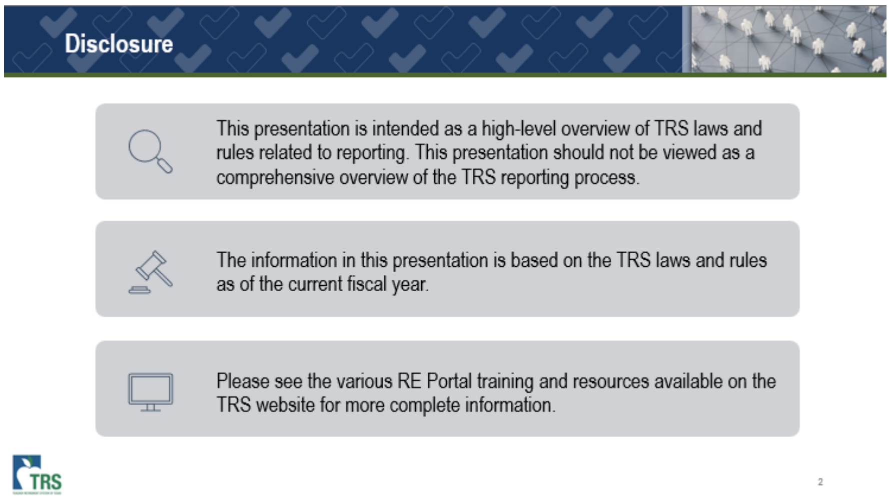
Slide 1 - Introduction

Welcome to our Concurrent Employment training session. This training is designed for all Reporting Employer types.

Slide 2 - Disclosure



This training is based on the TRS laws and rules as of the current fiscal year. In addition to the information shared in this video, please see the various Reporting Employer (RE) Portal trainings and resources available on the TRS website for more complete information.

Slide 3 - Prerequisities

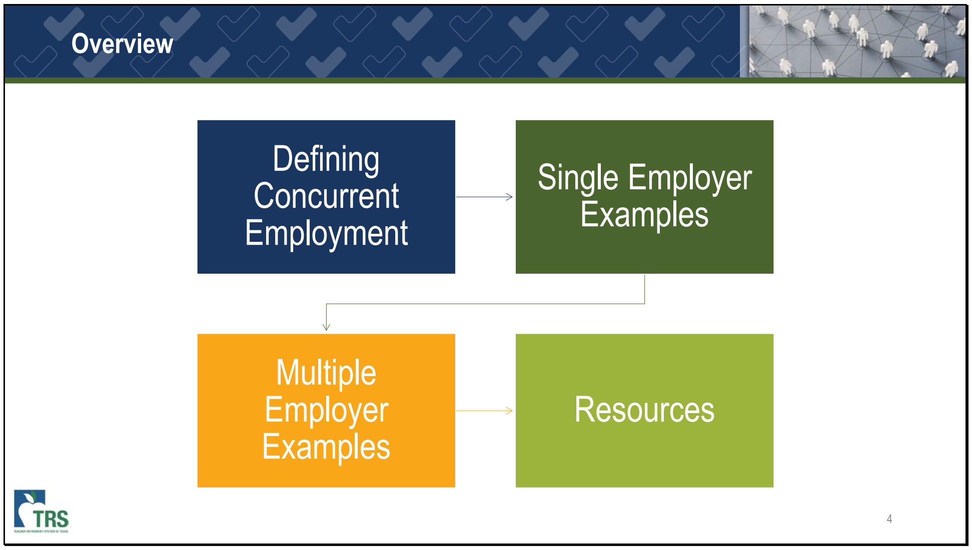
Before we begin this training, TRS recommends that you complete the TRS Membership Eligibility training before moving forward. The Concurrent Employment training material requires an understanding of the TRS Membership Eligibility requirements.

Use the link to register for a virtual RE Training session or review the recorded training material for TRS Membership Eligibility on the TRS website. https://www.trs.texas.gov/Pages/re-portal-virtual-training.aspx

Membership Eligibility (Non Higher Ed)

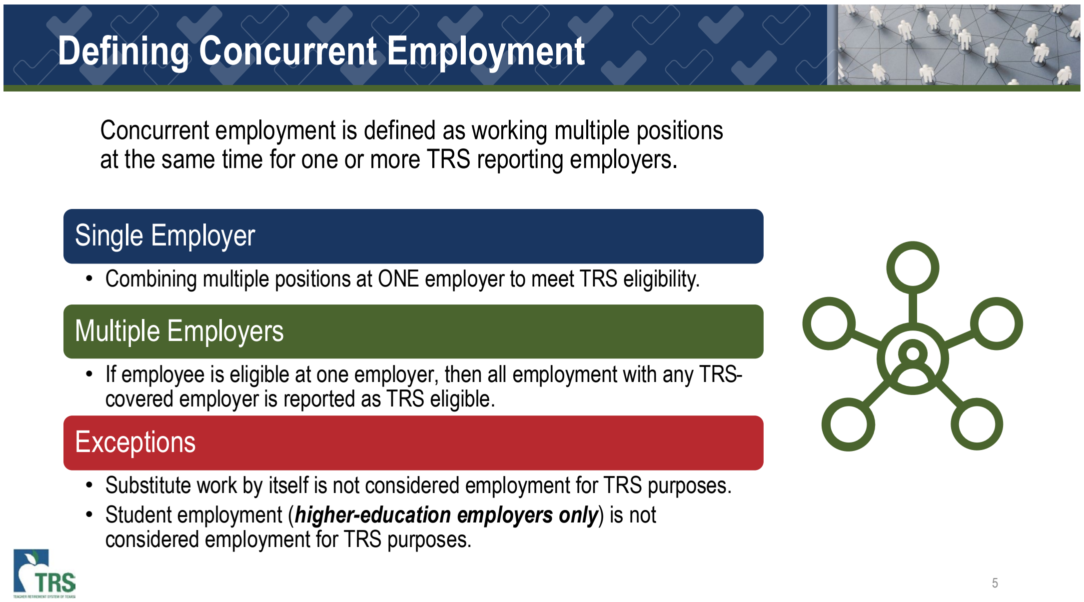
Membership Eligibility (Higher Ed)

Slide 4 - Overview



In this training, we will discuss concurrent employment information and how it relates to TRS membership eligibility. We will review examples of employees working concurrently within the same RE and multiple REs to help provide additional information on how to correctly report. Lastly, we review how the View Employee Information screen can be a valuable resource when determining how to correctly report employees that have concurrent employment.

Slide 5 – Defining Concurrent Employment

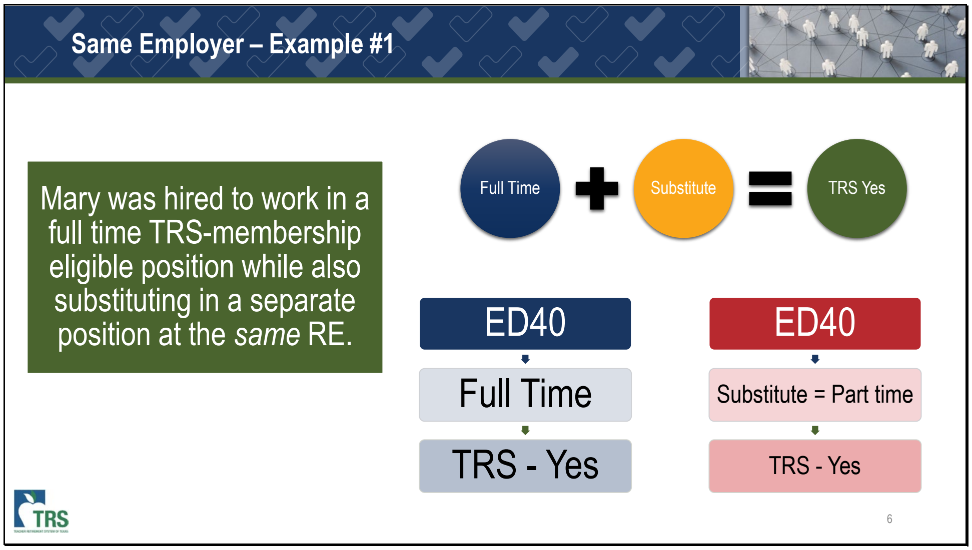


Concurrent employment is defined as working multiple positions at the same time for one or more TRS reporting employers.

- If a member holds more than one position at the *same* RE, and each position individually does not meet TRS membership requirements due to working less than one-half time hours, but each does meet the other two requirements (working at least 4½ months and earning a comparable rate of pay), then the member may still be eligible for TRS membership if the combined hours equal at least one-half time of a full-time workload.
- Additionally, if a member works in one position that is not TRS membership eligible but also holds another position at the *same* RE that does meet all three TRS requirements, then the non-eligible position becomes eligible while both positions are held concurrently.

With multiple REs, once the employee has met the eligibility requirements through a single employer, any additional work they perform for another TRS-covered reporting employer during that same time frame automatically becomes TRS membership eligible. The exception to this rule is an employee that works solely in a substitute or student employment position at one of the Reporting Employers; in those cases, the eligible position at the other RE does not make the substitute or student employment eligible.

Slide 6 – Same Employer – Example #1

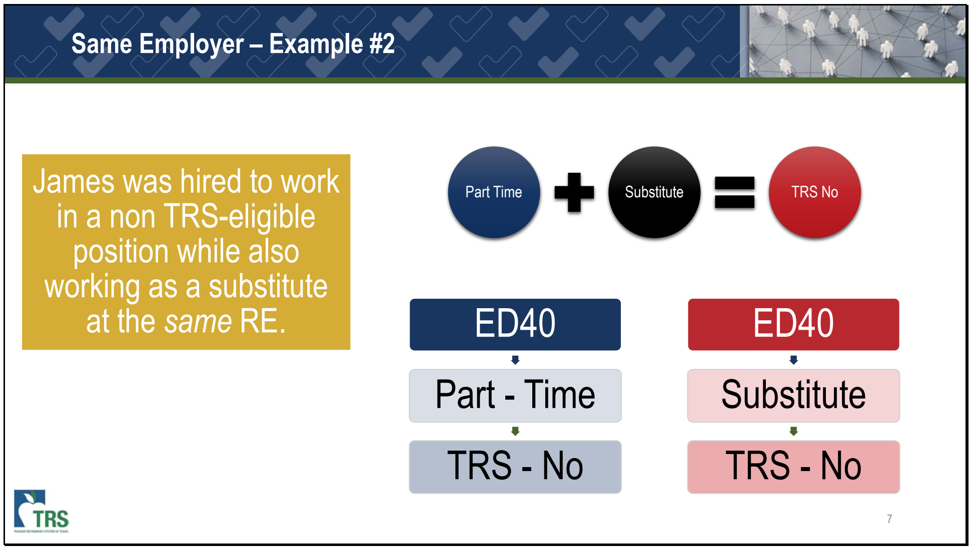


Now that we have defined concurrent employment and how this can affect TRS eligibility, let's review some examples.

In example one, Mary was hired to work in a full-time TRS membership eligible position, and is also substituting in a separate position for the *same* RE.
Since Mary meets the TRS membership eligibility requirements through her main full-time position, the substitute position automatically becomes TRS membership eligible.

When reporting this information to TRS, the RE would submit the ED40 for the full-time position and TRS membership flag of Yes. For the substitute position, the ED40 would be submitted with employment type of less than one-half time and TRS membership eligible flag of Yes because the RE Portal will not allow the ED40 to process with TRS flag of Yes and substitute employment.

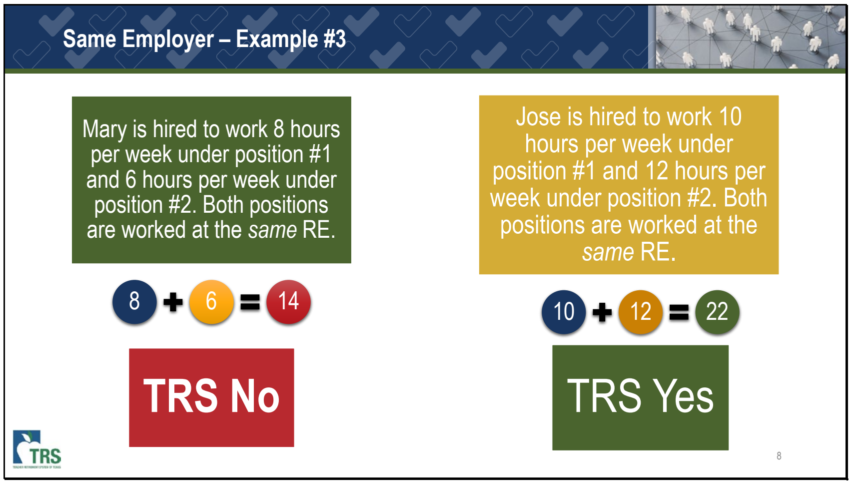
Slide 7 – Same Employer – Example #2



In example two, James was hired to work in a position not eligible for TRS membership and is also substituting in a separate position for the *same* RE.

In this scenario, the RE would **not** be able to combine both employments to make James TRS membership eligible. Therefore, each position would be reported to TRS as not eligible.

Slide 8 – Same Employer – Example #3



In this last example for a single RE, we are going to review two different employees.

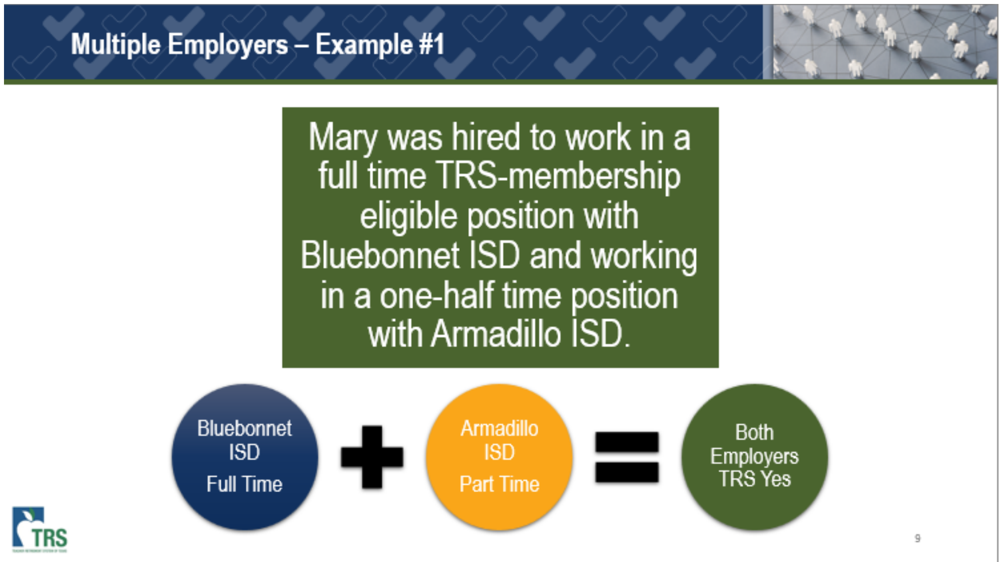
Both Mary and Jose, are currently working two separate positions, each position is classified as less than one-half time and not meeting TRS membership eligibility requirements on their own.

Even though both positions on their own do not meet the one-half time requirement, they do meet the 4½ months and comparable rate of pay requirements. Based on concurrent employment rules, the RE will combine the total amount of hours each employee is expected to work each week, in each position to determine if they will meet the final TRS membership eligibility requirement of working at least one-half of the standard full-time workload.

Let's look at Mary first, she is expected to work a total of eight hours per week under position number one and six hours per week under position number two. The total number of hours when combined equal 14 hours per week. Since both positions have an FTE of 40, Mary would need to work a total of 20 hours per week or more to meet the TRS membership eligibility requirements. Since Mary's 14 hours per week are less than one-half time, when submitting the ED40s for each position, the RE would need to report each position as less than one-half time employment type and a TRS member flag of No.

Jose is expected to work a total of 10 hours per week under position number one and 12 hours per week under position number two. The total number of hours when combined equals 22 hours per week. Since both positions have an FTE of 40, Jose would meet the final TRS membership eligibility requirement of working at least one-half of the standard full-time workload. When submitting the ED40s for each position Jose is working, the RE would need to report each position as Part-Time with TRS membership flag of Yes.

Slide 9 – Multiple Employers – Example #1

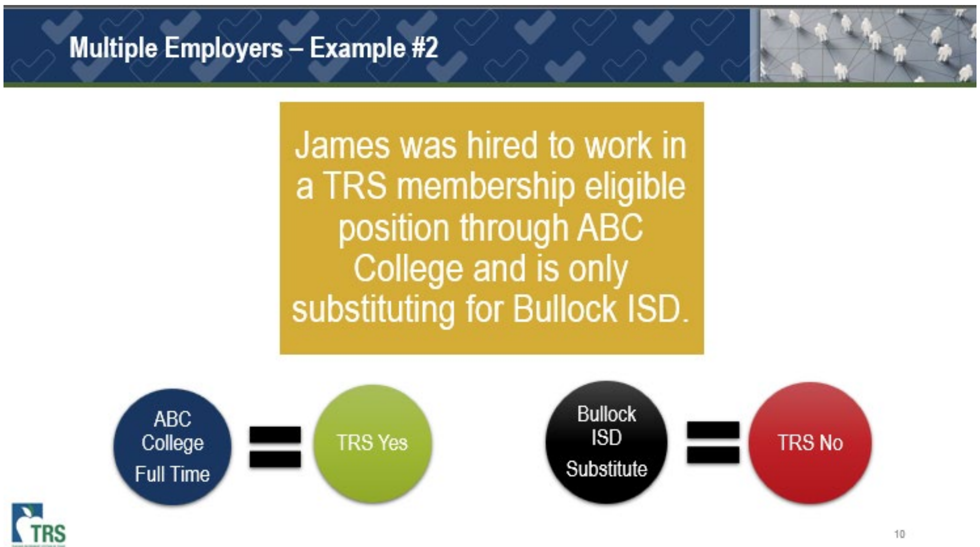


Now, let's review scenarios of employees working for multiple employers.

Mary is working in a TRS membership eligible position through Bluebonnet ISD and is also working for Armadillo ISD in a less than one-half time position that does not meet the TRS membership eligibility requirements on its own.

Since Mary has met the TRS membership eligibility requirements through Bluebonnet ISD, this automatically makes the less than one-half time position with Armadillo ISD TRS membership eligible. When submitting the ED40 contract/position record for Mary, Armadillo ISD would need to report the less than one-half time employment with a TRS eligible flag of Yes.

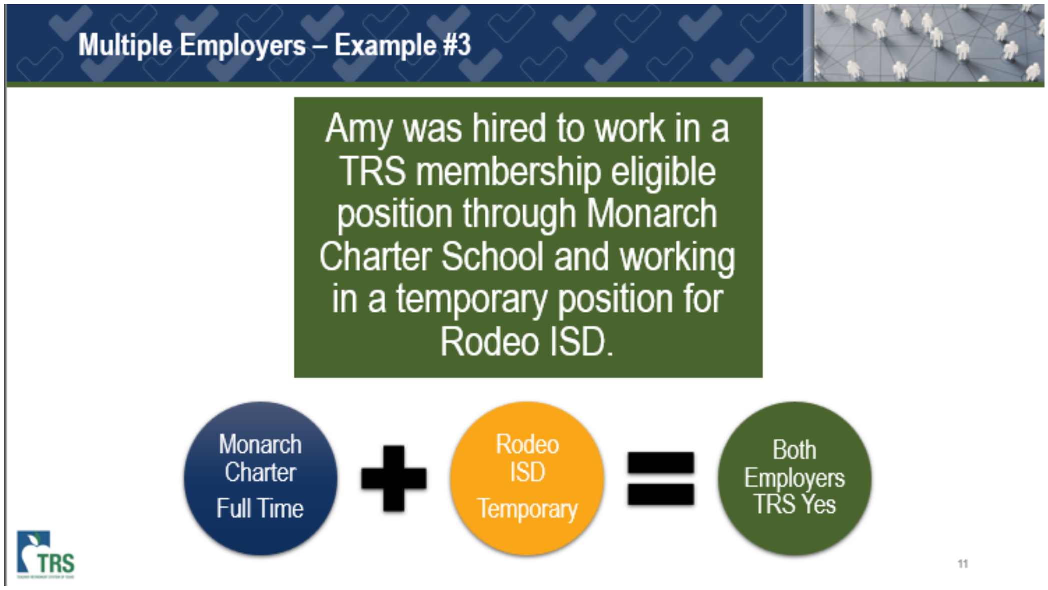
Slide 10 – Multiple Employers – Example #2



In this next example, James is working in a TRS membership eligible position through ABC College but is only substituting for Bullock ISD.

As mentioned earlier in the training, the only exception to the concurrent employment rule where employment does not automatically become TRS membership eligible is if the employee is only working in a substitute position at one of the REs. In this example, James' substitute employment through Bullock ISD remains ineligible since it is substitute only employment.

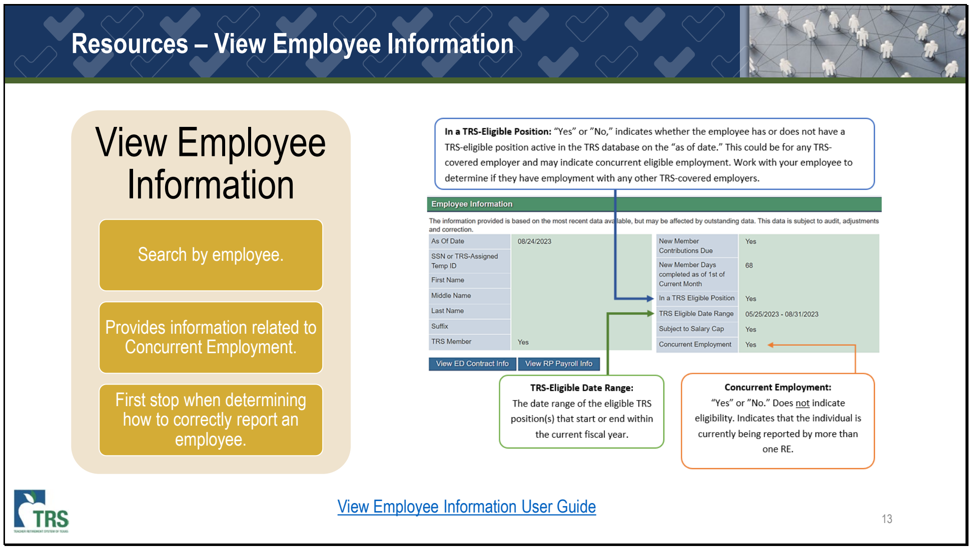
Slide 11 – Multiple Employers – Example #3



For this last example, Amy is working in a TRS membership eligible through Monarch Charter School and at Rodeo ISD, she is working in a temporary position.

Although temporary employment is not independently eligible for TRS membership, Amy's TRS-eligible employment with Monarch Charter School makes her automatically eligible at Rodeo ISD; therefore, the temporary employment must be reported as TRS-eligible.

Slide 12 – Resources – View Employee Information

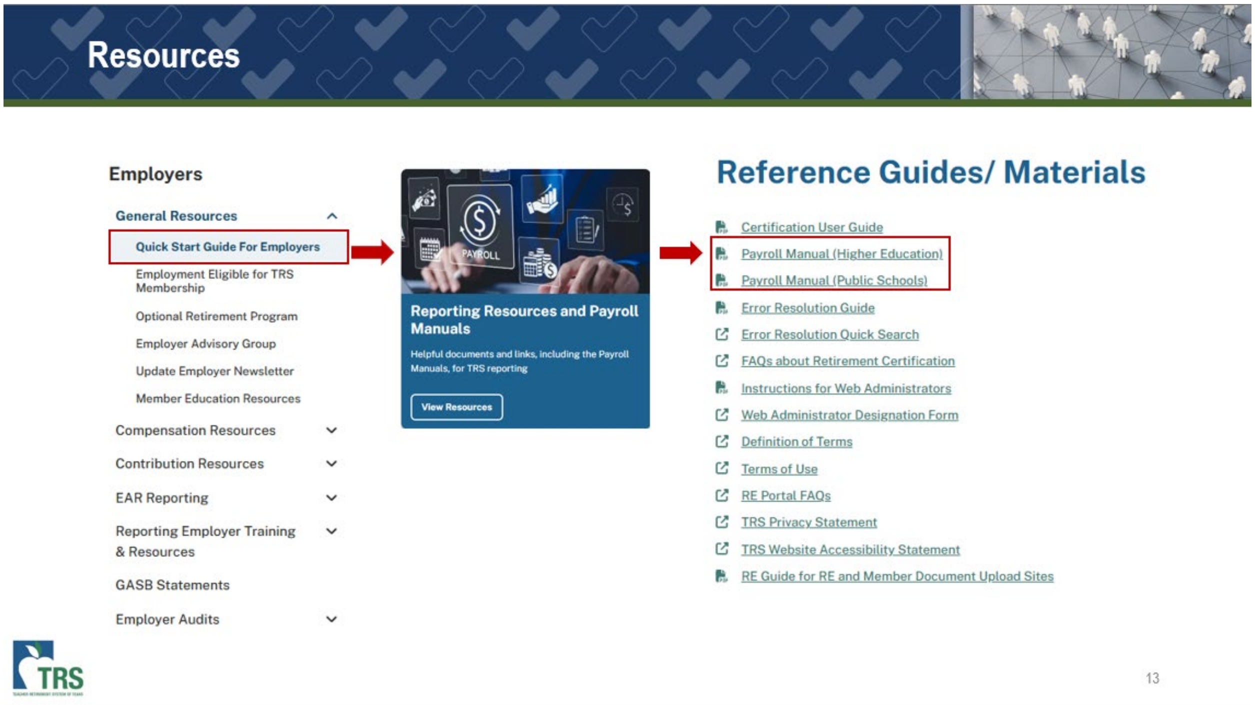


When needing to confirm whether an employee has concurrent employment, we recommend REs begin by reviewing the View Employee Information screen within the RE Portal. This resource provides information to confirm whether any other RE has reported the employee and whether the concurrent employment is TRS membership eligible.

As a reminder, TRS is only able to confirm concurrent employment based on the information that has been reported at the time of the request. This information also aligns with what reflects in the View Employee Information screen. TRS also encourages REs to confirm concurrent employment information with their employees.

For additional information on how to access and use the View Employee Information screen, please review our View Employee Information User Guide.

Slide 13



This concludes the Concurrent Employment training. Additional resources, including the Payroll Manuals, can be found on the TRS website by navigating to our Employers page. From there you can click on “General Resources” on the left-hand menu and then go to “Quick Start Guide for Employers” where you will see the link for “Reporting Resources and Payroll Manuals” Or “Employment Eligible for TRS Membership”.

Slide 14 - Closing

For any questions, please contact your TRS RE coach.