



Information on TRS 2016-17 school year-end and 2017-18 school year

All TEXNET deposits and TRAQS reports for August 2017 as well as any outstanding prior months' reports, including Employment of Retired Members reports, are due on **Sept. 6, 2017**. Reporting Entities (REs) will have until **Sept. 13, 2017** to make final corrections needed to bring all reports to "complete" status.

TRS will close out the 2016-17 school year (Fiscal Year 2017) and perform year-end processing after close of business Friday, Sept. 15, 2017. Reports must reach "complete" status by close of business on Sept. 13, 2017. If your TRAQS reports have not reached "complete" status prior to the year-end deadline, the Annual Statement of Account for your employees who are members of TRS will not reflect the correct annual salary for the 2016-17 school year. A status of "incomplete" is acceptable only for the Member Data Report provided no other types of records need to be corrected and resubmitted.

Please note: In order for all reports to be "complete" by the year-end deadline of Sept. 13, 2017, August deposits that were not submitted by Sept. 6, 2017 must be submitted through TEXNET no later than 6 p.m. CDT, Monday, Sept. 11, 2017.

Although later dates are discussed above, standard reporting deadlines still apply: All reports and TEXNET deposits are due by Sept. 6, 2017 to avoid penalty interest. Additional dates provided above are the latest dates that reports and deposits should be completed by in order for REs to be in compliance with TRS year-end processing deadlines.

We are no longer requesting the early submission of August member contributions. Please submit all TEXNET deposits/contributions based on the dates discussed in this article.

Summary of key dates for the August 2017 TRAQS reports:

TEXNET deposit due date:	Wed., Sept. 6, 2017
TRAQS report due date:	Wed., Sept. 6, 2017
Late TEXNET deposit deadline (penalty interest applies):	Mon., Sept. 11, 2017
Late TRAQS report completion deadline (penalty interest applies):	Wed., Sept. 13, 2017

Additional information for the 2017-18 school year (FY 2018):

Effective with the September 2017 reports, the RE contribution rate for TRS-Care is increasing from 0.55 percent to 0.75 percent. Also, the state contribution rate for TRS-Care is increasing from 1.0 percent to 1.25 percent. Since the federal TRS-Care contribution rate is the same as the state contribution rate, this means the federal TRS-Care contribution rate will also increase to 1.25 percent, effective Sept. 1, 2017.

Finally, please remember that beginning with the September 2017 reporting period, all TRS reports must be submitted through the RE Portal. TRAQS will be decommissioned and reports will not be accepted through the TRAQS website after TRS year-end processing.

Transitioning from TRAQS to the RE Portal: How to prepare

The transition from TRAQS to the RE Portal in September 2017 will be significant for both TRS and REs. In order to prepare REs for this transition, TRS provides the following notice of changes and tips:

- Independent school districts (ISDs) must report the Adjusted State Minimum Salary for employees entitled to a statutory minimum salary rather than the amount paid above the adjusted state minimum salary. The adjusted state minimum salary is calculated by multiplying the state minimum salary for each salary step by the ISD's Cost of Education Index (CEI). The RE is responsible for paying the state contribution on the amount paid above the adjusted state minimum salary. The state contribution rate for the 2017-18 school year is 6.8 percent.
- Each RE must determine the Full Time Equivalent (FTE) for all positions, or determine if any position does not have an FTE and include the information in the FTE field.
- ISDs and charter schools must determine the method to be used in calculating the Child Nutrition amount and how that amount will be reported on an individual member basis. Please refer to the [Supplemental Instructions for Child Nutrition Payment](#) memo for additional information.
- Each RE must ensure that all TRAQS contact information is up to date, most importantly the Superintendent/Head of Institution information. An email will be sent to all Heads of Institution (with the Reporting Official copied) to designate a Web Administrator for the RE Portal. Web Administrators will be responsible for adding, deleting and updating contacts for the RE as well as resetting passwords for its users who get locked out of access to the RE Portal.
- REs will submit semester dates through a link on the RE Portal rather than uploading a school calendar.
- Prior to transitioning to the RE Portal, please use any credit ledger balances toward amounts owed in an upcoming report month and pay any outstanding penalty interest in TRAQS.

As a reminder, all REs must submit actual hours and days worked for all TRS retirees. It is not permissible to report *scheduled* hours and days for a TRS retiree. This is a current requirement that will continue when reports are submitted using the RE Portal.

Additional RE Portal training videos available

In the [May Update](#), we announced enhancements to the RE Portal environment. To access online training for these enhancements, please refer to RE [Training Resources](#) on the TRS website. We invite you to utilize these training resources to become as familiar as possible with the RE Portal prior to its implementation with the September 2017 reports.