How to enter termination dates on TCDRS.org

Entering employee termination dates

1. Sign in to the employer website at www.TCDRS.org/Employer.

2. From the left menu, click the "Employee Terminations" link.
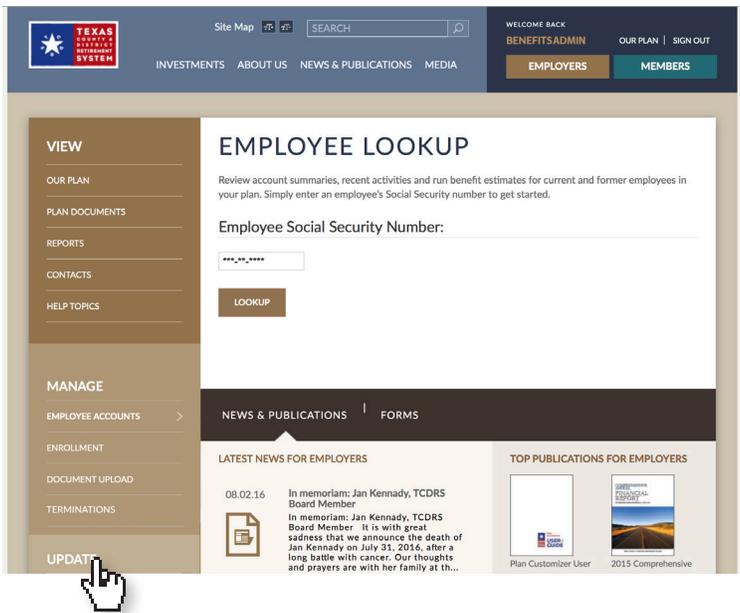
NOTE: You will only see "Employee Terminations" in the left menu if you have the Benefits Administrator or Security Administrator role. If you need access to this feature, please contact the Security Administrator for your county or district, or your Employer Services Representative.

3. Follow the directions on the screen to enter the termination date of an individual employee, or to upload a file with termination data for multiple employees.
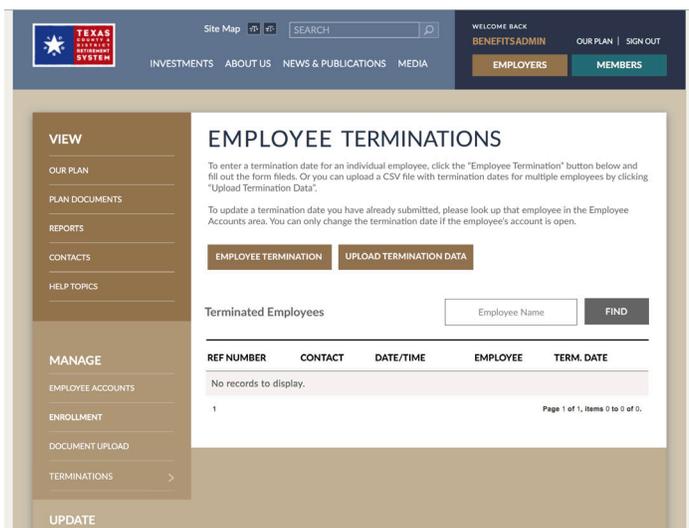
Note: TCDRS cannot accept termination dates before Jan. 1, 1998 or more than six months in the future.

Instructions on screen will help you correct any issues the system discovers while importing your termination data.

If you need help using this feature, please call Employer Services at 800-651-3848.

If you need to change or remove a termination date you have entered, please call Member Services at 800-823-7782.