

## Supplemental Compensation

### **1. For the purpose of the supplemental compensation, what is the definition of a full-time employee and a part-time employee?**

For the purpose of the supplemental compensation, a full time employee is an active contributing TRS member working 30 or more hours each week. A part-time employee is an active contributing TRS member working less than 30 hours each week.

### **2. For the purpose of the supplemental compensation, which employees are classified as professionals?**

(A) An individual employed by a school district, a charter school, or other eligible entity that is not a regional education service center and 50% or more of the individual's time is reported under any combination of the role identifications in the Public Education Information Management System (PEIMS) specified in this subparagraph, or under any subsequently created role identifications that describe roles that are substantially similar to the ones identified in this subparagraph;

[Figure: 19 TAC §61.1018\(b\)\(4\)\(A\)](#)

(B) An individual employed by a regional education service center and 50% or more of the individual's time is reported under any combination of the role identifications in PEIMS specified in this subparagraph, or under any subsequently created role identifications that describe roles that are substantially similar to the ones identified in this subparagraph; or

[Figure: 19 TAC §61.1018\(b\)\(4\)\(B\)](#)

Regardless of how the individual's time is reported in PEIMS, 50% or more of the Individual's time is reported in a role that is substantially similar to a role set out in subparagraph (A) or (B) of this paragraph, as determined by the reporting entity or

### **3. Are all new employees required to wait 90 days before becoming eligible for the supplement?**

Newly hired employees who were not active members are already TRS members on their date of employment, and who are not professional employees, are eligible for the supplement once they reach their 91-day of employment.

### **4. Is there any change for 2005-2006 in how the supplemental compensation is disbursed to employees?**

No. Funds for the supplemental compensation are disbursed to employing entities in monthly installments for each eligible TRS member. Employees may use the supplement for benefit options offered under a cafeteria plan and/or take the supplement as a direct payment. If the entity does not offer a cafeteria plan, the employer will disburse the supplement to the eligible employees in the form of a direct payment.

### **5. An employee works part-time as a teacher and part-time as an administrator. Is the employee eligible to receive the supplement?**

It depends. If less than 50% of the employee's time is reported in PEIMS as an administrator, the individual would be eligible for the supplement. If 50% or more of the employee's time is reported in PEIMS as an administrator, the individual would be classified as a professional employee and would not be eligible for the supplement.

**6. For the purpose of the supplemental compensation, is a bus driver considered a full-time employee?**

It depends. If a bus driver is a TRS member and regularly works 30 or more hours per week, the bus driver is considered a full-time employee for the purpose of the supplement. If the bus driver works less than 30 hours per week, the employee is classified as a part-time employee for the purpose of the supplement.

**7. Are directors, such as a Director of Food Service, eligible for the supplement?**

It depends. First the employee must be a contributing TRS member. If the employee is a contributing TRS member the employee is eligible for the supplement *unless*:

a. 50% or more of the employee's time is reported in PEIMS in one or more of the roles identified as professional in Rule § 41.42, *or*

b. the employee is reported in PEIMS in a different role but the job function is substantially similar to one of the roles classified as professional.

**8. Are employees who are not required to be reported in PEIMS eligible for the supplement?**

If the employee is a contributing TRS member and is not required to be reported in PEIMS, the employee is eligible for the supplement. If you have questions regarding PEIMS reporting requirements, please contact TEA or refer to the TEA Web site at [www.tea.state.tx.us](http://www.tea.state.tx.us).

**9. Is the supplemental compensation prorated for a newly hired employee who is subject to the 90-day waiting period for TRS membership and becomes a TRS member and is otherwise eligible for the supplemental compensation in the middle of the month? For example: An individual who is subject to the waiting period begins employment on September 12th and becomes a TRS member and is otherwise eligible for the supplement effective December 11th. Is the supplement prorated for December?**

No. The supplement is not prorated. If otherwise eligible for the supplement, the employee will receive the full monthly amount of the supplement beginning in the month in which the 90-day waiting period is satisfied, in this example December.

**10. Can an entity opt to disburse the supplemental compensation to the employees in one lump sum payment for the full 12 months?**

Yes. However, the disbursement must be made in the month in which the employee is first eligible to receive the funds. Also, TRS distributes the funds to the entity in monthly installments based on the employee's eligibility for the supplement for that month. If the employee terminates or otherwise becomes ineligible for the supplement at any time during that 12 months, TRS will not distribute funds for that employee to the entity and the entity will absorb the loss.

**11. Are TRS contributions withheld from the supplemental compensation?**

No.

**12. Is the supplemental compensation considered taxable income for the employee?**

To the extent that an employee receives the supplement as additional compensation, it may be taxed in the same manner as regular pay. Consult your employer and/or a tax advisor or attorney to determine any tax liability.

**13. Is an employee who declines group health care coverage eligible for the supplemental compensation?**

Yes. Eligibility to receive the supplemental compensation is not affected by a decision to decline group health care coverage.

**14. Is an employee who is on leave without pay eligible to receive the supplemental compensation?**

It depends. If an employee who is otherwise eligible for the supplemental compensation works at least one day in a month, the employee is eligible to receive the appropriate supplemental compensation amount for that month. An employee who does not work any part of a month and consequently receives no compensation for that month is not eligible for the supplement for that month unless he or she is on leave without pay under the Family and Medical Leave Act of 1993 (FMLA). Employees on leave without pay under FMLA are eligible for the supplement in the same amount that they were eligible to receive prior to going on FMLA leave for the duration of their FMLA leave.

**15. If a husband and wife both work for the same entity and are both eligible for the supplemental compensation, can the entity distribute \$0 to one employee and the remainder of the applicable amount to the spouse?**

No. The supplemental compensation must be distributed to each eligible employee in the amount for which that employee is eligible for that month.

**16. Is a TRS retiree eligible to receive the supplemental compensation?**

No. A TRS retiree, including one who has returned to work for an eligible entity, is not eligible for the supplemental compensation.

**17. Is an employee who is under a 10-month contract eligible to receive the supplemental compensation for the months that he or she is not otherwise receiving a paycheck from the entity?**

If (1) the employing entity considers the individual to be an employee; (2) the individual is eligible for health care benefits from the employing entity for the months the individual is not receiving a paycheck from the entity; and (3) the individual does not take a TRS retirement or become a professional employee, the employee is eligible for the supplemental compensation for those months. An entity may choose to pay the full amount to the employee within the 10-month period or may choose to provide supplemental payrolls for the remaining two months. However, the entity's choosing to pay over a 10-month period does not affect TEA's distributing the supplemental compensation to the entity over a 12-month period, assuming that the employee is eligible for the supplement during each of the 12 months.

**18. Is an employee who is otherwise eligible for the supplemental compensation but who works only part of a month eligible for the full monthly supplement or must the supplement be prorated for the days worked?**

An employee who is otherwise eligible for the supplement is eligible for the full monthly amount of the supplement if he or she works at least one day of the month.

However, an employee can receive the supplemental compensation from only one employer in any given month. Therefore, an employee who changes employment during a month should receive the supplemental compensation from the entity that employed the individual first; the second employer should not pay the supplemental compensation that month. For example, an individual who is eligible for the supplement terminates employment with District A on October 5th and does not withdraw his or her TRS contributions. That individual begins employment with District B on October 8<sup>th</sup>. The individual receives the supplement for October through District A and will not be eligible for the supplement through District B until November. District B should not include the employee in its reported total count on the Foundation School Program (FSP) system until November.

Please note, however, that if an individual terminates employment and withdraws his or her TRS contributions, the individual is not eligible for the supplement from a new employer until the individual has satisfied the 90-day waiting period for TRS membership.

**19. What is the deadline for reporting information on the Foundation School Program (FSP) system for the supplemental compensation?**

The deadline for entities to report the total number of employees in each category is the 10th of each month. If the 10th is not a working day, the deadline is the first working day following the 10th. If an entity reports properly and by the deadline, TEA will remit to that entity an amount equal to the reported number in each eligible category multiplied by the applicable amount of supplemental compensation for each eligible category. If an entity reports after the deadline, or if the report contains irregularities, remittance will be delayed.

**20. How does an entity report employees hired after the 10th of the month?**

An entity may revise previously reported total counts for any month during a fiscal year. This accommodates reporting new hires and correcting any errors for previously reported totals. An adjustment will be made to the current month's remittance, which will incorporate changes made to previously reported totals. The deadline for making adjustments to previously reported numbers is September 30th of the fiscal year following the report month. For example, corrections for December 2005 can be made anytime prior to September 30, 2006.

**21. If an entity does not report by the deadline, is it still required to distribute the supplemental compensation to its eligible employees that month?**

Yes. An entity is required to distribute the applicable amount of funds to eligible employees each month regardless of whether the entity reports by the deadline.

**22. Is the entity required to distribute the supplement to eligible employees who are hired after the 10th?**

Yes. For example: A new hire begins employment on September 20, 2005, is a TRS member on the date of employment, the 90-day wait has expired, and is not a professional employee. The entity should distribute the supplement to the employee in September in accordance with the employee's election and the entity's payroll schedule.

## TEXAS EDUCATION AGENCY FY 06 SUPPLEMENTAL COMPENSATION INFORMATION FORM

This form should be completed by new hires and eligible individuals employed by more than one entity.

Employees who are active contributing members of TRS, *except those classified as professional employees*, and who are employed by school districts, other educational districts, participating charter schools, and regional service centers are eligible to receive the supplement, subject to available appropriations, as follows:

Full-time employees \$500 (paid in monthly installments of \$41.66)

Part-time employees \$250 (paid in monthly installments of \$20.83)

Newly hired individuals who are not TRS members are not eligible to receive the supplement until a 90-day waiting period has expired. The supplement will not be provided to TRS retirees, even those who have returned to work.

Eligible employees may receive the supplement through only one entity in any one month. *The supplement does not count as salary for TRS retirement purposes and will not be subject to TRS retirement contributions.* Any amount of the supplement paid to you as additional compensation will be subject to applicable federal taxes.

When completed, give your form to your entity's benefits administrator.

### Section I: Please complete the following questions.

<b>Circle one:</b> Yes No	1. Are you currently employed by another school district, other educational district, participating charter school, or regional service center? If yes, name the other employing entity here: _____. You may receive the supplement through only one entity. You must select which entity is responsible for distributing the supplement. Which entity will that be? _____
<b>Circle One:</b> Yes No	<p><u><i>Questions 2 and 3 should be completed only by new hires.</i></u></p> 2. Are you currently a member of the Teacher Retirement System? If no, you will have a 90-day waiting period before you are eligible for the supplement. If yes, please answer question 3.
<b>Circle One:</b> Yes No	3. Did you work for another school district, other educational district, participating charter school, or regional service center during your first calendar month of employment here?  If yes, distribution of the supplement through our entity will begin the month following your effective date of employment. (Your supplement for the current month is the responsibility of your previous employing entity.)

### Section II: Signature

\_\_\_\_\_  
**Employee's Name (Print)**

\_\_\_\_\_  
**Social Security No.** Disclosure of your social security number is required and will be used for tax administration under applicable tax laws such as the Internal Revenue Code and for identification purposes.

\_\_\_\_\_  
**Employee's Name (Signature)**

\_\_\_\_\_  
**Date**

Figure: 19 TAC §61.1018(b)(4)(A)

Central Administrators	
004	Ass't/Assoc. Superintendent
012	Instructional Officer (Central Office)
027	Superintendent/CAO/CEO/President
028	Teacher Supervisor (Central Office)
032	Vocational Education Coordinator (Central Office)
040	Athletic Director (Central Office)
043	Business Manager
044	Tax Assessor and/or Collector
045	Director – Personnel/Human Resources
055	Registrar (Central Office)
Campus Administrators	
003	Assistant Principal
012	Instructional Officer (not Central Office)
020	Principal
028	Teacher Supervisor
032	Vocational Education Coordinator (not Central Office)
040	Athletic Director (not Central Office)
055	Registrar (not Central Office)

Figure: 19 TAC §61.1018(b)(4)(B)

60	Executive Director
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61	Assistant/Associate/Deputy Executive Director
62	Component/Department Director
63	Coordinator/Manager/Supervisor

## ATTACHMENT I

### **Statutory Citations Relating to New 19 TAC Chapter 61, School Districts, Subchapter AA, Commissioner's Rules on School Finance, §61.1018, Payment of Supplemental Compensation**

**Texas Education Code, Chapter 22, School District Employees and Volunteers, Subchapter D, Compensation Supplementation, as added by Senate Bill 1863, 79th Texas Legislature, 2005**

#### **§22.101. Definitions.**

In this subchapter:

- (1) "Cafeteria plan" means a plan as defined and authorized by Section 125, Internal Revenue Code of 1986.
- (2) "Employee" means an active, contributing member of the Teacher Retirement System of Texas who:
  - (A) is employed by a district, other educational district whose employees are members of the Teacher Retirement System of Texas, participating charter school, or regional education service center;
  - (B) is not a retiree eligible for coverage under the program established under Chapter 1575, Insurance Code;
  - (C) is not eligible for coverage by a group insurance program under Chapter 1551 or 1601, Insurance Code; and
  - (D) is not an individual performing personal services for a district, other educational district that is a member of the Teacher Retirement System of Texas, participating charter school, or regional education service center as an independent contractor.
- (3) "Participating charter school" means an open-enrollment charter school established under Subchapter D, Chapter 12, that participates in the program established under Chapter 1579, Insurance Code.
- (4) "Regional education service center" means a regional education service center established under Chapter 8.

#### **§22.102. Authority to Adopt Rules; Other Authority.**

- (a) The agency may adopt rules to implement this subchapter.
- (b) The agency may enter into interagency contracts with any other agency of this state for the purpose of assistance in implementing this subchapter.

#### **§22.103. Eligibility; Waiting Period.**

A person is not eligible for a monthly distribution under this subchapter before the 91st day after the first day the person becomes an employee.

#### **§22.104. Distribution by Agency.**

Subject to the availability of funds, each month the agency shall deliver to each district, including a district that is ineligible for state aid under Chapter 42, each other educational

district that is a member of the Teacher Retirement System of Texas, each participating charter school, and each regional education service center state funds in an amount, as determined by the agency, equal to the product of the number of eligible employees employed by the district, school, or service center multiplied by the amount specified in the General Appropriations Act for purposes of this subchapter and divided by 12. The agency shall distribute funding to only one entity for employees who are employed by more than one entity listed in this section.

**§22.105. Funds Held in Trust.**

All funds received by a district, other educational district, participating charter school, or regional education service center under this subchapter are held in trust for the benefit of the employees on whose behalf the district, school, or service center received the funds.

**§22.106. Recovery of Distributions.**

The agency is entitled to recover from a district, other educational district, participating charter school, or regional education service center any amount distributed under this subchapter to which the district, school, or service center was not entitled.

**§22.107. Determination by Agency Final.**

A determination by the agency under this subchapter is final and may not be appealed.

**§22.108. Distribution by School.**

Each month, each district, other educational district that is a member of the Teacher Retirement System of Texas, participating charter school, and regional education service center must distribute to its eligible employees the funding received under this subchapter. To receive the monthly distribution, an individual must meet the definition of an employee under Section 22.101 for that month.

**§22.109. Use of Supplemental Compensation.**

An employee may use a monthly distribution received under this subchapter for any employee benefit, including depositing the amount of the distribution into a cafeteria plan, if the employee is enrolled in a cafeteria plan, or using the amount of the distribution for health care premiums through a premium conversion plan. The employee may take the amount of the distribution as supplemental compensation.

**§22.110. Supplemental Compensation.**

An amount distributed to an employee under this subchapter must be in addition to the rate of compensation that:

- (1) the district, other educational district, participating charter school, or regional education service center paid the employee in the preceding school year; or
- (2) the district, school, or service center would have paid the employee in the preceding school year if the employee had been employed by the district, school, or service center in the same capacity in the preceding school year.

**ATTACHMENT II**  
**Text of Adopted New 19 TAC**

**Chapter 61. School Districts**

**Subchapter AA. Commissioner's Rules on School Finance**

**§61.1018. Payment of Supplemental Compensation.**

- (a) Purpose. In accordance with the Texas Education Code (TEC), Chapter 22, Subchapter D, each month the Texas Education Agency (TEA) shall distribute funds, subject to the availability of funds, for the purpose of payment of supplemental compensation, as specified by the provisions delineated in this section.
- (b) Definitions. The following words and terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise.
- (1) Entity--An entity is defined as:
- (A) a school district or other educational district whose employees are members of the Teacher Retirement System of Texas (TRS);
  - (B) a participating charter school; or
  - (C) a regional education service center.
- (2) Full-time employee--An individual is employed as a full-time employee if the individual:
- (A) is a participating member of the TRS;
  - (B) is employed by a school district, other educational district whose employees are members of the TRS, a participating charter school, or a regional education service center;
  - (C) is not a retiree covered under the Texas Public School Retired Employees Group Benefits Program established under the Texas Insurance Code, Chapter 1575;
  - (D) is not professional staff; and
  - (E) works for an entity or any combination of entities for 30 or more hours each week.
- (3) Part-time employee--An individual is employed as a part-time employee if the individual:
- (A) is a participating member of the TRS;
  - (B) is employed by a school district, other educational district whose employees are members of the TRS, a participating charter school, or a regional education service center;
  - (C) is not a retiree covered under the Texas Public School Retired Employees Group Benefits Program established under the Texas Insurance Code, Chapter 1575;
  - (D) is not professional staff; and
  - (E) works for an entity or any combination of entities for less than 30 hours each week.
- (4) Professional staff--An individual is employed as professional staff if:
- (A) the individual is employed by a school district, a charter school, or other eligible entity that is not a regional education service center and 50% or more of the individual's time is reported under any combination of the role identifications in the Public Education Information Management System (PEIMS) specified in this subparagraph, or under any subsequently created role identifications that

describe roles that are substantially similar to the ones identified in this subparagraph;

Figure: 19 TAC §61.1018(b)(4)(A)

- (B) the individual is employed by a regional education service center and 50% or more of the individual's time is reported under any combination of the role identifications in PEIMS specified in this subparagraph, or under any subsequently created role identifications that describe roles that are substantially similar to the ones identified in this subparagraph; or

Figure: 19 TAC §61.1018(b)(4)(B)

- (C) regardless of how the individual's time is reported in PEIMS, 50% or more of the individual's time is reported in a role that is substantially similar to a role set out in subparagraph (A) or (B) of this paragraph, as determined by the reporting entity or combination of entities.

- (c) Reporting. For each designated report month, each entity shall report to the TEA the number of full-time and part-time employees eligible to receive supplemental compensation and the total number of professional staff, as determined by the entity in accordance with requirements established by the TEA in this section.
- (1) The TEA division responsible for state funding must receive each monthly report by 5:00 p.m. Central Time on the 10th calendar day of each month or, if that date is not a business day, by 5:00 p.m. Central Time on the first business day after the 10th calendar day of the month.
  - (2) The TEA may dispute, seek verification of, or conduct an investigation regarding the reported number of employees and staff at any time after receiving the report.
- (d) Eligibility. For the purposes of this section, an individual is eligible to receive supplemental compensation if the individual:
- (1) is a full-time employee, as defined in subsection (b)(2) of this section, or a part-time employee, as defined in subsection (b)(3) of this section;
  - (2) is not a professional staff member, as defined by subsection (b)(4) of this section; and
  - (3) has been employed by an ~~the~~ eligible entity for a period of at least 91 days.
- (e) Funding formula. The TEA will remit funds to an entity if the TEA receives the required report on or before the deadline and does not seek verification of, choose to investigate, or otherwise dispute information in the report upon initial review. The remittance is subject to later adjustment if the TEA determines that there are errors in the report. The TEA will remit to the entity, subject to the availability of funds appropriated for this purpose, the sum of:
- (1) an amount equal to the number of full-time employees reported by the entity for the reporting month multiplied by \$500 and divided by 12; and
  - (2) an amount equal to the number of part-time employees reported by the entity for the reporting month multiplied by \$250 and divided by 12.
- (f) Distribution.
- (1) If a report is submitted after the deadline specified in subsection (c) of this section, remittance to the reporting entity will be delayed by at least one month even if the TEA does not dispute or seek verification of the numbers reported.
  - (2) In the first month an individual becomes eligible for the supplement, all entities must begin to distribute the appropriate monthly supplement to each eligible individual employed by the entity, regardless of whether reports are submitted in accordance with the deadlines and other requirements of this section.

(3) Entities must continue to make the appropriate monthly distribution to eligible individuals for the length of time that such individuals are employed, as determined by the entity, for at least one day of the applicable month, provided that the individual did not receive a monthly distribution from another entity for employment that occurred earlier in the same month.

(g) Settle-up.

(1) Entities must submit proposed adjustments to previously reported numbers through September 30 of the fiscal year following the reporting month. The TEA may make adjustments to previously reported numbers and may make a corresponding increase or decrease in funds that would otherwise be remitted to an entity at any time after receipt of a report.

(2) A final determination of supplemental compensation for a school year shall be based on the reports of eligible employees submitted to the TEA division responsible for state funding. Any adjustments to prior year reporting must be completed by September 30 of the following school year.

(A) Additional amounts owed to districts for supplemental compensation shall be added to payments of supplemental compensation in the subsequent school year, and any reductions in payments shall be subtracted from payments of supplemental compensation in the subsequent school year until the overpayment has been recovered.

(B) Any overpayments from a prior year that exceed the amount of supplemental compensation owed to a school district or charter school by March 31 of the following school year will be subtracted from the Foundation School Fund payments owed to that school district or charter school in April and subsequent months until the full amount of overpayment has been recovered. Any overpayments that cannot be subtracted from current payments of supplemental compensation or Foundation School Fund payments will be due and payable upon request from the TEA.

(C) Adjustments to state assistance based on changes in the final number of eligible employees resulting from a subsequent audit or review of the data reported to the TEA or to the TRS must be requested no later than 12 months following the close of the school year for which the adjustment is sought.

## **Supplemental Compensation**

Texas Insurance Code (TIC) Art. 3.50-9 prohibits school districts and other entities from reducing contributions toward school employee health insurance from the 2000-01 levels, except for declines in employment.

School districts and other entities must maintain effort by spending the same amount as the district expended in 2000-01 for health insurance, adjusted for changes in employment, on three categories of expense. Those three are health insurance, additional or higher benefits, or higher compensation than the 2000-01 level

### **\$500/250 Active Employee Health Coverage or Compensation Supplement**

School district and other entities (except for charter schools that do not participate in TRS ActiveCare) will receive \$41.66/20.83 per month for each full-time and part-time employee that is an active contributing member of the Teacher Retirement System.

### **Data Entry System**

School districts and other entities are required to report monthly employment counts and covered employee counts through the FSP system. The counts will be needed in order to properly compute the amounts to be paid for the \$500/250 benefit as well as any hold harmless that might be due to the school district or other district

To access the Foundation School Program Payment System you will need to have a TEASE account ([http://www.tea.state.tx.us/forms/tease/fsp\\_ext.htm](http://www.tea.state.tx.us/forms/tease/fsp_ext.htm)).

To access and enter data through the FSP system

1. At the School Finance website click on the "Public School Employee Health Insurance" link. This page displays links for tips on navigating in Health Care Funding (HCF), related links about HCF, historical information about the Public School Employee Health Insurance Program
2. Click on "FSP System"
3. Click on "Login to TEASE FSP System"
4. Enter user ID and password
5. Select FSP-Foundation School Program Application
6. Select Health Care Funding
7. Enter the CDN and correct school year
8. Select Health Care Application

Once in the FSP application you will be able to check the status of the data. This screen also allows you to view transactions by clicking on the month to see the history of data entered for the month. When you click on the link next to "status" you can view the history of the user accessing the application. The mode will show "add", "edit", or "read only".

Enter the data for the appropriate month for full-time eligible \$500, part-time eligible \$250, professional \$0, and covered TRS members. Click on the "send" button, the "status" will then show as "sent" to indicate the data is in the system.

## **Who must report**

All school districts, regional education service centers, and county education districts must report the count of eligible TRS members and the count of those members covered by a group health insurance plan. School districts that are allowed to remain out of TRS ActiveCare must still report their data in order to receive funding for the \$500/\$250 employee supplemental compensation. Open-enrollment charter schools that have chosen to participate in TRS ActiveCare must also report. Open-enrollment charter schools that chose to stay out of TRS ActiveCare are not allowed to report and will not receive funding for the \$500/\$250 supplemental compensation.

## **How to report**

Enter the total number of active contributing TRS members by category in each of the columns labeled “Full-Time Eligible \$500”, “Part-Time Eligible \$250”, “Professional \$0”, and “Covered TRS Members”. The “Total” column is calculated by the system. *New hires will not be eligible for the supplement until the 91<sup>st</sup> day of employment.*

Your reported total of “Full-Time Eligible \$500” should include only active TRS members who are nonprofessionals and work 30 or more hours per week.

Your reported total of “Part-Time Eligible \$250” should include only active TRS members who are nonprofessionals and work less than 30 hours per week.

Your reported total of “Professional \$0” should include active TRS members serving in an administrative capacity.

Effective September 1, 2005 new employees that chose to participate in the health insurance are eligible to be reported as a “**Covered TRS Members**”.

Funds will be disbursed in FY 06 to your entity in the same manner as in FY 05. Subject to available appropriations, \$41.66 times your reported total in “Full-Time Eligible \$500” plus \$20.83 times the reported total number in “Part-time Eligible \$250” will be disbursed monthly to your entity.

## **How to correct data**

To make a correction or an adjustment, enter the correct or adjusted data for the month to be adjusted. If you missed the deadline to enter data for the current month, once the system is open enter the data for the month intended. You will also need to enter zeros for the month you are not ready to enter data, this will allow you to send the data. Once you have finished, you can click on the “send” button for the data to be in the sent status.

### **Steps to complete reporting**

1. Log into the FSP application
2. Click on the Health Care Funding item
3. Change the year that appears in the upper right to “2006”.
4. Click on the item Health Care Application in the left-hand menu.
5. The entry screen should now be visible. If not, there may be browser issues, such as failure to refresh, etc. Try clicking the “Refresh” button, although that may not work either. For other problems, follow the browser tips located at [http://www.tea.state.tx.us/school.finance/topics/hi\\_fsptips.doc](http://www.tea.state.tx.us/school.finance/topics/hi_fsptips.doc). Once the entry screen is visible, enter the appropriate items for the month.
6. Click “Send”.

**If the mode is read only you will not be able to enter data, follow the browser tips below.**

### **Browser Type and Settings**

Browser Type -- Please be aware that the new online FSP Payment System needs to be accessed using the Microsoft Internet Explorer (IE) browser software, version 4.0 or greater. The system cannot be accessed using any version of Netscape or older versions of Internet Explorer.

Browser Settings – If you are using Internet Explorer version 4.0 or greater and are experiencing problems, check the browser settings as follows:

1. On the Internet Explorer Menu, click on TOOLS then click on INTERNET OPTIONS...
2. An Internet Options dialogue box will appear, click on the GENERAL tab at the top
3. Under the Temporary Internet Files section, click on the DELETE FILES button “Delete files in the temporary internet files”, click “ok”
4. Under the Temporary Internet Files section, click on the SETTINGS... button
5. A Settings dialogue box will appear, click on EVERY VISIT TO THE PAGE under the “Check for newer versions of stored page:” section
6. Click on the OK button in the Settings dialogue box
7. Click on the OK button in the Internet Options dialogue box

If you have questions, do not reply to fsp \_ administrator. Email your questions to [sfinance@tea.state.tx.us](mailto:sfinance@tea.state.tx.us) or contact Al Johnson at 512-463-9238

### **TIPS CONCERNING RELATIVELY UNCOMMON PROBLEMS:**

1. If your county-district number doesn't show up in the upper left-hand corner, you can highlight the number, type over it with your county-district number, and press ENTER (don't press TAB as this can result in a blank screen). If you haven't entered and sent data in the Health Care Application and the panel shows Mode: "Read Only" you will need to contact TEA Security to see if your account has been associated with the correct county-district number.
2. A very, very small number of entities (usually not school districts) are classified as TRS "inactive" which means that the system will not allow data to be entered without action by the TEA FSP Health Insurance Administrator. If you think you may be experiencing problems with the system due to this situation, please contact State Funding Division at 512-463-9238.

### **TIPS FOR USERS WHO DO NOT HAVE ACCESS THE TEASE FSP SYSTEM:**

1. If you have not applied for a TEASE FSP System user account, you will need to submit an application.
2. Each TEASE program requires a separate application for a user account, having an account for PEIMS or Student Transfers for example doesn't provide access to the TEASE FSP System
3. You can access an application online at <http://www.tea.state.tx.us/school.finance/fsp.html>
4. Please be aware that the application processing can take up to 10 working days.
5. If you need to enter data before your application has been approved, you may need to work with another employee in your district with TEASE FSP System access. It is likely that some one your entity's business office or school transportation department has a TEASE FSP System account.
6. If you don't have access to any other TEASE programs, you have submitted an application for a TEASE FSP System account at least a few days ago, and you have not yet received notification that your account has been approved, you can see if you're account has been set up by attempting to access the system as follows:
  - Click on "Login to TEASE FSP System" (the second link on the following webpage <http://www.tea.state.tx.us/school.finance/fsp.html>)
  - In the Username box type in lowercase the letter "e", your six-digit county district number, the first letter of your first name, and the first three letters of your last name. (Example – e255901jdoe)
  - In the Password box type in lowercase the word "password". If your account has been set up, you will be prompted to change your password and confirm your new password, and you will be able to proceed within the TEASE FSP System.

If you have access to other TEASE programs and you have submitted an application for a TEASE FSP System account at least a few days ago, you can check to see if your account has been set up by logging into TEASE and checking to see if the FSP System appears as an option under the “Your Applications” dropdown list.

7. If your account is not activated before the September 10<sup>th</sup> deadline, and no one else in your district has TEASE FSP System access, all is not lost. Remember that the system will allow you to enter/correct data for prior months as you add a new month’s data. When you send the new month’s data, the data changes for the prior month will be picked up for processing.