

Texas Emergency Services Retirement System



Frank Torres, Chairman
Kevin Deiters, Executive Director

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www.tesrs.texas.gov

Memorandum

TO: TESRS Departments
FROM: Kevin Deiters, Executive Director
DATE: December 19, 2017
RE: Reporting Instructions for 2017 Annual Report (Due on or before January 31, 2018)

The following steps outline the 2017 Annual Report process:

1. Obtain On-Line Access to the TESRS Database

You must have on-line access to prepare and submit the 2017 Annual Report. User Access to the TESRS Database grants users the authority to maintain confidential member's information, print reports, and process annual reports on behalf of the department.

To gain access to the Database you must:

- a. Hold a meeting and designate a primary and a secondary user to have access to the TESRS Database.
- b. Each user must complete and submit a confidentiality agreement to our office before access will be granted.

2. After you have on-line access to the TESRS Database

- a. Terminate inactive members from the pension system.
- b. Add new or missing members to the pension system and submit signed Form 502s to the TESRS office.
- c. Update your Local Board Member Listing to include new members, term dates, and contact information.

3. Compile your training and emergency response records for calendar year 2017 for each member who was active on December 31, 2017. You will need to determine if each member:

- a. Attended 25 percent of the emergencies for the department; and
- b. Attended at least 20 hours of training.

4. Complete the 2017 Annual Report using the TESRS Database and print a draft of the report for review by the local pension board. Ensure that you have reviewed the annual report. Bring any new member enrollments or terminations to the Local Board meeting.

5. Schedule a public Local Board meeting to review and adopt the 2017 Annual Report, including any corrections.

6. Log in to the TESRS Database and submit the final, adopted 2017 Annual Report.

Please call us at (800) 919-3372 or email us at benefitsteam@tesrs.texas.gov if you have questions.
