

TRA Leave Training Webinar

Questions and Answers

Where do I get employer login information to access the application?

Submit the Organization Contact Change form to TRA. The change form can be found under the “Forms” heading on the TRA website at:

www.MinnesotaTRA.org/employerinfo/erpubs.html

When your contact information updated, you will receive an email with TRA login information and instructions for establishing your online account.

If our list of contacts to TRA is correct and we have not been notified via email of our user name, we need to call TRA to get that information?

Yes. Call (1-880-657-3669, option 2) or email (employerquestions@minnesotatra.org) TRA to have your password reset.

If an employee is doing a one semester sabbatical and there is no loss of pay, do we still need record the leave?

Yes. All leaves granted to your TRA-covered employee must be reported, regardless of length of leave or amount of compensation received.

Do employees have to purchase service for unpaid leaves?

Only sabbatical leaves must be purchased with member contributions on unearned salary remitted with bi-weekly payrolls. All other leaves are optionally purchased.

Does MnSCU or the HR Dept. calculate the bi-weekly deductions for the buy-back amount?

MnSCU has assumed responsibility for entering the bi-weekly deduction “buyback” in Sema4.

The total deductions due for the sabbatical or the Part-Time Teacher program are calculated on the leave summary page. The per-pay-period buyback amount will depend on when the buyback begins to be withheld.

If the employee is in the second year of the PT Teacher Program, and last year's form was hard copy, do we submit both a new leave request and PT teacher request?

All leaves and Part-Time Teacher program applications must be submitted online. A re-enrollment for an employee on the PT teacher program will have base year information pre-populated. Newly enrolled employees require base year information to be entered.

If we have an employee taking a general unpaid leave, what type of leave do I call that in the TRA system?

A general unpaid leave would typically be considered an “Other” type of leave unless it is one of the TRA leaves that allows the member to purchase salary and service. A description of TRA leaves can be found at

www.MinnesotaTRA.org/employerinfo/erpubs.html

I have a salary savings leave that I had submitted that begins in February 2015. Should I resubmit this online since it is in the future?

There is no need to resubmit any leaves previously submitted.

However, you can amend only leaves that were submitted online. To amend a leave submitted on paper prior to July 1, 2014, submit the amended leave on paper. TRA will update the leave information.

Enter all leaves immediately after being granted, regardless of when they are scheduled to occur.