



CT TEACHERS' RETIREMENT BOARD

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"An Affirmative Action/Equal Opportunity Employer"
www.ct.gov/trb

Transmittal Training Q&A

Transmittal:

- Q. What happens if we do not receive an acknowledgement of file receipt?
- A. Please give the system up to 24 hours to process an acknowledgement letter before contacting TRB. Contact us immediately if we are approaching the transmittal due date.

Leave of Absence:

- Q. If the member is on a leave and being paid through a third party (not payroll), how should we transmit that information and what status would they be in?
- A. They member is not on payroll and would be considered on a leave. They would be left off the transmittal based on the 1st working day of the month rule and would need to apply for an Current Leave of Absence assuming it is an approved leave.

Membership/Includable/Excludable Payments:

- Q. if the long-term sub cert is just a pathway to a Charter School Educator Permit (CSEP), do we still collect TRB contributions if they are eligible under the LTS cert, but will not remain an LTS going into another year?
- A. The State Certification Office has confirmed the CSEP would be ineligible for the CTRB. If an individual with a long-term sub authorization obtains a CSEP and continues to work in same assignment requiring the long-term

- Q. What if the "6th class" if for only a semester and not a full year? Is it still considered pensionable earnings? What if a teacher covers for one who is on maternity leave mid-year and is being paid for a 6th class during that leave time?
- A. 6th classes must be for a complete school year in duration. There must be an agreement in place for the member to be performing the 6th class for the first working day of each month. An agreement where the duration is not known or is "as needed" would not be considered as pensionable.

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- A. The State Certification Office has confirmed the CSEP would be ineligible for the CTRB. If an individual with a long-term sub authorization obtains a CSEP and continues to work in same assignment requiring the long-term sub authorization for the year they can continue to be reported. If the teacher is moved to another position once they have obtained a CSEP then they truly were not in the long-term sub assignment for the full year and are no longer eligible to be reported since they are now working only under the CSEP.

Annual Statements:

- Q. With the annual statements that are sent to the BOE, we were told that we could not give copies to teachers that request them past a certain date? What is the reason for this so that we can explain to any teacher who requests another copy?
- A. The concept was that annual statements may change and not have the most current information. Although statutory, TRB also recognizes the assistance the districts are providing. Providing a cut off date allows both TRB to assume the duty from the BOE in providing statements and also ensures that statement is the most up to date.

Social Security & Section 218 Agreement:

- Q. If the payment is determined to not be pensionable, are they supposed to pay Social Security on it?
- A. Please refer to your city's Section 218 agreement to determine if earnings not used towards the Teachers' Retirement System are subject to Social Security. Please review the following links for more information. Questions should be directed to the State Social Security Administrator or a Social Security Office.
- [Social Security Coverage for CT Public School Teachers](#)
 - [SSA Section 218](#)

Electronic Forms and Submitting to TRB:

- Q. Do we need to submit beneficiary designations to TRB?
- A. Yes. The TRB needs to process the beneficiary forms in order to provide accurate beneficiary information on the member's annual statement.
- Q. In the spring, when we were working remotely, we automated our on-boarding forms including the Active Teacher Beneficiary Form. We tried to submit that form electronically to TRB however we were told an electronic submission of the form was not acceptable. Is there any plan to accept those forms electronically?
- A. It is statutory that the TRB must administer to forms prescribed by the agency to properly adhere to requirements of the State Auditors of Public Accounts. TRB's objective in the future is to provide teachers an online member access portal and ability to update their information, including beneficiaries.

Post Retirement Reemployment:

- Q. What if the retiree is not being used in a teaching capacity after retirement? Do they still have to follow the 45% rule or is there a max on what they can earn?
- A. The Reemployment of Teachers statute provides limitations on any member who is employed in a teaching position. Please use the same guidelines for membership in a "teaching position" for an active teacher and apply the same methodology to one who is in retiree status. The duties in the position must require certification in order to be considered a "teaching position". Please refer to the State Certification Office or trb.prr@ct.gov if you have any questions. Failure to comply may jeopardize the employee's future benefits.
- Q. When a retiree comes back to work, their return to work salary is not eligible for TRB deduction correct? Would they be required to deduct Social Security?
- A. Correct, retirees from our system do not contribute. Please see the above section about Social Security and the Section 218 agreement.