

From: TRS

Sent: Thursday, December 11, 2014 10:36 AM

To: EMPLOYER

Subject: Employee Lookup Available in Employer Access Area of TRS Website

Dear Employer:

TRS has been receiving employer phone calls to check whether members are retired from TRS or still active. While we are happy to assist, we wanted to remind you that the Employer Access area of the TRS website has a lookup system in place for this under Employee Information. Employers can look up members by Social Security number to determine tier and retirement statuses.

To access this feature:

- Sign into the Employer Access area.
- Click on “Employee Lookup” under Employee Information.
- Enter the member’s Social Security number and click “Search by SSN.”

Employee Lookup provides the most current information available to TRS. TRS may not know the tier status for a TRS member newly hired by your district in the current reporting year. Employee searches that state, “No information was found matching the Social Security number (SSN) of XXX-XX-XXXX,” signify that the member does not even have a member record set up in our database.

Employee retrieval searches that label the member’s tier status as “Unknown” signify the member has a member record set-up in our database; however, there is currently no TRS service reported for the current or any prior school years and sufficient reciprocal system data exchanges have not been performed yet.

The “Retired?” search results (either “Yes” or “No”) will provide confirmation for TRS annuitants (*i.e.* members currently receiving a monthly retirement benefit) as well as members who have received a TRS single-sum retirement benefit. A member’s current retirement status in the Chicago Teachers’ Pension Fund and other Illinois reciprocal retirement systems are **not considered** when processing the retired status results.

TRS Employer Services Department