

Welcome to the Secure Transfer and Reporting System (STARS). Colorado PERA developed the STARS system as a secure means for employers to transfer contribution information. While this remains the main focus of STARS, PERA has added new functions to improve the member information communication between PERA and our affiliated employers. Currently, Colorado PERA-affiliated employers use STARS to report contributions, make payments, verify member status, and complete certain forms online.

Before you use STARS, you will need to take the following steps:

- You will need a User ID and password to gain access to the system. To obtain your User ID and password, please call your PERA Employer Representative at 303-863-3724 or 1-800-759-7372, ext. 3724. Before a password can be assigned, you will need to provide the following information:
 - Full name
 - Position title
 - E-mail address
 - Phone number
 - Fax number
 - Types of information you will be accessing through STARS

Your Employer Representative will then contact you with your temporary password. Your User ID is your first and last name (not case sensitive). You should also note:

- After you have logged in for the first time, you should change your password to something you will remember. Do not continue to use your temporary password. The Maintenance section of STARS has more information on changing your password.
- For your protection, do not share your password with other individuals in your organization. PERA does not limit the number of individuals who can access STARS. We will assign a password to anyone in your organization that you feel needs access.
- Please review the Help section before submitting a contribution file.
- When you use STARS, you must make payments electronically. You may pay either by ACH debit transactions, in which you allow PERA to initiate the transfer after receiving your instructions, or you may pay by wire or ACH credit in which you initiate the transfer. Payments must be completed by the due dates established in state law to avoid being charged interest by PERA.

401(k) Contributions

Please refer to the *Colorado PERA 401(k) Contribution Reporting User Guide for Employers* from CitiStreet for instructions on submitting 401(k) contributions to CitiStreet.

Accessing STARS

Go to Colorado PERA's Web site at www.copera.org and click on the Employer Info icon at the top of the page.

COLORADO PERA

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Protecting the Promise 2007 Celebrating 75 Years

Enter your User ID and password in the Employer Log In box. If you do not know your ID or password, or if you do not have one, call your PERA Employer Representative at 303-863-3724 or 1-800-759-7372 ext. 3724.

COLORADO PERA

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PERA-Affiliated Employer Overview

Latest News for PERA Employers

This section contains current items of interest specific to PERA employers. For other news regarding PERA, you also may want to view the [Latest News](#) or the most recent edition of [Topics](#). You may also view [archived employer news items](#).

You should also frequently check the [Recently Updated Forms and Publications](#) page.

For additional questions, contact your [Employer Representative](#). To set up a meeting, contact your [Field Education Representative](#).

[Future Employer Contribution Rates \(01/25/07\)](#)

[Rules Summary \(01/25/07\)](#)

Colorado PERA Employer Log In

User ID:

Password:

OK Clear

If you forgot your password, [click here](#).

Once your User ID and Password are confirmed, you will be logged into STARS. The General Information page will be displayed detailing your PERA contact information:

- Use the PERA Employer Representative contact information if you have questions about accessing the secured employer Web site. They also serve as your primary contact for questions about PERA.
- Contact your Field Education Representative to schedule a meeting or for questions about PERA benefits.
- Use the PERACare contact information for questions about PERA's health care benefits program for affiliated employers.

The screenshot displays the PERA Employer Access web application interface. At the top right, there are links for "Contact Us", "Search", and "Home". Below this is a navigation bar with "Forms", "Help", "Inquiry", and "Maintenance" dropdown menus. The main content area is titled "General Information" and contains several sections, each with a header and two input fields:

- Department Information**: Fields for "Name" and "Address".
- PERA Employer Representative Information**: Fields for "Name" and "Phone".
- PERA Field Education Representative Information**: Fields for "Name" and "Phone".
- PERACare Contact Information**: Fields for "Name" and "Phone".

On the left side, there is a vertical navigation menu with links for "Employer Access", "PERA Account Access", "Vendor Access", and "Log Off". At the bottom of the page, there is a footer with the text "PERA Employer Access > [Flat File Layout](#) | [HTTP Upload](#) | [Spreadsheet Layout](#) | [FAQs](#) | [PIN Information](#) | [Security Disclosure](#)".

Forms

Employers are required to send information to PERA that cannot be obtained through the Contribution Reporting process. The Forms section of STARS allows employers to easily submit this information to PERA.

The Forms drop-down menu lists the available online forms. Once you choose the form you wish to complete, an Agreement will appear in which you must read the Agreement and click "I Agree" before you may continue. Once you have completed the Agreement, you will be able to use any of the forms without having to complete the Agreement again.

The screenshot shows the STARS web interface. At the top, there are navigation tabs: "Forms", "Help", "Inquiry", and "Maintenance". The "Forms" tab is selected, and a dropdown menu is open, listing the following forms: "Death Notification/Salary", "Final Six Months' Salary", "Furlough Form", "Leave of Absence Certification", and "Termination Certification". Below the dropdown, there are sections for "Address" and "PERA Employer Representative Information" (with fields for Name and Phone), "PERA Field Education Representative Information" (with fields for Name and Phone), and "PERACare Contact Information" (with fields for Name and Phone). The main content area is titled "Account Maintenance" and contains the following text: "This maintenance area allows you submit changes to various aspects of your employer account." Below this is an "Agreement" section: "By using this account maintenance area, you agree to the following: You, the user, are responsible and liable for all changes submitted via these maintenance pages. PERA examines all data for reasonableness before accepting it. Once accepted, PERA records all submissions, and the new information becomes effective as soon as it has been processed. Once it has been processed and posted, your employer pages on this Web site will reflect those changes." At the bottom of the agreement are two buttons: "I Agree" and "I Disagree". A red arrow points from the "Forms" dropdown menu to the "I Agree" button.

The following forms are available through the Forms drop-down menu:

1. *Death Notification/Salary Report*

This form is used to report a member's final salary and related information at the time of death. You should review the instructions link before completing the form.

- Enter the requested data in the appropriate fields.
- Select "Preview" after the information has been entered. This will allow you to do a final review of the information you entered before submitting the form to PERA. STARS will display a warning notice if any of the required information has been omitted or incorrectly entered. Make any necessary adjustments.
- Print a copy of the form for your records and click "Submit."

The screenshot shows a web application interface. At the top, there are navigation tabs: 'Forms', 'Help', 'Inquiry', and 'Maintenance'. The 'Forms' dropdown menu is open, listing several options: 'Death Notification/Salary', 'Final Six Months' Salary', 'Furlough Form', 'Leave of Absence Certification', and 'Termination Certification'. A red arrow points from the 'Death Notification/Salary' option to the main form area.

The main form is titled 'Death Notification/Salary Report'. It includes a sub-header: 'This form lets you enter a member's final salary and related information at time of death. Click [here](#) for instructions.' The word 'here' is circled in red.

The form is divided into several sections:

- Deceased Member Information:** Fields for SSN, Name, Category (Regular), Was Death Job-incurred? (Yes), Date of Death (MM/DD/YYYY), and Position Held.
- Deceased Member's Employment Status at Time of Death:** Fields for Employment Status at Time of Death (On the Job), Termination Date (MM/DD/YYYY), Last Date Physically on the Job (MM/DD/YYYY), Paid-Through Date (MM/DD/YYYY), and Last Date of Sick or Injury Leave Actually Used (MM/DD/YYYY).
- Final Three Months of Salary:** A table with columns for Date (MM/YYYY), Base Pay, Extra Pay, and Member Contributions.
- Extra Pay Breakdown:** Fields for Number of Hours/Days of Payoff of Unused Vacation, Annual or Personal Leave; Sick Leave Used; Bi-weekly Pay (No, Three-pay Month(s) (MM/YYYY)); Unused Sick Leave Converted to PERA-includable Salary under C.R.S. § 24-50-104 (7.5); and Prior Sick Leave Conversion Date (MM/YYYY).

2. Final Six Months' Salary Report

This form is used to report a retiring member's anticipated salary and related information. You should review the instructions link before completing the form.

- Enter the requested data in the appropriate fields.
- Select "Preview" after the information has been entered. This will allow you to do a final review of the information you entered before submitting the form to PERA. STARS will display a warning notice if any of the required information has been omitted or incorrectly entered. Make any necessary adjustments.
- Print a copy of the form for your records and click "Submit."

Forms ▾
Help ▾
Inquiry ▾
Maintenance ▾

- Death Notification/Salary
- Final Six Months' Salary
- Furlough Form
- Leave of Absence Certification
- Termination Certification

Final Six Months' Salary Report

This form lets you enter a retiring member's anticipated salary and related information. Click [here](#) for instructions.

Member

SSN:

Name: (FML)

Job Title:

Category: Regular ▾

Member Employment

Termination Date: (MM/DD/YYYY)

Last Date Physically on the Job: (MM/DD/YYYY)

Paid-Through Date: (MM/DD/YYYY)

Last Date of Sick or Injury Leave Actually Used: (MM/DD/YYYY)

Final Six Months of Salary

Date (MM/YYYY)	Base Pay	Extra Pay	Member Contributions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Extra Pay Breakdown

If the final months of salary include any Extra Pay, please itemize the Extra Pay:

Number of Hours/Days of Payoff of Unused Vacation, Annual or Personal Leave: at per (hour, day, month)

Sick Leave Used:

Bi-weekly Pay: No ▾ Three-pay Month(s) (MM/YYYY):

Unused Sick Leave Converted to PERA-Includable Salary under C.R.S. § 24-50-104 (7.5):

Prior Sick Leave Conversion Date (MM/YYYY):

3. Furlough Report Form

This form is used to report active and retired employees who had furlough days between July 1, 2002, and June 30, 2004. You should print the form (PDF version), complete it, and mail it to PERA.

The screenshot shows a web application interface with a navigation menu at the top containing 'Forms', 'Help', 'Inquiry', and 'Maintenance'. The 'Forms' menu is expanded, listing 'Death Notification/Salary', 'Final Six Months' Salary', 'Furlough Form', 'Leave of Absence Certification', and 'Termination Certification'. The 'Furlough Form' item is highlighted. Below the menu, there are sections for 'PERA Employer Representative', 'PERA Field Education Representative', and 'PERACare Contact Information'. Each section has fields for 'Name' and 'Phone'. In the 'PERACare Contact Information' section, a link for 'Furlough Report Form (PDF)' is circled in red. A red arrow originates from the 'Furlough Form' menu item and points to this circled link.

4. Certification of Leave of Absence

This form is used to notify PERA when a member is on a leave of absence.

- Enter the requested data in the appropriate fields.
- Select "Preview" after the information has been entered. This will allow you to do a final review of the information you entered before submitting the form to PERA. STARS will display a warning notice if any of the required information has been omitted or incorrectly entered. Make any necessary adjustments.
- Print a copy of the form for your records and click "Submit."

The screenshot shows the 'Certification of Leave of Absence' form. The 'Forms' menu is expanded, with 'Leave of Absence Certification' highlighted. A red arrow points from this menu item to the form. The form contains several input fields: 'SSN', 'Member Name (F M L)', 'Type of Leave' (a dropdown menu), 'Beginning of Leave', 'End of Leave', 'Member Plan Choice' (a dropdown menu), 'Certifier's Name (F L)', 'Certifier's Official Title', 'Certifier's Phone Number', and 'Certifier's E-mail'. At the bottom of the form, there are three buttons: 'Settings', 'Preview', and 'Submit'.

5. Employment Termination Certification

This form is used to notify PERA when a member has terminated PERA-covered employment.

- Enter the requested data in the appropriate fields.
- Select "Preview" after the information has been entered. This will allow you to do a final review of the information you entered before submitting the form to PERA. STARS will display a warning notice if any of the required information has been omitted or incorrectly entered. Make any necessary adjustments.
- Print a copy of the form for your records and click "Submit."

The screenshot shows a web application interface. On the left is a navigation menu with a 'Forms' dropdown menu. The 'Forms' menu is open, showing a list of forms: 'Death Notification/Salary', 'Final Six Months' Salary', 'Furlough Form', 'Leave of Absence Certification', and 'Termination Certification'. The 'Termination Certification' option is highlighted in yellow. A red arrow points from this menu item to the main form area. The main form area is titled 'Employment Termination Certification' and contains the following fields and sections:

- Certification Information**
 - SSN: [Text Input]
 - Member Name (F M L): [Text Input]
 - Last Paid Date: [Calendar for February 2007]
- Terminated Employment:
- Final Month (MM/YYYY): [Text Input]
- Total Member Contributions: [Text Input]
- Certifier's Official Title: [Text Input]

Help

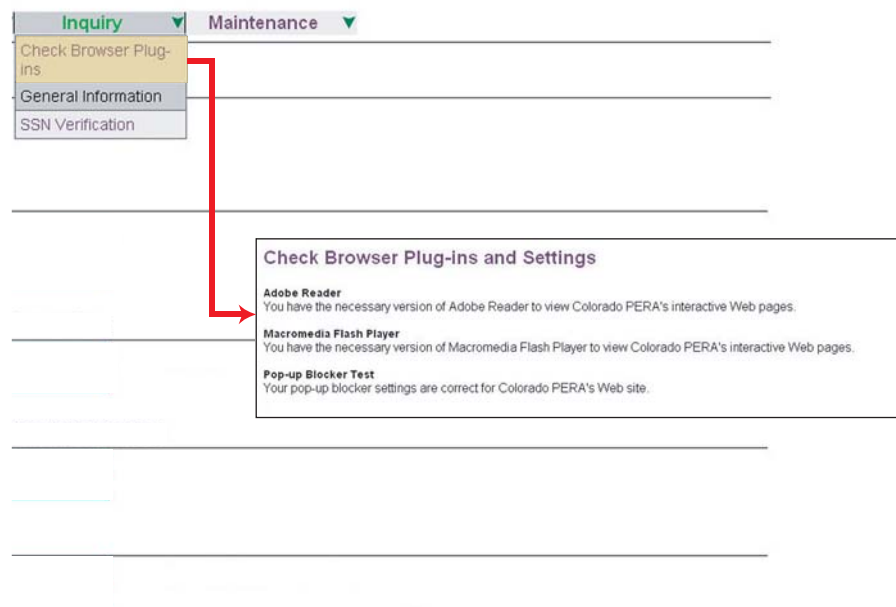
Under the Help menu is the Payroll Schedule Maintenance tutorial, which is an animated, self-directed tutorial. If this is your first time using STARS, it is highly recommended that you complete this tutorial before attempting to submit your first Contribution Report.

The screenshot displays the STARS system interface. At the top, there is a navigation bar with dropdown menus for 'Forms', 'Help', 'Inquiry', and 'Maintenance'. Below this, there are input fields for 'User Name:' and 'Employer Name:'. The 'Help' dropdown menu is open, showing 'Payroll Schedule Maintenance' as an option. A red arrow points from this option to a callout box on the right. The callout box contains the text: 'The Payroll Schedule Maintenance option is located in the "Maintenance" menu, in "Contribution Reporting."' and a 'continue' button with a green arrow icon. The main content area shows a form with sections for 'General Information', 'Department Information', 'PERA Employer Representative Information', 'PERA Field Education Representative Information', and 'PERACare Contact Information'. Each section has input fields for 'Name' and 'Phone'. The 'Department Information' section also has an 'Address' field. The 'PERA Employer Representative Information' section has 'Name' and 'Phone' fields. The 'PERA Field Education Representative Information' section has 'Name' and 'Phone' fields. The 'PERACare Contact Information' section has 'Name' and 'Phone' fields. The 'continue' button is located at the bottom right of the callout box.

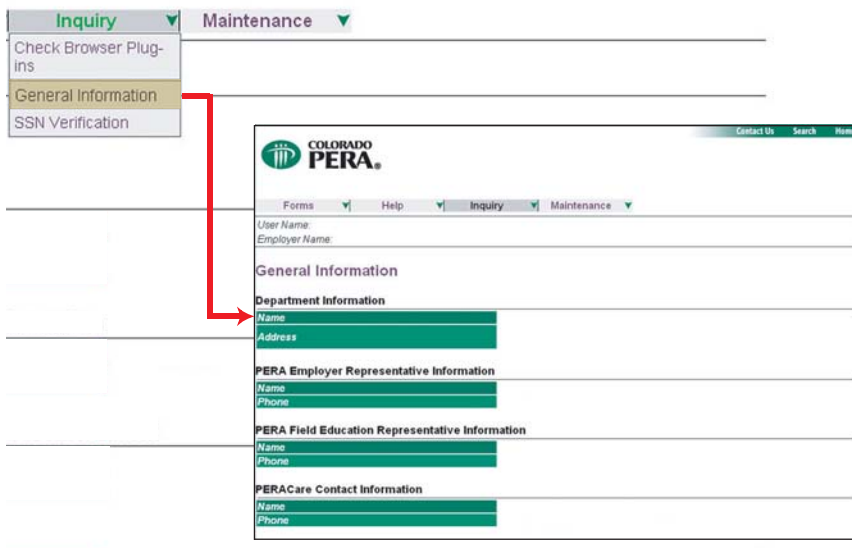
Inquiry

The Inquiry drop-down menu provides a short list of general information and verifications. You may choose any of the three options by clicking on the appropriate item:

1. The Check Browser Plug-Ins link allows you to make sure that your computer is set up to allow STARS to run properly.

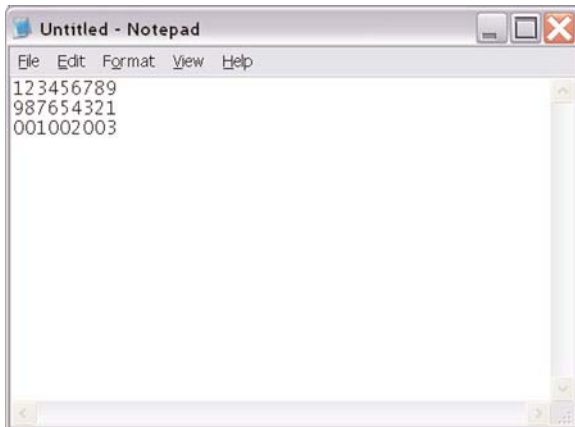


2. The General Information link returns you to the first screen you see when you log onto the STARS system.



- The Social Security Number Verification menu is used to determine the current PERA status of an employee to ensure the proper contributions are deducted and reported to PERA. You should use the Social Security Number Verification to verify if a PERA member is active, inactive, retired, etc.

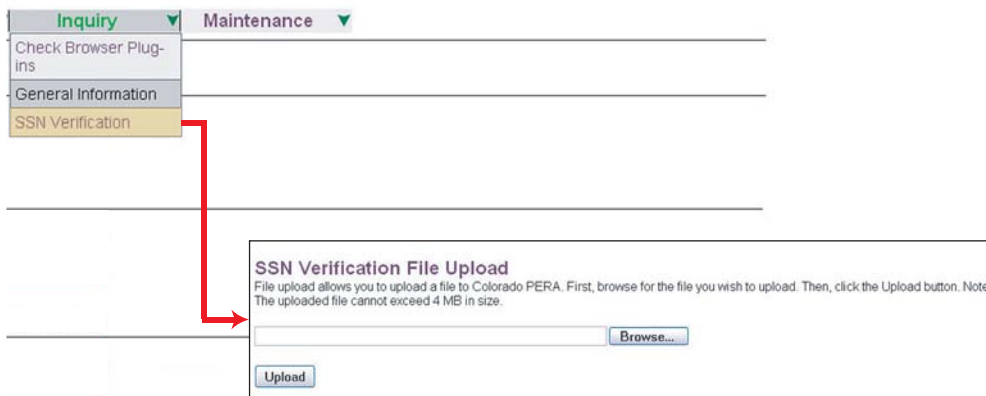
To use the Social Security Number Verification, you can upload a file containing the Social Security numbers (SSN) of employees for which you wish to receive a PERA status. The uploaded file must be a text file (have a ".txt" suffix) containing a list of SSNs. Only one Social Security number on each line is acceptable. Do not add headers, use dashes, or otherwise include any extraneous information.



You can create a text file in one of two formats:

- Notepad
 - Type in the SSNs, one on each line
 - Save the file
- Excel
 - Type in the SSNs, one on each row
 - Select "Save As" from the File menu
 - Select "Text" in the Save as Type drop-down box

After creating your file and saving it, select "Browse" in the Social Security Verification File Upload window. Navigate through your computer's drives and directories to the location of the file and then double-click on the file you want to send, then select "Upload."



PERA will then send you back a report indicating the current PERA status of employees included on your file. The status codes are explained in the table below:

Status	Description	Member Contributions Required?	Employer Contributions and AED Required?
Retired	Retiree is currently receiving a monthly PERA benefit	No	Yes
Suspended	Retiree was receiving a monthly benefit but suspended the benefit to return to PERA membership	Yes	Yes
Terminated	Retiree had a retirement benefit that was fully paid out and is deceased according to PERA records, please verify the SSN	Contact Employer Representative	Contact Employer Representative
Refunded	Individual was a former PERA member but refunded PERA account	Yes	Yes
Member	Employee is a current PERA member	Yes	Yes
Unknown	PERA has no record of this SSN (verify SSN or this could be a new member)	Yes (once SSN is verified)	Yes (once SSN is verified)

Maintenance

The Maintenance menu is used to facilitate contribution reporting and maintenance of employer account information. STARS users are assigned a "role" within the program. Depending on your role, you may not be able to access every menu within the Maintenance area (see table below for roles and what each can access). All users may access the General Information, SSN Verification, Password Change, E-mail Change, and Check Browser Plug-ins sections.

Role	Application
Agency SuperUser	Agency Self Administration (user revocation)
Agency STARS Maintenance	Access to Contribution Reporting, Payroll Schedule, ACH Transaction, and ACH Account sections
Agency PERACare	PERACare Register
Agency Online Forms	Complete online death notification, final salary reporting, leave of absence, and termination certification forms
Agency Download	Download a file from PERA
Agency Upload	Upload a file to PERA
Employment History Upload	Upload employment history to PERA
New Employee Forms + Online Forms	New employee form

Under the Maintenance menu, you may change your e-mail address and personal verification information.

The image shows a screenshot of a web application interface. On the left, there is a 'Maintenance' dropdown menu with the following options: 'Change Email Address', 'Change Login Password', and 'Contribution Reporting'. A red arrow points from the 'Change Email Address' option to a form titled 'Update E-mail Address and Personal Verification Information'. The form contains the following text and fields:

Update E-mail Address and Personal Verification Information

A valid e-mail address and a personal verification question and answer is required. If you forget your password, you will be asked to enter your personal verification information. After your personal verification information is confirmed, your password will be e-mailed to your account.

Once your changes are submitted, a confirmation e-mail will be sent to the e-mail address you enter below.

E-mail Address:

Personal Verification Question:

Personal Verification Answer:

Please Re-enter Your Password:

Under the Maintenance menu you may also change your password.

The screenshot shows a web application interface. On the left, there is a 'Maintenance' menu with a dropdown arrow. The menu items are: 'Change Email Address', 'Change Login Password' (highlighted in yellow), and 'Contribution Reporting'. A red arrow points from the 'Change Login Password' item to the 'Update Password' form on the right.

The 'Update Password' form has a title bar and a 'User Configuration' section. Below this, it lists password requirements:

- Please remember that the following requirements are checked against your password:
- 1) Must not be a word in a dictionary.
- 2) Must have one character that is a digit, not including the last character.
- 3) Must have one character that is an upper case character, not including the first character.
- 4) Must have one character that is a lower case character.
- 5) Must be at least 7 characters long.

The form contains a section titled 'Password Update' with three input fields:

- Old Password *
- New Password *
- Confirm New Password *

A 'Submit' button is located at the bottom right of the form.

Contribution Reporting

The final item under the Maintenance drop-down menu is Contribution Reporting. In the Contribution Reporting Section of STARS, you have access to the following, which will each be described in greater detail: (1) ACH Account Maintenance; (2) Contribution File Upload; (3) Contribution Reporting Maintenance; (4) Contribution Summary Sheet; (5) Payment Transaction Maintenance; and (6) Payroll Schedule Maintenance.

Before uploading a file, you should take the following steps:

- If you have more than 25 employees, you may want to prepare an electronic file containing your contribution information. The file can either be an Excel spreadsheet or it can be a flat file. Please see Appendix A for current file specifications and refer to the Contribution File Upload section of this STARS guide for instructions on uploading a file.
- If you have 25 or fewer employees and do not wish to prepare an electronic file, you can manually enter your information into the Web site. See the Contribution Reporting Maintenance section for instructions on preparing a manual file.
- When you use STARS, you must make your payments electronically.

1. ACH Account Maintenance

ACH Account Maintenance is used to add, edit, and delete information necessary for ACH transactions. You can have an unlimited number of bank accounts for ACH processing, each with its own unique name. (If your payment method is wire transfer, you may follow the instructions on page 29.)

To add ACH information:

- Enter the bank information from which you wish to have funds pulled
- Click "Add"

To edit ACH information:

- Locate the account you wish to edit on the list
- Click "Edit Account"
- Update the necessary information and click "Submit"

To delete ACH information:

- Locate the account you wish to delete on the list
- Click on the "Remove Account" icon and the account will automatically be deleted. You will not receive a warning notice before the account is deleted.

The screenshot shows the STARS system interface. On the left, a 'Maintenance' dropdown menu is open, with 'ACH Account Maintenance' highlighted. A red arrow points from this menu item to the 'ACH Account Maintenance' page on the right. The page contains instructions for adding, editing, and removing accounts, a table of registered accounts, and a form to add a new account.

Maintenance ▾

- Change Email Address
- Change Login Password
- Contribution Reporting** ▾
 - ACH Account Maintenance**
 - Contribution File Upload
 - Contribution Reporting Maintenance
 - Contribution Summary Sheet
 - Payment Transaction Maintenance
 - Payroll Schedule Maintenance

ACH Account Maintenance

To add an account, please enter all the information requested for adding a new bank for ACH transactions to your account on the Add a new account section below. You can add as many accounts as you like.

To edit any of these accounts click on the edit icon of the account you wish to edit on the list of accounts section.

To remove an account from our records, click on the remove icon of the account you wish to remove on the list of accounts section. Once the button is clicked, the operation cannot be undone.

Your agency currently has the following accounts registered:

Account Name	Account Number	Bank Name	Edit Account	Remove Account

Add a new account: (Bank names are obtained based on the Routing Number entered)

Account Name	Account Number	Routing Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

By adding an account you hereby authorize Colorado Public Employees' Retirement Association to initiate debit entries to the checking account indicated. This authority is to remain in full force and effect until Colorado Public Employees' Retirement Association has received written notification from the employer of its termination or an account is removed from this system in such time and in such manner as to afford Colorado Public Employees' Retirement Association and Depository a reasonable opportunity to act on it.

2. Contribution File Upload

If you prepare your contribution detail file as either an Excel spreadsheet or a fixed-length data file (also known as a flat file or a text file), you may upload your file using the Contribution File Upload option. You may prepare either file type manually or with payroll software.

If you use payroll software to create a file, remember that the date listed inside the contribution detail file must be the pay period end date, not the date that payroll was paid. Many payroll software packages prepare reports with the date that the payroll was paid as the default option. If this is the case, you may need to contact your payroll software vendor to determine how to generate detail reports with the pay period end date as the date in the contribution detail file. If there is a date mismatch, your file will be rejected. (Please see Appendix A for the specifications of these two file types before taking the steps below.)

To upload your file, click the Contribution File Upload option and then either type in the location and name of your file or use the Browse button to navigate through your computer's drives and directories to the location of the file and then double-click on the file you want to send. Once the file name/location appears in the box, click "Upload" to send the file to PERA.



After you upload your file, you will see a confirmation screen with the date and time you sent your file. You should print this screen and keep a copy for your records to document the upload.

After completion of the file upload, you will have two options:

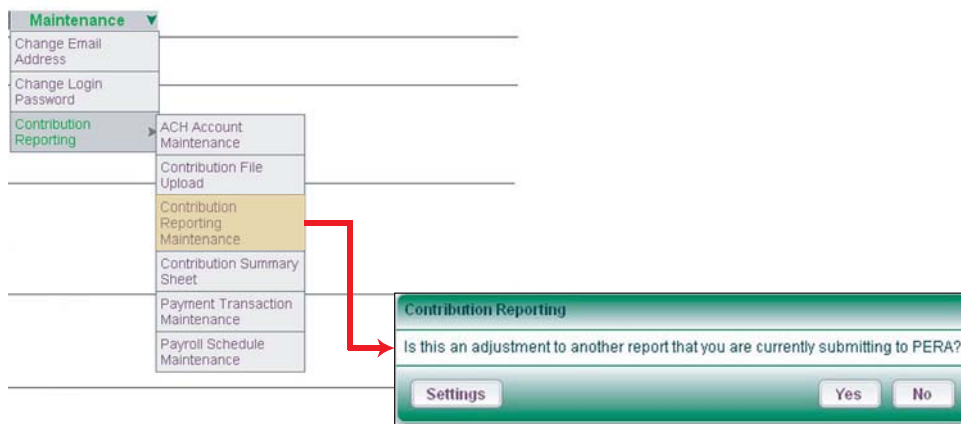
1. Create Manual Adjustments File (if you have manual adjustments to the file you just uploaded).
2. Create Summary Sheet (if there are no adjustments to be made).
 - If you select the Create Summary Sheet option, you will need to manually enter the totals from your contribution detail file into the Contribution Summary Sheet. The information on your contribution detail file must match the information on your Contribution Summary Sheet.
 - The Employer Contribution will be calculated for you.
 - Indicate if you will making your payment using ACH debit or a wire transfer.
 - Select the date you would like the ACH debit or wire transfer to occur.
 - Enter your telephone number, with extension (if applicable).
 - Enter any additional comments.
 - Select "Preview and print."
 - Choose "Continue."
 - If you selected ACH debit, choose the account(s) you would like the funds withdrawn from and the amount of the withdrawal.
 - Once you choose "Submit," a copy of the Summary Sheet will appear for your records.
 - Print a copy for your records.
 - Close the window.
 - You will receive a confirmation that your files were successfully received by PERA. Print a copy of the confirmation for your records.

3a. Contribution Reporting Maintenance (Manual Contribution Reporting)

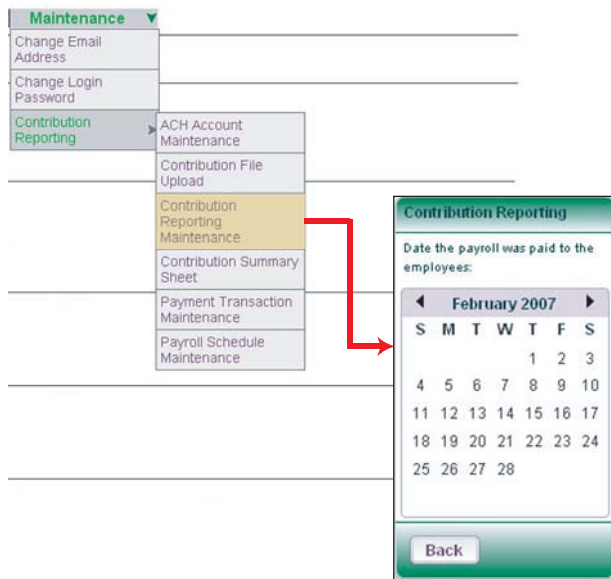
Use Contribution Reporting Maintenance to enter your employee detail information directly into STARS in a format that is similar to an Excel spreadsheet. Since the information is entered directly into STARS, some of the data will carry over to subsequent operations such as preparing the Contribution Report Summary. Even if you do not submit your regular contribution detail file with this option, you will most likely use it when you are submitting adjustments to your Contribution File.

The first time you enter your employee detail information, the system will save the information you input. In subsequent months, you should only have to change the salary and contribution amounts, add new employees, and delete employees that no longer work for you. The system does not save information you enter when you submit an adjustment.

To begin, click on the Contribution Reporting Maintenance option. You will be asked whether or not you are making an adjustment to a report that you are currently submitting to PERA. Select "No."



Select the date employees were paid. (See the Payroll Maintenance Section; you will first need to establish your payroll information before proceeding. STARS cross references dates and payroll periods already provided in Payroll Schedule Maintenance. If the paid date you choose does not exist in the Payroll Schedule, you will be prompted to add a new payroll period and paid date.)



Once the paid date has been correctly chosen, the STARS Contribution Reporting spreadsheet will appear.



Enter the information in the Contribution Reporting Spreadsheet as described below:

SSN–Enter only the nine-digit Social Security number with no dashes.

Name–Enter the employee’s Last, First, and Middle names with no commas between the names.

End Date–STARS should have already filled in this field. If the date does not match the pay period end date, you must stop entering data and change the pay period end date listed in your payroll calendar using Payroll Schedule Maintenance. The date may also be incorrect if you have selected the incorrect payroll period. Contact your employer representative for further assistance.

DB Salary (Defined Benefit salary)–Enter the member’s PERA-includable salary. DO NOT enter amounts you paid to a PERA retiree in this column.

Mbr Cont.–The member contribution is currently 8 percent for regular members. If you are completing a report for a member whose contribution percentage is different, enter the appropriate amount. (Refer to the Employer Information of the PERA Web site for other employer contribution rates.)

DC Cont.–Leave this column blank. It was associated with the MatchMaker program which is not currently in effect.

MatchMaker–Leave this column blank; the MatchMaker program is currently not in effect.

Life Insur.–Report any deductions for the PERA-sponsored life insurance program administered by UnumProvident.

- You should never deduct or report life insurance for a PERA retiree. Retiree premiums are deducted from their benefit check.
- If you are adding past due catch-up premiums or prepaying premiums for months the employee will not be working, you need to enter a separate line item with the correct pay period end date listed in the End Date column for each month that you are reporting.

Example: If a teacher’s aide will not be paid in July and August and elects to prepay her life insurance premiums for both months via a deduction from her June paycheck, only the June premium amount should be reported with her June salary. Two additional lines should be created for July and August to show her insurance deduction for those months.

- You cannot process life insurance credits through the contribution reporting process. Unum processes credits and you should contact them for any overpayments.

AED-only–Report the salary of any employee who was eligible to participate in PERA’s DB plan but elected to participate in the State’s DC plan, PERA’s DC Plan, or an optional retirement plan (ORP). If you are not sure if an employee’s salary should be reported under this column, please contact your PERA Employer Representative. Currently, the School Division does not have any retirement plans that would require contributions in this field. School Division employers should leave this column blank.

Ret. Salary–Enter the salary of any PERA retirees for which you are required to make contributions.

Non 12–The checkbox is used to indicate that an employee’s salary should be posted as Non 12-month salary. For example, a teacher who works September through May and is only paid during those months but receives service credit for the entire fiscal year would have this box checked.

Delete–Click the X in this column to delete the associated row item.

After all the data has been entered, review the information and then select “Prepare to Submit Report.”

The system will then automatically generate the Contribution Reporting Summary Sheet. Verify that the information in the Contribution Summary Sheet is accurate. The report automatically calculates the employer contribution amount based on the information you entered. If the amount of your deposit varies from the amount calculated due to rounding, enter the adjustment in the Rounding Adjustment section of the Summary Sheet.

Click "Continue" to submit the Contribution Report Summary to PERA.

Maintenance

- Change Email Address
- Change Login Password
- Contribution Reporting**
 - ACH Account Maintenance
 - Contribution File Upload
 - Contribution Reporting Maintenance**
 - Contribution Summary Sheet
 - Payment Transaction Maintenance
 - Payroll Schedule Maintenance

Contribution Reporting

Contribution Report Summary

Employer Contribution Rate 10.000%

Employer AED Contribution Rate 1.000%

Payroll Period 02/01/2007 - 02/28/2007

Payroll Paid Date 02/28/2007

Report Details

Total PERA-Includable DB Salary \$0.00

Total Retiree Salary \$0.00

Total AED-only Salary \$0.00

Total Employee MatchMaker DC Contributions \$0.00

Total PERA MatchMaker Contributions \$0.00

Total Member PERA Contributions \$0.00

Total Life Insurance \$0.00

(DB Salary + Retiree Salary) * (Employer + AED rate) \$0.00

(AED-only Salary) * (AED rate) \$0.00

Net Employer Contributions \$0.00

Rounding Adjustment \$0.00

Total Amount Remitted to PERA \$0.00

Select the date the ACH or wire transfer will occur.

Contribution Reporting

Select the Payment Type ACH Debit Wire

Select the Wire Date

February 2007

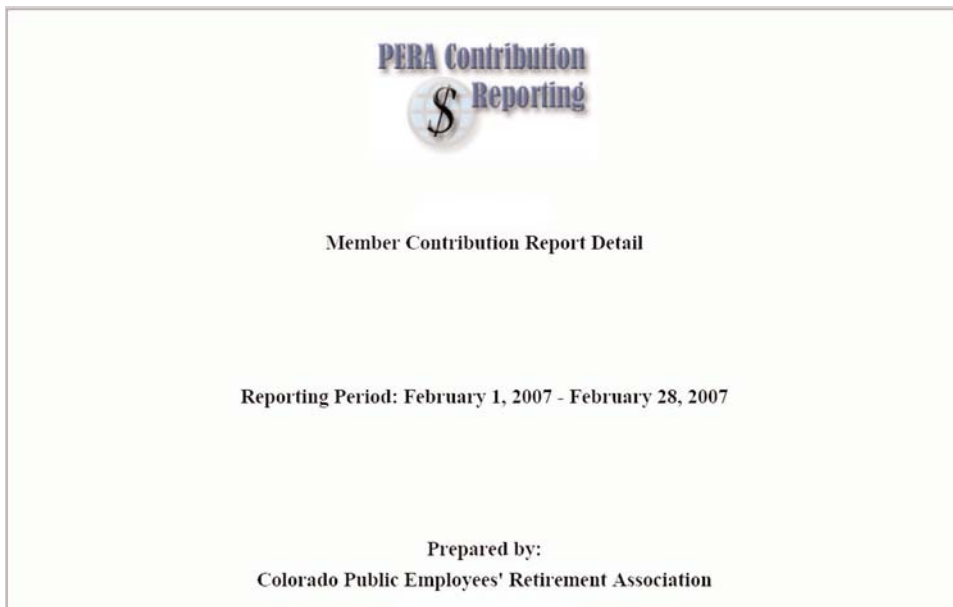
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Contact Phone Number

Explanations/Comments

- Indicate whether you will be making your payment via ACH debit or wire transfer.
- Select the date you would like the ACH debit or wire transfer to occur.
- Enter your telephone number, with extension (if applicable).
- Enter any additional comments.
- Select "Preview" to view your Contribution Report Summary Sheet.
- If you chose ACH debit, select the account(s) you want the funds withdrawn from and the amount to be withdrawn.
- Select "Continue."
- Select "Submit."
- You will receive a confirmation of your submittal. Print out the confirmation and keep it for your records.

A two-page PDF version of the Member Contribution Report Detail will be created. Print a copy for your records.



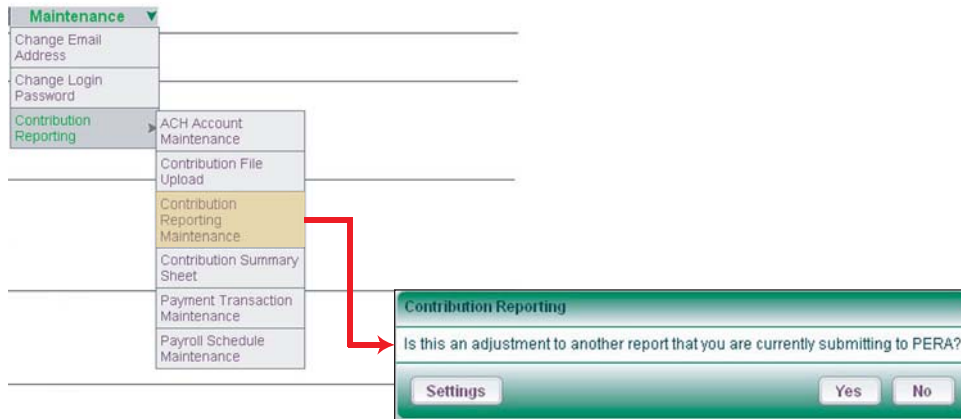
A copy of the PERA Contribution Report Summary will also be created. Print a copy for your records.

PERA Contribution Report Summary	
Colorado Public Employees' Retirement Association	
Questions? Call PERA at 1-800-221-2627	
Employer Name: _____	Employer Number _____
Adjustment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Employer Contribution Rate	0.000%
Employer AED Contribution Rate	0.000%
Payroll Period	02/01/2007 - 02/28/2007
Date the payroll was paid	02/28/2007
Total PERA-Includable DB Salary	0.00 1
Total Retiree Salary	0.00 2
Total AED-only Salary	0.00 3
Total Employee MatchMaker DC contributions	0.00 4
Total PERA MatchMaker contributions	0.00 5
Total Member PERA Contributions	0.00 6
Total Life Insurance	0.00 7
(DB Salary + Retiree Salary) * (Employer + AED rate)	0.00 8
(AED-only Salary) * (AED rate)	0.00 9
Net Employer Contributions (line 8 + 9 - 5)	0.00 10
Rounding Adjustment	0.00 11
Total amount remitted to PERA (line 6 + 7 + 10 + 11)	0.00 12

3b. Contribution Reporting Maintenance (Preparing an Adjustment)

If you are submitting an adjustment to a file previously submitted to PERA, you will need to use the Contribution Reporting Maintenance section. In many cases, after the original file is sent to PERA, an employer will discover that an adjustment needs to be made. In some cases, your Employer Representative will notify you that an adjustment needs to be made after reviewing the file you originally submitted.

To begin, click on the Contribution Reporting Maintenance option. You will be asked whether or not you are making an adjustment to a report that you are currently submitting to PERA.



Select "Yes."

You must choose the beginning, end, and paid dates for the payroll period you need to adjust.

STARS cross references dates and payroll periods already provided in Payroll Schedule Maintenance. If the dates you choose do not exist in the Payroll Schedule, you will be prompted to add a new payroll period and paid date. More information is available in in the Payroll Schedule Maintenance section.

The image shows a 'Contribution Reporting' form with the following text: 'For the contributions you are submitting, please enter the following dates for your payroll period:'. Below this text are three date selection fields: 'Beginning date of the payroll period:', 'Ending date of the payroll period:', and 'Date the payroll was paid to the employee:'. Each field contains a calendar for February 2007. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 28. At the bottom of the form are 'Back' and 'Next' buttons.

After the dates are chosen, click "Next" and the Contribution Reporting screen will appear where you can make your adjustments.

Contribution Reporting

To add a record, press the "Add Record" Button below.
Note: Records containing errors are not updated.

SSN	Name (L F MI)	End Date	DB Salary	Mbr Cont.	DC Cont.	Match-Maker	Life Insur.	AED-only	Ret. Salary	Non-12	Delete
123-45-6789	Inf	02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	
		02/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	

Back Add Record Clear All Prepare to Submit Report

Enter the Social Security number, name, payroll period, DB Salary, Member Contributions, and Retiree Salary for the individual(s) you need to adjust.

- Since this is an adjustment to a report you have previously submitted to PERA, the system will default to wire and no additional funds will be pulled. Please see Section 4 if you need to submit additional funds.
- Enter a contact phone number and extension, if applicable.
- Indicate who is being adjusted and the period of adjustment in the Explanations/Comments section.
- Select "Submit."
- A Contribution Summary Sheet will appear that contains zeros. Please print for your records.
- You will also receive notice that your file has been uploaded successfully. Please print a copy of this notice for your records.

Contribution Reporting

Contribution Report Summary

Employer Contribution Rate 10.000%

Employer AED Contribution Rate 1.000%

Payroll Period 02/01/2007 - 02/28/2007

Payroll Paid Date 02/28/2007

Report Details

Total PERA-Includable DB Salary \$0.00

Total Retiree Salary \$0.00

Total AED-only Salary \$0.00

Total Employee MatchMaker DC Contributions \$0.00

Total PERA MatchMaker Contributions \$0.00

Total Member PERA Contributions \$0.00

Total Life Insurance \$0.00

(DB Salary + Retiree Salary) * (Employer + AED rate) \$0.00

(AED-only Salary) * (AED rate) \$0.00

Net Employer Contributions \$0.00

Rounding Adjustment

Total Amount Remitted to PERA \$0.00

Back Continue

- A two page PDF version of the adjustment will be created. Print a copy for your records.



Member Contribution Report Detail

Reporting Period: February 1, 2007 - February 28, 2007

**Prepared by:
Colorado Public Employees' Retirement Association**

4. Contribution Summary Sheet

You may use this option to submit a Contribution Report Summary independently. You will need to do this if PERA did not receive the initial Summary Sheet that was submitted to PERA with your contribution detail file or if additional funds are due to PERA based on adjustments received.

After you click on Contribution Summary Sheet from the drop-down menu, the system will prompt you for the date the payroll was paid to employees. The date you enter is cross-referenced to payroll period information you previously entered in the Payroll Schedule Maintenance page. If a match is found, you will proceed to the Contribution Report Summary window. If there is not a match, you will be taken to the Payroll Schedule Maintenance page to enter additional payroll information before you can proceed.

After you have chosen a paid date the Contribution Report Summary screen will appear. You should then manually input the total amounts based on your contribution detail file or adjustment.

In the Contribution Report Summary screen, STARS will automatically fill in the Employer Contribution Rate, Employer AED Contribution Rate, the Payroll Period, and the Payroll Paid Date, based on the information you provided earlier. Fill out the remaining fields as described below:

Total PERA-Includable DB Salary and Total Retiree Salary—Fill in the totals from your Contribution Report. DB Salary is the total salary of PERA members (not retirees) who contribute to the PERA Defined Benefit plan. Total Retiree Salary is the total of all contributions you were required to make for PERA retirees. If you used the Contribution Reporting Maintenance function to prepare your contribution detail file, these line items will already be filled in.

Total AED-only Salary—Report the total salary of all employees who were eligible to participate in PERA's DB plan but chose the option to participate in the State's DC plan, PERA's DC Plan, or an optional retirement plan (ORP). Currently, the School Division does not have any retirement plans available to employees that would require contributions in this field. School Division employers should leave this column blank.

Total Employee MatchMaker DC Contributions and Total PERA MatchMaker Contributions—The MatchMaker program is currently not in effect and these lines will not accept any data entry.

Total Member PERA Contributions—Enter the total amount of member contributions to the PERA Defined Benefit Plan here. If this line does not equal 8 percent of Total PERA-Includable DB Salary, it may indicate a discrepancy with your data listed in the contribution detail file (unless your employees' member contribution is greater than 8 percent).

Net employer contributions—The system will calculate this amount for you based on the information you previously submitted.

- Select "Continue."
- Select either ACH Debit or Wire.
- Select the date the funds will be pulled from your account and forwarded to PERA.
- Enter a contact phone number and extension, if applicable.
- Select "Continue."
- If you chose ACH Debit, select the account(s) you wish to have funds pulled from and the amounts to be pulled.

Select "Submit." A copy of the Contribution Summary Sheet will be displayed. Print a copy for your records.



5. Payment Transaction Maintenance

The Payment Transaction Maintenance screen shows all recently completed and pending ACH transactions. You may change the settings (font size and date format) of this screen by clicking on "Settings." If you erroneously entered a deposit or if you need to process an adjustment and resubmit your deposit you can delete pending ACH debits from this option.

Maintenance

- Change Email Address
- Change Login Password
- Contribution Reporting**
 - ACH Account Maintenance
 - Contribution File Upload
 - Contribution Reporting Maintenance
 - Contribution Summary Sheet
 - Payment Transaction Maintenance**
 - Payroll Schedule Maintenance

Contribution Reporting ACH Payments

The pending ACH transactions have not yet been debited from your bank account. Please verify that the pending ACH transactions are correct and contain no duplicates. If any pending transactions are incorrect, please contact your Employer Representative Jesse Murillo at 303-863-3889.

User Configuration Options

Font Size: 12 Test

Date Format: 08-27-2003 14:12:25

Date	End Date	Paid Date	ACH Date
06	12/31/2006	12/31/2006	01/09/2007
07	01/31/2007	01/31/2007	02/05/2007

Account Number	Amount	From Date	End Date	Paid Date	ACH Date
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Settings

6. Payroll Schedule Maintenance

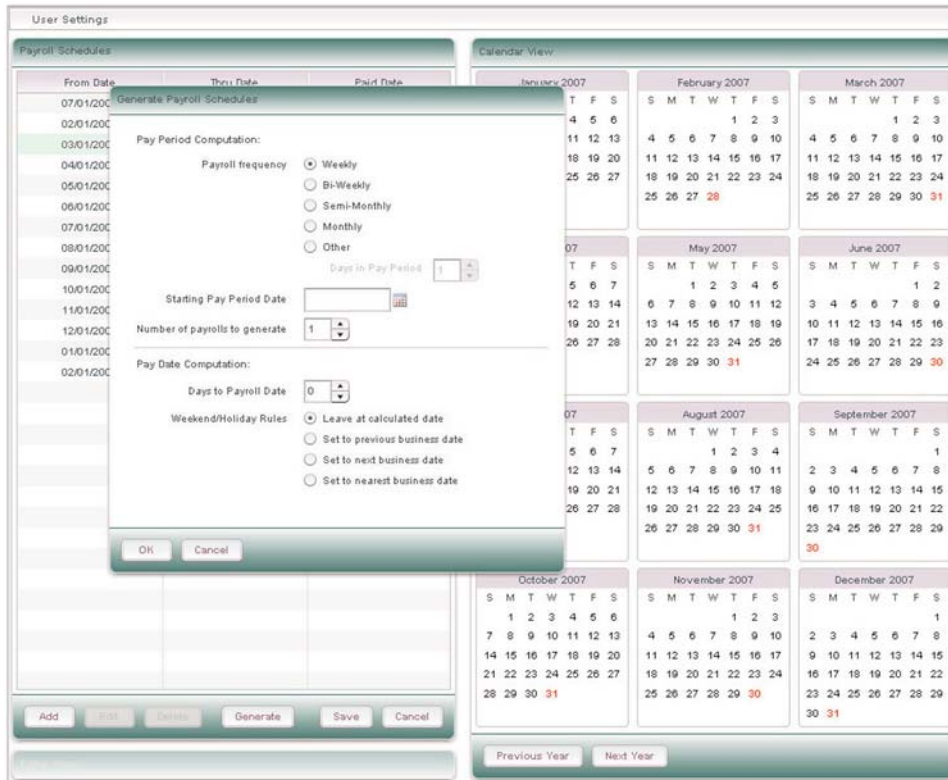
The Payroll Schedule Maintenance option allows you to define the From, Through, and Paid dates for each payroll period. These dates are necessary to submit a Contribution Report Summary sheet.

The screenshot displays the 'User Settings' window with the 'Payroll Schedules' tab selected. On the left, a table lists payroll periods with columns for 'From Date', 'Thru Date', and 'Paid Date'. The table contains 18 rows of data, with the first row highlighted in green. Below the table are buttons for 'Add', 'Edit', 'Delete', 'Generate', 'Save', and 'Cancel'. On the right, a 'Calendar View' shows a grid of months from January to December 2007. Each month's calendar includes days of the week (S, M, T, W, T, F, S) and dates. The 'Add' button at the bottom left of the calendar view is highlighted.

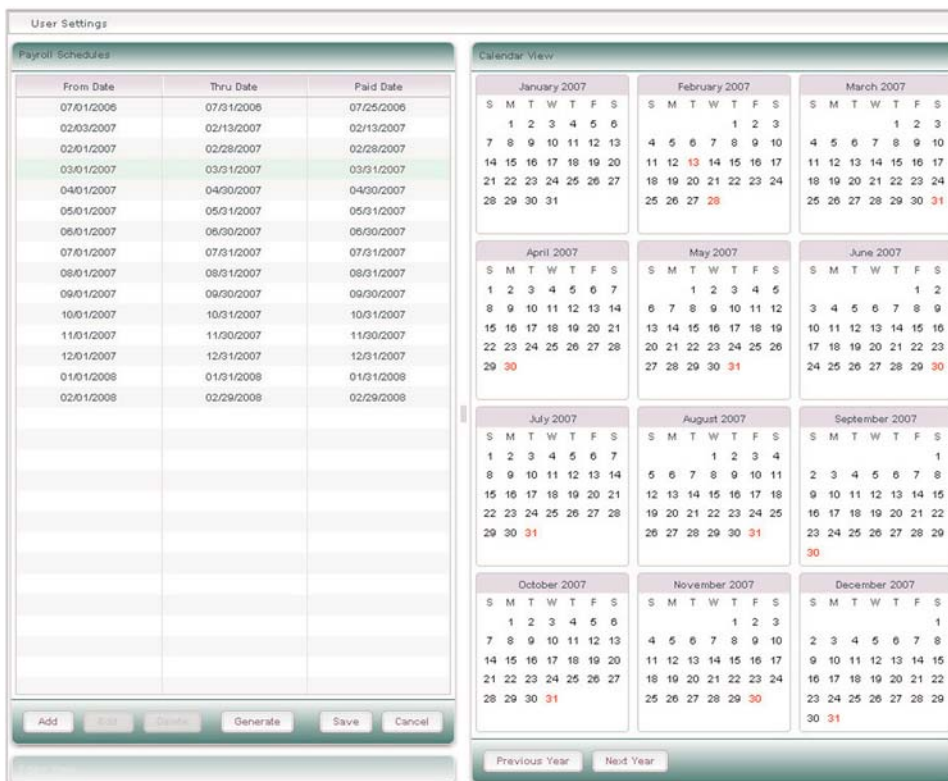
To add a payroll period, click on Add at the bottom of the calendar. A small window will appear at the bottom left side of the screen that will allow you to enter the From, Through, and Paid dates for your new pay period. Once the dates have been entered, click the "Apply" button. This period you added will then appear in the above Payroll Schedules box.

This screenshot shows the same 'User Settings' window, but with the 'Editor Pane' open at the bottom left. The 'Editor Pane' contains three input fields: 'From Pay Period Date', 'Thru Pay Period Date', and 'Date to be Paid', each with a calendar icon to its right. Below the input fields are 'Apply' and 'Close' buttons. The 'Payroll Schedules' table and 'Calendar View' are visible in the background, identical to the previous screenshot.

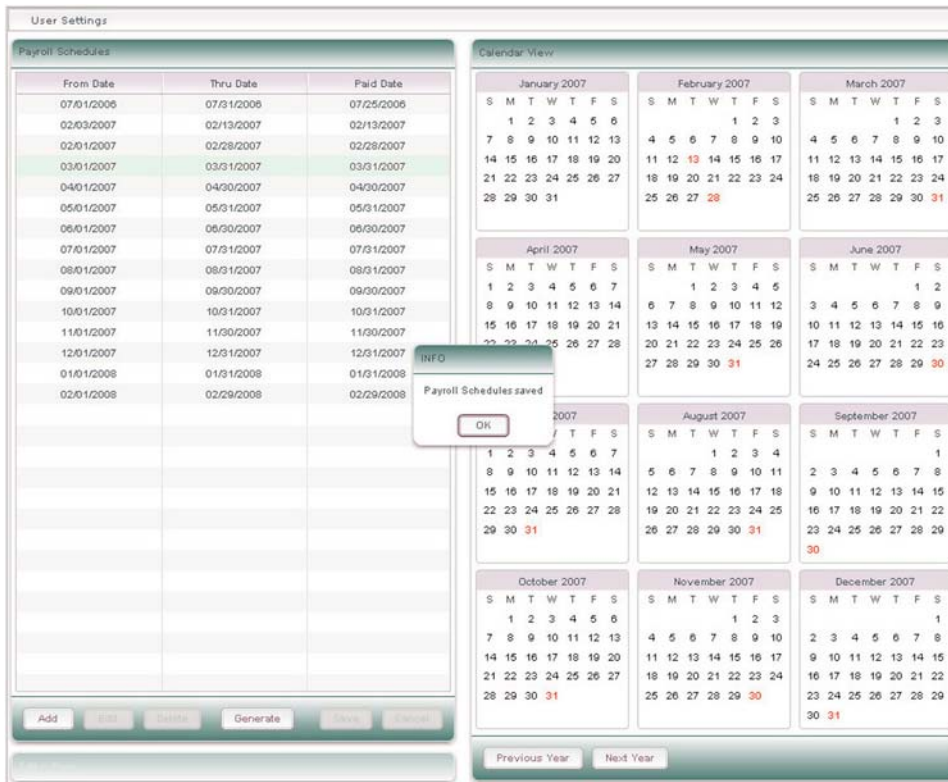
Alternatively, you may choose the Generate button to generate a series of regularly occurring payroll periods. After choosing the frequency, start date, number of payments, and pay date computation data, click "OK."



Verify that the periods shown under Payroll Schedules are correct. If not, you may manually edit an incorrect period by first clicking on that period and then using the Edit button at the bottom of the schedule. Similarly, you may delete a payroll period by selecting the appropriate period and then click "Delete."



Once all changes, deletions and/or additions have been made, you must click "Save." The system will notify you when the information has been saved.



Wire Transfer and ACH Credit Information

PERA Contributions

Use the following information to make payments of PERA contributions to PERA:

Bank Name: US Bank
 Bank Routing Number (ABA): 1020 0002 1
 Bank Account Name: P.E.R.A. Multiple Beneficiary Pension Fund
 Bank Account Number: 1 204 0001 3765
 Reference Information Required: Benefit contributions-Employer Number-Employer Name

Inquiries

Please address all inquires to the address below:

Attention: Operational Accounting Manager
 1300 Logan Street
 Denver, CO 80203
 303-837-6214
 Fax: 303-863-3813

Appendix A

PERA Contribution Report Fixed-Length Data File Specifications

Revised 10/5/2005

Detail Records (Required)

Position	Length	Type	Decimal	Name	Description
1	1	A		Record Type	Enter the letter "D" (detail) for each detail record
2	1	N ¹	0	CPPS Code	Enter a "0" except for State agencies reporting under the State's Central Payroll Processing System enter a "1".
3–5	3	N	0		Zero fill
6–8	3	N	0	PERA Employer Number	Enter your three-digit assigned PERA-affiliated employer number. Right justify. Zero fill leading zeros.
9–17	9	N	0	SSN	Member's nine-digit Social Security number. Right justify. Zero fill leading zeros.
18–41	24	A	0	Member Name	Member's Name—Last First Middle. Do not use any punctuation. Left justify.
42–45	4	N	0	Pay Period End Date	Payroll Period Ending Date—(MMYY)—Enter the month and year of the ending date of the payroll period for the amounts reported on this record (example: "0705" for July 2005). Right justify. Zero fill leading zeros.
46–54	9	N	2	PERA DB Salary ²	Enter the salary for members enrolled in the PERA defined benefit plan. Two decimal places assumed. Right justify. Zero fill leading zeros.
55–63	9	N	2	PERA Member Contributions ²	Enter the PERA Member Contributions, equal to the salary multiplied by the member contribution rate. Two decimal places assumed. Right justify. Zero fill leading zeros.
64–69	6	N	2	Life Insurance Premiums	PERA Life Insurance Premium(s). Two decimal places assumed. Right justify. Zero fill leading zeros.
70–78	9	N	2	Member MatchMaker DC Contributions	This field is used only when calculating PERA MatchMaker contributions. This field should contain zeros after 5/31/2004. When used, this shows the member's contributions to a defined contribution ("DC") plan. This can be any tax-deferred retirement program in which the member participates and is either established under state law or sponsored by the employer and is authorized under section 401(k), 403(b), 457, or 401(a) of the Internal Revenue Code. Two decimal places assumed. Right justify. Zero fill leading zeros.
79–87	9	N	2	MatchMaker	PERA MatchMaker contributions. This field should contain zeros after 5/31/2004. This is the portion of the member's contributions to a DC plan that are matched under PERA's MatchMaker program and have been sent to a DC plan for the member. The match is the lesser of (a) the member's contributions to an eligible tax-deferred retirement program, or (b) the member's PERA-includable salary multiplied by the effective MatchMaker rate. Two decimal places assumed. Right justify. Zero fill leading zeros.
88–94	7	N	0		Zero Fill
95	1	A	0	File Layout Flag	File Layout Format Flag – Enter a pound sign ("#") in this field to indicate you are using this updated file layout. NOTE: You may begin using this new layout beginning on 6/1/2005. PERA will not accept the old file layout after 12/31/2005.
96–97	2	N	0	Non-12 month pay pattern	Non-12 month pay pattern – If a member has a regular pay cycle where he or she is paid between 8 to 11 months each year (such as a school teacher who is not paid over 12 months), enter "08", otherwise enter "00".
98–106	9	N	0	State Share -OR- Zero Fill	This field is ONLY used by the State's Central Processing System (CPPS) to show the State's employer contribution for each member. All other employers should zero fill this field.
107–115	9	N	2	DC Salary	This field is only used by eligible employers. Enter the salary for employees who have elected a defined contribution plan in lieu of the PERA defined benefit plan. If there is an entry in this field, positions 46-54 and 116-124 should contain zeros.
116–124	9	N	2	Retiree Salary	Enter the salary for any employee who is a PERA retiree receiving a PERA benefit and is working after retirement. If there is an entry in this field, positions 46-54 and 107-115 should contain zeros.
125–128	4	A	0		Blanks

¹ In the "numeric" cells, make sure you only use the numbers 0 through 9. Do not use the letter "o" for a zero. Do NOT use a decimal point. Two decimal places are assumed for all amount fields. Right justify. Zero fill leading zeros. Precede negative amounts with a negative sign ("-"). Do not use EBCDIC encoding.

² If there is an entry in the PERA DB Includable Salary field or the Member Contributions field, there should not be an entry in positions 107-124. (Report salary only one time in either the PERA DB Salary field, the DC Salary field, or the Retiree Salary field.)

PERA Contribution Report Fixed-Length Data File Specifications

Revised 10/5/2005

Grand Total Record (Required)

Position	Length	Type	Decimal	Name	Description
1	1	A		Record Type	Enter a "T" (total) for the final record in the file, indicating that this is a file total record
2-17	16	N	0		Zero fill
18-41	24	A	0		Blank fill
42-45	4	N	0		Zero fill
46-54	9	N	2	PERA DB Salary	Grand total of all salary for the PERA DB plan shown in the detail records. Two decimal places assumed. Right justify. Zero fill leading zeros.
55-63	9	N	2	PERA Member Contributions	Grand total of all PERA Member Contributions shown in the detail records. Two decimal places assumed. Right justify. Zero fill leading zeros.
64-69	6	N	2	Life Insurance Premiums	Grand total of all PERA Life Insurance Premiums shown in the detail records. Two decimal places assumed. Right justify. Zero fill leading zeros.
70-78	9	N	2	Member MatchMaker DC Contributions	Grand total of all member MatchMaker DC contributions shown in the detail records. Two decimal places assumed. Right justify. Zero fill leading zeros.
79-87	9	N	2	MatchMaker	Grand total of PERA MatchMaker contributions shown in the detail records. Two decimal places assumed. Right justify. Zero fill leading zeros.
88-94	7	N	0		Zero fill
88-94	7	N	0		Zero fill
95	1	A	0	File Layout Flag	"#"
96-97	2	N	0		Zero fill
98-106	9	N	0	State Share -OR- Zero Fill	This field is ONLY used by the State's Central Payroll Processing System (CPPS) to show the State's employer contribution for each member. All other employers should zero fill this field.
107-115	9	N	2	DC Salary	Grand total of DC Salary shown in the detail records. Two decimal places assumed. Right justify. Zero fill leading zeros.
116-124	9	N	2	Retiree Salary	Grand total of Retiree Salary in the detail records. Two decimal places assumed. Right justify. Zero fill leading zeros.
125-128	4	A	0		Blanks

File Name Convention: Name your file "AGnnnPR" where nnn is your three-digit PERA-affiliated employer number. For example, if your PERA-affiliated employer number is "744", your PERA contribution file that you send to PERA would be named AG744PR.

PERA Contribution Report Spreadsheet Specifications

Revised 10/5/2005

The PERA Contribution Report can be submitted to PERA as a Microsoft Excel spreadsheet file (".xls"). When you set up your spreadsheet, put the following information in each column:

Column	Data Item	Description	Maximum Number of Characters	Type of Characters to Use ¹
A	"D" for detail records "T" for final row totals	Enter one row for each member for whom you are reporting contributions. Enter a "D" in column A for each member to indicate to PERA that this is a "detail" record item. Enter a "T" in column A of the final row on your spreadsheet and record the grand total for all amounts in columns F, G, H, I, J, N, and O.	1	Alpha-numeric
B	PERA Employer Number	Enter your three-digit assigned PERA-affiliated employer number.	3	Numeric ¹
C	Social Security Number	Member's Social Security number—Do NOT include leading zeros. Do not use hyphens to separate numerals.	9	Numeric
D	Member Name (Last First Middle)	The name of the member (Last First Middle Initial). Do not use punctuation to separate names.	24	Alpha-numeric
E	Pay Period End Date (M)MY	Enter the month and year of the ending date of the payroll period for the amounts reported on this line. Omit leading zeros (example: enter "705" for July 2005; or "1205" for December 2005.) Do not use any special date formatting. Do not enter a slash or dash between the month and year.	4	Numeric
F	PERA DB Salary ²	Enter the salary for members enrolled in the PERA Defined Benefit plan. Rounded to two decimal places. ³ Do not use commas or dollar signs.	9	Numeric
G	PERA Member Contributions	Enter the PERA Member Contributions, equal to the salary multiplied by the member contribution rate. Rounded to two decimal places. ³ Do not use commas or dollar signs.	9	Numeric
H	Life Insurance	PERA Life Insurance Premium(s). Do not use commas or dollar signs.	6	Numeric
I	Employee MatchMaker DC Contributions	This field is only used when calculating PERA MatchMaker contributions. This field should contain zeros after 5/31/2004. When used, this shows the member's contributions to a defined contribution ("DC") plan. This can be any tax-deferred retirement program in which the member participates and is either established under state law or sponsored by the employer and is authorized under section 401(k), 403(b), 457, or 401(a) of the Internal Revenue Code. Round to only two decimal places. ³	9	Numeric
J	MatchMaker	PERA MatchMaker contributions. This field should contain zeros after 5/31/2004. This is the portion of the member's contributions to a DC plan that are matched under PERA's MatchMaker program and have been sent to a DC plan for the member. The match is the lesser of (a) the member's contributions to an eligible tax-deferred retirement program, or (b) the member's salary multiplied by the effective MatchMaker rate. Round to only two decimal places. ³	9	Numeric
K	FILLER (Blank)		Blank	Blank
L	FILLER (Blank)		Blank	Blank
M	Non-12 month pay pattern	If a member has a regular pay cycle where he or she is paid between 8 to 11 months each year (such as a school teacher who is not paid over 12 months), enter "8," otherwise leave blank.	2	Numeric
N	DC Salary	This field is only used by eligible employers. Enter the salary for employees who have elected a defined contribution plan in lieu of the PERA defined benefit plan. If there is an entry in this field, columns F and O should be blank.	9	Numeric
O	Retiree Salary	Enter the salary for any employee who is a PERA retiree receiving a PERA benefit and is working after retirement. If there is an entry in this field, columns F and N should be blank.	9	Numeric

¹ In the "numeric" cells, use only the numbers 0 through 9. Do not use the letter "o" for a zero. For all amount fields, you must include the decimal point. For SSNs that begin with a zero, omit the leading zeros. Do not use the spreadsheet's formatting function to format a cell as "text format" if the cell is supposed to contain a numeric value. Precede negative numbers with a negative sign ("-").

² If there is an entry in the PERA DB Salary field or the Member Contributions field, there should not be an entry in columns N and O. (Report salary only one time in either the PERA DB Salary column, or the DC Salary column, or the Retiree Salary column.)

³ Use the = ROUND function (Excel) to round any calculations to two decimal places. If you do not use the Round function, the spreadsheet will carry all decimal places and the grand total amounts may not be correct.

Naming Convention: Name your file "AGⁿⁿⁿPR" where ⁿⁿⁿ is your three-digit PERA-affiliated employer number. For example, if your PERA-affiliated employer number is "860", then your PERA contribution file that you send to PERA would be named AG860PR. Your spreadsheet program will put an "xls" extension on the end of the file name so in this example, the final name would be AG860PR.xls.

PERA Contribution Report Spreadsheet Example

The following is an example of an Excel spreadsheet for PERA contribution reporting:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1		PERA Employer Number	Social Security Number	Member Name (Last First Middle)	Pay Period End Date (M)MYY	PERA DB Salary	PERA Member Contribution	Life Insurance	Member MatchMaker DC Contribution	PERA MatchMaker				Non-12- month Pay Pattern	DC Salary	Retiree Salary
2	D	413	101111101	Brooks Bruce B	705	2000.00	160.00	13.00								
3	D	413	201222201	Chavez Carla C	705										2500.00	
4	D	413	301333303	Dobb Diane D	705	5000.00	400.00	26.00								
5	D	413	401444404	Enble Eve E	705	2750.00	220.00									
6	D	413	501555505	Fisher Frances F	705	1800.00	144.00	26.00					8			
7	D	413	601666606	Gimble George G	705	1600.00	128.00	6.50					8			
8	D	413	701777707	Heinze Hank H	705	200.00	16.00									
9	D	413	801888808	Irving Irene I	705										2000.00	
10	D	413	901999909	Jensen Jasmine J	705	6500.00	520.00	26.00								
11	T					19850.00	1588.00	97.50	0.00	0.00				0.00	4500.00	

Use columns A through M only for the items described. **Do not use commas, dashes, dollar signs, or any special cell formatting.** Save a copy of your spreadsheet to use as a template for your next payroll cycle.