



# Membership Reconciliation Report Procedural Document



This Procedural Document explains the Membership Reconciliation Report (MRR) process in TOL for authorized users.

Once the MRR is released, the Local Board has until five days before the end of the month to make the necessary changes to the pension roster and approve the MRR.

Remember, the Local Board is required to hold a meeting with at least 72 hours of public notice to approve the MRR.

**Table of Contents**

**Getting Started..... 1-2**

**How-To: Membership Reconciliation Report ..... 3-9**

**Getting Started**

Authorized users will have access to TOL and should utilize this Procedural Document to assist them in using the online database while completing an MRR.

TOL was designed to allow users to quickly update pension information, and give the Local Board and departments greater access in the record-keeping process.

Through TOL you can complete all the tasks you regularly would as an administrator of TESRS:

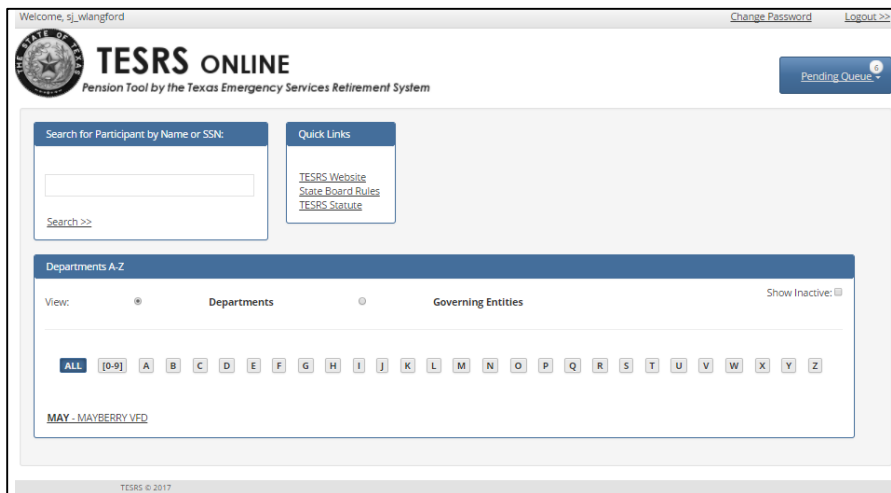
- Enroll a new member,
- Terminate a member,
- Complete required reports,
- And more!

## Membership Reconciliation Report Procedural Document

---

Once logged on, you will have access to your department and governing entity page. The Homepage will have links to our website and other resources, as well as a search option. **Click on your department.**

Here's an example of how the Homepage looks:



If you have issues accessing your department, or if you have access to any department besides your own, please contact the TESRS offices at (512)-936-3372

## How-To: Membership Reconciliation Report

The Membership Reconciliation (MRR) is necessary for our offices to keep track of the active members of the system, which will affect the billing process.

Complete an MRR by following these steps:

1. Check your Pending Queue for an MRR.

The screenshot shows the TESRS ONLINE interface. The user is logged in as 'Welcome, sj\_wlangford'. The interface has a top navigation bar with 'Change Password' and 'Logout >>'. The main header includes the TESRS logo and the text 'TESRS ONLINE Pension Tool by the Texas Emergency Services Retirement System'. A 'Pending Queue' button is visible in the top right. The left sidebar contains a list of menu items: Summary, Participants, Payees, Contribution Rates, Contacts/Local Board, Pending Queue (highlighted with a red box), Decedents, Print Roster, New Entry, Re-Enter, Form 502, Form 503, and Form 504. The main content area shows the 'Pending Actions' table with columns: Participant Name, SSN, Requested Date, and Action. The table contains two rows: one for 'a, a' with SSN 'XXX-XX-7456' and Requested Date '6/26/2017' (Action: TERMINATE), and another for 'Entry, New' with SSN 'XXX-XX-9846' and Requested Date '6/23/2017' (Action: INSERT). Below this is the 'Active Participants' table with columns: Participant Name, Date of Birth, and Plan Entry Date. It lists several participants including 'durant, william', 'EASTWOOD, CLINT', 'FISHER, MIKE', 'PRESCOTT, RAY', and 'SANDERS, BERNIE'. At the bottom, there are links for 'Vested Terminated Participants', 'Non-Vested Terminated Participants', 'Military Leave Participants', and 'Temporary Disability Participants'.

2. Click on "MRR Report Queue".

The screenshot shows the TESRS ONLINE interface with the 'MRR Report Queue' selected. The user is logged in as 'Welcome, sj\_wlangford'. The interface has a top navigation bar with 'Change Password' and 'Logout >>'. The main header includes the TESRS logo and the text 'TESRS ONLINE Pension Tool by the Texas Emergency Services Retirement System'. A 'Pending Queue' button is visible in the top right. The left sidebar contains a list of menu items: Summary, Participants, Payees, Contribution Rates, Contacts/Local Board, Pending Queue (highlighted with a red box), Decedents, Print Roster, New Entry, Re-Enter, Form 502, Form 503, and Form 504. The main content area shows the 'MRR Report Queue' table with columns: SSN, Name, Department, Action, Status, Date, and Created by. The table contains one row: 'XXX-XX-7456', 'a, a', 'MAYBERRY VPD', 'TERMINATE', 'REQUEST', '6-26-2017 08:33 AM', and 'sj\_wlangford'. There are buttons for 'Approve', 'Reject', and 'Request' above the table. A 'Details' link is also present.

## Membership Reconciliation Report Procedural Document

3. Select the most recent MRR with “Sent to Department” status.

Welcome, sj\_wlangford [Change Password](#) [Logout >>](#)

**TESRS ONLINE**  
Pension Tool by the Texas Emergency Services Retirement System

[UNKNOWN > MAYBERRY VFD](#)

[Summary](#) [Participants](#) [Payees](#) [Contribution Rates](#) [Contracts/Local Board](#) [Pending Queue](#) [Decedents](#)

Action Queue Persons Queue Beneficiaries Queue Annual Report Queue **MRR Report Queue** Entity Queue

Billing Deadlines

Quarter	Start Date	End Date	TESRS Sends MRR to Department	Update Deadline Before Invoice	Invoice Date	TESRS ACH Date
1	9/1/2016	11/30/2016	11/1/2016	11/22/2016	11/30/2016	12/30/2016
2	12/1/2016	2/28/2017	2/1/2017	2/22/2017	2/28/2017	3/30/2017
3	3/1/2017	5/31/2017	5/1/2017	5/22/2017	5/31/2017	6/30/2017
4	6/1/2017	8/31/2017	8/1/2017	8/22/2017	8/31/2017	9/30/2017

Department	Created On	Due Date	Status	Comments
MAYBERRY VFD	5/31/2017	5/22/2017	Sent to Department	
MAYBERRY VFD	3/28/2017	2/22/2017	Draft Generated	Reproduced by Pension Live
MAYBERRY VFD	11/01/2016	12/31/2016	Invoiced	
MAYBERRY VFD	9/22/2016	11/21/2016	Invoiced	
MAYBERRY VFD	9/22/2016	11/21/2016	Invoiced	
MAYBERRY VFD	9/20/2016	11/19/2016	Invoiced	
MAYBERRY VFD	9/20/2016	11/19/2016	Invoiced	
MAYBERRY VFD	9/20/2016	11/19/2016	Invoiced	
MAYBERRY VFD	2/17/2016	4/17/2016	Invoiced	

4. Once all new-entries, terminations, and edits have been made in TOL, and all 502, 503, and 504 forms are faxed or emailed to TESRS, submit the MRR with a Board Meeting Date. Please write comments about the updates you made to the Pension Roster in TOL.

[Approve MRR](#) [Reject MRR](#) [Print PDF](#) [Cancel](#)

\* Please include a valid Board Meeting Date

Bill Information

MAYBERRY VFD		SUB TOTALS	
Bill Date:	8/31/2018	411:	\$22,805.97
Invoice:	2018014101	258:	\$0.00
Billing Period:	3/1/2018 to 8/31/2018	Prior Service:	\$0.00
Created:	7/27/2018	Interest:	\$0.00
Printed:	7/27/2018	Penalties:	\$0.00
Finalized:		Refunds:	\$0.00
Due:	8/22/2018	Part II:	\$84.24
		Total Bill:	\$22,890.21

Comments From Department:

I added and terminated two members. Please regenerate the MRR to reflect these changes.

Board Meeting:  [Submit](#)

Part II Summary

Reference the TESRS Online Training Manual on the Forms and Publications page at [tesrs.org](http://tesrs.org) for help on # 4 (new-entries, terminations, and edits).

## Membership Reconciliation Report Procedural Document

5. Make sure there are no pending actions. Allow TESRS to process the changes you submitted. This usually takes less than one business day.

The screenshot shows the TESRS ONLINE interface. The header includes the Texas State Seal, the text "TESRS ONLINE", and "Pension Tool by the Texas Emergency Services Retirement System". A "Pending Queue" button with a notification icon is in the top right. The main navigation menu on the left includes links for Summary, Participants, Payees, Contribution Rates, Contacts/Local Board, Pending Queue, and Decedents, along with buttons for Print Roster, New Entry, and Re-Enter. The breadcrumb trail shows "UNKNOWN > MAYBERRY VFD". The "Pending Actions" section is highlighted with a red box and contains the text "No pending actions". Below this is the "Active Participants" section, which contains a table of participants.

Participant Name	Date of Birth	Plan Entry Date
Fey, Tina	1/1/1999	5/18/2018
generic, added	1/1/1976	5/30/2018
KONG, DOWKEY JR.	1/1/1976	12/8/2017
one, generic	1/1/1990	1/7/2018
PRESCOTT, RAY	7/29/1993	3/1/2016
smith, bob	8/30/1997	8/30/2017
smith, john	10/1/1951	10/1/1978

6. Select the most recent MRR with "Sent to Department" status. You will receive an email notification when the updated MRR is in the MRR Report Queue (see # 11 for email notification).

The screenshot shows the TESRS ONLINE interface with the "MRR Report Queue" selected in the navigation menu. The breadcrumb trail shows "UNKNOWN > MAYBERRY VFD". The "MRR Report Queue" section is highlighted with a red box and contains a table of MRR reports.

Quarter	Start Date	End Date	TESRS Sends MRR to Department	Update Deadline Before Invoice	Invoice Date	TESRS ACH Date
1	9/1/2016	11/30/2016	11/1/2016	11/22/2016	11/30/2016	12/30/2016
2	12/1/2016	2/28/2017	2/1/2017	2/22/2017	2/28/2017	3/30/2017
3	3/1/2017	5/31/2017	5/1/2017	5/22/2017	5/31/2017	6/30/2017
4	6/1/2017	8/31/2017	8/1/2017	8/22/2017	8/31/2017	9/30/2017

Department	Created On	Due Date	Status	Comments
MAYBERRY VFD	5/31/2017	5/22/2017	Sent to Department	
MAYBERRY VFD	3/28/2017	2/22/2017	Draft Generated	Reproduced by Pension Live
MAYBERRY VFD	11/01/2016	12/31/2016	Involved	
MAYBERRY VFD	9/22/2016	11/21/2016	Involved	
MAYBERRY VFD	9/22/2016	11/21/2016	Involved	
MAYBERRY VFD	9/20/2016	11/19/2016	Involved	
MAYBERRY VFD	9/20/2016	11/19/2016	Involved	
MAYBERRY VFD	9/20/2016	11/19/2016	Involved	
MAYBERRY VFD	2/17/2016	4/17/2016	Involved	

## Membership Reconciliation Report Procedural Document

7. Submit the updated MRR with the Board Meeting Date.

Approve MRR

Reject MRR

Print PDF

Cancel

\* Please include a valid Board Meeting Date

Bill Information

MAYBERRY VFD

Bill Date: 8/31/2018

Invoice: 2018014101

Billing Period: 3/1/2018 to 8/31/2018

Created: 7/27/2018

Printed: 7/27/2018

Finalized:

Due: 8/22/2018

SUB TOTALS

411: \$22,805.97

258: \$0.00

Prior Service: \$0.00

Interest: \$0.00

Penalties: \$0.00

Refunds: \$0.00

Part II: \$84.24

Total Bill: \$22,890.21

Comments From Department:

Board Meeting: 7/27/2018

Submit


Part II Summary

8. Review Bill Summary; Approve MRR if correct; Reject if incorrect;

Welcome, sj\_wlangford

Change Password

Logout >>



TESRS ONLINE

Pension Tool by the Texas Emergency Services Retirement System

Pending Queue

Approve MRR

Reject MRR

Print PDF

Cancel

Bill Information

MAYBERRY VFD

Bill Date: 5/31/2017

Invoice: 2017014101

Billing Period: 3/1/2017 to 5/31/2017

Created: 5/31/2017

Printed: 5/31/2017

Finalized:

Due: 5/22/2017

SUB TOTALS

411: \$4,750.00

258: \$0.00

Prior Service: \$0.00

Interest: \$0.00

Penalties: \$500.00

Refunds: \$0.00

Total Bill: \$5,250.00

Comments From Department:

Part II Summary

Contribution Rate: \$125.00

Part II Rate: 0.00 %

Adjusted Contribution Rate: \$125.00

Active Contributions (without Part II): \$4,750.00

Total Part II Increase: \$0.00

Active Contributions (with Part II): \$4,750.00

### 9. Check for approval of the MRR in the “MRR Report Queue”.

Quarter	Start Date	End Date	TESRS Sends MRR to Department	Update Deadline Before Invoice	Invoice Date	TESRS ACH Date
1	9/1/2016	11/30/2016	11/1/2016	11/22/2016	11/30/2016	12/30/2016
2	12/1/2016	2/28/2017	2/1/2017	2/22/2017	2/28/2017	3/30/2017
3	3/1/2017	5/31/2017	5/1/2017	5/22/2017	5/31/2017	6/30/2017
4	6/1/2017	8/31/2017	8/1/2017	8/22/2017	8/31/2017	9/30/2017

Department	Created On	Due Date	Status	Comments
MAYBERRY VFD	6/26/2017	5/22/2017	Approved by Department	
MAYBERRY VFD	6/15/2017	8/22/2017	Approved by Department	part ii contribution rate
MAYBERRY VFD	3/28/2017	2/22/2017	Draft Generated	Reproduced by Pension Live
MAYBERRY VFD	11/01/2016	12/31/2016	Invoiced	
MAYBERRY VFD	9/22/2016	11/21/2016	Invoiced	
MAYBERRY VFD	9/22/2016	11/21/2016	Invoiced	

Once approved, a department user will be unable to change the MRR. If you forget to include a member or remove someone, call (512)-936-3372 or email [benefitsteam@tesrs.texas.gov](mailto:benefitsteam@tesrs.texas.gov) for assistance.

## How-To: MRR (Cont.)

10. If you reject the MRR, TESRS will send an updated MRR. Wait for the updated MRR to appear in the MRR Report Queue. The status of the updated MRR is also ‘Sent to Department’, just like the original MRR you submitted, but the updated MRR will have the updates you made in TOL.

Quarter	Start Date	End Date	TESRS Sends MRR to Department	Update Deadline Before Invoice
12	9/1/2017	2/28/2018	2/1/2018	2/22/2018
34	3/1/2018	8/31/2018	8/1/2018	8/22/2018

Department	Created On	Due Date	Status
MAYBERRY VFD	7/30/2018	8/22/2018	Sent to Department



## Membership Reconciliation Report Procedural Document

11. You will receive an email notification when the updated MRR is in the MRR Report Queue.



12. Approve the updated MRR after submitting it with a Board Meeting Date.

The screenshot displays the TESRS ONLINE web application. At the top, there are navigation buttons: "Approve MRR", "Reject MRR", "Print PDF", and "Cancel". Below these is a red asterisk warning: "\* Please include a valid Board Meeting Date". The main section is titled "Bill Information" and contains a table with the following data:

MAYBERRY VFD		SUB TOTALS		Comments From Department:
Bill Date:	8/31/2018	411:	\$22,805.97	
Invoice:	2018014101	258:	\$0.00	
Billing Period:	3/1/2018 to 8/31/2018	Prior Service:	\$0.00	
Created:	7/27/2018	Interest:	\$0.00	
Printed:	7/27/2018	Penalties:	\$0.00	
Finalized:		Refunds:	\$0.00	
Due:	8/22/2018	Part II:	\$84.24	
		Total Bill:	\$22,890.21	

Below the table, there is a "Board Meeting:" field with a date picker set to "7/27/2018" and a "Submit" button. A "Part II Summary" section is partially visible at the bottom.

The footer of the page includes the "Welcome, sj\_wlangford" message, "Change Password" and "Logout >>" links, the "TESRS ONLINE" logo, and the text "Pension Tool by the Texas Emergency Services Retirement System". A "Pending Queue" button with a notification icon is also present.

The "Billing" section is expanded, showing the "Approve MRR" button highlighted in red. The "Bill Information" table is repeated with the following data:

MAYBERRY VFD		SUB TOTALS		Comments From Department:
Bill Date:	5/31/2017	411:	\$6,625.00	
Invoice:	2017014101	258:	\$0.00	
Billing Period:	3/1/2017 to 5/31/2017	Prior Service:	\$0.00	
Created:	6/26/2017	Interest:	\$0.00	
Printed:	6/26/2017	Penalties:	\$500.00	
Finalized:		Refunds:	\$0.00	
Due:	5/22/2017	Total Bill:	\$7,125.00	

The "Part II Summary" section is also visible, showing the following data:

Contribution Rate:	Part II Rate:	Adjusted Contribution Rate:
\$125.00	0.00 %	\$125.00
Active Contributions (without Part II):	Total Part II Increase:	Active Contributions (with Part II):
\$6,625.00	\$0.00	\$6,625.00

## Membership Reconciliation Report Procedural Document

### 13. Check for approval of the MRR in the “MRR Report Queue”

The screenshot displays the TESRS ONLINE web application. The header includes the user name 'Welcome: sl\_wlangford', links for 'Change Password' and 'Logout >>', and a 'Pending Queue' button. The left sidebar contains a navigation menu with options: Summary, Participants, Payees, Contribution Rates, Contacts/Local Board, Pending Queue (highlighted), and Decedents. The main content area has tabs for Action Queue, Persons Queue, Beneficiaries Queue, Annual Report Queue, MRR Report Queue (selected), and Entity Queue. Below the tabs is a 'Billing Deadlines' table with columns: Quarter, Start Date, End Date, TESRS Sends MRR to Department, Update Deadline Before Invoice, Invoice Date, and TESRS ACH Date. The table lists four quarters with their respective dates. Below this is a table for the MRR Report Queue with columns: Department, Created On, Due Date, Status, and Comments. The first row, 'HAYBERRY VFD', is highlighted with a red border and shows a status of 'Approved by Department'. Subsequent rows show 'Draft Generated' and 'Invoiced' statuses.

Quarter	Start Date	End Date	TESRS Sends MRR to Department	Update Deadline Before Invoice	Invoice Date	TESRS ACH Date
1	9/1/2016	11/30/2016	11/1/2016	11/22/2016	11/30/2016	12/30/2016
2	12/1/2016	2/28/2017	2/1/2017	2/22/2017	2/28/2017	3/30/2017
3	3/1/2017	5/31/2017	5/1/2017	5/22/2017	5/31/2017	6/30/2017
4	6/1/2017	8/31/2017	8/1/2017	8/22/2017	8/31/2017	9/30/2017

Department	Created On	Due Date	Status	Comments
HAYBERRY VFD	6/26/2017	5/31/2017	Approved by Department	
HAYBERRY VFD	6/15/2017	8/22/2017	Approved by Department	part 11 contribution rate
HAYBERRY VFD	3/28/2017	2/22/2017	Draft Generated	Reproduced by Pension Live
HAYBERRY VFD	11/01/2016	12/31/2016	Invoiced	
HAYBERRY VFD	9/22/2016	11/21/2016	Invoiced	
HAYBERRY VFD	9/12/2016	11/21/2016	Invoiced	

Once approved, a department user will be unable to change the MRR. If you forget to include a member or remove someone, call (512)-936-3372 or email [benefitsteam@tesrs.texas.gov](mailto:benefitsteam@tesrs.texas.gov) for assistance.