



## XI Employer Retirement Verification

### 1. Employer Responsibility

- a. It is the responsibility of employers to complete Employer Retirement Verifications for members who are retiring in a timely manner and as accurately as possible.

#### Governance

##### 70 [O.S. § 17-105 \(1\) \(a\) \(1\) \(2\) Retirement](#)

(1) (a) Any member who has attained age fifty-five (55) or who has completed thirty (30) years of creditable service, as defined in [Section 17-101](#) of this title, or for any person who initially became a member prior to July 1, 1992, regardless of whether there were breaks in service after July 1, 1992, whose age and number of years of creditable service total eighty (80) may be retired upon proper application for retirement on forms established by the System and executing a retirement contract. Such a retirement date will also apply to any person who became a member of the sending system as defined in this act, prior to July 1, 1992, regardless of whether there were breaks in service after July 1, 1992. Any person who became a member after June 30, 1992, but prior to November 1, 2011, whose age and number of years of creditable service total ninety (90) may be retired upon proper application for retirement and executing a retirement contract. Any person who becomes a member on or after November 1, 2011, who attains the age of sixty-five (65) years or who reaches a normal retirement date pursuant to subparagraph (d) of paragraph (24) of [Section 17-101](#) of this title having attained a minimum age of sixty (60) years may be retired upon proper application for retirement and executing a retirement contract. The application shall be filed on the form provided by the Board of Trustees for this purpose, not less than sixty (60) days before the date of retirement, provided that the Executive Director may waive the sixty-day deadline for good cause shown as defined by the Board.

**1. The employer shall provide the System with the following information for a retiring member, no later than the fifteenth day of the month of retirement: last day physically on the job; last day on payroll; any regular compensation not already reported to the System; and final unused sick leave balance.**

**2. Failure to submit this information by the deadline, or errors in submitted information that result in a disqualification of retirement eligibility shall be the responsibility of the employer. In cases where the error results in disqualification of retirement eligibility, it is the employer's responsibility to reemploy the member, or retain the member on the payroll, for the time period required to reach eligibility, not exceeding two (2) months.**



2. Employer Retirement Verification - ERV
  - a. The electronic form used by employers to verify service credit of retiring members.
  - b. ERV requirements are created when members submit an Application to Retire to the TRS office.
  - c. The form is completed through the Employer Portal on the Retirement Verification tab.
  - d. Information submitted by employers on the ERV is used to calculate retirement benefits.
  
3. Notifications
  - a. Email: ERV contacts will receive emails when ERV requirements are created as well as reminders
  - b. Employer Portal: All current ERVs will be listed on the Home Dashboard along with the due dates
  
4. Navigating the Employer Portal
  - a. Home Tab – Dashboard
    - i. View ERVs with approaching deadlines to help avoid missing deadlines
    - ii. ERVs cannot be completed from this tab
  - b. Retirement Verification Tab
    - i. ERVs (1 & 2) can be completed from this tab
    - ii. Search allows employers to locate specific employees
    - iii. Current tab will list ERV1s and ERV2s which have not passed the deadline and can be edited or viewed
    - iv. ERVs which have passed the ERV2 due date are moved to the Completed/Deadline Passed tab
    - v. Edit: ERV can be edited
    - vi. View: ERV can be viewed but not edited
    - vii. Information to be submitted
      1. Compensation: Base salary plus eligible employer-paid fringes on which contributions will be paid
      2. Service credit
      3. Unused sick leave
    - viii. Once completed, the ERV1 Complete and ERV2 Complete boxes will be checked
  
5. ERV1
  - a. The first of two steps for the ERV process
  - b. The ERV1 should report the expected salary, employment information, and sick leave
  - c. The ERV1 is submitted with the understanding that the information can change before the member retires
  - d. A tentative retirement benefit for the member will be calculated using this information
  - e. ERV1 Deadline
    - i. Two months before the retirement date
    - ii. If the ERV1 is not completed by the retirement date the member will not be able to retire on the expected date



- iii. Because member can apply to retire 2 months prior to retirement TRS will extend a 5-business day grace period for ERV1s to allow for short turnaround times
  - iv. Absolutely no exceptions after the grace period
  - v. Note that ERV2s do not have a grace period
  - f. The following types of retirements will not have an ERV1 requirement: Disability, Secondary (re-retire), and Option 2 Beneficiary
  - g. ERV1s can be edited completed or corrected as long as the Edit button is available
6. ERV2
- a. The second of the two steps for the ERV process
  - b. The ERV2 should report the final salary, employment information, and sick leave
  - c. Deadline
    - i. ERV2s are not available for completion until 7 days prior to the retirement date
    - ii. ERV2s are due no later than the 15<sup>th</sup> day of the retirement month
    - iii. If the ERV2 is not completed by the deadline the member will not be able to retire on the expected date
    - iv. There is no grace period for the ERV2
  - d. If corrections or updates need to be made after the 15<sup>th</sup> of the month, contact TRS by telephone or email
7. Fields
- a. Categories
    - i. Employment Information: for the individual member
    - ii. Position Information: the position the member worked
      - 1. Never change the position information to fit the member. For example, a member who starts mid-year and a member who works all year in the same position will have the same position information.



The screenshot shows a web interface for entering ERV data. It is divided into two main sections: 'Person' and 'Position'. The 'Person' section, titled 'Employment Information', includes fields for Sick Leave, Hours Per Day Worked, Hours Per Week Worked, Days Per Year Worked, Reg. Annual Compensation, Federal Compensation, First Day To Report, Last Day Physically on the Job, Last Day on the Payroll, and Sabbatical. The 'Position' section, titled 'Position Information', includes fields for Optional Membership (a dropdown), FTE Hours Per Day, FTE Hours Per Week, FTE Months Per Year, and FTE Days Per Year. Below these fields is a red warning message: 'By clicking "Save" below you are confirming that the data entered is correct and complete.' There is also a checkbox for 'Allow saving without Last Day on Payroll' and a 'Save' button.

8. Employment Information
  - a. Complete this information for the individual person
  - b. Sick Leave
    - i. Total number of unused sick leave days (not hours)
    - ii. If sick leave is calculated in hours, convert hours into days per FTE requirement
    - iii. Include all unused sick leave days available for TRS use which includes days banked and days transferred from another employer
    - iv. Sick leave must be between 0 and 120 with no decimals
  - c. Hours Per Day Worked
    - i. The number of hours per day this member actually worked
    - ii. Can have 2 digits after the decimal: 7, 7.5 or 7.25
  - d. Hours Per Week Worked
    - i. The number of hours per week this member actually worked
    - ii. Can have 2 digits after the decimal: 35, 33.5 or 35.75
  - e. Days Per Year Worked
    - i. The number of days this member actually worked or was on paid leave
    - ii. When contributions are paid, the day counts whether the employee is physically at work or on paid leave
    - iii. Sub-pay days are counted as days worked
    - iv. This number will be less than the FTE Days Per Year required for the position if the employee started late, quit early, or had days without pay
    - v. Leave without pay is not counted as a day worked
    - vi. Whole numbers only: 180, 175, 220
  - f. Regular Annual Compensation
    - i. The total salary plus eligible employer-paid fringes on which contributions have been or will be paid in the designated employment year
    - ii. Include any contributions that will be submitted for the employment year after the ERV has been completed



1. Example: the ERV2 for a teacher who retires June 1 will be due no later than June 15<sup>th</sup>, but summer checks will still be paid after that date. ERV2 information should include these contributions.
  - iii. The reported compensation on the ERV2 must match the total contributions paid for the employment year.
- g. Federal Compensation
  - i. The portion of the total Regular Annual Compensation that is paid by federal funds or other external sources
  - ii. This salary cannot be larger than Regular Annual Compensation
- h. First Day to Report
  - i. The first day this member was required to report to work (physically show up for work)
  - ii. Teachers usually report to work in August – do not report July 1
  - iii. If the member started late in the year, report the actual first day the member worked
  - iv. If the member started the year on paid leave (with contributions paid), report the first day of paid leave
  - v. Paid leave (with contributions paid) is counted as a day worked
  - vi. Leave without pay is not counted as a day worked
- i. Last Day Physically on the Job
  - i. The last day this member physically worked or was on paid leave
  - ii. This is NOT the last day the member will receive a paycheck or the last day contributions are remitted to TRS
  - iii. Checks are usually received after employment ends
  - iv. Checks can be spread out over the summer for teachers and faculty whose last day is in May
  - v. If this member was on paid leave (without contributions paid) report the last day they were on paid leave)
  - vi. If this member was on leave without pay, list the last day on which contributions were paid
  - vii. Leave without pay is not counted as a day worked
  - viii. Examples
    1. An administrator who is required to work through June 30 takes paid leave for the entire month of June will have a Last Day Physically on the Job of June 30 because they are on paid leave
    2. A teacher who stops working on December 23 due to illness and is on paid leave through March 30 will have a Last Day Physically on the Job of March 30.
- j. Last Day on the Payroll
  - i. Member termination date
  - ii. Last day the employee is considered to be an employee of the school
  - iii. The last day the member is required to show up for work
  - iv. Not the day the employee turned in their resignation
  - v. Not the last day the member will receive paycheck



- vi. Not the last day contributions will be submitted to TRS
- vii. If member will not terminate employment in this employment year, leave the field blank and check the box to Allow Saving Without a Last Day on Payroll
- k. Sabbatical
  - i. No: member not on sabbatical
  - ii. Yes: member on sabbatical for all or portion of year
- 9. Position Information
  - a. Complete this information for the position the person worked.
  - b. Every employee who works this position should have the same information.
  - c. Optional membership
    - i. Yes – member is in a support position and can chose whether or not to participate
    - ii. No – member is in a mandatory position and has not choice regarding membership
  - d. FTE Hours Per Day
    - i. Number of hours per day that must be worked by any full-time employee in this position
    - ii. Can have 2 digits after the decimal: 4, 7.5 or 7.25
  - e. FTE Hours Per Week
    - i. Number of hours per week that must be worked by any full-time employee in this position
    - ii. Can have 2 digits after the decimal: 20, 37.5 or 39.75FTE Mon
  - f. FTE Months Per Year
    - i. Number of months per year that must be worked by any full-time employee in this position
    - ii. Whole numbers only
  - g. FTE Days Per Year
    - i. Number of days per year that must be worked by every full-time employee in this position for the full year
    - ii. Do not reduce these days if this individual employee started late, quit early, or had days without pay
    - iii. Report the number of days every employee in this position is required to work for the full year
    - iv. Whole numbers only