



## I. Introduction

### 1. A letter from TRS Staff

*To Our Participating Employers,*

*The Teachers' Retirement System (TRS) serves more than 195,000 active and retired members who work for about 600 different participating employers. We could not adequately serve our members without the help and collaboration of our employers and those whose jobs include sending in payroll data and contributions. In short, you are our partners in ensuring that TRS can meet its commitment to provide retirement income security to our members. With your help the employer reporting process is working better than ever. Technology has made it easier and more efficient to get member data quicker and get the funds invested for the benefit of all of us. So, thank you for everything you do to make this possible.*

*Because TRS has been around for more than 80 years, different retirement eligibility, benefit formulas, vesting and other special situations, make the administration of TRS more complicated than any of us would like to see. But complicated it certainly can be. The Employer Manual you are reading is intended to be a road map so that you have answers to your questions at your fingertips. If you have comments or suggestions, please let us know because we are truly in this together. Together we can make TRS stronger and more efficient.*

*Thank you,*

*TRS Staff*

### 2. Purpose of the Employer Manual

The Employer Manual is the primary resource to assist employers with their TRS functions including monthly and yearly reports.

### 3. About TRS

The Teachers' Retirement System of Oklahoma is a defined-benefit pension plan serving Oklahoma Educators and those whose primary work is associated with providing public education services in Oklahoma.

The Defined Benefit Plan is qualified under Section 401(a) of the Internal Revenue Code. Eligible retirees of the System's 401(a) plan receive a monthly benefit from their retirement date throughout their remaining lifetime through a formula based on years of service and final average salary of the member. The formula gives retirees a percentage of their



salary as a retirement benefit. The more years of service the member has at retirement, the greater the percentage of salary the member will receive at retirement.

**4. Contact Information**

Oklahoma Teachers Retirement System		Phone	Email
<u>Physical Address</u> 301 N.W. 63rd, Suite 500 Oklahoma City, OK 73116  <u>Mailing Address</u> PO Box 53524 Oklahoma City OK 73152  <u>Website</u> <a href="https://oklahoma.gov/trs.html">https://oklahoma.gov/trs.html</a>		Member and Retirement Information (405) 521-2387  Employer Helpdesk (405) 522-3130  Toll Free (877) 738-6365	Member and Retirement Information <a href="mailto:mail@trs.ok.gov">mail@trs.ok.gov</a>  Employer Reporting <a href="mailto:helpdesk@trs.ok.gov">helpdesk@trs.ok.gov</a>
Employer Reporting and ERV Completion	David Tinker, Manager Anna Smith, Analyst	(405) 522-3130 (405) 521-2389 Toll Free (877) 738-6365	<a href="mailto:helpdesk@trs.ok.gov">helpdesk@trs.ok.gov</a>
Employment Payment Processing	Susan Rear	(405) 521-4741	<a href="mailto:susan.rear@trs.ok.gov">susan.rear@trs.ok.gov</a>
Installment Payments	Susan Rear	(405) 521-4741	<a href="mailto:susan.rear@trs.ok.gov">susan.rear@trs.ok.gov</a>
Retirement Benefits	Frances Rogers	(405) 522-6310	<a href="mailto:frances.jackson@trs.ok.gov">frances.jackson@trs.ok.gov</a>
Post Retirement Employment	Lisa Miranda	(405) 521-4711	<a href="mailto:lisa.miranda@trs.ok.gov">lisa.miranda@trs.ok.gov</a>
Survivor Benefits	Terri Giddens	(405) 522-5834	<a href="mailto:terri.giddens@trs.ok.gov">terri.giddens@trs.ok.gov</a>
Retirement Finalization	Lisa Miranda	(405) 521-4711	<a href="mailto:lisa.miranda@trs.ok.gov">lisa.miranda@trs.ok.gov</a>
Retirement Reconciliations	Kris Thornton	(405) 521-4717	<a href="mailto:kris.thornton@trs.ok.gov">kris.thornton@trs.ok.gov</a>
Disability Retirement Eligibility	Terri Giddens Erica Williams	(405) 522-5834 (405) 521-4727	<a href="mailto:terri.giddens@trs.ok.gov">terri.giddens@trs.ok.gov</a> <a href="mailto:erica.williams@trs.ok.gov">erica.williams@trs.ok.gov</a>



Withdrawals	Lori Buthion	(405) 521-4720	<a href="mailto:lori.buthion@trs.ok.gov">lori.buthion@trs.ok.gov</a>
Employer Education	Rod Boles	(405) 521-4742	<a href="mailto:rod.boles@trs.ok.gov">rod.boles@trs.ok.gov</a>

**5. Funding Sources**

TRS receives funding from four main sources: Employee Contributions, Employer Contributions, Dedicated Revenue, and Investment Income.

**6. Board of Trustees Composition**

The members of the Teachers' Retirement System Board of Trustees are specified in [70 O.S § 17-106](#) as follows:

<b>Teachers' Retirement System of Oklahoma Board of Trustees</b>	
<b>Appointing Authority</b>	<b>Requirement</b>
Governor	Higher Education Representative
Governor	Non-classified Optional Personnel
Governor, Coterminous	Public or Private Funds Management Experience, or Banking Experience or Law Experience, or Accounting Experience
Governor, Coterminous	
Governor, Coterminous	
Governor, Coterminous	
Senate Pro Tempore	Active Classroom Teacher
Senate Pro Tempore	Retired Member
House Speaker	Active Classroom Teacher
House Speaker	Retired Member
Ex Officio	State Superintendent or Designee
Ex Officio	OMES Director or Designee
Ex Officio	State Treasurer or Designee
Ex Officio	Career-Tech Director or Designee
Retired Educators Association (non-voting)	Retired Educators Association Representative