

CONTENTS

[myTRSL](#)[Member statements](#)[Types of member statements](#)[Employer responsibilities](#)[DROP/ILSB Account Statements](#)[Frequently asked questions](#)

myTRSL

myTRSL is a secure web portal where our members (your enrolled employees) can obtain convenient access to their personal TRSL retirement account information.

Non-retired employees (not participating in DROP) have access to the following functions:

- View years of service, contributions, and sick leave data, as posted by the member's employer(s)
- View beneficiary information
- View member statements and (if applicable) DROP/ILSB account statements
- Upload forms
- Update personal information (such as mailing and email address)
- Estimate retirement benefits using our online calculator
- Apply for service retirement, DROP participation, or disability retirement

DROP members (and those working after DROP participation) can select any of the following options:

- View DROP/ILSB statements
- Apply for retirement after DROP participation

Retired members can accomplish the following tasks in myTRSL:

- View benefit payment history
- Print 1099-R tax documents required for filing federal income taxes
- Change federal income tax withholding
- Print income verification letter
- Request Social Security verification letter

A link to the web portal is provided on the home page of TRSL's website. Members and retirees must register before they can begin using the myTRSL. See [How to Register for myTRSL](#) for more information.

General notes:

- Employers must first enroll employees through EMIS, the employer access site. Employees who are not currently enrolled or retired with TRSL will not be able to register for myTRSL.
- ORP participants do not have access to myTRSL. They can set up an account with their ORP carrier.

CONTENTS

[myTRSL](#)[Member statements](#)[Types of member statements](#)[Employer responsibilities](#)[DROP/ILSB Account Statements](#)[Frequently asked questions](#)

If your employees experience any problems with registering or using myTRSL, refer them to TRSL's Help Desk for technical assistance:

- **Phone:** (225) 925-6460 during normal business hours (8 a.m. to 4:30 p.m., Monday through Friday)
- **Email:** helpdesk@trsl.org

Member statements

The member statement is a comprehensive report detailing the member's total **estimated** service credit (including any service credit obtained from purchases, transfers, repaid refunded service or any corrections/adjustments to service credit/contributions), reported earnings for the fiscal year, designated primary beneficiaries, and pertinent member data (such as date of birth and current address on file with TRSL).

These statements are created and available *only* through myTRSL each year once employer reporting is closed out for the fiscal year (usually in August or September). Employer fiscal year reporting is closed once the following are completed:

- Submission of **all** monthly salary/contribution reports for the fiscal year for each applicable retirement plan
- Clearing of **all** errors from the contributions exception report for each applicable retirement plan (Regular, Plan A, Plan B)
- Reconciliation of **all** monthly charges and payments (all months "in balance") for the fiscal year on the Employer Contribution Accounts Receivable screen for each applicable retirement plan

Refer to [Index 4.0](#) for detailed information on contribution reporting & corrections and employer account payments.

Member statements will be generated for each TRSL member who had earnings reported during the fiscal year. However, employees in the following situations will not be issued member statements for that year:

- The member participated in DROP for the entire fiscal year (will be issued DROP statements)
- The employee was a return-to-work (RTW) retiree who did not have a return-to-work contribution balance at the end of the fiscal year.

CONTENTS

[myTRSL](#)
[Member statements](#)
[Types of member statements](#)
[Employer responsibilities](#)
[DROP/ILSB Account Statements](#)
[Frequently asked questions](#)


Types of member statements

TRSL issues four different types of member statements. The type of statement created for each member depends upon the number of years of TRSL service credit accrued for any non-retired members, whether the employee is a TRSL return-to-work retiree who has contributions on file at the close of the fiscal year, or whether the member is working after DROP.

Statement type	Description	Member criteria
ESTIMATE statement	Contains projected retirement eligibility and a benefit estimate	<ul style="list-style-type: none"> • Original Plan Members: Member must have 5 or more years of <i>service credit for eligibility</i> • 2011 & 2015 Plan Members: Member must have 5 or more years of <i>service credit for computation purposes</i>
NON-ESTIMATE statement	Describes minimum retirement eligibility requirements and recommends resources available on TRSL's website.	Members with less than 5 years of service credit for eligibility
Retiree RETURN-TO-WORK (RTW) statement	Provides member contributions balance available for refund upon termination of all TRSL-eligible employment	RTW retirees with a contributions balance at end of the fiscal year
AFTER-DROP statement	Contains projected benefit estimate including After-DROP supplement	Member must have After-DROP service credit
Return-to-work (RTW) Supplement statement	Contains projected benefit estimate for RTW supplement	Retiree must elect RTW Option 2 (2020 RTW Law) and accrue RTW supplemental service credit.

CONTENTS

[myTRSL](#)

[Member statements](#)

[Types of member statements](#)

[Employer responsibilities](#)

[DROP/ILSB Account Statements](#)

[Frequently asked questions](#)



Employer responsibilities

If your employees have any questions about their member statements or believe any of the information reported on the statement may be incorrect, follow these procedures for corrections or updates.

1. If the fiscal year earnings and contributions are incorrect on the statement, process a Prior Year Salary Correction (see [Index 4.0](#)) through EMIS to report the correct earnings for the member. (A Contributions Correction update cannot be used to change any reported salaries on the member statements since the fiscal year has closed).
2. If the employee is questioning the total service credit, review the employee's TRSL account history and certify all of the member's questionable years for your agency. (See [Index 6.0](#) for more information.)
3. If the listed beneficiary(ies) is incorrect or if the member statement shows "No beneficiary data" for a non-retired member, the employee will need to submit a completed [Beneficiary Designation for Non-Retired Members](#) (Form 3) to update beneficiary information on their TRSL account. Submit form immediately. Beneficiary designation is not valid until TRSL receives a completed form with original signatures.
4. For any other questions/concerns that employers are unable to answer, instruct the employee to contact TRSL's Member Information Center (MIC) at 225-925-6446 or (outside Baton Rouge) 877-275-8775.

DROP/ILSB account statements

The DROP/ILSB Account Statement is a quarterly statement available through myTRSL for DROP participants and ILSB retirees reflecting account activity (deposits and/or withdrawals) for each period. These statements are created every January, April, July, and October for all members who participated in DROP or retired with the initial lump sum benefit (ILSB) and have account activity during the reporting period (prior three months) covered by the statement.

CONTENTS

[myTRSL](#)[Member statements](#)[Types of member statements](#)[Employer responsibilities](#)[DROP/ILSB Account Statements](#)[Frequently asked questions](#)

Frequently asked questions

- 1. Will our employees participating in ORP be able to sign up for myTRSL?**

No. ORP participants will need to contact their respective ORP account vendors (TIAA, Voya, or Corebridge Financial) about any online access they provide for their participants.

- 2. How do I fix the salary and contributions that were reported on one of our employee's member statement if it's incorrect?**

Your agency will need to process an online prior year salary correction. Refer to [Index 4.0](#) for more information. Please keep in mind that the salary on the member statement is for fiscal year, not calendar year.

- 3. One of our employees noticed that the TRSL member statement still has the ex-spouse listed as the beneficiary. How can she get her TRSL beneficiary updated?**

Non-retired members will need to submit a completed [Beneficiary Designation for Non-Retired Members](#) (Form 3) with original signatures to TRSL.

- 4. Some of our employees did not receive a member statement this year, but we're not sure why?**

TRSL member statements are only available online through myTRSL. TRSL will not post member statements to myTRSL if any of the following occur during the fiscal year covered by the statement:

- The member did not have a contributions or service credit balance at the end of the fiscal year.*
- The member participated in DROP for the entire year.*
- The member was a return-to-work (RTW) retiree who did not have a return-to-work contributions balance at the end of the fiscal year.*