The “Employer Verification of TRA Member’s Last Day of Employment” form is critical in processing retirement applications in a timely manner. The form must be signed by the retiring employee and an employer representative agreeing on the last day of employment.

The retiring employee will receive this form in their retirement package to bring to you as their employer.

The form can also be accessed on our website, MinnesotaTRA.org, under Employers/Forms/Publications.

A workflow will be released the first week of May for the annual base salary (ABS) submission. When you log into your myTRA Employer Portal, you will see the workflow task ‘Enter Annual Base Salary.’ Click on the task to complete the workflow and submit the required documents.

For schools and educational centers that have a master agreement, upload the cover pages that show the agreement effective dates, salary grid for 2022-2023, and signature page signed and dated by all parties. For schools and educational centers that do not have a master agreement, upload a letter that attests to the lowest salary that you would have offered for a newly hired full-time teacher with no experience for 2022-2023. The letter must be signed by the director or a human resources representative. The deadline for the ABS submission is June 30 and the workflow must be completed.

Upload all documentation through your myTRA Employer Portal. **Do not email us the documents unless we request it.** A $5 per day late fee is applied for a late submission. If your master agreement is not settled, please email us. If you have questions, contact us through My Messages and select ‘General Employer Questions’ from the ‘Reason’ drop down.
Updating 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 information using TRA’s Employer Portal 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.

My Messages

When sending in any private data, please use My Messages in TRA’s Employer Portal. This channel of communication is safer and more secure than regular email such as Outlook or Gmail. If a red number is displayed in the My Messages tab, that means that we have sent you a message.

If you need to send us a message, contact us through My Messages and select ‘General Employer Questions’ from the ‘Reason’ drop down.

Union Leaves

If you have a teacher that is on an authorized leave of absence and employed as an employee or officer by a labor organization, please submit certification by their first day of employment with the union.

The teacher will then receive an election form that must be returned within 90 days of commencing employment with the labor organization. If we do not receive the election form within the 90 days, the member will be ineligible to elect TRA coverage based on their employment with the labor organization.

LOOKING AHEAD

Reminder

The employee contribution rate will increase to 7.75 percent and the employer contribution rate will increase to 8.75 percent effective July 1, 2023.

Reminder

If you have an administrator who receives pay for additional services, please contact your TRA auditor for help in determining if the additional pay is eligible for the pension.

TRA CONTACT INFO

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

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Suite 400
Saint Paul, MN 55103

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