



Modernization Project Employer Memo

In an effort to make the transition to our new Pension Administration System (DPAS) and Employer Self-Service (ESS) portal more successful, it has been decided that TRS will pre-populate your payroll and contract schedules for the remainder of the 2018-2019 scholastic year and all of the 2019-2020 scholastic year (July-June).

You have already received an email request for your 2018-2019 and 2019-2020 payroll and contract schedules so that TRS will have the most accurate information possible. If you have not returned those schedules, please do so by Friday, March 29th, at noon. ***The schedules should be sent to your File Certification Team Contact that has been assisting you with your files.*** If this information is not received we will be using the information you have entered in the Test 1 “sandbox” to populate your schedules.

How does this change employer responsibilities at Go-Live?

- Only primary administrator information will be available in ESS.
- You will need to set up all of your users, bank account(s), and address.
- You MUST review the payroll and contract schedules for accuracy.
- Check all pay dates and pay period begin and end dates for accuracy (edit if necessary).
- Once you have reviewed the dates above, you may then begin uploading your enrollment file.

IF YOU PUBLISH AN ENROLLMENT FILE WITH INCORRECT PAY PERIOD BEGIN AND END DATES OR AN INCORRECT PAY DATE IT WILL STOP YOU FROM MOVING FORWARD.

We hope that this will help you by creating a smoother transition into the new system. Thank you all for your hard work during this process.

TRS Benefits