



Membership Eligibility and Enrollment (Including J-1 Visa Holders)

This presentation contains general information to be used as a guide during the Genesys web based training.

For complete detailed instructions, please refer to the Employer Procedures Manual at www.trsl.org.

Eligibility

- ❖ Definition of teacher
 - eligible positions
 - ineligible positions
 - dual employment

- ❖ Retain membership with five or more years



Definition of Teacher

Eligible Positions

- ❖ K-12 employees
 - Except bus drivers, bus aides, and maintenance
- ❖ school food service employees
- ❖ speech therapist
- ❖ unclassified employees at a college/university
- ❖ administrative staff
- ❖ J-1 Visa holders (through a J-1 exchange visitor program)

NEW

Criteria for Enrolling J-1 Visa Holders

- ❖ Two or more years: enroll in TRSL.
- ❖ Less than two years: do not enroll employee. Social security rules apply.
- ❖ Employers should use the date of original employment to determine if employee meets definition of temporary.
- ❖ J-1 Visa holders required to join TRSL in their third year can purchase the prior two years of teaching service for which they did not contribute.



Definition of Teacher

Ineligible Positions

- ❖ Seasonal, temporary, and part-time employees
- ❖ School bus driver/aide/monitor
- ❖ Bus attendant
- ❖ School maintenance employee
- ❖ Classified employees at a college/university
- ❖ Aliens possessing J* or F visas
 - * J visa other than a J-1

NEW

Dual Employment

- ❖ Requires a person to pay into more than one public retirement system during the same period of time, if they have two eligible employments.
(La. R.S. 11:191)

Examples of Dual Employment

- ❖ Teacher aide works 20.25 hours per week and contributes to TRSL plus works 20.25 hours per week as a school bus aide and contributes to LSERS.
- ❖ Person works full-time at a school board and works part-time at a state agency. School board employment requires contributions to TRSL; if part-time employment more than 20 hours per week, contributions to LASERS is required.



Enrollments (other than Retiree Return-to-Work)

- ❖ Enrollments are due within 60 days after hire.
- ❖ Enroll—
 - new employees who meet eligibility requirements,
 - part-time employees working more than 20 hours,
 - part-time employees working 20 hours or less if member has 10 years of service credit or is a classroom teacher with five years or service credit, and
 - newly hired DROP members who are changing employers.



Enrollments (Retiree Return-to Work)

- ❖ Enroll retirees employed in TRSL covered positions within 10 days after re-employment
 - If member is regaining active membership, the retiree must submit an original ***Retiree Return-to-Work*** Notification (Form 15).

Processing Online Enrollments

- ❖ Enroll new hires, even DROP members
- ❖ Must specify
 - Primary employer
 - works every day
 - full-time or part-time basis
 - Secondary employer
 - full-time with another employer
- ❖ Submit signed *Statement Concerning Your Employment in a Job Not Covered by Social Security* (Form 2SS)
- ❖ Please **do not** send hard copy Form 2 or Form 15

Retain Membership

- ❖ Five years of service credit
- ❖ Position eligible for another statewide retirement system
- ❖ Election within 60 days of employment (Use Form 2R)
- ❖ Administrative relief possible from 60 days requirement

How to contact us

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