

MyTFFR Office Hours:
Navigating the new system
for successful year-end reporting

April 24, 2025, at 10:00 a.m., CT

FISCAL YEAR-END REPORT



All member records **must be closed** by reporting compensated hours and last date worked.



Final report of the year, typically your June report, is due no later than **July 15**.



Report salary when **earned**, not when paid.



Do **not** report unused sick, personal or vacation leave.

FISCAL YEAR-END REPORT

- Include **last day worked** and **total hours**.
 - Full-time teachers – maximum number of hours is 700.
 - Part-time teachers – number of days x hours per day = total hours.
 - Retired teachers – report actual hours excluding extracurricular, professional development and in-staff subbing.
- Expense any remaining contract hours on fiscal-year end report.



Record displayed.

Read Only : Employer Payroll Detail is Processed or Voided or the associated Employer Payroll Header record is Submitted.

Reset

Employer Payroll Detail

Employer Payroll Header

Organization Name : All Star School

Employer Payroll Header ID : 123

Status : Processed

Benefit Program : Teachers' Fund for Retirement

Month Begin Date : 03/01/2025

Month End Date : 03/31/2025

Employer Payroll Detail

Employer Payroll Detail ID : 12345

Employer Model : Model 2 - Full

* SSN : 123-45-6789

* First Name : JOHN

Middle Name :

Status : Processed

* Last Name : DOE

* Transaction Type : Regular

* Reported Retirement Earnings : \$4,543.62

Calculated Retirement Earnings : \$4,543.59

* Exceeded IRC 401(a)(17) Limit : No

Last Date Taught :

Hours Worked :

* ND Teaching License Number : 987654

ND Teaching License Expiration Date : 06/29/2027

Total Eligible Earnings : \$4,009.72

Pay Code Detail

<input type="checkbox"/> Pay Code	Eligible Earnings
<input type="checkbox"/> Main teaching and/or administrative duties	\$3,687.50
<input type="checkbox"/> Extra-curricular duties	\$322.22

REPORTING REMINDERS: DEADLINES



- Reports are due the 15th of the following month (i.e., June report is due by July 15).
- Only one report can be submitted per day.
- If reports, forms or payments are late.
 - \$250 penalty plus interest of 1% of the amount due per month
 - May result in loss of foundation aid payments
 - See state statute, [NDCC 15-39.1-23](#)
- If your final report of the year is your May report, please reach out so that RIO can confirm that your reporting cycle is done for the fiscal year.

REPORTING REMINDERS: SUMMER SALARIES

- Report salary **when earned**, not when paid.
- **Contracts recommended** for summer school and driver education.
- **Include** professional development that occurs in the summer.



REPORTABLE SALARY: PAY CODES

7. Reference: TFFR Pay Code Definitions

Pay code	Duty	Definition
Pay code 1	Main teaching and/or administrative duties	Contracted teachers, administrators, superintendents, principals, directors, etc. Includes contracts, written agreements, board minutes or something in writing.
Pay code 2	Extra-curricular duties	Coaching, music, drama, advisor, monitor, supervisor, athletic director, etc. Not tournament manager or athletic director if listed on the extra-curricular schedule in the master negotiated agreement.
Pay code 3	Technology Coordinator	Only those titled as Technology Coordinators are reportable.
Pay code 4	Summer School/Drivers Education	Summer school programs, including drivers' education. Summer School/Drivers Ed salary is reportable in the fiscal year in which the pay is earned. Summer salary earned in the month of June is required to be reported in the month of June. Summer salary earned in the months of July/August needs to be reported in July/August for the next fiscal year.
Pay code 5	In-staff subbing	Subbing performed by a teacher contracted with the reporting district. Includes third party agreements.
Pay code 6	Teacher education	Professional development, curriculum development, mentoring, staff trainings and meetings, etc.
Pay code 7	Academic and career support programs	Adult education, dual credit, ESOL, etc.
Pay code 8	Assessments, tutoring, kindergarten prep	Hearing, speech, academic, and other assessments, etc.
Pay code 9	Grant writing	Time spent specifically on grant writing and duties directly attributable to grant writing. Any percentage of the grant given to administrators/teachers is not reportable.
Pay code 10	Travel between schools	Only time spent traveling during work hours is reportable. Does not include student transport.
Pay code 11	Paid leave	<u>Paid</u> annual, sick, funeral, personal, maternity, etc. Unused SL or AL is not reportable.
Pay code 12	Other	New positions - if outside the other pay codes, can report here. Example: COVID pay. Notify TFFR for approval prior to including any reportable salary under this code.

Where to find Pay Codes?

- TFFR Employer webpage, <https://www.rio.nd.gov/teachers-fund-retirement-employers>
- Select “MyTFFR Business Partner Resources” accordion
- Scroll to “Employer Contribution and Enrollment Reporting Timeline and File Changes (includes TFFR Pay Code Definitions)”

NON-REPORTABLE SALARY

All members

- Amounts received in lieu of previously employer provided benefits or payments.
- Bonuses – retention or signing.
- Bus driving.
- Early retirement incentive or severance pay.
- Fringe benefits – allowances, meals or lodging.
- Insurance programs.
- Janitorial pay.
- Referee pay or ticket taking.
- Teacher's aid pay.
- Unused sick, personal or vacation leave.

Retired members only

- Extracurricular.
- Professional development.
- In-staff subbing.

RETIREMENT: EMPLOYER ACTIONS

When a TFFR member submits a retirement application, RIO sends the employer an email asking them to complete three tasks in *MyTFFR*:

1. Submit a “Salary Verification Card” for the retiring member.
2. Upload an Acceptance of Resignation using “Upload a Document.”
3. “Create an Enrollment” selecting “Termination” as the enrollment type and entering 06/30/2025 as the termination date.



Wait for *MyTFFR* to prompt you before completing these actions. More details will be provided in the notification email.

Reminder: RIO no longer accepts paper documents.

EMPLOYING A RETIRED TFFR MEMBER



Retired members must have a one-month break in service before returning to work with a TFFR employer.

- Cannot have any written pre-existing agreement indicating re-employment after retirement.

Employers are required to notify RIO within 30 days of the retiree's return to TFFR-covered employment.

- Notification must be made each year the retiree is re-employed.
- Failure to notify RIO may result in a \$250 penalty.

EMPLOYER PAYMENT PLAN MODELS

- Employers may pay all or a portion of TFFR member contributions.
- All members covered by your payment plan must follow the same model – administrators and teachers, and full-time and part-time staff.
- Your plan must be **submitted by July 1**. A reminder will be sent via email.
 - Election made annually through *MyTFFR*; no paper forms will be accepted.
 - Cannot submit reports for a fiscal year until a plan is submitted.
- **New:** *MyTFFR* Employer Model Calculator will do model analysis using the most recent payroll data.
- **Reminder:** if using Model 2 (Partial): starting July 1, 2025, any member contributions paid by the employer must be in full percentages.

Name :

Phone Number :

Email :

Other Details

Organization Type - Organization Sub-Type | Postal Addresses | Contacts | Benefit Programs | Banks | Employer Model Election Details

Model must be entered for each FY and becomes effective 07/01.

New

Delete

Employer Model Details

<input type="checkbox"/>	Model Name	Start Date	End Date	ER Pick-Up Percent	Model Taxation	ER Pick-Up Paid By
<input type="checkbox"/>	Model 2 - Partial	07/01/2016	<input type="text" value=""/>	6.00%	Pre-Tax	Employer
<input type="checkbox"/>	Model 2 - Partial	07/01/2015	06/30/2016	3.00%	Pre-Tax	Employer
<input type="checkbox"/>	Model 1	07/01/2005	06/30/2015	0.00%	Pre-Tax	

Employer Model Election Impacts

Tier Name	ER Contribution Percent	EE Contribution Percent	ER Pick-Up Percent	Net EE Contribution Percent
Tier 1 Grandfathered	12.75%	11.75%	6.00%	5.75%
Tier 1 Non-Grandfathered	12.75%	11.75%	6.00%	5.75%
Tier 2	12.75%	11.75%	6.00%	5.75%

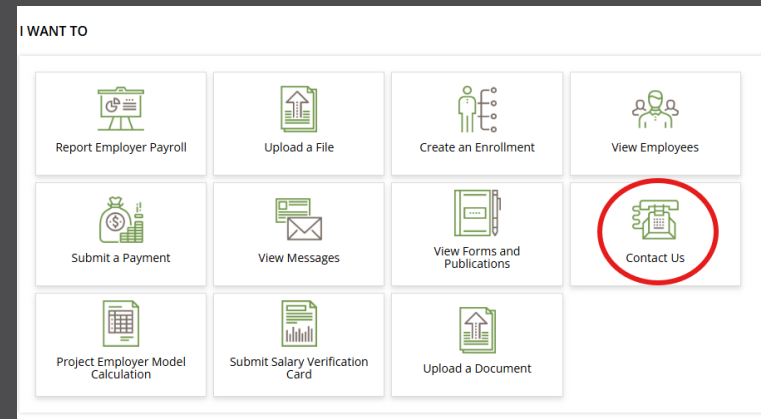
NEED ASSISTANCE?

Resources are available on RIO's website, <https://www.rio.nd.gov/>

- Select the TFFR Employer tab
 - TFFR Employer Guide and MyTFFR Employer Self-Service Handbook tiles
 - “MyTFFR Business Partner Resources” accordion (employer video playlist)
- Select Publications tab for recent newsletters and email updates

MyTFFR dashboard, use the “Contact Us” tile to request assistance

- Creates a support ticket accessible by multiple RIO staff
- Ensures faster response time



OUTREACH: BUSINESS PARTNERS

Spring Business Manager Workshop

- Hosted by North Dakota Association of School Business Manager, <https://www.ndasbm.com>.
- RIO presenting on May 14, 2025, at 2:00 p.m.
- Workshop is at the BPS Career Academy on BSC's campus.
- TFFR Compliance Specialist Tami Volkert and RIO Communication and Outreach Director Sarah Mudder.

A chalkboard with the text "Any Questions" written in white cursive script. The chalkboard is dark and has some visible texture and light streaks. The text is centered and written in a fluid, handwritten style. The word "Any" is on the top line and "Questions" is on the bottom line.

Any
Questions

N O R T H
Dakota
Be Legendary.

| Retirement & Investment