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The Optional Retirement Plan (ORP) is a defined contribution plan, under Internal Revenue Code 401(a), in which account holders direct their own investments through private carriers.

The ORP was established on July 1, 1990, to provide retirement benefits to eligible participants while affording maximum portability. It is available to academic and unclassified employees of Louisiana colleges and constitutionally established boards that manage post-secondary institutions. ORP participants are not considered TRSL members*.

**Eligible employees make an irrevocable* election to participate in ORP except as provided in La. R.S. 11:932. See page 3 for more information on leaving the ORP.*

Key features of the ORP:

- An ORP account is owned by the participant, and there is no waiting period to join the plan.
- ORP accounts are portable.
- ORP participants control their own investments.
- Participants are 100% vested from the date of ORP enrollment.
- Employee contributions, less the admin fee, and a portion of the employer contributions, referred to as the "transfer amount," are credited to the participant's ORP account.
- After joining the ORP, a participant can make a one-time choice to enroll in the TRSL defined benefit plan. The windows for making this decision are set by state law (See La. R.S. 11:932).

ORP carriers

ORP participants have three carriers to choose from to manage their ORP accounts. They can change carriers at any time by submitting the Applicaton for Optional Retirement Plan or Change of Carrier (Form 16).

1. VOYA Financial (formerly ING Life Insurance and Annuity Company)
2. Teachers Insurance and Annuity Association or TIAA (formerly TIAA-CREF)
3. Corebridge Retirement Services (formerly VALIC/AIG)

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Eligibility

ORP-eligible employees

Academic or unclassified personnel employed with the following types of employers may elect to join ORP instead of TRSL's Regular Plan:

- Colleges and universities
- Community colleges and technical colleges
- Other constitutionally established boards that manage post-secondary institutions

Determining employee eligibility

The ORP is available to unclassified employees in full- or part-time positions, as well as those employed on a seasonal or temporary basis.

Current personnel who are enrolled in TRSL's Regular Plan may elect to join the ORP so long as they have less than five years of retirement service credit.

NOTE: A TRSL Regular Plan member with more than five years of retirement service credit may elect to join ORP when initially hired by a post-secondary institution employer within the first 60 days of new employment.

***EXAMPLE:** A TRSL Regular Plan member with 10 years of service credit changes jobs and is now, for the first time, working as an unclassified employee at a post-secondary institution. As a new hire, he is eligible to join ORP, but must enroll within 60 days of his hire date at the post-secondary institution.*

Timeframe for choosing to participate in the ORP

Employers should enroll new hires in the TRSL Regular Plan, if eligible, until an election to join the ORP is made.

If the employee elects to join the ORP within 60 days of the initial hire date, the ORP effective date will be retroactive to the date of hire. All employee and employer contributions will be reportable to the ORP.

- TRSL will remove the Regular Plan enrollment.
- Salary reported under system 4 should be removed via a CCR and reported on the employer's system 6 salary file.

NOTE: New hires with more than 5 years of TRSL service, but who are being offered the ORP for the first time will fall into the above category if the election is made within 60 days.

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If the employee elects to join the ORP after the first 60 days of employment, and they have less than five years of service credit, the ORP effective date will be prospective only and determined by the date in which the employee signed the election form.

- The effective date is the first of the current month when the employee signs the application on or before the 15th of the month OR the first of the following month when the application is signed on or after the 16th of the month.
- The employee can elect to have their prior TRSL contributions transferred to their ORP account; however, only the employee contributions will be transferable (TRSL retains the employer portion).

Timeframe for choosing to leave the ORP in order to join TRSL

Electing to join the ORP is an irrevocable election, except as provided in La R.S. 11:932. This law provides eligible ORP participants with a one-time, irrevocable election to join the TRSL defined benefit plan as a new member in the 2015 Plan

NOTE: Must be eligible for TRSL participation at time of the election.

First ORP-eligible employment began on/after Aug. 1, 2020
Can elect any time within seven years of their first ORP-eligible employment
Must be active and contributing at the time of election

First ORP-eligible employment began before Aug. 1, 2020	
Not active and contributing as of June 2024 but became employed in a position eligible for TRSL on/after July 4, 2025	Election window closes 60 calendar days from the date that eligible employment occurred.
Not active and contributing as of June 2024 but became employed in a position eligible for TRSL between July 1, 2024 and July 3, 2025	Election window closed September 2, 2025.
Active and contributing as of June 2024	Election window closed June 30, 2025.

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For more information on these windows, please refer to the ORP portion of our webpage.

Enrollment – Form 16

Employees who are eligible to participate in the ORP, including current ORP participants who change employers, should complete an *Application for Optional Retirement Plan or Change of Carrier* (Form 16).

The employee must complete Sections 1, 2, and 3. The employee's signature certifies that they have read all rules and policies regarding the ORP located on the back of Form 16. Additionally, they understand the election is irrevocable outside the allowances provided in La. R.S. 11:932.

- If the employee is not a U.S. citizen, the employee must indicate their visa status in Section 1.
- If the employee has prior TRSL contributions which they want to transfer to their new ORP account, they should indicate so in section 1.

NOTE: F-series and J-series visas (except for J-1) are not eligible for ORP participation.

The employer will complete Section 4 and mail the **original** to TRSL. The employer's signature certifies that the employee is eligible to participate in ORP and that the employee has signed a contract with the carrier designated in Section 2.

- Certifies that the employing agency has verified the member's eligibility for employment through the Federal Form I9/E-Verify process.

Submit completed Form 2SS, *Employee Acknowledgement that Employment is NOT covered by Social Security*. ORP Participants are not required to complete the *Forfeiture of Retirement Benefits*, Form 2FRB.

NOTE: TRSL enrolls ORP participants upon receipt of a completed Form 16, so no online enrollment is needed by the employer.

REMINDER: An original Form 16 must be sent to TRSL. Faxed copies are not allowed.

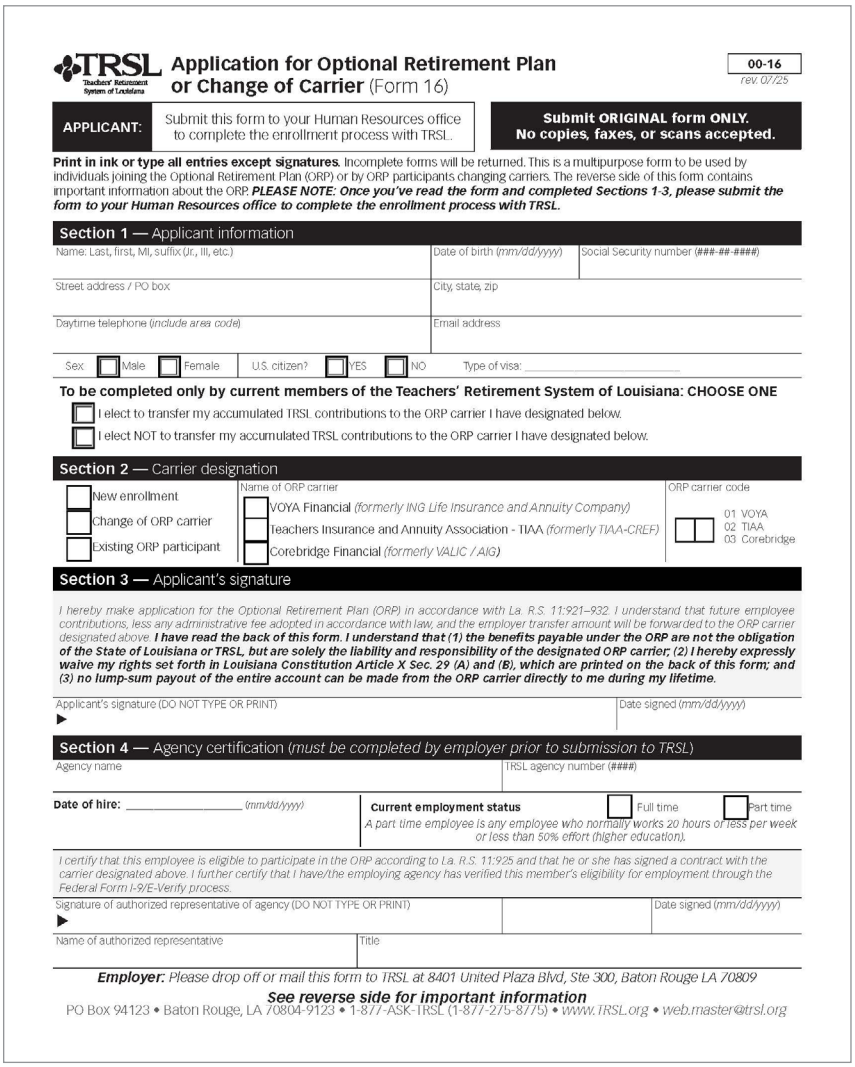
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Application for Optional Retirement Plan or Change of Carrier (Form 16)



TRSL Teachers' Retirement System of Louisiana

Application for Optional Retirement Plan or Change of Carrier (Form 16)

00-16
rev. 07/25

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. Incomplete forms will be returned. This is a multipurpose form to be used by individuals joining the Optional Retirement Plan (ORP) or by ORP participants changing carriers. The reverse side of this form contains important information about the ORP. ***PLEASE NOTE: Once you've read the form and completed Sections 1-3, please submit the form to your Human Resources office to complete the enrollment process with TRSL.***

Section 1 — Applicant information

Name: Last, first, MI, suffix (Jr., III, etc.) | Date of birth (mm/dd/yyyy) | Social Security number (###-##-####)

Street address / PO box | City, state, zip

Daytime telephone (include area code) | Email address

Sex: ☐ Male ☐ Female | U.S. citizen? ☐ YES ☐ NO | Type of visa: _____

To be completed only by current members of the Teachers' Retirement System of Louisiana: CHOOSE ONE

☐ I elect to transfer my accumulated TRSL contributions to the ORP carrier I have designated below.

☐ I elect NOT to transfer my accumulated TRSL contributions to the ORP carrier I have designated below.

Section 2 — Carrier designation

☐ New enrollment
☐ Change of ORP carrier
☐ Existing ORP participant

Name of ORP carrier:
☐ VOYA Financial (formerly ING Life Insurance and Annuity Company)
☐ Teachers Insurance and Annuity Association - TIAA (formerly TIAA-CREF)
☐ Corebridge Financial (formerly VALIC / AIG)

ORP carrier code:
☐☐ 01 VOYA, 02 TIAA, 03 Corebridge

Section 3 — Applicant's signature

I hereby make application for the Optional Retirement Plan (ORP) in accordance with La. R.S. 11:921–932. I understand that future employee contributions, less any administrative fee adopted in accordance with law, and the employer transfer amount will be forwarded to the ORP carrier designated above. ***I have read the back of this form. I understand that (1) the benefits payable under the ORP are not the obligation of the State of Louisiana or TRSL, but are solely the liability and responsibility of the designated ORP carrier; (2) I hereby expressly waive my rights set forth in Louisiana Constitution Article X Sec. 29 (A) and (B), which are printed on the back of this form; and (3) no lump-sum payout of the entire account can be made from the ORP carrier directly to me during my lifetime.***

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

Section 4 — Agency certification (*must be completed by employer prior to submission to TRSL*)

Agency name | TRSL agency number (####)

Date of hire: _____ (mm/dd/yyyy)

Current employment status ☐ Full time ☐ Part time
A part time employee is any employee who normally works 20 hours or less per week or less than 50% effort (higher education).

I certify that this employee is eligible to participate in the ORP according to La. R.S. 11:925 and that he or she has signed a contract with the carrier designated above. I further certify that I have/the employing agency has verified this member's eligibility for employment through the Federal Form I-9/E-Verify process.

Signature of authorized representative of agency (DO NOT TYPE OR PRINT) ▶ | Date signed (mm/dd/yyyy)

Name of authorized representative | Title

Employer: *Please drop off or mail this form to TRSL at 8401 United Plaza Blvd, Ste 300, Baton Rouge LA 70809*

See reverse side for important information

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

NOTE: Please ensure the participant reads the back of Form 16, which contains important information regarding the rules of the Optional Retirement Plan.

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Carrier changes – Form 16

An ORP participant can change their carrier at any time during the fiscal year by completing an *Application for Optional Retirement Plan or Change of Carrier* (Form 16).

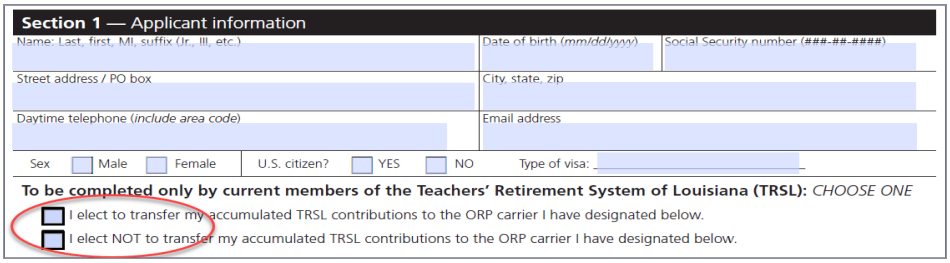
- The employee will complete Sections 1, 2, and 3 of the Form 16.
- The employee must also complete a contract with the new carrier.
- The employer will complete Section 4 of the Form 16 and submit the original form to TRSL.

The employer must change the ORP carrier code in their reporting system in preparation of submitting the ORP contributions file.

NOTE: The effective date for change of carrier is determined by the employee's dated signature on the Form 16 or when the form is received by TRSL, whichever is later.

Transfer of funds from TRSL Regular Plan to ORP carrier

When a TRSL Regular Plan member chooses to participate in the ORP, they must inform TRSL to either transfer or not transfer their accumulated employee contributions with TRSL to their ORP carrier of choice. In order to begin this process, the employee must make this selection in Section 1 of their completed *Application for Optional Retirement Plan or Change of Carrier* (Form 16).


Section 1 — Applicant information

Name: Last, first, MI, suffix (Jr., III, etc.) | Date of birth (mm/dd/yyyy) | Social Security number (###-##-####)

Street address / PO box | City, state, zip

Daytime telephone (*include area code*) | Email address

Sex ☐ Male ☐ Female | U.S. citizen? ☐ YES ☐ NO | Type of visa: _____

To be completed only by current members of the Teachers' Retirement System of Louisiana (TRSL): *CHOOSE ONE*

☐ I elect to transfer my accumulated TRSL contributions to the ORP carrier I have designated below.

☐ I elect NOT to transfer my accumulated TRSL contributions to the ORP carrier I have designated below.

ORP contributions

ORP participants and their employers contribute to ORP accounts in accordance with LSA R.S. 11:927. These contributions are calculated based on a percentage of the participating employee's gross earnable compensation.

Employers must withhold the correct contribution amounts from participating employees' earnable compensation and remit both employee and employer ORP contributions to TRSL each month with the corresponding ORP salary and contributions transmittal report (or file).

The LA ORP does not accept incoming rollovers from other qualified plans.

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Contribution rates

The **employee contribution rate** is 8.00%, which includes the employee portion of the administrative expense fee.

The **employer contribution rate** is set each fiscal year, and is comprised of three components:

1. the Transfer Amount
2. payment towards the shared unfunded accrued liability (UAL)
3. the employer's shared portion of the administrative expense fee

The IRS limits the amount a participant can contribute to their defined contribution plan each calendar year. Both current and historical ORP contribution limits are available on the IRS Limits page in the Employer section of our website.

LSA R.S. 11:927 authorizes postsecondary education boards created by Article VIII of the Louisiana Constitution to establish a transferrable rate above 6.2% by board resolution.

If a postsecondary education board chooses to establish a contribution rate in excess of 6.2%, its resolution doing so must be submitted to TRSL no later than June 1. Upon receipt of the resolution, TRSL will update the Transfer Amount for the respective board and notify all applicable parties of the change.

If TRSL does not receive a Board's subsequent resolution containing a new transfer amount as a percentage of payroll by the next June 1 deadline, the transfer amount will be set at the transfer amount from the previous fiscal year.

NOTE: Resolutions should be forwarded to ddr@trsl.org.

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What is transferred to the ORP carrier?

Only a portion of the employee and employer contributions is transferred to the ORP carrier. TRSL retains both the employee and employer portions of the admin expense fee as well as the employer's UAL payment.

TRSL transfers the following for **Post-secondary (including lab schools)**:

Employee	7.975%, effective 07/01/2026
Employer	Transfer amount established by board resolution or no less than 6.2%, whichever is greater.†

TRSL transfers the following for **all other employers**:

Employee	7.975%, effective 07/01/2026
Employer	6.2%

†LSA R.S. 11:927 sets the amount, which cannot be less than 6.2%. Postsecondary education boards can set an amount greater than 6.2% by resolution.

Monthly ORP salary and contribution reports

Employers must submit an ORP salary and contributions report **by the 10th of every month**, which should include only those employees who are participating in the Optional Retirement Plan. See Index 18.0 for the file transaction layout of the Optional Retirement Plan (ORP) input file.

NOTE: Employees who are in the TRSL Regular Plan (defined benefit plan) must be reported via a separate monthly salary and contributions report (or file) as described in Index 4.0.

ORP participants with no earnings

Employers should not report zeroes for active ORP participants who do not have earnings for the current reporting month.

***EXAMPLE:** Nine-month employees should be omitted from the ORP Salary file when there are no earnings for the reporting period.*

Employees on sabbatical leave or furlough

ORP participants have the option to contribute on their full salaries while on sabbatical leave or furlough.

If the employee elects to contribute on his or her full salary, sheltered contributions must be reported to TRSL.

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How to submit your ORP report

There are three ways to submit your agency's ORP monthly salary and contributions reports:

Method	Description	Registration process
Direct upload on EMIS	Upload **unencrypted** file on EMIS If the file is formatted correctly and contains no records that would results in the file being rejected, the file will be posted immediately. A summary report will be displayed immediately after submittal if the report is accepted. If the file is rejected, an error report will be displayed immediately listing the records that cause the file to be rejected along with a reason for each record.	Employer must be registered to access EMIS and request access rights to "Submit Files" on Form 1. *See Index 1.0 for more information.*
File Transfer Protocol (FTP)	Send **encrypted** file via pgp-compatible encryption software Employer uses TRSL public key for PGP encryption of files sent to TRSL File transaction occurs overnight; file posts to TRSL on the next business day	Employer must make application and registration with TRSL to obtain TRSL public key Encrypted file name must conform to naming convention given in the transaction layout *See Index 18.0 for more information*

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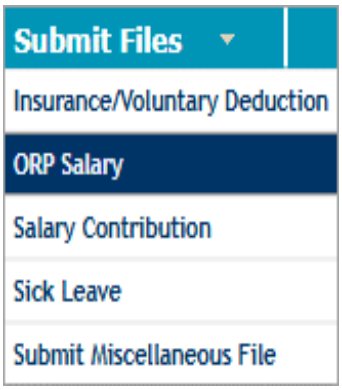
Online update on EMIS (manual entry)	Employer manually keys in data (employee SSN, salary and contributions information) – up to 100 employees only User is notified via an error message displayed on the screen if a record contains an error that would result in that record being rejected or the entiere file being rejected. The record must be corrected in order to be submitted. If there are no errors, TRSL receives and posts data input immediately.	***Only available for employers reporting 100 or fewer ORP participants*** Employer must be registered to access EMIS and request access rights for "ORP salary report (only for employers with no more than 100 employees)" on Form 1.

Direct upload in EMIS

TRSL recommends reporting agencies with ORP-enrolled employees submit their ORP salary and contributions reports by uploading the **unencrypted** file directly in EMIS.

Designated employer personnel must be specifically authorized with file submission access on *Authorized Contacts* (Form 1). Those with file submissions access will see a "Submit Files" menu after logging into EMIS.

1. Log into EMIS.
2. Under *Submit Files* menu, select *"ORP Salary."*
3. Select "Choose File" button to find the file path and file name from your computer system.
4. Select "Upload File" once the correct ORP salary/contribution data file has been selected (no encryption necessary).



5. If the file was processed, you will immediately see an ORP Contribution Post Summary Report showing any rejected transactions and a recap showing the posted total earnings and contributions.
6. If the file was rejected, you will immediately see an ORP Contribution File Error Report* listing any records that caused the

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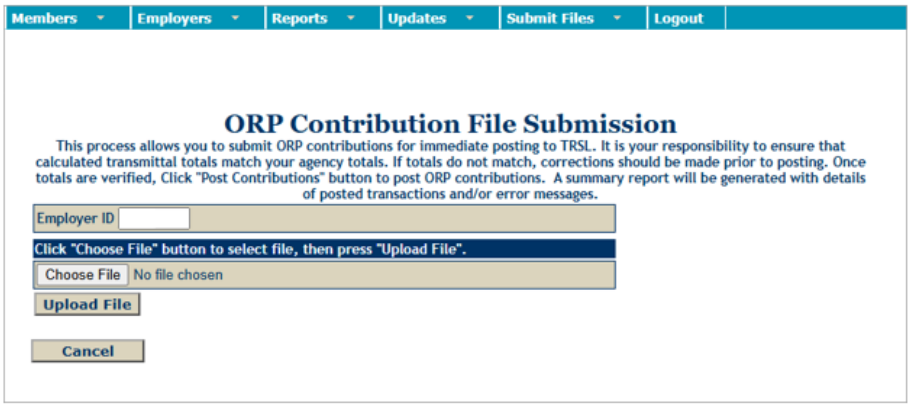
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file to reject. You will have to remove or correct those records and resubmit the file.

**Common reasons for a file to be rejected would be including non-ORP participants on the file, not formatting the file correctly, and trying to report a month that has already been posted.*



EMIS online update (manual entry) – up to 100 ORP participants

If the reporting agency has 100 or less ORP-enrolled employees, manual entry submission via Online Update in EMIS is available.

Designated employer personnel must be specifically authorized with ORP salary report entry access on *Authorized Contacts* (Form 1). Those with this access will have an "ORP Salary Entry (up to 100 employees only)" access under the Updates menu in EMIS.

1. Log into EMIS
2. Under Updates menu, select "ORP Salary Entry (up to 100 employees only)"
3. Select Month and Year of earnings to be reported
4. Click "Add Row"
5. Insert ORP-enrolled employee's earnings and contributions data
   a. **SSN** - enter employee's Social Security Number
   b. **Earnings** – enter all ORP-covered earnings paid during the entire month for the reporting period selected.
   c. **Carrier Code** – select appropriate carrier code that corresponds to the ORP carrier selected by the employee on

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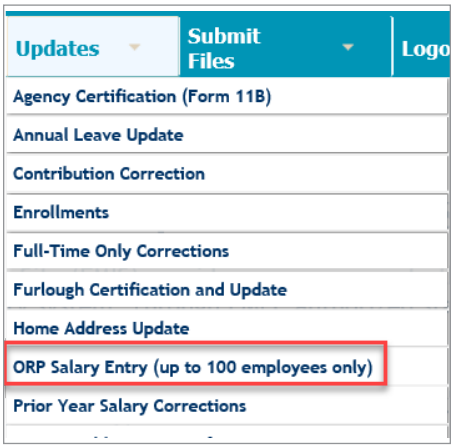
his/her most recent *Application for Optional Retirement Plan or Change of Carrier* (Form 16).

- 01 = VOYA
- 02 = TIAA
- 03 = Corebridge

Carrier codes:

01 - VOYA
02 - TIAA
03 - Corebridge

6. Click "Insert" located to the left of the SSN field. The appropriate employee and employer contributions amounts will auto-calculate based on the value of earnings entered and the contribution rates applicable for the reporting period (Month/Year) selected.
7. For each additional ORP-enrolled employee, repeat steps 4 – 6 above.
8. After entering all applicable data for your last ORP-enrolled employee, review Transmittal Summary totals above the Reporting Period section. Ensure amounts are correct (Total ORP Employee Earnings, Total ORP Employee Contributions, Total ORP Employer Contributions). These totals represent the total amounts that must be remitted to TRSL-ORP.
9. Click "Post Contributions" button that will be displayed near the bottom of your screen.

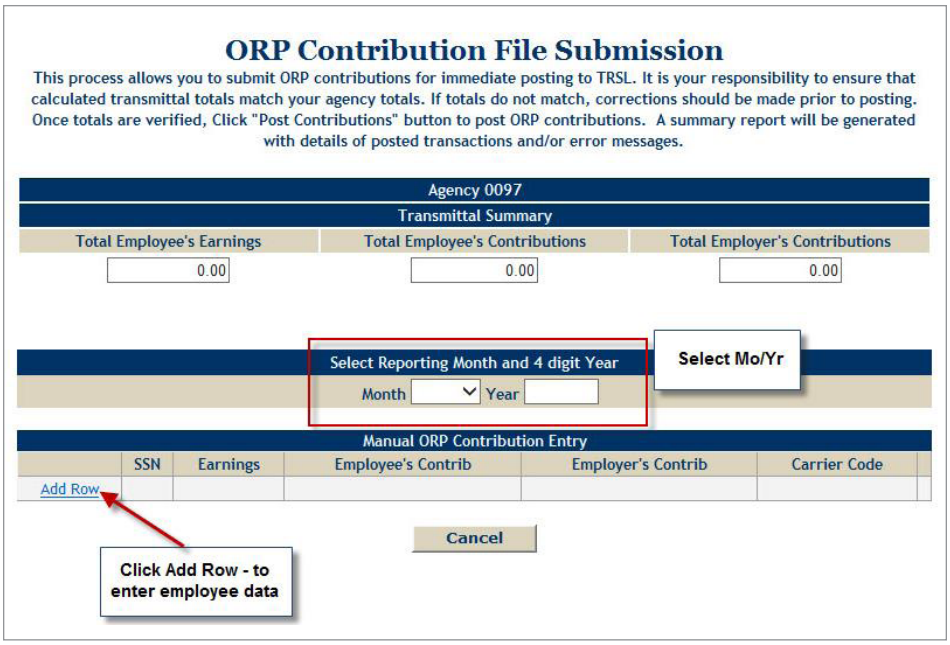


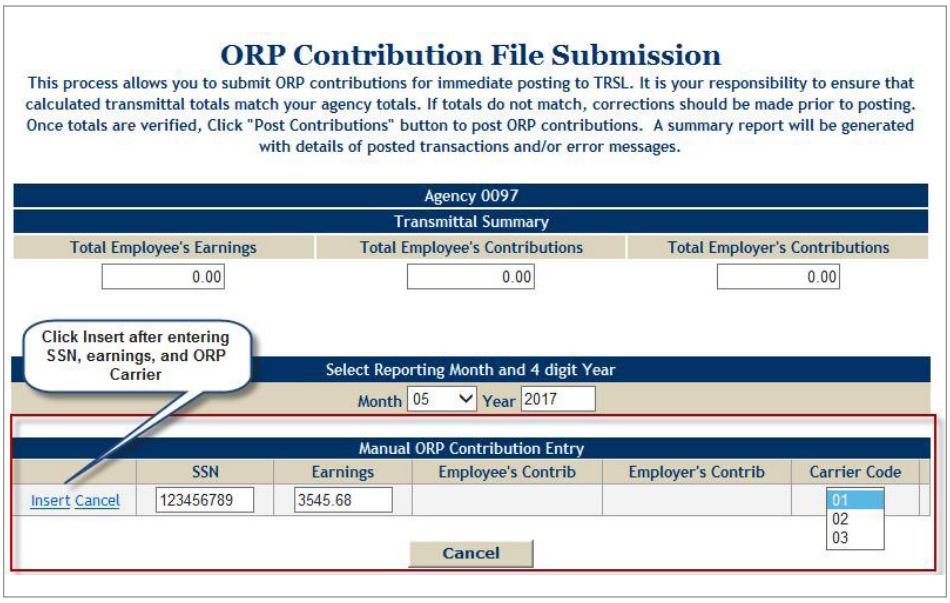
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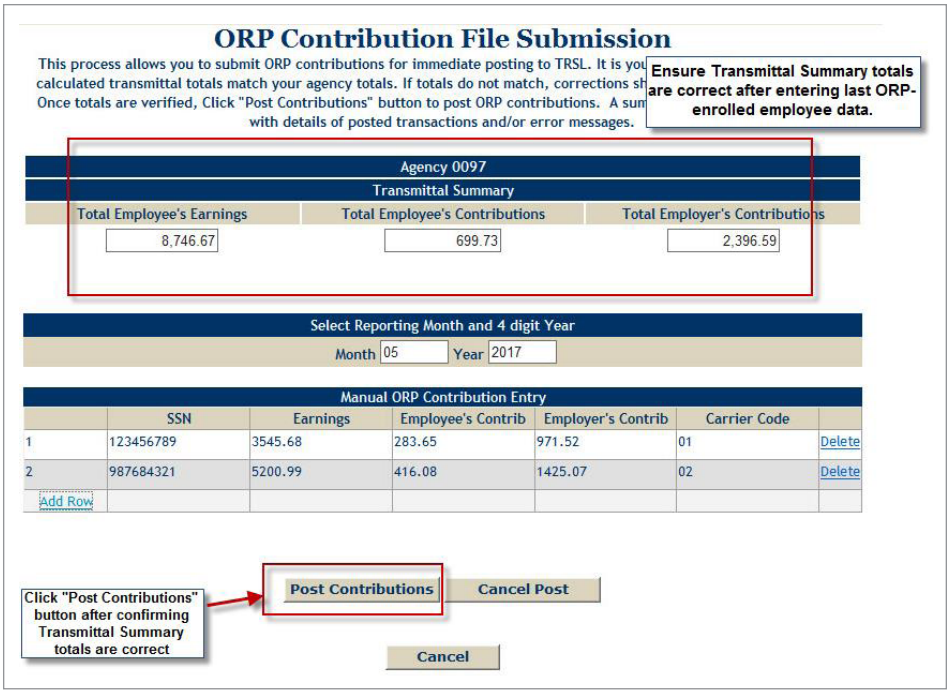


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Monthly ORP contributions remittance

ORP contributions must be remitted to TRSL **by the 10th day of each month** and should be submitted with the agency's monthly ORP salary and contributions report. ORP contribution reports received without payment will be deleted if payment is not received at least three business days prior to the end of the month.

Contribution payments for ORP may be sent by either of the following methods:

- Submit a check payable to TRSL-ORP with a *Payment Distribution Voucher* (Form 4D).
- Submit a wire or ACH transfer payable to TRSL-ORP with a *Payment Distribution Voucher* (Form 4D).
  - » *Send Form 4D to TRSL at the time of the wire/ACH transfer.*
  - » *The text on the wire/ACH transfer should indicate that the remittance is for ORP.*
  - » *Form 4D can be sent by several methods:*
    a. Mail to TRSL's post office box address noted at the top of the Form 4D.
    b. Fax to 225-925-4258.
    c. Email to Form4D@trsl.org.

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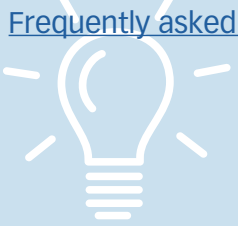
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TRSL Teachers' Retirement System of Louisiana

Payment Distribution Voucher
(Form 4D) — *FOR EMPLOYER USE ONLY*

rev. 05/21

HOW TO SUBMIT:	EMAIL
	Form4D@trsl.org

Employer name:	Employer ID: (####)
ABC Community College	0888

Total remitted: (*Amount will auto-calculate from total contributions in blocks below.*) $ 35,279.90

REGULAR PLAN

Apply to Mo/Yr (MM/YY)	Type	Contributions
Current Year		
1.	S - Member	$
2.	U - Member	$
3.	-- Employer	$
4.	I - Employer	$
Prior Year		$
	S - Member	$
	U - Member	$
	-- Employer	$
	I - Employer	$
	TOTAL	$ 0.00

OPTIONAL RETIREMENT PLAN (ORP)

Apply to Mo/Yr (MM/YY)	Type	Contributions
Current Year		
1. 10/21	S - Member	$ 8,545.54
2.	U - Member	$
3. 10/21	-- Employer	$ 26,734.36
4.	I - Employer	$
	TOTAL	$ 35,279.90

TRSL will transfer the appropriate employee and employer portion to the ORP carrier within five working days of receiving the employer's error-free file and the correct payment amount.

- Employee portion will be less the administrative fee held by TRSL.
- Employer portion of the transfer amount will be less the unfunded accrued liability portion and, starting 07/01/2026, less the administrative fee held by TRSL.
- If total remitted is less than total ORP contribution charges, TRSL will contact the employer for the balance that is due.
  - *No transfer will be made to the carriers until the total balance owed is received.*
- If we receive payment in excess of the amount due, **once confirmed**, the excess amount will be refunded to the employer. A credit balance will not be maintained for ORP employers for ORP accounts.

Payment received without an ORP Contributions Report will be returned to the employer if the ORP Contributions Report is not received *at least three business days* prior to the end of the month. Also, if reports are submitted without payment, reports will be deleted three business days prior to the end of the month.

- Employers will need to submit a consolidated ORP Contributions Report along with funds on your next ORP submission.

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Reporting ORP participants' salary and contributions in a timely manner is important as the monies will be transferred to the appropriate carriers to be invested. We recommend that employers send ORP participant contributions and the transmittal report as early as possible to allow ORP participants' contributions to be invested as soon as possible with their appropriate carriers.

NOTE: Employers could be held liable for any loss on gains to the employee's ORP account due to non-reporting within the reporting month.

How to check your ORP Contributions Report

Under the Employers tab in EMIS, select "ORP Contribution Charges."



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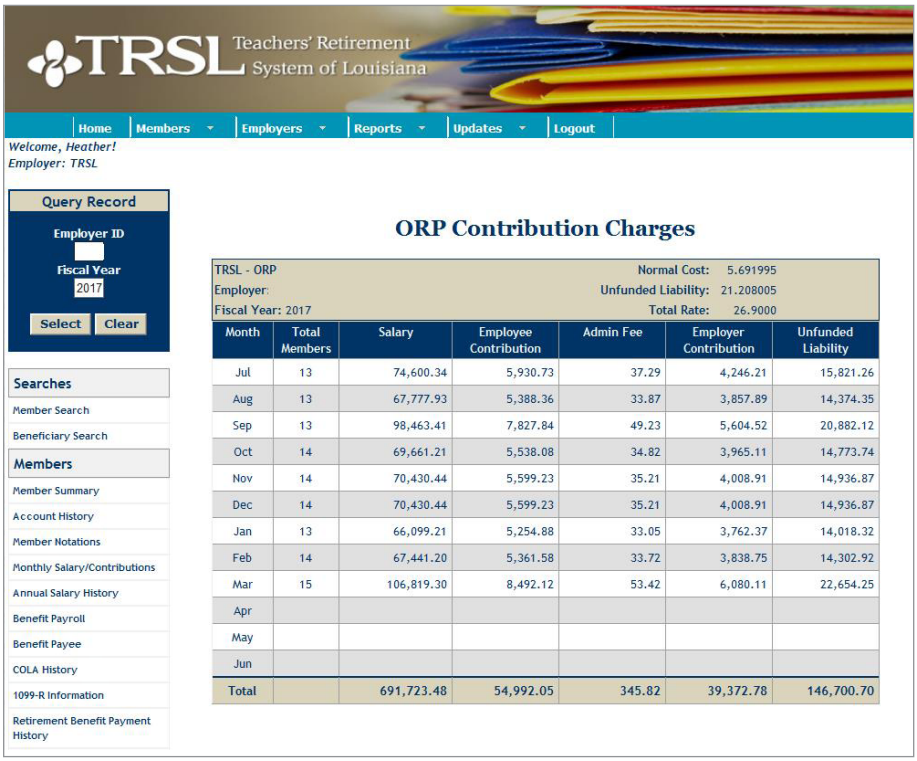
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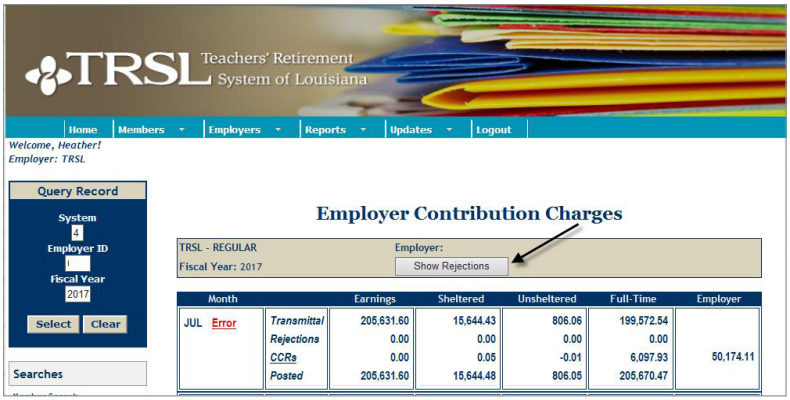
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Enter the fiscal year of ORP data to be reviewed.



Month	Total Members	Salary	Employee Contribution	Admin Fee	Employer Contribution	Unfunded Liability
Jul	13	74,600.34	5,930.73	37.29	4,246.21	15,821.26
Aug	13	67,777.93	5,388.36	33.87	3,857.89	14,374.35
Sep	13	98,463.41	7,827.84	49.23	5,604.52	20,882.12
Oct	14	69,661.21	5,538.08	34.82	3,965.11	14,773.74
Nov	14	70,430.44	5,599.23	35.21	4,008.91	14,936.87
Dec	14	70,430.44	5,599.23	35.21	4,008.91	14,936.87
Jan	13	66,099.21	5,254.88	33.05	3,762.37	14,018.32
Feb	14	67,441.20	5,361.58	33.72	3,838.75	14,302.92
Mar	15	106,819.30	8,492.12	53.42	6,080.11	22,654.25
Apr						
May						
Jun						
Total		691,723.48	54,992.05	345.82	39,372.78	146,700.70



ORP contribution posting errors and discrepancies

If any of the following **ORP posting errors** occur, the ORP contributions will be **rejected** and the employer will be contacted:

- Rate error on employee or employer contributions
- Form 16 for ORP enrollment with the reporting agency is not received prior to receiving ORP contributions. (Employee is not

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enrolled in ORP).

- Negative amounts are reported on the ORP salary and contributions report. TRSL's system will not allow negative amounts to be reported, even if the agency is attempting to make adjustments for a previously submitted ORP contributions report.

If the following discrepancy occurs, the employer will be contacted:

- Carrier code on the ORP Contributions Report does not match the carrier code on the TRSL system

NOTE: Carrier code discrepancies will not be rejected. However, funds will be transferred to the current ORP carrier on file with TRSL.

Tips to ensure proper reporting:

- Employers should check their own software and payroll records to ensure proper carrier code matches the carrier code that is on file in TRSL's system for each employee who is participating in ORP. Employers should submit any change of carrier forms to TRSL in a timely manner.
- Review the "ORP Contribution Charges" screen under Employers menu in EMIS on a monthly basis to determine whether adjustments will be needed for the following month.

Correcting reported earnings

If additional earnings from a prior period (month or year) need to be reported for an employee, report these in the current reporting month based on the current fiscal year's contribution rate.

- This rate may be higher or lower than the fiscal year the earnings were earned in.

Any corrections to contributions already posted to TRSL's database and forwarded to the carriers will have to be reflected in the following month's reporting for the participant(s). The correction should not result in negative amounts.

Salary and contributions earned while in the ORP, but which are paid after the participant has elected to join TRSL will be blocked if reported more than two months after the ORP exit date.

For these scenarios, please contact the Accountant Manager to request a manual override that will allow the reported earnings to be accepted on your ORP salary file.

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Recovering overpayments

1. To recover overpayments for previously reported salaries, submit a request to TRSL on agency letterhead with the following information:
   - Employee's name
   - Complete Social Security number
   - Address to mail payment
   - Name of recipient payment should be mailed to
   - The incorrect amount
   - The corrected amount
   - The month and year earnings were reported.
   - The amount of the request
2. TRSL will return only the unfunded accrued liability portion of the employer contributions. (The administrative fee retained from the employee's and employer's contributions is non-refundable.)
3. Employers must submit a separate request to the carrier for contributions reported in error.
4. The ORP carrier will return the employee contributions and Transfer Amount portion of the employer contributions TRSL transferred to them.
5. The employer will be responsible for refunding the employee their contributions.

If you receive money you did not request from the carrier, contact TRSL immediately.

Re-employing an ORP participant

Participants are not members of TRSL; this means their retirement benefits are not paid directly by TRSL. Therefore, an ORP participant truly is never considered retired, even after they annuitize their accounts. There are no RTW provisions which apply to ORP participants currently.

When hiring an ORP participant in a TRSL-covered position, refer to the following process.

1. Determine if the position is TRSL-covered.
   - If yes, provide an *Application for Optional Retirement Plan or Change of Carrier* (Form 16) to the employee.

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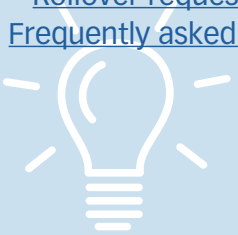
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    - *This holds true even if the position is not in postsecondary education.*
  - If no, review the other retirement system's eligibility requirements.

    NOTE: If the employee has five or more years in ORP under TRSL, he/she can opt to retain ORP membership under TRSL.
2. The employee will complete Sections 1 – 3 of the Form 16.
3. The employer will complete Section 4 and forward the original to TRSL. TRSL staff will process the enrollment.
4. Report salary and contributions on monthly ORP Contributions Report file.
   - Ensure correct carrier code in your software system.

Terminations (including rollover requests)

When an ORP employee terminates employment the agency should use the following process:

- Remove the name of the terminated employee from the employer's software system and file when there are no longer any earnings to report.
- Ensure the employee's name does not appear on your unencrypted file (direct upload to EMIS) or your encrypted FTP file.

  Online terminations cannot be processed for ORP participants through the Updates menu. Termination of employment notifications are not required by TRSL for ORP participants.
- Do not submit an *Employment Terminations* (Form 4C) for the terminated employee.

Rollover requests

The rollover process for an ORP participant

An ORP participant can request a rollover of account funds once they have terminated their TRSL-covered employment, including part-time employment, like adjuncts. TRSL does not provide plan administrator's signature on any rollover request. The carriers are aware of TRSL's plan provisions and IRS guidelines and have processes in place to meet TRSL's compliance requirements.

1. The ORP participant submits their rollover request to their ORP carrier (forms are provided by the carrier).
2. Once the carrier receives the completed request and verifies

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paperwork is in good order, TRSL will be contacted by the ORP carrier via email for the participant's termination date.

3. TRSL will contact the employer for the termination date.
   - TRSL will provide the termination date to the carrier once all earnings have been reported to TRSL. ***NOTE: This process can take 60-90 days, depending on the timeframe of the request and when the final contribution amounts will be reported.***
   - If TRSL has not received contributions for the employee within six months of the request date, the last period in which contributions were posted will be used as the termination date.
4. The ORP carrier will process rollover requests only after they receive the termination date from TRSL.

Frequently asked questions

1. I have an employee who is ORP. They want to register for myTRSL to view their account, but they are not being allowed to register. Why?

» *ORP participants are not members of TRSL's defined benefit plan; myTRSL was created for TRSL's defined benefit plan members only. Because ORP participants' funds are transferred out to their carriers, they will need to register with their carrier to view their account information. In addition, TRSL does not provide annual statements for ORP participants. Statements are provided by the carrier.*

2. I have an ORP participant ready to retire. What paperwork needs to be submitted to TRSL?

» *ORP participants who "retire" do not need to submit any paperwork to TRSL. Instead, they should initiate a request with their ORP carrier. The carrier, in turn, will contact TRSL for a termination date. We will then contact you for the termination date, and then, we will provide the date to the carrier once all earnings have ceased. At that point, disbursement initiation can begin by the carrier.*

3. I am a K-12 employer who just hired someone who is a TRSL ORP participant. Can I enroll them in TRSL Regular?

» *Eligible ORP participants can make an irrevocable election under La. R.S. 11:932 to leave the ORP in order to join TRSL's defined benefit plan. With this election, the participant will now join the pension system as a brand-new member in the 2015 Plan. For*

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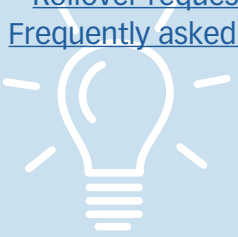
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answers to frequently asked questions, please visit our FAQs webpage.

» *If not eligible under La. R.S. 11:932, the election to join the ORP is irrevocable. The participant must continue contributing to their ORP account.*

4. Who controls the investments for ORP?

» *The ORP participant controls his/her own investments and bears the risk.*

5. Do ORP participants pay into Social Security?

» *No, ORP participants do not pay into Social Security for their TRSL-covered employment.*

6. Can a return-to-work (RTW) employee join the ORP?

» *No. Membership in the ORP conflicts with the specific provisions of La. R.S. 11:710 and 710.1 regarding the employment of retirees. RTW provisions are the more specific statute with respect to the employment of retirees, the RTW statutes control and should be applied as an exception to the more general ORP statutes. Therefore, RTW retirees who are employed pursuant to R.S. 11:710 and 710.1 are not eligible to participate in the ORP.*

7. When an ORP participant who is unclassified transfers to a classified position, are they allowed to join LASERS?

» *If an ORP participant becomes employed in a position covered by another Louisiana public retirement system:*

*You will enroll him/her in the new retirement system, if the employee has **fewer than five years** in the ORP.*

*The employee can opt to retain ORP membership under TRSL if he/she has **five or more years** in ORP. The employer will need to submit an Application for Optional Retirement Plan or Change of Carrier (Form 16) along with an Election to Retain Membership (Form 2R).*

8. Are ORP participants entitled to health benefits once they retire?

» *According to LSA R.S. 11:929(C), an ORP participant is eligible to participate in the Office of Group Benefits only if he/she has accumulated the total number of years of creditable service which would have entitled him/her to receive a retirement allowance*

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from the defined benefit plan of the Teachers' Retirement System of Louisiana.

9. Does an ORP-covered employee receive payment for 25 days of sick leave upon termination of employment?

» *This is not a TRSL issue. Your agency's policies will determine if an ORP participant can receive payment for up to 25 days of sick leave.*

10. What happens if an ORP participant has a Qualified Domestic Relations Order (QDRO) or is divorced?

» *TRSL does not process these types of requests. Forms must be submitted directly to the appropriate ORP carrier for processing. However, the ex-spouse of an ORP participant has to wait until the ORP participant is eligible to withdraw his/her funds even though a separate ORP account has been set up for the ex-spouse via a domestic relations court order. The ex-spouse has to abide by the same rules as the ORP participant for withdrawing ORP funds.*

11. Can an ORP participant's time be transferred to LASERS?

» *The employee may be able to purchase time in LASERS using ORP funds through a rollover. For more information, please contact LASERS.*

12. What are TRSL's requirements for retirement of ORP-covered employees?

» *An ORP participant can choose to retire and receive benefits at any time after termination of all employment in public education in Louisiana.*

» *The participant can roll over all or a portion of the ORP account balance to and Individual Retirement Account (IRA) or qualified retirement plan. The rollover can included one-time, lump sum payment of up to 36-months and/or be annuitized to receive lifetime payments.*

» *Benefits payable to ORP participants or their beneficiaries are the sole liability and responsibility of the ORP carrier.*

» *Note: the ORP cannot be distributed as a cash distribution except if necessary to meet the IRS Required Minimum Distribution (RMD).*

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13. How do ORP-covered employees update their beneficiary information?

» *These participants must contact their ORP carrier for beneficiary updates/changes.*

14. Under what circumstances is the administrative fee refunded to the employer?

» *The administrative fee will be refunded to the employer if an employee was erroneously enrolled in ORP or an employee's contract has not been received by the carrier.*

» *NOTE: The employer is responsible for refunding the total employee portion of 8.0%, which includes the administrative fee.*