

SPECIAL E-Bulletin for City Correspondents and Payroll Personnel

Reminder: Payroll Training Is Available Online!

Employees responsible for submitting City payroll to TMRS will want to review the online training that shows how to submit the City's Monthly Payroll Report. The training page is posted on the TMRS website [here](#). Included within the training are the following components:

1. **Payroll Reference Guide** (a resource that can be reviewed, printed, and kept for future reference).
2. Forms tutorial **“How to Fill Out Payroll Forms,”** which guides you through completion of TMRS payroll forms, and shows you how to calculate the correct amount to send to TMRS each month.
3. As needed for review, **“FAQs Regarding Payroll Submission.”**
4. Instructions for filing payroll electronically, using either the **Electronic Payroll Guide** or the **TMRS City Portal**.

NOTE: On the new website, these materials are located under the City Services tab → Events & Training → City Payroll Training → Online Payroll Training.

NOTE - Previously issued e-bulletins are posted in the E-Bulletin section under the Publications page on the TMRS Website.