




Reporting process: supplements

Retirement Benefits Training
Fiscal year 2022

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Employer reporting representatives

- PEBA's Member Account Services has staff assigned to each employer to help with:
 - Monthly deposits;
 - Quarterly payroll reports;
 - Service credit and contract lengths; and
 - Supplemental reports.
- Select *EES Assistance* in EES for your representative's name and contact information.

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Supplemental Contribution Report (Form 1227)

- Submit if service contribution error exists on already-posted quarterly payroll data.
 - Omissions: enter as a positive amount.
 - Corrections: enter negative and positive amounts.
 - Deletions: enter as a negative amount.
- Include only one fiscal year per form.
- View [Fiscal Year Contribution Rates](#) (Form 1340) for prior year fiscal year employer and member rates.

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Supplemental Service Report (Form 1224)

- Use to record contributions for members in specific types of leave-without-pay status who wish to continue contributions:
 - Military leave of absence (status code 59).
 - Workers' compensation (status code 61).
- Based on compensation member would have earned if he was able to perform job duties.
- Submit monthly when needed.

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Furlough supplements

- Covers contributions made pursuant to furlough programs authorized under state law.
- Remit employer and member contributions for SCRS, PORS and State ORP.
- No furlough contributions due for return-to-work retirees.
- Contributions based on salary immediately prior to furlough period.
- Submit via *Upload Furlough Supplement Data* option in EES.

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Teacher step increases

- Teacher step increase information can now be submitted in EES using the Upload Supplement Data option.
 - The file should include quarterly wage and retirement contribution amounts for each member by the quarter in which the compensation was earned.
 - It is important that you report only one quarter on each file. If you need to report amounts for more than one quarter, you must upload a separate file for each quarter.
- Each file requires a separate *Supplemental Service Report: Teacher Supplements* (Form 1229), which will automatically generate once the supplemental data file is uploaded. Print and mail the form to PEBA along with payment.

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