

Topic Legend

-  Reporting and Training for REs
-  Health Benefits
-  Information Security
-  General Communications

Introducing Reporting Tips: Your New Go-To Resource



We're excited to introduce a new resource for TRS Reporting Employers.

Each month, the *Update* newsletter provides **helpful tips and reminders** to support your reporting responsibilities. Now, with our new [Reporting Tips](#) feature, finding answers is even easier.

This searchable resource allows you to quickly locate guidance on specific topics, whether you're new to your role or just need a quick refresher. Simply enter a keyword in the search bar or browse popular categories like **Due Dates**, the **RE Portal** and **Surcharges**.

We'll continue to expand and improve this resource based on your feedback. Be on the lookout for a short survey later this summer—we'd love to hear about your experience and suggestions.

Nominations Now Open For 2027 TRS Board of Trustees Election

TRS is accepting nominations for the Public School District Employee position on the TRS Board of Trustees. To run, eligible candidates must submit 250 eligible member signatures by Jan. 25, 2027. The six-year term begins no earlier than Sept. 1, 2027, and ends Aug. 31, 2033. You can [nominate](#) yourself or someone you believe would be a strong representative.

Eligible members can **also** nominate and vote directly through the [MyTRS](#) member portal. Log in and use the election link on your account summary page — no extra verification needed.

Learn more about the [nomination and election process](#).



New In MyTRS

We're excited to share a new MyTRS member portal feature that makes it even easier for eligible TRS members to participate in TRS board elections! Thank you for sharing this article with your employees.

The MyTRS member portal now includes a new feature that lets eligible members participate in TRS board elections directly through the MyTRS member portal.

To get started, [log in to your account](#) or [create one today](#). On your account summary page, you'll see a link that takes you directly to the election site if you are eligible to participate in the upcoming election. There you can nominate and vote for the candidate of your choice through a streamlined process with no extra verification required.

- Nomination period for the Public School District Employee trustee position: June 2026 – Jan. 25, 2027
- Election period for Public School District Employee trustee position: March 2027 – May 5, 2027

Prefer paper? You can still nominate by paper form or vote by paper ballot if that works best for you. [Visit the TRS board election webpage](#) for eligibility requirements and more. Watch for TRS updates to stay informed.

MyTRS makes it easy to make the most of your benefits. Access your account, plan for retirement, enroll in TRS-Care when you retire – if eligible (coming soon to MyTRS), update your personal information, and connect with TRS – all in one place.



We Want Your Feedback! Help Improve The Employers' Website Experience



We want to make it easier for you to find what you need. Take a few minutes to share your feedback on the [Employers section](#) of the TRS website (www.trs.texas.gov).

Your input will help us improve navigation and overall usability.

[Take the survey.](#)

Evaluating Your Payroll Processes



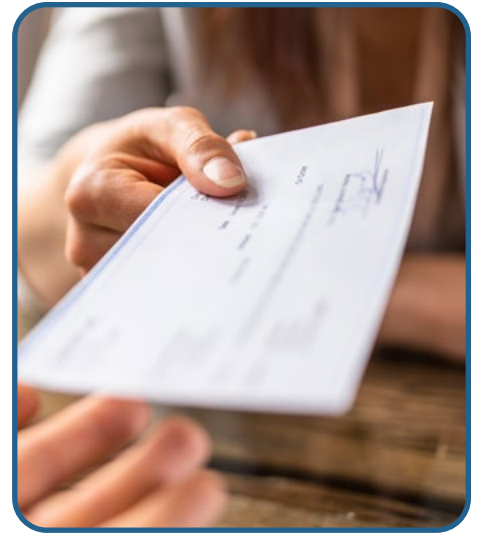
The internal software that you use for TRS reporting is considered the system of record.

What does that mean:

Employment dates, contract information and payroll data (for both active employees and retirees) should be stored in your software.

Why does this matter:

Submitting correct data to TRS is how you ensure that your employees are able to earn their TRS benefits. It also helps fulfill your obligation as a RE to report data as accurately as possible.



Having accurate data in your software reduces time spent making corrections in the RE Portal and minimizes emails from the Exceptions teams at TRS.

What can you do: Evaluate your processes so that the information submitted to TRS is as accurate as possible. Make sure any changes submitted in the RE Portal are reflected in your internal software. For example, if you update the ending date of contract or TRS eligibility flag in the RE Portal, it should be reflected in your internal software. If you need to update the contract again, you want your software to populate the correct information. It may help to reach out to your software provider if assistance is needed. They may be able to help configure your software so that it generates an accurate report with fewer errors. **This will help reduce time spent working on your TRS Reporting.**

TRS Eligibility And Full-Time Equivalent (FTE)



TRS Membership Eligibility: As a condition of employment in Texas public education, employees must be TRS members if their position meets eligibility requirements.

To meet eligibility, the employment must meet the three requirements listed below. Membership eligibility in the retirement system is established through a single employer.

1. Employment must be on a regular basis for either an indefinite period of time, e.g., at-will employment or a definite period of four and one-half months or more.
2. Employment must be for one-half or more of the time required of the standard workload for the same or similar full-time position.
3. Salary must be comparable to the rate of pay earned by other employees in the same or similar position types.

A determination regarding TRS membership eligibility must be evaluated at the time of hire, whenever employment expectations change, and at the start of each school year. Eligibility is solely based on meeting TRS requirements; there is no in-state residency requirement.

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Full-Time Equivalent (FTE)	Half Time of the FTE
40	20
39	19.5
38	19
37	18.5
36	18
35	17.5
34	17
33	16.5
32	16
31	15.5
30	15
00	15

FTE Definition: FTE is defined by TRS as the number of hours per week an employee must work in a position to be considered full time.

It is important to remember FTE is based on the position and not the employee filling the position. For reporting purposes, this must be a whole number between 30-40 hours per week. If a position does not have any full-time employees or if the full-time hours are less than 30, TRS defines the position as having no FTE and it is reported as "00" on the contract record (ED40).

Navigating Life Events With Ease



We all experience life and job changes that can be both exciting and challenging. These events often require updates to your account information and other essential actions. Keeping your information current ensures you receive timely support and services tailored to your needs. Visit our dedicated webpage for "[Life and Job Changes](#)" - it's a comprehensive guide to assist in navigating these events.

TRS members will find the "Retired" section of our Life and Job Changes webpage holds valuable answers to common questions like:

- Once I retire, when will I receive my first annuity check?
- What are the deductions I see on my retirement check?
- How do I enroll in direct deposit?

Explore the [Life and Job Changes](#) webpage today! Whether starting a new job, transitioning or planning for retirement, these events have a significant impact. We're here to help you make the most of your benefits - in all ways possible - with each step forward.



Limits to Prior Fiscal Year Corrections



As we approach the end of fiscal year 2026, below are some reminders for making corrections to prior fiscal years through the RE Portal. We look at each year based on the TRS fiscal year (Sept. 1 – Aug. 31). This means for the current year, reporting employers would be limited to making corrections to five prior fiscal years.

	Current Fiscal Year		Next Fiscal Year
	<i>FY 2026 (9/2025 to 8/2026)</i>		<i>FY 2027 (9/2026 to 8/2027)</i>
1	FY 2025 (9/2024 to 8/2025)	1	FY 2026 (9/2025 to 8/2026)
2	FY 2024 (9/2023 to 8/2024)	2	FY 2025 (9/2024 to 8/2025)
3	FY 2023 (9/2022 to 8/2023)	3	FY 2024 (9/2023 to 8/2024)
4	FY 2022 (9/2021 to 8/2022)	4	FY 2023 (9/2022 to 8/2023)
5	FY 2021 (9/2020 to 8/2021)	5	FY 2022 (9/2021 to 8/2022)

Starting with fiscal year 2027, corrections will only be allowed for September 2021 going forward.

IMPORTANT: All fiscal year 2021 corrections need to be completed by Aug. 31, 2026. Please make sure to provide the information to your TRS coach in a timely manner to allow a full review and override to be processed before the deadline.

Corrections to One Prior Fiscal Year

Contributions withheld; not reported: If contributions were withheld at time of payment but not reported to TRS, an RE may correct the error. An override will be required.

Contributions not withheld: If contributions were not withheld at the time payment was issued to the employee, corrections may be made by the RE if the employee chooses, provided that the person is still employed and has additional pay due to them. RE's are not required to issue corrections in this scenario, but if the employee does not have the corrections made, then they may have to pay the actuarial cost of the service if they wish to purchase service credit later. If missing contributions determine whether a school year is creditable, the employee has five years from the end of that school year to provide or verify the necessary information. This applies when the employer does not make the correction.



Corrections to Two - Five prior Fiscal Years

Contributions withheld; not reported: If contributions were withheld at the time of payment but not reported to TRS, an RE may correct the error. An override will be required.

Contributions not withheld: If contributions were not withheld at the time payment was issued to the employee, corrections through the reporting process are **not permitted**. Corrections of this type through the reporting system are allowed for the current fiscal year and one prior fiscal year only. If the employee wants to receive credit, they will need to have the TRS221 form filled out by the Reporting Official to verify the service and/or salary, and the form will need to be returned to TRS. The employee will have to pay the actuarial cost to purchase the service. Verifying the unreported service during this period will preserve the employee's ability to buy the service later.

Corrections to More Than Five Prior Fiscal Years

An employee cannot have an RE verify unreported time worked in order to purchase service rendered more than five fiscal years earlier. Thus, adjustments to days worked that would result in a change to the employee's year of service credit more than five fiscal years earlier are not permitted.

Texas Government Code 823.002 (a)(b) requires that TRS be notified on or before the last day of the fifth school year after the end of the school year in which the service was rendered for a correction to be made.

Exceptions:

- More than three years are involved in the correction
- If corrections are required as the result of fraud

If you have a situation and are not sure if corrections can be submitted or made in the TRS Portal, please reach out to your RE Coach for assistance.

TRS-ActiveCare Enrollment Resources



Annual Enrollment season runs through Aug. 14, 2026. Whatever time frame your employer determines within that window, TRS has resources to help support benefits administrators (BAs) through this time.

Annual Enrollment Toolkit

[Visit the BA toolkit](#) for plan documents, training recordings and presentations, and other plan materials.

TRS-ActiveCare 101

Download our copy/paste email templates to send to your employees. These emails can help them understand their benefits and choose the best plan for their health needs.



To download, click the link that applies to your employer:

- [TRS-ActiveCare 101](#): All regions except Region 4
- [TRS-ActiveCare 101](#): Region 4

TRS-ActiveCare A to Z Webinars

TRS will host *From A to Z: [Your TRS-ActiveCare Plan webinars](#)* for actively working members who are eligible to enroll in TRS-ActiveCare throughout the summer. Each session is 45 minutes, with 30 minutes of presentation and 15 minutes for Q&A. We encourage you to promote these to your employees.

If you have any questions about Annual Enrollment, don't hesitate to contact your TRS-ActiveCare service team. Your service team is dependent on which region your employer is located in. To identify your service team members, visit [TRS-ActiveCare Service Teams](#).



Retiring Soon Resources for TRS-Care

If you have employees who are retiring soon, they may be wondering about their TRS-Care health benefits options. If they meet the eligibility criteria, they're able to enroll in the plans that they've been contributing to their entire career.

- TRS-Care Standard for non-Medicare eligible retirees
- TRS-Care Medicare Advantage for Medicare-eligible retirees (includes Part D prescription coverage)
- TRS-Care Dental
- TRS-Care Vision

To help them feel prepared, you can share these resources:

- [TRS-Care Eligibility and Enrollment](#) webpage walks through the eligibility requirements for each plan.
- [TRS Health care events](#) have two specialty webinars for *TRS-Care: Retire Healthy with TRS-Care and TRS-Care Medicare Advantage & You*. TRS also hosts TRS-Care Health Education Fairs each fall. Dates, locations and registrations will be posted soon.
- [TRS-Care Resources](#) has plan documents, including guides with benefit details and Plan Highlights with premiums.

Starting this month, eligible members can begin enrolling in TRS-Care easily through the MyTRS member portal. TRS highly encourages all members to have a MyTRS account – it's the most secure, quickest way to manage TRS benefits. Register for MyTRS Member Portal walks members through the steps of setting one up.

A Quick Check Can Prevent A Big Issue



In day-to-day work, it only takes one small oversight to create a bigger problem—especially when sensitive information is involved. Often, the difference comes down to a simple double-check.

This shows up in everyday tasks:

- Sending an email to the wrong person
- Sharing a document before it's final
- Uploading a file without reviewing access
- Posting a link without checking permissions

These are routine actions for TRS reporting employers—but they can cause issues if rushed.

Before you send, share or upload anything, take a moment to double-check:

- **Emailing a document?** Confirm recipients and make sure it's the correct, final version.
- **Uploading a file?** Check who can view or edit it.
- **Sharing a link?** Make sure the right people have access—and others do not.
- **Publishing content?** Verify visibility settings before it goes live.

These quick checks only take a few seconds, but they help protect member information and prevent avoidable mistakes.

If something doesn't feel right, pause and ask. It's always better to double-check than fix an issue later.

Before sending, take a second look; it can make all the difference.



Video: *Create a Report via File Upload*



Many people find that a video explanation is the best way to learn! Take advantage of more than a dozen informative videos in the [TRS Employers Video Library](#) to understand TRS processes and reports for reporting employers.



Click [Here](#) to Rate This Issue of the *Update*

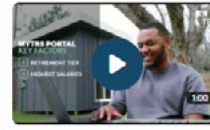
Pension Education Resources



Members can learn all about TRS pension benefits by watching our [Pension Education Resources](#).



Retirement Forms Video



Early Career Members: Manage Your Pension Benefits with MyTRS



Mid-Career Members: Plan Your Future with MyTRS

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Thanks for all you do for Texas educators!