



# Understanding Employer Accounts

Presented: December 10, 2014

# What you need to know...

---

- ▶ Employer/Membership Information Site (EMIS)
- ▶ Employer Contribution Charges
  - ▶ Contribution Exception Report
  - ▶ Salary Rejections
- ▶ Monthly Correction Journal
- ▶ Terminations
- ▶ Employer Account Statement
- ▶ Employer Payments
- ▶ Employer Contributions Accounts Receivable
  - ▶ Current year interest charges
- ▶ ORP Contribution Charges



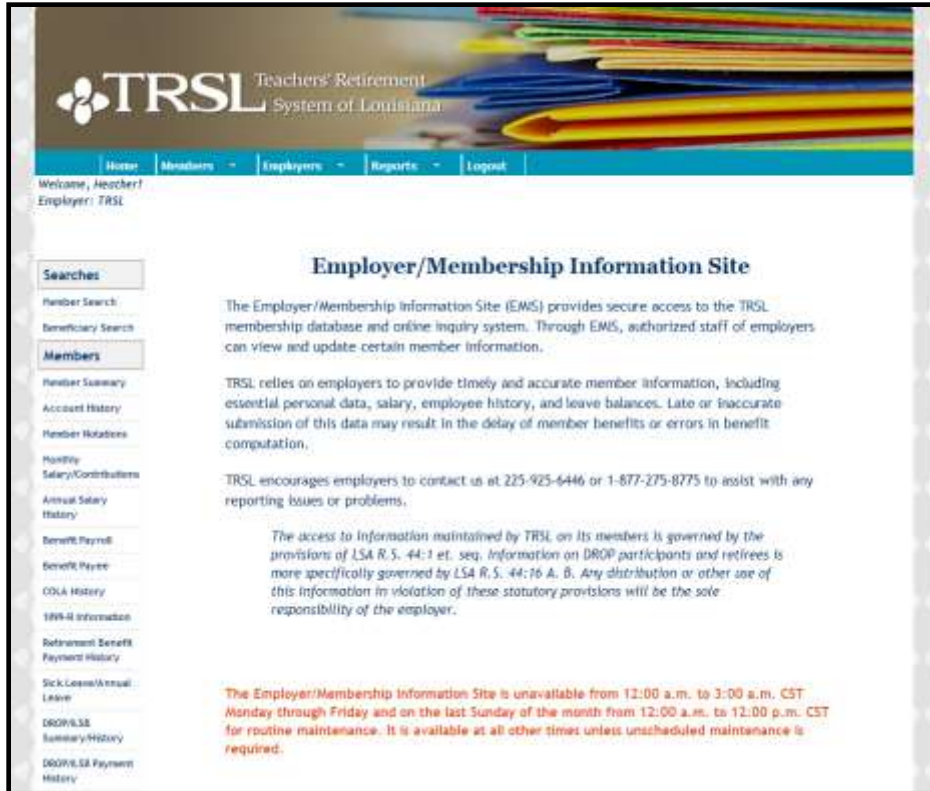
# Want to balance your account with TRSL? There are tools you can use!

---

- ▶ **Think of EMIS as a checkbook register.**
  - ▶ In order for your account to be in good-standing, it must be balanced.
  
- ▶ **TRSL tools are available to help you balance your account.**
  - ▶ Each tool provides you with information about what information has been submitted and processed.
  - ▶ Should information be rejected, there are tools available to find the reason for the rejection.



# The *Employer/Membership Information Site* (EMIS)



The screenshot shows the TRSL (Teachers' Retirement System of Louisiana) website. The header features the TRSL logo and navigation links for Home, Members, Employers, Reports, and Logout. A sidebar on the left contains various search and member-related options. The main content area is titled "Employer/Membership Information Site" and provides an overview of the system, its purpose, and contact information for employers. A red notice at the bottom indicates that the site is unavailable from 12:00 a.m. to 3:00 a.m. CST Monday through Friday, and on the last Sunday of the month from 12:00 a.m. to 12:00 p.m. CST for routine maintenance.

**TRSL** Teachers' Retirement System of Louisiana

Welcome, Member!  
Employer: TRSL

Home Members Employers Reports Logout

**Searches**

- Member Search
- Beneficiary Search

**Members**

- Member Summary
- Account History
- Member Notations
- Monthly Salary/Contributions
- Annual Salary History
- Benefit Payroll
- Benefit Payroll
- ODSA History
- 1099-R Information
- Retirement Benefit Payment History
- Sick Leave/Annual Leave
- DRGVLSE Summary/History
- DRGVLSE Payment History

### Employer/Membership Information Site

The Employer/Membership Information Site (EMIS) provides secure access to the TRSL membership database and online inquiry system. Through EMIS, authorized staff of employers can view and update certain member information.

TRSL relies on employers to provide timely and accurate member information, including essential personal data, salary, employee history, and leave balances. Late or inaccurate submission of this data may result in the delay of member benefits or errors in benefit computation.

TRSL encourages employers to contact us at 225-925-6446 or 1-877-275-8775 to assist with any reporting issues or problems.


*The access to information maintained by TRSL on its members is governed by the provisions of LSA R.S. 44:1 et. seq. Information on DROP participants and retirees is more specifically governed by LSA R.S. 44:16 A, B. Any distribution or other use of this information in violation of these statutory provisions will be the sole responsibility of the employer.*

**The Employer/Membership Information Site is unavailable from 12:00 a.m. to 3:00 a.m. CST Monday through Friday and on the last Sunday of the month from 12:00 a.m. to 12:00 p.m. CST for routine maintenance. It is available at all other times unless unscheduled maintenance is required.**

- Secure access to TRSL's membership database
- Authorized personnel can view and update certain member information

# When is payment due to TRSL?

- ▶ Payments are *due the fifth day after the end of the month* for which payment of employer and member contributions are applicable.
- ▶ Payments become delinquent 10 days after the due date.
- ▶ Interest is due on any delinquent contributions at the legal interest rate.



**TRSL**  
Teachers' Retirement  
System of Louisiana

8401 United Place Blvd, Ste 300 • Baton Rouge, LA 70808-7017  
P.O. Box 941273 • Baton Rouge, LA 70804-9123  
Telephone: (225) 925-6446 • Fax: (225) 925-4258  
web: trsl.org • www.trsl.org

Form 401 (09/13)

Payment Distribution Voucher

Employer ID  Employer Name

Total remitted  (Amount must equal total contributions in blocks below.)

REGULAR PLAN			OPTIONAL RETIREMENT PLAN (ORP)		
Apply to Mo/Yr	Type	Contributions	Apply to Mo/Yr	Type	Contributions
Current Year			Current Year		
1. / /	S - Member	\$	1. / /	S - Member	\$
2. / /	U - Member	\$	2. / /	U - Member	\$
3. / /	- Employer	\$	3. / /	- Employer	\$
4. / /	I - Employer	\$	4. / /	I - Employer	\$
Prior Year			Prior Year		
	S - Member	\$		S - Member	\$
	U - Member	\$		U - Member	\$
	- Employer	\$		- Employer	\$
	I - Employer	\$		I - Employer	\$
	<b>TOTAL</b>	\$		<b>TOTAL</b>	\$

PLAN A			PLAN B		
Apply to Mo/Yr	Type	Contributions	Apply to Mo/Yr	Type	Contributions
Current Year			Current Year		
1. / /	S - Member	\$	1. / /	S - Member	\$
2. / /	U - Member	\$	2. / /	U - Member	\$
3. / /	- Employer	\$	3. / /	- Employer	\$
4. / /	I - Employer	\$	4. / /	I - Employer	\$
Prior Year			Prior Year		
	S - Member	\$		S - Member	\$
	U - Member	\$		U - Member	\$
	- Employer	\$		- Employer	\$
	I - Employer	\$		I - Employer	\$
	<b>TOTAL</b>	\$		<b>TOTAL</b>	\$

**Apply to Mo/Yr** - Actual month/year for which the contribution payments are being made.  
**Type** - S = Sheltered; U = Unsheltered; I = Interest Sheltered and Unsheltered (applies only to members' contributions).  
**Line 1** - Members' total Sheltered contributions must be entered on this line.  
**Line 2** - Members' total Unsheltered contributions must be entered on this line.  
**Line 3** - Employers' share of contributions must be entered on this line.  
**Line 4** - Interest for delinquent payments of contributions must be entered on this line.  
**Prior Year** - If Prior Year, allocate amounts for each contribution type. No month/year classification is required.

# I've submitted my contribution report. How do I make sure it posted correctly?

- ▶ You'll want to check your *Employer Contribution Charges* screen after you submit your file.
  - ▶ A *Contribution Exception Report* can be generated by clicking on the **ERROR** link.
  - ▶ You can click on **SHOW REJECTIONS** and the salaries rejected will appear at the bottom of the page.

The screenshot displays the TRSL website interface. At the top, there is a navigation menu with links for Home, Members, Employers, Reports, and Logout. Below the menu, a 'Query Record' form is visible with fields for System, Employer ID, and Fiscal Year (2015). The main content area is titled 'Employer Contribution Charges' and shows a table for the month of JUL 2015. The table includes columns for Month, Earnings, Sheltered, Unsheltered, Full-Time, and Employer. The 'TOTAL Report' row shows a rejection of -88,340.00. A 'Show Rejections' button is located below the table.

Month		Earnings	Sheltered	Unsheltered	Full-Time	Employer
JUL	<b>ERROR</b>	Transmittal	2,813,237.07	206,563.44	8,174.51	2,813,237.07
		Rejections	-88,340.00	-13,437.40	-1,736.01	-88,340.00
		CCRs	-12,537.24	-830.39	0.00	-12,537.24
		Posted	2,889,039.83	219,160.45	9,910.52	2,889,039.83
TOTAL	<b>Report</b>	Transmittal	2,813,237.07	206,563.44	8,174.51	2,813,237.07
		Rejections	-88,340.00	-13,437.40	-1,736.01	-88,340.00
		CCRs	-12,537.24	-830.39	0.00	-12,537.24
		Posted	2,889,039.83	219,160.45	9,910.52	2,889,039.83

# You've pulled your *Contribution Exception Report*.

Date: 08/18/2014  
Time: 4:43:20PM

**Teachers' Retirement System of Louisiana - Regular Plan**  
Contribution Exception Report  
For Fiscal Year 2014-2015

Page 1 of 1  
By: Heather

**Employer:**

Start Date	Term Date	Status	Status Date	Reporting Period	Contrib Type	Actual Earnings	Contribs	Full-Time Earnings	Exception Message
08/06/2008		RTW 1173	08/06/2008	07/2014		0.00	0.00	0.00	** Warning: July RTW
04/15/2014		ACTIV-DROP	04/15/2014	07/2014	Sheltered	5,630.42	66.59	5,630.42	Contribution unreasonable.
03/04/2010	06/08/2014	INACTIVE	07/11/2014	07/2014	Sheltered	210.00	16.80	210.00	Reported not enrolled.
07/11/2014		ACTIVE	07/11/2014	07/2014	Sheltered	1,966.50	157.32	1,966.50	Reported not enrolled.
12/16/2013		RTW 1173	12/16/2013	07/2014	Sheltered	757.50	60.60	757.50	** Warning: July RTW
07/11/2014		ACTIVE	07/11/2014	07/2014	Sheltered	2,850.94	159.03	2,850.94	Contribution unreasonable.
07/31/2006	07/26/2013	REFUNDED	05/05/2014	07/2014	Sheltered	607.50	24.00	607.50	Reported not enrolled. Contribution unreasonable.
05/05/2014		ACTIVE	05/05/2014	07/2014					Enrolled not reported.
10/29/2013	05/23/2014	INACTIVE	05/23/2014	07/2014	Sheltered	1,767.50	141.40	1,767.50	Reported not enrolled.

# Let's look at the *Salary Rejections*.

<i>Salary Rejections</i>						
Month/Year	SSN	Actual Earnings	Sheltered Contributions	Unsheltered Contributions	FullTime Earnings	Error Message
07/2014		50.00	4.00	0.00	50.00	PERSON IN ESTIMATED STATUS
07/2014		-2,417.03	-193.36	0.00	-2,417.03	NEG MONEY AMOUNT DISALLOWED
07/2014		-9,368.24	-4,204.41	0.00	-9,368.24	NEG MONEY AMOUNT DISALLOWED
07/2014		-5,053.33	0.00	0.00	-5,053.33	NEG MONEY AMOUNT DISALLOWED
07/2014		210.00	16.80	0.00	210.00	PERSON IN ESTIMATED STATUS
07/2014		-9,687.60	0.00	-773.42	-9,687.60	NEG MONEY AMOUNT DISALLOWED
07/2014		-2,015.33	-161.23	0.00	-2,015.33	NEG MONEY AMOUNT DISALLOWED
07/2014		-5,544.67	-443.57	0.00	-5,544.67	NEG MONEY AMOUNT DISALLOWED
07/2014		-4,496.90	-359.76	0.00	-4,496.90	NEG MONEY AMOUNT DISALLOWED
07/2014		150.00	12.00	0.00	150.00	PERSON IN ESTIMATED STATUS
07/2014		50.00	4.00	0.00	50.00	PENDING RET/DROP/OPT5/DROP MBR
07/2014		-9,664.76	0.00	0.00	-9,664.76	NEG MONEY AMOUNT DISALLOWED
07/2014		-3,316.28	-265.30	0.00	-3,316.28	NEG MONEY AMOUNT DISALLOWED
07/2014		-2,187.51	-174.99	0.00	-2,187.51	NEG MONEY AMOUNT DISALLOWED
07/2014		-8,624.80	-689.99	0.00	-8,624.80	NEG MONEY AMOUNT DISALLOWED
07/2014		8,064.16	645.14	0.00	8,064.16	CONTRIBUTION AMT MUST BE 0
07/2014		-6,018.59	-481.49	0.00	-6,018.59	NEG MONEY AMOUNT DISALLOWED
07/2014		-8,524.52	-112.89	0.00	-8,524.52	NEG MONEY AMOUNT DISALLOWED
07/2014		7,577.96	-5,791.55	0.00	7,577.96	NEG MONEY AMOUNT DISALLOWED
07/2014		-2,178.05	-174.24	0.00	-2,178.05	NEG MONEY AMOUNT DISALLOWED
07/2014		-2,462.87	0.00	-197.03	-2,462.87	NEG MONEY AMOUNT DISALLOWED
07/2014		150.00	12.00	0.00	150.00	PERSON IN ESTIMATED STATUS
07/2014		-2,425.74	0.00	-194.07	-2,425.74	NEG MONEY AMOUNT DISALLOWED
07/2014		632.50	50.60	0.00	632.50	PENDING RET/DROP/OPT5/DROP MBR
07/2014		-6,457.64	-516.59	0.00	-6,457.64	NEG MONEY AMOUNT DISALLOWED
07/2014		-2,163.58	-173.08	0.00	-2,163.58	NEG MONEY AMOUNT DISALLOWED
07/2014		-7,143.59	0.00	-571.49	-7,143.59	NEG MONEY AMOUNT DISALLOWED
07/2014		-5,493.59	-439.49	0.00	-5,493.59	NEG MONEY AMOUNT DISALLOWED
<b>TOTAL:</b>		<b>-88,340.00</b>	<b>-13,437.40</b>	<b>-1,736.01</b>	<b>-88,340.00</b>	



# How do I keep track of corrections made?

- ▶ The *Monthly Correction Journal* shows total monthly corrections and individual corrections, which includes:
  - ▶ Member SSN
  - ▶ Date correction posted
  - ▶ Who made the correction

The screenshot displays the TRSL website interface. At the top, the TRSL logo and name are visible. Below the navigation bar, a welcome message is shown. The main content area features a 'Query Record' sidebar on the left with search criteria: System (4), Employer ID, Actual Month (07), Actual Year (2012), and Posted Date (10/20/2012). The main table is titled 'Monthly Correction Journal For 07/2012' and shows a list of corrections with columns for SSN, Type, Oper, Earnings, Contributions, Fulltime, Adjusted Earnings, Adjusted Contributions, and Adjusted Fulltime. The table includes several rows of data, each with a 'Posted on' date and 'by EMPR'.

System: 4	Fiscal Year: 2013	Employer:	SSN	Type	Oper	Earnings	Contributions	Fulltime	Adjusted Earnings	Adjusted Contributions	Adjusted Fulltime
			30	D		0.00	0.00	0.00	0.00	0.00	0.00
			Posted on 11/30/2012 by EMPR -								
			30	R		11,666.66	933.33	11,666.66	11,666.66	933.33	11,666.66
			Posted on 11/29/2012 by EMPR -								
			30	D		0.00	0.00	0.00	0.00	0.00	0.00
			Posted on 11/30/2012 by EMPR -								
			30	D		0.00	0.00	0.00	0.00	0.00	0.00
			Posted on 11/30/2012 by EMPR -								
			30	D		0.00	0.00	0.00	0.00	0.00	0.00
			Posted on 11/30/2012 by EMPR -								
			30	D		0.00	0.00	0.00	0.00	0.00	0.00
			Posted on 11/30/2012 by EMPR -								

# An employee has stopped working for us.

---

- ▶ Notify TRSL that an employee will no longer be reported on the *Monthly Contribution Report*.
- ▶ There are different reasons for termination:
  - ▶ Resignation
  - ▶ Retirement
  - ▶ Entering DROP
  - ▶ Death
- ▶ Terminations can be processed:
  - ▶ Online or
  - ▶ By submission of an *Employment Terminations* (Form 4C).



# Let's look at the *Terminations* feature.

The screenshot shows the TRSL Teachers' Retirement System of Louisiana website. The header includes the TRSL logo and navigation links: Home, Members, Employers, Reports, Updates, Help, and Logout. A user greeting reads: "Welcome, Heather! Employer: Trsl Last Login: 02/02/2012 8:48 AM".

On the left, there is a "Query Record" section with an "SSN" input field and "Select" and "Clear" buttons. Below it is a "Members" sidebar with links for Member Summary, Account History, Member Notations, Monthly Salary/Contributions, and Annual Salary History.

The main content area is titled "Terminations" and contains a form with "SSN:" and "Employer: 0097 TRSL" fields, and "Name:" field.

**Procedures for using Terminations:**

1. Click 'Edit' in the first column to open the line for editing.
2. Enter the termination date and select the months of contract and click 'Update'.
3. Click 'Cancel' to undo changes entered or to return to the initial display.

A table below shows a list of termination records. An arrow points to the "Update" link in the first column of the first row.

	System	Employment Date	Termination Date	Months of Contract
<a href="#">Update</a> <a href="#">Cancel</a>	4	12/17/2001	02/02/2012	12

## Use your *Employer Account Statement*.

---

- ▶ It reflects contributions due TRSL based on your monthly contributions reports and payments received.
  - ▶ Delinquent contributions are subject to legal interest charges (4.00% for current year).
- ▶ To reconcile, use
  - ▶ *Employer contribution charges*
  - ▶ *Employer payments*
  - ▶ *Employer contributions accounts receivable*



# The *Employer Contribution Charges* are set once member salaries and contributions post.

- ▶ This online feature
  - ▶ Displays total earnings and contributions
  - ▶ Should equal monthly payroll submitted
  - ▶ Lists plus/minus additions or deletions during the month

The screenshot displays the TRSL website interface. At the top, the logo for TRSL (Teachers' Retirement System of Louisiana) is visible. Below the logo, there are navigation tabs for Home, Members, Employers, Reports, and Logout. The main content area is titled "Employer Contribution Charges" and shows a report for the fiscal year 2015. The report is organized into a table with columns for Month, Report, Earnings, Sheltered, Unsheltered, Full-Time, and Employer. The data is presented for July and August, with a total row at the bottom. The Employer column shows a total of 156,474.68 for the period.

Month	Report	Earnings	Sheltered	Unsheltered	Full-Time	Employer
JUL	Report	Transmittal	353,925.34	28,314.03	0.00	382,239.37
		Rejections	0.00	0.00	0.00	0.00
		CCRs	0.00	0.00	0.00	0.00
		Posted	353,925.34	28,314.03	0.00	382,239.37
AUG	Report	Transmittal	347,799.94	27,821.61	0.00	375,621.55
		Rejections	0.00	0.00	0.00	0.00
		CCRs	0.00	0.00	0.00	0.00
		Posted	347,799.94	27,821.61	0.00	375,621.55
TOTAL	Report	Transmittal	701,895.28	56,135.64	0.00	758,030.92
		Rejections	0.00	0.00	0.00	0.00
		CCRs	0.00	0.00	0.00	0.00
		Posted	701,895.28	56,135.64	0.00	758,030.92

# The *Employer Payments* reflects payments received by employer.

- ▶ This online feature shows
  - ▶ Journal entries (JE)
  - ▶ Interest charges (I)
  - ▶ Employer payments (PV)
  - ▶ Sheriff tax payments (PV)
  - ▶ Payments by Department of Education (PV)
- ▶ And is broken down by
  - ▶ Prior year payments
  - ▶ Current year payments

The screenshot shows the TRSL System of Louisiana website. The main content area is titled "Employer Payments" and displays a table of payments for the fiscal year 2015. The table has columns for Ref#, YrNo, Eff Date, Type Comment, Source, Mbr Bal, and Exp Bal. The payments are categorized by type: PV (Employer Payments), JE (Journal Entries), and I (Interest Charges). A summary table at the bottom right shows the total amounts for Sheltered, Unsheltered, and Interest payments.

Ref#	YrNo	Eff Date	Type Comment	Source	Mbr Bal	Exp Bal
PV 6780	201406	0702/2014	S		895.48	
PV 6780	201406	0702/2014	U			3,044.86
JE 18928	201406	0721/2014	I			-38.57
JE 18928	201406	0721/2014	S		-237.36	
JE 18928	201406	0721/2014	U			-729.91
PV 6799	201406	0730/2014	I			236.07
PV 6815	201406	0821/2014	I			-198.10
PV 6815	201406	0821/2014	S		4,808.58	
PV 6815	201406	0821/2014	U		-42.06	42.06
PV 6815	201406	0821/2014	U			15,577.11
PV 6815	201406	0821/2014	U			198.10

Sheltered:	5,266.70	
Unsheltered:	-42.06	16,135.02
Interest:		0.00

The *Employer Payments* reflects payments received by employer.

DROP/ILSB Summary/History	<b>Current Year Payments</b>								
DROP/ILSB Payment History									
Refund Information									
ORP Member Contributions									
PIP Account History Archive									
A/R Deaths and Overpayments									
<b>Employers</b>									
Employer Contribution Accounts Receivable									
Employer Contribution Charges									
<b>Employer Payments</b>									
Employer Contacts									
Employer Notations									
Journal Entry									
ORP Contribution Charges									
	<b>Ref#</b>	<b>Yr/Mo</b>	<b>Eff Date</b>	<b>Type</b>	<b>Comment</b>	<b>Source</b>	<b>Mbr Reg</b>	<b>Emp Reg</b>	
	JE 18928	2014/07	07/21/2014	I				-2.26	
	PV 6803	2014/07	08/05/2014	S			6,102.27		
	PV 6803	2014/07	08/05/2014	U				20,805.05	
	PV 6815	2014/07	08/21/2014	S			-4,608.58		
	PV 6815	2014/07	08/21/2014	U				-15,577.11	
	<b>Sheltered:</b>						<b>1,493.69</b>		
	<b>Unsheltered:</b>						<b>0.00</b>	<b>5,227.94</b>	
	<b>Interest:</b>								<b>-2.26</b>



# The *Employer Contributions Accounts Receivable* reflects monthly and overall total.

- ▶ This online feature lists
  - ▶ Prior year total
  - ▶ Plus/minus corrections
  - ▶ Credits taken
  - ▶ Journal charges/credits
- ▶ It shows
  - ▶ Statement of charges and payments by month
  - ▶ Total charges
  - ▶ Total payments
  - ▶ Balance due or credit

The screenshot displays a web interface for an employer's contribution accounts. The main heading is 'Employer Contribution Accounts Receivable' for the period '7/1/2014 - 8/21/2014'. The plan is identified as 'TRSL - Regular Plan' and the employer is 'TRSL'. A search form is present with fields for 'System', 'Employer ID', and 'Effective Date' (08/21/2014). A sidebar on the left lists various search and member-related options. The main data is presented in a table with columns for Month, Member Sheltered, Member Unsheltered, Employer Regular, and Interest.

Month		Member Sheltered	Member Unsheltered	Employer Regular	Interest
July	Salaries	18,671.20			
	Charges	1,493.89	0.00	5,227.94	2.26
	Payments	1,493.89	0.00	5,227.94	0.00
	Balance	0.00	0.00	0.00	2.26
August	Charges	0.00	0.00	0.00	0.00
	Payments	0.00	0.00	0.00	0.00
	Balance	0.00	0.00	0.00	0.00
Salaries		18,671.20			
Current Year Interest					42.87
Total Curr Year Chg		1,493.89	0.00	5,227.94	2.26
Total Curr Year Pay		1,493.89	0.00	5,227.94	0.00
Total Curr Year Bal		0.00	0.00	0.00	45.13
Beg Prior Year Bal		5,512.43	-42.06	19,087.32	0.00
Total Prior Year JE		237.36	0.00	726.91	38.57
Total Prior Year Pay		5,504.06	-42.06	18,861.93	38.57
Total Prior Year Bal		245.73	0.00	952.30	0.00
<b>Totals</b>		<b>245.73</b>	<b>0.00</b>	<b>952.30</b>	<b>45.13</b>
<b>Total Due</b>		<b>1,243.16</b>			



# The *Employer Contributions Accounts Receivable* reflects monthly and overall total.

- ▶ You can see the interest due by clicking the *Show Interest* button.
  - ▶ Will appear below the accounts receivable information.

<i>Current Year Interest Calculation</i>						
	From Date	To Date	Number of Days	Delinquent Amount	Daily Rate	Interest Amount
PIP Account History Archive	07/17/2014	07/20/2014	4	20,617.55	0.01096	9.04
A/R Deaths and Overpayments	07/21/2014	07/29/2014	9	20,617.55	0.01096	20.34
<b>Employers</b>	07/30/2014	08/04/2014	6	20,430.75	0.01096	13.44
Employer Contribution Accounts Receivable	08/19/2014	08/20/2014	2	245.06	0.01096	0.05
Employer Contribution Charges					<b>Total:</b>	<b>42.87</b>
Employer Payments						
Employer Contacts						

# ORP Contribution Charges show the ORP information you reported.

- ▶ You will see ORP salary posting, employee contributions, administrative fee, employer contributions, and the unfunded liability.

The screenshot displays the TRSL website interface. At the top, the TRSL logo and name are visible. Below the navigation bar, a 'Query Record' section allows users to search by Employer ID and Fiscal Year (2015). A sidebar on the left lists various search and report options. The main content area features a table titled 'ORP Contribution Charges' for the fiscal year 2015, showing monthly data for Total Members, Salary, Employee Contribution, Admin Fee, Employer Contribution, and Unfunded Liability. Summary statistics for the year are provided at the top right of the table.

Month	Total Members	Salary	Employee Contribution	Admin Fee	Employer Contribution	Unfunded Liability
Jul	174	835,233.24	66,401.19	417.58	43,887.63	189,977.98
Aug	169	790,699.25	62,860.74	395.31	41,547.10	179,848.49
Sep						
Oct						
Nov						
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
<b>Total</b>		<b>1,625,932.49</b>	<b>129,261.93</b>	<b>812.89</b>	<b>85,434.73</b>	<b>369,826.47</b>

Summary Statistics:  
TRSL - ORP: Normal Cost: 5.2545  
Employer: Unfunded Liability: 22,7455  
Fiscal Year: 2015 Total Rate: 28.0000

# Wrap-up

---

- ▶ Monthly salaries and contributions are due to TRSL within 15 calendar days after the end of the month covered on the report.
  - ▶ ORP contributions are due by the 10<sup>th</sup> day of each month.
  - ▶ Payments become delinquent 10 days after the due date; interest is due on any delinquent contributions at the legal interest rate.
- ▶ Several EMIS screens help balance your account.
  - ▶ Check what posts and what is rejected.
  - ▶ Make your corrections as soon as possible.



# Check out our online *Procedures Manual*.

---

Procedures Manual (by index number)			
Index	Subject	Pages	Revised Date
4.1	<a href="#">Monthly Contributions Report</a>	9	01/14
4.3A	<a href="#">Contribution Report of Rejected Transactions</a>	2	03/12
4.4	<a href="#">Employment Terminations</a>	2	06/12
4.5	<a href="#">Payment Distribution Voucher</a>	3	04/13
4.7	<a href="#">Contributions Exception Report</a>	4	04/13
4.9	<a href="#">Employer Account Statement</a>	1	04/13
18.2	<a href="#">Electronic Reporting</a>	10	08/13
	<a href="#">Form 18</a>	1	07/10

- Employer Inquiry
- FTP/File Layouts
- Procedures Manual**
- Contribution Rates
- Employer Training
- FAQs**
  
- THE KEY* Newsletter
- Subscribe to eNews*
- Ask TRSL

Available at [www.trsl.org](http://www.trsl.org)

---



Our employer newsletter, *The Key*, is published electronically.



The screenshot shows the header of the TRSL newsletter. The TRSL logo (Teachers' Retirement System of Louisiana) is on the left, and navigation links for 'Bookmark Newsletter' and 'Exit' are on the right. Below the header, the date 'August 2014' is displayed. The main title 'THE KEY' is prominently featured, with the subtitle 'For employers who report contributions'. The newsletter content includes four articles, each with a small icon: 1) 'ORP contributions rates available on website' with a percentage icon; 2) 'New school year = new employee orientation' with a QR code icon; 3) 'Reporting return-to-work (RTW) retirees' with a clock icon; and 4) 'REMINDER: Don't forget Form 4D with your monthly remittance' with a hand holding a paper icon. Each article includes a brief summary and a link to view the full article.

August 2014

# THE KEY

*For employers who report contributions*

**ORP contributions rates available on website**  
Act 607 of the 2014 Regular Session changed the way the employer contribution rate to Optional Retirement Plan (ORP) accounts is determined.  
[view full article \(open/close\)](#)

**New school year = new employee orientation**  
Got new hires this fall? To help introduce them to TRSL, we've created a "Welcome" tent sign that you can use to encourage new employees to connect with TRSL online. It includes a scan-able QR code to sign them up for eNews updates, along with information about  
[view full article \(open/close\)](#)

**Reporting return-to-work (RTW) retirees**  
In 2012, the Legislature expanded the definition of "retired teacher" and imposed new earnings limits on retired teachers who are re-employed in TRSL-covered positions. To review the most current provisions governing RTW employment, including earnings  
[view full article \(open/close\)](#)

**REMINDER: Don't forget Form 4D with your monthly remittance**  
When your agency sends employer/member contribution payments to TRSL for each monthly reporting period, remember to also submit a *Payment Distribution Voucher* (Form 4D).  
[view full article \(open/close\)](#)

Published four times a year: February, May, August, and November.

# We have more webinars to come!

## Employer Webinars

Topic-specific online training for TRSL-reporting employers. Employer webinars are held on Wednesdays at 10 a.m. (unless otherwise indicated). Time length: 30 min.

Time/Date	Information/Registration
Jan. 21	Return to Work <a href="#">Register here</a>
Feb. 4	Social Security Administration Offsets <a href="#">Register here</a>
Feb. 25	Certification Processes <a href="#">Register here</a>
Apr. 29	Retirements: Service, DROP & ILSB <a href="#">Register here</a>
May 6	Social Security Administration Offsets <a href="#">Register here</a>
May 20	Return to Work <a href="#">Register here</a>

New way to register for webinars: click the link provided.

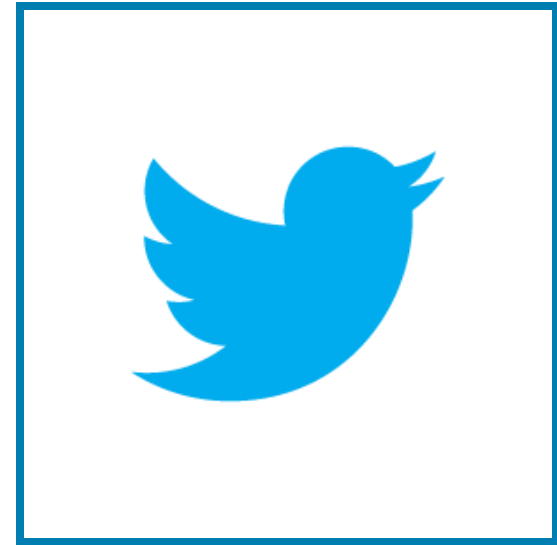
And, you only have to register with Go To Meeting!



# Stay connected

---

Like us on Facebook.  
Follow us on Twitter.



# We're here to help!

---

- ▶ Main: (225) 925-6446
- ▶ Toll free outside Baton Rouge area: 1-877-ASK-TRSL
- ▶ Website: [www.trsl.org](http://www.trsl.org)
- ▶ Email: [web.master@trsl.org](mailto:web.master@trsl.org)

