

# TMRS E-bulletin

FOR CITIES

**October Board Meeting • Last Chance to Sign up for the Annual Training Seminar!  
City Portal and MyTMRS® Upgrades • Administrative Reminders**

## TMRS Board Meeting Summary

The TMRS Board of Trustees met in Austin on October 22 and 23. The Board:

- Heard a preliminary report from investment consultant RVK. The report for the quarter ending 9/30/2015 will be posted on the TMRS website when available.
- Adopted amendments to the TMRS [Investment Policy Statement](#).
- Approved allocations to six managers in the Absolute Return portfolio, pending successful contract negotiations, for a total of approximately \$405 million.
- Approved allocations to six managers in the Private Equity portfolio, pending successful contract negotiations, for a total of \$350 million.
- Heard a presentation from consulting actuary GRS on a proposal to shorten the amortization period for future actuarial losses from 30 to 25 years for all cities (approximately half of all TMRS cities are already at 25 years) and discussed potential implementation strategies for the rate impact resulting from the experience study results. The Board will consider this recommendation and the adoption of other recommendations based on the 2015 actuarial experience study at their next meeting.
- Received a report from the actuarial firm Cavanaugh MacDonald on an actuarial audit of GRS' work as consulting actuary for the System. The auditor characterized the audit report as "very clean." Actuarial audits are performed periodically to help ensure the ongoing accuracy and appropriateness of actuarial practices.
- Set the dates for [Board meetings](#) in 2016.

The next TMRS Board meeting will be held in Austin December 3-4, 2015.

## Annual Training Seminar Is Almost Here



The 2015 TMRS Annual Training Seminar, "The Direct Approach," celebrating our online initiative, **TMRS Direct™**, will be held next Monday and Tuesday, November 9 and 10, at the San Antonio Marriott Rivercenter hotel. The [Registration form](#) and [complete program](#) are available on the TMRS website. At this time, the TMRS block of rooms has been filled, but if you need a room, you may still be able to reserve one at the seminar hotel or a nearby hotel. There is still space in the sessions for attendees, so TMRS will accept registration forms until close of business, Thursday, November 5. We hope you will be able to join us.

Many TMRS staff members will be working at the seminar and giving presentations, but we will still be fully operational at the TMRS office in Austin.

## MyTMRS and City Portal Upgrades

Both of the online programs under **TMRS Direct™** (MyTMRS and the City Portal) continue to roll out new features.

**MyTMRS** now allows members and retirees to change their addresses online. All contact info may be changed directly by the user: mailing address, phone numbers, and email addresses. Also, members may now access a summary letter confirming their account balance, and retirees can receive a statement of their annuity amount.

Cities that have signed up for the **City Portal** can enroll new members online! Online enrollment eliminates the need to submit a TMRS-16 (New Member Form). However, for now, City Portal Users who are enrolling new members should remind the new member to file a beneficiary form, either the TMRS-7 or 7V. In an upcoming development cycle, we will add beneficiary designation to our online functions for members. More information about the enrollment feature is found beginning on page 13 of the [City Portal Training Manual](#).

**Important note about email addresses: City staff enrolling new members should be sure to enter an email address for the member. We suggest they use a personal (non-work) email address that they plan on having for a long time. These addresses will be increasingly important as TMRSDirect develops. This is important for both enrollment and for MyTMRS.**

Since the enrollment and address change features were rolled out, TMRS has received (as of noon on 10/28/15) 1,282 online enrollments from cities using the City Portal, and 911 address changes and 927 phone number changes from members using MyTMRS.

If your city is not registered for the City Portal, go to the website's [City Portal Information page](#) (under the City Services tab) and follow the steps to register and get City Portal training.

---

## Note for Internet Explorer Users on Downloading GASB 68 Census Data

Some cities are having issues when downloading the census documents from the City Portal. **This occurs if they are using Internet Explorer as their web browser.** Explorer users may need to save the census Excel file on their local computer before opening. To do this, "Right Click" on the XLS link for the document and choose "Save target as..." then name the file with an .XLS extension. You will then be able to open your copy of the file.

---

## ADMINISTRATIVE REMINDERS

### ***Why Information Submitted about New Members Is IMPORTANT***

Whether you are filling out new member forms or submitting enrollments online using the City Portal, the data collected about new members is the basis of your actuarial census data and can therefore affect your city rate. It is EXTREMELY important that this information is correct. When a new member joins TMRS, personal information such as date of birth, gender, and monthly salary is collected. The accuracy of this information is important because it is part of the actuary's annual valuation process, which determines your city's rate each year. TMRS recently sent out reminder letters to cities to notify them of missing gender, DOB, and salary data.

If you don't submit new member enrollment data through the City Portal (see story above), please be sure the [TMRS-0016](#) that is transmitted to TMRS is accurate, legible, and complete. Missing or incorrect information can affect your city's contribution rate.

### ***Thinking about Adopting Plan Changes?***

Don't forget to file with TMRS before the end of the year any city ordinance adopting changes to your TMRS plan. If your city is adopting or has adopted an ordinance changing TMRS provisions (such as Annuity Increases or Updated Service Credits), to be effective January 1, 2016, send TMRS a copy of the ordinance right away! By law, these changes must be transmitted to TMRS before the ordinance's effective date. The last date of acceptance is December 31, 2015.

If you have already sent in your ordinance and have not received an acknowledgment from TMRS, please call or email LaShelle Ruiz at 800-924-8677 or [lruiz@tmrs.com](mailto:lruiz@tmrs.com) ASAP. Please note that any change to assumptions made as a result of the actuarial experience study (discussed in the last e-bulletin) will affect the contribution calculations for your city's plan effective January 1, 2017.



**NOTE** • Previously issued e-bulletins are posted in the [E-Bulletin section](#) under the City Services tab on the TMRS website.

