



Alert: Keeping member addresses current with TRS

TRS is no longer accepting requests to update member addresses from TRS-covered employers. This means members will need to update their addresses with employers *and* with TRS.

A member's address of record is the address TRS uses to mail confidential information regarding a member's account and, if a member doesn't opt for direct deposit, TRS uses this address to mail benefit payments due to members. For security reasons, a member is required to notify TRS of a change of address in one of three ways:

1. Written notice. This letter must contain the member's social security number *or* the member's TRS Participant ID number *and* the member's signature.
2. *Change of Address Notification* form (TRS 358). Members may print this from the [Forms](#) page of the TRS website.
3. Online as a registered user of [MyTRS](#).

Please note: Individuals who were not TRS members prior to the start of the 2017-18 school year cannot register for a *MyTRS* account until further enhancements to the self-service portal are complete. We apologize for any inconvenience. We'll have more information on these improvements in future *TRS News* editions.

Community/Junior college head count

Per Section 825.4071 of the Texas Government Code, if an employee of a public community or junior college is considered instructional or administrative (I & A) and the employee's salary may be fully paid from funds appropriated under the General Appropriations Act, regardless of whether such salary is actually paid from appropriated funds, then the college shall contribute the state contribution of 6.8 percent on 50 percent of the TRS-eligible salary paid to that person each month. The employee is considered a qualifying employee. For all employees who are not or cannot be considered qualifying employees as discussed below, the college shall contribute the state contribution of 6.8 percent on 100 percent of the TRS-eligible salary.

TRS has received many questions regarding the implementation of the growth limitations pertaining to head count. The eligible head count are all I & A staff who are benefits eligible. The number of I & A staff that can be reported as qualifying employees cannot be adjusted in a proportion greater than the change in student enrollment. Therefore, the increase in the number of qualifying employees reported by a college cannot exceed the increase in student enrollment. The number of qualifying employees can also be reduced should student enrollment decrease. A college that experiences a decline in student enrollment may petition the Legislative Budget Board (LBB) to maintain the number of eligible employees up to 98 percent of the level of the prior biennium.

To clarify, the state contribution rate is not adjusted for student enrollment. Rather, it is the number of qualifying employees that is adjusted. For example, if student enrollment of the college increases by two percent, then the number of qualifying employees for whom the college pays the state contribution on 50 percent of their salary can then increase no greater than two percent. The same is true if student enrollment declines, unless the college has a waiver from the LBB.

Please be advised that TRS does not monitor or administer the head count regulations. All records and documentation used by the reporting entity (RE), to verify the head count used, is to be kept by the RE.

This could have an impact on the position code reported for I & A staff. In the TRS RE Portal, I & A staff are reported under position codes 01 or 02. All other employees must be reported under position codes 03-07. REs will have to report “no longer eligible due to the enrollment cap” staff using position codes 03-07 which might not correspond to their job duties, which is acceptable under the circumstances.

Education/General Local compensation and contribution clarification

Since the implementation of the RE Portal and the requirement change to reporting Full Payroll, concerns from Higher Education Entities regarding Education/General Local reporting have been brought to our attention. In TRAQS, higher education entities reported on a summary level the Fund 02 General Revenue Dedicated (GRD) funds to TRS under the Education/General Local report each reporting period.

TRS' expectation was that higher education entities would continue to only report Fund 02 GRD on a detail level in the new RE Portal. However, we have found that some entities are reporting both Fund 01 General Revenue (GR) and Fund 02 GRD under the Education/General Local compensation field. The contributions are then calculated on both funds. However, Fund 01 GR should not be included on the Regular Payroll Report because it is part of state funds that are received by the entity. TRS receives contribution directly from the State of Texas for Fund 01 GR at the end of each fiscal year.

Four-year rule review

Texas Government Code, Section 2001.039 requires all state agencies, including TRS, to review their rules every four years and consider whether the rules should be readopted. As part of this review, TRS is instructed to consider whether the reasons for initially adopting each rule continues to exist. TRS must then decide whether to readopt, readopt with amendments, or repeal each rule. TRS is commencing its current four-year review this month for the following chapters of its rules: 21, 23, 25, 27, 29, 31, 33, 35, 39, 41, 43, 47, 49, and 51. You are invited to submit any comments you wish TRS to consider, as part of its four-year review, by Friday, June 29, 2018 to:

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Teacher Retirement System of Texas
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Summer is almost here

It's hard to believe that another academic year is coming to a close. It has been a very busy and challenging year for many REs as well as TRS. We've endured hurricanes, flooding, ice, snow, and the implementation of the RE Portal! Not to mention, we'll be facing the end of the fiscal year in just a few short months.

To ensure that our members' accounts are up-to-date and accurate by the end of the fiscal year, it is critical that all monthly TRS reports are complete. If your RE is not current on reports, please make completion of the outstanding reports a priority. If you have questions or are encountering problems with completing reports, please review the [RE Portal resources](#) on the TRS website and/or contact your reporting coach.