



UPDATE

Employer News



TRA | TEACHERS
RETIREMENT
ASSOCIATION

MinnesotaTRA.org
EmployerQuestions@MinnesotaTRA.org
800-657-3853

Annual base salary due June 30

Each year, employers are required to report annual base salary to TRA. This data is used to help determine service credit and, ultimately, benefit calculations for TRA members. This does not apply to Minnesota State campuses.

Annual base salary is the lowest full-time entry-level base salary paid to a new employee or what would have been paid to a TRA-eligible employee hired during the fiscal year. On May 4 TRA will release the workflow for entering Annual Base Salary. The workflow will show up in the Outstanding Task as “Enter Annual Base Salary.” If you are assigned the role of HR or payroll, you will receive the task.

The link will take staff to the Annual Base Salary pages to upload supporting documents and enter information such as salary and contract settlement date. The workflow must be completed and submitted to TRA with the required documents by June 30. You can view example documentation at www.minnesotatra.org/employers/forms.

Schools with a bargaining agreement must use the agreement dated July 1, 2019.

Schools without a bargaining agreement: Make sure your letter is on official school letterhead and is signed by director of the charter school or a human resource representative. **Do not send in individual contracts or a salary grid.**

If your contract is not settled by the June 30 deadline, contract TRA using My Messages. Once the contract is settled, you have 14 days from the settlement date to complete the workflow and submit the required documents back to TRA.

A \$5 per day late fee will be applied for any Annual Base Salary submitted after June 30.

INSIDE

COVID: Family leave	2
Payroll cheat sheet	2
Using MyMessages	2

FY21 TRA employer contribution rates

As of July 1, the employer contribution rate will increase from 7.92 percent to 8.13 percent.

The employee contribution rate is 7.50 percent. For a schedule of rates for future fiscal years, go to MinnesotaTRA.org/employers.

Family leave related to COVID-19

Under the Families First Coronavirus Response Act, if any employee is placed on FMLA for COVID-related reasons, the member can be placed on TRA's family leave.

Submit the leave as you would normally submit any other family leave. If the employee remains on FMLA for COVID-related reasons until Dec. 31, 2020, you will need to submit another family leave for the following fiscal year.

The leave begin date and the leave end date must coincide with the fiscal year in which the leave is being submitted.

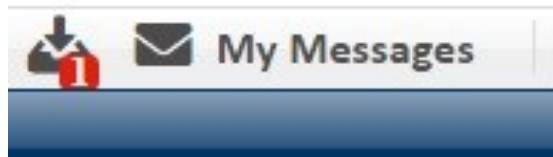
If you have questions about FMLA for COVID-related reasons, contact TRA's leave of absence group through My Messages or call 800-657-3853 and press 3.



Talk to us (securely)!

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 CHEAT SHEET

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.

FINALLY...

To wrap up the fiscal year, TRA will publish a final edition of this newsletter in May.

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