



Employer Guidelines for TCRS Online Retirement Application Certification

TCRS will requires all members* to apply for retirement electronically, via the Member Self Service portal at MyTCRS.com. After active members submit their portion of the retirement application through the Member Self Service portal, a notification is sent to their most recent employer requesting them to log into Employer Self Service (ESS) to certify the application. The email is sent to the primary contact indicated in ESS.

Timeframes for Certification

Employers should certify the application as soon as they have the required information and can complete the entries. TCRS Member Services will not be able to progress with processing the application for active employees until the certification is completed.

The employer may certify an application up to 150 days before the member's last date of paid employment.

If the member has been out of service more then 90 days, employer certification will not be required, and the application will go directly to TCRS.

Information Required for Certification

Member Information

Always verify the member information (Name and TCRS Member ID) is accurate for the member whose application is being completed.

Last Date of Paid Employment

This is the last day that the member worked or was paid for leave. The member may receive a paycheck after this date; however, the last date of paid employment is the last day they worked the job. For an active employee, the last paid date determines the member's date of retirement. TCRS uses the day after the last paid date, as certified by the employer, for the member's date of retirement.

If an employer, based on their policies, allows an employee to use annual leave or terminal leave and continue to be on payroll at the end of their employment up until their retirement date, the last date of paid employment will be the last day of terminal leave pay.

Separation of service procedures should be communicated to employees so that they are aware they

Information Required for Certification *continued*

should meet with the employer to discuss the last working day, and whether they will be running out any leave at the end of their employment. This communication prior to completion of the online retirement application will alleviate confusion and reconcile any conflicts before the application is certified and sent to TCRS.

Salary Projection

Salary and service should be projected in the appropriate fields for all the months that populate. The months that populate are based on the information reported in Concord and the member's Last Date of Paid Employment. Salary projections should be based on the anticipated amount of pay the member will earn monthly for the projected time frame.

If there are substantial differences in the amount projected versus earned, after the certification has been submitted, please contact TCRS Member Services (see Changes after Certification section below for more information).

Annual Leave payouts, retirement incentives, and other similar lump sum payments should not be projected on the application nor reported to TCRS. For additional information please refer to the compliance bulletin on Earnable Compensation found on the Treasury Website retirement employer page or contact RetireReadyTN for questions regarding earnable compensation that should be reported or excluded.

End of contract pay and any paychecks in arrears should be projected on the application. For contract employees, please add rows and project any end of contract pay that may be paid after the member's last working day. For those members getting paid in arrears, please add any applicable rows in order to project any final pay which may occur after the member's last working day.

Total Salary (Year-to-Date)

This is a pre-populated field with information from the salary that has been reported to TCRS.

Sick Leave

In the first sick leave field, enter, in days, the number of remaining unused sick leave days. Please ensure sick leave is certified to TCRS in days.

In the subsequent three fields enter, in days, the number of sick leave days the member accrued for 2 Years Ago, Last Year and Year-To-Date.

Sick Leave continued

Please note that information regarding the recent history of accrued sick leave can affect service credit for sick days and therefore this requested information is important for retirement calculation processing.

Changes after Certification

If any employer updates or changes to information are needed to the certification after it has been submitted to TCRS, please contact TCRS Member Services at TCRS.Member-Services@tn.gov indicating changes need to be made to the certification. Member Services will return the existing application and adjustments can be made.

Contract Employee Information

Does this member work on a contract?

Use the drop-down options to select yes or no. If a member is working on a schedule other than 12 months, choose yes. If yes is chosen, additional fields will populate.

If no is chosen, click the "Complete Certification" button and submit the application.

Months Required by Current Contract

If a member is working on a contract basis, this field is to enter the number of months the member is required to work in their current contract (Example 9.00, 10.00, 11.00).

Required Contract Days per Year

In this field, enter the total number of days the member is required to work in their current contract.

As an informative tool, the system will provide an informative message with the likely range of days based on months required.

Projected Number of Contract Days Worked through Last Paid Date

In this field, enter the number of days the member will work through their last date of paid employment.

This number should be less than or equal to the “Required Contract Days per Year.”

Member Service and Salary History

TCRS may reach out to the employer to obtain information related to a member’s service and salary history. This is to ensure that the member’s benefit calculation is as accurate as possible. TCRS Member Services will contact the employer who certified the retirement application. The requested information will be needed to complete the benefit calculation and process the member’s retirement application. Therefore, a timely response to questions is appreciated.

If there are any questions related to the online certification of retirement applications, please contact RetireReadyTN for assistance.

***Employers should instruct members who believe they have a hardship and are unable to apply for retirement online to contact RetireReadyTN at (800) 922-7772 to request a waiver and paper application. Based on the application, the Director of TCRS may waive this requirement if the member demonstrates in writing that compliance would cause undue hardship.**

Contact Us

Call (800) 922-7772 Monday through Friday 8:00 a.m. to 7:00 p.m. CT

Visit www.RetireReadyTN.gov



@RetireReadyTN

The information in this document is general in nature and may be subject to change without notice. In the event of a conflict between this guide and plan documents, the plan documents will take precedence. Additionally, the value of a 401(k) account will fluctuate and it is possible for the value to be less than what was contributed. The risks associated with investing are numerous, and as with any investment, it is possible to lose money. The state of Tennessee and its employees are not authorized to provide legal, financial or tax advice. For legal and tax advice concerning your situation you should consult your personal legal, tax, or other advisers.