



# How to submit your payroll report on TCDRS.org

## NOTE

You need Payroll Administrator access rights to submit a payroll report. If you need to file payroll reports and do not have access, please contact the Security Administrator for your employer.

1. Sign in to [www.TCDRS.org/Employers](http://www.TCDRS.org/Employers) and click the “Payroll & Contributions” link in the left menu.
2. Select “Upload Payroll Report”.

**VIEW**

- OUR PLAN
- PLAN DOCUMENTS
- REPORTS
- CONTACTS
- PORTAL ACTIVITY
- HELP TOPICS

## PAYROLL REPORTS & CONTRIBUTIONS

Use the buttons below to upload your current monthly report or make an adjustment to a report you submitted in the past. You can also set up an additional contribution to your plan.

**2** [UPLOAD PAYROLL REPORT](#) [ADJUST PRIOR REPORT](#) [MAKE ADDITIONAL CONTRIBUTIONS](#)

### TRANSACTION HISTORY

First Previous 1 to 10 of 116 rows Next Last

3. In the “Pay Date” field, enter the last day of the reporting period. You can enter the date manually using an MMDDYYY format, or select the date using the calendar tool.

**UPLOAD PAYROLL REPORT** CLOSE X

Enter the end date of your reporting period in the Pay Date field. Next, enter your summary totals for that reporting period, and then select a payroll file to upload. Please note that TCDRS won't receive your report until you click the "Submit Payroll File" button.

### Payroll Report Summary

( \*required field )

**3** PAY DATE: 11-30-2017

EMPLOYEE DEPOSITS\*  
EMPLOYER CONTRIBUTIONS\*  
GROUP TERM LIFE PREMIUMS\*

TOTAL:  
COMMENTS (OPTIONAL)

**Employer Contribution Rates for 2017**

Employee Deposit Rate	7%
Retirement Plan Rate (note)	10%
Group Term Life Rate	0%

**CANCEL** **SELECT PAYROLL FILE**

4. In the “Employee Deposits” field, enter the sum total of the Deposit Amounts in your payroll file.
5. In the “Employer Contributions” field, enter your employer contributions for your report. The employer contributions are the product of your total employee salaries and your Retirement Plan Rate, listed in the box on the right.
6. If applicable, enter the total amount of Group Term Life premiums. The premiums are the product of your total employee salaries and your Group Term Life Rate, listed in box on the right.
7. Once you have entered these amounts (steps 4, 5 and 6), you will see the total due for the reporting period.
8. Click “Select Payroll File” and navigate to your payroll file. Select the file and click “Open”.

**UPLOAD PAYROLL REPORT** CLOSE ✕

Enter the end date of your reporting period in the Pay Date field. Next, enter your summary totals for that reporting period, and then select a payroll file to upload. Please note that TCDRS won't receive your report until you click the "Submit Payroll File" button.

**Payroll Report Summary** (\*required field)

PAY DATE: 11-30-2017

<p>4 <b>EMPLOYEE DEPOSITS*</b> <input type="text" value="\$7,000.00"/></p> <p>5 <b>EMPLOYER CONTRIBUTIONS*</b> <input type="text" value="\$10,000.00"/></p> <p>6 <b>GROUP TERM LIFE PREMIUMS*</b> <input type="text" value="\$0.00"/></p> <p>7 <b>TOTAL:</b> \$17,000.00</p>	<p><b>Employer Contribution Rates for 2017</b></p> <table border="0"> <tr> <td>Employee Deposit Rate</td> <td>7%</td> </tr> <tr> <td>Retirement Plan Rate <small>(note)</small></td> <td>10%</td> </tr> <tr> <td>Group Term Life Rate</td> <td>0%</td> </tr> </table>	Employee Deposit Rate	7%	Retirement Plan Rate <small>(note)</small>	10%	Group Term Life Rate	0%
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COMMENTS (OPTIONAL)

CANCEL      **8** SELECT PAYROLL FILE

9. The name of the file you selected will appear under “Associated File”. If it is the correct payroll file, click “Submit Payroll File”.

You will be taken back to the main “Payroll Reporting & Contributions” screen, which will include a confirmation message.

**UPLOAD PAYROLL REPORT** CLOSE ✕

Enter the end date of your reporting period in the Pay Date field. Next, enter your summary totals for that reporting period, and then select a payroll file to upload. Please note that TCDRS won't receive your report until you click the "Submit Payroll File" button.

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COMMENTS (OPTIONAL)

**Associated File** Remove File

9  Hazard County Payroll Report June 2018.txt

CANCEL      **9** SUBMIT PAYROLL FILE

**If you have any questions or need help, please call  
TCDRS Employer Services at 800-651-3848.**