# Welcome!

# How to Submit Payments for

# ERS Rehired Retiree Costing

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- ERSGA developed this presentation to provide general information about the process of submitting payments for ERS Rehired Retiree Costing

- In the case of any conflict between what is presented here and the laws governing this System, the law will take precedence.

# Employer Costing for ERS Rehired Retirees

- Senate Bill 176 introduced an employer cost associated with ERS retirees' return to state employment and is effective with 01/2021 Rehired Retiree Reporting

- Cost is calculated based on:
  - Retirees' contribution group at retirement
  - Contribution rate during period retiree is back at work [EECON+ERCON+ERPICKUP-GTLI]
  - Salary earned during period the retiree is back at work

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# Employer Costing for ERS Rehired Retirees

**Examples:**

**1.** Old Plan retiree worked in 07/2020 earning $1000

Rate = 1.25% + 4.75%-$7.00+19.91% = 25.91%-$7.00

Employer Cost = (25.91%*$1000)-$7 = $252.10

**2.** New Plan retiree worked in 07/2020 earning $1000

Rate = 1.25%+24.66%= 25.91%

Employer Cost = 25.91%*$1000 = $259.10

**3.** GSEPS retiree worked in 07/2020 earning $1000

Rate = 1.25% + 21.57% = 22.82%

Employer Cost = 22.82%*$1000 = $228.20

# Employer Costing for ERS Rehired Retirees

- All invoices will be on the ERSGA Employer website

- Login to the website and navigate to the Rehired Retiree Desktop to access invoices for ERS Rehired Retiree Costing

- Costing will incur for report periods on or after January 2021

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# Employer Costing for ERS Rehired Retirees

- Invoices will be created after the employer approves the reported Rehired Retiree data (hours worked and salary earned)

- Invoices are created on the last day of the month following approval

    For example:
    - February's data is due March 5$^{th}$ and approved in March
    - The invoice will be created for data approved prior to March 31st.
    - Invoices will be available for review and payment submission on April 1st.

- Adjustments to salary data for prior months will be captured on invoices

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# Employer Costing for ERS Rehired Retirees

Step One:

- Logon to the ERSGA Employer Website

- From the Employer Desktop navigate to Maintain Rehired Retirees to access the Rehired Retiree Desktop

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# Employer Costing for ERS Rehired Retirees

Step One:



**Employer Desktop:** Welcome to the ERSGA Employer Desktop. In an effort to make doing business with ERSGA easier, we have automated the reporting process. Please click the desired link below to begin entering your data. You may view detailed information and instructions by clicking on the question mark icon located on each screen. ❓

| Member Statements | Web Correspondence |
|---|---|
| This option allows you to view and print your employee's online member statements. | Correspondence Link |

| Maintain Monthly Summary Report | Maintain ACH Details |
|---|---|
| This report is a summary of all total salaries, employee, and employer contributions—including adjustments and invoices. All employers must complete and submit this report by the **1st** day of each month following the month in which the contributions were withheld. | This option allows you to maintain your ACH details, including the Account Number and Routing Number for each plan for which you contribute. |

| Check Member Plan Eligibility | Maintain Rehired Retirees |
|---|---|
| This option allows you to verify a member's plan eligibility status for ERS or PSERS (PRS) memberships. | This option allows you to maintain hours worked for rehired retirees of ERS, LRS and JRS Plans. |

| Ad Hoc Termination Reporting | Forfeited Leave Certification and Payment |
|---|---|
| This option allows you to update personnel actions for non-reported members. | This option allows you to report forfeited leave hours to ERSGA when a member with sick or forfeited leave applies for retirement or dies in service. |

| Profile Maintenance | View Summary Report History |
|---|---|
| This option allows you to maintain your security and contact information (ie. user id, password, name, address, phone and fax numbers, etc.). If you have an email address and would like to be contacted in reference to ERSGA related matters please include this in your profile information. | This option allows you to review the previous 2 years summarization reports that were submitted via the employer website. |

**Maintain Rehired Retirees**

This option allows you to maintain hours worked for rehired retirees of ERS, LRS and JRS Plans.

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# Employer Costing for ERS Rehired Retirees

Step Two:

From the Rehired Retiree Desktop select Rehired Retiree Payments to review and pay invoices.

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# Employer Costing for ERS Rehired Retirees

Step Two:



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# Employer Costing for ERS Rehired Retirees

The Rehired Retiree Payment module has 3 pages

1. The Rehired Retiree Invoice List

   - This page lists all invoices (Paid/Unpaid)

2. The Rehired Retired Invoice Details

   - This page lists all the Rehired Retirees on the invoice and the costing for each

3. The Rehired Retiree Payment

   - This page provides a summary of the invoice and a section to enter and submit payments

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# Employer Costing for ERS Rehired Retirees

Step Three:

- Rehired Retiree Payments navigates to the Rehired Retiree Invoice List which lists all invoices
- User can filter on Invoice status, currently Unpaid and Paid



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# Employer Costing for ERS Rehired Retirees

Step Three:

- Summary information of invoices listed are provided in the following columns

- Invoices with PEND status are UNPAID

| Invoice Id | Employer Code | Invoice Date | Status | Invoice Detail Count | Invoice Detail Amount |
|---|---|---|---|---|---|
| 3661 | 127- | 1/28/2021 | PEND | 1 | $92.38 |

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# Employer Costing for ERS Rehired Retirees

Step Three: Rehired Retiree Invoice List page



Rehired Retiree Invoice List: Click "View Detail" to view invoice and "Pay Invoice" to process invoice for payment (if pending).

Status: ☑ Unpaid ☑ Paid

Show 10 ▾ entries                                                                                          Search:

| Invoice Id | Employer Code | Invoice Date | Status | Invoice Detail Count | Invoice Detail Amount | | |
|------------|---------------|--------------|--------|----------------------|------------------------|-----------|-------------|
| 3661 | 127- | 1/28/2021 | PEND | 1 | $92.38 | View Detail | Pay Invoice |

Showing 1 to 1 of 1 entries                                                           Previous  1  Next

Rehired Retiree Home

- Clicking on the View Detail button navigates to the Rehired Retiree Invoice Details page which lists the rehired retirees on the invoice



View Detail

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# Employer Costing for ERS Rehired Retirees

Step Four: Rehired Retiree Invoice Details page

- From the View Detail button on the Rehired Retiree Invoice List, a user navigates to the Rehired Retiree Invoice Details page.

- This page lists all the Rehired Retirees on the invoice and the costing for each.

- The invoice below has 1 Rehired Retiree listed.

**Rehired Retiree Invoice Details:**

Show 10 entries      Search: [          ]

| Report Month Date | Last 4 SSN | Last Name | First Name | Contribution Group Code | Contribution Group Rate | Adjustment Amount | Salary | Billed Amount |
|---|---|---|---|---|---|---|---|---|
| 12/1/2020 12:00:00 AM | 7555 | MOUSE | MINNEY | NAR | 0.2591 | 0.00 | $356.55 | $92.38 |

Showing 1 to 1 of 1 entries      Previous 1 Next

Back   Rehired Retiree Home   Pay Invoice

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# Employer Costing for ERS Rehired Retirees

Step Four: Rehired Retiree Invoice Details page

- The Report Month Date is the month the salary was reported to ERSGA.

| Report Month Date | Last 4 SSN | Last Name | First Name |
|---|---|---|---|
| 12/1/2020 12:00:00 AM | 7555 | MOUSE | MINNEY |

- This page also lists the rehired retiree's contribution group at retirement, the rate, adjustment amount (used for OAR-Old Plan members to adjust the -$7.00), salary reported by user and the billed amount (individual costing).

| Contribution Group Code | Contribution Group Rate | Adjustment Amount | Salary | Billed Amount |
|---|---|---|---|---|
| NAR | 0.2591 | 0.00 | $356.55 | $92.38 |

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# Employer Costing for ERS Rehired Retirees

Step Four: Rehired Retiree Invoice Details page

- The Back button navigates to the previous page
- The Rehired Retiree Home button navigates to the Rehired Retiree Desktop and
- Pay Invoice button navigates to the Rehired Retiree Invoice Payment Page where a user can enter and submit payment for invoice.

**Rehired Retiree Invoice Details:**

Show 10 entries        Search: _____

| Report Month Date | Last 4 SSN | Last Name | First Name | Contribution Group Code | Contribution Group Rate | Adjustment Amount | Salary | Billed Amount |
|---|---|---|---|---|---|---|---|---|
| 12/1/2020 12:00:00 AM | 7555 | MOUSE | MINNEY | NAR | 0.2591 | 0.00 | $356.55 | $92.38 |

Showing 1 to 1 of 1 entries        Previous   1   Next

[Back] [Rehired Retiree Home] [Pay Invoice]

- Clicking on the Pay Invoice button navigates to the Rehired Retiree Invoice Payment page where a user can enter and submit payment

[Pay Invoice]

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# Employer Costing for ERS Rehired Retirees

Step Three: Rehired Retiree Invoice List page



- Clicking on the Pay Invoice button navigates to the Rehired Retiree Invoice Payment page where a user can enter and submit payment



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# Employer Costing for ERS Rehired Retirees

Step Five: Rehired Retiree Invoice Payment page

- The Rehired Retiree Invoice Payment page is used to review and submit payment
- It is divided into 2 sections, Invoice Details and Payment Entry



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# Employer Costing for ERS Rehired Retirees

Step Five: Rehired Retiree Invoice Payment – Invoice Detail section

- Provides a summary of the invoice selected

Rehired Retiree Invoice Payment: Use this page to view and pay employer invoices for rehired retirees.

**Invoice Details**

Show 10 ∨ entries                                                                Search:

| Invoice Id | Employer Code | Invoice Date | Invoice Detail Count | Invoice Detail Amount |
| --- | --- | --- | --- | --- |
| 3667 | 127- | 2/1/2021 12:00:00 AM | 1 | 92.38 |

Showing 1 to 1 of 1 entries                                          Previous   1   Next

- Invoice date will be the last day of the month (not shown here)

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# Employer Costing for ERS Rehired Retirees

Step Five: Rehired Retiree Invoice Payment – Payment Entry section

- The Payment Entry section is used to enter the payment information.
-  Employers will have payment options for Receipt Type Wire Transfer, ACH or ARIS Transfer (certain employers).
- Users must enter a reference number (check/ACH), Date, Amount and select the appropriate Receipt Type.

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# Employer Costing for ERS Rehired Retirees

Step Five: Rehired Retiree Invoice Payment – Payment Entry section

- Employers with ACH data on file should select Receipt Type = ACH and enter the full invoice amount.
- The Check/ACH# and date field will automatically populate with "0" and "current date".
- Other employers should select Receipt Type = Check, Wire Transfer, ARIS Transfer (certain employers) and enter the full invoice amount.
- Click the Save button to save changes.
- Click the Submit button to submit payment

# Employer Costing for ERS Rehired Retirees

Rehired Retiree Invoice Payment –The Delete Button

- Upon entering and saving the payment, a row is created for another payment and a Delete button appears.
- Users can delete the payment entry prior to submitting payment.



- Message received after deletion

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# Employer Costing for ERS Rehired Retirees

Rehired Retiree Invoice Payment –Multiple payment for one invoice

- Users can enter multiple payments but the Total must **NOT** be greater than the Invoice total.

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# Employer Costing for ERS Rehired Retirees

Step Five: Rehired Retiree Invoice Payment – Payment submission

- Users receive a green message when the Invoice is submitted successfully.
- Click the Back button to navigate to the Rehired Retiree Invoice list page

Rehired Retiree Invoice Payment: Use this page to view and pay employer invoices for rehired retirees.

Invoice submitted successfully!

## Invoice Details

| Invoice Id | Employer Code | Invoice Date | Invoice Detail Count | Invoice Detail Amount |
|---|---|---|---|---|
| | | No invoices found to process | | |

Back

02/2021

# Employer Costing for ERS Rehired Retirees

Rehired Retiree Invoice List page-Invoice status update

- Filter on Status to confirm invoice has been updated to PAID.
- Invoices with receipt types, Check, ARIS Transfer or Wire Transfer will not be updated to PAID until the funds are received and posted.

**Rehired Retiree Invoice List:** Click "View Detail" to view invoice and "Pay Invoice" to process invoice for payment (if pending).

**Status:** ☑ Unpaid ☑ Paid

Show 10 ⌄ entries                                                                        Search: [          ]

| Invoice Id | Employer Code | Invoice Date | Status | Invoice Detail Count | Invoice Detail Amount | |
|---|---|---|---|---|---|---|
| 3661 | 127-[  ] | 1/28/2021 | PAID | 1 | $92.38 | View Detail |

Showing 1 to 1 of 1 entries                                                    Previous | 1 | Next

Rehired Retiree Home

02/2021

# Employer Costing for ERS Rehired Retirees

- Payments should NOT be greater than the Invoice amount

- Invoices with a total of $0.00 will automatically be updated to PAID.

- Negative invoices indicate credits to the employer and will be submitted and a refund check remitted to employer.

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# Employer Costing for ERS Rehired Retirees

- Go Live – End of 02/2021



- Questions? - Email [ERS.FMD@ers.ga.gov](mailto:ERS.FMD@ers.ga.gov)

02/2021