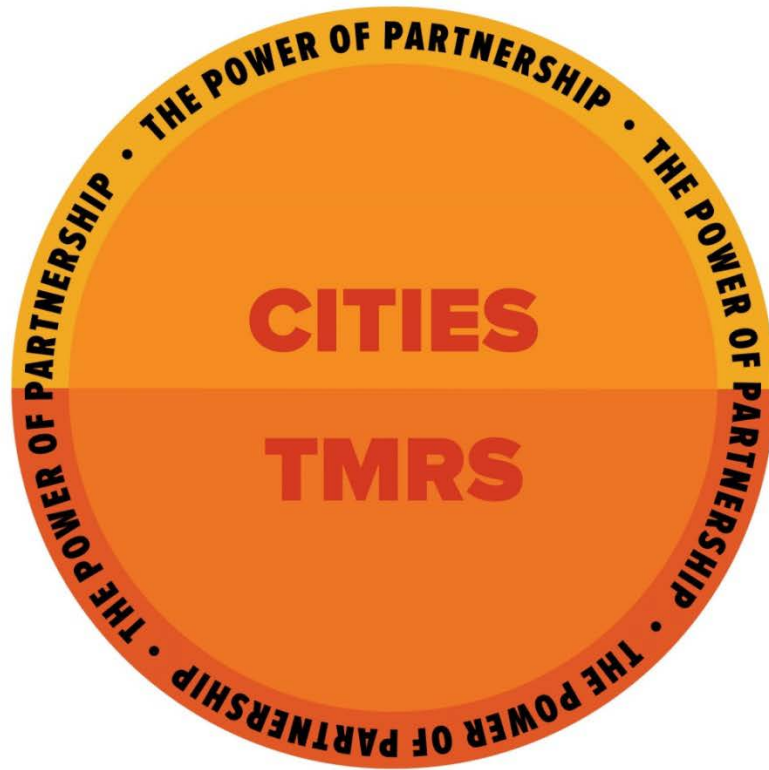


# Texas Municipal Retirement System



**Moderator:**  
**Sean Thompson**  
**Regional Manager, TMRS**

**Panelists:**  
**Peter Jeske**  
**Maryann Malave-Jaini**  
**Chad Nichols**  
**Vikki Vasquez**

## Important Issues and Error Correction



# Introductions

## Member Services Panel

- Peter Jeske, Business Process Analyst
  - Maryann Malave-Jaini, Member Services Analyst Lead
  - Chad Nichols, Member Services Manager
  - Vikki Vasquez, Member Services Manager
- 
- Sean Thompson, Moderator  
Regional Manager, TMRS Travel Team



# Topics for Discussion

- *TMRSDirect*<sup>TM</sup>
- Enrollment
- Payroll (Compensation)
- Service Credit
- Correction of Errors
- Workers' Compensation



# *TMRSDirect* – City Portal and MyTMRS®

## **DEFINITION**

***TMRSDirect*** is TMRS' initiative for online self-service, or “straight through processing,” for cities and members. Cities should sign up for the TMRS City Portal, and TMRS members and retirees should sign up for MyTMRS.



# Mandatory Enrollment

- Employees must join TMRS if they are employed in a permanent position that normally requires 1,000 hours of work in a year.
- City determines eligibility based on the 1,000-hour rule. Cities should review their classifications periodically, especially positions classified as non-TMRS eligible.
  - Employees who work in a position that was initially classified as non-TMRS eligible that subsequently becomes eligible should be enrolled from that point forward. There is no error to correct.
- Seasonal, contract, temporary employees, and volunteer firefighters are NOT eligible.
- What about part-time and probationary employment?



# Compensation

**DEFINITION** For TMRS purposes  
**compensation = employee's gross wages  
paid by the city**

Includes: overtime pay, car allowances, uniform allowances, sick leave, vacation pay, and other taxable payments the employee receives from the city.



# Payroll

- Submitting “Monthly Payroll Report”
- Submitting funds
- Electronic payroll submission
  - Visit the City Information Suite for assistance!
- Reporting contribution percentage
- Submitting file using the City Portal
  - Payroll survey and upcoming improvements



# Payroll

Complicated process involving

- Employee data
- Employee's contribution
- Employer's contribution
- Timing/consistency
- How information and funds are submitted

Consider:

CORRECTION OF ERROR issues related  
to payroll are.....?





# Service Credit / Proportionate Service

## DEFINITION

Employees earn **1 month** of service credit toward retirement for each month they are employed in an eligible position by a TMRS city and the required deposit is made.

Other types of service credit:

- Restricted prior service credit
- Military (active duty)
- USERRA
- Proportionate (ERS, TRS, TCDRS, COAERS, JRS)

**Consider: Where is service credit viewable?**



# Correction of Errors

- The TMRS Act allows TMRS to correct:
  - An error in current service performed, or current service credit that should have been received, no more than 4 years before the date the application for the correction is received by TMRS; and
  - An error in prior service credit if an application is received no more than 4 years after the later of the city's date of participation or the person first became a member of TMRS.
- The TMRS Act and TMRS' Correction of Errors Policy allow the Member Services Department to correct payroll reporting errors, including corrections to member deposits, city contributions, service credits, interest adjustments, and member accounts in general.



# Correction of Errors

- Four-year window
  - IMPORTANT first step — city should provide a written notification for a correction with TMRS
- Compensation-based — corrections for settlement agreements or arbitration awards must be based on compensation
  - Submit “draft” settlement agreements/arbitrations to TMRS before finalizing agreement
- All contributions must be received from city



# Workers' Compensation

- Workers' Compensation is income replacement insurance; therefore, TMRS contributions should be deducted from income received from WC
- Employees can receive WC in various ways: insurer, city (self-insured), or combination of both
- If contributions are not made, employee will not receive service credit towards retirement eligibility



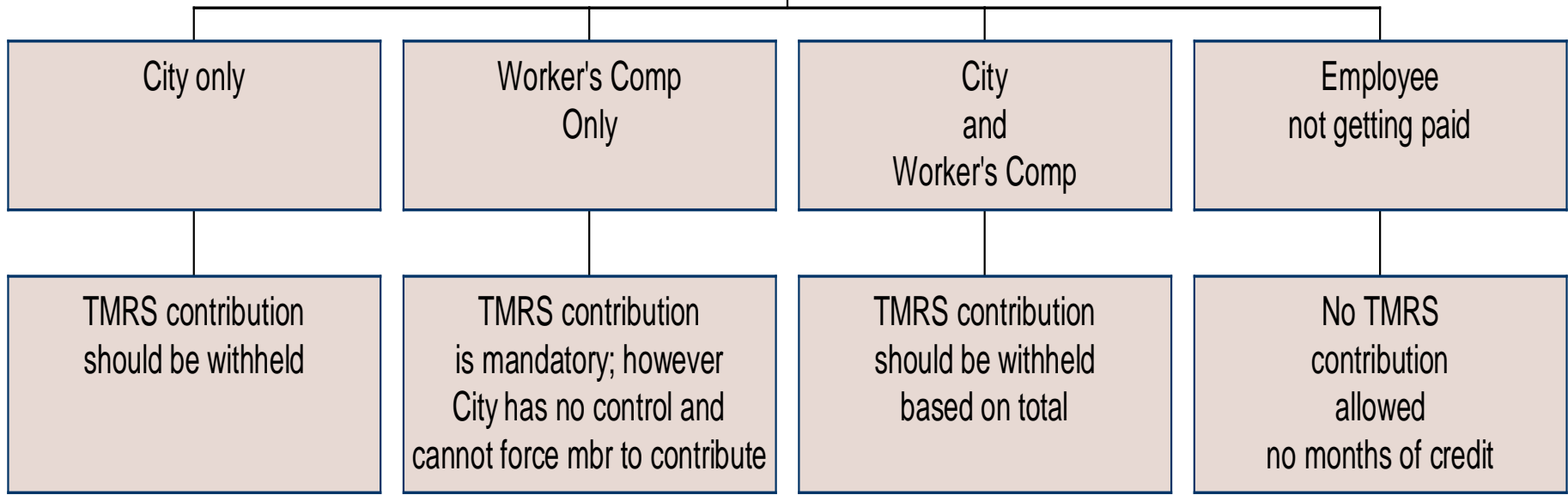
# Workers' Compensation, cont.

- If city pays WC, the city should send in contributions as it would for any other employee.
- If insurer pays WC, the city can ask the employee to send the city the employee contributions before it sends in contributions.
- If both the city and insurer are paying WC, the city should deduct the full employee contributions from its portion and send it in.



# Worker's Compensation

## Who is paying the employee?



Texas Municipal Retirement System



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