



Montana Teachers' Retirement System

MEMO

To: TRS Employers
Subject: **NEW PROCEDURE for new hires**
Effective Date: Immediately

Good news! TRS has revised and streamlined certain business processes related to new hires. **This means YOUR business processes also must change.** Please read this memo carefully! We think you will find the new procedure to be easier.

Please do not include these forms in your New Hire packets:

TRS Form **102** New Member Application

1. *TRS will no longer require or collect this form.*

TRS Form **107** New Hire Questionnaire

2. *This form is essentially replaced by the procedure below.*

TRS Form **123** Beneficiary Designation for Active Members

3. *Instead, TRS will communicate with new members about designating beneficiaries. (See Page 2 for additional information)*

If you have leftover copies of the above forms, please recycle them!

NEW PROCEDURE

1

Determine which new hires will work in TRS-reportable positions.

For details and examples, see the TRS Fact Sheet **Which Positions Are Reportable to TRS?** (Visit trs.mt.gov, then click "Fact Sheets" on the right side of the page.)

- ✓ Remember: A person's **job duties** – not their job title – determine whether s/he must participate in TRS. If you are unsure, contact TRS (not PERS) for a determination.

Proceed to Step 2 for new hires who will work in TRS-reportable positions.

2

Confirm each new hire's TRS Member Status before you report wages to TRS.

A. Log into the TRS Wage & Contribution Reporting System;

B. Click on Member Search/Edit in the menu on the left side; and

C. Look up each new hire by their SSN.

- ✓ If the person is **not found** in the TRS system, skip to Step 3.
- ✓ If the person is found, confirm their **Member Status** as described on the next page:

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- Is the TRS Member Status **Active**, **Terminated – Vested**, or **Terminated – Non-vested**?
- This is a member who must be reported to TRS from his/her first day of employment.
- Is the TRS Member Status **Terminated – Cashed Out**?
- TRS will treat this member as new. Skip to Step 3.
- Is the Member Status **Retired**? If so, additional requirements and restrictions apply.
- See the TRS Fact Sheet **Working After Retirement**, available on the TRS website.

TIP: The **Online Manual** in the Wage & Contribution Reporting System explains how to search for members and interpret their TRS Member Status:

Click **Online Manual...**



...then click on the **Member Search/Edit** topic

3

For substitute teachers and part-time teacher's aides/paraprofessionals:

- Provide the **latest version** of TRS Form 106 *Membership Election – Substitute Teacher or Part-Time Teacher's Aide/Paraprofessional* on the first day of employment.
 - Print the **new Form 106** from the [Forms page](#) of the TRS website (Employer Forms category).
- Collect and permanently retain the completed Form 106. Do not submit it to TRS.
- Provide a TRS New Member Handout to these members (see Step 4).
- Report wages to TRS according to the election the employee made on Form 106.
 - If they elect not to participate from their first day, you still must track hours and report them to TRS if they work 210 hours *with all TRS employers* in a single school year.

4

Provide the **New Member Handout** to new hires in TRS-reportable positions.

TRS has created a **one-page TRS New Member Handout** for new hires who are new to TRS. It's available on the [Forms page](#) of the TRS website (Employer Forms category).

WHAT HAPPENS NEXT?

You are no longer required to track down membership and beneficiary forms! Instead, once you have reported wages for a new member, TRS will mail a "Welcome to TRS" letter to the member's home address. The letter will ask them to use My TRS to designate at least one beneficiary.

Later in the school year, TRS will follow up with members who have not yet designated beneficiaries. You should no longer receive warning messages on your monthly reports about this.

Can employees still use Form 123 if they cannot designate beneficiaries online?

Yes, but they must use the latest version. Print the entire Form 123, including the Fact Sheet portion, from our website. Mail the completed pages 1, 2, 3 and 4 (originals) to TRS. Do not omit blank pages.