Employer Website Reporting Procedures

Contents

1. GENERAL INFORMATION

<u>Responsibilities</u>

a) Each employer is responsible for developing procedures for entering their payroll and personnel records into the SERS employer services application by established deadlines. SERS will work to resolve any problems relating to data on the records, but employers may need to submit a replacement record if errors cannot be resolved. Employers should maintain a backup of the data, or retain the capability of recreating the data, for at least six months.

b) Each employer is responsible for selecting staff to access the SERS employer services application. A completed *SERS Access Request Form* is required to designate this user. Follow the instructions on the form and send in to SERS for processing.

<u>General Guidelines</u>

a) Please make every effort to ensure that transaction files are reported in a timely manner. Files should be entered by the payroll date being reported on the transmittal, or by such other date as mutually agreed to by the employer and SERS.   These guidelines are established to ensure timely update of your employees' records.

b) For employment terminations, the final termination notification (transaction code 056) should be the last transaction reported for the employee. The final termination notification may be submitted on the same file as the last payroll transactions, but it should not be submitted before the final payroll transactions affecting the member's account have been submitted.

c) Payroll information should be reported in this application every pay period.

d) Payment of contributions due should be forwarded to SERS every pay period.

e) All personnel and payroll transactions that have the 'Post Payroll' indicator set to YES will be posted to the employee's retirement account on Monday morning.

f) For new hires, you will not be able to enter any transactions for that employee until you enter a new hire record (transaction code 015) and it is processed by SERS.

2. EMPLOYER SERVICES SIGN-IN

Already Have an Employer Services Account?

If you do, you can go directly to https://employers.sers.pa.gov and enter your Keystone ID and Password in the blue and tan box in the upper right-hand corner of the screen.

Need an Employer Services Account?

If you need account access, complete a SERS Online Employer Services Access Request Form and submit it to us as directed on the form. Requests are typically reviewed within two weeks. If you have questions about your request, call 717.237.0289.

Once approved, users are notified by e-mail and provided with credentials and instructions.

Need Technical Support?

If you already have an account and need help using the application, e-mail SERS Online Employer Services or call 1.866.766.7740.

To expedite a response, please provide your name, phone number, e-mail address, and a detailed description of the problem you are experiencing.

After 90 days of inactivity, accounts are automatically deactivated. If you have not signed in within the past 90 days, please request a new account.

3. EMPLOYER SERVICES HOME

All employers have access to this screen. You will note it lists the current user's:

- Name
- Agency Affiliation
- Username
- Agency ID
- Work Phone
- Email Address
- Date Account Created

If any of the information is incorrect, please contact SERS.

On the left side of the screen are links to the research and report tools available for your particular agency. If you feel that you are missing a tool, please contact SERS. It is likely that a new access request form may be required to update your roles.

4. RESEARCH RETIREMENT SUMMARY

This tool is available to users who requested human resource and budget information on their access form, and access was granted by both the employer and SERS.

This screen allows you to research a member's basic retirement information. A more detailed report is produced if you work for the same agency as the employee you are researching.

Enter the SSN of the employee you are researching.

About SERS   Investments   NewsRoom   Employers   Contact

pennsylvania
STATE EMPLOYEES' RETIREMENT SYSTEM

Defined Benefit Plan   Defined Contribution Plan   Hybrid Plan   Deferred Compensation Plan

Employer Services Home
Employer Profile
Act 5 Info
Research Data
  Retirement Summary
  Multiple Service
  Health Care Coverage
Report Data
  Batch Payroll
  Individual Transaction
  View Batch Status
  View Transaction Detail
Masquerade

Retirement Summary

Sign-Out

To view an employee's basic SERS retirement information, enter his/her Social Security number.

Basic retirement information includes, retirement status, payroll status, SERS class of service, years of credited service, and total member contributions that the employee paid toward his/her retirement benefit.

SSN: _____ (in 999999999 format)

Submit

Sample Retirement Summary

Member Account Information

Member

SSN: ██████████   Name: ████████████   Status: A   Active status

Member Contributions

		Service Credit	
Taxable Amt:	$42,946.33	Current Hours:	787.50
Interest Amt:	$11,859.78	Current Credit:	0.4773
Non-Taxable Amt:	$0.00	Frozen Credit:	0.0000
		Service Credit:	19.6136
Total Acct Balance:	**$54,806.11**	**Total Service Credit:**	**20.0909**

Agency

Agcy Id	Agency Name	Current Class	Start Date	Stop Date	Payroll Status	Payroll Status Description
70	SERS	AA	12/31/2011		AC	With Pay And Benefits
67	HEALTH DEPARTMENT	AA	03/20/2011	12/30/2011	IT	Termination Or Furlough
26	LIQUOR CONTROL BOARD	AA	11/20/2010	03/19/2011	IT	Termination Or Furlough
81	EXECUTIVE OFFICES	AA	09/10/2008	11/19/2010	IT	Termination Or Furlough
81	EXECUTIVE OFFICES	AA	04/14/2005	08/29/2008	IB	Lwop With Benefits
70	SERS	AA	03/10/2003	01/09/2004	IS	Service Purchase
81	EXECUTIVE OFFICES	AA	06/14/1999	03/30/2005	IB	Lwop With Benefits
70	SERS	A	11/15/1984	11/14/1989	IS	Service Purchase

REPLACE WITH UPDATED SCREENSHOT WITH EXEMPT?

5. RESEARCH MULTIPLE SERVICE

This tool is available to Public School Employee's Retirement System users only.

This screen allows users to view an employee's multiple service-related retirement information.

Users enter an employee's SSN and an interest recalculation date (MM-DD-YYYY) to view the employee's contributions, debts, service credits, frozen present value data, and employment period with a SERS covered employer.

pennsylvania
STATE EMPLOYEES' RETIREMENT SYSTEM

New Members | Active Members | Retired Members | Employers 📞 800.633.5461

HOME | INVESTMENTS ▾ | FORMS ▾ | NEWSROOM ▾ | ABOUT ▾ | CONTACT ▾ | EMPLOYER SIGN IN

Multiple Service Status   Sign-Out

Employer Services Home

Research Data

   Retirement Summary

   Multiple Service

   Health Care Coverage

Report Data

   Batch Payroll

   Individual Transaction

   View Batch Status

   View Transaction Detail

Enter an employee's Social Security number to research if he/she has earned service credit with Pennsylvania's Public School Employees' Retirement System (PSERS) and if that employee has chosen to combine his/her SERS and PSERS service toward a single pension.

If so, you will see information related to the employee's PSERS pension including member contributions, debts, service credit, frozen present value and the period of employment during which the employee contributed to a SERS retirement benefit.

This is a research only tool to generate a hypothetical calculation of interest earned as of a particular date. You will not edit actual member data in this tool.

SSN: [   ] (in 999999999 format)

Interest Recalculation Date: [07-18-2014]

Submit

Sample Multiple Service Report

PSERS Information Portal

Member Account Information

SSN: ▮▮▮▮▮▮▮   Name: ▮▮▮▮▮▮▮   Birthdate: ▮▮▮▮   Sex: Female

Address: ▮▮▮▮▮▮▮   Region: SERS COUNSELING CENTER - HAZLETON

Current SERS Status:	Multiple Service	Final Average Salary:	Not calculated yet since you have less than 13 quarters of service.
Current Coverage:	Full		

Member Contributions

Type	Before 8/1/1983	After 7/31/1983	Total
2- Previously Taxed before 1/1/1987:	$0.00	$0.00	$0.00
3 - Previously Taxed after 12/31/1986:	$0.00	$0.00	$0.00
1 - Taxable:	$0.00	$3,017.81	$3,017.81
0 - Interest:	$0.00	$5,345.67	$5,345.67
TOTALS:	$0.00	$8,363.48	$8,363.48

Interest Posted As Of: 07/22/2014

Member Debts

None

Service Credits

Class	Status	Before 8/1/1983	After 7/31/1983	Total
AA		0.0000	2.0636	2.0636
	TOTALS:	0.0000	2.0636	2.0636

Frozen P.V. Data

None

Employment Periods

Agency	Agency Name	Start Date	Stop Date
9998	INACTIVE MEMBER/CONVERSION AGY	08/11/1987	06/30/1989

6. RESEARCH HEALTH CARE COVERAGE

This tool is available to Pennsylvania Employees Benefit Trust Fund users only.

This screen allows users to view a retired SERS member's healthcare coverage, including their plan, dependents, and Medicare status.

Users enter the retired member's SSN to view the report.

Sample Health Care Coverage Report

Member Health Insurance Information

Payees (Retirement Account Annuitants)

SSN: ███████	Date of Birth: ███████	M/B: M	Status: 00
Name: ███████		Sex: M	
Annuity Date: 02-05-2011		Gross Check Amt: $1,920.60	

Retirement Account

Address: ███████

County: VENANGO
Region: 1

Retirement Type: 01	HI Vendor: 1	Total Premium: $887.67
Retirement Option: 11	HI Indicator: M	HI State Paid: $698.87
HI Group: 919305	HI Plan Code 755	HI Deduction: $92.69
HI Bargain: N1	HI Coverage: 1	HI Billable Amt: $0.00
Death Date:		

Health Insurance Dependent

SSN	NAME	DOB	Sex	Plan	Cov	Med	Status	Status Date

7. EMPLOYER REPORTING DATA

REPORT BATCH PAYROLL (ALL EMPLOYEES)

This screen allows you to enter payroll data for all SERS members employed by your agency for a particular pay date. Payroll information should be entered into this system every pay period. The following transactions are available on this screen:

- 200 – Regular Contributions
- 017 – Refund of Contributions

1. Select a transaction from the drop down menu. Regular payroll information is entered into the Regular Contributions (200) screen.

2. Enter the pay date for the transaction. Type in the pay date (MM-DD-YYYY) or use the pop-up calendar by selecting the icon.

3. Select the Submit button to access the input screen.

REGULAR CONTRIBUTIONS (200)

This input screen is used to enter regular payroll information for all employees who are members of SERS and participants of the 401(a) plan. Retirement earnings, retirement contributions, retirement arrears (if applicable), retirement credit hours, 401(a) contributions, employer contributions, and other payroll data are needed for this transaction.

1. The **Edit Control Data** input screen is used to validate the contribution and earnings totals that you enter. This step is designed to reduce data-entry errors by cross-checking the total entered here to the actual sum of all data you entered in individual records.

   a. **Post transactions for this payroll date** – This field defaults to 'No'. When the individual payroll transactions have been entered, return to the **Edit Control Data** screen and change this field to 'Yes'. **The payroll information will not be transferred to SERS unless this field has been changed to 'Yes'**. Do not select 'Yes' until the transactions have been entered.

   b. Enter the **total defined benefits contributions reported** for all employees for this pay date**.** The program will total all the individual defined benefit contribution records and post the total in the actual sum field. **This total includes Regular and SSI Contributions, and Regular and SSI Arrears Contributions**. If the control total that you entered and the actual sum do not match, an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding.

c. Enter the **total earnings reported** for all employees for this pay date. The program will total all the individual earnings records and post the total in the actual sum field. If the control total and the actual sum do not match, an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding.

d. The **defined benefit agency share** amount due will be automatically calculated by the program and displayed in this field when all data has been entered.

e. Enter the **total 401(a) participant-mandatory contributions** for all employees for this pay date. The program will total all the individual 401(a) mandatory contribution records and post the total in the actual sum field. **This total includes Mandatory 401(a) Contributions and Arrears 401(a) Contributions**. If the control total that you entered and the actual sum do not match, an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding.

f. Enter the **total 401(a) participant-voluntary contributions** for all employees for this pay date. The program will total all the individual 401(a) voluntary contribution records and post the total in the actual sum field. If the control total that you entered and the actual sum do not match, an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding.

g. The 401(a) **agency share** amount due will be automatically calculated by the program and displayed in this field when all data has been entered

h. The buttons at the bottom of the Edit Control Data screen help you navigate through the system as follows:

    i. **Update** – Saves the changes made on the Edit Control Data screen
    ii. **Reset** – Discards the changes made on the Edit Control Data screen
    iii. **Edit Payroll** – Saves the changes made on the Edit Control Data screen and proceeds to the **Edit Payroll** screen where the payroll detail is entered.
    iv. **Finished** – Saves the changes made on the Edit Control Data screen and returns to the main menu.

i. After the control totals have been entered, click the **Edit Payroll** button to input the payroll detail for each employee.

Edit Regular Contributions (200) Data

This screen is used to input payroll information for each employee who is a member of SERS. The Social Security Number, Name, Class, Category and Coverage fields are automatically populated from SERS records. If changes need to be made to any of these fields, select **Individual Transaction** in the left navigation to make the corrections.

1. **Regular Contributions**
   a. Enter the member's defined benefit regular contributions for the pay date requested. They represent the amount of regular defined benefit contributions made on behalf of the member for current service. These contributions are considered "pickup" contributions and are tax-deferred for federal income tax purposes. The amount is determined by applying the defined benefit contribution rate to the retirement-covered earnings. This amount does not include SSI pickup contributions, or regular or SSI arrears payments. The field is numeric, with two decimal places.

2. **Regular Arrears**
   a. Enter the member's defined benefit regular arrears deduction for the pay date requested, if applicable. They represent the amount of member contributions deducted for payment of a retirement-related regular liability. These contributions are not considered "pickup" contributions and are therefore not tax-deferred. For this reason they must be reported separately from regular pickup contributions. This amount does not include contributions deducted for payment of a SSI liability. The field is numeric, with two decimal places.

3. **Service Credit Hours**
   a. Enter the service credit hours for the pay date requested. They represent the number of hours associated with the retirement-covered earnings being reported. SERS credits a member with one full year of service for the first 1650 hours reported during a calendar year. If an employee works in a position in which pay is not based on number of hours worked, you should report to SERS the number of hours which, when multiplied by the number of pay periods in a year, will yield at least 1650 hours for a full-time employee. You should the employer should report a corresponding fractional portion of full-time hours for an employee who cannot reasonably be considered employed full-time. The field is numeric, with two decimal places.

4. **Retirement Earnings**
   a. Enter the retirement earnings for the pay date requested. They represent the actual gross retirement-covered earnings included in the payment that generated the transaction. The field is numeric, with two decimal places.

5. **Employer Amount**
   a. Enter the amount of defined benefit agency share for the employee's pay date. The amount is determined by applying the current fiscal year employer rate to the retirement covered earnings.

6. **Mandatory 401(a) Contribution Amount**
   a. Enter the participant's 401(a) contributions for the pay date requested. They represent the amount of 401(a) contributions made on behalf of the member for current service. These contributions are considered "pickup" contributions and are tax-deferred for federal income tax purposes. The amount is determined by applying the 401(a) contribution rate to the retirement-covered earnings. The field is numeric, with two decimal places.

7. **Voluntary 401(a) Contribution Amount**
   a. Enter the participant's 401(a) voluntary contributions for the pay date requested. They represent the amount of 401(a) contributions made on behalf of the member for current service. These contributions are **not** considered "pickup" contributions and are **not** tax-deferred for federal income tax purposes. The amount is determined by what the employee requested to have withheld from his pay. The field is numeric, with two decimal places.

8. **Arrears 401(a) Payment**
   a. Enter the participant's 401(a) arrears deduction for the pay date requested, if applicable. They represent the amount of 401(a) contributions deducted for payment of a retirement-related regular liability. These contributions are <u>not</u> considered "pickup" contributions and are therefore not tax-deferred. For this reason they must be reported separately from regular pickup contributions. The field is numeric, with two decimal places.

9. **EMPLOYER 401(a) Contribution Amount**
   a. Enter the amount of 401(a) agency share for the employee's pay date. The amount is determined by applying the current fiscal year employer rate to the retirement covered earnings.

10. **Add SSI**
    a. To enter SSI data for an employee who is enrolled in SERS' Social Security Integration program (SSI) coverage 3 or 4, select the **Add SSI button**. This returns you to the **Enter Data for SSI Contributions (201) screen.** SSI data cannot be input for a member who is not enrolled in SERS' SSI program.
    b. Enter the SSI contributions and/or SSI arrears payment to be reported for the employee indicated by the Social Security Number.
    c. SSI contributions are the amount of contributions made on behalf of the employee as a member of SERS' Social Security Integration (SSI) coverage group for current service only. <u>This includes pickup contributions taken at 5% on retirement-covered earnings in excess of the maximum covered by Social Security for only those members who are currently active in SERS' SSI program</u> (retirement coverage codes 3 or 4). These contributions are tax-deferred for federal income tax purposes. This amount does not include regular pickup contributions, or regular or SSI arrears payments. The field is numeric, with two decimal places.
    d. Submit the record to save the SSI information and return to the **Edit Regular Contributions** screen.

11. The buttons at the bottom of the **Edit Regular Contributions** screen help you navigate through the system as follows:
    a. **Previous** – Saves the changes made and returns to the previous page
    b. **Update** – Saves the changes made on the screen
    c. **Update and Exit** – Saves the changes made and returns to the Edit Control Data screen
    d. **Reset** – Discards the changes made
    e. **Next** – Saves the changes made and forwards to the next screen

12. When all payroll data has been input for each employee, select **Update** or **Update and Exit** to save the data. A message will appear stating whether or not the control totals match the amounts that were input.

13. **If the totals match**, select the **Update and Exit** button to return to the **Edit Control Data** screen and change the 'Post Transactions' to 'Yes'. Select the **Update** button to save the change.

14. **If the totals don't match**, an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding.

REFUND OF CONTRIBUTIONS (017)

This screen is used to enter employee retirement contribution refunds. Retirement earnings, retirement contributions, retirement arrears (if applicable) and retirement hours are needed for this transaction. (An example of a refund of contributions would be when earnings, contributions, and hours were reported for a member and it was later discovered that the member was on leave without pay for that pay period.)

1. The **Edit Control Data** screen is where you enter control totals that will be cross-checked to the actual sum of all data you enter in individual records. This step is designed to reduce data-entry errors by cross-checking the total entered here to the actual sum of all data you entered in individual records. **Since this is a refund of member contributions, a <u>negative number</u> must be input into the Edit Control Data screen in order for the control totals to match the actual totals. (example -50.00)**

    a. **Post transactions for this payroll date** – This field defaults to 'No'. When the refund transactions have been entered, return to the **Edit Control Data** screen and change this field to 'Yes'. **The payroll information will not be transferred to SERS unless this field has been changed to 'Yes'**. Do not select 'Yes' until the transactions have been entered.

    b. Enter the **total contributions reported (to be refunded)** for all employees for this pay date**.** The program will total all the individual contribution records and post the total in the actual sum field. If the control total you entered does not match the actual sum, an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding. **This will be a negative number (example -50.00).**

    c. Enter the **total earnings reported (to be refunded)** for all employees for this pay date**.** The program will total all the individual earnings records and post the total in the actual sum field. If the control total you entered does not match the actual sum, an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding. **This will be a negative number (example -1,000.00)**

    d. Enter the **total 401(a) participant-mandatory contributions (to be refunded)** for all employees for this pay date**.** The program will total all the individual 401(a) contribution records and post the total in the actual sum field. If the control total you entered does not match the actual sum, an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding. **This will be a negative number (example -50.00).**

    e. Enter the **total 401(a) participant-voluntary contributions (to be refunded)** for all employees for this pay date**.** The program will total all the individual contribution records and post the total in the actual sum field. If the control total you entered does not match the actual sum, an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding. **This will be a negative number (example -50.00).**

    f. The buttons at the bottom of the Edit Control Data screen help you navigate through the system as follows:

i. **Update** – Saves the changes made on the Edit Control Data screen
ii. **Reset** – Discards the changes made on the Edit Control Data screen
iii. **Edit Payroll** – Saves the changes made on the Edit Control Data screen and proceeds to the **Edit Refund of Contributions** screen where the refund detail is entered.
iv. **Finished** – Saves the changes made on the Edit Control Data screen and returns to the main menu.

Edit Refund of Contribution (017) Data

This screen is used to input refund information for each employee who is a member of SERS. The Social Security Number, Name, Category and Coverage fields will be automatically populated from SERS records. If changes need to be made to any of these fields, return to the **Individual Transaction** task to make the corrections**.**

1. **Regular Contributions**
    a. Enter the defined benefit regular contributions you will be refunding to the employee for the pay date requested. **(This is NOT a negative number)** These contributions represent the amount of regular contributions to be refunded to the employee or contributions that should not have been processed. These contributions are considered "pickup" contributions and are tax-deferred for federal income tax purposes. The amount is determined by applying the contribution rate to the retirement-covered earnings. This amount does not include SSI pickup contributions, or regular or SSI arrears payments. The field is numeric, with two decimal places.
2. **Regular Arrears**
    a. Enter the regular defined benefit arrears to be refunded to the employee for the pay date requested. **(This is NOT a negative number)** Regular arrears represent the amount of contributions originally deducted for payment of a retirement-related regular liability. These contributions are not considered "pickup" contributions and are therefore not tax-deferred; for this reason they must be reported separately from regular pickup contributions. This amount does not include contributions deducted for payment of a SSI liability. The field is numeric, with two decimal places.
3. **Service Credit Hours**
    a. Enter the Service Credit Hours for the pay date requested. They represent the number of hours associated with the retirement-covered earnings being refunded. **(This is NOT a negative number)** The field is numeric, with two decimal places.
4. **Retirement Earnings**
    a. Enter the retirement earnings for the pay date requested. They represent the actual gross retirement-covered earnings to be removed from the employee's SERS account in correlation with the **refund**. **(This is NOT a negative number).** The field is numeric, with two decimal places.
5. **Employer Amount**
    a. Enter the amount of defined benefit agency share to be refunded for the employee's pay date. The amount is determined by applying the current fiscal year employer rate to the retirement covered earnings.
6. **Mandatory 401(a) Contribution Amount**
    a. Enter the participant's 401(a) contributions to be refunded for the pay date requested. They represent the amount of 401(a) contributions made on behalf of the member for current service. These contributions are considered "pickup" contributions and are tax-deferred for federal income tax purposes. The amount is determined by applying the 401(a) contribution rate to the retirement-covered earnings. The field is numeric, with two decimal places.
7. **Voluntary 401(a) Contribution Amount**

a. Enter the participant's 401(a) voluntary contributions to be refunded for the pay date requested. They represent the amount of 401(a) contributions made on behalf of the member for current service. These contributions are **not** considered "pickup" contributions and are **not** tax-deferred for federal income tax purposes. The amount is determined by what the employee requested to have withheld from his pay. The field is numeric, with two decimal places.

8. **Arrears 401(a) Payment**
    a. Enter the participant's 401(a) arrears deduction to be refunded for the pay date requested, if applicable. **(This is not a negative number).** They represent the amount of 401(a) contributions deducted for payment of a retirement-related regular liability. These contributions are not considered "pickup" contributions and are therefore not tax-deferred. For this reason they must be reported separately from regular pickup contributions. The field is numeric, with two decimal places.

9. **EMPLOYER 401(a) Contribution Amount**
    a. Enter the amount of 401(a) agency share to be refunded for the employee's pay date. The amount is determined by applying the current fiscal year employer rate to the retirement covered earnings.

    b. *In order to refund SERS' SSI contributions or SSI arrears payments, return to the* **Individual Transaction** *task and select Refund of Contributions.*

    c. The buttons at the bottom of the **Edit Refund of Contributions** screen help you navigate through the system as follows:
        i.   **Previous** – Saves the changes made and returns to the previous page
        ii. **Update** – Saves the changes made on the screen
        iii. **Update and Exit** – Saves the changes made and returns to the Edit Control Data screen
        iv. **Reset** – Discards the changes made
        v.   **Next** – Saves the changes made and forwards to the next screen

10. When all the refund data has been entered, select **Update** or **Update and Exit** to save the data. A message will appear stating whether or not the control totals match the sum of individual amounts entered.

11. **If the totals match**, select the **Update and Exit** button to return to the **Edit Control Data** screen and change the "Post Transactions" to "Yes". Select the **Update** button to save the change.

12. **If the totals don't match,** an input or calculation error must have occurred. Find the discrepancy and correct the error before proceeding.

MODIFY PAYROLL DATA FOR ALL MEMBERS

This task is used to modify transactions that have already been entered and saved using the **Batch Payroll** screen. <u>**Personnel and payroll transactions will be posted to the employee's SERS account on Monday morning**</u>. During this process, all <u>personnel transactions</u> will be posted and <u>payroll transactions, which have the 'Post Payroll' flag set to 'Yes'</u> will be posted. Transactions may be changed at any time up until the transaction is posted (Monday morning).

1. This task will allow you to make changes to payroll data for:

    a. 200 – Regular Contributions
    b. 017 – Refund of Contributions

2. Select the transaction type from the drop down menu.

3. Enter the pay date for the transaction. Type in the pay date (MM-DD-YYYY) or use the pop-up calendar by clicking the icon.

4. Click the Submit button to take you to the Edit Control Data screen.

5. The **Edit Control Data** screen will be displayed and used in the same manner as described in **Batch Payroll** procedures**.**

6. Select the Edit Payroll button to continue to the Edit Payroll screen. Make any necessary adjustments to the transactions and save the changes by clicking the Update or Update and Exit button.

7. When the edits have been completed, return to the Edit Control Data screen to change the 'Post transactions' for this payroll date to 'Yes'. **The payroll information will not be transferred to SERS unless this field has been changed to 'Yes'.**

REPORT INDIVIDUAL TRANSACTIONS

This screen is used to process (Add or Edit) the following transactions for one employee at a time:

- 008 - Social Security Number Change
- 009 - Status Change
- 015 -New Hire Record
- 017 - Refund of Contributions
- E17 – Election Update
- 020 - Bargaining Unit Change
- 021 – Payroll Frequency Change
- 022 – Name Change
- 023 – Address Change
- 025 – Class Code Change
- 027 – Contract Hour Change
- 029 – Coverage Change
- 056 – Termination
- 059 – Change to Periodic Salary
- 099 – Sex Code Correction
- 158 – Birth Date Correction
- 200 – Regular Contributions
- 201 – SSI Contributions
- 205 – Change to Appropriation Code
- 300 – USERRA Wages and hours MLWP (positive)
- 301 – USERRA Wages and hours MLWP (negative)
- 310 – USERRA Wages and hours MLWOP (positive)
- 311 – USERRA Wages and hours MLWOP (negative)
- 320 – Non-USERRA Wages and hours MLWP (positive)
- 321 – Non-USERRA Wages and hours MLWP (negative)
- 330 – Non-USERRA Wages and hours MLWOP (positive)
- 331 – Non-USERRA Wages and hours MLWOP (negative)

You will mainly use this screen for personnel changes such as new hires, status changes, leaves without pay (breaks in service) and terminations. All mandatory fields are denoted with an (*). **The transaction will not be accepted by SERS until all mandatory fields are populated**. Some fields have a drop down menu. Only data that is available to employees of your agency will be displayed. For each of these individual transactions, you will Input the information in the fields as requested. A description of each field is located in the glossary. To access the term definition in the glossary, select the highlighted field name.

To begin:

1. Select a transaction from the drop down menu or to edit a transaction, choose <u>Any Transaction</u>, which will bring up all the transactions for the Social Security Number you select.
2. Enter the pay date for the transaction. Type in the pay date (MM-DD-YYYY) or use the pop-up calendar by clicking on the icon.
3. To Edit a transaction, enter a SSN for the member.
4. Select the Submit button to bring up the chosen input screen.

EDIT A PERSONNEL/PAYROLL TRANSACTION

This task is used to edit transactions that have already been entered and saved. The transactions available for edit were entered using the **Add Personnel/Payroll Data for One Member** screen**. Personnel and payroll transactions will be posted to the employee's SERS retirement account on Monday morning**. During this process, all <u>personnel transactions</u> will be posted and those <u>payroll transactions with the 'Post Payroll' flag set to 'Yes'</u> will be posted. Transactions may be edited at any time up until the transaction is posted.

Select a transaction from the drop down menu or choose <u>any transaction</u>, which will bring up all the transactions for the Social Security number you select.

To edit a transaction on a particular pay date, input the pay date in the field provided. Enter the Social Security number of the employee whose transaction you would like to edit or review.

Select the Submit button to take you to the edit screen. If there is more than one transaction posted for the Social Security Number entered, a list of transactions will appear. *If there is only one transaction for the selection you have made, you will be taken directly to the **Edit Data** screen for that transaction.*

Click the edit button on the right side of the transaction that you would like to revise. This will take you to the **Edit Data** screen. Make any necessary corrections to the transaction and select the **Submit** button to save the change.

*If you are making changes to retirement contributions or retirement covered earnings, you may have to return to the **Edit Control Totals** screen to revise the control totals.*

The buttons at the bottom of the screen are described as follows:

- o **Submit** – Updates the transaction and saves the changes made.
- o **Delete** – Deletes the entire transaction.
- o **Reset** – Resets the screen to reflect the information that was pulled from the edit screen. If a mistake is made on this screen, reset will clear the changes made before they are saved.

008 - Social Security Number Change

Purpose: This screen allows you to report a change to an employee's Social Security number.

Special instructions: All other transactions processed concurrently on the same and subsequent transmittals for this employee, should reflect the new Social Security number.

To begin:

1. Enter current (incorrect) SSN.
2. Enter the employee's correct SSN.
3. Select the Submit Button.
4. The transaction will be updated at the next payroll processing.

	Defined Benefit Plan	Defined Contribution Plan	Hybrid Plan	Deferred Compensation Plan

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
   Retirement Summary
   Multiple Service
   Health Care Coverage
Report Data
   Batch Payroll
   Individual Transaction
   View Batch Status
   View Transaction Detail
Masquerade

Enter Data for Social Security Number Change (008)
Payroll Date: November 9, 2018
Mandatory Fields are marked with *

* SSN   [   ]
* Correct SSN   [   ]   Correct Social Security Number (9 digits - no dashes)

Submit

009 - Status Change

Purpose: This screen allows you to report a change to an employee's employment status.

Special instructions: Any change in employment status, from one of the following statuses to another one, should be reported. Following are valid codes:

<u>Status code</u> <u>Definition</u>

00- Active
02- Maternity leave
03- Leave without pay
04- Military leave
05- Sabbatical leave
06- Agency transfer
07- Voluntary or involuntary termination
08- Furlough
09- Death

To begin:

1. Enter employee's SSN.
2. Enter the new status code.
3. Enter the Effective Date for this transaction.
4. Enter the employee's personnel number.
5. Select the Submit Button.
6. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
Retirement Summary
Multiple Service
Health Care Coverage
Report Data
Batch Payroll
Individual Transaction
View Batch Status
View Transaction Detail
Masquerade

Enter Data for Status Change (009)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN		
*New Status Code	00 - Active	New Status Code
*Effective Date	Calendar	Effective Date
*Personnel Number		Personnel Number

Submit

015 -New Hire Record

Purpose: This screen is used to report the hiring of a new employee who is required or has elected to join SERS. Mandatory fields are designated with an *****. The transaction will be updated at the next payroll processing

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
   Retirement Summary
   Multiple Service
   Health Care Coverage
Report Data
   Batch Payroll
   Individual Transaction
   View Batch Status
   View Transaction Detail
Masquerade

Enter Data for New Hire Record (015)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

Field	Input	Description
*SSN		
*Sex Code	F - Female ∨	Select from the list
*First Name		Full First Name
Middle Name		Middle Initial
*Last Name		Last Name
Name Suffix		e.g., JR, SR, III etc.
*Street Address		Mailing Street Address
Street Address 2		Address Line 2
*City		Mailing City
*State		Mailing State
*Zip Code		Mailing ZIP Code
Country		Mailing Country
*HQ County Code	00 - OUT OF STATE ∨	Where employee reports to work
*Birth Date	◇Calendar	Format MM-DD-YYYY
*Employment Start Date	◇Calendar	Date of Employment: Format MM-DD-YYYY
*Entry Date	◇Calendar	Payroll Deduction Begin Date (Format MM-DD-YYYY)
*Payroll Frequency	BW - Biweekly ∨	Select from the list
**Contribution Rate (DB)	5	Numeric Field; Format : 99.99
*Class Code	A5 - All mbrs on or after 1/1/19 with no footprint in SERS. ∨	Class of Service
*Category Code	0 - - ALL OTHERS ∨	Category of Service
*Coverage Code	1 - Full, No SSI ∨	Coverage of Service
Appropriation Code		Appropriation Code
*Contract Hours		No of hours for standard pay period; Format : 999.99
Contract Hours Override		Numeric Field; Format : 999.99
*Periodic Salary		Contract Salary for standard pay period; Format : 99999.99
ACT2017-5 OT Exempt indicator		ACT2017-5 OT Exempt indicator

Submit

25

017 - Refund of Contributions

Purpose: This screen allows you to reverse earnings, contributions, and service credit data previously reported on a code 200 Regular Contributions and/or 201 SSI Contributions transaction.

Note: SERS prefers that, if a correction is required to previously reported earnings, contributions, or service credit data, the employer should submit a code 017 transaction that completely reverses the originally reported data; and, if necessary, submit a new code 200-- and/or code 201--transaction to report the correct data.   The payroll date should be the payroll date of the original Contribution transaction.

To begin:

1. Enter member's SSN.
2. Enter the Class Code
3. Enter the Category Code
4. Enter the Coverage Code
5. Enter Regular Contributions to be reversed, if any.
6. Enter Regular Arrears Payment to be reversed, if any.
7. Enter SSI Pickup Contributions to be reversed, if any.
8. Enter SSI Arrears Payment to be reversed, if any.
9. Enter Hours for Service Credit to be reversed, if any.
10. Enter Retirement Covered Earnings to be reversed, if any.
11. Enter the Regular Agency Contributions to be reversed.
12. Enter the 401(a) Mandatory Contributions to be reversed.
13. Enter the 401(a) Voluntary Contributions to be reversed.
14. Enter the 401(a) Arrears Payment to be reversed.
15. Enter the 401(a) Agency Contributions to be reversed.
16. Select the Submit Button.
17. The transaction will be updated at the next payroll processing.

Employer Services Home
Employer Profile
Act 5 Info
Research Data
   Retirement Summary
   Multiple Service
   Health Care Coverage
Report Data
   Batch Payroll
   Individual Transaction
   View Batch Status
   View Transaction Detail
Masquerade

Enter Data for Refund Of Contribution (017)

Payroll Date: November 2, 2018

Mandatory Fields are marked with *

Field	Input	Description
*SSN	[ ]	
*Class Code	A5 - All mbrs on or after 1/1/19 with no footprint in SERS. ▾	Class of Service
*Category Code	0 - - ALL OTHERS ▾	Category of Service
*Coverage Code	1 - Full, No SSI ▾	Coverage of Service
Regular Contributions	[ ]	Contribution to be refunded; Format : 9999.99
Regular Arrears Payment	[ ]	Reg Arrears to be refunded; Format : 9999.99
SSI Pickup Contributions	[ ]	SSI Contribution to be refunded; Format : 9999.99
SSI Arrears Payment	[ ]	SSI Arrears to be refunded; Format : 999.99
Hours for Service Credit	[ ]	Hours to be refunded; Format : 9999.99
Retirement Covered Earnings	[ ]	Earnings to be refunded; Format : 99999.99
Regular Agency Contribution	[ ]	Regular Agency Contribution; Format : 999999.99
401a Mandatory Contributions	[ ]	401a Mandatory Contributions; Format : 999999.99
401a Voluntary Contributions	[ ]	401a Voluntary Contributions; Format : 999999.99
401a Arrears Payment	[ ]	401a Arrears Payment; Format : 999999.99
401a Agency Contributions	[ ]	401a Agency Contributions; Format : 999999.99

Submit

E17 – Election Update

Purpose: This screen allows you to do a complete reversal of class A5 contributions, and hours previously reported on a code 200 transaction prior to employee making an election into class A6 or 40. Only to be used for elections of A6 and 40. Employee has 45 days from date of hire to elect into class A6 or 40. SERS membership will contact the employer to confirm employee's election to an A6 or 40. If SERS membership does not contact an employer to report an employee's election; the employee will remain in the default A5 class.

NOTE: A 200 regular contributions transaction must be reported in the same batch payroll as an E17 to then place the employee in the elected class and pass the correct contributions for the previous pays as well as the current payroll being reported.

To begin:

1. Enter member's SSN.
2. Enter the Class Code of the class the employee previously was.
3. Enter the Category Code of what the employee previously was.
4. Enter the Coverage Code of what the employee previously was.
5. Enter the total of all Regular Defined Contributions that were reported for employee.
6. Enter the total of all hours that were reported for the employee.
7. Enter the total of all Regular Agency Defined Benefit Contributions that were reported for employee.
8. Enter the total 401(a) Mandatory Contributions that were reported for employee.
9. Enter the total 401(a) Agency contributions that were reported for employee.

Employer Services Home
Employer Profile
Act 5 Info
Research Data
　Retirement Summary
　Multiple Service
　Health Care Coverage
Report Data
　Batch Payroll
　Individual Transaction
　View Batch Status
　View Transaction Detail
Masquerade

Enter Data for Election Refund Of Contribution (E17)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

* SSN	[ ]	
* Class Code	A5 - All mbrs on or after 1/1/19 with no footprint in SERS. ▾	Class of Service
* Category Code	0 - - ALL OTHERS ▾	Category of Service
* Coverage Code	1 - Full, No SSI ▾	Coverage of Service
Regular Contributions	[ ]	Contribution to be refunded; Format : 9999.99
Hours for Service Credit	[ ]	Hours to be refunded; Format : 9999.99
Regular Agency Contribution	[ ]	Regular Agency Contribution; Format : 999999.99
401a Mandatory Contributions	[ ]	401a Mandatory Contributions; Format : 999999.99
401a Agency Contributions	[ ]	401a Agency Contributions; Format : 999999.99

A **Regular Contributions transaction (200)** must be reported in the same batch payroll as an E17 to then place the employee in the elected class and pass the correct contributions for the previous pays as well as the current payroll being reported.

Submit

020 - Bargaining Unit Change

Purpose: This screen allows you to report a change to an employee's collective bargaining unit.

Special Note: This tool is only used by the State System of Higher Education, whose retired employee health care benefit coverage varies according to collective bargaining unit.

To begin:

1. Enter member's SSN.
2. Enter the new Bargaining Unit
3. Enter the employee's Personnel Number.
4. Select the Submit Button.
5. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
  Retirement Summary
  Multiple Service
  Health Care Coverage
Report Data
  Batch Payroll
  Individual Transaction
  View Batch Status
  View Transaction Detail
Masquerade

Enter Data for Bargaining Unit Change (020)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

* SSN

* New Bargaining Unit   Two digit code

* Personnel Number   Personnel Number

Submit

021 – Payroll Frequency Change

Purpose: This screen allows you to report a change to an employee's payroll frequency.

To begin:

1. Enter member's SSN.
2. Select the new Payroll Frequency from the drop down list.
3. Enter the employee's Personnel Number.
4. Select the Submit Button.
5. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
Retirement Summary
Multiple Service
Health Care Coverage
Report Data
Batch Payroll
Individual Transaction
View Batch Status
View Transaction Detail
Masquerade

Enter Data for Payroll Frequency Change (021)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN	[ ]	
*New Payroll Frequency	[BW - Biweekly ▾]	Select from the list
*Personnel Number	[ ]	Personnel Number

Submit

Purpose: This screen allows you to report an employee's name change.

To begin:

1. Enter member's SSN.
2. Enter the correct First Name of the member.
3. Enter the correct Middle Name or initial of the member.
4. Enter the correct Last Name of the member.
5. Enter the correct Name Suffix for the member, if applicable.
6. Select the Submit Button.
7. The transaction will be updated at the next payroll processing.

Employer Services Home
Employer Profile
Act 5 Info
Research Data
Retirement Summary
Multiple Service
Health Care Coverage
Report Data
Batch Payroll
Individual Transaction
View Batch Status
View Transaction Detail
Masquerade

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Enter Data for Name Change (022)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN		
*First Name		Full First Name
Middle Name		Middle Initial
*Last Name		Last Name
Name Suffix		e.g., JR, SR, III etc.

Submit

023 – Address Change

Purpose: This screen allows you to report a change to an employee's mailing address.

To begin:

1. Enter member's SSN.
2. Enter the updated Street Address for the member.
3. Enter the updated Street Address, line 2, if applicable, for the member.
4. Enter the updated City for the member.
5. Enter the updated State for the member.
6. Enter the updated Zip Code for the member.
7. Enter the updated Country for the member.
8. Select the Submit Button.
9. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
 Retirement Summary
 Multiple Service
 Health Care Coverage
Report Data
 Batch Payroll
 Individual Transaction
 View Batch Status
 View Transaction Detail
Masquerade

Enter Data for Address Change Record (023)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN		
Street Address		Mailing Street Address
Street Address 2		Mailing Street Address 2
City		Mailing City
State		Mailing State
Zip Code		Mailing ZIP Code
Country		Mailing Country

Submit

025 – Class Code Change

Purpose: This screen allows you to report a change to an employee's retirement class code, or to correct the class code. In order to change an employee's retirement contribution rate, you must change his or her class code because the contribution rate is derived from the class code.

To begin:

1. Enter member's SSN.
2. Select the new Class Code from the drop down list.
3. Enter the employee's Personnel Number.
4. Enter if employee is in an Exempt Position.
5. Select the Submit Button.
6. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
  Retirement Summary
  Multiple Service
  Health Care Coverage
Report Data
  Batch Payroll
  Individual Transaction
  View Batch Status
  View Transaction Detail
Masquerade

Enter Data for Class Code Change (025)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN		
*New Class Code	40 - All members who elected this special class after 1/1/19. ▾	New Class Code
*Personnel Number		Personnel Number
ACT2017-5 OT Exempt indicator		ACT2017-5 OT Exempt indicator

Submit

34

Purpose: This screen allows you to report a change to an employee's contract hours.

Note: Avoid overuse of this transaction. A "Contract hours override" should be used to indicate that the employee is working in a part-time or hourly position regularly scheduled to work less than the number of hours specified by "Contract hours." If the employee works an irregular schedule, but still mostly works part-time, this transaction should not be sent each pay period; instead, report as "Contract hours override" an average number of hours expected to be worked each pay period. Limit this transaction to report a change from full-time/salaried to part-time/hourly or vice versa.

To begin:

1. Enter member's SSN.
2. Enter the new Contract Hours.
3. Enter any Contract Hours Override, if applicable.
4. Enter the employee's personnel number.
5. Select the Submit Button.
6. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
  Retirement Summary
  Multiple Service
  Health Care Coverage
Report Data
  Batch Payroll
  Individual Transaction
  View Batch Status
  View Transaction Detail
Masquerade

Enter Data for Contract Hour Change (027)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN		
*New Contract Hours		No of hours for standard pay period F/T; Format : 999.99
Contract Hours Override		No of hours for standard pay period F/T; Format : 999.99
*Personnel Number		Personnel Number

Submit

029 – Coverage Change

Purpose: This screen allows you to report a change to an employee's retirement coverage or to correct the coverage code.

Coverage code: Indicates the type of retirement coverage under which retirement pickup contributions are made. The field is one numeric character. The following defines the available codes:

Coverage	Definition
0 (zero)	**Not available to anyone joining SERS, or returning to work with a SERS-covered employer, after 12/31/65.** Joint, with no SSI. The basic contribution rate is 5%. The contribution rate is reduced by the SERS offset factor on annual earnings up to the Social Security maximum taxable wages. The full contribution rate applies to earnings in excess of the Social Security maximum taxable wages.
1	Full, with no SSI. The basic contribution rate is 5%.
3	**Not available to anyone joining SERS, or returning to work with a SERS-covered employer, after 12/31/65.** Joint, with SSI. The basic contribution rate is 5%. The contribution rate is reduced by the SERS offset factor on annual earnings up to the Social Security maximum taxable wages. On earnings in excess of the Social Security maximum taxable wages, SSI contributions at the rate of 5% are required in addition to regular contributions.
4	**Not available to anyone—except judges and district justices—joining SERS after 2/28/74; is available for vested members and annuitants who return to service and who maintained their SSI coverage during a break in employment.** Full, with SSI. The basic contribution rate is 5%. On earnings in excess of the Social Security maximum taxable wages, SSI contributions at the rate of 5% are required in addition to regular contributions.
A	Available only to employee's that elect Class 40 (401(a)).

To begin:

1. Enter member's SSN.
2. Select the new Coverage Code from the drop down list.
3. Enter the employee's personnel number.
4. Select the Submit Button.
5. The transaction will be updated at the next payroll processing.

Enter Data for Coverage Change (029)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

* SSN		
* New Coverage Code	1 - Full, No SSI	Coverage of Service
* Personnel Number		Personnel Number

Submit

056 – Termination

Purpose: This screen allows you to report an employee's termination from employment. This is your final retirement-related transaction to be processed for the employee.

Field definition:

Termination notification code: Reason for termination of employment. Following are valid termination notification codes:

Code	Definition
07	Voluntary or involuntary termination, including retirement
08	Furlough
09	Death in Service

To begin:

1. Enter member's SSN.
2. Select the Termination Code from the drop down list.
3. Enter the Effective Date of the termination.
4. Enter the employee's Personnel Number.
5. Select the Submit Button.
6. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
    Retirement Summary
    Multiple Service
    Health Care Coverage
Report Data
    Batch Payroll
    Individual Transaction
    View Batch Status
    View Transaction Detail
Masquerade

Enter Data for Termination (056)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN	[ ]	
*Termination Code	07 - Voluntary or Involuntary Termination ⌄	Termination Notification Code
*Effective Date	[ ] ☼Calendar	Effective date of Termination (Format MM-DD-YYYY)
*Personnel Number	[ ]	Personnel Number

Submit

059 – Change to Periodic Salary

Purpose: This screen allows you to report a change t o periodic -- i.e., weekly, biweekly, semi-monthly, monthly -- salary.

Special note: Employers must report a change to periodic salary whenever it occurs. SERS uses the data to validate actual earnings reported and to identify special circumstances, such as back pay awards, which usually result in higher than normal earnings.

To begin:

1. Enter member's SSN.
2. Enter the new Periodic Salary.
3. Enter the employee's Personnel Number.
4. Select the Submit Button.
5. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
   Retirement Summary
   Multiple Service
   Health Care Coverage
Report Data
   Batch Payroll
   Individual Transaction
   View Batch Status
   View Transaction Detail
Masquerade

Enter Data for Change To Periodic Salary (059)
Payroll Date: November 9, 2018
Mandatory Fields are marked with *

* SSN

* New Periodic Salary   Contract salary for standard pay period; Format : 99999.99

* Personnel Number   Personnel Number

Submit

099 – Sex Code Correction

Purpose: This screen allows you to report a correction to an employee's sex code.

To begin:

1. Enter member's SSN.
2. Select the correct Sex Code from the drop down list.
3. Select the Submit Button.
4. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
   Retirement Summary
   Multiple Service
   Health Care Coverage
Report Data
   Batch Payroll
   Individual Transaction
   View Batch Status
   View Transaction Detail
Masquerade

Enter Data for Sex Code Correction (099)

Payroll Date: November 9, 2018
Mandatory Fields are marked with *

* SSN	[ ]	
* Correct Sex Code	F - Female ∨	Select from the list

Submit

158 – Birth Date Correction

Purpose: This screen allows you to correct an employee's birth date.

To begin:

1. Enter member's SSN.
2. Enter the correct Birth Date. (MM-DD-YYYY)
3. Select the Submit Button.
4. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
   Retirement Summary
   Multiple Service
   Health Care Coverage
Report Data
   Batch Payroll
   Individual Transaction
   View Batch Status
   View Transaction Detail
Masquerade

Enter Data for Birth Date Correction (158)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

* SSN

* Correct Birth Date   Calendar   Format MM-DD-YYYY

Submit

200 – Regular Contributions

Purpose: This screen allows you to report an employee's earnings, regular retirement contributions, and service credits for payments of retirement-covered earnings.

Note: A separate code 200 transaction is required for each tax type.

To begin:

1. Enter member's SSN.
2. Enter the Class Code.
3. Enter the Category Code.
4. Enter the Coverage Code.
5. Enter Regular Defined Benefit Contributions.
6. Enter Regular Defined Benefit Arrears Payment.
7. Enter Hours for Service Credit.
8. Enter Retirement Covered Earnings.
9. Enter the Regular Agency Contributions.
10. Enter the 401(a) Mandatory Contributions.
11. Enter the 401(a) Voluntary Contributions.
12. Enter the 401(a) Arrears Payment.
13. Enter the 401(a) Agency Contributions.
14. Select the Submit Button.
15. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Enter Data for Regular Contributions (200)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

Employer Services Home
Employer Profile
Act 5 Info
Research Data
  Retirement Summary
  Multiple Service
  Health Care Coverage
Report Data
  Batch Payroll
  Individual Transaction
  View Batch Status
  View Transaction Detail
Masquerade

Field	Value	Description
* SSN		
* Class Code	A5 - All mbrs on or after 1/1/19 with no footprint in SERS.	Class of Service
* Category Code	0 - - ALL OTHERS	Category of Service
* Coverage Code	1 - Full, No SSI	Coverage of Service
* Regular Contributions		Contributions withheld; Format : 9999.99
Regular Arrears Payment		Arrears contributions withheld; Format : 9999.99
Regular Arrears Balance		(Optional) Numeric Field; Format : 999999.99
* Hours for Service Credit		Hours worked; Format : 999.99
* Retirement Covered Earnings		Gross retirement covered earnings; Format : 99999.99
Regular Agency Contribution		Regular Agency Contribution; Format : 999999.99
401a Mandatory Contributions		401a Mandatory Contributions; Format : 999999.99
401a Voluntary Contributions		401a Voluntary Contributions; Format : 999999.99
401a Arrears Payment		401a Arrears Payment; Format : 999999.99
401a Remaining Liability		401a Remaining Liability; Format : 999999.99
401a Agency Contributions		401a Agency Contributions; Format : 999999.99

Submit

205 – Change to Appropriation Code

Purpose: This screen allows you to change the appropriation code listed on the employee's SERS account.

To begin:

1. Enter member's SSN.
2. Enter the new Appropriation Code.
3. Select the Submit Button.
4. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
  Retirement Summary
  Multiple Service
  Health Care Coverage
Report Data
  Batch Payroll
  Individual Transaction
  View Batch Status
  View Transaction Detail
Masquerade

Enter Data for Change To Appropriation Code (205)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

| *SSN | | |
| Appropriation Code | | Appropriation Code |

Submit

300 -- USERRA wages and hours military leave with pay (MLWP)

Purpose: This screen allows you to report earnings and hours attributable to an employee's paid USERRA military leave absences. Retirement contributions will not be withheld from wages earned during USERRA military leave.

Field Definitions:

Pay Date – The date on which the employee actually received payment for the period of absence had he or she not been deployed.

Pay Period End Date – The ending date for the pay period covering the military leave absence.

Earnings Amount – The amount of retirement-covered earnings actually paid if he or she had been regularly employed during the period of military leave absence.

Hours – The normal work hours that the employee would have been expected to work during the period of military leave absence had he or she not been deployed.

Stipend Amount – The amount of any stipend paid due to the military deployment.

To begin:

1. Enter member's SSN.
2. Enter the Pay Date.
3. Enter Pay Period Ending Date
4. Enter the Retirement Covered Earnings.
5. Enter the Hours for Service credit.
6. Enter any Stipend amount paid to the member while out on military leave.
7. Select the Submit Button.
8. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
   Retirement Summary
   Multiple Service
   Health Care Coverage
Report Data
   Batch Payroll
   Individual Transaction
   View Batch Status
   View Transaction Detail
Masquerade

Enter Data for USERRA wages & hrs MLWP (300)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

* SSN		
* Pay Date		Date employee received payment for absence
* Pay Period Ending Date		Ending date of Mil leave pay period
Retirement covered earnings	0.00	Gross retirement covered earnings; Format : 999999.99
Hours for service credit	0.00	Hours worked; Format : 9999.99
Stipend amount	0.00	Stipend amount; Format : 999999.99

Submit

301 – USERRA wages and hours military leave with pay (MLWP) negative

Purpose: This screen allows you to reverse or correct previously-reported Military Leave with Pay. For example, to correct a Military Leave Pay transaction (code 300) that had reported 80 hours as military leave with pay (USERRA MLWP) but that should have reported 40 hours as military leave type 300 and 40 hours as military leave type 310 (USERRA MLWOP). In this case, you would submit a code 301 transaction with the pay date and pay period end date of the original code 300 transaction, and then submit a new code 300 transaction with an appropriate earnings amount for the 40 hours of MLWP; and concurrently submit a new code 310 transaction with an appropriate earnings amount for the 40 hours of military leave without pay.

To begin:

1. Enter member's SSN.
2. Enter the Pay Date.
3. Enter Pay Period Ending Date
4. Enter the Retirement Covered Earnings.
5. Enter the Hours for Service credit.
6. Enter any Stipend amount paid to the member while out on military leave.
7. Select the Submit Button.
8. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
   Retirement Summary
   Multiple Service
   Health Care Coverage
Report Data
   Batch Payroll
   Individual Transaction
   View Batch Status
   View Transaction Detail
Masquerade

Enter Data for USERRA wages & hrs MLWP (negative) (301)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN		
*Pay Date	[ ] Calendar	Date employee received payment for absence
*Pay Period Ending Date	[ ] Calendar	Ending date of Mil leave pay period
Retirement covered earnings	0.00	Gross retirement covered earnings; Format : 999999.99
Hours for service credit	0.00	Hours worked; Format : 9999.99
Stipend amount	0.00	Stipend amount; Format : 999999.99

Submit

310 – USERRA wages and hours military leave without pay (MLWOP)

Purpose: This screen allows you to report earnings and hours attributable to an employee's unpaid USERRA military leave absences. Retirement contributions will not be withheld from wages earned during USERRA military leave.

Field Definitions:

Pay Date – The date on which the employee would have received payment for the period of absence had he or she not been deployed.

Pay Period End Date – The ending date for the pay period covering the military leave absence.

Earnings Amount – The amount of retirement-covered earnings to which the employee would have been entitled if he or she had been regularly employed during the period of military leave absence.

Hours – The normal work hours that the employee would have been expected to work during the period of military leave absence had he or she not been deployed.

Stipend Amount – The amount of any stipend paid due to the military deployment.

To begin:

1. Enter member's SSN.
2. Enter the Pay Date.
3. Enter Pay Period Ending Date
4. Enter the Retirement Covered Earnings.
5. Enter the Hours for Service credit.
6. Enter any Stipend amount paid to the member while out on military leave.
7. Select the Submit Button.
8. The transaction will be updated at the next payroll processing.

311 – USERRA wages and hours military leave without pay (MLWOP) negative

Purpose: This screen allows you to reverse or correct previously-reported Military Leave without Pay. For example, to correct a Military Leave Without Pay transaction (code 310) that had reported 80 hours as military leave without pay (USERRA MLWOP) but that should have reported 40 hours as military leave type 300 (USERRA MLWP) and 40 hours as military leave type 310 (USERRA MLWOP). In this case, you would submit a code 311 transaction with the pay date and pay period end date of the original code 310 transaction, and then submit a new code 300 transaction with an appropriate earnings amount for the 40 hours of MLWP; and concurrently submit a new code 310 transaction with an appropriate earnings amount for the 40 hours of military leave without pay.

To begin:

1. Enter member's SSN.

2. Enter the Pay Date.

3. Enter Pay Period Ending Date

4. Enter the Retirement Covered Earnings.

5. Enter the Hours for Service credit.

6. Enter any Stipend amount paid to the member while out on military leave.

7. Select the Submit Button.

8. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
 Retirement Summary
 Multiple Service
 Health Care Coverage
Report Data
 Batch Payroll
 Individual Transaction
 View Batch Status
 View Transaction Detail
Masquerade

Enter Data for USERRA wages & hrs MLWOP (negative) (311)
Payroll Date: November 9, 2018
Mandatory Fields are marked with *

Field	Value	Description
*SSN		
*Pay Date	[Calendar]	Date employee received payment for absence
*Pay Period Ending Date	[Calendar]	Ending date of Mil leave pay period
Retirement covered earnings	0.00	Gross retirement covered earnings; Format : 999999.99
Hours for service credit	0.00	Hours worked; Format : 9999.99
Stipend amount	0.00	Stipend amount; Format : 999999.99

Submit

320 – Non-USERRA wages and hours military leave with pay (MLWP)

Purpose: This screen allows you to report earnings and hours attributable to an employee's paid Non-USERRA military leave absences. Retirement contributions will not be withheld from wages earned during USERRA military leave.

Field Definitions:

Pay Date – The date on which the employee would have received payment for the period of absence had he or she not been deployed.

Pay Period End Date – The ending date for the pay period covering the military leave absence.

Earnings Amount – The amount of retirement-covered earnings to which the employee would have been entitled if he or she had been regularly employed during the period of military leave absence.

Hours – The normal work hours that the employee would have been expected to work during the period of military leave absence had he or she not been deployed.

Stipend Amount – The amount of any stipend paid due to the military deployment.

To begin:

1. Enter member's SSN.
2. Enter the Pay Date.
3. Enter Pay Period Ending Date
4. Enter the Retirement Covered Earnings.
5. Enter the Hours for Service credit.
6. Enter any Stipend amount paid to the member while out on military leave.
7. Select the Submit Button.
8. The transaction will be updated at the next payroll processing.

321 – Non-USERRA wages and hours military leave with pay (MLWP) negative

Purpose: This screen allows you to reverse or correct previously-reported Non-USERRA Military Leave with Pay. For example, to correct a Non-USERRA Military Leave with Pay transaction (code 320) that had reported 80 hours as military leave without pay (Non-USERRA MLWP) but that should have reported 40 hours as military leave type 300 (USERRA MLWP) and 40 hours as military leave type 320 (Non-USERRA MLWP). In this case, you would submit a code 321 transaction with the pay date and pay period end date of the original code 320 transaction, and then submit a new code 300 transaction with an appropriate earnings amount for the 40 hours of MLWP; and concurrently submit a new code 320 transaction with an appropriate earnings amount for the 40 hours of non-USERRA military leave with pay.

To begin:

1. Enter member's SSN.
2. Enter the Pay Date.
3. Enter Pay Period Ending Date
4. Enter the Retirement Covered Earnings.
5. Enter the Hours for Service credit.
6. Enter any Stipend amount paid to the member while out on military leave.
7. Select the Submit Button.
8. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
  Retirement Summary
  Multiple Service
  Health Care Coverage
Report Data
  Batch Payroll
  Individual Transaction
  View Batch Status
  View Transaction Detail
Masquerade

Enter Data for Non-USERRA wages & hrs MLWP (negative) (321)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN		
*Pay Date	[Calendar]	Date employee received payment for absence
*Pay Period Ending Date	[Calendar]	Ending date of Mil leave pay period
Retirement covered earnings	0.00	Gross retirement covered earnings; Format : 999999.99
Hours for service credit	0.00	Hours worked; Format : 9999.99
Stipend amount	0.00	Stipend amount; Format : 999999.99

Submit

330 – Non-USERRA wages and hours military leave without pay (MLWOP)

Purpose: This screen allows you to report earnings and hours attributable to an employee's unpaid Non-USERRA military leave absences. Retirement contributions will not be withheld from wages earned during USERRA military leave.

Field Definitions:

Pay Date – The date on which the employee would have received payment for the period of absence had he or she not been deployed.

Pay Period End Date – The ending date for the pay period covering the military leave absence.

Earnings Amount – The amount of retirement-covered earnings to which the employee would have been entitled if he or she had been regularly employed during the period of military leave absence.

Hours – The normal work hours that the employee would have been expected to work during the period of military leave absence had he or she not been deployed.

Stipend Amount – The amount of any stipend paid due to the military deployment.

To begin:

1. Enter member's SSN.
2. Enter the Pay Date.
3. Enter Pay Period Ending Date
4. Enter the Retirement Covered Earnings.
5. Enter the Hours for Service credit.
6. Enter any Stipend amount paid to the member while out on military leave.
7. Select the Submit Button.
8. The transaction will be updated at the next payroll processing.

331 – Non-USERRA wages and hours military leave without pay (MLWOP) negative

Purpose: This screen allows you to reverse or correct previously-reported Non-USERRA Military Leave without Pay. For example, to correct a Non-USERRA Military Leave without Pay transaction (code 330) that had reported 80 hours as military leave without pay (Non-USERRA MLWOP) but that should have reported 40 hours as military leave type 320 (Non-USERRA MLWP) and 40 hours as military leave type 330 (Non-USERRA MLWOP). In this case, you would submit a code 331 transaction with the pay date and pay period end date of the original code 330 transaction, and then submit a new code 320 transaction with an appropriate earnings amount for the 40 hours of Non-USERRA MLWP; and concurrently submit a new code 330 transaction with an appropriate earnings amount for the 40 hours of non-USERRA military leave without pay.

To begin:

1. Enter member's SSN.
2. Enter the Pay Period Ending Date.
3. Enter the Retirement Covered Earnings.
4. Enter the Hours for Service credit.
5. Enter any Stipend amount paid to the member while out on military leave.
6. Select the Submit Button.
7. The transaction will be updated at the next payroll processing.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Employer Services Home
Employer Profile
Act 5 Info
Research Data
  Retirement Summary
  Multiple Service
  Health Care Coverage
Report Data
  Batch Payroll
  Individual Transaction
  View Batch Status
  View Transaction Detail
Masquerade

Enter Data for Non-USERRA wages & hrs MLWOP (negative) (331)

Payroll Date: November 9, 2018

Mandatory Fields are marked with *

*SSN			
*Pay Date		Calendar	Date employee received payment for absence
*Pay Period Ending Date		Calendar	Ending date of Mil leave pay period
Retirement covered earnings	0.00		Gross retirement covered earnings; Format : 999999.99
Hours for service credit	0.00		Hours worked; Format : 9999.99
Stipend amount	0.00		Stipend amount; Format : 999999.99

Submit

AGENCY POSTING STATUS REPORT

VIEW BATCH STATUS

This screen lists all transactions by payroll date, and their current posting status. Those transactions with a 'YES' in the Posting column are ready to process at the next posting date. Those with a 'NO' in the posting column are not ready for posting.

AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)

Sign-Out

Batch Status

Employer Services Home
Employer Profile
Act 5 Info
Research Data
  Retirement Summary
  Multiple Service
  Health Care Coverage
Report Data
  Batch Payroll
  Individual Transaction
  View Batch Status
  View Transaction Detail
Masquerade

Last Data Post Summary:

Payroll Date	Transaction	Records

No Post Information Found

Total Records Available for Post:

Payroll Date	Post		Transaction	Records
06-25-2018	NO	200	Regular Contributions	164
09-09-2018	NO	200	Regular Contributions	164
09-11-2018	NO	200	Regular Contributions	164
09-19-2018	NO	200	Regular Contributions	164
09-27-2018	NO	200	Regular Contributions	164
10-01-2018	NO	017	Refund Of Contribution	164
10-01-2018	NO	200	Regular Contributions	164
11-09-2018	NO	017	Refund Of Contribution	173
11-09-2018	NO	200	Regular Contributions	173

* Personnel transactions are not dependent on control totals and always post with the next payroll processing.

VIEW TRANSACTION DETAIL REPORT

This screen allows you to view an inventory of your agency's payroll and personnel transactions entered into the system. You can select the transactions by the following categories:

- Un-posted Transactions
- Pay Date
- Post Date
- Entry Date

Select the radio button for the transactions you would like to see. The categories with a date associated to them will have a drop down menu listing all dates the transactions were previously entered. Select the date you would like to review and then run report.

Employer Services Home	AGENCY REPORTING SCREEN FOR AGENCY 70 (SERS)
Employer Profile	
Act 5 Info	Sign-Out
Research Data	
Retirement Summary	**Transaction Detail**
Multiple Service	
Health Care Coverage	Select One:
Report Data	
Batch Payroll	⊙ Unposted Transactions — Unposted transactions for this agency.
Individual Transaction	○ Pay Date: [v] — Posted transactions with the specified payroll date.
View Batch Status	○ Post Date: [v] — Posted transactions posted on the specified date.
View Transaction Detail	○ Entry Date: [v] — Posted transactions entered on the specified date.
Masquerade	**Run Report**