



# The New Teachers' Retirement System Reporting Format

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Teachers  
Retirement  
System of  
Georgia

# New File Format – Team



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**Introduction**  
**Auto Enrollment**  
**Payment Reasons**  
**Dates**  
**Adjustments**  
**Service Credit**  
**Q&A**



# New File Format – Auto Enrollment



- Auto Enrollment of New Members
  - TRS
  - ORP
- Auto Enrollment – Change of Employer
  
- In the future, active members will be able to update beneficiary information online.

## ○ Payment Reason

### ● Explains fluctuations in salary

○ '00' – Regular activity includes: wages and paid days off, (vacation, sick leave, holiday leave)

○ '01' – increase in salary for certificate upgrades.

- Only required if this is the first month of the increase

○ '02' – Promotion/Step Increase

- Only required – first month

○ '03' – Position/Certificate Downgrade

- Only required – first month

○ '04' – Leave without Pay

- Report each month applicable

# New File Format - Reasons

- '05' – Pay docked for Sick Leave
  - Report each month applicable
- '06' – Discontinue 40 election
  - Report each month applicable
- '07' – HB495
  - Report each month applicable
- '08' – Interim increase
  - Report each month applicable
- '09' – One time increase
  - Report in month(s) applicable

# New File Format - Dates



- Report Month VS Posting Month
  - Report month – month/year of contributions that TRS is currently processing
  - Posting month – month/year contributions are applied to
- TRS Eligibility Date
  - Should be included only if the current month is the first month of contributions
  - Cannot be later than the last day of current Report Month.
  - Will default to current posting month if **required and not provided**.
- Termination Date
  - Must be within current fiscal year.
  - Must have valid termination reason.
  - Very important to be accurate for other processes.

## ○ Correction Advices

- Prior Period Adjustments
  - Change made to a posting month which **already has money associated** with it.
    - Transaction Type 'P' in file
- Retroactive Payments
  - Change made to a posting month with **no prior money associated** with it.
    - Transaction Type 'R' in file

Note: Once using the new format, adjustments are to be **made using the file**, not on the web.



# New File Format – Service Credit



- We take service credit flag as indicated in the file by the employer.
- Make sure service credit flag is applicable for contributions (i.e. prorated summer pay = service credit 'N', contract pay = service credit 'Y')
- Putting in changes to provide accurate service credit flags for summer month situations.

# New File Format – Q&A



Questions???