



# UPDATE

## Employer News



**TRA** | TEACHERS  
RETIREMENT  
ASSOCIATION

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

### Inquiry tab how-to



**T**his tab is another tool that can be used to check to see if an employee is a TRA annuitant or not. This will help you to determine if you need to withhold retirement deductions for that employee.

From the Inquiry tab, select Member Account Status. Enter in the SSN of that employee and hit search. **Do not check any boxes in the member status.** If the employee is retired and is collecting a monthly retirement check, the status shown is annuitant. If the status is annuitant, then do not withhold retirement deductions. If the employee recently retired and you are not sure to withhold, contact us.

Regardless of the age of the employee, if they are not retired from TRA and are not collecting a monthly retirement check, you must withhold retirement deductions.

### Supplemental payrolls

**S**upplemental payrolls or Z-batch should be used if you forgot to report employee earnings or to make an adjustment from prior pay periods. If the payment date, paid date or check date is from a prior pay period then you will want to select “Y” in the data field supplemental pay code.

If left blank, the payroll file will come over as a “regular” payroll file and will result in a delinquency for late payroll submission. You will not be charged a delinquency fee for late payroll submission when submitting a supplemental payroll file, however, you will be charged a delinquency fee for late remittance payment. Work with your payroll software provider if you are not sure on how to select a supplemental payroll.

**If “Y” is selected in the data field, then it will come in this way:**

Supplemental Pay Code:

Supplemental Payroll

**If the data field is left blank, then your payroll file will come in this way:**

Supplemental Pay Code:

Regular Payroll

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## Year-end eligibility form

**W**e will be mailing out FY2020 (2019-2020) Year-end eligibility form (5630) the first week of February. The form will include the names, TRA numbers and salary amounts of employees whose salary was reported 100 percent extracurricular.

Please fill out the form correctly confirming the salary amount was correct and what the salary was for.

For example, employee A had 100 percent extra-curricular salary of \$2,500 reported for 2019-2020 school year. Was the salary amount of \$2,500 reported correctly, yes or no. If correct, then yes and provide the reason, such as coaching or paraprofessional work. If no, then list out such as \$1,000 sub-teaching and \$1,500 coaching.

The form may be scanned and emailed back to us using My Messages in our Employer portal and select General Employer Questions from the drop down or fax in using 651-297-5999.

### EXAMPLE: WHEN TO REPORT TO TRA

**T**he position is IT Director or IT Coordinator. If the employee is overseeing the IT department and its staff and the day to day operations, then this position is not considered TRA eligible. If the employee is overseeing IT staff and day to day operations and is teaching students in a physical or virtual classroom setting, then that position is TRA eligible. You may also reach out to us as well if still not sure and we will ask for a position description to review to make our determination.

## EMPLOYER OUTREACH

**O**ur outreach has some exciting opportunities! We know districts are holding virtual benefit fairs and including financial wellness in these events and are offering continuing education in new ways. We are offering recordings that give you flexibility to play when it is convenient for you or to post and let your staff play when it works best for them. In addition to our “Benefit of the Future” and “Planning for Retirement” webinars, we are building our video library. Please feel free to check out the videos and share the video page with your teachers. Finally, we have employer messaging coming next year. Please watch for messages that you’ll be able to forward and share with your staff. If you have specific topics you’d like covered, let us know. Contact Sonja Parr, our outreach coordinator for any outreach needs: [Outreach@minnesotatra.org](mailto:Outreach@minnesotatra.org) 651.296.7174

## CONTRIBUTION RATE CHANGE

**O**n July 1, the employer contribution will increase from 8.13 percent to 8.34 percent. The employee deduction will remain at 7.50 percent.

The Annual Base Salary workflow will be released the first week of May 2021.

## IMPORTANT BUSINESS

**B**e sure to report all leaves to TRA within 14 calendar days after the date of the end of the payroll cycle in which the leave was granted. If you have questions on leaves, email us by using the My Messages in the Employer portal. Select new message and in the data field Reason: select Leave of Absence Team from the drop-down menu.

Keep us connected by making sure your contacts are up to date when you hire new staff or when staff retires.

## TRA CONTACT INFO

**Telephone:** 800-657-3853

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