

SECTION 4 WAGE AND CONTRIBUTION REPORTING

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REPORTING REQUIREMENTS

Earnings must be reported to the Montana Teachers' Retirement System (TRS) on a **'when earned'** basis, as opposed to 'when paid'. The TRS Board requires submission of your 'Contribution Report' by the 15th of the month following the month when earned. For example, the September earnings are reportable to the TRS office by October 15. Failure to remit in a timely manner may adversely affect the TRS member's interest earnings and additional contributions being remitted, via payroll deduction, for the purchase of additional service. If a report is going to be late, please notify the TRS immediately at 406-444-3679, or call toll free at 1-866-600-4045.

A valid Social Security Number (SSN) is required when reporting a TRS member. Report a member employed on a full-time basis by submitting one detail line per month. An employee with multiple positions, each paid at a different rate, must be reported using multiple lines of entry, one detail line per position. For example, a TRS member employed on a part-time basis (i.e. .50 or .75 FTE); and an hourly basis, must be reported using two detail lines. The TRS will calculate and credit the appropriate service credit on the members' account.

Each employer of the TRS is required to withhold and remit employee contributions on a tax-deferred basis. (Ref: §19-20-602, MCA) In addition, the employer contribution is required concurrently with the employee contributions remitted to the TRS. (Ref: §19-20-605, MCA)

Alternative payment contracts are reportable based on payments made to the employee, such as:

- **A 9-month contract:** All earnings are to be paid September through May; one-ninth of the annual contract is reportable on each monthly report. In this example, earnings are not reportable on the June, July, or August 'Contribution Report'.
- **A 10-month contract:** All earnings are to be paid September through June, one-tenth of the annual contract is reportable on each monthly report. Earnings are not reportable on the July or August 'Contribution Report'.
- **A 12-month contract:**
 - **Earnings paid September through June:** One-twelfth of the annual contract is reportable on each monthly report September through May, with the July and August earnings included on the June 'Contribution Report'. Earnings are not reportable on the July or August 'Contribution Report', or
 - **Earnings paid July through June:** One-twelfth of the annual contract is reportable on each monthly 'Contribution Report'.

COMBINING MONTHLY REPORTS

The TRS does not recommend combining reporting months, however, if it becomes necessary; combine all amounts (earnings, contributions, full-time equivalent (FTE), and additional contributions, if applicable) for the months being reported. Do not send or transmit more than one report at a time. On the **'Contribution Summary'** page, indicate the **'# of Report Periods'**. Do not combine reports if earnings represent two separate fiscal years.

Contribution Summary

Agency PUBLIC EDUCATION EMPLOYER Period

TRS Employees	<input type="text" value="871"/>	Add'l Emplr Contrib	<input type="text" value="0.00"/>	# of Report Periods	<input type="text" value="1"/>
Total FTE	<input type="text" value="602.54"/>	Employer Term Pay	<input type="text" value="0.00"/>	Final Year-End Rpt	<input type="text"/>
Total FTE Hours	<input type="text" value="31,890.42"/>	TIAA CREF Contrib	<input type="text" value="0.00"/>	TIAA CREF Earnings	<input type="text" value=".00"/>
Earnings	<input type="text" value="3,165,754.59"/>	Total Emplr Contrib	<input type="text" value="236,481.96"/>	Pay Period Date	<input type="text" value="07/31/2009"/>
Regular Contribution	<input type="text" value="226,351.34"/>	Total Due This Rpt	<input type="text" value="464,801.17"/>	Date Edited	<input type="text"/>
Additional Contrib	<input type="text" value="1,967.87"/>	Remitted This Report*	<input type="text" value="464,801.17"/>	Date Posted	<input type="text"/>
Member Contrib	<input type="text" value="228,319.21"/>	Report Over+/Short-	<input type="text" value="0.00"/>	Edit Status	<input type="text" value="No Errors, 27 Warnings"/>
Employer Contrib	<input type="text" value="236,481.96"/>	Over/Short Balance	<input type="text" value="0.00"/>	Post Status	<input type="text" value="Ready to Submit"/>

Starting Entry No. Starting With Copy to New Period

Detail Sequence

FINAL YEAR-END REPORT

When submitting your final report for the school year, enter 'Y' in the **'Final Year-end Rpt'** field on the summary page. June is the final month reportable for the fiscal year, unless indicated otherwise on the May 'Contribution Report'. All final reports are due in the TRS office by July 15 to ensure that each member's 'Annual Statement of Account' will reflect the correct total years of creditable service and account balance information. Include all final **wages** for the fiscal year on the final report.

Contribution Summary

Agency PUBLIC EDUCATION EMPLOYER Period

TRS Employees	<input type="text" value="866"/>	Add'l Emplr Contrib	<input type="text" value="0.00"/>	# of Report Periods	<input type="text" value="1"/>
Total FTE	<input type="text" value="602.54"/>	Employer Term Pay	<input type="text" value="0.00"/>	Final Year-End Rpt	<input type="text" value="Y"/>
Total FTE Hours	<input type="text" value="27,074.49"/>	TIAA CREF Contrib	<input type="text" value="0.00"/>	TIAA CREF Earnings	<input type="text" value=".00"/>
Earnings	<input type="text" value="7,821,305.54"/>	Total Emplr Contrib	<input type="text" value="584,251.99"/>	Pay Period Date	<input type="text" value="06/30/2009"/>
Regular Contribution	<input type="text" value="559,222.87"/>	Total Due This Rpt	<input type="text" value="1,148,362.17"/>	Date Edited	<input type="text" value="07/06/2009"/>
Additional Contrib	<input type="text" value="4,887.31"/>	Remitted This Report*	<input type="text" value="1,148,362.17"/>	Date Posted	<input type="text" value="07/06/2009"/>
Member Contrib	<input type="text" value="564,110.18"/>	Report Over+/Short-	<input type="text" value="0.00"/>	Edit Status	<input type="text"/>
Employer Contrib	<input type="text" value="584,251.99"/>	Over/Short Balance	<input type="text" value="0.00"/>	Post Status	<input type="text" value="Posted"/>

Starting Entry No. Starting With Copy to New Period

Detail Sequence

Contribution Detail

Agency PUBLIC EDUCATION EMPLOYER Period 6 2009

Member SSN	Name	Actual Wages	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Employer Additional	Member Status	Action Code	Term Pay Contrib	Opt	Employer Term Pay	Entry Number	Delete?
		16,047.00	1,147.35	1,147.36	1.00				Full Time					1	<input type="checkbox"/>
		1,950.64	139.47			148.00			Hourly					2	<input type="checkbox"/>
		5,526.49	395.14		50				Part Time					3	<input type="checkbox"/>

Termination pay for retiring members is not reportable as wages and is **not** to be included in the 'Actual Wages' column. (Refer to Section 6 – Retirement Termination Pay) Enter the 'Employee Contribution Due', as presented on the 'Retirement Termination Pay Calculator', in the 'Term Pay Contrib' field, with the option ('OPT') elected; the 'Employer Contribution Due' is entered in the 'Employer Term Pay' field.

Member SSN	Name	Actual Wages	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Employer Additional	Member Status	Action Code	Term Pay Contrib	Opt	Employer Term Pay	Entry Number	Delete?
											33,300.04	1	48,698.11	1	<input type="checkbox"/>
											1,739.26	1	1,816.90	2	<input type="checkbox"/>
											27,478.89	1	37,611.80	3	<input type="checkbox"/>

Working retirees' earnings and hours must be reported each month for the purpose of tracking the retiree's maximum allowable earnings and hours. TRS contributions must not be withheld. (Refer to Section 8 – Benefit Recipient Information)

Member SSN	Name	Actual Wages	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Employer Additional	Member Status	Action Code
		877.50				48.75			Work Ret.	
		14,697.00	1,050.84		1.00				Full Time	
		17,289.19	1,236.18		1.00				Full Time	

MEMBER SERVICE CREDIT

Employment eligible to be qualified under the TRS will be credited with service in the proportion that the actual time worked compares to full-time service, based on a fiscal year beginning July 1 and ending June 30.

- **Full-Time:** One full year (1.00) of service credit is granted for any employment eligible to be qualified under the TRS, based upon at least nine months or 180 days of full-time employment or 12 months of full-time employment.
- **Hourly:** service credit is granted based upon the number of hours reported, divided by 140 hours per month.
- **Part-Time:** The TRS grants service credit to a member employed on a part-time basis based upon the contract; i.e. .50 year of service credit to a member employed on a .50 FTE contract for the entire fiscal year.

A TRS member may have a combination of 'hourly' and part-time' employment reported to the TRS, using multiple lines of entry. Enter each responsibility, with the appropriate 'Member Status', full-time, hourly, or part-time. The TRS will calculate and credit the appropriate service credit to the member's account.

The FTE reported on the monthly report must accurately reflect the employment status; full-time, hourly, or part-time.

Member SSN	Name	Actual Wages	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Employer Additional	Member Status	Action Code
					1.00				Full Time	
					.00	148.00			Hourly	
					.50				Part Time	

TIAA-CREF MEMBERS

Employees of the University System, being reported to TIAA-CREF will have only earnings and employer (no employee) contributions reported to the TRS. Do not report hours worked or the FTE value. The TIAA-CREF contribution rate is 4.72%. (Ref: §19-20-621, MCA)

Contribution Detail										
Agency 999999 PUBLIC EDUCATION EMPLOYER						Period 6 2009				
Member SSN	Name	Actual Wages	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Employer Additional	Member Status	Action Code
		5,139.51							TIAA CREF	Norm
		4,495.25							TIAA CREF	Norm
		4,583.33							TIAA CREF	Norm

OVERAGES AND SHORTAGES

If you do **not** remit the 'Total Due This Report' for the month you are reporting, the difference will present as an 'Overage/Shortage'. The TRS staff will prepare and mail an 'Overage/Shortage' notification to your office.

- In the event of an 'Overage', reduce the 'Remitted This Report' on your next monthly report. If your office would prefer a refund, you must make a written request to the TRS.
- In the event of a shortage'
 - Remit a check immediately, or
 - Include the shortage in the 'Remitted This Report' on your next monthly report.

Agency 999999 PUBLIC EDUCATION EMPLOYER		Period 04 2009			
TRS Employees	872	Add'l Emplr Contrib	0.00	# of Report Periods	1
Total FTE	603.54	Employer Term Pay	0.00	Final Year-End Rpt	
Total FTE Hours	28,783.02	TIAA CREF Contrib	0.00	TIAA CREF Earnings	.00
Earnings	3,139,417.31	Total Emplr Contrib	234,514.68	Pay Period Date	04/30/2009
Regular Contribution	224,468.27	Total Due This Rpt	460,950.82	Date Edited	04/29/2009
Additional Contrib	1,967.87	Remitted This Report*	461,021.13	Date Posted	04/30/2009
Member Contrib	226,436.14	Report Over+/Short-	70.31	Edit Status	
Employer Contrib	234,514.68	Over/Short Balance	0.00	Post Status	Posted
Starting Entry No.		Starting With		Copy to New Period	<input type="checkbox"/> <input type="checkbox"/> <input type="button" value="Copy"/>
Detail Sequence		Name			

Agency 999999 PUBLIC EDUCATION EMPLOYER		Period 04 2009			
TRS Employees	872	Add'l Emplr Contrib	0.00	# of Report Periods	1
Total FTE	603.54	Employer Term Pay	0.00	Final Year-End Rpt	
Total FTE Hours	28,783.02	TIAA CREF Contrib	0.00	TIAA CREF Earnings	.00
Earnings	3,139,417.31	Total Emplr Contrib	234,514.68	Pay Period Date	04/30/2009
Regular Contribution	224,468.27	Total Due This Rpt	460,950.82	Date Edited	04/29/2009
Additional Contrib	1,967.87	Remitted This Report*	461,021.13	Date Posted	04/30/2009
Member Contrib	226,436.14	Report Over+/Short-	70.31	Edit Status	
Employer Contrib	234,514.68	Over/Short Balance	0.00	Post Status	Posted
Starting Entry No.		Starting With		Copy to New Period	<input type="checkbox"/> <input type="checkbox"/> <input type="button" value="Copy"/>
Detail Sequence		Name			

WAGE AND CONTRIBUTION REPORTING (TRS ON-LINE)

As the employer, you are required to submit a monthly report by using the TRS 'Wages and Contribution Reporting' system. For assistance with the web reporting, call the TRS at 406-444-3395 or 406-444-9293.

The 'Wages and Contribution Reporting' system is designed to allow each agency reporting to the TRS to perform all data integrity, verification, and error and warning checks in submission of the monthly employee and employer contributions due the TRS.

Access the web reporting system on the TRS homepage and navigate to 'Employers' 'Wages and Contribution Reporting (TRS On-Line)'. You may also navigate directly to <http://www.trs.mt.gov/Employers/TrsOnline.asp>. The latest version of the 'Program Documentation' is available from this site.

To utilize this web reporting capability, you must be using Microsoft Internet Explorer, Version 5.01 or higher. Internet Explorer is freely available from Microsoft's web site at <http://www.microsoft.com>. The latest production version is Version 6.0.x.

For those agencies that utilize payroll software that produces a disk file, the 'Monthly Earnings and Contribution Report' may be uploaded to the TRS via the TRS On-Line system. This section provides detailed instructions for uploading data to the TRS. Once the TRS has processed and validated the uploaded data, the submitting clerk will have an opportunity to fix any discrepancies directly on the web site, or they may fix the data on their own internal payroll software, recreate their report data file, and resubmit the file to the web site. Districts that are not able to create an upload file, may enter the earnings and contribution data directly on the TRS web site or copy forward from a previous monthly report. The same data checks, as described above, are performed with the same corrective actions available to the clerk.

From the TRS home page, select 'Wages and Contribution Reporting (TRS-Online)' from the Employer tab.



The TRS-Online: Wage and Contribution Reporting screen is presented, providing resource and contact information needed in order to assist with reporting. Select the 'Wage and Contribution Reporting' option.

mt.gov
Montana's Official State Website

MONTANA TEACHERS' RETIREMENT SYSTEM

Employers | Members | Retirees/Benefit Recipients | Calendar | Publications | TRS Board | TRS Staff | Help | Home

TRS-Online: Wage and Contribution Reporting [Back](#)

This is the home page for the new Web Wage and Contribution Reporting System developed by TRS staff and Alfred Munksgard and Associates. The purpose of this page is to provide employers with the resource and contact information they need in order to assist with reporting.

The documentation link below will take you to the latest copy of the manual. Please download the manual as it is very helpful in guiding you through the new program. Note your password is your Federal Tax ID. If your password does not work, please call Bill Hallinan at 406-444-3395.

[Wage and Contribution Reporting](#)
[Wage and Contribution Reporting](#) Click here to enter the Wage and Contribution Reporting system
[Program Documentation \(484K, 24 pages\)](#) Print out or save Wage and Contribution Program documentation

Click Below to e-mail for help, or call us directly.

Donna Bertram	406-444-2540	Wage and Contribution Reporting
Jean Boucher	406-444-3323	Wage and Contribution Reporting
Rex Merrick	406-444-9293	Web Access, Password, and Computer Help
Bill Hallinan	406-444-3395	Web Access, Password, and Computer Help

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The web reporting system allows you to enter, correct, submit, and review employee and employer contributions to be submitted to the TRS consisting of three steps:

1. **'Upload Contribution File to TRS'** a file of current contributions, or **'Copy Forward to New Period'** a prior month's contributions.
2. **'Validate Contributions'**.
3. **'Submit to TRS'**.

The web reporting system allows you to review previous contributions for TRS covered employees. In addition, you may adjust previously submitted reports, if necessary.

WAGES AND CONTRIBUTION FILE AND ADDRESS UPDATES

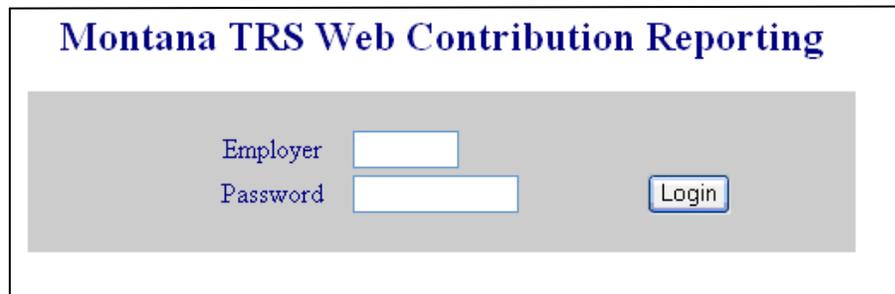
The TRS has changed the input file specification used for reporting wages and contributions. This change allows employers to update member addresses via the wages and contribution upload file.

In the past, the TRS did not have accurate member addresses and relied on you, the employer, to redistribute annual statements and other materials to our members. The TRS will mail materials directly to members for employers who include correct member addresses in the wages and contribution file, saving you time and labor of redistribution.

Both the old file format (without address) and the new file format (with address) will work for reporting to the TRS. Therefore, no deadline pressure exists for vendors or employers to add the feature by a certain date. The additional address fields are appended on the detail record, increasing the detail record length from 180 bytes to 512 bytes. No error messages are generated for missing or incomplete addresses. When an address is present, the TRS program inspects the address, compares it to the current address in the TRS member file, and, if changes are detected, updates the TRS address. If no addresses are sent, no changes are made.

LOGGING ON

To logon to the 'Montana TRS Web Contribution Reporting' system, enter you six-digit employer number and 'Password'.



Montana TRS Web Contribution Reporting

Employer

Password

NOTE: As of April 20, 2009 the Employer password expires every 60 days. **Passwords** must be at least **eight characters in length**, composed of at least **one number**, **one upper case letter**, and **one lower case letter**. Special characters can be used like: ~!#\$%^&*()-_+{}[]:"<>',.?/\.

Once you logon, a 'Welcome' screen appears, providing additional resource information for your use while utilizing the Wages and Contribution system. A collection of helpful tips is also available.

MONTANA TRS WEB CONTRIBUTION REPORTING – WELCOME

Montana TRS Web Contribution Reporting

Employer 999999 PUBLIC EDUCATION EMPLOYER

Welcome!

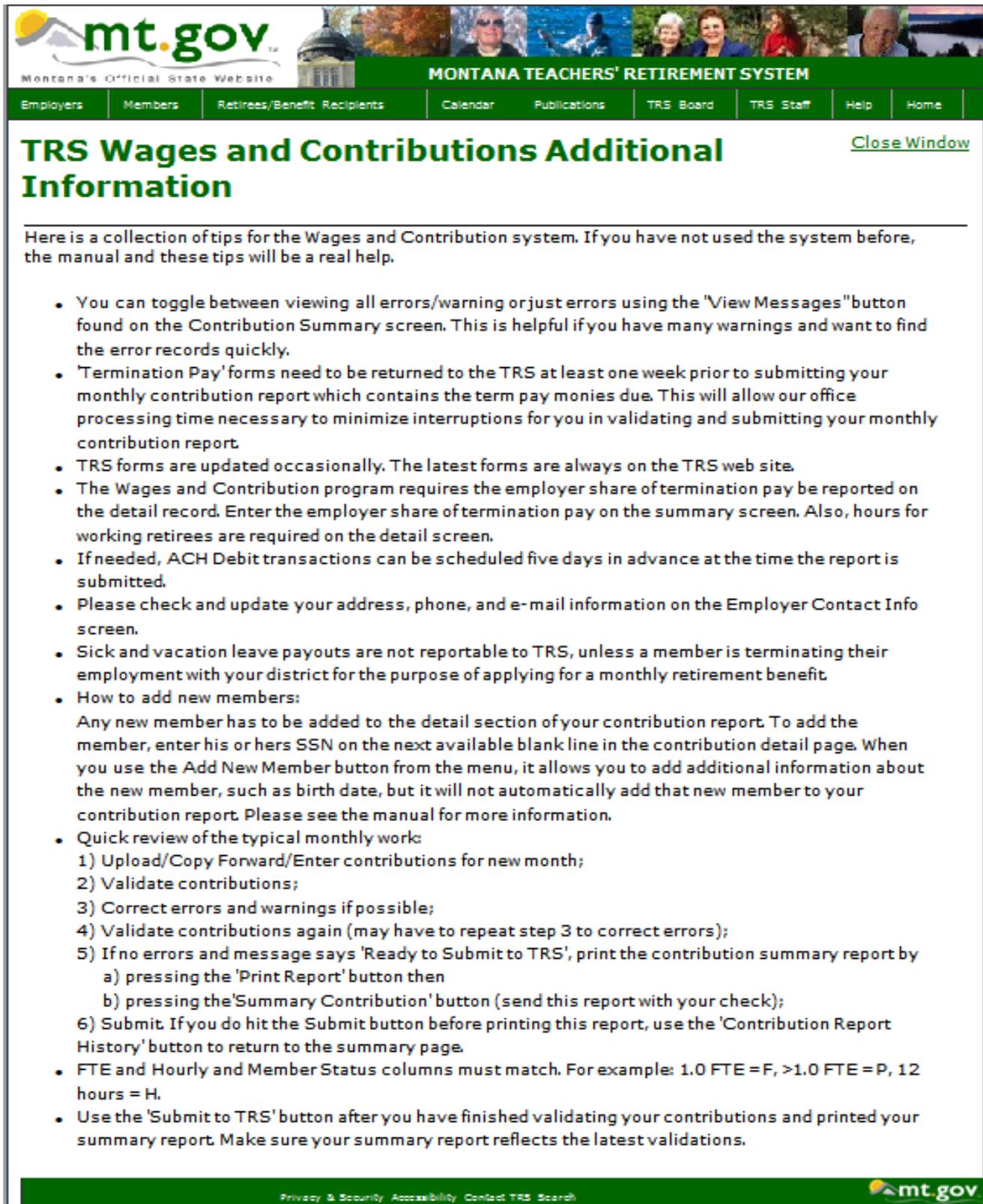
Thank you for using the new TRS Wage and Contribution Reporting System. Here's some tips and news for you. More tips can be found by [clicking here](#).

- **NEW!** Please check the recent memo on Required Reporting of Employees of Educational Cooperatives/Consortiums to the Teachers' Retirement System. Please read the latest TRS memo [by clicking here](#).
- **NEW!** Beginning July 1, 2009, the TRS Wage and Contribution program will allow employers to report reemployment of TRS retirees (Reemployed Retirees) under House Bill 363. For specific information about HB 363, including application and certification forms, please read the latest TRS memo [by clicking here](#). [Click here](#) to read instructions on how to code Reemployed Retirees in the Wage and Contribution system. Please check and update your e-mail address on the Employer Contact Info page if you did not receive this information in an e-mail on June 24, 2009.
- If you have working retirees within 75% of their allowable earnings, they will be listed when you log in. To see the list, click the "Working Retiree" button on the menu.
- On April 20, 2009 Employer passwords will expire every 60 days. Passwords must be at least *eight characters in length*, composed of at least *one number, one upper case letter, and one lower case letter*. Special characters can be used like: ~!#\$%^&*()-_+{}[];"'<>.,?/\.
- If you Toggle between viewing all errors/warnings or just errors using the "View Messages" button found on the Contribution Summary screen. This is helpful if you have many warnings and want to find the error records quickly.
- 'Termination Pay' forms need to be returned to the TRS at least one week prior to submitting your monthly contribution report which contains the term pay monies due. This will allow our office processing time necessary to minimize interruptions for you in validating and submitting your monthly contribution report.
- Quick review of the work flow (cheat sheet):
 - 1) Upload/Copy Forward/Enter contributions for new month;
 - 2) Validate contributions;
 - 3) Correct errors and warnings if possible;
 - 4) Validate contributions again (may have to repeat step 3 to correct errors);
 - 5) If no errors and message says 'Ready to Submit to TRS', print the contribution summary report by
 - a) pressing the 'Print Report' button then
 - b) pressing the 'Summary Contribution' button (send this report with your check);
 - 6) Submit. If you do hit the Submit button before printing this report, use the 'Contribution Report History' button to return to the summary page.

Thank you for being a part of the new TRS Wage and Contribution Web Entry. We appreciate your time and help making this process the best it can be.

[Continue](#)

TRS WAGES AND CONTRIBUTIONS ADDITIONAL INFORMATION



The screenshot shows the Montana Teachers' Retirement System (TRS) website. At the top, there is a navigation bar with the following links: Employers, Members, Retirees/Benefit Recipients, Calendar, Publications, TRS Board, TRS Staff, Help, and Home. The main heading is "TRS Wages and Contributions Additional Information" with a "Close Window" link to the right. Below the heading, there is a paragraph of introductory text and a list of tips for using the system. The tips cover topics such as viewing error messages, returning termination pay forms, updating TRS forms, reporting employer share of termination pay, scheduling ACH debit transactions, updating contact information, reporting sick and vacation leave, and adding new members. A detailed list of steps for submitting a contribution report is also provided, including uploading, validating, correcting errors, and printing the report. The page footer contains links for Privacy & Security, Accessibility, Contact TRS, and Search, along with the mt.gov logo.

Montana's Official State Website

MONTANA TEACHERS' RETIREMENT SYSTEM

Employers | Members | Retirees/Benefit Recipients | Calendar | Publications | TRS Board | TRS Staff | Help | Home

TRS Wages and Contributions Additional Information [Close Window](#)

Here is a collection of tips for the Wages and Contribution system. If you have not used the system before, the manual and these tips will be a real help.

- You can toggle between viewing all errors/warning or just errors using the "View Messages" button found on the Contribution Summary screen. This is helpful if you have many warnings and want to find the error records quickly.
- 'Termination Pay' forms need to be returned to the TRS at least one week prior to submitting your monthly contribution report which contains the term pay monies due. This will allow our office processing time necessary to minimize interruptions for you in validating and submitting your monthly contribution report.
- TRS forms are updated occasionally. The latest forms are always on the TRS web site.
- The Wages and Contribution program requires the employer share of termination pay be reported on the detail record. Enter the employer share of termination pay on the summary screen. Also, hours for working retirees are required on the detail screen.
- If needed, ACH Debit transactions can be scheduled five days in advance at the time the report is submitted.
- Please check and update your address, phone, and e-mail information on the Employer Contact Info screen.
- Sick and vacation leave payouts are not reportable to TRS, unless a member is terminating their employment with your district for the purpose of applying for a monthly retirement benefit.
- How to add new members:
Any new member has to be added to the detail section of your contribution report. To add the member, enter his or hers SSN on the next available blank line in the contribution detail page. When you use the Add New Member button from the menu, it allows you to add additional information about the new member, such as birth date, but it will not automatically add that new member to your contribution report. Please see the manual for more information.
- Quick review of the typical monthly work:
 - 1) Upload/Copy Forward/Enter contributions for new month;
 - 2) Validate contributions;
 - 3) Correct errors and warnings if possible;
 - 4) Validate contributions again (may have to repeat step 3 to correct errors);
 - 5) If no errors and message says 'Ready to Submit to TRS', print the contribution summary report by
 - a) pressing the 'Print Report' button then
 - b) pressing the 'Summary Contribution' button (send this report with your check);
 - 6) Submit. If you do hit the Submit button before printing this report, use the 'Contribution Report History' button to return to the summary page.
- FTE and Hourly and Member Status columns must match. For example: 1.0 FTE = F, >1.0 FTE = P, 12 hours = H.
- Use the 'Submit to TRS' button after you have finished validating your contributions and printed your summary report. Make sure your summary report reflects the latest validations.

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TRS WEB CONTRIBUTION REPORTING – MAIN MENU

Montana TRS Web Contribution Reporting

Employer 999999 PUBLIC EDUCATION EMPLOYER

- Upload Contribution File to TRS
- Copy Forward to New Period
- Enter or Change Contribution Report
- Enter or Change Adjustments
- Contribution Report History
- Add or Change Member
- Retirement Termination Pay Calculator
- Employer Contact Info
- Member Contribution History
- Working Retirees
- Logoff

MAIN MENU OPTIONS

Upload Contribution File to TRS

Moves a contribution file created by your accounting/payroll system to the TRS Contribution Reporting system. This is a three-step process: upload the file, process the data; review results.

Copy Forward to New Period

Allows any previous month's contribution report, on the TRS database, to be copied and utilized for a current month's report. This allows the edit of previous entries and the addition of new entries.

Enter or Change Contribution Report

Allows you to enter or update a TRS member's wage and contribution amount. You can return to the program to perform edits. You should **Save** the report information periodically.

Enter or Change Adjustments

This option allows an adjustment to a previous month's posted contributions.

[Contribution Report History](#)

A report of the history of all contributions submitted to the TRS.

[Add or Change Member](#)

Add or change members reported for the current month.

[Retirement Termination Pay Calculator](#)

This calculator uses real-time TRS data to calculate the employee and employer termination pay contribution due the TRS, Option 1 or 2, for a TRS member terminating and retiring.

[Employer Contact Info](#)

Update employer contact information.

[Member Contribution History](#)

Review of a specific TRS member's contribution history.

[Working Retirees](#)

A list of 'Retired' TRS members working in a TRS covered position after their retirement, indicating earnings and hour limitations.

[Logoff](#)

Close out the Montana TRS Web Contribution Reporting system.

UPLOAD CONTRIBUTION FILE TO TRS

If you have an accounting/payroll system capable of creating a TRS upload file, you can use this option to select the file, process it, and review the results. Any errors or warnings can be corrected on-line. All 'Errors' **must** be corrected before the report can be submitted to the TRS. TRS urges you to **read** the 'Warnings' and correct as many as possible, so you have fewer messages to deal with each month.

The file sent to the TRS has a special format. TRS publishes the layout for the upload file at: <http://www.trs.mt.gov/Help/512-ByteLayout.PDF>. Please review it to provide an upload file each month. For each upload file, you will need to enter the month and year of the data you are uploading. Make sure the data contained in the file you select has the correct employer number, month, and year.

Create a current upload file from your accounting/payroll system and **Save** it where you can find it on your computer or network.

Upload process:

- Login to the 'Wage and Contribution Reporting' system.
- Select the 'Upload Contribution File to TRS' menu option.
 - Enter the 'Report Month (MM)'
 - Enter the 'Report Year (YYYY)'
 - Leave the 'Sequence Number' blank.
 - Type defaults to 'Contribution'. You may elect to perform an 'Adjustment' on the drop-down box.
 - The 'Override' field defaults to 'No'. If you want to overwrite a previous upload for the Reporting Period, select 'Yes' on the drop-down box.
 - Click **Next Step**.

Upload Contribution File

Agency 999999 PUBLIC EDUCATION EMPLOYER

Please enter the report period you are uploading

Report Month (MM)

Report Year (YYYY)

Sequence Number

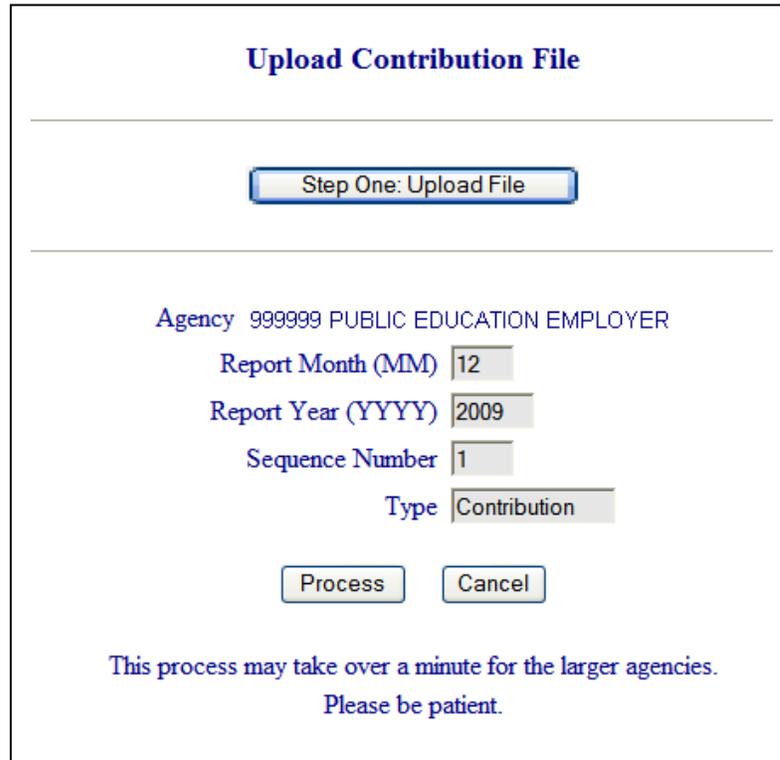
Type

Override

After you click '**Next Step**', the 'Sequence Number' defaults to '1'.

STEP ONE: UPLOAD FILE

Click **Step One: Upload File** to select the file to upload.



Upload Contribution File

Step One: Upload File

Agency 999999 PUBLIC EDUCATION EMPLOYER

Report Month (MM) 12

Report Year (YYYY) 2009

Sequence Number 1

Type Contribution

Process Cancel

This process may take over a minute for the larger agencies.
Please be patient.

A window opens to allow you to 'Select a file to upload'.



Step One: Upload File

Select a file to upload... Browse...

Upload File Cancel

Note: If your internet browser is set to not allow pop-ups (pop-ups are additional browser windows that pop-up, often with advertisements), you will have to temporarily enable the browser to allow pop-ups.

To 'Select a file to upload':

- Click **Browse**.
 - Find the file in the file explorer.
 - Double click the file name. This will put the file name in the box below.

Step One: Upload File

Select a file to upload...

- Click **Upload File**.
 - Upload the contribution file.
 - Review the messages generated by the upload.

Once the file upload is complete, the screen displays a message showing it was successful.

Step One: Upload File

Upload Successful for: 999999 report period: 200409 -- File Name: 999999-200409.txt

Click **Go to Step two: Process File** to close the window and continue processing the file. The 'Upload Contribution File' screen will open.

Upload Contribution File

Agency 999999 PUBLIC EDUCATION EMPLOYER

Report Month (MM)

Report Year (YYYY)

Sequence Number

Type

- Click **Process**. This may take up to 2 minutes for a large organization. If this process takes longer than 3 minutes, please call TRS IT staff at 406-444-3385 or 406-444-9293.

If the upload is unsuccessful, a series of **ERROR** messages may appear. The example below shows such **ERROR** messages for a file that is not in the correct format for uploading. Errors on this screen may have to be corrected in the original file before resubmitting it to the TRS.

Contribution Edit Messages

Agency 999999 PUBLIC EDUCATION EMPLOYER Period 9 2004

Member	Name	Edit Type	Edit Message
Upload		Error	SSN is invalid (72701383A)
Upload		Error	Contribution amount is invalid (72701383A)

Reset

Edit Messages

Contrib Summary

Home

If the upload is unsuccessful, it is typically because one of the following reasons: the wrong file was loaded, the file is not in the correct format, or the file is not for the correct reporting period. Correct and upload the original file once again.

Possible errors:

- Employer number is invalid
- Pay period/year does not match
- Pay period or year is invalid
- Record type must be 1 or 2
- SSN is invalid format

If the upload is successful, the 'Contribution Summary' screen opens.

Contribution Summary

Agency PUBLIC EDUCATION EMPLOYER Period

TRS Employees	<input type="text" value="1616"/>	Add'l Emplr Contrib	<input type="text" value="0.00"/>	# of Report Periods	<input type="text" value="1"/>
Total FTE	<input type="text" value="1,195.00"/>	Employer Term Pay	<input type="text" value="0.00"/>	Final Year-End Rpt	<input type="text"/>
Total FTE Hours	<input type="text" value="37,447.89"/>	TIAA CREF Contrib	<input type="text" value="0.00"/>	TIAA CREF Earnings	<input type="text" value=".00"/>
Earnings	<input type="text" value="4,975,554.71"/>	Total Emplr Contrib	<input type="text" value="371,673.94"/>	Pay Period Date	<input type="text" value="09/30/2004"/>
Regular Contribution	<input type="text" value="355,743.25"/>	Total Due This Rpt	<input type="text" value="742,822.03"/>	Date Edited	<input type="text"/>
Additional Contrib	<input type="text" value="15,404.84"/>	Remitted This Report*	<input type="text" value="743,000.00"/>	Date Posted	<input type="text"/>
Member Contrib	<input type="text" value="371,148.09"/>	Report Over+/Short-	<input type="text" value="177.97"/>	Edit Status	<input type="text" value="3 Errors, 65 Warnings"/>
Employer Contrib	<input type="text" value="371,673.94"/>	Over/Short Balance	<input type="text" value="0.00"/>	Post Status	<input type="text" value="Not Ready"/>

Starting Entry No. Starting With Copy to New Period

Detail Sequence Name

* Indicates required field

The contribution summary screen allows several functions.

DATA FIELDS:

- Remitted This Report**

Enter the total remitted amount before submitting the report. If an overage or shortage of less than \$2.00 occurs, the 'Report Over+/Short-' will automatically be made zero and the amount will be added to or subtracted from the 'Total Emplr Contribution'.
- # of Report Periods**

Enter the appropriate number of reports covered, if more than one month.
- Final Year-End Rpt**

Enter 'Y' if this is the final report for the fiscal year.
- Starting Entry No.**

Specify the entry number to start with on the detail screens. This applies to the **View or Change Detail**, **View Messages**, and **Edit Messages** screens.
- Starting With**

Specify the 'Last Name' or partial 'Last Name' to start with on the detail screen. This applies to the **View or Change Detail** and the **Edit Messages** screens.
- Detail Sequence**

The entries on the detail screens may be sequenced by the member's 'Last Name' or the member's SSN (alpha or numeric order). If this value is changed, the re-sequencing process takes place when the screen is saved or one of the detail screens is selected. The re-sequencing process may take a little while.
- Copy To New Period**

To copy this report to a new reporting period, enter the period and year, and then click **Copy**.

FUNCTION KEYS

Save	Saves values changed on the summary. Summary values must match contribution detail. Use Validate Contributions to check work after any changes.
Add	Add will only show up after Clear is clicked. To enter a new report from scratch, click Clear , then enter the 'Report Month (MM)' and 'Report Year (YYYY)', the 'Sequence Number' (optional), and click Add . Additional information may now be entered.
Search	Click Clear , then enter the 'Report Month (MM)' and 'Report Year (YYYY)', the 'Sequence Number' (optional), and click Search to load a prior contribution report.
Delete	Deletes all contribution detail as well as summary records for the month and year indicated.
Clear	Clears the fields of all values.
Reset	Resets the original values as of when the screen was loaded.
Calculate Totals	Quickly calculates the summary totals from the contribution detail. It provides fast totals, but does not validate the detail information. After calculating totals, click Save to save your work.
Validate Contributions	Validates that the summary and detail information matches as well as recalculates totals based on any changes you may have made. This options looks for potential errors in the detail information or summary page that would interfere with the reporting of contributions or submitting the report to TRS.
View or Change Detail	Examine the individual contribution records for a reporting period.
View Messages	Displays all messages generated by the process of validating contributions. These are the results from the upload or the result when you click the Validate Contributions button. You may print this list to facilitate in making the necessary corrections. Message will appear as an 'Error' or 'Warning'.
Edit Messages	Allows you to correct five records at a time that have an 'Error' or 'Warning'.
Submit to TRS	After all error messages are resolved and the records have been validated, submits the contribution file for processing by the TRS.
Home	Return to the 'Main Menu'.
Print Reports	Allow access to the 'Summary Contribution Report' and 'Detail Contribution Report'.

ADJUSTMENT SUMMARY

This screen may be used to enter adjustments for member contributions or wages. The functionality of this screen is the same as the 'Contribution Summary' screen. The 'Sequence Number' must be at least 2. 'Sequence Number' 1 is reserved for contribution reports. Adjustments **cannot** be copied forward.

Adjustment Summary

Agency PUBLIC EDUCATION EMPLOYER Period

TRS Employees	<input type="text"/>	Addl Emplr Contrib	<input type="text"/>	# of Report Periods	<input type="text"/>
Total FTE	<input type="text"/>	Employer Term Pay	<input type="text"/>	Final Year-End Rpt	<input type="text"/>
Total FTE Hours	<input type="text"/>	TIAA CREF Contrib	<input type="text"/>	TIAA CREF Earnings	<input type="text"/>
Earnings	<input type="text"/>	Total Emplr Contrib	<input type="text"/>	Pay Period Date	<input type="text"/>
Regular Contribution	<input type="text"/>	Total Due This Rpt	<input type="text"/>	Date Edited	<input type="text"/>
Additional Contrib	<input type="text"/>	Remitted This Report*	<input type="text"/>	Date Posted	<input type="text"/>
Member Contrib	<input type="text"/>	Report Over+/Short-	<input type="text"/>	Edit Status	<input type="text"/>
Employer Contrib	<input type="text"/>	Over/Short Balance	<input type="text"/>	Post Status	<input type="text"/>

Starting Entry No. Starting With Copy to New Period

Detail Sequence

* Indicates required field

- Click **Clear** to create an 'Adjustment' report. The TRS database will present an 'Adjustment Summary' screen will all the fields cleared.
- Enter the 'Period' month (MM) and, year (YYYY)
- Enter a sequence number 'Seq' (increment for each adjustment, starting at 2)
- Click **Add**.

Contribution Detail

Agency 999999 PUBLIC EDUCATION EMPLOYER Period 9 2004

Member SSN	Name	Actual Wages	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Member Status	Action Code	Term Pay	Entry Opt	Number	Delete?
999-99-9999	APERSON, ABE	2,897.17	207.14	207.15	1.00			Full Time				1	<input type="checkbox"/>
999-99-9999	BPERSON, BETTY	1,506.40	107.70	107.71	.00	140.00		Hourly				2	<input type="checkbox"/>
999-99-9999	CPERSON, CARL	3,781.33	270.36	270.37	1.00			Full Time				3	<input type="checkbox"/>
999-99-9999	DPERSON, DON	1,292.76	92.42	92.43	.00	126.00		Hourly				4	<input type="checkbox"/>
999-99-9999	EPERSON, ED	2,603.50	186.15		1.00			Full Time				5	<input type="checkbox"/>
999-99-9999	FPERSON, FRAN	3,197.00	228.58	228.59	1.00			Full Time				6	<input type="checkbox"/>
999-99-9999	GPERSON, GIGI	280.00	20.02		.00	30.00		Hourly				7	<input type="checkbox"/>
999-99-9999	HPERSON, HERB	3,569.67	255.23		1.00			Full Time				8	<input type="checkbox"/>
999-99-9999	IPERSON, ISABELL	4,571.08	326.83		1.00			Full Time				9	<input type="checkbox"/>
999-99-9999	JPERSON, JAN	315.00	22.52		.00	33.75		Hourly				10	<input type="checkbox"/>
999-99-9999	KPERSON, KARI	2,955.75	211.33	211.34	1.00			Full Time				11	<input type="checkbox"/>
999-99-9999	LPERSON, LINDA	2,536.25	181.34		1.00			Full Time				12	<input type="checkbox"/>

Jump to name or SSN [Next List >>](#)

- Click **View or Change Detail** to enter in the detail information for the adjustment.
- **Save** your work.
- Click **Contrib Summary** to return to the 'Adjustment Summary' screen.
- Click **Validate Contributions** to check your work.

VIEW OR CHANGE DETAIL

This screen shows the 'Contribution Detail' for each TRS member on your report. Use this screen to adjust any of the information, as necessary. The 'Member Status' must agree with the TRS member's employment status.

Employment Status	Service (FTE)	Monthly Hours	Member Status
Employed with 1.00 FTE Contract	1.00		Full-Time
Employed with <1.00 FTE Contract	i.e., .50; .67; .75		Part-Time
Employed on Hourly Basis		140	Hourly
Retired TRS member working part-time		126	Work Ret.

Contribution Detail

Agency 999999 PUBLIC EDUCATION EMPLOYER Period 9 2004

Member SSN	Name	Actual Wages	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Member Status	Action Code	Term Pay	Opt	Entry Number	Delete?
999-99-9999	APERSON, ABE	2,897.17	207.14	207.15	1.00			Full Time	▼			1	<input type="checkbox"/>
999-99-9999	BPERSON, BETTY	1,506.40	107.70	107.71	.00	140.00		Hourly	▼			2	<input type="checkbox"/>
999-99-9999	CPERSON, CARL	3,781.33	270.36	270.37	1.00			Full Time	▼			3	<input type="checkbox"/>
999-99-9999	DPERSON, DON	1,292.76	92.42	92.43	.00	126.00		Hourly	▼			4	<input type="checkbox"/>
999-99-9999	EPERSON, ED	2,603.50	186.15		1.00			Full Time	▼			5	<input type="checkbox"/>
999-99-9999	FPERSON, FRAN	3,197.00	228.58	228.59	1.00			Full Time	▼			6	<input type="checkbox"/>
999-99-9999	GPERSON, GIGI	280.00	20.02		.00	30.00		Hourly	▼			7	<input type="checkbox"/>
999-99-9999	HPERSON, HERB	3,569.67	255.23		1.00			Full Time	▼			8	<input type="checkbox"/>
999-99-9999	IPERSON, ISABELL	4,571.08	326.83		1.00			Full Time	▼			9	<input type="checkbox"/>
999-99-9999	JPERSON, JAN	315.00	22.52		.00	33.75		Hourly	▼			10	<input type="checkbox"/>
999-99-9999	KPERSON, KARI	2,955.75	211.33	211.34	1.00			Full Time	▼			11	<input type="checkbox"/>
999-99-9999	LPERSON, LINDA	2,536.25	181.34		1.00			Full Time	▼			12	<input type="checkbox"/>

Jump to name or SSN [Next List >>](#)

FUNCTION KEYS

Save Save changes to screen. Remember to **Save** any work before leaving the screen.

Search To find an individual click **Clear**, then type the member's SSN in the top left field and click '**Search**'. You may select a certain member by entering the full or partial last name in the name field and click **Search**. You can also use the 'Jump to name or SSN'.

Clear Clears fields for searching. See Search.

Reset Resets the original values as of when the screen was loaded.

Name Lookup Allows you to search by a member's name.

Contrib Summary Returns you to the contribution summary page.

Home Returns you to the home menu.

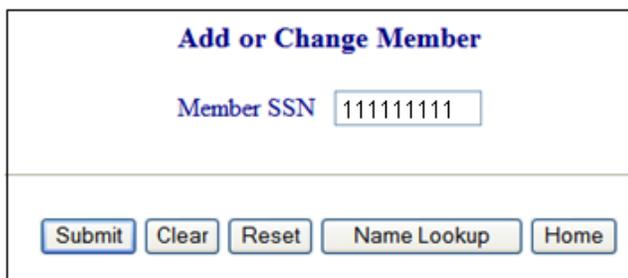
Delete? Click 'Delete?' to delete one or more records, then click **Save**.

Jump to Name
or SSN Enter full or partial names or SSN, and then click **GO** to move to that particular member in the file.

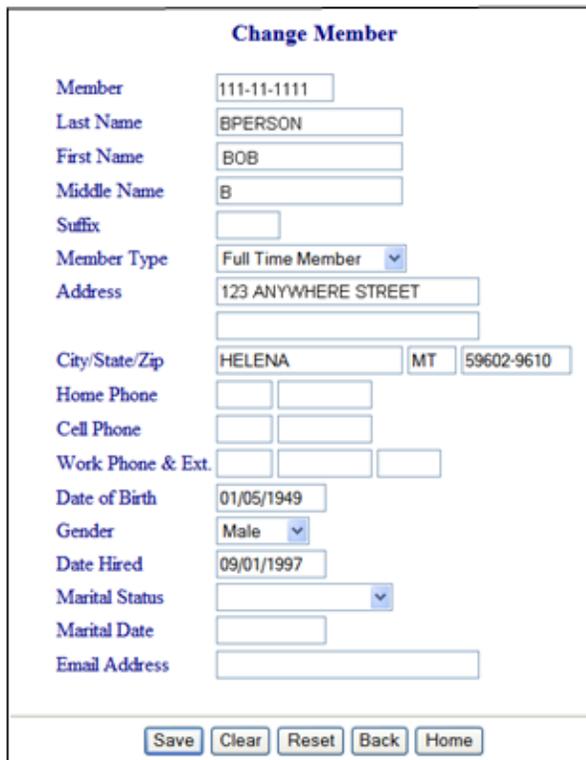
To add additional members: click **Clear**, and then begin entering the additional members, starting at the top. If there are available blank lines on the screen, additional members may be added using the blank lines. When adding additional members, the name is not displayed until after the screen is saved. If the SSN being added is not found in the TRS database, the name field must be entered in the format of Last; First; Middle. If a new member is added on the contribution screen, please remember to fill in the additional information on the 'Add or Change Member' screen.

For existing members, the name may not be changed on this screen. Members whose name has changed must submit a 'Name Change' form to the TRS. The form is available on the TRS website.

Another method for adding a new member is to use the 'Add or Change Member' function, available on the 'Main Menu', before entering the wage and contribution data.



Click **Submit**.



Populate the TRS member's personal information. Click **Save** to update the information on the TRS database.

VIEW MESSAGES

The **View Messages** option from the 'Contribution Summary' allows the viewing of 5 messages at a time. It may be helpful to print these messages if it makes correcting the messages easier. To fix problems, Click **Edit Messages**; or Click [Contribution Summary](#) to return to the summary.

Contribution Summary

Agency PUBLIC EDUCATION EMPLOYER Period

TRS Employees	<input type="text" value="867"/>	Add'l Emplr Contrib	<input type="text" value="0.00"/>	# of Report Periods	<input type="text" value="1"/>
Total FTE	<input type="text" value="606.73"/>	Employer Term Pay	<input type="text" value="0.00"/>	Final Year-End Rpt	<input type="text"/>
Total FTE Hours	<input type="text" value="24,692.67"/>	TIAA CREF Contrib	<input type="text" value="0.00"/>	TIAA CREF Earnings	<input type="text" value=".00"/>
Earnings	<input type="text" value="3,182,621.86"/>	Total Empr Contrib	<input type="text" value="237,741.74"/>	Pay Period Date	<input type="text" value="01/31/2010"/>
Regular Contribution	<input type="text" value="227,557.67"/>	Total Due This Rpt	<input type="text" value="469,143.36"/>	Date Edited	<input type="text" value="02/01/2010"/>
Additional Contrib	<input type="text" value="3,843.95"/>	Remitted This Report*	<input type="text" value="468,009.75"/>	Date Posted	<input type="text" value="02/01/2010"/>
Member Contrib	<input type="text" value="231,401.62"/>	Report Over+/Short-	<input type="text" value="1,133.61-"/>	Edit Status	<input type="text"/>
Employer Contrib	<input type="text" value="237,741.74"/>	Over/Short Balance	<input type="text" value="0.00"/>	Post Status	<input type="text" value="Posted"/>
Starting Entry No.	<input type="text"/>	Starting With	<input type="text"/>	Copy to New Period	<input type="text"/> <input type="text"/> <input type="button" value="Copy"/>

Detail Sequence

Contribution Edit Messages

Agency PUBLIC EDUCATION EMPLOYER Period

Member	Name	Edit Type	Edit Message
999-99-9999	APERSON, ABE	Warning	Wages were already posted for this member for this report period
999-99-9999	BPERSON, BOB	Warning	Member type in the TRS database is Full Time
999-99-9999	CPERSON, CAROL	Warning	Retired member reporting contributions (07/01/2004)
999-99-9999	DPERSONS, DAVE	Warning	Reported member type is Full Time, it is Hourly in the TRS database
999-99-9999	EPERSON, ED	Error	Member not found for this employer

[Next Page >>](#)

After the 'Error' has been corrected and saved, Click [Next Page >>](#) to navigate to the next page of messages.

EDIT MESSAGES

When editing messages, the warnings or errors along with the records to be corrected or reviewed will appear in one screen. Five individuals at a time appear. Read the edit message and respond appropriately.

Edit Contribution Messages

Agency 999999 PUBLIC EDUCATION EMPLOYER Period 9 2004

Member SSN	Name	Actual Earnings	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Member Status	Action Code	Term Pay	Opt	Entry Number	Delete?
999-99-9999	APERSON, ANDY	315.00	22.52		.00	33.75		Hourly				10	<input type="checkbox"/>
999-99-9999	BPERSON, BILL	385.00	27.52	27.53	.00	41.25		Hourly				33	<input type="checkbox"/>
999-99-9999	CPERSON, CAROL	1,550.17	110.83	110.84	.50			Part Time				45	<input type="checkbox"/>
999-99-9999	DPERSON, DAVE	4,520.00	323.18		1.00			Full Time				47	<input type="checkbox"/>
999-99-9999	EPERSON, ED	1,260.00	90.09		1.00			Full Time				54	<input type="checkbox"/>

Jump to name or SSN [Next List >>](#)

Edit Type	Name	Edit Message
Warning	APERSON, ABE	Wages were already posted for this member for this report period
Warning	BPERSON, BOB	Wages were already posted for this member for this report period
Warning	CPERSON, CAROL	Member type in the TRS database is Full Time
Warning	DPERSON, DAVE	Retired member reporting contributions (07/01/2004)
Warning	EPERSON, ED	Reported member type is Full Time, it is Hourly in the TRS database

- After the 'Error' has been corrected and saved, Click [Next List >>](#) to navigate to the next page of messages.

The 'Edit Type'; 'Name'; and, 'Edit Message' appear on the edit message report. To review the line entries:

- Click **Clear** to find an individual. Type the member's SSN in the top left field and click **Search**.
- You can go directly to a certain member by entering the full or partial 'Last Name' in **Jump to Name**, or entering the full or partial SSN, then click **Go**.
- Click **Delete?** to delete one or more records, then click **Save**.
- Click **Clear** to add additional members, then begin entering the additional members, starting at the top. Additional members may be added using available blank lines on the screen. When adding additional members, the name is not displayed until after the screen is saved. If the SSN being added is not found in the TRS database, the name field must be entered in the format of Last; First; Middle.
- Access the 'Add or Change Member' screen to update a name, for an existing member.

Contribution 'Error' messages	Correction
Member was not found	Use Action field Add .
Member SSN is not valid	Confirm the SSN is valid.
Employee not found for this employer	Use the Action field Add .
Service not allowed for this member type	Delete FTE or Hours.
Hours only allowed for Hourly member status	Enter hours, use 0.0 for FTE.

Contribution 'Warning' messages	Suggested Correction
Hourly member must have hours reported.	Report hours or if no earnings in period, delete contribution record or change action field to 'Terminate'.
Term pay option only allowed when term pay amount is entered.	Remove term pay option, or enter term pay amount.
Member does not have retired status.	Do not report as a 'Working Retiree'.
Member contribution is not within the acceptable range.	Confirm contribution and earnings.
Actual Earnings are zero.	Use Action field 'Terminate' or 'Delete?'.
Monthly hours are positive but contribution amount is negative.	Confirm contribution amount and hours.
Contribution reported without service.	Report either FTE or hours.
Contribution or service not allowed for terminating member.	Must terminate on the next month's report with zero earnings, no FTE or hours.
Service is positive but contribution amount is negative.	Confirm contribution amount and service.
Last name is missing.	Enter last name.
First name is missing.	Enter first name.
Additional contribution for future Tax-deferred Election Date.	Confirm Tax-deferred Election Date.
Term Pay contribution for future Tax-deferred Election Date.	Member must have terminated their employment and signed a irrevocable election form.
Employee currently on leave is receiving wages.	Confirm reporting status.
This member is currently Full Time with a different employer.	None – multiple employer
Monthly hours are negative but contribution amount is positive.	Confirm hours/contributions.
Part time hours are negative.	Confirm hours.
Part time hours exceed standard hours for full month.	Confirm hours/reporting status.
Term pay contribution is already posted for this employee.	Confirm term pay.
Member type in the TRS database is Working Retiree.	Confirm reporting status.
Member type in the TRS database is Work after Retirement.	Delete
Member type in the TRS database is not TIAA CREF.	Confirm reporting status.
Member type in the TRS database is Full Time.	Confirm reporting status.
Member type in the TRS database is Hourly for this employer.	Confirm reporting status
Wages were already posted for this member for this report period.	None – multiple employer
Member currently on leave reporting contributions.	Confirm reporting status.
Terminated member receiving wages.	Cannot terminate with earnings reported for employee. 'Terminate' on next period's report.

Deceased member receiving wages.	Confirm wages.
Retired member receiving wages.	Confirm reporting status.
Retired member reporting contributions.	Confirm reporting status/contributions.
Contribution amount reported without service.	Confirm service.
Service not allowed for this member type.	Delete FTE or hours.
Contributions not allowed for this member type.	Delete Contributions.
Reported member type = x, in the TRS database = y	Reported member type is different from the member type in the TRS database.
Retired member is being reported as a TIAA CREF member.	Report as 'Working Retiree'.
Service reported without contributions.	Confirm service/contributions.
Service is negative but contribution amount is positive.	Confirm service/contributions.
Service is negative.	Confirm service.
The hire date could not be found for this member.	Employee needs to submit a 'Membership Form' to the TRS.
The gender is unknown for this member.	Employee needs to submit a 'Membership Form' to the TRS.
This member is Full Time and has an FTE < 1.00.	Confirm FTE.
This member is Part Time and has an FTE >= 1.00.	Confirm FTE.
The FTE exceeds the number of months being reported.	Confirm FTE.
This SSN is duplicated for this report.	Confirm SSN. Delete the duplicate. Allowed for multiple lines of entry.
The summary total wages do not match the calculated wages.	Recalculate totals or Validate Contributions
The summary employee contributions does not match calculated amount.	Confirm employee contributions.
The summary employee additional contribution does not match calculated amount.	Confirm employee additional contributions.
The summary employer contributions does not match calculated amount.	Confirm employer contributions.
The summary service months does not match calculated amount.	Confirm service months.
The summary part time hours does not match calculated amount.	Confirm part time hours.
The summary TIAA CREF wages does not match calculated amount.	Confirm ORP wages.
The summary TIAA CREF contribution does not match calculated amount.	Confirm ORP contributions.

PRINT REPORTS

From the 'Contribution Summary' screen, Click **Print Report** to access the 'Summary Contribution Report', and the 'Detail Contribution Report'.

Contribution Summary

Agency Period

TRS Employees	<input type="text" value="1616"/>	Add'l Emplr Contrib	<input type="text" value="0.00"/>	# of Report Periods	<input type="text" value="1"/>
Total FTE	<input type="text" value="1,195.00"/>	Employer Term Pay	<input type="text" value="0.00"/>	Final Year-End Rpt	<input type="text"/>
Total FTE Hours	<input type="text" value="37,447.89"/>	TIAA CREF Contrib	<input type="text" value="0.00"/>	TIAA CREF Earnings	<input type="text" value=".00"/>
Earnings	<input type="text" value="4,975,554.71"/>	Total Emplr Contrib	<input type="text" value="371,673.94"/>	Pay Period Date	<input type="text" value="09/30/2004"/>
Regular Contribution	<input type="text" value="355,743.25"/>	Total Due This Rpt	<input type="text" value="742,822.03"/>	Date Edited	<input type="text"/>
Additional Contrib	<input type="text" value="15,404.84"/>	Remitted This Report*	<input type="text" value="743,000.00"/>	Date Posted	<input type="text"/>
Member Contrib	<input type="text" value="371,148.09"/>	Report Over+/Short-	<input type="text" value="177.97"/>	Edit Status	<input type="text" value="3 Errors, 65 Warnings"/>
Employer Contrib	<input type="text" value="371,673.94"/>	Over/Short Balance	<input type="text" value="0.00"/>	Post Status	<input type="text" value="Not Ready"/>

Starting Entry No. Starting With Copy to New Period

Detail Sequence

* Indicates required field

Print Contribution Report

Agency Period

TRS Employees	<input type="text" value="1,616"/>	Period End Date	<input type="text" value="09/30/2004"/>
Earnings	<input type="text" value="4,975,554.71"/>	Date Posted	<input type="text"/>
Total Member Contribution	<input type="text" value="371,148.09"/>	Final Year-End Rpt	<input type="text"/>
Total Employer Contribution	<input type="text" value="371,673.84"/>	Edit Status	<input type="text" value="10 Errors, 65 Warnings"/>
Total Due This Report	<input type="text" value="742,821.93"/>	Post Status	<input type="text" value="Not Ready"/>
Remitted This Report	<input type="text" value="743,000.00"/>		

CONTRIBUTION SUMMARY REPORT

TEST -- MT Teachers' Ret. Sys. -- TEST			
Contribution Summary Report			
Reporting Agency: 999999 PUBLIC EDUCATION EMPLOYER		Report Period: September 2004	
TRS Employees	1616	# of Report Periods	1
Total FTE	1,195.00	Final Year-End Rpt	
Total FTE Hours	37,447.89	TIAA CREF Earnings	.00
Earnings	4,975,554.71	Period End Date	09/30/2004
Regular Contribution	355,743.25	Date Edited	
Additional Contrib	15,404.84	Date Posted	
Member Contrib	371,148.09	Edit Status	Errors Exist
Employer Contrib	371,673.84	Post Status	Not Ready
Add'l Emplr Contrib	.00		
Emplr Term Pay	.00		
TIAA CREF Contrib	.00		
Total Empr Contrib	371,673.84		
Total Due This Rpt	742,821.93		
Remitted This Report	743,000.00		
Report Over+/Short-	178.07		
Over/Short Balance	0.00		

CONTRIBUTION DETAIL REPORT

TEST -- MT Teachers' Ret. Sys. -- TEST							
Contribution Detail Report							
Reporting Agency: 999999 PUBLIC EDUCATION EMPLOYER				Report Period: September 2004			
Member Name	Actual Wages	Current Contrib	Service (FTE)	Monthly Hours	Addl Memb Contrib	Act Stat	Term pay Cd
999-99-9999 APERSON, ABE	2,897.17	207.14	1.00				
999-99-9999 BPERSON, BOB	1,506.40	107.70		140.00		H	
999-99-9999 CPERSON, CAROL	3,781.33	270.36	1.00				

COPY FORWARD TO NEW PERIOD

Summary and contributions data from any previous period may be copied forward from either the 'Contribution Summary' screen or the 'Main Menu'. This eliminates the need to re-enter data each month. Once the records are copied forward, the appropriate changes can be made.

Contribution Summary

Agency PUBLIC EDUCATION EMPLOYER Period

TRS Employees	1616	Add'l Emplr Contrib	0.00	# of Report Periods	1
Total FTE	1,195.00	Employer Term Pay	0.00	Final Year-End Rpt	
Total FTE Hours	37,447.89	TIAA CREF Contrib	0.00	TIAA CREF Earnings	.00
Earnings	4,975,554.71	Total Emplr Contrib	371,673.94	Pay Period Date	09/30/2004
Regular Contribution	355,743.25	Total Due This Rpt	742,822.03	Date Edited	
Additional Contrib	15,404.84	Remitted This Report*	743,000.00	Date Posted	
Member Contrib	371,148.09	Report Over+/Short-	177.97	Edit Status	3 Errors, 65 Warnings
Employer Contrib	371,673.94	Over/Short Balance	0.00	Post Status	Not Ready

Starting Entry No. Starting With

Detail Sequence

* Indicates required field

Copy Forward to New Period

Agency PUBLIC EDUCATION EMPLOYER Period

TRS Employees	<input type="text" value="1,616"/>
Earnings	<input type="text" value="4,975,554.71"/>
Total Member Contribution	<input type="text" value="371,148.09"/>
Total Employer Contribution	<input type="text" value="371,673.84"/>
Total Due This Report	<input type="text" value="742,821.93"/>
Remitted This Report	<input type="text" value="743,000.00"/>
Period End Date	<input type="text" value="09/30/2004"/>
Date Posted	<input type="text"/>
Final Year-End Rpt	<input type="text"/>
Edit Status	<input type="text" value="10 Errors, 65 Warnings"/>
Post Status	<input type="text" value="Not Ready"/>

Copy to New Period

- If attempting to copy to a reporting period that has already been posted, the following error is issued: 'A posted report already exists for this period - Cannot copy.'
- If copying to a reporting period that already exists, but has not been posted, the following error is issued: 'A report already exists for this period - Click 'Copy' again to override'.

When the copy function is complete, the 'Contribution Summary' screen is presented. For larger agencies, the copy function may take over one minute.

CONTRIBUTION REPORT HISTORY

The contribution report history is a screen by screen report of each month's contribution made by the employer. From this screen, the 'Contribution Summary' and 'Contribution Detail' may be accessed for any previous or pending reporting period, submitted to the TRS.

Contribution Report History									
999999 PUBLIC EDUCATION EMPLOYER									
Period	Year	Type	Posting Status	Member Contrib	Employer Contrib	Over/Short	Total	Summary	Copy Forward
1	2005	Cont	Submitted	.00	.00	.00	.00	Summary	Copy
11	2004	Cont	Edit	398,326.68	371,464.22	-769,790.90	.00	Summary	Copy
9	2004	Cont	Errors	371,148.09	371,673.84	178.07	743,000.00	Summary	Copy
8	2004	Cont	Posted	46,729.22	47,246.88	26.58	94,002.68	Summary	Copy
7	2004	Cont	Posted	36,834.72	37,218.50	-26.58	74,026.64	Summary	Copy
8	2004	Adj	Posted	374.17	390.91	.00	765.08	Summary	Copy
6	2004	Cont	Posted	1,567,921.97	1,764,022.69	.00	3,331,944.66	Summary	Copy
2	2004	Adj	Posted	.00	.00	-104.53	.00	Summary	Copy

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ADD OR CHANGE MEMBER

An employer may add or change TRS members reported on their monthly reports. On the 'Add or Change Member' screen, enter the member's SSN.

Add or Change Member	
Member SSN	<input type="text" value="999-99-9999"/>
<hr/> <input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Reset"/> <input type="button" value="Name Lookup"/> <input type="button" value="Home"/>	

If the member is not found in the TRS database, the 'Add New Member' screen will appear.

Add New Member	
Member	<input type="text" value="888-46-3808"/>
Last Name	<input type="text" value="DOUCETTE"/>
First Name	<input type="text" value="CHERYL"/>
Middle Name	<input type="text"/>
Suffix	<input type="text"/>
Member Type	<input type="text" value="Full Time Member"/> ▼
Address	<input type="text" value="123 ANYWHERE ST"/> <input type="text"/>
City/State/Zip	<input type="text" value="HELENA"/> <input type="text" value="MT"/> <input type="text" value="59602"/>
Home Phone	<input type="text" value="444"/> <input type="text" value="3134"/>
Cell Phone	<input type="text" value="431"/> <input type="text" value="3134"/>
Work Phone & Ext.	<input type="text" value="406"/> <input type="text" value="324"/> <input type="text" value="3134"/>
Date of Birth	<input type="text" value="09/16/1949"/>
Gender	<input type="text" value="Female"/> ▼
Date Hired	<input type="text" value="09/01/2009"/>
Marital Status	<input type="text" value="Married"/> ▼
Marital Date	<input type="text"/>
Email Address	<input type="text"/>

If the member is not found in the employer's records, the 'Add Member for this Employer' screen will appear.

Add Member for this Employer

Member 888-46-3808
 Name DOUCETTE, CHERYL
 Address PO BOX 78
 LAKESIDE MT 59922

Effective Date
 Member Type
 Pay Period/Year

When adding a new member you will need to verify the 'Effective Date' of employment; 'Member Type': Full Time Member; Hourly; Part Time Member; or, TIAA CREF Member; and the 'Pay Period/Year', the first pay period (month/year) that the TRS member is reportable to the TRS.

If the member exists already with the employer, the 'Change Member' screen appears.

Change Member

Member
 Last Name
 First Name
 Middle Name
 Suffix
 Member Type
 Address

 City/State/Zip
 Home Phone
 Work Phone & Ext.
 Gender
 Date Hired
 Marital Status
 Marital Date
 Email Address

The change member screen will allow you to change all fields for members that have not been verified by the TRS. Once a member has completed a TRS 'Membership Form', only the directory information will be available for changes.

If the member exists already with the employer, but the member's primary employer is a different employer, then the 'Change Member for this Employer' screen will appear

Change Member for this Employer

Member 888-46-3808
 Name DOUCETTE, CHERYL
 Address PO BOX 78
 LAKESIDE MT 59922

Member Status Active
 Effective Date
 Member Type ▾
 Pay Period/Year

NAME LOOK-UP

This screen may be accessed from the 'Contribution Detail' and the 'Edit Contribution Messages' screens using the **Name Lookup** button. It can be used to find a member within the selected reporting period by entering the full or partial 'Last Name'. Members within this reporting period are displayed alphabetically by 'Last Name', starting with the first name that matches the entered 'Last Name'. If no matches are found, the next name is displayed.

Click [Select](#) for the desired member to return to the previous screen.

Name Look-Up

Last Name: SSN:

Name	SSN	Select
ABC, ADAM	999-99-9999	Select
ABCDE, BONNIE	999-99-9999	Select

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MEMBER LOOK-UP BY NAME

This screen may be accessed from any screen that has the **Name Lookup** button. To utilize this feature, enter the TRS member's:

- Full 'Last Name'
- Full 'Last Name', plus full or partial 'First Name'
- Partial 'Last Name'
- Partial SSN
- Sounds-like last name.

The 'First Name' or partial 'First Name' is only used in conjunction with the full 'Last Name'. You can find members who are currently or have previously been employed by your employer.

The 'Sounds-Like Last Name' feature allows you to find a person even though you may not know the exact spelling of the last name. Enter the last name, as you believe it is spelled followed by a question mark (?). This will find all members with last names that sound like the name entered. The first name is not used in combination with this feature.

Member Look-Up by Name

Last Name: First Name: SSN:

Name	SSN	Type	Effective Date	Employer	Select
					Select
					Select

When the desired member has been found, click [Select](#) to return to the previous screen.

The employee or a list of employees will appear below. Click [Select](#) to see the TRS member's contribution history.

Member Look-Up by Name

Last Name: First Name: SSN:

Name	SSN	Type	Effective Date	Employer	Select
APERSON, ABE	999-99-9999	Member	10/12/1999	560021	Select
					Select

RETIREMENT TERMINATION PAY CALCULATOR

Refer to Section 6 of this manual for the definition of termination pay, the correct procedure for reporting termination pay, as well as the tools provided by the TRS in the calculation of the 'Employee Contribution Due' and the 'Employer Contribution Due' the TRS, to fund an increase in a TRS member's monthly retirement benefit.

The 'Retirement Termination Pay Calculator' is available on the TRS website. At the time of a TRS member's termination and retirement, this calculator is used for the correct calculation of the employee and employer termination pay contributions due the TRS. Use of this tool allows your office to budget for pending or future retirement termination payouts.

For additional assistance or questions relative to the calculation of the employee and employer contributions due the TRS, contact a Benefit Officer with the TRS at 406-444-3324 or 406-444-4113.

Montana TRS Web Contribution Reporting

-- Staff --

Employer 999932 PUBLIC EDUCATION EMPLOYER

Upload Contribution File to TRS

Copy Forward to New Period

Enter or Change Contribution Report

Enter or Change Adjustments

Contribution Report History

Add or Change Member

Retirement Termination Pay Calculator

Employer Contact Info

Member Contribution History

ACH Edit

ACH Report

Batch Summary Report

Log in to Different Employer

Working Retirees

Test

Logoff

CODING FOR REEMPLOYMENT OF TRS RETIREES UNDER HB 363

The TRS Wage and Contribution program allows employers to report reemployment of TRS retirees (Reemployed Retirees) under House Bill 363. These are individuals who have retired with 30+ years in service and are filling a vacancy for which no qualified applicants exist. For specific information about HB 363, including application and certification forms, and how to code these individuals within the Wage and Contribution System please read the latest TRS memo: <http://www.trs.mt.gov/Employers/MemosAndNewsLetters/MemosAndNewsletters.asp>

1. On the Contribution Detail screen of the Wage and Contribution program:

Contribution Detail														
Member SSN	Name	Actual Wages	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Employer Additional	Member Status	Action Code	Term Pay Contrib	Employer Term Pay Opt	Entry Number	Delete?
000-00-0000	DOE, JOHN	1,864.59	0	0		140			Reemployed				1	<input type="checkbox"/>

Report Wages No employee contribution Report Hours Member Status

2) On the Contribution Summary screen of the Wage and Contribution program:

Contribution Summary			
Agency	000000	MONTANA PUBLIC SCHOOL	Period 07 2009
TRS Employees	88	Add'l Emplr Contrib	0.00
Total FTE	48.14	Employer Term Pay	0.00
Total FTE Hours	4,385.75	TIAA CREF Contrib	0.00
Earnings	258,483.57	Total Emplr Contrib	19,308.64
Regular Contribution	18,481.65	Total Due This Rpt	38,049.84
Additional Contrib	259.55	Remitted This Report*	38,049.84
Member Contrib	18,741.20	Report Over+/Short-	0.00
Employer Contrib	19,308.64	Over/Short Balance	0.00
Starting Entry No.		Starting With	
		Detail Sequence	Name
<input type="button" value="Save"/> <input type="button" value="Search"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> <input type="button" value="Reset"/> <input type="button" value="Calculate Totals"/> <input type="button" value="Validate Contributions"/> <input type="button" value="View or Change Detail"/> <input type="button" value="View Messages"/> <input type="button" value="Edit Messages"/> <input type="button" value="Submit to TRS"/> <input type="button" value="Home"/> <input type="button" value="Print Reports"/>			

Employer's Contribution would also contain 17.11% of each Reemployed Retiree's wage.

C:\Documents and Settings\cm1127.STATE\My Documents\EmployerMemo20090622.doc

3) In the TRS wage and contribution files uploaded from commercial programs (i.e. Foxy Lady, Black Mountain, etc.):

Please refer to the TRS Wage and Contribution File Layout as of 6/24/2009 at: <http://www.trs.mt.gov/Help/512-ByteLayout20090624.PDF>.

For a Vacancy Retiree on the Detail Record (Record Type = 1):

- The Member Status Code (Field Number 6, starting in Position 13) is "R".
- Wages and hours are reported.
- FTE is not reported, zero filled.
- Employee contributions are not reported, zero filled.

On the Summary Record (Record Type 2):

- The Total Employer Contributions (Field Number 16, starting in position 78) would also include 17.11% of each Reemployed Retiree's actual wage.

