



Ready, Set, *Report!*



PUBLIC SCHOOL & EDUCATION EMPLOYEE
RETIREMENT SYSTEMS OF MISSOURI

SIGNIFICANT
MEANINGFUL
ACHIEVABLE
RELIABLE
TIMELY
REPORTING

Basics of Reporting



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PSRS/PEERS Funding

- PSRS/PEERS' funding, and every dollar paid to PSRS/PEERS retirees and beneficiaries, comes from three sources:
 - Member contributions
 - Employer contributions
 - Investment earnings
- The majority of our funding comes from investment earnings, so it's very important that contributions are sent timely.

20-Year Average



Note: The 21¢ includes member contributions and service purchases.

PSRS/PEERS Contributions

- PSRS/PEERS Board regulations require payroll data be reported and contributions be paid no later than 10 days after the last day of each calendar month of the school year.

2018-2019 PSRS Contribution Rates		
Employee Rate	Employer Rate	Combined Rate
14.5%	14.5%	29%

2018-2019 PEERS Contribution Rates		
Employee Rate	Employer Rate	Combined Rate
6.86%	6.86%	13.72%

The employee and employer contribution rates are both 9.67% for certified employees working in positions covered by Social Security.

Please remember that PSRS/PEERS does not determine which positions are covered by Social Security. That determination is made by Office of Administration. For specific questions you may contact the State Social Security Administrator, at **(573) 751-1987**. Additionally, eligibility is not affected by a member's status with Social Security.

Helpful Tips about OASIS

OASIS powered by

174-Jefferson City School District

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Smart Navigation

Employer Reporting Options

- [Upload File](#)
- [Review and Submit File](#)
- [Report Current Year Payroll Information Manually](#)
- [Create Payroll Adjustment for Prior School Year or Closed Member Account](#)

Employee Specific Information

- [Check if an Employee is Being Reported by Another Employer](#)
- [Search and View Specified Employee Payroll Information](#)
- [Report Current Year Termination Date of an Employee](#)

Employer Payment Options

- [Pay Invoice\(s\) with Check, ACH, or Available Credit](#)
- [View Invoice\(s\) Due](#)
- [View Available Credit](#)
- [View Invoice\(s\) Paid for Current School Year](#)

Other Tasks

- [View Audit Report for Year-to-Date Information Reported](#)
- [Complete GASB Reconciliation and Questionnaire](#)
- [View GASB 68 Audit and Samples Footnotes](#)
- [Register for Meeting](#)

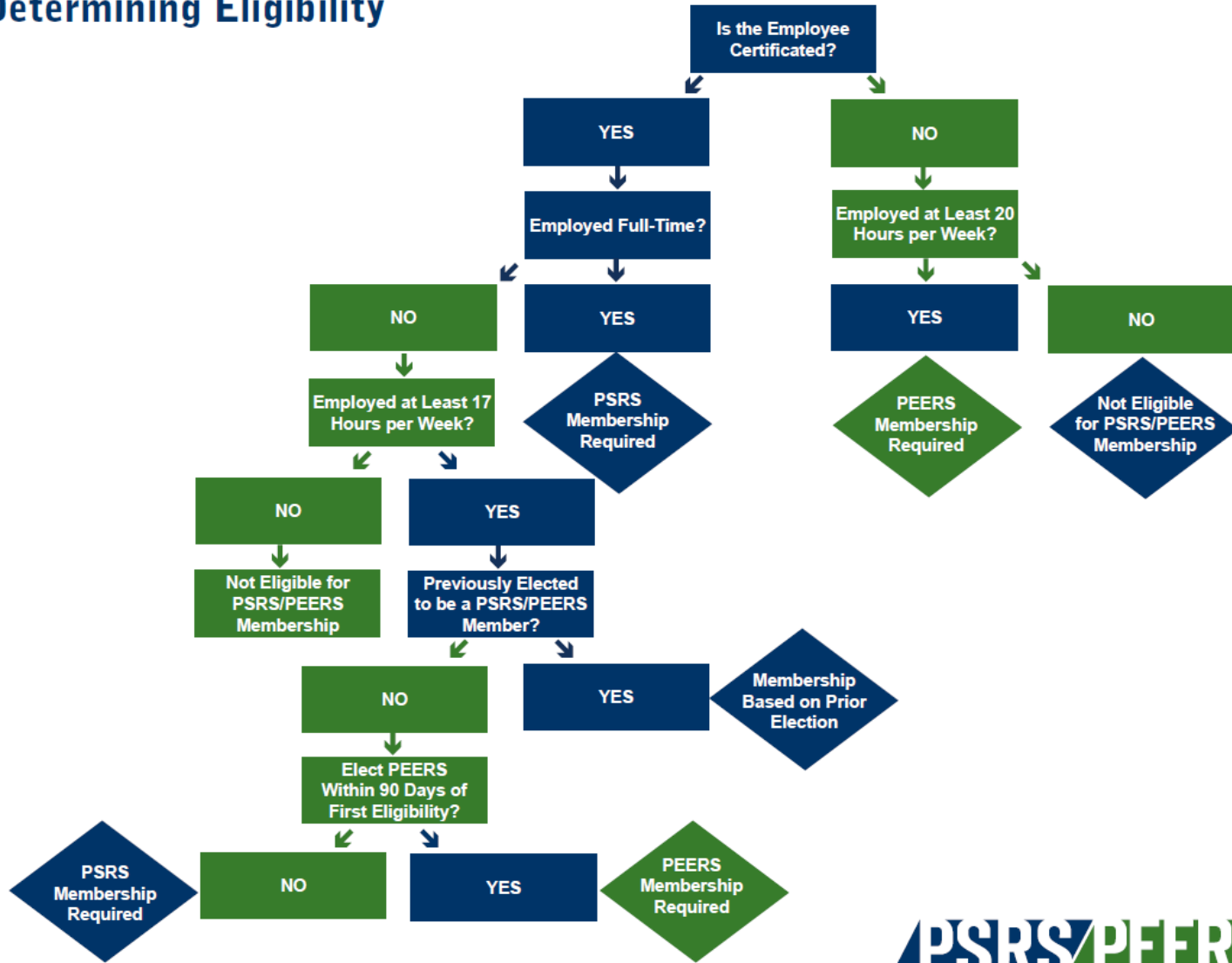
Determining Eligibility and Enrolling Employees



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Determining Eligibility



PSRS/PEERS

PSRS/PEERS

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Enrolling Employees

Enrollment Record Required When:	Type of Enrollment:	Current Date of Eligibility Should Be:
You hire an individual that doesn't meet PSRS or PEERS eligibility requirements	Non-Member <i>(unless eligible at another employer – check Member Verification!)</i>	The first date the individual subs for your school in the current school year for the current period of employment
You hire an individual that meets PSRS or PEERS eligibility requirements	PSRS or PEERS	The first date the individual is considered a covered employee
An employee who was employed in a position that didn't meet PSRS or PEERS eligibility requirements , but now does	PSRS or PEERS	The date the terms of employment changed making the employee eligible for PSRS or PEERS
An employee earns a valid Missouri teaching certificate and meets PSRS eligibility requirements	PSRS	The effective date of the certificate
An employee's certificate expires and no longer meets PSRS eligibility requirements	PEERS	The date after the expiration date on the certificate
An employee previously met PSRS or PEERS eligibility, but no longer does	Non-Member	The date the terms of employment changed causing the employee to no longer meet PSRS or PEERS eligibility

Reporting Retirement Salary



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Retirement Salary- What to Include

- All regular earnings by a member as an employee of a covered employer
- Payments for extra duties (duties for which a member is compensated that are over and above the base position for which the employee was hired)
 - Examples include coaching, club sponsorships, detention, homebound teaching, tutoring, bus trips, cooking for banquets, clock and gate attendants, etc.
- Overtime payments (does not include payouts of unused comp time)
- Payments for overloads and additional courses
- Employer-paid medical, dental or vision insurance premiums paid for member coverage
- An employer-paid annuity in lieu of medical, dental or vision insurance premiums for member coverage
- Family insurance premiums, **only** if the premiums are paid to the member as salary, and are electively deferred to a cafeteria plan by the member
- Employer sponsored “career-ladder” payments

Retirement Salary – What NOT to Include

- Payments for fringe benefits (except employer-paid medical, dental and vision insurance premiums for member coverage). Examples of non-included fringe benefits include travel expense reimbursements, car allowances, per diem payments, etc.
- Payments for unused sick leave, annual leave or unused comp time, whether paid annually or at termination
- Any payments for awards, bonuses and retirement incentives
- Employer-paid medical, dental or vision insurance premiums paid for family coverage
- Employer-paid insurance premiums for life insurance or disability insurance (for member or family coverage)
- Member-paid medical, dental or vision insurance premiums
- Payments resulting from/in settlement of employment disputes, including severance pay, back pay awards, payments in settlement of employment contract disputes and payments in consideration for agreeing to terminate employment
- Payments made by an entity that is not an employer participating in PSRS or PEERS

Reporting Employment Status Changes



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Employment Statuses

Employment Status:	When Employment Status Field Should Be Used:
Active	Employee returns to covered employment from being on leave
Military Leave	Employee goes on military leave
Leave of Absence	Employee goes on an unpaid leave of absence
Unpaid Sick Leave	Employee goes on unpaid sick leave
Terminated	Employee leaves covered employment or moves from one plan to another

An enrollment record makes an account status active initially, therefore the Employment Status field should **never** reflect “Active” for new employees, employees moving from one plan to another (i.e. PEERS to PSRS), or previously terminated employees who have been rehired.

Payroll Information

School Year: 2018-2019 Receive Date: 08/31/2018 Post Date:
Payroll Detail Status: **Review** Header Type: PSRS Final Payroll for School Year: No
Payroll Header Status: **Valid** Payroll Header ID: 369689 Source: Payroll
ER Summary Status: **Valid** ER Summary ID: 222754

Payroll Detail

Payroll Detail Status: **Review**

Payroll Detail ID :

SSN:

Payroll Detail Record Source: Manual

First Name:

Middle Name:

Last Name:

Suffix:

*Payroll Start Date:

*Payroll End Date:

Reporting Frequency:

Part Time: ☐

*Position Code:

Term of Position:

*Wage Type:

Annual Base Salary:

Annual Base Type:

Gross Salary:

Insurance Amount:

Retirement Salary:

Employee Contribution:

Employer Contribution:

Hours:

EE Contribution (Sys Calc):

ER Contribution (Sys Calc):

Hours : Minutes:

Employment Status:

Employment Status Date:

- Active
- Military Leave
- Leave of Absence
- Unpaid Sick Leave
- Terminated

Comment:

Final Payroll - Member: ☐

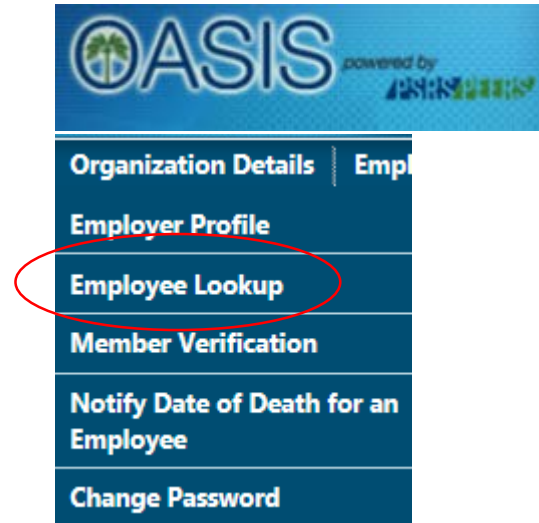
Career Ladder: ☐

ER Summary Comments :

Suppress Warnings : ☐

Reporting Termination Info

- Current Year
 - Uploaded Payroll File
 - Manual Payroll File
 - Stub Record
 - Employee Look up in OASIS
- Prior Year
 - Uploaded Current Year Payroll File
 - Manual Current Year Payroll File
 - Stub Record



Employment History										
School Year : <input type="text"/>		Termination Date : <input type="text"/>		Final Pay : <input type="checkbox"/>		<input type="button" value="Update"/>				
Employer Name	Plan	Wage Type	Status	School Year	Start Date	End Date	Position Code	Part Time Employee	Final Pay	Terminated Flag
Jefferson City School District	PEERS	Regular	Active	2016-2017	07/01/2016		090 Other	N	N	
Jefferson City School District	PEERS	Regular	Active	2015-2016	07/01/2015	06/30/2016	090 Other	N	N	
Jefferson City School District	PEERS	Regular	Active	2014-2015	10/01/2014	06/30/2015	090 Other	N	N	

Stub Records

- Stub record functionality was designed to:
 - Ask you for information as soon as we know we need it
 - Assume an individual is still employed by your school district/college until we have a termination date on file
 - Look for payroll dates from September through May each year
- Beginning with your October payroll, you will see stub records (with September payroll dates) for anyone that:
 - Worked at your school district/college last year
 - Has not been marked “terminated” in OASIS
 - Has not been reported in the current school year
- Stub records will not generate for non-members, nor was the functionality designed to look for payroll dates in July or August.

Employer Deposits



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Employer Deposits

- Check your Employer Statement of Account regularly and ensure all invoices are paid and all credit memos are properly applied to invoices.
 - Found under the Employer Payment menu
- Separate deposits must be completed when:
 - Paying both a PSRS invoice and a PEERS invoice
 - Paying an invoice with multiple checks
- Search for saved deposits before starting a new one.
 - Search by plan, check number and/or amount of deposit
 - Duplicate deposits should be voided
- When completing a deposit, you can either:
 - Pay all invoices
 - Pay all invoices and include all credit
 - Pay a different amount

Employer Deposits

- You must allocate your payments when:
 - Paying multiple invoices
 - Applying credit memos to invoices
 - Paying a different amount than the invoice shows
- To allocate payments, you must:
 - Check the box next to the invoice wanting to pay and click the Add to Remittance button
 - Check the box next to the credit memo wanting to apply and click the add to Remittance button
 - Click on remittance ID number under the Remittance Information tab
 - Click the Allocate All button if there are no credit memos to apply
 - If credit memos are being used, enter the amount of the credit memo, save and then click the Allocate All button

Credit Memos

- Credit memos are created when:
 - Retirement salary is removed from a member's account
 - An employer deposit was never submitted, or was done incorrectly

Contact Us



Toll-free: (888) 391-6966



Email: employer_services@psrsmo.org

This contact information should not be shared with your employees.

Membership questions should be directed to our Information Center at (800) 392-6848.



Thank You for Attending!



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