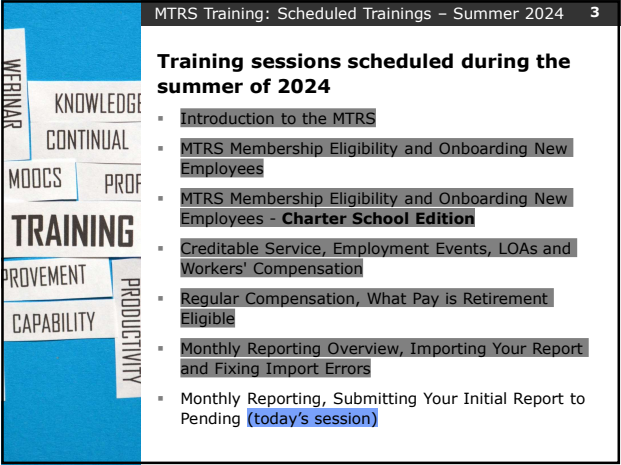


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2



3

Monthly Deduction Reporting – Initial to Pending 4




Statutory monthly reporting deadline

- Reports and payments are due each month by the 10th for the prior reporting month (ie. Sept report/payment is due Oct 10th) in accordance with M.G.L. c. 32, §22(i)
 - (i) In the case of teachers who are members of the teachers' retirement system, the various amounts withheld for any month for deposit in the annuity savings fund of such system shall, together with proper vouchers therefor, be transmitted by the disbursing authorities to the secretary of the teachers' retirement board on or before the tenth day of the next succeeding month.

4

Monthly Deduction Reporting – Initial to Pending 5




Statutory penalty for reporting late

- The MTRS is empowered to request compliance assistance from the superior court in accordance with M.G.L. c. 32, §18(1A)
 - (1A) Filing of Reports and Penalties for Failure to File. — The treasurer or other disbursing officer in charge of payroll in any governmental unit or agency to which a system pertains, upon request from the board or the commission shall submit such written information as shall be required by the provisions of section one to twenty-eight, inclusive, or by rules and regulations of the board or the commission consistent with the law. If the board or the commission determines that there has been unreasonable delay in filing of any such required information, the board or the commission shall so notify in writing such treasurer or other disbursing officer. If within thirty days thereafter, the board or the commission has not received such required information, it shall so notify the treasurer or other disbursing officer and the chief executive officer for the governmental unit. The board or the commission may petition the superior court to compel compliance with this section and enforce the penalty thereunder.

5

Monthly Deduction Reporting – Initial to Pending 6



Monthly reporting regulation

- The MTRS has a monthly reporting regulation 807 CMR 5.00
- 807-5.02: Monthly Deduction Reports
 - (1) Each governmental unit with employees who are members of the Massachusetts Teachers' Retirement System shall report to the Executive Director of the Teachers' Retirement Board on or before the tenth day of each succeeding month the various amounts withheld for the deposit in the annuity savings fund.
 - (2) Each governmental unit shall submit monthly reports in an automated format prescribed by the Teachers' Retirement Board.
 - (3) Any governmental unit which withholds contributions from 50 or less members may request authorization to submit written monthly deduction reports. Such a request shall specify the reason(s) which prohibits automated reporting. **The granting of such a waiver shall be at the discretion of the Board.**


REGULATORY AUTHORITY 807 CMR 5.00: M.G.L. c. 15, § 16.

6

Monthly Deduction Reporting – Initial to Pending

Employer Services Unit

Monthly Deduction Reporting – Initial to Pending **7**

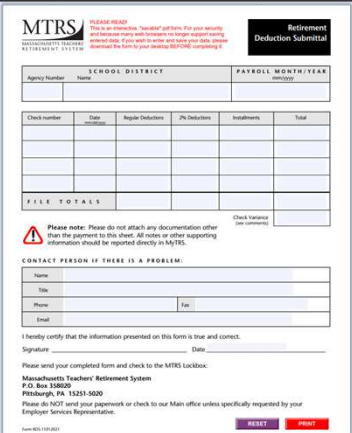


Reporting requirements

- Deduction reports must be submitted electronically through MyTRS (no paper reports).
- Payments can be submitted online via EFT or paper check mailed with an MTRS submittal form to the lockbox. Do not send anything else with your check and do not send payments to our main office.
- Monthly payments must match the total of the monthly deduction report **prior** to submission to Pending.
- You can make multiple payments but there is only one report each month, per statute and regulation
- The MTRS wants to work with employers not against employers, we're always more interested in helping you succeed than reporting a struggling employer, please work with us so we can provide your employees with the benefits they have earned

7

Monthly Deduction Reporting – Initial to Pending **8**



MTRS PLEASE READ: This is an electronic, "readable" soft form. For your security, do not use a scanner to create a hard copy of this form. If you wish to save and use your data, please download the form to your device (PDF or compatible).

Retirement Deduction Submittal

Agency Number: _____ School District Name: _____ Payroll Month/Year: _____

Check number	Date	Regular Deductions	7% Deductions	Contributions	Total
FILE TOTALS					

Please note: Please do not attach any documentation other than the payment to this sheet. All notes or other supporting information should be reported directly in MyTRS.

Check balance (see comment)

CONTACT PERSON IF THERE IS A PROBLEM:

Name: _____
 Title: _____
 Phone: _____ Fax: _____
 Email: _____


I hereby certify that the information presented on this form is true and correct.
 Signature: _____ Date: _____

Please send your completed form and check to the MTRS Lockbox:
 Massachusetts Teachers' Retirement System
 P.O. Box 358028
 Pittsburgh, PA 15251-5020
 Please do NOT send your paperwork or check to our Main office unless specifically requested by your Employer Services Representative.

Form MTR-1015801

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Monthly Deduction Reporting – Initial to Pending **9**



EFT Payments

- MyTRS allows employers to create a direct debit to withdraw funds from their payroll deductions account to fund their report (safer than mailing a check)
- The process works just like making online payments when someone is paying utility bills etc.
- Employers store an account in MyTRS
- Each month (or payroll), an employer rep initiates a payment in MyTRS to be deducted via EFT
- The next morning the MTRS processed a file through the ACH to collect the payments
- Payments can be cancelled until 6:45 pm, on the day they are entered

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Monthly Deduction Reporting – Initial to Pending Employer Services Unit

10

Deduction reporting statuses

Once your monthly text file has been successfully imported in MyTRS, it will have one of three statuses:

- Initial** – The file has imported successfully, and all address updates reported for this month have been updated in our system. It is solely the employer’s responsibility to verify the deduction total, make any required corrections or updates and submit the report to Pending.
- Pending** – The file has been submitted by the employer and it is now Pending approval, at this stage it is the Employer Services Unit’s (ESU’s) responsibility to review the information and ensure it’s correct. Reports with many issues will be Rejected to Initial status for further corrections and resubmission by the employer
- Released** – The file has been reviewed and approved by the ESU and the financial information has been Released into the members’ accounts (including the associated creditable service).

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Monthly Deduction Reporting Checklist

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


- Make payment to the MTRS via EFT or mail a paper check and submittal form. (Tab 4)
- Import and Process your MTRS deduction report. (Tab 6)
 - As needed, correct errors and re-process the file. (Tab 6)
- Resolve errors and exceptions from the Exception Report.
- Make sure your deduction report total matches your payment total. (Tab 18)
- Click Validate before opening the deduction report in Edit mode. (Tab 7)
- Export an Error Summary report to see the volume of records, errors and exceptions (Tab 17)
- Export/Print an Exception Report to review. (Tab 8)
- Resolve all errors. (Tab 20)
- Review all exceptions and make any needed corrections. (Tab 21)
- Make corrections as needed to resolve any “Missing Members.” (Tab 22)
- Provide comments for any adjustment records, missing members who are really missing or any members with complicated circumstances that need further explanation. (Tab 16)
- Export an Error Summary Report to make sure there are no remaining errors.
- Errors Total should be “0.” (Tab 17)
- Set report status override to “Yes” to confirm that the data in the report is accurate and all errors and exceptions have been addressed. (Tab 19)
- Make sure your deduction report total still matches your payment total. (Tab 18)
- Submit your deduction report. (Tab 18)

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Monthly Deduction Reporting – Initial to Pending 13

The payroll calendar

- The payroll calendar enables employers to inform the MTRS of their pay dates for every pay frequency and assists MyTRS with tracking records for active employees and missing employee records
- Each pay frequency needs a distinct calendar, lump sum pays are not a distinct frequency
- Each calendar must be setup for a **calendar year**
- Old calendars must stay in the system for the creditable service estimator
- Dates can be generated, added or deleted as needed




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Monthly Deduction Reporting – Initial to Pending 14

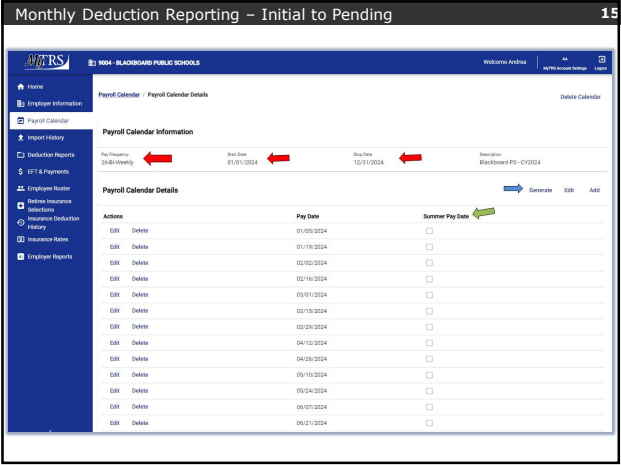
Lump-sum and summer pay dates

- Pay frequencies of 20-23 or 40-44 need the summer dates deleted **not** checked off and the pay duration should be "10" for those employees.
- Employers who implement a lump-sum pay date, need to make sure the summer dates are checked off
- The lump-sum date should be the last date prior to the dates which are checked off
- If the lump-sum payment is paid on an off-cycle date (typically the last day of school), that date needs to be added to the calendar
- Employees receiving a lump-sum need a pay duration of "LS"



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Monthly Deduction Reporting – Initial to Pending 15



Payroll Calendar Information

Pay Frequency: 20-23 (Monthly) Pay Date: 01/01/2024 Pay Date: 12/31/2024 Selection: Blackboard PS - CY2024

Payroll Calendar Details

Actions	Pay Date	Summer Pay Date
Delete	01/05/2024	<input type="checkbox"/>
Delete	01/19/2024	<input type="checkbox"/>
Delete	02/02/2024	<input type="checkbox"/>
Delete	02/16/2024	<input type="checkbox"/>
Delete	03/01/2024	<input type="checkbox"/>
Delete	03/15/2024	<input type="checkbox"/>
Delete	03/29/2024	<input type="checkbox"/>
Delete	04/12/2024	<input type="checkbox"/>
Delete	04/26/2024	<input type="checkbox"/>
Delete	05/10/2024	<input type="checkbox"/>
Delete	05/24/2024	<input type="checkbox"/>
Delete	06/07/2024	<input type="checkbox"/>
Delete	06/21/2024	<input type="checkbox"/>

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Monthly Deduction Reporting – Initial to Pending 16

Deduction Report Editor

- To get to the DRE, click on **Deduction Reports**
- Once your file is in **Initial** status, you access it using the Deduction Report Editor where you begin the third-level validation process.
- When a report is in **Initial** status, the report is not considered submitted. The employer is responsible for:
 - reviewing the report's total balance and comparing the report to the corresponding payment,
 - reviewing the report's accuracy,
 - checking for potential issues detected during the testing process,
 - for resolving data issues causing errors and (when applicable exceptions),
 - adding required comments and,
 - submitting the report.
- See the checklist for a complete list of responsibilities

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Monthly Deduction Reporting – Initial to Pending 17

Deduction Report Editor cont.

- **Apply vs. Save**
- It is crucial that employer users hit **Validate** before entering a report in edit mode so the errors and/or exceptions have been completely updated.
- MyTRS currently only checks the records that were modified in the Deduction Report Editor on **Apply** or **Save**, and it does not recheck the roster or calendars for records that have not been modified in the editor. This modification was implemented to make the save process more efficient.
- Examples of exceptions which require a user to now hit **Validate** to update:
 - Duplicate member records (once one of the two records is fixed)
 - Missing members
 - Member Status related errors


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Monthly Deduction Reporting – Initial to Pending 18

DRE – Errors and Exceptions cont.

- Users can export an errors/exceptions report in .csv format to organize and target exceptions and errors
- Two distinct types of status indicators:
 - **Error:** A report cannot be submitted containing an error
 - **Exception:** MTRS may accept a report with exceptions if the information being reported is accurate and the exceptions are explained and reasonable

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Monthly Deduction Reporting – Initial to Pending **19**

Deduction Report Editor cont.

- Deduction reports **must** match their associated payment before being submitted for review
- Deduction Reports can be filtered using the filter on the top right of the screen
- Most deduction reports require comments to explain employment reporting situations such as
 - Adjustment records
 - Salary adjustments
 - Situations triggering pro-rata pay
 - True missing member exceptions
 - Skewed deduction rates

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Monthly Deduction Reporting – Initial to Pending **20**


Third-level error/exceptions

The third-level validation is the sophisticated data quality and accuracy verification process. In this step, MyTRS runs a series of tests to verify the accuracy of the data in your report.

These tests:

- compare your report's financial data fields to each other then MTRS records,
- compare contract and demographic data in the file to MTRS records,
- identify members who never enrolled with MTRS and
- identify employees that appear to be missing from the deduction report
- Prior to submitting the deduction report to the MTRS, employers correct all errors and correct or explain all exceptions listed in the deduction report details

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Monthly Deduction Reporting – Initial to Pending **21**

Common third-level errors:

- **ERROR:** Base earnings do not match salary, based on the FTE and Pay Frequency reported. Please ensure those fields are correct. If they are, please use a SC correction code.
- **ERROR:** Full-time percentage does not match the current % on the member record in our system. Note: Either correct the value or certify that this change is correct by choosing FTE correction code.
- **ERROR:** This member's current status/event is Termination-Voluntary. Please either: 1) contact your MTRS Representative to correct the event, or 2) if this member has been re-hired in your district, please register your member for this new employment, or 3) if this is a retroactive payment, please change this record's transaction type to "R".

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Monthly Deduction Reporting – Initial to Pending 22

Common third-level errors: cont

- **ERROR:** Pay date cannot be found on your district payroll calendar for this pay frequency. Please update your calendar.
- **ERROR:** Duplicate record found in member history
- **ERROR:** Regular deduction is negative
- **ERROR:** Pay duration and pay frequency are not a valid combination
- **ERROR:** Record has no earnings or deduction reported

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Monthly Deduction Reporting – Initial to Pending 23

Common third-level exceptions:

- **EXCEPTION:** Base earnings do not match salary, based on the FTE and Pay Frequency reported. Thank you for providing an SC correction code; please confirm that it is correct before submitting.
- **EXCEPTION:** Potential rate error: MTRS rate 9.00% School rate 11.00%
- **EXCEPTION:** Potential rate error: MTRS rate 11.00% School rate 12.71%
- **EXCEPTION:** Potential 2% rate error: Expected \$29.76 Reported \$0.00
- **EXCEPTION:** Adjustment record detected
- **EXCEPTION:** Combination of Member name and SSN does not match the data in our system
- **EXCEPTION:** Member not enrolled.

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Monthly Deduction Reporting – Initial to Pending 24

Deduction Reporting in MTRS | MTRS Employer Training Guide—Tab 23 179

Monthly Deduction Reporting Checklist

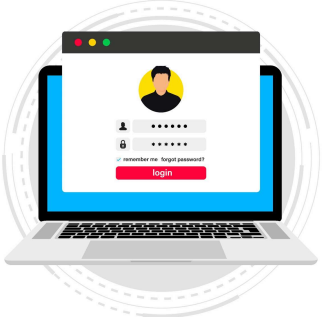
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- Submit your deduction report. (Tab 18)

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Monthly Deduction Reporting – Initial to Pending 25

Demo: MyTRS Deduction Report Editor



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Monthly Deduction Reporting – Initial to Pending 26

Review

- Deduction Reports and Payments are due by the 10th of the following month.
- Click Validate before entering reports
- Run the Errors/Exception Report to identify issues.
- Address all errors and exceptions.
- Click Apply to commit changes as you make corrections.
- Check your filters or run the Error Summary report to make sure all errors are corrected.
- Make sure all required comments were added
- Make sure missing members are resolved
- Ensure the report and payments match.
- Submit your report!

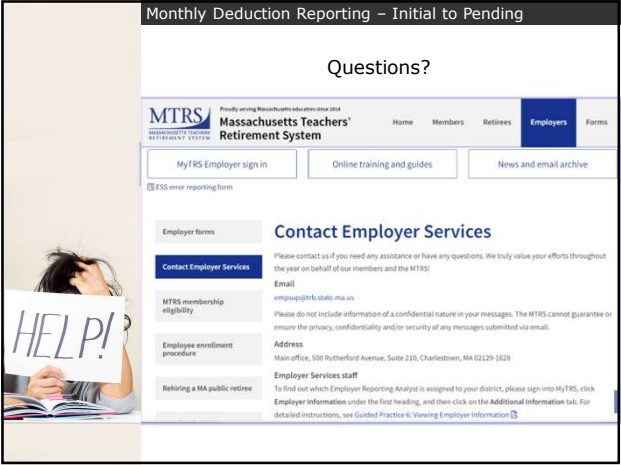
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Monthly Deduction Reporting – Initial to Pending 27

You are a key partner in helping us administer your employees' benefits

- Determining MTRS membership eligibility
- Registering your employees, track enrollment
- Understanding "regular compensation"
- Reporting members' retirement deductions
- Informing the MTRS of changes in employment status
- Completing service purchase applications
- Verifying service and retaining records
- Refund and retirement applications

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