Instructions for Turnaround Reporting Employers

- Access the TRS website at www.trsga.com
- Log on to the Employer Desktop by entering the User ID and Password that was set up on the Employer Registration Credentials screen.
- When the Employers Desktop screen displays, select the Turnaround Report link to access the Employer Contribution Report Summary screen.
- Next, select the appropriate Report Month to complete or view the summarization report. The summarization report displays.
- The Summarization Report contains five tabs for completion. They are the Reports, TCA, DOE Paid ERCON, Adjustment, and Comments tab. Select and complete the sections applicable to your system.

Instructions for Completing and Submitting the Turnaround Report to TRS
From the employer desktop you may access the turnaround report by clicking the Maintain Turnaround Report link.

- When the maintain turnaround report summary information displays, select the report month link.
- A detail listing of each TRS member who was listed on the previous report month's report displays with the total number of members, total salary, and total employee contributions (EECON).
- Select the SSN link to view current member information and edit current member information.
- To create a new member on this page, select the Create New Member link. When the New Member Demographics screen displays add member's demographic information and select the next button.
- When the Details tab displays enter the member's plan (TRS), contract type (10,11,12), job category, payment reason, the transaction type is pre-populated, the TRS eligibility date, and you have the option to indicate if the member is paid bi-weekly. Select the next button.
- When the Salary and Contribution tab displays, the contribution fields in the contributions grid automatically pre-populates. Enter the applicable fields in the salary grid and the service credit flag is checked if applicable. After the information is entered, select the Recalculate button.
- If the information is correct, select the Create New Member button. The record number of the employees displays in the lower right hand corner.
- To save the information select the Save button and a Saved Successfully confirmation message is received.
- To view the next employee salary and contribution information, select the next button.
- Then select the Comments tab, which displays to add additional information to explain personal, employment, salary, and contribution information.
- To save the information, select the Save button and a Saved Successfully confirmation message is received.

- Next , click the Summary tab which displays to view and /or print all the information entered for the member.
  NOTE: The information on the Reports tab (Summarization Report) should be entered after the TCA, Adjustment, and Comments tabs have been completed.

Instructions to View and Modify the Turnaround Employee List

- Select the Return to Turnaround Employee List link to return to the Turnaround Employee list.
- Turnaround Report Details list displays.
- The existing employees and the new member's name and information displays.
- Select the member's SSN to make edits to the member's information. The demographics, details, salary and contribution, comments, and summary information are available for modification.