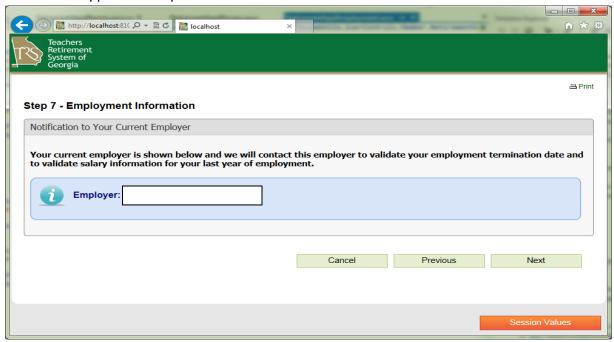
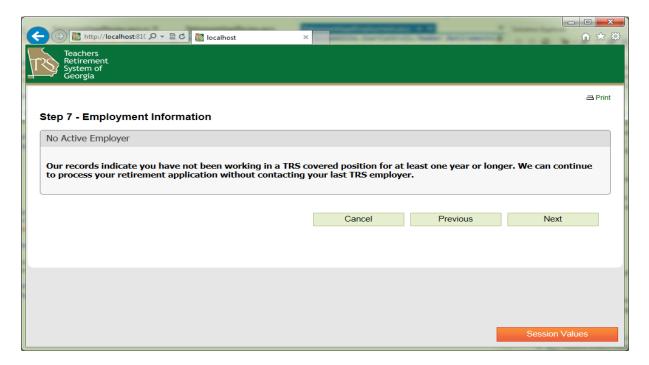
## **Employer Processing for Online Retirement Certification Forms-TRS-8**

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.

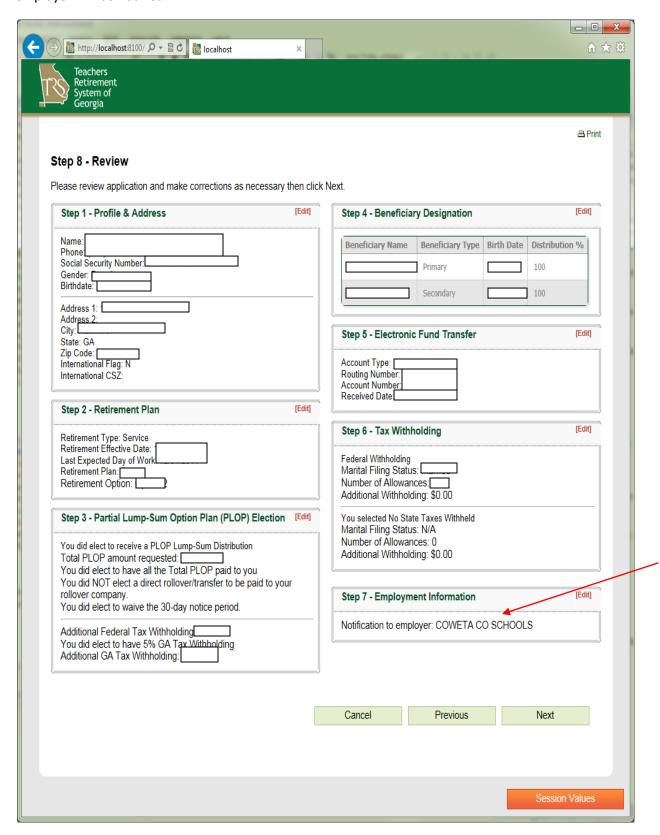
## **Retirement Application Step 7**



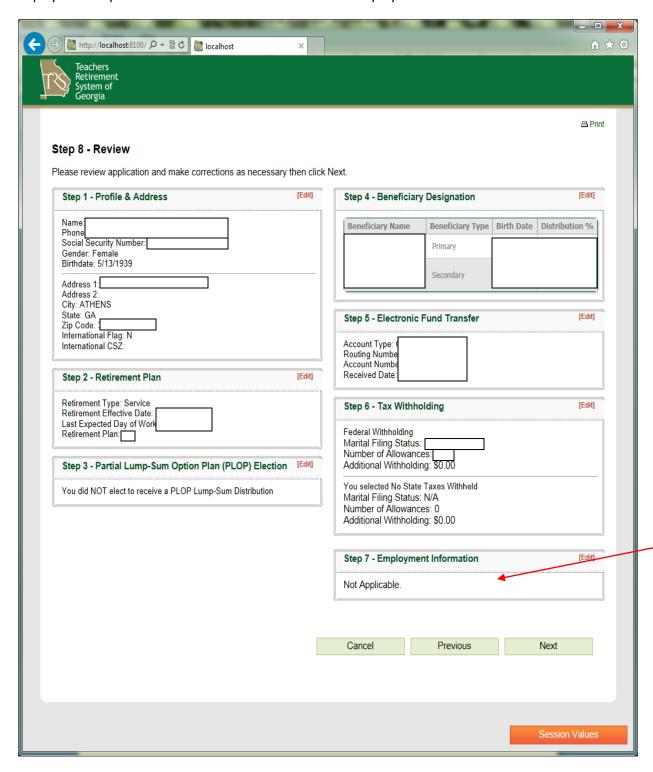
• If the member has not worked in a TRS covered position for at least one year, he or she will receive the message below and click on "Next" to continue the retirement application process.



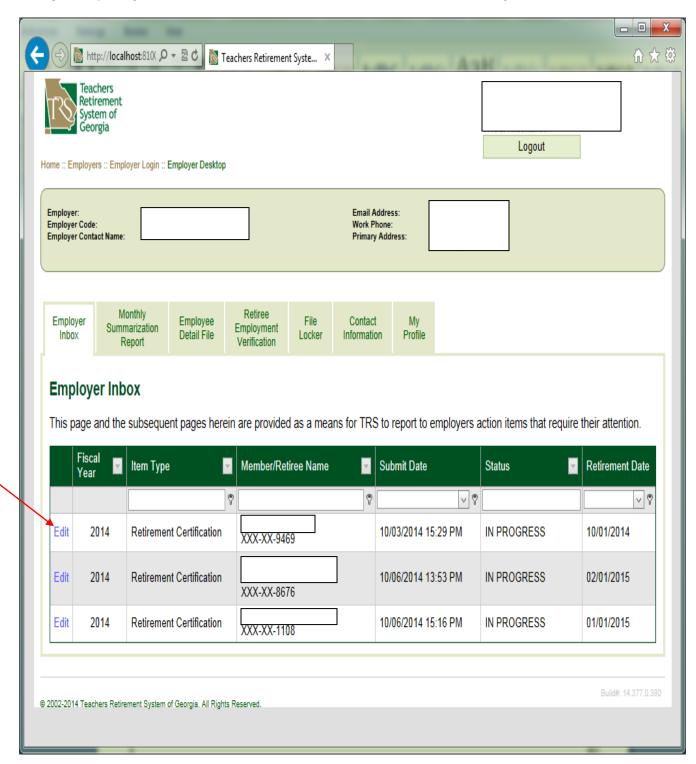
When the member has completed the online retirement application process, he or she may review all of the
information entered for his or her retirement. In Step 7 below, the member will see information that his or her
employer will be notified.



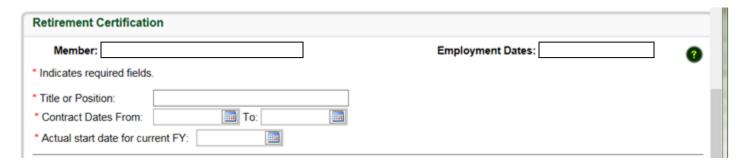
• If the member has not worked in a TRS covered position for at least one year, "Not Applicable" will be displayed in Step 7. A notification will not be sent to the employer.



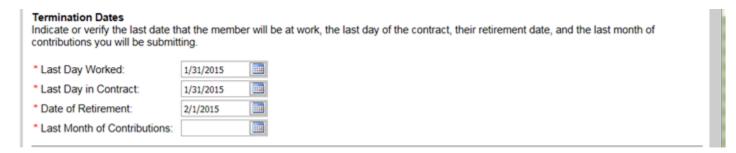
- Once a member clicks "Submit" on his or her online application a notification will be sent to your Employer Inbox.
- Below is an example of an Employer Inbox with a list of notifications of retiring members requiring completion of the Retirement Certification (TRS-8) form.
- To begin completing the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



- 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.



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



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



• Only Colleges and Universities will see this section:

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



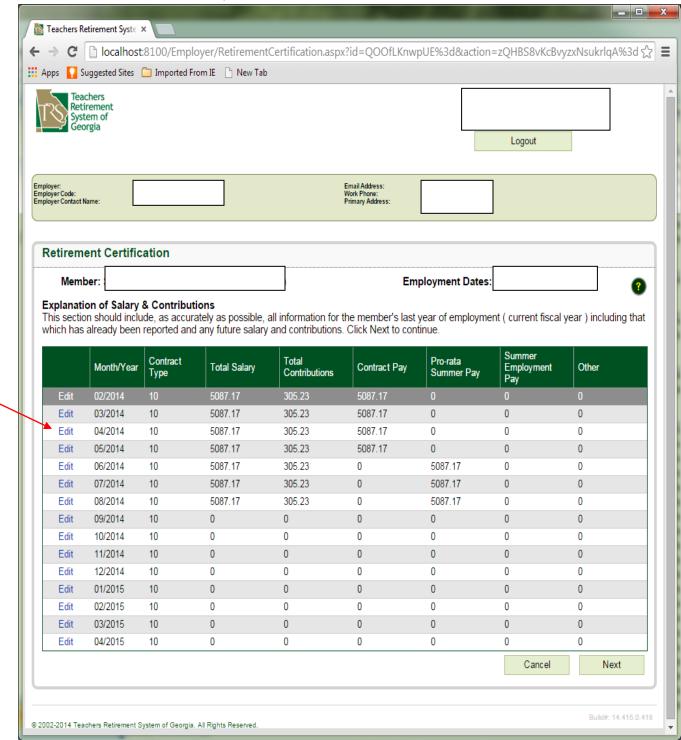
ocrease/decrease in salary; and reason for multiple contract type and/or payment method. Click Next to Continue.	
Test Test Test This is a test of the emergency broadcasting system this is only a test.	

Cancel

Next

Enter any special comments below, such as: Last date member was on paid leave; furlough days; explanation for

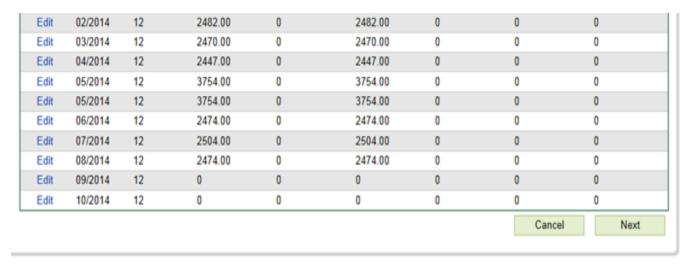
- The next page of the Retirement Certification (TRS-8) form will require all information pertaining to the member's last year of employment (current fiscal year), including salary and contributions, that has already been reported, as well as projected salary and contributions for the rest of the fiscal 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.



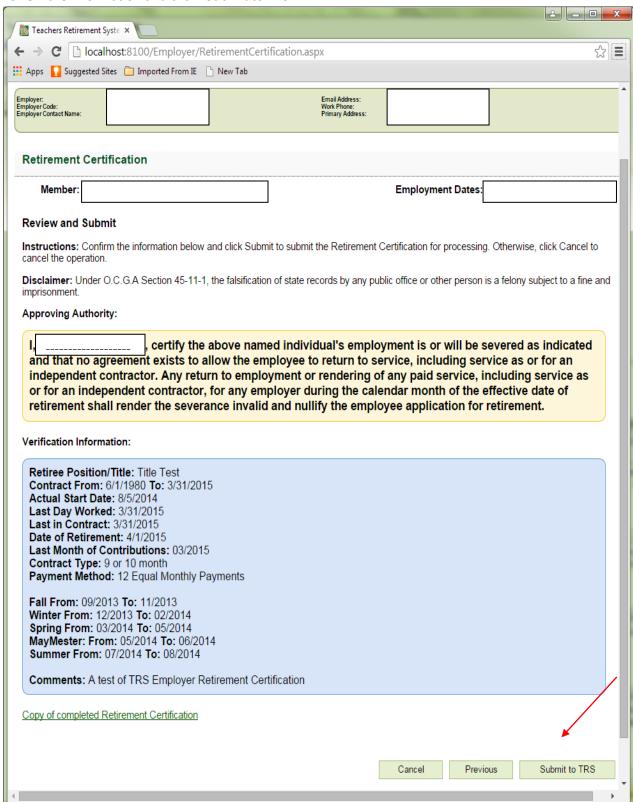
- A box for the month you selected will open up for you to enter: Month/Year, Total Salary, Contract Pay, Summer Employment Pay, Contract Type, Total Contributions, Pro-Rata Summer Pay and Other as applicable.
- Click on Update to save the information or Cancel to make changes.
  - \*\*Note: If you select "Cancel"; the box will close. You will need to click on "Edit" again and enter information.



• When all applicable fields have been completed, click "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".



- 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.

