

## PERS Corrections

With all the changes occurring the past few months with PERS corrections, here is some guidance and tools to assist you with the processes. If you have specific questions please be sure to contact the OSPS helpdesk.

## Codes

### PERS P060 Codes

- RSE = subject wages
- RSM = state match
- RSP = state paid 6% pick up
- REP = employee paid 6% pick up\*

\*The REP P060 entry will deduct from the employee's pay (or credit if negative entry)

### PERS Subject P050 Retroactive Codes

- ZCB CALL BACK RETRO CLOSED MONTHS
- ZOC ON CALL DUTY RETRO CLOSED MONTHS
- ZOT OVERTIME RETRO CLOSED MONTHS
- ZPD RETRO PAY – PPDB WOC/DIF ADJ
- ZSD SHIFT DIFFERENTIAL RETRO CLOSED MONTHS
- ZST STRAIGHT TIME RETRO PAY
- ZTR TAXABLE CASH EXPENSE INSTATE MEALS
- ZTV TAXABLE NON-CASH EXPENSE INSTATE MALS

### PERS Non-Subject P050 Retroactive Codes

- ZBN CALL BACK RETRO CLOSED MONTH NO PERS
- ZCN ON CALL DUTY-RETRO NON-PERS
- ZDN SHIFT DIFFERENTIAL - RETRO NO PERS
- ZON OVERTIME RETRO CLOSED MONTH NO PERS
- ZIR RETRO INSURANCE RETURN NON-PERS ONLY
- ZPN RETRO PAY - PPDB WOC/DIFF ADJ NO PERS
- ZTN TAXABLE CASH MEAL REIM RETRO NO PERS
- ZVN TAXABLE NONCASH MEAL REIMRETRO NO PERS
- ZSN TAXABLE RETRO STR SALARY NO PERS.

## Making corrections in OSPA to PERS contributions

PERS corrections can be made for employees for both the current and prior tax years with a handful of exceptions. For employees who have separated from state service, you may only make wage corrections (where the employee is owed money) in the current tax year; you are not able to make

contribution only corrections. If you discover an employee was overpaid in a prior tax year, please follow the collection process as outlined below:

For employees who owe your agency money for a prior tax year,

- The overpayment should be collected outside the payroll system if it is for a prior tax year A/R account through Accounting
- The employee would need a corrected W2 once overpayment is repaid in full for the prior tax year
- Send YTD-Correction form or spreadsheet to CPERS with details (no need to wait for employee to payback)
- Do not make negative P050 entries and do not correct contributions using P060 entries in these cases.

Here are some other examples of correction scenarios and the steps to follow for each.

1. Employee is owed additional wages (timesheet corrections, PPDB Differential, Reclass, etc.) in the **current tax year** and is currently **making PERS contributions**:
  - a. Set correctives for impacted months,
    - i. OSPA will recalculate PERS contributions on new wages.
    - ii. Correctives ensure information flows to PERS in the correct month.
  - b. No additional reporting needed to CPERS.
2. Employee owes money back (timesheet corrections, PPDB Differential, etc.) in the **current tax year** and is **making PERS contributions**:
  - a. Set correctives for impacted months,
    - i. OSPA will recalculate and back out contributions on backed out wages.
    - ii. Correctives ensure information flows to PERS in the correct month.
  - b. No additional reporting needed to CPERS.
3. Contributions didn't start on time (late start) in **current tax year**:
  - a. If **employer** paid contributions,
    - i. Update P010 to start PERS contributions for the current pay period,
    - ii. Make P060 entries (RSE, RSM, RSP) for missed months
    - iii. Work with CPERS so they know what contributions go into what month.
  - b. If **employee** paid (i.e. SEIU) contributions,
    - i. PPDB needs to be updated with RANGE OPTION CODE 'P' to give the employee the 6.95% increase in salary,
    - ii. Contact OSPA helpdesk to have P010 updated,
      1. Include employee's name, OR number, agency number, pay period to have the PERS contributions start, and the codes for RTMT SYST and RTMT STAT.
    - iii. Set correctives for impacted months,

- iv. Make P060 entries (RSE, RSM, REP) for the PERS subject wages paid on original payroll runs,
    - 1. The 6.95% amount will have PERS calculated on it as part of the corrective run.
    - 2. Anything already paid will not auto-recalculate.
  - v. Work with CPERS so they know what contributions go into what month.
4. Contributions were started too early in the **current tax year**:
- a. If **employer** paid contributions,
    - i. Update P010 to stop PERS contributions,
    - ii. Make negative P060 entries (RSE, RSM, RSP),
    - iii. Work with CPERS so they know what contributions go into what month.
  - b. If **employee** paid (i.e. SEIU) contributions,
    - i. PPDB needs to be updated with RANGE OPTION CODE 'A' to reduce the salary by 6.95%
    - ii. Contact OSPS helpdesk to have P010 updated,
      - 1. Include employee's name, OR number, agency number, pay period to remove the PERS contributions start, and the codes for RTMT SYST and RTMT STAT (should both be 'N' in this case).
    - iii. Set correctives for impacted months, and make P060 entries to reverse PERS contributions.
    - iv. Work with CPERS so they know what contributions go into what month.
5. Employee is owed additional wages (timesheet corrections, PPDB Differential, Reclass, etc.) for a **prior tax year** and is **making PERS contributions**:
- a. If **employer** paid contributions and employee is not SEIU represented.
    - i. Make PERS subject P050 entries in current pay period
    - ii. Send YTD-Correction form or spreadsheet to CPERS with details
  - b. If employee** is SEIU represented, and wages owed are for **October 2016 or prior**
    - i. Use **Non-PERS subject** P050 entries in current pay period
    - ii. Make P060 entries using employer paid pick up code (RSE, RSM, RSP)
    - iii. Send YTD-Correction form or spreadsheet to CPERS with details
  - c. If **employee** paid contributions (i.e. **November 2016 for SEIU represented**)
    - i. Use **PERS subject** P050 entries in current pay period
    - ii. Send YTD-Correction form or spreadsheet to CPERS with details
6. Correcting missed contributions for a **prior tax year**
- a. If **employer** paid,
    - i. Update P010 for the current pay period to start contributions
    - ii. Make P060 entries (RSE, RSM, RSP) in the current pay period
    - iii. Send YTD-Correction form or spreadsheet to CPERS with details
  - b. If **employee** paid,

- i. Have PPDB update to 'P' Range option code retroactive back to when employee became PERS eligible
- ii. Send email to OSPS helpdesk to update P010 information for the current tax year forward to start contributions.
- iii. Calculate the difference between the 'A' salary range the employee had been paid at and the 'P' salary range with the 6.95% bump.
  1. Enter non-PERS subject P050 entries in the current pay period for all months impacted
- iv. Make P060 entries (RSE, RSM, REP) for the total PERS subject salary (the 'P' range option code salary)
- v. Send YTD-Correction form or spreadsheet to CPERS with details.