



I. Introduction

1. A letter from TRS Staff

To Our Participating Employers,

The Teachers' Retirement System (TRS) serves more than 195,000 active and retired members who work for about 600 different participating employers. We could not adequately serve our members without the help and collaboration of our employers and those whose jobs include sending in payroll data and contributions. In short, you are our partners in ensuring that TRS can meet its commitment to provide retirement income security to our members. With your help the employer reporting process is working better than ever. Technology has made it easier and more efficient to get member data quicker and get the funds invested for the benefit of all of us. So, thank you for everything you do to make this possible.

Because TRS has been around for more than 80 years, different retirement eligibility, benefit formulas, vesting and other special situations, make the administration of TRS more complicated than any of us would like to see. But complicated it certainly can be. The Employer Manual you are reading is intended to be a road map so that you have answers to your questions at your fingertips. If you have comments or suggestions, please let us know because we are truly in this together. Together we can make TRS stronger and more efficient.

Thank you,

TRS Staff

2. Purpose of the Employer Manual

The Employer Manual is the primary resource to assist employers with their TRS functions including monthly and yearly reports.

3. About TRS

The Teachers' Retirement System of Oklahoma is a defined-benefit pension plan serving Oklahoma Educators and those whose primary work is associated with providing public education services in Oklahoma.

The Defined Benefit Plan is qualified under Section 401(a) of the Internal Revenue Code. Eligible retirees of the System's 401(a) plan receive a monthly benefit from their retirement date throughout their remaining lifetime through a formula based on years of service and final average salary of the member. The formula gives retirees a percentage of their



salary as a retirement benefit. The more years of service the member has at retirement, the greater the percentage of salary the member will receive at retirement.

4. Contact Information

Oklahoma Teachers Retirement System		Phone	Email
<u>Physical Address</u> 301 N.W. 63rd, Suite 500 Oklahoma City, OK 73116 <u>Mailing Address</u> PO Box 53524 Oklahoma City OK 73152 <u>Website</u> https://oklahoma.gov/trs.html		Member and Retirement Information (405) 521-2387 Employer Helpdesk (405) 522-3130 Toll Free (877) 738-6365	Member and Retirement Information mail@trs.ok.gov Employer Reporting helpdesk@trs.ok.gov
Employer Reporting and ERV Completion	David Tinker, Manager Anna Smith, Analyst	(405) 522-3130 (405) 521-2389 Toll Free (877) 738-6365	helpdesk@trs.ok.gov
Employment Payment Processing	Susan Rear	(405) 521-4741	susan.rear@trs.ok.gov
Installment Payments	Susan Rear	(405) 521-4741	susan.rear@trs.ok.gov
Retirement Benefits	Frances Rogers	(405) 522-6310	frances.jackson@trs.ok.gov
Post Retirement Employment	Lisa Miranda	(405) 521-4711	lisa.miranda@trs.ok.gov
Survivor Benefits	Terri Giddens	(405) 522-5834	terri.giddens@trs.ok.gov
Retirement Finalization	Lisa Miranda	(405) 521-4711	lisa.miranda@trs.ok.gov
Retirement Reconciliations	Kris Thornton	(405) 521-4717	kris.thornton@trs.ok.gov
Disability Retirement Eligibility	Terri Giddens Erica Williams	(405) 522-5834 (405) 521-4727	terri.giddens@trs.ok.gov erica.williams@trs.ok.gov



Withdrawals	Lori Buthion	(405) 521-4720	lori.buthion@trs.ok.gov
Employer Education	Rod Boles	(405) 521-4742	rod.boles@trs.ok.gov

5. Funding Sources

TRS receives funding from three main sources: Employer Contributions, Employee Contributions and Dedicated Revenue. The funding sources are broken down below for the year ending June 30, 2022.

Type	Amount	Percentage
Employee Contributions	\$366,066,840	27%
Employer Contributions	\$542,901,839	41%
Dedicated Revenue	\$424,507,378	32%
Total	\$1,333,476,057	100%

6. Board of Trustees Composition

The members of the Teachers' Retirement System Board of Trustees are specified in [70 O.S. § 17-106](#) as follows:

Teachers' Retirement System of Oklahoma Board of Trustees	
Appointing Authority	Requirement
Governor	Higher Education Representative
Governor	Non-classified Optional Personnel
Governor, Cotermious	Public or Private Funds Management Experience, or Banking Experience, or Law Experience, or Accounting Experience
Governor, Cotermious	
Governor, Cotermious	
Governor, Cotermious	
Senate Pro Tempore	Active Classroom Teacher
Senate Pro Tempore	Retired Member
House Speaker	Active Classroom Teacher
House Speaker	Retired Member
Ex Officio	State Superintendent or Designee
Ex Officio	OMES Director or Designee
Ex Officio	State Treasurer or Designee
Ex Officio	Career-Tech Director or Designee
Retired Educators Association (non-voting)	Retired Educators Association Representative