

# TMRS ELECTRONIC PAYROLL GUIDE

September 2013

**Monthly payroll filing consists of two components:**

- **Reporting Payroll**
- **Submitting Funds**

**The monthly payroll package must include the TMRS-2\* (or XL/data document), TMRS-3\*, and payment.**

\* NOTE ABOUT FORMS —

The TMRS-2 and TMRS-3 forms are available on the TMRS website. The additional forms you will need for FTP uploading and ACH payment are included in this booklet.

We strongly encourage cities to file their payroll's electronically using the TMRS City Portal, an online tool giving cities access to member data. To start this process, send an e-mail to TMRS' City Portal Contact, LaShelle Ruiz, at [lruiz@tmrs.com](mailto:lruiz@tmrs.com). If your city is already on the Portal and has a City Portal Administrator, contact your Administrator so you can become an Authorized User of the City Portal.



# Benefits of Electronic Payroll

There are two primary components of handling the monthly city payroll.

- Submitting payroll **forms** (employee reporting)
- Submitting payroll **funds** (transmitting money)

If you are not currently sending your payroll data and funds electronically, TMRS strongly encourages you to do so. The benefits of electronic reporting and ACH payment are safety, speed, and cost savings.

The benefits of **reporting contributions** electronically include:

- Faster retirement and refund processing
- Fewer errors from rekeying
- Eliminates the need for a paper contributions report
- The only hardcopy form you need to submit is the Summary of Monthly Payroll Report – TMRS-3 (fax or mail)
- Saves time for cities and TMRS
- No cost to the city!

The benefits of **submitting funds** electronically are numerous also. If the city sets up an ACH transfer with its financial institution, the benefits are:

- Faster retirement and refund processing
- No lost checks in the mail
- Helps you avoid potential late payment penalties
- Reduces paperwork
- Saves time for cities and TMRS

In this guide, both manual and electronic submission options are explained. However, the electronic (file upload) options are highlighted with a light blue background, as shown above. TMRS encourages you to make as much of your payroll process electronic as possible. To go “all-electronic,” just follow the blue portions of this guide. We strongly encourage you to use the City Portal, as it is the best option for submitting payroll electronically.

# Reporting Payroll

Before submitting your funds, or at the same time, you must send us a detailed payroll report. This report breaks out the monthly gross earnings and retirement deductions for each employee covered by TMRS. You may report manually (using a TMRS-2 form) or electronically using TMRS' secure FTP site. E-mailing the report as an attachment is not allowed because payroll information is confidential.

## **IMPORTANT DATE!**

**The detailed payroll report must be postmarked by the 15th day after the calendar month** for which deductions are being reported. *(For example: For the May payroll, we must receive the payroll report by June 15.)* Please allow several days for the mail to be delivered.

## Reporting Payroll Manually (with TMRS-2 Form)

Fill out and send TMRS your [Employee Contributions Report \(TMRS-2\)](#) — Follow the form instructions and include your city name and number, month/year being reported, each employee's correct Social Security number, the gross monthly earnings of each employee, and the amount of the retirement contribution deducted from the employee's monthly salary.

Send the report to TMRS as part of the **monthly payroll package** (which includes the TMRS-2, TMRS-3, and payment, explained in the "Submitting Funds" section). Use first class mail, prepaid postage, and postmark no later than the 15th of the month.

## Reporting Payroll Electronically (through FTP)

Fill out and fax TMRS your Primary and Secondary Account information using the "For Secure FTP" form (Exhibit 1).

FTP is an acronym for file transfer protocol; an FTP site gives users a safe place to exchange confidential information. The "For Secure FTP" form enables you to use the TMRS FTP site to transfer **city payroll information only**.

When filling out the form, be sure to include the following:

- City name and number
- Contact name and title
- Worksite address and phone number
- City Contact signature and date
- Valid email address

Fax the form to the attention of Chris Gillis (512.476.5576). After we receive the form, we will contact you with your username and password.

# Submitting Funds

In addition to your detailed payroll report, you must transmit payment each month to TMRS. You may send payment either by check or electronically (via ACH transmission with your city's financial institution).

A **Summary of Monthly Payroll Report (TMRS-3)** must be submitted to TMRS each month, regardless of whether you transmit funds by paper check or ACH transfer. The TMRS-3 report provides TMRS a monthly summary breakdown of the employee and municipal contributions. The TMRS-3 must be certified by an authorized city official.

## Submitting Funds Manually

Fill out and send TMRS your Summary of Monthly Payroll Report (TMRS-3). Be sure all this information is included:

- City Information and Certification portion, with signature of Authorized City Official submitting the form and funds.
- Employee Remittance information (from TMRS-2).
- Municipality Remittance information (current monthly city matching funds); adjustments and interest, if any; other applicable supplements, if any).
- Total amount (employee + city contributions) in the appropriate box.
- A check for the total remittance. The check must match Line 3 of the TMRS-3 form.

Mail this monthly payroll package (TMRS-2, TMRS-3, and check) to TMRS, which must be postmarked by the 15th of the month.

## Submitting Funds Electronically (ACH Funds)

Fill out your Summary of Monthly Payroll Report (TMRS-3) as described above; mail or fax it to TMRS. Alternatively, the TMRS-2 form can be uploaded to the secure FTP site (see the "Payroll Reporting by Secure FTP" section on page 6 for details).

You will need to contact your financial institution to set up a monthly ACH transmission to TMRS. The bank account information relevant to TMRS and other additional information that may be required by your bank is included in Exhibit 3 – ACH Payments / Mandatory Requirements, page 18. In your discussion with your bank, you will need to ask about any bank fees that may be assessed to the city or any software that the bank recommends you use to complete the ACH transmission.

After you have set up ACH with your bank, test the ACH setup by sending a \$1 test payment. Accounting Staff at TMRS will call you to confirm receipt of your test payment.

Each month, fill out the Fax Cover Sheet for ACH Contributions (Exhibit 2). This is a record for TMRS of 1) the payment amount, 2) when you made the electronic transfer, and 3) when we can expect to receive your payment (as a credit in our bank account).

**IMPORTANT NOTE!**

Your monthly TMRS reports and fund submission (i.e., monthly payroll package) are NOT counted as received (and your employee accounts will not be credited) until both the funds and the signed TMRS-3 form have been received. This monthly payroll package must be postmarked by the 15th day of the month. Anything postmarked or electronically submitted after the 15th incurs a late interest penalty.

Summary of Submission Options

FUNDS ↓	TMRS-3 Form (Summary of Monthly Payroll) ↓	TMRS-2 Form (Employee Contributions Report) ↓
ACH →	Mail Fax	FTP Mail Fax
Check* →	Mail Fax	FTP Mail Fax

\* If funds are mailed, the submission must be postmarked no later than the 15th of the month.

# Payroll Reporting by Secure FTP

**REMINDER: The best way to report your monthly payroll is through the TMRS City Portal.**

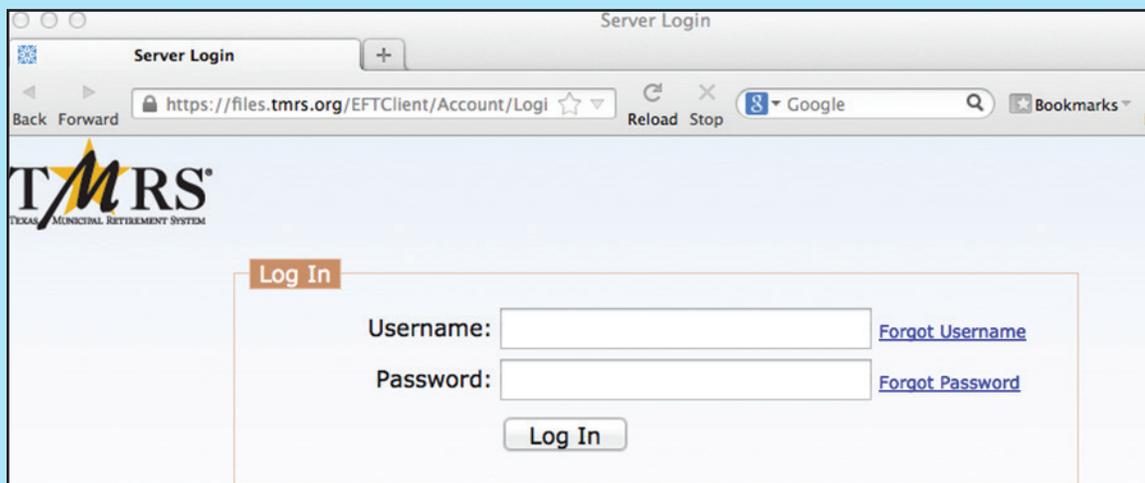
The next most effective and efficient way to report your monthly payroll to TMRS is to use TMRS' secure FTP to file your monthly payroll report. You need a computer with an Internet connection and a recent version of Netscape or Internet Explorer with Java enabled to use this fast, safe, and secure method of reporting your data. You will also need a username and password.

## Username and Password

To obtain a secure username and password to access TMRS Online Payroll Data Reporting, fill out the "For Secure FTP" form (see Exhibit 1), then sign and return it to TMRS. After we receive the form, an IT staff member will contact you with your username and password.

## Logging in Through the TMRS Website

After you have received your username and password, you will be able to login and FTP your files to TMRS through the TMRS website. To get to the FTP login, click on City Services on the TMRS home page, then on the Payroll Reporting/FTP Login. The login screen looks like thi



## Files and Formats

After you enter your username and password, click on the Upload button, and then click Browse to locate your file. Once you have selected the file and the name is displayed, click Upload to send the file to TMRS.

The file you are uploading can reside anywhere on your computer or network, and should be in the format specified in the File Format Instructions (IS-102); see Exhibit 4. If you have been submitting payroll data to TMRS electronically, the format has not changed.

If you have questions about file formats or FTP uploading, please call TMRS toll free at 800.924.8677 and ask for Chris Gillis.

# TMRS Resources

For FTP setup and file format questions:

- Chris Gillis (direct line: 512-225-3769)

For ACH setup and Accounting questions:

- Josette Madry
- Rhonda Covarrubias



## Electronic Payroll Account Request For Secure FTP

*Please complete the following to request an account with TMRS for electronic transfer of payroll data and return to:*

Texas Municipal Retirement System  
P.O. Box 149153  
Austin, TX 78714-9153  
Or fax to 512.476.5576 (Attn: Chris Gillis)

If you have any questions, please call TMRS toll free at 800.924.8677 (Chris Gillis)

### PRIMARY ACCOUNT

City Name: \_\_\_\_\_

City Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

In signing this form, I agree to use the TMRS electronic transfer account only for the transfer of city payroll information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECONDARY ACCOUNT (if necessary)

City Name: \_\_\_\_\_

City Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

In signing this form, I agree to use the TMRS electronic transfer account only for the transfer of city payroll information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



FAX Cover Sheet  
for **ACH Contributions**

Date: \_\_\_\_\_

Number of pages sent: \_\_\_\_\_ *(including cover sheet)*

**TO: TMRS Accounting Department**

**FAX TO:**

**512.476.5576**

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City Name: \_\_\_\_\_

City Number: \_\_\_\_\_

Report for the Month of: \_\_\_\_\_  
*(Be sure to include your signed TMRS-3 report with this fax transmittal)*

Date ACH was created/ submitted: \_\_\_\_\_

ACH effective date: \_\_\_\_\_

Total Remittance Submitted: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# T M R S - ACH PAYMENTS

## MANDATORY REQUIREMENTS

1. Fax (512.225.3821) or mail your TMRS-3 and ACH contribution cover sheet (see Exhibit 2).
2. ACH your payment, **effective date of the 15th** of the month or before to avoid any interest penalties.
  - a. Use **field #7** in the “Company/Batch Header Record-5 Record” to indicate your 5-digit city number
  - b. Use **field #8** in the “Company/Batch Header Record-5 Record” to indicate the month and year of the TMRS-3 report being submitted (ex: “Jan02”)
  - c. Use our JPMorgan Chase Bank  
**ROUTING NUMBER: 111000614**
  - d. Use our JPMorgan Chase Bank  
**ACCOUNT NUMBER: 09920049060**

We recommend that you send a \$1 “test” payment, to ensure that your transmission is properly received. We will then follow up with a phone confirmation, acknowledging receipt of your initial test payment.

**Note:** Your city will **NOT** be **WIRING** your funds to us; that procedure is rather expensive, both to the sender and the recipient.



**Texas Municipal Retirement System**  
**Instructions for Submitting the**  
**Report of Participants Deductions (TMRS-2)**  
**Electronically**

The following are the specifications for submitting monthly deposit reports (TMRS-2). If there are any questions regarding acceptable formats please contact TMRS and we will do our best to try and accommodate you.

**Preferred Format:** TMRS will accept data in the form of a ASCII text file. In using this format, please lay out columns in the order that it is explained in the data table below. Create files with **Member Data** only and please do not include Column Headings and Totals.

**Alternate Formats:** If you are unable to generate the data in the preferred format, other formats may be acceptable, including Microsoft Excel, Lotus 123, or Quattro Pro. Most accounting/payroll software will provide for “exporting” data in one of these formats. In using this format, please lay out columns in the following order listed below:

Position	Data
Column A 1-5	<u>City Number</u> - your five digit city number, with leading zeroes, if possible (e.g., 00123, 12345)
Column B 6-14	<u>Social Security Number</u> - member's social security number, with no dashes, if possible (e.g., 444556666, 012345678)
Column C 15-22	<u>Current Month's Salary</u> – <b>Member's</b> total gross salary for the current month in dollars and cents with no dollar sign, no decimal point, right-justified, zero filled, if possible. (e.g. a salary of \$1,632.56 would appear as 00163256)
Column D 23-29	<u>Current Deposit</u> – <b>Member's</b> amount deducted and being reported as a <b>positive</b> amount for the month in dollars and cents, with no dollar sign, no decimal point, right-justified, zero filled, if possible. (e.g., a deposit of \$123.45 would appear as 0012345)
Column E 30-62	<u>Member's Name</u> - the member's full name. Preferred format is last name, first name, middle initial. (e.g., Johnston, IV, Larry P.)

If you cannot comply with this format, please contact TMRS to work out an alternate format. **Please note** that if you do use an alternate format it is very important that you be consistent and submit your files in the same format every month.

**Special Requirements and Considerations**

1. Since the deposits are updated based on the social security number provided on the submitted report it is vital that this field be correct.
2. Please verify that there are no duplicate or missing social security numbers. Also, please verify that the sum of the current month's salary field as well as the sum of the deposits field agree with the amounts reported on the TMRS-3 (Summary of Monthly Payroll Reports) form.
3. Hard-copy listings are no longer required.
4. We ask that if at all possible the city keep a backup of reported information so that the information can be resubmitted if problems arise.
5. Please be **consistent** with the format of your data each month. We can adjust for slightly differing formats of the data on a city by city basis, but only if it is consistent from month to month.
6. When saving your file, please be sure the filename ends with an appropriate extension for the type of file being submitted (for example, .csv,.txt,.xls,.wks,.wq1,etc.).

## Exhibit 4 • File Format Instructions (IS-102)

**IS-102** (Continued)

7. Your TMRS monthly report will not be deemed received by TMRS until the signed TMRS-3 and check (or ACH electronic payment) have been received.
  - a. If you have ACH set up, fax the TMRS-3 to **512-476-5576**.
  - b. If you do not have ACH set up, you must mail the check and TMRS-3 to:

**Texas Municipal Retirement System  
P.O. Box 149153  
Austin, Texas 78714-9153**

If a carrier other than the U.S. Postal Service is used, then ship to the following address:

**Texas Municipal Retirement System  
1200 North Interstate 35  
Austin, Texas 78701-4332**

***The complete monthly report and/or TMRS-3 must be postmarked by the 15th day of the month. The sooner the report is received in our offices, the better.***