

Employer Processing for Online Retirement Certification Forms-TRS-8

If a member is currently working in a TRS covered position, he or she will see the message below and click on “Next” to continue the online retirement application process.

Retirement Application Step 7

The screenshot shows a web browser window with the URL <http://localhost:8100>. The page header is green with the TRS logo and the text "Teachers Retirement System of Georgia". A "Print" icon is in the top right. The main heading is "Step 7 - Employment Information". Below it is a box titled "Notification to Your Current Employer" containing the text: "Your current employer is shown below and we will contact this employer to validate your employment termination date and to validate salary information for your last year of employment." Below this text is a blue box with an information icon and the label "Employer:" followed by a text input field. At the bottom are three buttons: "Cancel", "Previous", and "Next". In the bottom right corner is an orange button labeled "Session Values".

- If the member has not worked in a TRS covered position for at least one year, he or she will receive the message below and click on “Next” to continue the retirement application process.

The screenshot shows a web browser window with the URL <http://localhost:8100>. The page header is green with the TRS logo and the text "Teachers Retirement System of Georgia". A "Print" icon is in the top right. The main heading is "Step 7 - Employment Information". Below it is a box titled "No Active Employer" containing the text: "Our records indicate you have not been working in a TRS covered position for at least one year or longer. We can continue to process your retirement application without contacting your last TRS employer." Below this text are three buttons: "Cancel", "Previous", and "Next". In the bottom right corner is an orange button labeled "Session Values".

- When the member has completed the online retirement application process, he or she may review all of the information entered for his or her retirement. In Step 7 below, the member will see information that his or her employer will be notified.

Teachers Retirement System of Georgia

Print

Step 8 - Review

Please review application and make corrections as necessary then click Next.

Step 1 - Profile & Address [Edit]

Name:
 Phone:
 Social Security Number:
 Gender:
 Birthdate:
 Address 1:
 Address 2:
 City:
 State: GA
 Zip Code:
 International Flag: N
 International CSZ:

Step 4 - Beneficiary Designation [Edit]

Beneficiary Name	Beneficiary Type	Birth Date	Distribution %
<input type="text"/>	Primary	<input type="text"/>	100
<input type="text"/>	Secondary	<input type="text"/>	100

Step 2 - Retirement Plan [Edit]

Retirement Type: Service
 Retirement Effective Date:
 Last Expected Day of Work:
 Retirement Plan:
 Retirement Option:

Step 5 - Electronic Fund Transfer [Edit]

Account Type:
 Routing Number:
 Account Number:
 Received Date:

Step 3 - Partial Lump-Sum Option Plan (PLOP) Election [Edit]

You did elect to receive a PLOP Lump-Sum Distribution
 Total PLOP amount requested:
 You did elect to have all the Total PLOP paid to you
 You did NOT elect a direct rollover/transfer to be paid to your rollover company.
 You did elect to waive the 30-day notice period.
 Additional Federal Tax Withholding:
 You did elect to have 5% GA Tax Withholding
 Additional GA Tax Withholding:

Step 6 - Tax Withholding [Edit]

Federal Withholding:
 Marital Filing Status:
 Number of Allowances:
 Additional Withholding: \$0.00
 You selected No State Taxes Withheld
 Marital Filing Status: N/A
 Number of Allowances: 0
 Additional Withholding: \$0.00

Step 7 - Employment Information [Edit]

Notification to employer: COWETA CO SCHOOLS

Cancel Previous Next

Session Values

- If the member has not worked in a TRS covered position for at least one year, “Not Applicable” will be displayed in Step 7. A notification will not be sent to the employer.

Teachers Retirement System of Georgia

Step 8 - Review

Please review application and make corrections as necessary then click Next.

Step 1 - Profile & Address [Edit]

Name:
 Phone:
 Social Security Number:
 Gender: Female
 Birthdate: 5/13/1939
 Address 1:
 Address 2:
 City: ATHENS
 State: GA
 Zip Code:
 International Flag: N
 International CSZ:

Step 2 - Retirement Plan [Edit]

Retirement Type: Service
 Retirement Effective Date:
 Last Expected Day of Work:
 Retirement Plan:

Step 3 - Partial Lump-Sum Option Plan (PLOP) Election [Edit]

You did NOT elect to receive a PLOP Lump-Sum Distribution

Step 4 - Beneficiary Designation [Edit]

Beneficiary Name	Beneficiary Type	Birth Date	Distribution %
<input type="text"/>	Primary	<input type="text"/>	<input type="text"/>
	Secondary		

Step 5 - Electronic Fund Transfer [Edit]

Account Type:
 Routing Number:
 Account Number:
 Received Date:

Step 6 - Tax Withholding [Edit]

Federal Withholding
 Marital Filing Status:
 Number of Allowances:
 Additional Withholding: \$0.00

You selected No State Taxes Withheld
 Marital Filing Status: N/A
 Number of Allowances: 0
 Additional Withholding: \$0.00

Step 7 - Employment Information [Edit]

Not Applicable.

Cancel Previous Next

Session Values

- Once a member clicks “Submit” on his or her online application a notification will be sent to your Employer Inbox.
- Below is an example of an Employer Inbox with a list of notifications of retiring members requiring completion of the Retirement Certification (TRS-8) form.
- To begin completing the retirement certification form, click Edit beside the retiring member’s name.

Teachers Retirement System of Georgia

Home :: Employers :: Employer Login :: Employer Desktop

Logout

Employer:
Employer Code:
Employer Contact Name:

Email Address:
Work Phone:
Primary Address:

Employer Inbox | Monthly Summarization Report | Employee Detail File | Retiree Employment Verification | File Locker | Contact Information | My Profile

Employer Inbox


This page and the subsequent pages herein are provided as a means for TRS to report to employers action items that require their attention.

	Fiscal Year	Item Type	Member/Retiree Name	Submit Date	Status	Retirement Date
Edit	2014	Retirement Certification	XXX-XX-9469	10/03/2014 15:29 PM	IN PROGRESS	10/01/2014
Edit	2014	Retirement Certification	XXX-XX-8676	10/06/2014 13:53 PM	IN PROGRESS	02/01/2015
Edit	2014	Retirement Certification	XXX-XX-1108	10/06/2014 15:16 PM	IN PROGRESS	01/01/2015

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- The Retirement Certification (TRS-8) form will open. You may begin inputting the retiring member's information.
- The form will be pre-populated with the member's name, SSN, and employment dates.
- Enter the member's title or position and select contract dates from the drop-down calendar.
- Enter the member's actual start date for the current fiscal year (important for mid-year retirements).
- ****Note: *** Indicates required fields.

Retirement Certification

Member: Employment Dates: 

* Indicates required fields.


* Title or Position:


* Contract Dates From: To:


* Actual start date for current FY:


- Select Last Day Worked, Last Day in Contract, Date of Retirement, and Last Month of Contributions from the drop-down calendar.

Termination Dates
Indicate or verify the last date that the member will be at work, the last day of the contract, their retirement date, and the last month of contributions you will be submitting.

* Last Day Worked: 1/31/2015 


* Last Day in Contract: 1/31/2015 


* Date of Retirement: 2/1/2015 

* Last Month of Contributions: 

- Select Contract Type and Payment Method from the drop-down menu.

Contract Type & Pay Method
In the event there was more than one contract type or payment method, please enter an explanation in the comments box below.


Contract Type: Semester 

Payment Method: 12 Equal Monthly Payments 

- Only Colleges and Universities will see this section:

Select dates from drop-down calendars for the From and To dates for each semester.

College and University Dates:
Please list by semester date.

	From	To
Fall:	<input type="text"/> 09/2013 	<input type="text"/> 12/2013 
Winter:	<input type="text"/> 12/2013 	<input type="text"/> 03/2014 
Spring:	<input type="text"/> 03/2014 	<input type="text"/> 05/2014 
MayMester:	<input type="text"/> MM/yyyy 	<input type="text"/> MM/yyyy 
Summer:	<input type="text"/> 06/2014 	<input type="text"/> 09/2014 

- Enter any special comments below, such as: Last date member was on paid leave; furlough days; explanation for increase/decrease in salary; and reason for multiple contract type and/or payment method. Click Next to continue.

Test Test Test This is a test of the emergency broadcasting system this is only a test.

Cancel

Next

- The next page of the Retirement Certification (TRS-8) form will require all information pertaining to the member's last year of employment (current fiscal year), including salary and contributions, that has already been reported, as well as projected salary and contributions for the rest of the fiscal year or through the member's last day of work for mid-year retirements.
- Information already reported to TRS will be pre-populated in the corresponding Month/Year.
***Remember: Vacation pay should not be included with salary.*
- Click on Edit for each month's entry.

Teachers Retirement System of Georgia

Logout

Employer:
 Employer Code:
 Employer Contact Name:

Email Address:
 Work Phone:
 Primary Address:

Retirement Certification

Member: Employment Dates: ?

Explanation of Salary & Contributions
 This section should include, as accurately as possible, all information for the member's last year of employment (current fiscal year) including that which has already been reported and any future salary and contributions. Click Next to continue.

	Month/Year	Contract Type	Total Salary	Total Contributions	Contract Pay	Pro-rata Summer Pay	Summer Employment Pay	Other
Edit	02/2014	10	5087.17	305.23	5087.17	0	0	0
Edit	03/2014	10	5087.17	305.23	5087.17	0	0	0
Edit	04/2014	10	5087.17	305.23	5087.17	0	0	0
Edit	05/2014	10	5087.17	305.23	5087.17	0	0	0
Edit	06/2014	10	5087.17	305.23	0	5087.17	0	0
Edit	07/2014	10	5087.17	305.23	0	5087.17	0	0
Edit	08/2014	10	5087.17	305.23	0	5087.17	0	0
Edit	09/2014	10	0	0	0	0	0	0
Edit	10/2014	10	0	0	0	0	0	0
Edit	11/2014	10	0	0	0	0	0	0
Edit	12/2014	10	0	0	0	0	0	0
Edit	01/2015	10	0	0	0	0	0	0
Edit	02/2015	10	0	0	0	0	0	0
Edit	03/2015	10	0	0	0	0	0	0
Edit	04/2015	10	0	0	0	0	0	0

Cancel Next

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- A box for the month you selected will open up for you to enter: Month/Year, Total Salary, Contract Pay, Summer Employment Pay, Contract Type, Total Contributions, Pro-Rata Summer Pay and Other as applicable.
- Click on Update to save the information or Cancel to make changes.

****Note:** If you select “Cancel”; the box will close. You will need to click on “Edit” again and enter information.

01/2014	12	2474.00	0	2474.00	0	0	0	
Month/Year	<input type="text" value="01/2014"/>	Contract Type	<input type="text" value="12"/>					
Total Salary	<input type="text" value="2474.00"/>	Total Contributions	<input type="text" value="0"/>					
Contract Pay	<input type="text" value="2474.00"/>	Pro-rata Summer Pay	<input type="text" value="0"/>					
Summer Employment Pay	<input type="text" value="0"/>	Other	<input type="text" value="0"/>					
Update Cancel								

- When all applicable fields have been completed, click “Next”.

Edit	02/2014	12	2482.00	0	2482.00	0	0	0
Edit	03/2014	12	2470.00	0	2470.00	0	0	0
Edit	04/2014	12	2447.00	0	2447.00	0	0	0
Edit	05/2014	12	3754.00	0	3754.00	0	0	0
Edit	05/2014	12	3754.00	0	3754.00	0	0	0
Edit	06/2014	12	2474.00	0	2474.00	0	0	0
Edit	07/2014	12	2504.00	0	2504.00	0	0	0
Edit	08/2014	12	2474.00	0	2474.00	0	0	0
Edit	09/2014	12	0	0	0	0	0	0
Edit	10/2014	12	0	0	0	0	0	0

Cancel Next

- The last page of the Retirement Certification (TRS-8) form will open for you to review and submit to TRS.
- This page includes a statement from you verifying there is not a pre-existing agreement between you and the retiring employee to return to work.
- Review the information and click “Submit to TRS”.

Teachers Retirement System

localhost:8100/Employer/RetirementCertification.aspx

Apps Suggested Sites Imported From IE New Tab

Employer:
Employer Code:
Employer Contact Name:

Email Address:
Work Phone:
Primary Address:

Retirement Certification

Member: Employment Dates:

Review and Submit

Instructions: Confirm the information below and click Submit to submit the Retirement Certification for processing. Otherwise, click Cancel to cancel the operation.

Disclaimer: Under O.C.G.A Section 45-11-1, the falsification of state records by any public office or other person is a felony subject to a fine and imprisonment.

Approving Authority:

I, _____, certify the above named individual's employment is or will be severed as indicated and that no agreement exists to allow the employee to return to service, including service as or for an independent contractor. Any return to employment or rendering of any paid service, including service as or for an independent contractor, for any employer during the calendar month of the effective date of retirement shall render the severance invalid and nullify the employee application for retirement.

Verification Information:

Retiree Position/Title: Title Test
 Contract From: 6/1/1980 To: 3/31/2015
 Actual Start Date: 8/5/2014
 Last Day Worked: 3/31/2015
 Last in Contract: 3/31/2015
 Date of Retirement: 4/1/2015
 Last Month of Contributions: 03/2015
 Contract Type: 9 or 10 month
 Payment Method: 12 Equal Monthly Payments

Fall From: 09/2013 To: 11/2013
 Winter From: 12/2013 To: 02/2014
 Spring From: 03/2014 To: 05/2014
 MayMester: From: 05/2014 To: 06/2014
 Summer From: 07/2014 To: 08/2014

Comments: A test of TRS Employer Retirement Certification

[Copy of completed Retirement Certification](#)

Cancel Previous **Submit to TRS**

- Once the Retirement Certification (TRS-8) form has been submitted to TRS; a document will be created in the member's electronic file at TRS.
- The Status in your Employer Inbox will display as "Completed".
- The member will remain in your Employer Inbox and allow you to Edit and Re-Submit to TRS multiple times. Once the retiring member is issued his or her first retirement benefit check, the online TRS-8 form will be purged from your Employer Inbox.



Logout

Home :: Employers :: Employer Login :: Employer Desktop

Employer:
Employer Code:
Employer Contact Name:

Email Address:
Work Phone:
Primary Address:

Employer Inbox

Monthly Summarization Report

Turnaround Report

Employment
Verification for a
Retiree

File Locker

Employer Contact
Information

My Profile

Employer Inbox

This page and the subsequent pages herein are provided as a means for TRS to report to employers action items that require their attention.

	Fiscal Year	Item Type	Member/Retiree Name	Submit Date	Status	Retirement Date
Edit	2014	Retirement Certification	<input type="text"/> XXX-XX-8081	10/17/2014 13:58 PM	COMPLETED	12/01/2014
Edit	2014	Retirement Certification	<input type="text"/> XXX-XX-8676	10/29/2014 18:18 PM	IN PROGRESS	12/01/2014
Edit	2014	Retirement Certification	<input type="text"/> XXX-XX-1730	10/30/2014 10:09 AM	COMPLETED	12/01/2014