Employer Monthly Checklist

Monthly

Reporting

- ☐ 1st of the month: Due date for Monthly Detail Summary Data files (following the month being reported).
- ☐ Review outstanding invoices and allocate them with the Summary Report.
- ☐ Make necessary adjustments to offset invoices.
- ☐ After payroll is confirmed, identify any Retro Payments. If necessary, redistribute them to the correct pay period.
- ☐ Use *Check Plan Eligibility* on the Employer Portal to enroll a newly hired or rehired employee. Be sure to enroll under correct plan and contribution group.

Rehired Retiree

- ☐ 10th of the month: Submit Rehired Retiree Reporting
- ☐ 1st of the month: Rehired Retiree invoices are available

Additional Action Items

- ☐ Prior to end of month: Ad hoc Termination Report is due
- ☐ Update contact information
- ☐ Review the Employer Portal monthly calendar
- ☐ Give ERS/TRS election forms to new employees who are Members of TRS when hired
- ☐ Certify Forfeited Leave Hours for retiring

January

- ☐ Review and update payment frequency reported if necessary

March & April

- ☐ Complete GASB67 request if selected

ERSGA
Employees' Retirement System of Georgia
Serving those who serve Georgia