Completing the CBA Collection Process

A Tutorial for TRS-covered Employers
Why are employers asked to complete the CBA Collection Process?

- This portal has been established to help the Teachers’ Retirement System (TRS) and you administer Public Act 100-0587, signed into law June 4, 2018, that may affect the amount of employer contributions you pay to TRS. Under this law, an employer’s contribution to TRS may rise for a member who was granted a salary increase on or after July 1, 2018 that exceeds 3 percent over the previous year’s salary – if the resulting higher salary is used to determine the member’s Final Average Salary upon retirement.

- Prior to the effective date of PA 100-0587, the salary increase threshold triggering a higher employer contribution was set at 6 percent. The underlying law, which has been in place since 2005, requires employers to pay TRS a contribution equal to the actuarial value of the pension benefit created by any salary increase that exceeds the threshold.
The law setting the threshold at 3 percent contains a “grandfather” clause that applies the old 6 percent threshold on all raises after July 1, 2018 if the raise was authorized under a collective bargaining agreement (CBA) or individual employment contract that was entered into, amended or renewed prior to June 4, 2018.

In order to determine which threshold may apply to your employees – 3 percent or 6 percent – TRS must gather information from you about all CBAs and individual employment contracts that were entered into, renewed or amended prior to June 4, 2018.
Completing the Information for PA 100-0587

- The CBA Collection Process must be completed and submitted online using the Employer Access Area of the TRS website.
- The TRS web address is [https://trsil.org](https://trsil.org).
- The information should be submitted to TRS no later than **March 29, 2019**.
- For any district failing to complete the information and submit it to TRS, employer costs at retirement will be calculated at 3% beginning July 1, 2018.
Resources Available

• Before beginning the CBA Collection Process, employers are encouraged to review the resources available to assist with understanding the reporting process and requirements.
• Refer to the information available on the Employer page of our website under the CBA Collection (PA 100-0587) menu item.
  • Employer Bulletin 19-09
  • Employer Bulletin 19-12
  • FAQ document
• Call or email us.
Signing into the Employer Access Area

- Go to the TRS home page.
- Click on Employer Login

Employer Access Area

Employer Secure Sign In

A user ID is required to access employer account information. If you have not yet established your account, enter your user ID and click on the "New User" button below. If you have forgotten your user ID or password, click on the "Forgot User ID/Password" button below.

The secure session will automatically end after 20 minutes of inactivity.

User ID: 

Sign In  New User

Forgot User ID/Password

- Enter User ID, answer Challenge Question and enter Password.
Click on the menu item labeled CBA Collection Process.

A new window will open that directs you to an employer portal.
• The landing page of the employer portal is your Employer Dashboard.
• Any tasks that need completed will appear in the Task List.
• Click on the Public Act 100-0587 CBA Collection Process link to begin.
CBA Collection Process

- The flow chart shows the 3 steps that need to be taken to complete the task and also indicates where you are in the process.
- Upon initial entry, click on Add Agreement or select Proceed.
- You will be taken to the Agreement List screen.
You will need to add each collective bargaining agreement (CBA) and/or individual contract that was entered into, renewed or amended prior to June 4, 2018 for any members 45 or older as of July 1, 2018.

If any employees were not covered by a CBA or contract, you will need to select No CBA/No Contract.

Choose Add Agreement to begin adding agreements.

Click on Proceed to Employee List after all agreements are added.
For each CBA and/or contract, you will be required to enter the following information:

- Agreement Name
- Date entered into, last amended, or renewed prior to June 4 2018
- Agreement expiration date

For No CBA/No Contract, no additional information is required on this screen.

You are required to upload a copy of the collective bargaining agreement for each CBA created.

No files are required to be uploaded for the agreement types of Contract or No CBA/No Contract.

Click Add after creating each agreement type.
Assigning Employees to Agreements

- The Employee List is prepopulated with all full and part-time contractual teachers age 45 and older as of July 1, 2018 that were included on your 2017-18 Annual Report.
- You will need to assign each employee in the list to the specific CBA(s) or contract(s) you entered on the Agreement List.
- For any employee not covered by a CBA or contract, select the No CBA/No Contract option.
- Employees can be sorted by each column header.
- Employees can be assigned in a group by selecting the box to the right of Actions.
- To edit by individual, click on the edit icon (✏️) to the left of the employee’s name.
• To add any employees not included in the list, click on the Add Employee button under Employee List.
• To delete any employees no longer employed with the district, click on the delete icon (⨉) to the left of the employee’s name.
• Once you have assigned all employees to an agreement, click on Proceed to Summary.

• Read the terms then click on Submit to send the information to TRS.
Once your agreement is submitted, click on your name in the top right corner and select Sign Out.