



JAMES R. WILBANKS, Ph.D.  
EXECUTIVE SECRETARY

BRAD HENRY  
GOVERNOR

STATE OF OKLAHOMA  
OKLAHOMA TEACHERS RETIREMENT SYSTEM

October 11, 2010

Dear Superintendent/Payroll Officer

The Oklahoma Teachers Retirement System (OTRS) is committed to consistently improving the quality and efficiency of our performance and continues to seek innovative approaches to serve our Clients. Presently, we are working on the implementation of a new accounting system that will enhance and automate the process of receipting school reports and warrants. This new system will, when implemented, save your district and OTRS both time and effort in the reporting of required information. To accomplish the successful implementation of our new system, we will need your help now to start making improvements to the school reporting process.

OTRS is currently spending a significant amount of time manually reconciling information related to required contributions from employers – the Payroll Summary Report (Form 32), Detail Report Files and Total Warrant Amounts. According to OTRS Rule 715:10-13-9, submission of the completed Payroll Summary Report, Detail Report Files and associated Warrant(s) is the responsibility of each reporting school or agency. Completed reports, files and warrants must be accurate and balanced.

In accordance with this Rule, as of December 1, 2010, OTRS will no longer accept said reports, files and associated warrants unless they are, in fact, reconciled and balanced. We have posted to OTRS' website information that may assist you with this process. Please go to [www.ok.gov/TRS](http://www.ok.gov/TRS) under Schools and Agencies to obtain information.

Considering that these modifications will directly affect the present procedures used to remit your reports and warrants, please help us to improve our services by ensuring that the following steps are taken during the submission of future reports.

All reporting schools and agencies shall:

- Submit only one Detail Report File per Form 32 which must agree with Form 32
- Ensure that Warrant(s) submitted agree with both Form 32 and the Detail Report File for that period
- Ensure that there are no negative contributions – overpayment of contributions shall be reported separately, in writing, requesting a refund from OTRS

As a reminder, reports and warrants are due by the 10<sup>th</sup> of each calendar month. In the event that reports and their accompanying warrants are returned for correction, it is important to remember that all reports, files and accompanying warrants must be receipted for processing by OTRS no later than the end of each calendar month.

Also remember that if the reports and warrants are not received by the end of the calendar month in which they are due, then reporting school or agency will incur a penalty of 1.5% per month (plus any other applicable fees). This penalty will apply when submissions have been rejected and returned due to not being reconciled and balanced.

If you have any questions or comments concerning this procedure, please contact Becky Sitler at 405.521.4726 ([Becky.Sitler@trs.ok.gov](mailto:Becky.Sitler@trs.ok.gov)) or Edward Romero at 405.521.4739 ([Edward.Romero@trs.ok.gov](mailto:Edward.Romero@trs.ok.gov)).