

EMPLOYER BULLETIN

ONLINE RESOURCES FOR ANNUAL REPORTING

August 2019

Deadline in less than two weeks

The filing deadline for the 2018-19 Annual Report is **August 15, 2019 at 11:59 p.m.** Refer to Employer Bulletins [FY19-20](#), [FY20-01](#), [FY20-02](#) and [Chapter 5 of the Employer Guide](#) for helpful Annual Report reminders and instructions on completing the report and Edit Report.

List of online resources

If you are new to TRS reporting, need additional guidance completing required TRS forms or would like a refresher on TRS reporting, please refer to the following resources on the TRS website:

- [2018 Employer Information Seminars](#) videos are online under the Employer Seminar page.
- The [Employer Guide](#) is a comprehensive guide to TRS reporting and payment requirements. The following chapters are the most important ones to review for someone new to TRS reporting.
 - ✎ [Chapter 2](#) has fairly comprehensive lists of positions and duties that are and are not reportable to TRS.
 - ✎ [Chapter 3](#) provides very detailed guidance regarding what to include in creditable earnings and what to exclude from creditable earnings.
 - ✎ [Chapter 4](#) provides explanations of the contribution types and other employer payments and instructions for making payments.
 - ✎ [Chapter 5](#) has instructions and examples for completing the Annual Report and Supplementary Reports.
 - ✎ [Chapter 6](#) defines the types of service that earn service credit and provides details on reporting sick leave days.
 - ✎ [Chapter 8](#) provides explanations of employer contributions due for sick leave days granted in addition to the normal annual allotment, salary increases in excess of 6 percent and salary in excess of the governor's statutory salary.
- [Employer Bulletins](#) are sent throughout the year with reporting updates and reminders.
- Several employer [tutorials](#) are available on the website to assist with understanding TRS reporting requirements, making payments and completing reports.