



Montana Teachers' Retirement System

New Hire Procedure for TRS Employers

Step 1. Determine which new hires will be working in TRS-reportable positions.

For details and examples, see the TRS Fact Sheet, *Which Positions Are Reportable to TRS?* Fact sheets are available on the TRS website: trs.mt.gov

- ✓ Remember: Job duties – not job title – determine whether an employee must participate in TRS. If you are unsure, contact TRS (not PERS) for a determination.
- ✓ A person who will do only stipend work (such as coaching or advising) might need to be reported to TRS, depending on stipend value and hourly equivalent. This is explained in the TRS Fact Sheet, *Calculating and Reporting Extra Duty Service Credit*.

Step 2. Confirm which new employees are **not** already members of TRS, as follows:

A. Log into the TRS Wage & Contribution Reporting System.

B. Select **Member Search/Edit** from the menu.

C. Type the employee's **SSN** in the field and click **Find**.

- ✓ If the person is not found in the system at all:  Proceed to Step 3.
- ✓ If the person is found and has one of the following Member Status codes:
 - *Member, Terminated – Cashed out* 
 - *Member, Terminated – Transferred*
 - *Elective Membership Deferral*These are **not** TRS members.
Proceed to Step 3.
- ✓ If found with a status of *Member, Non-member*. This person may be enrolled in the Montana University System retirement plan (TIAA). **Call TRS** to determine eligibility.
- ✓ If found with any other member status (*Active, Retired, Terminated-Vested*, etc.), the employee is a **TRS member and must be reported**. (*Do not complete Steps 3-4*)

Step 3. If the non-member will work as a substitute teacher or part-time teacher's aide/paraprofessional, give them **TRS Form 106** on their first day.

A. Form 106 cannot be provided to other part-time or hourly employees.

B. Keep their signed form on file in your office as proof of their election.

C. If they elected to **defer** membership, use the TRS "non-contributing sub or PT aide/para" work status to report hours and wages to TRS. (*See 1/31/2025 instructions from TRS*)

If they elect to participate in TRS right away, withhold contributions and report them to TRS like you would any other TRS member.

Step 4. Provide a copy of the TRS **New Member Handout** to all new hires who will be newly enrolled in TRS.

- ✓ The handout provides general information about TRS and explains next steps.
- ✓ Once you have reported these employees to TRS (with contributions) for the first time, TRS will activate their membership and will automatically mail them a welcome letter explaining they now can log into "My TRS" to designate beneficiaries.