

Department Responsibilities for Retirement Miscodings

The Employees' Retirement System (ERS) can assist the departments with confirming the correct Retirement Class Code, based on membership date and/or the correct Retirement Group Code, based on the occupation type. Once a miscoding is identified, ERS would generally have the departments do the below actions to correct the retirement coding. The below instructions are with the assumption that Personnel actions would drive Payroll actions.

Personnel Actions

1. Correct the Retirement Class Code and/or the Retirement Group Code going forward.
2. Correct the Retirement Class Code and/or Retirement Group Code for all personnel transactions retroactive to the date of hire or action.
3. Notify employee of the miscoding issue.
4. Coordinate with Payroll the following:
 - a. Corrections of the retirement deductions/contributions going forward.
 - b. Corrections of any previously reported payroll transactions.
 - i. Determine if reportable pay (Other Pay, Differential Pay, etc) was erroneously reported for members who now should not have been reported (Tier 1 to Tier 2).
 - ii. Determine if reportable pay (Other Pay, Differential Pay, etc) should now be reported for members who did not have the pay reported due to the miscoding (Tier 2 to Tier 1).
 - c. Calculations of excess contributions (overage) and/or deficient contributions (shortage) due to miscoding.
 - d. Reimbursement of excess contributions (overage) and/or recoupment of deficient contributions (shortage) to the employee via payroll.
5. Notify ERS of the following:
 - a. When the corrections to the Retirement Class Code and/or Retirement Group Code is completed.
 - b. Corrections to pay types and amounts.
 - c. Calculations of excess contributions (overage) and/or deficient contributions (shortage) due to the miscoding.
 - d. When the department will pay the excess contributions to the employee via payroll (ERS to refund the excess interest after).

Payroll Actions

1. Correct the Retirement Class Code and/or the Retirement Group Code going forward.
2. Review pay for the miscoding period:
 - a. Determine if reportable pay (Other Pay, Differential Pay, etc) was erroneously reported for members who now should not have been reported (Tier 1 to Tier 2).
 - b. Determine if reportable pay (Other Pay, Differential Pay, etc) should now be reported for members who did not have the pay reported due to the miscoding (Tier 2 to Tier 1).

- c. If pay needs to be adjusted complete the Payroll Information Template on ERS's website and follow the instructions on submitting the file to ERS.