

TRS Online Sick Leave Certification Process

Sick Leave Credit: Do Not Pursue Sick Leave Credit

Step 8 in the retirement application process asks the member to indicate whether or not he or she would like to pursue sick leave credit. If the member does not wish to pursue sick leave credit, he or she will click on the ***"I do not wish to pursue any sick leave credit..."*** button and click **Next** to continue.

Retirement Application Step 8

yankeeapl1/PersonUser/R/ x

yankeeapl1/PersonUser/RetirementApplication.aspx

Teachers Retirement System of Georgia

Print

Step 8 - Sick Leave Credit

Instructions: Please indicate your Sick Leave Credit preference below. Click Next to continue.

***Please note:** If this page is exited without clicking the Next or Save button, any changes made will be discarded.

All fields are required.

* Indicate your sick leave credit preference by choosing one of the following options:

- ☒ I do not wish to pursue any sick leave credit. I understand I cannot establish sick leave credit at a later date
- ☐ I want to pursue sick leave credit for the employer(s) checked below for the date(s) indicated.

Cancel Previous Next

TRS Online Sick Leave Certification Process

Sick Leave Credit: Do Not Pursue Sick Leave Credit *continued*

Step 9 in the retirement application process provides the member with the opportunity to review the information entered. You can see it restates that the member does not wish to pursue sick leave credit.

Retirement Application Step 9

Step 9 - Review
Please review application and make corrections as necessary then click Next.

Step 1 - Profile & Address [Edit]
Name: MRS. LINDA
Phone:
Social Security Number: 1:
Gender: Female
Birthdate:
Address 1:
Address 2:
City: LOGANVILLE
State: GA
Zip Code: 30052
International Flag: N
International CSZ:

Step 2 - Retirement Plan [Edit]
Retirement Type: Service
Retirement Effective Date: 6/1/2015
Last Expected Day of Work: 5/27/2015
Retirement Plan: B
Retirement Option: Option 2 Popup

Step 3 - Partial Lump-Sum Option Plan (PLOP) Election [Edit]
You did NOT elect to receive a PLOP Lump-Sum Distribution

Step 4 - Beneficiary Designation [Edit]

Beneficiary Name	Beneficiary Type	Birth Date	Distribution %
	Primary	9/13/1979	100
	Secondary	7/30/1954	100

Step 5 - Electronic Fund Transfer [Edit]
Account Type: Checking
Routing Number:
Account Number:
Received Date: 2/26/2015

Step 6 - Tax Withholding [Edit]
Federal Withholding
Marital Filing Status: Married
Number of Allowances: 3
Additional Withholding: \$0.00
You selected No State Taxes Withheld
Marital Filing Status: N/A
Number of Allowances: 0
Additional Withholding: \$0.00

Step 7 - Employment Information [Edit]
Notification to employer: DEKALB CO SCHOOLS

Step 8 - Sick Leave Credit [Edit]
You do NOT WANT to pursue sick leave credit.

Cancel Previous Next

The following disclaimer will be presented online before the member signs and submits the online application.

We will be contacting DEKALB CO SCHOOLS to verify your last date of employment and salary information.

I do not wish to pursue any sick leave credit. I understand I cannot establish sick leave credit at a later date.

By signing below,
I verify that the information provided on this Application for Retirement is accurate. I acknowledge that I have read and understand the plans of retirement and the provisions for the optional allowances available to me. Once my first benefit payment has been mailed, I cannot change my plan of retirement except under the limited conditions stated in Georgia law. I understand that the beneficiary designation(s) I have listed on the online retirement application supersede any beneficiary

We will be contacting DEKALB CO SCHOOLS to verify your last date of employment and salary information.

I do not wish to pursue any sick leave credit. I understand I cannot establish sick leave credit at a later date.

TRS Online Sick Leave Certification Process

Sick Leave Credit: I Want to Pursue Sick Leave Credit

Step 8 in the retirement application process asks the member to indicate whether or not he or she would like to pursue sick leave credit. If a member clicks the ***"I want to pursue sick leave credit..."*** button, then all employers in the TRS database will automatically be checked. If the member does not want a certain employer (s) contacted, he or she will have to click on the box next to that employer to uncheck it. Only checked boxes will be contacted by TRS for sick leave credit verification. Once the member's choices have been made, he or she clicks **Next** to continue.

Retirement Application Step 8

Step 8 - Sick Leave Credit

Instructions: Please indicate your Sick Leave Credit preference below. Click Next to continue.

***Please note:** If this page is exited without clicking the Next or Save button, any changes made will be discarded.

All fields are required.

* Indicate your sick leave credit preference by choosing one of the following options:

- ☐ I do not wish to pursue any sick leave credit. I understand I cannot establish sick leave credit at a later date
- ☒ I want to pursue sick leave credit for the employer(s) checked below for the date(s) indicated.

If a previous employer is not listed please download and print the Form [Sick Leave Certification](#) and submit to the missing employer. This is only necessary if you have and wish to pursue sick leave credit from a missing employer.

Be sure to check the boxes below for any employer you wish to pursue sick leave from.

<input checked="" type="checkbox"/>	Employer	From Date	To Date
<input type="checkbox"/>	7101 - PAULDING CO SCHOOLS	9/1/1975	9/1/1977
<input checked="" type="checkbox"/>	6441 - DEKALB CO SCHOOLS	8/20/1985	5/27/2015

Buttons: Cancel, Previous, Next

TRS Online Sick Leave Certification Process

Sick Leave Credit: I Want to Pursue Sick Leave Credit *continued*

Step 9 in the retirement application process provides the member with the opportunity to review the information entered. You can see it displays the employer from which the member wishes to pursue sick leave credit. After reviewing the screen, the member clicks **Next** to continue.

Retirement Application Step 9

Teachers Retirement System of Georgia

Address 2:
City: LOGANVILLE
State: GA
Zip Code: 30052
International Flag: N
International CSZ:

Step 2 - Retirement Plan [Edit]
Retirement Type: Service
Retirement Effective Date: 6/1/2015
Last Expected Day of Work: 5/27/2015
Retirement Plan: B
Retirement Option: Option 2 Popup

Step 3 - Partial Lump-Sum Option Plan (PLOP) Election [Edit]
You did NOT elect to receive a PLOP Lump-Sum Distribution

Step 4 - Beneficiary Designation [Edit]

Beneficiary Name	Beneficiary Type	Birth Date	Distribution %
	Primary	9/13/1979	100
	Secondary	7/30/1954	100

Step 7 - Employment Information [Edit]
Notification to employer: DEKALB CO SCHOOLS

Step 8 - Sick Leave Credit [Edit]
You WANT to pursue sick leave credit for the employers and within the date ranges below:

Employer	From Date	To Date
6441 - DEKALB CO SCHOOLS	08/20/1985	05/27/2015

Cancel Previous Next

TRS Online Sick Leave Certification Process

Sick Leave Credit: I Want to Pursue Sick Leave Credit *continued*

The following disclaimer will be presented online before the member signs and submits the online application. It will also list any employers from which the member declined to pursue sick leave credit.

We will be contacting DEKALB CO SCHOOLS to verify your last date of employment and salary information.

Sick Leave Credit:

I want to pursue sick leave credit for the employer(s) below for the date(s) indicated:

Employer: DEKALB CO SCHOOLS From Date 8/20/1985 To Date 5/27/2015

I do not wish to pursue any sick leave credit for the employer(s) below for the date(s) indicated. I understand I cannot establish sick leave credit at a later date.

Employer: PAULDING CO SCHOOLS From Date 9/1/1975 To Date 9/1/1977

By signing below,

I verify that the information provided on this Application for Retirement is accurate. I acknowledge that I have read and understand the plans of retirement and the provisions for the optional allowances available to me. Once my first benefit

We will be contacting DEKALB CO SCHOOLS to verify your last date of employment and salary information.

Sick Leave Credits - We will be contacting employers where sick leave pursued

Employer	Pursue Sick Leave	From Date	To Date
PAULDING CO SCHOOLS	NO	9/1/1975	9/1/1977
DEKALB CO SCHOOLS	YES	8/20/1985	5/27/2015

TRS Online Sick Leave Certification Process

Employer Inbox: Sick Leave Certification

Once a member has submitted his or her retirement application, you will receive a notice in your Employer Desktop Inbox. Click **Edit** next to the employee's name to open the form.

The screenshot shows the Teachers Retirement System of Georgia (TRS) Employer Desktop interface. The browser address bar shows the URL: yankeeapl1/Employer/EmployerDesktop.aspx. The user is logged in as an TRS Admin with the email: tekshiamwardsmith@fc.dekalb.k12.ga.us. The page displays the 'Employer Inbox' tab, which contains a table of items. The table has columns: Fiscal Year, Item Type, Member/Retiree Name, Submit Date, Status, and Retirement Date. The first item in the table is for the year 2015, Item Type 'Sick Leave Certification', Member/Retiree Name 'Jane Doe', Submit Date '02/26/2015 14:00 PM', Status 'NOT STARTED', and Retirement Date '06/01/2015'. A red arrow points to the 'Edit' link next to the item name. Another red arrow points to the 'Retirement Date' column.

Teachers Retirement System of Georgia

User Id: tekshiamwardsmith@fc.dekalb.k12.ga.us
You are logged on as an TRS Admin:
Logout

Home :: Employers :: Employer Login :: Employer Desktop

Employer: DEKALB CO SCHOOLS
Employer Code: 6441
Employer Contact Name: [Redacted]

Email Address: [Redacted]
Work Phone: [Redacted]
Primary Address: [Redacted]

Employer Inbox | Monthly Summarization Report | Employee Detail File | Employment Verification for a Retiree | File Locker | Employer Contact Information | My Profile

Employer Inbox

This page and the subsequent pages herein are provided as a means for TRS to report to employers action items that require their attention.

Page 2 of 2 (26 items) < 1 [2] >

	Fiscal Year	Item Type	Member/Retiree Name	Submit Date	Status	Retirement Date
Edit	2015	Sick Leave Certification	Jane Doe	02/26/2015 14:00 PM	NOT STARTED	06/01/2015

Page 2 of 2 (26 items) < 1 [2] >

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TRS Online Sick Leave Certification Process

Employer Inbox: Sick Leave Certification *continued*

There are three choices available:

1. Employee DOES NOT HAVE uncompensated sick leave available.
2. Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records.
3. Sick Leave form has already been submitted.

Employee DOES NOT HAVE uncompensated sick leave available.

If the member does not have uncompensated sick leave available, click on the first button as shown below. Click **Next** to continue.

The screenshot displays the 'Sick Leave Certification' interface within the Teachers Retirement System of Georgia. The page header includes the TRS logo and user information: 'User Id: tekshiamwardsmith@fc.dekalb.k12.ga.us' and 'You are logged on as an TRS Admin:'. The breadcrumb trail shows the path: 'Home :: Employers :: Employer Login :: Employer Desktop :: Sick Leave Certification'. The main content area shows the member's name 'Jane Doe' and employment dates '8/20/1985 to 5/27/2015'. Below this, the instructions state: 'Please check if this employee has sick leave available for compensation. Click Next to continue.' Three radio button options are presented: 'The employee does not have uncompensated sick leave available.', 'The employee does have sick leave available for compensation and/or has a period of no sick leave records.', and 'A Sick leave form has already been submitted for this employee.' The first option is selected, highlighted by a red arrow. The 'Next' button is located at the bottom right of the form.

Teachers Retirement System of Georgia

User Id: tekshiamwardsmith@fc.dekalb.k12.ga.us
You are logged on as an TRS Admin:
Logout

Home :: Employers :: Employer Login :: Employer Desktop :: Sick Leave Certification

Employer: DEKALB CO SCHOOLS
Employer Code: 6441
Employer Contact Name: [Redacted]

Email Address: [Redacted]
Work Phone: [Redacted]
Primary Address: [Redacted]

Sick Leave Certification

Member: Jane Doe **Employment Dates:** 8/20/1985 to 5/27/2015

Instructions: Please check if this employee has sick leave available for compensation. Click Next to continue.

☒ The employee **does not have** uncompensated sick leave available.

☐ The employee **does have** sick leave available for compensation and/or has a period of no sick leave records.

☐ A Sick leave form has already been submitted for this employee.

Cancel Next

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TRS Online Sick Leave Certification Process

Employer Inbox: Sick Leave Certification *continued*

The next screen asks you to confirm your choice. Enter your job title and then click **Submit to TRS**.

Employee DOES NOT HAVE uncompensated sick leave available.

Teachers Retirement System x
yankeeapl1/Employer/EmployerSickLeave.aspx

Employer: DEKALB CO SCHOOLS
Employer Code: 6441
Employer Contact Name:

Email Address:
Work Phone:
Primary Address:

Sick Leave Certification

Member: Jane Doe **Employment Dates:** 8/20/1985 to 5/27/2015

Review and Submit

Instructions: Confirm the information below and click Submit to submit the Sick Leave Certification for processing. Otherwise, click Cancel to cancel the operation.

Disclaimer: * Under O.C.G.A Section 45-11-1, the falsification of state records by any public office or other person is a felony subject to a fine and imprisonment.

** The law requires you to keep the sick leave records for your past, present and future TRS covered employees for a period of 50 years.

*** Under O.C.G.A Section 47-3-141, any person who attempts to defraud the retirement system by means of false statements or falsified records is subject to a fine and imprisonment. Additionally, the board or trustees shall have the power to actuarially adjust any erroneous payments.

Approving Authority:

Your Title:

I, **JENNY SMITH**, certify this information conforms to the personnel/payroll records of this system for this individual and the requirements outlined in the legislation and the TRS procedures for determining the amount of accumulated sick leave to be used for retirement purposes. I further certify that the below information is complete from all existing records for this person in this system.

Verification Information:

The employee does not have uncompensated sick leave available.

Copy of completed Sick Leave Certification

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TRS Online Sick Leave Certification Process

Employer Inbox: Sick Leave Certification *continued*

There are three choices available:

1. Employee DOES NOT HAVE uncompensated sick leave available.
2. Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records.
3. Sick Leave form has already been submitted.

If **Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records**, click on the last button as shown below and complete the applicable fields below. Click **Next** to continue.

The screenshot shows the 'Sick Leave Certification' form in a web browser. The browser address bar shows 'http://yankeeapl1/Employer/EmployerSickLeave.aspx'. The page header includes the 'Teachers Retirement System of Georgia' logo and a welcome message for Deborah Burns. The breadcrumb trail is 'Home :: Employers :: Employer Login :: Employer Desktop :: Sick Leave Certification'. The form is for 'Jane Doe' with employment dates from 8/20/1985 to 3/4/2015. The 'Instructions' section asks the employer to check if the employee has sick leave available for compensation. Three radio buttons are present: 'The employee does not have uncompensated sick leave available.', 'The employee does have sick leave available for compensation and/or has a period of no sick leave records.' (which is selected), and 'A Sick leave form has already been submitted for this employee.' A red arrow points to the second option. A green callout box with a question mark icon says 'Click here for descriptions of what is and is not considered eligible sick leave.' The 'Sick Leave Verification' section asks the employer to verify the final balance of sick leave. It includes a text box for 'Sick Days' (0) and a date range from 8/20/1985 to 3/4/2015. A blue callout box says 'Enter number of sick days and dates from drop-down calendar.' Below this, there are two radio buttons: '1 1/4 days or less per month of service.' (selected) and 'A rate higher than 1 1/4 per month of service.' A purple callout box says 'If your system awards sick leave days at a higher rate, you must click this button and include an explanation in the comments section below.' The next section asks for dates where sick leave records don't exist, with a yellow callout box saying 'Enter dates where sick leave records don't exist.' The 'Sick Leave Lump Sum Payments' section has a blue callout box saying 'Days in which an employee was paid for sick leave should be entered here.' The 'Comments & Explanations' section has a text area with a red instruction: 'Use this area to explain sick leave accrual rate, missing sick leave records, transferred sick leave, and lump sum payments.' At the bottom right are 'Cancel' and 'Next' buttons. A yellow callout box on the left says 'If member has sick leave days that were transferred from another school, enter them here and type in employer's name.'

Click here for descriptions of what is and is not considered eligible sick leave.

Enter number of sick days and dates from drop-down calendar.

If your system awards sick leave days at a higher rate, you must click this button and include an explanation in the comments section below.

Enter dates where sick leave records don't exist.

Days in which an employee was paid for sick leave should be entered here.

Use this area to explain sick leave accrual rate, missing sick leave records, transferred sick leave, and lump sum payments.

If member has sick leave days that were transferred from another school, enter them here and type in employer's name.

TRS Online Sick Leave Certification Process

Employer Inbox: Sick Leave Certification *continued*

The next screen asks you to confirm the information. Please enter your job title and then click **Submit to TRS**.

Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records.

Teachers Retirement System of Georgia

User Id: tekshiamwardsmith@fc.dekalb.k12.ga.us
You are logged on as an TRS Admin:
Logout

Home :: Employers :: Employer Login :: Employer Desktop :: Sick Leave Certification

Employer: DEKALB CO SCHOOLS
Employer Code: 8441
Employer Contact Name:
Email Address:
Work Phone:
Primary Address:

Sick Leave Certification

Member: Jane Doe **Employment Dates:** 8/20/1985 to 5/27/2015

Review and Submit

Instructions: Confirm the information below and click Submit to submit the Sick Leave Certification for processing. Otherwise, click Cancel to cancel the operation.

Disclaimer: * Under O.C.G.A Section 45-11-1, the falsification of state records by any public office or other person is a felony subject to a fine and imprisonment.

** The law requires you to keep the sick leave records for your past, present and future TRS covered employees for a period of 50 years.

*** Under O.C.G.A Section 47-3-141, any person who attempts to defraud the retirement system by means of false statements or falsified records is subject to a fine and imprisonment. Additionally, the board or trustees shall have the power to actuarially adjust any erroneous payments.

Approving Authority:

Your Title: DEKALB RETIREMENT ADMIN

I, JENNY SMITH, certify this information conforms to the personnel/payroll records of this system for this individual and the requirements outlined in the legislation and the TRS procedures for determining the amount of accumulated sick leave to be used for retirement purposes. I further certify that the below information is complete from all existing records for this person in this system.

Verification Information:

The employee does have sick leave available for compensation and/or has a period of no sick leave records.
Sick Days: 76
From 8/20/1985 to 3/27/2015
1 1/4 days or less per month of service.
No records from 3/29/2015 to 5/29/2015
Transferred sick days: 10
Transferred from Employer: Fulton
Lump Sum payment days: 0
Incentive/Awarded days lump-sum payment: 0
Comments: This is a test of TRSGA Employer Sick Leave e-processing.

Copy of completed Sick Leave Certification

Cancel Previous Submit to TRS

TRS Online Sick Leave Certification Process

Employer Inbox: Sick Leave Certification *continued*

This is what the Sick Leave Certification form will look like in the TRS database.

Teachers Retirement System of Georgia
Sick Leave Certification

2/26/2015 2:22:55 PM

Member Name: Jane Doe
Beginning Date of Employment: 8/20/1985
Anticipated Last Day of Employment: 5/27/2015
Anticipated Date of Retirement: 6/1/2015
Employer: DEKALB CO SCHOOLS

Employer Sick Leave Verification Information

The employee does have sick leave available for compensation and/or has a period of no sick leave records.

Sick Leave Days remaining: **76.00** From 8/20/1985 to 3/27/2015

☒ The total listed above reflects sick leave accrued at 1 1/4 days or less per month of service.
☐ The total listed above reflects sick leave accrued at a rate higher than 1 1/4 per month of
Sick leave was awarded at days per month of service: **0**

Explanation:
We do not have sick leave records for dates: **3/29/2015 to 5/29/2015**

Number of Transferred sick days: **10.00**
Employer sick days were transferred from: **Fulton**

The employee elected to receive **0.00** days of unused sick leave in a lump-sum payment upon termination;
AND/OR the employee received **0.00** days of unused sick leave in a lump-sum payment as an attendance
incentive or for any other program.

Explanation and additional comments
This is a test of TRSGA Employer Sick Leave e-processing.

Approving Authority
* Under O.C.G.A Section 45-11-1, the falsification of state records by any public office or other person is a felony subject to a fine and imprisonment.
** The law requires you to keep the sick leave records for your past, present and future TRS covered employees for a period of 50 years.
*** Under O.C.G.A Section 47-3-141, any person who attempts to defraud the retirement system by means of false statements or falsified records is subject to a fine and imprisonment. Additionally, the board or trustees shall have the power to actuarially adjust any erroneous payments.

I, TEKSHIA MEYONA WARD-SMITH, certify this information conforms to the personnel/payroll records of this system for this individual and the requirements outlined in the legislation and the TRS procedures for determining the amount of accumulated sick leave to be used for retirement purposes. I further certify that the below information is complete from all existing records for this person in this system.

Submitted By: TEKSHIA MEYONA WARD-SMITH Employer: DEKALB CO SCHOOLS
Title: JENNY SMITH Phone Number: (678) 676-0342
Submitted Date: 2/26/2015 2:22:54 PM User Id:

TRS Online Sick Leave Certification Process

Employer Inbox: Sick Leave Certification *continued*

Once the form is completed, you will see the screen below.

- **Completed** forms will remain in your Inbox for 30 days from the date of completion. You may edit at any time during this period. Once it disappears from your Inbox, if you have additional edits, you will have to complete a paper form and submit to TRS.
- Forms still listed as **Not Started**, will remain in your Inbox for 90 days from the date of the employees' last day of work. If you do not complete the form within 90 days, you will have to complete a paper form and submit to TRS.

The screenshot shows the Teachers Retirement System of Georgia (TRS) Employer Desktop interface. The browser address bar displays 'yankeeap1/Employer/EmployerDesktop.aspx'. The user is logged in as 'tekshiamwardsmith@fc.dekalb.k12.ga.us' as a TRS Admin. The interface includes a navigation menu with options like 'Employer Inbox', 'Monthly Summarization Report', 'Employee Detail File', 'Employment Verification for a Retiree', 'File Locker', 'Employer Contact Information', and 'My Profile'. The 'Employer Inbox' section is active, showing a table of items. The table has columns for 'Fiscal Year', 'Item Type', 'Member/Retiree Name', 'Submit Date', 'Status', and 'Retirement Date'. A row for 'Jane Doe' with a 'Sick Leave Certification' item is shown, with the status 'COMPLETED' circled in red. The page is identified as 'Page 2 of 2 (26 items)'.

Fiscal Year	Item Type	Member/Retiree Name	Submit Date	Status	Retirement Date
2015	Sick Leave Certification	Jane Doe	02/26/2015 14:00 PM	COMPLETED	06/01/2015

TRS Online Sick Leave Certification Process

Employer Inbox: Sick Leave Certification *continued*

There are three choices available:

1. Employee DOES NOT HAVE uncompensated sick leave available.
2. Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records.
3. Sick Leave form has already been submitted.

Sick Leave form has already been submitted.

If you have already submitted a sick leave form to TRS, click on the last button as shown below. Click **Next** to continue.

The screenshot shows a web browser window titled "Teachers Retirement System of Georgia". The URL is "yankeeapl1/Employer/EmployerSickLeave.aspx". The user is logged in as "tekshiamwardsmith@fc.dekalb.k12.ga.us". The page displays the "Sick Leave Certification" form for "Jane Doe" with employment dates from 8/20/1985 to 5/27/2015. The form includes instructions and three radio button options. The third option, "A Sick leave form has already been submitted for this employee.", is selected and highlighted with red arrows. The "Next" button is visible at the bottom right of the form.

Teachers Retirement System of Georgia

User Id: tekshiamwardsmith@fc.dekalb.k12.ga.us
You are logged on as an TRS Admin:
Logout

Home :: Employers :: Employer Login :: Employer Desktop :: Sick Leave Certification

Employer: DEKALB CO SCHOOLS
Employer Code: 8441
Employer Contact Name: [Redacted]
Email Address: [Redacted]
Work Phone: [Redacted]
Primary Address: [Redacted]

Sick Leave Certification

Member: Jane Doe **Employment Dates:** 8/20/1985 to 5/27/2015

Instructions: Please check if this employee has sick leave available for compensation. Click Next to continue.

☐ The employee **does not have** uncompensated sick leave available.

☐ The employee **does have** sick leave available for compensation and/or has a period of no sick leave records.

☒ A Sick leave form has already been submitted for this employee.

Cancel Next

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TRS Online Sick Leave Certification Process

Employer Inbox: Sick Leave Certification *continued*

The next screen asks you to confirm your choice. Please enter your job title and then click **Submit to TRS**.

Sick Leave form has already been submitted.

The screenshot shows a web browser window titled "Teachers Retirement System" with the URL "yankeeapl1/Employer/EmployerSickLeave.aspx". The breadcrumb trail is "Home :: Employers :: Employer Login :: Employer Desktop :: Sick Leave Certification".

Employer information is displayed in a green box:

Employer:	DEKALB CO SCHOOLS	Email Address:	
Employer Code:	6441	Work Phone:	
Employer Contact Name:		Primary Address:	

The "Sick Leave Certification" section shows:

Member: Jane Doe **Employment Dates:** 8/20/1985 to 5/27/2015

Review and Submit

Instructions: Confirm the information below and click Submit to submit the Sick Leave Certification for processing. Otherwise, click Cancel to cancel the operation.

Disclaimer: * Under O.C.G.A Section 45-11-1, the falsification of state records by any public office or other person is a felony subject to a fine and imprisonment.

** The law requires you to keep the sick leave records for your past, present and future TRS covered employees for a period of 50 years.

*** Under O.C.G.A Section 47-3-141, any person who attempts to defraud the retirement system by means of false statements or falsified records is subject to a fine and imprisonment. Additionally, the board or trustees shall have the power to actuarially adjust any erroneous payments.

Approving Authority:

Your Title: Dekalb Retirement Admin

Verification Information:

A Sick leave form has already been submitted for this employee.

Copy of completed Sick Leave Certification

Buttons at the bottom: Cancel, Previous, Submit to TRS