

# **TCRS Concord Project**

## **Employer Training for LEA Subsidies**



**Please navigate to**  
**<http://tcrs.tn.gov> before we begin**

# Agenda

## Topic

Objectives

Your Role in ESS

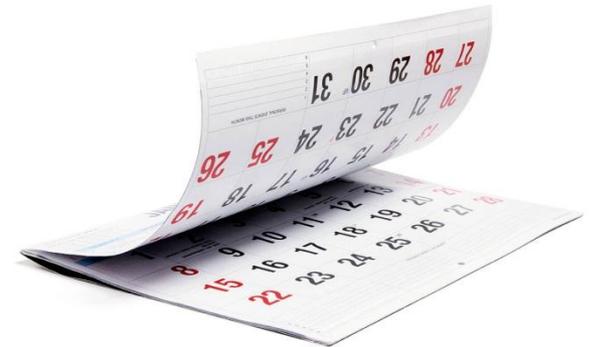
Quick Tips

Retiree Insurance Process

Your Resources

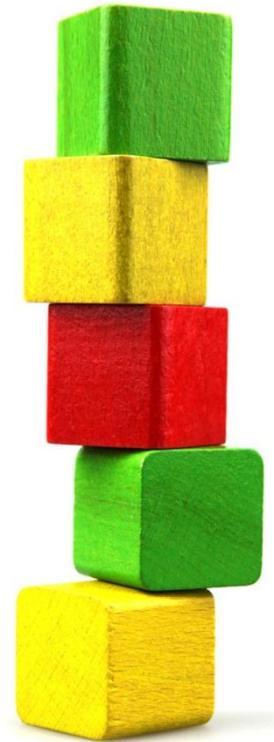
Questions

ESS Functionality - Demonstration



# Objectives

- ✓ LEA Subsidy: the amount of support being paid toward a retiree's health insurance premium as billed by Benefits Administration
  
- ✓ Familiarize you with new ESS functionality
  - The LEA Subsidy screen will allow each agency to maintain the monthly retiree subsidy amounts rather than relying on TCRS to process the amounts and bill your agency
  
- ✓ Provide you with contact information in case you have questions



# Your Role in ESS

- ✓ We created a new role in ESS for LEA Subsidy maintenance
  - Each agency will continue to have an ESS Administrator who will continue to process the monthly report and make the payment
  - You will have the ability to maintain the LEA Subsidy and invoices as billed through this functionality
  - If you do not currently have access to ESS and need to maintain LEA Subsidies, please contact your ESS Administrator
  - You will receive a User ID, temporary Password, and temporary PIN to login to ESS via [www.mytcrs.com](http://www.mytcrs.com) or by navigating to <http://tcrs.tn.gov> and clicking on the Self-Service link
  - You will have 72 hours from the time you receive your credentials to login and choose a new Password and PIN

# Quick Tips

- ✓ When keying an 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, you will need to contact Financial Services to request the correction



# Quick Tips (cont'd)

- ✓ 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



# Retiree Insurance Process

LEA sends retiree Insurance App to Benefits Administration

*BA cannot bill TCRS until the retiree is added to payroll*

Retiree is added to TCRS payroll

*Depending upon timing, this could take 2-3 months*

Benefits Administration bills TCRS for the retiree's premium

*The BA premium could include a current and retro deduction*

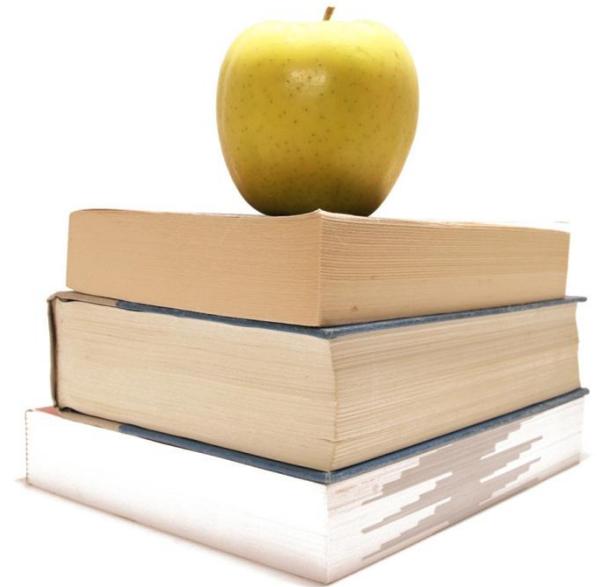
Retiree shows up on LEA Subsidy screen

*The retiree will not populate until he/she is on TCRS payroll and has been set up by BA*

LEA updates the subsidy

# Your Resources

- ✓ For questions related ESS functionality
  - ESS Help Desk: 615-532-6111
  
- ✓ For questions related to the invoice amount, insurance premiums, or retiree data
  - TCRS Financial Services 800-770-8277, option 3
  
- ✓ User Guide and Quick Reference materials
  - <http://treasury.tn.gov/tcrs/concord.html> – Communications to Employers tab



# Questions

