

# Employer Self-Service

## LEA Subsidy User Guide

Department of Treasury

Tennessee Consolidated Retirement System

Concord Project



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# Employer Self-Service

## 1. Module Overview

The LEA Subsidy module within Employer Self-Service (ESS) allows Local Education Agencies to maintain the insurance subsidy amounts for their retired members through the ESS portal. In order to access the LEA Subsidy module, you must have a valid login id and password. This login information is generated and sent by TCRS. In order to understand the additional features of ESS, please refer to the full ESS User Guide located at <http://treasury.tn.gov/tcrs/EmployerSelf-ServiceUserGuide.pdf>.

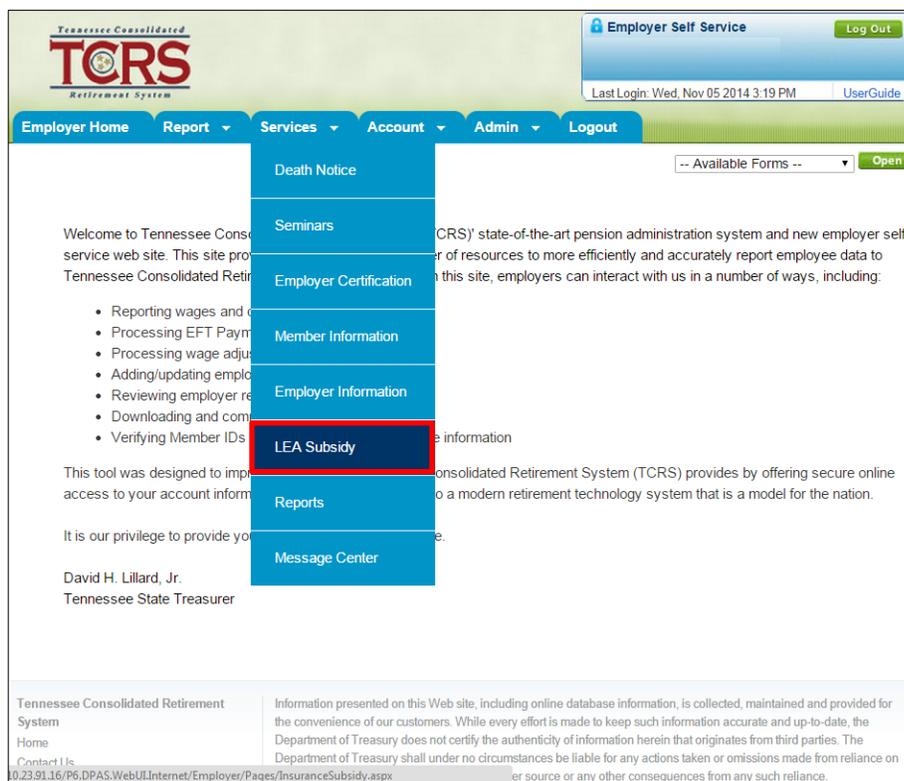
### 1.1. What You Will Be Able To Do

At the end of this guide, you will be able to:

- View and update the subsidy amounts for retirees
- Activate and inactivate subsidy amounts for retirees
- Generate a report that contains the insurance deduction information

## 2. LEA Subsidy Screen

Once you have successfully logged into ESS, the Home screen displays. From the home screen you can navigate to the various screens of ESS by using the drop down menus at the top of the screen. To access the LEA Subsidy screen, you will navigate to Services > LEA Subsidy.



## 2.1. Fields and Controls Available within the LEA Subsidy Screen - Revised

### LEA Subsidy

Subsidy Details

Name

Type

Method \*

Status \*

Subsidy \*  (-0.00)

Begin Date \*  (mm/dd/yyyy)

End Date \*  (mm/dd/yyyy)

---

View Deductions

[Add Deduction](#) [Deduction Report](#)

To edit an existing subsidy, click the icon on the appropriate row.

| Edit | Name                      | Type       | Subsidy | Deduction | Source | Begin Date | End Date   |
|------|---------------------------|------------|---------|-----------|--------|------------|------------|
|      | Carver, Martha - 6405     | 2-New      |         | 147.21    | BA     |            |            |
|      | Montgomery, Terry - 3891  | 2-New      |         | 629.92    | BA     |            |            |
|      | Bransford, Billy - 3807   | 4-Active   | -120.00 | 579.92    | LEA    | 4/4/2013   | 3/31/2017  |
|      | Bransford, Bobby - 7739   | 4-Active   | -120.00 | 629.92    | LEA    | 8/13/2013  | 1/1/2016   |
|      | Carter, Janice - 7705     | 4-Active   | -120.00 | 297.39    | LEA    | 4/4/2013   | 1/31/2016  |
|      | Clayborne, Wynona - 4332  | 4-Active   | -120.00 | 297.39    | LEA    | 4/4/2013   | 8/31/2022  |
|      | Cochran, Howard - 5828    | 4-Active   | -120.00 | 317.39    | LEA    | 9/11/2014  | 11/1/2016  |
|      | Cochran, Sheila - 9415    | 4-Active   | -120.00 | 317.39    | LEA    | 9/10/2013  | 1/1/2018   |
|      | Comer, Joann - 4244       | 4-Active   | -120.00 | 297.39    | LEA    | 9/3/2014   | 1/1/2020   |
|      | Ferguson, Patricia - 8104 | 4-Active   | -120.00 | 297.39    | LEA    | 9/3/2013   | 7/1/2016   |
|      | Harrison, Sheila - 9816   | 4-Active   | -120.00 | 317.39    | LEA    | 3/18/2014  | 8/1/2018   |
|      | Holland, Deborah - 9284   | 4-Active   | -120.00 | 823.22    | LEA    | 4/4/2013   | 3/1/2019   |
|      | Langford, Brenda - 5399   | 4-Active   | -120.00 | 297.39    | LEA    | 4/4/2013   | 5/1/2019   |
|      | Lee, Larry - 4997         | 4-Active   | -120.00 | 579.92    | LEA    | 9/1/2013   | 10/31/2016 |
|      | Mccrory, Donna - 4541     | 4-Active   | -120.00 | 297.39    | LEA    | 4/4/2013   | 1/31/2019  |
|      | Prock, Deborah - 0287     | 4-Active   | -120.00 | 322.39    | LEA    | 4/4/2013   | 5/31/2016  |
|      | Prock, Michael - 4041     | 4-Active   | -120.00 | 322.39    | LEA    | 4/4/2013   | 10/31/2017 |
|      | Rush, Patsy - 8528        | 4-Active   | -120.00 | 579.92    | LEA    | 4/4/2013   | 1/31/2020  |
|      | Trent, Robbie - 9688      | 4-Active   | -120.00 | 322.39    | LEA    | 8/5/2014   | 2/1/2020   |
|      | Walker, Mary - 5494       | 4-Active   | -120.00 | 297.39    | LEA    | 10/9/2013  | 9/1/2015   |
|      | Walrond, Barry - 8736     | 4-Active   | -120.00 | 297.39    | LEA    | 9/4/2014   | 4/1/2017   |
|      | Watson, Martha - 8234     | 4-Active   | -120.00 | 317.39    | LEA    | 4/4/2013   | 8/31/2015  |
|      | White, Larry - 7780       | 4-Active   | -120.00 | 579.92    | LEA    | 11/19/2013 | 6/1/2017   |
|      | Wilson, Peggy - 6540      | 4-Active   | -120.00 | 579.92    | LEA    | 9/4/2014   | 11/1/2017  |
|      | Birdwell, Myles - 2835    | 5-Eligible |         | 317.39    | BA     |            |            |

1 2

The following fields and controls are available within the LEA Subsidy screen:

### Subsidy Details:

- **Type:** Indicates the category of the subsidy:
  - Warning: Indicates that the subsidy amount is greater than the BA deduction amount
  - New: Indicates that the BA deduction is newly-added
  - Retro: Indicates that the BA deduction is a retroactive adjustment
  - Active: Indicates that the BA deduction is active and ongoing
  - Eligible: Indicates that the member has an active BA deduction but no subsidy

- Method: Indicates whether the subsidy is On-Going or One-Time
- Status: Indicates whether the subsidy is Active or Inactive
- Subsidy: Indicates the subsidy (or support amount) your agency is applying toward the retiree's BA (Benefits Administration) premium
- Begin Date: Indicates the begin date of the subsidy; please note: this date must either be today's date or the first day of a future month
- End Date: Indicates the end date of the LEA subsidy; please note: this should always be the first day of the month in which you wish the subsidy to end
- Description: Provides additional details regarding each field described above
- Submit : Allows you to submit your changes for the record
- Clear [Clear](#): Allows you to cancel the request and reverts any changes you may have made

#### View Deductions / Add Deduction:

- View Deductions/Add Deduction/Deduction Report    : Allows you to switch views between current deductions and eligible deductions and run the monthly deduction reports generated by payroll
- Search/Show/Reset  [Reset](#) : Allows you to search by any variation of name or the last four digits of a retiree's SSN
- Edit  : Allows you to drill into the record of the retiree and access the details of his/her record
- Name: Displays the name of the individuals retired from your agency with an insurance deduction. By clicking the Name column header, you can sort the display by name
- Type: Indicates the category of the subsidy:
  - 1 - Warning: Indicates that the subsidy amount is greater than the BA deduction amount
  - 2 - New: Indicates that the BA deduction is newly-added
  - 3 - Retro: Indicates that the BA deduction is a retroactive adjustment
  - 4 - Active: Indicates that the BA deduction is active and ongoing
  - 5 - Eligible: Indicates that the member has an active BA deduction but no subsidy
 By clicking the Type column header, you can sort the display by the type of deduction
- Subsidy: Indicates the current subsidy amount being applied by your agency
- Deduction: Indicates the total medical insurance premium amount billed to the retiree from Benefits Administration
- Source: Indicates the source of the retiree's information; if the source is "BA", the member has a BA deduction with no subsidy; if the source is "LEA", the member has a BA deduction with a subsidy. By clicking the Source column header, you can sort the display by source
- Begin Date: Indicates the begin date of the subsidy
- End Date: Indicates the end date of the LEA subsidy

- **Page numbers** 1 2 3 4 5 6 : Indicates the pages available for navigation; if the number is black, you are currently on that page; if the number is blue, you can click the page number to navigate to that page. Click the “...” to view additional pages

### 3. Managing the Subsidies

Through ESS, you can manage the retiree’s subsidy information. This includes updating the Method from Ongoing to One-Time; updating the Status from Active to Inactive; updating the Subsidy amount; updating the Begin Date of the subsidy; and updating the End Date of the subsidy.

#### 3.1. Managing a New or Eligible Retiree’s Subsidy Amount

You can update all fields within a retiree’s record with a status of New or Eligible.



**Quick Tip – BA Premium Changes:** When a new retiree is added to payroll and has a new BA deduction added, the Status column will indicate “2 - New”. When a BA premium has changed, the former amount will be deactivated, and the new amount will be activated; the retiree’s updated record will also reflect as “New”.

**Step 1 --** From the **LEA Subsidy** screen, click on the Edit icon  next to the retiree’s name.

| View Deductions  |                          | Add Deduction | Deduction Report |           |        |            |           |
|--|--------------------------|---------------|------------------|-----------|--------|------------|-----------|
| <p> To edit an existing subsidy, click the  icon on the appropriate row.</p> |                          |               |                  |           |        |            |           |
| <input type="text"/>   |                          | Show          | Reset            |           |        |            |           |
| Edit   | Name                     | Type          | Subsidy          | Deduction | Source | Begin Date | End Date  |
|   | Carver, Martha - 6405    | 2-New         |                  | 147.21    | BA     |            |           |
|   | Montgomery, Terry - 3891 | 2-New         |                  | 629.92    | BA     |            |           |
|   | Bransford, Billy - 3807  | 4-Active      | -120.00          | 579.92    | LEA    | 4/4/2013   | 3/31/2017 |
|   | Bransford, Bobby - 7739  | 4-Active      | -120.00          | 629.92    | LEA    | 8/13/2013  | 1/1/2016  |
|   | Carter, Janice - 7705    | 4-Active      | -120.00          | 297.39    | LEA    | 4/4/2013   | 1/31/2016 |
|   | Clayborne, Wynona - 4332 | 4-Active      | -120.00          | 297.39    | LEA    | 4/4/2013   | 8/31/2022 |
|   | Cochran, Howard - 5828   | 4-Active      | -120.00          | 317.39    | LEA    | 9/11/2014  | 11/1/2016 |
|   | Cochran, Sheila - 9415   | 4-Active      | -120.00          | 317.39    | LEA    | 9/10/2013  | 1/1/2018  |
|   | Comer, Joann - 4244      | 4-Active      | -120.00          | 297.39    | LEA    | 9/3/2014   | 1/1/2020  |

**Step 2 --** Update the desired fields. Note: The amount in the Subsidy field will be reflected as a negative since it is offsetting the BA Amount. Any field marked with a \* is required.

**LEA Subsidy**

**Subsidy Details**

|            |                       |                             |
|------------|-----------------------|-----------------------------|
| Name       | Carver, Martha - 6405 | Description                 |
| Type       | New                   | New Retiree with no Subsidy |
| Method     | * On-Going ▾          |                             |
| Status     | * Active ▾            |                             |
| Subsidy    | * -100.00             | BA Amount: 147.21 (-0.00)   |
| Begin Date | * 2/11/2015           | (mm/dd/yyyy)                |
| End Date   | * 12/31/2027          | (mm/dd/yyyy)                |

[Clear](#)

**Step 3 --** Click the **Submit** button.

**LEA Subsidy**

**Subsidy Details**

|            |                       |                             |
|------------|-----------------------|-----------------------------|
| Name       | Carver, Martha - 6405 | Description                 |
| Type       | New                   | New Retiree with no Subsidy |
| Method     | * On-Going ▾          |                             |
| Status     | * Active ▾            |                             |
| Subsidy    | * -100.00             | BA Amount: 147.21 (-0.00)   |
| Begin Date | * 2/11/2015           | (mm/dd/yyyy)                |
| End Date   | * 12/31/2027          | (mm/dd/yyyy)                |

[Clear](#)

**Step 4 --** You will receive confirmation that the Subsidy has been added successfully. Click Close to return to the LEA Subsidy screen.

**Note**

Subsidy has been added!



**Quick Tip – Subsidy has not been added:** If the message tells you the Subsidy has not been added successfully, it is likely that you briefly lost your internet connection or have been timed out of ESS. Click Services > LEA Subsidy to re-access the screen, and re-attempt your update.

### 3.2. Adding a Retroactive Subsidy

If a retiree is retroactively paid, and you need to apply retroactive support to the retiree's premium, follow the steps below.

**Step 1 --** From the **LEA Subsidy** screen, click the **Add Deduction** tab.

To edit an existing subsidy, click the icon on the appropriate row.

[Show](#) [Reset](#)

| Edit | Name                     | Type     | Subsidy | Deduction | Source | Begin Date | End Date  |
|------|--------------------------|----------|---------|-----------|--------|------------|-----------|
|      | Carver, Martha - 6405    | 2-New    |         | 147.21    | BA     |            |           |
|      | Montgomery, Terry - 3891 | 2-New    |         | 629.92    | BA     |            |           |
|      | Bransford, Billy - 3807  | 4-Active | -120.00 | 579.92    | LEA    | 4/4/2013   | 3/31/2017 |
|      | Bransford, Bobby - 7739  | 4-Active | -120.00 | 629.92    | LEA    | 8/13/2013  | 1/1/2016  |
|      | Carter, Janice - 7705    | 4-Active | -120.00 | 297.39    | LEA    | 4/4/2013   | 1/31/2016 |
|      | Clayborne, Wynona - 4332 | 4-Active | -120.00 | 297.39    | LEA    | 4/4/2013   | 8/31/2022 |
|      | Cochran, Howard - 5828   | 4-Active | -120.00 | 317.39    | LEA    | 9/11/2014  | 11/1/2016 |
|      | Cochran, Sheila - 9415   | 4-Active | -120.00 | 317.39    | LEA    | 9/10/2013  | 1/1/2018  |
|      | Comer, Joann - 4244      | 4-Active | -120.00 | 297.39    | LEA    | 9/3/2014   | 1/1/2020  |

**Step 2 --** Select the Edit icon next to member's name for which you would like to add a Retro Subsidy.

To add a new subsidy, click the icon on the appropriate row.

[Show](#) [Reset](#)

| Edit | Name                     | Deduction |
|------|--------------------------|-----------|
|      | Birdwell, Myles - 2635   | 317.39    |
|      | Blevins, Patricia - 6902 | 351.46    |
|      | Bradley, Nancy - 5171    | 351.46    |
|      | Bransford, Billy - 3807  | 579.92    |
|      | Bransford, Bobby - 7739  | 629.92    |
|      | Carter, Deborah - 0928   | 322.39    |
|      | Carter, Janice - 7705    | 297.39    |
|      | Carver, Martha - 6405    | 147.21    |
|      | Cassetty, Regina - 7698  | 322.39    |
|      | Clayborne, Wynona - 4332 | 297.39    |
|      | Cochran, Howard - 5828   | 317.39    |

**Step 3 --** Input the details within the Subsidy Details section. Choose **One-Time** as the Method and **Active** as the Status. Key in the desired Subsidy amount, the Begin Date, and the End Date.

### LEA Subsidy

**Subsidy Details**

|            |  |                   |  |
|------------|--|-------------------|--|
| Name       | Birdwell, Myles - 2635                   |                   | Description                                    |
| Type       | Add                                      |                   | Please input all fields to add a new deduction |
| Method     | * <input type="text" value="One-Time"/>  |                   |  |
| Status     | * <input type="text" value="Active"/>    |                   |  |
| Subsidy    | * <input type="text" value="-50.00"/>    | BA Amount: 317.39 | (-0.00)  |
| Begin Date | * <input type="text" value="2/11/2015"/> |                   | (mm/dd/yyyy)                                   |
| End Date   | * <input type="text" value="2/28/2015"/> |                   | (mm/dd/yyyy)                                   |

[Clear](#)

**Step 4 --** Click the **Submit** button.

### LEA Subsidy

**Subsidy Details**

|            |  |                   |  |
|------------|--|-------------------|--|
| Name       | Birdwell, Myles - 2635                   |                   | Description                                    |
| Type       | Add                                      |                   | Please input all fields to add a new deduction |
| Method     | * <input type="text" value="One-Time"/>  |                   |  |
| Status     | * <input type="text" value="Active"/>    |                   |  |
| Subsidy    | * <input type="text" value="-50.00"/>    | BA Amount: 317.39 | (-0.00)  |
| Begin Date | * <input type="text" value="2/11/2015"/> |                   | (mm/dd/yyyy)                                   |
| End Date   | * <input type="text" value="2/28/2015"/> |                   | (mm/dd/yyyy)                                   |

[Clear](#)

**Step 5 --** You will receive confirmation that the Subsidy has been added successfully. Click **Close** to return to the LEA Subsidy screen.

**Note**

Subsidy has been added!



**Quick Tip – Subsidy has not been added:** If the message tells you the Subsidy has not been added successfully, it is likely that you briefly lost your internet connection or have been timed out of ESS. Click Services > LEA Subsidy to re-access the screen, and re-attempt your update.

### 3.3. Managing an Active Subsidy

You can only update the Status and End Date for deductions labeled as 4-Active. In order to update the deduction, you must change the Status to Inactive and add a new deduction via the Add Deduction tab. Please refer to section [3.1 Managing a New or Eligible Retiree's Subsidy Amount](#) for instructions on adding a Subsidy.

**Step 1 --** From the LEA Subsidy screen, click on the Edit icon  next to the retiree's name.

| View Deductions   |                          | Add Deduction | Deduction Report      |           |        |            |           |
|---|--------------------------|---------------|-----------------------|-----------|--------|------------|-----------|
| <p><b>i</b> To edit an existing subsidy, click the  icon on the appropriate row.</p> |                          |               |                       |           |        |            |           |
| <input type="text"/>  |                          | Show          | <a href="#">Reset</a> |           |        |            |           |
| Edit  | Name                     | Type          | Subsidy               | Deduction | Source | Begin Date | End Date  |
|    | Carver, Martha - 6405    | 2-New         |                       | 147.21    | BA     |            |           |
|    | Montgomery, Terry - 3891 | 2-New         |                       | 629.92    | BA     |            |           |
|    | Bransford, Billy - 3807  | 4-Active      | -120.00               | 579.92    | LEA    | 4/4/2013   | 3/31/2017 |
|    | Bransford, Bobby - 7739  | 4-Active      | -120.00               | 629.92    | LEA    | 8/13/2013  | 1/1/2016  |
|    | Carter, Janice - 7705    | 4-Active      | -120.00               | 297.39    | LEA    | 4/4/2013   | 1/31/2016 |
|    | Clayborne, Wynona - 4332 | 4-Active      | -120.00               | 297.39    | LEA    | 4/4/2013   | 8/31/2022 |
|    | Cochran, Howard - 5828   | 4-Active      | -120.00               | 317.39    | LEA    | 9/11/2014  | 11/1/2016 |
|    | Cochran, Sheila - 9415   | 4-Active      | -120.00               | 317.39    | LEA    | 9/10/2013  | 1/1/2018  |
|    | Comer, Joann - 4244      | 4-Active      | -120.00               | 297.39    | LEA    | 9/3/2014   | 1/1/2020  |

**Step 2 --** Update the desired fields. You can change the **Status** or the **End Date**.

#### LEA Subsidy

Subsidy Details

|            |  |                           |
|------------|--|---------------------------|
| Name       | Clayborne, Wynona - 4332                               | Description               |
| Type       | Active   | Current, On-going subsidy |
| Method     | <input type="text" value="On-Going"/>                  |                           |
| Status     | <input type="text" value="Active"/>                    |                           |
| Subsidy    | <input type="text" value="-120.00"/> BA Amount: 297.39 | (-0.00)                   |
| Begin Date | <input type="text" value="4/4/2013"/>                  | (mm/dd/yyyy)              |
| End Date   | <input type="text" value="8/31/2022"/>                 | (mm/dd/yyyy)              |

[Clear](#)

**Step 3 --** Click the **Submit** button.

**LEA Subsidy**

**Subsidy Details**

|            |                          |                           |
|------------|--------------------------|---------------------------|
| Name       | Clayborne, Wynona - 4332 | Description               |
| Type       | Active                   | Current, On-going subsidy |
| Method     | * On-Going ▾             |                           |
| Status     | * Active ▾               |                           |
| Subsidy    | * -120.00                | BA Amount: 297.39 (-0.00) |
| Begin Date | * 4/4/2013               | (mm/dd/yyyy)              |
| End Date   | * 8/31/2022              | (mm/dd/yyyy)              |

[Clear](#)

**Step 4 --** You will receive confirmation that the Subsidy has been added successfully. Click **Close** to return to the LEA Subsidy screen.

**Note**

Subsidy has been added!



**Quick Tip – Subsidy has not been added:** If the message tells you the Subsidy has not been added successfully, it is likely that you briefly lost your internet connection or have been timed out of ESS. Click Services > LEA Subsidy to re-access the screen, and re-attempt your update.

### 3.4. Managing a Warning Subsidy

You can only update the Status or End Date for deductions labeled as 1-Warning. In order to update the deduction, you must change the Status to Inactive and add a new deduction via the Add Deduction tab. Please refer to section [3.1 Managing a New or Eligible Retiree's Subsidy Amount](#) for instructions on adding a Subsidy.

**Step 1 --** From the **LEA Subsidy** screen, click on the Edit icon  next to the retiree's name.

| View Deductions   Add Deduction   Deduction Report  |                          |           |         |           |        |            |           |
|---|--------------------------|-----------|---------|-----------|--------|------------|-----------|
| <p><b>i</b> To edit an existing subsidy, click the  icon on the appropriate row.</p> |                          |           |         |           |        |            |           |
| <input type="text"/> <input type="button" value="Show"/> <input type="button" value="Reset"/>   |                          |           |         |           |        |            |           |
| Edit  | Name                     | Type      | Subsidy | Deduction | Source | Begin Date | End Date  |
|    | Prock, Deborah - 0287    | 1-Warning | -600.00 | 322.39    | LEA    | 2/11/2015  | 2/28/2027 |
|    | Carver, Martha - 6405    | 2-New     |         | 147.21    | BA     |            |           |
|    | Montgomery, Terry - 3891 | 2-New     |         | 629.92    | BA     |            |           |
|    | Birdwell, Myles - 2635   | 3-Retro   | -50.00  |           | LEA    | 2/11/2015  | 2/28/2015 |
|    | Bransford, Billy - 3807  | 4-Active  | -120.00 | 579.92    | LEA    | 4/4/2013   | 3/31/2017 |
|    | Bransford, Bobby - 7739  | 4-Active  | -120.00 | 629.92    | LEA    | 8/13/2013  | 1/1/2016  |
|    | Carter, Janice - 7705    | 4-Active  | -120.00 | 297.39    | LEA    | 4/4/2013   | 1/31/2016 |
|    | Clayborne, Wynona - 4332 | 4-Active  | -120.00 | 297.39    | LEA    | 4/4/2013   | 8/31/2022 |
|    | Cochran, Howard - 5828   | 4-Active  | -120.00 | 317.39    | LEA    | 9/11/2014  | 11/1/2016 |
|   | Cochran, Sheila - 9415   | 4-Active  | -120.00 | 317.39    | LEA    | 9/10/2013  | 1/1/2018  |
|    | Comer, Joann - 4244      | 4-Active  | -120.00 | 297.39    | LEA    | 9/3/2014   | 1/1/2020  |

**Step 2 --** Update the desired fields. You can change the **Status** or the **End Date**.

#### LEA Subsidy

Subsidy Details

|                    |                                   |                           |
|--------------------|-----------------------------------|---------------------------|
| <b>Name</b>        | Prock, Deborah - 0287             |                           |
| <b>Type</b>        | Warning                           |                           |
| <b>Description</b> | Subsidy is greater than Deduction |                           |
| <b>Method</b>      | * On-Going ▼                      |                           |
| <b>Status</b>      | * Active ▼                        |                           |
| <b>Subsidy</b>     | * -600.00                         | BA Amount: 322.39 (-0.00) |
| <b>Begin Date</b>  | * 2/11/2015                       | (mm/dd/yyyy)              |
| <b>End Date</b>    | * 2/28/2027                       | (mm/dd/yyyy)              |

**Step 3 --** Click the **Submit** button.

### LEA Subsidy

| Subsidy Details   |                       |                                   |
|---|-----------------------|-----------------------------------|
| Name  | Prock, Deborah - 0287 | Description                       |
| Type  | Warning               | Subsidy is greater than Deduction |
| Method  | * On-Going ▾          |                                   |
| Status  | * Active ▾            |                                   |
| Subsidy   | * -600.00             | BA Amount: 322.39 (-0.00)         |
| Begin Date  | * 2/11/2015           | (mm/dd/yyyy)                      |
| End Date  | * 2/28/2027           | (mm/dd/yyyy)                      |
| <input type="button" value="Submit"/> <a href="#">Clear</a> |                       |                                   |

**Step 4 --** You will receive confirmation that the Subsidy has been added successfully. Click **Close** to return to the LEA Subsidy screen.

### Note

Subsidy has been added!



**Quick Tip – Subsidy has not been added:** If the message tells you the Subsidy has not been added successfully, it is likely that you briefly lost your internet connection or have been timed out of ESS. Click Services > LEA Subsidy to re-access the screen, and re-attempt your update.

## 4. Generating an LEA Subsidy Report - Revised

The Deduction Extended Detail Report allows you to view all of your retirees' details included in the LEA Subsidy grid. You will no longer receive the Deduction Detail Extended Report from TCRS each month; you will use ESS to access this information.

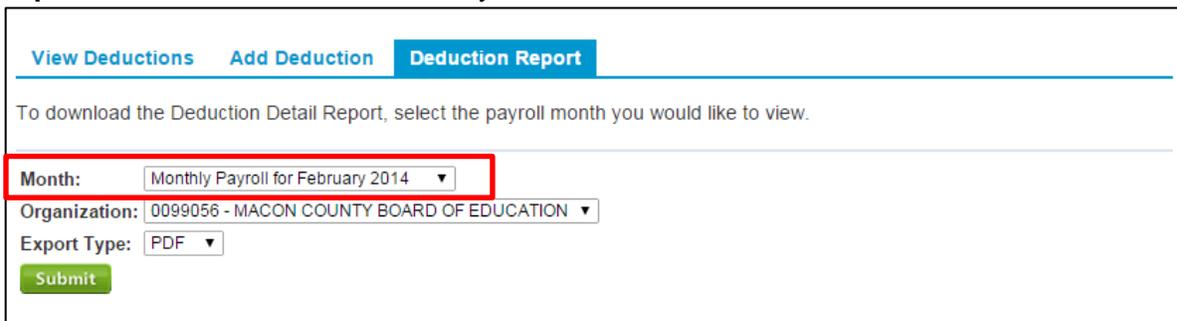
**Step 1 --** To access the Reports screen, click on the **Deduction Report** tab within the LEA Subsidy screen.



The screenshot shows the 'Deduction Report' tab selected. Below the tabs is an information icon and text: 'To edit an existing subsidy, click the [edit icon] icon on the appropriate row.' There is a search input field with 'Show' and 'Reset' buttons. Below is a table with columns: Edit, Name, Type, Subsidy, Deduction, Source, Begin Date, and End Date. The first two rows are highlighted in green.

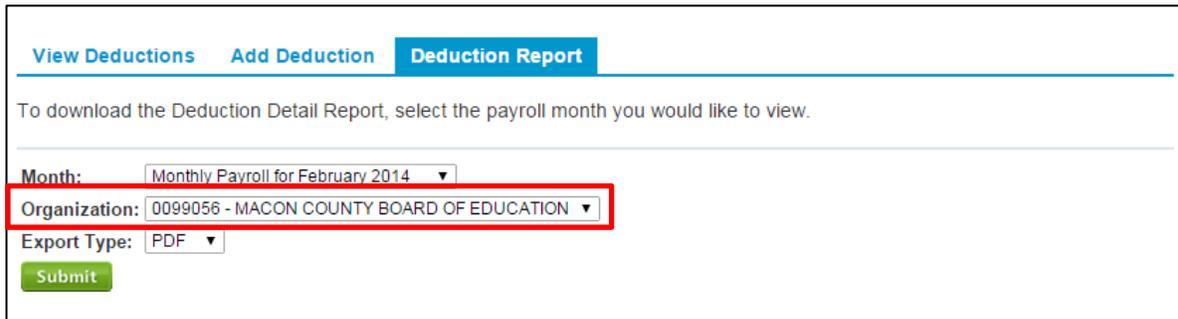
| Edit | Name                     | Type     | Subsidy | Deduction | Source | Begin Date | End Date  |
|------|--------------------------|----------|---------|-----------|--------|------------|-----------|
|      | Carver, Martha - 6405    | 2-New    |         | 147.21    | BA     |            |           |
|      | Montgomery, Terry - 3891 | 2-New    |         | 629.92    | BA     |            |           |
|      | Bransford, Billy - 3807  | 4-Active | -120.00 | 579.92    | LEA    | 4/4/2013   | 3/31/2017 |
|      | Bransford, Bobby - 7739  | 4-Active | -120.00 | 629.92    | LEA    | 8/13/2013  | 1/1/2016  |
|      | Carter, Janice - 7705    | 4-Active | -120.00 | 297.39    | LEA    | 4/4/2013   | 1/31/2016 |
|      | Clayborne, Wynona - 4332 | 4-Active | -120.00 | 297.39    | LEA    | 4/4/2013   | 8/31/2022 |
|      | Cochran, Howard - 5828   | 4-Active | -120.00 | 317.39    | LEA    | 9/11/2014  | 11/1/2016 |
|      | Cochran, Sheila - 9415   | 4-Active | -120.00 | 317.39    | LEA    | 9/10/2013  | 1/1/2018  |
|      | Comer, Joann - 4244      | 4-Active | -120.00 | 297.39    | LEA    | 9/3/2014   | 1/1/2020  |

**Step 2 --** Select the **Month** for which you would like to view the LEA deductions.



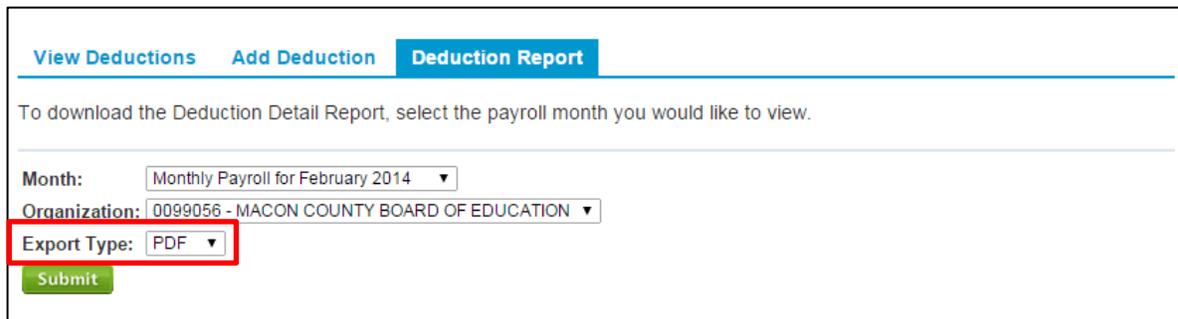
The screenshot shows the 'Deduction Report' tab selected. Below the tabs is the text: 'To download the Deduction Detail Report, select the payroll month you would like to view.' There is a 'Month:' dropdown menu with 'Monthly Payroll for February 2014' selected. Below it is an 'Organization:' dropdown menu with '0099056 - MACON COUNTY BOARD OF EDUCATION' selected. There is also an 'Export Type:' dropdown menu with 'PDF' selected. A 'Submit' button is at the bottom.

**Step 3 --** Select the **Organization** for which you want to generate the report. Note: only your LEA will be available in the dropdown.



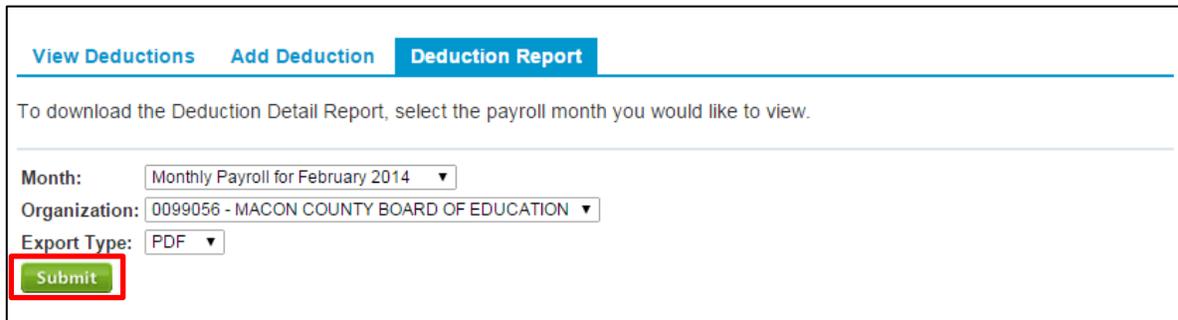
The screenshot shows a web interface with three tabs: "View Deductions", "Add Deduction", and "Deduction Report". Below the tabs is a heading: "To download the Deduction Detail Report, select the payroll month you would like to view." There are three dropdown menus: "Month:" (set to "Monthly Payroll for February 2014"), "Organization:" (set to "0099056 - MACON COUNTY BOARD OF EDUCATION"), and "Export Type:" (set to "PDF"). A green "Submit" button is located below the "Export Type" dropdown. A red rectangular box highlights the "Organization:" dropdown menu.

**Step 4 --** Select the desired **Export Type**. You can select either PDF, Excel, or CSV (comma separated value).



The screenshot shows the same web interface as Step 3. The "Organization:" dropdown menu is now set to "0099056 - MACON COUNTY BOARD OF EDUCATION". The "Export Type:" dropdown menu is highlighted with a red rectangular box.

**Step 5 --** Click the **Submit** button.



The screenshot shows the same web interface as Step 4. The "Submit" button is highlighted with a red rectangular box.

**Step 6 --** Your browser will prompt you to either Open or Save the document. Once you make your selection, the report will open in a new window.

The screenshot shows the TCRS Retirement System Employer Self Service interface. At the top, the user is logged in as Amanda Staggs, Macon County Board Of Education, with a last login on Wed, Feb 11 2015 3:48 PM. The navigation menu includes Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open, showing an 'Open' button.

### LEA Subsidy

**Subsidy Details**

| Name       | Prock, Deborah - 0287 | Description                       |
|------------|-----------------------|-----------------------------------|
| Type       | Warning               | Subsidy is greater than Deduction |
| Method     | * On-Going            |                                   |
| Status     | * Active              |                                   |
| Subsidy    | * -600.00             | BA Amount: 322.39 (-0.00)         |
| Begin Date | * 2/11/2015           | (mm/dd/yyyy)                      |
| End Date   | * 2/28/2027           | (mm/dd/yyyy)                      |

Buttons: [Submit](#), [Clear](#)

Navigation: [View Deductions](#), [Add Deduction](#), [Deduction Report](#)

To download the Deduction Detail Report, select the payroll month you would like to view.

Month: Monthly Payroll for February 2014  
Organization: 0099056 - MACON COUNTY BOARD OF EDUCATION  
Export Type: PDF

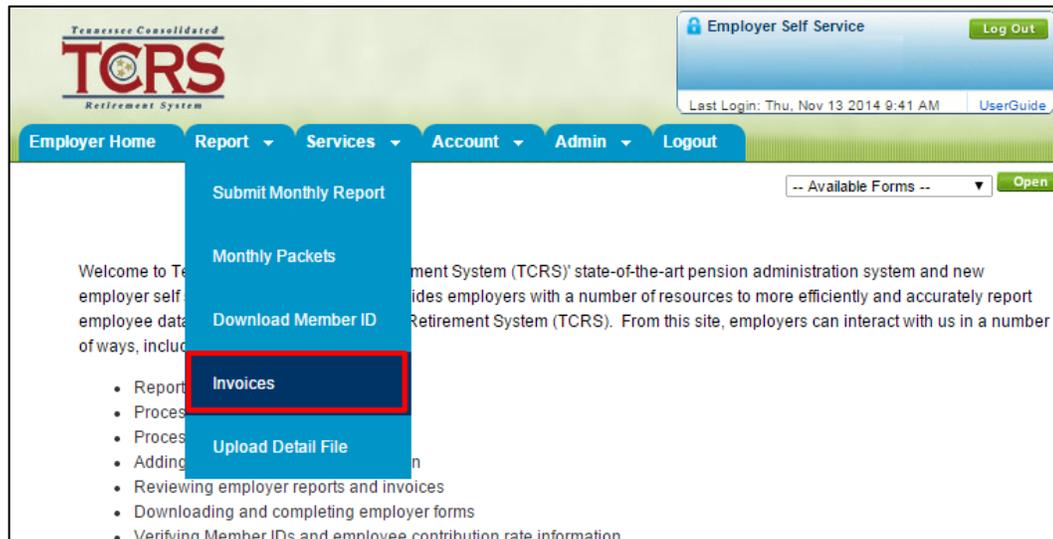
Download Prompt: Do you want to open or save DEDUCTIONDETAILXEND143428.pdf (13.8 KB) from 10.23.91.16?

Buttons: Open, Save, Cancel

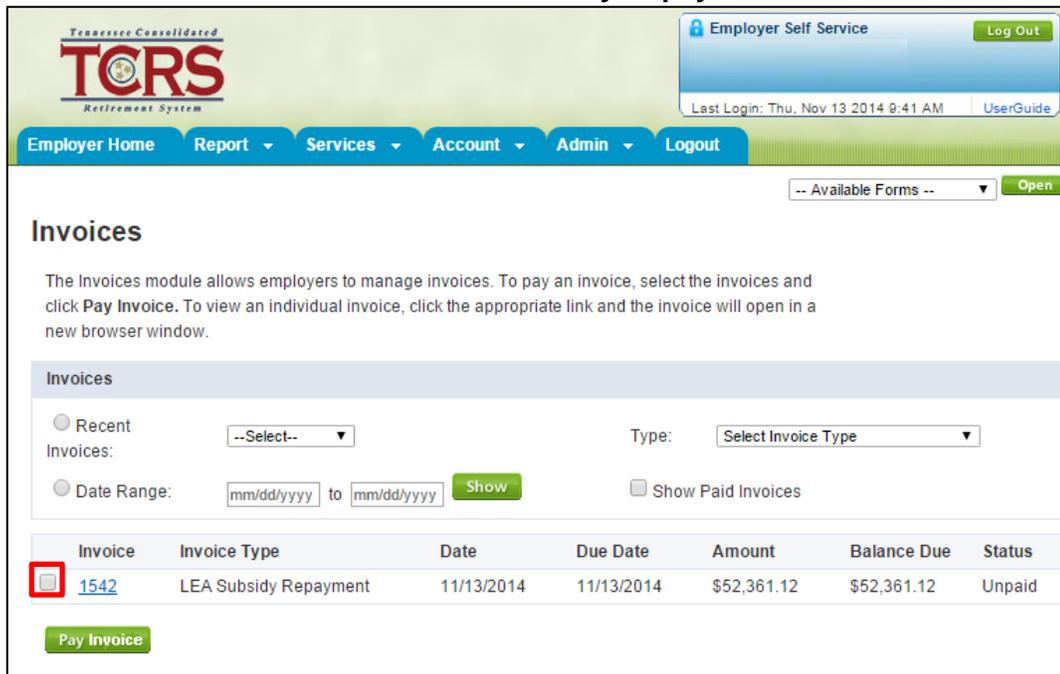
## 5. Paying the LEA Subsidy Invoice (ESS Admins only)

Invoices are generated during the payroll process. You can view and pay them via the **Invoices** screen or the monthly contribution reporting process. Follow the steps below to view the invoice and pay it via the **Invoices** screen.

**Step 1** -- From the ESS home screen, navigate to Report > Invoices.



**Step 2** -- Select the checkbox next to the **LEA Subsidy Repayment** invoice.



**Step 3 --** Click the **Pay Invoice** button.

The screenshot shows the 'Invoices' module in the TCRS system. At the top, there is a navigation bar with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A user profile box shows 'Employer Self Service' and 'Log Out' with a last login time of 'Thu, Nov 13 2014 9:41 AM'. Below the navigation is a dropdown for 'Available Forms' and an 'Open' button. The main heading is 'Invoices', followed by a brief description: 'The Invoices module allows employers to manage invoices. To pay an invoice, select the invoices and click **Pay Invoice**. To view an individual invoice, click the appropriate link and the invoice will open in a new browser window.'

Below the description is a filter section with radio buttons for 'Recent Invoices' and 'Date Range', dropdown menus for 'Invoices' and 'Type', and input fields for dates. A 'Show' button and a 'Show Paid Invoices' checkbox are also present. A table lists the following invoice:

| Invoice  | Invoice Type          | Date       | Due Date   | Amount      | Balance Due | Status |
|--|-----------------------|------------|------------|-------------|-------------|--------|
| <input checked="" type="checkbox"/> <a href="#">1542</a> | LEA Subsidy Repayment | 11/13/2014 | 11/13/2014 | \$52,361.12 | \$52,361.12 | Unpaid |

At the bottom left of the table, a green 'Pay Invoice' button is highlighted with a red rectangular box.

**Step 4 --** From the Pay Invoice screen, click the **Edit** link next to the bank account from which you wish to pay.

The screenshot shows the 'Pay Invoice' screen. At the top, the navigation and user profile are identical to the previous screenshot. The main heading is 'Pay Invoice'. Below it is a 'Step 1 of 2' indicator and a paragraph: 'To apply payment to selected invoice(s), click the **Edit** link beside the appropriate payment account(s), enter the amount and click **Apply**. When Balance Remaining is equal to \$0.00, click **Continue to Step 2**. Do you want to [add a new payment account?](#)'

Below this is a table with two columns: 'Pay From' and 'Amount'.

| Pay From                     | Amount |
|------------------------------|--------|
| Suntrust - SUNTRUST, ...1111 | \$0.00 |

The 'Edit' link next to the 'Suntrust' entry is highlighted with a red rectangular box. Below the table, there is a red warning: 'Do not enter a comma in the amount field.' and a summary of payments:

|                                |                    |
|--------------------------------|--------------------|
| Total Applied:                 | \$0.00             |
| <b>Balance Remaining:</b>      | <b>\$52,361.12</b> |
| Invoice # <a href="#">1542</a> | \$52,361.12        |
| <b>Total Amount Due:</b>       | <b>\$52,361.12</b> |

At the bottom, there are 'Cancel' and 'Continue to Step 2' buttons. A footnote at the very bottom states: '\* Scheduled payments are usually drafted within 2-4 business days.'

**Step 5 --** Input the total Balance Remaining in the **Amount** field and click the **Apply** link.

**Tennessee Consolidated TCRS Retirement System**

Employer Self Service | Log Out | Last Login: Thu, Nov 13 2014 9:41 AM | UserGuide

Employer Home | Report | Services | Account | Admin | Logout

-- Available Forms -- | Open

### Pay Invoice

**Step 1 of 2**

To apply payment to selected invoice(s), click the **Edit** link beside the appropriate payment account(s), enter the amount and click **Apply**. When Balance Remaining is equal to \$0.00, click **Continue to Step 2**.

Do you want to [add a new payment account?](#)

| Pay From                     | Amount   |  |
|------------------------------|----------|--|
| Suntrust - SUNTRUST, ...1111 | 52361.12 | <a href="#">Apply</a> <a href="#">Cancel</a> |

*Do not enter a comma in the amount field.*

Total Applied: \$0.00  
**Balance Remaining: \$52,361.12**  
 Invoice #1542 \$52,361.12  
**Total Amount Due: \$52,361.12**

[Cancel](#) [Continue to Step 2](#)

\* Scheduled payments are usually drafted within 2-4 business days.

**Step 6 --** Once the Balance Remaining is \$0.00, click **Continue to Step 2**.

**Tennessee Consolidated TCRS Retirement System**

Employer Self Service | Log Out | Last Login: Thu, Nov 13 2014 9:41 AM | UserGuide

Employer Home | Report | Services | Account | Admin | Logout

-- Available Forms -- | Open

### Pay Invoice

**Step 1 of 2**

To apply payment to selected invoice(s), click the **Edit** link beside the appropriate payment account(s), enter the amount and click **Apply**. When Balance Remaining is equal to \$0.00, click **Continue to Step 2**.

Do you want to [add a new payment account?](#)

| Pay From                     | Amount      |                      |
|------------------------------|-------------|----------------------|
| Suntrust - SUNTRUST, ...1111 | \$52,361.12 | <a href="#">Edit</a> |

*Do not enter a comma in the amount field.*

Total Applied: \$52,361.12  
**Balance Remaining: \$0.00**  
 Invoice #1542 \$52,361.12  
**Total Amount Due: \$52,361.12**

[Cancel](#) [Continue to Step 2](#)

\* Scheduled payments are usually drafted within 2-4 business days.

**Step 7 --** Input your **Concord PIN** and click the **Submit** button.

Tennessee Consolidated  
**TCRS**  
Retirement System

Employer Self Service Log Out  
Last Login: Thu, Nov 13 2014 9:41 AM UserGuide

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

### Pay Invoice

**Step 2 of 2**

Verify the payment information. To change the information, click **Edit**. To cancel without saving, click **Cancel**. To pay the invoice, click **Submit**.

**Review**

Payment Date: 11/13/2014  
Payment From: Suntrust - SUNTRUST, ...1111  
Payment Amount: \$52,361.12  
Concord PIN:

Cancel Edit **Submit**

\* Scheduled payments are usually drafted within 2-4 business days.

**Step 8 --** You will receive confirmation that the invoice has been paid.

Tennessee Consolidated  
**TCRS**  
Retirement System

Employer Self Service Log Out  
Last Login: Thu, Nov 13 2014 9:41 AM UserGuide

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

### Pay Invoice

Payment has been submitted.  
Please print a copy for employer records.

**Payment Details**

Payment Date: 11/13/2014  
Payment From: Suntrust - SUNTRUST, ...1111  
Payment Amount: \$52,361.12

**Invoices Paid**

#1542 LEA Subsidy Repayment: \$52,361.12

[Print](#) [Pay Another Invoice >](#)

\* Scheduled payments are usually drafted within 2-4 business days.

## 6. Other Tips

- When keying and End Date for a subsidy, remember that Benefits Administration bills retirees a month in advance
  - Example: if a retiree turns 65 in December and you would like to stop the subsidy the month of his/her birthday, select November as the End Date
- A member will populate within the grid whenever Benefits Administration begins deducting the premium and will show up as “New”
- If you change the status of a subsidy from Active to Inactive, the retiree will no longer be included in the list of subsidies to maintain
- The Deduction Amount field where you key the amount of the subsidy will accept either a positive or negative number; however, Concord will automatically apply this as a credit toward the health insurance deduction
  - If you need to retrieve money due to an overpayment (where you keyed in a deduction amount larger than you intended), you will need to contact Financial Services to request the correction
- You need to have all changes made on the LEA subsidy screen around the 20<sup>th</sup> of each month in order for the invoice to generate with the updated changes by the time payroll runs
- Retirees will not populate on the LEA Subsidy screen until they are added to TCRS payroll
- If a retiree deceases, the LEA subsidy is inactivated when TCRS is notified of the death
- If a retiree’s check is not large enough to cover the BA premium, the member will populate on an exception report that will be handled by TCRS
- If a retiree’s date of retirement was in the past and BA sends a current and a retro premium, the member will populate on the report twice
- If you notice a positive amount in the Subsidy field, this is a credit adjustment made by TCRS

## 7. Retiree Insurance Process

