



UPDATE

Employer News



TRA | TEACHERS
RETIREMENT
ASSOCIATION

MinnesotaTRA.org
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800-657-3853

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Mind those SSNs

Watch those Social Security numbers when enrolling new hires. New hires are assigned a TRA number when we receive demographic information for the first time. To ensure that all payroll and pension contributions are accurately credited to your employees, hold off reporting any payroll until an SSN is available. (Non-resident aliens are typically issued a tax ID number.)

If we receive a payroll detail record with an employee SSN that differs from the SSN we have on file, we will contact you for documentation verifying the number via copy of SSN or form I-9. DO NOT submit fictitious SSNs!

Part-time teacher apps due

Part-Time Teacher Program applications are due by Oct. 1. Any application received after Oct. 1 will incur a \$5 per day late fee applied until the application is received. The employer is responsible for paying late fees.

This program allows teachers nearing retirement to work a reduced schedule and purchase up to their full-time contract salary amount, which is intended to maintain their "high-five" for retirement.

Eligibility changes took effect on July 1, 2020, and the teacher must meet those requirements in order to participate. The new requirements:

- Any teacher applying for this program for the first time must have had 1.0 FTE with the employer the prior fiscal year.
- Any teacher who has previously participated in the program and who applies to participate for FY 2021 must have had 1.0 FTE the prior fiscal year to participate.
- Teachers with less than 1.0 FTE cannot participate in the program for FY 2021 until they establish 1.0 FTE. Once the teacher satisfies the 1.0 FTE requirement, that full-time contract salary amount will be used for subsequent years of participation.

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 leave beginning in January 2021 until the end of the fiscal year, June 30, 2021. 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. Additional information on leaves can be found at MinnesotaTRA.org. Select the Members tab and select Leaves of Absence.



NEW TEACHER ORIENTATION

It's important to include benefit information about TRA as part of the new teacher orientation process.

For the upcoming school's year orientation, we are happy to conduct benefit presentations for your new teachers. We can do webinars or send a recorded webinar that you can share with your staff.

In addition, a trifold brochure for new teachers is available at MinnesotaTRA.org/employers/forms and a narrated slide presentation for your in-service sessions can be found at MinnesotaTRA.org/employer-help. You can also schedule a virtual benefit presentation by contacting Outreach Coordinator Sonja Parr at 651.296.7174 or by emailing Outreach@MinnesotaTRA.org.

How to report sabbatical leaves

Sabbatical leave may be granted for purposes of professional improvement or service.

There is no deadline date for submitting sabbatical leaves, but if a teacher is on an approved sabbatical leave and becomes employed by another TRA-covered employer unit (second employer), **the salary reported by the second employer is not eligible.**



Only the salary reported by the initial employer unit while the teacher is on sabbatical leave is eligible. TRA will refund the reported deductions and contributions to the teacher and the second employer.

Reporting pay period dates correctly

Do you have TRA members who do extracurricular work? Does the work extend into multiple pay periods? If so, the extracurricular work needs to be reported for the district's pay schedule rather than the full period of the work. In other words, it should be reported as monthly, semi-monthly, bi-weekly or weekly depending on the pay cycle. For example: from 10/1/20 through 10/15/20 rather than 10/1/20 through 12/15/20.

We are seeing payrolls being done with the pay period end date being after the payment date. Districts are using an extended period of time rather than the district's current monthly, semi-monthly, biweekly, or weekly pay cycle. Payrolls should follow the district pay cycle with the exception of summer payoffs. Summer payoffs should state the teacher's first and last day of reporting for that fiscal year. In short do not report the pay period end date later than the payment date. See below:

Incorrect reporting: Pay period begin date 10/1/2020 Pay period end date 12/15/2020
Payment date 10/15/2020

Correct reporting: Pay period begin date 10/1/2020 Pay period end date 10/15/2020
Payment date 10/15/2020

FY21 EMPLOYER CONTRIBUTION RATES

As of July 1, the employer contribution rate increased from 7.92 percent to 8.13 percent. Payrolls submitted with payment date or check date on or after July 1 must have the new rate. The employee contribution rate is 7.50 percent. For a schedule of rates for future fiscal years, go to MinnesotaTRA.org/employers.

Update your organization contacts

Just as we have a list of TRA staff members for you to contact if you have questions or problems, we also maintain a list of employer contacts. These are the people we call or email when we have questions about demographic reports, payroll data or other information we require. For example, if payroll files are submitted with errors or salary is reported outside the norm, TRA will call or email the person who submits payroll and demographic data.

It is important that all staff responsible for submitting in-

formation using MyEmployer have their own user ID. This ensures that email notifications alerting you of workflow tasks are received.

Please email Employerquestions@minnesotatra.org or call 800-657-3853 or 651-296-6842 when:

- You hire a new person who does TRA reporting.
- A staff member who had done TRA reporting terminates or takes a different job that doesn't include that function.
- You need to get your own user ID.

TRA CONTACT INFO

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