

SPECIAL E-BULLETIN

Online Payroll Training Available Now!

The TMRS website now features an online training module that shows — in detail — how to submit your city’s **Monthly Payroll Report** (payroll). Even if you are experienced at filing payroll with TMRS, you may find the training useful, and we encourage you to share it with others on your staff so they can understand the key elements of the payroll report. The training page is posted on the TMRS website [here](#).

Here are the three training components included on the main training page:

1. [Payroll Reference Guide](#) (meant to be reviewed first, printed, and kept for future reference). This is a PDF presentation-type document. It contains the legal background showing the city’s responsibility to file payroll correctly and track all TMRS-eligible employees. Terms defined within this guide are “employee” and “compensation.”
2. Forms tutorial [“How to Fill Out Payroll Forms.”](#) This is a “click-through” instructional tutorial that steps you through each part of the main TMRS payroll form (TMRS-0003), showing you exactly how to calculate the correct amount to send to TMRS each month. A guide to filling out TMRS-0002 is also included.
3. As needed for review, [“FAQs Regarding Payroll Submission.”](#) This is a web page that contains questions our Member Service employees receive from people who are filing payroll for their city.

Consider Going Electronic!

If your city is still submitting the monthly payroll report manually via the US Post office, we strongly encourage you to consider submitting your monthly payroll report electronically and submitting your payment via ACH transmission (i.e. Electronic Funds Transfer). Advantages to going electronic:

- It’s secure
- It’s timely – you avoid late fees
- It’s safe – no checks or payroll forms are lost in the mail
- It saves time
- It reduces error – no need for data to be retyped!
- It saves paper

Approximately 35% of all TMRS cities report their payroll electronically and approximately 11% make their payments via ACH transmission. For more information on going electronic, [click here](#). If you'd like to get signed up, call Rick Almanza at 800-924-8677. He will send you the username and password you need to start submitting payroll data over TMRS' secure FTP site.

TMRS City Portal — A New Alternative!

We have offered a secure FTP site as an option for electronic filing for some time. However, while many cities are currently using this secure site for payroll transmission, we strongly encourage you to consider using the TMRS City Portal to submit your monthly payroll report online – It's easier and more user-friendly. The City Portal also gives city-designated users online access to city and employee data to generate reports and run estimates for members.

If you handle payroll, contact your City Portal Administrator to become an Authorized User of the City Portal. If your city doesn't yet have access to the City Portal, you can get started by sending an e-mail to TMRS' City Portal Contact, LaShelle Ruiz, at lruiz@tmrs.com.

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