ELIGIBILITY:
Year-end eligibility form out soon

The year-end eligibility form will be arriving in the mail soon. When completing this form, verify on the form that the salary is correct and record the pay type for each employee. The pay types are:

01—Regular contract salary
02—Extracurricular such as athletics/activities, para—professional work and non-related teaching activities,
03—Substitute and other teaching-related activities such as classroom prep time, or stipend for department chair.

Two positions to report to TRA

Among the positions that must be reported to TRA are Community Education Directors and foreign exchange teachers. This is a common mistake made in employer reporting. If you are unsure whether a position qualifies as TRA-eligible, request a determination by emailing a copy of the position description, including percentage of time for each job task, to EmployerQuestions@minnesotatra.org. For a complete list of positions that are TRA-eligible, go to https://minnesotatra.org/employers/eligibility-rules/

Payroll questions? Contact us at 800-657-3853
Each year, employers are required to report annual base salary to TRA. This data is used to help determine service credit for TRA members and, in turn, for benefit calculations. The workflow will be sent around the first week of May.

Annual base salary is defined as the lowest starting full-time salary for a TRA-covered position. It is further defined as the lowest starting full-time base salary paid to a new employee or what would have been paid to a TRA-eligible employee hired during a fiscal year. Entry-level salary means the salary of a newly-hired full-time teacher.

Schools that have a master agreement in place are required to send in three pages: the cover sheet that shows the contract period; the salary grid for 2019, 2020, and 2020-2021; and the signature page. For schools that do not have a master agreement (charter schools), we require information on the rate of pay offered for a new, entry-level teacher. This information should be provided on official school letterhead. Questions? Go to https://minnesotatra.org/employers/forms/

MyMessages is TRA’s new secure messaging system, designed just for communication with school staff. This is TRA’s preferred method of communicating one-on-one with employer contacts. Log into the MyTRA secure employer portal and find out what you can do!

Payroll information:
Payroll file and payroll remittance submissions are due 14 days from the payroll paid date.

Demographic information: This is required for all new hires to ensure we have an account established to record earnings and service information.

E-payments: Payroll remittances are submitted as an ACH credit. You can schedule remittance up to 14 days from the payroll paid date. Payments for leave purchase or invoices for missed pension contributions can be remitted via E-Payment.

Contact Info:

Telephone: 800-657-3853
FAX: 651-297-5999
Website: MinnesotaTRA.org
E-mail: Employerquestions@MinnesotaTRA.org

Past issues of UPDATE can be found at https://MinnesotaTRA.org/employers/forms/