

Online Forfeited Leave Certification and Payment March 2015





Agenda

- ❏ Welcome
 - ❏ Overview of Process
 - ❏ Review Correspondence and triggers
 - ❏ Auto Close (February 2015)
 - ❏ Questions
- 



Overview

- ❖ The new Online Forfeited Module allows employers to report, certify, and pay for forfeited leave service when a member applies for retirement or dies in service.
- 



Retirement Application

- ❖ The process begins when ERS receives a retirement application
- ❖ The retiring agency will receive an e-mail notification of the application (**Note:** Non-statewide employers will receive a request for a preliminary certification)
- ❖ Preliminary certification due within 5 business days

Preliminary and Final Certification

- ❖ Statewide – preliminary certification created from last posted sick/forfeited leave hours
- ❖ Non-Statewide-If no Preliminary Certification is received, we will process application with zero hours
- ❖ Two business days prior to retiring employee's termination date – ERS will request a final certification of leave time
- ❖ Final certification due upon receipt

Payment

ERSGA ACH Employers

- Payment will be deducted from bank account upon submitting final certification (2 business days)

People Soft ACH Employers/Checks/Wires

- Payment must be submitted with Invoice on 16th of the month
- Payment must be made for **all** final certifications
- Submit one check for all employees

Recap: Employer Responsibilities

- ❖ Statewide - Submit Final Certification
 - ❖ Please complete hours after SAO has updated these hours (around the 7th of the month)
- ❖ Non-Statewide
 - ❖ Submit Preliminary Cert
 - ❖ Submit Final Cert

Preliminary Request – Nonstatewide

MEMORANDUM

Date: 02/17/2015

To: Human Resource

From: Member Services - New Retirement Processing

Subject: Preliminary Forfeited/Sick Leave Certification

Employer: Employees Retirement System

Employees from your agency have recently applied for retirement or changed their retirement or termination dates. In order to continue the retirement process, ERS must receive a **preliminary certification** of the employee's forfeited/sick leave hours. **The Forfeited Leave Certification and Payment Module** is available on the Employer Desktop for this purpose. Your timely submission will ensure your employees make their scheduled payroll. A preliminary certification is required for all members regardless of hours of leave, and failure to submit the preliminary certification may result in a reduced benefit for the member.

Please note: The member's legal retirement benefit is computed using the certified leave. If you discover an error in the certified leave, you must return to this module to resubmit your certification.

Preliminary Certification Reports:

1. Due upon receipt but no later than 2 days prior to member's termination.
2. Include all forfeited and sick leave through date of submission. Please remember to include any leave from a previous state employer.

If you have any questions, please contact us at (404) 350-6300 or (800) 805-4609 or contact your employer reporting representative using the contact link below:

http://www.ers.ga.gov/Docs/Formsandpubs/ERS_Employer_Reporting_Contacts.pdf

Retirement App Acknowledgement Statewide Employers

MEMORANDUM

Date: June 18, 2013
To: Human Resources Manager
From: Member Services - New Retirement Processing
Subject: Retirement Applications Received

Please find below a listing of your employees that have recently applied for retirement or changed their retirement or termination dates. Retirement benefits will be calculated using forfeited leave as reflected on last monthly report. Please review your records to ensure that this was reported correctly and notify ERS immediately if not.

Final Certification Request

* **MEMORANDUM**

* Date: 02/17/2015

To: Human Resource

From: Member Services - New Retirement Processing

Subject: Final Forfeited/Sick Leave Certification

Employer: XYZ County Health Dept

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Employees from your agency have recently applied for retirement or changed their retirement or termination dates and are pending the next scheduled payroll. In order to complete the retirement process, it is imperative ERS receive a **final certification** of the employee's forfeited/sick leave hours. **The Forfeited Leave Certification and Payment Module** is available on the Employer Desktop for this purpose. Your timely submission will ensure your employees make their scheduled payroll. A final certification is required regardless of the number of leave hours, and failure to submit a final certification may result in a reduced benefit for the member.

* Please note: The member's legal retirement benefit is computed using the certified leave. If you discover an error in the retirement date or certified leave, you must contact Member Services immediately.

* **Final Certification Reports:**

* Due upon receipt of this email.

* Include all forfeited and sick leave through date of termination. Please remember to include leave from a previous state employer.

* Payment for employer contributions for Final Forfeited Leave for **BOTH OLD PLAN AND NEW PLAN** members is due upon receipt of the invoice on the 15th of the month via ACH or Wire Transfer.

* If a FINAL Certification is not received by the 14th of the month following the month of the member's Date of Retirement, and the member has an approved Retirement application on file and the member has begun receiving benefit payments; the FINAL Certification will be automatically created and closed on the 14th based on the latest Preliminary Certification (including a 0 hour Preliminary). If a FINAL Certification is automatically closed on the 14th of the month, invoices are created and payment for employer contributions is immediately due.

* If you have any questions, please contact us at (404) 350-6300 or (800) 805-4609 or contact your employer reporting representative using the contact link below: http://www.ers.ga.gov/Docs/Formsandpubs/ERS_Employer_Reporting_Contacts.pdf

Final Certification Request – Retirement Date Changed after Payment received

MEMORANDUM

Date:

To: Human Resources Manager

From: Member Services - New Retirement Processing

Subject: **Revised** Final Forfeited/Sick Leave Certification May be required

We have recently been notified that the employee(s) below have changed their termination date or retirement. Please be aware that the final certification may require adjustment. Contact ERS at your earliest convenience to discuss.



Invoice Notification

MEMORANDUM

Date: July 16, 2013
To: Human Resources Manager
From: Member Services - New Retirement Processing
Subject: Final Forfeited/Sick Leave Employer Invoice
Payment Due

Your Final Forfeited/Sick Leave invoice for report month (July 2014 (06/14-07/15) is available for payment. These Final Certifications were submitted and approved during the last accounting cycle. Please log on to the Employer Desktop: Forfeited Leave Certification and Payment module and submit payment today.



Invoice Past Due Notice

Date: January 1, 2015

To: Human Resources Manager

From: Financial Management Group

Subject: Forfeited Leave Invoice Past Due

Your Final Forfeited and Sick Leave invoice for the prior reporting month(s) is past due. Please log on to the Employer Desktop: Forfeited Leave Certification and Payment module and submit payment today.



Final Forfeited Leave Reminder

MEMORANDUM

Date: January 1, 2015 –

To: Human Resources Manager

From: Member Services - New Retirement Processing

Subject: Final Forfeited/Sick Leave Certifications Outstanding

We have not received your Final Forfeited and Sick Leave certifications for members who retired >month in the past. Please log on to the Employer Desktop: Forfeited Leave Certification and Payment module and submit your final forfeited leave certification today.

Employer Desktop

Employees' Retirement System of Georgia: Employer Desktop - Microsoft Internet Explorer provided by ERSGA Internet Explorer
https://testing.ers.ga.gov/Employer/EmployerActions.aspx
Favorites CAU Jr. MBA Summer Pro... Suggested Sites Web Slice Gallery
Home - Online Leave Certi... Employees' Retirement ...



EMPLOYEES'
RETIREMENT SYSTEM
OF GEORGIA

Employers

Home Members Retirees **Employers** 401(k) & 457

EMPLOYER DESKTOP: Welcome to the ERSGA Employer Desktop. In an effort to make doing business with ERSGA easier, we have automated the reporting process. Please click the desired link below to begin entering your data.

You may view detailed information and instructions by clicking on the question mark icon located on each screen.

[Check Member Plan Eligibility](#)

This option allows you to verify a member's plan eligibility status for ERS or PSERS (PRS) memberships.

[Maintain Monthly Summary Report](#)

This report is a summary of all total salaries, employee, and employer contributions—including adjustments and invoices. All employers must complete and submit this report by the 1st day of each month following the month in which the contributions were withheld.

[Forfeited Leave Certification and Payment](#)

This option allows you to report forfeited leave hours to ERSGA when a member with sick or forfeited leave applies for retirement or dies in service.

[Profile Maintenance](#)

This option allows you to maintain your security and contact information (ie. user id, password, name, address, phone and fax numbers, etc.).

If you have an email address and would like to be contacted in reference to ERSGA related matters please include this in your profile information.

[Maintain Rehired Retirees](#)

This option allows you to maintain hours worked for rehired retirees of ERS, LRS and JRS Plans.

[Ad Hoc Termination Reporting](#)

This option allows you to update personnel actions for non-reported members.

[Logout](#)

This option allows you to log out of the secure ERSGA Site.

FFL Certification and Payment

The screenshot shows a web browser window displaying the Employees' Retirement System of Georgia website. The browser's address bar shows the URL <https://secure.ers.ga.gov/FFL/FFLProcessingCenter.aspx>. The browser's title bar reads "Employees' Retirement Syst...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Logged Out", "MyGeorgiaS...", "Employees' Retirement Sy...", "Home", "Home - Document Center", "Page", "Safety", "Tools", and a help icon. The website's header features the Georgia state seal and the text "EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA" and "Employers". The website's navigation bar includes "Home", "Members", "Retirees", and "Employers" (which is highlighted). The "Employers" section shows "401(k) & 457". The website's main content area includes three links: "Preliminary Certifications", "Final Certifications", and "Invoices/Receipts". Each link has a description and a right-pointing arrow. The "Preliminary Certifications" link is highlighted. The "Final Certifications" link has a description: "Click this link to see the list of your employees for whom we have requested Final Forfeited Leave Certifications." The "Invoices/Receipts" link has a description: "Click this link to view all outstanding and paid invoices." The website's footer includes the text "Copyright © Employees' Retirement System of Georgia 2010". A password storage prompt is visible at the bottom of the browser window, asking "Would you like to store your password for ga.gov?" with a "Why am I seeing this?" link and "Yes" and "Not for this site" buttons. The browser's status bar shows "100%".

Employees' Retirement System of Georgia

Employers

Home Members Retirees **Employers** 401(k) & 457

Return to Employer Desktop
Logout

Preliminary Certifications
Click this link to see the list of your employees for whom we have requested Preliminary Forfeited Leave Certifications. Employers may submit multiple preliminary certifications.

Final Certifications
Click this link to see the list of your employees for whom we have requested Final Forfeited Leave Certifications.

Invoices/Receipts
Click this link to view all outstanding and paid invoices.

Copyright © Employees' Retirement System of Georgia 2010

Would you like to store your password for ga.gov? [Why am I seeing this?](#) Yes Not for this site

100%

Final FFL

Employees' Retirement System of Georgia - Microsoft Internet Explorer provided by ERSGA Internet Explorer
 https://testing.ers.ga.gov/FFL/FFLMemberDetail.aspx?Id=8576
 Bing
 Favorites CAU Jr. MBA Summer Pro... Suggested Sites Web Slice Gallery
 Home - Online Leave Certi... Employees' Retirement ...



EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA

Employers

Home Members Retirees **Employers** 401(k) & 457

FFL Processing Center

Maintain ACH

Return to Desktop

Logout

GA. DEPT. OF EDUCATION (414)

Member Information

SSN: 8415 [redacted] Pension ID: [redacted]

Contribution Group: NAR - New Plan

Member Status: ACTV Service: 9 yrs 11 mnths

Certification Information

Certification Type: Final

Certification Date: 07/10/2013 Example: mm/dd/yyyy

Date of Retirement: 07/01/2013 Example: mm/dd/yyyy

Termination Date: 06/30/2013 Example: mm/dd/yyyy

Monthly Salary at Retirement: 6251.08 Last Reported Date: 05/01/2013

Payroll Frequency: Semi-Monthly

Payment Reason: Regular Pay

Percent Time: 100.00

Hours of Forfeited Leave: 301.00 In Years: 0.000

Employer Contact: ersgauser_414

Status: In Progress Status Date: 7/10/2013 1:26:56 PM

Employer Contributions

Forfeited Hours	Months	Monthly Salary	Total Salary	Rate (%)	Employer Contributions	
301.00 /160	= 1.88 x	\$6,251.08 =	\$11,752.03 x	0.00 =	\$0.00	
					Prev. Employer Contrib.:	\$0.00
					Net Employer Contrib.:	\$0.00

CALCULATE

Comments

RESET **SAVE** **SUBMIT**

Final Forfeited Leave and Sick Leave Auto - Close

❧ What is Auto-Close?

- The automatic certification and close of a Final Forfeited Leave and Sick Leave Certification.

❧ What is Auto – Close based on?

- The latest Preliminary Certification
 - Including a zero (0) hour Preliminary Certification

Final Forfeited Leave and Sick Leave Auto - Close

❗ What is the criteria?

- No Final Certification for a retiree by the 14th of the month following:
 - Date of Retirement, and
 - approved Retirement Application, and
 - the Member is receiving a Pension benefit.

Final Forfeited Leave and Sick Leave Auto - Close

Auto-Closed on March 14, 2015

YES

-DOR = 2/1/2015 +
-Ret App Approved +
-1st Pension Benefit Paid
2/1/2015

NO*

-DOR = 3/1/2015 +
-Ret App Approved +
-1st Pension Benefit Pd. 3/1/2015

* If no Final - auto-close 4/14/2015

Final Forfeited Leave and Sick Leave Auto - Close

- Effective Date = February 1, 2015
 - Meet the criteria and
 - Date of Retirement = July 1, 2013 thru January 1, 2015
 - Monthly thereafter

Final Forfeited Leave and Sick Leave Auto - Close

✚ Reminder Email – 10th of the Month (FL & Financial Contacts)

MEMORANDUM

Date: 02/10/2015

To: Employer@Employer.gov

From: Member Services - New Retirement Processing

Subject: Final Forfeited/Sick Leave Certifications Automatically Closed

Employer: Employer Name

We have not received your Final Forfeited and Sick Leave certifications for members who retired last month and have begun receiving payment of benefits. Please log on to the Employer Desktop: Forfeited Leave Certification and Payment module and submit your final forfeited leave certification today.

Please note, if a FINAL Forfeited and Sick Leave certification has not been received by the 14th of this month, the FINAL certification will be automatically created and closed on that day based on the latest Preliminary certification on file (including a 0 hour Preliminary certification).

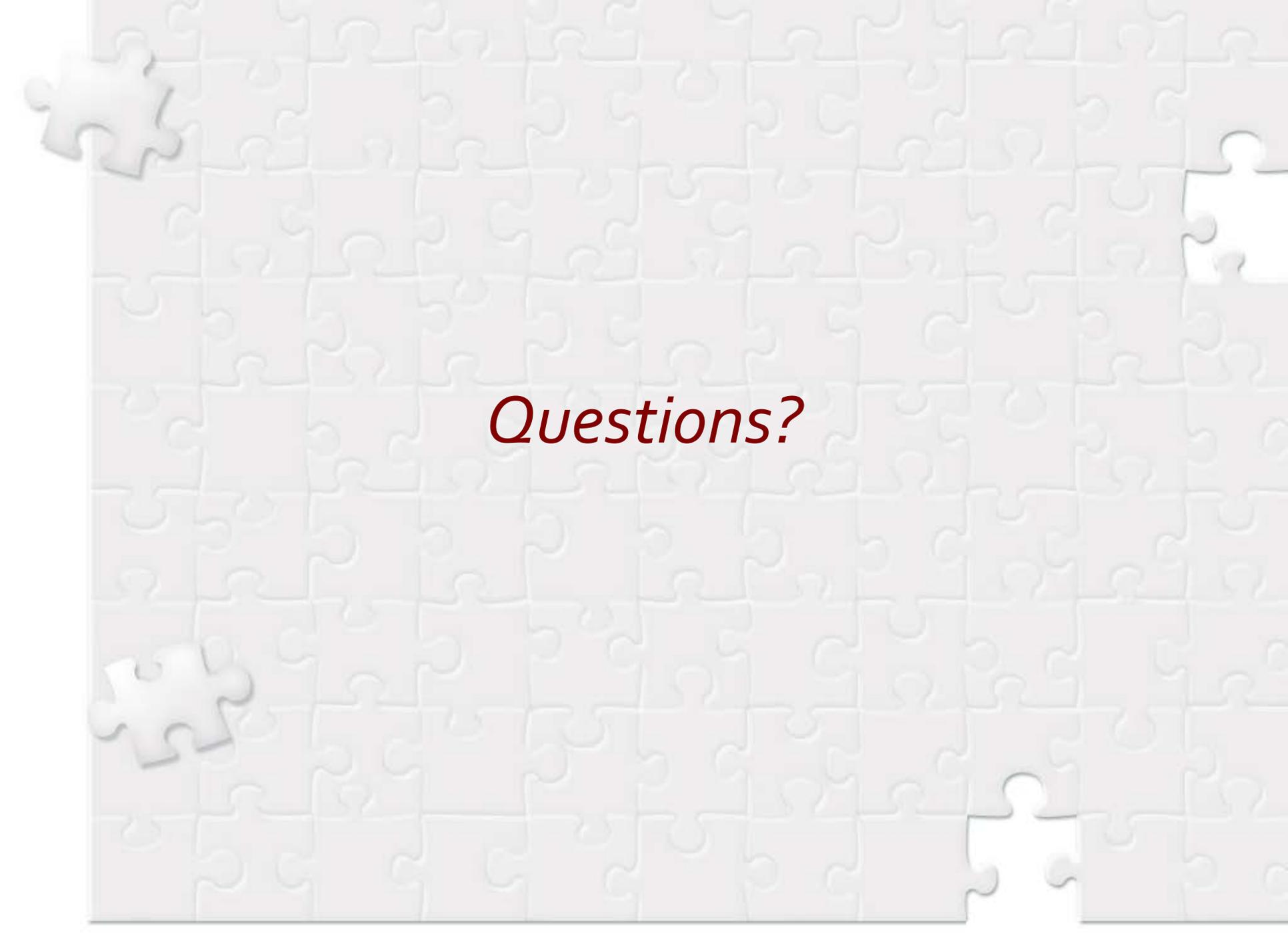
If a FINAL Certification is automatically closed on the 14th of the month, an invoice is created and payment for employer contributions is immediately due.

If you have any questions, please contact us at (404) 350-6300 or (800) 805-4609 or e-mail your employer reporting representative using the contact link below:

http://www.ers.ga.gov/Docs/Formsandpubs/ERS_Employer_Reporting_Contacts.pdf

Final Forfeited Leave and Sick Leave Auto - Close

- After the Final is auto-closed, the normal invoice and cash receipt process will occur.
 - ACH – 14th of the month
 - Non-ACH – 15th of the month (1st business day coincident or next following)

The background is a light gray grid of interlocking puzzle pieces. There are four missing pieces: one in the top-left corner, one in the bottom-left corner, one in the top-right corner, and one in the bottom-right corner. The text "Questions?" is centered in the middle of the grid.

Questions?



Contact Information:
Renita Watts (Renita.Watts@ers.ga.gov)



*Thank you for attending the ERSGA
Employer Training March 2015*