

PURPOSE: To provide procedures for employers to correct or certify years of service credit. This includes existing years, as well as non-existing years eligible for service purchase by the member or through the Enrollment Error process.

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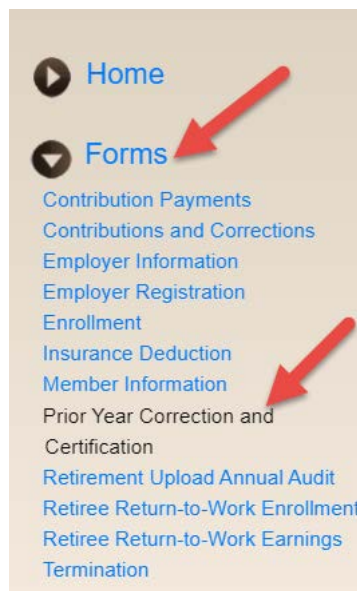
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In all cases:

Throughout the following steps, utilize the  for detailed definitions and instructions.

1. Access Employer/Member information by logging in on [LSERSWeb](#). Refer to [LSERSWeb Employer Access](#) and [LSERSWeb Member Access](#) procedures for step-by-step instructions for logging in.
2. Hover over Forms and click Prior Year Correction and Certification.





The page will open:

Employer Name

Employer ID

SSN*

Status

Fiscal Year*

Name

1st State Service Date

100% Accrual Date

Member Contribution Rate

Employer Contribution Rate

[Go to Manual Prior Year Corrections Form](#)

Reported Salary Contribution, Condition and Service Credit

	Actual Earnings	Member Contribution	Contribution Type	Full Time Earnings	Service Credit Type
Total					

Correction of Salary Contribution and Service Credit

Full-Time/Part-Time

Actual Hours/Week

Full-Time Hours/Week

Days in Contract

Partial Year?

	Actual Earnings	Member Contribution	Contribution Type	Full Time Base Salary	Days Paid
Regular	<input type="text"/>			<input type="text"/>	<input type="text"/>
Leave Without Pay(LWOP)					<input type="text"/>
Extended Sick Leave (ESL)	<input type="text"/>				<input type="text"/>
Workers' Compensation (WC)	<input type="text"/>				<input type="text"/>
ESL Paid by Member	<input type="text"/>		Unsheltered		
WC Paid by Member	<input type="text"/>		Unsheltered		
Total	0.00	0.00		0.00	0.00
Special/Extra Earnings	<input type="text"/>		Sheltered		
Total including extra earnings	0.00	0.00			

[Calculate](#)

Calculation of Service Credit and Salary Contribution

Service Credit Calculation			Salary Contribution Calculation		
	Eligibility	Service			
Regular	0.00	0.00	Member Contribution	Unsheltered	\$0.00
ESL	0.00	0.00	Member Contribution	Sheltered	\$0.00
WC	0.00	0.00	Employer Contribution		\$0.00
Total	0.00	0.00	Interest		\$0.00
			Total		\$0.00

[Reset](#)

[Submit](#)

If the year is non-existent, or the member changed positions within the year, click on the Go to Manual Prior Year Corrections Form button and follow the steps in Section 2 below.

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Section 1: Prior Year Correction and Certification: to correct and certify existing years unless the member changed positions within the year.

- 1. Enter the member's Social Security Number (SSN) and select the year from the drop-down list.

Prior Year Correction and Certification form with fields for Employer Name, Employer ID, SSN, Fiscal Year, and various contribution rates.

- 2. Review the member's current retirement record:

Table titled 'Reported Salary Contribution, Condition and Service Credit' showing Actual Earnings, Member Contribution, Full Time Earnings, and Service Credit Type.

- 3. Enter corrected information and click "Calculate".

Correction of Salary Contribution and Service Credit form with fields for Full-Time/Part-Time, Days in Contract, Actual Hours/Week, and a table for Actual Earnings, Member Contribution, Full Time Base Salary, and Days Paid.



- 4. Review the calculation result. If the earnings increase or decrease, the credit or debit to the employer ledger will be listed on the right side of the page. See examples below. Click "Submit" to complete.

Example of no charge to employer:

Calculation of Service Credit and Salary Contribution					
Service Credit Calculation			Salary Contribution Calculation		
	Eligibility	Service	Member Contribution	Unsheltered	\$0.00
Regular	0.72	0.72	Member Contribution	Sheltered	\$0.00
ESL	0.04	0.03	Employer Contribution		\$0.00
WC	0.00	0.00	Interest		\$0.00
Total	0.76	0.75	Total		\$0.00

Example of charge to employer:

Calculation of Service Credit and Salary Contribution					
Service Credit Calculation			Salary Contribution Calculation		
	Eligibility	Service	Member Contribution	Unsheltered	\$0.00
Regular	0.72	0.72	Member Contribution	Sheltered	\$40.01
ESL	0.04	0.03	Employer Contribution		\$143.50
WC	0.00	0.00	Interest		\$13.06
Total	0.76	0.75	Total		\$196.57

- 5. An email along with the submitted PYCC form will be sent to the user who submitted the form.



Section 2: Manual Prior Year Correction and Certification: to correct and certify existing years in which the member changed positions, and non-existent years eligible for service purchase.

- 1. Click on Go to Manual Prior Year Corrections Form button to open the page as shown below:

- 1. Enter the Member's SSN, and the name will populate.
2. Select the Reason for Correction/Certification and the screen will update with the required fields:



This manual form is only used for the following conditions

- Year required due to enrollment error
- Year eligible for service purchase
- Year in which the member changed positions

SSN

Name

Reason for Correction/Certification

Correct Fiscal Year Full-Time/Part-Time

Actual Hours/Week N/A
Full-Time Hours/Week N/A

	Days Worked	Days in Contract	Actual Earnings	Full-Time Base Salary	Extra/Special Earnings
Position 1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Position 2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Position 3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Did the member receive Workers' Compensation (WC) during this fiscal year?

How many days of WC?

Was the member on Extended Sick Leave (ESL) during the fiscal year?

How many days of ESL?

Was the member on Leave Without Pay during the year?

Did the member work or use leave for all days while in each position, resulting in no Leave Without Pay?

Optional Comments

3. Enter the information and click Submit.

4. An email will be sent to the user who submitted the form.