

## TRS Employer Portal Monthly Report Instructions

In this document we will talk through the basics of submitting a report to TRS for monthly employment.

### LOGGING IN

The TRS Employer Portal is available at <https://mas.trs.ok.gov>. You will first see a login screen (shown to the right).

After logging in, you will arrive at the home screen. This home dashboard provides you an overview of the data that has been received by TRS for the employment year. From here you will click on the "Monthly" tab which will take you to the monthly report page (shown below).



Home

### Log On

This registration is for employers only. Click [here](#) to register for the C

Please enter your user name and password.

Account Information

Username (email address)

Password

☐ Remember me?

Log On

### Monthly Report Content

Employee Records

Details	Amounts
Member Before Tax	\$0.00
Member After Tax	\$0.00
State Credit	\$0.00
Employer Contribution	\$0.00
Federal Match	\$0.00
Total Reported	\$0.00
Less State Credit	(-) \$0.00
<b>Total Amount Owed</b>	<b>\$0.00</b>

Upload File

Add Contribution

Add HESC

Add Opt Out Employee

Payments

Routing Number	Account Number	Amount
No Payment Added	No Payment Added	\$0.00

Add Payment

Submission Summary

Confirmation Number: Not Yet Submitted

Submission Date:

Submission Status: Validation Needed

Validation Date:

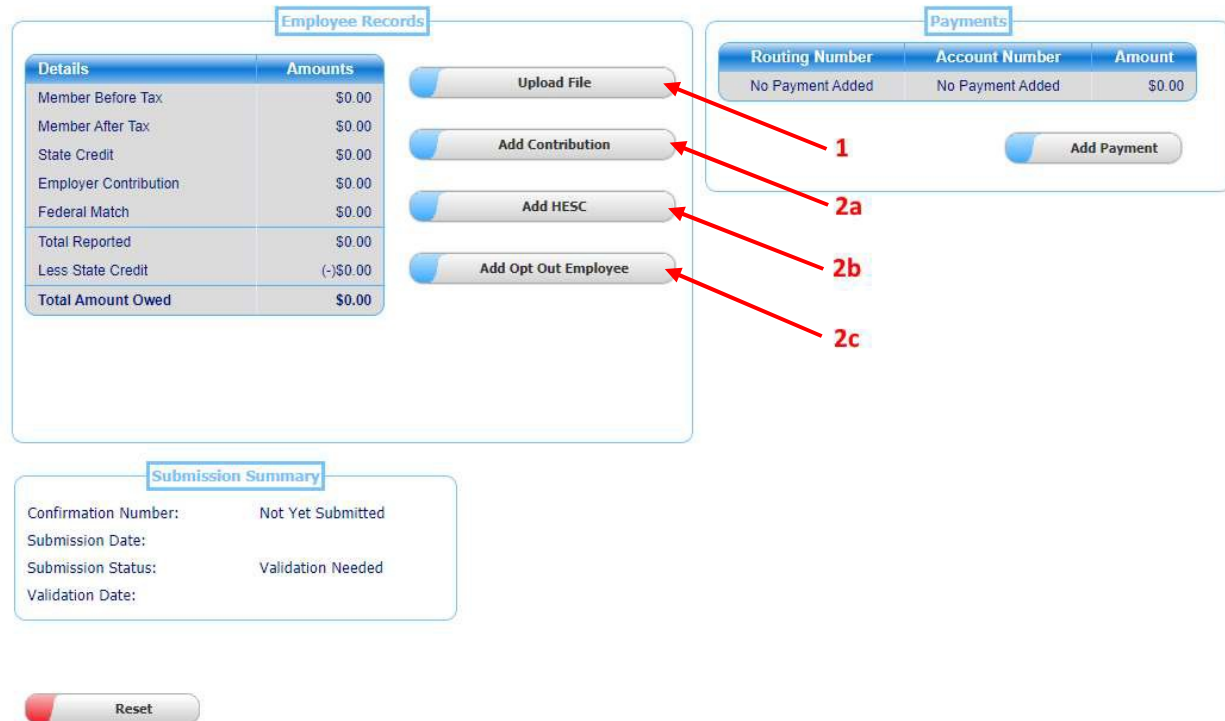
Reset

## TRS Employer Portal Monthly Report Instructions

### ADD EMPLOYMENT DATA

Once at the monthly page, the first task you will want to do is add monthly employment records. It is possible to add employment records two ways: (1) by uploading an xml file and (2) by adding records manually.

#### Monthly Report Content



**Employee Records**

Details	Amounts
Member Before Tax	\$0.00
Member After Tax	\$0.00
State Credit	\$0.00
Employer Contribution	\$0.00
Federal Match	\$0.00
Total Reported	\$0.00
Less State Credit	(-) \$0.00
Total Amount Owed	\$0.00

Buttons: Upload File, Add Contribution, Add HESC, Add Opt Out Employee

**Payments**

Routing Number	Account Number	Amount
No Payment Added	No Payment Added	\$0.00

Button: Add Payment

**Submission Summary**

Confirmation Number: Not Yet Submitted  
 Submission Date:  
 Submission Status: Validation Needed  
 Validation Date:

Reset

### Uploading XML File

When you click the “Upload File” button (arrow 1 above), you will be taken to a page that will allow you to select and upload an XML file with your employment records.



Upload File

Choose File No file chosen

When you upload your file, it will be checked against the XML schema. If the file does not pass the XML schema, any errors will be shown.



#### TIP:

If you work with a vendor to prepare your monthly employment reports, they can assist you with any XML schema errors you receive.

## TRS Employer Portal Monthly Report Instructions

### Manually Adding Records

On the monthly report screen, clicking the “Add Contribution” button (arrow 2a above) will take you to the Update Contribution screen (shown below). From here you can manually enter a record that will be included in your monthly report.

#### Update Contribution

[Back to Overview](#)
[View Errors/Warnings List](#)
[View Contribution List](#)

- Needs Validation

**Year**

Pay Period Year:

Pay Period Month:

Employment Year:

**Address**

Address Line 1:

Address Line 2:

City:

State:

Zipcode:

**Employee Information**

Tax Number:

Tax Number Type:

First Name:

Middle Name:

Last Name:

Suffix:

Birth Date:

Gender:

**Position**

SDE Experience:

Compensation:

Federal Compensation:

**Percentages**

Member Rate:

Employer Rate:

Federal Rate:

Member & Employer Rate:

**Contribution**

Member After Tax:

Member Before Tax:

State Credit:

Employer Contribution:

Federal Match:

[Save](#)

On the monthly report screen, clicking the “Add HESC” button (arrow 2b above) will take you to the Update HESC screen (shown below). From here you can manually enter a record for HESC that will be included in your monthly report.

#### Update HESC

[Back to Overview](#)
[View Errors/Warnings List](#)
[View HESC List](#)

- Needs Validation

**Pay Period**

Pay Period Year:

Pay Period Month:

Employment Year:

**Employee Info**

Tax Number:

Tax Number Type:

First Name:

Middle Name:

Last Name:

Suffix:

**Contribution Information**

Compensation:

HESC:

[Save](#)

## TRS Employer Portal Monthly Report Instructions

On the monthly report screen, clicking the “Add Opt Out Employee” button (arrow 2c above) will take you to the Update Opted Out Employee screen (shown below). From here you can manually enter a record for an Opted Out Employee that will be included in your monthly report.

### Update Opted Out Employee

Back to Overview
View Errors/Warnings List
View Opt Out Employee List

- Needs Validation

**Add Opt Out Employee**

**Pay Period**  
Pay Period Year:   
Pay Period Month:   
Employment Year:

**Employee Info**  
Tax Number:   
Tax Number Type:   
First Name:   
Middle Name:   
Last Name:   
Suffix:   
Birth Date:   
Gender:

**Address**  
Address Line 1:   
Address Line 2:   
City:   
State:   
Zipcode:

**Employment Information**  
Position:   
First Day To Report:

Save

## ADD PAYMENT

After adding employment data, you will need to add a payment (or multiple payments) to balance your Total Amount Owed. To begin adding a payment, click the “Add Payment” button towards the left of the screen on the Monthly tab.

**Payments**

Routing Number	Account Number	Amount
No Payment Added	No Payment Added	\$0.00

Add Payment

Once you have entered the Payment screen you have two options to pick from. You can select a Previous Payment method (if available) or you can choose to create a New Payment.

## TRS Employer Portal Monthly Report Instructions

### Employer Payments

[Back to Overview](#)

Routing Number	Account Number	Amount
No Payment Added	No Payment Added	\$0.00

Payment

☐ Previous

☒ New
 

If you'd like to make a payment using a previously entered bank account, please select the "Previous" radio button above and select the account from the drop down menu.

Routing Number

Account Number

Bank Account Type

Save For Future ☐

Amount

[Save](#)

To create a New Payment, click the New (arrow 2) radio button and enter a correct Routing Number, Account Number and Bank Account Type. If you wish to make this payment method available for future use, click the Save For Future checkbox. Once you have entered the appropriate information, enter the amount you wish to pay and click Save.

To use a Previous Payment Method, click the Previous (arrow 1) radio button and select the previous account you wish to use in the dropdown box. If you have not created a previous account by adding a new payment with the Save For Future option checked, this method will not be available.

### VALIDATE SUBMISSION

After adding employment data and payments, you will need to click the Validate button (shown below) on the bottom of the screen under the Monthly tab. This process will run several data checks to prevent data errors from being submitted.

## TRS Employer Portal Monthly Report Instructions

### Monthly Report Content

**Employee Records**

Details	Amounts
Member Before Tax	\$111.21
Member After Tax	\$0.00
State Credit	\$0.00
Employer Contribution	\$847.76
Federal Match	\$122.33
Total Reported	\$1,081.30
Less State Credit	(-) \$0.00
<b>Total Amount Owed</b>	<b>\$1,081.30</b>

**Payments**

Routing Number	Account Number	Amount
No Payment Added	No Payment Added	\$0.00

Outstanding Balance: **\$1,081.30**

**Submission Summary**

Confirmation Number: Not Yet Submitted  
 Submission Date:  
 Submission Status: Validation Needed  
 Validation Date:

If no errors are found in the validation, then you may click the "Submit" button and the process is complete and your submission has been sent to TRS.



### NOTE:

If the report is not submitted on the day it is validated, then you will have to validate the report again before submitting.

If errors are found, they will appear as shown below.

**Validation Results**

Overall Submission Errors

Code	Submission Error	Additional Info
X004	Payment must be added. Employer cannot mail check.	Contribution total is \$1081.30, but no payment has been made. Remaining balance of \$1081.30 must be paid before submitting these contributions.

Individual Errors/Warnings

Count	Code	Description
1	X004	Payment must be added. Employer cannot mail check.
1	F034	Federal match rate is incorrect. FederalMatch total for the employee for the pay period month must equal the federal match rate of the FederalCompensation total for the employee for the pay period month.
1	H418	HoursPerWeekWorked must be populated unless member is retiree without member contributions.
1	P422	Position must be populated unless member is retiree without member contributions.
1	C022	Member contribution is incorrect. Total member contributions received for this employment must be within an acceptable range of the compensation total times the appropriate member contribution rate
1	E024	Contribution is incorrect. Total member and employer contributions received for this employment must be within an acceptable range of the compensation total times the appropriate employer rate plus the member rate



## TRS Employer Portal Monthly Report Instructions

There are two ways you can fix errors found by the validation process.

1. Make changes to your accounting system and generate a new file to upload. This will require you to reset the submission to clear out the previous file uploaded.
2. Manually fix the records that have been uploaded to the portal.

Any data changes made after the validation process has run will require the validation to be run again.









### VIEW ERRORS

To view the errors on individual contributions, click the yellow button in the Validation Results box as shown above.

You will now be redirected to a list of detail records that contain either warnings or errors. To view an individual record, click on the edit pencil like in the image below.

[View Errors](#)

Back to Overview

List of Errors And Warnings								
Edit	Type	Tax Number	First Name	Last Name	Column	Code	Description	Note
	Error	*****5648	JOHN	DOE	FederalMatch	F034	Federal match rate is incorrect. FederalMatch total for the empl...	FederalMatch total
	Error	*****4561	JANE	SMITH	Compensation	C022	Member contribution is incorrect. Total member contributions re...	Member contributi
	Error	*****5648	JOHN	DOE	Position	P422	Position must be populated unless member is retiree without m...	Position must be p
	Error	*****5648	JOHN	DOE	HoursPerWee...	H418	HoursPerWeekWorked must be populated unless member is reti...	HoursPerWeekWor
	Error	*****4561	JANE	SMITH	EmployerCon...	E024	Contribution is incorrect. Total member and employer contributi...	Member contributi
	Error	*****9126	Sally	User	TaxNumber	T073	TaxNumber must have exactly 9 digits.	TaxNumber is not
	Error	*****9126	Sally	User	HESC	H044	Employer code must be 14H760, 55H770, or 60H010 for Altern...	
	Error	*****9126	Sally	User	HESC	H045	HESC rate is incorrect. HESC total for the employee for the pay ...	HESC total is \$80.0



#### TIP:

Errors will prevent you from submitting your monthly contribution while warnings may require some additional research but will not prevent you from submitting to TRS.

The screen will open a detail record and list the errors and warnings associated with that record (shown below). You are now free to edit the record to correct the errors.

## TRS Employer Portal Monthly Report Instructions

### Update Contribution

[Back to Overview](#)

[View Errors/Warnings List](#)

[View Contribution List](#)

**1** - Error

#### Errors and Warnings

Field Name	Code	Error	Additional Info
HoursPerWeekWorked	H418	HoursPerWeekWorked must be populated unless member is retiree without member contributions.	HoursPerWeekWorked must be populated unless member is retiree without member contributions JOHN A DOE.
Optional	O420	Optional must be Y or N.	Optional must be Y or N for JOHN A DOE.
FederalMatch	F034	Federal match rate is incorrect. FederalMatch total for the employee for the pay period month must equal the federal match rate of the FederalCompensation total for the employee for the pay period month.	FederalMatch total is \$122.33, but FederalCompensation total is \$1588.75. This is a rate of 7.70%, not the correct federal match rate of 7.90% for 2022. If FederalCompensation total is correct, FederalMatch total should be \$125.51.
Optional	O419	Optional must be populated unless member is retiree without member contributions.	Optional must be populated unless member is retiree without member contributions JOHN A DOE.

#### Contribution Details

Year

Pay Period Year

2021

Pay Period Month

July

Employment Year

2022

Address

Address Line 1

123 Main St

Address Line 2

City

Oklahoma City

State

OK

Zipcode

73012

Employee Information

Tax Number

\*\*\*\*\*5648

Tax Number Type

SSN

First Name

JOHN

Middle Name

A

Last Name

DOE

Suffix

Birth Date

06/16/1953

Gender

Male

Position

SDE Experience

0

Compensation

1588.75

Federal Compensation

1588.75

Percentages

Member Rate

7.0%

Employer Rate

9.5%

Federal Rate

7.7%

Member & Employer Rate

16.5%

Contribution

Member After Tax

0

Member Before Tax

111.21

State Credit

0

Employer Contribution

150.93

Federal Match

122.33

Employment Information

Position

First Day To Report

Optional

Hours Per Week Worked

Save



#### TIP:

If you wish to edit the Tax Number you must delete the record from the list of detail records and add a new contribution as shown earlier.

You can also view the individual lists for Contributions, HESC or Opted Out Employees by clicking the view buttons on the Monthly Report page (shown below).



## TRS Employer Portal Monthly Report Instructions

### Monthly Report Content

Employee Records

Details	Amounts
Member Before Tax	\$111.21
Member After Tax	\$0.00
State Credit	\$0.00
Employer Contribution	\$847.76
Federal Match	\$125.51
HESC	\$776.93
<b>Total Reported</b>	<b>\$1,861.41</b>
Less State Credit	(-) \$0.00
<b>Total Amount Owed</b>	<b>\$1,861.41</b>

Upload File

Add Contribution

View Contributions (2)

Add HESC

View HESC (2)

Add Opt Out Employee

View Opted Out Employees (2)

Payments

Routing Number	Account Number	Amount
No Payment Added	No Payment Added	\$0.00

Outstanding Balance: **\$1,861.41**

Add Payment

Submission Summary

Confirmation Number:

Not Yet Submitted

Submission Date:

Submission Status:

Validation Needed

Validation Date:

Validate







Reset

On the list page, you will have the ability to delete or edit records as shown below.

### View Contributions

[Back to Overview](#)

Click the search icon in the upper right corner to narrow your search.

List of Contributions												
Delete	Edit	Status	Pay Period Year	Pay Period Month	Employment Year	Tax Number	Tax Number Type	First Name	Middle Name	Last Name	Suffi...	Bir
			2021	7	2022	*****5648	S	JOHN	A	DOE		6,
			2021	7	2022	*****4561	S	JANE		SMITH		1,

## TRS Employer Portal Monthly Report Instructions

### LATE FEE PAYMENTS

If the Monthly report is submitted late, the late fee box will appear after validation (shown to the right).

It will show the amount of the late fee and have a link to show the details of the late fee calculation. Click the "Make Fee Payment" button to add the payment.

Adding a late fee payment works just like adding a normal payment mentioned above.

Late Fee

Details	Amounts
Late Fee Assessed	\$16.26
Payments Made	\$0.00
Outstanding Balance	\$16.26
Status	Late Fee (if any) applies
Late Fee Calculation	<a href="#" style="color: #007bff; text-decoration: none;">Details</a>

Routing Number	Account Number	Amount
No Payment Added	No Payment Added	\$0.00

→
Make Fee Payment