

## **Massachusetts Teachers' Retirement System (MTRS) Enrollment for New Hires**

*Please provide the following information to Payroll to begin payroll contributions in the Massachusetts Teachers' Retirement System (MTRS):*

1. Employee's start date for this position
2. License number
3. MEPID number
4. Issue date of license
5. Issuing agency (DESE?)
6. Employment status (Part-time? Full-time?)
7. Were you hired as a long-term or extended substitute?