



Main Street

October 26, 2022

City Portal Contributions Reporting Goes Live on November 7

City contribution reporting goes exclusively online on November 7.

The new online reporting function will make city contribution reporting easier.

To facilitate the transition to the new contribution reporting functionality, October city contribution reports should be submitted after November 7, when the new system will be available.

It is important that cities designate a Portal user with Contributions user role credentials as soon as possible. If you have questions, contact TMRS' City Contributions team at CityPortal@tmrs.com.

You can download the list of dos and don'ts to help you prepare for the transition.

[Dos and Don'ts](#)

Online Member Enrollment

Using the City Portal to enroll your new employees in TMRS is easy, efficient and secure. If you are not yet using the Portal to enroll new hires, we encourage you to start today.

After November 7, new enrollments are going exclusively online, and paper enrollment forms will no longer be accepted. Contact our City Contributions team at CityPortal@tmrs.com to assist you with the transition from paper to electronic enrollment using the Portal.

Updating Member Address Changes

When employees change their address, it is important that they also change their address with TMRS. Please let your employees know that they can update all their personal information on MyTMRS. If they are not yet on MyTMRS, please encourage them to sign up today.

[Sign Up for MyTMRS](#)

Time Flies...Year End Reminders

As Calendar Year 2022 draws to a close, there are important items for cities to remember, including:

- **COLA and Updated Service Credit (USC) ordinances:** If your city has requested a USC or COLA ordinance and intends to adopt the ordinance to take effect January 2023, TMRS must receive the signed ordinance by December 31, 2022.
- **Missing employee data:** If your city receives a request from TMRS for missing or incorrect information for an employee, such as salary, date of birth or gender, please respond promptly. This information is critical for TMRS to complete our year-end processes.

Online Scheduling and Counseling for Your Employees

Since we began online scheduling in September, we've helped over 400 Members better understand their benefits using this service. TMRS Member Education Representatives are available to your employees for individual counseling sessions where they can ask questions about their TMRS benefits, view retirement estimates and discuss their options. Virtual, phone, or in-person appointment are available Monday through Friday from 7 a.m. – 6 p.m.

[Schedule an Appointment](#)

Vested Member Beneficiary Report

25,000 vested TMRS Members have not designated a valid beneficiary. You can help us notify and encourage these Members to make a proper designation by generating the *Vested Members with No Beneficiary* report. You can do this by logging into the [City Portal](#) and clicking on the Reports tab.

Please contact these employees and encourage them to update their beneficiary designations on [MyTMRS](#) today.