

PERS Reminders/Scenario Guidance

PERS P060 Codes

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

Cloning Transferring Employee Reminders

- If going from SEIU to Non- SEIU
 - Update the “RTMT STAT” field from an ‘E’ to ‘D’ in the first pay period with your agency.
- If going from Non-SEIU to SEIU
 - Update the “RTMT STAT” field from a ‘D’ to ‘E’ in the first pay period with your agency.
- Failure to do so will cause a fatal error and the employee will not get paid
- If updates are not made prior to the month closing, you will need to email the OSPS helpdesk to assist you

Scenarios

1. Employee is owed additional wages (timesheet corrections, PPDB Differential, Reclass, etc.) in the current tax year and is 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 the same tax year:
 - a. If employer paid contributions,
 - i. Update P010 to start PERS contributions,
 - ii. Make 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 'P' to give the employee the 6.95% increase in salary,
 - ii. Contact OSPS 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 same 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,
 - 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. Employee owes money back for a prior tax year:
 - a. These should be collected outside the payroll system if it is for a prior tax year
 - i. A/R account through Accounting
 - b. Employee would need a corrected W2 once overpayment is repaid in full for the prior tax year
 - c. Send YTD-Correction form or spreadsheet to CPERS with details (no need to wait for employee to payback)

7. Contributions corrections in a prior tax year with no wages owed:
 - a. Follow current practice of not making prior year corrections in OSPA