



**Los Angeles County
Office of Education**



**HUMAN
RESOURCE
SYSTEM**

**DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES**

SESSION G

PERS RETIREMENT CODING & PRIOR PERIOD ADJUSTMENTS

2025-2026 TRAINING MANUAL

An Official Publication



**Los Angeles County
Office of Education**

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

Agenda	1
I. CalPERS 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
II. Exercises	
a. Exercise 1 – Qualifying for Membership	17-22
• 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 Disability Retirement	33-44
• CalPERS Retired Annuitant Flow Chart	34
• Information Bulletin – CalPERS Retiree Reporting Penalties & Resolution	39-41
d. Exercise 4 – Terminated Refunded Employee, Rehired	45-48
• PERS Terminated Employee Flow Chart	46
e. Exercise 5 – Buy-Back	49-59
• PERS Buy-Back Information	50-51
• PERS Buy-Back Gross-To-Net Numbers	52
• Taxed Buy-Back	53-54
• Tax Deferred 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
l.	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
 - 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
 - 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, are 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 do not 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 effective the first day of employment 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 no later than 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, Status, and Special Indicator Coding

Retirement Plan	
P1	PERS only
P2	OASDI and Medicare
P3	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
P9	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	
M	Member
N	Nonmember
D	Disabled
R	Retired
F	Refunded
Z	Deceased
Q	Nonmember, refunded
X	Nonmember, exchange teacher
I	Ineligible (PERS only)
Special Indicator	
C	Short-term classes
E	Elected Officials
R	Reduced workload
S	Student worker, same district
T	Teacher assistant
X	Elected Member
B	Cash Balance (STRS only)
P	Cash Balance (STRS only)

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS



**Los Angeles County
Office of Education**
Serving Students • Supporting Communities • Leading Educators

Division of School Financial Services
PERS Retirement Unit

MEMBER ACTION REQUEST (Please PRINT or TYPE clearly)

*Attach a "Reciprocal Self-Certification Form" for new appointments.

This form is due as soon as possible **but no later than 15 calendar days after the effective date of action in Box 14.**

1. LACOE EID or SSN		2. Current Name (First, Middle, Last)		3. Program Type	
				CPE	
4. Date of Birth MM/DD/YYYY		5. Gender ☐ Female ☐ Male		6. Former Name - For name changes only (PRC)	
7. Mailing Address: (MAI) Street/P.O. Box: Additional Address Line: City: State: Zip Code: Country: USA				8. Remarks	
9. District Name					
10. Pay Months ☐ 10 Mo ☐ 11 Mo ☐ 12 Mo		11. District Code		12. Member Category ☐ Misc. Schools ☐ School Police	
				13. Hire Date (1st Day at District) MM/DD/YYYY	

14. Type of Action (check all boxes that apply):

- A. ☐ Appointment (NAP)* MM/DD/YYYY D. ☐ Permanent Separation (PSP) MM/DD/YYYY
- B. ☐ Membership Eff. Date Change MM/DD/YYYY Separation Type:
☐ Death (DEA) ☐ Other (OTH) ☐ Retirement (RET)* MM/DD/YYYY
- C. Unpaid Leave of Absence (OTL)
☐ Begin Leave (BEL) MM/DD/YYYY
☐ End Leave (ENL) MM/DD/YYYY

15. Profile Change (PRC) Effective Date

- MM/DD/YYYY
- ☐ DOB (complete box 4)
☐ Gender (complete box 5)
☐ Name (complete box 6)
☐ SSN (complete box 8-see HRS)
☐ Address Change (complete box 7)

16. Retired Annuitant ☐ Yes ☐ No		17. Survivor Benefits ☐ Yes ☐ No		18. Covered by Social Security ☐ Yes ☐ No	
If retired less than 180 days, did the district approve a resolution?					
☐ Yes ☐ No					

19. ☐ Certificated Employee Electing PERS (ES 372)
☐ Classified Employee Electing STRS (ES 372)
20. Job / Position Title _____
21. Prior PERS Membership ☐ Yes ☐ No
22. Prior STRS Membership ☐ Yes ☐ No
23. Independent Contractor ☐ Yes ☐ No

24. BASIS FOR MEMBERSHIP QUALIFICATION: (Check appropriate box)			
☐ Full-Time for > 6 months	☐ Person is already a PERS member		
☐ Part-Time for ≥ 20 hours for 1 year or more	☐ Has completed 1,000 hours or 125 days in fiscal year		

25. Form Completed By:	
NAME AND TITLE	
TELEPHONE NUMBER	EMAIL ADDRESS
DISTRICT SIGNATURE	DATE

FORM NO. 503-923 MAR-1 Rev. 09/07/2018

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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.
2. **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.
17. **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.
18. **Covered by Social Security:** Check "No" only for those employees on a Special Contract that does not require Social Security to be deducted.
19. **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



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

Reciprocal Self-Certification Form

Complete the following information and return this form to your personnel office **within 10 business days**. To ensure this form is completed correctly, please reference the enclosed List of Qualifying Public Retirement Systems and instructions.

Section 1. Member Information	
Member Name: (Last)	(First) (Middle)
Date of Birth:	CalPERS ID:
Membership Status in Qualifying Public Retirement Systems: ☐ I have not been a member of a qualifying public retirement system in California. (skip to section 3) ☐ I have membership in a defined benefit plan under a qualifying public retirement system in California other than CalPERS. (complete section 2 with membership information for each qualifying public retirement system)	

Section 2. Qualifying Reciprocal Membership 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 provide dates, if applicable. Not all sections may be applicable for each Public Retirement System.

Section 3. Sign and Certify
I understand that by accepting employment in a qualified public retirement system, I am subject to the applicable laws and regulations of that system. I also understand that completing this form is not a request to establish reciprocity. I hereby certify that the foregoing information has been verified with the qualifying public retirement system as true and correct and any information found to be incorrect may require corrections to my CalPERS account including, but not limited to, my retirement enrollment level and adjustments to my member contributions. CalPERS may make any necessary corrections to my account to ensure I am properly enrolled and eligible to receive the correct retirement benefits.
Member Signature: _____ Date: _____

Section 4. To Be Completed by Employer Only
Name of CalPERS Agency:
CalPERS Business Partner ID: _____ Member's Enrollment Eligibility Date: _____
Designee of Employer: (print name) _____ Designees' Title: _____
Designee Signature: _____ Date: _____
The employer must retain this form in the member's file for auditing purposes.
<i>For more direction regarding how to process the Reciprocal Self-Certification Form, please refer to our employer reference guides.</i>

Instructions for Completing the Reciprocal Self-Certification Form

Section 1. Member Information	• Complete the required fields with your name, date of birth, and CalPERS ID. • Check one of the appropriate boxes to indicate if you have had membership in a defined 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 <u>other</u> qualifying public retirement systems; do not include CalPERS membership on this form.
Section 2. Qualifying Reciprocal Membership Information	• In the first column, titled "Name of Public Retirement System," list the name of any qualifying public retirement systems you are a member of a defined benefit plan. – If you are a member of multiple qualifying public retirement systems, please provide the name of each system beginning with the most recent in descending order. – 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. Sign and Certify	• Please read the statement. Then, sign your name and date the document before returning it to your personnel office.

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^	
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^	
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^	
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^	
Sacramento City Employees' Retirement System*	
Sacramento County Employees' Retirement System^	Defined benefit plan only; cash balance plans not eligible
San Bernardino County Retirement Association^	
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^	
San Jose Federated City Employees' Retirement System	
San Luis Obispo County Pension Trust	
San Mateo County Employees' Retirement Association^	
Santa Barbara County Employees' Retirement System^	
Sonoma County Employees' Retirement Association^	
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	

SECTION II.

EXERCISES

Intentionally left blank

Exercise 1 - Qualifying for Membership

Required Forms

Member Action Request (MAR-1)

Member Reciprocal Self-Certification

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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

The screenshot shows a terminal window with the following data:

```
File Edit View Communication Actions Window Help
** PER - SALARY/PAY RATE -UPD **                                0105
KU6982779  LEHMAN, TARA E.                                EFFEC DATE:  _ _ _ ACTNS:  _ _ _
                                                         PRIME JOB: P

JOB      POSITION      JOB CLASS
1        700110      700110 SUB INSTR AIDE I

CYCLE    BASIS    PAY MOS    ILL PLAN    VAC PLAN    TIME    TIME    EARNINGS TYPES
C3       H        12        NA         NA         909     Z      RNU

SCHD/RANGE/STEP  EFF DATE    %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
1  103  01      10 22 08      100.00      -           12.450      12.450

STIPENDS:  _ _      _ _      _ _      _ _      _ _      _ _

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
12.450      -      264.0      N         8.00      -

RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  STRS  STRS
              P3      N    -    10 22 08  -      CLS CD  BASE HRS
              _ _      _ _      _ _      _ _      _ _      _ _

(002) - ENTER YOUR CHANGES.
TRANS: 005      EID: KU6982779      JOB: 1      DISTRICT:  _ _ _
```

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

EFF DATE: 05 01 13

ACTNS: 16

PLAN: P9

STATUS M

RETIREMENT EFF DATE: 12 31 12

Hit **Enter** key on your keyboard.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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

** PER - SALARY/PAY RATE -UPD ** 0105

KU6982779 LEHMAN, TARA E. EFEC DATE: 05 01 13 ACTNS: PRIME JOB: P

JOB	POSITION	JOB CLASS
1	700110	700110 SUB INSTR AIDE I

CYCLE	BASIS	PAY	MOS	ILL PLAN	VAC PLAN	TIME RPT LOCN	TIME RPT CD	EARNINGS	TYPES
C3	H	12	NA	NA	909	Z	RNU		

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
1 103 01	10 22 08	100.00	-	12.450	12.450

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
12.450	-	264.0	N	8.00	-

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS CLS CD	STRS BASE HRS
P9	M	-	12 31 12	-	-	.00

(I05) - UPDATE FROM PREVIOUS SCREEN & SCREEN 0103 SUCCESSFUL.

TRANS: 005 EID: KU6982779 JOB: 1 DISTRICT: 00111

MA a 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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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)

File Edit View Communication Actions Window Help

** PER - PERSONNEL ACTION DATA - UPD ** 0103

KU6982779 LEHMAN, TARA E. EFFEC DATE: 05 01 13 ACTNS: _ _ _

PFX: _ SFX: _

-- EMPLOYEE INFORMATION --

PRIMARY JOB	EMPLOYEE TYPE	PERMANENCY INDICATOR	PENSION REFORM STATUS
1	N	S	*

PAY LOCATION: 100 MISC ORIGINAL HIRE: 10 22 08 1ST PROB SERVICE: _ _ _ SENIORITY DATE: _ _ _ 1ST WORK DATE: 11 05 08 REPORTED

-- INFORMATIONAL DATA --

LAST ACTIONS: 16 LAST ACTION DATE: 10 22 08

MINIMUM RECORD: OK

EMPLOYMENT STATUS: A ACTIVE STATUS DATE: 10 29 08

TERMINATION REASON:

(002) - ENTER YOUR CHANGES.

TRANS: 003 EID: KU6982779 JOB: 1 DISTRICT 00132

MA a 23/067

Retirement Plan Data Screen (039)

File Edit View Communication Actions Window Help

** PER - RETIREMENT PLAN DATA - INQ ** 0439

KU6982779 LEHMAN, TARA E. EMPL STATUS: ACTIVE

PRIMARY JOB: 1

JOB CLASS: 1 700110 SUB INSTR AIDE I P9 PERS-OASDI (FUL M MEM 12 31 12

PRs FLAG *

-----RETIREMENT-----

PLAN	S S	STAT	EFF DATE
	E P		
	S L		

PERS RETIREE CASE STATUS: EMPLOYER PAID PERS: DATE:

PERS/OASDHI CURRENT MOD LIMIT: CURRENT MOD LIMIT DATE:

PERS/OASDHI PRIOR MOD LIMIT: PRIOR MOD LIMIT DATE:

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 039 EID: KU6982779 JOB: 1 DISTRICT 00132

MA a A 23/067

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS



Division of School Financial Services PERS Retirement Unit

MEMBER ACTION REQUEST (Please PRINT or TYPE clearly)

*Attach a "Reciprocal Self-Certification Form" for new appointments.

1. LACOE EID or SSN KU6982779		2. Current Name (First, Middle, Last) TARA E LEHMAN		3. Program Type CPE
4. Date of Birth MM/DD/YYYY 01/01/1950	5. Gender ☒ Female ☐ Male	6. Former Name - For name changes only (PRC)		
7. Mailing Address: (MAI) Street/P.O. Box: 9300 IMPERIAL HIGHWAY Additional Address Line: City: DOWNEY State: CA Zip Code: 90242 Country: USA		8. Remarks QUALIFIED WITH 1000 HOURS		
9. District Name TRAINING DISTRICT				
10. Pay Months ☐ 10 Mo ☐ 11 Mo ☒ 12 Mo	11. District Code XXXXXX	12. Member Category ☒ Misc. Schools ☐ School Police	13. Hire Date (1st Day at District) MM/DD/YYYY 10/22/2008	
14. Type of Action (check all boxes that apply): A. ☒ Appointment (NAP) 05/01/2013 B. ☐ Membership Eff. Date Change C. Unpaid Leave of Absence (OTL) ☐ Begin Leave (BEL) ☐ End Leave (ENL) D. ☐ Permanent Separation (PSP) Separation Type: ☐ Death (DEA) ☐ Other (OTH) ☐ Retirement (RET)*		15. Profile Change Effective Date MM/DD/YYYY ☐ DOB (complete box 4) ☐ Gender (complete box 5) ☐ Name (complete box 6) ☐ SSN (complete box 8-see HRS) ☐ Address Change (complete box 7)		
16. Retired Annuitant ☐ Yes ☒ No		17. Survivor Benefits ☐ Yes ☒ No		18. Covered by Social Security ☒ Yes ☐ No
19. ☐ Certificated Employee Electing PERS (ES 372) ☐ Classified Employee Electing STRS (ES 372)		21. Prior PERS Membership ☒ Yes ☐ No		23. Independent Contractor ☐ Yes ☒ No
20. Job / Position Title SUB INSTRUCTIONAL AIDE 1		22. Prior STRS Membership ☐ Yes ☐ No		
24. BASIS FOR MEMBERSHIP QUALIFICATION: (Check appropriate box)				
☐ Full-Time for > 6 months ☐ Part-Time for ≥ 20 hours for 1 year or more ☐ Person is already a PERS member ☒ Has completed 1,000 hours or 125 days in fiscal year				
25. Form Completed By:				
NAME AND TITLE				
TELEPHONE NUMBER				
EMAIL ADDRESS				
DISTRICT SIGNATURE				
DATE				

FORM NO. 503-923 MAR-1 Rev. 04/26/2018



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

Reciprocal Self-Certification Form

*Complete the following information and return this form to your personnel office **within 10 business days**. To ensure this form is completed correctly, please reference the enclosed List of Qualifying Public Retirement Systems and instructions.*

Section 1. Member Information	
Member Name: (Last)	(First) (Middle)
LEHMAN	TARA E
Date of Birth: 01/01/1950	CalPERS ID:
Membership Status in Qualifying Public Retirement Systems: ☐ I have not been a member of a qualifying public retirement system in California. (skip to section 3) ☐ I have membership in a defined benefit plan under a qualifying public retirement system in California other than CalPERS. (complete section 2 with membership information for each qualifying public retirement system)	

Section 2. Qualifying Reciprocal Membership Information			
Name of Most Recent Public Retirement System: CALPERS	Membership Date: 01 / 01 / 2001	Separation Date*: 12 / 31 / 2005	☐ 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 provide dates, if applicable. Not all sections may be applicable for each Public Retirement System.*

Section 3. Sign and Certify
I understand that by accepting employment in a qualified public retirement system, I am subject to the applicable laws and regulations of that system. I also understand that completing this form is not a request to establish reciprocity. I hereby certify that the foregoing information has been verified with the qualifying public retirement system as true and correct and any information found to be incorrect may require corrections to my CalPERS account including, but not limited to, my retirement enrollment level and adjustments to my member contributions. CalPERS may make any necessary corrections to my account to ensure I am properly enrolled and eligible to receive the correct retirement benefits.
Member Signature: <i>Tara Lehman</i> Date: 05/01/2018

Section 4. To Be Completed by Employer Only	
Name of CalPERS Agency:	
CalPERS Business Partner ID:	Member's Enrollment Eligibility Date:
Designee of Employer: (print name)	Designees' Title:
Designee Signature:	Date:
The employer must retain this form in the member's file for auditing purposes.	
<i>For more direction regarding how to process the Reciprocal Self-Certification Form, please refer to our employer reference guides.</i>	

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

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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

JOB	POSITION	JOB CLASS
1	780100	780100 NOON AIDE

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES
C3	H	12	NA	NA	909	P	RNU

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
7 001 01	03 29 11	100.00	-	9.300	9.300

STIPENDS: __ __ __ __ __ __ __ __ __ __

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
9.300	-	264.0	N	2.50	-

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	CLS CD	BASE HRS
P3	N	-	03 29 11	-	-	.00

(002) - ENTER YOUR CHANGES.

TRANS: 005 EID: VN7793698 JOB: 1 DISTRICT: 00111

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 M

RETIREMENT EFF DATE: 06 01 13

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

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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)

The screenshot displays a software window titled "Job Assignment Screen (004)". At the top, it shows a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main content area contains the following information:

- Header: ** PER - JOB ASSIGNMENT - UPD ** 0104
- Employee ID: VN7793698, Name: LAWSON, TIMOTHY A., EFFEC DATE: 06 01 13, ACTNS: 13, PRIME JOB: 1
- Assignment Details:
 - JOB: 2, POSITION: 700012, BOARD APPROVAL: — — —, CREDENTIAL: — — —, CRED EXP DATE: — — —, ACAD RANK: —
 - JOB CLASS: 700012, JOB TYPE: N, JOB STS: A, STATUS DATE: 06 01 13, JOB PERMANENCY: P PERMANEN, JOB FAM: —, CLASS ENTRY: — — —
 - INSTRUCTIONAL ASST-SP ED
- Work Location: 00030, WORK PHONE: — — —, EXT: — — —, ED. C. LEWIS
- Anniversary: 99 99 99, PASS PROB DATE: — — —, EVAL TYPE: —, EVAL DUE DATE: — — —, BARG UNIT: CS, UNIT MEMBER: —, MILEAGE ELIG: —
- Leave and Termination sections with fields for REASON, TYPE, BEGIN, END, REASON, DATE, and REHIRE ELIG.

At the bottom, a status bar shows: (002) - ENTER YOUR CHANGES. TRANS: 004, EID: VN7793698, JOB: 2, DISTRICT 00132, and a timestamp 23/067.

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:	A
STATUS DATE:	06 01 13
JOB PERMANENCY:	P
WORK LOCATION:	00030
ANNIV DATE:	99 99 99
BARG UNIT:	CS

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

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

Salary Pay/Rate Screen (005)

File Edit View Communication Actions Window Help

0105
**** PER - SALARY/PAY RATE -UPD ****
 VN7793698 LAWSON, TIMOTHY A. EFFEC DATE: 06 01 13 ACTNS: 13
 PRIME JOB: 1

JOB	POSITION	JOB CLASS	TIME	TIME
2	700012	700012 INSTRUCTIONAL ASST-SP ED		

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES
C3	H	12	NA	NA	909	P	REG

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
1 125 03	06 01 13	100.00	-	15.510	15.510

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
15.510	-	264.0	N	3.50	-

*** STRS STRS
 RETIREMENT: PLAN STATUS SPL EFF DATE PERS CASE STS CLS CD BASE HRS
 P9 M - 06 01 13 - - .00

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.

TRANS: 002 EID: VN7793698 JOB: 2 DISTRICT: 00132

MA a A 23/067

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:	H	RETIRE RATE:	15.510
PAY MOS:	12	WORK DAYS:	264.0
ILL PLAN:	NA	WORK CAL:	N
VAC PLAN:	NA	WORK HRS/DY	3.50
TIME RPT LOCN:	909	RETIREMENT PLAN:	P9
TIME RPT CD:	P	RETIREMENT STATUS:	M
EARNINGS TYPES:	REG	RETIREMENT EFF DATE:	06 01 13
SCHED/RANGE/STEP:	1 125 03		

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

Retirement Plan Data Screen (039)

```

File Edit View Communication Actions Window Help
** PER - RETIREMENT PLAN DATA - INQ **                                0439
VN7793698  LAWSON, TIMOTHY A.                                EMPL STATUS: ACTIVE
                                                    PRIMARY JOB: 1
PRG FLAG 1  -----RETIREMENT-----
JOB          PLAN          S S          STAT  EFF DATE
JOB CLASS    --JOB TITLE--  E P
S L

1 780100 NOON AIDE          P9 PERS-OASDI (FUL          M MEM 06 01 13
2 700012 INSTRUCTIONAL ASST-SP ED  P9 PERS-OASDI (FUL          M MEM 06 01 13

PERS RETIREE CASE STATUS:      EMPLOYER PAID PERS:      DATE:
PERS/OASDI CURRENT MOD LIMIT:  CURRENT MOD LIMIT DATE:
PERS/OASDI PRIOR MOD LIMIT:    PRIOR MOD LIMIT DATE:

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 039      EID: VN7793698      JOB: 2      DISTRICT 00132
MA      a      A      23/067

```

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).

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS



Division of School Financial Services
PERS Retirement Unit

MEMBER ACTION REQUEST (Please PRINT or TYPE clearly)

*Attach a "Reciprocal Self-Certification Form" for new appointments.

1. LACOE EID or SSN		2. Current Name (First, Middle, Last)		3. Program Type
VN7793698		TIMOTHY A LAWSON		CPE
4. Date of Birth MM/DD/YYYY	5. Gender	6. Former Name - For name changes only (PRC)		
01/01/1960	☐ Female ☒ Male			
7. Mailing Address: (MAI)		8. Remarks		
Street/P.O. Box: 9300 IMPERIAL HIGHWAY		QUALIFIED WITH COMBINED HOURS IN TWO POSITIONS		
Additional Address Line:				
City: DOWNEY				
State: CA Zip Code: 90242 Country: USA				
9. District Name		TRAINING DISTRICT		
10. Pay Months	11. District Code	12. Member Category	13. Hire Date (1st Day at District) MM/DD/YYYY	
☐ 10 Mo ☐ 11 Mo ☒ 12 Mo	XXXXX	☒ Misc. Schools ☐ School Police	03/29/2011	
14. Type of Action (check all boxes that apply):				
A. ☒ Appointment (NAP) 06/01/2013 MM/DD/YYYY B. ☐ Membership Eff. Date Change MM/DD/YYYY C. Unpaid Leave of Absence (OTL) ☐ Begin Leave (BEL) MM/DD/YYYY ☐ End Leave (ENL) MM/DD/YYYY D. ☐ Permanent Separation (PSP) MM/DD/YYYY Separation Type: ☐ Death (DEA) ☐ Other (OTH) ☐ Retirement (RET)*				
15. Profile Change Effective Date MM/DD/YYYY				
☐ DOB (complete box 4) ☐ Gender (complete box 5) ☐ Name (complete box 6) ☐ SSN (complete box 8-see HRS) ☐ Address Change (complete box 7)				
16. Retired Annuitant		17. Survivor Benefits		18. Covered by Social Security
☐ Yes ☒ No		☐ Yes ☒ No		☒ Yes ☐ No
19. ☐ Certificated Employee Electing PERS (ES 372)		21. Prior PERS Membership		23. Independent Contractor
☐ Classified Employee Electing STRS (ES 372)		☐ Yes ☒ No		☐ Yes ☒ No
20. Job / Position Title		22. Prior STRS Membership		
NOON AIDE/INSTRUCTIONAL ASST-SP		☐ Yes ☒ No		
24. BASIS FOR MEMBERSHIP QUALIFICATION: (Check appropriate box)				
☐ Full-Time for > 6 months ☐ Person is already a PERS member				
☒ Part-Time for ≥ 20 hours for 1 year or more ☐ Has completed 1,000 hours or 125 days in fiscal year				
25. Form Completed By:				
NAME AND TITLE				
TELEPHONE NUMBER		EMAIL ADDRESS		
DISTRICT SIGNATURE				DATE

FORM NO. 503-923 MAR-1 Rev. 04/26/2018



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

Reciprocal Self-Certification Form

Complete the following information and return this form to your personnel office within 10 business days. To ensure this form is completed correctly, please reference the enclosed List of Qualifying Public Retirement Systems and instructions.

Section 1. Member Information		
Member Name: (Last)	(First)	(Middle)
LAWSON	TIMOTHY	A
Date of Birth: 01/01/1960	CalPERS ID:	
Membership Status in Qualifying Public Retirement Systems:		
☒ I have not been a member of a qualifying public retirement system in California. (skip to section 3) ☐ I have membership in a defined benefit plan under a qualifying public retirement system in California other than CalPERS. (complete section 2 with membership information for each qualifying public retirement system)		

Section 2. Qualifying Reciprocal Membership 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 provide dates, if applicable. Not all sections may be applicable for each Public Retirement System.

Section 3. Sign and Certify	
I understand that by accepting employment in a qualified public retirement system, I am subject to the applicable laws and regulations of that system. I also understand that completing this form is not a request to establish reciprocity.	
I hereby certify that the foregoing information has been verified with the qualifying public retirement system as true and correct and any information found to be incorrect may require corrections to my CalPERS account including, but not limited to, my retirement enrollment level and adjustments to my member contributions. CalPERS may make any necessary corrections to my account to ensure I am properly enrolled and eligible to receive the correct retirement benefits.	
Member Signature: Timothy A Lawson	Date: 06/01/2013

Section 4. To Be Completed by Employer Only	
Name of CalPERS Agency:	
CalPERS Business Partner ID:	Member's Enrollment Eligibility Date:
Designee of Employer: (print name)	Designees' Title:
Designee Signature:	Date:
The employer must retain this form in the member's file for auditing purposes.	
For more direction regarding how to process the Reciprocal Self-Certification Form, please refer to our employer reference guides.	

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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

Earning Detail Screen (003)

File Edit View Communication Actions Window Help

** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ ** 703

WARRANT NO.: 7566885 EID.: VN7793698 LAWSON,TIMOTHY A.
ISSUE DATE : 08 09 13 SCHEDULE NO.: 253 SCHEDULE: 07 01 13 TO 07 30 13

PAY	POS	EARN		PAY	--RETIREMENT--		-ACCRUAL-	P				
BAS	NO.	TYPE	UNITS	PAY RATE	AMOUNT	MO	P/S/SP	R.RATE	CAL	BEG	END	Y
H	700012	REG	32.00	15.510	496.32	12	P9M	15.510	N	0601	061513	
H	700012	REG	120.00	15.510	1861.20	12	P9M	15.510	N	0701	073013	
H	780100	REG	52.50	9.300	488.25	12	P9M	9.300	N	0601	061513	

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 003 EID: VN7793698 WARRANT NO: 7566885 ISS DATE: 080913 DISTRICT: 00001

MA b A 23/067

PERS Detail Screen (007)

File Edit View Communication Actions Window Help

** PAY - PERS DETAIL - PAYROLL HISTORY - INQ ** 0707

WARRANT NO.: 7566885 EID.: VN7793698 LAWSON,TIMOTHY A.
ISSUE DATE : 08 09 13 SCHEDULE NO.: 253 SCHEDULE: 07 01 13 TO 07 30 13

BEGIN	END	EARN		EARN	RETIRE	SUBJECT		DEDUCT	CONT
MO/DA	DATE	TYPE	UNITS	AMOUNT	REP RATE	AMOUNT	PL-S-I	AMOUNT	AMOUNT
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=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 007 EID: VN7793698 WARRANT NO: 7566885 ISS DATE: 080913 DISTRICT: 00001

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

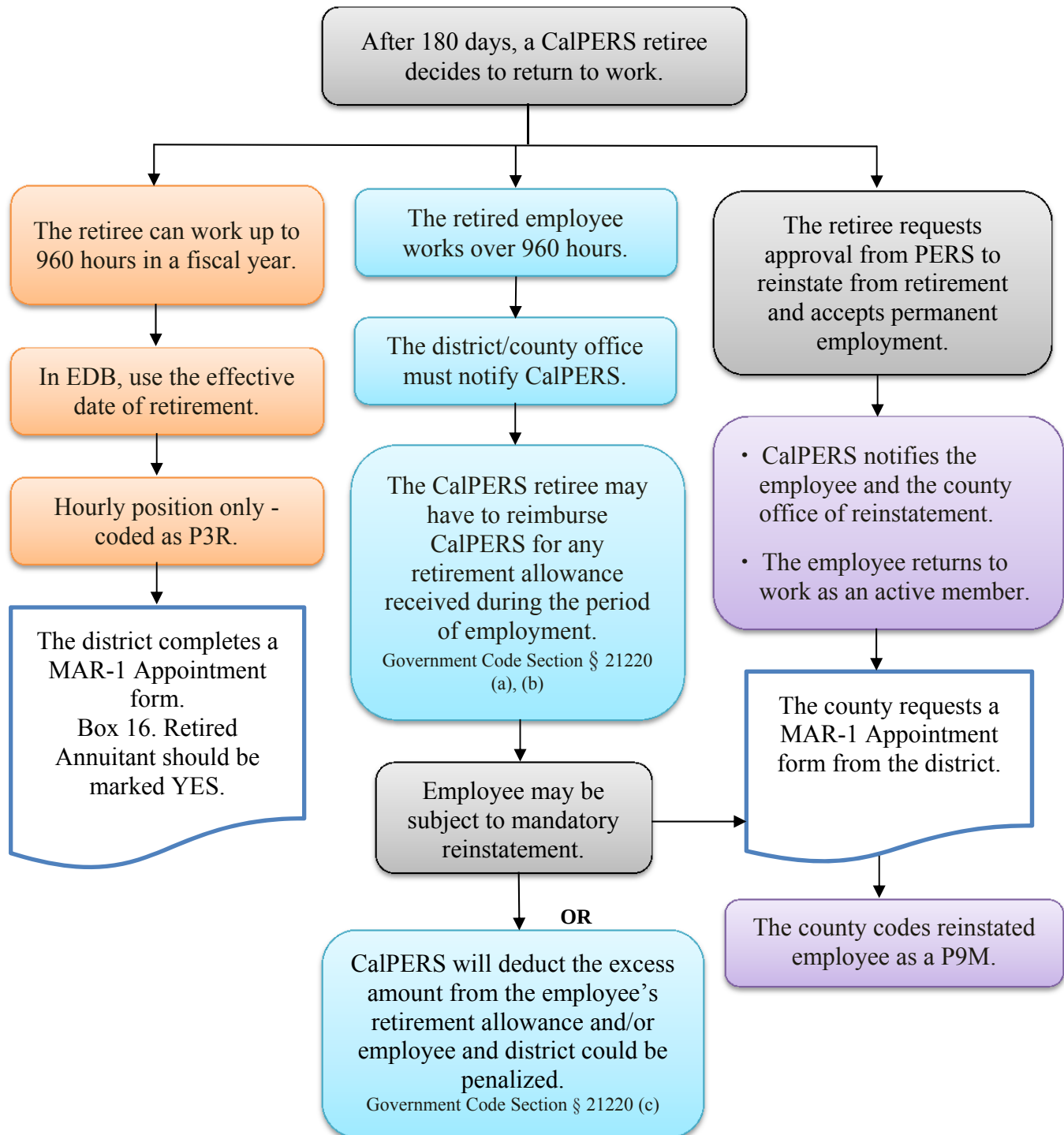
Informational Bulletin – CalPERS Retiree Reporting Penalties & Resolution

Required Forms

Member Action Request (MAR-1)

Member Reciprocal Self-Certification

CalPERS Retired Annuitant Flow Chart



NOTE: A person on service retirement from CalPERS can work in a CalPERS-covered agency on a temporary basis-hourly position only. They cannot 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.



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: 1234567890

Notice of Placement on Retirement Roll:

This is to advise you that the employee named above has been placed on our 12/2012 Service Retirement roll with an effective date of 12/31/2012 0.0 days of unused sick leave have been credited to the member's account. 0.0 days of unused education leave have been credited to the member's account. The employee's separation date is the date following the employee's last day in employment status. The date can be equal to but no later than the retirement date. Please notify us immediately if separation did not occur by the date.

For information regarding employment of a retired member, please see your "Procedure Manual for Reporting to the California Public Employees' Retirement System." If any of the information above is not correct, please contact us.

If you have any questions, please visit our website www.calpers.ca.gov, or you may contact us toll free at **888 CalPERS** (or 888-225-7377).

Benefit Services Division

cc: Los Angeles County Schools

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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

Service Retirement Effective 12/31/12

Before

The screenshot shows a PERS system window with the following data:

JOB	POSITION	JOB CLASS
1	514012	514012 SYSTEMS TECHNICIAN

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES
E4	H	12	NA	NA	909	I	REG

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
1 245 05	02 01 08	100.00	-	17.000	17.000

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
17.000	-	264.0	N	8.00	-

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE	STS	CLS CD	BASE HRS
P9	M	-	09 18 84	-	-	-	.00

(002) - ENTER YOUR CHANGES.

TRANS: 005 EID: YT3648084 JOB: 1 DISTRICT: 00111



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

The screenshot shows the same PERS system window with updated data:

JOB	POSITION	JOB CLASS
1	514012	514012 SYSTEMS TECHNICIAN

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES
E4	H	12	NA	NA	909	I	REG

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
1 245 05	02 01 08	100.00	-	17.000	17.000

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
17.000	-	264.0	N	8.00	-

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE	STS	CLS CD	BASE HRS
P3	R	-	12 31 12	3	-	-	.00

(002) - ENTER YOUR CHANGES.

TRANS: 005 EID: YT3648084 JOB: 1 DISTRICT: 00111



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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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



**Los Angeles County
Office of Education**
Serving Students • Supporting Communities • Leading Educators

Division of School Financial Services
PERS Retirement Unit

MEMBER ACTION REQUEST

(Please PRINT or TYPE clearly)

*Attach a "Reciprocal Self-Certification Form" for new appointments.

1. LACOE EID or SSN		2. Current Name (First, Middle, Last)		3. Program Type
YT3648084		ANNE O LOCKLEAR		CPE
4. Date of Birth MM/DD/YYYY	5. Gender	6. Former Name - For name changes only (PRC)		
01/01/1960	☒ Female ☐ Male			
7. Mailing Address: (MAI)		8. Remarks		
Street/P.O. Box: 9300 IMPERIAL HIGHWAY		RETIREE APPOINTMENT		
Additional Address Line:				
City: DOWNEY				
State: CA Zip Code: 90242 Country: USA				
9. District Name		TRAINING DISTRICT		
10. Pay Months	11. District Code	12. Member Category	13. Hire Date (1st Day at District) MM/DD/YYYY	
☐ 10 Mo ☐ 11 Mo ☒ 12 Mo	XXXXX	☒ Misc. Schools ☐ School Police	09/18/1984	

14. Type of Action (check all boxes that apply):

A. ☒ Appointment (NAP) MM/DD/YYYY 07/01/2013 D. ☐ Permanent Separation (PSP)

B. ☐ Membership Eff. Date Change MM/DD/YYYY

C. Unpaid Leave of Absence (OTL)

☐ Begin Leave (BEL) MM/DD/YYYY

☐ End Leave (ENL) MM/DD/YYYY

Separation Type:

☐ Death (DEA)

☐ Other (OTH)

☐ Retirement (RET) *Retirement Only
Unused Sick Leave
DAYS

15. Profile Change Effective Date
MM/DD/YYYY

☐ DOB (complete box 4)

☐ Gender (complete box 5)

☐ Name (complete box 6)

☐ SSN (complete box 8-see HRS)

☐ Address Change (complete box 7)

16. Retired Annuitant	If retired less than 180 days, did the district approve a resolution?	17. Survivor Benefits	18. Covered by Social Security
☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No

19. ☐ Certificated Employee Electing PERS (ES 372)

☐ Classified Employee Electing STRS (ES 372)

20. Job / Position Title

21. Prior PERS Membership

☒ Yes ☐ No

22. Prior STRS Membership

☐ Yes ☐ No

23. Independent Contractor

☐ Yes ☐ No

24. BASIS FOR MEMBERSHIP QUALIFICATION: (Check appropriate box)

☐ Full-Time for > 6 months

☐ Part-Time for ≥ 20 hours for 1 year or more

☐ Person is already a PERS member

☐ Has completed 1,000 hours or 125 days in fiscal year



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 extremely important to inform us as soon as any retiree begins employment because CalPERS will fine your district \$200.00 for each appointment more than 30 days old.



**Los Angeles County
Office of Education**

**INFORMATIONAL
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

Subject: CalPERS Retiree Reporting Penalties & Resolutions

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 30 days 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:

- 180-wait period: 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)*
- 960 Hours: Retirees are allowed to legally work a maximum 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.
- Retiree Penalty: 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.
- Limited Period of Time: 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.

- Independent Contractor/Consultants/Third-Party Employees: 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 employer-employee relationship, then the employee is exempt from the post-retirement employment requirements.
- Enroll Retiree: 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

- Report Earnings: CalPERS contributions should not be deducted from retired annuitants' earnings. Report the hourly pay rate, gross wages and number of hours worked on a monthly 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@laoe.edu.

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

CWR:lt
Attachments
SFS-A60-2017-2018



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

Reciprocal Self-Certification Form

Complete the following information and return this form to your personnel office **within 10 business days**. To ensure this form is completed correctly, please reference the enclosed List of Qualifying Public Retirement Systems and instructions.

Section 1. Member Information	
Member Name: (Last) LOCKLEAR	(First) ANNE (Middle) O
Date of Birth: 01/01/1950	CalPERS ID:
Membership Status in Qualifying Public Retirement Systems: ☐ I have not been a member of a qualifying public retirement system in California. (skip to section 3) ☐ I have membership in a defined benefit plan under a qualifying public retirement system in California other than CalPERS. (complete section 2 with membership information for each qualifying public retirement system)	

Section 2. Qualifying Reciprocal Membership Information			
Name of Most Recent Public Retirement System: CALPERS	Membership Date: 09 / 18 / 1984	Separation Date*: 12 / 31 / 2012	☒ 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 provide dates, if applicable. Not all sections may be applicable for each Public Retirement System.

Section 3. Sign and Certify	
I understand that by accepting employment in a qualified public retirement system, I am subject to the applicable laws and regulations of that system. I also understand that completing this form is not a request to establish reciprocity.	
I hereby certify that the foregoing information has been verified with the qualifying public retirement system as true and correct and any information found to be incorrect may require corrections to my CalPERS account including, but not limited to, my retirement enrollment level and adjustments to my member contributions. CalPERS may make any necessary corrections to my account to ensure I am properly enrolled and eligible to receive the correct retirement benefits.	
Member Signature: <i>Anne Locklear</i>	Date: 07/01/2013

Section 4. To Be Completed by Employer Only	
Name of CalPERS Agency:	
CalPERS Business Partner ID:	Member's Enrollment Eligibility Date:
Designee of Employer: (print name)	Designees' Title:
Designee Signature:	Date:
The employer must retain this form in the member's file for auditing purposes.	
For more direction regarding how to process the Reciprocal Self-Certification Form, please refer to our employer reference guides.	

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS



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

August 27, 2013

CalPERS ID: 987456123

Subject: Link, Lewis I

Participant CalPERS ID: 987654321

Notice of Placement on Retirement Roll:

This is to advise you that the employee named above has been placed on our 11/2015 Disability Retirement roll with an effective date of August 1, 2013. 0.0 days of unused sick leave have been credited to the member's account. 0.0 days of unused education leave have been credited to the member's account. The employee's separation date is the date following the employee's last day in employment status. The date can be equal to but no later than the retirement date. Please notify us immediately if separation did not occur by the date.

For information regarding employment of a retired member, please see your "Procedure Manual for Reporting to the California Public Employees' Retirement System." If any of the information above is not correct, please contact us.

If you have any questions, please visit our website www.calpers.ca.gov, or you may contact us toll free at **888 CalPERS** (or 888-225-7377).

Benefit Services Division

cc: Los Angeles County Schools

My|CalPERS 0926

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

Disability Retirement Approved Effective 08/01/13

** PER - SALARY/PAY RATE -UPD **															0105				
AF8505281 LINK, LEWIS I.										EFFECT 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							
H1	H	10		NA		NA		909		P		REG _ _ _							
SCHED/RANGE/STEP		EFF DATE		%FULL-TIME		CALC METH		FULL-TIME RATE		SALARY RATE									
1 125 05		01 01 09		100.00				17.290		17.290									
STIPENDS: LG 2 LONGVTY _ _ _ _ _																			
_ _ _ _ _																			
_ _ _ _ _																			
RETIRE RATE		O/RIDE		WORK DAYS		WORK CAL		WORK HRS/DY		SESS TYPE									
17.290				217.0		N1		6.00											
*** STRS STRS																			
RETIREMENT: PLAN		STATUS		SPL		EFF DATE		PERS CASE STS		CLS CD		BASE HRS							
P3		D				08 01 13						.00							
(002) - ENTER YOUR CHANGES.																			
TRANS: 005					EID: AF8505281					JOB: 1					DISTRICT: 00111				
MA a A 21/048																			

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.



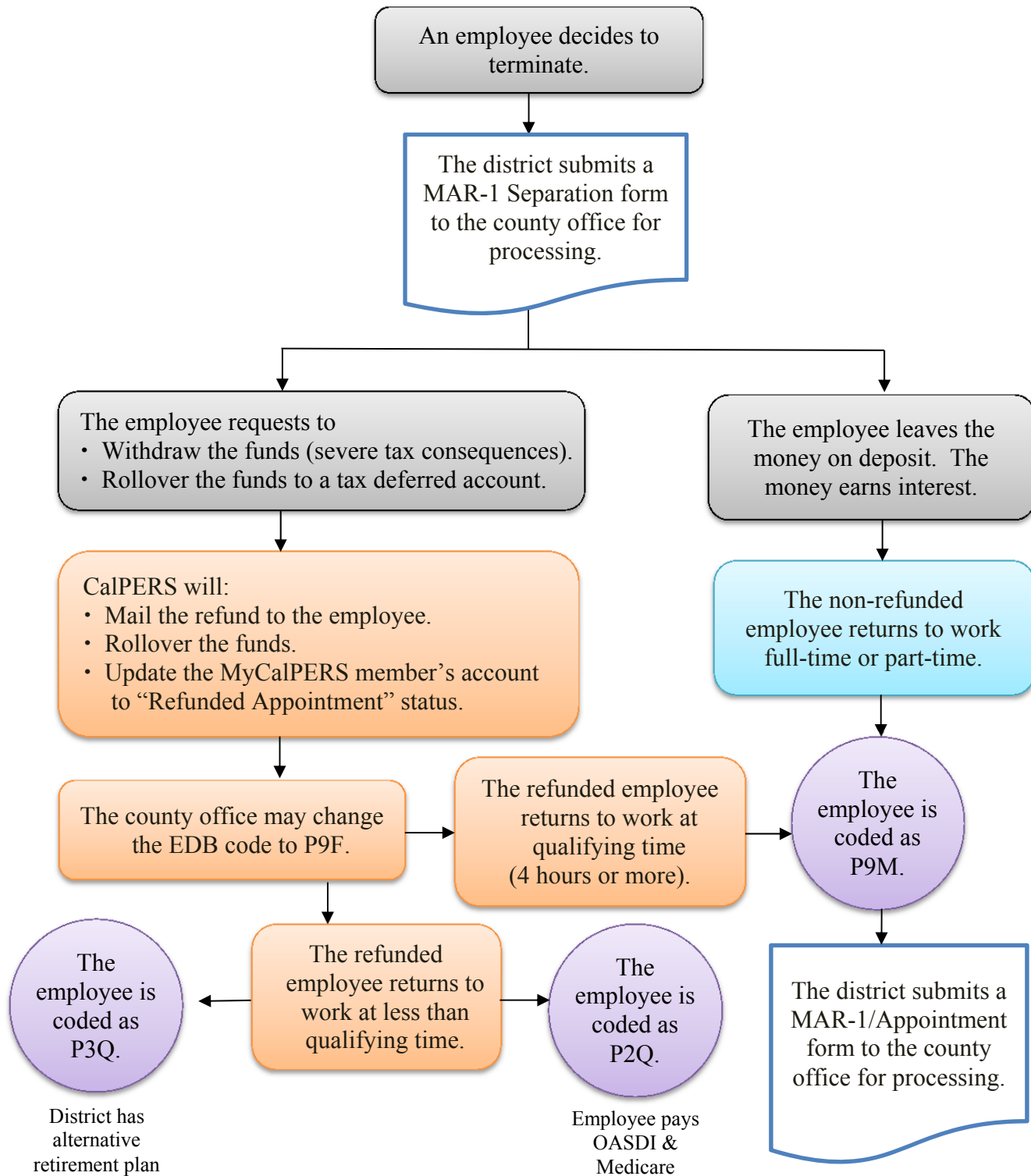
CAUTION: EDB should not be changed before the final payroll is processed. In doing so, it will result in the final pay being paid incorrectly for retirement and could affect the employee's service credit.

Exercise 4 - Terminated Refunded Employee, Rehired

PERS Terminated Employee Flow Chart

Required Form
Member Action Request (MAR-1)

PERS Terminated Employee Flow Chart



G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS



Division of School Financial Services
PERS Retirement Unit

MEMBER ACTION REQUEST (Please PRINT or TYPE clearly)

*Attach a "Reciprocal Self-Certification Form" for new appointments.

1. LACOE EID or SSN		2. Current Name (First, Middle, Last)		3. Program Type
RP7512083		NANCY LIVINGSTON		CPE
4. Date of Birth MM/DD/YYYY	5. Gender	6. Former Name - For name changes only (PRC)		
01/01/1970	☒ Female ☐ Male			
7. Mailing Address: (MAI)		8. Remarks		
Street/P.O. Box: 9300 IMPERIAL HIGHWAY		TERMINATED FROM ALL POSITIONS		
Additional Address Line:				
City: DOWNEY				
State: CA Zip Code: 90242 Country: USA				
9. District Name		TRAINING DISTRICT		
10. Pay Months	11. District Code	12. Member Category	13. Hire Date (1st Day at District) MM/DD/YYYY	
☐ 10 Mo ☐ 11 Mo ☒ 12 Mo	XXXXX	☒ Misc. Schools ☐ School Police		
14. Type of Action (check all boxes that apply):				
A. ☐ Appointment (NAP)* MM/DD/YYYY B. ☐ Membership Eff. Date Change MM/DD/YYYY C. Unpaid Leave of Absence (OTL) ☐ Begin Leave (BEL) MM/DD/YYYY ☐ End Leave (ENL) MM/DD/YYYY D. ☒ Permanent Separation (PSP) 07/31/2013 MM/DD/YYYY Separation Type: ☐ Death (DEA) ☐ Other (OTH) ☐ Retirement (RET)*				
15. Profile Change Effective Date MM/DD/YYYY ☐ DOB (complete box 4) ☐ Gender (complete box 5) ☐ Name (complete box 6) ☐ SSN (complete box 8-see HRS) ☐ Address Change (complete box 7) *Retirement Only Unused Sick Leave DAYS				
16. Retired Annuitant				
If retired less than 180 days, did the district approve a resolution? ☐ Yes ☒ No ☐ Yes ☐ No				
17. Survivor Benefits				
☐ Yes ☒ No				
18. Covered by Social Security				
☒ Yes ☐ No				

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.

TELEPHONE NUMBER		EMAIL ADDRESS	
DISTRICT SIGNATURE			DATE

FORM NO. 503-923 MAR-1 Rev. 04/26/2018

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help											
** PER - SALARY/PAY 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 CLASSIFIED									
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES				
C3	H	10	NA	NA	909	Z	RNU _ _ _				
SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE						
1 103 02	03 07 11	100.00	-	13.100	13.100						
STIPENDS: _ _ _ _ _											
_ _ _ _ _											
_ _ _ _ _											
RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE						
13.100	-	220.0	NO	0.60	_ _ _ STRS STRS						

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	CLS CD	BASE HRS					
P9	F	-	09 16 13	█	-	.00					
(002) - ENTER YOUR CHANGES.											
TRANS: 005		EID: RP7512083		JOB: 1		DISTRICT: 00111					
MA	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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS



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

Authorization for Contribution and/or Rate Adjustment

BUSINESS PARTNER CalPERS ID 1803111608		BUSINESS PARTNER Training District			MAILING DATE June 17, 2011
PARTICIPANT CalPERS ID 1234567890		PARTICIPANT NAME Frederick E Levine			
EFFECTIVE DATE 07/01/2011	SERVICE CREDIT PURCHASE TYPE Service Prior to Membership Service Credit	PAYMENT TYPE Tax-Deferred	NO. OF PAYMENTS 37	PAYMENT AMOUNT 37.98	PAYROLL FREQUENCY 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 CalPERS.
- 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 toll-free 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

File Edit View Communication Actions Window Help

CONTROL TABLE DATA INQUIRY 1602
GROSS TO NET TABLE

G-T-N NO: 111

DISTRICT: PRIORITY SEQ NO: 0099

DEDUCTION NAME	DED DESCRIP	TYPE	GROUP	REL	ELMT
PERS BUY BACK	BUY PERS	R	R		

CYCLE TO DEDUCT 2

***** BALANCES *****
Y/P S/R Q D E F U
Y Q D

F/P	USAGE	BASE	RED	IND	CALC	RTN	C/M	UPDATE	RTN	V/C	S/D
F					62		M	99		0000000158	G

PRNT OPT ACCT NUM STATUS STOP AT TERM TIME REPORT
9515

MONTHLY MAX DUES 0.00 ANNUAL MAX DUES 0.00

TRANS: 002 KEY 1: 111 KEY 2: KEY 3: DIST:

MA b A 23/067

File Edit View Communication Actions Window Help

CONTROL TABLE DATA INQUIRY 1602
GROSS TO NET TABLE

G-T-N NO: 113

DISTRICT: PRIORITY SEQ NO: 0099

DEDUCTION NAME	DED DESCRIP	TYPE	GROUP	REL	ELMT
PERS BUY BACK	BUY PERS	R	R		

CYCLE TO DEDUCT 2

***** BALANCES *****
Y/P S/R Q D E F U
Y Q D

F/P	USAGE	BASE	RED	IND	CALC	RTN	C/M	UPDATE	RTN	V/C	S/D
F					62		M	99		0000000158	G

PRNT OPT ACCT NUM STATUS STOP AT TERM TIME REPORT
9515

MONTHLY MAX DUES 0.00 ANNUAL MAX DUES 0.00

TRANS: 002 KEY 1: 113 KEY 2: KEY 3: DIST:

MA b A 23/067

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.

CONTROL TABLE DATA INQUIRY 1602
 GROSS TO NET TABLE

G-T-N NO: 114

DISTRICT: 00001 PRIORITY SEQ NO: 0099

DEDUCTION NAME	DED DESCRIP	TYPE	GROUP	REL	ELMT
PERS BUY NO TAX DEF	BUY BACK D	D	D	M	

CYCLE TO DEDUCT 2

***** BALANCES *****							
Y/P	S/R	Q	D	E	F	U	
Y	S	Q	D				

F/P	USAGE	BASE	RED	IND	CALC	RTN	C/M	UPDATE	RTN	V/C	S/D
F					62		M			0000000158	G

PRNT OPT ACCT NUM STATUS STOP AT TERM TIME REPORT

9515

MONTHLY MAX DUES 0.00 ANNUAL MAX DUES 0.00

TRANS: 002 KEY 1: 114 KEY 2: KEY 3: DIST: 00001

MA b A 23/067

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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.



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

Authorization for Contribution and/or Rate Adjustment

BUSINESS PARTNER CalPERS ID 1803111608		BUSINESS PARTNER Los Angeles County Office of Education			MAILING DATE 7/16/2018
PARTICIPANT CalPERS ID 4567891230		PARTICIPANT NAME John Wayne			
EFFECTIVE DATE 9/1/2018	SERVICE CREDIT PURCHASE TYPE Military Service Credit	PAYMENT TYPE Taxed	NO. OF PAYMENTS 180	PAYMENT AMOUNT \$299.42	PAYROLL FREQUENCY Monthly

Instructions:

- Begin payments starting with the above effective date. If there is a change in the effective date, notify CalPERS.
- The participant elected Taxed payments. Use payment type Taxed 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 CalPERS.
- 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 toll-free at 888 CalPERS (or 888-225-7377).

Sincerely,

Elections, Rollovers & Account Maintenance Unit
Member Account Management Division

HRS Online Screen Examples

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

Warrant Summary Screen (002)

REDUCTIONS:

PERS DED	316.26
BUY PERS	37.98
OTHER RED	574.01
	<u>928.25</u>

File Edit View Communication Actions Window Help

*** PAY - WARRANT SUMMARY--PAYROLL HISTORY INQUIRY - INQ *** 702

WARRANT NO.: 5283634 EID: YS2422996 LEVINE, FREDERICK E.
 ISSUE DATE: 08 25 11 SCHEDULE NO.: 235 SCHEDULE: 07 01 11 TO 07 31 11
 PAYMENT TYPE: WARRANT REISSUE

EMPLOYEE	PAY	SCHEDULE	SUBJECT	GROSSES
TOT GRS PAY:	4,518.00	FWT:	3,589.75	PERS GROSS: 4,518.00
REDUCTIONS:	928.25	SWT:	3,589.75	STRS GROSS: .00
TAXES:	451.26	SDI:	.00	OASDI GROSS: 3,943.99
VOL DED:	.00	GARN D/E:	3,712.50	MEDI GROSS: 3,943.99
NET PAY:	3,138.49			

-AUTOMATIC PAYROLL DEPOSIT- ADJUSTMENT GROSSES

FIN INST: OASDI: 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:

MA b A 23/067

Deduction Detail (004)

File Edit View Communication Actions Window Help

*** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ *** 704

WARRANT NO.: 5283634 EID.: YS2422996 LEVINE, FREDERICK E.
 ISSUE DATE: 08 25 11 SCHEDULE NO.: 235 SCHEDULE: 07 01 11 TO 07 31 11

G-T-N	VENDOR	P	TRAN	SRCE	ACCUAL
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

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 004 EID: YS2422996 WARRANT NO: 5283634 ISS DATE: 082511 DISTRICT:

MA b A 23/067

Voluntary Deduction Screen (023)

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

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

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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

Warrant Summary (002)

REDUCTIONS:

PERS RED	316.26
BUY PERS	37.98
OTHER RED	398.39
	<u>752.63</u>

File Edit View Communication Actions Window Help

*** PAY - WARRANT SUMMARY--PAYROLL HISTORY INQUIRY - INQ *** 702

WARRANT NO.: 5283633 EID: NH3360529 LEVIN, BRENDA E.
ISSUE DATE: 08 25 11 SCHEDULE NO.: 235 SCHEDULE: 07 01 11 TO 07 31 11
PAYMENT TYPE: WARRANT REISSUE

EMPLOYEE	PAY	SCHEDULE	SUBJECT	GROSSES
TOT GRS PAY:	4,518.00	FWT:	3,765.37	PERS GROSS: 4,518.00
REDUCTIONS:	752.63	SWT:	3,765.37	STRS GROSS: .00
TAXES:	899.63	SDI:	.00	OASDI GROSS: 4,119.61
VOL DED:	15.60	GARN D/E:	3,264.13	MEDI GROSS: 4,119.61
NET PAY:	2,850.14			

-AUTOMATIC PAYROLL DEPOSIT- ADJUSTMENT GROSSES

FIN INST: OASDI: 4,518.00
ACCT NBR: MEDI: .00
ACCT TYP:

[R=RETURN 001 M=MENU]

TRANS: 002 EID: NH3360529 WARRANT NO: 5283633 ISS DATE: 082511 DISTRICT: _____

MA b A 23/067

Deduction Detail (004)

File Edit View Communication Actions Window Help

*** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ *** 704

WARRANT NO.: 5283633 EID.: NH3360529 LEVIN, BRENDA E.
ISSUE DATE: 08 25 11 SCHEDULE NO.: 235 SCHEDULE: 07 01 11 TO 07 31 11

G-T-N	VENDOR	P	TRAN	SRCE	ACCUAL
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	35.48		07/01/11 07/31/11
174	HEALTH NET	0000002045	362.91		07/01/11 07/31/11
020	OASDI DED	0000000100	257.98		07/01/11 07/31/11
026	MEDCAR DED	0000000110	89.07		07/01/11 07/31/11
081	FWT	0000000200	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

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 004 EID: NH3360529 WARRANT NO: 5283633 ISS DATE: 082511 DISTRICT: _____

MA b A 23/067

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

Voluntary Deduction Screen (023)

The screenshot displays a software window titled "File Edit View Communication Actions Window Help". The main content area shows the following information:

**** PER - VOLUNTARY DEDUCTIONS - INQ **** 0423
NH3360529 LEVIN, BRENDA E. EMPL STATUS: ACTIVE

PRIMARY JOB: 7 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	CODE	AMOUNT	STATUS	BALANCE	DATE	DATE
111	BUY PERS	R 0000000158	37.98	P		07 31 11

An arrow points from a box labeled "System Generated" to the "P" status and the "07 31 11" end date.

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 023 EID: NH3360529 JOB: 7 DISTRICT
MA b A 23/067

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)

The screenshot displays a software window titled "PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **" with a window number of 0703. The window contains the following information:

WARRANT NO.: 5283670 EID.: BA3416767 MCINTYRE,CLYDE C.
 ISSUE DATE : 08 26 15 SCHEDULE NO.: H1D SCHEDULE: 08 16 15 TO 08 31 15

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S	B	ACCR	BEG - ACCR	END PY		MO	P/S/SP R.RATE	
H	622040	REG	100.000	13.350	1335.00	12	P9M 13.350	N2
			07/16/15 - 07/31/15					

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 003 EID: BA3416767 WARRANT NO: 5283670 ISS DATE: 082615 DISTRICT: 00132

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

PERS Detail Screen (007)

File Edit View Communication Actions Window Help

0707

WARRANT NO.: 5283670 EID.: BA3416767 MCINTYRE, CLYDE C.
ISSUE DATE : 08 26 15 SCHEDULE NO.: H1D SCHEDULE: 08 16 15 TO 08 31 15

BEGIN	END	EARN	EARN	RETIRE	SUBJECT	DEDUCT	CONT
MO/DA	DATE	TYPE	UNITS	REP	AMOUNT	PL-S-I	AMOUNT
0716	073115	REG	100.00	13.350	1335.00	P9M	93.45

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 007 EID: BA3416767 WARRANT NO: 5283670 ISS DATE: DISTRICT: 00132

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

Monthly Balances Screen (036)

File Edit View Communication Actions Window Help

*** PERS - MONTHLY BALANCES - INQ *** 0436

BA3416767 MCINTYRE, CLYDE C. PRIMARY JOB: 2
MONTHLY ID: 2 CURRENT YEAR

SEQ NO.	APPL MONTH	NO LIMIT HOURS	NO LIMIT DOLLARS	LIMIT HOURS	LIMIT DOLLARS	EMPLOYEE CONTRIB	EMPLOYER CONTRIB
01	07 15	100.00	1335.88	100.00	1335.88	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

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 036 EID: BA3416767 JOB NO: 2 DISTRICT 00132

MA b 23/067

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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

Earning Detail Screen (003)

File Edit View Communication Actions Window Help

*** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ *** 0703

WARRANT NO.: 5283670 EID.: BA3416767 MCINTYRE,CLYDE C.
 ISSUE DATE : 08 26 15 SCHEDULE NO.: H1D SCHEDULE: 08 16 15 TO 08 31 15

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S	B	ACCR	BEG - ACCR	END PY		MO	P/S/SP R.RATE	
H	622040	REG	100.000	13.350	1335.00	12	P9M	13.350 N2
			07/16/15 - 07/31/15					

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 003 EID: BA3416767 WARRANT NO: 5283670 ISS DATE: 082615 DISTRICT: 00132

One-Time Pay Screen (004)

File 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

POSITION NUMBER: 622040 PAY PERIOD: 07 16 15 07 31 15 PRIOR YEAR: _

(1) 01.0-00000.0-11100-10000-2160-3700000 100.00
 FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB

RETIRE RPT.	RATE	PERCENT	SESSN	BARG UNIT
13.350	100.00 %			PN

JOB CLASS: 602000 PAY MO: 12 CAL: G 15 REISSUE: _ VOL: _
 TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
 RX H REG 100.00 13.350 13.350 P9 M _
 DISTRIBUTION ACCT _ _ _ _ _
 LX H REG 20.00 14.00 14.00 P9 M _
 DISTRIBUTION ACCT _ _ _ _ _
 LX H REG 80.00 13.350 13.350 P9M _
 DISTRIBUTION ACCT _ _ _ _ _
 DISTRIBUTION ACCT _ _ _ _ _

(002) - ENTER YOUR CHANGES.
 TRN 004 SCD 254 BT 200 PAGE 0001 0001 EID BA3416767 TRL _ DIST 00001

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help									
** PAY - PERS DETAIL - PAYROLL HISTORY - INQ **									
0707									
WARRANT NO.: 5283677		EID.: BA3416767		MCINTYRE,CLYDE C.					
ISSUE DATE : 08 29 15		SCHEDULE NO.: 254		SCHEDULE: 07 16 15 TO 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
0716	073115	REG	80.00	1068.00	13.350	1068.00	P9M	74.76	126.53
0716	073115	REG	20.00	280.00	14.000	280.00	P9M	19.60	30.59
0716	073115	REG	100.00-	1335.00-	13.350	1335.00-	P9M	93.45 -	147.79-
PAGE 01 OF 01									
[R=RETURN 001 M=MENU]									
(075) - LAST SCREEN - NO MORE DATA									
TRANS: 007 EID: BA3416767 WARRANT NO: 5283677 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 Communication Actions Window Help



*** PERS - MONTHLY BALANCES - INQ *** 0436

BA3416767 MCINTYRE,CLYDE C. PRIMARY JOB: 2
MONTHLY ID: 2 CURRENT YEAR

SEQ NO.	APPL MONTH	NO LIMIT HOURS	NO LIMIT DOLLARS	LIMIT HOURS	LIMIT DOLLARS	EMPLOYEE CONTRIB	EMPLOYER 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 ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 036 EID: BA3416767 JOB NO: 2 DISTRICT 00132

MA b A 23/06

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 1st through the 15th). The second rate would pay 11 days REG (accrual dates are the 16th 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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

This is the original pay for July 2015.

File Edit View Communication Actions Window Help

0703

WARRANT NO.: 5283624 EID.: A04697412 NANCE,JOAN A.
ISSUE DATE : 08 10 15 SCHEDULE NO.:C3A SCHEDULE: 07 01 15 TO 07 31 15

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S	B	ACCR	BEG -	ACCR	END	PY	MO P/S/SP R.RATE	
M	522020	REG	21.000	3287.000	3287.00	12	P9M 3287.000	M
			07/01/15 - 07/31/15					

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: A04697412 WARRANT NO: 5283624 ISS DATE: 082415 DISTRICT: 00111
MA 23/067

File Edit View Communication Actions Window Help

0707

WARRANT NO.: 5283624 EID.: A04697412 NANCE,JOAN A.
ISSUE DATE : 08 10 15 SCHEDULE NO.:C3A SCHEDULE: 07 01 15 TO 07 31 15

BEGIN	END	EARN	EARN	RETIRE	SUBJECT	DEDUCT	CONT
MO/DA	DATE	TYPE	UNITS	AMOUNT	REP RATE	AMOUNT	AMOUNT
0701	073115	REG	21.00	3287.00	3287.000	3287.00	P9M 230.09 359.04

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 007 EID: A04697412 WARRANT NO: 5283624 ISS DATE: 082415 DISTRICT: 00111
MA 23/067

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

The original PERS Monthly Balances for July 2015.

File Edit View Communication Actions Window Help

0436

** PERS - MONTHLY BALANCES - INQ **

AQ4697412 NANCE, JOAN A. PRIMARY JOB: 1
MONTHLY ID: 2 CURRENT YEAR

SEQ NO.	APPL MONTH	NO LIMIT HOURS	NO LIMIT DOLLARS	LIMIT HOURS	LIMIT DOLLARS	EMPLOYEE CONTRIB	EMPLOYER CONTRIB
01	07 15	176.00	3287.00	176.00	3287.00	230.09	359.04
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 ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 036 EID: AQ4697412 JOB NO: 1 DISTRICT 00111

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

File Edit View Communication Actions Window Help

0105

** PER - SALARY/PAY RATE -UPD **

AQ4697412 NANCE, JOAN A. EFEC DATE: ACTNS: PRIME JOB: P

JOB 1 POSITION 522020 JOB CLASS 522020 ACCOUNTING SPECIALIST

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	TIME RPT LOCN	TIME RPT CD	EARNINGS TYPES
E4	M	12	NA	NA	909	N	REG

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
1 182 02	01 01 15	100.00	-	3287.000	3287.000

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
3287.000	-	264.0	M	8.00	-

*** STRS STRS

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	CLS CD	BASE HRS
P9	M	-	09 01 07	-	-	.00

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.

TRANS: 005 EID: AQ4697412 JOB: 1 DISTRICT: 00111

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

*** PER - SALARY/PAY RATE -UPD *** 0105

A04697412 NANCE,JOAN A. EFFEC DATE: 07 16 15 ACTNS: PRIME JOB: P

JOB	POSITION	JOB CLASS	TIME	TIME
1	522020	522020 ACCOUNTING SPECIALIST		

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES
E4	M	12	NA	NA	909	N	REG

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
1 182 03	07 16 15	100.00	-	3455.000	3455.000

STIPENDS:

---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
3455.000	-	264.0	M	8.00	-

*** STRS STRS

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE	STS	CLS CD	BASE HRS
P9	M	-	09 01 07	-	-	-	.00

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.

TRANS: 005 EID: A04697412 JOB: 1 DISTRICT: 00111

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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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

The screenshot shows a software window titled "PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **" with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The screen displays the following information:

WARRANT NO.: 5283624 EID.: A04697412 NANCE, JOAN A.
ISSUE DATE : 08 10 15 SCHEDULE NO.: C3A SCHEDULE: 07 01 15 TO 07 31 15

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S	B	ACCR	BEG - ACCR	END PY		MO	P/S/SP R.RATE	
M	522020	REG	21.000	3287.000	3287.00	12	P9M 3287.000	M
			07/01/15 - 07/31/15					

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: A04697412 WARRANT NO: 5283624 ISS DATE: 082415 DISTRICT: 00111
MA 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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

0200

** PAY - TIME ENTRY - MENU **

TRANS ----- DESCRIPTION -----

000 MENU

001 BATCH CONTROL - TIME INPUT

002 TIME REPORT FILE

003 ESA TIME REPORT FILE

004 ONE TIME PAY

INTERRUPT: _____

TRANS 001 SCD 254 BT 200 PAGE 0000 0000 EID A04697412 TRL DIST 00111

MA 24/080

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.

File Edit View Communication Actions Window Help

0201

** PAY - BATCH CONTROL - TIME INPUT - UPD **

SCHEDULE: 254 DISTRICT: 00132 ISSUE DATE: 08/13/15

PAYROLL RUN DATE: 08/09/15

BATCH	-ENTERED TRANS	TOTALS- UNITS	-COMPUTED TRANS	TOTALS- UNITS	EDIT GEN	FATAL ERRORS	STATUS
200	1	1			000	00000	

BALANCE ? _

RECALL ? _

DELETE ? _

(024) - ENTER TRANSACTION DATA.

TRN 001 SCD 254 BT 200 PAGE 0000 0000 EID TRL DIST 00132

MA 23/070

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

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

First Screen –Reverse (RX) the original pay.

File Edit View Communication Actions Window Help

** PAY - ONE TIME PAY - UPD ** 0204

SCHEDULE: 254 DISTRICT: 00132 BATCH: 200 ISSUE DATE: 08 13 15

EMPLOYEE NAME: NANCE,JOAN A. EID: A04697412

POSITION NUMBER: 522020 PAY PERIOD: 07 01 15 07 31 15 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	100.00 %	_	NE

JOB CLASS: 522020 PAY MO: 12 CAL: M 12 REISSUE: _ VOL: _

TC	B	ERN	TIME	ERN	TIME	RATE/AMT	RET. RATE	RETIRE
RX	M	REG	21.00	_	_	3287.000	3287.000	P9 M _

DISTRIBUTION ACCT								

(002) - ENTER YOUR CHANGES.

TRN 004 SCD 254 BT 200 PAGE 0001 0001 EID A04697412 TRL _ _ DIST 00132

17/002

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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

Second Screen – Enter the adjusting LX transaction.

The screenshot shows a payroll system window with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area contains the following text:

** PAY - ONE TIME PAY - UPD ** 0204

SCHEDULE: 254 DISTRICT: 00132 BATCH: 200 ISSUE DATE: 08 13 15

EMPLOYEE NAME: NANCE, JOAN A. EID: A04697412

POSITION NUMBER: 522020 PAY PERIOD: 07 01 15 07 15 15 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	100.00 %	-	NE

JOB CLASS: 522020 PAY MO: 12 CAL: M 16 REISSUE: _ VOL: _

TC	B	ERN	TIME	ERN	TIME	RATE/AMT	RET. RATE	RETIRE
LX	M	REG	21.00	DKT	11.00	3287.00	3287.00	P9 M _

DISTRIBUTION ACCT _ _ _ _ _

DISTRIBUTION ACCT _ _ _ _ _

DISTRIBUTION ACCT _ _ _ _ _

DISTRIBUTION ACCT _ _ _ _ _

(002) - ENTER YOUR CHANGES.

TRN 004 SCD 254 BT 200 PAGE 0001 0001 EID A04697412 TRL _ _ DIST 00132

MA b A 23/068

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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

Third Screen – Enter the adjusting new LX transaction.

The screenshot shows a software window with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area contains the following text:

File Edit View Communication Actions Window Help

0204

** PAY - ONE TIME PAY - UPD **

SCHEDULE: 254 DISTRICT: 00132 BATCH: 200 ISSUE DATE: 08 13 15

EMPLOYEE NAME: NANCE, JOAN A. EID: A04697412

POSITION NUMBER: 522020 PAY PERIOD: 07 16 15 07 31 15 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	100.00 %	-	NE

JOB CLASS: 522020 PAY MO: 12 CAL: M 16 REISSUE: _ VOL: _

TC	B	ERN	TIME	ERN	TIME	RATE/AMT	RET. RATE	RETIRE
LX	M	REG	11.00			3455.00	3455.00	P9 M _

DISTRIBUTION ACCT

DISTRIBUTION ACCT

DISTRIBUTION ACCT

DISTRIBUTION ACCT

(002) - ENTER YOUR CHANGES.

TRN 004 SCD 254 BT 200 PAGE 0001 0000 EID A04697412 TRL _ _ DIST 00132

MÁ 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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

** PAY - PERS DETAIL - PAYROLL HISTORY - INQ ** 0707

WARRANT NO.: 5283688 EID.: A04697412 NANCE, JOAN A.
 ISSUE DATE : 08 13 15 SCHEDULE NO.: 254 SCHEDULE: 07 16 15 TO 07 31 15

BEGIN MO	END DA	EARN TYPE	UNITS	EARN AMOUNT	RETIRE REP RATE	SUBJECT AMOUNT	PL-S-I	DEDUCT AMOUNT	CONT AMOUNT
0701	0715	15 REG	21.00	3287.00	3287.000	3287.00	P9M	230.09	359.04
0701	0715	15 DKT	11.00-	1643.40-	3287.000	1643.40-	P9M	115.04-	179.51-
0701	0731	15 REG	21.00-	3287.00-	3287.000	3287.00-	P9M	230.09-	359.04-
0716	0731	15 REG	11.00	1727.44	3455.000	1727.24	P9M	120.91	188.67

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 007 EID: A04697412 WARRANT NO: 5283688 ISS DATE: 083015 DISTRICT: 00132

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

File Edit View Communication Actions Window Help

** PERS - MONTHLY BALANCES - INQ ** 0436

AQ4697412 NANCE, JOAN A. PRIMARY JOB: 1
 MONTHLY ID: 2 CURRENT YEAR

SEQ NO.	APPL MONTH	NO LIMIT HOURS	NO LIMIT DOLLARS	LIMIT HOURS	LIMIT DOLLARS	EMPLOYEE CONTRIB	EMPLOYER 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) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
 TRANS: 036 EID: A04697412 JOB NO: 1 DISTRICT 00132

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.

The screenshot shows a payroll history inquiry window titled "PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **". The window displays the following information:

WARRANT NO.: 5283665 EID.: NP5180491 NOBLE, KAY O.
 ISSUE DATE : 08 31 16 SCHEDULE NO.: C2B SCHEDULE: 08 01 16 TO 08 31 16

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S	B	ACCR	BEG - ACCR	END PY		MO	P/S/SP R.RATE	
M	522040	REG	22.000	3479.000	3479.00	12	P9M 3479.000	N
08/01/16 - 08/31/16								

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 003 EID: NP5180491 WARRANT NO: 5283665 ISS DATE: 083116 DISTRICT: 00132
 MA a A 23/067

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

** PAY - PERS DETAIL - PAYROLL HISTORY - INQ **

0707

WARRANT NO.: 5283665 EID.: NP5180491 NOBLE, KAY O.
 ISSUE DATE : 08 31 16 SCHEDULE NO.: C2B SCHEDULE: 08 01 16 TO 08 31 16

BEGIN MO/DA	END DATE	EARN TYPE	UNITS	EARN AMOUNT	RETI REP	RATE	SUBJECT AMOUNT	PL-S-I	DEDUCT AMOUNT	CONT AMOUNT
0801	083116	REG	22.00	3479.00	3479.000	3479.00	P9M		243.53	380.01

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 007 EID: NP5180491 WARRANT NO: 5283665 ISS DATE: 083116 DISTRICT: 00132

MA a A 23/067

File Edit View Communication Actions Window Help

** PERS - MONTHLY BALANCES - INQ **

0436

NP5180491 NOBLE, KAY O. PRIMARY JOB: 1
 MONTHLY ID: 2 CURRENT YEAR

SEQ NO.	APPL MONTH	NO LIMIT HOURS	NO LIMIT DOLLARS	LIMIT HOURS	LIMIT DOLLARS	EMPLOYEE CONTRIB	EMPLOYER 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) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 036 EID: NP5180491 JOB NO: 1 DISTRICT 00132

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

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ ** 0703

WARRANT NO.: 5283681 EID.: NP5180491 NOBLE,KAY O.
 ISSUE DATE : 04 10 17 SCHEDULE NO.: R37 SCHEDULE: 08 01 16 TO 08 31 16

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S	B	ACCR	BEG - ACCR	END	PY	MO	P/S/SP R.RATE	
M	522040	RTS		3653.000	174.00	12	P9M 3653.000	N
08/01/16 - 08/31/16								

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 003 EID: NP5180491 WARRANT NO: 5283681 ISS DATE: 041017 DISTRICT: 00132

File Edit View Communication Actions Window Help

** PAY - PERS DETAIL - PAYROLL HISTORY - INQ ** 0707

WARRANT NO.: 5283681 EID.: NP5180491 NOBLE,KAY O.
 ISSUE DATE : 04 10 17 SCHEDULE NO.: R37 SCHEDULE: 08 01 16 TO 08 31 16

BEGIN	END	EARN	EARN	RETIRE	SUBJECT	DEDUCT	CONT
MO/DA	DATE	TYPE	UNITS	AMOUNT	REP RATE	AMOUNT	PL-S-I
0801	0831	16	RTS	.00	174.00	3653.000	174.00
							P9M
							12.18
							19.01

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 007 EID: NP5180491 WARRANT NO: 5283681 ISS DATE: 041017 DISTRICT: 00132

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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).

** PAY - RETRO ADJUSTMENT - UPD ** 0307

SCHEDULE: 238 ISSUE DATE: 08 30 17 BATCH: 200

EMPLOYEE NAME: NOBLE, KAY O. EID: NP5180491

POSITION NO: 522040 JOB CLASS: RETIRE:

PAY MONTHS: PRCNT: SESS TYPE:

BARG UNIT: DISTR ACCOUNT:

B	ERN	RETIRE RATE	AMOUNT	+/-	PERIOD
M	RTS	3653.00	174.00	-	08 01 16 08 31 16
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

MORE ? (Y/N) _

(418) - ENTER POSITION NUMBER AND FIRST PERIOD DATES

TRANS: 007 EID: NP5180491 SCD: 238 BT: 200 DIST: 00132

MA a 23/067



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	

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

- Reverse the original regular pay.

File Edit View Communication Actions Window Help

0703

** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **

WARRANT NO.: 5283665 EID.: NP5180491 NOBLE,KAY O.
ISSUE DATE : 08 31 16 SCHEDULE NO.: C2B SCHEDULE:08 01 16 TO 08 31 16

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S	B	ACCR	BEG - ACCR	END PY		MO	P/S/SP R.RATE	
X	M	522040	REG	22.000	3479.000	3479.00	12 P9M	3479.000 N
08/01/16 - 08/31/16								

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: NP5180491 WARRANT NO: 5283665 ISS DATE: 083116 DISTRICT: 00132

- Pay the new adjusted pay line.

File Edit View Communication Actions Window Help

0204

** PAY - ONE TIME PAY - UPD **

SCHEDULE: 238 DISTRICT: 00132 BATCH: 201 ISSUE DATE: 08 30 17
EMPLOYEE NAME: NOBLE,KAY O. EID: NP5180491

POSITION NUMBER: 522040 PAY PERIOD: 08 01 16 08 31 16 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: 522040 PAY MO: 12 CAL: N 12 REISSUE: _ VOL: _

TC	B	ERN	TIME	ERN	TIME	RATE/AMT	RET. RATE	RETIRE
RX	M	REG	22.00			3479.000	3479.000	P9 M _
DISTRIBUTION ACCT								
LX	M	REG	22.00			3856.000	3856.000	P9 M _
DISTRIBUTION ACCT								
DISTRIBUTION ACCT								
DISTRIBUTION ACCT								

(002) - ENTER YOUR CHANGES.

TRN 004 SCD 238 BT 201 PAGE 0001 0001 EID NP5180491 TRL _ _ DIST 00132

MA a A 23/068

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

0707

WARRANT NO.: 5283690 EID.: NP5180491 NOBLE, KAY O.
ISSUE DATE 08 30 17 SCHEDULE NO.: 238 SCHEDULE: 08 01 17 08 31 17

BEGIN	END	EARN	EARN	RETIRE	SUBJECT	DEDUCT	CONT
MO/DA	DATE	TYPE	UNITS	REP	PL-S-I	AMOUNT	AMOUNT
0801	0831	REG	22.00	3856.00	3856.00	3856.00	P9M 269.92 421.19
0801	0831	REG	22.00-	3479.00-	3479.00	3479.00-	P9M 243.53- 380.01-
0801	0831	RTS	22.00-	174.00-	3653.000	174.00-	P9M 12.18- 19.01-

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 007 EID: NP5180491 WARRANT NO: 5283690 ISS DATE: 083017 DISTRICT: 00132

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	Type	Description
BSS	Bonus	<i>For Classic members only</i> - 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	<i>For Classic members only</i> - 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.	<i>For Classic members only</i> - Compensation <u>paid to the 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).

(continued on the next page)

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

Earnings Codes	Type	Description
UNP	Uniform – The district pays the cost.	<i>For Classic members only</i> - Compensation <u>paid by the district</u> (no stipend). 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	<i>For Classic members only</i> - Compensation to employees who are required by their employer, or governing board or body to work in an upgraded position/classification of limited duration. Must assume the full duties of a higher position to 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

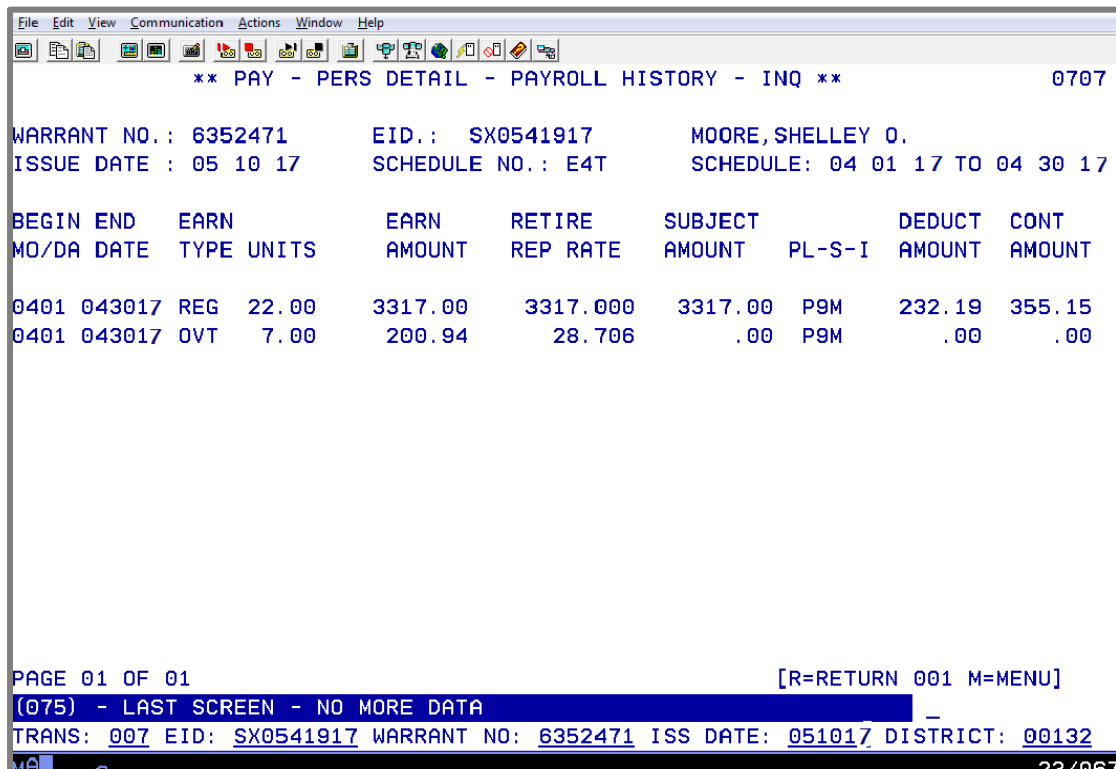
Avoiding Service Credit Adjustment Problems

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.



The screenshot shows a terminal window with the title bar "File Edit View Communication Actions Window Help". The main window title is "** PAY - PERS DETAIL - PAYROLL HISTORY - INQ **" with a screen number "0707" in the top right corner. The screen displays the following information:

WARRANT NO.: 6352471 EID.: SX0541917 MOORE, SHELLEY O.
 ISSUE DATE : 05 10 17 SCHEDULE NO.: E4T SCHEDULE: 04 01 17 TO 04 30 17

BEGIN MO/DA	END DATE	EARN TYPE	UNITS	EARN AMOUNT	RETIRE REP RATE	SUBJECT AMOUNT	PL-S-I	DEDUCT AMOUNT	CONT 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=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 007 EID: SX0541917 WARRANT NO: 6352471 ISS DATE: 051017 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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

** PERS - MONTHLY BALANCES - INQ ** 0436

SX0541917 MOORE, SHELLEY O. PRIMARY JOB: 2
MONTHLY ID: 2 PRIOR YEAR

SEQ NO.	APPL MONTH	NO LIMIT HOURS	NO LIMIT DOLLARS	LIMIT HOURS	LIMIT DOLLARS	EMPLOYEE CONTRIB	EMPLOYER 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 PROCEED.

TRANS: 036 EID: SX0541917 JOB NO: 2 DISTRICT 00111

MA 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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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. Both 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 - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ ** 0703

WARRANT NO.: 6352471 EID.: SX0541917 MOORE, SHELLEY O.
 ISSUE DATE : 05 10 15 SCHEDULE NO.: E4T SCHEDULE: 04 01 15 TO 04 30 15

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S	B	ACCR	BEG - ACCR	END PY		MO	P/S/SP R.RATE	
X	H	621041	OVT	7.000	19.137	200.94	12 P9M	28.706 N
			04/01/15 - 04/30/15					
X	M	621041	REG	22.000	3317.000	3317.00	12 P9M	3317.000 N
			04/01/15 - 04/30/15					

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 003 EID: SX0541917 WARRANT NO: 6352471 ISS DATE: 051015 DISTRICT: 00111
 MA b 23/067

File Edit View Communication Actions Window Help

** PAY - ONE TIME PAY - UPD ** 0204

SCHEDULE: 254 DISTRICT: 00111 BATCH: 200 ISSUE DATE: 08 13 15
 EMPLOYEE NAME: MOORE, SHELLEY O. EID: SX0541917
 POSITION NUMBER: 621041 PAY PERIOD: 04 01 15 04 30 15 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	100.00 %	-	CS

JOB CLASS: 621041 PAY MO: 12 CAL: N 16 REISSUE: _ VOL: _
 TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
 RX H OVT 7.00 19.137 28.706 P9 M _
 DISTRIBUTION ACCT 01 0 00000 0 81000 50000 2241 0000010
 LX H OVT 7.00 19.137 28.706 P9 M _
 DISTRIBUTION ACCT _ _ _ _ _
 RX M REG 22.00 3317.000 3317.000 P9 M _
 DISTRIBUTION ACCT _ _ _ _ _
 LX M REG 22.00 DK1 3.00 3317.000 3317.000 P9 M _
 DISTRIBUTION ACCT _ _ _ _ _

(002) - ENTER YOUR CHANGES.
 TRN 004 SCD 254 BT 200 PAGE 0001 0001 EID SX0541917 TRL _ DIST 00111
 MA b a 23/068

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

** PAY - PERS DETAIL - PAYROLL HISTORY - INQ ** 0707

WARRANT NO.: 5283689 EID.: SX0541917 MOORE, SHELLEY O.
 ISSUE DATE : 06 10 15 SCHEDULE NO.: E4V SCHEDULE: 05 01 15 05 31 15

BEGIN MO/DA	END DATE	EARN TYPE	UNITS	EARN AMOUNT	RETIRE REP RATE	SUBJECT AMOUNT	PL-S-I	DEDUCT AMOUNT	CONT AMOUNT
0401	043015	REG	22.00	3317.00	3317.000	3317.00	P9M	232.19	362.32
0401	043015	DKT	3.00-	452.31-	3317.000	251.37-	P9M	17.60-	27.46-
0401	043015	REG	22.00-	3317.00-	3317.000	3317.00-	P9M	232.19-	355.15-
0401	043015	OVT	7.00-	200.94-	28.706	0.00	P9M	0.00	0.00
0401	043015	OVT	7.00	200.94	28.706	200.94	P9M	14.65	23.81
0501	053115	REG	22.00	3317.00	3317.000	3317.00	P9M	232.19	392.97

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 007 EID: SX0541917 WARRANT NO: 5283689 ISS DATE: 061015 DISTRICT: 00111

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.

File Edit View Communication Actions Window Help

** PERS - MONTHLY BALANCES - INQ ** 0436

SX0541917 MOORE, SHELLEY O. PRIMARY JOB: 2
 MONTHLY ID: 2 CURRENT YEAR

SEQ NO.	APPL MONTH	NO LIMIT HOURS	NO LIMIT DOLLARS	LIMIT HOURS	LIMIT DOLLARS	EMPLOYEE CONTRIB	EMPLOYER 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) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
 TRANS: 036 EID: SX0541917 JOB NO: 2 DISTRICT 00111

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.

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.

** PAY - PERS DETAIL - PAYROLL HISTORY - INQ **										
0707										
WARRANT NO.: 6352471			EID.: SX0541917			MOORE, SHELLEY O.				
ISSUE DATE : 05 10 17			SCHEDULE NO.: E4T			SCHEDULE: 04 01 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=RETURN 001 M=MENU]										
(075) - LAST SCREEN - NO MORE DATA										
TRANS: 007 EID: SX0541917 WARRANT NO: 6352471 ISS DATE: 051017 DISTRICT: 00132										

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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.

File Edit View Communication Actions Window Help

*** PAY - BATCH CONTROL - TIME INPUT - UPD *** 0201

SCHEDULE: 254 DISTRICT: 00111 ISSUE DATE: 08/13/13
PAYROLL RUN DATE: 08/09/13

BATCH	-ENTERED TRANS	TOTALS- UNITS	-COMPUTED TRANS	TOTALS- UNITS	EDIT GEN	FATAL ERRORS	STATUS
200	1	1			000	00000	

BALANCE ? _
RECALL ? _
DELETE ? _

(024) - ENTER TRANSACTION DATA.

TRN 001 SCD 254 BT 200 PAGE 0000 0000 EID SX0541917 TRL DIST 00111

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**.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

- 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.

The screenshot shows a software window titled "PAY - ONE TIME PAY - UPD" with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The screen displays the following information:

0204

SCHEDULE: 254 DISTRICT: 00132 BATCH: 200 ISSUE DATE: 09 01 17

EMPLOYEE NAME: MOORE, SHELLEY O. EID: SX0541917

POSITION NUMBER: 621041 PAY PERIOD: 04 01 17 04 30 17 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	100.00 %	-	CS

JOB CLASS: 621041 PAY MO: 12 CAL: N 17 REISSUE: _ VOL: _

TC	B	ERN	TIME	ERN	TIME	RATE/AMT	RET. RATE	RETIRE
LX	H	RAN				200.94	19.137	P9 M

DISTRIBUTION ACCT _ _ _ _ _

_ _ _ _ _ DISTRIBUTION ACCT _ _ _ _ _

_ _ _ _ _ DISTRIBUTION ACCT _ _ _ _ _

_ _ _ _ _ DISTRIBUTION ACCT _ _ _ _ _

(002) - ENTER YOUR CHANGES.

TRN 004 SCD 254 BT 200 PAGE 0000 0000 EID SX0541917 TRL _ _ DIST 00132

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: H

ERN RAN

RATE/AMT: 200.94

RET. RATE: 19.137

RETIRE: P9M

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

RAN adjustment after payroll runs.

File Edit View Communication Actions Window Help

** PAY - PERS DETAIL - PAYROLL HISTORY - INQ **

0707

WARRANT NO.: 5283709 EID.: SX0541917 MOORE, SHELLEY O.
 ISSUE DATE : 09 01 17 SCHEDULE NO.: 254 SCHEDULE: 07 01 17 TO 07 31 17

BEGIN MO/DA	END DATE	EARN TYPE	EARN UNITS	EARN AMOUNT	RETIRE REP RATE	SUBJECT AMOUNT	PL-S-I	DEDUCT AMOUNT	CONT AMOUNT
0401	043017	RAN	.00	200.94	19.137	200.94	P9M	14.06	21.95
0701	073117	OVT	8.00	229.64	19.137	.00	P9M	.00	.00

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 007 EID: SX0541917 WARRANT NO: 5283709 ISS DATE: 090117 DISTRICT: 00132

File Edit View Communication Actions Window Help

** PERS - MONTHLY BALANCES - INQ **

0436

SX0541917 MOORE, SHELLEY O. PRIMARY JOB: 2
 MONTHLY ID: 2 CURRENT YEAR

SEQ NO.	APPL MONTH	NO LIMIT HOURS	NO LIMIT DOLLARS	LIMIT HOURS	LIMIT DOLLARS	EMPLOYEE CONTRIB	EMPLOYER 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: 036 EID: SX0541917 JOB NO: 2 DISTRICT 00132

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 not 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: The automated RX feature cannot be used. 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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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.

The screenshot displays a software window titled "File Edit View Communication Actions Window Help". The main content area shows the following information:

**** PAY - PERS DETAIL - PAYROLL HISTORY - INQ **** 0707

WARRANT NO.: 1218943 EID.: EK5515681 NIXON, EDWARD I.
ISSUE DATE : 06 10 12 SCHEDULE NO.: E4V SCHEDULE: 05 01 12 TO 05 31 12

BEGIN	END	EARN	EARN	RETIRE	SUBJECT	DEDUCT	CONT
MO/DA	DATE	TYPE	UNITS	REP	PL-S-I	AMOUNT	AMOUNT
0501	0531	12 REG	22.00	3367.00	3367.000	3367.00	P9M 235.69 360.50

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 007 EID: EK5515681 WARRANT NO: 1218943 ISS DATE: 061012 DISTRICT: 00111

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

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

** PAY - PERS DETAIL - PAYROLL HISTORY - INQ ** 0707

WARRANT NO.: 1343691 EID.: EK5515681 NIXON, EDWARD I.
 ISSUE DATE : 07 08 12 SCHEDULE NO.: E4X SCHEDULE: 06 01 12 TO 06 30 12

BEGIN MO	END DA	EARN TYPE	EARN UNITS	EARN AMOUNT	RETIRE REP RATE	SUBJECT AMOUNT	PL-S-I	DEDUCT AMOUNT	CONT AMOUNT
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 net amount when there is dock time since RXS and LXS do not recognize time units. In this case:

REG: 3367.00
 DKT: -153.05
 AMT: 3213.95

PAGE 01 OF 01
 (075) - LAST SC [FURN 001 M=MENU]

TRANS: 007 EID: EK5515681 WARRANT NO: 1343691 ISS DATE: 070812 DISTRICT: 00111

MA 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.

File Edit View Communication Actions Window Help

** PERS - MONTHLY BALANCES - INQ ** 0436

EK5515681 NIXON, EDWARD I. PRIMARY JOB: 9
 MONTHLY ID: 1 PRIOR YEAR

SEQ NO.	APPL MONTH	NO LIMIT HOURS	NO LIMIT DOLLARS	LIMIT HOURS	LIMIT DOLLARS	EMPLOYEE CONTRIB	EMPLOYER CONTRIB
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 ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 036 EID: EK5515681 JOB NO: 9 DISTRICT 00111

MA a 23/067

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

The screenshot shows a terminal window titled "PAY - ONE TIME PAY - UPD" with the screen number "0204". The data entered includes:

- SCHEDULE: 254, DISTRICT: , BATCH: 200, ISSUE DATE: 08 13 13
- EMPLOYEE NAME: NIXON, EDWARD I., EID: EK5515681
- POSITION NUMBER: 621041, PAY PERIOD: 05 01 12 05 30 12, PRIOR YEAR: _

Below this, a message states: "(1) 11.0-96390.0-00000-82000-2211-7250000 100.00 FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB". This is followed by a table of retirement data:

RETIRE RPT.	RATE	PERCENT	SESSN	BARG UNIT
3367.000	100.00 %			CS

Additional fields shown include: JOB CLASS: 621041, PAY MO: 12, CAL: N 12, REISSUE: _ , VOL: _ . A table of earnings and retirement details follows:

TC	B	ERN	TIME	ERN	TIME	RATE/AMT	RET. RATE	RETIRE
RX	M	RXS				3367.000	3367.000	P9 M _
DISTRIBUTION ACCT								
LX	M	LXS				3535.000	3535.000	P9 M _
DISTRIBUTION ACCT								
DISTRIBUTION ACCT								
DISTRIBUTION ACCT								

At the bottom, a prompt "(002) - ENTER YOUR CHANGES." is visible, along with a status bar showing: TRN 004 SCD 254 BT 200 PAGE 0000 0000 EID EK5515681 TRL _ _ DIST 00111.

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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

TC: RX
B: M
ERN: RXS
RATE/AMT: 3367.000
RET. RATE: 3367.000
RETIRE: P9M
TC: LX
B: M
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

The screenshot shows a pension system interface with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area contains the following text:

*** 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 NUMBER: 621041 PAY PERIOD: 06 01 12 06 29 12 PRIOR YEAR: _

(1) 11.0-96390.0-00000-82000-2211-7250000 100.00

FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB

RETIRE	RPT. RATE	PERCENT	SESSN	BARG UNIT
	3367.000	100.00 %	-	CS

JOB CLASS: 621041 PAY MO: 12 CAL: N 12 REISSUE: _ VOL: _

TC	B	ERN	TIME	ERN	TIME	RATE/AMT	RET. RATE	RETIRE
RX	M	RXS				3213.950	3367.000	P9 M
DISTRIBUTION ACCT								
LX	M	LXS				3374.320	3535.000	P9 M
DISTRIBUTION ACCT								
DISTRIBUTION ACCT								
DISTRIBUTION ACCT								

(002) - ENTER YOUR CHANGES.

TRN 004 SCD 254 BT 200 PAGE 0000 0000 EID EK5515681 TRL _ DIST 00111

23/068

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

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

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:	M
ERN:	RXS
RATE/AMT:	3213.95
RET. RATE:	3367.000
RETIRE:	P9M
TC:	LX
B:	M
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.

G - PERS RETIREMENT CODING AND PRIOR PERIOD ADJUSTMENTS

File Edit View Communication Actions Window Help

0707

** PAY - PERS DETAIL - PAYROLL HISTORY - INQ **

WARRANT NO.: 5283679 EID.: EK5515681 NIXON, EDWARD I.
ISSUE DATE : 08 29 13 SCHEDULE NO.: 254 SCHEDULE: 06 01 13 TO 06 30 13

BEGIN	END	EARN	EARN	RETIRE	SUBJECT	DEDUCT	CONT
MO/DA	DATE	TYPE	UNITS	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-

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 007 EID: EK5515681 WARRANT NO: 5283679 ISS DATE: 082913 DISTRICT: 00111

MA 23/06/13

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.

