

## Guided Practice 5

# Employee Registration

January 18, 2019

This guide will walk you through how to register an employee.

This guided practice assumes you already know how to:

- [Log in](#) to MyTRS

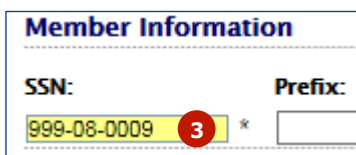
For additional information and troubleshooting please contact your district's assigned ESU representative or [EmpSup@trb.state.ma.us](mailto:EmpSup@trb.state.ma.us)

When an employee first starts in an MTRS eligible position with your district, they need to be registered as an employee through MyTRS.

## Registering a New Employee

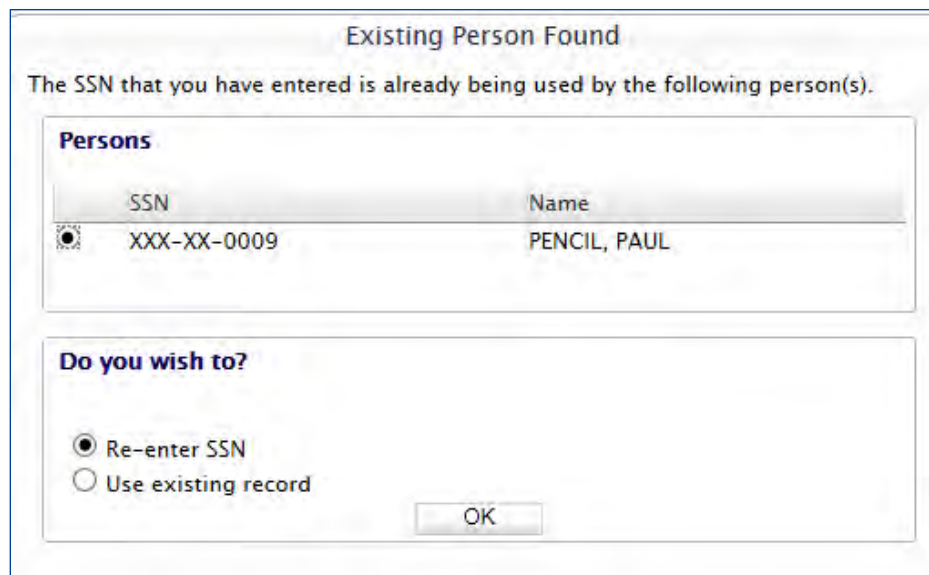
Before you start this process, be sure to turn off your pop-up blocker so you will be able to view and print the Enrollment Assignment Sheet that opens in a pop-up window at the end of the registration process.

1. Login to MyTRS using only Internet Explorer or Firefox as your internet browser.
2. Select “Register Employee” from the home page or from the “Go To” drop down list at the top of the page.
3. Enter the employee’s SSN in the “SSN” field.



The screenshot shows a form titled "Member Information". It has two input fields: "SSN:" and "Prefix:". The SSN field contains the text "999-08-0009" followed by a red circle containing the number "3" and an asterisk. The Prefix field is empty.

- a. If the employee has an existing account with MTRS, the following will be displayed.



The screenshot shows a dialog box titled "Existing Person Found". The text inside reads: "The SSN that you have entered is already being used by the following person(s)."

Below this text is a table with the following data:

Persons	
SSN	Name
XXX-XX-0009	PENCIL, PAUL

Below the table is a section titled "Do you wish to?" with two radio button options:

- Re-enter SSN
- Use existing record

An "OK" button is located at the bottom right of the dialog box.

1. If the SSN entered was incorrect, select "Re-enter SSN" and click OK to enter the correct SSN.

Existing Person Found

The SSN that you have entered is already being used by the following person(s).

Persons	
SSN	Name
XXX-XX-0009	PENCIL, PAUL

Do you wish to?

Re-enter SSN  Use existing record

2. If the SSN is correct, select "Use Existing Record" and click OK.

Existing Person Found

The SSN that you have entered is already being used by the following person(s).

Persons	
SSN	Name
XXX-XX-0009	PENCIL, PAUL

Do you wish to?

Re-enter SSN  Use existing record

b. If the employee does not have an existing account with MTRS, enter the following information:

- Prefix
- First Name
- Middle Name
- Last Name
- Suffix
- Birth Date
- Phone
- Email (use employee’s personal email address when possible)

**Member Information**

SSN:  Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Birth Date:  \*

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**Phone and Email Information**

Phone:  [Change](#)

Email:  [Change](#)

- Click **Save and Continue**.

**Member Information**

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SSN:	Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
<input type="text" value="XXX-XX-3479"/>	<input type="text" value=""/>	<input type="text" value="John"/>	<input type="text" value="Q"/>	<input type="text" value="Public"/>	<input type="text" value=""/>

Birth Date:  \*

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**Phone and Email Information**

Phone: (617) 555-1234 [Change](#)

Email: mytrsuser@gmail.com [Change](#)

Save and Continue
Reset

- On the “Additional Information” page, choose the correct answer from the drop down list informing the MTRS whether or not the employee is required to be certified by DESE as a condition of their employment with the school district.

**Additional Information**

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Is this employee required to be certified by the Massachusetts Department of Elementary and Secondary Education (ESE; formerly DOE) or Board of Allied Health Professionals as a condition of employment?  \*

Save and Continue
Reset

- a. If you select “No”, click **Save and Continue**.

**Additional Information**

Is this employee required to be certified by the Massachusetts Department of Elementary and Secondary Education (ESE; formerly DOE) or Board of Allied Health Professionals as a condition of employment? No **a** ▼ \*

**a**

- b. If you select “Yes”, choose the appropriate value from the “Teaching Certification Status” drop down list.

**Additional Information**

Is this employee required to be certified by the Massachusetts Department of Elementary and Secondary Education (ESE; formerly DOE) or Board of Allied Health Professionals as a condition of employment? Yes **b** ▼ \*

Teaching Certification Status: ▼ \*

1. If you select “Certificate has been issued” you will be required to provide additional information regarding the employee’s certification/license.

**Additional Information**

Is this employee required to be certified by the Massachusetts Department of Elementary and Secondary Education (ESE; formerly DOE) or Board of Allied Health Professionals as a condition of employment? Yes ▼ \*

Teaching Certification Status: Certificate has been issued ▼ \*

If issued, the certification number is: ▼ \*

and it was issued on (mm/dd/yyyy): / / ▼ \* **1**

by: ▼ \*

*ESE is the Massachusetts Department of Elementary and Secondary Education.  
 AHP is the Board of Allied Health Professionals and strictly applies to Occupational and Physical Therapists.*

2. Click **Save and Continue** once all the fields have been completed.

**Additional Information**

Is this employee required to be certified by the Massachusetts Department of Elementary and Secondary Education (ESE; formerly DOE) or Board of Allied Health Professionals as a condition of employment? Yes \*

Teaching Certification Status: Certificate has been issued \*

If issued, the certification number is: 123456 \*

and it was issued on (mm/dd/yyyy): 04/20/1996 \*

by: ESE \*

**2** Save and Continue Reset

6. On the “New Employment” page, fill in the required fields.

**New Employment**

Employee's start date for this position: / / \*

Position: \* \*

Employment status as a percentage of full-time: \*

Note: Less than half-time is ineligible for membership unless employee is also employed by another district. Also, part-time and temporary employees are subject to a six-month waiting period, unless they have funds on account with the MTRS or another Massachusetts retirement system.

Full-Time Equivalent (FTE) Contractual Annual Salary: \*

Note: Salary the employee would earn if working full-time for a whole year, regardless of start date or salary proration. (e.g., Employee's FTE is 50% and earns \$20,000 a year. The FTE salary is \$40,000.)

Date of first payroll deduction: / / \*

Is this employee either temporary or a long term substitute?: \* \*

The employee's contract term is: \* \*

with a pay frequency of: \* \*

for a pay duration of: \* \*

Save and Print Reset

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7. Click **Save and Print** to generate the MTRS Enrollment Assignment Sheet.

### New Employment

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Employee's start date for this position:  \*

Position:  \*

Employment status as a percentage of full-time:  \*

Note: Less than half-time is ineligible for membership unless employee is also employed by another district. Also, part-time and temporary employees are subject to a six-month waiting period, unless they have funds on account with the MTRS or another Massachusetts retirement system.

Full-Time Equivalent (FTE) Contractual Annual Salary:  \*

Note: Salary the employee would earn if working full-time for a whole year, regardless of start date or salary proration. (e.g., Employee's FTE is 50% and earns \$20,000 a year. The FTE salary is \$40,000.)

Date of first payroll deduction:

Is this employee either temporary or a long term substitute?:  \*

The employee's contract term is:  \*

with a pay frequency of:  \*


for a pay duration of:  \*

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8. Using the buttons at the bottom of the form, either print a hard copy of the **MTRS Enrollment Assignment Sheet** and provide it to the employee or email it directly to the employee. Please provide this form to the employee in a timely manner as they only have 30 days to complete the enrollment process.

Members are required to complete the online enrollment process *within 30 days of registration* with your district and each time they change employers.



## MTRS Mandatory Enrollment Assignment Sheet

YOUR ACTION IS REQUIRED BY 2/16/2019

MTRS records indicate that you have not yet created your online account in MyTRS. Please **CREATE** your MyTRS online account and **COMPLETE** your mandatory enrollment.

STEP 1 REVIEW your info carefully

Name	John Q Public	Primary e-mail	mytrsuser@gmail.com
SSN (last 4)	3479	MTRS member number	999999
Employer	GOTHAM PUBLIC SCHOOLS	Primary phone number	(617) 555-1234
Position	Guidance Counselor	Full-time equivalent (FTE) salary	\$67,960.00
Employment status as a percentage of full-time	100	Temporary/long-term substitute	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<small>Note: if you are a part-time or temporary employee, you may be subject to a six-month waiting period for MTRS membership, unless you have previously established membership with the MTRS or another MA retirement system.</small>		<b>Professional licensure/certification</b> <small>If this information is incorrect, be sure to update it online when you complete your enrollment.</small>	
Start date for this position	06/28/2018	Status	Certificate has been issued
Date of first payroll deduction	09/06/2018	Number	13456
		Date issued	04/20/1996 By ESE

STEP 2 READ these FAQs

**I'm already a member of the MTRS, and I enrolled when I worked for a former school district. Do I need to do this?**  
 Yes—whether you are joining the MTRS for the first time, or are an existing member who is changing school districts, you must complete this process.

**What is the penalty for not enrolling?**  
 Failure to enroll within 30 days of registration will result in the MTRS sending the district superintendent a written notice that describes the *Penalties for Failure to File*.


**What else do I need to know before I begin?**

- If you are in the process of obtaining your professional licensure, you must still complete your enrollment.
- If you have ever been employed by a Massachusetts public school and/or another Massachusetts city, town, county or authority, **be prepared to list your position or title, your dates of employment (month/year) and the status of that retirement account (e.g., whether you withdrew or rolled it over, left it on deposit, or transferred it to another system).**
- The online process takes 10–15 minutes to complete.
- Questions? Contact the MTRS at 617-679-6877.

STEP 3 CREATE your online account in MyTRS and COMPLETE your enrollment

1) On a desktop or laptop computer that is connected to a printer—not a smartphone or mobile device—and using only Internet Explorer or Firefox, go to [mass.gov/mtrs](http://mass.gov/mtrs).

2) Click **Enroll in the MTRS**.




Enroll in the MTRS

New member or changing districts? Complete your enrollment in MyTRS

3) Click **Don't have an online account? Create one** and follow the instructions.

4) On your homepage, click **Enroll in the MTRS**.



My Online Tools

- Enroll in the MTRS
- Download Leave and Absence Application
- Download and Download Benefits
- Account and Contact Details

5) Complete the three-step process and click **Submit**. In a separate pop-up window, your Enrollment Confirmation Sheet should appear; **PRINT** it and keep a copy for your records. *(If your Confirmation Sheet does not pop up, be sure to go to My Retirement Account Information > Documents to find it, to confirm that your data was successfully submitted.)*

SCHOOL DISTRICT OFFICIAL USE ONLY

Registered by	Shannon Murphy	Phone	(617) 679-6877
Title		E-mail	mytrsuser@gmail.com
Code/district	9005	Date registration submitted	01/17/2019

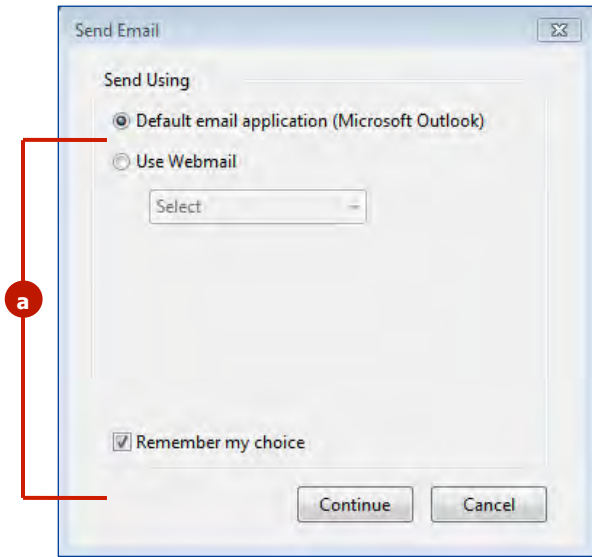
Click to E-MAIL this form to your employee

Print

Form F001-MCASWD-11/01/2018

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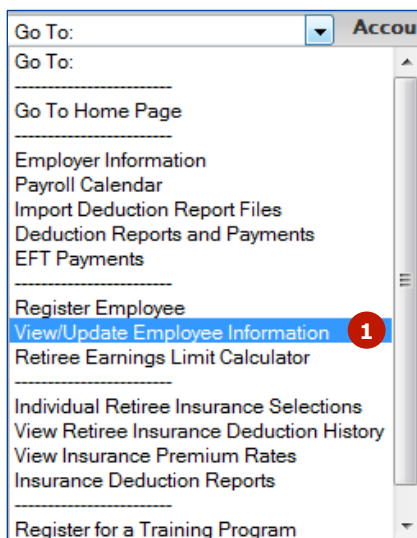
- a. The first time you choose the email option you may see the box below. Choose “Default email application” and check “Remember my choice” and then click Continue.



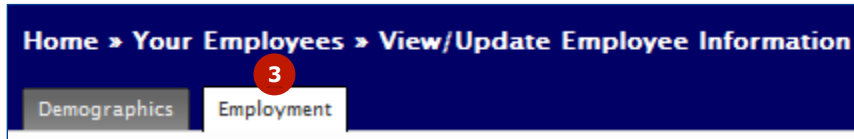
## Check Member’s Deduction Rate

Now that the new employee has been registered you need to find the proper deduction rate. Follow the steps below to find the rate in MyTRS. This is the rate that should be entered in your payroll system.

1. Click **View/Update Employee Information** from the “Go To” drop down list at the top of the page.



- The member's name and member number should already be displayed on the screen, but if it's not, search for the member in question.
- Click on the **Employment** tab.



- The member's deduction rate is in the Rate/R+ box at the bottom of the page.

Demographics Employment

Employee/Member: PUBLIC, JOHN Q (New Search) SSN: XXX-XX-3479

**Employment Information**

Sort Columns View Row Records Print Export

Active	Start Date	Stop Date	Employer Code	Employer Name	Position	Pay Freq	Pay Dur	Temp/Sub	Enrollment Status
<input type="radio"/>	08/28/2018		9005	GOTHAM PUBLIC SCHOOLS	Guidance Coun	26	12	<input type="checkbox"/>	Pending Enrollment

**Events**

Add Delete

Sort Columns View Row Records Print Export

Active	Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Cont Term
<input type="radio"/>	Contributing	08/28/2018	09/06/2018	/ /	100	0	10

**Rate/R+**

Rate/R+ Pending Review:

R+:

Regular Rate: 0.11

2% Rate: 0

- Enter this deduction rate in your payroll system for this employee.