

March 5, 2024

Good morning,

This email is being sent to all Employer Self-Service (ESS) Portal Contacts under the Teacher's Retirement System (TRS).

March 1 marked the first day that TRS can accept retirement applications for members who want to retire on June 1.

Here are a few reminders:

- Retirement applications must be submitted to TRS 30 to 90 days prior to the retirement date.
- Members can fax, email, or upload the application to meet the deadline, but they must follow up by submitting the original signed, notarized document to our office.
- Retirement dates are always on the first day of the month.
- If a member rescinds his or her retirement application, TRS will notify the employer. The employer must remove the termination date from the enrollment if the member is returning to work with the same agency. This action affects PEEHIP eligibility for the member and the PEEHIP allocations charged to the employer (for PEEHIP-participating employers), so it is important that it be handled in a timely manner. If the employer has any difficulty with this, please contact the RSA Employer Services Division.
- At this time, we appreciate your understanding as TRS Counselors will be focused on processing retirement applications and will be unable to provide written retirement estimates for members who wish to retire in May/June 2024. Counselors can provide a rough maximum estimate by phone, or members can use the online retirement calculator in Member Online Services (MOS). mso.rsa-al.gov/Common/Pages/Login.aspx

Thank you,

Teachers' Retirement System