

Inside TRS

Information from the Teachers' Retirement System of the City of New York

Summer 2023

How to Handle an Employment Leave of Absence

You may be accustomed to handling medical leaves of absence. But an employment leave of absence is also a common occurrence. That's when an employee takes a break from a TRS-eligible job and begins work at another employer that is not TRS-eligible.

Example 1: DOE employee takes on a role at the UFT.

Example 2: Hunter College employee switches to a position at the CUNY Research Foundation.

Employer representatives are often confused about how to process an employment leave of absence. Here's what you need to know.

When one of your employees takes a leave of absence to work for a different employer, service credit is not automatically granted. In addition, the employee is likely joining a different payroll. That's why TRS needs timely information from you.

What information does TRS need from employers?

- Documentation indicating whether the leave is paid or unpaid
- Start and end dates of the leave
- Type of leave (e.g., change in title/position, military, union)

How should employers report a leave of absence?

Employers send information to TRS for leaves of absence in the same way they provide regular service information:

- CUNY representatives should send a "Letter of Appointment/Employment Update" (code IP44b)
- Charter School representatives should use the Employer Interface
- The regular feed from the DOE includes these updates

Reporting this information to TRS within the timeframe that the leave occurs will help TRS determine if any pension contributions are required. For more details about Leaves of Absence, please see Section 10 of the *TRSNYC Employer Manual*.

TRS Calendar

August

- Account statements for 2nd quarter 2023

September

- Back to school!

October

- Annual Benefits Statements for 2023

Office Closures

- 1:00 p.m. on Fridays through September 8
- September 4
- October 9

Where to Find the TRSNYC Employer Manual

The *TRSNYC Employer Manual* is your go-to resource for assisting TRS members. To access the manual, use the link in any issue of *Inside TRS*. You can access back issues on our website's [Partner Page](#) ▶ **Resources & Forms**. Charter School representatives can also click the link in the TRSNYC Partner Portal homepage.

As a reminder, the Manual is not meant to be shared with TRS members. Please send your questions to employer@trs.nyc.ny.us.

Meet Some of Your TRS Partners (Part 2)

In the previous issue of *Inside TRS*, we introduced you to some of your TRS partners in the Employer Management Group (EMG). Now meet the remaining members on the team who help to ensure the employment data we have for your staff is accurate and up to date.



Judy – Oversees service credit and deficit cases for CUNY members, helping to resolve member inquiries. She ensures that the deduction instructions TRS sends to CUNY are processed timely and correctly, to help prevent deficits. Judy also posts service credit for hourly employees including paraprofessionals.



Melissa – Monitors enrollment and payroll for in-service members. As part of EMG’s daily operations team, Melissa tracks and reports on deficit trends, and their triggering events. Melissa also supports CUNY and Charter School leaders on employee retirement matters.



Rashaun – Analyzes employment and payroll data, verifies employment details, tracks and posts service available for purchase, and works with employers to troubleshoot and find resolutions. Rashaun investigates member deficit inquiries and also reviews Quarterly Account Statements for members with TDA accounts to ensure beneficiary information is correct.

Now that we have introduced you to the team, you can match a face to each person in the Employer Management Group. Collectively, they monitor payroll and service credit to prevent and resolve problems for your employees. And they are happy to be of service to you!

New UFT Contract: How September Payments Affect Pension, TDA Contributions

A new collective bargaining agreement between the City and the United Federation of Teachers (UFT) was announced in June and ratified in July. As part of the agreement, eligible UFT members are scheduled to receive two payments in September: a ratification bonus followed by a lump-sum payment of retroactive wages. Pension and TDA contributions will be taken from both payments.

TRS contacted affected members by email with instructions for increasing their TDA contribution rate in conjunction with the retroactive payment—to “painlessly” increase their retirement investment.

Summer 2023 Retirement Figures

To date, more than 1,500 TRS members have filed for retirement this summer—with 1,059 choosing a retirement date of July 1. The chart below compares the 2023 figures with those of the past few summers.



Stay informed between issues of *Inside TRS*. Please follow TRS on social media.



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Inside TRS is a publication for stakeholders of the Teachers' Retirement System of the City of New York (TRS). Please direct any comments or distribution list changes to TRS' Public Information Office at publicinfooffice@trs.nyc.ny.us.