



STATE OF TENNESSEE
TENNESSEE CONSOLIDATED RETIREMENT SYSTEM
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From: TCRS Concord Project (Treasury.Concord@tn.gov)

To: All participating employers of TCRS

Employers Currently Submitting Contribution Reports via File

Our records indicate that you currently submit your monthly TCRS contribution file electronically. As you may know, the current file layout and data elements within the files will be changing due to Concord. The new layout will allow us to record more information necessary for retirement calculations as well as maintain accurate employee information.

What does this mean to you as an employer?

If you use third-party software to generate your monthly TCRS contribution file: the new layout will require modifications to your software which will require communication with your vendor. TCRS has had contact with the vendors identified by employers in previous surveys. Please contact your software provider to confirm that they have been in communication with TCRS and have the Concord file layout.

If your agency developed the software internally that generates your monthly TCRS contribution file: the new layout will require modifications to your software which will require communication with your internal developers. If you develop your file internally, please respond to this message and include your agency name and contact information. We will provide you with the new file layout that contains the necessary modifications for Concord.

If you do not submit an electronic file to TCRS containing your monthly contribution report: please respond to this message and indicate that you submit your monthly contribution report by paper (not by electronic means). Please include your agency name and the contact information of the person(s) involved in the reporting process.

If you have any questions or need assistance, please email Treasury.Concord@tn.gov.

Employers Currently Submitting Contribution Reports via Paper

Our records indicate that you currently submit your monthly TCRS contribution report manually via paper (not by electronic means). As you may know, Concord will modify the existing reporting procedures and will involve electronic submission of reports.

With the launch of Concord, employers who currently report via paper will maintain and submit the contribution reports online through Employer Self-Service (ESS). ESS will allow you to enter your report details online; the data will be replicated forward each month and will require you to edit the records only when you have changes to report.

If you currently submit your monthly contribution report electronically via file submission and have received this message in error, please respond to this message with your agency name and contact information.

If you have any questions or need assistance, please email Treasury.Concord@tn.gov.