



Notice

UPDATE on TRS system enhancement for non-contributing substitute teachers and part-time teachers' aides/paraprofessionals

TRS Employers:

On August 20, 2024, TRS distributed a notice announcing that changes would be made to the TRS Wage and Contribution Reporting System to track hours for substitute teachers and part-time aides or paraprofessionals who are not yet contributing members of TRS.

Here is a brief summary of these upcoming changes:

1. The Wage and Contribution Reporting System soon will have a new work status code for “non-contributing” employees, as well as reports to assist employers.
2. The new work status will apply **only** to substitute teachers and part-time teachers' aides or paraprofessionals **who are not already TRS members and who elect to defer** (postpone) membership until they have reached or exceeded the 210-hour threshold in a single fiscal year (July 1 – June 30). Use of the new code will be mandatory, as described on Page 2.
3. This elective membership deferral is made on TRS Form 106, which may be used *only* for employees who meet the criteria specified in #2 above.

When is TRS going to implement this system enhancement?

Changes will be available in the TRS Wage and Contribution Reporting System starting on **Monday, February 3, 2025** for January 2025 and later reports.

Your payroll software vendor may already have modified your system to include the required hours and wages for non-contributing employees. However, the TRS Wage and Contribution Reporting System will not be able to accept that data until February 3rd.

What if I've already submitted my January report to TRS?

The deadline for submitting a monthly report to TRS is always the 15th of the *following* month. If you have non-contributing employees doing work in January 2025, include their hours and wages on your January report, to be submitted anytime between February 3 and February 15.

Remember, TRS law specifies that employers report wages to TRS on a **when-earned (not when-paid) basis**. TRS expects that your January report will include only hours worked and wages earned in January (not wages *paid* in January for work performed in December).

If you need help making corrections to your reports, call Nolan Brilz at 406-444-3679.

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Will we receive instructions for using the new work status?

Yes! TRS will distribute more detailed training information to you by the time the system changes are implemented. This will include instructions for generating your own report so that you can easily see whether a non-contributing employee is approaching the 210-hour threshold for mandatory membership in TRS.

Why is this system change being implemented midyear?

The change was requested by TRS employers (via MASBO) for the benefit of employers, members, and TRS alike. Because the associated software changes are complex, the analysis, coding, and testing phases have taken several months. The TRS leadership team targeted an early 2025 implementation date to ensure it works as expected and to allow time for any bugs to be resolved before the start of the next fiscal year.

If you employ a substitute teacher or part-time teachers' aide/paraprofessional who elected to defer membership as described on Page 1, you must report those employees' hours and wages using the new work status code for January 2025 forward. As mentioned, the TRS Wage and Contribution Reporting System will be ready to accept hours and wages reported with the new work status starting on February 3, 2025 for your January 2025 and later reports.

Your participation is critical to the success of this enhancement, and we thank you!