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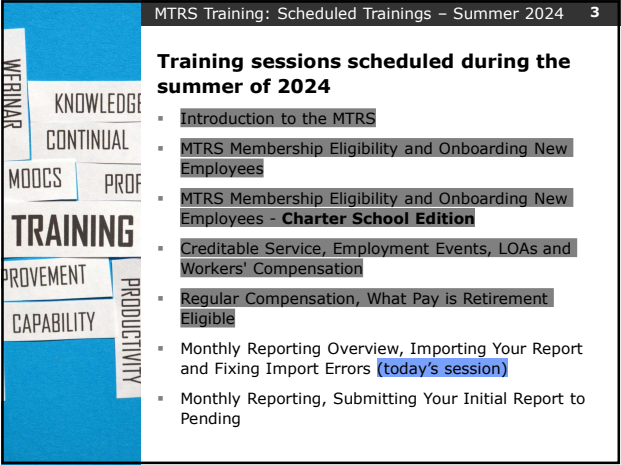
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Monthly Reporting Overview and Imports 4



### Statutory monthly reporting deadline

- Reports and payments are due each month by the 10<sup>th</sup> for the prior reporting month (ie. Sept report/payment is due Oct 10<sup>th</sup>) 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.

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Monthly Reporting Overview and Imports 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(i)
  - (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.

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Monthly Reporting Overview and Imports 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.

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Monthly Reporting Overview and Imports
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### 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

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Monthly Reporting Overview and Imports
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Monthly Reporting Overview and Imports
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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 Reporting Overview and Imports 10



### MTRS file layout

- MTRS file layout requirements can be found on the MTRS employer website, Main page, by clicking **MTRS monthly report layout**

### MTRS monthly report layout

In 1996, the MTRS standardized earnings and retirement contribution reporting. The original file specifications have since been modified to simplify payroll deduction reporting for employers and remove most of the originally required data that is otherwise non-existent in payroll systems. While updating the report validations and file field definitions, the MTRS has retained the fundamental structure of the original 309 character per record layout in order to avoid requiring software revisions by employers.

**Field definitions**

Field name	Record Type
Status	Required
Length	1 character
Valid entries are	Payroll records are identified by "C" (letters are all caps)
Description	This is the first field in the report. It identifies the type of record being read by the system. Record types A, B and D have been eliminated.

Retiree insurance

Financial reports

**MTRS monthly report layout**

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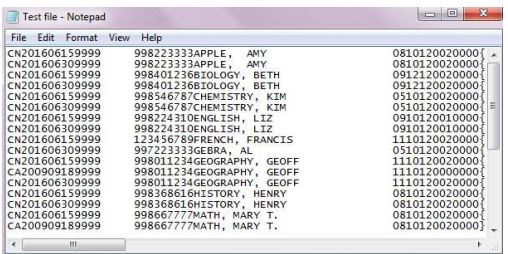
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Monthly Reporting Overview and Imports 11



### MTRS Monthly Deduction Reporting

- Deduction report is a text file typically generated from your payroll software.
- When MyTRS was implemented in 2010, the MTRS uses the same primary layout introduced in 1996 to save employers time and costs



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Monthly Reporting Overview and Imports 12



### Import file basics

- Deduction report files are imported, edited and submitted online via MyTRS
- Three data categories
  - Demographic
    - SSN
    - Name
    - Mailing address
  - Contractual
    - Full-time, full-year annual salary
    - FT-PT%
    - Pay schedule (pay frequency, pay duration)
  - Earnings and deductions
    - Base pay
    - Retro
    - Coaching
    - Longevity
    - Stipend
    - Regular deductions
    - 2% Deductions
    - Installment Deductions

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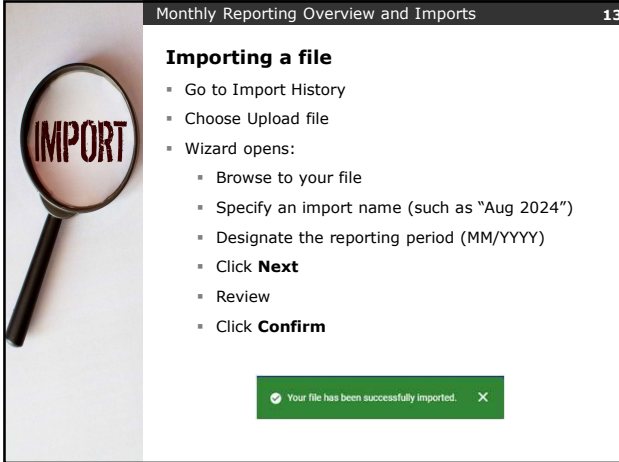
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Monthly Reporting Overview and Imports 13

### Importing a file

- Go to Import History
- Choose Upload file
- Wizard opens:
  - Browse to your file
  - Specify an import name (such as "Aug 2024")
  - Designate the reporting period (MM/YYYY)
  - Click **Next**
  - Review
  - Click **Confirm**

Your file has been successfully imported. X

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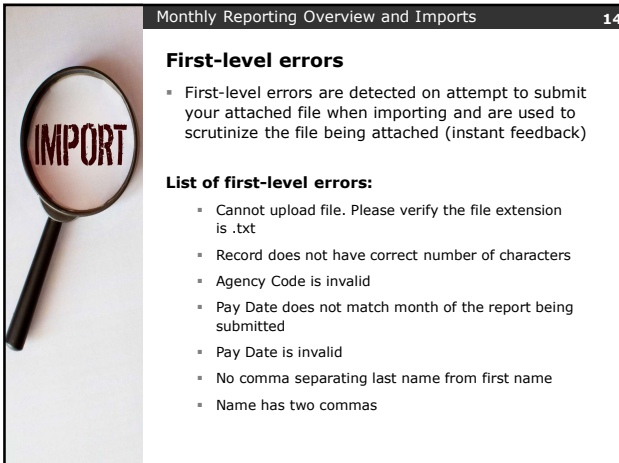
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Monthly Reporting Overview and Imports 14

### First-level errors

- First-level errors are detected on attempt to submit your attached file when importing and are used to scrutinize the file being attached (instant feedback)

#### List of first-level errors:

- Cannot upload file. Please verify the file extension is .txt
- Record does not have correct number of characters
- Agency Code is invalid
- Pay Date does not match month of the report being submitted
- Pay Date is invalid
- No comma separating last name from first name
- Name has two commas

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Monthly Reporting Overview and Imports 15

### Processing your import

- Once the file is loaded, it must be **Processed**
- Successfully imported files have a status of **Not Processed** and a Process Flag of **Ready**
- Click into the Import by clicking on the **Id#**
- In the top-Right corner, click **Process**
- The report Processing Flag should change to **Queued Processing Request** while the import is being processed

Import Header Queued for Processing X

- Imports can take a few minutes to process so if you have other items to work on in MyTRS feel free to leave the screen and return later to check on the status
- If successful, the Import Status and Process Flag will both change to **Processed Successfully**

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Monthly Reporting Overview and Imports 16

**Second-Level errors**

- Second-Level Errors are detected on attempt to **Process** your imported file to **Initial**
- Second-Level errors are basic, MyTRS makes sure your file looks intact, there are numbers in number fields, and that all the reported employees are registered as MTRS members
- Payroll system setup is key to avoiding these errors

**Common Second-Level Errors:**

- Member needs to be registered for enrollment by school district
- Contract term is invalid
- Pay Frequency code is invalid
- FTE% is invalid
- Salary is invalid
- Position code is invalid

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Monthly Reporting Overview and Imports 17

**Fixing second-level errors**

- Just like working on a file in **Initial** status in the deduction report editor, employer users can make necessary corrections to imported files to allow their successful processing
- Employers can always choose to fix a file or void it and reimport if reimporting would be more time efficient
- To void a report, employers must validate the file so it has a status beginning with "Validated", most likely **Validated with Errors** since you are deciding to void it
- Successfully imported files can still be deleted in the Deduction Report Editor (when **Initial**) if replacing the file is the most efficient correction path

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Monthly Reporting Overview and Imports 18

**What is MyTRS?**

- MyTRS is an online reporting tool introduced in July 2010, updated most recently in late 2021

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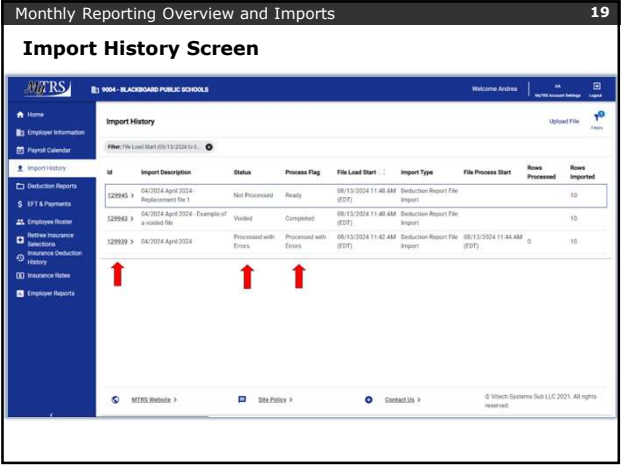
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# Monthly Reporting Overview and Imports

## Employer Services Unit



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**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 Reporting Overview and Imports 22

**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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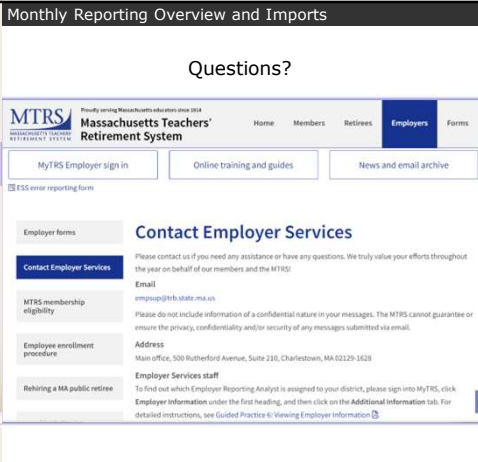
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Monthly Reporting Overview and Imports

Questions?



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