# OTRS Employer Portal Monthly Report Instructions

In this document we will talk through the basics of submitting a report to OTRS for monthly employment using the new employer portal.

**Logging In**

The OTRS Employer Portal is available at https://mas.trs.ok.gov. You will first see a login screen (shown to the right). This login is the same as the previous employer portal.

After logging in, you will arrive at the home screen. This home dashboard provides you an overview of the data that has been received by OTRS for the employment year. From here you will click on the "Monthly" tab which will take you to the monthly report page (shown below).



## Monthly Report Content

**Employee Records**

| Details | Amounts |
|---|---|
| Member Before Tax | $0.00 |
| Member After Tax | $0.00 |
| State Credit | $0.00 |
| Employer Contribution | $0.00 |
| Federal Match | $0.00 |
| Total Reported | $0.00 |
| Less State Credit | (-)$0.00 |
| Total Amount Owed | $0.00 |

Upload File
Add Contribution
View Contributions

**Payments**

| Routing Number | Account Number | Amount |
|---|---|---|
| No Payment Added | No Payment Added | $0.00 |

Add Payment

**Submission Summary**

Confirmation Number: Not Yet Submitted
Submission Date:
Submission Status: Validation Needed

**Percentage Totals**

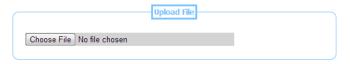| | |
|---|---|
| Member & State Credit Total Rate | 0.00 % |
| Employer Total Rate | 0.00 % |
| Federal Total Rate | 0.00 % |
| Member, Employer, & State Credit Total Rate | 0.00 % |

Reset    Validate

## Add Employment Data

Once at the monthly page, the first task you will want to do is add monthly employment records. With the new employer portal it is possible to add employment records two ways: (1) by uploading an xml file and (2) by adding records manually.



### Uploading XML File

When you click the "Upload File" button *(arrow 1 above)*, you will be taken to a page that will allow you to select and upload an XML file with your employment records.



When you upload your file, it will be checked against the XML schema. If the file does not pass the XML schema, any errors will be shown.
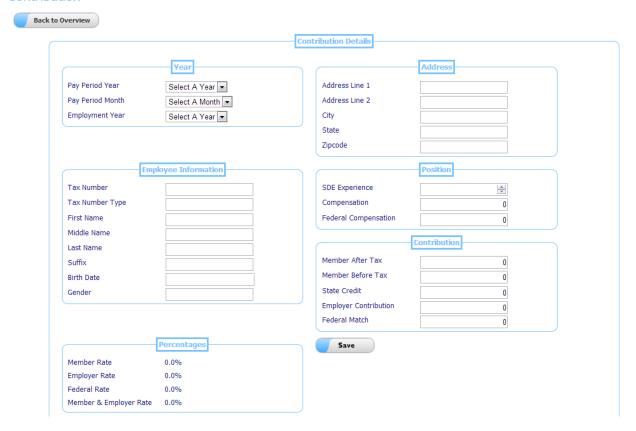
**TIP:**
If you work with a vendor to prepare your monthly employment reports, they can assist you with any XML schema errors you receive.

### Manually Adding Records

On the monthly report screen clicking in the "Add Contribution" button *(arrow 2 above)* will take you to the screen shown below. From here you can manually enter a record that will be included in your monthly report.

## Contribution

**Back to Overview**

### Contribution Details

#### Year

| | |
|---|---|
| Pay Period Year | Select A Year ▾ |
| Pay Period Month | Select A Month ▾ |
| Employment Year | Select A Year ▾ |

#### Address

| | |
|---|---|
| Address Line 1 | |
| Address Line 2 | |
| City | |
| State | |
| Zipcode | |

#### Employee Information

| | |
|---|---|
| Tax Number | |
| Tax Number Type | |
| First Name | |
| Middle Name | |
| Last Name | |
| Suffix | |
| Birth Date | |
| Gender | |

#### Position

| | |
|---|---|
| SDE Experience | ▴▾ |
| Compensation | 0 |
| Federal Compensation | 0 |

#### Contribution

| | |
|---|---|
| Member After Tax | 0 |
| Member Before Tax | 0 |
| State Credit | 0 |
| Employer Contribution | 0 |
| Federal Match | 0 |

**Save**

#### Percentages

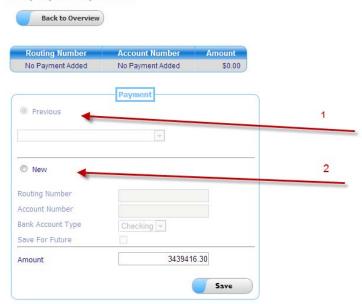| | |
|---|---|
| Member Rate | 0.0% |
| Employer Rate | 0.0% |
| Federal Rate | 0.0% |
| Member & Employer Rate | 0.0% |

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### Add Payment

After adding employment data, you will need to add a payment (or multiple payments) to balance your Total Amount Owed. To begin adding a payment, click the Add Payment button towards the left of the screen on the Monthly tab.

#### Payments

| Routing Number | Account Number | Amount |
|---|---|---|
| No Payment Added | No Payment Added | $0.00 |

**Add Payment**

Once you have entered the Payment screen you have two options to pick from.  You can select a Previous Payment method (if available) or you can choose to create a New Payment.

To create a New payment, click the New *(arrow 2)* radio button and enter a correct Routing Number, Account Number and Bank Account Type.  If you wish to make this payment method available for future use, click the Save For Future checkbox.  Once you have entered the appropriate information, enter the amount you wish to pay and click Save.

To use a Previous Payment Method, click the Previous *(arrow 1)* radio button and select the previous account you wish to use in the dropdown box.  If you have not created a previous account by adding a new payment with the Save For Future option checked, this method will not be available.
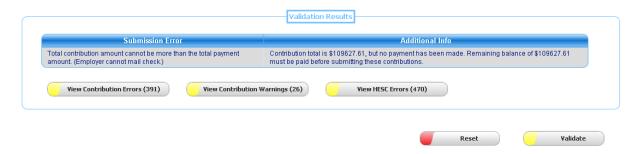
## Validate Submission

After adding employment data and payments, you will need to click the Validate button on the bottom of the screen under the Monthly tab.  This process will run a number of data checks to prevent data errors from being submitted.



If no errors are found in the validation, then you may click the 'Submit' button and the process is complete and your submission has been sent to OTRS.

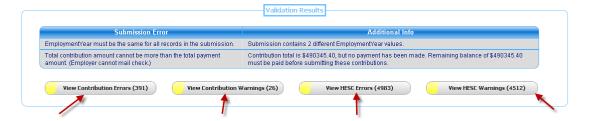If errors are found, they will appear similar to the image below.



There are two ways you can fix errors found by the validation process.

1) Make changes to your accounting system and generate a new file to upload.  This will require you to reset the submission to clear out the previous file uploaded.
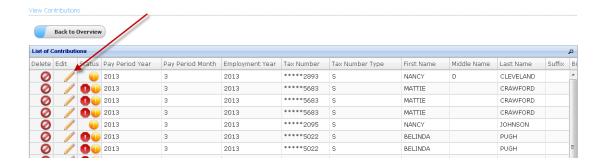2) Manually fix the records that have been uploaded to the portal.

Any data changes made after the validation process has run will require the validation to be run again.

## View Errors

To view the errors on individual contributions, click any of the yellow buttons in the Validation Results box as show below.



You will now be redirect to a list of detail records that contain either warnings or errors. To view an individual record, click on the edit pencil like in the image below.
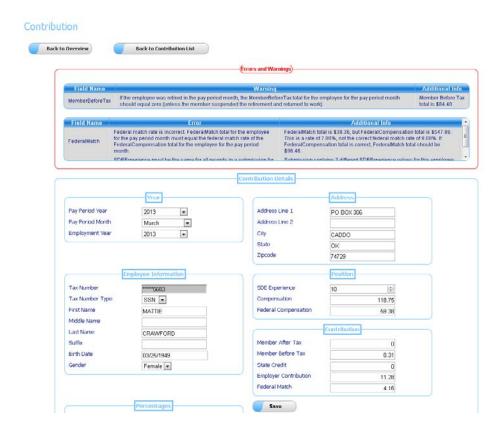


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**TIP:**
Errors will prevent you from submitting your monthly contribution while warnings may require some additional research but will not prevent you from submitting to OTRS.

The screen will open up a detail record and list the errors and warnings associated with that record.  You are now free to edit the record to correct the errors.



| TIP: |
|---|
| If you wish to edit the Tax Number you must delete the record from the list of detail records and add a new contribution as shown earlier. |