TeamWorks HCM ERS Compliance Reporting

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Welcome & Introductions

SAO

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ERS

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ERS Compliance Reporting

Purpose:

Meet reporting requirements for Governmental Accounting Standards Board (GASB) Rule 67

What is GASB Rule 67?

Requires governmental entities to report why an employee is **not enrolled** in a pension plan.

ERS Compliance Reporting

What is changing?

Reporting through TeamWorks will replace the current manual process.

What is the Reporting Frequency?

Monthly

ERS Compliance Reporting

What is the open period for reporting?
   Current month plus 1 month

How often do I need to update TeamWorks?
   Enter once and then only if there is a change

   Open period allows time to enter during the hire process or as changes occur.

ERS Compliance Reporting

When are employees identified?

Employees not in a pension plan as of the last day of the month are identified via overnight processing on the last day of the month

ERS Compliance Reporting

What processing is performed monthly by TeamWorks?

❖ <u>New</u> (employee does not have a reason code from the previous month): a new row will be inserted with a reason code of 99

❖ <u>Existing</u> (employee has a reason code from the previous month): the reason code from the previous month will be brought forward

ERS Compliance Reporting

When are employees reported to ERS?

Reporting is performed on the 5th of the month via nightly batch processing

What is reported:

The most current row for the month

ERS Compliance Reporting

How do I correct the information I have entered?

Enter a row with a reason code of DD - Ignore to ignore your most recent entry

You cannot delete rows or update historical rows

NOTE: if a correction needs to be made after the fifth of the month you will need to contact ERS to correct. Be sure to enter the correct reason code for the next month.

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When does the new reporting through TeamWorks begin?

November 1 for employees that were active as of 10/31/2019

When do the November 2019 codes need to be entered?

Enter codes between November 1 and November 5

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What will happen if no reason code is entered into TeamWorks?

- ✓ Default reason code will be reported to ERS
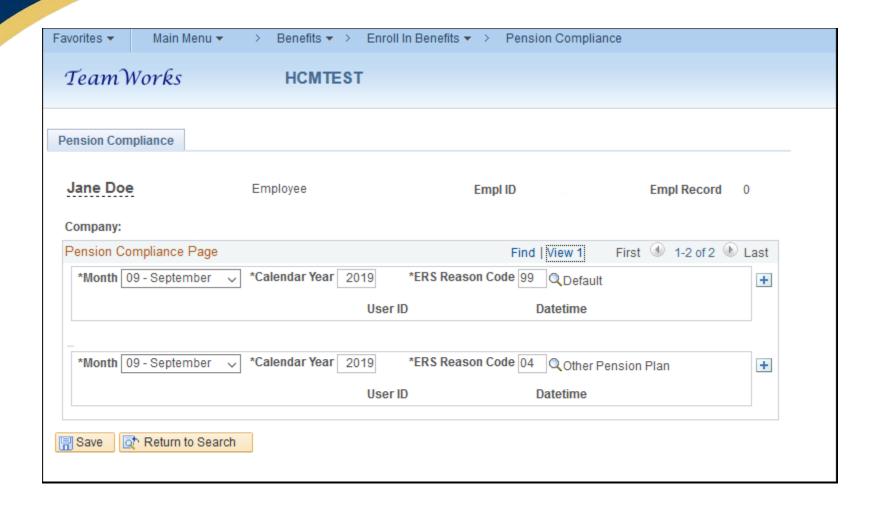- ✓ ERS will contact agency to obtain correct reason code

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Reason Codes

00 Full-time Student
01 Work Study Student
02 Rehired Retiree Part-time
03 Non-employee
04 Other Pension Plan
05 Discontinue ERS after age 65
06 Other
07 Terminated
08 Enrolled in ERSGA Plan
99 Default
DD Ignore

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Navigation
> **Benefits**
>> **Enroll in Benefits**
>>> **Pension Compliance**

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New query:
0BN053_ERS_COMPLNCE_DATA

Prompts: Month and Year

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Where can I get additional information?

This presentation and a job aid will be posted on the SAO website. An email will be sent after this presentation.

Questions?

ERS Compliance Reporting

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