

May 28, 2025

Good morning,

This email is being sent to all Employer Self-Service (ESS) Portal Contacts under the Teachers' Retirement System (TRS). This email refers to the steps to take for enrolling and reporting summer positions with your agency.

Note: Summer Wages should never be "rolled-up" into the Regular contract wages. Doing so may cause issues with the Salary Credit calculation.

Summer position wages must always be reported separately from regular contract wages, and the Summer Position Indicator must be "Yes" for ESS to understand that the wages are tied to work being performed during the summer (i.e., outside the regular contract).

The "Type of Units Worked" cannot be mixed. (For example: If an employee's Type of Units Worked for their regular job is paid in days, then their summer job(s) needs to be paid in days also).

If an employee's summer position requires a new enrollment, there is no need to add a new contract schedule. Pick one of the existing 9-month contracts that pertains to that job position.

**A new enrollment is not required for summer hires for the following scenarios:**

- Employee working 9 months and paid over 9 months with no summer position.
- Employee working 9 months and paid over 10, 11, or 12 months with no summer position.
- Employee working 9 months and paid over 9 months but has a summer position with the same employer, contribution group, and position status.
- Employee working 9 months and paid over 10, 11, or 12 months but has a summer position with the same employer, contribution group, and position status.

**A new enrollment is required for summer hires for the following scenarios:**

- Employee working 9 months and paid over 9 months and has a summer position with either a different employer, contribution group or position status.
- Employee working 9 months and paid over 10, 11, or 12 months and has a summer position with either a different employer, contribution group, or position status.

**How to report contributions for summer hires:**

- Working 9 months and paid over 10, 11, or 12 months with no summer position:
  - The employer should continue to report the wages as they have been.
- Working 9 months and paid over 9 months with a summer position (no new enrollment):
  - No wages reported for the regular contract, but summer wages should be reported as Regular Pay with the Summer Position Indicator set to "Yes."
- Working 9 months and paid over 10, 11, or 12 months with a summer position (no new enrollment):

- The employer should continue to report the regular contract wages as they have been but should also report a second Regular Pay Line with the Summer Position Indicator as “Yes.”
- Working 9 months and paid over 9 months with summer position (new enrollment):
  - No wages reported for regular contract, but the employer should report summer wages as regular pay with Summer Position Indicator as “Yes.”
- Working 9 months and paid over 10, 11, or 12 months with summer position (new enrollment):
  - The employer should continue to report the regular contract wages as they have been but also report summer wages as regular pay with a Summer Position Indicator of “Yes.”

If you have any questions or need assistance, please contact Employer Services at 334.517.7005, option 2, or [Employer.Services@rsa-al.gov](mailto:Employer.Services@rsa-al.gov). Employer Services Representatives are available to assist you Monday – Friday, 8:00 a.m. – 5:00 p.m.

Sincerely,

Employer Services