

Employer Finance and Payroll Personnel,

We are very excited to be less than a month from launching the new pension administration software (PTG). Please note that additional training videos and links have been uploaded to our website at <https://ffret.com/ptgemployerreporting/>.

Beginning May 1, 2024, all contributions will be uploaded by the employer into PTG, and the file used to upload the information into PTG will be submitted to FRS via Dropbox. You will be receiving a Dropbox email notification within a few days. If you do not receive it by 4/8/24, reach out to FRS at FRS@ffret.com or 225-925-4060 to ensure your access.

Please note that the submission file must be named using the naming convention, **###MMYYYY**.

represents your employer number,
MM represents the 2-digit payroll month for which contributions are being submitted,
YYYY represents the 4-digit calendar year of the payroll month

Example: 001022024 is the name of the file that employer 001 is submitting for February 2024

If you are uncertain of your employer number, it can be found on our webpage at <https://ffret.com/wp-content/uploads/2024/03/Muni-Number-List.pdf>.

If you are an employer that elected to manually enter your contribution data, FRS has developed a spreadsheet for you to use. This spreadsheet titled “***Contribution Reporting Form.csv***” is attached and must be used to submit your contribution data into the PTG system and to submit to FRS through the Dropbox. Along with this spreadsheet, the file titled “***Contributions Reporting Form Instructions.pdf***” is attached to assist you with preparing the spreadsheet. The pdf file provides detail instructions and a sample report. If you need any assistance with this file, please reach out to FRS at FRS@ffret.com or 225-925-4060.

It is strongly encouraged that each employer not only submit their April contributions using the current method, but to also run it parallel in the PTG system to get the feel for it and determine if there are any issues before going live. Because the link you have been provided for PTG is the Employer Testing Region, you may complete the submission in April to include submitting your payment through the portal. No funds will be drawn from your account.

Once we go live in May, you will be provided a separate link to the PTG production system. Once we go live in production, your payments will be processed.

The PTG Help Team consist of the following members:

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IMPORTANT NOTICE: FRS will close the system early for the month of April to ensure our data is ready for upload into the new system so that we can go live on May 1. The deadline to submit contributions for April is **April 15, 2024.**

If you need any assistance, please reach out to any of the help desk members directly or FRS@ffret.com.

Regards,
FRS PTG Implementation Team
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225-925-4060