



**OKLAHOMA**  
Teachers' Retirement System

# **E**mployer **R**etirement **V**erification **I**nstructions

What is an ERV?

- Employer Retirement Verification
- The form completed by employers and used by TRS to verify the compensation, service credit, and unused sick leave for retiring members

# Why TRS needs ERVs

- Retirement benefits are calculated using Member Service Records (MSR) for each employment year
  - Members must have a MSR for every employment year with contributions
  - MSRs are created yearly when the employer submits the Employment Year End Report
- In most cases, retirement estimates must be created before all required Employment Year End reports have been submitted
  - Example: A member who requests an estimate in October 2018 for a June 2019 retirement will not have a MSR for 2019 and possibly not for 2018
- Completion of ERVs provides missing MSRs to be used in calculating retirement benefits

# TRS User Accounts

- **ERV contacts**

- Must use their own Employer Portal user account to complete electronic ERVs. **NEVER use another person's account or let someone else use your account!**
- Any person with a TRS Employer Portal user account can complete ERVs
- The person whose name is on the user account will be accountable for the information provided on the ERV

- **New users**

- Employers must notify TRS of all new users, including ERV Contacts by emailing their name, title (include that they are the ERV contact), phone number and email address to [helpdesk@trs.ok.gov](mailto:helpdesk@trs.ok.gov)
- New user will register for an account at <https://mas.trs.ok.gov/Account/Logon>
- TRS will approve the new user account provide TRS has first been notified by the employer



# ERV Process Overview

**Member  
Applies for  
Retirement**



## ERV1

- Available once TRS prints retirement contract\*
- Due approximately 60 days prior to retirement
- Report the **expected** final compensation, service credit and sick leave



## ERV2

- Available 7 days before retirement date\*
- Due on the 15<sup>th</sup> of the month of retirement
- Report the **final** compensation, service credit and sick leave

\*ERV contacts will receive emails, both initial notification and reminders, when ERVs are to be completed



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# Navigating the Employer Portal



- **Home Tab – Dashboard**

- View ERVs with approaching deadlines
- Due Dates listed to help avoid missing deadlines

- **Retirement Verification Tab**

- ERVs (1 & 2) can be accessed from this tab
- Once completed, the corresponding box will be checked
- Current tab will show ERV1s and ERV2s which have not passed the deadline and can be edited or viewed
- ERV2s which are past the due date are moved to the Completed/Deadline Passed tab

# ERVs on the Employer Portal:

Home Monthly Tax Forms Employment Year End Retirement Verification Reports Admin

## Home Dashboard

### Employment Year Overview

Employment Year: 2022

There are not any records to display.

### Tax Form

Tax Form Report Status  
Report Not Received - Due 4/1/2022

### Employment Year End

Employment Year End Report  
Report Not Received for 2022

### Retirement Verification 1s

#### ERV1s With Approaching Deadline

| Due On   | Retiree Name     | Employment Year | Retirement Date |
|----------|------------------|-----------------|-----------------|
| 2/8/2022 | Tammie Teacher   | 2022            | 04/01/2022      |
| 4/1/2022 | Adam Admin       | 2022            | 06/01/2022      |
| 4/1/2022 | Cassie Cafeteria | 2022            | 06/01/2022      |
| 4/1/2022 | Peter Principal  | 2022            | 06/01/2022      |
| 5/1/2022 | Bobby Bus Driver | 2022            | 07/01/2022      |
| 5/1/2022 | Bobby Bus Driver | 2023            | 07/01/2022      |

### Retirement Verification 2s

#### ERV2s With Approaching Deadline

| Due On    | Retiree Name   | Employment Year | Retirement Date | Is Disability            |
|-----------|----------------|-----------------|-----------------|--------------------------|
| 2/15/2022 | Rachel Retiree | 2022            | 02/01/2022      | <input type="checkbox"/> |

### Contact Information



# ERVs on the Employer Portal:

Home   Monthly   Tax Forms   Employment Year End   **Retirement Verification**   Reports   Admin

### Search Retirement Verification Requirements

Search Retirement Verifications  Search ERVs

**Current**   Completed/Deadline Passed

|             | Due On     | Retiree Name     | Retirement Date | Employment Year | ERV1 Complete                       | ERV2 Complete            |
|-------------|------------|------------------|-----------------|-----------------|-------------------------------------|--------------------------|
| <u>Edit</u> | 02/15/2022 | Rachel Retiree   | 02/01/2022      | 2022            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <u>Edit</u> | 02/01/2022 | Tammie Teacher   | 04/01/2022      | 2022            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <u>Edit</u> | 04/01/2022 | Adam Admin       | 06/01/2022      | 2022            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <u>Edit</u> | 04/01/2022 | Cassie Cafeteria | 06/01/2022      | 2022            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <u>Edit</u> | 04/01/2022 | Peter Principal  | 06/01/2022      | 2022            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <u>Edit</u> | 05/01/2022 | Bobby Bus Driver | 07/01/2022      | 2022            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <u>Edit</u> | 05/01/2022 | Bobby Bus Driver | 07/01/2022      | 2023            | <input type="checkbox"/>            | <input type="checkbox"/> |

# ERV 1

- First step of the two-step process
- The ERV1 is sent to the Employer Portal when the member submits an Application to Retire and their retirement contract is printed
- If the member has more than one employer, an ERV will be sent to each employer
- The ERV1 should report EXPECTED information for a retiring member
  - Compensation
    - Base salary plus eligible employer-paid fringes on which contributions will be paid
  - Service credit
  - Unused sick leave
- ERV1s are submitted with the understanding that the information may change before the member retires
- A tentative retirement benefit for the member will be calculated using this information



# ERV 1 Deadline

- **WARNING:** If the deadline for the ERV1 is missed by the employer the member's retirement will be delayed or cancelled. The member will not be able to retire as planned. In some cases, the employer will be required to re-hire the member for up to 2 months per statute 70 O.S. § 17-105(1)(a)(1)(2).
- ERV1s are due 60 days (2 months) prior to retirement
  - July 1 retirement date due May 1
  - December 1 retirement due October 1
- Because members can apply to retire 60 days (2 months) prior to retirement TRS will extend a 5 business day grace period for ERV1s to allow for short turnaround times
- Absolutely no exceptions after the grace period
- ERV2s do not have a grace period
- ERV deadlines will be strictly enforced-Set by statute and rules
- TRS recommends having more than one person watching ERV deadlines

# Completion of the ERV1

- Log into the TRS Employer Portal using individual user account
- Review upcoming deadlines on the **Home Dashboard** and go the **Retirement Verification** tab and locate the ERV1 to be completed
- Click Edit
- Once open, always verify the member's name and Employment Year before completing any ERV
- In the example below, a 2022 ERV must be completed because the 2022 Employment Year End Report has not yet been submitted
- With a retirement date of July 1, 2022, this member may also have an ERV1 for the 2023 employment year

## Retirement Verification Details for BOBBY BUS DRIVER

Employment Year 2022

← Year

← Name

Retiring on 7/1/2022



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# Completion of the ERV1

- Enter expected information into each field
  - See section on Fields for detailed descriptions
- If the member has no service, compensation or sick leave, check the box for a shortcut to auto populate “0” information
- Last Day on Payroll
  - If the member did not terminate in this employment year leave the field blank and check “Allow saving without Last Day on Payroll”
- After all information is entered click “Save”
- By marking “Are you sure this information is complete and correct”, the user submitting the report confirms that the data entered is correct, complete, and as accurate as possible
- Click Save again . . . and then WAIT! It takes a few seconds to calculate the new retirement benefit
- If the ERV is reopened, the information previously saved will auto populate



Employer Retirement Verification 1

Due Date: 5/6/2022

Check box if there is no Salary and Service Credit for Employment Year 2023

Employment Information

|                                |                                   |
|--------------------------------|-----------------------------------|
| Sick Leave                     | <input type="text" value="0"/>    |
| Hours Per Day Worked           | <input type="text" value="0.00"/> |
| Hours Per Week Worked          | <input type="text" value="0.00"/> |
| Days Per Year Worked           | <input type="text" value="0"/>    |
| Reg. Annual Compensation       | <input type="text" value="0.00"/> |
| Federal Compensation           | <input type="text" value="0.00"/> |
| First Day To Report            | <input type="text"/>              |
| Last Day Physically on the Job | <input type="text"/>              |
| Last Day on the Payroll        | <input type="text"/>              |
| Sabbatical                     | <input type="text" value="v"/>    |

Position Information

|                     |                                   |
|---------------------|-----------------------------------|
| Optional Membership | <input type="text" value="v"/>    |
| FTE Hours Per Day   | <input type="text" value="0.00"/> |
| FTE Hours Per Week  | <input type="text" value="0.00"/> |
| FTE Months Per Year | <input type="text" value="0"/>    |
| FTE Days Per Year   | <input type="text" value="0"/>    |

By clicking "Save" below you are confirming that the data entered is correct and complete.

Allow saving without Last Day on Payroll

Save

Complete & save



Employer Retirement Verification 1

Due Date: 5/6/2022

Employment Information


|                                |  |
|--------------------------------|--|
| Sick Leave                     | <input type="text" value="120"/>       |
| Hours Per Day Worked           | <input type="text" value="7"/>         |
| Hours Per Week Worked          | <input type="text" value="35"/>        |
| Days Per Year Worked           | <input type="text" value="180"/>       |
| Reg. Annual Compensation       | <input type="text" value="45000"/>     |
| Federal Compensation           | <input type="text" value="15000"/>     |
| First Day To Report            | <input type="text" value="8/6/2021"/>  |
| Last Day Physically on the Job | <input type="text" value="5/26/2022"/> |
| Last Day on the Payroll        | <input type="text" value="5/26/2022"/> |
| Sabbatical                     | <input type="text" value="No"/>        |

Position Information

|                     |                                  |
|---------------------|----------------------------------|
| Optional Membership | <input type="text" value="No"/>  |
| FTE Hours Per Day   | <input type="text" value="7"/>   |
| FTE Hours Per Week  | <input type="text" value="35"/>  |
| FTE Months Per Year | <input type="text" value="10"/>  |
| FTE Days Per Year   | <input type="text" value="180"/> |

**By clicking "Save" below you are confirming that the data entered is correct and complete.**

Allow saving without Last Day on Payroll

  Are you sure this information is complete and correct

Input Errors

- Please verify all information is complete and accurate and check the confirmation checkbox.



# Corrections and Updates to the ERV1

- Small updates are not necessary
- Mistakes or significant changes can be made in the Employer Portal while the Save button is available
- Edit: The ERV1 can be reopened, changed and saved with new information-The Save button will be available
- View: The ERV1 can be reopened and viewed but not edited
  - Once the member's retirement has been finalized, the Save button disappears and updates or corrections must wait for the ERV2.
- If the Save button is not available, changes must wait for the ERV2
- Significant changes to the ERV1 that require TRS attention can be emailed to [Lisa.Miranda@trs.ok.gov](mailto:Lisa.Miranda@trs.ok.gov) or [helpdesk@trs.ok.gov](mailto:helpdesk@trs.ok.gov)



## ERV 2

- The second step of the two-step process
- ERV2s will be available for completion the last week before the retirement date
- The employer will verify information submitted on the ERV1 or make any necessary changes
- The ERV2 must reflect accurate and final information
- TRS will use this information to calculate the final retirement benefit of the member

## ERV 2 Deadline

- ERV2s are due no later than the 15th of the month of retirement
- **Don't miss the deadline: Per 70 O.S. § 17-105(1)(a)(1)(2), if the deadline is missed, the retirement will be cancelled and the employer must rehire the member for up to 2 months**
- There is no grace period for ERV2s, no exceptions including personnel issues
- TRS recommends having more than one person watch out for ERV deadlines

# Completion of the ERV2

- One week prior to the member's retirement date, the ERV2 will be available for completion
- Open, edit and save in the same manner as the ERV1
- The ERV2 will be auto populated with the information submitted on the ERV1
- Due no later than the 15th of the month of retirement, there is no grace period
- If the deadline is missed, the retirement will be cancelled, and the employer must rehire the member for up to 2 months
- Click "Are you sure this information is complete and correct" to verify that the data entered is correct, complete, and as accurate as possible



### Employer Retirement Verification 1

#### Employment Information

|                                |             |
|--------------------------------|-------------|
| Sick Leave                     | 84          |
| Hours Per Day Worked           | 8.00        |
| Hours Per Week Worked          | 40.00       |
| Days Per Year Worked           | 114         |
| Reg. Annual Compensation       | \$31,679.46 |
| Federal Compensation           | \$0.00      |
| First Day To Report            | 8/4/2021    |
| Last Day Physically on the Job | 1/31/2022   |
| Last Day on the Payroll        | 1/31/2022   |
| Sabbatical                     | N           |

#### Position Information

|                     |       |
|---------------------|-------|
| Optional Membership | N     |
| FTE Hours Per Day   | 8.00  |
| FTE Hours Per Week  | 40.00 |
| FTE Months Per Year | 10    |
| FTE Days Per Year   | 180   |

ERVI  
Information

ERVI  
data  
transfers  
to ERV2

### Employer Retirement Verification 2

Due Date: 2/15/2022

Fields can now be edited

#### Employment Information

|                                |  |
|--------------------------------|--|
| Sick Leave                     | <input type="text" value="84"/>        |
| Hours Per Day Worked           | <input type="text" value="8.00"/>      |
| Hours Per Week Worked          | <input type="text" value="40.00"/>     |
| Days Per Year Worked           | <input type="text" value="114"/>       |
| Reg. Annual Compensation       | <input type="text" value="31679.46"/>  |
| Federal Compensation           | <input type="text" value="0.00"/>      |
| First Day To Report            | <input type="text" value="8/4/2021"/>  |
| Last Day Physically on the Job | <input type="text" value="1/31/2022"/> |
| Last Day on the Payroll        | <input type="text" value="1/31/2022"/> |
| Sabbatical                     | <input type="text" value="No"/>        |

#### Position Information

|                     |                                    |
|---------------------|------------------------------------|
| Optional Membership | <input type="text" value="No"/>    |
| FTE Hours Per Day   | <input type="text" value="8.00"/>  |
| FTE Hours Per Week  | <input type="text" value="40.00"/> |
| FTE Months Per Year | <input type="text" value="10"/>    |
| FTE Days Per Year   | <input type="text" value="180"/>   |

ERV  
2

By clicking "Save" below you are confirming that the data entered is correct and complete.

Save

Save when all  
information is  
correct



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# Corrections to the ERV2

- Corrections and updates can be made in the Employer Portal before the 16<sup>th</sup> of the month
- Click Edit, make changes, save
- On the 16<sup>th</sup> of the month, the ERV will move to the Completed/Deadline Passed tab and no changes can be made

## Corrections or updates **after** the ERV2 Deadline

- Accuracy of the ERV2 is vital
- TRS must be notified if the reported ERV2 information was incorrect or has changed – EVERY TIME and as soon as possible
- To report corrections or changes to the ERV2 information after the 15<sup>th</sup> of the month, send an email to
  - [Debbie.Conrad@trs.ok.gov](mailto:Debbie.Conrad@trs.ok.gov)
  - [helpdesk@trs.ok.gov](mailto:helpdesk@trs.ok.gov)
  - [David.Tinker@trs.ok.gov](mailto:David.Tinker@trs.ok.gov)



# Exceptions: No ERV1, only ERV2

- The following types of retirement bypass the ERV1 requirement. Only an ERV2 will be completed at the time of retirement.
- **Disability retirement**
  - Qualifying members can retire with no age reduction if approved by TRS medical board
  - [Debbie.Conrad@trs.ok.gov](mailto:Debbie.Conrad@trs.ok.gov)
- **Secondary retirement (re-retire)**
  - A retiree suspends their retirement benefit and makes contributions as an active member
  - [Sherrie.Kenney@trs.ok.gov](mailto:Sherrie.Kenney@trs.ok.gov)
- **Joint Annuitant retirement**
  - Spouse of deceased active member can choose Option 2 retirement in lieu of cash payout under certain circumstances
  - [Frances.Jackson@trs.ok.gov](mailto:Frances.Jackson@trs.ok.gov)



# ERV Fields

- Fields are divided into two categories
  - **Employment:** person (individual employee information)
  - **Position:** position the employee works
- Service credit is calculated by comparing what the person actually worked to what the position is required to work for the full year

**Person**

**Position**

**Employment Information**

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

Sabbatical

**Position Information**

Optional Membership

FTE Hours Per Day

FTE Hours Per Week

FTE Months Per Year

FTE Days Per Year

**By clicking "Save" below you are confirming that the data entered is correct and complete.**

Allow saving without Last Day on Payroll

**Save**



# Employment Information

- Complete this information for the employee (the individual person)
- **Sick Leave**
  - Total number of unused sick leave DAYS, not hours
  - If sick leave is calculated in hours, convert hours into days per FTE requirement
  - Include all unused sick leave days available for TRS use which includes days banked and days transferred from another employer
  - Do not include vacation, personal, or any other type of leave
  - Sick Leave must be between 0 and 120 with no decimals
- **Hours Per Day Worked**
  - The number of hours per day this employee actually worked
  - Can have 2 digits after the decimal: 7, 7.5 or 7.25
- **Hours Per Week Worked**
  - The number of hours per week this employee actually worked
  - Can have 2 digits after the decimal: 35, 35.5 or 35.75



- **Days Per Year Worked**

- The number of days this employee (person) actually worked or was on paid leave
- When contributions are paid, the day counts whether the employee is physically at work or on paid leave
- Sub-pay days are counted as days worked
- 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
- Leave without pay is not counted as a day worked
- Whole numbers only: 180, 175, 220

- **Regular Annual Compensation**

- The total salary plus eligible employer-paid fringes on which contributions have been or will be paid in the designated employment year
- Include any contributions that will be submitted for the employment year after the ERV has been completed
- 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
- The reported compensation on the ERV2 must match the total contributions paid for the employment year.
- **Do not include ineligible contributions such as payment for unused leave**

- **Federal Compensation**

- The portion of the total Regular Annual Compensation that is paid by federal funds or other external sources
- This salary cannot be larger than Regular Annual Compensation

- **First Day to Report**

- The first day this employee was required to report to work (physically show up for work)
- Teachers usually report to work in August – do not report July 1
- If the employee started late in the year, report the actual first day worked
- If this employee started the year on paid leave (with contributions paid), report the first day of paid leave
- Paid leave (with contributions paid) is counted as a day worked
- Leave without pay is not counted as a day worked

- **Last Day Physically on the Job**

- The last day this employee physically worked or was on paid leave
- This is NOT the last day they will receive a paycheck or the last day contributions are remitted to TRS
  - Checks are usually received after employment ends
  - Checks can be spread out over the summer for teachers and faculty whose last day is in May



- **Last Day Physically on the Job Continued**

- If this employee is on paid leave (with contributions paid) report the last day they used paid leave
- If this employee was on leave without pay, list the last day on which contributions were paid
- Leave without pay is not counted as a day worked
- Examples
  - 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
  - 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

- **Last Day on the Payroll**

- Employee termination date
- The last day the employee is considered to be an employee of the school
- This is the last day the employee was required to show up for work
- It is not the day the employee turned in their resignation
- It is not the last day the employee will receive a paycheck
- It is not the last day contributions are submitted to TRS
- It IS the last day of the employee's employment





- **Last Day Physically on the Job vs. Last Day on the Payroll - What's the difference?**
  - In most cases these two dates will be the same
  - The reason for two separate dates
    - Termination: to be eligible for retirement, members must terminate employment. Last Day on the Payroll verifies the member has terminated employment.
    - Post-retirement employment: Retirees must have a 60 day break before returning to work as a retiree. Last Day Physically on the Job helps to determine when a retiree is eligible to return to work.
- **Sabbatical**
  - No if no sabbatical was taken
  - Yes if any part of the year was sabbatical leave



# Position Information

- NOT for the individual employee
- Report information for the position the employee worked
- Every employee of the school who works this position will have the same FTE requirements
- **Optional membership**
  - Yes if the position this employee works is optional
  - No if the position this employee works is mandatory
- **FTE Hours Per Day**
  - Number of hours per day that must be worked by any full-time employee in this position
  - Can have 2 digits after the decimal: 6, 7.5 or 7.25
- **FTE Hours Per Week**
  - Number of hours per week that must be worked by any full-time employee in this position
  - Can have 2 digits after the decimal: 30, 37.5 or 39.75



- **FTE Months Per Year**

- Number of months per year that must be worked by any full-time employee in this position
- Whole numbers only

- **FTE Days Per Year**

- Number of days per year that must be worked by every full-time employee in this position for the full year
- Do not reduce these days if this individual employee started late, quit early, or had days without pay
- Report the number of days every employee in this position is required to work for the full year
- Whole numbers only



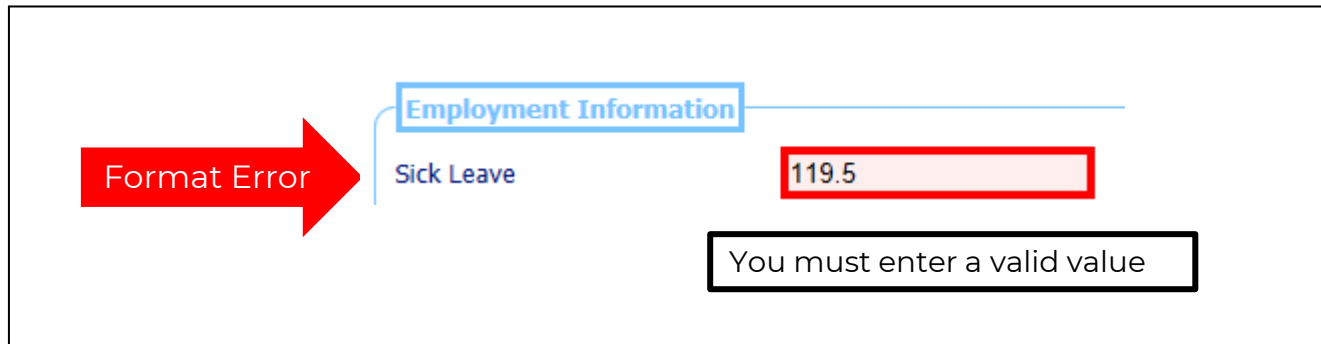
# Field Formats

- Whole numbers only (days and months):
  - Sick Leave
  - Days Per Year Worked
  - FTE Months Per Year
  - FTE Days Per Year
- Up to two decimal places (hours and money):
  - Hours Per Day Worked
  - Hours Per Week Worked
  - Reg. Annual Compensation
  - Federal Compensation
  - FTE Hours Per Day
  - FTE Hours Per Week



# Validations

- Validations help ensure correct information is entered in each field
- **Format Error**
  - The information entered is not in the correct format
  - Example: Sick leave must be whole numbers only. If a fraction is entered the box will become red and instructions will say you must enter a valid value



- **Input Error**

- Information doesn't fall within expected range
- The Input Errors will explain the reason for the error
- Example: Sick leave must be between 0 and 120. If less than 0 or more than 120 is entered, the field is highlighted red and the Input Errors box will explain that it must be between 0 and 120

The screenshot shows a web form with two main sections: "Employment Information" and "Position Information".

**Employment Information:**

|                                |           |
|--------------------------------|-----------|
| Sick Leave                     | 125       |
| Hours Per Day Worked           | 8.00      |
| Hours Per Week Worked          | 40.00     |
| Days Per Year Worked           | 180       |
| Reg. Annual Compensation       | 90.00     |
| Federal Compensation           | 50000.00  |
| First Day To Report            | 7/1/2017  |
| Last Day Physically on the Job | 6/30/2018 |
| Last Day on the Payroll        | 6/30/2018 |
| Sabbatical                     | No        |

**Position Information:**

|                     |       |
|---------------------|-------|
| Optional Membership | No    |
| FTE Hours Per Day   | 8.00  |
| FTE Hours Per Week  | 40.00 |
| FTE Months Per Year | 9     |
| FTE Days Per Year   | 180   |

**Input Errors:**

- SickLeave must be between 0 and 120.



# Contact Information

- Retirement finalization (ERV1)
  - [Lisa.Miranda@trs.ok.gov](mailto:Lisa.Miranda@trs.ok.gov)
- Retirement reconciliation (ERV2)
  - [Debbie.Conrad@trs.ok.gov](mailto:Debbie.Conrad@trs.ok.gov)
- Secondary retirement
  - [Sherrie.Kenney@trs.ok.gov](mailto:Sherrie.Kenney@trs.ok.gov)
- Disability retirement
  - [Debbie.Conrad@trs.ok.gov](mailto:Debbie.Conrad@trs.ok.gov)
- Employer Reporting
  - [helpdesk@trs.ok.gov](mailto:helpdesk@trs.ok.gov)
  - [David.Tinker@trs.ok.gov](mailto:David.Tinker@trs.ok.gov)
  - [Anna.Smith@trs.ok.gov](mailto:Anna.Smith@trs.ok.gov)

