

# DAS – Office of State Controller - CPERS

## PERS Annual Invoice Frequently Asked Questions

### 1. Q: Why am I receiving this invoice?

A: Every year, after the tax year closes, CPERS reconciles each PERS employer account and invoices amounts owed to PERS that were not paid through the Workday Payroll System. The annual invoice brings the employer current on their PERS account.

### 2. Q: What causes an annual invoice to occur?

A: Below is a snapshot of the different categories along with an explanation of what is included in each category. The invoice is a compilation of all these categories. Overall transactions may be initiated by PERS, or by agency activity in the HR and Payroll systems.

IAP Prior Year Earnings	Prior Year Adj	Retro Pay	Eligibility Review (2004 & Prior)	Prior Year Earnings (2004 & Prior)	Employment History Change	Transferred Contributions	Over/Under Payments	Total Due by Year
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IAP Prior Year Earnings: is the interest on contributions for prior years that were adjusted in the current year.

Prior Year Adj: is adjustments made to prior years. The request for prior year adjustments come from the payroll office or when PERS reviews accounts and adjustments are necessary based on the additional information received.

Retro Pay: is pay that was previously not reported, such as settlement payments.

Eligibility Review (2004 & Prior): is a result of an employee (current or prior) requesting a PERS benefit. PERS performs a thorough review of an employee's entire PERS account prior to processing the benefit.

Prior Year Earnings (2004 & Prior): is the interest on an eligibility review.

Employment History Change: is a change to an employee's account, such as changing from general service to police and fire or vice versa that causes either a reduction or increase in contributions.

Transferred Contributions: are contributions that were moved from one tier to another, such as OPSRP to PERS.

Over/Underpayments: overpayments / underpayments occur when CPERS notified HR or Payroll partners of adjustments needed because of errors made in the Workday system, and the HR or Payroll office does not process the adjustments.

Total Due by Year: is the total amount of the invoice.

**3. Q: Why isn't my invoice attributed to specific employees?**

A: Annual invoices are a combined total of activity for the previous year. Invoices are sent with all available back up documentation.

Over/Underpayments are generated when what is entered/expected in the PERS system is less or greater than the amount sent to PERS through monthly payroll for that year. For specific information about employee payroll adjustments that impact invoicing, agency accounting offices will need to work with their agency payroll office.

**4. Q: Who do I contact to see if there were any Workday payroll system issues that may have caused PERS underpayments?**

A: Agency payroll partners.

**5. Q: Why don't the amounts seem to add up to the total on the invoice?**

A: The whole amount of the invoice might not have straightforward backup. When this occurs, the difference is put in the underpayment category.

**6. Q: How long do I have to pay the invoice?**

A: The invoice is due 30 days from receipt.

**7. Q: What happens if I don't pay?**

A: Employee PERS benefits may be delayed.