

L S E R S

LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM

Year End Close-out Review

last updated 5/30/18 CZ 1

This presentation is to provide the tools necessary for you to successfully bring the current fiscal year to a close.

Agenda

- LSERSWeb
- Enrollment
- Salary Reporting
- Contribution Payments
- Exceptions Report
- Termination
- Prior Year Corrections
- Charges and Payments
- Employer Statement



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We will specifically address item's surrounding retirement reporting requirements, corrections of exceptions, and how to review your charges, payments, and employer statement.

LSERSWeb



Employers

The LSERS website offers valuable information to help employers, including access to member retirement information and online process through our secure LSERSWeb portal.

- Contribution Rates** - Listing of current and prior contribution rates accessible from Quick Links on Home Page
- Employer Login** - Secure login to LSERSWeb portal to access employee retirement information and online processes
- Forms** - Listing of all LSERS forms from Resources on the top menu on Home Page
- GASB** - Information about new GASB requirements for pension reporting
- Retirement Education Webinars** - Present retirement information through webinars

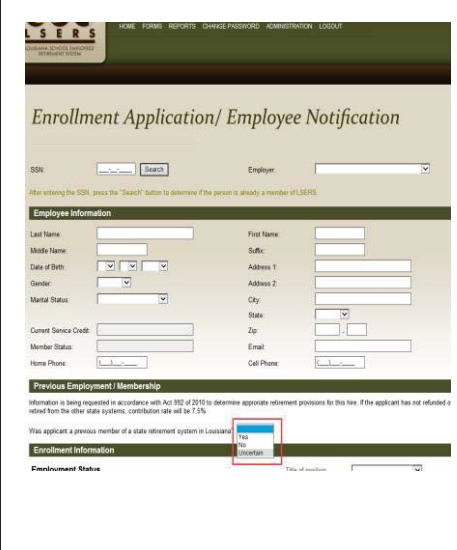
Procedures

These procedures will guide authorized employer personnel through the registration process and provide instructions for processing various retirement transactions online.

- Contribution Payments Transmittal (401) Online** - Submit check transmittal online
- Contribution Corrections Report (CSR) Online (Webinar)** - Correct current year salary and contributions
- Contribution Exception Report Online** - Report listing contribution exceptions by month and how to clear exceptions
- Employer Access Change** - Update employer personnel access to online processes

To use your employer access functions, you must first register. Registration procedures along with others are located on our website. Your Employer Access, thru LSERSWeb, allows you to manage the majority of end of year salary postings and corrections and may be done 24 hours a day!

Enrollment



The screenshot displays the LSERS web portal interface. At the top, there is a navigation bar with links for HOME, FORMS, REPORTS, CHANGE PASSWORD, ADMINISTRATION, and LOGOUT. Below this is the title "Enrollment Application/ Employee Notification". The form includes fields for SSN (with a search button) and Employer. A section titled "Employee Information" contains fields for Last Name, First Name, Middle Name, Suffix, Date of Birth, Gender, Marital Status, Address 1, Address 2, City, State, Zip, Email, Home Phone, and Cell Phone. A section titled "Previous Employment / Membership" contains a question: "Was applicant a previous member of a state retirement system in Louisiana?" with radio buttons for "Yes", "No", and "Uncertain". A red box highlights the "No" option. Below this is another section titled "Enrollment Information" with a field for "Enrollment Status".

- Upload supporting documents
 - Designation of Beneficiary – Form 3
 - Statement Concerning Social Security – Form 2SS
 - Member/Beneficiary Birth Certificate
 - Member/Beneficiary Social Security Card
 - Marriage License
 - Divorce Decree
- Verify previous Employment/Membership
- Present a Forfeiture of Benefits – Form 2F

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To establish a member account, you must submit an enrollment via LSERSWeb.

Upon enrollment, a properly completed designation of beneficiary form (Form 3) should be uploaded along with copies of birth certificates, social security cards for both the member and beneficiaries and Form 2SS. Don't delay the enrollment if you do not have copies of the birth certificates and social security cards, these documents can be submitted later. If you delay the enrollment, you may cause salary reporting issues later on!

Remember if the employee had prior membership in LASERS, TRSLs, or State police retirement, and did not refund or retire, they may claim 1st state service in those systems and may be eligible for the 7.5% rate. Otherwise the contribution rate is 8%. During the enrollment process, answer "yes", "no", or "uncertain", to the question "Was applicant a previous member of a state retirement system in Louisiana?". The next question references whether or not the contributions are in good standing. If you are unsure, answer No. LSERS staff will verify the information to ensure the new member is processed correctly.

Contribution Requirements

Actual Gross Earnings

- 8% - Enrolled 7/1/2010 and after
- 7.5% - Enrolled and/or claim 1st state service before 7/1/2010
 - Cannot consider retired or refunded service

Sheltered

- Unsheltered allowed
 - Worker's Compensation
 - Retiree Return to Work – Bus Driver Shortage

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A few things to keep in mind.

1. The contribution amount is based on the members Actual Gross earnings
2. The contribution is 8% for those members who enrolled in LSERS 7/1/10 and after
3. The contribution may be 7.5%. This would be for those members who enrolled on or before 7/1/2010 and/or can claim 1st state service
4. The contributions are SHELTERED
5. Unsheltered contributions may be submitted if the member is on workers comp or if they are a retiree returning to work under the bus driver shortage. You must notify us in writing to expect unsheltered contributions.

Salary Uploads - LSERSWeb

June 2018 reporting **must** be received by July 16, 2018



Cannot report Retiree Return to Work earnings with the salary uploads. Instead use the Retiree Return to Work Earnings Form located under forms.

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Upload the monthly salary contribution report thru LSERSWeb by clicking on FORMS, then SALARY CONTRIBUTIONS REPORTING AND CORRECTIONS FORM, on the drop down menu.

Follow procedure, [Salary Contributions Reporting and Corrections Form](#), to upload the salary.

Remember, June 2018 salary must be reported no later than July 16, 2018.

Please note, Retiree return to work earnings CANNOT be reported using this method. Attempting to upload retiree return to work earnings using this method will generate an exception of "Reported not enrolled." The retiree return to work earnings must be reported using the retiree return to work form which is also located under forms drop down.

Contribution Payments Transmittal

Payment may be submitted electronically to: Capital One Bank Routing #665000090 Checking #882118398

Employer ID: Employer:

Payment Amount: Payment will be submitted via check Payment will be submitted electronically (i.e. ACH)

Employee Contributions

Delete	Apply To Month / Year	Contribution Type	Credit	Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Total Employee Payments:

Employer Contributions

Delete	Apply To Month / Year	Contribution Type	Credit	Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Total Employer Payments:

Total Payment

Total Employee & Employer Payment:

To submit payment notifications online go to FORMS, and click on CONTRIBUTION PAYMENTS TRANSMITTAL

Let me point out that if you would like to switch to electronic payment, our account information is at the top of this screen.

Your employer ID and name will auto populate. Enter the total payment amount and indicate how the payment will be made, either check or ACH.

Under Employee Contributions, enter the month and year to apply the payment to, Contribution Type, (sheltered or unsheltered), and the amount. If you are taking a credit on a payment, choose the credit box. Add additional amounts for different months by clicking “add additional amounts”. The total employee payments will auto populate when you press enter.

For Employer contributions, you will enter the same information except for contribution type, either unsheltered or interest.

For total payment, click calculate, and the total employee and employer payments will calculate. If it doesn't match the payment amount at the top, adjust accordingly. When it's correct, click submit. You will receive a message stating an email will be sent to LSERS for verification. Your actual payment should be processed separately. LSERS staff will use this transmittal to verify and post check or ACH payments to your account upon receipt.

Exceptions Report

2017-18 Fiscal Year Deadline – 7/24/18

LSERS
MEMBER STATUS REPORT BY EMPLOYER
MEMBER SALARY CONTRIBUTION REPORT BY EMPLOYER
EMPLOYER CONTRIBUTION REPORT BY EMPLOYER
CHRODISPAYMENTS CONTRIBUTIONS REPORT
EMPLOYER STATEMENT REPORT

Welcome to LSERS Web

Employer Name: [] Run Through
Month: 1 Year: 2018 View Report Clear
1 of 3 100% Find | Next |

Contributions Exceptions Report
EMPLOYER: 1 RUN THROUGH MONTH: 1 - YEAR: 2018

Name	SSN	Start	End	Period	Type	Actual	Cont.	Full	Error Msg.
		2/15/2000	5/24/2015	07/2015	Sheltered	0.00	0.00	0.00	No matching employment record.
		2/15/2000	5/24/2015	08/2015	Sheltered	0.00	0.00	0.00	No matching employment record.
		2/15/2000	5/24/2015	09/2015	Sheltered	1599.00	119.94	1599.00	No matching employment record.
		5/17/1995	11/30/2012	01/2016	Sheltered	606.00	7.12	1670.54	No matching employment record. Bad contribution amount, expected 60.51.
		11/10/1900	9/2/1983	01/2016	Sheltered	0.00	0.00	0.00	No matching employment record. The status is set to Refunded.
		12/2/2015		01/2016	Sheltered	2962.78	90.82	2908.92	Bad contribution amount, expected 199.71.
		11/02/2015	5/24/2016	12/2015					No contribution information reported
New Hire,		1/1/2016		01/2016	Sheltered	403.00	32.30	403.00	No enrollment for this person

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Review your exception report after reporting is complete. The exception report identifies error messages most commonly generated because the members active service information and salary reporting don't agree. Simply put, if the member is active, reporting is required and must be reported with the required contribution percentage and within the correct time frame. You may view your exception report online, under "REPORTS".

For the fiscal year 2017-18, all exceptions must be cleared no later than July 24, 2018. If not, you'll need to submit a prior year correction - Form 4P and may be subject to interest charges.

Exceptions

Exceptions	Solutions
No enrollment for this person No matching employment record The status is set to Refunded The status is set to Retired	Process enrollment online if the employee has not been enrolled Correct salary using an online Contribution Correction Report (CCR)
No Contribution Information Reported	Add salary contributions with CCR Note: If member has at least 30 years of service and there is a date in the "100% Accrual Date" Field on LSERSWeb, report salary earned with 0.00 contributions. Terminate member using online Termination Form
Full time earnings is less than actual earnings	Correct full time earnings with a CCR Note: Full time earnings should not be less than actual. Only actual can be less than full time.
Actual earnings are unreasonable	Correct actual earnings with a CCR
100 % Accrual with contribution	Correct contribution amount to "0.00" with CCR

Use this as a guide to assist in clearing your exceptions.

Exceptions Cont.

Exception	Solution
Bad contribution amount, expected \$XXX.XX	Correct contribution amount with CCR Note: 7.5% contribution rate for members enrolled or have a 1 st state service date prior to 7/1/2010 8.0% contribution rate for members enrolled or have a 1 st state service date on/after 7/1/2010 and RTW1007
RTW1007 and the contribution type is sheltered	Temporary Solution Option 1: Process a contributions correction report (CCR) to delete, then process another CCR to add “unsheltered earnings and contributions” Option 2: Contact LSERS Accounting Department

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This is the remainder of the guide to assist with clearing your exceptions. Remember, it is imperative that you review any unaddressed exceptions for the 2017-18 fiscal year and submit the necessary corrections no later than July 24, 2018. If you are unsure of the message or corrective action, give us a call and we will assist you.

Account Analysis

Personal Summary | Account History | Payment History | Salary History | DROP/IBRP History | DROP/IBRP Information | Member Statement | Historical Notes

Member SSN: 123-45-6789

Personal Information

Name: DOE, JANE Date of Birth: 05/15/1983 Member ID Number: XXX-XX-6040
 123 RETIREMENT BLVD Date of Death: Age: 50
 ANYWHERE, LA Position: MAINTENANCE Gender: Female

Designated Beneficiaries

Name	Soc Sec Num	Gender	Date Of Birth	Relationship	Type
DOE, JUDY	XXX-XX-1553	Female	1/31/1991	CHILD	Primary
DOE, JOHN		Male	10/24/1995	CHILD	Primary

Member Status

Status	Status Date	Ben Seq	Date of Service Accrual	First State Service:	100% Accrual Date:
ACTIVE	7/1/1995	0	7/1/1995	7/1/1995	

Average Compensation: \$4,507.98
 After DROP Average Compensation: \$0.00

Employment History

Empl No	Employer Name	Retiree Return To Work	Enroll Date	Term Date
999	ANYTIME PARISH SCHOOL BOARD		7/1/1995	

Account Balances

An account analysis may help when working your exception report. In this example you see the member was enrolled in the system 7/1/95 and is still active in the system. We know this because there is no termination date. The system expects to receive contributions and expects the contributions to equal 7.5% of the actual earnings because the enrollment was prior to 7/1/10.

From this screen, click on the salary history tab at the top of the account information to review the salary reporting to ensure it coordinates with the members active status.

Analysis Cont.

Personal Summary | Account History | Payment History | COLA History | **Salary History** | DROP/IBRP History | DROP/IBRP Information | Member Statement | 1099-R | Historical Notes

Member SSN:

Member Information

Name: DOE, JANE Employer: ANYTIME PARISH SCHOOL BOARD

Member ID Number: XXX-XX- 6789

Fiscal Year: 2015-16

[Back To Full List](#)

Month	Actual Salary	Full-Time Rate	Contributions	Contributions Type
Jul	\$2,203.20	\$2,203.20	\$165.24	Sheltered
Aug	\$2,203.20	\$2,203.20	\$165.24	Sheltered
Sep	\$2,203.20	\$2,203.20	\$165.24	Sheltered
Oct	\$3,304.80	\$3,304.80	\$247.86	Sheltered
Nov	\$2,203.20	\$2,203.20	\$165.24	Sheltered
Dec	\$2,203.20	\$2,203.20	\$165.24	Sheltered
Jan	\$2,203.20	\$2,203.20	\$165.24	Sheltered
Feb	\$2,203.20	\$2,203.20	\$165.24	Sheltered
Totals	\$18,727.20	\$18,727.20	\$1,404.54	

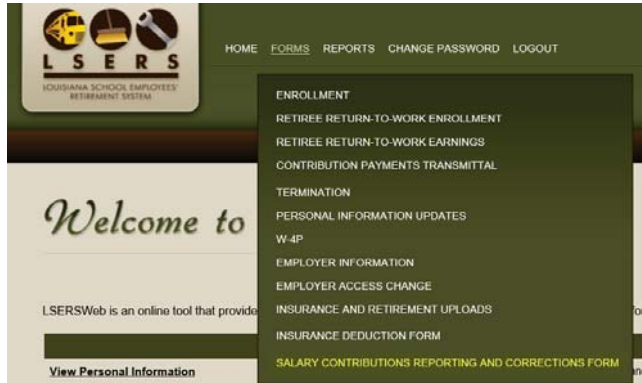
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In the salary history screen you see the monthly breakdown for the current fiscal year. Note the contributions equal 7.5% of the actual salary reported and the contributions are reported as Sheltered. Remember, reporting is not expected until the 15th of the following month.

Again, all June reporting must be completed by July 16, 2018; this ensures compliance with the end of the fiscal year requirements.

Salary Contribution Reporting and Corrections Form

current fiscal year changes



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You would use the same form reporting salary contribution to make any correction. Fiscal year end is June 30th ... You cannot make a correction for a closed out year. Once a year is closed, a Prior Year Correction is required for changes.

A word of caution, any prior year correction will have interest calculated and charged.

Follow the procedure, [Salary Contributions Reporting and Corrections Form](#), to make any correction.

Terminations

Termination

Employer:

Date of termination is the last day of work/paid leave, date of death or day before DROP begin date.

Social Security Number	Name	Date of Termination	Months Contract	Employer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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To terminate a member means you are putting an end to their retirement service. Because it is mandatory that your employees be a member of a retirement system, they cannot be terminated unless

1. their employee/employer relationship is severed by quit, retire, reduction in force, etc. or
2. the employee has less than 10 years of service and falls below allowable part time status, or
3. if they die while in service.

To terminate: simply enter the employee's ssn, their last day of employment, and their contract term.

Prior Year Correction – Form 4P

01-04P
Form 4P
3/18

Prior Year Correction of Earnings and Contributions

This form is to be used to make corrections to prior year earnings and contributions which have been reported incorrectly.

Section 1 - Member Information

Last Name: _____ First Name: _____ MI: _____ Suffix: _____ Social Security Number: _____

Section 2 - Employer Information

Employer Name: _____ Employer Number: _____

Section 3 - Fiscal Year Corrections

1. Fiscal Year	Days Worked/Full Year	% Effort, if part-time	Hours/Hours
	Actual Salary	Contributions	Full-time Salary
Corrected	"Corrected" total annual amount. What should have been posted		
Original	"Original" is the total annual amount posted to members		
Difference	"Difference" is the difference between Corrected/Original amounts		
2. Fiscal Year	Days Worked/Full Year	% Effort, if part-time	Hours/Hours
	Actual Salary	Contributions	Full-time Salary
Corrected			
Original			
Difference			
3. Fiscal Year	Days Worked/Full Year	% Effort, if part-time	Hours/Hours
	Actual Salary	Contributions	Full-time Salary
Corrected			
Original			
Difference			

Section 4 - Agency Certification

This section must be completed by the employer and signed by the employer's representative whose authorized signature is on file at LSERS.

Employer signature (authorized representative): _____ Title: _____ Date signed (mm/dd/yyyy): _____

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We require a Form 4P to correct the total annual amount reported for a prior fiscal year already closed out. As previously mentioned, if the correction increases the members salary and contributions, interest will be calculated and charged according to the increase.

Remember, for fiscal year 2017-18, June 2018 must be reported by July 16, 2018 and all corrections for the 2017-18 fiscal year must be submitted before July 24, 2018. If not, a Form 4P is required.

Charges & Payments

FORMS **REPORTS** CHANGE PASSWORD LOGOUT

MEMBER STATUS REPORT BY EMPLOYER
MEMBER SALARY CONTRIBUTION REPORT BY EMPLOYER
CONTRIBUTIONS EXCEPTIONS REPORT
CHARGES/PAYMENTS CONTRIBUTIONS REPORT
EMPLOYER STATEMENT REPORT

Employer Name: [Parish School Board] Year: [2014-15]
Charges or Payments: [Charges] View Report Clear

1 of 1 100% Find Next

LSERS
2000 Lockheed Plaza Blvd., Suite 400 • Baton Rouge, LA 70804-4116
P: 225.333.4444 • F: 225.333.3724 • TDD: 225.333.0555 • www.laers.com

Employer Charges Report: Fiscal Year: 2014-15

Entry Month	Entry Year	Member Installment	Member Deduct	Employer	Total	Employee ID
7	2014	0.00	-2,424.15	-13,575.42	-13,999.57	7

Employer Name: [Parish School Board] Year: [2014-15]
Charges or Payments: [Payments] View Report Clear

1 of 1 100% Find Next

LSERS
2000 Lockheed Plaza Blvd., Suite 400 • Baton Rouge, LA 70804-4116
P: 225.333.4444 • F: 225.333.3724 • TDD: 225.333.0555 • www.laers.com

Employer Payments Report: Fiscal Year: 2014-15

Payment Date	Member Installment	Member Deduct	Employer	Total	Employee ID
07/10/2014	0.00	101,465.11	434,623.69	536,291.80	

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Another feature available thru LSERSWeb is the ability to verify your charges and payments. To view, simply click on REPORTS and select CHARGES/PAYMENTS CONTRIBUTIONS REPORT on the drop down menu.

Select the fiscal year you'd like to view, then select either "payments" or "charges". Click on "view report" to review the requested report.

Each "charge" includes reported contributions on the monthly salary contributions reporting and any contribution corrections processed within the fiscal year for the given month. Let me remind you that corrections can create additional money due if any corrections have been made that increase your charges.

"Payment" is posted by check deposit date or direct deposit rec'd date within the fiscal year.

ER Statement Report

HOME FORMS **REPORTS** CHANGE PASSWORD LOGOUT

MEMBER STATUS REPORT BY EMPLOYER
MEMBER SALARY CONTRIBUTION REPORT BY EMPLOYER
CONTRIBUTION EXCEPTION REPORT
CHARGES/PAYMENTS CONTRIBUTIONS REPORT
[EMPLOYER STATEMENT REPORT](#)

Employer Name: Fiscal Year:
Employer ID:

	Member Unsheltered	Member Sheltered	Employer	Total
Previous Year Balance 06/30/2014.	473.30	-102,040.40	-436,902.29	-538,469.39
Prior Year Correction	0.00	0.00	178.70	178.70
Current Payments	0.00	620,253.56	2,686,796.18	3,319,049.74
Current Charges	0.00	-589,540.23	-2,579,097.92	-3,168,638.15
Current Interest	0.00	0.00	-9.69	-9.69
Balance for FY 2014-15	473.30	-71,327.07	-317,035.02	-387,888.79

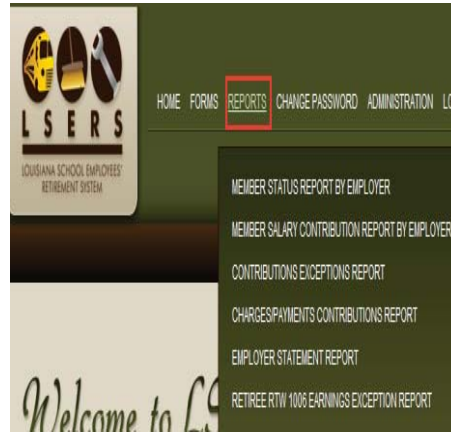
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To view your employer statement report click on REPORTS, then EMPLOYER STATEMENT REPORT on the drop down menu, then select the fiscal year you are interested in.

We strongly encourage you to monitor this report. Here you can see if you have a balance due, which you may pay prior to year end closing. Additionally, you may review any possible remaining balance of a prior year to help avoid potential interest charges.

Tips and Tools

- Do not have to wait until July to begin corrections
- Reports available to assist
 - Employee by month
 - Exception report
 - Charges and payments by month
 - Charges and payments in the aggregate for the year



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Here are some tips. The sooner you begin clearing exceptions and ensuring accuracy of your salary reporting and payments and charges, the better!

No need to wait! We have a wealth of reports available to assist.

Contacts and Resources

General Information

- www.lasers.net
- webmaster@lasers.net
- 1.800.256.3718 or 225.925.6484

Reporting

- Kim Stewart kstewart@lasers.net 225.925.4411
- Chenfei Zhou czhou@lasers.net 225.925.6492
- Technical Issues webmaster@lasers.net 225.925.6484

Retirement Assistance

- Mandy Schof mschof@lasers.net 225.925.7036
- Sarah Walker swalker@lasers.net 225.287.7493



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For technical assistance please contact our IT department for:

- Error Message: "Please contact administrator"
- Multiple lines in an employee's account history
- Tabs not updating
- Duplicate exceptions

We look forward to assisting you. Please don't hesitate to contact us.