



8660 United Plaza Blvd. (70809) • P.O. Box 44516 • Baton Rouge, Louisiana 70804-4516  
Phone: 225.925.6484 • Toll-free: 1.800.256.3718 • Fax: 225.922.1001 • www.lasers.net

LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

### Employer Certification

#### Section 1 - Member Information

Last Name	First Name	MI	Suffix	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Retirement Type:     Service     IBRP     DROP     Disability     Survivor

Please check only one below and enter the effective date:

- Date of termination (last day of work or paid leave)
- Day before DROP begin date
- Date of Death

Effective Date:

#### Section 2 - Current Fiscal Year Certification

Actual Earnings: \$

Of the actual earnings listed above, please list city/parish wide increases:

City/Parish wide salary increase: \$

Legislative Act: \$

Sales Tax Supplement: \$

Salary employee would have earned if employed the entire fiscal year: \$

Total days worked:  Total days equivalent to a full year:

Months of contract:     9 months     10 months     11 months     12 months

#### Section 3 - Leave Certification

Balance of Sick Leave days **after** deduction of days employee has been paid:

Balance of Annual Leave days **after** deduction of days employee has been paid:

#### Section 4 - Final Average Compensation - Exemption Certification

Fiscal Year: <input type="text"/> - <input type="text"/>	Fiscal Year: <input type="text"/> - <input type="text"/>	Fiscal Year: <input type="text"/> - <input type="text"/>
List city/parish wide increases below:	List city/parish wide increases below:	List city/parish wide increases below:
City/Parish wide salary increase \$ <input type="text"/>	City/Parish wide salary increase \$ <input type="text"/>	City/Parish wide salary increase \$ <input type="text"/>
Legislative Act \$ <input type="text"/>	Legislative Act \$ <input type="text"/>	Legislative Act \$ <input type="text"/>
Sales Tax Supplement \$ <input type="text"/>	Sales Tax Supplement \$ <input type="text"/>	Sales Tax Supplement \$ <input type="text"/>

#### Section 5 - Employer Certification

Certification of earnings must agree with the monthly contributions report. All earnings must be reported on the monthly contributions report no later than the month following the date of termination, except June compensation, which must be reported in June.

Employer: <input type="text"/>	Employer ID Number: <input type="text"/>
Signature: <input type="text"/>	Date: <input type="text"/>
Title: <input type="text"/>	Phone Number: <input type="text"/>

## Instructions for Employer Certification (Form 10A)

Louisiana School Employees' Retirement System (LSERS) utilizes this information to calculate benefits when members are retiring, entering DROP, retiring after DROP, or have died while in active service. This form may be sent by e-mail, fax, or regular mail.

### Section 1: Member Information

Check the box indicating the type of retirement applied for. Enter the employee's name, social security number, and the effective date corresponding to one of the following: date of death, termination date, or day before DROP begin date.

### Section 2: Current Fiscal Year Certification

This section provides information used to calculate service credit within the last fiscal year of employment, to verify that all earnings have been reported, and to determine if there are earnings that exceed the maximum allowable for the purpose of computing the final average compensation (FAC). LSERS may determine exemptions to the maximum allowable earnings by requesting a breakdown as categorized under city/parish wide increases.

**Actual Earnings:** This figure must reflect the total amount paid to the employee within the last fiscal year of employment through the effective date noted in Section 1. This amount must match the actual earnings reported on the checklist for the employee.

**City/Parish Wide Increases:** Separately identify earnings included in the Actual Earnings that are categorized as City/Parish wide increase, legislative act, or sales tax supplement. If all employees in the same job classification received an increase that resulted in a new base salary or schedule, include the increase in this section. All other categories of earnings are not exempt when computing the FAC.

**Salary Employee Would Have Earned if Employed the Entire Fiscal Year:** Include the base plus all extra earnings the employee would have been paid had they worked the entire fiscal year.

**Total Days Worked:** Include all days for which the employee was paid through the effective date noted in Section 1.

**Total Days Equivalent to a Full Year:** The number of days in the employee's annual contract.

**Months of Contract:** The number of months in the employee's annual contract.

### Section 3: Leave Certification

This section provides information to determine sick and annual leave balances for the purpose of converting unused leave to service credit.

**Balance of Sick Leave Days After Deduction of Days Employee Has Been Paid:** Include any days remaining after the employer has compensated the employee for unused leave.

**Balance of Annual Leave Days After Deduction of Days Employee Has Been Paid:** Include any days remaining after the employer has compensated the employee for unused leave.

### Section 4: Final Average Compensation - Exemption Certification

This section provides information to determine exemptions to the maximum allowable earnings.

**City/Parish Wide Increases:** For the specific fiscal year (July 1 through June 30) requested, report only earnings that are categorized as city/parish wide increase, legislative act, or sales tax supplement. If all employees in the same job classification received an increase that resulted in a new base salary or schedule, include the increase in this section.

### Section 5: Employer Certification

An authorized representative as designated by the appointing authority on LSERS Form 1 must complete and sign this section.