Special District Payroll Training Manual

April 2016

Kern County Employees' Retirement Association
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www.kcera.org

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Payroll Training

Overview of KCERA Membership

The following pages contain an overview of KCERA's retirement benefits for special districts. If you would like additional information about KCERA or its membership benefits, please download the Member Handbook at www.kcera.org or call the KCERA office at (661) 381-7700.

HISTORICAL HIGHLIGHTS

Your Kern County Employees' Retirement Association (KCERA) membership is a valuable benefit of your employment. We recommend that you become familiar with the provisions of the plan.

The Kern County Board of Supervisors established a retirement system for the County under the provisions of the County Employees' Retirement Law of 1937 ("1937 Act") on January 1, 1945.

Substantial benefit improvements were added when the Board of Supervisors adopted certain provisions of the retirement law, effective July 1, 1968, creating a "defined benefit" retirement plan. This plan provides you with retirement, disability and death benefits. Once you have five years of retirement service credit, you will be fully vested in the plan. Vesting means you are entitled to a monthly benefit at retirement, regardless of additional service.

Effective January 5, 2005, your district adopted Government Code Section 31676.17 ("3% at age 60"), providing an increased benefit formula for General Tier I members.

Effective on various dates from 2007 to 2012, all but one district adopted Government Code Section 31676.01 ("1.62% at age 65"), providing a decreased benefit formula for General Tier II members hired on or after the date of the code section's adoption.

Effective January 1, 2013, the California Public Employees' Pension Reform Act of 2013 (PEPRA) and its companion bill, AB 197, became effective in Kern County.

Only the West Side Recreation and Park District adopted the new PEPRA benefit formula ("2.5% at age 67") found in Government Code Section 7522.20(a). This decreased benefit formula only applies to new employees of the West Side Recreation and Park District who become "new [General Tier III] members" on or after January 1, 2013.

MEMBER SWORN STATEMENT

You must complete and sign a Member Sworn Statement upon employment. It is very important that the information you provide on the statement is accurate and complete, including your Social Security number and date of birth. This document is an affidavit, a legal record used by KCERA to calculate your contribution rate and retirement benefits. You will be asked to complete a new Member Sworn Statement if any information on your document is missing or inaccurate.

BENEFICIARY

You are asked to name a beneficiary at the time you complete your Member Sworn Statement. Your choice of beneficiary is very important. This is the person designated to receive death benefits in the event of your death. Your beneficiary can be any person who has an insurable interest in your life. You may also designate a secondary beneficiary. However, if you are married, you should name your spouse as your primary beneficiary due to community property laws in California and the substantial survivor benefits available for spouses.

Your beneficiary cannot be a nonliving entity such as a living trust. However, you may name your estate as your beneficiary.

If your marital status changes or your beneficiary dies, please complete a Beneficiary Designation Form and return it to KCERA. This form is available at www.kcera.org or in the KCERA office.

MEMBERSHIP

Membership in the KCERA begins automatically upon your appointment to a permanent position of 50% or more of the regular standard hours required. Your KCERA entry date is the first day of the first full biweekly following your date of employment. Therefore, your entry date could be up to two weeks after your date of hire.

KCERA is composed of safety members and general members, but special district employees are all general members. If you were newly hired on or after the date your district adopted the General Tier II benefit formula (“1.62% at 65”), you will be a General Tier II member. If you became a member prior to that district-specific date and your contributions remained on deposit with KCERA, you will be a Tier I member. If you were formerly a KCERA member under Tier I, terminated employment, withdrew your funds and returned to active KCERA membership on or after that district-specific date, you will become a Tier II member *unless* you redeposit your previously withdrawn contribution balance.

Some types of employment are not eligible for membership in KCERA. These include extra-help, temporary, per-diem, contract, hourly and part-time positions working less than 50% of the regular standard hours required.

New members who are age 60 or older may “opt out” of KCERA membership. Please contact KCERA for more information about this option.

CONTRIBUTIONS

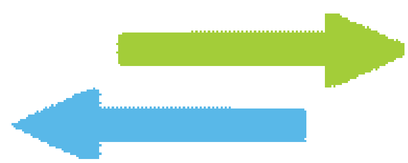
Members are required to make retirement contributions to KCERA through biweekly payroll deductions. Contribution rates are changed from time to time based on the results of periodic actuarial studies. Your contribution amount is based on a percentage of your base pay plus any “special pays” considered compensation that is includable in your “final average compensation.”

If you were hired prior to 2013, your contribution rates are determined by benefit tier and KCERA entry age. The contribution rates of general members who join KCERA for the first time on or after January 1, 2013 are at least 50% of the normal cost rate, in accordance with PEPRA.

Contributions may *not* be withdrawn by members while actively or reciprocally employed, nor may they borrow against their contributions on deposit.

RECIPROCITY

If you terminate your employment with the district and within six months become a member of a reciprocal retirement system, you may leave your contributions on deposit with KCERA and defer your retirement.



If you are newly hired by the district and become a member of KCERA within six months of leaving another reciprocal retirement system, you may be eligible for reciprocity, provided you left your contributions on deposit with the other system.

Reciprocal systems include other county retirement systems operating under the County Employees’ Retirement Law of 1937, any member agency under the California Public Employees’ Retirement System, (CalPERS), any agency having reciprocity with CalPERS, and the California State Teachers Retirement System (CalSTRS).

There are several advantages to establishing reciprocity. Your age for determining your rate of contribution, if applicable, will be your age at the time you joined the first reciprocal system. This younger age could lower your contribution rate. In addition, years of service earned under the reciprocal system will count toward your eligibilities for vesting and retirement in the new system. For example, if you come to work for the district and you already have five years of service credit in a reciprocal system, you will be considered vested in KCERA once reciprocity has been established. These and other benefits make reciprocity advantageous to you.

If you think you may qualify for reciprocity, please contact the KCERA office.

TERMINATION OF EMPLOYMENT

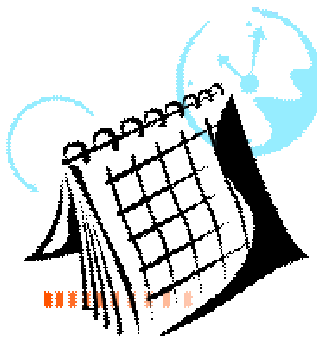
Members who terminate district employment prior to retirement have four options for disposing of their contribution balance:

1. **Refund of Contributions and Interest.** You must be off payroll for 30 days before any refund will be processed. If you return to district or County employment in any capacity within those 30 days, your contributions and interest cannot be refunded. Your refund can be issued in two ways: as a direct payment to you or as a direct rollover to a qualified tax-deferred retirement account. If you choose a direct disbursement, your refund may be subject to taxes and penalties. If you choose a direct rollover, you can avoid taxes and penalties. Contact your tax advisor for further information about the tax implications of electing a refund.

2. **Deferred-Vested.** You must have five or more years of retirement service credit (i.e., be vested) to defer your retirement. You will be eligible to draw a monthly retirement benefit after you have met all eligibility requirements.

3. **Deferred-Nonvested.** You may choose to leave your contributions on deposit even if you do not have five years of retirement service credit (i.e., not vested). Your contributions will continue to earn interest, but you must eventually withdraw your funds if you do not return to work for the district, the County or a reciprocal agency.

4. **Reciprocity.** If you become a member of a reciprocal retirement system within six months of your date of termination, you may choose to leave your contributions and interest on deposit and establish reciprocity with the new retirement system.



RETIREMENT SERVICE CREDIT

Retirement service credit differs from service credit used by your employer to determine vacation, sick leave and seniority accruals. This is because you do not begin earning retirement service credit until your KCERA entry date, which can be up to two weeks after your date of hire.

Retirement service credit accumulates each pay period that you are employed in a position eligible for KCERA membership. You will accumulate one year of service credit for each year of active, full-time employment. For part-time employment, credit will accumulate proportionately, regardless of the actual number of hours worked in a pay period. For example, if you occupy a part-time position and your Notice of Employment or Change in Employee Status specifies that you work 50% of the standard hours required, you will accumulate a half-year of retirement service credit for each year of active employment.

Retirement service credit accumulates while you are working or on a leave with pay. It will not accumulate if you are on a leave without pay for an entire biweekly. If you are paid for a partial pay period, you may receive full retirement service credit for that pay period.

Certain leaves of absence (LOA) without pay may be purchased for retirement service credit Qualifying leaves of absence include up to 12 months of medical leave, maternity leave that is deemed medically necessary, and up to 12 months of a period of layoff. Extended family care leave or personal leave *cannot* be purchased.

PURCHASE OF SERVICE CREDIT

Prior District (or County) Service

Members may purchase and receive service credit for certain types of prior district and County service, such as extra-help, per-diem, temporary and part-time employment. (Service that is *not* purchasable includes work as an independent contractor or membership in another retirement system.) Purchased prior district or county service counts toward a member's vesting and retirement eligibility requirements.

Redeposit of Withdrawn Contributions

Members may redeposit contributions previously withdrawn to restore their past service credit. For example, if you were formerly a General Tier I member, terminated employment, withdrew your funds and returned to active KCERA membership on or after the date that General Tier II took effect in your district, you may redeposit all contributions and interest previously refunded in order to restore your Tier I membership status and service credit. A purchased redeposit counts toward a member's vesting and retirement eligibility requirements.

Medical Leaves

Members are eligible to purchase and receive service credit for eligible medical leaves of absence. If purchased, medical LOAs count toward a member's vesting and retirement eligibility requirements.

Period of Layoff

Members employed by a special district may be eligible to purchase and receive service credit for a period of layoff. The eligibility and rules governing layoff purchases are determined by each district. Purchased layoff service counts toward a member's vesting and retirement eligibility requirements.

Prior Public Service

Except for the Buttonwillow Recreation and Park District and the San Joaquin Valley Air Pollution Control District, KCERA members employed by a district may purchase and receive service credit for employment with the federal government, the State of California, public agencies in the State of California and active military service. Retirement service credit from prior public employment does *not* count toward vesting or retirement eligibility. However, it is included in a member's total service credit after eligibility for retirement has been determined.

Purchase Costs and Payment Methods

Applications (i.e., certification forms) to purchase retirement service credit are available in the KCERA office and at www.kcera.org. You will be notified when your purchase calculation is complete. Your total cost will include contributions plus interest. The interest rate applied is determined as of June 30 and December 31 each year.

Several payment methods are available for purchases of prior service. These include lump-sum payments, payroll deductions, salary advance of vacation hours, rollover from a qualified, tax-deferred retirement plan, or a combination of these options. Payroll deductions must be made on an after-tax basis and may be spread over five years, depending on the type of time being purchased.

RETIREMENT ELIGIBILITY

Service Retirement

You may apply for service retirement when you have met the eligibility requirements. The monthly benefit you receive will be payable for life. Moreover, your eligible spouse or beneficiary may be entitled to receive a continuance of your monthly benefit in the event of your death, depending on the retirement allowance option you choose at retirement.

General Tier I and Tier II Members

Any general member with at least 10 years of retirement service credit and who is age 50 or older (or who has 30 years of retirement service credit, regardless of age) is eligible for a service retirement.

General Tier III Members

Any general member with at least 5 years of retirement service credit and who is age 52 or older is eligible for a service retirement.

Age 70

Any member having attained the age of 70 is eligible a for service retirement.

Disability Retirement

If you become disabled and permanently unable to perform the duties of your job, you may apply for a disability retirement.

Nonservice-Connected Disability (NSCD)

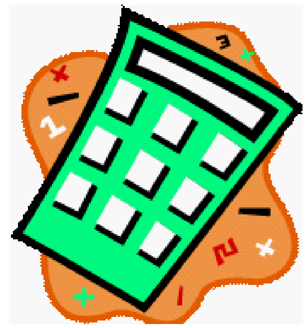
If you are unable to perform the duties of your job and your injury or illness is *not connected* to your job, you may apply for a nonservice-connected disability retirement. You must have at least five years of retirement service credit. Depending on your years of retirement service credit, this retirement will pay 20% to 40% of your final average compensation throughout your lifetime. At your death, an eligible surviving spouse or partner will receive a continuance of your benefit based on which retirement allowance option you elected.

Service-Connected Disability (SCD)

If you are unable to perform the duties of your job as a result of an injury or illness arising out of or in the course of your employment, you may apply for a service-connected disability retirement. There are no minimum retirement service credit or age requirements. An SCD retirement pays 50% of your final average compensation throughout your lifetime and, if applicable, continues to your surviving spouse or minor children upon your death.

RETIREMENT BENEFITS

You will receive a percentage of your final average monthly compensation when you retire. Your monthly retirement benefit ("pension") will be based on the following factors:



1. Your age at retirement
2. Your total years of retirement service credit
3. Your final average monthly compensation (FAC)
4. Your benefit tier

You can increase your retirement benefit by choosing a retirement date that maximizes the first three factors. For example, each quarter-year of age older you are at retirement increases the age factor used to determine your benefit. This is true until age 60 for General Tier I members, age 65 for General Tier II members, and age 67 for General Tier III members.

In addition, you can increase your retirement service credit by purchasing eligible prior service and working until the end of a pay period.

You have the least control over your final average monthly compensation. However, if you will be receiving a salary increase, it may be to your advantage to work longer at the higher salary, which would increase the FAC used to calculate your pension. Certain "special pays" may apply to non-PEPRA members that do not apply to PEPRA members. Contact KCERA for more information about which special pays will apply to you at retirement.

Contact a KCERA services representative if you have further questions about maximizing your benefit and planning your retirement.

SURVIVORSHIP BENEFITS

Active Members

If an active member dies, a surviving spouse or registered domestic partner may choose from the following three options:

Option 1 – Basic Death Benefit

A lump-sum “death benefit” payment equal to one month’s salary for each year of service, not to exceed six months’ salary, plus a refund of all the member’s contributions and interest.

Option 2 – Monthly Benefit

A monthly benefit payable for life equal to 60% of the pension that the member would have received if he/she had retired on a nonservice-connected disability on the date of death. If the member’s death was job-related, the monthly benefit will be at least 50% of the member’s final average compensation.

Option 3 – Alternative Benefit

A lump-sum “death benefit” payment equal to one month’s salary for each year of service, not to exceed six months’ salary, and a monthly benefit payable for life at a rate slightly less than the amount described in Option 2 above.

If the decedent has no surviving spouse but has minor children, Options 1 and 2 only are available to the guardian of the children and are payable only until the youngest child marries, dies or reaches age 18 (up to age 22 if enrolled full time in college), whichever occurs first.

If the decedent has no surviving spouse or minor children, the designated beneficiary is eligible to receive Option 1 only.

Service-Connected Death

If an active member’s death is the result of a job-related incident, the member’s surviving spouse or registered domestic partner will receive the following benefits:

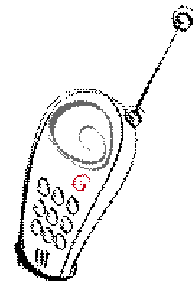
1. A lump-sum “death benefit” payment equal to one month’s salary for each year of service, not to exceed a total of six months’ salary, plus a refund of the member’s contributions and interest; **OR**

2. A monthly benefit provided to an eligible spouse or registered domestic partner equal to the monthly benefit to which the member would have received had he/she received a service-connected disability retirement on the date of death.

CONTACT US

If you have any questions about the information provided in this booklet or about your benefits as a KCERA member, please contact the KCERA office to speak with a retirement services representative (RSR).

Kern County Employees' Retirement Association
11125 River Run Boulevard
Bakersfield, California 93311



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Fax: (661) 381-7799
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Website: www.kcera.org

Payroll Forms

KCERA has created four new payroll forms for your use. Each form has a specific function in the employee payroll process. For KCERA, the forms provide information required by the retirement association to create member accounts, track the service history of members and verify the employment changes listed in the district's biweekly "payroll package." For the district, the forms provide a record of authorized employment changes for each employee.

The four forms apply to permanent, Extra Help, temporary and retired Extra Help employees, even though only permanent employees are eligible for KCERA membership. The names and functions of the new payroll forms are listed below.

- **Notice of Employment (NOE).** When the district hires a new employee who will be eligible to participate in retirement (KCERA), it must complete an *NOE*. This form begins the process at KCERA of creating a member account for the new employee. When completing the NOE, the district must provide the following information on the form:

    - Retirement entry date: The first day of the biweekly pay period after the new employee's hire date. (This date may be up to two weeks after the hire date. Refer to *Payroll Schedules* to determine entry dates.)

    - Retirement entry age: The age at which the new employee enters KCERA membership, rounded to the nearest year (up or down). See sample calculation:

Hire Date:	September 1, 2014
Retirement Entry Date:	September 6, 2014
Date of Birth:	February 11, 1980
Calculation:	2014 09 06
	- 1980 02 11
	34 year, 6 month, 25 days
Retirement Entry Age:	35 (rounded to nearest year)

- **Change of Employee Status (CES): Employed.** When a district employee who is a KCERA member has a status change due to a promotion, demotion, pay rate change, percent time change, effective date change, terminal vacation, etc., the district must complete a *CES: Employed*.

- **Change of Employee Status (CES): Terminated.** When a district employee who is a KCERA member has a status change due to a resignation or termination, dismissal, layoff, death, service retirement or disability retirement, the district must complete a *CES: Termination*.

- **Leave of Absence (LOA) and Return to Work (RTW).** When a district employee who is a KCERA member has a leave of absence due to illness (unpaid), military service, personal, family care, compensational disability, education/personal enrichment or suspension, the district must complete a *Leave of Absence & Return to Duty*. This form also applies to an employee who returns to duty for general or compensational disability reasons.

On the following pages, you will find a completed sample of each form to serve as a reference. To better acquaint you with the terminology used on the forms, you will also find a glossary of terms and instructions for each form.

One additional form is used for retirement purposes: the Member Sworn Statement. This form is not new and therefore not included in the list above. Unlike the new forms, the Member Sworn Statement must be physically delivered to KCERA as a hard-copy document.

- **Member Sworn Statement.** When the district hires a new employee who is eligible to participate in retirement, he/she must complete a Member Sworn Statement. This form is a legal affidavit that supplies KCERA with required retirement information used to calculate his/her retirement benefit.
    - The legal name listed on the employee's Member Sworn Statement must match the legal name on his/her Social Security card.

These forms were created to be electronically fillable using Adobe Reader. KCERA urges you to complete the forms electronically and save them to disk for later inclusion with your payroll packet. The only hard-copy document KCERA requires is the Member Sworn Statement, which should be mailed as soon as possible. *All the other employment forms should be submitted via Dropbox by the payroll packet due date*.

If you have any questions when completing the forms, please contact KCERA's Fiscal Division (see *Contact Information*).

SAMPLE

NOTICE OF EMPLOYMENT

DISTRICT # 0966	DISTRICT NAME South West Water Agency		DATE PREPARED 03/06/2015	
SOCIAL SECURITY # 123-45-6789	EMPLOYEE ID # 966001000	SEX Male	MARITAL STATUS Single	
NAME AND ADDRESS Joeseph Q Public 123 Main Street Bakersfield CA 93301		** ADDITIONAL CONTACT INFORMATION: Jane R Public 661 555 7890 ** EMERGENCY CONTACT: John Q Public 661 565 6750		
EMPLOYEE'S EARNINGS WILL BE SUBJECT TO:	SOCIAL SECURITY? ☒ YES ☐ NO	SDI? ☒ YES ☐ NO	RETIREMENT? ☒ YES ☐ NO	MEMBERSHIP TYPE: GENERAL
HIRE DATE 03/07/2015	TYPE OF APPOINTMENT 2 – Permanent Employee		DATE OF BIRTH 12/25/1960	
TYPE OF WORK SCHEDULE: ☐ FULL TIME (A) ☒ PART TIME (E)	% OF WORK REQUIRED 75.00	IF PART TIME, HOURS IN BIWEEKLY PAY PERIOD 60		
ACTION CODE 00 – Participating Active			RETIREMENT ENTRY DATE 03/21/2015	
RETIREMENT ENTRY AGE 54	RETIREMENT CONTRIBUTION INDICATOR Q - 100% General Tier IIB PEPRA		RETIREMENT CONTRIBUTION RATE 6%	
BIWEEKLY SALARY 1212.00	RATE PER HOUR 15.15621		BASIS OF PAY: ☒ BIWEEKLY ☐ HOURLY	

** SPECIAL PAYS AND DURATION

PAY CODE	BL			
TIMES PAID	99			
AMOUNT	30.00			

** COMMENTS:

	DATE	SIGNATURE
** ACKNOWLEDGMENT BY THE EMPLOYEE: I ACKNOWLEDGE AND CERTIFY THAT THE STATEMENTS ON THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.		
** AUTHORIZED SIGNATURE.		

Type of Appointment:

2 – Permanent Employee
3 – Extra Help Employee (< 9 months)
4 – Temporary Employee (up to 2 years)
6 – Retired Extra Help (up to 960 hours)

Action Codes:

00 – Participating Active
70 – Non-Participating Active

Before sending the NOE to KCERA, review form to ensure all boxes are filled in. Boxes marked with ** above are optional. All other boxes must contain data.

Print

Clear Form

Notice of Employment (NOE):
Glossary of Terms

Form Field	Definitions & Instructions
District #	The employer number assigned to special district; usually 4 digits
District Name	The name of your district (abbreviations are acceptable)
Date Prepared	Date that the NOE was completed
Social Security #	The new employee's 9-digit Social Security number
Employee ID #	The identification number assigned by the district to the new employee
Sex	The new employee's gender: Male or Female
Marital Status	The new employee's relationship status: Married, Single or Unknown
Name and Address	The new employee's full name and mailing address
Additional Contact Information	The name and phone number of the new employee's primary contact person *(not required)*
Emergency Contact	The name and phone number of the new employee's emergency contact person, if different from above *(not required)*
Employee's Earnings Will Be Subject To:	Will new employee have earnings deducted to participate in the following programs?
- Social Security	Social Security (check "Yes" or "No")
- SDI	State Disability Insurance (check "Yes" or "No")
- Retirement	KCERA membership (check "Yes" or "No")
Membership Type	Pre-filled as "General"; new employee will be general member in KCERA
Hire Date	The effective date of the new employee's hire
Type of Appointment	(Select one appointment type from the drop-down list)
Date of Birth	The new employee's date of birth
Type of Work Schedule:	Will new employee work on full-time or part-time basis? Choose one.
- Full Time (A)	(Check appropriate box)
- Part Time (E)	(Check appropriate box)
% of Work Required	The percentage of work required of new employee's job: 100%, 99%, 50%, etc.
If Part Time, Hours in Biweekly Pay Period	If new employee will work part time, number of hours expected in an 80-hour, biweekly schedule; should correspond to preceding field
Action Code	(Select one code from the drop-down list)
Retirement Entry Date	Date new employee entered KCERA membership; entry date will be the first day of the first full biweekly following new employee's hire date; "non-participating" employee will *not* have date
Retirement Entry Age	The new employee's age when entering KCERA, rounded to nearest year; calculated by subtracting KCERA entry date from birth date; "non-participating" employee will *not* have entry age
Retirement Contribution Indicator	A code used to identify new employee's benefit tier and level of contributions to KCERA; "non-participating" employee will *not* have contribution indicator. (Select one appointment type from the drop-down list.)

Form Field	Definitions & Instructions
Retirement Contribution Rate	The percent of salary required to participate in KCERA; found in Member Rate Tables to be provided by KCERA; "non-participating" employee will *not* have contribution rate
Biweekly Salary	The new employee's biweekly base salary
Rate Per Hour	The new employee's hourly wage
Basis of Pay:	What is basis of new employee's earnings? Choose one.
- Biweekly	(Check appropriate box)
- Hourly	(Check appropriate box)
Special Pays and Duration:	Will new employee receive any special pays? For how long? Enter up to 4 pays in columns provided.
- Pay Code	Existing pay code; new codes must first be reviewed by KCERA
- Times Paid	Number of biweeklies pay will be granted; use "99" for indefinite
- Amount	Amount of special pay
Comments	Payroll user's comments relating to new employee's hire
Acknowledgment by Employee	Area for new employee to date and sign NOE
Authorized Signature	Area for authorized district staff to date and sign NOE

SAMPLE

CHANGE OF EMPLOYEE STATUS: EMPLOYED

DISTRICT #	DISTRICT NAME	DATE PREPARED
0957	Kern County Water Agency	2/16/2015
EMPLOYEE ID #	EMPLOYEE NAME	
999445566	John A Smith	

JOB CLASSIFICATION CHANGES

EFFECTIVE DATE	TYPE OF APPPOINTMENT	ACTION CODE
2/23/2015	2 - Permanent Employee	40 - Pay Rate Change

	DEPARTMENT (IF APPLICABLE)	BIWEEKLY SALARY	HOURLY RATE	BASIS OF PAY:
FROM	0957 Kern County Water Agency	$2,100.00	26.25	☒ BIWEEKLY ☐ HOURLY
TO	0957 Kern County Water Agency	$2,180.00	27.25	☒ BIWEEKLY ☐ HOURLY

TYPE OF WORK SCHEDULE:	% OF WORK REQUIRED	IF PART TIME, HOURS IN BIWEEKLY PAY PERIOD
☒ FULL TIME ☐ PART TIME		

EMPLOYEE'S EARNINGS WILL BE SUBJECT TO:	SOCIAL SECURITY?	SDI?	RETIREMENT?	MEMBERSHIP TYPE:
	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	GENERAL

EMPLOYMENT CHANGES

TERMINAL VACATION ACTION CODE	TERMINAL VACATION START DATE
60 – Terminal Vacation Pending Retirement	

SPECIAL PAY CHANGES

ACTION: Add, Change, Delete					
PAY CODE					
TIMES PAID					
AMOUNT					

COMMENTS:

	DATE	SIGNATURE
ACKNOWLEDGMENT BY THE EMPLOYEE: I ACKNOWLEDGE AND CERTIFY THAT THE STATEMENTS ON THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.		
AUTHORIZED SIGNATURE.		

Print

Clear Form

Change of Employee Status (CES) – Employed: Glossary of Terms

Form Field	Definitions & Instructions
District #	The employer number assigned to special district; usually 4 digits
District Name	The name of your district (abbreviations are acceptable)
Date Prepared	Date that the CES was completed
Employee ID #	The identification number assigned by the district to the employee
Employee Name	The employee's full name
Effective Date	The date on which CES action takes effect
Type of Appointment	(Select one appointment type from the drop-down list)
Action Code	(Select one code from the drop-down list)
From/To:	*If applicable*, provide the following information for district department(s)
- Department	The name of employee's department
- Biweekly Salary	The employee's biweekly base salary
- Hourly Rate	The employee's hourly wage
- Basis of Pay	What is basis of employee's earnings? Choose one.
• Biweekly	(Check appropriate box)
• Hourly	(Check appropriate box)
Type of Work Schedule:	Will employee work on full-time or part-time basis? Choose one.
- Full Time (A)	(Check appropriate box)
- Part Time (E)	(Check appropriate box)
% of Work Required	The percentage of work required of employee's job: 100%, 99%, 50%, etc.
If Part Time, Hours in Biweekly Pay Period	If employee will work part time, number of hours expected in an 80-hour, biweekly schedule; should correspond to preceding field
Employee's Earnings Will Be Subject To:	Will employee have earnings deducted to participate in the following programs?
- Social Security	Social Security (check "Yes" or "No")
- SDI	State Disability Insurance (check "Yes" or "No")
- Retirement	KCERA membership (check "Yes" or "No")
Membership Type	Pre-filled as "General"; employee will be general member in KCERA
Terminal Vacation Action Code	Pre-filled as "60 – Terminal Vacation Pending Retirement"; only applies to employee using terminal vacation before retirement
Terminal Vacation Start Date	The date on which employee's pre-retirement terminal vacation begins; this will be the day immediately following employee's last day on the job
Special Pay Changes:	Will new employee receive any special pays? For how long? Enter up to 4 pays in columns provided.
- Action	Specify one "Special Pay Change" action: Add, Change, Delete
- Pay Code	Existing pay code; new codes must first be reviewed by KCERA
- Times Paid	Number of biweeklies pay will be granted; use "99" for indefinite
- Amount	Amount of special pay
Comments	Payroll user's comments relating to employee's changed status

Form Field	Definitions & Instructions
Acknowledgment by Employee	Area for new employee to date and sign CES
Authorized Signature	Area for authorized district staff to date and sign CES

SAMPLE

CHANGE OF EMPLOYEE STATUS: TERMINATION

DISTRICT # 0959	DISTRICT NAME San Joaquin Valley UAPCD	DATE PREPARED 2/16/2015
EMPLOYEE ID # 999333888	EMPLOYEE NAME Barbara J Smith	
EFFECTIVE DATE 2/20/2015		

EMPLOYMENT CHANGES

TYPE OF APPOINTMENT 2 – Permanent Employee	ACTION CODE 35 – Retirement
RETIREMENT START DATE 2/21/2015	
COMMENTS:	

	DATE	SIGNATURE
ACKNOWLEDGMENT BY THE EMPLOYEE: I ACKNOWLEDGE AND CERTIFY THAT THE STATEMENTS ON THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.		
AUTHORIZED SIGNATURE.		

Type of Appointment:

2 – Permanent Employee
3 – Extra Help Employee (< 9 months)
4 – Temporary Employee (up to 2 years)
6 – Retired Extra Help (up to 960 hours)

Action Codes:

30 – Resignation or Termination (member employee)
32 – Dismissal
33 – Layoff
34 – Death
35 – Retirement
36 – Disability Retirement
71 – Resignation or Termination (non-member employee)

Print

Clear Form

Change of Employee Status (CES) – Termination:
Glossary of Terms

Form Field	Definitions & Instructions
District #	The employer number assigned to special district; usually 4 digits
District Name	The name of your district (abbreviations are acceptable)
Date Prepared	Date that the CES was completed
Employee ID #	The identification number assigned by the district to the employee
Employee Name	The employee's full name
Effective Date	The date on which CES action takes effect
Type of Appointment	(Select one appointment type from the drop-down list)
Action Code	(Select one code from the drop-down list)
Retirement Start Date	The date on which employee's retirement begins; this will be the day immediately following employee's last day on the job
Comments	Payroll user's comments relating to employee's terminated status
Acknowledgment by Employee	Area for new employee to date and sign CES
Authorized Signature	Area for authorized district staff to date and sign CES

SAMPLE

LEAVE OF ABSENCE & RETURN TO DUTY

DISTRICT #	DISTRICT NAME	DATE PREPARED
0966	South West Water Agency	05/30/2015

EMPLOYEE ID #	EMPLOYEE NAME
988001000	Joeseph Q Public

EMPLOYMENT CHANGES

TYPE OF APPOINTMENT	ACTION CODE
2 – Permanent Employee	52 – Leave w/o Pay Illness
FIRST DAY OF LEAVE WITHOUT PAY 06/01/2015	DATE RETURNED TO DUTY 07/11/2015
IS THIS LEAVE FOR EMPLOYEE OR ANOTHER PERSON? ☒ EMPLOYEE ☐ ANOTHER PERSON	IF "EMPLOYEE," IS THIS A MEDICAL LEAVE?* ☒ YES ☐ NO (*Baby bonding is considered family care, not a medical illness.)

COMMENTS

	DATE	SIGNATURE
ACKNOWLEDGMENT BY THE EMPLOYEE: I ACKNOWLEDGE AND CERTIFY THAT THE STATEMENTS ON THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.		
AUTHORIZED SIGNATURE.		

Type of Appointment:

2 – Permanent Employee
3 – Extra Help Employee (< 9 months)
4 – Temporary Employee (up to 2 years)
6 – Retired Extra Help (up to 960 hours)

Action Codes:

Leave Codes
51 – Leave Military
52 – Leave w/o Pay Illness
53 – Suspension
55 – Leave Personal
56 – Leave Family Care
57 – Leave Compensational Disability
58 – Leave Education/Personal Enrichment

Return to Duty Codes
54 – Return to Duty
59 – Return to Duty Compensational Disability

Print

Clear Form

Leave of Absence & Return to Duty:
Glossary of Terms

Form Field	Definitions & Instructions
District #	The employer number assigned to special district; usually 4 digits
District Name	The name of your district (abbreviations are acceptable)
Date Prepared	Date that the CES was completed
Employee ID #	The identification number assigned by the district to the employee
Employee Name	The employee's full name
Type of Appointment	(Select one appointment type from the drop-down list)
Action Code	(Select one code from the drop-down list)
First Day of Leave without Pay	The day on which employee begins leave without pay, if applicable
Date Returned to Duty	The date on which employee returns to duty, if applicable
Is This Leave for Employee or Another Person?	Who is the focus of this leave of absence: the employee or another person? Choose one.
- Employee	(Check appropriate box)
- Another Person	(Check appropriate box)
If "Employee," Is This a Medical Leave?	If "employee" box is checked (see question above), is this leave of absence due to a medical reason?
- Yes	(Check appropriate box)
- No	(Check appropriate box)
Comments	Payroll user's comments relating to employee's leave or return status
Acknowledgment by Employee	Area for new employee to date and sign CES
Authorized Signature	Area for authorized district staff to date and sign CES

Processing Member Information Changes

<u>The Payroll Packet</u>

After a biweekly pay period ends, a district will have 11 calendar days to balance, process and submit a “payroll packet” to KCERA. Each district must submit one payroll packet per pay period. This data is used to update KCERA’s pension administration system records (i.e., salary, service and contributions) for each member employed at your district. Although KCERA prefers to receive the biweekly payroll packet as early as possible (see *Dropbox Setup* for upload instructions), it must be submitted no later than the next business day after a district’s payroll is released to BenefitMall.

- Example: the 2015-02 pay period began on January 24 and ended on February 6. The payroll packet was due by Tuesday, February 17 (11 days after the pay period ended) at 5:00 p.m.

A complete payroll packet should contain the following files:

- *Payroll export file*: An electronic file generated in BenefitMall, containing employees’ demographic, employment and payroll information in a pay period, including earnings and retirement contributions.

- *Electronic employment forms*: The electronic versions (Adobe PDF files) of the employment documents (NOE, CES, etc.) for every employee status change that occurred in a pay period.

- *Payroll register*: An electronic report generated in BenefitMall, containing a record of employees’ earnings, deductions and payment details in a pay period. *(This is not required if the district authorized KCERA to view a read-only version in BenefitMall.)*

- *Transfer notice*: A scanned certification by the district to KCERA, listing the employer contributions transferred to the retirement fund via a “journal voucher” for a particular pay period. (See *Payroll Schedules* for more information.)

In addition to these electronically uploaded files, please send a *hard copy* of the Member Sworn Statement to KCERA as soon as possible. The Sworn Statement will be used to validate the employee’s enrollment information provided in the electronic files (i.e., payroll packet). If there are any discrepancies between the electronic files and the hard copy, KCERA will contact you by phone or email to discuss the error(s). Additionally, if your payroll packet is received but not the Member Sworn Statement, KCERA will contact you.

Retirement Information Changes

There are a few circumstances in which a district would be required to alter the retirement information of an employee. This means that the employee's membership profile has changed in a material way, requiring the assignment of a new retirement contribution rate and/or revised retirement information in BenefitMall. Possible situations are listed below.

- *Benefit tier change.* A retirement "benefit tier" is assigned based on when an employee joins KCERA for the first time. However, a benefit tier could be incorrect for various reasons. For example, a Tier I member who terminates employment, leaves his/her contributions on deposit, and returns on/after January 1, 2013 should return as a Tier I member, even though a district would automatically place the member in the Tier II category. The situation would be corrected by KCERA instructing the district to place the member in his/her original tier. Another example is incoming reciprocity (described below), which *could* require a benefit tier change in KCERA. In these situations, KCERA would inform the district of changes to make in BenefitMall.

- *Contribution indicator change*. A "contribution indicator" is a code used to identify a new employee's benefit tier and level of retirement contributions. It is assigned on the Notice of Employment (NOE) when an employee is hired. An employee's benefit tier (and therefore his/her contribution indicator) might need to be updated after an NOE is submitted if the district was unaware that a new employee was previously a KCERA member with retirement contributions still on deposit. If prior membership is confirmed, KCERA will determine if the new/returning employee is eligible for a different benefit tier (i.e., Tier I). If that eligibility is confirmed, KCERA will submit to the district a *Retirement Information Changes Form* listing the changes that must be made in BenefitMall.

- *Contribution rate change*. A contribution rate is the percentage of the employee's salary paid to KCERA on a biweekly basis; it is based on the contribution indicator (see above) listed on the NOE. If an employee's benefit tier changes, the contribution rate must also change. In this situation, KCERA would use the *Retirement Information Changes Form* to notify the district of changes to be made in BenefitMall. The district should verify that the correct contribution rate is entered into BenefitMall.
    - Use "entry age" rate for non-PEPRA members. Use flat rate for PEPRA members.

- *Entry age change*. A new member will enter KCERA on the first day of the biweekly pay period after his/her date of hire. The district will perform a calculation to determine the new member's "retirement entry age" (see *Payroll Forms*). However, a retirement entry age could be changed at a later time for the following reasons:

- Reciprocity is established for an age-based member. When a member whose contribution rate is based on entry age establishes reciprocity, KCERA will use the lower entry age that applied in the previous retirement system. Once reciprocity is approved, KCERA will provide the new entry age to the district. KCERA will also provide the district with the amount of the refund due to (or amount to be collected from) the member because of the entry age change (i.e., because a lower or higher contribution rate should have applied from the date of hire until reciprocity was approved).

- Reciprocity is broken for an age-based member. When a member whose contribution rate is based on entry age breaks reciprocity, the lower "reciprocal" entry age will revert to his/her original KCERA entry age. KCERA will notify the district if a member breaks reciprocity; KCERA will also provide a new entry age and the amount of the contribution adjustment required.

- Incorrect date of birth is used. Only KCERA is authorized to change a date of birth in the retirement system. When a wrong date of birth is discovered during the enrollment process (e.g., the new employee wrote the wrong date of birth on the Member Sworn Statement, the district inputted an incorrect date of birth into BenefitMall, etc.), the district must notify KCERA of this error and submit proof of the correct date of birth with a copy of the member's birth certificate and driver's license. KCERA will review the documents and send a *Retirement Information Change Form* to the district with instructions to update information in BenefitMall. Additionally, if a new entry age results in an over-collection or under-collection of employee contributions, KCERA will calculate the amount owed and send a *Change Form* to the district to collect or refund the amount.

  - Contact KCERA if the wrong date of birth is discovered 30 or more days after the hire date (i.e., after the enrollment period), as special action may be required. KCERA must approve date of birth changes *before* they are made in BenefitMall.

In the "entry age change" scenarios listed above, the district is responsible for ensuring the employee's contribution indicator and rate are correctly entered in BenefitMall, and the employee's contributions are being taken each pay period based on the correct age.

- *Purchase of service contract*. If the member signs a contract to purchase prior service using payroll deductions, KCERA will provide the district with the payroll deduction start date, the amount to withhold each biweekly and the number of deductions required to complete the purchase. The district is responsible for monitoring each employee's payroll deductions in BenefitMall and determining when to stop taking them based on the information provided by KCERA on the *Retirement Information Change Form*.

- *Contribution adjustments*. For a variety of reasons, including those listed above, an employee's biweekly retirement contribution could be incorrectly taken, resulting in a refund to (or collection from) the member. KCERA will notify the district of a contribution error via the *Retirement Information Change Form* (see section below). Other possible situations requiring a refund or collection include:

    - Missed first contribution
    - Contribution taken in waiting period
    - Contribution taken in a partial biweekly at termination
    - Contribution not taken due to payroll processing error
    - Payroll check voided after payroll package submitted
    - Payroll check reissued but not reported in payroll package

Retirement Information Change Form

KCERA will send a *Retirement Information Change Form* (see sample on next page) for every employee record requiring a correction in BenefitMall. The change form will be placed in the district's shared Dropbox folder (see *Dropbox Setup*). Districts will be responsible for checking their Dropbox folders for change forms and making the necessary changes in BenefitMall, as directed.

The *Retirement Information Change Form* will contain an "effective date" corresponding to the pay period in which the change should be made in BenefitMall. The district is responsible for entering the information in the correct pay period.

- Example: If the effective date on a *Retirement Information Change Form* is 03/07/2015 (i.e., the first day of pay period 2015-05), the payroll packet submitted by the district for pay period 2015-05 should contain the changes listed on the form.

When the member signs a contract to purchase prior service using payroll deductions, KCERA will provide the district with the payroll deduction code, effective date, number of deductions, and amount to be deducted in each pay period to complete the purchase. The district is responsible for inputting into BenefitMall the deduction amount and deduction code on the specified start date. Also, the district must determine when to stop taking the deduction.

As a reminder, all changes that a district makes to an employee's record in BenefitMall should be transmitted to KCERA via the biweekly payroll package and applicable employment forms.

RETIREMENT INFORMATION CHANGE FORM

DISTRICT #	DISTRICT NAME	DATE PREPARED
0966	South West Water Agency	04/14/2015
EMPLOYEE ID #	EMPLOYEE NAME	EFFECTIVE DATE
988001000	Joseph Q Public	04/18/2015

RETIREMENT STATUS CHANGES

ACTION CODE	DATE OF BIRTH	BENEFIT TIER	RETIREMENT ENTRY DATE
Change		Gen2	

RETIREMENT ENTRY AGE	RETIREMENT CONTRIBUTION INDICATOR	RETIREMENT CONTRIBUTION RATE
	I - Tier 2 (100%)	8.52

REFUNDS & DEDUCTIONS

ACTION: Add, Change or Delete	A	A	
TYPE: Refund or Deduction	Deduction	Refund	
PAY CODE	DA	CA	
TIMES PAID	14	1	
AMOUNT (per pay period)	23.16	16.98	

COMMENTS: Payroll deduction to purchase extra help
Refund contributions due to tier change

Refunds & Deductions Pay Codes

Pay Code	Pay Code Name	Pre-Tax or Post-Tax
BA	Redeposit	Post-Tax
CA	Contrib. Adjustment	Pre-Tax
CB	Contrib. Adjustment	Post-Tax
DA	Extra Help	Post-Tax
DM	Medical leave	Post-Tax
EA	Prior Public Service	Post-Tax

Contribution Calculations

Districts are responsible for calculating and withholding the appropriate retirement contributions for employees and employers each pay period. Both calculations are based on the pensionable earnings of each employee participating in KCERA. Therefore, it is very important that districts understand the difference between pensionable and non-pensionable earnings.

PEPRA vs. Non-PEPRA Special Pays

Effective January 1, 2013, the Public Employees Pension Reform Act of 2013 (PEPRA) became law in California, creating a new category of membership in KCERA and a limitation on which "special pays" can be included in PEPRA members' "final average compensation" (FAC). The new membership category distinguishes non-PEPRA members from PEPRA members.

- Non-PEPRA members: Any member who joined KCERA *prior to* January 1, 2013. This group includes Tier I members and Tier II members hired prior to 2013.

- PEPRA members: A "new member" who joined KCERA *on or after* January 1, 2013. This group includes "Tier 2B" members only. (Tier III members at the West Side Recreation and Park District are also PEPRA members.)

    - Exception: A new employee who was a KCERA member prior to 2013, terminated employment, left his/her contributions on deposit at KCERA, and returned to KCERA on or after January 1, 2013 will *not* be a PEPRA member.

The two membership groups described above have different pensionable special pays that apply to each. So, a special pay that *is* pensionable for non-PEPRA members might *not* be pensionable for PEPRA members (e.g., automobile allowance). Each special pay listed on the following pages has a corresponding, three-letter Special Pay Earning Code, which distinguishes a pensionable pay from a non-pensionable pay in BenefitMall. If the third letter in the code ends with a "P," it *is* pensionable for the member groups indicated. If the third letter in the code ends with an "N," it *is not* pensionable for the member groups indicated.

Employee Contribution Calculation

When calculating an employee's retirement contribution in BenefitMall, the pensionable special pays are added to the scheduled base salary to get the Employee Pensionable Earnings for the biweekly pay period. The employee's contribution rate[1] is then applied to the Employee Pensionable Earnings to arrive at the employee contribution. (The Employee Pensionable

[1] There are actually two contribution rates applicable to members. "Rate 2" is the rate referenced in this section. "Rate 1" equals two-thirds of Rate 2 and applies to the first $161 of a member's salary, but only for employees whose districts are integrated with Social Security. There is no "Rate 1 reduction" for districts not integrated with Social Security. In BenefitMall, you will only see Rate 2.

Earnings is also used to derive a member's final average compensation when calculating his/her retirement benefits.)

Employer Contribution Calculation

When calculating an employer's retirement contribution in BenefitMall, the pensionable special pays are added to the actual base pays earned by all employees in the district to get the Employer Pensionable Gross. The employer's contribution rate is then applied to this total amount to arrive at the employer contribution.

Adding New Special Pays

Districts can introduce new special pays for their employees, but KCERA must determine whether the new pay types are "pensionable" (i.e., includable in a member's FAC based on their membership type). The process for adding a new special pay begins when the district makes a formal request to KCERA to review a proposed special pay. If the special pay is deemed pensionable by KCERA's legal counsel, KCERA will provide a formal approval notice to the district along with an updated list of pensionable special pays applicable to PEPRA and non-PEPRA members. A special pay is *not* considered pensionable until KCERA formally approves it in writing.

District #	Special Pay Earning Codes	Employees Affected
0942	DON Employer Paid SDI	All employees
0942	DPN Deferred Comp/employer Pd	All employees
0942	YCN Kern Flex - District 10%	All employees
0942	ZYN Other - NonPensionable	All employees
0942	ZZP Other - Pensionable	All employees
0952	QQN Non-Cash Benefit - Auto	All employees
0952	VPN Vacation-Sick Leave Payoff	All employees
0952	VXN Paid Overtime-Flsa Adj	Employees in Retire Tier 2B (Contribution Ind = Q)
0952	VXP Paid Overtime-Flsa Adj	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0952	ZYN Other - NonPensionable	All employees
0952	ZZP Other - Pensionable	All employees
0957	01P Shift Pay	All employees
0957	DDN Automobile Allowance	Employees in Retire Tier 2B (Contribution Ind = Q)
0957	DDP Automobile Allowance	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0957	JKN Kcwa - Holiday Payoff	Employees in Retire Tier 2B (Contribution Ind = Q)
0957	JKP Kcwa - Holiday Payoff	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0957	QQN Non-Cash Benefit - Auto	All employees
0957	STP Standby Time - Sp Dist	All employees
0957	TLN Group Term Life Insurance	All employees
0957	VBN SICK LEAVE (S/L) BONUS	Employees in Retire Tier 2B (Contribution Ind = Q)
0957	VBP SICK LEAVE (S/L) BONUS	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0957	VCN COMP TIME (CTO) PAYOFF	All employees
0957	VKP KCWA-VACATION PAYOUT	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0957	VKN KCWA-VACATION PAYOUT	Employees in Retire Tier 2B (Contribution Ind = Q)
0957	VPN Vacation-Sick Leave Payoff	All employees
0957	VXN Paid Overtime-Flsa Adj	Employees in Retire Tier 2B (Contribution Ind = Q)
0957	VXP Paid Overtime-Flsa Adj	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0957	WTN Paid Overtime Retro	All employees
0957	WWP Retro Salary Increment	All employees
0957	ZYN Other - NonPensionable	All employees
0957	ZZP Other - Pensionable	All employees
0958	AWN Suggestion Award	All employees
0958	HPP Holiday Pay - Sp Dist	All employees
0958	QQN Non-Cash Benefit - Auto	All employees
0958	SAP Salary Adjustment - Negativ	All employees
0958	SHP Shift Pay	All employees
0958	SPP Supervisory Pay	All employees
0958	TCN Per Diem Travel Payment	All employees
0958	VPN Vacation-Sick Leave Payoff	All employees
0958	VXN Paid Overtime-Flsa Adj	Employees in Retire Tier 2B (Contribution Ind = Q)
0958	VXP Paid Overtime-Flsa Adj	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0958	ZYN Other - NonPensionable	All employees
0958	ZZP Other - Pensionable	All employees
0959	ALN Annual Leave Pay - Sp Dist	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	ALP Annual Leave Pay - Sp Dist	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	BAN Bilingual Sjvapcd	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	BAP Bilingual Sjvapcd	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	BSN Bonus Incentive	All employees
0959	DBN Part Time District Cafeteria	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	DBP Part Time District Cafeteria	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	DCN District Cafeteria	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	DCP District Cafeteria	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)

District #	Special Pay Earning Codes	Employees Affected
0959	DEN Manager District Cafet	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	DEP Manager District Cafet	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	DFN Executive District Cafet	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	DFP Executive District Cafet	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	DIN MANAGEMENT CAFE-PART TIME	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	DIP MANAGEMENT CAFE-PART TIME	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	DJN Pt Exec. District Cafet	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	DJP Pt Exec. District Cafet	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	DSN SUPERVISORY DISTRICT CAFE	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	DSP SUPERVISORY DISTRICT CAFE	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	FFN Rideshare Incentive Plan	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	FFP Rideshare Incentive Plan	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	OCN On-Call Pay - Spec.Dist.	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	OCP On-Call Pay - Spec.Dist.	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	QQN Non-Cash Benefit - Auto	All employees
0959	RPP Retirement Pay - Sp Dist	All employees
0959	TAN Travel Allow. - Sp Dist	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	TAP Travel Allow. - Sp Dist	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	TBN 1 Day Travel Reimburse	All employees
0959	TSN Deferred Comp Refund	All employees
0959	VPN Vacation-Sick Leave Payoff	All employees
0959	VXN Paid Overtime-Flsa Adj	Employees in Retire Tier 2B (Contribution Ind = Q)
0959	VXP Paid Overtime-Flsa Adj	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0959	WWP Retro Salary Increment	All employees
0959	ZCN Payroll Correction	All employees
0959	ZYN Other - NonPensionable	All employees
0959	ZZP Other - Pensionable	All employees
0980	VCN COMP TIME (CTO) PAYOFF	All employees
0980	ZYN Other - NonPensionable	All employees
0980	ZZP Other - Pensionable	All employees
0982	QQN Non-Cash Benefit - Auto	All employees
0982	SAP Salary Adjustment - Negativ	All employees
0982	WVP Retro Salary & Longevity	All employees
0982	WWP Retro Salary Increment	All employees
0982	ZYN Other - NonPensionable	All employees
0982	ZZP Other - Pensionable	All employees
0985	WVP Retro Salary & Longevity	All employees
0985	WWP Retro Salary Increment	All employees
0985	ZYN Other - NonPensionable	All employees
0985	ZZP Other - Pensionable	All employees
0991	BSN Bonus Incentive	All employees
0991	CSN Cellphone Allow-Spec Dist	Employees in Retire Tier 2B (Contribution Ind = Q)
0991	CSP Cellphone Allow-Spec Dist	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0991	QQN Non-Cash Benefit - Auto	All employees
0991	VPN Vacation-Sick Leave Payoff	All employees
0991	VXN Paid Overtime-Flsa Adj	Employees in Retire Tier 2B (Contribution Ind = Q)
0991	VXP Paid Overtime-Flsa Adj	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0991	WVP Retro Salary & Longevity	All employees
0991	ZYN Other - NonPensionable	All employees
0991	ZZP Other - Pensionable	All employees

District #	Special Pay Earning Codes	Employees Affected
0992	BPP PREMIUM PAY 6%	All employees
0992	HPP Holiday Pay - Sp Dist	All employees
0992	QQN Non-Cash Benefit - Auto	All employees
0992	SVN Severance Pay	All employees
0992	VPN Vacation-Sick Leave Payoff	All employees
0992	VXN Paid Overtime-Flsa Adj	Employees in Retire Tier 2B (Contribution Ind = Q)
0992	VXP Paid Overtime-Flsa Adj	Employees in Retire Tier 1 and Tier 2 (Contribution Ind != Q)
0992	WWP Retro Salary Increment	All employees
0992	ZYN Other - NonPensionable	All employees
0992	ZZP Other - Pensionable	All employees
0994	QQN Non-Cash Benefit - Auto	All employees
0994	ZYN Other - NonPensionable	All employees
0994	ZZP Other - Pensionable	All employees
0995	VPN Vacation-Sick Leave Payoff	All employees
0995	ZYN Other - NonPensionable	All employees
0995	ZZP Other - Pensionable	All employees

Dropbox Setup

KCERA has determined that the most secure, efficient way for districts to transfer their biweekly "payroll packet" to KCERA is via Dropbox. Dropbox is a free online storage website featuring shared folders that are accessible to numerous parties by invitation only.

After a biweekly pay period ends, a district will have 11 days to balance, process and submit a payroll packet to KCERA. Each district must submit one payroll packet per pay period. See *Processing Member Information Changes* for a list of the files requested in a payroll packet.

KCERA has created a Dropbox account with a separate folder for each of its 12 special districts. KCERA will grant folder access to each district so that their payroll packets can be delivered securely each biweekly pay period. In order to access your district's shared folder, you must create a Dropbox account for your district (see instructions below). Please keep your log-in credentials in a secure location, and designate a trusted co-worker who is familiar with your payroll system as a backup. Please supply KCERA with the contact information of each Dropbox user at your district.

If KCERA needs to provide employee-specific documentation to a district that is too confidential to deliver via email, KCERA will upload the file to the shared Dropbox account and instruct the district's contact person(s) via phone or email to check the folder.

For all technical inquiries concerning payroll packets and Dropbox access, please refer to *Contact Information* for the IT Division's contact information.

Dropbox Account Setup

1. Go to www.dropbox.com and click on "Create an account."

2. Enter the requested information: name, email address and password. Click the "Dropbox terms" agreement box. Click "Create an account."

3. Select the "Dropbox Basic" (free) option by clicking "Continue."

4. Dropbox will download a file to your computer. Click "Run" when prompted to run or save the Dropbox installer.

5. On your main page in Dropbox, you will *not* see a shared folder yet. This is because you must accept KCERA's invitation to the shared folder. Once the invitation is accepted, the shared folder will appear on your main page.

- KCERA will send an invitation to the email address you provide. This should be the same email address used in Step 2 above. Follow the instructions in the emailed invitation from Dropbox.

6. Return to your main page in Dropbox. Click on the shared folder name (not the row) to open the folder, which should be empty.

7. To upload a file, click the “Upload” icon at the top of the page to browse your computer. Select a file and click “Open.” A window in Dropbox will appear showing the upload process. When the file has been uploaded, click “Done.” Another way to upload a file is to drag and drop it into the shared folder’s empty window.

Payroll Schedules

Payroll Calendar

The following pages contain a calendar of biweekly payroll periods for 2015-2019. If your district is currently using a different payroll schedule, it must adopt KCERA's schedule going forward to ensure consistency of record keeping. The columns on the following page are defined below:

- *Payroll Period*: A reference number that corresponds to a biweekly pay period. The first four digits represent the year. The second two digits represent a payroll period in that year ("01" is the first payroll period, "24" is the twenty-fourth payroll period, etc.).
    - Example: 2015-10 refers to the tenth biweekly pay period in 2015.
- *Start Date*: The first day of a biweekly pay period.
- *End Date*: The last day of a biweekly pay period.
- *File and Payment Due Date*: The date on which districts must submit their payroll packet to KCERA via Dropbox (by 5:00 p.m.). It is also the date by which districts must issue their total retirement contribution payments to KCERA for the completed pay period. The pay date is always a Tuesday and falls 11 calendar days after the last day of a biweekly pay period.
    - See *Processing Member Information Changes* for more information about submitting payroll packets.

Deposits

A district can send its biweekly retirement contribution to KCERA electronically (ACH) or by check. If ACH is preferred, please contact KCERA's Financial Officer for transfer instructions. If check is preferred, please mail it to KCERA at 11125 River Run Blvd., Bakersfield, CA 93311.

The deposit totals can be found on BenefitMall's payroll register. On the last page under report totals, MATCH = employer contributions; CONPRE, CONPOST, BA, CA, CB, DA, DM, EA = employee contributions.

Transfer Notice

A Transfer Notice is a certification by the district to KCERA of the employer contributions transferred to the retirement fund for a particular pay period. (See sample notice on the following page.) The notice must be completed, signed by an authorized district employee, scanned and returned to KCERA as part of the "payroll packet" (see *Processing Member Information Changes*).

SEQUENCE: [ ] COUNTY OF KERN JV: [ ]

FISCAL YEAR: 14-15

INTER-FUND

SAMPLE

TOTAL: [ ]

DESCRIPTION: REVERSE RETIREMENT BW [ ]

TRANS CODE	FUND	FUND NAME	DEPT	DIV	REV/EXP	PY	AMOUNT	MEMO
From:								
[ ]	[ ]	[ ]					[ ]	
To:								
4532	42910	EMPLOYEES RETIREMENT					[ ]	

EXPLANATION OF PURPOSE AND AUTHORITY THEREFOR:

SPECIAL DISTRICT'S SHARE OF RETIREMENT CONTRIBUTION FOR BW [ ].

REFERENCE:

PREPARED BY: [ ] DEPT: [ ] DATE: [ ] PROCESSED DATE: [ ]

Transfer Notice

To: Kern County Employees' Retirement Association
11125 River Run Blvd.
Bakersfield, CA 93311

From: ______________________________________
Name of District

I hereby certify that the following payroll amounts for district members of KCERA, pursuant to the law, are correct for the following pay period: ____________________.
Payroll Period

"ERGROSS" / Total Payroll * $	"KCERA MATCH" / Employer Contribution $
** Employer Retirement Compensation*	Employee Retirement Contribution $

Off-Cycle Payment #1 $	Employer Contribution $
Check Date	Employee Contribution $

Off-Cycle Payment #2 $	Employer Contribution $
Check Date	Employee Contribution $

Total Transfer Amount: $ ___________________________

Certified by: ________________________________
Authorized District Signature

Payroll Periods for 2015

Payroll Period	Start Date	End Date	File and Payment Due Date (5 PM)
2015-01	1/10/2015	1/23/2015	2/3/2015
2015-02	1/24/2015	2/6/2015	2/17/2015
2015-03	2/7/2015	2/20/2015	3/3/2015
2015-04	2/21/2015	3/6/2015	3/17/2015
2015-05	3/7/2015	3/20/2015	3/31/2015
2015-06	3/21/2015	4/3/2015	4/14/2015
2015-07	4/4/2015	4/17/2015	4/28/2015
2015-08	4/18/2015	5/1/2015	5/12/2015
2015-09	5/2/2015	5/15/2015	5/26/2015
2015-10	5/16/2015	5/29/2015	6/9/2015
2015-11	5/30/2015	6/12/2015	6/23/2015
2015-12	6/13/2015	6/26/2015	7/7/2015
2015-13	6/27/2015	7/10/2015	7/21/2015
2015-14	7/11/2015	7/24/2015	8/4/2015
2015-15	7/25/2015	8/7/2015	8/18/2015
2015-16	8/8/2015	8/21/2015	9/1/2015
2015-17	8/22/2015	9/4/2015	9/15/2015
2015-18	9/5/2015	9/18/2015	9/29/2015
2015-19	9/19/2015	10/2/2015	10/13/2015
2015-20	10/3/2015	10/16/2015	10/27/2015
2015-21	10/17/2015	10/30/2015	11/10/2015
2015-22	10/31/2015	11/13/2015	11/24/2015
2015-23	11/14/2015	11/27/2015	12/8/2015
2015-24	11/28/2015	12/11/2015	12/22/2015
2015-25	12/12/2015	12/25/2015	1/5/2016
2015-26	12/26/2015	1/8/2016	1/19/2016

Payroll Periods for 2016

Payroll Period	Start Date	End Date	File and Payment Due Date (5 PM)
2016-01	1/9/2016	1/22/2016	2/2/2016
2016-02	1/23/2016	2/5/2016	2/16/2016
2016-03	2/6/2016	2/19/2016	3/1/2016
2016-04	2/20/2016	3/4/2016	3/15/2016
2016-05	3/5/2016	3/18/2016	3/29/2016
2016-06	3/19/2016	4/1/2016	4/12/2016
2016-07	4/2/2016	4/15/2016	4/26/2016
2016-08	4/16/2016	4/29/2016	5/10/2016
2016-09	4/30/2016	5/13/2016	5/24/2016
2016-10	5/14/2016	5/27/2016	6/7/2016
2016-11	5/28/2016	6/10/2016	6/21/2016
2016-12	6/11/2016	6/24/2016	7/5/2016
2016-13	6/25/2016	7/8/2016	7/19/2016
2016-14	7/9/2016	7/22/2016	8/2/2016
2016-15	7/23/2016	8/5/2016	8/16/2016
2016-16	8/6/2016	8/19/2016	8/30/2016
2016-17	8/20/2016	9/2/2016	9/13/2016
2016-18	9/3/2016	9/16/2016	9/27/2016
2016-19	9/17/2016	9/30/2016	10/11/2016
2016-20	10/1/2016	10/14/2016	10/25/2016
2016-21	10/15/2016	10/28/2016	11/8/2016
2016-22	10/29/2016	11/11/2016	11/22/2016
2016-23	11/12/2016	11/25/2016	12/6/2016
2016-24	11/26/2016	12/9/2016	12/20/2016
2016-25	12/10/2016	12/23/2016	1/3/2017
2016-26	12/24/2016	1/6/2017	1/17/2017

Payroll Periods for 2017			
Payroll Period	Start Date	End Date	File and Payment Due Date (5 PM)
2017-01	1/7/2017	1/20/2017	1/31/2017
2017-02	1/21/2017	2/3/2017	2/14/2017
2017-03	2/4/2017	2/17/2017	2/28/2017
2017-04	2/18/2017	3/3/2017	3/14/2017
2017-05	3/4/2017	3/17/2017	3/28/2017
2017-06	3/18/2017	3/31/2017	4/11/2017
2017-07	4/1/2017	4/14/2017	4/25/2017
2017-08	4/15/2017	4/28/2017	5/9/2017
2017-09	4/29/2017	5/12/2017	5/23/2017
2017-10	5/13/2017	5/26/2017	6/6/2017
2017-11	5/27/2017	6/9/2017	6/20/2017
2017-12	6/10/2017	6/23/2017	7/4/2017
2017-13	6/24/2017	7/7/2017	7/18/2017
2017-14	7/8/2017	7/21/2017	8/1/2017
2017-15	7/22/2017	8/4/2017	8/15/2017
2017-16	8/5/2017	8/18/2017	8/29/2017
2017-17	8/19/2017	9/1/2017	9/12/2017
2017-18	9/2/2017	9/15/2017	9/26/2017
2017-19	9/16/2017	9/29/2017	10/10/2017
2017-20	9/30/2017	10/13/2017	10/24/2017
2017-21	10/14/2017	10/27/2017	11/7/2017
2017-22	10/28/2017	11/10/2017	11/21/2017
2017-23	11/11/2017	11/24/2017	12/5/2017
2017-24	11/25/2017	12/8/2017	12/19/2017
2017-25	12/9/2017	12/22/2017	1/2/2018
2017-26	12/23/2017	1/5/2018	1/16/2018

Payroll Periods for 2018

Payroll Period	Start Date	End Date	File and Payment Due Date (5 PM)
2018-01	1/6/2018	1/19/2018	1/30/2018
2018-02	1/20/2018	2/2/2018	2/13/2018
2018-03	2/3/2018	2/16/2018	2/27/2018
2018-04	2/17/2018	3/2/2018	3/13/2018
2018-05	3/3/2018	3/16/2018	3/27/2018
2018-06	3/17/2018	3/30/2018	4/10/2018
2018-07	3/31/2018	4/13/2018	4/24/2018
2018-08	4/14/2018	4/27/2018	5/8/2018
2018-09	4/28/2018	5/11/2018	5/22/2018
2018-10	5/12/2018	5/25/2018	6/5/2018
2018-11	5/26/2018	6/8/2018	6/19/2018
2018-12	6/9/2018	6/22/2018	7/3/2018
2018-13	6/23/2018	7/6/2018	7/17/2018
2018-14	7/7/2018	7/20/2018	7/31/2018
2018-15	7/21/2018	8/3/2018	8/14/2018
2018-16	8/4/2018	8/17/2018	8/28/2018
2018-17	8/18/2018	8/31/2018	9/11/2018
2018-18	9/1/2018	9/14/2018	9/25/2018
2018-19	9/15/2018	9/28/2018	10/9/2018
2018-20	9/29/2018	10/12/2018	10/23/2018
2018-21	10/13/2018	10/26/2018	11/6/2018
2018-22	10/27/2018	11/9/2018	11/20/2018
2018-23	11/10/2018	11/23/2018	12/4/2018
2018-24	11/24/2018	12/7/2018	12/18/2018
2018-25	12/8/2018	12/21/2018	1/1/2019
2018-26	12/22/2018	1/4/2019	1/15/2019

Payroll Periods for 2019

Payroll Period	Start Date	End Date	File and Payment Due Date (5 PM)
2019-01	1/5/2019	1/18/2019	1/29/2019
2019-02	1/19/2019	2/1/2019	2/12/2019
2019-03	2/2/2019	2/15/2019	2/26/2019
2019-04	2/16/2019	3/1/2019	3/12/2019
2019-05	3/2/2019	3/15/2019	3/26/2019
2019-06	3/16/2019	3/29/2019	4/9/2019
2019-07	3/30/2019	4/12/2019	4/23/2019
2019-08	4/13/2019	4/26/2019	5/7/2019
2019-09	4/27/2019	5/10/2019	5/21/2019
2019-10	5/11/2019	5/24/2019	6/4/2019
2019-11	5/25/2019	6/7/2019	6/18/2019
2019-12	6/8/2019	6/21/2019	7/2/2019
2019-13	6/22/2019	7/5/2019	7/16/2019
2019-14	7/6/2019	7/19/2019	7/30/2019
2019-15	7/20/2019	8/2/2019	8/13/2019
2019-16	8/3/2019	8/16/2019	8/27/2019
2019-17	8/17/2019	8/30/2019	9/10/2019
2019-18	8/31/2019	9/13/2019	9/24/2019
2019-19	9/14/2019	9/27/2019	10/8/2019
2019-20	9/28/2019	10/11/2019	10/22/2019
2019-21	10/12/2019	10/25/2019	11/5/2019
2019-22	10/26/2019	11/8/2019	11/19/2019
2019-23	11/9/2019	11/22/2019	12/3/2019
2019-24	11/23/2019	12/6/2019	12/17/2019
2019-25	12/7/2019	12/20/2019	12/31/2019
2019-26	12/21/2019	1/3/2020	1/14/2020

Annual Contribution Changes

Every three years, KCERA's actuary performs an Experience Study that considers the preceding three years of the KCERA's Plan's demographic and economic "experience." The cumulative data are used to make adjustments to KCERA's actuarial assumptions, which help determine the assets and liabilities of the Plan as well as retirement contribution rates for employees and employers. These rates are reported annually on the actuarial valuation.

The Public Employees Pension Reform Act of 2013 (PEPRA) instituted a new method of deriving employee contributions for PEPRA members at KCERA. "New members" who joined KCERA on or after January 1, 2013 will pay at least 50 percent of the "normal cost rate," as calculated by KCERA's actuary. Like the contribution rates mentioned above, PEPRA rates can change every year.

New employer and employee contribution rates—for PEPRA and non-PEPRA members—take effect in the first full pay period of KCERA's new fiscal year, which starts in July. In February or March of each year, KCERA will notify the districts in writing about the rate changes and their implementation date in the next fiscal year (see *Payroll Schedules*).

Districts must manually update its employees' contribution rates in BenefitMall so that their biweekly contributions are calculated correctly. *KCERA will provide these rates to the districts*, which will be responsible for entering them into BenefitMall. Depending on the membership profiles of the employees in a particular district, there could be two ways to update contribution rates in BenefitMall: by individual employee record or by an employee rate table. Please familiarize yourself with BenefitMall's rate-updating process before FY 2015-16 rates take effect in July 2015.

Contact Information

KCERA can be reached using the contact information below. If you have reviewed the training materials thoroughly but still have questions about the payroll process described in this booklet, please notify KCERA.

Kern County Employees' Retirement Association (KCERA)
11125 River Run Blvd.
Bakersfield, CA 93311
(661) 381-7700
www.kcera.org

For payroll export file inquiries, contact KCERA's Information Technology (IT) Division:

Tyson Harlan (primary):	(661) 381-7792 or harlanty@co.kern.ca.us
Brenda Greenwood (backup):	(661) 381-7790 or greenwoodb@co.kern.ca.us

For payroll process inquiries, contact KCERA's Fiscal Division:

Cindy Wilkinson (primary):	(661) 381-7731 or wilkinsonc@co.kern.ca.us
Adriana Malta (backup):	(661) 381-7735 or maltaad@co.kern.ca.us
Sheryl Lawrence (backup):	(661) 381-7730 or lawrences@co.kern.ca.us

For general retirement inquiries, contact KCERA's Retirement Division:

Karen Frieson (primary):	(661) 381-7720 or friesonk@co.kern.ca.us
Josiah Vencel (backup):	(661) 381-7717 or venceljo@co.kern.ca.us

Payroll Business Rules

Payroll Business Rules

New Hires (NOE)

- For all district employees who participate in retirement (i.e., KCERA members), districts must complete all required fields on the Notice of Employment (NOE).
- For all district employees who do not participate in retirement (i.e., not KCERA members), districts can either provide (a) NOE or (b) a spreadsheet containing the applicable information: employee name, employee ID, hire date.
- New district employees must complete Sworn Statements, and districts must submit them to KCERA as hard copies before the end of the employee's first worked pay period.
- The legal name on the Sworn Statement must match the legal name on the new employee's Social Security card.
- Employment and salary information included on NOE forms must be entered into BenefitMall's New Hire screen.
- KCERA will suspend the retirement benefit of any retiree who re-enters county or district employment on a permanent basis. Therefore, a district must contact KCERA if a known retiree seeks to become a permanent employee of the district.
- Eligible district employees who are age 60 or older may elect to not participate in KCERA. An employee who chooses to not participate in KCERA must sign and submit a waiver form to KCERA.

Changes in Employee Status (CES)

- For all district employees who participate in retirement (i.e., KCERA members), districts must complete all required fields on the Change of Employee Status (CES).
- For all district employees who do not participate in retirement (i.e., not KCERA members), districts can either provide (a) CES - Termination form or (b) a spreadsheet containing the applicable information: employee name, employee ID, termination date.
- CES forms are required for KCERA members with name changes, date of birth corrections, SSN corrections, leaves of absence, percent time (default hours) changes, pay rate changes, terminal vacation, retirement and termination. Changes in effective date will apply to all of the circumstances listed above.
    - If a district needs to revise an employee's date of birth, the request must be submitted to KCERA for approval before making the change in BenefitMall. (See KCERA Bylaws Article V, Section B.)

- CES forms (Employed, Leave of Absence, Termination) must be submitted to KCERA electronically prior to the end of the effective pay period.

- Employment and salary information included on NOE and CES forms must be entered into BenefitMall. (Mandatory form fields are highlighted in red.)

Leaves of Absence (LOA)

- A district employee's ability to purchase leave of absence time is dependent on KCERA's ability to verify the purpose of the leave. Not having the applicable CES – Leave of Absence form(s) could jeopardize the employee's ability to purchase the time.

- For a maternity leave of absence, the district must submit additional CES forms when the following information becomes available: date employee stops working, date of delivery, date that doctor releases employee to work, date that employee returns to work.

- The district is responsible for monitoring employees' payroll deductions for LOA service purchases, determining when to stop taking deductions, and inputting the correct data into BenefitMall.

Payroll Changes

- Districts must not make any changes to employee records in BenefitMall from the time payroll is released to BenefitMall until the following Monday (i.e., 10 days after the payroll period has closed).

    - Example: In pay period 2015-16, make no changes until Monday, August 31.

Corrections and Payroll Deductions Submitted to District from KCERA via Retirement Information Change Form

- Until notice is provided to the district by KCERA, the district must not make changes or corrections to an employee's retirement information in BenefitMall.

    - Correction notices sent to the district by KCERA must be made in accordance with the effective date indicated on the form. If a district inputs incorrect or incomplete employee information into BenefitMall, the district must make all data revisions provided by KCERA on the Retirement Information Change Form before releasing its payroll in BenefitMall.

    - Requests from members to purchase retirement service will be sent to employers on the Retirement Information Change Form. The district is responsible for setting up and monitoring employees' payroll deductions for purchases or corrections and determining when to stop taking deductions.

  - If a district is unable to make a data revision by the effective date noted on the Retirement Information Change Form, the district must immediately contact (email) KCERA to request a revised Change Form with an effective date in the next pay period.

<u>Payroll Deadlines</u>

- Districts must submit their employment forms and signed/scanned transfer notices to KCERA within one (1) business day after releasing their payrolls to BenefitMall.

- Districts must issue their total retirement contribution payments to KCERA within eleven (11) calendar days of completing the prior pay period.

- Districts must issue their biweekly contribution payments to KCERA electronically (ACH) or by mailed check. The amounts paid must match the amounts found in their payroll register in BenefitMall.

<u>Pensionable Pay Items</u>

- Districts must accurately report earning types to KCERA, distinguishing pensionable pay vs. non-pensionable pay, and hours worked vs. special pays.

  - If you use a special pay code from the attached "Special Pay Earning Codes" list, it will be compensated in addition to your base salary.

- If a district wishes to add a new special pay, it must make an official request to KCERA to determine whether the new pay is pensionable.

- Refer to the attached "Special Pay Earning Codes" list to determine when to use commonly mislabeled special pays, including holiday pay and sick leave and vacation payoffs (see attached "Holiday Pay" scenarios sheet).

  - Do not use a special pay code for an employee using vacation or sick leave accruals. Accrual usage should be reported as part of the normal hours worked.

  - Districts must contact KCERA if they want to use ZZ pay.

<u>Payroll Registers</u>

- A district must provide to KCERA access to its payroll register through read-only access to its BenefitMall account or submitting it through Dropbox.

Dropbox

- Districts must check their Dropbox accounts regularly and in response to KCERA emails, but no less frequently than every two weeks. KCERA may upload important documents to districts at any time.

Off-cycle Payments

- If a district pays an employee outside of its regular payroll cycle (e.g., employee forgot to submit time card), the district must provide the applicable details to KCERA, including contributions paid and service earned.

Transfer Notices

- Transfer notices must be completed, signed by an authorized district employee, scanned into an electronic format (PDF) and submitted to KCERA within one (1) business day after the district releases its payroll to BenefitMall.

- District must provide all the information requested on the transfer notice, including off-cycle payments, if applicable.

- If an employer contribution remains to be paid, KCERA will send an invoice to the district for the outstanding balance. It is the district's responsibility to pay the amount.

Contribution Rates

- Districts are responsible for calculating and withholding the appropriate employer and employee retirement contributions for each pay period.

- When contribution changes occur, districts must update employee contribution indicators and rates in each employee's payroll record in BenefitMall.

Key Contacts

- Districts must notify KCERA promptly if key payroll personnel terminate employment or are replaced by other employees.

Miscellaneous Policies

- Effective in pay period 2015-14, districts are not required to include the waiting and terminations periods in the Employer Pensionable Gross. Employer Pensionable Gross will continue to be based on actual earnings for all other pay periods.
    - A district will only be charged for a waiting period if an employee purchases it.

- Districts must change the VV FLSA code to VW or VX depending on whether or not the employee's overtime was "built-in." If the FLSA is not built-in overtime, it is not considered pensionable. A district should contact KCERA if it wants to use FLSA as a pensionable pay code.

    - "Built-in": negotiated work schedule in excess of a standard 8-hour work day and an 80-hour biweekly.

To assist districts in using KCERA's employment forms and correctly inputting the form's data into their corresponding fields in BenefitMall, please reference the *Glossary of Terms* on the following pages.

Holiday Pay

1 Employee is scheduled to work Monday - Friday and has the holiday off

	Sat	Sun	**Mon - Holiday**	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	
Regular hours			8	8	8	8	8			8	8	8	8	8	**80 hrs regular pay**

2 Employee is scheduled to work Monday - Friday and has to work the holiday

	Sat	Sun	**Mon- Holiday**	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	
Regular hours			8	8	8	8	8			8	8	8	8	8	**80 hrs regular pay**
Holiday pay - pensionable			8												**8 hrs - HPP (equivalent to 12 hours of the hourly rate)**

3 Employee is scheduled to work Tuesday - Saturday and has holiday off

	Sat	Sun	**Mon - Holiday**	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	
Regular hours	8			8	8	8	8	8			8	8	8	8	**80 hrs regular pay**
Holiday pay - non pensionable			8												**8 hrs - HMN**

4 Employee is scheduled to work Tuesday - Saturday and has to work the holiday to cover for another employee

	Sat	Sun	**Mon - Holiday**	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	
Regular hours	8			8	8	8	8	8			8	8	8	8	**80 hrs regular pay**
Holiday pay - non pensionable			8												**8 hrs - HMN**
Overtime			8												**8 hrs OT (equivalent to 12 hours of the hourly rate)**

Sick leave

	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	
Regular hours			8			8	8			8	8	8	8	8	**64 hrs regular pay**
Sick leave				8	8										**16 hrs regular pay**

Vacation

	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	
Regular hours						8	8			8	8	8	8	8	**56 hrs regular pay**
Vacation			8	8	8										**24 hrs regular pay**

Retiring - Sick leave & Vacation payoff

	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	
Regular hours			8	8	8	8	8			8	8	8	8	8	**80 hrs regular pay**
Vacation payoff not pensionable															**200 hrs - VP**
Sick leave payoff not pensionable															**100 hrs - VP**

BenefitMall

Glossary of Terms – BenefitMall & KCERA Forms

KCERA Form Field	KCERA Definitions & Form Instructions	BenefitMall Terminology & Form Instructions	Locations in BenefitMall
District #	The employer number assigned to special district; usually 4 digits	"Department" This number is combined with your District Name to form a single reference to both number and name	▪ HR Management – Create New Employee – Status/Department Information – Cost Centers ▪ Employee – Status/Department ▪ Employee HR – Labor Allocation – Add Labor Allocation
District Name	The name of your district; abbreviations are acceptable	"Department" This name is combined with your District # to form a single reference to both number and name	▪ HR Management – Create New Employee – Status/Department Information – Cost Centers ▪ Employee – Status/Department – Department ▪ Employee HR – Labor Allocation – Add Labor Allocation
Date Prepared	The date document was entered into BenefitMall		(No corresponding field)
Social Security #	The employee's 9-digit Social Security #	"SSN"	▪ HR Management – Create New Employee – Demographic Information (also selecting the SSN radial button) ▪ Employee – Demographics
Employee ID #	The identification number assigned by the district to the employee	"Employee ID" The number assigned to new employees generated by BenefitMall	▪ HR Management – Create New Employee

KCERA Form Field	KCERA Definitions & Form Instructions	BenefitMall Terminology & Form Instructions	Locations in BenefitMall
Gender	The employee's gender: Male or Female	"Gender"	▪ HR Management – Create New Employee – Demographic Information ▪ Employee – Additional Info – Other Demographic Information
Marital Status	The employee's relationship status: Married, Single or Unknown	"Marital Status"	▪ HR Management – Create New Employee – Not an Option ▪ To setup: Employee – Additional Info – Other Demographic Information – Marital Status
Name and Address	The employee's full name and mailing address	"First," "Last" and "Middle" names, "Address"	▪ HR Management – Create New Employee – Demographic Information ▪ Employee – Demographics – Employee Demographics
Additional Contact Information	The name and phone number of the new employee's primary contact person *(not required)*	"Name," "Relationship," "Address," "Phone"	▪ Employee HR – Emergency Contacts – Add Employee Emergency Contacts
Emergency Contact	The name and phone number of the new employee's emergency contact person, if different from above *(not required)*		(No corresponding field)
Employee's Earnings Will Be Subject To:	Will employee have earnings deducted to participate in the following programs?	(Contact BenefitMall for instructions to set these parameters)	
- Social Security	Social Security (check "Yes" or "No")		
- SDI	State Disability Insurance (check "Yes" or "No")		
- Retirement	KCERA membership (check "Yes" or "No")		
Membership Type	Pre-filled as "General"	"General" is default value	

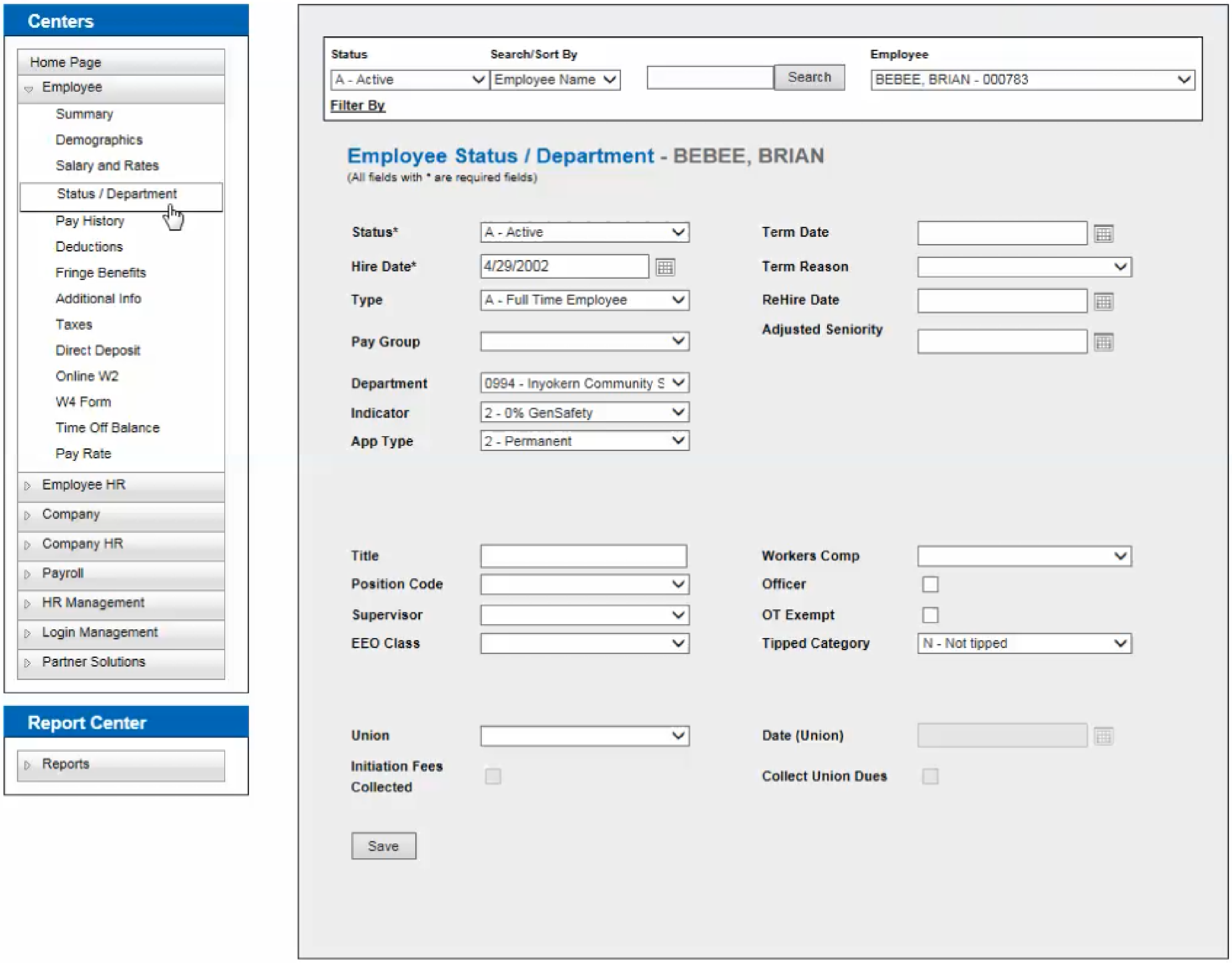
KCERA Form Field	KCERA Definitions & Form Instructions	BenefitMall Terminology & Form Instructions	Locations in BenefitMall
Hire Date	The effective date of employee's hire	"Hire Date"	▪ HR Management – Create New Employee – Status/Department Information ▪ Employee – Status/Department – Department
Type of Appointment	The employment designation that indicates eligibility to participate in retirement (Select option from drop-down list)	"App Type" (Contact BenefitMall for instructions on where to add this information; it <u>must</u> be part of the payroll export file to KCERA each payroll period)	▪ HR Management – Create New Employee – Status/Department Information ▪ Employee – Status/Department – Department ▪ Employee HR – Labor Allocation – Add Labor Allocation
Date of Birth	The employee's date of birth	"Birth Date"	▪ HR Management – Create New Employee – Demographic Information ▪ Employee – Demographics
Type of Work Schedule:	Will employee work on full-time or part-time basis? Choose one.	"Type" (Contact BenefitMall for instructions on where to add this information; it <u>must</u> be part of the payroll export file to KCERA each payroll period)	▪ Not included in Create New Employee ▪ Must be added through Employee – Status/Department
- Full Time (A)	(Check appropriate box)	"A - Full Time Employee"	
- Part Time (E)	(Check appropriate box)	"B - Part Time Employee"	
% of Work Required	The percentage of work required of employee's job: 100%, 99%, 50%, etc.	"Percentage" (Contact BenefitMall to confirm if this is where to enter member's percent time associated with default hours; it <u>must</u> be part of the payroll export file to KCERA each payroll period)	▪ Employee HR – Labor Allocation – Add Labor Allocation

KCERA Form Field	KCERA Definitions & Form Instructions	BenefitMall Terminology & Form Instructions	Locations in BenefitMall
If Part Time, Hours in Biweekly Pay Period	If employee will work part time, the number of hours expected in an 80-hour biweekly schedule; data should correspond to "% of Work Required" field	"Default Hours" (Contact BenefitMall for instructions on where to add this information; it <u>must</u> be part of the payroll export file to KCERA each payroll period)	▪ HR Management – Create New Employee – Pay Rate Information ▪ Employee – Pay Rate – Employee Pay Rates
Action Code	The type of employment action being made effective on the form; for KCERA use only (Select one code from the drop-down list)		
Biweekly Salary	The employee's biweekly base salary	"Salary"	▪ HR Management – Create New Employee – Pay Rate Information ▪ Employee – Pay Rate – Employee Pay Rates – Add Pay Rates
Rate Per Hour	The employee's hourly wage	"Rate"	▪ HR Management – Create New Employee – Pay Rate Information ▪ Employee – Pay Rate – Employee Pay Rates – Add Pay Rates
Basis of Pay: Biweekly or Hourly	What is basis of employee's earnings? Choose one. Permanent contributing employees will always be biweekly, non-participating employees can be paid hourly	(Contact BenefitMall for instructions on where to add this information; it <u>must</u> be part of the payroll export file to KCERA each payroll period)	▪ Employee – Status/Department – Pay Group
Terminal Vacation Action Code	60 – Terminal Vacation Pending Retirement		(No corresponding field)
Special Pays and Duration	Will employee receive special pays? If so, for how long?		▪ Employee – Fringe Benefits – Add Employee Fringe Benefits

KCERA Form Field	KCERA Definitions & Form Instructions	BenefitMall Terminology & Form Instructions	Locations in BenefitMall
- Pay Code	A two-digit code corresponding to the name of a special pay (Enter up to 4 existing pay codes in columns provided)	“Earning Code” (Select a code from the drop-down list) (Contact BenefitMall for instructions on which “Calculation Code” to select from the drop-down list)	
- Amount	Amount of special pay	“Amount”	
- Start Date	First day of biweekly when pay begins	“Start Date”	
- End Date	Biweekly last pay received	“End Date”	
Comments	User’s comments relating to new employee’s hire		(No corresponding field)
Acknowledgment by Employee	Area on form where employee signs and dates		(No corresponding field)
Authorized Signature	Area on form where authorized district staff signs and dates		(No corresponding field)

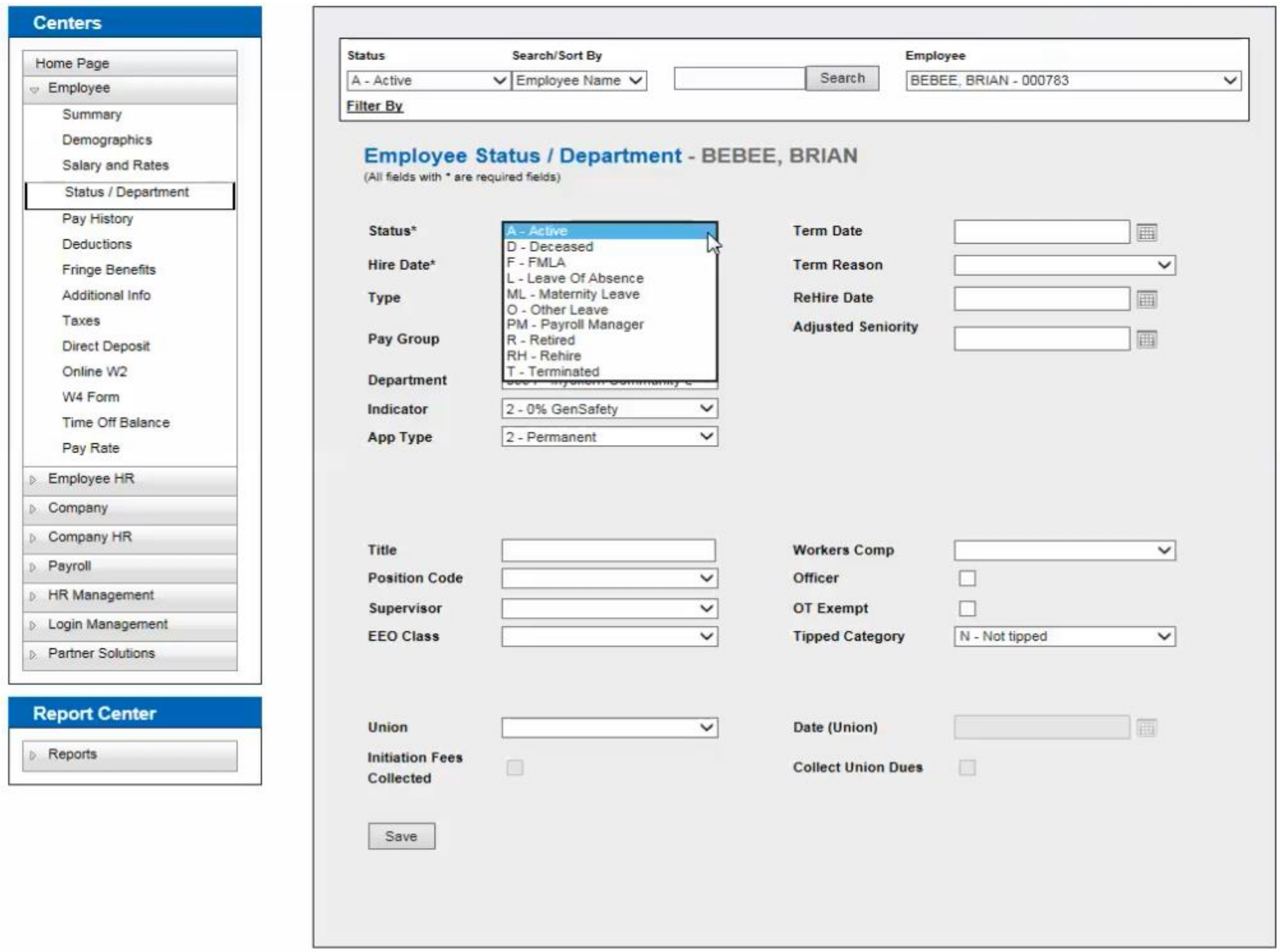
BenefitMall Forms – Screenshots

EMPLOYEE - STATUS / DEPARTMENT



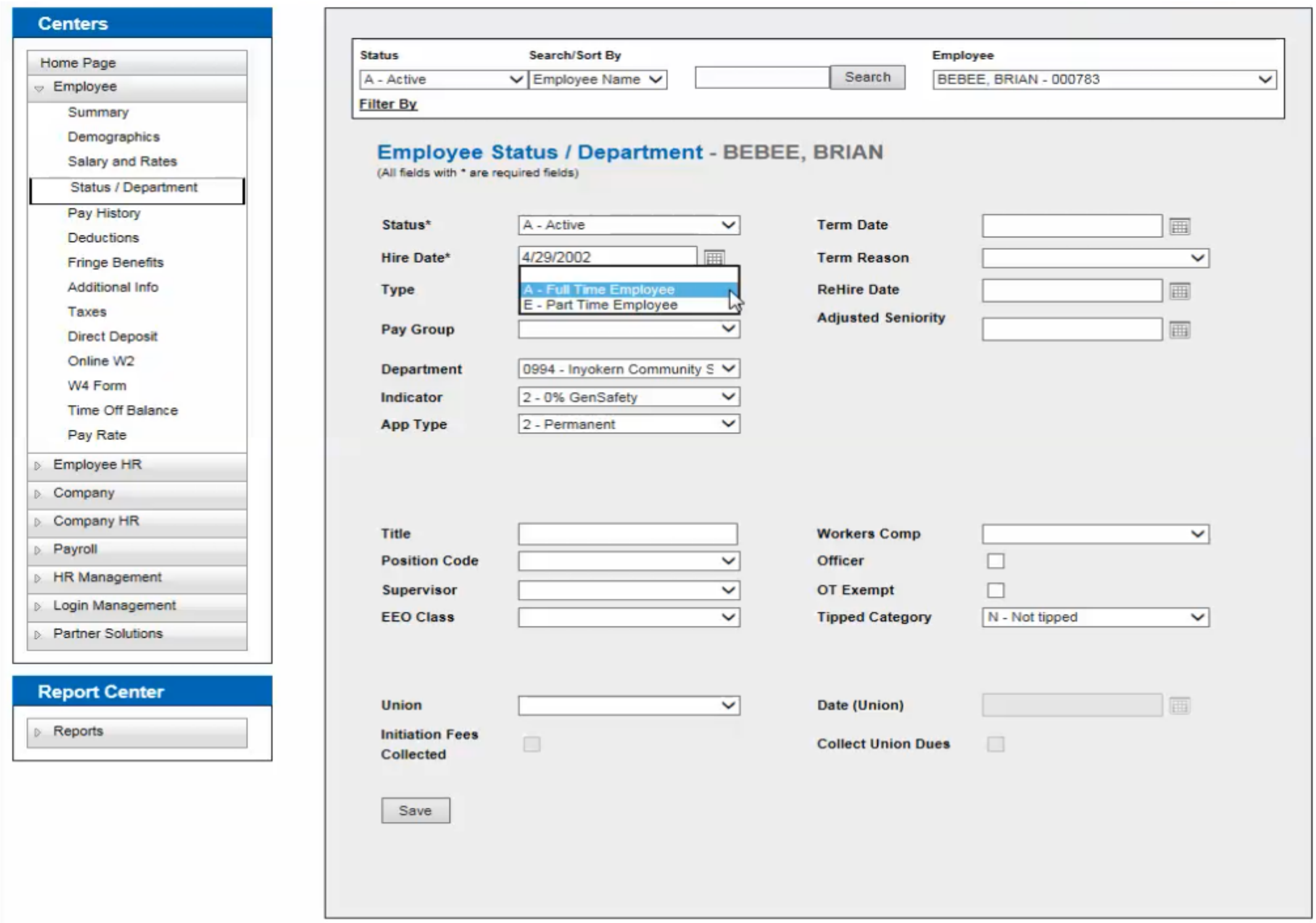
EMPLOYEE - STATUS / DEPARTMENT

- “Status” drop-down options



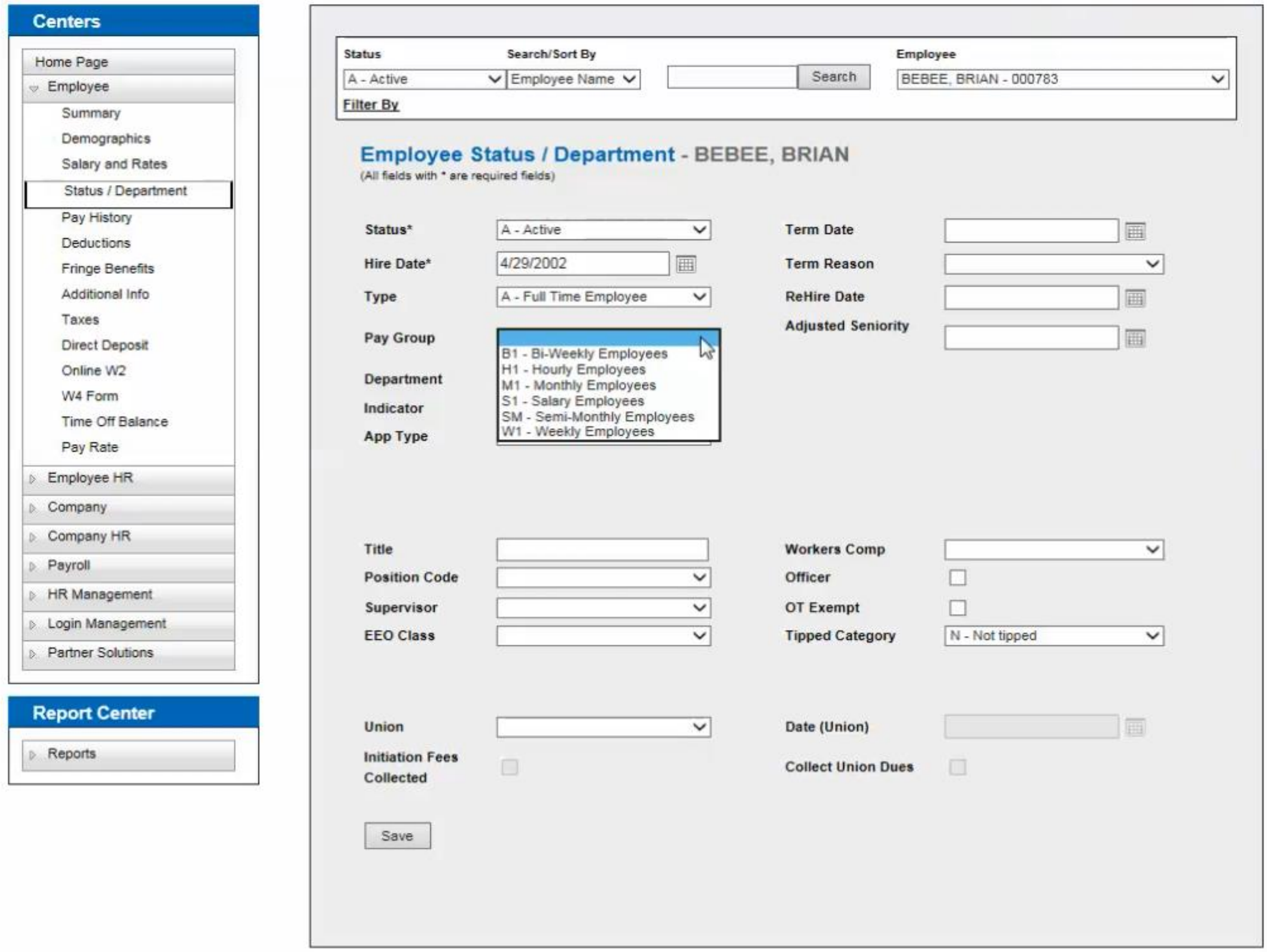
EMPLOYEE - STATUS / DEPARTMENT

➢ **"Type" drop-down options**



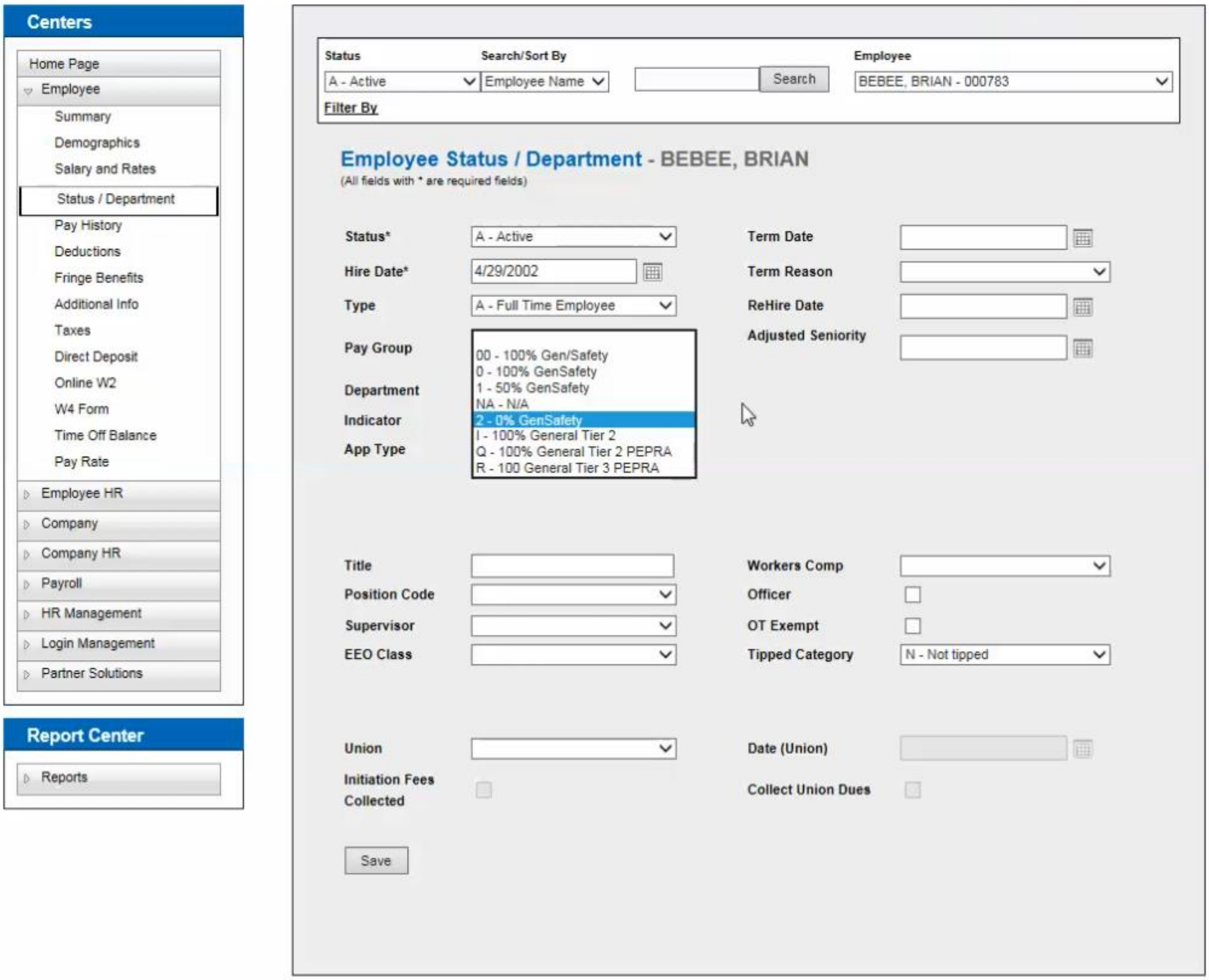
EMPLOYEE - STATUS / DEPARTMENT

- “Pay Group” drop-down options



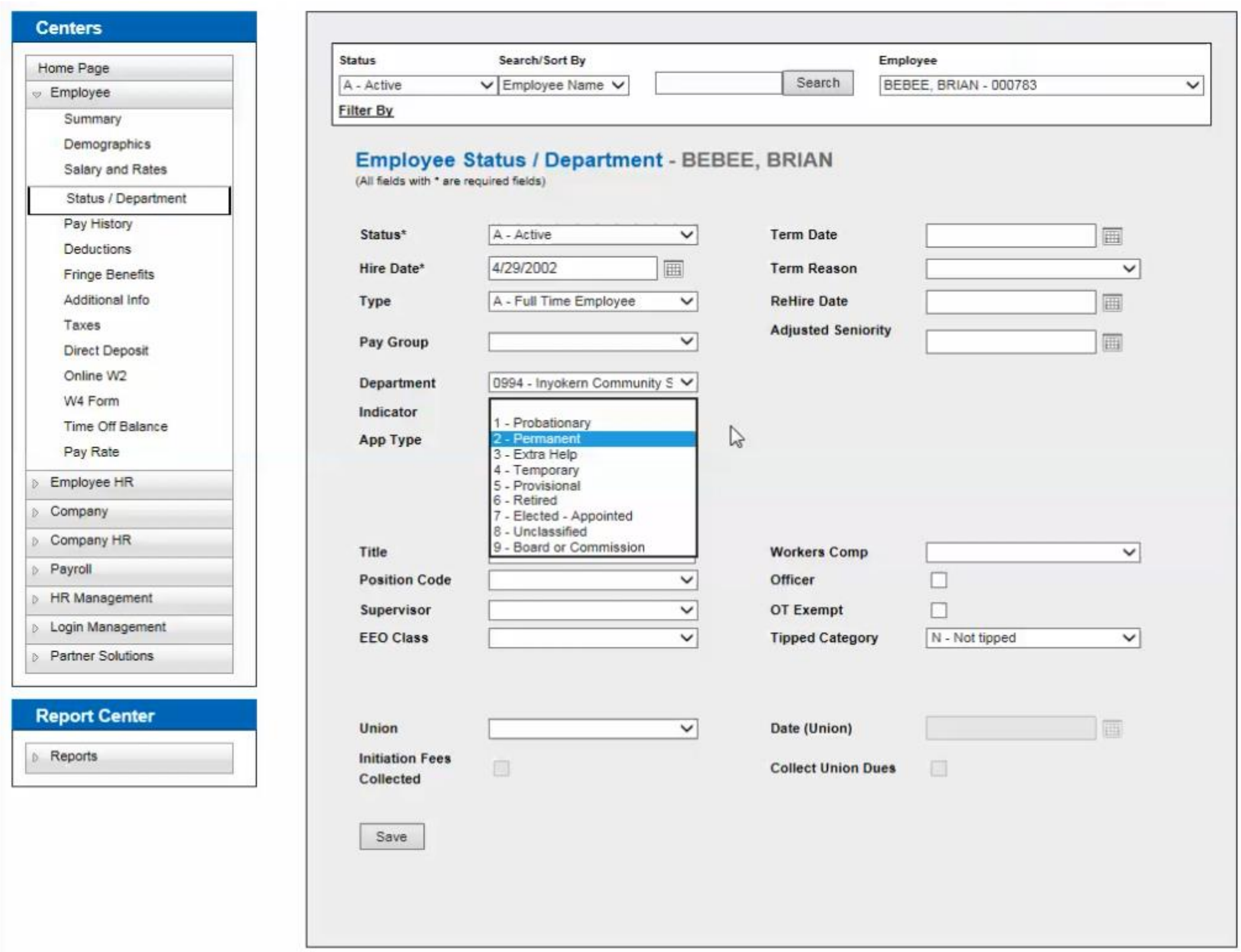
EMPLOYEE - STATUS / DEPARTMENT

- ➢ **“Indicator” drop-down options**



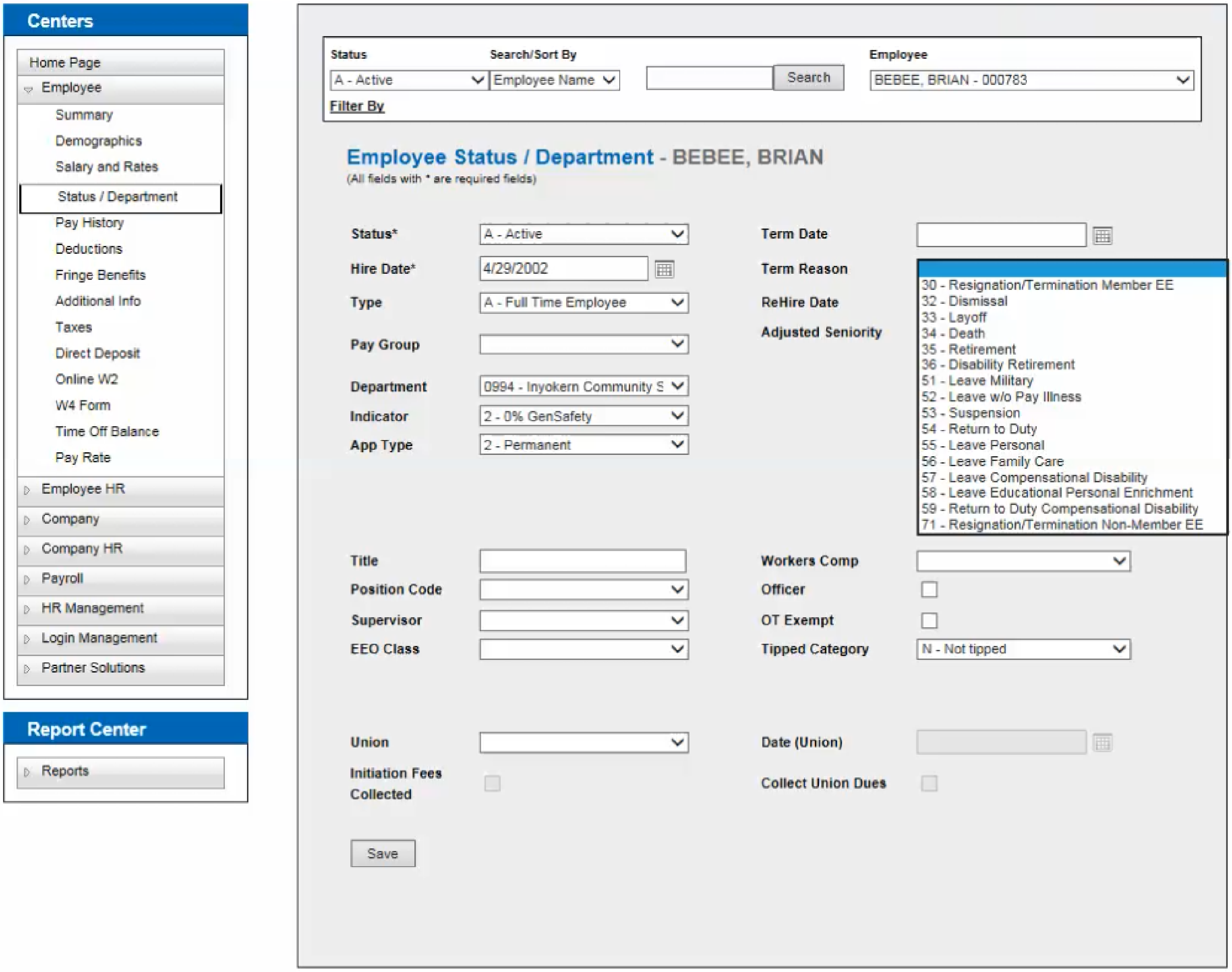
EMPLOYEE - STATUS / DEPARTMENT

- ➢ “App Type” drop-down options



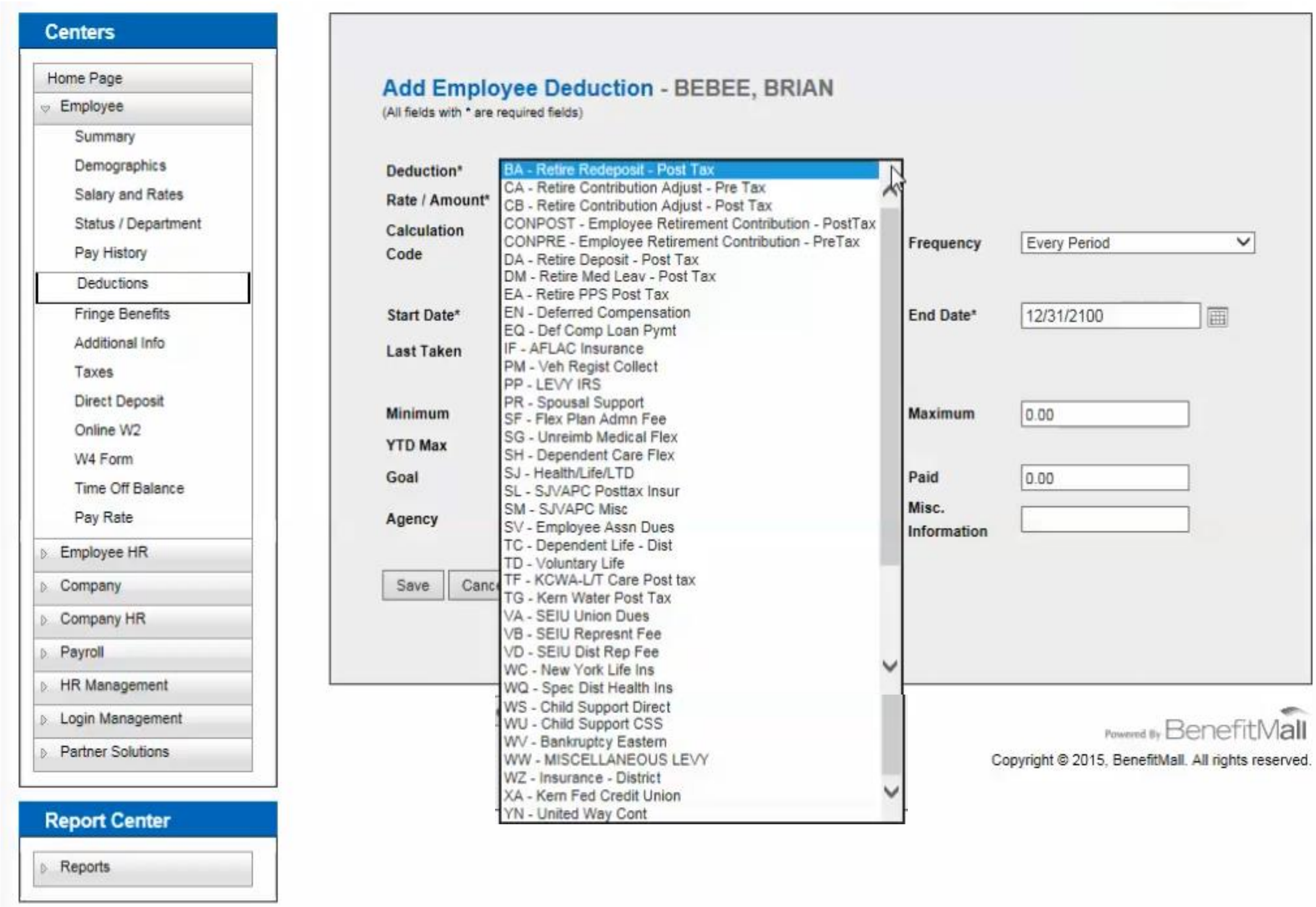
EMPLOYEE - STATUS / DEPARTMENT

- “Term Reason” drop-down options



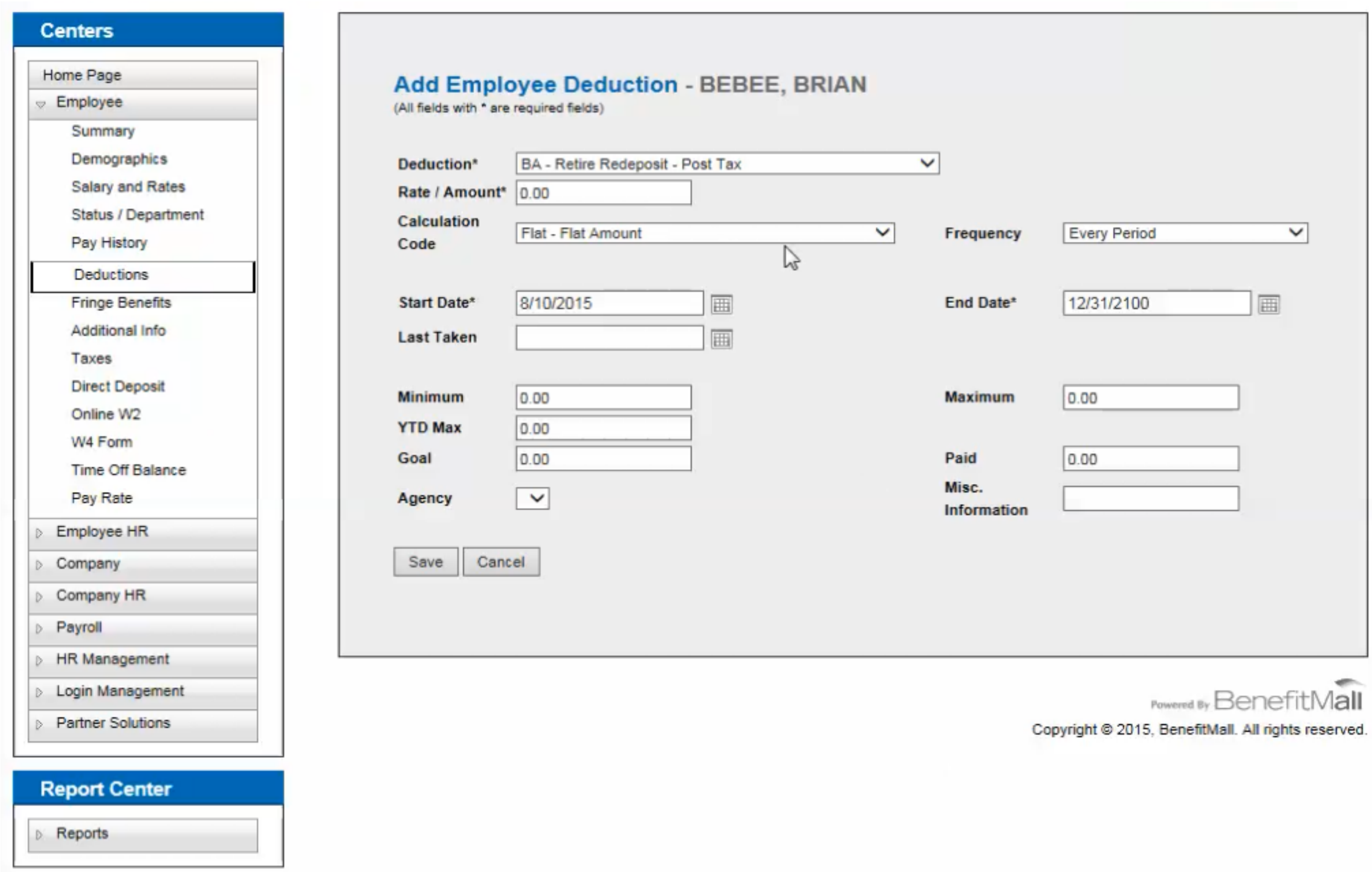
EMPLOYEE - DEDUCTIONS

- **"Deduction" drop-down options**

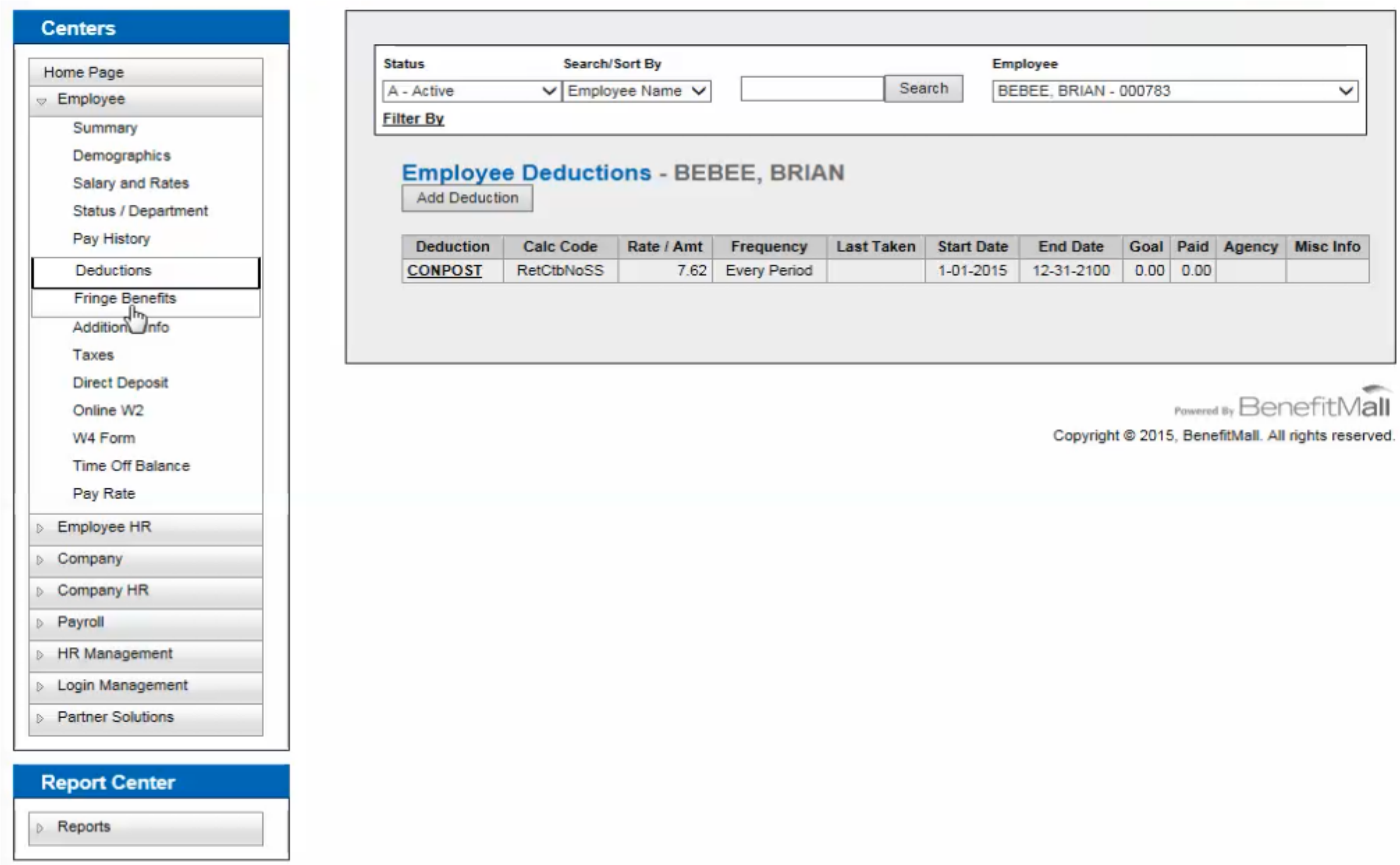


EMPLOYEE - DEDUCTIONS

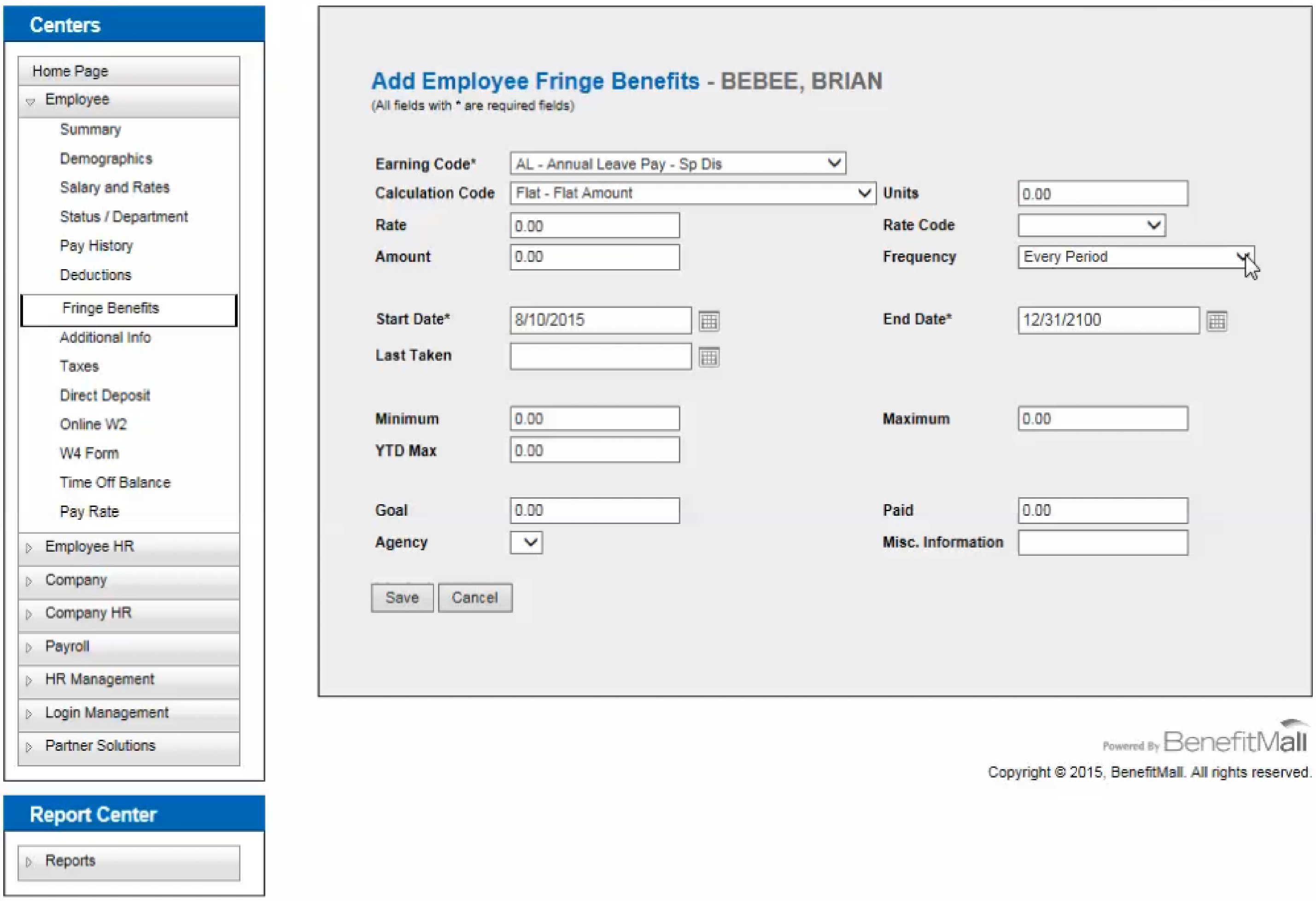
- “Calculation Code” drop-down options; select “Flat - Flat Amount”



EMPLOYEE - DEDUCTIONS

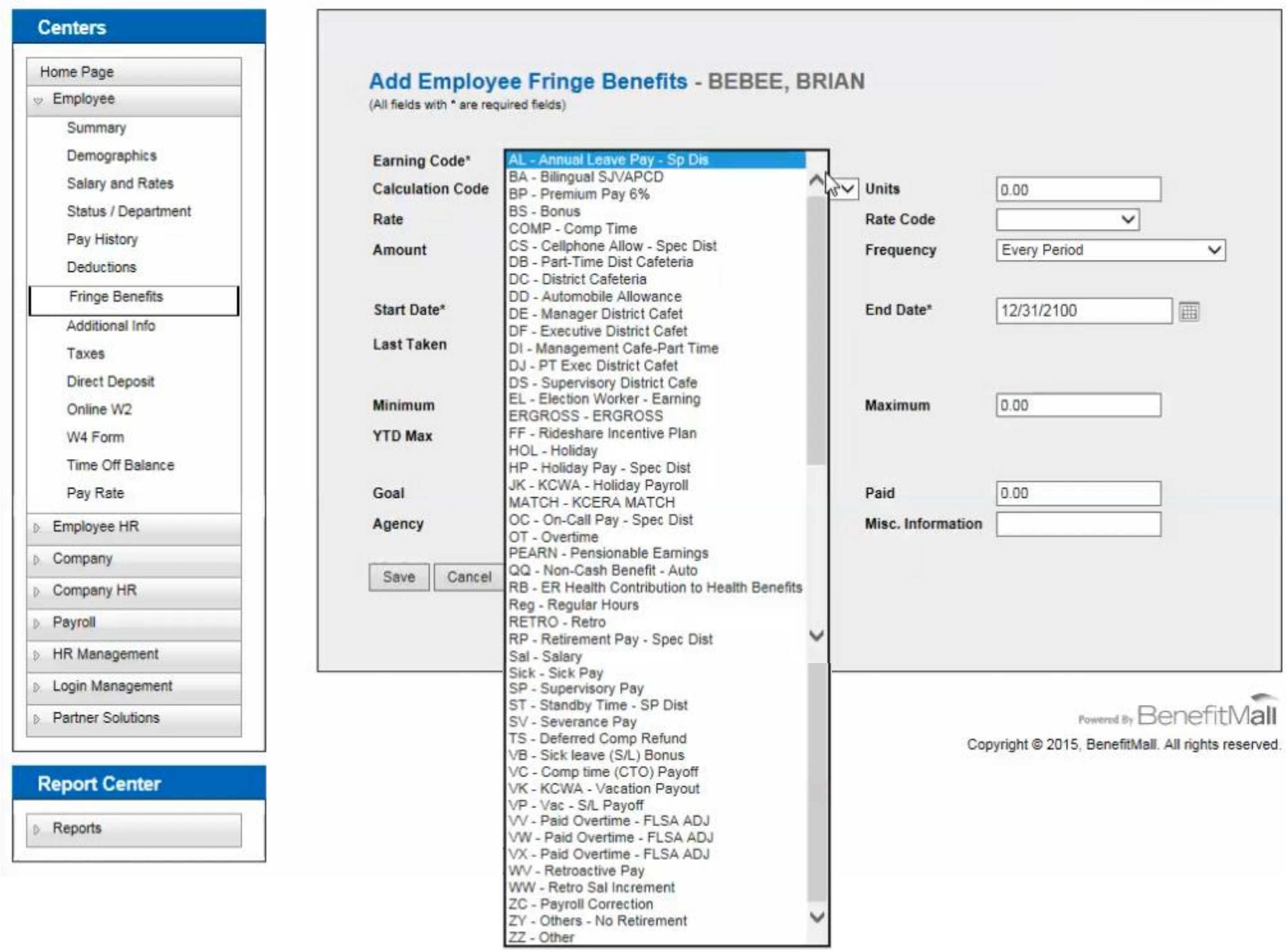


EMPLOYEE - FRINGE BENEFITS (ADD)

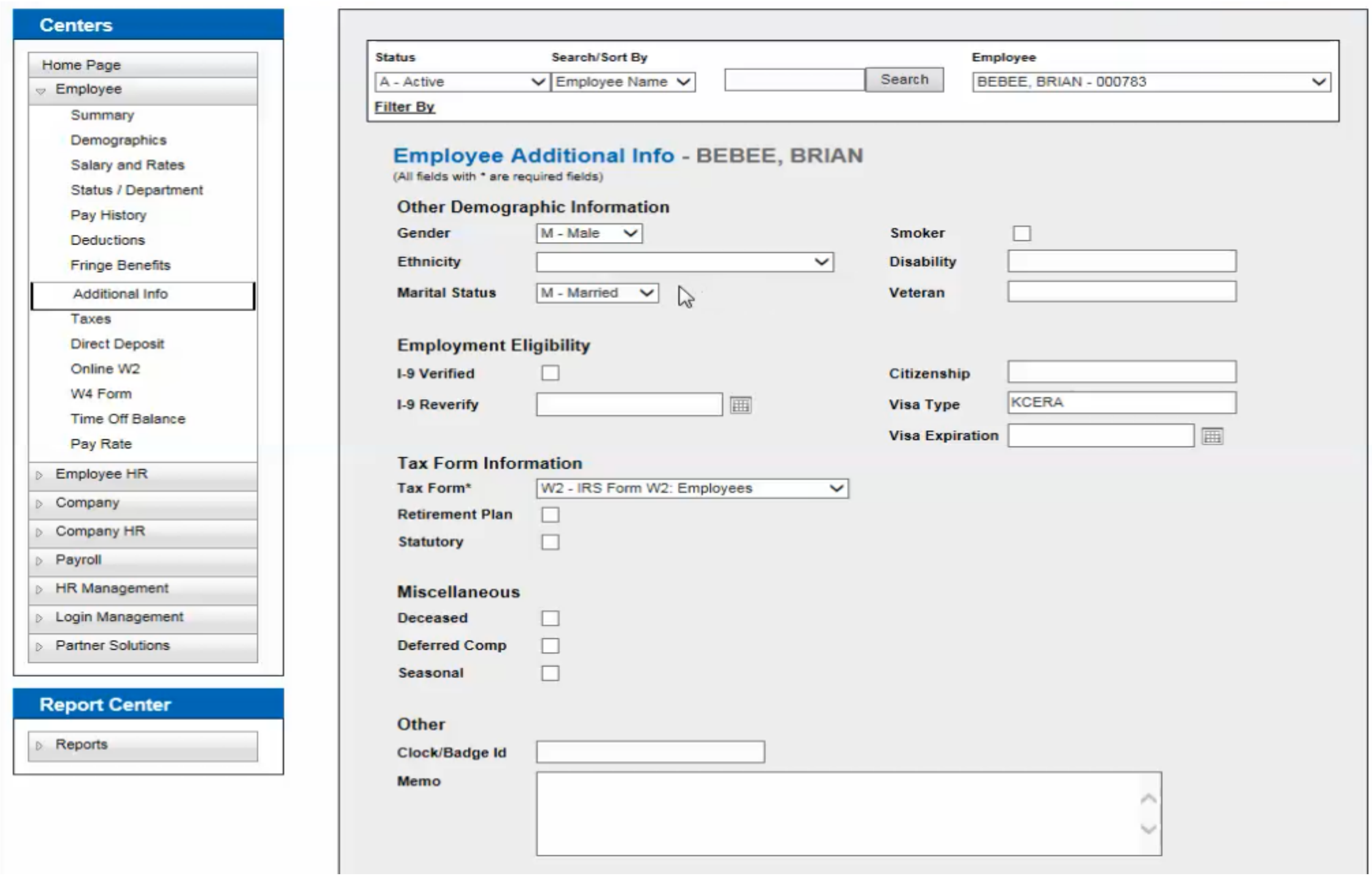


EMPLOYEE - FRINGE BENEFITS

➢ **"Earning Code" drop-down options**

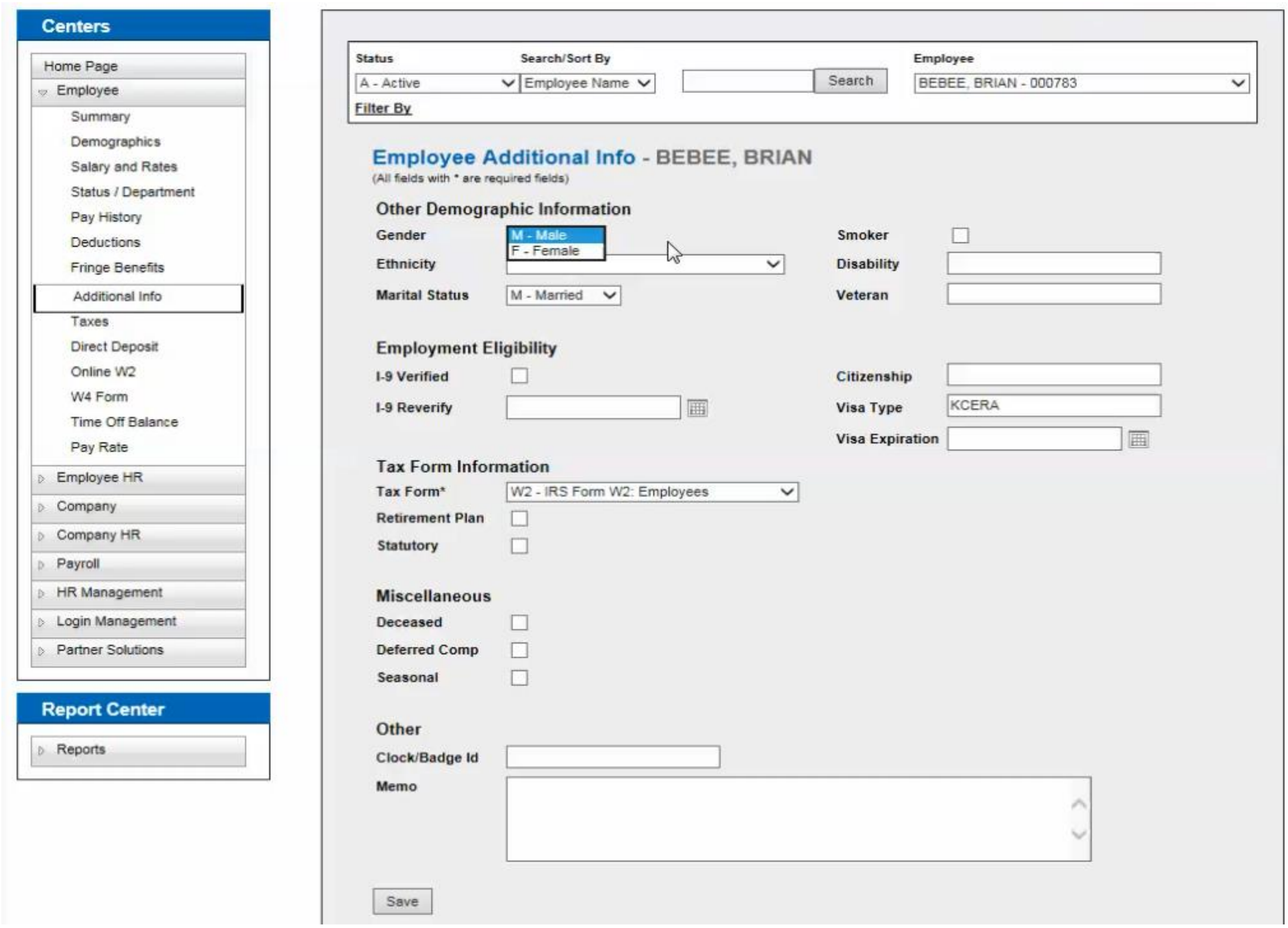


EMPLOYEE - ADDITIONAL INFO

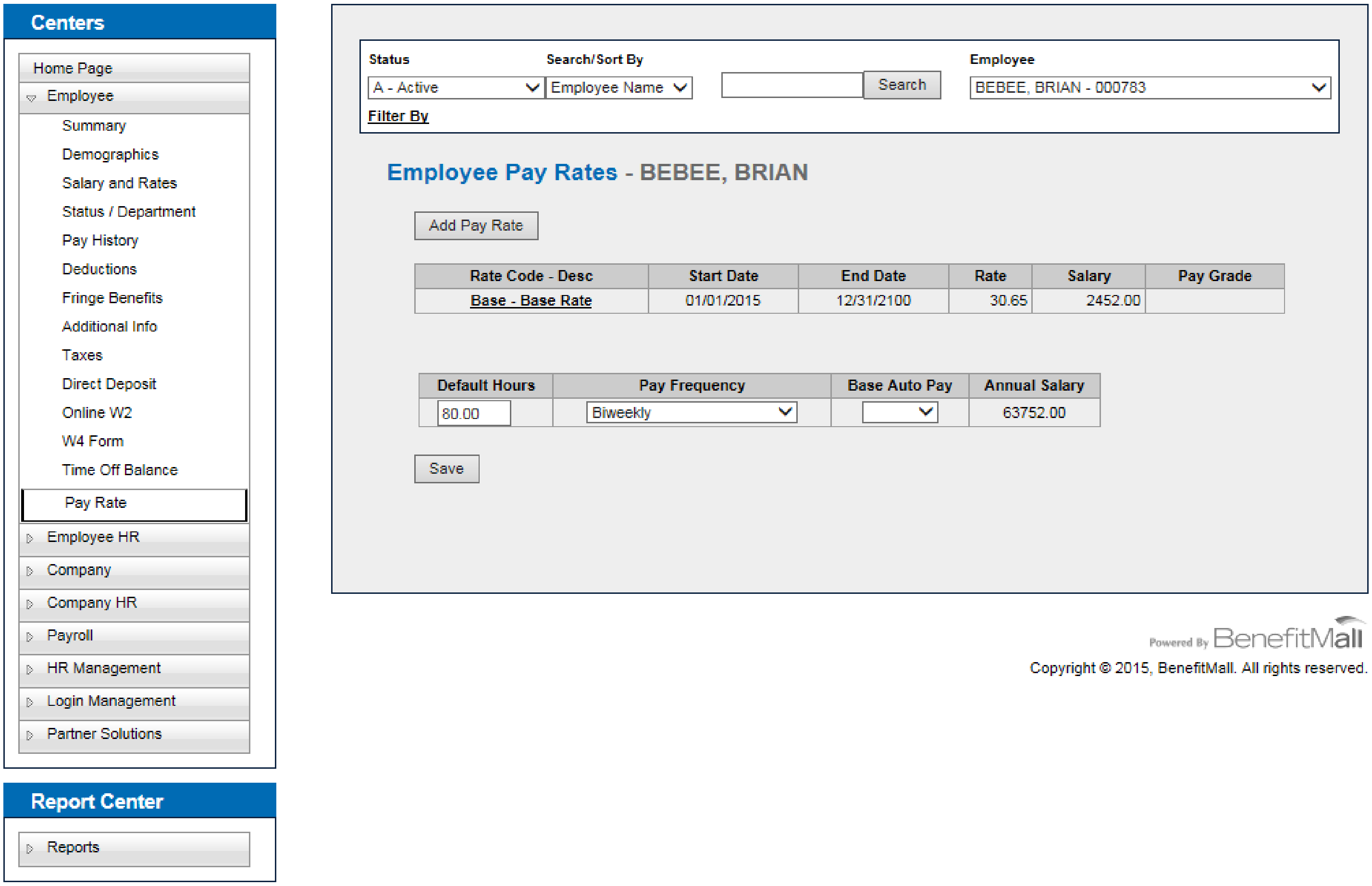


EMPLOYEE - ADDITIONAL INFO

- “Gender” drop-down options

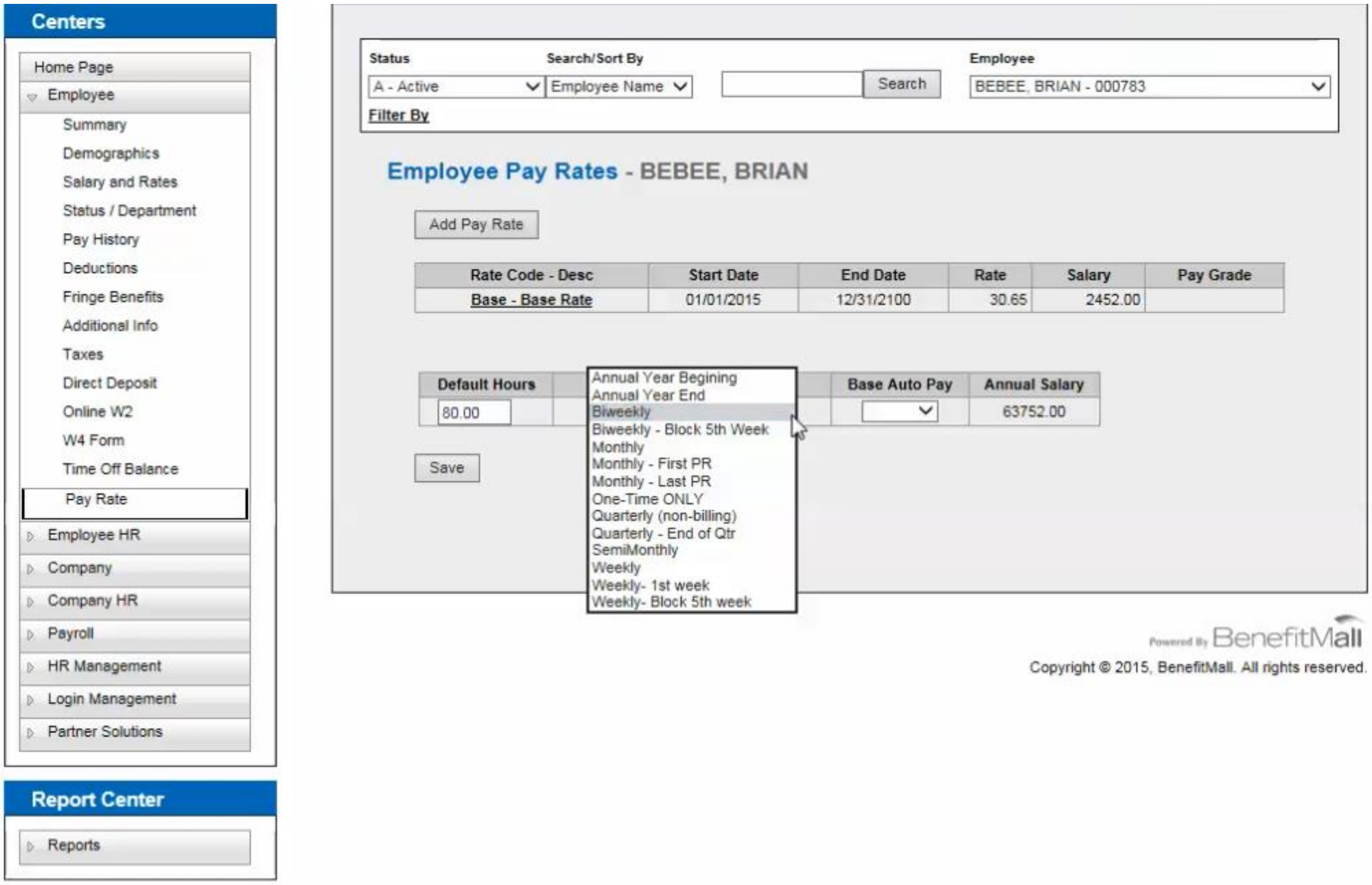


EMPLOYEE - PAY RATES



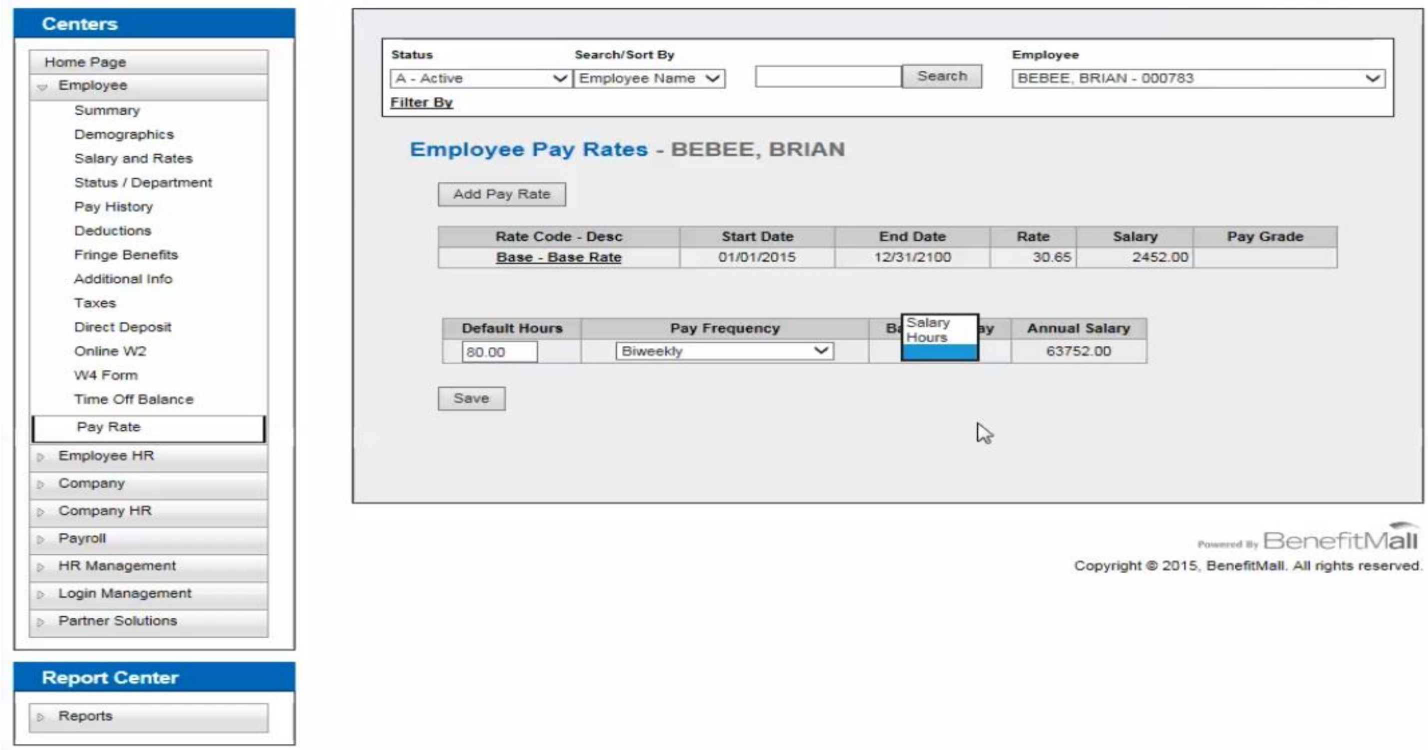
EMPLOYEE - PAY RATE

- **"Pay Frequency" drop-down options**

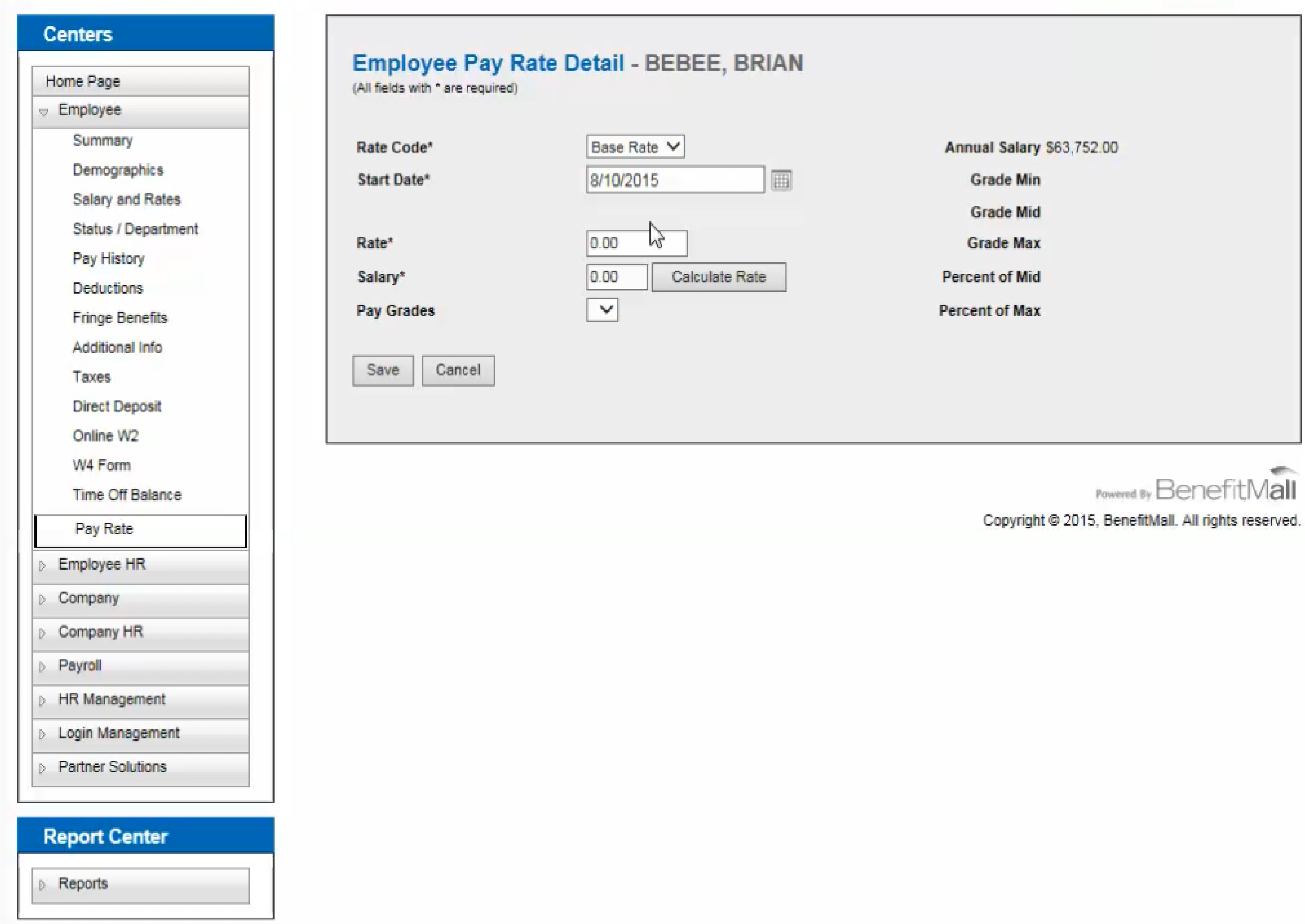


EMPLOYEE - PAY RATE

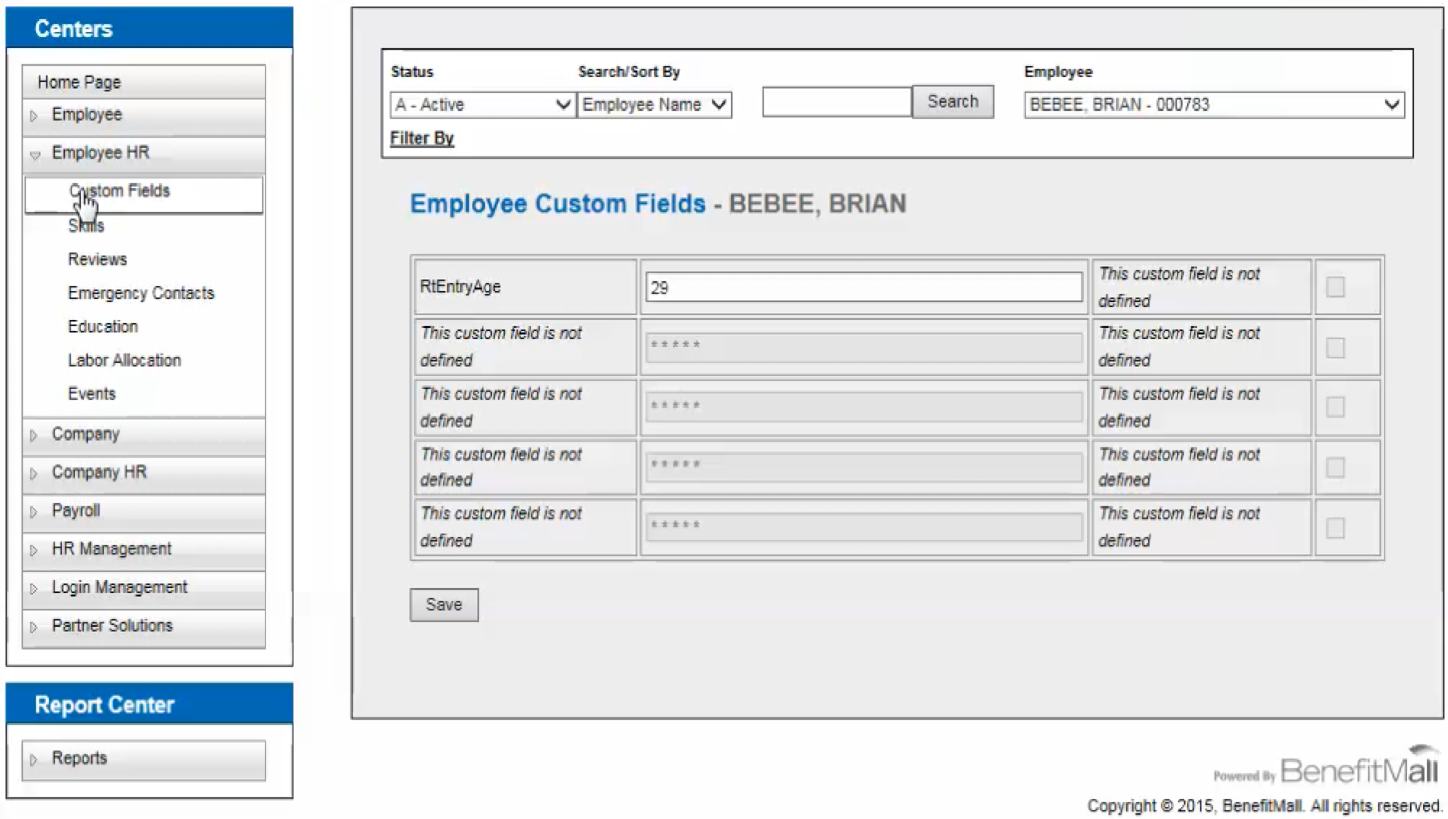
➢ **"Base Auto Pay" drop-down options**



EMPLOYEE - PAY RATE (DETAIL)



EMPLOYEE HR - CUSTOM FIELDS



COMPANY - COMPANY EARNINGS

Centers

- Home Page
- Employee
- Employee HR
- Company
  - Payroll Calendar
  - Demographics
  - Message Center
  - Company Earnings
  - Company Deductions
  - Switch Company
- Company HR
- Payroll
- HR Management
- Login Management
- Partner Solutions

Report Center

- Reports

Company Earnings

Earning	Description	Earn Type
AL	Annual Leave Pay - Sp Dis	Normal
BA	Bilingual SJVAPCD	Normal
BP	Premium Pay 6%	Normal
BS	Bonus	Normal
COMP	Comp Time	Reg
CS	Cellphone Allow - Spec Dist	Normal
DB	Part-Time Dist Cafeteria	Normal
DC	District Cafeteria	Normal
DD	Automobile Allowance	Normal
DE	Manager District Cafet	Normal
DF	Executive District Cafet	Normal
DI	Management Cafe-Part Time	Normal
DJ	PT Exec District Cafet	Normal
DS	Supervisory District Cafe	Normal
EL	Election Worker - Earning	Normal
ERGROSS	ERGROSS	Memo
FF	Rideshare Incentive Plan	Normal
HOL	Holiday	Reg
HP	Holiday Pay - Spec Dist	Normal
JK	KCWA - Holiday Payroll	Normal
MATCH	KCERA MATCH	Memo
OC	On-Call Pay - Spec Dist	Normal
OT	Overtime	OT
PEARN	Pensionable Earnings	Memo
QQ	Non-Cash Benefit - Auto	Normal
RB	ER Health Contribution to Health Benefits	Memo
Reg	Regular Hours	Reg
RETRO	Retro	Reg
RP	Retirement Pay - Spec Dist	Normal
Sal	Salary	Reg
Sick	Sick Pay	Normal
SP	Supervisory Pay	Normal
ST	Standby Time - SP Dist	Normal
SV	Severance Pay	Normal
TS	Deferred Comp Refund	Normal
VB	Sick leave (S/L) Bonus	Normal
VC	Comp time (CTO) Payoff	Normal
VK	KCWA - Vacation Payout	Normal
VP	Vac - S/L Payoff	Normal
VV	Paid Overtime - FLSA ADJ	Normal
VW	Paid Overtime - FLSA ADJ	Normal
VX	Paid Overtime - FLSA ADJ	Normal
WV	Retroactive Pay	Normal
WW	Retro Sal Increment	Normal
ZC	Payroll Correction	Normal
ZY	Others - No Retirement	Normal
ZZ	Other	Normal

1 2 3

COMPANY - COMPANY DEDUCTIONS

Deduction	Description	Deduction Type
DA	Retire Deposit - Post Tax	Normal
WV	Bankruptcy Eastern	Garn
TG	Kern Water Post Tax	Normal
EN	Deferred Compensation	457b
CA	Retire Contribution Adjust - Pre Tax	Normal
SL	SJVAPC Posttax Insur	Normal
XA	Kern Fed Credit Union	Normal
TF	KCWA-L/T Care Post tax	Normal
SG	Unreimb Medical Flex	125
CONPRE	Employee Retirement Contribution - PreTax	Normal
WU	Child Support CSS	Garn
VA	SEIU Union Dues	Normal
SH	Dependent Care Flex	125
PR	Spousal Support	Normal
TD	Voluntary Life	Normal
WC	New York Life Ins	Normal
IF	AFLAC Insurance	Normal
PM	Veh Regist Collect	Normal
YN	United Way Cont	Normal
DM	Retire Med Leav - Post Tax	Normal

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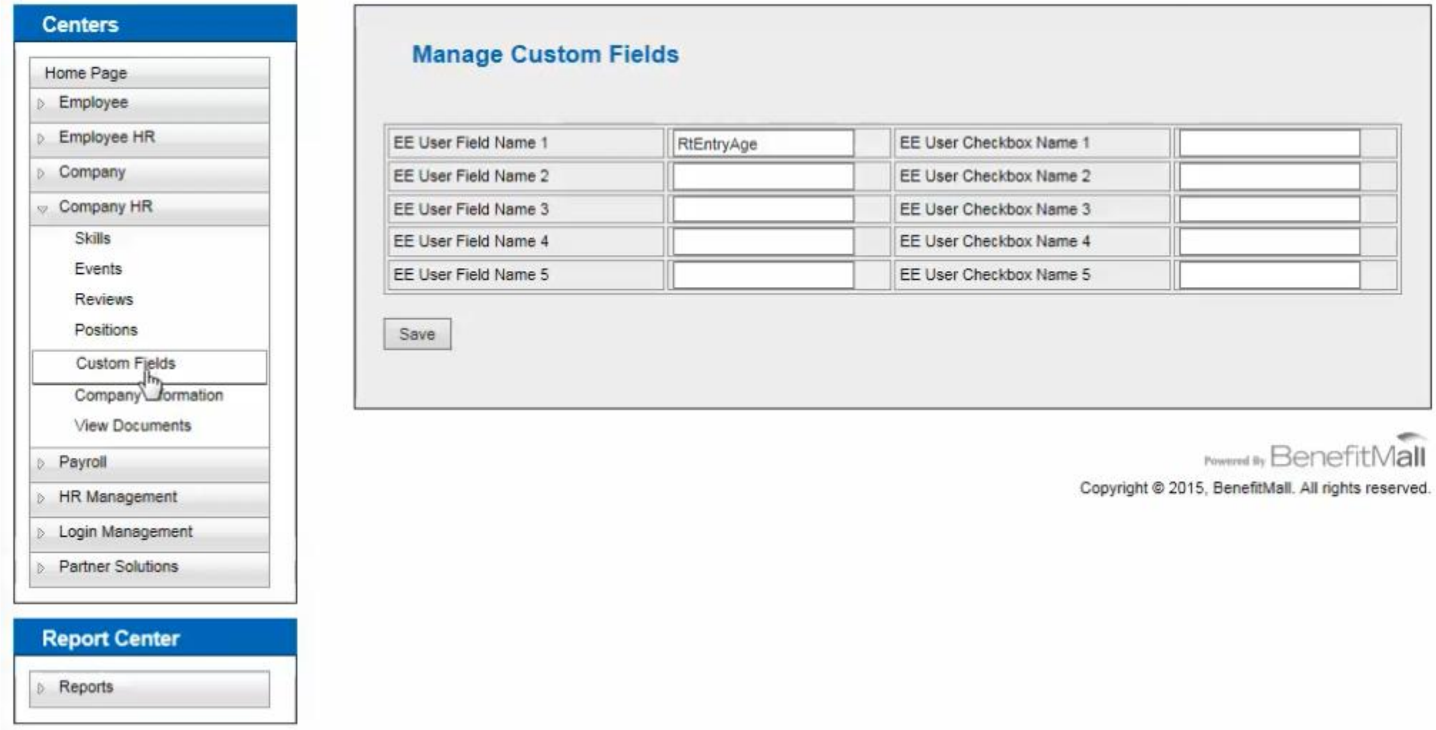
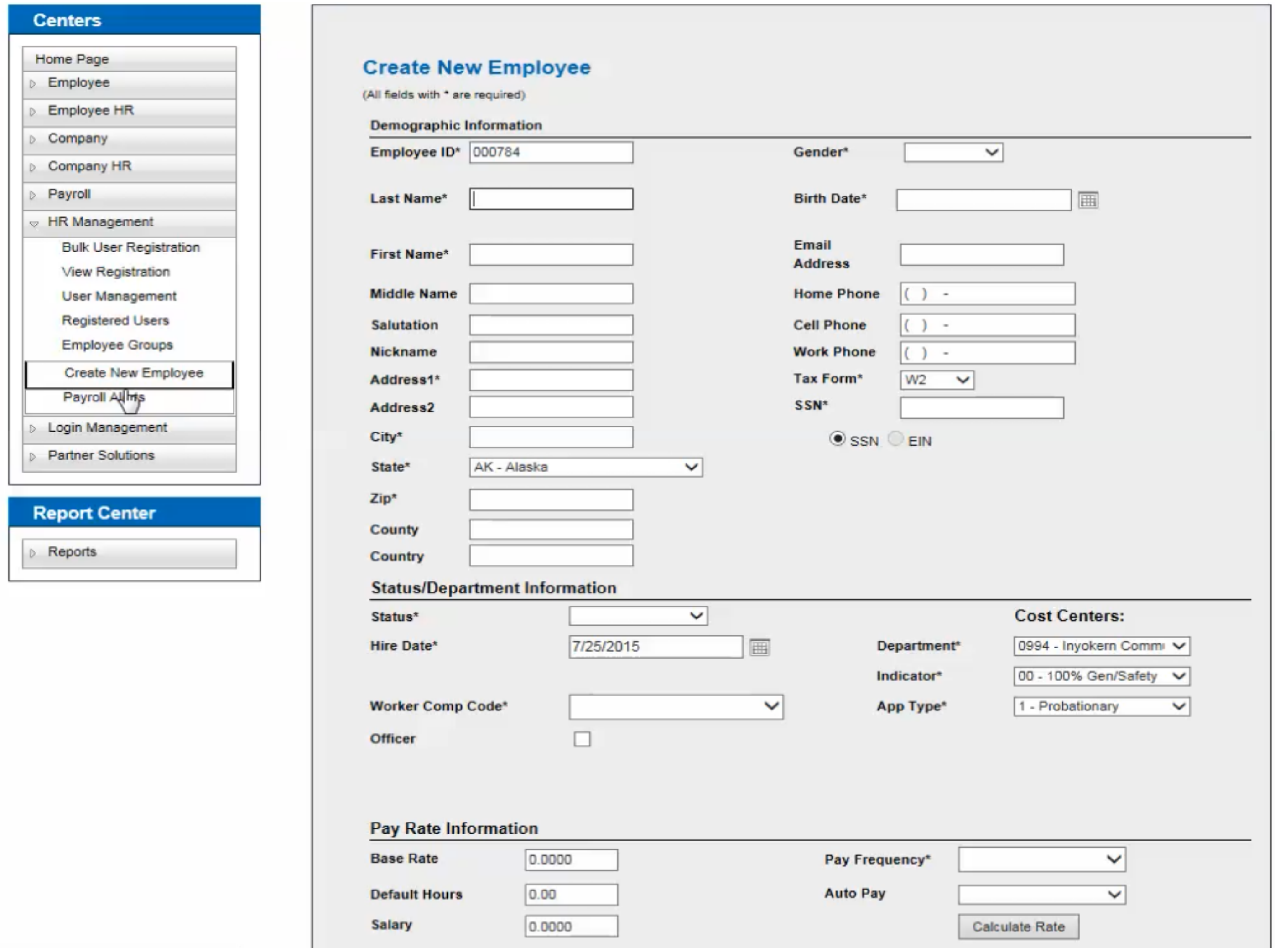
COMPANY HR - CUSTOM FIELDS

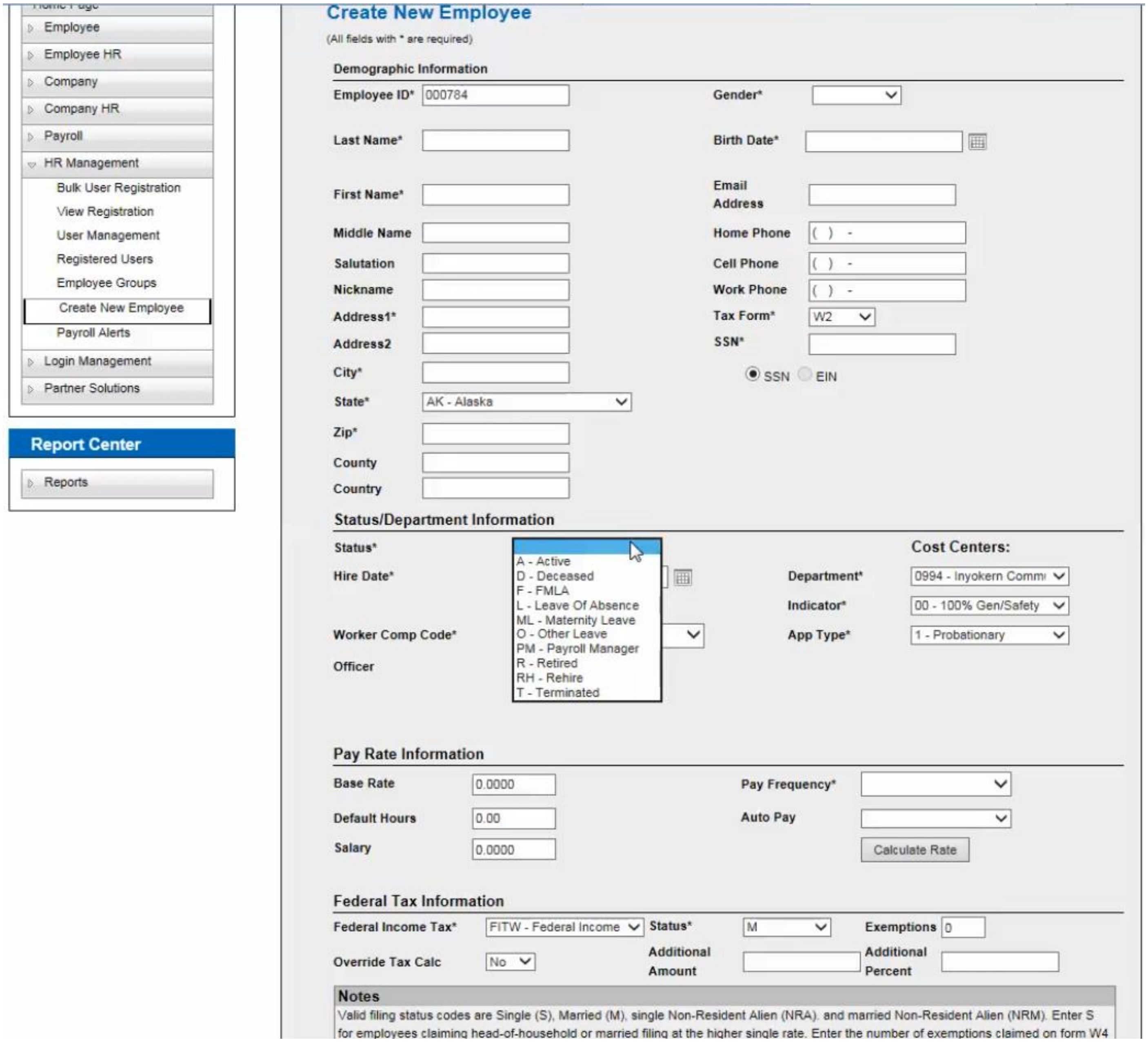


HR MANAGEMENT - CREATE NEW EMPLOYEE



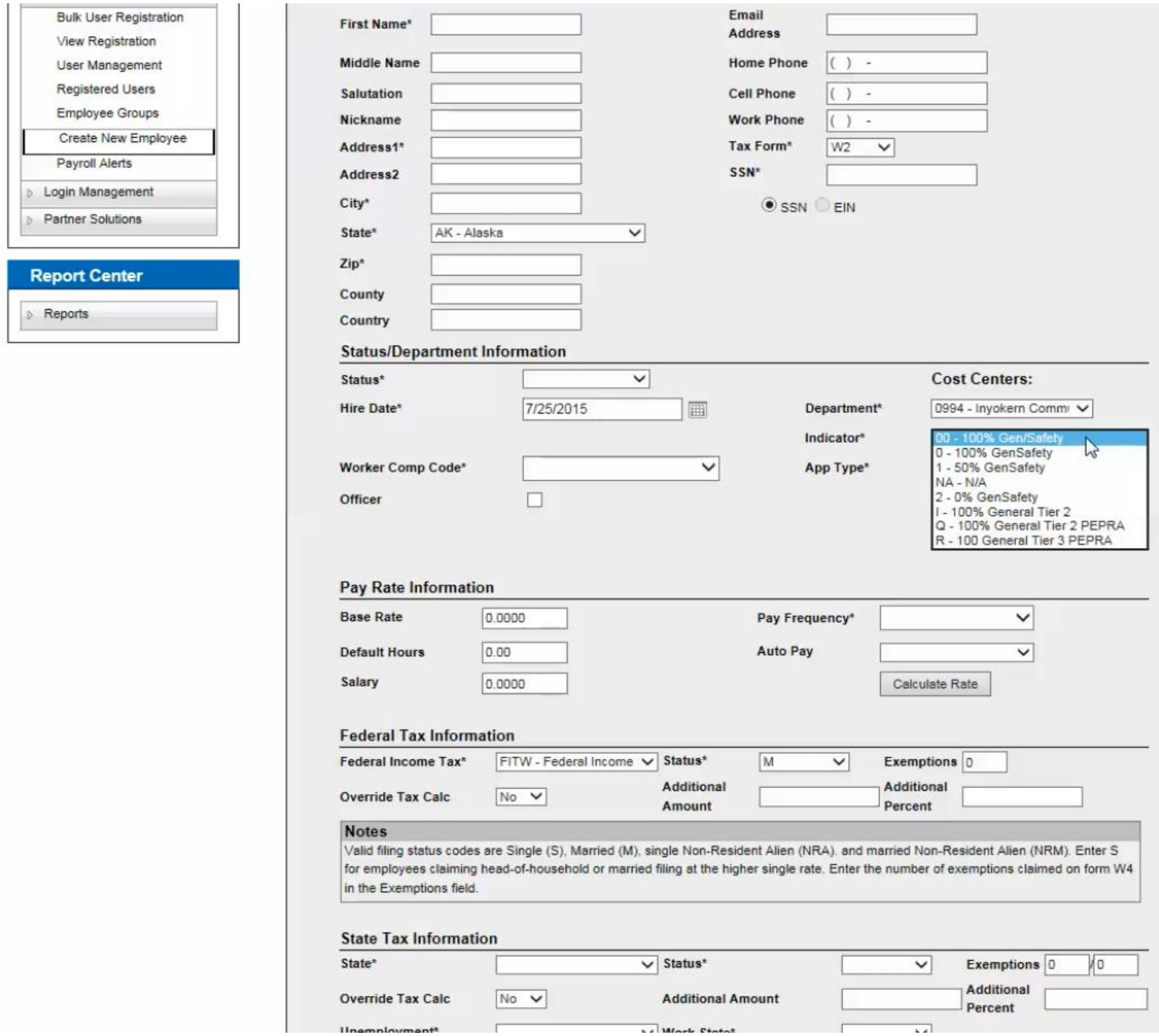
HR MANAGEMENT - CREATE NEW EMPLOYEE

- "Status" drop-down options



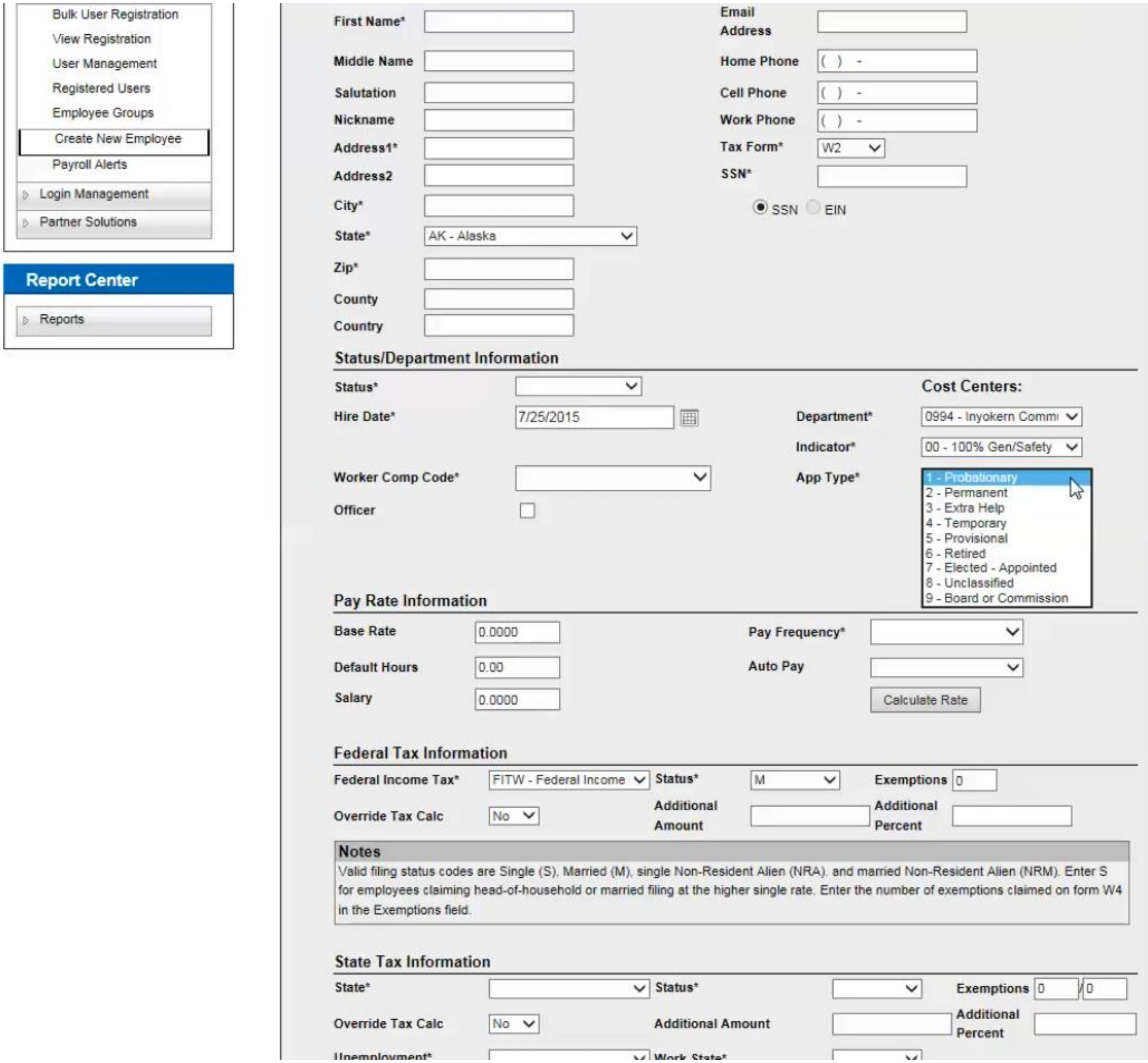
HR MANAGEMENT - CREATE NEW EMPLOYEE

- "Indicator" drop-down options



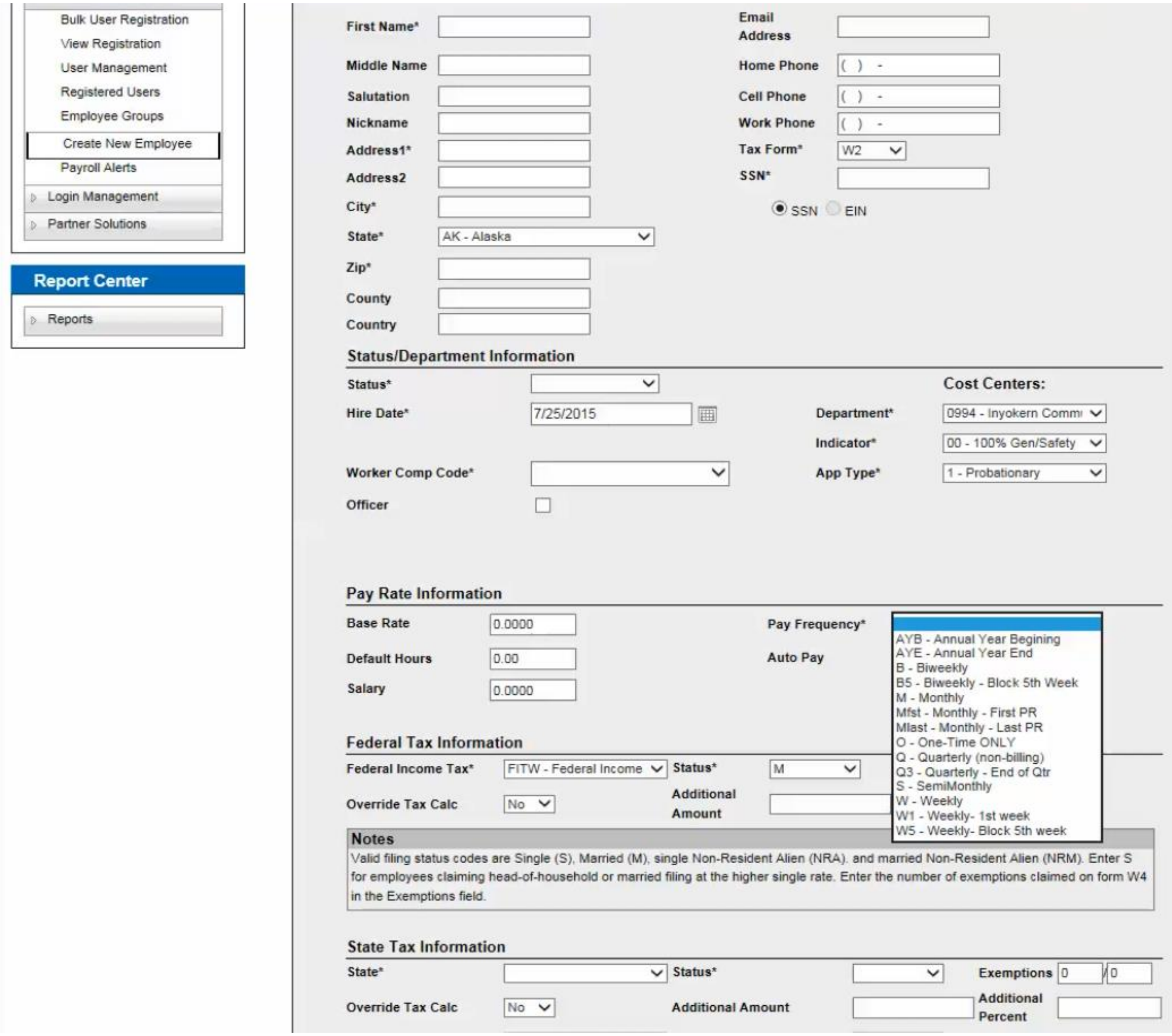
HR MANAGEMENT - CREATE NEW EMPLOYEE

- “App Type” drop-down options



HR MANAGEMENT - CREATE NEW EMPLOYEE

- "Pay Frequency" drop-down options



HR MANAGEMENT - CREATE NEW EMPLOYEE

➢ **"Auto Pay" drop-down options**