

Reference Guide 7 – Monthly Deduction Reporting Checklist

MyTRS Monthly Deduction Reporting Checklist

Below is a checklist designed to walk you through the steps required to process a monthly MTRS deduction report.

Month/Year of Deductions: _____

- Make payment via EFT or mail a paper check and [submittal form](#).
(Guided Practice 12)
- Import and process your MTRS deduction report.
(Guided Practice 8A)
 - As needed, make any corrections to errors and re-process the file.
(Guided Practice 8B)
- Resolve errors and exceptions from the Exception Report.
 - Make sure your deduction report total matches your payment total.
 - Export / Print an exceptions report to review.
(Guided Practice 9A)
 - Resolve all errors.
(Guided Practice 9B)
 - Review all exceptions and make corrections.
(Guided Practice 9B)
 - Make corrections as needed to resolve the “missing members”.
(Guided Practice 9B)
 - Provide comments for any adjustment records, missing members who really are missing or any members with complicated circumstances that need further explanation.
 - Make sure your deduction report total still matches your payment total.
- Submit your deduction report.
(Guided Practice 9A)

For additional information and troubleshooting please contact your district’s assigned ESU representative or EmpSup@trb.state.ma.us