1
00:00:02,160 --> 00:00:03,600
Welcome back, everyone.

2
00:00:03,760 --> 00:00:13,121
Thank you for sticking around and joining us for the Employee Education Session presented by Louisiana School Employees Retirement System, for short, ELSERS.

3
00:00:13,521 --> 00:00:17,762
I am Tracy Godet, the Accountant Administrator/CFO for ELSERS.

4
00:00:18,402 --> 00:00:23,762
Later in the presentation, I'll be joined by Devin Cole-Jackson, a Retirement Benefits Specialist.

5
00:00:24,602 --> 00:00:26,963
and one of our key experts in the retirement system.

6
00:00:27,283 --> 00:00:31,923
And I apologize if my voice goes out because evidently it's not cooperating today.

7
00:00:33,203 --> 00:00:40,804
We built this presentation to help everyone, whether you are a new user getting to know Elders or a veteran looking for a refresher on reporting.

8
00:00:41,364 --> 00:00:43,444
This session is designed for you.

9
00:00:43,964 --> 00:00:51,525
To keep things moving, please type your questions into the questions and answers box where our knowledgeable staff is standing by to assist.

10
00:00:55,285 --> 00:01:01,486
Building on our past trainings, we continue to recommend the use of ELSERS web services for your reporting needs.

11
00:01:02,086 --> 00:01:06,566
Let's dive into today's session by outlining our main objectives.

12
00:01:07,406 --> 00:01:18,727
Today, we're going to cover the ELSERS web enhancements, employer information and access and registration, the message ELSERS feature via the member information screen,

13
00:01:19,287 --> 00:01:27,448

active employment, inactive and retirees, and then we'll discuss some member-related resources and Empower Retirement.

14
00:01:32,489 --> 00:01:40,489
We're going to walk through ELSER's website basics, showing you how to keep up with important updates and easily manage everything right from your dashboard.

15
00:01:43,729 --> 00:01:56,651
And we're going to reference contacting us through webmaster@elzers.net quite often because that is our new avenue for reaching out when you have questions and you don't know, you don't have a specific staff member you're dealing with.

16
00:01:56,651 --> 00:02:02,412
So, we encourage you to write that e-mail down and utilize that e-mail.

17
00:02:06,332 --> 00:02:10,332
These are the key areas of ELSER's web enhancements we will be highlighting today.

18
00:02:10,651 --> 00:02:23,934
The dashboard with the action needed item list, weekly e-mail notifications, retirement salary annual audit, and online certifications, which we've added a couple extras, so we have some new ones.

19
00:02:24,334 --> 00:02:35,615
The current year certification, FAC exemption, leave certification, prior year correction and certification, and the refund certification, which is our newly launched one.

20
00:02:36,255 --> 00:02:41,855
We also will talk about the Benefit Estimate Calculator.

21
00:02:45,136 --> 00:02:54,096
Just a quick reminder, we've linked the step-by-step guides for every online form right here in the slides, and you will have access to these on ELSR's web any time.

22
00:02:54,656 --> 00:02:58,577
When you jump into the portal, the welcome screen is your command center.

23
00:02:59,057 --> 00:03:01,057
Check those important messages first.

24
00:03:01,377 --> 00:03:10,498
It's the fastest way to spot critical alerts like outstanding balances or those fiscal year 24-25 audit discrepancies before they become headaches.

25

00:03:11,218 --> 00:03:13,938
The real game changer is your dashboard work items.

26
00:03:14,258 --> 00:03:20,259
This is your new live to-do list that officially replaces the endless back and forth of emails and paper requests.

27
00:03:20,739 --> 00:03:25,939
Instead of waiting on a letter in the mail, you get instant notification the second we need something.

28
00:03:26,419 --> 00:03:27,940
If you see an action needed,

29
00:03:28,740 --> 00:03:34,820
Hey, for things like PYCCs or FAC exemptions, you can knock it out in just a few clicks.

30
00:03:35,140 --> 00:03:39,981
It's a massive time saver that keeps your agency's workflow moving at lightning speed.

31
00:03:44,021 --> 00:03:49,222
Once you hit the submit, once you hit submit, the action needed status clears instantly.

32
00:03:49,462 --> 00:03:58,102
Even if the member stays on your list for a bit while our team performs the final review, you can breathe easy knowing your part is officially done and off of your plate.

33
00:04:02,103 --> 00:04:07,063
To keep things running smoothly, make sure to check the employer contacts list regularly.

34
00:04:07,303 --> 00:04:19,144
It is important to keep the user list current, especially when there is staff turnover, to ensure the correct individuals have access, because those that have had access are the ones we reach out to.

35
00:04:19,144 --> 00:04:25,385
So, you want to make sure that when we send an e-mail, they're actually still working for you and will receive it.

36
00:04:26,025 --> 00:04:27,545
Adding a new user is simple.

37
00:04:27,625 --> 00:04:32,946
Any existing user can utilize the employer registration option to start the process for a colleague.

38
00:04:33,706 --> 00:04:35,386
Note the timing requirements.

39
00:04:35,466 --> 00:04:39,226
Once the form is submitted, an approval e-mail is sent to the agency head.

40
00:04:39,706 --> 00:04:44,587
Approvals must be completed within 24 hours, or the process will need to be restarted.

41
00:04:45,147 --> 00:04:49,707
Once approved, the new user will receive an e-mail with instructions to complete their account setup.

42
00:04:50,107 --> 00:04:55,908
And there are some employers that only have one contact person, so if they leave and they didn't register anyone else,

43
00:04:56,508 --> 00:04:59,707
That's when you reach out to us and we can help you get registered.

44
00:05:03,469 --> 00:05:07,709
Think of the employer information section as your agency's profile settings.

45
00:05:08,189 --> 00:05:12,669
You can jump in at any time to update your physical address or contact details.

46
00:05:13,549 --> 00:05:16,590
This is also where you'll manage employer access levels.

47
00:05:16,870 --> 00:05:20,510
What's great is that you'll get instant visual confirmation of your edits.

48
00:05:20,910 --> 00:05:27,391
Any updates you make will be highlighted in red as a pending status until your agency head gives a final thumbs up.

49
00:05:28,031 --> 00:05:32,031
Once they approve, the highlight disappears and your new information is live.

50
00:05:32,431 --> 00:05:34,271
And all of this is done via e-mail.

51
00:05:37,872 --> 00:05:39,952
Check out this expanded menu view.

52
00:05:40,112 --> 00:05:43,312
It's designed to keep everything you need right at your fingertips.

53
00:05:44,112 --> 00:05:52,673
You'll find all your general online forms under the Processes tab, while anything specifically for certifications has its own designated section.

54
00:05:53,073 --> 00:05:56,674
I really encourage you to hop into Elser's web after we wrap up today.

55
00:05:57,154 --> 00:06:04,194
Getting some quick hands-on time with these new layouts is the best way to see just how much smoother your daily tasks are about to become.

56
00:06:08,195 --> 00:06:14,835
If you have a question about a particular member, the secure messaging feature right on the member information screen is your new best friend.

57
00:06:15,395 --> 00:06:19,556
Utilizing this direct link is an efficient way to seek clarification.

58
00:06:19,876 --> 00:06:30,117
Because the message originates from that member's information screen, the member's relevant details remain accessible during the inquiry, which helps in providing a timely and accurate response.

59
00:06:30,597 --> 00:06:36,837
Using the feature also ensures that the member's identification is associated with the message for streamlined processing.

60
00:06:37,317 --> 00:06:44,318
And this also protects the member's information, such as Social Security number, because you're not emailing it over the web.

61
00:06:49,318 --> 00:06:57,079
To make things even easier, you can upload documents directly to our member's record while using the message LSRS feature.

62
00:06:57,479 --> 00:07:00,279
No more separate emails or attachments to track.

63
00:07:00,760 --> 00:07:05,720
Once you submit, your message and files are instantly routed to our team.

64
00:07:06,120 --> 00:07:09,960
We'll assign it to a specialist right away to review and get the process moving.

65
00:07:10,360 --> 00:07:14,681
It's the fastest, most secure way to ensure your paperwork gets into the right hands.

66
00:07:15,401 --> 00:07:19,721
To keep things simple and secure, please ensure your uploads are in PDF format.

67
00:07:20,121 --> 00:07:28,522
This is the preferred standard for our system, as it keeps all your documents clear, professional, and easy for our team to process quickly.

68
00:07:33,283 --> 00:07:40,283
When you pull up an active member's profile, you'll see four key tabs that give you a full 360-degree view of their account.

69
00:07:41,003 --> 00:07:44,683
The Summary tab is a quick snapshot of their current status.

70
00:07:45,724 --> 00:07:49,884
The Account History tab will give you a full breakdown of their journey so far.

71
00:07:50,924 --> 00:07:55,005
The Statement is an instant access to their most recent official member statement.

72
00:07:55,725 --> 00:07:57,405
And the Notes tab is

73
00:07:57,965 --> 00:08:01,565
will show you any important behind-the-scenes details you need to know.

74
00:08:01,805 --> 00:08:05,486
It's all organized right there to save you time from clicking around.

75
00:08:10,046 --> 00:08:16,647

When we talk about active members and active employment, we're really looking at the entire career lifecycle within ELSERS.

76
00:08:17,087 --> 00:08:23,887
This covers everything from enrollments and salary reporting to contribution payments and eventually terminations.

77
00:08:24,607 --> 00:08:27,408
All of these key stages are now grouped together for you.

78
00:08:28,368 --> 00:08:34,928
To help keep your books balanced, you'll find the Reports for Reconciliation incredibly handy.

79
00:08:35,328 --> 00:08:41,088
It's the perfect tool for matching up your employer ledger with our records to ensure every payment is accounted for.

80
00:08:41,808 --> 00:08:46,249
We've also brought the retirement annual salary annual audit right into Elser's web.

81
00:08:46,809 --> 00:08:51,170
This feature automatically compares your reporting against the annual salary files.

82
00:08:51,650 --> 00:08:53,610
No more messy manual spreadsheets.

83
00:08:53,970 --> 00:08:59,171
If the system flags a discrepancy, you can review it and respond directly in the portal.

84
00:08:59,411 --> 00:09:02,691
It's a much faster, cleaner way to handle your year-end audit.

85
00:09:07,691 --> 00:09:13,012
When we talk about the active employment lifecycle, it all kicks off with one big question.

86
00:09:13,332 --> 00:09:16,932
Is this new hire eligible for ELSRS membership?

87
00:09:18,132 --> 00:09:20,613
The first step is checking the position category.

88

00:09:20,773 --> 00:09:28,613
You can find the full list in our membership fact sheet, which covers everything from bus operators and janitors to maintenance staff and bus aides.

89
00:09:30,294 --> 00:09:39,014
And when thinking of Elders' membership, you look at the position, you look at the age, and there's no age limitations, so you really don't need to look at that.

90
00:09:39,734 --> 00:09:42,935
Full-time, if they're full-time, there's no service credit limit.

91
00:09:43,095 --> 00:09:44,855
If you're hiring them as part-time,

92
00:09:45,215 --> 00:09:47,175
There's a 10-year service credit limit.

93
00:09:47,575 --> 00:09:51,736
And to retain membership, they have to have at least five years of service credit with Alzers.

94
00:09:52,816 --> 00:09:55,816
If you're not sure where a specific role fits, no problem.

95
00:09:55,816 --> 00:09:58,856
Just shoot a quick message to webmaster@alzers.net.

96
00:09:59,656 --> 00:10:03,497
Be sure to attach a copy of the official position description to your e-mail.

97
00:10:03,897 --> 00:10:13,178
Providing that detail upfront makes it much easier for our staff to review the duties and help you make the right call, ensuring every employee is set up correctly from day one.

98
00:10:17,178 --> 00:10:19,258
We'll talk about the enrollment procedure.

99
00:10:19,258 --> 00:10:23,899
For regular enrollment, verifying prior employment or membership.

100
00:10:24,379 --> 00:10:36,860
First, you must confirm that the applicant, if it has any previous state employment or retirement system membership, as this may establish their first state service credit, as long as they have not retired or refunded.

101
00:10:38,060 --> 00:10:41,660
The first state service credit determines the applicant's contribution rate.

102
00:10:41,940 --> 00:10:44,141
So, accuracy here is important.

103
00:10:44,621 --> 00:10:48,941
If the applicant's employment history is unclear, select uncertain.

104
00:10:49,341 --> 00:10:58,542
Housers will research and determine whether the applicant previously participated in TRSL, LASERS, or Louisiana State Police retirement.

105
00:11:00,102 --> 00:11:03,422
applicant was previously a member of LSERS, select no.

106
00:11:04,382 --> 00:11:09,983
The question specifically asks whether the applicant was a member of a state retirement system other than LSERS.

107
00:11:09,983 --> 00:11:12,263
So if they're in LSERS, you'd select no.

108
00:11:12,263 --> 00:11:13,183
We already know that.

109
00:11:14,463 --> 00:11:17,184
The Form 2-F is the forfeiture of benefits form.

110
00:11:17,264 --> 00:11:21,664
This form must be completed by the member prior to processing the online enrollment.

111
00:11:21,984 --> 00:11:28,945
You will select yes in the Form 2-F section, indicating you have received this completed form from the member.

112
00:11:29,465 --> 00:11:31,745
Do not send the Form 2-F to ELSERS.

113
00:11:31,745 --> 00:11:33,665
Keep it in your agency's records.

114

00:11:34,465 --> 00:11:40,146
Form 2-F is required for all individuals hired on or after January 1, 2013.

115
00:11:40,626 --> 00:11:47,266
This form explains that retirement benefits are forfeited if the employee is convicted of a public corruption crime.

116
00:11:50,467 --> 00:12:00,148
During the online enrollment process, you will be required to upload a copy of the member's Social Security card, their driver's license or state ID, and a signed Form 2SS.

117
00:12:00,948 --> 00:12:05,268
You can also upload other supporting documents, which can be found in the drop-down list.

118
00:12:06,308 --> 00:12:11,629
All required forms must be completed before you can successfully submit enrollment.

119
00:12:11,629 --> 00:12:17,989
So, we tell you these forms are needed, so you can have them handy when you're processing enrollment so you don't have any hiccups or bumps.

120
00:12:18,789 --> 00:12:33,511
If a member has at least five years of service credit and chooses to retain membership after being hired into or transferred to a position covered by another retirement system, such as TRSL or LASERS, they must be enrolled under the retained position type.

121
00:12:34,031 --> 00:12:37,511
A completed Form 2-R must be uploaded with the enrollment.

122
00:12:37,831 --> 00:12:44,152
Both the form and enrollment must be submitted to Alders within 30 days of the employee's effective hire or transfer date.

123
00:12:44,632 --> 00:12:58,633
And even if you have a member that's currently enrolled with you and they transfer to a position not eligible for ELGRS membership, you still process an enrollment, you would terminate the current position and re-enroll them under the retained position and upload the form to R.

124
00:12:59,113 --> 00:13:00,993
That's kind of a new process we changed.

125
00:13:00,993 --> 00:13:03,114

We don't accept those paper forms anymore.

126
00:13:03,434 --> 00:13:05,514
Everything has to be uploaded online.

127
00:13:09,474 --> 00:13:16,035
Here are some troubleshooting tips for enrollment corrections and actions for most common errors when reporting to ELSERS.

128
00:13:17,195 --> 00:13:28,156
If there's an incorrect Social Security number so you enroll someone and you realize you keep the number wrong, e-mail a copy of the Social Security card to the webmaster@elzers.net for the correction.

129
00:13:28,316 --> 00:13:34,957
It's much easier for a correction to be made to an incorrect Social Security number before the new one exists.

130
00:13:35,397 --> 00:13:38,797
So don't process a new enrollment using the correct Social Security number.

131
00:13:39,197 --> 00:13:42,597
Wait for ELSERS to do the update.

132
00:13:42,597 --> 00:13:51,598
If the enrollment date is incorrect, you notice you put in by one number wrong, send the correct enrollment date to webmaster@elzers.net.

133
00:13:51,838 --> 00:13:54,878
Corrections can be made only for the current fiscal year.

134
00:13:55,118 --> 00:13:58,959
So if you realize you just put the wrong date for the current year, it's okay.

135
00:13:58,959 --> 00:14:01,919
If it's for prior year, it's going to be an enrollment error.

136
00:14:03,039 --> 00:14:11,640
If it's an incorrect name or personal information, agencies may update this directly through ELSRS web personal information updates.

137
00:14:11,640 --> 00:14:15,520
So you are empowered to make a few changes for your members.

138

00:14:17,601 --> 00:14:19,521
If the enrollment date entered...

139
00:14:20,401 --> 00:14:24,081
was entered an error, so you enrolled someone and they didn't report to work.

140
00:14:24,321 --> 00:14:30,442
Then all you do is simply process an online termination using the same date as the enrollment or hire date.

141
00:14:30,442 --> 00:14:32,882
This removes the enrollment from the member's record.

142
00:14:34,322 --> 00:14:37,122
Enrollment issues from a prior fiscal year.

143
00:14:37,682 --> 00:14:45,203
If a member should or should not have been enrolled in a previous year, contact LSERS to review for a possible administrative or enrollment error.

144
00:14:50,724 --> 00:14:53,284
Key points to remember about contributions.

145
00:14:53,644 --> 00:14:57,204
Contribution amounts are based on the member's actual gross earnings.

146
00:14:57,764 --> 00:15:05,045
The contribution rate is 8% for members who first enrolled in ELSOS on or after July 1, 2010.

147
00:15:05,765 --> 00:15:16,246
The contribution rate may be 7.5% for members who enrolled on or before June 30, 2010, or who can claim first aid service on or before June 30, 2010.

148
00:15:17,366 --> 00:15:19,606
All regular contributions are sheltered.

149
00:15:20,206 --> 00:15:28,647
Unsheltered contributions may be submitted when a member is on workers' compensation and is paying contributions directly to the agency while not receiving a paycheck.

150
00:15:29,687 --> 00:15:38,088
Elders must be notified in writing with the workers' compensation start date so these unsheltered payments can be accepted without generating an exception.

151
00:15:39,248 --> 00:15:47,449
Unsheltered contributions are also required for retirees returning to work under the bus operator shortage provision, RTW1007.

152
00:15:48,089 --> 00:15:51,209
All earnable compensation must be reported to LSERS.

153
00:15:51,529 --> 00:15:56,650
If you are unsure whether a type of earnings is reportable, contact LSERS for clarification.

154
00:16:01,330 --> 00:16:05,051
And I'm sorry, I forgot to advance the slide, but that was the slide for that.

155
00:16:08,171 --> 00:16:11,851
Here is the monthly reporting guide.

156
00:16:11,851 --> 00:16:17,532
This is a very, really handy to go to guide when you're working through your monthly reporting.

157
00:16:18,732 --> 00:16:28,093
It breaks down the common terms you'll see in salary reporting and explains what each one actually means, so you're not left guessing or interpreting things on your own.

158
00:16:28,573 --> 00:16:33,533
It's a great resource to keep nearby whenever you're entering or reviewing payroll information.

159
00:16:34,253 --> 00:16:36,094
In summary, these guidelines

160
00:16:37,374 --> 00:16:52,095
cover full-time earnings, actual earnings, extra earnings, 100% accrual, reporting workers' comp salary, extended sick leave, monthly reporting due date, the definition of part-time employment, and LSRS contribution types.

161
00:16:59,556 --> 00:17:03,516
After every submission, this is how you're going to upload your file.

162
00:17:03,556 --> 00:17:10,676
You're going to do the monthly salary file upload for current year.

163

00:17:11,537 --> 00:17:14,737
Current fiscal year corrections, you would click on the manual update.

164
00:17:17,696 --> 00:17:22,738
Or you can go to your exceptions by employee with the new tab to the right.

165
00:17:26,377 --> 00:17:28,258
And that's how you can clear exceptions.

166
00:17:28,258 --> 00:17:36,339
So after every submission, whether it's your first upload or a correction, you should see a confirmation message.

167
00:17:37,779 --> 00:17:40,420
letting you know the record was successfully updated.

168
00:17:40,700 --> 00:17:51,461
Whenever you make changes to salary or contribution reporting, it's a good idea to take a quick look at your employer salary contribution by employer report to be sure everything posted the way you expected.

169
00:17:51,861 --> 00:17:58,101
The report may take a little time to refresh, so giving it about 15 minutes before checking usually does the trick.

170
00:17:58,581 --> 00:18:03,782
If the update still isn't showing after the window, reaching out so we can take a look is the best next step.

171
00:18:12,103 --> 00:18:13,863
Monthly reporting reminders.

172
00:18:14,343 --> 00:18:17,543
Report salary every month rather than doubling up later.

173
00:18:17,783 --> 00:18:21,784
Skipping a month and trying to catch up the next month throws off the member service credit.

174
00:18:22,144 --> 00:18:30,784
For example, if a 12-month employee only has 11 months of reported earnings, their service credit will be calculated at 92% instead of 100%.

175
00:18:30,784 --> 00:18:33,225
So don't ever double up.

176
00:18:33,545 --> 00:18:37,945
If you miss a month, go back and report that month or upload the salary for that month.

177
00:18:38,905 --> 00:18:41,865
Monthly reports are due by the 15th of the following month.

178
00:18:42,105 --> 00:18:45,946
If a month is missing, you'll see an alert under Important Messages.

179
00:18:46,346 --> 00:18:51,706
Reminder emails are no longer sent, so the online notification is your cue to take action.

180
00:18:53,106 --> 00:18:57,547
All online forms under the Processes menu now replace the old paper forms.

181
00:18:58,067 --> 00:19:00,027
Please do not send paper versions.

182
00:19:00,307 --> 00:19:04,268
Those will be returned and you'll be asked to complete the form online instead.

183
00:19:04,508 --> 00:19:07,108
And sometimes we may not return the form.

184
00:19:07,108 --> 00:19:10,428
We'll just e-mail you and ask you to process it online.

185
00:19:16,199 --> 00:19:27,160
If your agency has salary contribution exceptions, a notification along with the link to check the exceptions or make corrections will be under your important messages each time you sign into ELSRS Online.

186
00:19:28,040 --> 00:19:32,760
So we made it very easy for you to clear exceptions quickly by clicking on that link.

187
00:19:33,590 --> 00:19:41,391
The exception corrections now use the same online form you use for salary and contribution reporting, so everything is handled in one place.

188
00:19:42,511 --> 00:19:45,951

Always take a moment to validate your corrections before submitting.

189
00:19:47,312 --> 00:19:53,952
It's possible for a fix to unintentionally create a new exception, and catching it early saves time.

190
00:19:54,432 --> 00:19:59,633
Also, by validating, you can always fix your errors before processing so you don't have exceptions.

191
00:20:00,513 --> 00:20:10,114
If salary or contributions were accidentally reported under a non-existent Social Security number, simply delete the entry using a CCR and leave it as is.

192
00:20:10,434 --> 00:20:16,914
The system will automatically clear the record as long as nothing is reported to that incorrect Social Security number again the following month.

193
00:20:23,815 --> 00:20:24,855
Zero posting.

194
00:20:25,975 --> 00:20:28,055
To post zero-amount contributions,

195
00:20:28,955 --> 00:20:38,036
This was added to EldersWeb in October 2023 to make things easier for the employers during the months when certain active employees don't have earnings to report.

196
00:20:38,676 --> 00:20:49,557
This feature lets you post zero contributions for proactive 9, 10, and 11-month employees who normally wouldn't have salary in the selected months, most commonly July and August.

197
00:20:49,797 --> 00:20:53,558
In the past, you would have to contact us and ask us to post zeros for you.

198
00:20:53,878 --> 00:20:57,078
Now we give you the power to do that at your convenience.

199
00:20:58,278 --> 00:21:06,039
Employers can use this option only after the previous fiscal year has officially closed and reporting for the new fiscal year has opened.

200
00:21:06,439 --> 00:21:16,440
Since July reporting is due by August 15th, it becomes available once the new year

reporting window begins, and that's usually around August 2nd or 3rd once we close the year.

201
00:21:20,840 --> 00:21:27,081
Here is a list of the most frequent exception messages along with possible corrective action for each.

202
00:21:27,921 --> 00:21:31,841
And we've highlighted, I've went over several, all of these in the past.

203
00:21:32,121 --> 00:21:40,362
So this time I'm only going to touch up on the newest one, which is the error message exception elaborating.

204
00:21:40,882 --> 00:21:43,482
I'm going to elaborate on the record import rejected.

205
00:21:43,722 --> 00:21:45,603
That's the newest one that we have out there.

206
00:21:45,603 --> 00:21:49,003
Record import rejected, please resubmit salary contribution.

207
00:21:49,723 --> 00:21:57,164
This can happen if the current fiscal year earnings have been certified, but require additional adjustments, such as adding missing compensation.

208
00:21:57,884 --> 00:22:00,084
You must contact elders to request that the.

209
00:22:00,164 --> 00:22:02,244
current year's record be uncertified.

210
00:22:02,604 --> 00:22:09,965
Once it's uncertified, then you would use the salary contributions reporting corrections form to report the additional data.

211
00:22:10,685 --> 00:22:16,726
After those updates are complete, the employer must resubmit the current fiscal year certification to finalize the record.

212
00:22:17,086 --> 00:22:29,007
So we're finding with the new current year certification online process, employers are quick to certify the year, but didn't, they realize they didn't pay out the member or the employee, and then they try to report salary after that.

213
00:22:29,007 --> 00:22:32,687
It does reject, it doesn't post, so you'll have to process a CCR.

214
00:22:33,207 --> 00:22:41,408
So to save those steps, make sure before you do a current year certification, you verify that all the salary has been reported to Elders.

215
00:22:43,168 --> 00:22:50,769
Another reason that you might get this new exception is if the retiree is returned to work under 106, the earnings limit.

216
00:22:52,209 --> 00:22:55,969
It requires a different reporting work for flow than the active members.

217
00:22:56,329 --> 00:23:01,410
So don't upload that salary with your regular salary file because it will trigger the exception.

218
00:23:01,650 --> 00:23:03,090
You report it separately.

219
00:23:09,591 --> 00:23:13,911
The online contribution payments transmittal are the form for C.

220
00:23:14,571 --> 00:23:19,732
Upon submission of this form, the notification form is automatically emailed to our staff.

221
00:23:19,972 --> 00:23:24,052
We use this document to officially post your payment to the employer ledger.

222
00:23:24,052 --> 00:23:26,052
So this form is used for payments.

223
00:23:27,492 --> 00:23:33,853
You must remit your payment via check, ACH, or using the new payment feature on ELSRA's web.

224
00:23:33,853 --> 00:23:40,693
To avoid processing delays, the actual amount paid must match the total reported on the Form 4-C exactly.

225
00:23:41,294 --> 00:23:44,614

Discrepancies will result in a delayed posting to your account.

226
00:23:44,774 --> 00:23:57,335
And this will only happen if you're processing a manual 4C, because if you're using a new payment feature, which we strongly encourage you to do, it won't let you hit submit if it doesn't match.

227
00:23:57,735 --> 00:24:02,456
The amount that you're saying you're paying has to match, and that's the amount that we actually draft from your account.

228
00:24:05,696 --> 00:24:09,016
Terminations online, very self-explanatory.

229
00:24:09,016 --> 00:24:19,177
In defining the date of termination is the official final day the employee was either physically present at work or remained on the active payroll of your agency.

230
00:24:24,378 --> 00:24:27,498
Here are some reports for reconciliation that are very useful.

231
00:24:28,418 --> 00:24:36,459
when you're reconciling your employer ledger, which we encourage you to do monthly, if not monthly, quarterly, but at least annually.

232
00:24:37,499 --> 00:24:45,020
Salary contribution report, it provides a comprehensive summary of all member-specific data reported during the fiscal year.

233
00:24:45,340 --> 00:24:50,860
It allows you to audit individual records to ensure accuracy at the employee level.

234
00:24:51,340 --> 00:24:57,181
For flexible data analysis, you can toggle between the monthly view to verify specific payroll cycles,

235
00:24:57,821 --> 00:25:02,621
or you can get a yearly view to track cumulative fiscal year totals.

236
00:25:03,741 --> 00:25:07,662
The Employer Charges Payment Report, two reports in one module.

237
00:25:08,702 --> 00:25:12,302
So, you're either going to select Charges or Payments from the drop-down menu.

238
00:25:12,702 --> 00:25:21,423
If you select Charges, this report tracks the total financial obligations incurred by your agency based on monthly reporting and subsequent adjustments.

239
00:25:22,063 --> 00:25:29,264
Each monthly total reflects both the initial contributions reported and any CCRs processed during that period.

240
00:25:29,944 --> 00:25:36,064
This is your primary tool for reconciling payroll deductions against your actual ELSRS retirement liability.

241
00:25:37,184 --> 00:25:43,985
When you select the payments option, this gives you a chronological record of all funds remitted to ELSRS by your agency.

242
00:25:44,465 --> 00:25:50,706
Payments are logged based on the check deposit date or the date a direct deposit was received within the fiscal year.

243
00:25:51,386 --> 00:26:04,307
So, even those of you who still make check payments, your check might be dated August 10th, but if we don't get it until August 21st, that's the date it's going to post to your ledger and it's going to be late.

244
00:26:04,307 --> 00:26:11,428
So, those of you still relying on checks in the mail system, I strongly encourage you to look at the new payment feature that LSERS offers.

245
00:26:14,548 --> 00:26:26,229
This report is essential also for bank reconciliations, so if you identify any discrepancies between your records and the posted dates or amounts, please contact the elders immediately to resolve this issue.

246
00:26:28,069 --> 00:26:33,190
The employer statement document serves as a high-level annual summary of your employer ledger.

247
00:26:33,270 --> 00:26:45,591
It consolidates all fiscal activity into a single overview, including prior year adjustments, current year reporting, process corrections, total payments made, and any applicable interest charges.

248
00:26:46,071 --> 00:26:50,071
It is the definitive snapshot of your agency's standing for the year.

249
00:26:50,391 --> 00:26:57,912
And the interest charges don't post to your account to the end of the year, but they are projected to give you an estimate of how much interest is, if you have any.

250
00:26:59,392 --> 00:27:05,273
The Employee Transaction Report provides an itemized granular breakdown of the employer statement.

251
00:27:05,753 --> 00:27:12,833
It lists every individual entry within the employer ledger in chronological order categorized by transaction type.

252
00:27:13,473 --> 00:27:20,314
This level of detail is particularly useful during audits or when investigating specific fluctuations in your account balance.

253
00:27:25,595 --> 00:27:27,755
The Retirement Salary Annual Audit.

254
00:27:28,075 --> 00:27:29,995
This is a two-step process.

255
00:27:30,715 --> 00:27:39,756
It's a vital compliance measure designed to verify that all compensation data reported to ELSERs by participating employers is both exhaustive and precise.

256
00:27:40,356 --> 00:27:49,597
This audit serves as a final safeguard to ensure that member service credits and future benefit calculations are based on corrected, validated salary figures.

257
00:27:50,557 --> 00:27:59,798
The audit workflow is streamlined into the two-step process, as I said, and is accessible through the elders web portal, employer portal.

258
00:28:02,638 --> 00:28:05,438
Step one is the data upload and system access.

259
00:28:05,838 --> 00:28:10,479
To begin the audit, the Authorized Employer Representative must log into ELSER's portal.

260
00:28:11,359 --> 00:28:20,560
Once you're logged in, you navigate to the Processes menu and select the Retiree Salary Annual Audit option to access the file upload interface.

261
00:28:21,800 --> 00:28:29,281
For file specifications, to ensure that your data integrates correctly, the upload must follow a specific file layout.

262
00:28:29,681 --> 00:28:38,881
You can view the mandatory formatting requirements and technical procedures by clicking the Data File Layouts link located within the module.

263
00:28:43,282 --> 00:28:46,642
Step two is discrepancy resolution and error correction.

264
00:28:47,242 --> 00:28:55,123
So after you've successfully uploaded your data into step one, you must proceed to the discrepancy resolution phase.

265
00:28:55,443 --> 00:29:02,324
This critical step ensures that any inconsistencies between your payroll data and Alzer's records are addressed.

266
00:29:04,164 --> 00:29:08,004
The system will automatically generate a list of records that do not match.

267
00:29:08,044 --> 00:29:16,205
Employers are required to review each flagged entry and select the specific reason for the discrepancy from the provided options.

268
00:29:17,685 --> 00:29:24,806
If a record is marked as an error, the system will automatically initiate a request for a prior year correction within your ELSERS account.

269
00:29:29,206 --> 00:29:35,807
To finalize these fixes, you must then navigate to the prior year correction module to submit the necessary adjustments.

270
00:29:36,087 --> 00:29:41,407
This ensures the member's historical data is accurately updated for retirement calculations.

271
00:29:41,687 --> 00:29:54,169
In the past, we always used a spreadsheet, and LSERs processed the PYCCs, but now with all our online enhancements, this helps to streamline the process and make it a little more efficient.

272
00:29:55,609 --> 00:29:59,369
I'd like to thank you for giving me your time and undivided attention.

273
00:29:59,689 --> 00:30:04,410
At this time, I would like to introduce Devin Cole-Jackson, Retirement Benefits Specialist.

274
00:30:04,810 --> 00:30:15,091
Devin will be covering essential information regarding inactive members and retirees, specifically focusing on how these statuses impact your agency's reporting and compliance.

275
00:30:15,731 --> 00:30:25,131
She will also provide a more technical, in-depth review of several of ELSER's processes to ensure your administrative team has the most accurate data for retirement processing.

276
00:30:25,451 --> 00:30:27,292
Please join me in welcoming Devin.

277
00:30:28,892 --> 00:30:30,972
Thank you for that introduction, Tracy.

278
00:30:34,892 --> 00:30:41,133
I will now review the administrative processes and reports that pertain to your inactive members and retirees.

279
00:30:41,693 --> 00:31:04,415
My goal is to provide a clear, high-level overview of several critical compliance and reporting areas, including current year certification, final step required for members who apply for a refund of their retirement contributions after leaving their position or certification, needed when a member applies for drop or retires during the current fiscal year.

280
00:31:06,175 --> 00:31:10,736
FAC exemption certification, requested when the salary is inflated.

281
00:31:11,696 --> 00:31:17,216
Leave certification, required when an application for retirement has been submitted.

282
00:31:18,336 --> 00:31:25,137
Prior year corrections and certifications, best practices for rectifying historical data discrepancies.

283
00:31:25,697 --> 00:31:33,858
Refund certification, processing requirements and timelines for inactive members electing to withdraw their funds.

284
00:31:34,898 --> 00:31:38,898
DROP, also known as Deferred Retirement Option Plan.

285
00:31:39,538 --> 00:31:43,379
Managing accurate reporting for members during this transition phase.

286
00:31:44,259 --> 00:31:46,019
Retirees returning to work.

287
00:31:46,459 --> 00:31:57,300
A detailed look at reporting requirements under both 1006, 50% of the earnings limit, and 1007, shortage of bus operators.

288
00:31:58,100 --> 00:32:07,141
Ensuring your agency remains in compliance with the distinct reporting and contribution rules governing the various rehiring scenarios for retirees.

289
00:32:08,021 --> 00:32:09,221
Insurance deductions.

290
00:32:09,621 --> 00:32:15,382
managing the administrative side of premiums withheld from retirees' monthly benefit plan.

291
00:32:20,102 --> 00:32:21,542
Current year certification.

292
00:32:23,223 --> 00:32:35,704
As of July 1, 2024, certifications, exceptions, FAC, and leave should be submitted through the portal once identified under the important messages and dashboard.

293
00:32:36,504 --> 00:32:44,025
To access the current year certification, select the Certification menu and click on Current Year Certification in the menu.

294
00:32:47,905 --> 00:32:57,146
An employee certification is required whenever a member enters DROP, retires, or experiences an earnings spike.

295
00:32:57,906 --> 00:33:00,146
Think of the CYC as a current year version

296
00:33:00,266 --> 00:33:01,546
of the PYCC.

297
00:33:02,746 --> 00:33:07,627
To complete the certification, a termination date must be included with your submission.

298
00:33:08,427 --> 00:33:12,347
Reported earnings must match the member's current salary records.

299
00:33:12,827 --> 00:33:17,468
If they don't, you must submit a CCR before completing a CYC.

300
00:33:18,588 --> 00:33:23,228
When entering actual earnings, exclude any special extra pay.

301
00:33:24,428 --> 00:33:29,869
Ensure all salary and contributions for the year are fully reported before you certify.

302
00:33:34,189 --> 00:33:37,310
FAC is requested when the salary is inflated.

303
00:33:38,430 --> 00:33:50,111
These exemptions impact all employees and include city/parish-wide salary increase, step increases, legislative and sales tax supplements.

304
00:33:54,031 --> 00:34:04,272
Leave certification is required when an application for service after drop NIBRP has been submitted.

305
00:34:05,072 --> 00:34:09,873
The leave certification cannot be submitted until after the retirement effective date.

306
00:34:10,833 --> 00:34:16,353
Leave certifications will appear on the employer dashboard and in important messages.

307
00:34:17,313 --> 00:34:20,594
These can also be assessed through the certification

308
00:34:22,154 --> 00:34:25,474
I'm sorry, accessed through the certifications and dropdown menu.

309
00:34:30,514 --> 00:34:34,915

The prior year's correction and certification is based on annual corrections.

310
00:34:36,514 --> 00:34:45,396
Prior year corrections and certifications can be completed online via ELSER's web, eliminating the need to print any forms.

311
00:34:46,436 --> 00:34:51,476
Once the certification is submitted online, it comes directly to ELSER's for review.

312
00:34:53,877 --> 00:35:01,397
Within the form, alerts are embedded to notify you of missing information or potential reporting errors.

313
00:35:02,358 --> 00:35:12,198
You can also select any of the question marks to see tool tips for assistance on what information is needed.

314
00:35:13,879 --> 00:35:17,319
Noted are the most common sections that are required for completion.

315
00:35:18,479 --> 00:35:27,400
When completing the PYCC, you are able to include LWOP, Workers' Comp, and Extended Sick Leave on the form.

316
00:35:38,201 --> 00:35:47,882
To access the manual PYCC, simply click the link located in the upper right-hand corner of the main PYCC page.

317
00:35:48,762 --> 00:35:52,482
Selecting this link will direct you straight to the manual form.

318
00:35:57,163 --> 00:35:59,563
Manual PYCC Explained.

319
00:36:00,763 --> 00:36:11,804
A manual PYCC is required for position changes, service purchases, enrollment errors, or when a member has multiple employers in a single year.

320
00:36:12,764 --> 00:36:17,885
When filing, simply use the drop-down menu to select a reason for the correction.

321
00:36:23,395 --> 00:36:25,715
To complete a manual PYCC,

322

00:36:26,125 --> 00:36:30,526
Start by entering the member's Social Security number to auto-populate their name.

323
00:36:31,166 --> 00:36:35,646
You will then select the certification reason and the relevant fiscal year.

324
00:36:36,526 --> 00:36:46,607
Key steps for reporting include earnings, input days worked, contract days, actual earnings, and full-time base salary.

325
00:36:48,367 --> 00:36:49,648
Separation of funds.

326
00:36:50,288 --> 00:36:52,048
Keep extra or special

327
00:36:52,808 --> 00:36:55,248
Keep extra or special earnings separate.

328
00:36:55,728 --> 00:36:58,128
Do not include them in the base salary.

329
00:36:59,369 --> 00:37:00,609
Part-time staff.

330
00:37:01,089 --> 00:37:06,769
You must provide both the actual hours worked and the standard full-time hours per week.

331
00:37:07,729 --> 00:37:09,329
Enrollment and service.

332
00:37:09,970 --> 00:37:18,290
For enrollment errors or service purchases, the current annual salary is required.

333
00:37:19,010 --> 00:37:19,970
Special leave.

334
00:37:20,731 --> 00:37:26,371
Complete the sections for workers' comp and extended sick leave, adding comments as needed.

335
00:37:27,731 --> 00:37:34,532
The system features built-in error messages to help you validate your data before

submission.

336
00:37:36,212 --> 00:37:39,652
Once submitted, our team will review and process the update.

337
00:37:44,653 --> 00:37:46,773
Employ your PYCC report.

338
00:37:48,333 --> 00:37:53,054
For an example, this is an example of the screen you will see once the report is generated.

339
00:37:53,734 --> 00:37:59,654
It will list the member's Social Security number, name, and year certification is needed.

340
00:38:03,415 --> 00:38:04,215
Refund.

341
00:38:06,695 --> 00:38:09,255
Here are some pointers when certifying refunds.

342
00:38:09,815 --> 00:38:11,735
The member must be terminated.

343
00:38:13,015 --> 00:38:18,056
The employer will verify that no exceptions are on the menu's account history.

344
00:38:19,096 --> 00:38:23,656
We'll have notification under important messages for salary exceptions.

345
00:38:24,697 --> 00:38:33,737
Dashboard work item will have action needed refund certification once the 90-day waiting period has been met.

346
00:38:35,098 --> 00:38:45,739
Please inform the members that they can expect to receive the refund within 120 days after termination instead of 90 days.

347
00:38:46,539 --> 00:38:52,139
ELSA may need other documents to process their refund application once the employer certifies.

348
00:38:53,739 --> 00:38:59,100

Refunds are processed every Wednesday, every other Wednesday.

349
00:38:59,580 --> 00:39:03,340
There is a calendar on ELSA's web that shows the refund payment.

350
00:39:04,380 --> 00:39:05,260
Payment date.

351
00:39:06,620 --> 00:39:12,221
Ex-members can check the unclaimed property list on www.elsa.net.

352
00:39:12,701 --> 00:39:15,421
No sign-in is required.

353
00:39:16,381 --> 00:39:23,262
Click on Unclaimed Property under Quick Links for a list of members with contributions remaining with ELSERs.

354
00:39:24,302 --> 00:39:31,743
Ex-members would complete Form 7 to process the refund, but the employer is not required to certify.

355
00:39:37,643 --> 00:39:43,084
The member will submit the Form 7 application for refund of member contributions to ELSERs.

356
00:39:43,884 --> 00:39:47,484
ELSERs will review, and if approved for processing,

357
00:39:48,224 --> 00:39:53,105
The refund certification item will be added to the dashboard for the employer to certify.

358
00:39:54,145 --> 00:40:06,866
If the 90-day waiting period has not been satisfied, the employer will not see the refund certification under action items until the 90 days have been met.

359
00:40:07,666 --> 00:40:13,267
This screen image is an example of refund application that is ready for the employers to certify.

360
00:40:19,507 --> 00:40:34,949
If the member has not been terminated by the employer, ELSAs will request a current year certification for employer to certify the current year, which will add the termination to the member's account.

361
00:40:40,229 --> 00:40:42,870
Here is a look at the refund certification screen.

362
00:40:43,990 --> 00:40:49,670
Once a member is eligible for certification, their Social Security number will appear in the drop-down menu.

363
00:40:50,470 --> 00:41:00,311
Before proceeding, the employer must verify that the employer has no outstanding exceptions, prior-year corrections, or current-year certifications.

364
00:41:01,031 --> 00:41:07,192
If any of these items are still pending, the system will not accept the refund certification.

365
00:41:11,512 --> 00:41:11,992
Drop.

366
00:41:13,432 --> 00:41:17,273
Members have a 60-day deadline to submit their DROP affidavit.

367
00:41:17,273 --> 00:41:23,593
If ELSERS does not receive the document within this timeframe, the application will be canceled.

368
00:41:24,473 --> 00:41:32,234
Members may reapply, but the effective date will be adjusted to the date the new application is received.

369
00:41:33,674 --> 00:41:39,515
Once a member has entered DROP, salary contributions are no longer reported to ELSERS.

370
00:41:39,835 --> 00:41:45,675
Instead, ELSERs make monthly deposits into the member's drop account.

371
00:41:46,555 --> 00:41:54,796
Members receive quarterly statements to track these deposits, or they can monitor them anytime through ELSER's web account.

372
00:41:56,476 --> 00:42:08,318
If a member continues to work at least 30 calendar days, including weekends, after their drop period ends, they will be automatically re-enrolled

373
00:42:08,678 --> 00:42:10,878
and retirement contributions will resume.

374
00:42:11,758 --> 00:42:16,638
If the member reaches the 100% accrual limit, member contributions will stop.

375
00:42:17,358 --> 00:42:21,759
However, salary reporting and employee contributions will continue.

376
00:42:27,619 --> 00:42:38,900
Retiree Return to Work 1006, under the standard earnings limit provision, only need to wait one day after the retirement date before returning to work.

377
00:42:40,001 --> 00:42:56,962
These retirees returning to work in an ELSA's eligible position can earn up to 50% of their adjusted final average compensation as adjusted annually based on the Consumer Price Index without affecting their retirement benefits.

378
00:42:58,242 --> 00:43:04,803
Exceeding this limit will result in reduction or suspension of their retirement benefit the following year.

379
00:43:05,883 --> 00:43:07,643
Employers must enroll

380
00:43:08,403 --> 00:43:14,164
must enroll the return to work retiree using the Online Return to Work enrollment form.

381
00:43:15,284 --> 00:43:21,844
Once enrolled, ELSA will mail a letter to the member confirming allowable earnings amount.

382
00:43:23,765 --> 00:43:30,645
All earnings must be submitted monthly via the Online Retiree Return to Work Earnings form.

383
00:43:34,966 --> 00:43:49,287
Retiree return to work 1007 under the bus operator shortage provision must wait one year after retirement if they retired on or after July 1st, 2024.

384
00:43:51,927 --> 00:43:58,168
If they return to work sooner, their retirement benefit will be suspended for the first 12 months.

385
00:43:59,408 --> 00:44:00,168
For those retirees

386
00:44:01,048 --> 00:44:14,009
who retired July 1st, 2024, a six-month waiting period is required, or their benefit will be suspended for the initial six-month period.

387
00:44:15,609 --> 00:44:21,770
Online enrollment is strictly available from July 1st to August 31st each year.

388
00:44:22,490 --> 00:44:25,130
This process must be completed annually.

389
00:44:25,930 --> 00:44:35,211
Missing the August 31st deadline means the retiree must be enrolled under the Return to Work 1006 provision instead.

390
00:44:36,411 --> 00:44:41,292
There are no exceptions to the completed, there are no exceptions to the deadline.

391
00:44:43,132 --> 00:44:45,772
There are no earnings limit under this provision.

392
00:44:46,252 --> 00:44:53,853
Unsheltered contributions are reported to the system, but the retiree does not additional service credit.

393
00:44:58,734 --> 00:45:04,334
To enroll a member as a return to work retiree, follow these steps in the system.

394
00:45:05,894 --> 00:45:09,295
Enter the member's social security number and click search.

395
00:45:10,095 --> 00:45:13,615
Their personal information will automatically populate.

396
00:45:14,895 --> 00:45:19,616
The employer name will default to your agency based on your login credentials.

397
00:45:20,256 --> 00:45:22,816
Choose the appropriate option for retiree.

398
00:45:23,936 --> 00:45:30,497

Return to Work 1006, use this for standard part-time employment with a salary cap.

399
00:45:31,457 --> 00:45:36,737
Return to Work 1007, use this only for bus operators.

400
00:45:37,297 --> 00:45:44,738
Remember, this option is only available for enrollment from July 1st through August 31st.

401
00:45:46,858 --> 00:45:50,738
Ensure you check the box for Form 2F.

402
00:45:51,258 --> 00:45:56,659
You must keep the physical Form 2-F paperwork on file at your agency.

403
00:46:00,499 --> 00:46:06,900
Return to Work 1006 earnings are not in your regular salary upload.

404
00:46:07,700 --> 00:46:09,700
They must be reported separately.

405
00:46:10,820 --> 00:46:12,821
Only gross earnings are reported.

406
00:46:13,621 --> 00:46:17,421
No retirement contributions are withheld or reported for this group.

407
00:46:18,621 --> 00:46:24,742
Return to work 107 salary is uploaded the same as active employees.

408
00:46:25,862 --> 00:46:29,622
You must categorize these contributions as unsheltered.

409
00:46:30,582 --> 00:46:39,623
Once the member stops working, they are eligible to request a refund of contributions paid during this time period.

410
00:46:43,143 --> 00:46:44,183
Termination.

411
00:46:45,384 --> 00:46:53,504
When processing a return to work retiree's departure, the steps depend on their retiree enrollment type.

412
00:46:54,664 --> 00:46:57,705
Return to work 106 termination.

413
00:46:57,865 --> 00:47:03,385
You should follow the standard termination procedures used for your active employees.

414
00:47:04,425 --> 00:47:07,386
Return to work 107 termination.

415
00:47:07,626 --> 00:47:12,906
These members are automatically terminated by the system at the end of each fiscal year.

416
00:47:13,466 --> 00:47:14,266
However,

417
00:47:14,746 --> 00:47:22,107
If a member stops working before the fiscal year ends, you must manually notify ELSAs to update their record.

418
00:47:26,907 --> 00:47:27,708
Insurance.

419
00:47:28,988 --> 00:47:31,788
Insurance deductions can be uploaded two ways.

420
00:47:32,748 --> 00:47:38,909
One is a file upload, and the other is an individual update using the insurance deduction form.

421
00:47:40,029 --> 00:47:42,269
Once the records have been uploaded,

422
00:47:42,909 --> 00:47:47,069
You can check the status by running the insurance update report.

423
00:47:47,709 --> 00:47:50,870
Rejected records will be listed with comments.

424
00:47:55,550 --> 00:48:02,071
The report includes all health and life insurance deductions and credits for the month selected.

425
00:48:02,991 --> 00:48:10,112
The total amount will match the ACH payment made to your agency by ELSERS.

426
00:48:13,792 --> 00:48:18,592
Now we will discuss other useful reports and resources on ELSAsWeb.

427
00:48:24,893 --> 00:48:26,933
This is an overview of ELSAsWeb.

428
00:48:28,173 --> 00:48:32,654
After logging in ELSAsWeb, you will be greeted by a welcome message.

429
00:48:33,134 --> 00:48:39,134
If your agency has any pending exceptions, balance due, or required certification,

430
00:48:40,074 --> 00:48:44,435
certifications, this will be clearly listed under important messages.

431
00:48:45,315 --> 00:48:52,876
Your dashboard displays certification requests for members who have already submitted retirement applications.

432
00:48:54,676 --> 00:49:07,957
For these members, you will find prior year certification, final average compensation exemption, current year certification, and leave certification requests.

433
00:49:09,157 --> 00:49:13,357
The retirement effective date was recently added for easier tracking.

434
00:49:15,438 --> 00:49:24,999
Any PYCC requests for members who have not yet applied for retirement will appear under Important Messages rather than the dashboard.

435
00:49:25,799 --> 00:49:32,519
You can generate a full report of these requests by clicking the Here link within the Important Messages section.

436
00:49:33,319 --> 00:49:37,320
You can rearrange the dashboard columns to suit your personal workflow.

437
00:49:38,040 --> 00:49:44,240
Be sure to review your dashboard and messages frequently to stay updated on new requests.

438
00:49:47,161 --> 00:49:54,121
At this time, I'm going to jump in because I see a question about asking to give more information for retiree 106 and 107.

439
00:49:54,761 --> 00:49:58,682
So, if one of our members retires,

440
00:49:58,962 --> 00:50:02,282
and wants to return to work the day after their retirement date.

441
00:50:02,282 --> 00:50:05,322
So they set out their retirement date, they return one day after.

442
00:50:05,322 --> 00:50:08,843
The one day waiting period is for all return to work 106s.

443
00:50:09,163 --> 00:50:13,083
That is custodian, maintenance, bus operators, bus aides, any of those.

444
00:50:13,563 --> 00:50:28,044
But if you want to hire a retired bus operator under the shortage of bus operators provision, which is 1007, that can only be done between July 1st and August 31st, that's the only time you can enroll them in the portal.

445
00:50:28,685 --> 00:50:29,445
They have to.

446
00:50:29,445 --> 00:50:35,085
They have a either a 6 month or 12 month waiting period, depending on their retirement date, as we discussed.

447
00:50:35,645 --> 00:50:46,446
So but if you want to hire a bus operator under 106 under the shortage, they only have to sit out one day, and they can be enrolled in our system anytime during the year.

448
00:50:46,966 --> 00:50:48,446
So that's the basic.

449
00:50:48,686 --> 00:50:50,607
All retirees can be hired.

450
00:50:50,927 --> 00:50:55,327

under the earnings limit sitting out one day under 1006 provision.

451
00:50:55,567 --> 00:51:01,888
The waiting period for six or 12 months is only for the shortage of bus operators for that.

452
00:51:03,488 --> 00:51:07,168
That can only be hired between July 1st and August 31st.

453
00:51:07,648 --> 00:51:09,248
I hope that clarifies it.

454
00:51:09,248 --> 00:51:12,529
If not, ask additional questions, please.

455
00:51:12,929 --> 00:51:13,569
Thanks, Devin.

456
00:51:13,969 --> 00:51:14,649
Thank you, Tracy.

457
00:51:16,129 --> 00:51:18,929
There are many report features.

458
00:51:20,049 --> 00:51:26,850
There are many reports available under the Reports tab in ELSA's web to assist employers.

459
00:51:27,650 --> 00:51:43,732
Here you can find information regarding PYCCs you processed, PYCCs requested by ELSAs that have not yet been submitted, information about members' eligibility for drop or retirement, and salary contribution exception.

460
00:51:44,692 --> 00:51:53,292
Exceptions are automatically generated on the 16th of each month to add the exception for missing contributions through the previous month.

461
00:51:54,253 --> 00:52:09,534
This means if the employer fails to submit salary reporting for the previous month, an exception of no contribution information reported will be added to the member's record for the missing month.

462
00:52:10,534 --> 00:52:16,615
It's important to clear exceptions timely so that there are no interruptions to retirement application processing.

463
00:52:20,895 --> 00:52:25,896
A member status report has many options depending on what information you're looking for.

464
00:52:26,656 --> 00:52:32,616
A popular report generated is for drop-active members who are nearing the end of their drop participation.

465
00:52:33,256 --> 00:52:39,337
This helps employers determine when to begin withholding contributions for these members

466
00:52:39,657 --> 00:52:44,057
if they decide to continue working more than 30 calendar days after drop.

467
00:52:45,417 --> 00:52:51,898
I encourage you to access this report and explore the many options it has to offer.

468
00:52:55,658 --> 00:53:00,539
Once the report is generated, you will see a screen similar to what is shown.

469
00:53:01,659 --> 00:53:08,700
For reports that are more than one page, click on the greater than to advance to the next page on the screen.

470
00:53:09,740 --> 00:53:15,180
You can export the report into Excel, PDF, or Word document.

471
00:53:16,060 --> 00:53:18,701
Refresh report, then print report.

472
00:53:21,661 --> 00:53:23,221
GASB 68.

473
00:53:24,221 --> 00:53:33,902
The annual audit reports can be located on ELSA's web under Resources, Publications, and then Annual Reports.

474
00:53:34,822 --> 00:53:42,703
GASB 68 schedules are used for financial reporting of the school board's portion of unfunded accrual liability.

475
00:53:44,463 --> 00:53:57,184

Beginning with 2024-2025 fiscal year, the GASB 68 schedules are combined with the actuarial validation and employer pension audit reports.

476
00:54:01,905 --> 00:54:05,505
Visit the Employers section to access the login portal.

477
00:54:06,305 --> 00:54:13,666
View current contribution rates and find the forms and training materials you need to manage LSERs.

478
00:54:17,026 --> 00:54:20,786
Check out our Resources tab to find our newsletters.

479
00:54:21,266 --> 00:54:24,947
If you haven't yet, you can subscribe there to receive monthly updates.

480
00:54:28,467 --> 00:54:34,508
Next, we'll highlight members' resources and information regarding Empire Retirement.

481
00:54:39,188 --> 00:54:50,469
ELSA's Web puts member data at your fingertips, allowing you to instantly provide statements, 1099-Rs, or account history right from your desk.

482
00:54:57,340 --> 00:55:00,220
ELSA's Web view personal information.

483
00:55:01,510 --> 00:55:07,511
The following information can be viewed in the Member Information screen.

484
00:55:08,471 --> 00:55:09,271
Payments.

485
00:55:10,631 --> 00:55:13,031
View Detailed Monthly Benefit Breakdown.

486
00:55:13,911 --> 00:55:16,152
Drop IBRP Information.

487
00:55:16,632 --> 00:55:20,072
Access certain details regarding drop and IBRP accounts.

488
00:55:21,032 --> 00:55:21,672
Statement.

489
00:55:22,232 --> 00:55:26,473
Download annual statements available for active members only.

490
00:55:27,273 --> 00:55:28,633
1099-R.

491
00:55:30,153 --> 00:55:40,234
tax forms for retirees or members who received a refund, tax withholding, and manage W4P information for members receiving benefits.

492
00:55:44,874 --> 00:55:46,714
Benefit Estimate Calculator.

493
00:55:47,995 --> 00:55:57,355
Both members and employers can use this benefit calculator to generate estimates for service, drop, IBRP, and after-drop retirement.

494
00:55:58,236 --> 00:56:11,197
The estimated retirement timeline provides a snapshot of the member's current status and eligibility dates for early or service retirement, drop, and 100% accrual.

495
00:56:12,237 --> 00:56:18,237
Please note that these estimates use unaudited data currently in the system.

496
00:56:18,997 --> 00:56:23,358
Final figures may vary based on the accuracy of reported information.

497
00:56:24,478 --> 00:56:31,199
Users can also utilize the leave function to project how accrued leave might increase their monthly benefit.

498
00:56:35,439 --> 00:56:44,000
Generated estimates follow the same format as those directly from LSERS, based on the member status and chosen retirement date.

499
00:56:44,720 --> 00:56:51,841
The system provides benefit amounts for service, drop, after drop, and IBRP.

500
00:56:52,721 --> 00:56:58,241
Users are welcome to generate as many estimates as they need to explore different scenarios.

501
00:57:02,242 --> 00:57:16,083

The Privatization Estimate Calculator, excuse me, provides a preliminary estimate of the unfunded accrual liability.

502
00:57:17,843 --> 00:57:23,964
incurred when an ELSRS position is eliminated, outsourced, or privatized.

503
00:57:24,964 --> 00:57:33,764
Please note that these figures are projections only based on the data provided for an official actuarial cost.

504
00:57:33,764 --> 00:57:36,565
You must contact ELSRS directly.

505
00:57:42,005 --> 00:57:45,646
Access ELSRS forms easily under the Resources tab.

506
00:57:47,166 --> 00:57:55,126
For your convenience, forms are organized numerically and categorized by member or retiree status.

507
00:57:55,607 --> 00:58:01,207
You will also find helpful checklists to guide you through each retirement process.

508
00:58:06,168 --> 00:58:10,448
You can find ELSA's fact sheets under Publication in the Resource tab.

509
00:58:11,368 --> 00:58:21,129
These sheets provide valuable details on various topics and serve as helpful guides for both members and employers.

510
00:58:22,489 --> 00:58:25,729
These are a few of the essential topics for quick reference.

511
00:58:26,809 --> 00:58:41,051
ELSO's membership eligibility, Retirement Eligibility and Benefit Options, Drop and IBRP Guidelines, Disability and Survivor Benefits, Purchasing Service,

512
00:58:41,371 --> 00:58:43,211
and re-employment rules.

513
00:58:46,971 --> 00:58:56,492
You can also access other valuable publications on the resources tab, including ELSA's annual reports, as mentioned earlier.

514

00:59:01,293 --> 00:59:02,733
Empire Retirement.

515
00:59:04,173 --> 00:59:13,814
For members eligible to retire on or after July 1st, 2004, DROP and IBRP funds are managed by Empower Retirement.

516
00:59:14,414 --> 00:59:25,935
Once DROP participation ends, ELSA stops making deposits and transfers the balance to a guaranteed stable value fund at Empower to begin earning interest.

517
00:59:26,855 --> 00:59:37,136
While this initial fund is protected, members have the option to move their money into a self-directed plan, which carry investment risk.

518
00:59:38,816 --> 00:59:48,337
After the transfer, members must contact Empower directly to manage withdrawals or update drops or IBRP beneficiaries.

519
00:59:50,177 --> 00:59:55,698
Members can only access these funds after they have officially terminated employment and retired.

520
00:59:56,818 --> 00:59:59,058
These accounts are state exempt.

521
00:59:59,578 --> 01:00:09,699
While they can be rolled over into other qualified plan, doing so will result in a loss of this tax exempt status.

522
01:00:11,019 --> 01:00:18,900
Any changes to the member's contact information or direct deposit settings must be reported to both ELSERS and Empower.

523
01:00:19,700 --> 01:00:25,461
For more details, please refer to fact sheet 25 available on ELSERS web.

524
01:00:28,501 --> 01:00:30,741
This concludes our presentation.

525
01:00:31,541 --> 01:00:44,502
We appreciate you taking time out of your busy schedule to participate, and we hope this training provides a clearer path for navigating our employer resources.

526
01:00:44,902 --> 01:00:49,383

We'd also like to thank TRSL for allowing us to be a part of this event.

527
01:00:50,023 --> 01:00:57,624
As a reminder, this presentation will be made available elsewhere as well by the end of the week, so you can refer back at any time.

528
01:00:58,464 --> 01:01:00,984
Thank you again, and enjoy the rest of your St.

529
01:01:00,984 --> 01:01:01,784
Patrick's Day.

530
01:01:02,504 --> 01:01:05,384
Now go forth and shamrock the rest of the day.