



Dear TRS Employers,

The school year has begun! We know how busy you must be. To help avoid common problems that waste time and energy, TRS has five quick reminders for you.

NOTE: Please share this message with everyone in your school or organization who has responsibility for enrolling new TRS members and monthly TRS reporting.

TIP 1

Report time worked and wages when earned, not when paid.

When reporting an employee's time worked and wages, remember that you must report them when earned, not when paid. This requirement applies to hourly and contract employees alike. *Example:* An employee is paid on October 2 for time worked in September. Be sure to report those wages to TRS for the month of September, not October.

TIP 2

Do NOT share usernames & passwords for TRS systems!

Every user of a TRS online reporting system must have their own user account. Employers must not allow a new staff person to use an existing username and password. For instructions and a review of employer responsibilities, click [here](#). TRS will contact each employer in the coming weeks to confirm all user accounts are up-to-date.

TIP 3

For new TRS members:
SEND forms 102 & 123.
KEEP forms 106 & 107.

Have you hired any new TRS members? Remember to submit their completed TRS Form 102 *Record for Membership* and Form 123 *Beneficiary Designation for Active Members*. Don't send in Form 106 *Membership Election Substitute Teacher or Part-Time Teacher's Aide* or Form 107 *New Hire Questionnaire to TRS* -- These are to be retained by the employer.



Print and review the "edit report" each month when you submit your TRS wage and contribution report. Warning messages are meant to help you ensure your payroll records are accurate for TRS reporting. Review and correct errors as appropriate; do not ignore those messages. Instructions for saving and printing the edit report can be found in the online manual. And speaking of the manual...



Make use of the Online Manuals in the TRS Wage and Contribution Reporting System and the TRS Employer Insurance Deduction System. Just click the red Online Manual button in the menu when you are logged in. Each system's manual contains "how to" information for creating and submitting reports. This may be especially helpful for new users.

If you have any questions, please call the TRS office at (406) 444-3134 or (866) 600-4045 and ask to speak with a member of the Accounting team.

Thank you, and have a wonderful school year!

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