OKLAHOMA
Teachers' Retirement System

Employer Services Agenda

- TRS Overview, Retirement Eligibility and Options
- General Overview on Basic Reporting Information
- Compensation
- Post-Retirement & Employer Responsibilities

TRS Overview, Retirement Eligibility and Options

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The Plan

Defined Benefit Plan

4 Retirement options that provide lifetime benefits for members and options for joint annuitants.

Survivor Benefits

Lump sum death benefit payment to beneficiaries of active and retired members

Health Insurance Supplement

Retired Members with 10+ years of service may receive a $100-$105 supplement per month toward their insurance premiums.

How do I vest in TRS?

Before becoming eligible to retire with TRS, members must earn enough eligible service credit to vest in the System.

Vesting timelines for members depend on the first date the member began to participate in TRS.

- Members who first participated in TRS prior to November 1, 2017 must earn **five (5) years** of eligible service credit to vest in TRS.
- Members who first participated in TRS on or after November 1, 2017 must earn **seven (7) years** of eligible service credit to vest in TRS.

Purchased service, unless it is an adjunct service in Higher Ed, may not count as vested service.

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When can I retire?

Vested TRS members are eligible to retire based on the date they started participating in TRS, their age, and their years of service.

First Date Participating in TRS	Prior to July 1, 1992	July 1, 1992 - October 31, 2011	After October 31, 2011
Eligibility Rule	Rule of 80	Rule of 90	Rule of 90 + Minimum Age of 60
Traditional (Unreduced) retirement Formula	Age + Service = 80 OR Age 62	Age + Service = 90 OR Age 62	Age + Service = 90 (Minimum Age 60) OR Age 65

**For those who joined the System prior to November 1, 2017, 5 years of eligible service is required to vest in TRS.*
**For those who joined the System on or after November 1, 2017, 7 years of eligible service are required.*

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Can I retire Early?

Vested TRS members can elect to retire early; however, they will receive a reduced lifetime monthly benefit.

- Members participating in TRS before November 1, 2011 may apply for an early retirement from ages 55 – 61

- Members participating in TRS on or after November 1, 2011 may apply for an early retirement from ages 60 – 64.

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Retirement Plans
4 Options

When retiring, members can choose among 4 different options for calculation of their retirement benefit. Each Option Provides:

- A lifetime monthly income to member
- $5,000 Death Benefit
  - Payable to designated beneficiary(ies)
  - Not Life Insurance
  - Taxable Income

Please keep your beneficiary designation updated

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Retirement Plan
Maximum Plan

Maximum Plan

(100% retirement benefit)

- Lifetime Benefit for Member
- Single Life Annuity with the highest monthly benefit amount
- Member Account balance reduced each month by monthly benefit payment
  - Account balance generally exhausted after 2 years
- Any Balance in Member Account upon member's death is paid to Beneficiary(ies) or Estate

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Retirement Plan Option 1

- Approx. 99.0% of Maximum Benefit
- Lifetime Benefit for Member
- Single life annuity with slower exhaustion of member account than Maximum Plan
  - Account balance generally exhausted after 10 years
- Any Balance in Member Account upon member's death is paid to Beneficiary(ies) or Estate

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Retirement Plan Option 2

Retirement Option 2

(approx. 85%-95% of Maximum Benefit)

- Lifetime Benefit for Member
- Joint Annuity plan that pays the survivor (aka the joint annuitant) the same benefit as the member.
  - **100% Survivor Annuity:** *After Member's death Joint Annuitant continues to receive same benefit as Member*
- Member designates Joint Annuitant at retirement
  - *Must be spouse or someone who is within 10 years of age*
- Pop-up Provision

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Retirement Plan Option 3

Retirement Option 3

(approx. 91%-97% of Maximum Benefit)

- Lifetime Benefit for Member
- Joint Annuity plan that pays the survivor (aka the joint annuitant) half the benefit paid to the member.
    - **50% Survivor Annuity:** *After Member's death, Joint Annuitant receives 50% of the benefit the Member received*
- Member designates Joint Annuitant at retirement
    - *Does not have to be spouse or someone within 10 years of age*
- Pop-up Provision

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Additional Benefit Option: Partial Lump Sum Option (PLSO)

- To Qualify:
  - Must have 30 Years of Service
  - (120-days of sick leave counts towards 30 years)

- Allows Member to Elect a Lump Sum payment
  - Equal to 12, 24, or 36 months of Maximum Retirement Benefit Payments
- Reduces the Monthly Retirement Benefit associated with the 4 Retirement Options
  - Reduction based on Age and PLSO option

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MyTRS

Self-Service Options

Features available for Active Members:	Features available for Retired Members:
• Secure message • Designate beneficiaries • Retirement benefit estimates • Member statement • Statement of account • Request account audit • Start retirement process (must be within last 2 years of earliest retirement date) Pre-Retirement Information Verification (PIV)	• Secure messages • Designate beneficiaries • Update tax withholdings • 1099-Rs • Benefit summary • Income verification • Update contact information

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Registration is Easy!

Gather the following information needed to register.

- **Last 4 digits of social.**
- **Date of birth.**
- **Personal phone number (optional).**
- **Personal email address (will be your username).**
- **A strong password.**

Your password must be between 8 and 64 characters and must contain at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a number
- a symbol

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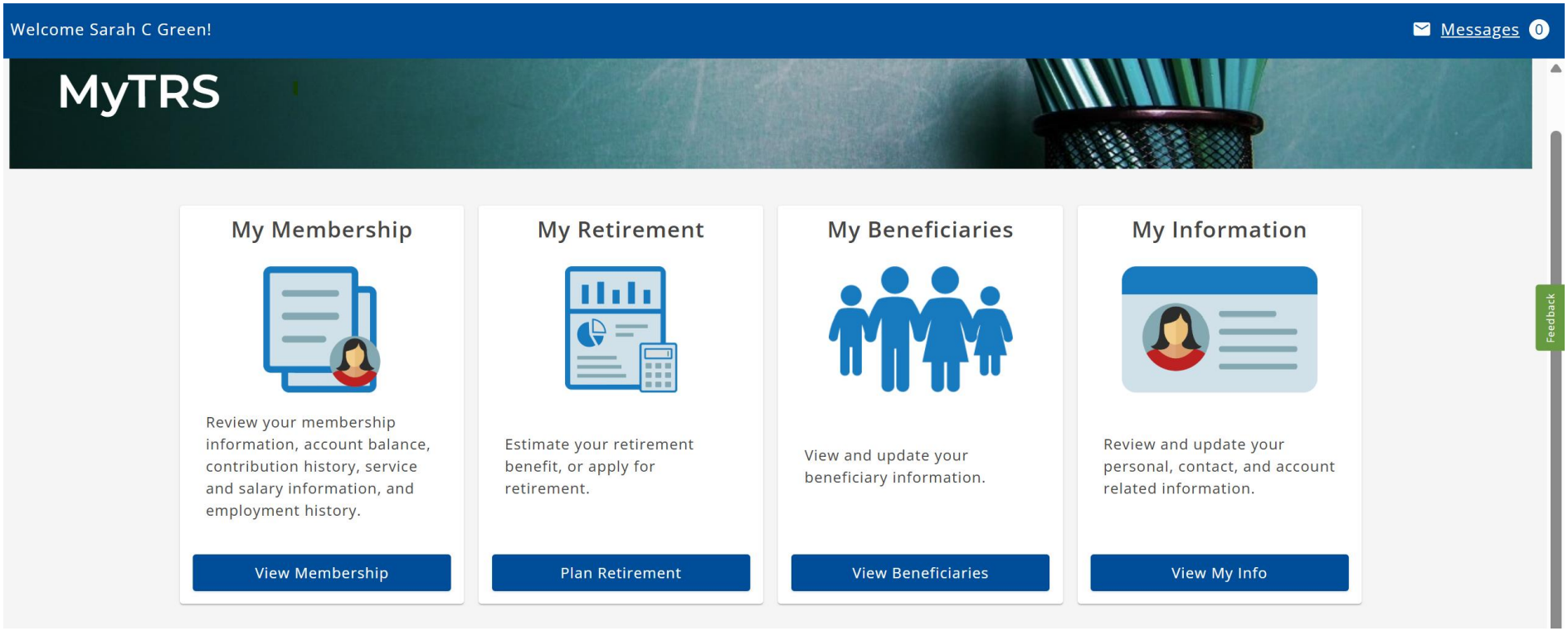
MyTRS Updates



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General Overview on Basic Reporting Information

Classified vs. Non-Classified

We sometimes use the terms “Classified” and “Mandatory” interchangeably. Both of these terms refer to those members who MUST participate according to statute.

"Classified personnel" shall mean any teacher, principal, superintendent, supervisor, administrator, librarian, certified or registered nurses, certified athletic trainers, college professor, or college president whose salary is paid wholly or in part from public funds.

Please note: “Supervisors” are not solely those persons with duties that include supervision of personnel. **Supervisors include those people who supervise functions, processes, tasks, etc.**

Please do not confuse “classified” with “certified”. A person can be in a classified position without being certified, and a person can have certification without being in a classified position.

Classified staff are required to participate in TRS at ALL times. There is no minimum hour requirement. .

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Classified vs. Non-Classified (continued)

The term “Non-classified” is sometimes used interchangeably with the term “Optional”. Both of these terms refer to someone who is not obligated to be a participant in TRS.

Non-classified personnel are those support staff whose positions require 20 hours or more per week to fulfill their duties. Although there may be occasional weeks in which they do not work 20 or more hours, the statute says they “must be regularly employed…for 20 hours or more per week.”

“A) A non-classified optional employee shall have thirty (30) days from the date of hire or initial eligibility to join the System, whichever is later, to make a ***one-time written irrevocable election*** to opt out of the System on a form provided by TRS. If an eligible employee fails to make an election within the thirty-day period, the eligible employee shall be deemed to participate in the System. (B) A non-classified optional employee who opts out of participation in the System shall be ineligible for future participation in the System; provided, however, that if the employee is hired for a classified position, he or she shall become a member of the System but shall not be eligible for prior service credit for service performed while employed in a non-classified position during which time the employee opted out of participation in the System.

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Non-Classified Election

If a person chooses to opt-out of participation in TRS, they may never participate as a non-classified member. This election follows them throughout their career in Oklahoma public education.

If a person does not make an election to opt out of participation within 30 days of eligibility, they are "deemed to participate", meaning they are automatically in.

If a person has previously opted out of participation and then moves into a classified position, then they must participate. If at any point after that they return to a non-classified position, then they may not participate.

Changing employers does not change the prior election.

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Ineligible Employees

Any employee in a non-classified position who regularly works fewer than 20 hours per week.

Any temporary, seasonal, substitute, or irregular employees.

Student or graduate assistant workers.

Contractors or consultants working under a contract as approved by TRS.

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Contributions to TRS

Contributions are Due to TRS on Regular Annual Compensation

- TRS's contribution rates are set by statute:
  - *Active Members:*
    - Member Contributions 7%
    - Employer Contributions
      - Traditional Employers 9.5%
      - Comprehensive & Regional 4-Year Colleges 8.55%
  - *Retired Members:*

    Post Retirement Fee:

    * Traditional Employers 16.5%
    * Comprehensive & Regional 4 Year Colleges 15.55%Federal/Grant Compensation has additional contributions due; these rates are set annually.

Contributions are Due when the Member is contributing at TRS at ANY TRS Employer

- Contributions are owed to TRS based on the member's overall participation in TRS—not the individual job duties.
  - A teacher that also drives a bus for five hours a week will have contributions due on ALL of their regular annual compensation—not just the salary that is related to teaching.
- If a member has multiple employers and is participating in TRS at one employer—contributions are due on all employment—even if one position is otherwise ineligible.
  - A teacher at a four-day school district performs substitute teaching for a different district on Fridays. Contributions are due from both employers.

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Compensation

What is Regular Annual Compensation?

Eligible Compensation

Regular annual compensation is salary + fringe benefits. This is the amount on which contributions must be remitted. It includes:

- Staff development-stipends paid to all participants in an event such as a workshop or seminar including events held at a different school
- Employer-paid tax-sheltered annuities and other pension plan contributions
- Retirement contributions
- Employer-paid group health, disability and life insurance (excluding the Flexible Benefit Act and cash paid in lieu of the flexible benefit)
- Bonuses, stipends, etc., paid to all qualified employees of the school
- Work performed as secondary employment

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Ineligible Compensation

- Expense reimbursement payments
- Office, vehicle, housing or other maintenance allowances
- Payments for unused vacation or sick leave
- Payment made for termination or retirement including a contract buy-out
- Payment earned as a contractor or consultant which meets 70 O.S. 17-101 (23)(d)(7) and is approved by TRS
- Non-periodic performance bonus or stipends that are not given across the board to all employees
- Higher Ed Adjunct with no other Oklahoma public education employment
- Any other compensation not described in 70 O.S. § 17-101 (23) (a) through (c) such as The Flexible Benefit Allowance provided pursuant to 70 O.S. Section 26-105

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State Credit

State Credit, or Offset, is a reduction in the amount a certified member must pay into TRS.

- State credit limits are based on years of experience. These limits may not be exceeded.
- Please verify years of experience with SDE's Single Sign-On.
- Career Techs may verify years of experience with CTIMS.
- State Credit may only be given to full-time, certified staff.
- Reduction in state credit results in an increase in the payment that must be made to TRS.

Member Contribution + **State Credit** = **7% Member Contribution**

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Post-Retirement & Employer Responsibilities

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Retirees Returning to Work

- Retirees cannot work for a 6-month period following either their (1) effective retirement date, or (2) last day of employment, whichever is later.
- Retirees cannot pre-arrange post-retirement employment.

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Post-retirement – Employer Responsibilities

- Employers should remit the 16.5%* post-retirement fee on **all** compensation paid to **all** retirees
  - Exception: Flex Benefit Allowance (FBA) provided pursuant to 70 O.S. §26-105
- "Retiree" for TRS purposes means someone who has officially retired with TRS and receives a monthly retirement check from TRS.
- Their status as a TRS retiree supersedes all other eligibility requirements.
- This is an employer paid fee and should not be withheld from the retiree
- Post-retirement fee is remitted via the monthly contribution report.

*The post-retirement statutory fee is 15.55% for Comprehensive & Regional 4 Year Colleges

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Retiree Example #1

Scenario :

- Joe retired from teaching June 1, 2025 and began drawing TRS retirement
- He is returning January 2026 as a full-time teacher

Q: Should his employer pay the TRS post-retirement fee?

A: **Yes!** All TRS retirees are subject to the post-retirement fee.

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Retiree Example #2

Scenario:

- Dennis retired in 2015 and began drawing his TRS retirement
- He will be driving a bus part time this year

Q: Should his employer pay the TRS post-retirement fee?

A: **Yes!** All TRS retirees are subject to the post-retirement fee.

Q: Does it matter if the retiree only works part time?

A: **No!** All TRS retirees are subject to the post-retirement fee, regardless of hours.

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Retiree Example #3

Scenario :

- Phyllis retired in 2024 and began drawing her TRS retirement
- She will be substituting on occasion this year

Q: Should her employer pay the TRS post-retirement fee?

A: **Yes!** All TRS retirees are subject to the post-retirement fee.

Q: Does it matter if the retiree is certified or not?

A: **No!** All TRS retirees are subject to the post-retirement fee, regardless of certification.

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Employer Reports & MyERS

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MyERS (formerly the Employer Portal)

MyERS is the key component to communication between employers and TRS. All reports are submitted through MyERS.

In addition, MyERS is a useful source of information for employers. It will show what reports are upcoming or missing, as well as details of what has been reported previously.

It's important that every employee who must access MyERS create an individual user account, using an individual email address and password.

Link to MyERS: https://myers.trs.ok.gov/Account/Logon

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4 Types of Reports

- **Monthly** – Contribution Report
- **Annual**
  - Employment Year End Report
  - Calendar Tax Form Report
- **Periodic** – Employer Retirement Verifications

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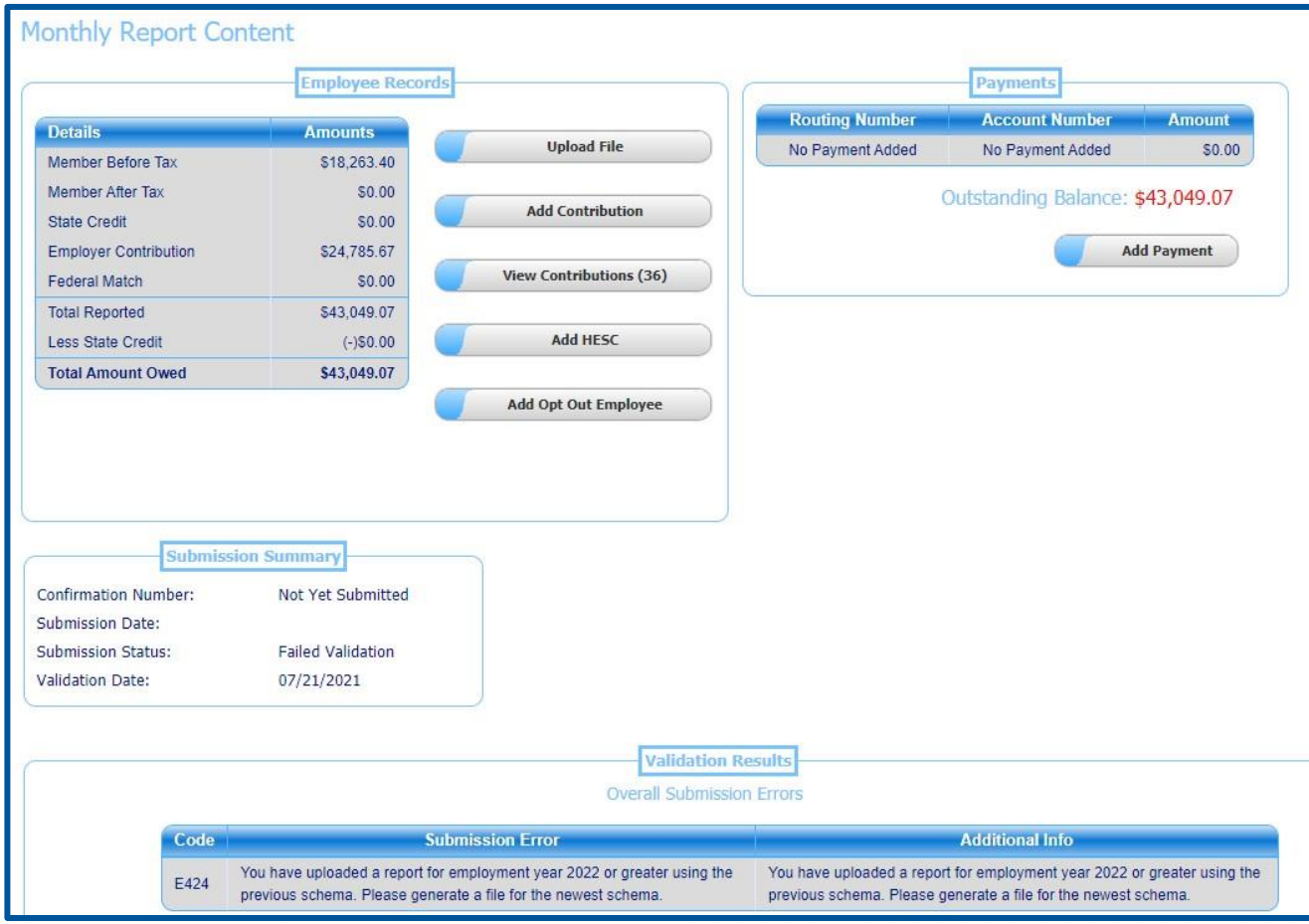
Monthly Contribution Report

- Due the 10th of the month following the month in which work was performed.
- Reporting months should represent the month the work was performed, not the payroll or payday month.
- Reports can be uploaded from a file generated by a third-party software vendor, uploaded from our template, or manually entered directly on MyERS
- Payments are made via MyERS
- TRS cannot accept physical checks for monthly reports.
- Each report must be validated and submitted before a confirmation number is generated.

MyERS
Navigation - Monthly

Monthly

- All monthly submission reports and monthly adjustments are submitted on the Monthly tab.
- All contributions in the report must be from the same employment year but the report can include multiple months within the same employment year.



Employment Year End Report

The report is due by November 1 of each year for the previous Employment Year. For example, the 2026 Employment Year End Report will be due by November 1, 2026.

Year End Report information is validated against monthly reports submitted throughout the employment year.

Members receive service credit when the Employment Year End Report is submitted.

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Employment Year End Report

- The report will contain the following information for each TRS member:
  - Regular annual compensation
  - Federal Compensation
  - Position information (FTE)
  - Information about days and hours worked
  - Sick Leave Balance
- During the validation step, the Year End Report information is compared against monthly reports submitted throughout year.

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What does the Year End accomplish?

- Helps employers and TRS find and correct discrepancies in reporting.
  - Over/under reporting
  - Missed reports
- Gives TRS the information needed to award service credit.
- TRS compares the days/hours the employee actually worked to the full-time equivalent information.

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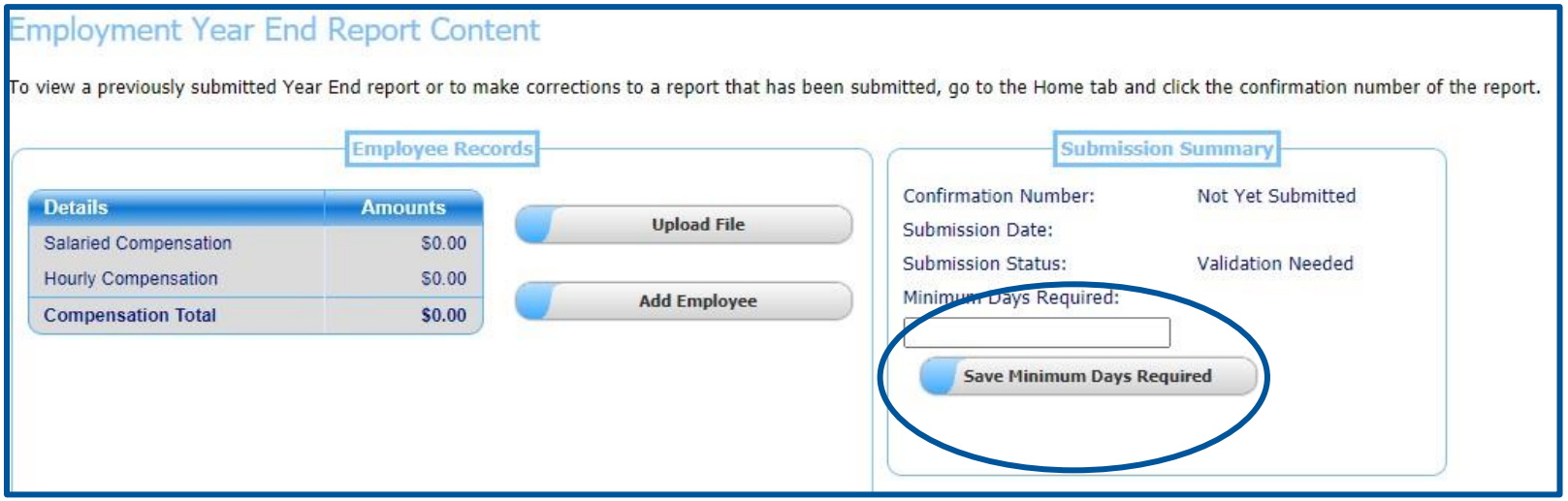
MyERS
Navigation – Employment Year End

Employment Year End

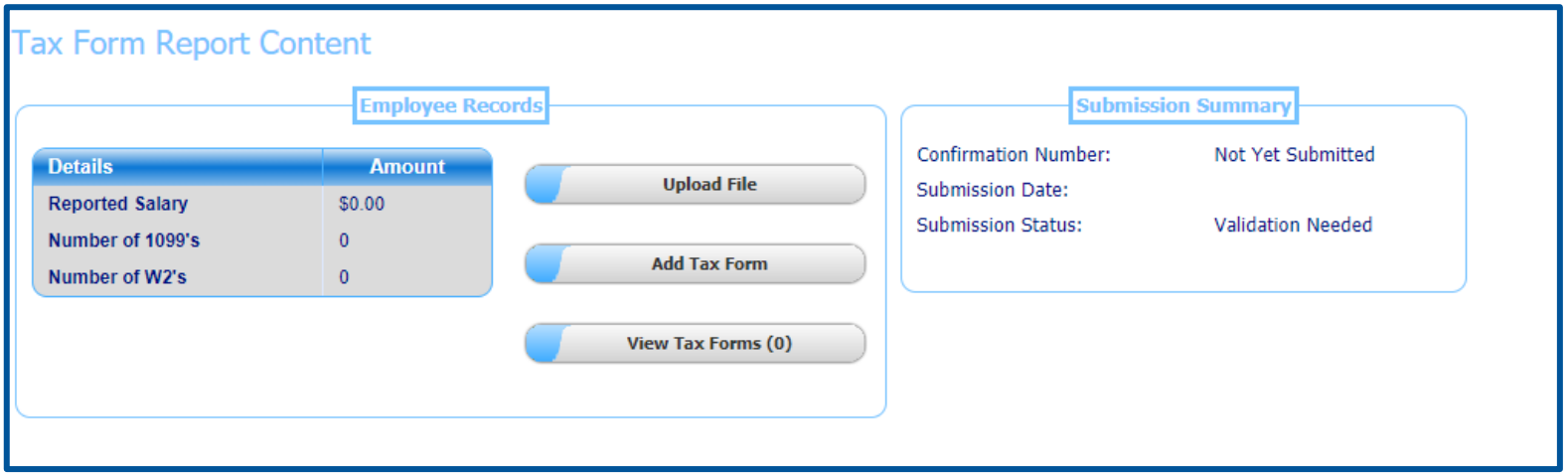
- **It is critical the report be submitted no later than November 1.** Members of TRS will not receive credit for the employment year until the Employment Year End Report has been submitted by their employer(s).



Tax Report & MyERS
Navigation – Tax Forms

Tax Forms

- Contains total earnings received by each individual employee, both TRS members and TRS non-members, for the previous calendar year.
- Report both W-2 and 1099 information on one report.
- Report is due March 15th.



Employer Retirement Verifications (ERVs)

ERVs are generated after the Member submits their Application to Retire, which indicates their intention to move forward with retirement.

ERVs are used to estimate and finalize the retiree's Service Record for the employment year.

Employer's ERV contact(s) receive a notification when ERVs are due. ERVs with upcoming due dates are listed on the Home Dashboard of MyERS.

There are two sets or "rounds" of ERVs.

Detailed instructions for completing the ERV are available upon request.

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ERV Process

ERV1

- Due approximately 60 days prior to retirement
- The ERV1 should contain the **expected** TRS eligible earnings, service credit information and sick leave the member **will have at the time of retirement**.
- TRS uses the ERV1 information to provide retirees with an **estimate** of their benefits.

ERV2

- Due no later than the 15th of the month of retirement
- The ERV2 should contain the **final** TRS eligible earnings, service credit information and sick leave the member **ended their employment with**.
- The ERV2 provides the amounts used to **finalize** the retiree's lifetime annuity, so it is imperative to report correctly.

ERV Example

ERV1

- **Expected** compensation: $40,000
- **Expected** sick leave balance: 90 days

Scenario:
After the ERV 1 was submitted, this employee worked some unexpected extra duties for $2,500.
All the extra work wore them out and they took 4 sick leave days to recover.

ERV2

- **Final** compensation: $42,500
- **Final** sick leave balance: 86 days

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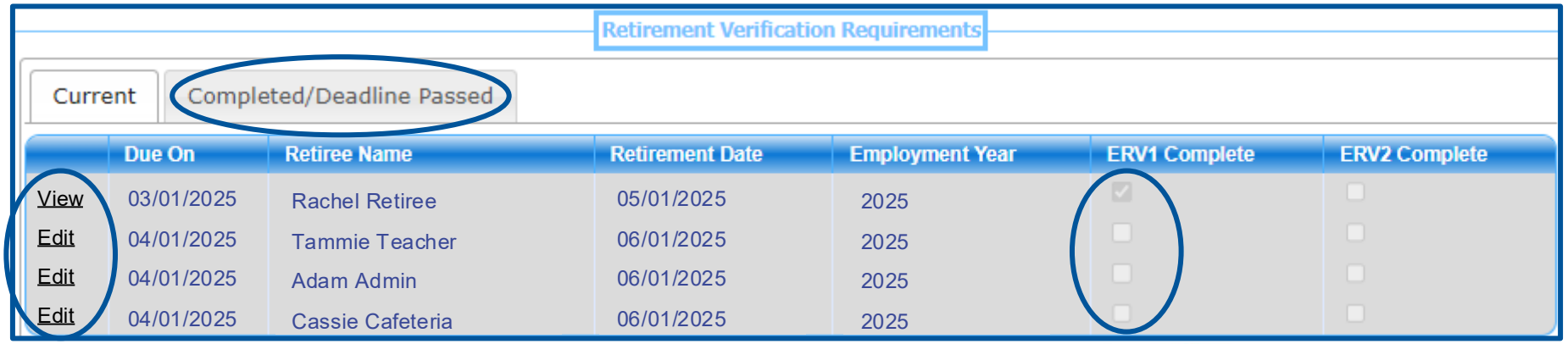
MyERS
Navigation – Retirement Verification

Retirement Verification

- This is where ERV's will be available to Edit or view.
- If the field says Edit, then information may be entered and saved.
- If the field says View, then it is no longer available for editing, and must wait until the ERV 2 becomes available.
- Only ERV's for retirees whose contracts have been printed will be available.



	Due On	Retiree Name	Retirement Date	Employment Year	ERV1 Complete	ERV2 Complete
View	03/01/2025	Rachel Retiree	05/01/2025	2025	☑	☐
Edit	04/01/2025	Tammie Teacher	06/01/2025	2025	☐	☐
Edit	04/01/2025	Adam Admin	06/01/2025	2025	☐	☐
Edit	04/01/2025	Cassie Cafeteria	06/01/2025	2025	☐	☐

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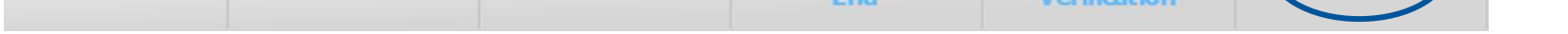
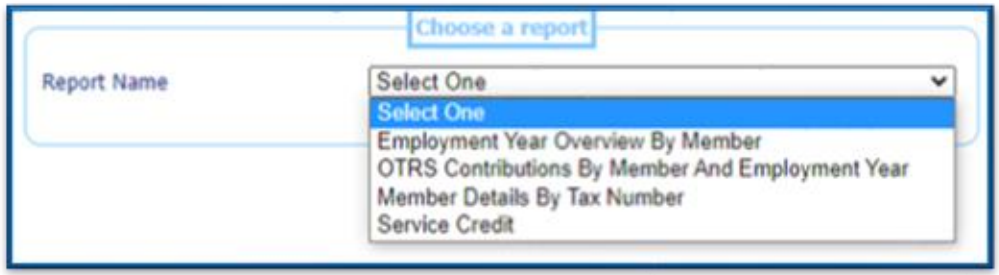
MyERS
Navigation – Reports





	A	B	C	D	E	F	G
1	Prefix	First	Middle	Last	Suffix	MembershipStatus	RetirementDate
2		TAMMIE	A	TEACHER		Retired	7/1/2022

	A	C	D	E	F	G	P	Q
1	ConfirmationI	PayPeriod	PayPeriod	First	Middle	Last	SDEExperi	Compensation
2	C9000365775	2022	7	Cassie	N	Cafeteria	0	1234.56
3	C9000366703	2022	8	Cassie	N	Cafeteria	0	1234.56
4	C9000370078	2022	9	Cassie	N	Cafeteria	0	1234.56
5	C9000371750	2022	10	Cassie	N	Cafeteria	0	1234.56
6	C9000373666	2022	11	Cassie	N	Cafeteria	0	1234.56
7	C9000376627	2022	12	Cassie	N	Cafeteria	0	1432.01
8	C9000377596	2023	1	Cassie	N	Cafeteria	0	1234.56
9	C9000378064	2023	2	Cassie	N	Cafeteria	0	1234.56

Reports

- Four reports are available for employer use on the Reports tab. The reports will be produced in Excel format and can be a great source of information.
  - Employment Year Overview by Member
  - TRS Contributions by Member and Employment Year
  - Member Details by Tax Number (to determine TRS status/retirees)
  - Service Credit
- These reports contain the information that has been reported to TRS by the employer

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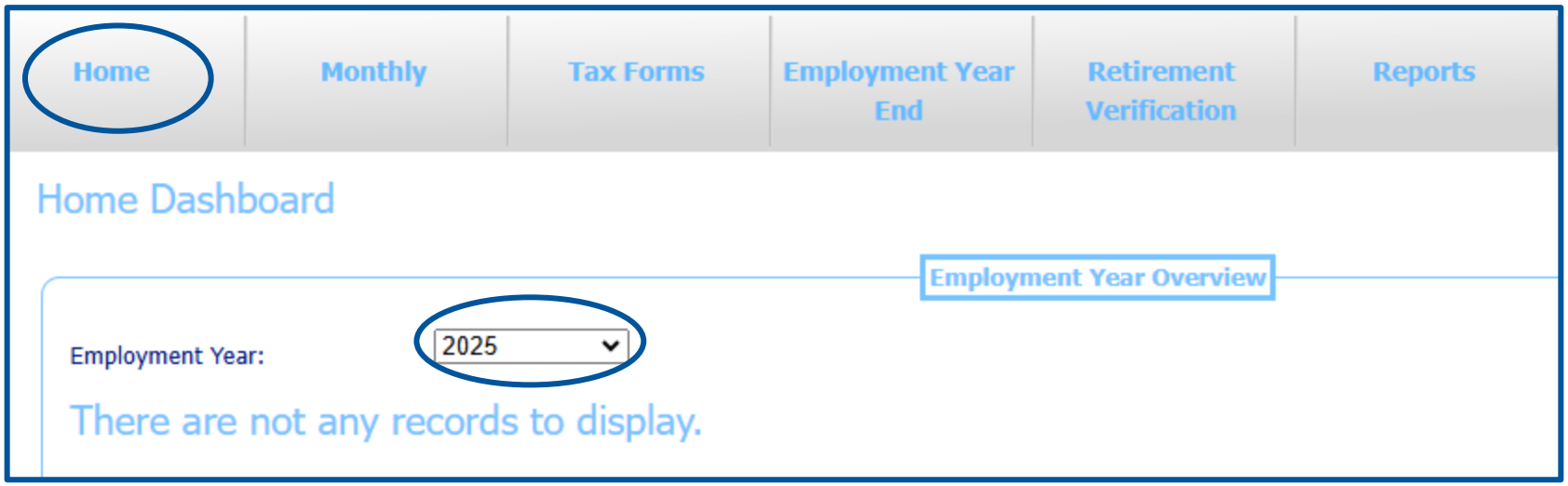
MyERS
Navigation - Home



Home Dashboard

- Gives an overview of the status of contributions, yearly reports, and ERV's.
- Only information from the designated employment year will display.
- Changing the year on this page has no effect on the reports you upload to us. Your files tell us which year the reports belong to.

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MyERS
Navigation - Home

Tax Form

Tax Form Report Status

Report Not Received - Due 3/15/2025

Employment Year End

Employment Year End Report

Report Not Received for 2025

Retirement Verification 1s

ERV1s With Approaching Deadline

Due On	Retiree Name	Employment Year	Retirement Date

No initial retirement verifications due

Retirement Verification 2s

ERV2s With Approaching Deadline

Due On	Retiree Name	Employment Year	Retirement Date	Is Disability

No follow-up retirement verifications due

Submission Overview

Last 5 Monthly Submissions View All

Confirmation Number	Submit Date	Year	Month	Status	Total
C9000403644	01/02/2025	2025	12 December	Accepted	$301,598.96
C9000402577	12/02/2024	2025	11 November	Accepted	$355,655.97
C9000401548	10/31/2024	2025	10 October	Accepted	$293,400.79
C9000400237	09/30/2024	2025	09 September	Accepted	$300,850.44

Receipts Overview

Last 5 Receipts View All

Receipt Number	Receipt Date	Type	Amount
614958	01/07/2025	Employer Report	$301,598.96
614131	12/05/2024	Employer Report	$355,655.97
613268	11/05/2024	Employer Report	$293,400.79
612409	10/04/2024	Employer Report	$300,215.54
612337	10/02/2024	Employer Report	$634.90

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Employer Reports & MyERS Summary

- All TRS reports are submitted through MyERS
- Some helpful membership information is available on MyERS
- **Important Due Dates**:
  - 10th of every month – Prior month's contributions are due
  - March 15th – Calendar Year Tax Report is due
  - November 1st – Employment Year End report is due
  - **Retirement** due dates:
    - ERV1's – 60 days before the retirement date
    - ERV2's – 15th of the month of retirement

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