

2017 PSRS/PEERS Employer Conferences
KNOWLEDGE AND NETWORKING NEAR YOU

Year-End Reporting Reminders and Deadlines

Summer School Employment

- If someone works summer school and is eligible for PSRS/PEERS membership at any district:
 - Salary for work performed through June 30th should be reported as PSRS or PEERS earnings and contributions should be withheld
- If someone works summer school only and is not eligible for PSRS/PEERS membership at any district:
 - Salary for work performed through June 30th should be reported as Non-Member earnings

Payments for Unused Leave

- Payments for **unused** leave do not meet the PSRS/PEERS definition of salary and contributions should **not** be withheld.
 - Amounts should be reported to PSRS or PEERS as gross only salary
 - When reported as part of your regular payroll file, OASIS will generate a warning that will need to be suppressed on each record
 - In July, new functionality should be in place that will allow you to report this information to us in a separate gross salary only file
 - OASIS will bypass the normal validations and you will not be required to suppress warnings
 - More information will be provided when this new functionality is available

Overtime vs. Comp Time Payments

Per the Fair Labor Standards Act (FLSA), when an employee works overtime you can compensate the employee by either:

- Paying the employee 1 ½ times his or her normal salary rate
 - Contributions should be withheld from the overtime salary
- Allowing the employee to accrue 1 ½ times the extra hours worked as comp leave to be used at a later time
 - When an employee takes time off work, using leave, he or she will be paid for the time off and the appropriate leave balance will be reduced
 - **Contributions should be withheld from payments for used leave**
 - If an employee doesn't use the accrued leave, and you end up making a payout of the leave balance, it becomes unused leave
 - **Contributions should not be withheld from payments for unused leave**

Employees on Unpaid Leave

- If an employee is out on unpaid leave throughout the school year, he or she may not earn a full year of service.
- When an employee goes out on unpaid leave, you should change his or her Employment Status in OASIS on the Payroll Detail Maintenance screen to reflect this.
- Employees who were out on unpaid leave may have the option to pay contributions on the amount of docked salary in order to receive a full year of service.

Unpaid Sick Leave/Workers' Comp Leave

- To qualify, the following criteria must be met:
 - Leave must be covered by the district's sick leave policy or by Workers' Compensation
 - Member must pay the contributions that would have been withheld on his or her full salary during the leave period
 - Contributions must be paid directly to the district with post-tax dollars, unless the member pays with a rollover
 - Employer must match the member's contributions
 - Process must be completed within two years of the end of the school year in which the leave occurs, or prior to PSRS/PEERS retirement date, whichever occurs first

Unpaid Leave of Absence

- To qualify, the following criteria must be met:
 - Leave must have occurred during the current school year and could not be for sick leave
 - Member must be paid at least 50% of his or her regular salary while on leave
 - Member must apply during the school year the leave occurs
 - Member must pay the contributions that would have been withheld on his or her full salary during the leave period
 - Employer must match the member's contributions

Unpaid USERRA Leave

Active military service under the Uniformed Services Employment and Reemployment Rights Act (USERRA) includes service in the U.S. Armed Forces, National Guard, and other service categories designated by the president in times of war or emergency.

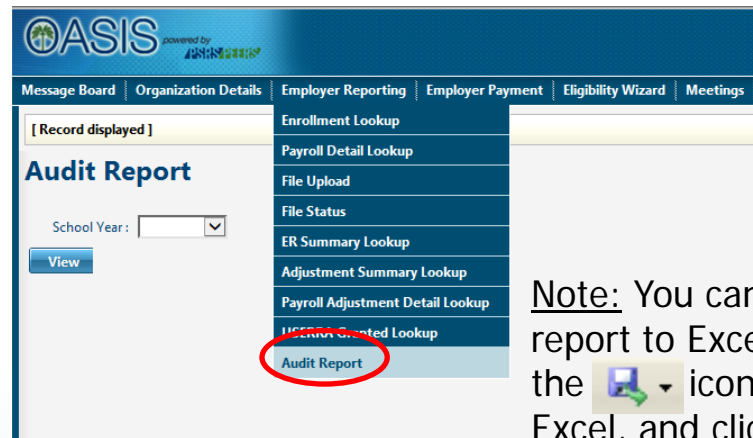
- **Granted USERRA-Covered Leave**
 - Counts toward vesting and eligibility for benefits
 - Not used in the calculation of benefits
 - No cost to the member
- **Purchased USERRA-Covered Leave**
 - Counts toward vesting and eligibility for benefits
 - Used in the calculation of benefits
 - Member must pay the contributions that would have been withheld on his or her full salary during the leave period
 - Employer must match the member's contributions
 - Member must apply within five years of his or her re-employment date
 - Member can purchase up to five years of USERRA-covered leave
 - Member must pay in full prior to retirement


Year-End Reconciliation

Before closing out the school year, compare the information on your district's Employer Audit Report with your payroll software system.

Verify the accuracy of:

- Gross Salary
- Insurance Amount
- Retirement Salary
- Annual Base Salary
- Term Date
- Hours



Note: You can export the report to Excel by clicking the  icon, selecting Excel, and clicking 'Open' on the pop-up box

To generate the Employer Audit Report:

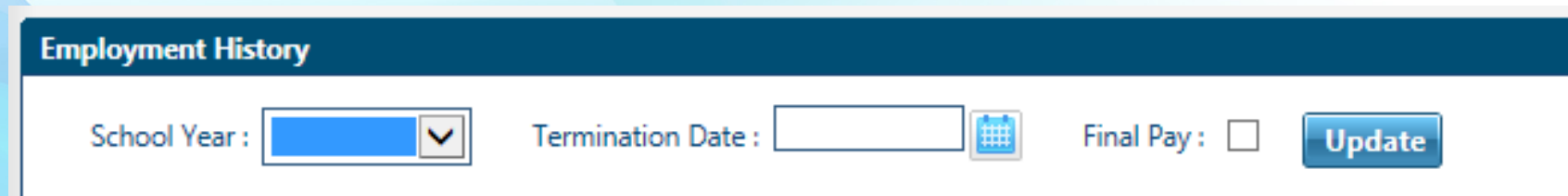
- Navigate to Employer Reporting, then Audit Report
- Select 2016-2017 from the School Year dropdown
- Click 'View'

Year-End Reporting Deadlines

- Employees Retiring July 1st
 - All salary for work performed through June 30th, as well as the member's termination date (last day of covered-employment) and final pay, must be reported **no later than Monday, July 10th**
 - You may be required to report this information manually
 - No Final Pay letters will be mailed to retirees on July 11th
- All other Employees
 - All salary for work performed through June 30th (as well as a termination date and final pay for anyone not returning next school year) must be reported **before August 15th**
 - System Generated Payroll Detail Records (stub records) will generate for all employees not returning next school year if you do not properly report termination information

Termination Dates and Final Pay

- Follow these steps to report an employee's term date and mark final pay **after all salary earned has been reported**:
 - Navigate to Organization Details, then Employee Lookup
 - Enter SSN, or first and last name of the member
 - Click 'Search'
 - Click on the Person ID
 - Select School Year (2016-2017) from the dropdown box
 - Enter the Termination Date (last date of covered employment)
 - Mark the Final Pay checkbox
 - Click 'Update'



The screenshot shows a web form titled "Employment History". It contains the following fields and controls:

- School Year:** A dropdown menu with a blue background and a downward arrow.
- Termination Date:** A text input field with a calendar icon to its right.
- Final Pay:** A checkbox.
- Update:** A blue button with white text.

Termination Dates and Final Pay (cont.)

- To report this information **when you still have salary to report**, follow these steps:
 - Navigate to Employer Reporting, then ER Summary Lookup
 - Select School Year (2016-2017) from dropdown box
 - Click 'New'
 - Click 'Save'
 - Click PSRS or PEERS under Payroll Summary Information
 - Click 'New' under Other Details
 - Enter all required fields, including: remaining salary and insurance amounts, Employment Status (Terminated) and Employment Status Date (last day of covered employment)
 - Mark the Final Payroll-Member checkbox
 - Click 'Save'
 - Click 'Return' in the upper right hand corner two times
 - Click 'Submit/Post'



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:

*Wage Type:

Annual Base Salary: \$0.00 Term of Position:


Gross Salary: \$0.00 Insurance Amount: \$0.00 Annual Base Type:

Employee Contribution: \$0.00 Employer Contribution: \$0.00 Retirement Salary: \$0.00

EE Contribution (Sys Calc): \$0.00 ER Contribution (Sys Calc): \$0.00 Hours: 0

Employment Status:

Final Payroll - Member:

Employment Status Date:  Career Ladder:

Final Pay for School Year

To notify PSRS/PEERS that you've reported all information on all employees for the 2016-2017 school year, follow these steps:

- Navigate to the ER Summary Maintenance screen
- Mark 'Final Pay for School Year' checkbox under Payroll Summary Information
- Click 'Save'
- Check 'Confirm Final Pay for School Year' box
- Click 'Save'
- Click 'Submit'

Payroll Summary Information

Payroll Summary Status : **Valid** Final Pay for School Year:

Employer Contributions : \$0.00 Employee Contributions : \$0.00 Grand Total Contributions : \$0.00

<input type="checkbox"/>	Header Type	Status	Total Gross Salary	Total Insurance Amount	Total Retirement Salary	Employer Contributions	Employee Contributions	Total Contributions
<input type="checkbox"/>	PSRS	Valid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	PEERS	Valid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	NON MEMBER	Valid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Termination of Employment for Retirees

In order to become a PSRS/PEERS retiree, a member must properly terminate all employment at all PSRS/PEERS-covered employers.

Retirees who are not properly terminated are not eligible to receive a benefit from PSRS/PEERS.

Proper Termination of Employment Means:

- Retiree cannot work for a PSRS/PEERS-covered employer in any capacity for one month after the PSRS/PEERS retirement date.
- Retiree cannot be under an agreement, **written or unwritten**, for employment in any capacity until after receiving first benefit payment.

GASB 68 Information

- The 2016-2017 GASB 68 reconciliation process will begin early October.
- Reconciling data reported to PSRS/PEERS and the data within your payroll software system on a regular basis will simplify the GASB reconciliation process each year.
- When your district's 2015-2016 footnote information is available, we will notify you and you will be able to print the information from OASIS.

Current Projects and Upcoming Changes

Statute and Regulation Review

Our statutes, regulations, and practices are currently being reviewed by our management and legal staff.

Main purposes of this review:

- Identify any conflict between our current policies and the language in our statutes and regulations
- Determine ways in which processes, including employer reporting, could be simplified

If policy changes occur, they will become effective in the new school year (July 1) and we will notify you of such changes before the new school year begins.

OASIS Access

We will be replacing our public website software and tightening the Security Certificate systems on the web servers and OASIS.

- Effective May 1, 2017
- A small number of employers will be required to make upgrades in order to be able to continue to access OASIS.

Preferred configuration for continued access to OASIS:

- MS-Windows 7 using Internet Explorer 11
- MS-Windows 10 using Internet Explorer 11

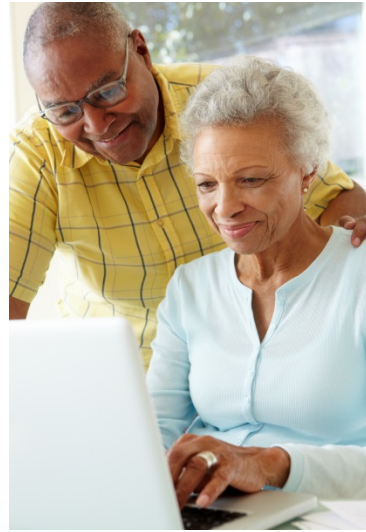
The following configurations will also be supported:

- Windows XP using Chrome version 49
- Windows 7 and above with current mainstream browsers
- Current Apple systems

Contact Us



Phone Training



WebEx Training



Onsite Training

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.