

DISTRICT PERSONNEL INFORMATION SERVICES DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION G

PERS RETIREMENT CODING & PRIOR PERIOD ADJUSTMENTS

2024-2025 TRAINING MANUAL

An Official Publication



9300 Imperial Highway Downey, California 90242-2890 www.lacoe.edu

Debra Duardo, M.S.W., Ed.D., Superintendent

Karen Kimmel, Chief Financial Officer

Business Services

Nkeiruka Benson, Director, School Financial Services

Scott Welker, Assistant Director District Personnel Information Services Division of School Financial Services

Los Angeles County Office of Education Date Published: June 2019 Last Updated: October 2022

Table of Contents

	Age	nda	1
	CalP	PERS Membership and Forms	
	a.	Determining Eligibility	6
		Current CalPERS Member	6
		• When The Employee Is Not A Current CalPERS Member	6
		Refunded Employee	6
	b.	1,000 Hours/125 Days Rule	7
	c.	Position Exempt From CalPERS Membership	8
	d.	Retirement Plan, Status, and Special Indicator Code	9
	e.	Member Action Request Form (MAR-1)	10-11
		• Member Action Request Form (MAR-1): Quick Reference Guide	11
	f.	Member Reciprocal Self-Certification Form	12-13
		• Instructions for Completing the Reciprocal Self-Certification	
		Form	13
	g.	List of Qualifying Public Retirement System in California	14
	_		
١.	Exer		17.00
	a.	Exercise 1 – Qualifying for Membership	17-22
	1	• Classic Membership	20
	b.	Exercise 2 – Add a Second Assignment and Becoming A Member	23-31
		• Retirement Plan Data Screen (039)	28
	c.	Exercise 3 – Retired Annuitant, Service Retirement, and	22.44
		Disability Retirement	33-44
		CalPERS Retired Annuitant Flow Chart	34
		 Information Bulletin – CalPERS Retiree Reporting Penalties th Desolution 	20.41
	d	& Resolution	39-41
	u.	DEDS Terminated Employee Flow Chart	43-40
	0	• PERS Terminated Employee Flow Chart	40
	C.	Exercise 5 - Buy-Back	49-39
		PERS Buy-Back Information	50-51
		• PERS Buy-Back Gross-To-Net Numbers	52
			53-54
		• I ax Deterred Buy-Back Entered in HRS	55
		HRS Online Screen Examples	56-59

Table of Contents (continued)

f.	Exercise 6 – Correctly Reversing Hourly Rates	
	Using the Automated RX Feature	61-66
	Automated RX Feature	62
g.	Exercise 7 – Mid-Month Salary Adjustment for Prior-Period	67-77
	• REG/DKT, REG Method	68
h.	Exercise 8 – Retro Included in Prior-Period Adjustments	79-85
i.	Exercise 9 – Special Compensation Earning Codes	87-90
	• Standardized Earnings Codes for Reporting Special Compensation Payments to CalPERS	89-90
j.	Exercise 10 – Avoiding Service Credit Adjustment Problems	91-95
k.	Exercise 11 – RAN Transaction	97-102
1.	Exercise 12 – Earning Codes RXS/LXS	103-110
	One-Time Pay Screen For Each Accrual Period	107-109

Agenda

Welcome and introductions

• What is covered in this training session

CalPERS Retirement Coding

- CalPERS Membership/Determining Eligibility
- Member Action Request (MAR-1)
- Member Reciprocal Self Certification Form
 - Exercise 1: Qualifying for Membership
 - o Exercise 2: Adding A Second Assignment and Becoming A Member
 - Exercise 3: Retirement Annuitant
- Notice of Placement on Retirement Roll (PERS-BAS-62) Service Retirement
- Disability Retirement
 - o Exercise 4: Terminated Refunded Employee, Rehired
 - Exercise 5: Buy Back

**** BREAK ****

CalPERS Prior Period Adjustments

- Exercise 6: Correctly Reversing Hourly Rates Using Automated RX Feature
- Exercise 7: Mid-Month Salary Adjustment Prior Period
- Exercise 8: Including Retro in Prior Period Adjustments
- Special Compensation Earn Codes
- Exercise 9: Avoiding Service Credit Adjustment Problems
- Exercise 10: RAN Transaction
- Exercise 11: Earnings Codes RXS/LSX

Evaluation and close of session

Intentionally left blank

SECTION I.

CalPERS MEMBERSHIP AND FORMS

Intentionally left blank

CalPERS Membership

Determining Membership Eligibility 1,000 Hours/125 Days Rule Positions Exempt From CalPERS Membership Retirement Plan, Status, and Special Indicator Coding Membership Action Request Form (MAR-1) Reciprocal Self-Certification Form List of Qualifying Public Retirement Systems in California

Determining Membership Eligibility

Current CalPERS Member

New employees, who have funds on deposit or service credit with CalPERS, <u>are</u> current members. This applies even if membership was established through another CalPERS agency or if they are currently on "inactive" (not working) status with CalPERS.

Employees who are current members of CalPERS <u>do not</u> need to "requalify" for membership. It is mandatory to immediately set them up as CalPERS members effective the first day of employment in a non-certificated position with your district.

Verification of employee's current membership status with CalPERS can be determined as follows.

- Ask the employee directly if he/she is a member, as well as, if he/she has other CalPERS-covered employment,
- Have the employee complete the CalPERS Self-Certification form, or
- Contact the School Financial Services (SFS) PERS Retirement Unit at the Los Angeles County Office of Education.

When The Employee Is Not A Current Member

The criteria for determining an employee's eligibility for membership are as follows.

Immediate qualification occurs when the person is in a:

- Full-Time, continuous position (more than 6 months). CalPERS considers "full-time" employment to be 40 hours per week.
- Part-Time, regular position for at least 4 or more hours per day, 20 or more hours per week, 50% or more per month.

Employees meet the above criteria when working in one or more non-certificated positions in one or more districts within a single agency. Service with different districts within the same agency should be added together for purposes of meeting the membership criteria.

Refunded Employee

If an employee was once employed under a CalPERS-covered agency, terminated his or her position and received a refund of contributions, that person would not be considered a current member and needs to requalify by taking a position that mandatorily qualifies for CalPERS membership.



IMPORTANT: CalPERS membership is <u>effective the first day of employment</u> in the non-certificated position(s).

1,000 Hours/125 Days Rule

If the position does not immediately qualify for CalPERS membership, then it is the district's responsibility to monitor the number of hours the employee works during the fiscal year. This is important because, at some point, the employee may qualify for membership after 1,000 hours of work. It is required to count all hours worked from each non-certificated position. This also includes hours worked across multiple districts.

Qualification for membership is reached when:

- The employee works 1,000 hours in a fiscal year if paid on other than a per diem basis. All hours worked in all non-certificated positions, including overtime hours, with the exception of hours worked in any of the 3 exempt positions are accumulated to reach the 1,000 hours. To see a listing of exempt positions, see the "Positions Exempt From CalPERS Membership" section, on page 8.
- The employee works 125 days in a fiscal year if paid on a per diem basis (i.e. "per day"). For this purpose, "day" means each 8 hours of compensated service (125 days x 8 hours equals 1,000 hours).

In such cases, membership becomes effective <u>no later than</u> the first day of the month following the month in which the 1,000 hours or 125 days are reached. Once an employee qualifies for membership, that employee is a member in all non-certificated positions, in all districts, and in all agencies.

NOTE: Government Code Section § 20283. It is the employer's responsibility to determine if its employees are eligible to participate in CalPERS. If an employer has failed to enroll an eligible employee into membership with CalPERS within 90 days of qualifying when the employer knows or can reasonably be expected to have known of that eligibility, the employer shall be responsible for the member contributions and a \$500 administrative cost per member. Please note that the administrative cost "is not a fee or penalty" to the agency; rather, it is a reimbursement to CalPERS for costs associated with the process of administering Government Code Section § 20283.

Positions Exempt From CalPERS Membership

There are three positions that are exempt from ever qualifying for CalPERS membership. Hours from the following positions are ineligible for qualification.

• Student Worker

The definition of a student worker (assistant/aide) is a person who is enrolled as a student and employed in the same district and whose student status is a prerequisite for employment. The retirement status on a student worker position would be status "I."

• Teacher Assistant

These are persons employed as teacher-assistants under Education Code Section § 44926 who possess a temporary certificate to serve as a teacher-assistant. The retirement status on a teacher-assistant position would be status "I."

• Board Member

These are elected or appointed officers, i.e. board member. They can no longer elect to become a member of CalPERS unless they have been a board member prior to July 1, 1994 and have had no break in service. If they became a board member after July 1, 1994, they cannot elect membership. The retirement status for a board member would be status "I."

Using the status "I" for these positions will identify the employee as ineligible for CalPERS membership, and the hours worked should not be included in the accumulation of qualifying hours.

Retirement Plan						
P1	PERS only					
P2	OASDI and Medicare					
Р3	Medicare only					
P4	No PERS, no OASDI, no Medicare					
P5	PERS and Medicare					
P6	PERS, and Medicare, and Survivor Benefits (special contract)					
P7	PERS and Survivor Benefits (special contract)					
P8	PERS (modified) and OASDI and Medicare					
Р9	PERS (full) and OASDI and Medicare					
S1	STRS only					
S2	OASDI only					
S3	Medicare only					
S4	No STRS, no OASDI, no Medicare					
S5	STRS and Medicare					
Status						
М	Member					
N	Nonmember					
D	Disabled					
R	Retired					
F	Refunded					
Z	Deceased					
Q	Nonmember, refunded					
Х	Nonmember, exchange teacher					
I	Ineligible (PERS only)					
Special Indicator						
С	Short-term classes					
E	Elected Officials					
R	Reduced workload					
S	Student worker, same district					
Т	Teacher assistant					
Х	Elected Member					
В	Cash Balance (STRS only)					
Р	Cash Balance (STRS only)					

Retirement Plan, Status, and Special Indicator Coding

erving Students = Supporting Comm	unities = Leading Educato	MEMBER (Please P	R ACTION RE	QUEST clearly)			
This form is due as s	*Attach a "I soon as possible	Reciprocal Self-	Certification Form han 15 calendar	m" for new a r days after t	ppointment	s. e date of a	ction in Box 14.
1. LACOE EID or SSN		2. Current Name (F	First, Middle, Last)				3. Program Type
							CPE
4. Date of Birth	5. Gender		6. Former Name - F	For name chang	ges only (PRC	2)	
MMDD/YYYY	Female	Male					
7. Mailing Address: (MAI)			8. Remarks				
Street/P.O. Box:							
Additional Address Lice							
Additional Address Line:			-				
City:			9. District Name				
State: Zip Code	: C	ountry: USA					
10. Pay Months	11. Distric	t Code		12. Member Ca	ategory	13. Hire Date	(1st Day at District)
10 Mo 11 Mo 11	2 Mo			Misc. School Poli	ice		
A. Appointment (N 3. Membership Eff 	AP)*MMDDYYYY f. Date Change	D. Separat	MMDD07777 tion Type:	n (PSP)		Offer (complete	box 4)
A. Appointment (N B. Membership Eff 	IAP)*MADDAVYYY I. Date Change Sence (OTL) EL)MMCDYYYY L)MMCDYYYY	D. Per Separat De. Ott Ret	tion Type: ath (DEA) her (OTH)	Retirement Only		DB (complete ender (complete ame (complete SN (complete ddress Chanç	box 4) ete box 5) e box 6) box 8-see HRS) ge (complete box 7)
A. Appointment (N A. Membership Eff MMCCC. Unpaid Leave of Abs Begin Leave (B End Leave (EN 16. Retired Annuitant If re	IAP)* t. Date Change sence (OTL) EL) MMDD07777 L) mMDD07777 tired less than 180	D. Per Separal De De Ott Ref days, did the district	tion Type: ath (DEA) her (OTH) tirement (RET)*	Retirement Only nused Sick Leave ws	- Du Ga Na Sa Action Renefits	DB (complete ender (complete ame (complete SN (complete iddress Chang	box 4) ete box 5) e box 6) box 8-see HRS) ge (complete box 7) by Social Security
A. Appointment (N B. Membership Eff uucco C. Unpaid Leave of Abs Begin Leave (B End Leave (EN 16. Retired Annuitant If re Yes No	IAP)* t. Date Change sence (OTL) EL) L) tired less than 180 YesNo	D. Per Separat De De Ott Ref days, did the district	Interment Separation	Retirement Only nused Sick Leave rys ? 17. Survivor		DB (complete ender (complete ame (complete) SN (complete) iddress Chang	box 4) ete box 5) e box 6) box 8-see HRS) ge (complete box 7) by Social Security No
A. Appointment (N B. Membership Eff MMCCC. Unpaid Leave of Abs Begin Leave (B End Leave (EN 16. Retired Annuitant If re Yes No 19. Certificated Em Classified Empl 20. Job / Position Title	IAP)* I. Date Change sence (OTL) EL) I I I I MMCOTYTY L) MMCOTYTY tired less than 180 YesNo ployee Electing F oyee Electing ST	D. Per Separal De Ott Ott Ref days, did the district PERS (ES 372) RS (ES 372)	The contract of the second se	Retirement Only INUSEO SICK Leave VYS 7 17. Survivor Ves embership No embership No		DB (complete ender (complete ame (complete SN (complete ddress Chang 18. Covered Yes ndependent Yes	box 4) ete box 5) e box 6) box 8-see HRS) ge (complete box 7) by Social Security No Contractor
A. Appointment (N A. Appointment (N A. Membership Eff Mucco C. Unpaid Leave of Abs Begin Leave (B End Leave (EN 16. Retired Annuitant If re Yes No 19. Certificated Empl Classified Empl 20. Job / Position Title 24. BASIS FOR MEMBERS	IAP)* I. Date Change sence (OTL) EL) I	D. Per Separat De De Ott Ref days, did the district PERS (ES 372) RS (ES 372) ON: (Check approp	Trmanent Separatio MMCONYYY tion Type: ath (DEA) her (OTH) tirement (RET)* tapprove a resolution 21. Prior PERS Ma Yes 22. Prior STRS Ma Yes riate box)	Retirement Only INUSED Sick Leave VYS 17. Survivor VYS 17. Survivor VYS 17. Survivor No embership No embership No		DB (complete ender (complete ame (complete SN (complete) ddress Chang 18. Covered Yes ndependent Yes	box 4) ete box 5) e box 6) box 8-see HRS) ge (complete box 7) by Social Security No Contractor
A. Appointment (N B. Membership Eff MMCCC C. Unpaid Leave of Abs Begin Leave (B End Leave (EN 16. Retired Annuitant If re Yes No 19. Certificated Em Classified Empl 20. Job / Position Title 24. BASIS FOR MEMBERS Full-Time for > 0 Part-Time for ≥	IAP)* I. Date Change sence (OTL) EL) L) MMDOTYTY tired less than 180 Yes No ployee Electing F oyee Electing ST SHIP QUALIFICATI 6 months 20 hours for 1 ye	D. Per Separal De Ott Ott Rel days, did the district PERS (ES 372) RS (ES 372) RS (ES 372) ON: (Check approp	Trmanent Separatio MMCOTYTY tion Type: ath (DEA) her (OTH) tirement (RET)* approve a resolution 21. Prior PERS M Yes 22. Prior STRS M Yes iate box) Person is alre Has complete	Retirement Only INUSED Sick Leave INO INO INO Embership No Embership No Embership ANO Embership ANO Embership ANO Embership ANO Embership ANO Embership ANO Embership ANO Embership ANO ANO ANO ANO ANO ANO ANO ANO		MACOMYYY OB (complete ender (complete ame (complete SN (complete Idress Chang Yes Its. Covered Yes S in fiscal yea	box 4) ete box 5) e box 6) box 8-see HRS) ge (complete box 7) by Social Security No Contractor No
A. Appointment (N A. Appointment (N A. Appointment (N A. Appointment (N A. Appointment (N A. Appointment (N A. Appointment (N Appointment (N Appointm	IAP)* IARDOWNY I. Date Change Sence (OTL) EL) I.	D. Per Separat De Ott Control PERS (ES 372) RS (ES 372) RS (ES 372) ON: (Check appropro- cear or more	Trianent Separatio MMDOYTYY tion Type: ath (DEA) her (OTH) tirement (RET)* approve a resolution 21. Prior PERS Me Yes 22. Prior STRS Me Yes riate box) Person is alre Has complete	Retirement Only USSCI Sick Leave VS 17. Survivor Yes embership No embership No eady a PERS ed 1,000 hours		DB (complete ender (complete ame (complete SN (complete) ddress Chang 18. Covered Yes ndependent Yes s in fiscal yea	box 4) ete box 5) e box 6) box 8-see HRS) ge (complete box 7) by Social Security No Contractor No ar
A. Appointment (N B. Membership Eff Mucco C. Unpaid Leave of Abs Begin Leave (B End Leave (EN 16. Retired Annuitant If re Yes No 19. Certificated Em Classified Empl 20. Job / Position Title 24. BASIS FOR MEMBER Full-Time for > 0 Part-Time for ≥ 1 25. Form Completed By: NAME AND TITLE	AP)*ADDOVYYY	D. Per Separal De Ott Ott Rel days, did the district PERS (ES 372) RS (ES 372) RS (ES 372) ON: (Check appropri- ear or more	Image: Address Separation Image: Address Ad	Retirement Only nused Stok Leave rs ? 17. Survivor Yes embership No embership No eady a PERS ed 1,000 hour		MACCOVYYY OB (complete ender (complete ame (complete SN (complete iddress Chang 18. Covered Yes ndependent Yes s in fiscal yea	box 4) ete box 5) e box 6) box 8-see HRS) ge (complete box 7) by Social Security No Contractor No

Member Action Request form (MAR-1): Quick Reference Guide

NOTE: Submit MAR-1 only if a job/position change affects a person's retirement information (e.g., Name, Address, Member Category, etc.), or if the District Code has changed. The MAR-1 form must be typed.

- 1. LACOE EID or SSN: Enter the LACOE Employee Identification number from HRS or enter the employee's SSN.
- Current Name: In First, Middle (name or initial), and Last order. For a Name Change (e.g., due to marriage or divorce), enter the "correct" (current) name in Section #2; enter the *former* name (e.g., name before marriage/divorce) in Section #6.
- 3. Program Type: CPE for "California Public Employees' Retirement System" has been entered for you.
- 4-8. Enter the Date of Birth, Gender, Former Name (if doing a name change), Address, and Remarks (if needed).
- 9. District Name: Enter your district's name. This is needed in addition to the district code in Section #11.
- 10. Pay Months: Enter the employee's pay months (10, 11, or 12).
- 11. District Code: Enter the 5-digit district number or the (old) 3-digit district number.
- 12. Member Category: Check "Misc. Schools" for all employees, with the exception of "School/Safety Police."
- 13. Hire Date: (For new hires being enrolled into membership only.) Employee's first day hired by your agency/district.
- 14. Type of Action: Some points to remember are:
 - A Appointment (NAP): Check this for (1) new hires who qualify for membership and attach the "Reciprocal Self-Certification" form, (2) current employees who have just now qualified for membership, and (3) persons reinstating from retirement. Sections #22 and #24 should also be completed.
 - B Membership Effective Date Change: LACOE use only.
 - C Unpaid Leave of Absence (OTL): Only used for a leave of absence of two months or more (do not report shorter leaves of absence). Check the "Begin Leave (BEL)" box and enter the begin leave date. Check the "End Leave (ENL)" box and enter the end leave date. Leave date blank if end leave date is unknown, then provide the end leave date on a subsequent MAR-1 form..
 - D Permanent Separation (PSP): Check this box when an employee separates from the district. Enter the effective date. Check the "Death (DEA)" box if the separation is due to death. Check the "Retirement" box if the separation is due to retirement, and certify the number of "Unused Sick Leave" days in the box. Check the "Other" box if the separation is for any other reason.
- 15. Profile Change Effective Date: Enter the effective date for the changes that are marked below. Check multiple boxes if the same effective date applies to all. For example, if a person's address changed at the same time that she/he has a name change, then check both the "Address Change" and "Name Change" boxes. Check the box for the required change to the employee's profile: DOB, Gender, Name, SSN and Address. Enter the new information in the corresponding box as indicated.
- 16. Retired Annuitant: Check "Yes" if the employee is a Retired CalPERS Annuitant and returns to work. Check "Yes" or "No" to the question regarding the resolution. Check Section #14-A. Enter the first day worked as a retired annuitant in the date field.
- Survivor Benefits: Check "Yes" only for those employees on a Special Contract that allows for Survivor Benefits. These
 employees all have \$2.00 deducted each month for this benefit.
- Covered by Social Security: Check "No" only for those employees on a Special Contract that does not require Social Security to be deducted.
- Certificated Employee Electing PERS or Classified Employee Electing STRS: If "Yes" is checked, you must attach a Retirement System Election form (ES-372).
- 20. Job/Position Title: Enter the job/position title.
- 21. Prior PERS Membership: Check "Yes" if employee is a prior member of PERS.
- 22. Prior STRS Membership: Check "Yes" if employee is a prior member of STRS.
- 23. Independent Contractor: Check "Yes" if employee is an Independent Contractor, otherwise check "No".
- 24. Basis for Membership Qualification: Check the box to indicate how the employee qualified for CalPERS membership. The most common qualification bases are indicated. This box is required if Section #14-Box A Appointment (NAP) is checked. Attach the completed "Reciprocal Self-Certification" form.
- 25. Form Completed By: Enter the name, title, phone number and email address of the person completing the form, along with the date the form was signed.

Submit a copy of this form to School Financial Services, PERS Retirement Unit to your district's representative via email or fax to (562) 922-6341. Retain the original at the district. Please call your district representative if you have any questions.

4/26/18

CalPERS		California Public Employees' Retirement System P.O. Box 942709 Sacramento, CA 94229-2709 888 CalPERS (or 888-225-7377) TTY: (877) 249-7442 Fax: (916) 795-4166 www.calpers.ca.gov			
Reci	procal Self-Certif	ication Form			
complete the following information and return correctly, please reference th	this form to your personnel of he enclosed List of Qualifying F	Public Retirement Systems and	o ensure this form is completed instructions.		
Section 1. Member Information					
Member Name: (Last)	(First)	(Middle)		
Date of Birth:	Ca	PERS ID:			
Membership Status in Qualifying Public Ret I have not been a member of a qualifying p I have membership in a defined benefit plat (complete section 2 with membership informat	tirement Systems: ublic retirement system in n under a qualifying public ion for each qualifying public	California. (skip to section 3) retirement system in Califo retirement system)	rnia other than CalPERS.		
Section 2. Qualifying Reciprocal Members	hip Information				
Name of Most Recent Public Retirement System:	Membership Date:	Separation Date*: / /	□Retired* or □Refunded* Date: / /		
Name of Prior Public Retirement System:	Membership Date:	Separation Date*:	□Retired* or □Refunded* Date: / /		
Name of Prior Public Retirement System:	Membership Date:	Separation Date*:	□Retired* or □Refunded* Date: / /		
*Please p	rovide dates, if applicable. No	t all sections may be applicable	for each Public Retirement System		
Section 3. Sign and Certify					
I understand that by accepting employment in regulations of that system. I also understand	a qualified public retiremethat completing this form	ent system, I am subject to t is not a request to establish	he applicable laws and reciprocity.		
I hereby certify that the foregoing information and any information found to be incorrect ma retirement enrollment level and adjustments account to ensure I am properly enrolled and	has been verified with the y require corrections to my to my member contributio eligible to receive the corre	e qualifying public retiremer y CalPERS account including ns. CalPERS may make any ect retirement benefits.	nt system as true and correct , but not limited to, my necessary corrections to my		
Member Signature:		Date:			
Section 4. To Be Completed by Employer (July				
Name of CalPERS Agency:	Jiny				
CalPERS Business Partner ID:		Member's Enrollment Eligi	bility Date:		
Designee of Employer: (print name)		Designees' Title:			
Designee Signature:		Date:			
The employer must	retain this form in the me	mber's file for auditing pur	poses.		
For more direction regarding how to proces	s the Reciprocal Self-Certific	ation Form, please refer to ou	r employer reference guides.		

	Instructions for Completing the Reciprocal Self-Certification Form
Section 1.	 Complete the required fields with your name, date of birth, and CalPERS ID.
Member	Check one of the appropriate boxes to indicate if you have had membership in a defined
Information	benefit plan in one of the qualifying public retirement systems named on the enclosed list.
	 If you have not been a member of any of the qualifying public retirement systems,
	mark the first box and skip to section 3.
	 If you have membership in a defined benefit plan of any of the qualifying public
	retirement systems on the enclosed list, mark the second box and continue to section
	2.
	 This form is to obtain information regarding your membership in other qualifying public
	retirement systems; do not include CalPERS membership on this form.
Section 2.	 In the first column, titled "Name of Public Retirement System," list the name of any qualifying
Qualifying	public retirement systems you are a member of a defined benefit plan.
Reciprocal	 If you are a member of multiple qualifying public retirement systems, please provide
Membership	the name of each system beginning with the most recent in descending order.
Information	 Please reference the enclosed List of Qualifying Public Retirement Systems in
	California. Only systems named on this list should be provided on the Reciprocal Self-
	Certification Form.
	 In the second column, titled "Membership Date," list your membership date in the qualifying
	public retirement system.
	 You must provide a full date, including month, date, and year, which corresponds to
	each qualifying public retirement system listed.
	 If you are unsure of your membership date, please contact the qualifying public
	retirement system to confirm information prior to completing the form.
	 In the third column, titled "Separation Date," list your separation date from the qualifying
	public retirement system.
	 This section may not be applicable for all qualifying public retirement systems. If you
	have not separated from the qualifying public retirement system, leave this field blank.
	- If you have separated from the qualifying public retirement system, you must provide a
	full date including month, date, and year.
	 If you are unsure of your separation date, please contact the qualifying public
	retirement system to confirm information prior to completing the form.
	 In the fourth column, titled "Retired or Refunded," indicate if you have retired or refunded
	from the qualifying public retirement system.
	- This section may not be applicable for all qualifying public retirement systems. If you
	have not retired or refunded from the qualifying public retirement system, leave this
	field blank.
	 If you have retired or refunded from the qualifying public retirement system, mark the
	appropriate box and provide a full date including month, date, and year.
	 Retired: You have separated from the qualifying public retirement system and receive a
	monthly retirement allowance.
	 Refunded: You have terminated your membership in the qualifying public retirement
	system by withdrawing your contributions.
Section 3.	Please read the statement. Then, sign your name and date the document before returning it to
Sign and	your personnel office.
Cartify	

List of Qualifying Public Retirement Systems in California

Name of Public Retirement System	Qualifications:
Alameda County Employees' Retirement Association^	
City and County of San Francisco Employees' Retirement System*	
City of Concord Retirement System*	
City of Costa Mesa Public Retirement System*	Safety only
City of Fresno Retirement System	
City of Pasadena Fire and Police Retirement System	Fire and police only
City of San Clemente*	Non-safety (miscellaneous) only
Contra Costa County Employees' Retirement Association^	n on de la calesta de la companya de la calesta de la c
Contra Costa Water District	
East Bay Municipal Utility District	
East Bay Regional Park District	Safety only
Fresno County Employees' Retirement Association^	
Imperial County Employees' Retirement Association^	
Judges Retirement System II	
Kern County Employees' Retirement System ^A	
Legislators' Retirement System	
Los Angeles City Employees' Retirement System	Non-safety (miscellaneous) only; L.A. Fire and Police Pension System and L.A. Water and Power Employees' Retirement System not eligible
Los Angeles County Employees' Retirement Association^	
Los Angeles County Metropolitan Transportation Authority	Non-contract Employees' Retirement Income Plan, formerly Southern California Rapid Transit District
Marin County Employees' Retirement Association ^A	
Mendocino County Employees' Retirement Association^	
Merced County Employees' Retirement Association^	
Oakland Municipal Employees' Retirement System (City of Oakland)	Non-safety (miscellaneous) only
Orange County Employees' Retirement System ^A	
Sacramento City Employees' Retirement System*	
Sacramento County Employees' Retirement System^	Defined benefit plan only; cash balance plans not eligible
San Bernardino County Retirement Association ^A	
San Diego City Employees' Retirement System	Defined benefit plan only; cash balance plans not eligible
San Diego County Employees' Retirement Association^	
San Joaquin County Employees' Retirement Association ^A	
San Jose Federated City Employees' Retirement System	
San Luis Obispo County Pension Trust	
San Mateo County Employees' Retirement Association ^A	
Santa Barbara County Employees' Retirement System^	
Sonoma County Employees' Retirement Association ^A	
Stanislaus County Employees' Retirement Association^	
State Teachers' Retirement System	Defined benefit plan only; cash balance plans not eligible
Tulare County Employees' Retirement Association^	
University of California Retirement Program	Defined benefit plan only; cash balance plans not eligible
Ventura County Employees' Retirement Association*	
*=Also CalPERS-covered agency ^=1937 Act Counties	
PERS-EAMD-801 (6/2018) Page 2 of 4	l l

SECTION II.

EXERCISES

Intentionally left blank

Exercise 1 - Qualifying for Membership

Required Forms Member Action Request (MAR-1) Member Reciprocal Self-Certification Example – An employee qualifies for membership by working 1,000 or more hours.

Tara Lehman is currently not a member of PERS because she is working in a substitute position. She is also a former PERS member who refunded her contributions when she worked for another district several years ago. She established her previous membership with CalPERS before January 1, 2013.

By the end of April, payroll found that she had worked 1,002 hours. They informed their HR department to change her coding and to establish a new membership.

To navigate to the Salary/Pay Rate Screen,

- 1. In the **TRANS field** type **005**.
- 2. In the EID field type KU6982779, the employee identification number of Tara Lehman.
- 3. Hit the Enter key on your keyboard.

Salary Pay Rate Screen - Before

File Edit View Co	mmunication Ac	tions Window Help				
			1000	200		
		** PER -	SALARY/PAY	RATE -UPD *	K.K.	0105
KU6982779	LEHMAN,	TARA E.		EFFEC DATE	i:	ACTNS: PRIME JOB: P
JOB POS	ITION	JOB CLASS				
1 70	00110	700110 SUB	INSTR AIDE	I		
				TIME	TIME	
CYCLE BASI	S PAY M	IOS ILL PLA	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES
<u>СЗ</u> <u>Н</u>	12	<u>NA</u>	NA	909	Z	<u>RNU</u>
SCHED/RANGE 1 103	01	EFF DATE 5 10 22 08	\$FULL-TIME <u>100.00</u>	CALC METH	FULL-TIM	E RATE SALARY RATE
STIPENDS:						
and the second sec						
RETIRE RATE	0/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS T	YPE
a contractor	64 (563)	CONTRACTOR OF STREET	1000	W. Constant	STRS	STRS
RETIREMENT:	PLAN S	STATUS SPL	EFF DATE	PERS CASE ST	IS CLS C	D BASE HRS
	<u>P3</u>	<u>N</u>	10 22 08	_	_	. 00
(002) - ENT	ER YOUR	CHANGES.				
TRANS: 005	and room	EID: KU69	32779	JOB:	1	DISTRICT:

On this screen, enter the following data in the indicated fields.

EFF DATE:	05 01 13
ACTNS:	16
PLAN:	P9
STATUS	Μ
RETIREMENT EFF DATE:	12 31 12

Hit Enter key on your keyboard.

For definitions of action codes used by the district, SFS, and through automated processes, refer to *HRS System Operations Manual, Volume 1,* Section III, Pages 9-11.

Salary Pay Rate Screen - After

File Edit View Communication Actions Window Help ▣ <u>₽₽</u> **■ ■ ≥ ≥ ≥ ≥ ≥ ? ? ? ?** ** PER - SALARY/PAY RATE -UPD ** 0105 KU6982779 EFFEC DATE: 05 01 13 ACTNS: LEHMAN, TARA E. PRIME JOB: P JOB POSITION JOB CLASS 700110 700110 SUB INSTR AIDE I 1 TIME TIME BASIS PAY MOS ILL PLAN VAC PLAN RPT LOCN CYCLE RPT CD EARNINGS TYPES 12 909 Ζ <u>RNU</u> <u>C3</u> Н NA NA SCHED/RANGE/STEP %FULL-TIME CALC METH FULL-TIME RATE SALARY RATE EFF DATE <u>10 22 08</u> 12.450 <u>1 103 01</u> <u>100.00</u> 12.450 STIPENDS: RETIRE RATE O/RIDE WORK DAYS WORK CAL WORK HRS/DY SESS TYPE 12.450 <u>264.0</u> <u>N_</u> <u>8.00</u> STRS STRS RETIREMENT: PLAN STATUS SPL EFF DATE PERS CASE STS CLS CD BASE HRS <u>P9</u> 12 31 12 M .00 _ 0103 SUCCE - UPDATE FROM PREVIOUS SCREEN DISTRICT: 00111 TRANS: 005 EID: KU6982779 J0B: 1 MА NUM 02/056

Since Tara once established school membership (K-12 and community college), she keeps her Classic membership with CalPERS, even though she is in a refunded status, because her membership was established before January 1, 2013. The date of 12/31/12, must be used in the Retirement Effective Date field so that HRS will recognize her membership as Classic. The Pension Reform Status field in the Personnel Action Data Screen in HRS should also have an asterisk (*).

Her CalPERS appointment date in MyCalPERS will show as 05/01/13, which should also be noted on the MAR-1 form you send to our office along with the Self Certification form.



NOTE: If you use the assignment date when she becomes eligible, the HRS default will apply the incorrect pension calculation and group, resulting in incorrect reporting.

Classic Membership

Because her retirement effective date field is 12/31/12, the Pension Reform Status field in the Personnel Action Data Screen in HRS should have an asterisk (*) which indicates her membership as Classic. The asterisk is also reflected on the Retirement Plan Data Screen (039) in the PRS Flag field.

Personnel Action Data Screen (003)



Retirement Plan Data Screen (039)

File	Edit View O	Communication Actions Window Help			
	B 🛯 😐) 🔳 📾 🐚 🐻 💩 📾 🗎 🧐 🕾 🌒 🕫] 🖉 🤣 🐾		
		** PER - RETIR	EMENT PLAN DAT	A - INQ **	0439
KU6	982779	LEHMAN,TARA E.		EMPL	STATUS: ACTIVE
				PRIMA	IRY JOB: 1
		PRS FLAG *		RETIREMENT-	
	JOB		PLAN	S S	STAT EFF DATE
JOR	CLASS	JOB IIILE		EP	
				δL	
1	700110	SUB INSTRATOR I	P9 PERS-0ASDI	(EUI	M MEM 12 31 12
1	100110	OOD THOTH HIDE T		(I OL	
L					
L					
	F	PERS RETIREE CASE STATUS:	EMPLOYER P	ATD PERS: D	ATE:
	PERS/C	ASDHI CURRENT MOD LIMIT:	CURRENT MO	D LIMIT DATE:	
	PERS	VOASHDI PRIOR MOD LIMIT:	PRIOR MO	D LIMIT DATE:	
(07	'3) - EN	ITER ACTION OR TRANSACTION	DATA TO PROCEE	D.	
TRA	INS: <u>039</u>	EID: <u>KU6982779</u>	JO	B: <u>1</u>	DISTRICT <u>00132</u>
MA	a		A		23/067

Los Angeles Cours Office of Educatio	ty n - Leading Educate	PEF	RS Retirement U	nit			
		MEMBER (Please I	R ACTION RE	QUEST clearly)			
	*Attach a "	Reciprocal Self-	Certification For	m" for new ap	opointment	s.	
1. LACOE EID or SSN		2. Current Name (F	First, Middle, Last)				3. Program Type
KU6982779		TARA E LEHI	MAN				CPE
4. Date of Birth	5. Gender		6. Former Name - H	or name chang	jes only (PRC	5)	
01/01/1950	Female	L Male	0. Dama l				
7. mailing Address: (MAI)		V	8. Hemarks	11/171 - 1000			
Additional Address Line:		AT.	QUALIFIED	WITH 1000	DHOURS	5	
City: DOWNEY			9. District Name				
State: CA Zip Code: 902	242 0	ountry: USA	TRAINING DI	STRICT			
10. Pay Months	11. Distri	ct Code	1	12. Member Ca	ategory	13. Hire Da	te (1st Day at District)
10 Mo 11 Mo 12 Mo	xxxx	х		Misc. School	ols	10/22/2	008
A. Appointment (NAP) 3. Membership Eff. Da	-05/01/2013 MMC000000 te Change	D. Per	manent Separatio	on (PSP)		MM/000999 OB (complet ender (comp	ry le box 4) plete box 5)
 A. Appointment (NAP) B. Membership Eff. Da Mundotyyyy C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 	e05/01/2013 INNECONYM te Change ce (OTL)	D. Per Separat De De Re	tion Type: ath (DEA) her (OTH) tirement (RET)*	n (PSP) 'Retirement Only nused Sick Leave		MM/DDYYY OB (complet ender (comp ame (complet SN (complete ddress Char	ry le box 4) plete box 5) ete box 6) e box 8-see HRS) nge (complete box 7)
A. Appointment (NAP) B. Membership Eff. Da MW0009999 C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes	105/01/2013 IMICONYYYY te Change ce (OTL) IMICONYYY Iess than 180	D. Per Separal De De Oth Re days, did the district	tion Type: ath (DEA) her (OTH) tirement (RET)*	Retirement Only Inused Sick Leave	Benefits	MAXEEVYY OB (complet ender (complet ame (complet SN (complete ddress Chai 18. Covere	ry le box 4) olete box 5) ete box 6) e box 8-see HRS) nge (complete box 7) d by Social Security
A. ✓ Appointment (NAP) 3. Membership Eff. Da MM000YYYY C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes ✓ No Yes	105/01/2013 MMCONYM te Change ce (OTL) MMCONYM MMCONYM Iess than 180 No	D. Per Separa De De Oth Re days, did the district	rmanent Separatio	Retirement Only ruused Sick Leave AYS 17. Survivor	Benefits	MUCDYYY OB (complet ender (complet ame (complet SN (complete ddress Chai 18. Covere Yes	ry le box 4) olete box 5) ete box 6) e box 8-see HRS) nge (complete box 7) d by Social Security No
 A. Appointment (NAP) B. Membership Eff. Da Murooyyyy C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes No Yes 	e (OTL) www.common ce (OTL) www.common less than 180 No ee Electing I	D. Per Separal De Oth Re days, did the district	tion Type: ath (DEA) her (OTH) tirement (RET)*	*Retirement Only nused Sick Leave AVS 17. Survivor Yes embership	□ D □ G □ N □ S □ S □ A 0 Benefits ☑ No 23. □	MUXDOVY OB (complet ender (complet ame (complet SN (complete ddress Chair 18. Covere 18. Covere Ves	ry le box 4) blete box 5) ete box 6) e box 8-see HRS) nge (complete box 7) d by Social Security No nt Contractor
 A. Appointment (NAP) A. Membership Eff. Da Membership Eff. Da Mutoryyy C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes No Yes 19. Certificated Employed Classified Employed 	105/01/2013 IMADOWYM te Change ce (OTL) IMADOWYM less than 180 No ee Electing f e Electing S1	D. Per Separa De De Ott Re days, did the district PERS (ES 372)	tion Type: ath (DEA) her (OTH) tirement (RET)* approve a resolution 21. Prior PERS M	Retirement Only nused Sick Leave NYS 17. Survivor Yes embership No	□ Du □ Gu □ Ni □ Si □ Ad Benefits ▼ No 23. □	Mucovy OB (complet ender (complet ame (complet SN (complete ddress Chai 18. Covere Ves	ry le box 4) blete box 5) ete box 6) e box 8-see HRS) nge (complete box 7) d by Social Security No tt Contractor
A. ✓ Appointment (NAP) 3. Membership Eff. Da MW000YYYY C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes ✓ No Yes 19. Certificated Employed Classified Employed 20. Job / Position Title	105/01/2013 MMCONYM te Change ce (OTL) MMCONYM less than 180 No ee Electing I e Electing S1	D. Per Separa De Ott Control PERS (ES 372) TRS (ES 372)	Trmanent Separation MM000YYYY tion Type: ath (DEA) her (OTH) tirement (RET)* tapprove a resolution 21. Prior PERS M Ves 22. Prior STRS M	*Retirement Only nused Sick Leave AVS 17. Survivor Yes embership No embership	□ D □ G □ N □ S S □ A Benefits ▼ No 23. □	MUCDYYY OB (complet ender (complet SN (complet SN (complet ddress Char 18. Covere Yes Independen Yes	ry le box 4) oblete box 5) ste box 6) e box 8-see HRS) nge (complete box 7) d by Social Security No tt Contractor
 A. Appointment (NAP) A. Membership Eff. Da Membership Eff. Da Mutoryyy C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes No Yes Yes 19. Certificated Employee Classified Employee 20. Job / Position Title SUB INSTRUCTIONAL AIDE 	105/01/2013 MMCONYM te Change ce (OTL) MMCONYM less than 180 No ee Electing I e Electing S1	D. Per Separa De De Ott Re days, did the district PERS (ES 372)	tion Type: ath (DEA) her (OTH) tirement (RET)* approve a resolution 21. Prior PERS M Yes 22. Prior STRS M	Retirement Only nused Sick Leave VYS IT. Survivor Yes embership Mo embership No	□ Di □ Gi □ Ni □ Si □ Ad ■ Benefits ▼ No 23. □	Mutotyvy OB (complet ender (complet ame (complet SN (complete ddress Char 18. Covere Ves Independen Yes	ry le box 4) blete box 5) ete box 6) e box 8-see HRS) nge (complete box 7) d by Social Security No tt Contractor V No
 A. Appointment (NAP) A. Membership Eff. Da Membership Eff. Da Murooyyyy C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes No Yes No Yes 19. Certificated Employee Classified Employee 20. Job / Position Title SUB INSTRUCTIONAL AIDE 24. BASIS FOR MEMBERSHIP 	105/01/2013 MMCONYM te Change ce (OTL) MMCONYM less than 180 No ree Electing I e Electing S1 e 1 OUALIFICAT	D. Per Separal De Ott Re days, did the district PERS (ES 372) TRS (ES 372)	Trmanent Separation MM000YYYY tion Type: ath (DEA) her (OTH) tirement (RET)* 21. Prior PERS M 21. Prior PERS M 22. Prior STRS M Yes riate box)	Retirement Only nused Sick Leave AYS ?? 17. Survivor ?? Yes embership 	□ D □ G □ N □ S □ A 0 Benefits ☑ No 23. □	MULTONY OB (complet ender (complet SN (complet SN (complet ddress Chai 18. Covere 18. Covere Yes Independen Yes	ry le box 4) obete box 5) ste box 6) e box 8-see HRS) nge (complete box 7) d by Social Security No tt Contractor
A. ✓ Appointment (NAP) 3. Membership Eff. Da MWD0YYYY C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes ✓ No Yes 19. Certificated Employed Classified Employed 20. Job / Position Title SUB INSTRUCTIONAL AIDE 24. BASIS FOR MEMBERSHIP Full-Time for > 6 mo	OS/01/2013 MMCONYMITE Change Ce (OTL) MMCONYMITE Control MMCONYMITE Control Contro Control Contro	D. Per Separa De De Ott Re days, did the district PERS (ES 372) TRS (ES 372)	rmanent Separatio	Retirement Only nused Sick Leave VYS IT. Survivor Yes embership No embership No eady a PERS n	Benefits VNo 23.	Mutotives OB (complet ender (complet ame (complet SN (complete ddress Char 18. Covere Ves Independen Yes	ry le box 4) blete box 5) ete box 6) e box 8-see HRS) nge (complete box 7) d by Social Security No tt Contractor I Contractor
A. ✓ Appointment (NAP) 3. Membership Eff. Da Muroovyyy C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes ✓ No Yes 19. Certificated Employed Classified Employed 20. Job / Position Title SUB INSTRUCTIONAL AIDE 24. BASIS FOR MEMBERSHIP Full-Time for > 6 mc Part-Time for ≥ 20		D. Per Separal De Oth Oth Rei days, did the district PERS (ES 372) TRS (ES 372)	rmanent Separatio	Pretirement Only Pretirement Only Presed Sick Leave AYS Prese	Du Du Si Si Benefits Vo 23. I Si Si Si Si Si Si Si Si Si Si Si Si Si	Mucovy OB (complet ender (complet SN (complet ddress Chai 18. Covere Ves Independen Yes s in fiscal ye	ny le box 4) oblete box 5) ete box 6) e box 8-see HRS) nge (complete box 7) d by Social Security No tt Contractor I Contractor
A. ✓ Appointment (NAP) 3. Membership Eff. Da Millooyyyy C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes ✓ No Yes 19. Certificated Employed Classified Employed 20. Job / Position Title SUB INSTRUCTIONAL AIDE 24. BASIS FOR MEMBERSHIP Full-Time for > 6 mc Part-Time for ≥ 20 25. Form Completed By: NAME AND TITLE	105/01/2013 MMCONYPA te Change ce (OTL) MMCONYPA is stan 180 No No ree Electing I e Electing ST countlificat ouths hours for 1 y	D. Per Separa De Ott Ott Re days, did the district PERS (ES 372) TRS (ES 372)	rmanent Separatio	Retirement Only russed Sick Leave VYS 17. Survivor Yes embership No embership No eady a PERS r ed 1,000 hours	■ Du ■ Gu Na ■ Sa ■ Ad Benefits ■ Ad 23. I [member s or 125 day	Mucovy OB (complet ender (complet ame (complet SN (complete ddress Char 18. Covere Yes Independen Yes	ry le box 4) oblete box 5) sete box 6) e box 8-see HRS) inge (complete box 7) d by Social Security No it Contractor I No
A. ✓ Appointment (NAP) B. Membership Eff. Da MW000YYYY C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes ✓ No Yes 19. Certificated Employed 20. Job / Position Title SUB INSTRUCTIONAL AIDE 24. BASIS FOR MEMBERSHIP Full-Time for > 6 mc Part-Time for ≥ 20 25. Form Completed By: WME AND TITLE ELEPHONE NUMBER	105/01/2013 MMCDYYYY te Change Continue (OTL) MMCDYYYY MMCDYYY MMCDYYYY MMCDYYY	D. Per Separal De Ott Ott Re days, did the district PERS (ES 372) TRS (ES 372) TRS (ES 372)	rmanent Separatio	Pretirement Only Inused Sick Leave AVS 17. Survivor Yes embership No embership No eady a PERS I ed 1,000 hours	Du G Nu SS No 23. 1 23. 1 1 1 125 day	Mucovy OB (complet ender (complet SN (complet SN (complet ddress Char 18. Covere Yes Independen Yes s in fiscal ye	ny le box 4) oblete box 5) sete box 6) e box 8-see HRS) nge (complete box 7) d by Social Security No tt Contractor I No

CalPERS		California Public Employees' Retirement System P.O. Box 942709 Sacramento, CA 94229-2709 888 CalPERS (or 888-225-7377) TTY: (877) 249-7442 Fax: (916) 795-4166 www.calpers.ca.gov			
Rec Complete the following information and return	iprocal Self-Cer	tification Form	days. To ensure this form is completed		
Section 1. Member Information	the enclosed List of Qualify	ing Public Retirement Syste	ms and instructions.		
Member Name: (Last) LEHMAN	(First) TARA	E	(Middle)		
Date of Birth: 01/01/1950		CalPERS ID:			
I have not been a member of a qualifying I have membership in a defined benefit pl (complete section 2 with membership information)	public retirement systems. an under a qualifying pu ation for each qualifying pu	m in California. (skip to se ublic retirement system i ublic retirement system)	ction 3) n California other than CalPERS.		
Section 2. Qualifying Reciprocal Member	ship Information	Constantion Date*			
CALPERS	01 / 01 / 2	2001 12 / 31	/ 2005 Date: / /		
Name of Prior Public Retirement System:	Membership Date: / /	Separation Date*	Calculate: Calculate Calculate: C		
Name of Prior Public Retirement System:	Membership Date: / /	Separation Date*	: Retired* or Refunded* Date: / /		
*Please	provide dates, if applicable	e. Not all sections may be ap	oplicable for each Public Retirement System		
Section 3. Sign and Certify					
I understand that by accepting employment regulations of that system. I also understand I hereby certify that the foregoing informatic and any information found to be incorrect m retirement enrollment level and adjustments account to ensure I am properly enrolled and Momber Grantures	in a qualified public retin I that completing this for on has been verified with ay require corrections to s to my member contrib d eligible to receive the o	rement system, I am sub prm is not a request to e in the qualifying public re o my CaIPERS account in utions. CaIPERS may ma correct retirement benef	ect to the applicable laws and stablish reciprocity. tirement system as true and correct cluding, but not limited to, my ke any necessary corrections to my its.		
Tara Lehman		05/01/2018			
Section 4. To Be Completed by Employer	Only				
Name of CalPERS Agency:					
CalPERS Business Partner ID:		Member's Enrollme	nt Eligibility Date:		
Designee of Employer: (print name)		Designees' Title:			
Designee Signature:		Date:			
The employer mus	t retain this form in the	member's file for audit	ing purposes.		
For more direction regarding how to proce	ss the Reciprocal Self-Cer	tification Form please ret	er to our employer reference quides		
	so the neeprocal bely cer	ajication ronn, piease rej	er to our employer rejerence guides.		

Exercise 2 - Adding a Second Assignment and Becoming a Member

Retirement Plan Data Screen (039)

Required Forms Member Action Request (MAR-1) Member Reciprocal Self-Certification Example – An employee qualifies for membership with combined hours in two positions.

Timothy Lawson accepted a second job at his district and qualified for CalPERS membership. When adding a second assignment that will affect a change to the retirement plan and status, the prime job must be updated to the correct plan and status before building the additional assignment.

To navigate to the Salary/Pay Rate Screen,

- 1. In the **TRANS field**, type **005**.
- 2. In the EID field, type VN7793698, the employee identification number for Timothy Lawson
- 3. Hit the Enter key on your keyboard.

Prime Salary/Pay Rate Screen - Before

File Edit View Communication Actions Window Help
** PER - SALARY/PAY RATE -UPD ** 0105
VN7793698 LAWSON,TIMOTHY A. EFFEC DATE: ACTNS:
PRIME JOB: P
JUB PUSITIUN JUB CLASS
CYCLE BASIS PAY MOS THE PLAN VAC PLAN RPT LOCH RPT CD FARNINGS TYPES
C3 H 12 NA NA 909 P RNU
SCHED/RANGE/STEP EFF DATE %FULL-TIME CALC METH FULL-TIME RATE SALARY RATE
$\begin{array}{cccccccccccccccccccccccccccccccccccc$
RETIRE RATE O/RIDE WORK DAYS WORK CAL WORK HRS/DY SESS TYPE
- 9.300 - 264.0 N - 2.50
SIKS SIKS DETIDEMENT, DIAN STATUS ODI ELE DATE DEDS CASE STS CLS OD DASE NDS
RETIREMENT: PERM STRICTS SPECIFIC DRIE PERS CRSE STS CES CD DRSE RRS P3 N Ω 3 29 11 Ω
(002) - ENTER YOUR CHANGES.
TRANS: <u>005</u> EID: <u>VN7793698</u> JOB: <u>1</u> DISTRICT: <u>00111</u>
MA a 23/067

On this screen, enter the following data in the indicated fields.

EFFEC DATE:	06 01 13
ACTNS:	16
PLAN:	P9
STATUS	Μ
RETIREMENT EFF DATE:	06 01 13

Hit the Enter key on your keyboard.

Prime Salary Pay/Rate Screen – After update

File Edit View Communication Actions Window Help ■ <u>P</u> = <u>B</u> = ** PER - SALARY/PAY RATE -UPD ** 0105 VN7793698 LAWSON, TIMOTHY A. EFFEC DATE: 06 01 13 ACTNS: PRIME JOB: P POSITION 780100 JOB JOB CLASS 780100 NOON AIDE 1 TIME TIME CYCLE BASIS PAY MOS ILL PLAN VAC PLAN RPT LOCN RPT CD EARNINGS TYPES <u>12</u> 909 P **C**3 н NA NA RNU SCHED/RANGE/STEP EFF DATE %FULL-TIME CALC METH FULL-TIME RATE SALARY RATE 100.00 9.300 9.300 <u>7 001 01</u> <u>03 29 11</u> _ STIPENDS: RETIRE RATE O/RIDE WORK DAYS WORK CAL WORK HRS/DY SESS TYPE N 9.300 _ 264.0 2.50 STRS STRS *** RETIREMENT: PLAN STATUS SPL EFF DATE PERS CASE STS CLS CD BASE HRS P9 M <u>06 01 13</u> . 00 (005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL. TRANS: 005 EID: <u>VN7793698</u> JOB: 1 DISTRICT: 00132 23/067

Personnel Action Data Screen (003)

File Edit View Communication Actions Window Help ▣ Ē:È: ▦■ ■ **> > > > = ₽** 😤 ♥ ?! ♥ ?! ♥ ?! ♥ ** PER - PERSONNEL ACTION DATA - UPD ** 0103 VN7793698 LAWSON, TIMOTHY A. EFFEC DATE: 06 01 13 ACTNS: _____ PFX: _____ SFX: _____ -- EMPLOYEE INFORMATION --PENSION REFORM PRIMARY EMPLOYEE PERMANENCY ТҮРЕ JOB INDICATOR STATUS 1 Ν Р 1 ORIGINAL 1ST PROB SENIORITY 1ST WORK PAY LOCATION HIRE SERVICE DATE DATE <u>030</u> ED. C. LEWIS <u>03 29 11</u> NOT KNOWN -- INFORMATIONAL DATA --LAST ACTION DATE: 06 01 13 LAST ACTIONS: 16 MINIMUM RECORD: OK STATUS DATE: 04 11 11 EMPLOYMENT STATUS: A ACTIVE **TERMINATION REASON:** (002) - ENTER YOUR CHANGES. TRANS: 003 EID: <u>VN7793698</u> JOB: 1 DISTRICT 00132 мĤ 23/067

The Pension Reform Status field shows "1" as a new member under the PEPRA rules.

Now, build Job 2.

- 1. In the **action field**, type **J** for jump.
- 2. In the **TRANS field**, type **002** to add a new assignment.
- 3. In the **JOB field**, change the job number to 2.
- 4. Hit the **Enter key** on your keyboard.

Job Assignment Screen (004)

File Edit View Con	nmunication Actions Wind	Jow Help				
	I 🖬 🐚 Խ 👪 🖬	1 🗎 🦻 🖀 🌒	1 🖉 🤣 🚘			
		** PER -	JOB ASSIGNMEN	NT - UPD **		0104
VN7793698	LAWSON, TIMOT	HY A.	EFFE(C DATE: <u>06</u> 0	<u>1 13</u> ACTN	S: <u>13</u>
					Р	RIME JOB: 1
JOB	POSITION	BOARD APPR	OVAL CREDEN	NTIAL CRED	EXP DATE	ACAD RANK
2	<u>700012</u>					
		α στο στο		DEDMONENCY	TOR FOM	CLASS ENTRY
700012		2 313 318 A 06	01 13 P	PERMANEN	JUD I HH	CLH35 LNINI
INSTRUCTIO	NAL ASST-SP E	D <u>~ ~</u>	<u>01 10</u> .	T ENHINEN		
		-				
WORK LOCAT	ION	WO	RK PHONE EXT			
<u>00030</u>				_		
ED. C. LEW	IS					
ONNTY	PASS	EVOL	EVAL	RADC	LINT T	MILEACE
DATE	PROB DATE	TYPE		LINTT	MEMBER	FLIG
99 99 99	THOD DATE	1116	DOL DITL	CS	HENDEN	
		_			-	-
	LEAVE			TERM	INATION	
REASON	TYPE	BEGIN	END REASON	1	DATE	REHIRE ELIG
I —						
(002) ENT						
(002) - ENT	EK YOUK CHHNGI FID	ES. • VN779369	8	10B · 2	TZIO	RICT 00132
инн <u>э. ооч</u>	LIU	. <u>Viirraooa</u>	<u>o</u>	<u> 505. z</u>	DIGI	23/067
						20/001

On this screen, enter the following data in the indicated fields.

EFFEC DATE:	06 01 13
ACTNS:	13
POSITION:	700012
JOB CLASS:	700012
JOB STS:	Α
STATUS DATE:	06 01 13
STATUS DATE: JOB PERMANENCY:	06 01 13 P
STATUS DATE: JOB PERMANENCY: WORK LOCATION:	06 01 13 P 00030
STATUS DATE: JOB PERMANENCY: WORK LOCATION: ANNIV DATE:	06 01 13 P 00030 99 99 99

Hit the **Enter key** on your keyboard.

Salary Pay/Rate Screen (005)



On this screen, enter the following data in the indicated fields.

EFFEC DATE:	06 01 13	EFF DATE:	06 01 13
ACTNS:	13	FULL-TIME:	100.00
CYCLE:	C3	FULL-TIME RATE:	15.510
BASIS:	н	RETIRE RATE:	15.510
PAY MOS:	12	WORK DAYS:	264.0
ILL PLAN:	NA	WORK CAL:	Ν
VAC PLAN:	NA	WORK HRS/DY	3.50
TIME RPT LOCN:	909	RETIREMENT PLAN:	P9
TIME RPT CD:	Р	RETIREMENT STATUS:	Μ
EARNINGS TYPES:	REG	RETIREMENT EFF DATE:	06 01 13
SCHED/RANGE/STEP:	1 125 03		

Hit the Enter key on your keyboard.

File	Edit View C	Communication Actions Window	Help				
ø	B 🗈 😐	🔳 🖬 🔚 👪 😹 🗎) 🦻 🕾 🔌 🕫	🖉 🤣 🐂			
		** PE	R - RETIR	EMENT PLAN DATA	A – INQ ★★		0439
VN7	793698	LAWSON, TIMOTHY	Α.		EMPL	STATUS: AC	TIVE
					PRIM	ARY JOB: 1	
	100	PRS FLAG 1	L		RETIREMENT		DATE
TOD				PLAN	55	STAT EFF	DATE
JUB	ULHSS	JUB TITLE-					
					5 L		
1	780100	NOON AIDE		P9 PERS-OASDI	(FUL	M MEM 06	01 13
2	700012	INSTRUCTIONAL ASS	ST-SP ED	P9 PERS-OASDI	(FUL	M MEM 06	01 13
	F	PERS RETIREE CASE	STATUS:	EMPLOYER PF	AID PERS:	DATE:	
	PERS7U	JASDHI CURRENT MUL	J LIMII:		J LIMIT DATE:		
	PERS	STUHSHDI PRIUK MUL) LIMIT:	PRIOR MOL	J LIMIT DHTE:		
(07	3) – <u>EN</u>	NTER ACTION OR TRE	ANSACTION I	DATA TO PROCEED).		
TRA	NS: <u>039</u>	<u>)</u> EID: <u>\</u>	/N7793698	JOE	3: <u>2</u>	DISTRICT C	0132
MА	a			A			23/067

Retirement Plan Data Screen (039)

The Retirement Plan Data Screen (039) in the Employee Database (EDB) lists all jobs built for an employee. This screen shows the retirement plan, the retirement status, and the retirement effective date for each job assignment. Retirement changes made by the district on the Salary Pay/Rate Screen (005) will automatically update this screen.

The SFS Retirement unit at the county office uses this screen to update or change the retirement data using action code 90. Districts can access this screen through Function 04 (Personnel Inquiry).

Los Angeles Count Office of Education	Leading Educator	Division of S PEF	School Financia S Retirement U	l Services nit			
· · · · · · · · · · · · · · · · · · ·	,	MEMBER (Please F	R ACTION RE PRINT or TYPE	QUEST clearly)			
	*Attach a "F	Reciprocal Self-	Certification For	m" for new ap	pointment	5.	
1. LACOE EID or SSN		2. Current Name (F	First, Middle, Last)				3. Program Type
VN7793698		TIMOTHY A L	AWSON				CPE
4. Date of Birth	5. Gender		6. Former Name - I	For name chang	es only (PRC)	
01/01/1960	Female	🗹 Male					
7. Mailing Address: (MAI)	-10		8. Remarks				
Street/P.O. Box: 9300 IMPERI Additional Address Line:	AL HIGHWA	Y	QUALIFIED POSITIONS	WITH CON	IBINED F	IOURS I	N TWO
City: DOWNEY			9. District Name				
State: CA Zin Code: 902	42 0		TRAINING D	STRICT			
10. Pay Months	11. Distric	t Code		12. Member Ca	tegory	13. Hire Dat	e (1st Day at District)
10 Mo 11 Mo 12 Mo	XXXXX	x		Misc. Schoo	ols	MWDD/YYYY 03/29/20)11
 4. Type of Action (check all b Appointment (NAP) Membership Eff. Dat MWDDYYYY Unpaid Leave of Absence 	e (OTL)	ply): D. Per Separat	manent Separation MM0099999 tion Type: ath (DEA)	on (PSP)	15. Profile	Change Effe MMDDYYM DB (complete ender (complete trme (complete	ective Date box 4) lete box 5) te box 6)
 I4. Type of Action (check all b A. Appointment (NAP) Appointment (NAP) Membership Eff. Dat Multipary C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 	e (OTL)	ply): D. Per Separat Dei Other Ref	tion Type: ath (DEA) her (OTH)	on (PSP) Retirement Only nused Sick Leave	15. Profile	Change Eff MM007777 DB (complete ender (complete SN (complete dress Chan	ective Date box 4) lete box 5) te box 6) box 8-see HRS) ge (complete box 7)
 14. Type of Action (check all b A. Appointment (NAP) Appointment (NAP) Membership Eff. Dat Microsyvyy C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired 	oxes that ap 06/01/2013 MMCOVYYY Ie Change e (OTL) MMCOVYYY Iess than 180	ply): D. Per Separat De De Oth Rel days, did the district	tion Type: ath (DEA) tirer (OTH) approve a resolution	Paetirement Only Retirement Only russed Sick Leave VS 17. Survivor	15. Profile	Change Eff MUDDYYY DB (complete ander (complete SN (complete dress Chan 18. Covered	ective Date a box 4) lete box 5) te box 6) box 8-see HRS) ge (complete box 7) I by Social Security
 14. Type of Action (check all b Appointment (NAP) Bembership Eff. Dat Membership Eff. Dat Begin Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes No 	oxes that ap 06/01/2013 MMCOVYYY Ie Change e (OTL) MMCOVYYY MMCOVYYY MMCOVYYY Iess than 180 No	ply): D. Per Separat De: Oth Ret days, did the district	tion Type: ath (DEA) her (OTH) tirement (RET)*	*Retirement Only nused Sick Leave XYS 17. Survivor	15. Profile	Change Eff MM007977 DB (complete ender (complete CN (complete Idress Chan 18. Covered	ective Date e box 4) lete box 5) te box 6) box 8-see HRS) ge (complete box 7) l by Social Security No
 14. Type of Action (check all b A. Appointment (NAP) Appointment (NAP) Membership Eff. Dat Matteryyyy C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes No Yes 19. Certificated Employee Classified Employee 20. Job / Position Title NOON AIDE/INSTRUCTIONA 	oxes that ap 06/01/2013 MMCOVYYY Ie Change e (OTL) MMCOVYYY Iess than 180 I No De Electing F P Electing ST AL ASST-SP	ply): D. Per Separat De Oth Ref days, did the district PERS (ES 372) RS (ES 372)	tion Type: ath (DEA) her (OTH) tirement (RET)* 21. Prior PERS M Yes 22. Prior STRS M	Paetirement Only Inused Sick Leave AYS 17. Survivor Yes embership No embership No	15. Profile □ DC □ Ge □ Na □ SS □ Ad Benefits ▼ No 23. II	Change Eff MULDOYYM DB (complete ander (complete SN (complete dress Chan 18. Covered 18. Covered Yes Ndependent	ective Date a box 4) lete box 5) te box 6) box 8-see HRS) ge (complete box 7) l by Social Security No Contractor No
14. Type of Action (check all b A. ✓ Appointment (NAP) 3. Membership Eff. Dat Membership Eff. Dat Me	oxes that ap 06/01/2013 wwtovyyy e Change e (OTL) wwtovyyy less than 180 No ee Electing F e Electing ST AL ASST-SP QUALIFICATI	ply): D. Per Separat De Oth Rei days, did the district PERS (ES 372) RS (ES 372) RS (ES 372)	approve a resolution Yes 21. Prior PERS M Yes 22. Prior STRS M Yes Yes inter box)	on (PSP) Retirement Only nused Sick Leave 17. Survivor ↓ Yes embership ↓ No embership ↓ No	15. Profile	Change Eff MUDDYYY DB (complete ender (complete SN (complete Idress Chan 18. Covered Yes Nes	ective Date e box 4) lete box 5) te box 6) box 8-see HRS) ge (complete box 7) l by Social Security No t Contractor No
 14. Type of Action (check all b A. Appointment (NAP) Appointment (NAP) Membership Eff. Dat MKOUYYYY C. Unpaid Leave of Absence Begin Leave (BEL) End Leave (ENL) End Leave (ENL) 16. Retired Annuitant If retired Yes No Yes Yes No Yes 19. Certificated Employee Classified Employee Classified Employee Constitution Title NOON AIDE/INSTRUCTIONA 24. BASIS FOR MEMBERSHIP Full-Time for > 6 mo Yes Part-Time for ≥ 20 h 	oxes that ap 06/01/2013 MMCOVYYY Ie Change e (OTL) MMCOVYYY MMCOVYYY Iess than 180 No Pe Electing F Electing ST AL ASST-SP QUALIFICATI nths nours for 1 ye	ply): D. Per Separat De Oth Rel days, did the district PERS (ES 372) RS (ES 372) ON: (Check appropri- par or more	Tranent Separation Type: ath (DEA) her (OTH) tirement (RET)* 21. Prior PERS M Yes 22. Prior STRS M Yes Tiate box) Person is alm Has complet	Paetirement Only Paetirement Only Prused Sick Leave VS 17. Survivor Ves embership ✓ No embership ✓ No eady a PERS r ed 1,000 hours	15. Profile □ DC □ Ge □ Na □ SS □ Ad Benefits ▼ No 23. In □ □ 15. Profile □ CC □ C	Change Eff MUDDYYY DB (complete ender (complete SN (complete dress Chan 18. Covered Yes Yes	ective Date e box 4) lete box 5) te box 6) box 8-see HRS) ge (complete box 7) I by Social Security No Contractor No Contractor No
 14. Type of Action (check all b A. Appointment (NAP) Appointment (NAP) Begin Leave of Absence Begin Leave (BEL) End Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes No Yes If certificated Employee Classified Employee Classified Employee Classified Employee Classified Employee 20. Job / Position Title NOON AIDE/INSTRUCTIONA 24. BASIS FOR MEMBERSHIP Full-Time for > 6 mo ✓ Part-Time for ≥ 20 F 	oxes that ap 06/01/2013 MMCOVYYY Ie Change e (OTL) e (OTL) MMCOVYYY less than 180 No See Electing F AL ASST-SP QUALIFICATI nths hours for 1 ye	ply): D. Per Separat De Oth Oth Ref days, did the district PERS (ES 372) RS (ES 372) RS (ES 372) ON: (Check appropri- car or more	manent Separation www.byyyy tion Type: ath (DEA) her (OTH) tirement (RET)* 21. Prior PERS M 22. Prior STRS M Yes 22. Prior STRS M Yes inte box) Person is alm Has complet	on (PSP) Retirement Only nused Sick Leave VS 17. Survivor ↓ Yes embership ↓ No embership ↓ No eady a PERS r ed 1,000 hours	15. Profile □ DC □ Ge □ Na □ SS □ Ad Benefits ✓ No 23. In 15. Profile 0 C 0 C 0 C 0 C 0 C 0 C 0 C 0 C	Change Eff MUDDYYY DB (complete ender (complete SN (complete Idress Chan I 8. Covered Yes Adependent Yes	ective Date e box 4) lete box 5) te box 6) box 8-see HRS) ge (complete box 7) I by Social Security No Contractor No ar
 14. Type of Action (check all b A. Appointment (NAP) Appointment (NAP) Begin Leave of Absence Begin Leave (BEL) End Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes No Yes Certificated Employee Classified Employee Classified Employee Classified Employee Con AIDE/INSTRUCTIONA 24. BASIS FOR MEMBERSHIP Full-Time for > 6 mo Part-Time for ≥ 20 F 	oxes that ap 06/01/2013 MMCOVYYY Ie Change e (OTL) MMCOVYYY Iess than 180 Is Electing F P Electing ST AL ASST-SP QUALIFICATI nths nours for 1 ye	ply): D. Per Separat De Ott Ret days, did the district PERS (ES 372) RS (ES 372) ON: (Check appropri- par or more	manent Separation mucopyyyy tion Type: ath (DEA) her (OTH) tirement (RET)* 21. Prior PERS M 22. Prior STRS M Yes 22. Prior STRS M Yes inte box) Person is all Has complet Has complet	embership No eady a PERS r ed 1,000 hours	15. Profile □ DC □ Ge □ Na □ SS □ Ad Benefits ▼ No 23. II □ nember s or 125 days	Change Eff MULTORYYM DB (complete ander (complete SN (complete dress Chan 18. Covered Ves 18. Covered Yes a in fiscal ye	ective Date a box 4) lete box 5) te box 6) box 8-see HRS) ge (complete box 7) l by Social Security No Contractor I no Contractor I no Contractor I no
 14. Type of Action (check all b A. Appointment (NAP) Appointment (NAP) Begin teave (FIL) Begin Leave (BEL) End Leave (BEL) End Leave (ENL) 16. Retired Annuitant If retired Yes No Yes 19. Certificated Employee Classified Employee Classified Employee Classified Employee 20. Job / Position Title NOON AIDE/INSTRUCTIONA 24. BASIS FOR MEMBERSHIP Full-Time for > 6 mo Part-Time for ≥ 20 h 25. Form Completed By: NAME AND TITLE TELEPHONE NUMBER DISTRICT SIGNATURE	oxes that ap 06/01/2013 MMC0YYYY Ie Change e (OTL) MMC0YYYY Iess than 180 One Electing F AL ASST-SP QUALIFICATI Inths nours for 1 ye	ply): D. Per Separat De Oth Oth Rei days, did the district PERS (ES 372) RS (ES 372) RS (ES 372) ON: (Check appropri- par or more	Imanent Separation Image: A s	on (PSP) Retirement Only nused Sick Leave VS 17. Survivor ↓ Yes embership ↓ No embership ↓ No eady a PERS r ed 1,000 hours	15. Profile DC Ge Na SS Ad Benefits No 23. In rember or 125 days	Change Effi MMUDYYY DB (complete ender (complete SN (complete Idress Chan Yes Adependent Yes	ective Date e box 4) lete box 5) te box 6) box 8-see HRS) ge (complete box 7) I by Social Security No t Contractor I no t Contractor I no

CalPERS		California Public Employees' Retirement System P.O. Box 942709 Sacramento, CA 94229-2709 888 CalPERS (or 888-225-7377) TTY: (877) 249-7442 Fax: (916) 795-4166 www.calpers.ca.gov					
Re-	ciprocal Self-Certi	fication Form	To any use this form is completed				
complete the johowing information and reta correctly, please reference	the enclosed List of Qualifying	Public Retirement Systems and	instructions.				
Section 1. Member Information							
Member Name: (Last)	(First)	(Middl	e)				
LAWSON	TIMOTHY	A					
Date of Birth: 01/01/1960	c	CaIPERS ID:					
Membership Status in Qualifying Public I have not been a member of a qualifying I have membership in a defined benefit (complete section 2 with membership inform	Retirement Systems: g public retirement system i plan under a qualifying publ nation for each qualifying publ	n California. (skip to section 3) ic retirement system in Califo ic retirement system)) ornia other than CalPERS.				
Section 2. Qualifying Reciprocal Membe	ership Information						
Name of Most Recent Public Retirement System:	Membership Date:	Separation Date*:	Retired* or Refunded*				
	1 1	1 1	Date: / /				
Name of Prior Public Retirement System:	Membership Date: / /	Separation Date*:	Retired* or Refunded*				
Name of Prior Public Retirement System:	Membership Date: / /	Separation Date*:	Retired* or Refunded*				
*Pleas	e provide dates, if applicable. N	lot all sections may be applicabl	le for each Public Retirement System				
Section 3. Sign and Certify							
I understand that by accepting employmen regulations of that system. I also understan	t in a qualified public retirer ad that completing this form	nent system, I am subject to n is not a request to establis	the applicable laws and h reciprocity.				
I hereby certify that the foregoing informat and any information found to be incorrect retirement enrollment level and adjustmen account to ensure I am properly enrolled an	ion has been verified with t may require corrections to r ts to my member contribut nd eligible to receive the con	he qualifying public retireme ny CalPERS account includin ions. CalPERS may make any rrect retirement benefits.	ent system as true and correct g, but not limited to, my necessary corrections to my				
Member Signature: Timothy A Lawson		Date: 06/01/2013					
Section 4. To Be Completed by Employe	er Only						
Name of CalPERS Agency:							
CalPERS Business Partner ID:		Member's Enrollment Elig	ibility Date:				
Designee of Employer: (print name)		Designees' Title:					
Designee Signature:		Date:					

The two pay history screens below show the pay for June 2013 and July 2013.

Earning Detail Screen (003)

Ei	le <u>E</u> dit <u>V</u>	/iew	<u>C</u> omm	unicatio	on <u>A</u> ction	ıs <u>W</u> indo	w <u>H</u> elp												
			2	1	в 😼	60	🗎 🦻	뿔 🌒	10 🔊	🤣 👒	3								
			жж	PAY	/ - EF	ARNIN	G DETA	AIL-	-PAYF	ROLL	HIS	FORY	INQU	JIRY	- I	(NQ	**	7	03
WF	RRAN	ΓN	10.:	756	6885		EID.:	VN.	77936	898		LF	AWSON	I, TIN	IOTH	IY A			
IS	SSUE I	DAT	ΓE :	08	09 13	3	SCHEI	DULE	NO.:	25:	3	S	CHEDL	JLE:	07	01	13 TO	07 30	13
											BAW				_		0.00	DUAL	-
PF	AY PUS	51	EAR	N		-					PAY	Rt	= I I RE	MEN I			-ACC	RUAL-	P
BP	45 NU	J.	TYPE	= U	JNITS	PH	Y RHIE	-	HMU	JUNI	MU	P75/	/SP	R.RF	41 E	CHL	BEG	END	Ŷ
L.	7000	10	DEC		0.00		16 610	2	400		10	ром		15	E16	5 N	0601	06151	0
	7000.	10	DEC	100			15.5IU 15.5IU	9 0	1061	0.32	10	DOM		15	510 510	או כ ארכ	0701	07201	ა ი
	7000.	20	DEC	120	0.00		0 900 10.010	ບ ດ	1001		10	DOM		10.	2010	9 IN 5 M	0701	07301	ა ი
Г	(0010	90	REG	5∡	2.50		9.300	0	400	o. 25	12	Pan		ອ.	. 300	И	0001	00101	3
Pr	AGE O	1 0												[R=	RETL	IRN	001 M=	MENUL	
ſ	175)	- 1	AST	SCF	REEN -	- NO	MORE [ата							ie i c				
È	RANS:	00)3 E)	D:	VN779	3698	WARR	ANT	NO: 7	25668	885	ISS I	DATE:	080	9913	3 DI	STRICT	: 000	01
MF		-								(а а							23	/067
The second	<u>-</u> 1	J								1								23	/00/

PERS Detail Screen (007)

Eile Edit View Communication Actions Window Help										
** PAY - PER	S DETAIL - P	PAYROLL HI	STORY - II	√Q **		0707				
WARRANT NO.: 7566885	EID.: VN7	793698	LAWSON	ТІМОТНУ	Α.					
ISSUE DATE : 08 09 13	SCHEDULE NO	0.: 253	SCHEDU	E: 07 0.	1 13 TO	07 30 13				
BEGIN END EARN	EARN	RETIRE	SUBJECT		DEDUCT	CONT				
MO/DA DATE TYPE UNITS	AMOUNT I	REP RATE	AMOUNT	PL-S-I	AMOUNT	AMOUNT				
	400.00	45 540	400.00	DOM	00 70	F0 70				
0601 061513 REG 32.00	496.32	15.510	496.32	P9M	29.78	56.79				
0601 061513 REG 52.50	488.25	9.300	488.25	P9M	29.29	55.86				
0701 073013 REG 120.00	1861.20	15.510	1861.20	P9M	111.67	212.96				
PAGE 01 OF 01				R=RETUR	N 001 M=	MENU]				
(075) - LAST SCREEN - NO	MURE DATA									
TRANS: 007 EID: VN7793698	WARRANT NO:	: <u>7566885</u>	ISS DATE:	080913	DISTRICT	: <u>00001</u>				
MA b		A				23/067				

This screen shows the service paid as a P9 member, the earnings as subject to PERS, and the contributions deducted for those earnings.

Intentionally left blank
Exercise 3 - Retired Annuitant, Service Retirement, and Disability Retirement

CalPERS Retired Annuitant Flow Chart Informational Bulletin – CalPERS Retiree Reporting Penalties & Resolution

> Required Forms Member Action Request (MAR-1) Member Reciprocal Self-Certification





NOTE: A person on service retirement from CalPERS can work in a CalPERS-covered agency on a <u>temporary basis-hourly position</u> only. They <u>cannot</u> accept permanent employment without having written approval from PERS of their request for reinstatement.

The retiree, along with the district, is responsible for monitoring the accumulation of hours worked. Time worked is not to exceed 960 hours in a fiscal year.

CalPERS	P.O. Box 942715 Sacramento, CA 94229-2715 888 CalPERS (or 888-225-7377) Fax: (800) 959-6545 www.calpers.ca.gov
	California Public Employees' Retirement System
December 21, 2012	
	·
	CalPERS ID: 9876543210
Subject: LOCKLEAR, ANNE O	
Participant CalPERS ID: 12345678	90
Notice of Placement on Retirement	Roll:
This is to advise you that the employ Service Retirement roll with an effer leave have been credited to the me leave have been credited to the me the date following the employee's la equal to but no later than the retirent separation did not occur by the data	byee named above has been placed on our 12/2012 active date of 12/31/2012 0.0 days of unused sick ember's account. 0.0 days of unused education ember's account. The employee's separation date is ast day in employment status. The date can be ment date. Please notify us immediately if e.
For information regarding employm "Procedure Manual for Reporting to System." If any of the information a	ent of a retired member, please see your the California Public Employees' Retirement above is not correct, please contact us.
If you have any questions, please v contact us toll free at 888 CalPERS	visit our website www.calpers.ca.gov, or you may 3 (or 888 -225-7377).
Benefit Services Division	

We require that when an employee retires, you notify the county office and send us the MAR-1 noting the separation date and the employee's remaining sick leave balance. Our office will process that separation in MyCalPERS.



NOTE: The last day on the payroll is NOT the same as the retirement/separation date.

erving Students • Supporting Commu	ounty Ition Inities • Leading Educato	PEF MEMBEI (Please I	R Retirement U	nit QUEST clearly)			
	*Attach a "	Reciprocal Self-	Certification For	m" for new a	ppointmen	ts.	
1. LACOE EID or SSN		2. Current Name (F	First, Middle, Last)				3. Program Type
YT3648084		ANNE O LOC	KLEAR				CPE
4. Date of Birth	5. Gender		6. Former Name - I	For name chang	ges only (PR	C)	
01/01/1960	Female	Male					
7. Mailing Address: (MAI)			8. Remarks				
Street/P.O. Box: 9300 IMP Additional Address Line:	ERIAL HIGHWA	ΑY	SEPARATIC	ON FOR RE	ETIREME	ENT	
City: DOWNEY			9. District Name				
State: CA Zip Code:	90242 0	Country: USA	TRAINING DI	STRICT			
10. Pay Months	11. Distri	ct Code		12. Member Ca	ategory	13. Hire Da	te (1st Day at District)
□ 10 Mo □ 11 Mo ☑ 12	2 Mo XXXX	Х		School Poli	Ce	09/18/19	984
A. Appointment (NA A. Appointment (NA B. Membership Eff.	AP)* Date Change	ppy): D.	rmanent Separatio /31/2012 multiproversition Type:	on (PSP)		MMCONN OOB (complet iender (comp	rective Date
A. Appointment (NA Appointment (NA Membership Eff. Membership Eff. Membership Eff. Begin Leave (BE End Leave (ENL	AP)*MM000000 Date Change ence (OTL) EL)MM000000	PP(y): D.	rmanent Separatio /31/2012 tion Type: ath (DEA) her (OTH) tirement (RET)*	Pretirement Only Retirement Only Rused Sick Leave V ^{VS} 0.00		MARCONNO DOB (complet Gender (complet Iame (complete SSN (complete Iddress Char	tective Date te box 4) plete box 5) ete box 6) e box 8-see HRS) nge (complete box 7)
A. Appointment (NA Appointment (NA Membership Eff. MMCOV Unpaid Leave of Abs Begin Leave (BE End Leave (ENL End Leave (ENL	AP)*MMODYYYY Date Change wence (OTL) EL)MMODYYYY -)MMODYYYY ired less than 180	ply): D. ✓ Per 12 Separa De 0tt ✓ Re days, did the district	rmanent Separatio /31/2012 tion Type: ath (DEA) her (OTH) tirement (RET)*	Retirement Only TUSed Sick Leave VS 0.00 (? 17. Survivor		DOB (complet Gender (complet SSN (complet ddress Char 18. Covere	tective Date we box 4) plete box 5) ete box 6) e box 8-see HRS) nge (complete box 7) d by Social Security
A. Appointment (NA A. Appointment (NA B. Membership Eff. MMCCOPP C. Unpaid Leave of Abs Begin Leave (BE End Leave (ENL 16. Retired Annuitant If ret Yes No	AP)*MM0D///// Date Change wence (OTL) EL)MM0D///// Labor MM0D///// ired less than 180 /esNo	ply): D. ✓ Pei 12 Separa □ De □ Ott ✓ Re days, did the district	rmanent Separatio /31/2012 tion Type: ath (DEA) her (OTH) tirement (RET)*	Petirement Only Tused Sick Leave VS 0.00 17. Survivor Yes		MACCOMPLET MACCOMPLET Complet Complet Complete C	tective Date
A. Appointment (NA A. Appointment (NA B. Membership Eff. MM/COY C. Unpaid Leave of Abs Begin Leave (BE End Leave (ENL 16. Retired Annuitant If ret Yes No Y 19. Certificated Emplo Classified Emplo 20. Job / Position Title	AP)* Date Change wence (OTL) EL) MMOD///// Lited less than 180 (/es No poloyee Electing I oyee Electing S	P(P): D. ✓ Pei 12 Separa De 0tt ✓ Re days, did the district PERS (ES 372) TRS (ES 372)	tion Type: ath (DEA) her (OTH) tirement (RET)* approve a resolution 21. Prior PERS M Yes 22. Prior STRS M Yes	Petirement Only Trised Sick Leave VS 0.00 7 17. Survivor Ves embership Mo embership No		DOB (complet aender (complet SSN (complet SSN (complet ddress Char 18. Covere Ves Independen Yes	tective Date
A. Appointment (NA Appointm	AP)*	PIV): D. ✓ Per 12 Separa De Ott ✓ Re days, did the district PERS (ES 372) TRS (ES 372) IRS (ES 372)	rmanent Separatio /31/2012 tion Type: ath (DEA) her (OTH) tirement (RET)* tapprove a resolution 21. Prior PERS M Yes 22. Prior STRS M Yes	Petirement Only Tused Sick Leave VS 0.00 Pres VS VS VS 0.00 VS	15. Profile □ □ □ □ □ 0 □ N □ S □ A Benefits ☑ No 23.	MACCONTRACTOR MACCONTRACTOR DOB (complet Gender (complet SN (complete SN (complet	tective Date
A	AP)*	PIV): D. ✓ Pei 12 Separa De Ott V Re days, did the district PERS (ES 372) TRS (ES 372) TRS (ES 372) ION: (Check approp ear or more	rmanent Separatio /31/2012 tion Type: ath (DEA) her (OTH) tirement (RET)* 21. Prior PERS M Yes 22. Prior STRS M Yes riate box) Person is alm Has complete	Petirement Only Tused Sick Leave VS 0.00 T Survivor Yes embership No embership No eady a PERS ed 1,000 hours	15. Profile □ □ □ □ □ 0 □ N □ S □ A Benefits ☑ No 23. member s or 125 day	MARCONNO DOB (complet Gender (complet SN (complet SN (complet Complet Independen Yes Independen Yes	ear
A. Appointment (NA A. Appointment (NA A. Appointment (NA B. Membership Eff. MMCOPP C. Unpaid Leave of Abs Begin Leave (BE End Leave (ENL 16. Retired Annuitant If ret Yes No Y 9. Certificated Emple Classified Emple Classified Emple 24. BASIS FOR MEMBERS Full-Time for > 6 Part-Time for ≥ 25. Form Completed By: NAME AND TITLE	AP)*	PIV): D. Pei 12 Separa De 0 tr V Re days, did the district PERS (ES 372) TRS (ES 372) ION: (Check approp ear or more	rmanent Separatio /31/2012 tion Type: ath (DEA) her (OTH) tirement (RET)* approve a resolution 21. Prior PERS M Yes 22. Prior STRS M Yes riate box) Person is alm Has complete	Petirement Only Tused Sick Leave VYS 0.00 ? 17. Survivor Yes embership No embership No eady a PERS ed 1,000 hours		MARCOVYO OOB (complet Gender (complet GSN (complet SSN (eear
A. Appointment (NA A. Appointment (NA B. Membership Eff. MMCCOPY C. Unpaid Leave of Abs Begin Leave (BE End Leave (ENL 16. Retired Annuitant If ret Yes No Y 19. Certificated Emple Classified Emple 24. BASIS FOR MEMBERS Full-Time for > 6 Part-Time for ≥ 25. Form Completed By: NAME AND TITLE	AP)* Date Change wence (OTL) EL) inter less than 180 (es No ployee Electing S SHIP QUALIFICAT is months 20 hours for 1 y	PIV): D. ✓ Pei 12 Separa De Ott ✓ Re days, did the district PERS (ES 372) TRS (ES 372) ION: (Check approp ear or more	rmanent Separatio /31/2012 www.www. tion Type: ath (DEA) her (OTH) tirement (RET)* approve a resolution 21. Prior PERS M Yes 22. Prior STRS M Yes riate box) Person is alm Has complete	Petirement Only Tused Sick Leave VS 0.00 Pes embership No embership No eady a PERS ed 1,000 hours		MMCOVYD OB (complet Gender (complet GSN (complet CSN (complet CSN (complet CSN (complet CSN (complet SSN (co	ear

Service Retirement Effective 12/31/12

Before

Eile Edit View Communication Actions Window Help	
🖸 🗈 🏝 🔳 📾 💩 🏍 💩 🖉 🍄 🕾 📣	
** PER - SALARY/	PAY RATE -UPD ** 0105
YT3648084 LOCKLEAR, ANNE 0.	EFFEC DATE: <u>07</u> <u>01</u> <u>13</u> ACTNS:
	PRIME JOB: P
JOB POSITION JOB CLASS	
1 514012 514012 SYSTEMS TEC	HNICIAN
	TIME TIME
CYCLE BASIS PAY MOS ILL PLAN VAC P	LAN RPT LOCN RPT CD EARNINGS TYPES
<u>E4 H 12 NA NA</u>	<u>909 T REG</u>
SCHED/RANGE/STEP EFF DATE %FULL-TI	ME CALC METH FULL-TIME RATE SALARY RATE
<u>1 245 05 02 01 08 100.00</u>	<u> </u>
STIPENDS:	
17,000 OCA O	HL WURK HRS/DY SESS TYPE
<u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u>	<u>8.00</u>
RETIREMENT: PLAN STATUS SPL EFF DAT	E PERS CHSE SIS CLS CD BHSE HRS
<u> </u>	<u> </u>
TRANS: 005 FID: VT3648084	
EID. <u>113048084</u>	<u>505. i</u> DISTRICT, <u>00111</u>

CAUTION: The district should code a retiree P3R only when the retiree is returning to work in an hourly position after the 180 days waiting period. You may see changes to the retirement plan, the retirement status, and retirement effective date to P3R when our office receives the Notice of Placement on Retirement Roll.

After

■ 한 문 별 등 값 값 양 값 값 가 값 값 값 값 값 값 값 값 값 값 값 값 값 값	05
** PER - SALARY/PAY RATE - UPD ** 01 YT3648084 LOCKLEAR, ANNE 0. EFFEC DATE: 07 01 13 ACTNS:	05
YT3648084 LOCKLEAR, ANNE 0. EFFEC DATE: 07 01 13 ACTNS:	
	P
PRIME JOB:	
JOB POSITION JOB CLASS	
1 514012 514012 SYSTEMS TECHNICIAN	
TIME TIME	
CYCLE BASIS PAY MOS ILL PLAN VAC PLAN RPT LOCN RPT CD EARNINGS TYPES	
F4 H 12 NA NA 909 T BEG	
SCHED/RANGE/STEP FEE DATE %FULL-TIME CALC METH FULL-TIME RATE SALARY RA	TE
	10
	,0
STIDENDS	
DETTRE DATE AVAILABLE HARK DAYS HARK COL HARK HARVAY SESS TYPE	
TREITE UNITE WORK DHIS WORK CHE WORK RRS/DI SESS TIPE	
<u></u>	
RETIREMENT: PLAN STATUS SPL EFF DATE PERS CASE STS CLS CD BASE ARS	
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	
1002) - ENTER YOUR CHANGES.	
TRANS: <u>005</u> EID: <u>YT3648084</u> JOB: <u>1</u> DISTRICT: <u>0011</u>	<u>1</u>

NOTE: PERS Case Status–1 is no longer valid. Refer to *HRS System Operations Manual, Volume I,* Section III, Page 36 for definitions on PERS Case Status.

Retired annuitant can work up to 960 hours in a fiscal year.

		(Please	PRINT or TYPE	clearly)			
	*Attach a "	Reciprocal Self	-Certification For	m" for new app	ointment	ŝ.	2 Drawner Trees
VT2649094		ANINE OLO	PIRST, MIDDIe, Last)				C.P.F
4. Date of Birth	5. Gender	ANNE O LOO	6. Former Name - F	or name changes	only (PRC	.)	OFE
01/01/1960	✓ Female	Male				,	
7. Mailing Address: (MAI)			8. Remarks				
Street/P.O. Box: 9300 IMP Additional Address Line:	ERIAL HIGHWA	Y	RETIREE A	POINTMEN	IT		
	00242	1104		STRICT			
10. Pay Months	11. Distri	t Code		12. Member Cate	ory	13. Hire Date	(1st Day at Distric
				Zhr. al.		A D L D D A D D U L	
10 Mo □ 11 Mo ☑ 12 14. Type of Action (check and a check	all boxes that ap	X ply): D Pe	ermanent Separatio	Misc. Schools	5. Profile	09/18/19	34 ctive Date
10 Mo □ 11 Mo ☑ 12 14. Type of Action (check A. ☑ Appointment (N/ B. □ Membership Eff.	Mo XXXX all boxes that ap AP) <u>•07/01/2013</u> Date Change ence (OTL) EL) MMOD/YYYY	X D Pe D Pe Separa De De Of	ermanent Separatio ation Type: eath (DEA) ther (OTH) etirement (RET)*	Misc. Schools School Police I n (PSP) Retirement Only rused Sick Leave YS	5. Profile	O9/18/19/ Change Effe MMCOMMO DB (complete ander (complete SN (complete b dress Change	34 ctive Date box 4) te box 5) box 6) box 8-see HRS) le (complete box 7
10 Mo □ 11 Mo ☑ 12 14. Type of Action (check i A. ☑ Appointment (N/ B. ☑ Membership Eff.	Mo XXXX all boxes that ap	X ply): D. Pe Separa De Control Re days, did the district	ermanent Separation ation Type: eath (DEA) ther (OTH) etirement (RET)*	Misc. Schools School Police I n (PSP) Petirement Only Used Sick Leave Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	5. Profile	MMDDHYYY O9/18/19/ Change Effe MMCOYYY DB (complete ender (complete ender (complete SN (complete to dress Change 18. Covered 1 Ves	34 ctive Date box 4) te box 5) box 8-see HRS) te (complete box 7) by Social Security No

IMPORTANT: On the MAR-1 form, Item #23 Independent Contractor, the retiree could return to work as an independent contractor and not have their payroll processed through HRS. It is <u>extremely important</u> to inform us as soon as any retiree begins employment because CalPERS will fine your district \$200.00 for <u>each</u> appointment more than 30 days old.



INFORMATIONAL Los Angeles County BULLETIN # 4812

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., Superintendent

April 30, 2018

To:

Chief Business Officials Chief Personnel Officials Los Angeles County K-12 School and Community College Districts, Regional Occupational Centers/Programs (ROC/Ps), Charter Schools and other Local Educational Agencies (LEAs)

From: Claudette Wiggan-Reid, Retirement Systems Coordinator District Personnel Information Services Division of School Financial Services

CalPERS Retiree Reporting Penalties & Resolutions Subject:

The California Public Employers' Retirement System (CalPERS) announced that they will be assessing penalties to employers for failure to enroll and report payroll for retirees. A CalPERS retiree is an individual who is receiving a monthly benefit payment from CalPERS. A retiree may return to work in the same district or another district. Some employers are currently reporting retiree earnings late or have failed to report retiree earnings to CalPERS.

Penalty for Late Enrollment & Late Reporting

Assembly Bill 1309 updated Government Code Section 21220 to allow CalPERS to assess a \$200 penalty for enrollment and \$200 for late reporting per retiree per month. It is possible that some employers will pay \$400 per retiree per month until enrollment and reporting become current with CalPERS. These assessments will begin July 2018 and should not be recouped from the retirees. The law states:

"(d) If an employer fails to enroll, solely for the administrative recordkeeping purposes of the system, a retired member employed in any capacity, without reinstatement, within 30days of the effective date of hire, the board may assess the employer a fee of two hundred dollars (\$200) per retired member per month until the retired member is enrolled in those administrative aspects of the system.

(e) If an employer fails to report the pay rate and number of hours worked of a retired member employed in any capacity, without reinstatement, within 30 days following the last day of the pay period in which the retired member worked, the board may assess the employer a fee of two hundred [dollars] (\$200) per retired member per month until the information is reported.

(f) An employer shall not pass on to an employee any fees assessed pursuant to subdivisions (d) and (e).

CalPERS Retiree Reporting Penalties & Resolutions April 30, 2018 Page 2

Below are a few guidelines for hiring retirees:

- <u>180-wait period</u>: Employees who retire after January 1, 2013 must wait 180 days before returning to work in a CalPERS covered agency. (There are 2 exceptions. Refer to Attachment No. 1)
- <u>960 Hours</u>: Retirees are allowed to legally work a <u>maximum</u> of 960 hours within a fiscal year in a CalPERS covered agency. It is the retiree's and the employer's responsibility to monitor the hours worked.
- <u>Retiree Penalty</u>: Retirees that do not adhere to the law will be re-instated into active service with
 contributions due on earnings. Their monthly benefits will be discontinued. CalPERS may require
 the employee to reimburse the system for benefits that were paid while they were illegally
 working.
- <u>Limited Period of Time</u>: Retirees should only work a limited period of time. Working on a
 permanent basis is detrimental to a retiree. If a retiree decides to work on a permanent basis,
 he/she should request to be re-instated from retirement. A retiree must reinstate from retirement
 to be employed in any regular staff position including permanent part-time positions. A district
 may obtain a board-approved resolution to waive the 180 days wait period on two conditions as
 follows:
 - Extra Help: CalPERS retirees may be hired to work for a limited period to assist with backlog, work on special projects, or to perform work in excess of what regular staff can do. Appoint retirees to retired annuitant designated positions only.
 - Vacant Position: CalPERS retiree may be hired to work in a vacant position while the district is recruiting for a permanent replacement. An open recruitment to fill the vacancy with a permanent replacement is required in order to appoint a retiree. A retiree can only be appointed once to a vacant position.

Attachment No. 1 lists the steps to take if the district plans to obtain a board-approved resolution to waive the 180 days wait period. It also provides the sample resolutions.

- <u>Independent Contractor/Consultants/Third-Party Employees</u>: Districts that hire a CalPERS retiree
 as an independent contractor, consultant or employee of a third-party should determine if an
 employer-employee relationship exists (common-law employer). If an employer-employee
 relationship exists, the retiree earnings must be reported to CalPERS. The district must obtain the
 number of hours worked and the pay rate from the third-party employer and enroll and report
 earnings for the retiree per the CalPERS requirements. However, if there is no employeremployee relationship, then the employee is exempt from the post-retirement employment
 requirements.
- <u>Enroll Retiree</u>: Enter the employee into the Human Resource Systems (HRS) with a retirement plan of P3 and a status of "R" for retiree. Complete a Member Action Request form (MAR-1) and check "Yes" for retired annuitant. Submit the signed form to the Retirement Section at LACOE. *This will avoid the \$200 enrollment penalty.*

CalPERS Retiree Reporting Penalties & Resolutions April 30, 2018 Page 3

- <u>Report Earnings</u>: CalPERS contributions should not be deducted from retired annuitants' earnings. Report the hourly pay rate, gross wages and number of hours worked on a <u>monthly</u> basis to CalPERS. *This will avoid the \$200 reporting penalty*.
 - Districts using LACOE's Human Resource System (HRS) should code retirees with a Retirement Plan of "P3" and Retirement Status "R" for retired. The retiree earnings will be reported with the current month retirement reporting to CalPERS.
 - Districts that pay retired employees outside of HRS, should submit the retiree earnings information to LACOE. Attachment No. 2 is an Excel spreadsheet for this purpose. Return the completed form to your representative in the Retirement Section. The form is due to LACOE by the 9th of each month for the prior month's accrual dates.
 - Charter schools that submit retirement reports to LACOE, should add the retirees to the regular monthly report. The retiree should be coded with a Retirement Plan of "P3" and Retirement Status "R" for retired. Reporting is due on the 5th of each month for the prior month's accrual dates.

If you have any question regarding this bulletin, please contact me at (562) 922-6565 or via email at Wiggan_Claudette@lacoe.edu.

Approved: Sean Lewis, Assistant Director School Financial Systems and Services

CWR:lt Attachments SFS-A60-2017-2018

CalPERS	California Public Employees' Retirement System P.O. Box 942709 Sacramento, CA 94229-2709 888 CalPERS (or 888-225-7377) TTY: (877) 249-7442 Fax: (916) 795-4166 www.calpers.ca.gov				
Recip Complete the following information and return th	rocal Self-Ce	ertifica	ation Form within 10 business	days. To e	nsure this form is completed
correctly, please reference the	enclosed List of Quali	fying Publi	ic Retirement Syste	ms and inst	tructions.
Section 1. Wember Information	(Eiset)			(Middle)	
LOCKLEAR AN	NE		0	(ivildule)	
Date of Birth: 01/01/1950		CalPER	IS ID:		
I have not been a member of a qualifying public Refi I have not been a member of a qualifying pu I have membership in a defined benefit plan (complete section 2 with membership information)	blic retirement systems: under a qualifying p on for each qualifying	em in Cali public ret public reti	ifornia. (skip to se irement system i rement system)	ction 3) n Californi	a other than CalPERS.
Section 2. Qualifying Reciprocal Membersh	ip Information				
Name of Most Recent Public Retirement System:	Membership Date:		Separation Date*	:	X Patirad* or Refunded*
CALPERS	09 / 18 /	1984	12 / 31	/2012	Date: / /
Name of Prior Public Retirement System:	Membership Date: / /		Separation Date*	: /	□Retired* or □Refunded* Date: / /
Name of Prior Public Retirement System:	Membership Date:		Separation Date*	: /	□Retired* or □Refunded* Date: / /
*Please pro	ovide dates, if applicat	ole. Not all	sections may be a	oplicable fo	r each Public Retirement System.
Costion 2 Cian and Costify					
Section 5. Sign and Certify					
I understand that by accepting employment in regulations of that system. I also understand the I hereby certify that the foregoing information and any information found to be incorrect may retirement enrollment level and adjustments to account to ensure Lam properly enrolled and e	a qualified public re nat completing this has been verified wi require corrections o my member contri ligible to receive the	tirement form is n ith the qu to my Ca ibutions.	system, I am sub ot a request to e alifying public re IPERS account in CaIPERS may ma retirement benef	ject to the stablish re tirement s cluding, bu ke any new its	applicable laws and aciprocity. system as true and correct ut not limited to, my cessary corrections to my
I understand that by accepting employment in regulations of that system. I also understand the I hereby certify that the foregoing information and any information found to be incorrect may retirement enrollment level and adjustments to account to ensure I am properly enrolled and e Member Signature:	a qualified public re nat completing this has been verified wi require corrections o my member contri ligible to receive the	tirement form is n ith the qu to my Ca ibutions. e correct	system, I am sub ot a request to e alifying public re IPERS account in CaIPERS may ma retirement benef Date:	ject to the stablish re tirement s cluding, be ke any new îits.	applicable laws and aciprocity. system as true and correct ut not limited to, my cessary corrections to my
I understand that by accepting employment in regulations of that system. I also understand the I hereby certify that the foregoing information and any information found to be incorrect may retirement enrollment level and adjustments to account to ensure I am properly enrolled and end Member Signature: Anne Lockbar	a qualified public re nat completing this has been verified wi require corrections o my member contri ligible to receive the	tirement form is n ith the qu to my Ca ibutions. correct	system, I am subj ot a request to e alifying public re IPERS account in CaIPERS may ma retirement benef Date: 07/01/2013	ject to the stablish re tirement s cluding, bi ke any nee its.	applicable laws and aciprocity. system as true and correct ut not limited to, my cessary corrections to my
I understand that by accepting employment in regulations of that system. I also understand the I hereby certify that the foregoing information and any information found to be incorrect may retirement enrollment level and adjustments to account to ensure I am properly enrolled and e Member Signature: Anne Locklear Section 4. To Be Completed by Employer O	a qualified public re- nat completing this has been verified wi require corrections o my member contri ligible to receive the	tirement form is n ith the qu to my Ca ibutions. e correct i	system, I am subj ot a request to e alifying public re alPERS account in CaIPERS may ma retirement benef Date: 07/01/2013	ject to the stablish re tirement s cluding, bi ke any ne its.	applicable laws and aciprocity. system as true and correct ut not limited to, my cessary corrections to my
I understand that by accepting employment in regulations of that system. I also understand the I hereby certify that the foregoing information and any information found to be incorrect may retirement enrollment level and adjustments to account to ensure I am properly enrolled and e Member Signature: Anne Lockbar Section 4. To Be Completed by Employer O Name of CalPERS Agency:	a qualified public re- nat completing this has been verified wi require corrections o my member contri ligible to receive the nly	tirement form is n ith the qu to my Ca ibutions. e correct	system, I am subj ot a request to e alifying public re alPERS account in CalPERS may ma retirement benef Date: 07/01/2013	ject to the stablish re tirement s cluding, bi ke any ne its.	applicable laws and aciprocity. system as true and correct ut not limited to, my cessary corrections to my
I understand that by accepting employment in regulations of that system. I also understand the I hereby certify that the foregoing information and any information found to be incorrect may retirement enrollment level and adjustments to account to ensure I am properly enrolled and end Member Signature: Anne Lockhar Section 4. To Be Completed by Employer O Name of CalPERS Agency: CalPERS Business Partner ID:	a qualified public rent nat completing this has been verified wi require corrections on y member contri- ligible to receive the nly	tirement form is n ith the qu to my Ca ibutions. e correct	system, I am subj ot a request to e alifying public re alPERS account in CaIPERS may ma retirement benef Date: 07/01/2013	ject to the stablish re tirement s cluding, bi ke any new its.	applicable laws and aciprocity. system as true and correct ut not limited to, my cessary corrections to my ty Date:
I understand that by accepting employment in regulations of that system. I also understand the I hereby certify that the foregoing information and any information found to be incorrect may retirement enrollment level and adjustments to account to ensure I am properly enrolled and e Member Signature: Anne Lockbar Section 4. To Be Completed by Employer O Name of CalPERS Agency: CalPERS Business Partner ID: Designee of Employer: (print name)	a qualified public renat completing this has been verified wirequire corrections on my member controligible to receive the nly	tirement form is n ith the qu to my Ca ibutions. e correct i correct i De	system, I am subj ot a request to e ialifying public re iIPERS account in CaIPERS may ma retirement benef Date: 07/01/2013 ember's Enrollme	ject to the stablish re tirement s cluding, bi ke any nee its.	applicable laws and aciprocity. system as true and correct ut not limited to, my cessary corrections to my ty Date:
Section 3. Sign and Certify I understand that by accepting employment in regulations of that system. I also understand the regulations of the text of the regulation of the regulation of the text of the regulation of the regulation of the text of the regulation of the text of the regulation of the regulation of the text of the regulation of the text of the regulation of the regulation of the text of the regulation of the regulation of the text of the regulation of the regulation of the text of the regulation of the regulation of the text of the regulation of the regulation of the text of the regulation of the regulation of the text of the regulation of text	a qualified public renat completing this has been verified wirequire corrections on my member contribution in the receive the section of the receive t	tirement form is n ith the qu to my Ca ibutions. e correct i De Da	system, I am subj ot a request to e ialifying public re iIPERS account in CaIPERS may ma retirement benef Date: 07/01/2013 ember's Enrollme isignees' Title: te:	ject to the stablish re tirement s cluding, bi ke any nee its.	applicable laws and aciprocity. system as true and correct ut not limited to, my cessary corrections to my ty Date:
I understand that by accepting employment in regulations of that system. I also understand to I hereby certify that the foregoing information and any information found to be incorrect may retirement enrollment level and adjustments to account to ensure I am properly enrolled and e Member Signature: Anne Lockhar Section 4. To Be Completed by Employer O Name of CalPERS Agency: CalPERS Business Partner ID: Designee of Employer: (print name) Designee Signature: The employer must r	a qualified public renat completing this has been verified wi require corrections on my member contriligible to receive the nly	tirement form is n ith the qu ito my Ca ibutions. e correct Me De Dan	system, I am subj ot a request to e ialifying public re ilPERS account in CaIPERS may ma retirement benef <i>Date:</i> 07/01/2013 ember's Enrollme isignees' Title: te: er's file for audit	ject to the stablish re tirement s cluding, bi ke any new its.	applicable laws and aciprocity. system as true and correct ut not limited to, my cessary corrections to my ty Date: ses.



My|CalPERS 0926

Disability Retirement Approved Effective 08/01/13

Eile Edit View Communication Actions Window Help	
** PER - SALARY/PAY RATE - UPD ** 010	5
AF8505281 LINK,LEWIS I. EFFEC DATE: 07 01 13 ACTNS:	
PRIME JOB:	P
JOB POSITION JOB CLASS	
1 700012 700012 INSTRUCTIONAL ASST-SP ED	
TIME TIME	
CYCLE BASIS PAY MOS ILL PLAN VAC PLAN RPT LOCN RPT CD EARNINGS TYPES	
<u>H1 H 10 NA NA 909 P REG</u>	
SCHED/RANGE/STEP EFF DATE %FULL-TIME CALC METH FULL-TIME RATE SALARY RAT	Εļ
<u>1 125 05 01 01 09 100.00</u> <u>17.290</u> 17.29	0
STIPENDS: <u>LG 2 LONGVIY</u>	
RETIREMENT PLAN STATUS OF FEE DATE PERS CASE STS CLS CD RASE HRS	
(002) - ENTER YOUR CHANGES.	
TRANS: 005 EID: AF8505281 JOB: 1 DISTRICT: 00111	
MA a 21/0	48

When an employee retires from CalPERS, a notice from CalPERS is sent to the district. On the Salary Pay/Rate Screen using Function 01, TRANS 005, the district must change the employee's EDB record to retirement plan **P3** status **D** and the effective date to the employee's retirement date.

CAUTION: EDB should not be changed before the final payroll is processed. In doing so, it will result in the final pay being paid incorrectly for retirement and could affect the employee's service credit.

Exercise 4 - Terminated Refunded Employee, Rehired

PERS Terminated Employee Flow Chart

Required Form Member Action Request (MAR-1)



PERS Terminated Employee Flow Chart

1. LACOE EID or SSN				learly)		
	*Attach a "	Reciprocal Self-(2. Current Name (F	Certification Form	n" for new a	ppointment	3. Program Type
RP7512083		NANCY LIVIN	GSTON			CPE
4. Date of Birth	5. Gender		6. Former Name - F	or name chang	ges only (PR	C)
01/01/1970	Female	Male				
7. Mailing Address: (MAI)	1		8. Remarks			
City: DOWNEY State: CA Zip Code: 10. Pay Months	90242 C	ountry: USA	9. District Name TRAINING DIS	STRICT	ategory	13. Hire Date (1st Day at District)
□ 10 Mo □ 11 Mo ☑ 12	Mo XXXX	X		Misc. School	ols ce	MM/DD/YYY
14. Type of Action (check a A. Appointment (NA B. Membership Eff. C. Unpaid Leave of Abse Begin Leave (BE End Leave (ENL)	III boxes that ap P)* Date Change ence (OTL) L) MMCD7YYY	ply): D. Per 07/ Separat Dea 0th Ret	manent Separation 31/2013 ion Type: ath (DEA) er (OTH) irement (RET)*	n (PSP) Retirement Only rused Sick Leave	15. Profile	Change Effective Date MMCONYYY OB (complete box 4) render (complete box 5) ame (complete box 6) SN (complete box 8-see HRS) ddress Change (complete box 7)
16. Retired Annuitant If reti	red less than 180	days, did the district	approve a resolution	? 17. Survivor	Benefits	18. Covered by Social Security

When an employee has terminated all classified positions within the district, a MAR-1 form must be completed and submitted to the county office for verification and to certify the information. It is the county office's responsibility to input the separation information into the my|CalPERS system. CalPERS will then contact the employee inquiring as to what the employee wants to do with the contributions on deposit.

If an employee wants a refund of his/her contributions, the MAR-1 form must be submitted by the district to initiate the process.

DISTRICT SIGNATURE	INATE	
DIGITION DIGITIONE	DRIE	

Eile Edit View Communication Actions Window Help	
** PER - SALARY/PA	IY RATE -UPD ** 0105
RP7512083 LIVINGSTON, NANCY I.	EFFEC DATE: 07 01 13 ACTNS:
	PRIME JOB: P
JOB POSITION JOB CLASS	
1 760110 760110 EXTRA DUTY CL	ASSIFIED
	TIME TIME
CYCLE BASIS PAY MOS ILL PLAN VAC PLA	IN RPT LOCN RPT CD EARNINGS TYPES
<u>C3 H 10 NA NA</u>	<u>909 Z RNU</u>
SCHED/RANGE/STEP EFF DATE %FULL-TIME	CALC METH FULL-TIME RATE SALARY RATE
$\frac{1}{103} \ \frac{00}{02} \ \frac{03}{07} \ \frac{01}{11} \ \frac{100.00}{100}$	<u> </u>
STIPENDS:	
RETIRE RATE U/RIDE WORK DAYS WORK CAL	. WURK HRS/DY SESS TYPE
<u>13.100</u> <u>220.0</u> <u>NO</u>	<u> </u>
RETIREMENT: PLAN STATUS SPL EFF DATE	PERS CASE STS CLS CD BASE ARS
<u>P9 F _ 09 16 13</u>	00
TPONS: OOF	
TRHNS: 005 EID: <u>RP7512083</u>	JUB: <u>1</u> DISTRICT: <u>00111</u>
M <u>H</u> a	A 21/048

NOTE: When the county office discovers through MyCalPERS that the member has been refunded, the county office will change the retirement status to "F" and use action code 90. The retirement effective date will be changed to the date of the refund from CalPERS. If the employee is rehired in a classified position, the district will change the retirement plan and/or retirement status.

Exercise 5 - Buy-Back

PERS Buy-Back Information PERS Buy-Back Gross-To-Net Numbers Taxed Buy-Back Tax Deferred Buy-Back Entered in HRS HRS Online Screen Examples

PERS Buy-Back Information

A buy back is used to collect PERS contributions that are in arrears and/or to purchase additional service credit, which increases future retirement benefits. The various types of service that can be purchased (service prior to membership and redeposit of withdrawn contributions) can be found in the *CalPERS Service Credit Purchase Options (PUB 12)* booklet. In all cases, the employee must initiate the buy-back process. This is done by the employee completing and submitting to CalPERS the *Request for Service Credit Cost Information* form found in the booklet.

Once CalPERS approves and calculates the cost of the buy-back, they will notify the employee in writing and give him/her the choice of paying it in a lump sum amount or through payroll deduction. If the employee chooses the payroll deduction, the employee should take a copy of the form indicating the deduction amount to the payroll office. CalPERS will send an *Authorization for Contribution And /Or Rate Adjustment (MEM-823)* form to the county office. This form will provide the effective date, number of payments and payment amount of the buy-back. The county office will then forward a copy of this form to the district payroll office.

The payroll department must enter the buy-back information on the employee's Voluntary Deduction Screen (023) in the Employee Database (EDB). Payroll should select a gross-to-net number for PERS buy-back that is not currently being used by the employee. The gross-to-net number, deduction amount, and balance are entered on the screen. The balance is calculated by taking the payment amount multiplied by the number of payments.

The system will automatically take the deduction from the employee's prime pay cycle each time he/she is paid. As each payment is taken, the balance will automatically be reduced until it reaches zero. The record will then indicate a 'P' in the balance status field and the deduction will no longer be taken.



CAUTION: If a deduction balance is not entered, the deduction would be taken indefinitely, which would result in an overpayment of the buy-back.



P.O. Box 942704 Sacramento, CA 94229-2704 888 CalPERS (or 888-225-7377) TTY: (877) 249-7442 | Fax: (916) 795-4019 www.calpers.ca.gov

California Public Employees' Retirement System

	Au	thorization for Contributio	n and/or Rate Adj	ustment		
BUSINESS PART	NER CalPERS ID	BUSINESS PARTNER				MAILING DATE
1803111608	3	Training District				June 17, 2011
PARTICIPANT C	alPERS ID	PARTICIPANT NAME Frederick E Levine				
EFFECTIVE DATE	SERVICE CREDIT	PURCHASE TYPE	PAYMENT TYPE	NO. OF PAYMENTS	PAYMENT AMOUNT	PAYROLL
07/01/2011	Service Prior to N	Membership Service Credit	Tax-Deferred	37	37.98	Monthly

Instructions:

- Begin payments starting with the above effective date. If there is a change in the effective date, notify CalPERS.
- The participant elected Tax-Deferred payments. Use payment type Tax-Deferred to report the payments to CalPERS.
- Do not change the payment amount or number of payments without authorization from CalPERS.
- If the participant separates, contact CalPERS immediately.
- If your agency payroll reporting type changes, contact CalPERS. Do not change the payment amount without authorization.
- If the participant has more than one payment with the same payment type (taxed or tax-deferred),
 payments can be reported together or separately. If the payments have a different payment type (taxed
 or tax-deferred), the payments need to be reported separately. If the participant elects additional service
 credit all payments are to be taken concurrently, unless notified by CaIPERS.
- It is the employer's responsibility to ensure that the correct number of payments is reported to CalPERS. If payments exceed the original schedule, the employer will be responsible for backing out the overpayment(s) to CalPERS and refunding the participant.
- Interest continues to accrue on the unpaid balance through the completion of payments. If payments do
 not start on the effective date or if payments are missing, the participant will be liable for the additional
 interest.

We are here to assist you. If you have any questions, please visit our website at www.calpers.ca.gov, or call us tollfree at 888 CalPERS (or 888-225-7377).

Sincerely

Elections, Rollovers & Account Maintenance Unit Member Account Management Division

PERS-MEM-823 A PAUC (02/15)

BUSINESS PARTNER COPY (For Personnel and Payroll Transactions)



PERS Buy Back - Gross-To-Net Numbers



Taxed Buy-Back

Taxed buy-back occur when the member is opting to have their payments subject to taxes instead of tax deferred. The county office will input the buy-back for you using GTN 114.

File Edit View Communication Actions Window Help
CONTROL TABLE DATA INQUIRY 1602
GROSS TO NET TABLE
G-T-N NOV 114
2 Y S Ų D
F7P USAGE BASE RED IND CALC RIN C/M UPDATE RIN V/C S/D
F 62 M 000000158 G
PRNT OPT ACCT NUM STATUS STOP AT TERM TIME REPORT
9515
MONTHLY MAX DUES 0.00 ANNUAL MAX DUES 0.00
TRANS: <u>002</u> KEY 1: <u>114</u> KEY 2: KEY 3: DIST: <u>00001</u>
MA b A 23/067

This is an example of a CalPERS taxed buy-back memo. If you received one like this, please notify the county office so that we can get a copy of it and ascertain when we need to input the information in HRS to begin deduction on a particular payroll month.

	CalPEF	C PM 12: 15	P.O. Box 942704 Sac 888 CalPERS (or 888 TTY: (877) 249-7442 www.calpers.ca.gov	cramento, CA 94 -225-7377) Fax: (916) 79 /	229-2704 5-4019	
*		uthanisation for Contributi	California Public Em	ployees' Retire	ment System	
BUSINESS PAR	TNER CalPERS ID	BUSINESS PARTNER	on and/or kate Adj	ustment		MAILING DATE
1902111609		Los Angeles County Office of F	duration			7/16/2019
PARTICIPANT (45678912	CalPERSID 30	PARTICIPANT NAME John Wayne	ducation			//10/2018
EFFECTIVE DATE 9/1/2018	SERVICE CREDIT Military Service	PURCHASE TYPE	PAYMENT TYPE Taxed	NO. OF PAYMENTS 180	PAYMENT AMOUNT \$299.42	PAYROLL FREQUENCY Monthly
 If y wit If t 	our agency payro hout authorization he participant ha	oll reporting type changes, cor on. s more than one payment wit	htact CalPERS. Do not	change the pa	yment amou tax-deferred	nt),
pay or t cre	ments can be re tax-deferred), the dit all payments	ported together or separately e payments need to be report are to be taken concurrently,	 If the payments have ed separately. If the p unless notified by Cali 	e a different pa articipant elec PERS.	ayment type ts additional	(taxed service
 It is lf p over 	s the employer's ayments exceed erpayment(s) to (responsibility to ensure that t the original schedule, the em CalPERS and refunding the par	he correct number of ployer will be respons rticipant.	payments is re ible for backin	ported to Ca g out the	IPERS.
 Intended intended intended	erest continues t t start on the effe erest.	o accrue on the unpaid balance ective date or if payments are	ce through the comple missing, the participa	tion of payme nt will be liable	nts. If payme e for the add	ents do itional
We are here free at 888	e to assist you. If CalPERS (or 888-	you have any questions, pleas 225-7377).	e visit our website at	www.calpers.	ca.gov, or cal	ll us toll-
Sincerely,						
Elections, I Member A	Rollovers & Acco ccount Managen	unt Maintenance Unit nent Division		36 - 1		

Tax Deferred Buy-Back Entered in HRS

This is an example of how a tax deferred buy-back would be entered, by the district, on the Voluntary Deduction Screen (023) in HRS.

From the Personnel Data Entry and Update Menu (Function 01),

- 1. In the **TRANS field**, type **023**.
- 2. In the **EID field**, type YS2422996, the employee identification number of Frederick Levine.

Eile Edit View Communication Actions Window Help
8 6 6 8 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9
** PER - VOLUNTARY DEDUCTIONS - UPD ** 012
YS2422996 LEVINE, FREDERICK E. EMPL STATUS ACTIVE
PRIMARY JOB: 2 JOB TITLE: SKILLED MAINTENANCE WRKR
BENEFIT ELIG: F DATE OF BIRTH: 01 01 50 FIRST PROB SERVICE: FULL/PART: F DEPENDENTS: BARGAINING UNIT: CS CAFE MAX:
GTN VENDOR DEDUCTION BALANCE DEDUCTION BEGINNING END NUMBER DESCRIPTION TYPE CODE AMOUNT STATUS BALANCE DATE DATE 111 BUY PERS R 0000000158 37.98 1405.26
(002) - ENTER YOUR CHANGES.
TRHNS: UZ3 EID: YSZ4ZZ996 JUB: DISTRICT MB A 23/0

On this screen, enter the following data in the indicated fields.

GTN NUMBER	111
DEDUCTION AMOUNT:	37.98
DEDUCTION BALANCE:	1405.26

Hit Enter key on your keyboard.



NOTE: The system will populate the GTN description, type, and vendor code.

HRS Online Screen Examples

Example: PERS buy-back for Frederick E. Levine.

Warrant Summary Screen (002)

	Ele Edit Yiew Communication Actions Window Help
	8 66 28 4 5 4 5 4 7 6 7 7 7
	* * PAY - WARRANT SUMMARYPAYROLL HISTORY INQUIRY - INQ * * 702
REDUCTIONS:	WARRANT NO. : 5283634EID:YS2422996LEVINE, FREDERICK E.ISSUE DATE : 08 25 11SCHEDULE NO.: 235SCHEDULE: 07 01 11 TO 07 31 11PAYMENT TYPE: WARRANTREISSUE
PERS DED 316.26	EMPLOYEE PAY SCHEDULE SUBJECT GROSSES
RIV DEPC 37 08	TOT GRS PAY: 4.518.00 EWT: 3.589.75 PERS GROSS: 4.518.00
BOI FERS 57.90	REDUCTIONS : 928.25 SWT: 3.589.75 STRS GROSS: .00
OTHER RED 574.01	TAXES : 451.26 SDI: .00 0ASDI GROSS: 3,943.99
928.25	VOL DED : .00 GARN D/E: 3,712.50 MEDI GROSS: 3,943.99 NET PAY : 3,138.49
No. of Concession, Name	-AUTOMATIC PAYROLL DEPOSIT ADJUSTMENT GROSSES
	FIN INST: 0ASDI: 4.518.00
	ACCT NBR: MEDI: .00
	ACCT TYP:
	[R=RETURN 001 M=MENU]
	TRANS: 002 EID: YS2422996 WARRANT NO: 5283634 ISS DATE: 082511 DISTRICT:
	MÊ b A 23/067

Deduction Detail (004)

Eile Edit y	(iew Communication	Actions Window Help						
			n 🕄 🌒 🖉 🖓	1 2				
	** P(AY - DEDUCTIO	N DETAIL-	PAYR	OLL HI	STORY	INQUIRY - IN	Q ** 704
WARRAN	T NO.: 5283	534 EID.:	YS24229	96	LE	VINE, F	REDERICK E.	
ISSUE I	DATE : 08 2	5 11 SCHEE	ULE NO.:	235	SC	HEDULE	: 07 01 11 T	0 07 31 11
G-T-N		VENDOR		Р	TRAN	SRCE	ACCR	UAL
NO.	NAME	NUMBER	AMOUNT	Y	TYPE	CODE	BEGIN DATE	END DATE
041	PERS RED	0000000135	316.26				07/01/11	07/31/11
111	BUY PERS	0000000158	37.98				07/01/11	07/31/11
010	DDP RED	0000001977	62.14				07/01/11	07/31/11
012	VSP RED	0000002250	.73				07/01/11	07/31/11
174	HEALTH NET	0000002045	511.14				07/01/11	07/31/11
020	OASDI DED	0000000100	253.88				07/01/11	07/31/11
026	MEDCAR DED	0000000110	87.65				07/01/11	07/31/11
081	FWT	0000000200	108.14				07/01/11	07/31/11
082	SWT	0000000205	1.59				07/01/11	07/31/11
PACE O	1 05 01						ID-DETURN 00	1 M-MENUI
(075)	LAST SCREI	EN - NO MODE	DOTO				IN-NETOKN 00	T H-HENOI
TRANS:	004 EID: Y	\$2422996 WARF	ANT NO: 5	2836	<u>34</u> ISS	DATE:	082511 DIST	RICT:
MA	b			A				23/067

Voluntary Deduction Screen (023)

Ele Edit View Communication Actions Window Help	
■ DD = ■ ■ B = # # # ■ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
** PER - VOLUNTARY DEDUCTIONS - INQ **	0423
YS2422996 LEVINE, FREDERICK E. EMPL ST	ATUS: ACTIVE
PRIMARY JOB: 2 JOB TITLE: SKILLED MAINTENANCE WRKR	
BENEFIT ELIG: F DATE OF BIRTH: 01 01 50 FIRST PROB SER FULL/PART: F DEPENDENTS: BARGAINING UNIT: CS CAFE	VICE: MAX:
GTN VENDOR DEDUCTION BALANCE DEDUCTION BEGIN NUMBER DESCRIPTION TYP CODE AMOUNT STATUS BALANCE DAT	NING END E DATE
(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.	
TRANS: 023 EID: YS2422996 JOB: 2 DI	STRICT
MA b A	23/067

This is the Voluntary Deduction Screen (023) after payroll has been processed. The deduction balance is automatically reduced by the payment amount.

Eile Edit View Communication Acti	ions Window Help				
	88 1 1 9 2 4				
	** PER - V0	LUNTARY DEDUCTION	NS - UPD **	0	0123
NH3360529 LEVIN, BI	RENDA E.		EM	IPL STATUS	ACTIVE
PRIMARY JOB: 7	JOB DATE OF	TITLE: SKILLED ME			
FULL/PART: F	DEPENDENTS:	BARGAINING	JNIT: CS	CAFE MAX:	
GTN NUMBER DESCRIPTION	VENDOR D	EDUCTION BALANCE	DEDUCTION	BEGINNING	END DATE
111 BUY PERS	R 000000158	37.98	37.98		
		· · · · · · · · · · · · · · · · · · ·			
1					
		· ·			
(002) - ENTER YOUR (CHANGES.	Notes States	a. 17 - 192		
TRANS: 023	EID: <u>NH336052</u>	<u>29</u> JOI	B: <u>7</u>	DISTRICT	
MB a		Ĥ			23/067

This screen displays a buy-back deduction balance with one payment remaining.

Eile Edit View Communication Actions Window Help

Example: PERS buy-back for Brenda E. Levin.

Warrant Summary (002)

				1 🗣 🕾 🌒 🖉 🚱 🖓	920 C			
		* *	PAY - WARR	ANT SUMMARYPA	YROLL HIS	TORY INQU	JIRY - INC) * * 702
REDUCTIONS	:	WARRANT NO. : 5 ISSUE DATE : 0 PAYMENT TYPE: 0	5283633 08 25 11 5 MARRANT	EID: NH336052 SCHEDULE NO.: 2	9 L 35 S R	EVIN, BREN CHEDULE: EISSUE	NDA E. 07 01 11	TO 07 31 11
PERS RED	316.26	EMPLOYEE	PAY		SCHEDULE	SUBJECT	GROSSES -	
BUY PERS	37.98	TOT GRS PAY:	4.518.00	EWT:	3.765.37	PERS	GROSS:	4.518.00
OTHER RED	398.39	REDUCTIONS :	752.63	SWT :	3,765.37	STRS	GROSS:	.00
• • • • • • • • • • • • • • • • • • • •	752 62	TAXES :	899.63	SDI:	.00	OASDI	GROSS:	4,119.61
	752.05	VOL DED : NET PAY :	15.60 2,850.14	GARN D/E:	3,264.13	MEDI	GROSS:	4,119.61
		-AUTOMATIC PAY	ROLL DEPOSIT		ADJUS	TMENT GRO	SSES	
		FIN INST: ACCT NBR: ACCT TYP:					OASDI: MEDI:	4,518.00 .00
						[R=F	RETURN 001	M=MENU]
		TRANS: 002 EID:	NH3360529	ARRANT NO: 528	3633 ISS	DATE: 082	511 DIST	RICT:
		MA b			A			23/067

Deduction Detail (004)

ARRANT	NO.: 52830	533 EID.:	NH33605	29	LE	VIN, BR	ENDA E.	0 07 31 11
C T N				00	TDON	CDCE		
NO NO	NOME	VENDOR	OMOUNT	P.	TYDE	CODE	PECIN DOTE	END DOTE
041	PERS RED	000000135	316 26	1	TIPE	CODE	87/01/11	07/31/11
111	RILY PERS	0000000155	37 98				07/01/11	07/31/11
010	DOP RED	0000000130	35 48				07/01/11	07/31/11
174	HEALTH NET	0000001377	362 91				07/01/11	07/31/11
020	DASDI DED	0000002040	257 98				07/01/11	07/31/11
026	MEDCAR DED	0000000110	89 07				87/01/11	07/31/11
081	FWT	0000000110	420 50				07/01/11	07/31/11
082	SWT	0000000205	132.08				07/01/11	07/31/11
120	ING LIFE	0000001712	15.60				07/01/11	07/31/11
AGE O	0F 01						R=RETURN 00	1 M=MENU1

Voluntary Deduction Screen (023)



Once payroll is processed and the final payment for the buy-back is taken, the deduction balance will be blank. In addition, the Balance Status field will show a system-generated code, "**P**" for Paid Balance, and the End Date field will display a system-generated pay period end date. The deduction will no longer be taken.

Intentionally left blank

Exercise 6 - Correctly Reversing Hourly Rates Using The Automated RX Feature

Automated RX Feature

Automated RX Feature

The automated "RX" feature adjusts entries used to correct a previously paid warrant. It is used to correctly reverse hourly, daily, and monthly rates paid erroneously and helps prevent errors from occurring when making these adjustments.

Example - Correctly reverse the hourly rates using the automated RX feature.

Clyde McIntyre was paid July 2015 for 100 hours at the hourly rate of \$13.350. The paid transactions are shown on the pay history screens, 0703 and 0707. Later, the district decided to pay part of these 100 hours at a higher rate.

First, the original pay will need to be reversed, bringing the monthly pay down to zero. Then, process the pay, with the new hours reflecting the different rates, using the automated RX feature.

Earning Detail Screen (003)

<u>File E</u> dit	<u>V</u> iew <u>C</u> ommu	nication <u>A</u> ctions	<u>W</u> indow <u>H</u> elp								
0 P		• •		<u>)</u>) []o []v	🔗 🔩					
	*	* PAY -	EARNIN) DETAIL	PAYR	OLL H	ISTORY	INQUIRY	- INQ 3	**	0703
l											
WARR	ANT NO.	: 52836	70	EID.: B	A34167	67	M	CINTYRE,	CLYDE C		
1880	= DATE	: 08 26	15	SCHEDUL	E NO.:	HID	8	CHEDULE:	08 16	15 10 08 3	31 15
р	POSNO	FARN	LINTTS	3 PA	Y RATE				RETI	REMENT	CAL
S B	ACCR	BEG - A	CCR END	, РҮ	i kini L		moon	MO	P/S/SP	R.RATE	UNE
_ н	62204	0 REG	100.00	00	13.350		1335.0	0 12	P9M	13.350	N2
I	07/16	/15 - 0	7/31/15								
I											
I											
I											
I											
PAGE	01 OF	01						[P=		001 M=MENI	
(075)) - LAS	T SCREE	N - NO 1	10RE DAT	A			ΓK-		OUT IT HEIR	(1
TRAN	3: <u>003</u>	EID: BA	3416767	WARRANT	NO: 5	28367	0 ISS	DATE: <u>08</u>	2615 DI	STRICT: 00	0132
TRANS	5: <u>003</u>	EID: <u>BA</u>	3416767	WARRANT	NO: <u>5</u>	28367	<u>0</u> ISS	DATE: <u>08</u>	<u>2615</u> DI	STRICT: <u>00</u>	<u>)132</u>

PERS Detail Screen (007)

Eile Edit View Communication Actions Window Help						
	1	🕺 🏈 😼				
** PAY - PER	S DETAIL - I	PAYROLL HI	STORY - IN	1Q **		0707
WARRANT NO.: 5283670 ISSUE DATE : 08 26 15	EID.: BA3 SCHEDULE N	416767 0.: H1D	MCINTYF SCHEDUL	RE,CLYDE .E: 08 16	С. 15 ТО 0	8 31 15
BEGIN END EARN MO/DA DATE TYPE UNITS	EARN AMOUNT	RETIRE REP RATE	SUBJECT AMOUNT	PL-S-I	DEDUCT AMOUNT	CONT AMOUNT
0716 073115 REG 100.00	1335.00	13.350	1335.00	P9M	93.45	145.82
PAGE 01 OF 01	MODE DATA		[[R=RETURN	001 M=M	IENU]
TRANS: 007 EID: BA3416767	WARRANT NO	: 5283670	ISS DATE:		ISTRICT	00132
		. <u>0200010</u>			10	001002

<u>File</u> <u>E</u> dit	<u>View</u> <u>Communica</u>	ation <u>A</u> ctions <u>W</u> indow <u>H</u>	<u>H</u> elp										
0 B		🖬 🔥 😓 💩 e	a 🛯 🕫 🕾 🌒	1 🔊 🔗 😨									
		** [PERS - MONTH	LY BALANC	ES - INO **		0436						
	PRIMARY JOB: 2												
BA3416767 MCINTYRE,CLYDE C. MONTHLY ID: 2 CURRENT YEAR													
SEQ	APPL	NO LIMIT	NO LIMIT	LIMIT	LIMIT	EMPLOYEE	EMPLOYER						
NO.	MONTH	HOURS	DOLLARS	HOURS	DOLLARS	CONTRIB	CONTRIB						
01	07 15	100.00	1335.00	100.00	1335.00	93.45	146.85						
02	08 15	0.00	0.00	0.00	0.00	0.00	0.00						
03	09 15	0.00	0.00	0.00	0.00	0.00	0.00						
04	10 15	0.00	0.00	0.00	0.00	0.00	0.00						
05	11 15	0.00	0.00	0.00	0.00	0.00	0.00						
06	12 15	0.00	0.00	0.00	0.00	0.00	0.00						
07	01 16	0.00	0.00	0.00	0.00	0.00	0.00						
08	02 16	0.00	0.00	0.00	0.00	0.00	0.00						
09	03 16	0.00	0.00	0.00	0.00	0.00	0.00						
10	04 16	0.00	0.00	0.00	0.00	0.00	0.00						
11	05 16	0.00	0.00	0.00	0.00	0.00	0.00						
12	06 16	0.00	0.00	0.00	0.00	0.00	0.00						
(070)			TRANGAGTION	DATA TA									
		K HUTTUN UR		DATA TO	TOP NO.								
TRANS	s: <u>036</u>	EII	J: <u>внз416767</u>		JOB NO:	<u>z</u> D18	STRICT <u>00132</u>						
MA	b						23/067						

Monthly Balances Screen (036)

This is the PERS Monthly Balances Screen (04/036) which can be accessed in Function 04 using Transaction 036. You may have also heard this referred to as the PERS bucket screen in the Employee Data Base. It displays, for any given month paid, earnings that are subject to PERS retirement

Earnings paid in excess of 176 (or 184 hours for a month that has 23 working days) hours will not be subject to PERS. These earnings will accumulate in the "no limit" fields of this screen.

The system maintains this information for two fiscal years only. What you will see on the first screen is the current fiscal year and on the second screen, the most recent prior fiscal year. Each year when the new fiscal year begins, the prior year's buckets drop off and are no longer visible. The "current year" rolls over to prior year status and replaced with a new screen for the new fiscal year.

Special Note: To process payroll periods prior to the PERS "Bucket" availability, you will need to use the special earnings codes of RXS and LXS instead of "REG". This is the only way to process these older transactions in order to force the system to compute retirement contributions. We will cover RXS/LXS transactions in our final exercise.

Earning Detail Screen (003)

E	Eile Edit View Communication Actions Window Help													
l		B	!!	🖬 🗞	b b	🗎 🧐	翌 🌒 🕫	v 🏈 😼						
Γ			**	PAY -	EARNIN	G DETA	ILPA	YROLL	HISTOR	Y INQU	IRY	- INQ	**	0703
١.														
U T	RKE	INI E DA	NU.:	08 26	15	SCHER	88341	ылыл • н1п		SCHEDU	RΕ,(ΓΕ·	08 16	15 TO 08 '	21 15
ľ	0001			00 20	15	JUNEL				JUILEDO		00 10	15 10 00 0	/I I./
L	Р	P0	SNO	EARN	UNIT	5	PAY RA	TE	AMOU	NT P	AY	RETI	REMENT	CAL
S	В	AC	CR B	EG - A	CCR END	PY	,				MO	P/S/SP	R.RATE	
L	н	62	2040	REG	100.0	กก	13.3	50	1335	00	12	рам	13 350	N2
F		07	/16/	15 - 0	7/31/15		10.0	00	1000.	00	12	1.511	10.000	112
L														
L														
L														
L														
L														
L														
L														
L														
L														
P	AGE	01	0F 0:	1							[R=F	RETURN	001 M=MENU	ן [ו
	075) DANS		LAST	SCREE	N - NO			52836	70 199	DATE	0.81	2615 DT		122
Ļ		. <u>U</u>	1 <u>00</u> E.	то, <u>о</u> н	0410101	WHKKF	INT NU.	<u>JZ030</u>	10 100	UNIC.	002	201 <u>3</u> DI	<u> 318101. U</u>	<u>20102</u>

One-Time Pay Screen (004)

Ele Edit View Communication Actions Window Help									
** PAY - ONE TIME PAY - UPD ** 0204									
SCHEDULE: 254 DISTRICT: 00001 BATCH: 200 ISSUE DATE: 09 15 15									
EMPLOYEE NAME: MC INTYRE,CLYDE EID: BA3416767									
PUSITION NUMBER: 642040 PAY PERIOD: 07 16 15 07 31 15 PRIOR YEAR: _									
(1) 01 0-00000 0-11100-10000-2160-3700000 100 00									
EOR THE AROVE ACCRUAL PERIOD THE EOLOWING INCOMPATION IS FROM THE EDR									
DETIDE DET DATE DEDCENT SESSIN RADE INT									
12 250 100 00 % DN									
TO B ERN TIME ERN TIME RATE/AMT RET RATE RETIRE									
RX H RFG 100.00 13.350 13.350 PG M									
LX H REG 20.00 14.00 14.00 P9 M									
DISTRIBUTION ACCT									
LX <u>H</u> <u>REG</u> <u>80.00</u> <u>13.350</u> <u>13.350</u> <u>P9M</u>									
DISTRIBUTION ACCT									
DISTRIBUTION ACCT									
(002) - ENTER YOUR CHANGES.									
<u>TRN 004 SCD 254 BT 200 PAGE 0001 0001 EID BA3416767. TRL DIST 00001</u>									

Ele Edit View Communication Actions Window Help						
** PAY - PER	S DETAIL -	PAYROLL HI	STORY - I	NQ **		0707
WARRANT NO.: 5283677 ISSUE DATE : 08 29 15	EID.: BA SCHEDULE	3416767 NO.: 254	MCINTY	RE,CLYDE LE: 07 1	C. 6 15 TO	07 31 15
BEGIN END EARN MO/DA DATE TYPE UNITS	EARN AMOUNT	RETIRE REP RATE	SUBJECT AMOUNT	PL-S-I	DEDUCT AMOUNT	CONT AMOUNT
0716 073115 REG 80.00 0716 073115 REG 20.00 0716 073115 REG 100.00-	1068.00 280.00 1335.00-	13.350 14.000 13.350	1068.00 280.00 1335.00	P9M P9M - P9M	74.76 19.60 93.45 -	126.53 30.59 147.79-
PAGE 01 OF 01 (075) - LAST SCREEN - NO	MORE DATA			[R=RETUR	N 001 M=	MENU]
TRANS: 007 EID: BA3416767	WARRANT N	0: <u>5283677</u>	ISS DATE:	082915	DISTRICT	: 00111

The PERS Detail Screen displays how the adjustments will appear going through PERS. The entire month is reversed and replaced by the new lines. The new lines will be reported to CalPERS.

File Edit	View Communica	tion Actions Window H	Heln								
		ndoni <u>A</u> cdona <u>M</u> indow <u>i</u>		-1 -1 -1 -1							
		жж [PERS - MONTHI	Y BALANC	ES - INQ **		0436				
	PRIMARY JOB: 2										
BA3	416767	MCINTYRE	,CLYDE C.		MONTH	JRRENT YEAR					
SEQ	APPL	NO LIMIT	NO LIMIT	LIMIT	LIMIT	EMPLOYEE	EMPLOYER				
NO.	MONTH	HOURS	DOLLARS	HOURS	DOLLARS	CONTRIB	CONTRIB				
01	07 15	100.00	1348.00	100.00	1348.00	94.36	159.70				
02	08 15	0.00	0.00	0.00	0.00	0.00	0.00				
03	09 15	0.00	0.00	0.00	0.00	0.00	0.00				
04	10 15	0.00	0.00	0.00	0.00	0.00	0.00				
05	11 15	0.00	0.00	0.00	0.00	0.00	0.00				
06	12 15	0.00	0.00	0.00	0.00	0.00	0.00				
07	01 16	0.00	0.00	0.00	0.00	0.00	0.00				
08	02 16	0.00	0.00	0.00	0.00	0.00	0.00				
09	03 16	0.00	0.00	0.00	0.00	0.00	0.00				
10	04 16	0.00	0.00	0.00	0.00	0.00	0.00				
11	05 16	0.00	0.00	0.00	0.00	0.00	0.00				
12	06 16	0.00	0.00	0.00	0.00	0.00	0.00				
	-										
(073)	- ENTER	R ACTION OR	TRANSACTION	DATA TO	PROCEED.						
TRANS	: 036	EII	D: <u>BA3416767</u>		JOB NO:	2 DI S	STRICT <u>00132</u>				
MO				^			00/007				

As long as the new LX transactions are correct, the buckets will look like this. With the automated RX feature, there are no more incorrect reversals and no more unreconciled differences.

Exercise 7 - Mid-Month Salary Adjustment for a Prior-Period

Mid-Month Salary Adjustment for Prior Period

A mid-month salary adjustment for a prior period is needed when an employee should have received a salary rate/step increase in the middle of a month and the employee had already been paid a full month's earnings at a single salary rate.

The first step in processing a mid-month salary adjustment is to update the employee's EDB record. This is done on the Salary/Pay Rate Screen (01/005) in HRS. Action Code 17 (Salary Change) is used to change the employee's placement on the salary schedule. Once the EDB record has been updated, the adjustment to payroll can be processed.

The second step in processing a mid-month salary adjustment is to enter the adjusting transactions using three separate One-Time Pay Screens (02/004). After reversing the original pay, use the REG/DKT, REG method to pay the mid-month salary increase.

REG/DKT, REG Method

Use the actual accrual dates for each rate when entering the adjusting transactions.

- REG/DKT Pay the first rate the full number of days in the calendar. Then, dock the number of days that rate is not earned.
- REG Pay the second rate the same number of days docked on the first rate. The total number of days paid at each rate should equal the calendar days for the period being adjusted.

Example 1 – A mid-month salary adjustment to correct a pay.

The calendar days for the period being adjusted are 21. The first rate pays 21 days REG and 11 days DKT (accrual dates are the 1^{st} through the 15^{th}). The second rate would pay 11 days REG (accrual dates are the 16^{th} through the end of the month).

Joan Nance was paid for the month of July 2015 at the monthly rate of \$3,287.00. As a result of a promotion, the employee was entitled to an increase in salary effective July 16, 2015. Since she has already been paid for July, a mid-month salary adjustment is needed to correct her pay.
This is the original pay for July 2015.

File Edi	it <u>V</u> iew <u>C</u> ommur	nication <u>A</u> ctions <u>M</u>	<u>(</u> indow <u>H</u> elp								
		I 🖬 ⊾	d d 🕯	1 🧐 🕾 🌒	<u>/0 00 🔗 50</u>						
	*	* PAY - E	ARNING	DETAIL	PAYROLL	HISTORY	INQUIRY	- INQ	**	0	703
WARR ISSU	ANT NO. E DATE	: 5283624 : 08 10 19	E 5 S	ID.: AQ4 CHEDULE	1697412 NO.:C3A	NA SC	ANCE, JOA CHEDULE:	N A. 07 01	15 TO	07 31	15
P S B	POSNO ACCR	EARN BEG - ACC	UNITS R END	PAY PY	RATE	AMOUNT	PAY MO	RET P/S/S	IREMENT P R.RA	(TE	CAL
_ M	52202 07/01	0 REG /15 - 07/	21.000 31/15	3287	7.000	3287.00) 12	P9M	3287.	000 1	м
PAGE	01 OF	01 T SCREEN	- NO MO				[R=	RETURN	001 M=	MENU]	
TRAN) - LHS IS: <u>003</u>	EID: <u>AQ46</u>	- NU HU 97412 W	ARRANT N	0: 52836	24 155 6	ATE: 08	2415 D	ISTRICT	· 001	11
					<u></u>	<u>21</u> 100 L	////E/ <u>00</u>	2110 0	TOURIOI		<u></u>
	h				<u></u>	<u>, 21</u> 100 E	<u></u>	2110 0	IUNCIO	23.	/067
	h	inter Arton M	Endere Unite			21 100 1	<u></u>	2110 0	ISTRICT	23.	/ 067
File Edi	t <u>Vi</u> ew <u>C</u> ommur	nication Actions V	indow Help	비 딸(땀) DETAIL -	<u>∕</u> □ <u>⊘</u> <u>⊘</u> <u>©</u> ∕□ <u>⊘</u> <u>⊘</u> <u>©</u>	 _ HISTOR ^y	Y - INQ	**		0	707
Ele Edi Ele Edi WARR	t <u>V</u> iew <u>C</u> ommun ANT NO. E DATE	nication <u>A</u> ctions <u>M</u> M M M M M M M M	(indow <u>H</u> elp Defined - PERS H E 5 S	J ♥ ☎ ♥ DETAIL - ID.: AC CHEDULE	/□ <□	 _ HISTOR` _ Nf	Y - INQ ANCE,JOA	** N A. 07 01	15 то	07 31	/067 707 15
File Edi WARR I SSU BEGI M0 / D	t <u>Vi</u> ew <u>C</u> ommun ANT NO. E DATE N END A DATE	nication <u>A</u> ctions <u>V</u> M M N N ** PAY : 5283624 : 08 10 1 EARN TYPE UNI	indow Help PERS E E 5 S TS	」 学習 会 DETAIL - ID.: AC CHEDULE EARN AMOUNT	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	HISTOR HISTOR SUBA E AMOU	Y - INQ ANCE,JOA CHEDULE: JECT JNT PL	** N A. 07 01 -S-I	15 TO DEDUCT AMOUNT	07 31 CONT AMOU	1707 15
Elle Edi Elle Edi WARR I SSU BEGI MO/D 0701	t <u>View Commun</u> ANT NO. E DATE N END A DATE 073115	nication Actions V 	(Indow <u>H</u> elp – PERS H E 5 S TTS 00 3	」 学 留 ● DETAIL - ID.: A(CHEDULE EARN AMOUNT 3287.00		 _ HISTOR` _ SUB _ SUB	Y - INQ ANCE,JOA CHEDULE: JECT JNT PL B7.00 P	** N A. 07 01 -S-I 9M	15 TO DEDUCT AMOUNT 230.09	07 31 CONT AMOU 359.	1707 15 NT 04
Ele Edi WARR ISSU BEGI MO/D 0701	t View Commun ANT NO. E DATE N END A DATE 073115	nication Actions V 	indow Help - PERS - E 5 S TS 00 3	」 愛 密 ● DETAIL - ID.: A(CHEDULE EARN AMOUNT 2287.00		 _ HISTOR` _ SUB _ SUB	Y - INQ ANCE,JOA CHEDULE: JECT JNT PL B7.00 P	** N A. 07 01 -S-I 9M	15 TO DEDUCT AMOUNT 230.09	07 31 07 31 CONT AMOU 359.	1707 15 NT 04
Ele Edi WARR ISSU BEGI MO/D 0701	t <u>View Commun</u> ANT NO. E DATE N END A DATE 073115	nication Actions V 	(indow <u>H</u> elp - PERS - E 5 S TS 00 3	』 學 雷 ● DETAIL - EID.: AC CHEDULE EARN AMOUNT 2287.00	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 _ HISTOR` _ SUB _ SUB	Y - INQ ANCE,JOA CHEDULE: JECT JNT PL B7.00 P	** N A. 07 01 -S-I 9M	15 TO DEDUCT AMOUNT 230.09	07 31 07 31 CONT AMOU 359.	707 15 NT 04
Ele Edi WARR ISSU BEGI MO/D 0701	t <u>View Commun</u> ANT NO. E DATE N END A DATE 073115	nication Actions V 	Indow <u>H</u> elp - PERS - PERS - E 5 S TS 00 3	』 學習 ● DETAIL - EID.: AC CHEDULE EARN AMOUNT 2287.00	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 _ HISTOR' _ NA _ SUB _ SUB _ E AMO(Y - INQ ANCE,JOA CHEDULE: JECT JNT PL B7.00 P	** N A. 07 01 -S-I 9M	15 TO DEDUCT AMOUNT 230.09	07 31 CONT AMOU 359.	707 15 NT 04
WARR ISSU 0701	t View Commun ANT NO. E DATE N END A DATE 073115	nication Actions V	[indow <u>H</u> elp - PERS - PERS - E 5 S - TS 00 3	J ₽ ∰ ♠ DETAIL - EID.: AC CHEDULE EARN AMOUNT 2287.00	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 - HISTOR' SUB. SUB. TE AMOU	Y - INQ ANCE,JOA CHEDULE: JECT JNT PL B7.00 P	** N A. 07 01 -S-I 9M	15 TO DEDUCT AMOUNT 230.09	07 31 CONT AMOU 359.	707 15 NT 04
WARR ISSU 0701	t View Commun	nication <u>A</u> ctions <u>V</u> E E E E E E E E	indow Help - PERS + E 5 S TTS 00 3	』 學習 ● DETAIL - EID.: AC CCHEDULE EARN AMOUNT 2287.00	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 - HISTOR' SUBA E AMOU	Y - INQ ANCE,JOA CHEDULE: JECT JNT PL 87.00 P	** N A. 07 01 -S-I 9M	15 TO DEDUCT AMOUNT 230.09	07 31 CONT AMOU 359.	707 15 NT 04

PAGE 01 OF 01 [R=RETURN 001 M=MENU] (075) - LAST SCREEN - NO MORE DATA TRANS: <u>007</u> EID: <u>A04697412</u> WARRANT NO: <u>5283624</u> ISS DATE: <u>082415</u> DISTRICT: <u>00111</u>

<u>File</u> <u>E</u> dit	<u>File Edit Vi</u> ew <u>Communication</u> <u>Actions</u> <u>W</u> indow <u>H</u> elp							
B	◙ ฿฿ ฃฃฃ ฃ ๖ ๖ ๙ ๗ ฃ ฃ ฃฃฃ ๔ / 0 ๙ ๙ ๖							
		**	PERS - MONTH	LY BALANCI	ES - INQ **		0436	
					PRIMA	RY J0B: 1		
AQ4	697412	NANCE, JO	AN A.		MONTH	LY ID: 2 CU	JRRENT YEAR	
SEQ	APPL	NO LIMIT	NO LIMIT	LIMIT	LIMIT	EMPLOYEE	EMPLOYER	
NO.	MONTH	HOURS	DOLLARS	HOURS	DOLLARS	CONTRIB	CONTRIB	
01	07 15	176.00	3287.00	176.00	3287.00	230.09	359.04	
02	88 15	0.00	0.00	0.00	0.00	0.00	0.00	
03	89 15	0.00	0.00	0.00	0.00	0.00	0.00	
04	10 15	0.00	0.00	0.00	0.00	0.00	0.00	
05	11 15	0.00	0.00	0.00	0.00	0.00	0.00	
06	12 15	0.00	0.00	0.00	0.00	0.00	0.00	
07	01 16	0.00	0.00	0.00	0.00	0.00	0.00	
08	82 16	0.00	0.00	0.00	0.00	0.00	0.00	
09	03 16 -	0.00	0.00	0.00	0.00	0.00	0.00	
10	84 16	0.00	0.00	0.00	0.00	0.00	0.00	
11	85 16	0.00	0.00	0.00	0.00	0.00	0.00	
12	86 16	0.00	0.00	0.00	0.00	0.00	0.00	
(073)	- ENTE	R ACTION OR	TRANSACTION	DATA TO I	PROCEED.	-	_	
TRANS	: <u>036</u>	EI	D: <u>AQ4697</u> 412		JOB NO:	<u>1</u> DIS	STRICT <u>00111</u>	

The original PERS Monthly Balances for July 2015.

The Salary Pay/Rate Screen **before** the step rate change.

File Edit View Communication Actions Window Help ** PER - SALARY/PAY RATE -UPD ** 0105 AQ4697412 NANCE, JOAN A. EFFEC DATE: ____ ACTNS: PRIME JOB: P JOB POSITION JOB CLASS 522020 ACCOUNTING SPECIALIST 1 522020 TIME TIME CYCLE BASIS PAY MOS ILL PLAN VAC PLAN RPT LOCN RPT CD EARNINGS TYPES <u>E4</u> M <u>12</u> <u>NA</u> <u>NA</u> 909 Ν <u>REG</u> SCHED/RANGE/STEP EFF DATE %FULL-TIME CALC METH FULL-TIME RATE SALARY RATE <u>1 182 02</u> 01 01 15 <u>100.00</u> 3287.000 3287.000 _ STIPENDS: ____ ____ RETIRE RATE 0/RIDE WORK DAYS WORK CAL WORK HRS/DY SESS TYPE <u>264.0</u> 3287.000 <u>M</u>____ <u>8.00</u> STRS STRS *** RETIREMENT: PLAN STATUS SPL EFF DATE PERS CASE STS CLS CD BASE HRS <u>P9</u> <u>M</u> <u>09 01 07</u> .00 _ (005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL. TRANS: 005 EID: <u>A04697412</u> JOB: <u>1</u> DISTRICT: 00111 мА ь 23/067



The Salary Pay/Rate Screen **after** the step rate change. The employee has moved from salary step 02 to 03. When updating the salary information on is screen, use Action Code 17. It will update to job history.

The next step is to reverse the payroll for that month.

This is informational only. It is NOT part of the "hands-on" exercise.

Elle Edit View Communication Actions Window Help	
** PAY - EARNING DETAILPAYROLL HISTORY IN	QUIRY - INQ ** 0703
HARRANT NO 1 5283624 ETD 1 404607412 NANO	E JOAN A
ISSUE DATE : 08 10 15 SCHEDULE NO.:C3A SCHE	DULE: 07 01 15 TO 07 31 15
P POSNO EARN UNITS PAY RATE AMOUNT S B ACCR BEG - ACCR END PY	PAYRETIREMENT CAL MO P/S/SP R.RATE
_ M 522020 REG 21.000 3287.000 3287.00 07/01/15 - 07/31/15	12 P9M 3287.000 M
PAGE 01 OF 01	[R=RETURN 001 M=MENU]
TRANS: 003 EID: AQ4697412 WARRANT NO: 5283624 ISS DAT	E: 082415 DISTRICT: 00111
MAL	23/067

Next, find the warrant in payroll history that needs adjusting, and reverse that entire month. On the Earning Detail Screen (0703),

- 1. In the S column field, type an X to select that transaction line.
- 2. Hit the **Enter key** on your keyboard.

The system prompts, "ENTER Y TO SWITCH TO ONE-TIME PAY OR SCROLL (F) OR (B)."

- 3. In the action field, type **Y**.
- 4. Hit the **Enter key** on your keyboard.

The system will navigate to the One Time Pay Screen. Three one-time pay screens are needed to complete the adjustment.



With the EDB record updated, the pay adjustment can now be processed. To make changes in payroll, first, build a batch. The payroll adjustment will be processed on supplemental schedule 254 using batch number 200.

<u>File E</u> dit <u>Vi</u> ew <u>C</u> o	mmunication <u>A</u> ctions	<u>W</u> indow <u>H</u> elp						
	B 🖬 🖬 🔈	.	🎒 🦻 🖀 🌒	/1 🕢 🔗 👒				
	*>	K PAY -	BATCH CO	NTROL - 1	IME INPUT	- UPD **		0201
SCHEDULE:	254			DISTRICT	: 00132	ISSUE DAT	E:	08/13/15
					PHY	KULL KUN DHII	E:	08/09/15
ВАТСН	-ENTERED	TOTALS-	· -(COMPUTED	TOTALS-	EDIT	FATAL	STATUS
	TRING	UNITY	,		UNITO	0EN	LINIONO	
<u>200</u>	<u>1</u>	1				000	00000	
BALA	NCE ? _							
RECA	LL ?_							
DELE	TE ?_							
(024) - E	NTER TRANS	SACTION	DATA.	0000 53	D	TDI	DIOT	00100
TRN <u>001</u> S	UD <u>254</u> B	1 <u>200</u> F	'AGE <u>0000</u>	<u>0000</u> EI	. U	IRL	<u> </u>	<u>00132</u>

Since the adjustment will result in additional salary being paid, it is not necessary to process the adjustment against positive pay. However, it is advisable to make most of the other adjustments when there is positive pay just in case there is not enough cash flow

https://www.lacoe.edu/hrs_training Page 73

First Screen – Reverse (RX) the original pay.

Ele Edit View Communication Actions Window Help	
** PAY - ONE TIME PAY - UPD ** 020	94
SCHEDULE: 254 DISTRICT: 00132 BATCH: 200 ISSUE DATE: 08 13 15	
EMPLOYEE NAME: NANCE, JOAN A. EID: AQ4697412	
POSITION NUMBER: <u>522020</u> PAY PERIOD: <u>07 01 15 07 31 15</u> PRIOR YEAR: _	-
(1) 01.0-00000.0-15001-10000-2190-1040000 100.00 FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM JOB HISTORY RETIRE RPT. RATE PERCENT SESSN BARG UNIT 3287.000 <u>100.00</u> % <u>NE</u> JOB CLASS: <u>522020</u> PAY MO: <u>12</u> CAL: <u>M</u> <u>12</u> REISSUE: _ VOL: _ TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE RX M REG <u>21.00</u> <u>3287.000</u> <u>3287.000</u> P9 M _ DISTRIBUTION ACCT	
DISTRIBUTION ACCT	
DISTRIBUTION ACCT	
DISTRIBUTION ACCT	
(002) - ENTER YOUR CHANGES.	,
MALLER 1770	100

The first screen is used to reverse, RX, the original pay. The lower salary rate of 3,287.000 with the accrual period of 07/01/15-07/31/15 is entered on this screen.

Second Screen – Enter the adjusting LX transaction.

Elle Edit View Communication Actions Window Help
▣ ฿฿ ฆฃฃ ฃฃฃฃฃฃฃฃฃฃ
** PAY - ONE TIME PAY - UPD ** 0204
SCHEDULE: 254 DISTRICT: 00132 BATCH: 200 ISSUE DATE: 08 13 15
EMPLOYEE NAME: NANCE, JOAN A. EID: AQ4697412
POSITION NUMBER: <u>522020</u> PAY PERIOD: <u>07 01 15 07 15 15</u> PRIOR YEAR: _
(1) 01.0-00000.0-15001-10000-2190-1040000 100.00 FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB RETIRE RPT. RATE PERCENT SESSN BARG UNIT 3287.000 <u>100.00</u> % <u>NE</u>
JOB CLASS: <u>522020</u> PAY MO: <u>12</u> CAL: <u>M_16</u> REISSUE:VOL:
<u>LX M REG 21.00 DKT 11.00 3287.00 3287.00 P9 M</u>
DISTRIBUTION ACCT
DISTRIBUTION ACCT
DISTRIBUTION ACCT
(002) - ENTER YOUR CHANGES
1A b A 23/06

The second screen is used to enter the LX (late pay) transaction for the salary rate change, Step 02, for the accrual period of 07/01/15-07/15/15 in which it was earned. In addition, earnings code DKT is entered for the number of days this salary rate is not applicable.

Third Screen – Enter the adjusting new LX transaction.

Eile <u>E</u> dit <u>V</u> iew <u>C</u> ommunication <u>A</u> ctions <u>W</u> indow <u>H</u> elp						
◙ ฿฿฿ ฃฃฃ ๖๖ ๙๗ ฃ ฃฃฃ ๔ ฅ ๙ ฃฃ						
** PAY - ONE TIME PAY - UPD ** 0204						
SCHEDULE: 254 DISTRICT: 00132 BATCH: 200 ISSUE DATE: 08 13 15						
EMPLOYEE NAME: NANCE, JOAN A. EID: AQ4697412						
POSITION NUMBER: <u>522020</u> PAY PERIOD: <u>07 16 15 07 31 15</u> PRIOR YEAR: _						
(1) 01.0-00000.0-15001-10000-2190-1040000 100.00 FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB RETIRE RPT. RATE PERCENT SESSN BARG UNIT 3455.000 <u>100.00</u> % <u>NE</u>						
JOB CLASS: <u>522020</u> PAY MO: <u>12</u> CAL: <u>M 16</u> REISSUE: _ VOL: _						
LX M REG 11.00 3455.00 3455.00 P9 M						
DISTRIBUTION ACCT						
DISTRIBUTION ACCT						
(002) - ENTER YOUR CHANGES.						
TRN <u>004</u> SCD <u>254</u> BT <u>200</u> PAGE <u>0001</u> <u>0000</u> EID <u>AQ4697412</u> TRL DIST <u>00132</u>						
MB b A 23/068						

The third screen is used to enter the LX transaction for Step 03, the salary rate of 3,455.000, for the accrual period of 07/16/15-07/31/15.



NOTE: When processing mid-month salary pay or adjustments, make sure you use the actual accrual dates.

Eile Edit View Communication Actions Window Help									
	■ Paper = 10 10 10 10 10 10 10 10 10 10 10 10 10								
** PAY - PER	S DETAIL -	PAYROLL HI	STORY - INQ **	0707					
WARRANT NO.: 5283688	EID.: AQ	4697412	NANCE, JOAN A						
1550E DHTE : 08 13 15	SCHEDULE	NU.: 254	SCHEDULE: 07	16 15 10 07 31 15					
BEGIN END EARN	EARN	RETIRE	SUBJECT	DEDUCT CONT					
MO/DA DATE TYPE UNITS	AMOUNT	REP RATE	AMOUNT PL-S-	I AMOUNT AMOUNT					
0701 071515 REG 21.00	3287.00	3287.000	3287.00 P9M	230.09 359.04					
0701 071515 DKT 11.00-	1643.40-	3287.000	1643.40- P9M	115.04- 179.51-					
0701 073115 REG 21.00-	3287.00-	3287.000	3287.00- P9M	230.09- 359.04-					
0716 073115 REG 11.00	1727.44	3455.000	1727.24 P9M	120.91 188.67					
PAGE 01 OF 01			[R=RET	URN 001 M=MENU]					
(075) - LAST SCREEN - NO	MURE DATA			_					
TRANS: <u>007</u> EID: <u>A04697412</u>	WARRANT N	0: <u>5283688</u>	ISS DATE: <u>08301</u>	<u>5 DISTRICT: 00132</u>					

After payroll processes and the transaction are processed, the pay history screens will reflect the increase in the salary amount subject to PERS.

<u>Eile E</u> dit	<u>V</u> iew <u>C</u> ommunic	ation <u>A</u> ctions <u>W</u> indow I	<u>H</u> elp				
6		🛋 🔥 😓 💩	4 🛾 🖉 🐒 🌒	/0 🔊 🔗 🔩			
<u> </u>		**	PERS - MONTH	LY BALANCI	ES - INO **		0436
					PRIMA	RY JOB: 1	
A04	697412	NANCE, JO	AN A.		MONTH	LY ID: 2 C	URRENT YEAR
· ·		-					
SEQ	APPL	NO LIMIT	NO LIMIT	LIMIT	LIMIT	EMPLOYEE	EMPLOYER
NO.	MONTH	HOURS	DOLLARS	HOURS	DOLLARS	CONTRIB	CONTRIB
01	07 15	176.00	3371.04	176.00	3371.04	235.97	399.37
02	08 15	0.00	0.00	0.00	0.00	0.00	0.00
03	09 15	0.00	0.00	0.00	0.00	0.00	0.00
04	10 15	0.00	0.00	0.00	0.00	0.00	0.00
05	11 15	0.00	0.00	0.00	0.00	0.00	0.00
06	12 15	0.00	0.00	0.00	0.00	0.00	0.00
07	01 16	0.00	0.00	0.00	0.00	0.00	0.00
08	02 16	0.00	0.00	0.00	0.00	0.00	0.00
09	03 16	0.00	0.00	0.00	0.00	0.00	0.00
10	04 16	0.00	0.00	0.00	0.00	0.00	0.00
11	05 16	0.00	0.00	0.00	0.00	0.00	0.00
12	06 16	0.00	0.00	0.00	0.00	0.00	0.00
(073)	- ENTE	R ACTION OR	TRANSACTION	DATA TO I	PROCEED.		_
TRANS	3: <u>036</u>	EII): <u>AQ4697412</u>		JOB NO:	<u>1</u> DI	STRICT <u>00132</u>
MA	b						23/067

The PERS buckets now reflect the salary increase. It also indicates the employee has earned a full month of service credit.

Intentionally left blank

Exercise 8 - Retro Included in a Prior-Period Adjustment

Retro Included in a Prior-Period Adjustment

Salary history includes the original pay and the retro paid several months later that includes the accrual period. CalPERS requires that if a retro has been paid for a particular accrual period needing adjustment, such as adjusting the employee's pay to a higher rate, all pay, including the retro, needs reversing. If you are doing a prior-period adjustment for a period where a retro has been paid, it should be performed in this way.

- 1. Reverse the retro on the one time retro screen.
- 2. Reverse the original regular pay.
- 3. Pay the new adjusted pay line.

Example - An employee received a retroactive pay adjustment.

Kay Noble is an employee who received a retroactive pay adjustment. She was paid for the month of August 2013, with a rate of \$3,479.00. She received a retroactive salary increase to the rate of \$3,653.00. The district is going to give her another salary rate increase to \$3,856.00.

<u>File Edit View Communication Actions Window H</u> elp				
■ ♣ ♣ ■ ■ ≥ ≥ ≥ ≥ ≥ ≥ ≥ € € ■ ♥ ☎ ● / ○				
** PAY - EARNING DETAILPAYROLL HISTORY I	NQUIRY	- INQ **	070	93
WARRANT NO.: 5283665 EID.: NP5180491 NOE	BLE,KAY	Ο.		
ISSUE DATE : 08 31 16 SCHEDULE NO. : C2B SCH	EDULE:	08 01 16 T	0 08 31 16	
P POSNO EARN UNITS PAY RATE AMOUNT	PAY	RETIRE	MENT Cr	۹L
S B ACCR BEG - ACCR END PY	мо	P/S/SP	R.RATE	
_ M 522040 REG 22.000 3479.000 3479.00	12	Р9М З	479.000 N	
08/01/16 ~ 08/31/16				
PAGE 01 OF 01	[R=R	ETURN 00	1 M=MENU]	
(075) - LAST SCREEN - NO MORE DATA				
TRANS: 003 EID: NP5180491 WARRANT NO: 5283665 ISS DA	ATE: 083	116 DIST	RICT: 00132	2
			23/0	067

Eile Edit View Communication Actions Window Help								
** PAY - PER	S DETAIL - PA	AYROLL HIS	STORY - I	NQ **		0707		
WARRANI NU.: 5283665	EID.: NP518	80491	NUBLE,	KAY U.				
ISSUE DATE : 08 31 16	SCHEDULE NU	· : C2B	SCHEDU	LE: 08 01	16 TO 08	31 16		
REGIN END EARN		TIRE			DEDUCT	CONT		
		ED RATE		PI - S- T				
	THEORY IN		Inteent	12 0 1	THIODIAL			
0801 083116 REG 22.00	3479.00	3479.000	3479.00	Р9М	243.53	380.01		
PAGE 01 OF 01				[R=RETUR	N 001 M=N	IENU]		
(075) - LAST SCREEN - NO	MORE DATA				_			
TRANS: <u>007</u> EID: <u>NP5180491</u>	WARRANT NO:	<u>5283665</u>	ISS DATE:	<u>083116</u>	DISTRICT	<u>00132</u>		
M <u>A</u> a		A				23/067		

<u>F</u> ile <u>E</u> dit	<u>V</u> iew <u>C</u> ommu	nication <u>A</u> ctions <u>W</u> indov	v <u>H</u> elp				
B	🛍 🔳	🖬 🖢 🛃 🚵	👜 🧐 🕾 🔮 🖊 🚳	1 🤣 🐜			
		** F	PERS - MONTH	LY BALANCI	ES - INQ **		0436
					PRIMA	RY JOB: 1	
NPS	5180491	NOBLE, KAY	(O.		молтн	LY ID: 2 CL	JRRENT YEAR
SEQ	APPL	NO LIMIT	NO LIMIT	LIMIT	LIMIT	EMPLOYEE	EMPLOYER
NO.	MONTH	HOURS	DOLLARS	HOURS	DOLLARS	CONTRIB	CONTRIB
01	07 16	0.00	0.00	0.00	0.00	0.00	0.00
02	08 16	176.00	3479.00	176.00	3479.00	243.53	412.16
03	09 16	0.00	0.00	0.00	0.00	0.00	0.00
04	10 16	0.00	0.00	0.00	0.00	0.00	0.00
05	11 16	0.00	0.00	0.00	0.00	0.00	0.00
06	12 16	0.00	0.00	0.00	0.00	0.00	0.00
07	01 17	0.00	0.00	0.00	0.00	0.00	0.00
08	02 17	0.00	0.00	0.00	0.00	0.00	0.00
09	03 17	0.00	0.00	0.00	0.00	0.00	0.00
10	04 17	0.00	0.00	0.00	0.00	0.00	0.00
11	05 17	0.00	0.00	0.00	0.00	0.00	0.00
12	06 17	0.00	0.00	0.00	0.00	0.00	0.00
(073)	- ENTE	R ACTION OR	TRANSACTION	DATA TO I	PROCEED.		
TRANS	S: <u>036</u>	EIC): <u>NP5180491</u>		JOB NO:	<u>1</u> DIS	- STRICT <u>00132</u>

The PERS bucket screen shows the employee is receiving a full month of service credit for the pay she received.

Eile	<u>E</u> dit	<u>V</u> iew <u>C</u> om	munication	<u>A</u> ction	ns <u>W</u> indow I	<u>l</u> elp										
	Ð	à 😐		ba 😓	a a 🗈	\$ 2	ا 🕫 🛫	1 🤣 🔩								
		>	** PA	Y -	EARNIN	G DET	AIL	PAYROLL	. HIS	TORY	INQUIR	Y - I	NQ >	кж	0	9703
WA	RRAI	ИТ ИО.	: 52	8368	1	EID.	: NP5	180491		N	OBLE, KA	Y 0.				
IS	SUE	DATE	: 04	10	17	SCHEI	DULE	NO.: R3	7	S	CHEDULE	: 08	ด1 1	6 то 9	8 31	16
												00		0.00	0 01	10
	Р	POSNO) EAI	RN	UNIT	s	PAY	RATE	AI			R	ETIF	REMENT-	_	CAL
s	В	ACCR	BEG	- AC	CR END	- P'	Y				мо	P/S	/SP	R.RAT	E	
Γ	-														-	
L .	М	52204	40 R	тѕ			3653	. 000	1	74.0	0 12	Р9М	I	3653.0	00	N
		08/01	/16 -	- 08	/31/16											
L .																
L .																
L .																
L .																
L .																
L .																
	<u>с</u> г. ,	01 05	01								[D	-0570		001 U-U	 NU 1	
PH (A					NO						[R	-REIU	IN U	M=M TOC		
U	75)	- LHS	SU	REEN	- NU	MURE		0 5000	0.01		DATE			_		
IR	HNS	: <u>003</u>	EID:	<u>NP5</u>	180491	WHRRI	HNI N	0: <u>5283</u>	681	ISS	DHIF: 04	41017	DIS	SIRICI:	001	132

<u>File Edit View Communication Actions Window</u>	<u>H</u> elp					
🖸 🗈 🛍 🔳 🖬 🖬 🛍 💼 🛍	9 🕾 🔹 🕫 💊	🤗 🔩				
** PAY - PER	S DETAIL - I	PAYROLL HI	STORY - I	NQ **		0707
WARRANT NO.: 5283681	EID.: NP5:	180491	NOBLE,	KAY O.		
ISSUE DATE : 04 10 17	SCHEDULE N	0 .:R37	SCHEDU	LE:08 01	16 TO 08	31 16
BEGIN END EARN	EARN I	RETIRE	SUBJECT		DEDUCT	CONT
MO/DA DATE TYPE UNITS	AMOUNT I	REP RATE	AMOUNT	PL-S-I	AMOUNT	AMOUNT
0801 083116 RTS .00	174.00	3653.000	174.00	РЭМ	12.18	19.01
PAGE 01 OF 01				LR=RETURN	1 001 M=N	IENUJ
(075) - LAST SCREEN - NO	MORE DATA				_	
TRANS: 007 EID: NP5180491	WARRANT NO	: 5283681	ISS DATE:	041017	DISTRICT:	00132

1. Reverse the retro on the one-time retro screen.

Reverse any retroactive pay associated with the pay you are trying to adjust. The adjustment is done on the Retro Adjustment Screen (0307), also referred to as the one-time retro screen. To reverse the entry,

• In the +/- field, type – (a negative sign).



IMPORTANT: Points to remember when reversing any retroactive pay.

Points to Remember

- > Always reverse the retro using the one-time retro screen.
- Do not reverse the line as a regular line of pay on the one-time pay screen as it appears after the retro has increased the salary amount as shown below. The retro must be reversed on the one-time retro screen.

RX M REG 22.00 3653.00 3653.00 P9M

2. Reverse the original regular pay.



3. Pay the new adjusted pay line.

Eile Edit View Communication Actions Window Help	
** PAY - ONE TIME PAY - UPD **	0204
SCHEDULE: 238 DISTRICT: 00132 BATCH: 201 ISSUE DATE: 08 30 17	
EMPLOYEE NAME: NOBLE, KAY 0. EID: NP5180491	
POSITION NUMBER: <u>522040</u> PAY PERIOD: <u>08 01 16 08 31 1</u> 6 PRIOR YEAR	: _
(1) 01.0-00000.0-15001-10000-2190-1040000 100.00 FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB RETIRE RPT. RATE PERCENT SESSN BARG UNIT 3479.000 100.00 % S NE	
JOB CLASS: <u>522040</u> PAY MO: <u>12</u> CAL: <u>N</u> <u>12</u> REISSUE: _ VOL: _	
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE	
<u>RX M REG _ 22.00 3479.0003479.000 P9 M _</u>	
IX M REG 22 00 3856 000 3856 000 P9 M	
DISTRIBUTION ACCT	
TRN 004 SCD 238 BT 201 PAGE 0001 0001 EID NP5180491 TRL DIST 00	132
MA a A 2	37068

Elle Edit View Communication Actions Window Help									
	8 R 8 8 8 8 8 8 8 8 9 9 9 8 9 1 0 9 9								
** PAY - PER	S DETAIL - I	PAYROLL HIS	STORY - IN	1Q **		0707			
WARRANT NO.: 5283690	EID.: NP5	180491	NOBLE, K	(AY 0.					
ISSUE DATE 08 30 17	SCHEDULE NO	0.: 238	SCHEDUL	E: 08 01 :	17 08 31 17	7			
BEGIN END EARN	EARN I	RETIRE	SUBJECT		DEDUCT	CONT			
MO/DA DATE TYPE UNITS	AMOUNT I	REP RATE	AMOUNT	PL-S-I	AMOUNT	AMOUNT			
0801 083116 REG 22.00	3856.00	3856.000	3856.00	P9M	269.92	421.19			
0801 083116 REG 22.00-	3479.00-	3479.000	3479.00-	P9M	243.53-	380.01-			
0801 083116 RTS 22.00-	174.00-	3653.000	174.00-	P9M	12.18-	19.01-			
PAGE 01 OF 01			[R=RETUR	<u>00</u> 1 M=N	IENU]			
(075) - LAST SCREEN - NO I	MORE DATA								
TRANS: 007 EID: NP5180491	WARRANT NO	: <u>5283690</u> I	ISS DATE:	<u>083017</u> [DISTRICT:	<u>00132</u>			

This is how the adjustments would appear on the PERS Detail Screen (007) when it is processed correctly. The retro is reversed, the original pay is reversed, and both lines are replaced by the new monthly pay.

Intentionally left blank

Exercise 9 - Special Compensation Information

Standardized Earnings Codes for Reporting Special Compensation Payments to CalPERS

Special Compensation Earning Codes

The criteria for special compensation established in CCR 571 (b) are:

- Contained in a written labor policy or agreement;
- Available to all members in the group or class;
- Part of normally required duties;
- Performed during the normal hours of employment;
- Paid periodically as earned;
- Historically consistent with the prior payments for the job classification;
- Not paid exclusively in the final compensation period;
- Not the final settlement pay; and
- Not to create an unfunded liability over and above CalPERS' actuarial assumptions.

Payroll reporting to CalPERS requires special compensation to be reported by category and type for CalPERS members.

The following earnings codes are established in HRS as a lump sum pay and subject to CalPERS contributions. Districts are required to use these earnings codes to identify special compensations per CalPERS direction.

Standardized Earnings Codes for Reporting Special
Compensation Payments to CalPERS

Earnings Codes	Туре	Description
BSS	Bonus	For Classic members only - Compensation to the employees for superior performance, such as "annual performance bonus" or "merit pay." A program or system must be in place to plan and identify performance goals and objectives. If paid only during a member's final compensation period, it shall be excluded from the final compensation.
LON	Longevity	Additional compensation to the employees who have been with an employer for a certain minimum period of time, exceeding five years.
OPL	Off-Salary Schedule	For Classic members only - Compensation, in addition to base salary, paid in similar lump-sum amounts to a group or class of employees in lieu of increases to the salary schedule. Not to exceed 6%.
EIN	Educational Incentive	Compensation to the employees for completing educational courses, certificates, and degrees which enhance their ability to do their job. A program or system must be in place to evaluate and approve acceptable courses.
DGR	Degree: Undergraduate Graduate Doctoral	Compensation to the school district employees who are required to obtain a specified degree.
BIL	Bilingual	Compensation to the employees who are routinely and consistently assigned to positions requiring communication skills in languages other than English.
SSD	Shift Differential	Compensation to the employees who are routinely and consistently scheduled to work other than a standard 'daytime' shift.
SEV	Severe Special Education	Compensation to the school instructional aides who are routinely and consistently assigned to work with severely disabled students (i.e. personal hygiene assistance, special education students).
UNI	Uniform – The funds are given to the employees.	For Classic members only - Compensation paid to the <u>employee</u> (stipend) to purchase and/or maintain the <u>required</u> clothing (uniform). It excludes personal health and safety items (i.e. protective vest, safety shoes).

Г

Earnings Codes	Туре	Description
UNP	Uniform – The district pays the cost.	For Classic members only - Compensation <u>paid by the</u> <u>district (no stipend)</u> . The same as earnings code UNI. District calculates the annual amount to maintain uniform and reports a monthly amount each month.
DIF	Confidential Premium	Compensation to the rank-and-file employees who are routinely and consistently assigned to sensitive positions requiring trust and discretion.
ASP	Administrative Secretary Premium	Compensation to an administrative secretary_responsible for coordinating meetings, plans, and other specialized activities for the governing board of the contracting agency or school employer.
LWS	Lead Worker/Supervisor	Compensation to the employees who are routinely and consistently assigned to a lead or supervisory position over other employee's subordinate classification or agency-sponsored program participants.
SYP	School Yard Premium	Compensation to <u>part-time</u> school district employees who are routinely and consistently assigned to supervise students during recreation.
TUP	Temporary Upgrade Pay	For Classic members only - Compensation to employees who are required by their employer, or governing board or body to work in an upgraded position/classification of limited duration.
		be creditable.
DDP	Detective Division Premium	Compensation to local police officers, county peace officers, and school police, or security officers who are routinely and consistently assigned to a detective or investigative division or intelligence duties.
NOT	Notary Pay	Compensation to clerical employees who obtain and maintain a notary public certificate from the State of California or are deputized by an agency's chief administrative officer to sign legal or financial documents for the agency.

Contact LACOE's Payroll Section to establish the codes for your district:

Exercise 10 - Avoiding Service Credit Adjustment Problems

Avoiding Service Credit Adjustment Problems

When a prior-period adjustment is processed for an employee, PERS retirement recommends that all pay for that period is included in the adjustment. This is true even if one of the pay transactions is not affected by the adjustment.

Example: When an employee's pay is adjusted and not all the pay for the period is included in the adjustment, show the effect on retirement.

Shelley Moore was paid for the full month of April 2017 at the rate of \$3,317.00. She also received seven hours of overtime pay. In this case, the seven hours of overtime were not subject to PERS contributions*. Her monthly pay will give her a full month of service credit. In addition, her pay was later adjusted to allow for three days of dock time. The following displays the result of the original pay and the adjustment.

* The overtime pay is not subject to retirement because when an employee receives a full month of pay equal to one full month of service credit, he/she cannot earn any more service credit.

<u>File Edit View Communication Actions Window</u>	Help								
	■ E E = = ***								
** PAY - PER	** PAY - PERS DETAIL - PAYROLL HISTORY - INQ **								
WARRANT NO.: 6352471	EID.: SX0	541917	MOORE, S	SHELLEY C),				
ISSUE DATE : 05 10 17	SCHEDULE NO	D.: E4T	SCHEDUL	E: 04 01	L 17 TO 0	04 30 17			
BEGIN END EARN	EARN I	RETIRE	SUBJECT		DEDUCT	CONT			
MO/DA DATE TYPE UNITS	AMOUNT F	REP RATE	AMOUNT	PL-S-I	AMOUNT	AMOUNT			
0401 043017 REG 22.00	3317.00	3317.000	3317.00	P9M	232.19	355.15			
0401 043017 OVT 7.00	200.94	28.706	. 00	P9M	. 00	. 00			
PHGE UI UF UI				LK=KETURN	N UUI M=N	IENU			
TRANSPORT	MURE DATA	0050474		054047		004.00			
TRHNS: 007 EID: <u>\$20541917</u>	WHKKHNI NU	: <u>6352471</u> .	ISS DATE:	<u>05101/</u> L	DISTRICT:	00132			

The pay history screen (0707) shows the detail of the monthly earnings and the overtime pay. It also shows the monthly earnings subject to retirement and the contributions taken. If the employee has already worked a complete full time month, overtime is not subject to retirement.

<u>File E</u> dit	<u>V</u> iew <u>C</u> ommunica	tion <u>A</u> ctions <u>W</u> indow !	<u>H</u> elp				
o B		📓 🍖 🛤		/0 🔊 🔗 🔩			
		**	PERS - MONTH	LY BALANCE	ES - INO **		0436
					PRIMA	RY J0B: 2	
SXC	0541917	MOORE, SHI	ELLEY 0.		MONTH	LY ID: 2 P	RIOR YEAR
SEQ	APPL	NO LIMIT	NO LIMIT	LIMIT	LIMIT	EMPLOYEE	EMPLOYER
NO.	MONTH	HOURS	DOLLARS	HOURS	DOLLARS	CONTRIB	CONTRIB
01	07 14	0.00	0.00	0.00	0.00	0.00	0.00
02	08 14	0.00	0.00	0.00	0.00	0.00	0.00
03	09 14	0.00	0.00	0.00	0.00	0.00	0.00
04	10 14	0.00	0.00	0.00	0.00	0.00	0.00
05	11 14	0.00	0.00	0.00	0.00	0.00	0.00
06	12 14	0.00	0.00	0.00	0.00	0.00	0.00
07	01 15	0.00	0.00	0.00	0.00	0.00	0.00
08	02 15	0.00	0.00	0.00	0.00	0.00	0.00
09	03 15	0.00	0.00	0.00	0.00	0.00	0.00
10	04 15	183.00	3514.94	176.00	3317.00	232.19	392.97
11	05 15	176.00	3317.00	176.00	3317.00	232.19	392.97
12	06 15	176.00	3317.00	176.00	3317.00	232.19	392.97
							_
(073)) - ENTER	ACTION OR	TRANSACTION	DATA TO P	PROCEED.		
TRANS	3: <u>036</u>	EI	D: <u>8X0541917</u>		JOB NO: <u>;</u>	<u>2</u> DI \$	STRICT <u>00111</u>
MÂ	b						23/067

The PERS bucket screen (036) shows that her monthly pay filled the Limit Dollars field. The overtime is populated in the No Limit Hours field and No Limit Dollars field.

The district decides to make an adjustment, but to make that adjustment, it must use the automated RX feature in HRS. To make the adjustment, navigate to the Earning Detail Screen (003), in pay history, for the warrant that needs to be adjusted. <u>Both</u> lines must be adjusted in order to ascertain that all pay is correctly included in the adjustment.



File Edit View Communication Actions Window Help							
▣ ₱₽ ₽ ■ ■ ▶ ₩ ₩ ₩ ₽ ₽ ₽ ₽ ₽ ₽ ₩							
** PAY - ONE TIME PAY - UPD ** 0204							
SCHEDULE, 254 DISTRICT, 00111 BHICH, 200 ISSUE DHIE, 08 13 15							
EMPLOYEE NAME: MOORE, SHELLEY 0. EID: \$X0541917							
POSITION NUMBER: <u>621041</u> PAY PERIOD: <u>04 01 15 04 30 15</u> PRIOR YEAR: _							
(1) 01.0-00000.0-00000-82000-2211-3300000 100.00							
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB							
RETIRE RPT. RATE PERCENT SESSN BARG UNIT							
3317.000 <u>100.00</u> % <u>CS</u>							
JOB CLASS: <u>621041</u> PAY MO: <u>12</u> CAL: <u>N 16</u> REISSUE:VOL:							
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE							
<u>RX H OVT 19.13728.706 P9 M _</u>							
DISTRIBUTION ACCT <u>01</u> <u>0</u> <u>00000</u> <u>0</u> <u>81000</u> <u>50000</u> <u>2241</u> <u>0000010</u>							
<u>LX H OVT 19.13728.706 P9 M _</u>							
DISTRIBUTION ACCT							
RX M REG _22.003317.000 _3317.000 P9 M _							
DISTRIBUTION ACCT							
LX M REG _22.00 DKT3.00 _3317.0003317.000 P9 M _							
(002) - ENTER YOUR CHANGES.							
TRN <u>004</u> SCD <u>254</u> BT <u>200</u> PAGE <u>0001</u> <u>0001</u> EID <u>SX0541917</u> TRL DIST <u>00111</u>							
MA A 23/06/							

Ele Edit View Communication Actions Window Help								
● 말 : :::::::::::::::::::::::::::::::::								
WARRANT NO.: 5283689 EID.: SX0541917 MOORE,SHELLEY O. ISSUE DATE : 06 10 15 SCHEDULE NO.:E4V SCHEDULE: 05 01 15 05 31 15								
BEGIN END EARN MO/DA DATE TYPE UNITS	EARN RETIRE AMOUNT REP RATI	SUBJECT E AMOUNT PL-S-I	DEDUCT CONT AMOUNT AMOUNT					
0401 043015 REG 22.00 0401 043015 DKT 3.00- 0401 043015 REG 22.00- 0401 043015 0VT 7.00- 0401 043015 0VT 7.00 0401 043015 REG 22.00	3317.00 3317.00 452.31- 3317.00 3317.00- 3317.00 200.94- 28.7 200.94 28.7 3317.00 3317.00	3317.00 P9M 20 251.37- P9M 30 3317.00- P9M 06 0.00 P9M 06 200.94 P9M 00 3317.00 P9M	232.19 362.32 17.60- 27.46- 232.19- 355.15- 0.00 0.00 14.65 23.81 232.19 392.97					
PAGE 01 0F 01		[R=RETUR	N 001 M=MENU]					
(075) - LAST SCREEN - NO I	MORE DATA							
TRANS: <u>007</u> EID: <u>SX0541917</u>	WARRANT NO: <u>52836</u>	<u>89</u> ISS DATE: <u>061015</u>	DISTRICT: <u>00111</u>					

The new adjustment reverses the overtime hours. It shows the subject earnings that were once zero are now replaced with the amount subject to PERS contributions.

<u>File E</u> dit	<u>View</u> <u>C</u> ommunic	ation <u>A</u> ctions <u>W</u> indow	<u>H</u> elp				
0 P		📓 🗞 😓 💩	a 🏽 🖉 👘	/0 🐼 🍫 🔩			
Γ-		**	PERS - MONTH	LY BALANCI	ES - INQ **		0436
					PRIMA	RY J0B: 2	
SX	0541917	MOORE, SH	ELLEY 0.		MONTH	LY ID: 2 C	JRRENT YEAR
SEQ	APPL	NO LIMIT	NO LIMIT	LIMIT	LIMIT	EMPLOYEE	EMPLOYER
NO.	MONTH	HOURS	DOLLARS	HOURS	DOLLARS	CONTRIB	CONTRIB
01	07 14	0.00	0.00	0.00	0.00	0.00	0.00
02	08 14	0.00	0.00	0.00	0.00	0.00	0.00
03	09 14	0.00	0.00	0.00	0.00	0.00	0.00
04	10 14	0.00	0.00	0.00	0.00	0.00	0.00
05	11 14	0.00	0.00	0.00	0.00	0.00	0.00
06	12 14	0.00	0.00	0.00	0.00	0.00	0.00
07	01 15	0.00	0.00	0.00	0.00	0.00	0.00
08	02 15	0.00	0.00	0.00	0.00	0.00	0.00
09	03 15	0.00	0.00	0.00	0.00	0.00	0.00
10	04 15	159.00	3065.63	159.00	3065.63	214.59	363.19
11	05 15	176.00	3317.00	176.00	3317.00	232.19	392.97
12	06 15	176.00	3317.00	176.00	3317.00	232.19	392.97
(073)) - ENTE	R ACTION OR	TRANSACTION	DATA TO I	PROCEED.		_
TRAN	3: <u>036</u>	EI	D: <u>SX0541917</u>		JOB NO:	<u>2</u> DI	STRICT <u>00111</u>
MÂ	h						23/067

The PERS bucket screen (036) displays the effect of the adjustment. The Limit Hours field and Limit Dollars field are reduced by the adjusted dock time. The limit fields of the bucket are reduced to less than 176 hours. The no limit fields are also reduced by the dock time. Now, the overtime hours will be reported to CalPERS.

https://www.lacoe.edu/hrs_training

Intentionally left blank

Exercise 11 - RAN Transaction

RAN Transaction

RAN is a special earnings code. It does not pay the employee and does not use time units. It only causes the subject earnings to display and performs a calculation to deduct the PERS contributions the member owes to her retirement account. If you have made this error, please call the SFS Retirement unit so we can guide you through the process.



NOTE: The district performs a RAN transaction when the PERS Retirement Unit requests or approves it.

RAN Transactions are performed when other payroll adjustments will not work, such as the RX/LX transactions. We perform RAN adjustments when an employee has been paid correctly, but for unknown reasons, the subject earnings go unrecognized leaving the employee owing PERS contributions.

The RAN adjustment only affects the retirement contributions and does not pay the employee again. An LX RAN must be performed when the employee is receiving pay because it takes the contributions. If the contributions had been over-deducted, an RX RAN will refund the contributions.

Example – Implement a RAN adjustment.

In our previous example, Shelley Moore was paid for her seven hours of overtime. If the payroll adjustment had not included the seven hours of overtime in the adjustment, the system would not have recognized the seven hours of overtime to cause them to be subject to PERS, producing a service credit problem. A good way to remedy this problem would be to implement a RAN adjustment.

This is Shelley's original pay.

<u>File Edit View Communication Actions Window</u>	<u>H</u> elp						
◎ È È ■ ● ≥ ≥ ≥ 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2							
** PAY - PERS DETAIL - PAYROLL HISTORY - INQ ** 070						0707	
WARRANT NO.: 6352471	EID.: SX0	9541917	MOORE, S	SHELLEY	ο.		
ISSUE DATE : 05 10 17	SCHEDULE I	NO.: E4T	SCHEDUL	E: 04 0	1 17 TO	04 30 17	
BEGIN END EARN	EARN	RETIRE	SUBJECT		DEDUCT	CONT	
MO/DA DATE TYPE UNITS	AMOUNT	REP RATE	AMOUNT	PL-S-I	AMOUNT	AMOUNT	
0401 043017 REG 22.00	3317.00	3317.000	3317.00	P9M	232.19	355.15	
0401 043017 OVT 7.00	200.94	28.706	. 00	P9M	. 00	. 00	
PAGE 01 OF 01				[R=RETUR	N 001 M=	MENU]	
(075) - LAST SCREE <u>N - NO</u>	MORE DATA			_			
TRANS: 007 EID: SX0541917	WARRANT NO	D: <u>63524</u> 71	ISS DATE:	051017	DISTRICT	: 00132	
						22/067	

Navigate to the Batch Control Screen (001) in Function 02 to create a batch. Once on the Time Entry Menu Screen,

- 1. In the **TRANS field**, type 001.
- 2. In the **SCD field**, type 254.
- 3. In the **BT field**, type 200.
- 4. Hit the Enter key on your keyboard.

Eile Edit View Communication Actions Window Help		
** PAY - BATCH CONTROL - TIME INPUT	- UPD **	0201
SCHEDULE: 254 DISTRICT: 00111 PAYR	ISSUE DATE: OLL RUN DATE:	08/13/13 08/09/13
BATCH -ENTERED TOTALSCOMPUTED TOTALS- TRANS UNITS TRANS UNITS	EDIT FATAL GEN ERRORS	STATUS
20011	000 00000	
BALANCE ? _		
RECALL ? _		
DELETE ? _		
(024) - ENTER TRANSACTION DATA		
TRN <u>001</u> SCD <u>254</u> BT <u>200</u> PAGE <u>0000</u> <u>0000</u> EID <u>SX054191</u>	<u>7</u> TRL DIS	T <u>00111</u>
M£ b		23/070

On the Batch Control Screen, enter the following data in the indicated fields.

- In the ENTERED TOTALS TRANS field, type 1.
- In the **ENTERED TOTALS UNITS field**, type 1.
- Hit the **Enter key** on your keyboard.

The system will prompt, "PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?"

- In the action field, type **Y** to update and save the changes.
- Hit the Enter key on your keyboard

The system will navigate to the One Time Pay Screen (004).

- In the **action field**, type **J** to jump.
- In the **TRN field**, type **004**.

- In the **SCD field**, type 254.
- In the **BT field**, type 200.
- In the **EID** field, type SX0541917 the employee identification number of Shelley Moore.
- Hit the **Enter key** on your keyboard.



On this screen, enter the following data in the indicated fields.

POSITION NUMBER:	621041		
PAY PERIOD	04 01 17	04 30 17	

Hit the Enter key on your keyboard.

The system populates the labor distribution and percent, retirement reporting rate, percent full-time, session type, bargaining unit, job classification, pay months, and calendar from EDB or Job History. Continue to enter the following data in the indicated fields.

TC:	LX
B :	н
ERN	RAN
RATE/AMT:	200.94
RET. RATE:	19.137
RETIRE:	P9M

Hit the Enter Key on your keyboard.

The system will prompt, "PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?"

- In the **action field**, type **Y** to update and save the changes.
- Hit the **Enter key** on your keyboard.

RAN adjustment after payroll runs.

<u>File Edit View Communication Actions Window H</u>	<u>H</u> elp					
◎ È È ■ ■ > > > > > + + + + + + + + + + + + +						
** PAY - PERS DETAIL - PAYROLL HISTORY - INQ ** 0707						
WARRANT NO.: 5283709 EID.: SX0541917 MOORE,SHELLEY O.						
ISSUE DATE : 09 01 17	SCHEDULE I	NO.: 254	SCHEDUL	E: 07 0	1 17 TO 0	7 31 17
BEGIN END EARN	EARN	RETIRE	SUBJECT		DEDUCT	CONT
MO/DA DATE TYPE UNITS	AMOUNT	REP RATE	AMOUNT	PL-S-I	AMOUNT	AMOUNT
0401 043017 RAN .00	200.94	19.137	200.94	РЭМ	14.06	21.95
0701 073117 OVT 8.00	229.64	19.137	. 00	P9M	.00	.00
PAGE 01 DE 01				R=RFTUR	N 001 M=	MENU1
(075) - LAST SCREEN - NO I	MORE DATA					
TRANS: <u>007</u> EID: <u>SX0541917</u>	WARRANT NO	D: <u>5283709</u>	ISS DATE:	090117	DISTRICT	: <u>00132</u>

<u>File</u> Edit	t <u>V</u> iew <u>C</u> ommu	unication <u>A</u> ctions <u>W</u> indov	v <u>H</u> elp				
		жж [PERS - MONTH	ILY BALANCE	ES - INQ **		0436
	PRIMARY JOB: 2						
SXC	SX0541917 MOORE, SHELLEY 0. MONTHLY ID: 2 CURRENT YEAR						IRRENT YEAR
SEQ	APPL	NO LIMIT	NO LIMIT	LIMIT	LIMIT	EMPLOYEE	EMPLOYER
NO.	MONTH	HOURS	DOLLARS	HOURS	DOLLARS	CONTRIB	CONTRIB
01	07 16	0.00	0.00	0.00	0.00	0.00	0.00
02	08 16	0.00	0.00	0.00	0.00	0.00	0.00
03	09 16	0.00	0.00	0.00	0.00	0.00	0.00
04	10 16	0.00	0.00	0.00	0.00	0.00	0.00
05	11 16	0.00	0.00	0.00	0.00	0.00	0.00
06	12 16	0.00	0.00	0.00	0.00	0.00	0.00
07	01 17	0.00	0.00	0.00	0.00	0.00	0.00
08	02 17	0.00	0.00	0.00	0.00	0.00	0.00
09	03 17	0.00	0.00	0.00	0.00	0.00	0.00
10	04 17	159.00	3065.63	159.00	3065.63	214.59	334.86
11	05 17	176.00	3317.00	176.00	3317.00	232.19	355.15
12	06 17	176.00	3317.00	176.00	3317.00	232.19	355.15
(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.							
TRANS	S: <u>036</u>	EII	D: <u>SX0</u> 541917		JOB NO:	<u>2</u> DIS	TRICT <u>00132</u>
мА	_			^			22/067

This is what the buckets look like after the RAN adjustment. The Limit Hours field and the Limit Dollars field now contain those seven overtime hours, correcting her service credit.

REMEMBER: The RAN adjustment only affects the retirement contributions and does not pay the employee again. An LX RAN must be performed when the employee is receiving pay because it takes the contributions. If the contributions had been over-deducted, an RX RAN will refund the contributions.

Exercise 12 - Earnings Codes RXS/LXS

Earnings Codes RXS/LXS

The PERS bucket area has a space limitation. Only two fiscal years of buckets are available. One year is the current fiscal year. The second year is the prior fiscal year.

The pay calculation process uses the bucket area to determine how much a payroll transaction will be subject to PERS and what amount in contributions will be taken. If the bucket is not available for the period of time on a given pay transaction, PERS will <u>not</u> be affected, even if the pay transaction is coded to take the PERS contributions (P9M). The system will process the transaction without taking PERS contributions.

Earnings codes RXS and LXS were designed to work in place of other earnings codes, such as REG, for adjustments that are processed outside the limits of the PERS buckets. Using RXS/LXS will force the system to identify the earnings as subject to PERS and will take the retirement contributions.

The RXS earnings code will always be used with an RX transaction. The LXS earnings code will always be used with a LX transaction.

IMPORTANT: <u>The automated RX feature cannot be used</u>. You must manually enter the adjusting transactions on the one time pay screens using RXS and LXS as the earnings codes instead of REG. Using the automated RX feature with older transactions will result in errors and PERS contributions not being calculated.
Example – Make adjustments using earning codes RXS and LXS.

Edward Nixon was paid in error for the months of May and June 2012. He should have been paid a higher salary for those months. As such, the district needs to correct his payroll for that time period. The only way to make these adjustments is to use the RXS and LXS earnings codes.

Eile Edit View Communication Actions Window Help						
	🗎 🤁 🖀	<u>⁄" 🖓 😪</u>				
** PAY - PER	S DETAIL -	PAYROLL HI	STORY - IN	\Q * ∗		0707
WARRANT NO.: 1218943	EID.: EK	5515681	NIXON, E	EDWARD I		
ISSUE DATE : 06 10 12	SCHEDULE	NO.: E4V	SCHEDUL	_E: 05 0	01 12 10	05 31 12
BEGIN END EARN	EARN	RETIRE	SUBJECT		DEDUCT	CONT
MO/DA DATE TYPE UNITS	amount	REP RATE	amount	PL-S-I	AMOUNT	amount
0501 053112 REG 22.00	3367.00	3367.000	3367.00	P9M	235.69	360.50
PAGE 01 OF 01				[R=RETUF	<u>RN_001 M=</u>	MENU]
(075) - LAST SCREEN - NO	MORE DATA					
TRANS: <u>007</u> EID: <u>EK5515681</u>	WARRANT N	10: <u>1218943</u>	ISS DATE:	<u>06101</u> 2	DISTRICI	: <u>00111</u>

The PERS Detail Screen (007) shows the payroll issued to Edward Nixon for the month of May 2012.

<u>File Edit View Communication Action</u>	ns <u>W</u> indow <u>H</u> elp						
** P	AY - PERS DETAIL -	PAYROLL HIS	STORY - IN	IQ **		0707	
HODDONT NO . 1242		515691					
ISSUE DATE : 07 0	8 12 SCHEDULE N	0.: E4X	SCHEDUL	E: 06 0	1 12 ТО 0	06 30 12	
BEGIN END EARN	EARN	RETIRE	SUBJECT		DEDUCT	CONT	
MU/DH DHIE TYPE	UNITS HMUUNT	REP RHIE	HMUUNT	PL-5-1	HMUUNI	HMUUNT	
0601 063012 REG	22.00 3367.00	3367.000	3367.00	P9M	235.69	384.41	
0601 063012 DKT	1.00- 153.05-	3367.000	153.05-	P9M	10.71-	15.71-	
	When using RXS	and LXS	coding,				
	one must use the	e <u>net</u> amou	nt when				
	LXS do not reco	qnize time	units.				
	In this case:			1			
	DEG: 2267.00						
	REG: 3367.00 DKT: -153.05						
	AMT: 3213.95						
PAGE 01 OF 01				FUR	N 001 M=N	1ENU]	
(075) - LAST SCI	Management of the Owner, Name	and the second secon					
IRANS: <u>007</u> EID: <u>E</u>	<u>K5515681</u> WARRANT NO	: <u>1343691</u>]	LSS DATE:	<u>070812</u>	DISTRICT:	<u>00111</u>	
MH a						23/067	

Pay history screens 07/003 and 07/007 show the payroll issued to Edward Nixon for the month of June 2012. He was docked a day.

<u>File E</u> dit	<u>V</u> iew <u>C</u> ommunica	tion <u>A</u> ctions <u>W</u> indow (<u>H</u> elp				
🔤 🖻	🗈 😐 🔳	📓 💩 🛃 🛍	# 🗎 🦻 🕾 🏘 🖊	i 🔊 🔗 😴			
\square		**	PERS - MONTHL	Y BALANCI	ES - INQ **		0436
					PRIMA	RY JOB: 9	
EK5	515681	NIXON, ED	WARD I.		MONTH	LY ID: 1 PI	RIOR YEAR
SEQ	APPL	NO LIMIT	NO LIMIT	LIMIT	LIMIT	EMPLOYEE	EMPLOYER
NO.	MONTH	HOURS	DOLLARS	HOURS	DOLLARS	CONTRIB	CONTRIB
	07.40	170.00	0007 00	170.00		005 00	
01	07 12	176.00	3367.00	176.00	3367.00	235.69	384.41
02	08 12	176.00	3367.00	176.00	3367.00	235.69	384.41
03	09 12	176.00	3367.00	176.00	3367.00	235.69	384.41
04	10 12	176.00	3367.00	176.00	3367.00	235.69	384.41
05	11 12	176.00	3367.00	176.00	3367.00	235.69	384.41
06	12 12	176.00	3367.00	176.00	3367.00	235.69	384.41
07	01 13	176.00	3367.00	176.00	3367.00	235.69	384.41
08	02 13	176.00	3367.00	176.00	3367.00	235.69	384.41
09	03 13	176.00	3367.00	176.00	3367.00	235.69	384.41
10	04 13	176.00	3367.00	176.00	3367.00	235.69	384.41
11	05 13	176.00	3367.00	176.00	3367.00	235.69	384.41
12	06 13	176.00	3367.00	176.00	3367.00	235.69	384.41
(073)	- ENTER	R ACTION OR	TRANSACTION	DATA TO I	PROCEED.		_
TRANS	: <u>036</u>	EI	D: <u>EK5515681</u>		JOB NO:	<u>9</u> DI	STRICT <u>00111</u>
мA	_						22/067

The prior year bucket screen shows the earliest period available is July 2012. If retirement is to be affected, any pay transactions or adjustments with an accrual date earlier than this date will require the use of the RXS/LXS earnings codes.

One-Time Pay Screen for Each Accrual Period

To process the adjustment correctly, two one-time pay screens (0204) are used; one screen for each accrual date. For the month of June 2012, only one transaction is needed for RX and one transaction for LX. The amount to be affected is the gross amount and the docked day from the original pay.

Pay History shows two transaction lines: one is REG and the other is DKT. In this situation, the adjustment can be entered by combining both transaction lines which are the original lines of pay. These adjustments will result in the deduction of PERS contributions from the employee's pay. These adjustments must be processed when the employee is receiving positive pay.

Using Batch 200 from the previous exercise, navigate to the One-Time Pay Screen (004) in Function 02.

First Accrual Period

Edit View Communication Actions Window Help	
** PAY - ONE TIME PAY - UPD ** 0	204
CHEDULE: 254 DISTRICT: BATCH: 200 ISSUE DATE: 08 13 13	
MPLOYEE NAME: NIXON, EDWARD I. EID: EK5515681	
POSITION NUMBER: 621041 PAY PERIOD: 05 01 12 05 30 12 PRIOR YEAR:	-
(1) 11.0-96390.0-00000-82000-2211-7250000 100.00	
OR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB	
RETIRE RPT. RATE PERCENT SESSN BARG UNIT	
3367.000 <u>100.00</u> % <u>CS</u>	
UB CLASS: <u>621041</u> PAY MU: <u>12</u> CAL: <u>N_12</u> REISSUE:VUL:	
C B ERN TIME ERN TIME RATEZAMT RET. RATE RETIRE	
X M RXS 3367.000 3367.000 P9 M _	
X M LXS 3535.000 3535.000 P9 M _	
DISTRIBUTION ACCT	
DISTRIBUTION ACCT	
DISTRIBUTION ACCT	
02) - ENTER YOUR CHANGES.	
N 004 SCD 254 BT 200 PAGE 0000 0000 EID EK5515681 TRL DIST 001	11
	-

On this screen, enter the following data in the indicated fields.

POSITION NUMBER:	621041
PAY PERIOD:	05 01 12 05 30 12

• Hit the **Enter key** on your keyboard.

The system populates the labor distribution and percent, retirement reporting rate, percent full-time, session type, bargaining unit, job classification, pay months, and calendar from EDB or Job History. Continue to enter the following data in the indicated fields.

TC:	RX
B:	Μ
ERN:	RXS
RATE/AMT:	3367.000
RET. RATE:	3367.000
RETIRE:	P9M
TC:	LX
B:	Μ
ERN:	LXS
RATE/AMT:	3535.000
RET. RATE:	3535.000
RETIRE:	P9M

The system prompts, "PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?"

- In the action field, type **Y** to update and save the changes.
- Hit the **Enter key** on your keyboard.

Second Accrual Period

Ele Edit View Communication Ar	jctons Window Help	
	** PAY - ONE TIME PAY - UPD **	0204
SCHEDULE: 254	DISTRICT: 00111 BATCH: 200 ISSUE DATE: 08 13 13	
EMPLOYEE NAME:	NIXON, EDWARD I. EID: EK5515681	
POSITION NU	JMBER: 621041 PAY PERIOD: 06 01 12 06 29 12 PRIOR	EAR: _
(1) 11.0-963 FOR THE ABOVE A RETIRE RP 3367 JOB CLASS: <u>6210</u> TC B ERN TIME	390.0-00000-82000-2211-7250000 100.00 ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB PT. RATE PERCENT SESSN BARG UNIT 7.000 100.00 241 PAY MO: PACENT REISSUE: VOL: ERN TIME RATE/AMT RET. RATE RETIRE	
RX M RXS	<u>3213.9503367.000P9_M</u> DISTRIBUTION ACCT	
LX M LXS	<u>3374.320</u> 3535.000 <u>P9 M</u> DISTRIBUTION ACCT	
	DISTRIBUTION ACCT	
(000) ENTER VO	DISTRIBUTION ACCT	
(002) - ENTER YO	BT 200 PAGE 0000 0000 EID EK5515681 TRL DIST	00111
		23/06

On this screen, enter the following data in the indicated fields.

POSITION NUMBER:	621041
PAY PERIOD:	06 01 12 06 29 12

• Hit the **Enter key** on your keyboard.

The system populates the labor distribution and percent, retirement reporting rate, percent full-time, session type, bargaining unit, job classification, pay months, and calendar from EDB or Job History. Continue to enter the following data in the indicated fields.

TC:	RX
B:	Μ
ERN:	RXS
RATE/AMT:	3213.95
RET. RATE:	3367.000
RETIRE:	P9M
TC:	LX
B:	Μ
ERN:	LXS
RATE/AMT:	3374.32
RET. RATE:	3535.000
RETIRE:	P9M

The system prompts, "PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?"

- In the action field, type **Y** to update and save the changes.
- Hit the **Enter key** on your keyboard.

Eile Edit View Communication Actions Window Help						
	🚊 🦻 🖀 🌒	/0 🛇 🍫				
** PAY - PER	S DETAIL -	PAYROLL HI	STORY - I	NQ **		0707
WARRANT NO.: 5283679	EID.: EK	5515681	NIXON,	EDWARD I		0.00.40
1SSUE DHTE : 08 29 13	SCHEDULE	NU.:254	SCHEDU	LE: 06 01	1 13 10 6	06 30 13
REGIN END EARN	EARN	RETIRE	SUBJECT		DEDUCT	CONT
MO/DA DATE TYPE UNITS	AMOUNT	REP RATE	AMOUNT	PL-S-I	AMOUNT	AMOUNT
0501 053112 LXS .00	3535.00	3535.000	3535.00	P9M	247.45	367.78
0501 053112 RXS .00	3367.00-	3367.000	3367.00-	P9M	235.69 -	353.03-
0601 063012 LXS .00	3374.32	3535.000	3374.32	P9M	236.20	351.06
0601 063012 RXS .00	3213.95-	3367.000	3213.95-	· P9M	224.98-	336.97-
BACE 01 05 01					001 M-N	CMU1
(0.75) - LAST SCREEN - NO	MORE DATA			[N-NETURI	v 001 H-P	
TRANS: 007 EID: EK5515681	WARRANT N	0: 5283679	ISS DATE:	082913	DISTRICT:	00111
MA						23/067

The PERS Detail Screen displays the result of the adjustment that processed correctly. The subject earnings and contributions for retirement are computed for May and June 2012. The employee will receive service credit at the higher rate of pay for these two months.