



## CT TEACHERS' RETIREMENT BOARD

765 ASYLUM AVENUE, HARTFORD, CT 06105-2822  
Toll-Free 1-800-504-1102 (860) 241-8429 Fax (860) 241-9295  
[www.ct.gov/trb](http://www.ct.gov/trb)

TO: All CORE Payroll Users with Employees who are Members of the Teachers' Retirement System

FROM: Shantelle Varrs, Fiscal Administrative Manager, Teachers' Retirement Board (TRB)

DATE: September 2, 2015

SUBJECT: MSA Payroll Schedule 2015-2016

In order to standardize contributions to TRB, you should begin 2015-2016 payroll contributions with the payroll check dated September 18, 2015 (pay period ending September 3, 2015).

Two bi-weekly payrolls will constitute a month, to be remitted by the Comptroller's Office to TRB for the following paychecks:

<b><u>PAY PERIOD END DATES</u></b>	<b><u>PAY CHECK DATED</u></b>	<b><u>MONTH COVERED</u></b>
9/3, 9/17	September 18, 2015 and October 02, 2015	September 2015
10/1, 10/15	October 16, 2015 and October 30, 2015	October 2015
10/29, 11/12	November 13, 2015 and November 27, 2015	November 2015
11/26, 12/10	December 11, 2015 and December 24, 2015	December 2015
12/24, 1/07	January 08, 2016 and January 22, 2016	January 2016
1/21, 2/4	February 05, 2016 and February 19, 2016	February 2016
2/18, 3/3	March 04, 2016 and March 18, 2016	March 2016
3/17, 3/31	April 01, 2016 and April 15, 2016	April 2016
4/14, 4/28	April 29, 2016 and May 13, 2016	May 2016
5/12, 5/26	May 27, 2016 and June 10, 2016	June 2016

**CONTRIBUTIONS ARE BASED ON 7.25% OF THE ANNUAL SALARY RATE, NOT ON ACTUAL GROSS BI-WEEKLY SALARY. LONGEVITY AND MIP/PIP PAYMENTS ARE INCLUDABLE IN THE REPORTED SALARY ON WHICH 7.25% IS TO BE CONTRIBUTED.**

Please direct questions concerning this memorandum to me at (860) 241-8429 or [Shantelle.Varrs@ct.gov](mailto:Shantelle.Varrs@ct.gov)