



How to enroll new employees on TCDRS.org

Enrolling new employees online

1. Sign in to the employer website at www.TCDRS.org/Employer
2. From the left menu, click the “Enrollment” link.

NOTE: To enroll employees, you need Benefits Administrator or Payroll Administrator access to the TCDRS website. Security Administrators can also enroll employees. If you need this access, please contact the person with your county or district who manages TCDRS website access, or contact your Employer Services Representative.

3. Follow the directions on the screen to enter enrollment information for an individual employee, or to upload a CSV file with enrollment information for multiple employees.

NOTE: If you submit enrollment information for multiple employees, please ensure that your CSV file is properly formatted.

File format requirements and a sample CSV file can be found on the TCDRS website under “Employer Publications” within the “[Enrolling Multiple Employees Online](#)” guide.

Missing or incorrectly formatted data can cause errors. If you receive an error, you can correct each employee record separately on screen or click “Cancel”, correct the data in your file and then re-upload.

If you need help, please call TCDRS Employer Services at 800-651-3848.