

# Financial Service Co-Op VII: TRS Reporting Service

## Contract Description:

### DESCRIPTION:

To prepare and submit monthly TRS reports:

Region 15 will perform the monthly TRS reporting procedures as outlined below in an accurate and timely manner as prescribed by the Teacher Retirement System (TRS) regulations. Payroll reporting records will be maintained at Region 15 and shall be accessible to the District administration at all times during regular business hours. Region 15 will record the payroll retirement transactions through regular accounting procedures. No payroll changes will be conducted via telephone but must be submitted via the secure FTP portal.

### REGION 15 RESPONSIBILITIES:

Region 15 will process monthly Teacher Retirement reports based on a schedule developed by the District and Region 15. As a part of the payroll process, Region 15 will perform the following functions based on information provided by the District:

- Process and prepare monthly TRS reports and submit through the TRS portal
- Correct any errors and notify district when reports have been accepted
- Notify districts when reports can be printed through Ascender for auditing purposes
- Notify district of bank transfer amount for final TRS reports - Statutory Minimum, NonOASDI and Child Nutrition, if applicable
- Send district completed TexNet Payment confirmation
- Will prepare any needed general journals
- Perform and maintain all file backups
- Assist auditors as requested
- Transfer confidential files via the Region 15 approved FTP system
- Make TexNet payment, from Region 15 worksheet, through Texas Comptroller of Public Accounts website
- Post TexNet payment in Ascender
- Post any general journals