

Finance Manager: Payroll



nVision Payroll Employer Retirement Contribution Rates and the Salary Letter

Retirement System Codes Setup is used to create and maintain codes representing the various retirement systems in which an employee can be a participant. Examples of retirement systems include TRS (NYS Teacher's Retirement System), ERS (NYS Employee's Retirement System), or P&F (NYS Police and Fire Retirement System).

Each record stores the employer contribution rate for each tier within the retirement system. The employer contribution rate is set by the New York State Comptroller's Office as a percentage of employer's salary base. The rates must be entered by the user each year. During the Human Resource Salary Letter and Negotiations Earning Projection Letters printing processes, the employer contribution rate associated with the employee's retirement system and tier is multiplied by the employee's total entitlement for the selected fiscal year. If retirement information is selected to be included on the letter, the Employer Cost will be displayed as a benefit on the letter and will be reflected as part of the employee's total compensation for the selected fiscal year.

In addition, each record stores the various reference codes that will be used for New York State Teacher's Retirement System Reporting. Each earning code in the Earnings Code Maintenance File will be mapped to one of these reference codes. Examples of valid TRS Reference Codes are B (Base Salary Pay), C (Instructional Pay), D (Summer School Pay), M (Non-STRS Pay), etc.

Retirement codes are linked to employee position appointment records in Employee Payroll Information. An employee may be in more than one retirement system based on the appointments they have. The Retirement System Listing Report can be run to display a listing of employees in selected or all retirement systems.

Access to Retirement System Codes Setup

1. Open the Setup menu tree.
2. Open the Codes menu tree.
3. Click the Retirements System Codes option.

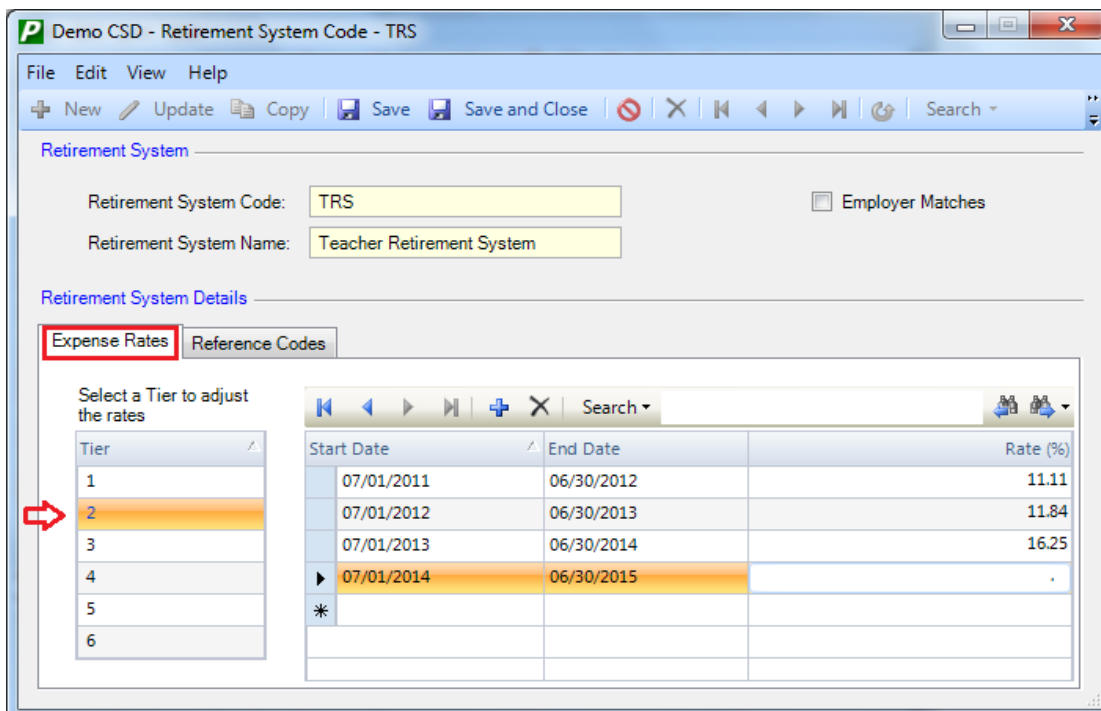
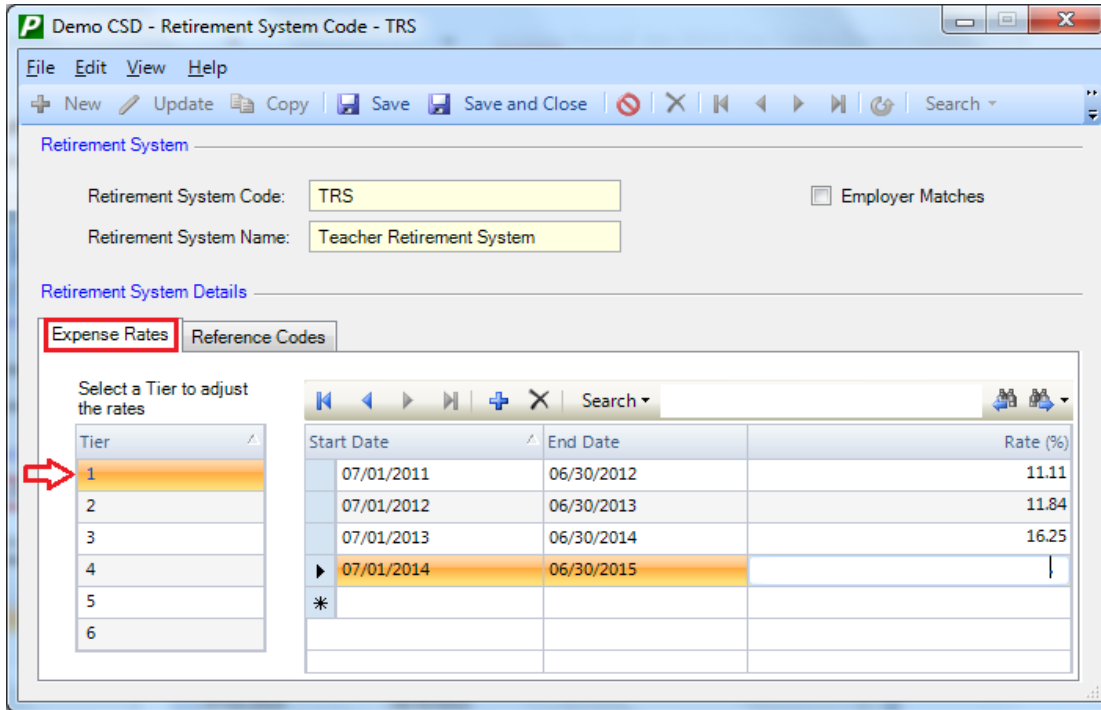
Retirement System Codes					
Search ▾					
Drag a column header here to group by that column.					
Retirement System Code	Retirement System Name	Employer Limit	Employer Percentage	Employee Percentage	Employer Matches
TRS	Teacher Retirement System	6,000.00	0.00		<input type="checkbox"/>
ERS	Employees Retirement System	0.00	0.00	0.00	<input type="checkbox"/>
P&F	Police & Firefighter	0.00	0.00	0.00	<input type="checkbox"/>

The Retirement System Codes listing displays the records in this table. Use this window to add, maintain, or view records.

Teachers Retirement System

Use the **Expense Rates** tab to enter the employer contribution rate for the retirement system. For TRS, the employer contribution rate (ECR) is **fiscal-year based (July 1 to June 30) and is the same for all tiers**. Enter the employer contribution rate for each tier of the retirement system, as shown in the illustrations below.

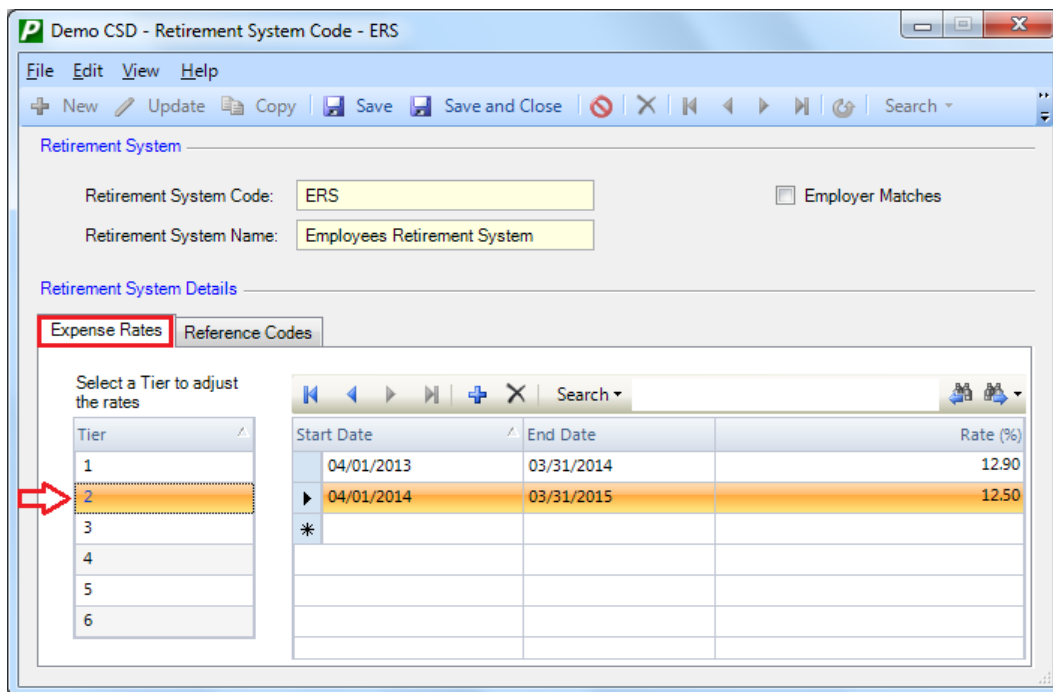
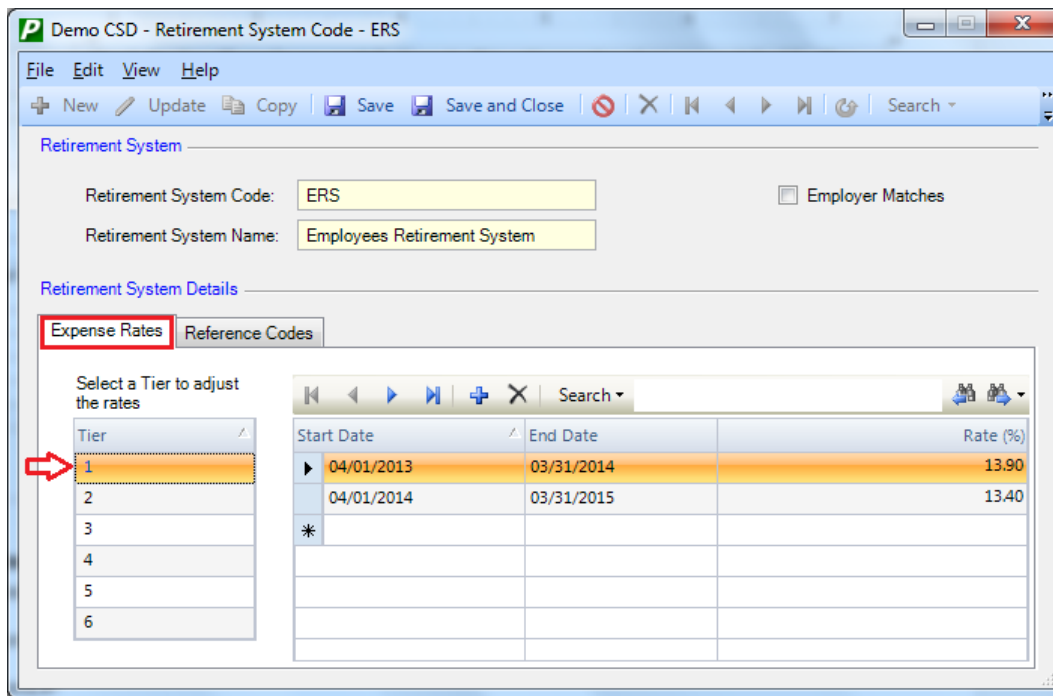
NOTE: The rates shown in the screen captures in this document are for display purposes only. Rates may vary in each organization.



Employee Retirement System

Use the **Expense Rates** tab to enter the employer contribution rate for the retirement system. For ERS, the employer contribution rate (ECR) is applicable each year **during the period of April 1 through March 31 and the rates vary by tier**. Enter the employer contribution rate for each tier of the retirement system, as shown in the illustrations below.

NOTE: The rates shown in the screen captures in this document are for display purposes only. Rates may vary in each organization.



Demo CSD - Retirement System Code - ERS

File Edit View Help

+ New Update Copy Save Save and Close X Search

Retirement System

Retirement System Code: ERS Employer Matches

Retirement System Name: Employees Retirement System

Retirement System Details

Expense Rates Reference Codes

Select a Tier to adjust the rates

Tier	Start Date	End Date	Rate (%)
1	04/01/2013	03/31/2014	20.80
2	04/01/2014	03/31/2015	20.10
3	*		
4			
5			
6			

Demo CSD - Retirement System Code - ERS

File Edit View Help

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Retirement System

Retirement System Code: ERS Employer Matches

Retirement System Name: Employees Retirement System

Retirement System Details

Expense Rates Reference Codes

Select a Tier to adjust the rates

Tier	Start Date	End Date	Rate (%)
1	04/01/2013	03/31/2014	20.80
2	04/01/2014	03/31/2015	20.10
3	*		
4			
5			
6			

Demo CSD - Retirement System Code - ERS

File Edit View Help

+ New Update Copy Save Save and Close Search

Retirement System

Retirement System Code: ERS Employer Matches

Retirement System Name: Employees Retirement System

Retirement System Details

Expense Rates Reference Codes

Select a Tier to adjust the rates

Tier	Start Date	End Date	Rate (%)
1	04/01/2013	03/31/2014	16.70
2	04/01/2014	03/31/2015	16.40
3			
4			
5			
6			

Demo CSD - Retirement System Code - ERS

File Edit View Help

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Retirement System

Retirement System Code: ERS Employer Matches

Retirement System Name: Employees Retirement System

Retirement System Details

Expense Rates Reference Codes

Select a Tier to adjust the rates

Tier	Start Date	End Date	Rate (%)
1	04/01/2013	03/31/2014	11.30
2	04/01/2014	03/31/2015	10.80
3			
4			
5			
6			

Use the **Reference Codes** tab to enter the various reference codes that will be used for New York State Teacher's Retirement System Reporting.

The screenshot shows a software window titled "Demo CSD - Retirement System Code - TRS". The window has a menu bar (File, Edit, View, Help) and a toolbar with icons for New, Update, Copy, Save, Save and Close, and Search. Below the toolbar, there are two text input fields: "Retirement System Code" with the value "TRS" and "Retirement System Name" with the value "Teacher Retirement System". There is also an unchecked checkbox labeled "Employer Matches". Below these fields, there are two tabs: "Expense Rates" and "Reference Codes". The "Reference Codes" tab is selected and highlighted with a red box. Below the tabs is a table with the following data:

Reference Code	Description	Active
B	MTD Base Salary Pay	<input checked="" type="checkbox"/>
C	MTD Instructional Pay	<input checked="" type="checkbox"/>
D	MTD Summer School	<input checked="" type="checkbox"/>
E	MTD Holdover Pay	<input checked="" type="checkbox"/>
F	MTD Partial Leave Pay	<input checked="" type="checkbox"/>
G	MTD Retro Earliest Prior Yr Pa	<input checked="" type="checkbox"/>
H	MTD Retro Next Prior Yr Pav	<input checked="" type="checkbox"/>

Updating a Retirement System Code Record

1. Highlight the appropriate record and enter **Update** mode.
2. Check the box if employee contributions to this retirement system are **matched** by the employer. Otherwise, leave the box unchecked.
3. On the **Expense Rates** tab, highlight a **tier** and then add the **starting** and **ending dates** for the fiscal period and the corresponding **employer contribution rate**. Repeat this step for each tier.
4. **Save** the record at this time or continue to the Reference Codes tab to enter additional information.
5. On the **Reference Codes** tab, add any reference codes that will be used for retirement system reporting. Enter the code that references a specific type of earning and the full description of the earning identified by the reference code. Leave the Active field checked, if you want this code to be available for use on the Retirement tab in Earnings Codes setup. If unchecked, the code will not be displayed on retirement reference code lookups.
6. **Save** the record.

During the Human Resource Salary Letter and Negotiations Earning Projection Letters printing processes, the user has the option to include retirement benefits provided by the employer by checking the **Include Retirement** option, as shown in the screen capture below:

Contract Letters Report

This report will print all contract letters under the selected criteria.

Report Criteria

Fiscal Year: 07/01/2013 - 06/30/2014

Employee(s): All

Pay Profile(s): All

Sort By: Employee Name

Include Supplemental Appointments

Earnings(s): All

Combine Appointments

Include All Fiscal Earnings

Include Primary Email Address

Include School Name and Address

Include Years In District

Include Account Details

Use Address Window Print Option

Include Employer FICA / MEDI

Include Retirement

Include Benefit Details

Include Attendance

Notice Date: 04/25/2014

Effective Date: 07/01/2013

Employee Status

Active On Leave

Inactive Retired

Temporary Pending

Annualized Appointment Criteria

Include OT Rate

Include Days per Year

Include Hours per Day

Include Hourly Rate

Print Options

Include Print Options Text

Pay Rate: Bi-Monthly

of Checks Option 1: 20.00

of Checks Option 2: 24.00

Opening Line Employee Agreement Pay Period Signature

Use Default Opening Line Display Pay Profile

Run Cancel

nVision checks the expense rate information from the Retirement System Codes Setup table to calculate the amount of this employee benefit. The employer contribution rate associated with the employee's retirement system and tier is multiplied by the employee's total entitlement for the selected fiscal year. The Employer Cost will be displayed as a benefit on the letter and will be reflected as part of the employee's total compensation for the selected fiscal year.

In our example, employee 17 is a tier 4 member of the Teachers Retirement System. In the Retirement Codes setup table, the employer contribution rate is 16.25% for the period starting 7/1/2013 and ending 6/30/2014. The report is run for fiscal year July 1, 2013 through June 30, 2014. The calculation is as follows:

Employee's Total Entitlement \$58,832 X 16.25% = \$9,560.20

Demo CSD
 10 SCHOOL WAY
 Ste. 207
 NEWYORK, NY 14444

Teacher-New, Joanne
 3302 Central Ave
 New York, NY 10025

Employee ID: 17
 Check Building: MS
 Primary Department: ENG

You are hereby notified that as of 07/01/2013 your annual salary for the 07/01/2013 - 06/30/2014 school year is:

Earnings

Date Range	Earning	Credit Hours	Step Level	FTE %	Period Pay	Entitlement	FTE Amount
07/01/2013 - 06/30/2014	CONTRACT		12.00 BA	100.00%	2,788.24	58,553.00	58,553.00
07/01/2013 - 06/30/2014	CREDITS	3.00	1.00 CREDITS	100.00%	13.29	279.00	279.00
Total Earnings For 07/01/2013 - 06/30/2014 School Year:							58,832.00

Employee Benefit

Start Date	End Date	Provider	Benefit	Coverage Type	Employer Cost
10/01/2007		BLUE SHIELD-20%	Health	Individual	8,000.00
07/01/2013	06/30/2014	Employer	TRS Tier 4		9,560.20
Total Compensation (Salary and Benefits):					76,392.20

AS AN INDICATION OF YOUR ACCEPTANCE OF THE ABOVE EARNING, PLEASE SIGN THE STATEMENT BELOW AND RETURN ONE (1) COPY TO YOUR BUILDING PRINCIPAL WITHIN THREE (3) DAYS OF THE DATE OF THIS NOTICE. THE PRINCIPAL WILL FORWARD THEM TO THE SUPERINTENDENT OF SCHOOLS.

Date: 4/25/2014 By: _____