

Certification period

- The reporting entity (RE) certification period is well underway and will continue through July 31, 2016.
- In order to complete the certification process, each reporting entity is required to submit files in the new Reporting Entity Portal which contain at least one of each record type. These records must follow the new formatting requirements.
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- If you have not received updated reporting software from your software provider or IT department by the time you attend training, please submit reports as soon as the new software is received. All software providers are aware of the July 31 deadline.

When the new TRS RE portal is implemented

The new TRS Reporting Entity Portal will be in place at the beginning of the 2016-17 school year. All REs are required to submit ED20 and ED40 records for every employee during the first report month in the new TRS Reporting Entity Portal, regardless of the employee's TRS membership eligibility.

If you have questions...

- Review the [FAQs \(Frequently Asked Questions\)](#) webpage under [TEAM Program Communications](#).
- Review information on the [Certification Process](#) webpage under [RE Certification](#).
- Review training videos on the [Training Resources](#) webpage.

TRS rule change expands the definition of “substitute” for retirees

Effective Sept. 1, 2016, the definition of “substitute” is changing for employment after retirement purposes in order to **expand** the opportunities for retirees to work as “substitutes.” During the April 2016 TRS Board meeting, TRS trustees adopted changes to TRS Administrative Rule 31.1(b) relating to Definitions.

The current rule allows a retiree to substitute without limit in a position held by a **current** employee, provided the retiree is **ol7**

- ***do not change*** the requirement that all retirees must observe a one full, calendar-month break in all