



# TEACHERS' RETIREMENT BOARD

165 Capitol Avenue  
Hartford, CT 06106-1673

Toll free: 1 (800) 504-1102  
Website: www.ct.gov/trb

TO: All CORE Payroll Users with Employees who are Members of the CT Teachers' Retirement System

FROM: Robert Ribera, Fiscal Administrative Manager, CT Teachers' Retirement Board (CTRB)

DATE: July 01, 2024

SUBJECT: MSA Payroll Schedule Academic Year (AY) 2024-2025

In order to standardize contributions to CTRB, you should begin 2024-2025 payroll contributions with the payroll check dated September 20, 2024 (pay period ending September 5, 2024).

Two bi-weekly payrolls will constitute a month, to be remitted by the Comptroller's Office to CTRB for the following paychecks:

PAY PERIOD END DATES	PAY CHECK DATED	MONTH COVERED
9/05, 9/19	September 20, 2024 and October 04, 2024	September 2024
10/03, 10/17	October 18, 2024 and November 01, 2024	October 2024
10/31, 11/14	November 15, 2024 and November 29, 2024	November 2024
11/28, 12/12	December 13, 2024 and December 27, 2024	December 2024
12/26, 1/09	January 10, 2025 and January 24, 2025	January 2025
1/23, 2/06	February 07, 2025 and February 21, 2025	February 2025
2/20, 3/06	March 07, 2025 and March 21, 2025	March 2025
3/20, 4/03	April 04, 2025 and April 18, 2025	April 2025
4/17, 5/01	May 02, 2025 and May 16, 2025	May 2025
5/15, 5/29	May 30, 2025 and June 13, 2025	June 2025

**Contributions are based on 8.25% of the annual salary rate, not on actual gross Bi-Weekly Salary. Longevity and MIP/PIP payments are includable in the reported salary on which either 8.25% or 7% is to be contributed, depending on employee vesting date and PA 19-73.**

TRB Code	Description	Application	Percentage
RTRSRP*	Teacher Retirement Contribution Regular Pay	Employee Paid Over 12 Months	10.77%
RTRSER*	Teacher Retirement Contribution Full Time	Employee Paid Over 10 Months or reoccurring one-time pensionable payments	8.25%
RTRPT*	Teacher Retirement Contribution Part Time	Part Time Employee	8.25%
RTROVR	Teacher Retirement Contribution Override	Current AY Corrections/Adjustments	0.00%
RTRSSS	Teacher Retirement Voluntary Contract SS	Voluntary w/ Social Security	0.00%
RTRNSS	Teacher Retirement Voluntary Contract No SS	Voluntary w/o Social Security	0.00%
<b>New Codes for Employees affected by PA 19-73 as notified by OSC</b>			
RTVH12*	Teacher Retirement Contribution Regular Pay	Employee Paid Over 12 Months	9.14%
RTVH10*	Teacher Retirement Contribution Full Time	Employee Paid Over 10 Months or reoccurring one-time pensionable payments	7.00%
RTVHPT*	Teacher Retirement Contribution Part Time	Part Time Employee	7.00%
<b>Employer Deduction Code</b>			
RTRER	Employer Teachers Retirement	Employer Share	27.41%

\* Do not enter a percentage or amount as this deduction is already defined on another table

Please note, direct questions concerning this memorandum can be sent to TRB Fiscal at [trb.fiscal@ct.gov](mailto:trb.fiscal@ct.gov).