

## *MEMORANDUM*

## Teachers' Retirement System

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**To:** Montana TRS Employers

**From:** Bill Hallinan, IT Manager  
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**Date:** March 31, 2008

**Subject:** Wages and Contribution File and Address Updates

The Teachers' Retirement System (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. The intent of this letter is to notify you that this option is available. These software vendors have been notified of the change: Black Mountain Software; Computer Software Associates; and Foxie Lady Computers, Inc.. If you use another software vendor, please have your software vendor contact me for more information.

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. The TRS will be able to accept address changes using the new record format any time after April 1, 2008.

Please contact me if you have any questions or comments.