

PSRS/PEERS Employer Services

OASIS Update

March 19, 2014

Strength
Stability
Security

PSRS/PEERS

PUBLIC SCHOOL & EDUCATION EMPLOYEE
RETIREMENT SYSTEMS OF MISSOURI

We, at PSRS/PEERS, would like to thank you for your patience and cooperation through our transition from EMERS to OASIS.

Thank You!

Annual Base Salaries

- Method of calculating annual base salaries has not changed
- You are, and have always been, required to report annual base salaries for each of your PSRS- or PEERS-covered employees
- You are now required to report annual base salaries for each of your working PSRS retirees (this is the only new requirement)
- Service is calculated on an employer-by-employer basis
- Each employer must report the annual base the employee would earn in that particular position
- Annual base salaries must be reported by September 30 and any time the annual base changes

When a salary schedule is not used for the position, or it is not typically worked full-time, it may be necessary to calculate how much the individual would make per hour and then multiply that by the number of hours required for a full-time classroom teacher at your place of employment.

Annual Base Salaries

Example:

A PSRS retiree is working as a coach after retirement and expected to earn \$4,000 for the year in the position. The coach is expected to work 400 hours in the school year. 35 hours per week is full-time for a regular teaching position at your school.

The annual base should be calculated as follows:

- $\$4,000 \div 400 \text{ hours} = \10 per hour
- $35 \text{ hours per week} \times \$10 \text{ per hour} = \$350 \text{ per week}$
- $\$350 \text{ per week} \times 36 \text{ weeks (9 months of school)} = \$12,600$

Hourly Rate	X	# of Hours Required Per Week of Full-Time Teacher	X	# of Weeks in School Year	=	Annual Base Salary
\$10	X	35 hours	X	36	=	\$12,600

Annual Base Salaries

- Should only be changed when reported incorrectly, or a change in the terms of employment cause a salary decrease
 - Not when a member takes on additional responsibilities or hours
 - New = PSRS/PEERS will use lowest to calculate service
 - Corrected = PSRS/PEERS will use newest and disregard all previous when calculating service
- Should always reflect the entire term of the position and include any extra duty pay that is expected to be earned by the member when first reported
- An incorrect annual base will cause service to be calculated incorrectly

Annual Base Salaries

PSRS	PEERS
<ul style="list-style-type: none">• The amount expected to be earned by the member employed full-time by that district, in that position, based on member's education and experience, for the full school year• Always calculated on full-time, even if working part-time	<ul style="list-style-type: none">• The amount expected to be earned by the member based on the manner in which the member is employed for the full school year• Typically based on the hours per day and months per year; must be calculated on at least 20 hours per week

Payroll Start and End Dates

Payroll Start and End Dates must reflect the period of time worked regardless of when employees are paid.

Your March payroll file may contain the following:

- Twelve-month employees being paid for the month of March
 - Payroll Dates should be March 1 – March 30
 - For payroll that includes work performed between February 16 – March 15, the Payroll Dates would be February 16 – March 15
- Nine-month employees (i.e. teachers) paid over 12 months, being paid for 1/12 of their contract
 - Payroll Dates should be March 1 – March 30
 - For payroll that includes work performed between February 16 – March 15, the Payroll Dates would be February 16 – March 15
- Time card employees (i.e. bus drivers, custodial, etc.) being paid for work performed during February
 - Payroll Dates should be February 1 – February 28
 - For payroll that includes work performed between January 16 – February 15, the Payroll Dates would be January 16 – February 15

Employment Status Changes

Employment Status and Employment Status Date should only be reported when an employee's employment status changes from how they were previously being reported in OASIS.

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

Employment Status Changes

See the following slide for an example of how to report an employee who goes from being a Non-Member (substitute) to a PSRS or PEERS member.

- *Example:*
Suzie is employed by your school district as a substitute teacher and subbed a few times during the current pay period. She also earned her teaching certificate on March 1 and was then hired as a full-time teacher at your school district. Your next payroll to be reported to OASIS is the one that covers February 16 - March 15 and will include Non-Member payroll as well as PSRS payroll.

Employment Status Changes

- Step 1:
After you've uploaded your file that includes final payout as a Non-Member as well as pay as a PSRS member you need to edit the Non-Member Payroll Detail and change the Employment Status to "Terminated" and indicate the Employment Status Date as the last day she worked as a substitute. You also need to change the Payroll End Date to match what you've entered as the Termination Date. If applicable, you also need to check the Final Pay checkbox to indicate there will not be any additional pay reported under the Non-Member Plan.
- Step 2:
You will need to either submit a manual adjustment through OASIS to report the termination date under her Non-Member account, or contact your ESR to have the information entered internally. Once the termination date is manually submitted by you, or your ESR, your Non-Member Payroll Detail should change to Valid once you click Save.
- Step 3:
You need to go into the PSRS Payroll Detail and ensure the Payroll Start Date is after the Payroll End Date on her Non-Member Payroll Detail and then click the Enrollment button to enter her enrollment as a PSRS member. Once you've properly completed the enrollment process and click Save the status should be Valid.

Enrollment Records

Enrollment Records are Needed for:	Hire Date on Enrollment Record Should Be:
All new employees regardless of plan (PSRS, PEERS and Non-Members)	Their true employment start date
Non-Members who become eligible for PSRS or PEERS coverage	The date they become eligible for PSRS or PEERS coverage
PEERS members who become certificated (PEERS to PSRS)	The effective date of their teaching certificate
PSRS members whose teaching certificate expires (PSRS to PEERS)	The day after the expiration of their teaching certificate
Employees who return to covered employment after termination	The day they return to covered employment

Demographic Records

- What you report will override what your employee reports
- Demographic information comes from the Enrollment Record initially
- Only send Demographic Records if and when this information changes
- Employees should be reported by their full legal name
- Demographic information must be reported consistently to prevent unnecessary changes

Reporting Gross Only Salary

When reporting a payment made to a PSRS or PEERS member that doesn't meet the PSRS/PEERS definition of eligibility, the payment should be reported as Gross Salary only under the appropriate Plan.

- This includes payout of:
 - Unused sick leave
 - An incentive
 - Etc...
- A warning will generate that states: '\$0.00 Retirement Salary reported for a contributory wage type'
 - You need to add a comment indicating what the payout is for, check the Suppress Warnings checkbox, and click Save
- You should not try to report this "gross only" payout under a Non-Member plan!

Duplicate Payroll Details

- 'Wages for this member/reporting period exist in an un-posted payroll detail record' message was reduced in severity from a Warning to an Information Message
- When paid from multiple salary codes, this message will appear each time the Gross Salary is the same on two Payroll Detail Records
- No action necessary on Information Messages unless a discrepancy is noted upon reviewing the message

Paying an Invoice with Multiple Checks

Other Details

Deposit Info Validation Info

Deposit ID : 624
Plan : PSRS
Deposit Method : Check
System Calculated Remittance Amount : \$1,000.00
Remittance Status : Un-Allocated
Deposit Amount : \$1,000.00
Payment Option : Pay Different Amount

Deposit Status : Valid
Submitted : No
Submitted Date :
Check Number : 12345
Suppress Warnings Flag :

Comment :

Please Select A Payment Option

Pay All Invoice(s) : \$1,421.11
Original Credit Memo Amount : \$0.00
Total Available Credit : \$0.00

Pay All Invoice(s) and Include All Credit : \$1,421.11

Pay Different Amount : \$1,000.00

Step 1: Enter check number of first check

Step 2: Select Pay Different Amount and enter the amount of the first check and click Save

Paying an Invoice with Multiple Checks

Invoice and Remittance Details

Invoice Selection Available Credit Remittance Information Change Log

Open Add to Remittance Remove from Remittance

<input type="checkbox"/>	Invoice ID	Invoice Balance Due	Invoice Date	Included In Remittance
<input type="checkbox"/>	506	\$1,421.11	01/28/2014	N

Step 3: Select the check box in front of the Invoice ID and click "Add to Remittance"

Invoice and Remittance Details

Invoice Selection Available Credit Remittance Information Change Log

Open Add to Remittance Remove from Remittance

<input type="checkbox"/>	Invoice ID	Invoice Balance Due	Invoice Date	Included In Remittance
<input type="checkbox"/>	506	\$1,421.11	01/28/2014	Y

The "N" in the "Included In Remittance" field will change to a "Y"

Paying an Invoice with Multiple Checks

Invoice and Remittance Details

Invoice Selection | Available Credit | **Remittance Information** | Change Log

Open

Remittance ID	Remittance Status	Remittance Amount	Allocated Amount	Invoice Balance due	Deposit Method
<input type="checkbox"/> 624	Un-Allocated	\$1,000.00	\$0.00	\$1,421.11	Check

Step 4: Click on the "Remittance Information" tab and open the Remittance ID by either selecting the check box in front of the Remittance ID and clicking "Open" or clicking the Remittance ID hyperlink

Remittance Summary | Deposit Information

Remittance ID : 624 Remittance Status : Un-Allocated Employer Name : 165 - Missouri City Public Schools

Invoice Balance due : \$1,421.11

Deposit Amount : \$1,000.00 Available Credit Amount : \$0.00 Allocated Credit Amount : \$0.00

Total Remittance Amount : \$1,000.00 Invoice Allocated Amount : \$0.00

Comments :

Step 5: Allocate the deposit amount of \$1,000.00 between Employee and Employer Contributions

Credit Memo Details

Open Remove From Remittance

Credit Memo ID	Credit Memo Date	Credit Memo Balance	Applied Credit Amount
No records to display			

Invoice Details

Open Remove from Remittance

Invoice ID	Invoice Date	Invoice Type	EE Contr.Amount	EE Allocated Amount	ER Contr.Amount	ER Allocated Amount	Balance	EE Interest	EE Interest Allocated	ER Interest	ER Interest Allocated
<input type="checkbox"/> 506	01/28/2014	Employer Reporting Summary	\$595.15	\$0.00	\$825.96	\$0.00	\$1,421.11	\$0.00	\$0.00	\$0.00	\$0.00

Paying an Invoice with Multiple Checks

Remittance Summary

Deposit Information

Remittance ID : 624

Remittance Status : **Balanced**

Employer Name : 165 - Missouri City Public Schools

Invoice Balance due : \$1,421.11

Deposit Amount : \$1,000.00

Available Credit Amount : \$0.00

Allocated Credit Amount : \$0.00

Total Remittance Amount : \$1,000.00

Invoice Allocated Amount : \$1,000.00

Comments :

Remittance Status is now "Balanced" and "Invoice Allocated Amount" is equal to Deposit Amount. EE Allocated Amount is \$500.00 and ER Allocated Amount is \$500.00

Credit Memo Details

Open

Remove From Remittance

Credit Memo ID	Credit Memo Date	Credit Memo Balance	Applied Credit Amount
No records to display			

Invoice Details

Open

Remove from Remittance

Invoice ID	Invoice Date	Invoice Type	EE Contr.Amount	EE Allocated Amount	ER Contr.Amount	ER Allocated Amount	Balance	EE Interest	EE Interest Allocated	ER Interest	ER Interest Allocated
506	01/28/2014	Employer Reporting Summary	\$595.15	\$500.00	\$825.96	\$500.00	\$1,421.11	\$0.00	\$0.00	\$0.00	\$0.00

Paying an Invoice with Multiple Checks

Step 6: Click the Return button to navigate back to Employer Deposit Maintenance screen and click "Submit"

Save Refresh **Submit** Void **Employer Deposit Slip**

Step 7: Print Employer Deposit Slip to mail with check

Deposit Info Validation Info

Deposit ID : 624

Plan : PSRS

Deposit Method : Check

System Calculated Remittance Amount : \$1,000.00

Remittance Status : Balanced

Deposit Amount : \$1,000.00

Payment Option : Pay Different Amount

Deposit Status : Valid

Submitted : No

Submitted Date :

Check Number : 12345

Suppress Warnings Flag :

Comment :

Please Select A Payment Option

Pay All Invoice(s) : \$1,421.11

Original Credit Memo Amount : \$0.00

Total Available Credit : \$0.00

Pay All Invoice(s) and Include All Credit : \$1,421.11

Pay Different Amount : \$1,000.00

Paying an Invoice with Multiple Checks

Step 8: From the Employer Deposit Lookup screen, select the Plan and Deposit Method and click New to create the second Employer Deposit for the second check. Since there are only two checks, enter the Check Number and select “Pay All Invoice(s)” since the second check pays the remaining invoice balance. If paying with more than two checks, an Employer Deposit will need to be created for each check with the deposit amount allocated to the invoice.

Other Details

Deposit Info Validation Info

Deposit ID : 625 Deposit Status : Valid Submitted : No
Plan : PSRS Submitted Date :
Deposit Method : Check Check Number : 12346
System Calculated Remittance Amount : \$421.11 Suppress Warnings Flag :
Remittance Status : Balanced
Deposit Amount : \$421.11 Comment :
Payment Option : Pay All Invoices

Please Select A Payment Option

Pay All Invoice(s) : \$421.11
Original Credit Memo Amount : \$0.00
Total Available Credit : \$0.00

Pay All Invoice(s) and Include All Credit : \$421.11

Pay Different Amount : \$0.00

Step 9: Click Submit

Step 10: Print Employer Deposit Slip to mail with check

Important Things to Remember

- Records can be edited in OASIS once a file has been successfully uploaded
- Any changes you make in OASIS must also be made in payroll in order to prevent incorrect data from coming through on your next file
- The Member Verification Tool will help you determine whether or not an employee should be reported to PSRS or PEERS
- You are still required to notify us when a retiree exceeds either WAR limitation even though hours and salary are being reported electronically
- You should only send through an Adjustment Summary when reporting an adjustment to a prior year or for accounts with a status of Retired or Refund; adjustments to the current year should be sent through in an ER Summary as long as the account status is Active
- You should only upload one file at a time to prevent having to suppress the same warnings multiple times; once the file has been posted by your ESR you can proceed with you next file
- You should not mark final pay on an employee until all salary has been reported
- We are no longer accepting paper Member Record Forms

Questions?



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