



Final payroll certification tasks in EES

Retirement

Dates

Enter termination data. The planned retirement date is based on previously provided information.

- Last day of active earned compensation is the last day the member earned compensation prior to retirement. Any compensation after the date of retirement is considered retiree compensation.
- Date of termination from active employment.
- Date of final paycheck is the date the member receives the last paycheck that includes active wages prior to retirement.
 - The date of final paycheck may not be greater than 90 days after the date of retirement.
 - On the rare occasion a member receives earnings greater than 90 days from the date of retirement, contact PEBA to discuss the appropriate process to certify and/or report the additional earnings.

Please note that certifying a date of termination other than the termination date certified on the *Retirement Date Certification (6201)* will change the date of retirement to the day after the date of certified date of termination.

Final payroll

Enter payroll information at the time of retirement to calculate the daily rate of pay.

- Number of days in contract or normal work year is the number of contract or budgeted days the member works in a year. For employers other than school districts, this is pre-filled to 260.
- Contract or budgeted days completed is the number of days the member fulfilled of their contract or budgeted days in the year in which the member is retiring.
- Contracted or budgeted annual salary.
 - Class Two school district employees: AFC is calculated to ensure the member has three years of contractual earnings. Using actual salary could include additional pay, which prohibits PEBA from properly verifying the contact days completed and ensuring three years of contractual earnings. The exception would apply to employees who do not have a contracted or budgeted salary, like a substitute teacher. Use the actual wages paid for the current school term as the contracted or budgeted salary and provide an explanation on the Review step before submitting the certification.
- Use the checkbox for members who are paid by the hour or work other than a 7.5- or 8-hour workday (e.g., 10, 12 or 24-hour shifts). PORS members commonly work hourly/shift hours.
- Paychecks per year.
- Position title.

- Indicate if the member was an hourly employee.

Leave

For Class Two members only

The annual leave and sick leave information entered is carried over to the next step, *Quarterly Data*. Use the check boxes if there is no annual leave or sick leave to report.

Annual leave

- Check date on annual leave payment.
- Number of annual leave days paid cannot exceed 45.
- Amount of annual leave payment cannot exceed Calculated Daily Rate (see Final Payroll step) multiplied by the number of annual leave days paid.
- Contribution on annual leave payment must be 9 percent (SCRS) or 9.75 percent (PORS) of the annual leave payment.

Sick leave

- Number of unused sick leave days cannot exceed 90.

Annual leave and sick leave are not included in the AFC calculation of Class Three members, and therefore are not requested on the *Final Payroll Certification* for Class Three members. If you are prompted for annual leave and sick leave for a Class Three member, this is an indication that the member has completed a withdrawal service purchase and has reverted to a Class Two member. Contact PEBA to verify the member's status.

Quarterly data

The required quarterly data will correspond to the date of final paycheck previously submitted.

- If the *Next to Last Quarter* of active compensation and contributions is posted to the member's account, the *Final Payroll Certification* will not request this information.
- Use the check boxes if there are no active earnings to report.

The annual leave information is carried over from the previous step. Do not include annual leave payments in the last quarter compensation information. Doing so will overstate the final compensation and a revised certification will be required.

Active compensation and contributions are prior to retirement. Any compensation for employment after the date of retirement is considered retiree compensation and should not be included in the certification.

- Active earned final compensation.
 - Exclude any annual leave payment.
- Active earned final contributions.
 - Must be 9 percent (SCRS) or 9.75 percent (PORS) of the active earned final compensation.
- Contract length.
 - Number of months in the year for which the member receives compensation.
 - Typical contract lengths are 9, 10, 11 or 12.

- Must be 7, 9, 10, 11, 12, 13, 14, 15, 16, 17 or 20.
- Corresponds to what is reported to PEBA on the quarterly payroll.
- Months paid.
 - Number of months in the quarter for which the employee received compensation.
 - Must be 1, 2 or 3.
 - Corresponds to what is reported to PEBA on the quarterly payroll.

Employers with an approved furlough plan must indicate if a furlough will be reported separately for the member. This serves as a reminder for PEBA to verify that all furlough supplements have posted to the member's account prior to completing the AFC calculation.

Payroll verification

When a member retires, PEBA conducts a review of the account prior to finalizing the average final compensation and monthly annuity. Information must be keyed for each fiscal year (July 1 to June 30).

Use the check box if there are no fiscal year earnings to certify. No additional information is required for that fiscal year.

- Budgeted salary.
 - At the start of the fiscal year (July 1).
 - If a member has a change during a fiscal year, key each salary and the effective date.
Add a row, if necessary.
- Contract information.
 - At the start of the fiscal year (July 1).
 - Contract or budgeted days in the fiscal year.
 - Contract or budgeted days completed in the fiscal year.
 - If a member has a change during a fiscal year, key each contract and the effective date.
Add a row, if necessary.

If the member received additional pay for which retirement contributions were withheld, add the description(s) and amount(s). Include the pay code and/or detailed description. This information helps PEBA determine if the additional pay is allowable for inclusion in the AFC.

- Add a row, if necessary.
- Use the check box if there is no additional pay.

If the member received overtime pay for which retirement contributions were withheld, indicate if the overtime pay was mandatory and add the quarter end date(s) and amount(s). The selection defaults to non-mandatory. Overtime pay earned after December 31, 2012, must be certified as *mandatory* for inclusion in the AFC.

- Add a row, if necessary.
- Use the check box if there is no additional pay.

Review

Please review the certification information for accuracy. To edit an entry, select an *Edit* link.

Use the *Additional information you wish to convey* box to provide additional information regarding pay cycles, contract changes or wages/salary to assist PEBA with accurately calculating a member's AFC.

After review, *Submit* the certification to PEBA. You may also *Save* the certification to return to the *Task List* and complete the certification at a later time. Select *Cancel* to return to the *Task List* without saving your information.

Complete

The certification information is submitted to PEBA successfully. You may save a copy or print the confirmation page for your records. Note the confirmation number. If you need to contact PEBA regarding this transaction, please reference the confirmation number. Do not mail any additional information to PEBA.

Return to the *Task List*, or if the employee has returned to work, submit a return-to-work date in EES.

Assist PEBA further by uploading a detailed pay history through EES *Document Upload*. Sharing the pay history of the final month of employment for terminated employees is a helpful resource for PEBA.

- Return to the EES homepage by selecting *Home*.
- Select *Document Upload*.
- Select *AFC – Pay History* from the dropdown menu.
- Enter the member's SSN and last name.
- Select *Continue* to then *Add Docs* from your computer and *Upload All*.

View a [complete list of documents](#) that can be uploaded in EES.

Death of active member

Dates

Enter termination data.

- Last day of earned compensation is the last day the member earned compensation prior to termination.
- Date of termination from employment.
- Date of final paycheck is the date the member receives the last paycheck for wages prior to termination.
 - The date of final paycheck may not be greater than the current date.

Indicate if any of the following is true:

- The reported date of death (DOD) is incorrect.
- The member is an employee and is not deceased.
- Unable to locate any employment records and cannot provide any additional information.

Final payroll

Enter payroll information at the time of termination to calculate the daily rate of pay.

- Number of days in contract or normal work year is the number of contract or budgeted days the member works in a year.
- Contract or budgeted days completed is the number of days the member fulfilled of their contract or budgeted days in the year.
- Contracted or budgeted annual salary.
- Use the checkbox for members who are paid by the hour or work other than a 7.5- or 8-hour workday (e.g., 10, 12 or 24-hour shifts). PORS members commonly work hourly/shift hours.
- Paychecks per year.
- Position title.

Leave

For Class Two members only

The annual leave and sick leave information entered is carried over to the next step, *Quarterly Data*. Use the check boxes if there is no annual leave or sick leave to report.

Annual leave

- Check date on annual leave payment.
- Number of annual leave days paid cannot exceed 45.
- Amount of annual leave payment cannot exceed Calculated Daily Rate (see Final Payroll step) multiplied by the number of annual leave days paid.
- Contribution on annual leave payment must be 9 percent (SCRS) or 9.75 percent (PORS) of the annual leave payment.

Sick leave

- Number of unused sick leave days cannot exceed 90.

Quarterly data

The required quarterly data will correspond to the date of final paycheck previously submitted.

- If the *Next to Last Quarter* of active compensation and contributions is posted to the member's account, the *Final Payroll Certification* will not request this information.
- Use the check boxes if there are no active earnings to report.

The annual leave information is carried over from the previous step. Do not include annual leave payments in the last quarter compensation information.

- Active earned final compensation.
 - Exclude any annual leave payment.
- Active earned final contributions must be 9 percent (SCRS) or 9.75 percent (PORS) of the active earned final compensation.
- Contract length.
 - Number of months in the year for which the member receives compensation.
 - Typical contract lengths are 9, 10, 11 or 12.
 - Must be 7, 9, 10, 11, 12, 13, 14, 15, 16, 17 or 20.
 - Corresponds to what is reported to PEBA on the quarterly payroll.
- Months paid.

- Number of months in the quarter for which the employee received compensation.
- Must be 1, 2 or 3.
- Corresponds to what is reported to PEBA on the quarterly payroll.

Employers with an approved furlough plan must indicate if a furlough will be reported separately for the member.

Budgeted salaries

Complete the information for each of the fiscal year tabs. Do not estimate amounts. Do not include payments for annual leave and/or sick leave. Use the check box if there are no fiscal year earnings to certify. No additional information is required for that fiscal year.

Select only one Budgeted Salary option for each fiscal year. Based on the selection, complete the required information.

- Hourly employee;
- Daily rate employee; or
- Annual salary.

Complete the contract information.

- At the start of the fiscal year (July 1).
- Contract or budgeted days in the fiscal year.
- Contract or budgeted days completed in the fiscal year.
- If a member has a change during a fiscal year, key each contract and the effective date. Add a row, if necessary.

If the member received additional pay for which retirement contributions were withheld, add the description(s) and amount(s). Include a detailed description.

- Add a row, if necessary.
- Use the check box if there is no additional pay.

If the member received overtime pay for which retirement contributions were withheld, indicate if the overtime pay was mandatory and add the quarter end date(s) and amount(s). The selection defaults to non-mandatory.

- Add a row, if necessary.
- Use the check box if there is no additional pay.

Employment status

The employment status is the member's employment status as of the date of death.

Indicate if the death was a result of an injury that occurred while performing job duties. If yes, please explain.

Enter the position title and choose one of these options from the employment status dropdown menu.

- On annual leave;

- On furlough;
- On leave without pay;
- Other;
- On sick leave;
- Using paid leave through leave pool;
- Terminated; or
- Physically working.

For the On leave without pay or Other option, please include an explanation in the additional box.

Review

Please review the certification information for accuracy. To edit an entry, select an *Edit* link.

Use the *Additional information you wish to convey* box to provide additional information, if necessary.

After review, *Submit* the certification to PEBA. You may also *Save* the certification to return to the *Task List* and complete the certification at a later time. Select *Cancel* to return to the *Task List* without saving your information.

Complete

The certification information is submitted to PEBA successfully. You may save a copy or print the confirmation page for your records. Note the confirmation number. If you need to contact PEBA regarding this transaction, please reference the confirmation number. Do not mail any additional information to PEBA.

Return to the *Task List*.

Death of working or non-working retired member

Dates

Enter termination data.

- Last day of post-retirement earned compensation is the last day the retired member earned compensation prior to termination.
- Date of termination from post-retirement employment.
- Date of final paycheck is the date the retired member receives the last paycheck for wages prior to termination.
 - The date of final paycheck may not be greater than the current date.

Indicate if any of the following is true:

- The reported date of death (DOD) is incorrect.
- The member is an employee and is not deceased.
- Unable to locate any employment records and cannot provide any additional information.

Leave

The annual leave and sick leave information entered is carried over to the next step, *Quarterly Data*. Use the check boxes if there is no annual leave or sick leave to report.

Annual leave

- Check date on annual leave payment.
- Number of annual leave days paid cannot exceed 45.
- Amount of annual leave payment.
- Contribution on annual leave payment must be 9 percent (SCRS) or 9.75 percent (PORS) of the annual leave payment.

Sick leave

- Number of unused sick leave days cannot exceed 90.

Quarterly data

The required quarterly data will correspond to the date of final paycheck previously submitted.

- If the *Next to Last Quarter* of post-retirement compensation and contributions is posted to the member's account, the *Final Payroll Certification* will not request this information.
- Use the check boxes if there are no post-retirement earnings to report.

The annual leave information is carried over from the previous step. Do not include annual leave payments in the last quarter compensation information.

- Post-retirement earned final compensation.
 - Exclude any annual leave payment.
- Post-retirement earned final contributions must be 9 percent (SCRS) or 9.75 percent (PORS) of the post-retirement earned final compensation.
- Contract length.
 - Number of months in the year for which the retired member receives compensation.
 - Typical contract lengths are 9, 10, 11 or 12.
 - Must be 7, 9, 10, 11, 12, 13, 14, 15, 16, 17 or 20.
 - Corresponds to what is reported to PEBA on the quarterly payroll.
- Months paid.
 - Number of months in the quarter for which the retired member received compensation.
 - Must be 1, 2 or 3.
 - Corresponds to what is reported to PEBA on the quarterly payroll.

Budgeted salaries

Do not estimate amounts. Do not include payments for annual leave and/or sick leave.

Select only one Budgeted Salary option. Based upon the selection, complete the required information.

- Hourly employee;
- Daily rate employee; or
- Annual salary.

If the retired member received additional pay for which retirement contributions were withheld, add the description(s) and amount(s). Include a detailed description.

- Add a row, if necessary.
- Use the check box if there is no additional pay.

If the retired member received overtime pay for which retirement contributions were withheld, indicate if the overtime pay was mandatory and add the quarter end date(s) and amount(s). The selection defaults to non-mandatory.

- Add a row, if necessary.
- Use the check box if there is no additional pay.

Employment status

The employment status is the retired member's employment status as of the date of death.

Indicate if the death was a result of an injury that occurred while performing job duties. If yes, please explain.

Enter the position title and choose one of these options from the employment status dropdown menu.

- On annual leave;
- On furlough;
- On leave without pay;
- Other;
- On sick leave;
- Using paid leave through leave pool;
- Terminated; or
- Physically working.

For the On leave without pay or Other option, please include an explanation in the additional box.

Review

Please review the certification information for accuracy. To edit an entry, select an *Edit* link.

Use the *Additional information you wish to convey* box to provide additional information, if necessary.

After review, *Submit* the certification to PEBA. You may also *Save* the certification to return to the *Task List* and complete the certification at a later time. Select *Cancel* to return to the *Task List* without saving your information.

Complete

The certification information is submitted to PEBA successfully. You may save a copy or print the confirmation page for your records. Note the confirmation number. If you need to contact PEBA regarding this transaction, please reference the confirmation number. Do not mail any additional information to PEBA.

Return to the *Task List*.

Revisions

Applicable to Retirement tasks only.

Use the *Request to Revise this Task* option to notify PEBA that a revision is needed for a completed Final Payroll Certification task. Add an explanation and then *Send Email* to submit the request.

Review/Reprint

Once the task is complete, use the *Review/Reprint* option to review the information submitted or save a copy of the completed task for your records.