia.ezejiofo@trsl.org or 225-922-3265

Position	Email	Phone
Department Director	Ed.Bozagan	225-925-4848
Retirement Benefits Manager	Jeffrey.George	225-925-1987
ORRIRTW Program Manager	Jessica.Trosdat	225-925-3663
Retirement Supervisor	Sharon.Lachroy	225-925-4097
Return-to-Work Liaison	Cherish.Wilson	225-925-4763
Employer Training	Kelly.Reardick	225-925-6929
Active Membership Specialist	Anthony.Zefirove	225-925-6407

TRSL Liaisons

To view the name and/or contact information for your agency's liaison, use the search box below. You can search by the employer name, employer ID, or liaison's first or last name.

Type your search here.

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



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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

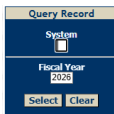


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Reporting Not Enrolled

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

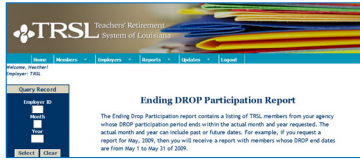


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Ending DROP Participation

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.

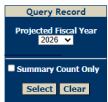


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Members Eligible to Retire

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.
- Note: Prior year corrections (PYC) or other missing information may impact whether a person is actually eligible to retire or not.



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.

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ORP to TRSL Election Eligibility

Used to identify the ORP to TRSL Election eligibility status of ORP participants.

- Can select One Year Window, Sept 2025 Window, 60-Day window, or Seven Year Window
- Can select any combination of Eligible, Not Eligible, May Be Eligible, Withdrawal Complete, and Approaching Close of Window (window closes within 2 years)



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Form 1: Authorized Contacts

Grants EMIS access rights to designated employer personnel

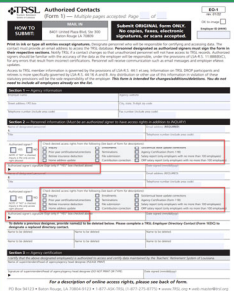
Section 2 (Authorized signer):

- ✓ 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 (form)
<input type="checkbox"/> Home address update	<input type="checkbox"/> Contribution correction	<input type="checkbox"/> ORP salary report



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EMIS access rights

Inquiry (INQ)	Offers view-only access
Sick/Annual Leave Update/Corrections (SLU)	<ul style="list-style-type: none"> • Sick Leave – Use to update employees' sick leave usage • Annual Leave - (Postsecondary 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)

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EMIS access rights (cont'd)

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)

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Enrollments process

Documents to include in hiring packet

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

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Form 2R: Election to Retain Membership

LSA R.S. 11:723

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

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

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

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Membership Eligibility - SPECIAL CONDITIONS

Part-time, seasonal, or temporary employment

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

- Ten (10) year rule**

Ten or more years of TRSL eligibility service credit

 - W-2 employees only
 - Can work 20 hours or less per week
- Definitions:**
- **Part-time:** Employees who work **20 hours or less** are considered part-time and are not eligible to retain membership unless they have 10 or more years of TRSL eligibility service credit. Employees who work **more than 20 hours** per week can retain membership if they have at least 5 or more years TRSL eligibility service credit.
 - **Seasonal:** An employee who normally works on a full-time basis less than five months in a year
 - **Temporary:** Any employee performing services under a contractual arrangement with the employer of two years or less in duration

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Joining TRSL after ORP Participation

7-Year Window

ORP Participants with a 7-Year Window to Join TRSL

- ORP First Eligible Date on/after Aug. 1, 2020, and were active and contributing at time of election
- 7-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: [redacted] Address Date: 08/02/2024
 Name: [redacted] Address: [redacted]
 Gender: Female Age: 23
 Birth Date: [redacted]

ORP First Eligible Date: 4/4/2024 Informed
 ORP to TRSL Election Eligibility: Current Year Window, TRSL Eligible until: 4/4/2031
 ORP Center: T3AA
 Fiscal Year: 2024

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

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Joining TRSL after ORP Participation

60-Day Window

ORP Participants with a 60-Day Window to Join TRSL

- ORP First Eligible Date before Aug. 1, 2020, and were **not** active and contributing as of June 2024 but became employed in a position eligible for TRSL membership on or after July 1, 2024
 - If first eligible employment began between July 1, 2024 – July 3, 2025, window expired September 2, 2025
 - If first eligible employment began on/after July 4, 2025, window expires 60 calendar days from the date that eligible employment occurred
- Must be eligible for TRSL at time of election (5-year/10-year rule for part-time, seasonal, or temporary)

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Joining TRSL after ORP Participation

60-Day Window

Eligibility Flag examples:

Member Summary

SSN: [redacted] Address Date: 08/28/2025
 Name: [redacted] Address: [redacted]
 Gender: Female Age: 81
 Birth Date: [redacted]

ORP First Eligible Date: 3/15/2006
 ORP to TRSL Election Eligibility: **ORP Center: T3AA** **TRSL Eligible until: 06/30/2026**
 ORP Center: T3AA
 Fiscal Year: 2024

Status Information					
Sys	Seq	Status	Code	Date	DRDP Record
6		ORP MEMBER	(0)	08/15/2006	

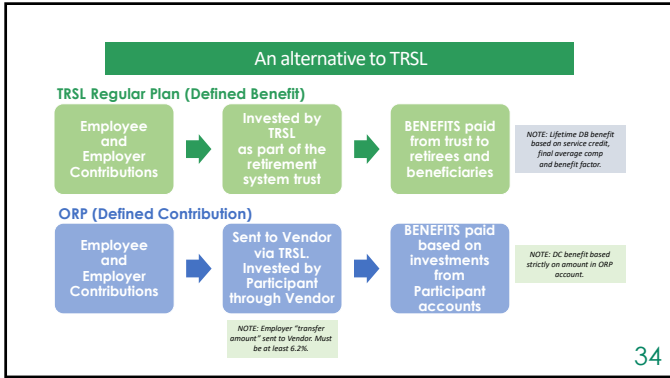
Member Summary

SSN: [redacted] Address Date: 11/24/2009
 Name: [redacted] Address: [redacted]
 Gender: Female Age: 55
 Birth Date: [redacted]




Folder Inaged Date: 04/30/2023
 ORP First Eligible Date: 2/1/2003 Informed
 ORP to TRSL Election Eligibility: **TRSL** **ORP election window closed**
 ORP Center: T3AA
 Fiscal Year: 2024

Status Information					
Sys	Seq	Status	Code	Date	DRDP Record
6		ORP MEMBER	(0)	02/01/2003	

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Current ORP carriers

Participants control their own investments through private carriers

- Employee & employer contributions are invested by the ORP carrier in the investment option(s) chosen by the employee
- Participants are 100% vested from date of enrollment

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ORP eligibility for NON-postsecondary education employees

If the TRSL-ORP participant meets the retain membership requirements and elects to retain their TRSL membership, he/she must remain in ORP, regardless of the number of years, except as provided in La. R.S. 11:932. **(This holds true even if the retained position the employee is filling is part-time, seasonal, or temporary)**

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

- **If member has fewer than five years:** You will enroll him/her in the new retirement system
- **If member has five or more years:** He/she can opt to retain ORP membership under TRSL by completing a Form 2R (Election to Retain Membership) and Form 16 (Application for ORP or Change of Carrier) within 60-days of new employment

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Irrevocability and Act 109 of 2024

ORP members are 100% vested from the date of enrollment in the ORP. Except as provided in La. R.S. 11:932, joining the ORP is an irrevocable election. Therefore continued participation is required in the following scenarios:

- Participant's employment capacity changes to part-time, seasonal, or temporary
- Participant changes employers
- Participant leaves postsecondary career for K-12 or state agency (and elects to retain membership)

• Act 109 provides eligible ORP participants with a one-time window in which they can elect to leave the ORP and join TRSL as a brand-new member of the 2015 retirement plan. If not eligible under Act 109, or once eligibility window closes, the employee shall remain a participant of the ORP.

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Transfer of ORP Contributions

Once the monthly ORP salary file and applicable payment is received, TRSL transfers the **employee** and **employer portions** of the reported contributions to the ORP carriers.

- ORP participants contribute 8% of salary and TRSL retains the lesser of 0.05% or half of the total administrative fee
- Employer portion includes the Transfer Amount, the employer share of the administrative expense fee, and the Shared Unfunded Accrued Liability (UAL); only the Transfer Amount is transferred to the ORP carriers and TRSL retains the UAL portion

Contributions transferred to the ORP participant's carrier	
Employee	7.975%
Employer	6.2%
Total transferred to ORP carrier account	14.175%

Total ORP Employer Contribution Rate (FY 2027)	
Transfer Amount	6.20%
Admin Expense Rate	0.025%
Shared UAL	13.12%
Total Employer Contribution Rate	19.345%

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ORP salary & contributions limits

ORP participants are subject to a cap each calendar year, per IRC guidelines.

- Contributions for calendar year 2026 are limited to \$72,000
- The limit includes both the employee and employer contribution amounts

Optional Retirement Plan (ORP) Maximum Contribution Limits



Calendar Year	Maximum Annual Contribution (Employer & Employee contributions)
2026	\$72,000
2025	\$70,000
2024	\$69,000
2023	\$68,000
2022	\$61,000
2021	\$58,000
2020	\$57,000

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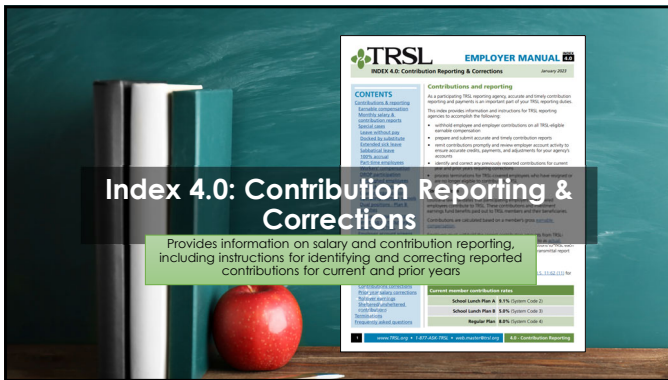
Termination of ORP participants

When an ORP employee terminates employment:

1. Update your HR system with the termination date
2. If applicable, remove the individual's name from your ORP salary file to ensure they are no longer reported
 - Do not report zeroes for participants with no earnings in the current reporting month
 - When the participant initiates a distribution, the ORP carrier will reach out to TRSL for authorization

If contributions were reported within the last six months, TRSL will request:

- Date of termination
- Last month in which contributions were/will be reported
- Depending on the timing of last contributions, the release of the termination date to the ORP carrier to complete the termination process could take 30-60 days



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				Total Employer Contribution
			Normal Cost	Admin Expense Rate	AFC Rate*	Shared UAL	
2024-27	K-12 Regular Plan	8.0%					
	Plan A	9.1%	3.64%	0.35%	2.00%	13.12%	19.11%
	Plan B	5.0%					
	Postsecondary Ed Regular Plan	8.0%	3.39%	0.35%	2.00%	13.12%	18.86%
2025-26	K-12 Regular Plan	8.0%					
	Plan A	9.1%	3.67%	0.36%	1.75%	15.17%	20.95%
	Plan B	5.0%					
	Postsecondary Ed Regular Plan	8.0%	3.05%	0.36%	1.75%	15.17%	20.33%

AFC Rate*: Effective FY 2024-25, used to directly pay for PBIs (permanent benefit increases) for TRSL retirees & benefit recipients

Note: FY 2026-27 employer rates subject to change if voters approve a constitutional amendment requiring a large one-time payment from three education trust funds to the UAL during the May 16, 2026 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
- Contribution reports and payments are due by the 15th of each month
- Report contributions in the fiscal year earned (July 1 through June 30)

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Examples of Payments That Are Not Earnable Compensation

- Payment in lieu of unused sick or annual leave
- Lump sum payments for discontinuation of contractual services
- Form 1099 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

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Full-time earnings

Definition (for monthly salary reporting): Compensation the employee would have been paid had she/he worked full-time position **for the entire month**

Must be equal to or greater than actual earnings

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

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

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

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Types of contributions

This is not an exhaustive list. Contact your Retirement Benefits 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) Employees on workers' compensation and using their sick leave 	<ul style="list-style-type: none"> Employees on workers' compensation (contributions via third-party payments) USERRA payments Employer contributions

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Monthly Salary and Contributions Reports

- 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.
- TRSL will coordinate with OSUP for any rejected files that OSUP submits on your behalf.

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Identifying Errors from Monthly Salary/Contribution Reports

- Two reports available:
- **Contribution Exceptions**
 - **Salary Rejections**

Both reports 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

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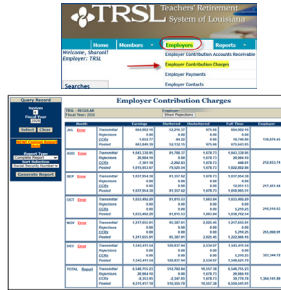
Contribution Exceptions Report

Identifies reporting and enrollment errors

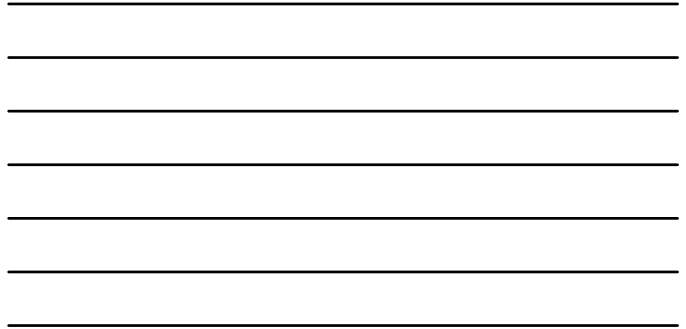
Should be reviewed, cleared, or reconciled each month

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

- Available for **Defined Benefit** retirement plan (System 4)
- Two ways to retrieve report
 - Clicking on "Error" link
 - "Generate Report" button



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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						
FISCAL YEAR: REGULAR		EMPLOYER: [Show Transactions]		SSN		
Month		Earnings	Sheltered	Unsheltered	Full Time	Employer
JUL 2025	Transmittal	1,227,676.57	97,843.49	19.20	1,346,512.21	
	Aggregates	7,756.88	628.53	0.00	7,756.88	
	CDR	5,191.96	412.16	0.00	2,697.22	303,742.45
	Postref	2,261,707.53	95,015.00	19.20	2,238,488.91	
AUG 2025	Transmittal	1,648,844.23	100,903.62	12.20	1,649,855.35	
	Aggregates	8,911.25	607.30	23.65	9,811.25	
	CDR	4,392.04	392.16	0.00	4,392.04	408,719.87
	Postref	1,653,938.52	103,944.46	19.85	1,654,772.05	
SEP 2025	Transmittal	7,348,799.65	591,562.39	4,661.27	7,354,294.54	
	Aggregates	0.00	0.00	0.00	0.00	
	CDR	138.48	29.22	1.46	1,648.76	1,822,461.32
	Postref	7,348,658.17	591,591.17	4,683.73	7,368,758.29	
OCT 2025	Transmittal	10,228,711.78	811,716.36	4,157.77	10,238,607.91	
	Aggregates	0.00	0.00	0.00	0.00	
	CDR	-11,911.25	481.22	0.00	2,549.33	2,333,989.74
	Postref	10,217,898.56	810,835.14	4,157.77	10,238,297.21	

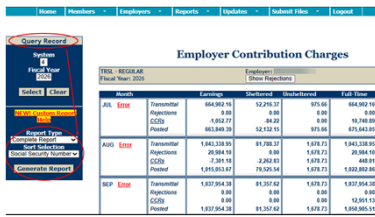
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Retrieving the Contribution Exception Report

Customized Report

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



Recommend Report Type: Complete Report

- Report Type
 - Complete Report
 - Active Status
 - Retiree Status
 - Unknown Name
 - Enrolled Not Reported
 - Reported Not Enrolled

- Social Security Number Sort Selection
 - Social Security Number
 - Alphabetically
 - Exception Message

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Salary rejections with \$0 earnings/contributions

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

Month/Year	SSN	Actual Earnings	Deferred Contributions	Unsheltered Contributions	Full-Time Earnings	Error Message
07/2025		0.00	0.00	0.00	0.00	PENDING RETORPORATION/MBR
07/2025		0.00	0.00	0.00	0.00	PENDING RETORPORATION/MBR
07/2025		0.00	0.00	0.00	0.00	HELT CONTR INVALID/AFY RETIRE
07/2025		0.00	0.00	0.00	0.00	PENDING RETORPORATION/MBR
TOTAL:		0.00	0.00	0.00	0.00	
08/2025		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
08/2025		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
08/2025		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
08/2025		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
08/2025		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
08/2025		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
08/2025		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS
08/2025		0.00	0.00	0.00	0.00	PERSON IN ESTIMATED STATUS

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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)

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Contribution Corrections (CCR)

Corrects salary reporting in the current fiscal year

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

Contribution Correction

System: 4 Employer: Current Fiscal Year
 SSN: Fiscal Year: 17
 Name: Reporting Month/Year: 17

Instructions for using Contribution Corrections:

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

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

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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

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Terms/definitions (cont'd)

- Service credit formula:**
- Actual earnings / Full-time earnings = Service credit for benefit computation
 - Service credit for benefit computation / % effort = Service credit for eligibility
- Percent (%) effort formula:**
- # hours worked / # hours in a full workday
 - Example: Employee works 5 hours per day; normal full-time is 8 hours per day; 5/8 hours = 63% effort

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Retrieving Questionable Years Report

Reports Updates Log

- Active/Active DROP Member Service
- Agencies Without Changes
- Annual Leave
- Checklist Status
- Contribution Exception
- Employer Payments
- Employer Delinquent Contributions
- Employer Statements
- Enrolled Not Reported
- Ending DROP Participation
- Forfeited Employees Certification
- Insurance/Voluntary Deduction
- Members Eligible to Retire
- OSP Statements
- Questionable Year Statistics for All Fiscal Years**
- Reporting Not Forwarded
- Sick Leave
- Sick Leave Errors

Query Record

Report Selection

- Retirement Action Pending
- Outstanding Questionable Years
- By Fiscal Year

Next Selection

First Previous Next Last

Members: member detail

Members: member code

Account History

Health Insurance

Monthly Salary/Comp Bulletin

Annual Salary History

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 reports.

- Option 1: Retirement Action Pending - This report will list questionable years for which TRSL has requested certification via a Questionable Year Letter. This report will generate by consist of members currently 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 Action 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 Action Pending section will be listed at the front of the report only for fiscal years with 1 year 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 Action 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.

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COMMON ERRORS: Part-time employment certification

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

Salary Correction Full-Time

Instructions for using Full-Time Comment:

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

Reason: **Part-time Employee**

Comment: Full-Time not previously reported
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
Full-Time Earnings Under/Over-stated
Part-time Employee
Substitute Earnings

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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' account retirement benefit.

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

Current Fiscal Year:	FY 2026
Fiscal Year 1:	FY 2025
Fiscal Year 2:	FY 2024
Fiscal Year 3:	FY 2023
Older than three years:	FY 2022 & all fiscal years prior

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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

Member: [Name] Fiscal Year: 2014

Instructions for using Questionable Year Certification:

1. The information on question 100 is for the full year of employment only.
2. This certification will only apply to years with errors to certify the data reported is correct. (LSA-R.S. 11:158, 11:159, 11:160, 11:161, 11:162, 11:163, 11:164, 11:165, 11:166, 11:167, 11:168, 11:169, 11:170, 11:171, 11:172, 11:173, 11:174, 11:175, 11:176, 11:177, 11:178, 11:179, 11:180, 11:181, 11:182, 11:183, 11:184, 11:185, 11:186, 11:187, 11:188, 11:189, 11:190, 11:191, 11:192, 11:193, 11:194, 11:195, 11:196, 11:197, 11:198, 11:199, 11:200, 11:201, 11:202, 11:203, 11:204, 11:205, 11:206, 11:207, 11:208, 11:209, 11:210, 11:211, 11:212, 11:213, 11:214, 11:215, 11:216, 11:217, 11:218, 11:219, 11:220, 11:221, 11:222, 11:223, 11:224, 11:225, 11:226, 11:227, 11:228, 11:229, 11:230, 11:231, 11:232, 11:233, 11:234, 11:235, 11:236, 11:237, 11:238, 11:239, 11:240, 11:241, 11:242, 11:243, 11:244, 11:245, 11:246, 11:247, 11:248, 11:249, 11:250, 11:251, 11:252, 11:253, 11:254, 11:255, 11:256, 11:257, 11:258, 11:259, 11:260, 11:261, 11:262, 11:263, 11:264, 11:265, 11:266, 11:267, 11:268, 11:269, 11:270, 11:271, 11:272, 11:273, 11:274, 11:275, 11:276, 11:277, 11:278, 11:279, 11:280, 11:281, 11:282, 11:283, 11:284, 11:285, 11:286, 11:287, 11:288, 11:289, 11:290, 11:291, 11:292, 11:293, 11:294, 11:295, 11:296, 11:297, 11:298, 11:299, 11:300, 11:301, 11:302, 11:303, 11:304, 11:305, 11:306, 11:307, 11:308, 11:309, 11:310, 11:311, 11:312, 11:313, 11:314, 11:315, 11:316, 11:317, 11:318, 11:319, 11:320, 11:321, 11:322, 11:323, 11:324, 11:325, 11:326, 11:327, 11:328, 11:329, 11:330, 11:331, 11:332, 11:333, 11:334, 11:335, 11:336, 11:337, 11:338, 11:339, 11:340, 11:341, 11:342, 11:343, 11:344, 11:345, 11:346, 11:347, 11:348, 11:349, 11:350, 11:351, 11:352, 11:353, 11:354, 11:355, 11:356, 11:357, 11:358, 11:359, 11:360, 11:361, 11:362, 11:363, 11:364, 11:365, 11:366, 11:367, 11:368, 11:369, 11:370, 11:371, 11:372, 11:373, 11:374, 11:375, 11:376, 11:377, 11:378, 11:379, 11:380, 11:381, 11:382, 11:383, 11:384, 11:385, 11:386, 11:387, 11:388, 11:389, 11:390, 11:391, 11:392, 11:393, 11:394, 11:395, 11:396, 11:397, 11:398, 11:399, 11:400, 11:401, 11:402, 11:403, 11:404, 11:405, 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11:531, 11:532, 11:533, 11:534, 11:535, 11:536, 11:537, 11:538, 11:539, 11:540, 11:541, 11:542, 11:543, 11:544, 11:545, 11:546, 11:547, 11:548, 11:549, 11:550, 11:551, 11:552, 11:553, 11:554, 11:555, 11:556, 11:557, 11:558, 11:559, 11:560, 11:561, 11:562, 11:563, 11:564, 11:565, 11:566, 11:567, 11:568, 11:569, 11:570, 11:571, 11:572, 11:573, 11:574, 11:575, 11:576, 11:577, 11:578, 11:579, 11:580, 11:581, 11:582, 11:583, 11:584, 11:585, 11:586, 11:587, 11:588, 11:589, 11:590, 11:591, 11:592, 11:593, 11:594, 11:595, 11:596, 11:597, 11:598, 11:599, 11:600, 11:601, 11:602, 11:603, 11:604, 11:605, 11:606, 11:607, 11:608, 11:609, 11:610, 11:611, 11:612, 11:613, 11:614, 11:615, 11:616, 11:617, 11:618, 11:619, 11:620, 11:621, 11:622, 11:623, 11:624, 11:625, 11:626, 11:627, 11:628, 11:629, 11:630, 11:631, 11:632, 11:633, 11:634, 11:635, 11:636, 11:637, 11:638, 11:639, 11:640, 11:641, 11:642, 11:643, 11:644, 11:645, 11:646, 11:647, 11:648, 11:649, 11:650, 11:651, 11:652, 11:653, 11:654, 11:655, 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11:906, 11:907, 11:908, 11:909, 11:910, 11:911, 11:912, 11:913, 11:914, 11:915, 11:916, 11:917, 11:918, 11:919, 11:920, 11:921, 11:922, 11:923, 11:924, 11:925, 11:926, 11:927, 11:928, 11:929, 11:930, 11:931, 11:932, 11:933, 11:934, 11:935, 11:936, 11:937, 11:938, 11:939, 11:940, 11:941, 11:942, 11:943, 11:944, 11:945, 11:946, 11:947, 11:948, 11:949, 11:950, 11:951, 11:952, 11:953, 11:954, 11:955, 11:956, 11:957, 11:958, 11:959, 11:960, 11:961, 11:962, 11:963, 11:964, 11:965, 11:966, 11:967, 11:968, 11:969, 11:970, 11:971, 11:972, 11:973, 11:974, 11:975, 11:976, 11:977, 11:978, 11:979, 11:980, 11:981, 11:982, 11:983, 11:984, 11:985, 11:986, 11:987, 11:988, 11:989, 11:990, 11:991, 11:992, 11:993, 11:994, 11:995, 11:996, 11:997, 11:998, 11:999, 1200.
3. Select reason for 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. Only the County member can submit the certification.
6. NOTE: The certification of an employee's personal TRS member account must be completed by another authorized agent at the agency.

Reason: [Dropdown]

Comment: [Text Field]

Certify

Reason: Previously reported information certified
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
Full-time employee
Substitute earnings only

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When a TRSL member applies to retire/enter DROP

TRSL members have two ways to apply to retire:

- Application for Service Retirement, ILSB, or DROP (Form 11), or
- Through Member Access



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TRSL encourages members to:

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

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

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

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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
Agency Certification (Form 11)	Submit
Annual Leave Update	
Contribution Correction	
Contributions	
Cap Exemption Letter	
Farleigh Certification and Update	
Home Address Update	
OSP Salary Entry (up to 25 employees only)	
First Year Salary Corrections	
Overseas/Travel Certification	
Reverse Year(s)/Insurance Deduction	
Salary Contribution Entry (up to 25 employees only)	
Sick Leave Days Paid Update	
Sick Leave Add and/or Update	
Terminations	

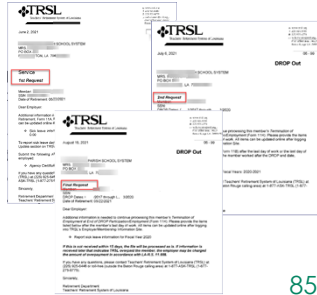
*Must have access rights designated on Form 1 to submit information

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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)



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Legal Documents

When TRSL requests legal documents (divorce decrees, other court orders, powers of attorney, etc.), we require a document with a raised seal.

- In the case of court orders, this is termed a "certified copy" because it is certified by the clerk of court where the order is kept.
- For powers of attorney, it may be either a notarized "original" or a "true copy" notarized by the notary in front of whom the document was executed.

Note: Scans, faxes, and photocopies will not be sufficient.

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Agency Certification (Form 11B)

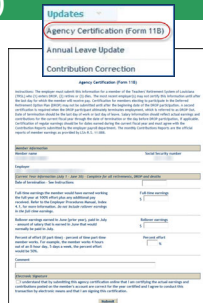
Certifies member's termination date and service credit for the current fiscal year

- 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 received, whichever is later



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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.

Actual earnings - earnings (including IPF earnings) the DROP participant earned during the last 12 months of DROP by fiscal year.

Full-time earnings - earnings the DROP participant would have earned working the full year at 100% effort.

Agency Certification (Form 11B)

Member Information: Name, Social Security Number

Employer Information: Agency Name, Agency Address, Agency Phone

Member Information: Name, Social Security Number

Agency Certification (Form 11B)

Actual earnings: []

Full-time earnings: []

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Termination date vs. retirement date

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

<p>TERMINATION DATE</p> <p>Member's last day of work or last day of official leave</p>	<p>RETIREMENT DATE</p> <p>Day after termination date or the date TRSL receives completed retirement application (whichever is later)</p>
--	--

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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

Updates Logout

Annual Leave Update

Sick Leave Days Paid Update

Sick Leave Add and/or Update

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

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Customized training available!

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

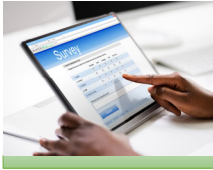
Kelly Resnick
 Email: kelly.resnick@trsl.org
 Phone: 225-925-6929

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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



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THANK YOU!

We're here for you.

Local phone: 225-925-6446 | Toll free : 1-877-275-8775
www.trsl.org/employers | web.master@trsl.org

TRSL
