

Instructions for Non-Turnaround Reporting Employers

When completing the TRS Summarization of Monthly Report, data should be provided for all applicable lines. While completing the line items, there are two acronyms with which you should be familiar. **EECON** = employee contributions and **ERCON** = employer contributions.

Information Required for Completion of the Summarization of Monthly Report

To complete the Summarization report, employers need the following information:

- A report or payroll list that provides details regarding member contributions and salary information.
- The total monthly salaries for any HB272 and 1321 employees.
- Late penalty notices, if any.
- Correction Advice Adjustment (TRS-CA1) amount issued to the employer by TRS, if any.
- Adjustment amount made to member accounts originated by the employer, if any.

Instructions for Submitting the Summarization Report to TRS

Once the necessary information has been entered on the Summarization Report, TCA and Comments tabs, please execute the following steps to transmit the Summarization of Monthly Report to TRS.

- First, select the Return to List link to display the Employer Contribution Report Summary.
- Then select the box under the Submit column next to the appropriate Report Month to be submitted to TRS.
- Next, select the Submit to TRS button. A message will display asking if you are sure you would like to submit to TRS. Click yes to complete this process. After the report is submitted, the Status column will list the status of the report as Submitted from Web.
- To see a six-month history of the Summarization of Monthly Reports, select the View Summarization History link. No changes can be made to these prior reports.
- Select the Employer Desktop link to see the next report month displayed as in progress status.
- Select the Employer Desktop link to begin the process to transmit the employee detail file to TRS.

Monthly Contribution Details Electronic Reporting

Electronic reports submitted to TRS must adhere to the guidelines provided by the Teachers Retirement System of Georgia.

Instructions for transmitting the employee detail file to TRS:

- From the Employer Desktop select the Upload a File link.
- The current report month to be submitted displays.
- Select upload a file to submit a current report month.

- Select the browse button.
- When the browse button is enabled, select the text or common separated value file from a desktop or network drive.
- Select the Upload button to receive an error or upload successful message.
- Select the Return to Uploaded File List link to return to the upload file list to display previously uploaded files.
- The file now appears as received in the upload status column and uploaded file successfully received by TRSGA in the comments column.
- If the file processed successfully, you will see accepted in the upload status column and uploaded file was accepted and processed successfully in the comments column.
- If the file rejects, the information will appear in the upload status column and in the comments column. TRS will notify the employer of the error (s) that caused the file to reject and in some cases have the employer re-submit the file.