

TeamWorks Job Aid

Employee Retirement System Compliance Reporting

Introduction

Employee Retirement System (ERS) Compliance Reporting in TeamWorks allows agencies to report the reason an employee is **not enrolled** in a pension plan. This reporting is required by ERS on a monthly basis in order to meet Governmental Accounting Standards Board (GASB) Rule 67.

There are several reasons why an employee may not be participating in a pension plan, including but not limited to:

- Employee is a full-time student
- Employee is a board member not paid on a salary basis (i.e. a non-employee)
- Employee is over age 65 elected to discontinue contributions

The reason is required for any employee who meets the following criteria:

1. Active on the last day of the month in company 401 through 999.
2. Not enrolled in one of the following pension plans:
 - a. ERS
 - b. JRS
 - c. TRS
 - d. GA Defined
 - e. LRS

Once the reason has been entered for an employee the information does not need to be re-entered unless there is a change in the reason.

Employees who are terminated as of the end of the month do not require a reason code for the month.

Process Overview

The system will always have 2 open months for data entry – the current month and the next month. This allows for data entry of the reason code during the hire/rehire process as well as anytime the month is open.

The current reporting month is open from the 1st of the month and through the 5th of the following month. Data entry must be completed by the 5th of following month.

The next month is defined as the next month after the current month.

On the last day of the current reporting month a TeamWorks process will identify the employees that meet the criteria listed above as of the last day of the month and do one of the following:

insert a row with the previous month's reason code if a reason code for the previous month exists

or

insert a row with a reason of "Default".

On the 5th of the month, the information will be sent to ERS and the current month will be closed for processing.

Once a month has been processed on the 5th, that month is no longer open for data entry. On the 6th of the month, the new current month and the month following the current month will be open for data entry.

TeamWorks Job Aid

Employee Retirement System Compliance Reporting

Available Status Codes

The table below provides a list of the available status codes.

-Status Code	Description	Comments
00	Full-time Student	Primarily used by schools
01	Work Study Student	Primarily used by schools
02	Rehired Retiree Part-time	TRS for ERS
03	Non-employee	Board members not paid a on a full-time basis.
04	Other Pension Plan	TRS, ORP, County
05	Discontinue ERS after age 65	
06	Other	Select if other reasons do not apply. ERSGA will follow-up
07	Terminated	
08	Enrolled in ERSGA Plan	For example: a non-TeamWorks employer
99	Default	Entered by the monthly process if no row is found for an employee
DD	Ignore	The previous row will be sent.

Current Month vs. Next Month

The table below provides an illustration of when data can be entered.

If Today's Date is	The Current Month is	The Next Month is	The Current Month Opened On	The Current Month Will Close on	The Next Month Open is	The Previous Month is
October 1	October	November	September 1	November 5th	November	September
November 1	November	December	October 1	December 5th	December	October

If the current date is October 1,

- Data for the month of October can be entered from October 1st through November 5th.
- Data for the month of November can be entered from October 1st through December 5th.

TeamWorks Job Aid

Employee Retirement System Compliance Reporting

Entering information on the ERS Compliance Page

Navigate to Benefits > Enroll in Benefits > ERS Compliance Page and enter the Employee ID of the employee and click the Search button.

NOTE: You will only be able to select employees that meet the reporting criteria.

The screenshot shows the 'ERS Pension Compliance Page' search interface. At the top, there is a breadcrumb trail: 'Benefits > Enroll In Benefits > Pension Compliance'. The page title is 'TeamWorks HCMTEST'. Below the title, the page is titled 'ERS Pension Compliance Page' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains several dropdown menus: 'Empl ID' (set to 'begins with'), 'Empl Record' (set to '='), 'Name' (set to 'begins with'), 'Last Name' (set to 'begins with'), 'Second Last Name' (set to 'begins with'), 'Alternate Character Name' (set to 'begins with'), and 'Middle Name' (set to 'begins with'). There are also checkboxes for 'Include History' and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Employees who do not have a reason specified for the current reporting month will default to the ERS Reason Code of 99 when the page is displayed.

The screenshot shows the search results for 'Jane Doe'. The breadcrumb trail is 'Benefits > Enroll In Benefits > Pension Compliance Page'. The page title is 'TeamWorks HCMTEST'. The search results are displayed in a table with the following columns: 'Employee', 'Empl ID', and 'Empl Record'. The row for 'Jane Doe' shows 'Empl ID 12345678' and 'Empl Record 0'. Below the table, the company is listed as '128 County Public Health'. There is a search bar with the following criteria: '*Month 09 - September', '*Calendar Year 2019', and '*ERS Reason Code 04'. There are also buttons for 'Find', 'View All', 'First', '1 of 1', and 'Last'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.

Insert a new row or update the reason for any open reporting months as appropriate.

TeamWorks Job Aid

Employee Retirement System Compliance Reporting

Rows inserted from the monthly process **cannot be updated or deleted by individual users**. A new row will need to be inserted in order to send a different status.

Canceling User-entered Reason Codes

The status code of "Ignore" (Reason Code DD) can be used to cancel a previously-entered user-entered status code.

Note: System-generated reason codes cannot be cancelled by a user.

Default Reason Codes Reported to ERS.

ERS will contact your agency if the Default reason code is reported for an employee. The default code should be corrected in TeamWorks as soon as possible in preparation for the next month's processing.

TeamWorks Queries

Query **OBN053_ERS_COMPLNCE_DATA** can be used to view the reason code information in TeamWorks. When running this query, you will need to provide the month and year.