



Montana Teachers' Retirement System

P.O. Box 200139, Helena, MT 59620-0139
406-444-3134 • 866-600-4045 • trs.mt.gov

TRS Office Use Only

FORM 141: EMPLOYER DESIGNATION of ONLINE ADMINISTRATOR FOR TRS EMPLOYER REPORTING SYSTEMS

Alternative accessible formats of this document will be provided upon request.

TYPE OR PRINT LEGIBLY IN DARK INK

Section I. EMPLOYER INFORMATION

Printed name of school district or other TRS Employer

TRS Employer ID

(_____)_____
Telephone

Employer mailing address – Street or P.O. Box

City

State

ZIP (use ZIP+4 if known)

PURPOSE OF THIS FORM: Each TRS employer using online TRS reporting systems must designate an **Online Administrator (OA)**, who is the employee responsible for performing TRS reporting duties or for overseeing other staff who perform those duties. **Read all information and instructions on Page 2 before proceeding.**

EMPLOYER: Designate a new OA **only** if the previous OA is no longer responsible for TRS reporting duties.

Section II. DESIGNATION of ONLINE ADMINISTRATOR (OA)

The employee specified below is hereby designated as the Online Administrator for: (Mark one or both, as appropriate)

TRS Wage & Contribution Reporting System

TRS Employer Insurance Deduction System

The person designated as the Online Administrator (OA) must complete Steps 1 and 2 **before signing and submitting this form:**

STEP 1: Follow instructions on Page 2 to create your own user account for TRS employer reporting. (TRS cannot do this for you.)

- Note: If you will be the OA for both TRS systems, you will use the same username and password for both. Do not create two accounts.

STEP 2: Print the username you created (*not* your password) here:

USERNAME

Online Administrator's printed name

Job / position title

(_____)_____
Work telephone number

Online Administrator's work email address (required for communication with TRS about employer reporting)

Section III. SIGNATURES of Online Administrator and Employer Representative

Signature of Online Administrator designated in Section II

Date

By signing below, the Employer Representative represents that he or she is an administrative officer, a trustee, or other representative of the TRS employer who has general authority to direct the employees of the employer or who has authority to enter into legally binding agreements on behalf of the employer.

Printed name of Employer Representative

Title

Signature of Employer Representative

Date



INFORMATION and INSTRUCTIONS for Employers and Online Administrators Using TRS Employer Reporting Systems

Note: TRS cannot establish a username and password on behalf of any employee.

Responsibilities of Employers

- An administrative officer, trustee, or other representative of the employer must designate **one** Online Administrator (OA) who will be primarily responsible for monthly reporting in the TRS Wage and Contribution Reporting System. If applicable, the representative may also designate an OA for the TRS Employer Insurance Deduction System. The same individual may be designated as the OA for both systems by marking both boxes on Page 1 of this form. If two different employees will serve as the OA for each system, separate forms are required.
- The OA, and any additional users granted access by the OA, will have access to confidential information about your employees as members of TRS, and will have access to TRS and State of Montana data systems. The employer is responsible for ensuring the OA is trained and complies with all applicable requirements in the handling, use, and disclosure of confidential information and in access to and use of TRS and State of Montana data systems.
- The employer must not allow employees to share usernames and passwords for TRS employer reporting systems.
- If the designated OA leaves employment or is no longer responsible for TRS employer reporting duties, notify TRS as soon as possible. The employer must complete a new Form 141 to designate a new OA.

Responsibilities of Online Administrators

- As the Online Administrator (OA), you will be TRS's primary point of contact regarding the employer's online reporting to TRS and will be responsible for timely reporting of employer information in compliance with TRS law, policy, and instructions. You must comply with all TRS and State of Montana law and policy regarding access to and use of confidential information and data systems.
- Never use another employee's username and password to access a TRS employer reporting system.
- Establish your TRS username and password *before* completing Section II of this form. Go to trs.mt.gov, click the Login button at the top of the page, then select the link for the appropriate employer reporting system. Follow instructions to create your username and password, then provide *only* your username in Section II of this form.
- Once TRS has reviewed this completed form and has connected your username to the employer's TRS ID, you then may log into the system.
- The OA may grant access to other staff through the system's "Additional Users" feature. Each additional user first must establish a TRS user account and provide their username to you. As the OA, you are responsible for ensuring they comply with all applicable law, policy, and instructions for accessing TRS employer reporting systems.
- For security reasons, your user account is automatically deactivated after 90 days of inactivity. Please note that, as the OA, your user account must remain active for additional users to have access. You can restore access for yourself and additional users (if any) by contacting TRS during regular business hours.

Completing This Form and Finalizing Authorization

- The Employer Representative must complete Section I and sign this form where indicated in Section III. The OA must complete Section II and sign where indicated in Section III.
- Mail the original form, signed by both the Employer Representative and the designated OA, to TRS at the address at the top of Page 1.