

Employer Contribution Rates with AED

On January 1, 2007, employer contributions will increase by an additional 0.5 percent for the Amortization Equalization Disbursement (AED) contribution. The AED applies to all payroll periods that have an ending date on or after January 1, 2007. It does not apply to pay periods that have an ending date in 2006, even if the payment to your employees was made in 2007. The AED contribution will be automatically calculated when you complete the Summary Sheet when you submit your STARS report. The AED should be paid on all employees who work for a PERA-affiliated employer, regardless of whether or not they are currently covered by PERA. The AED should also be paid on rehired PERA retirees.

The combined employer and AED rates for 2007 for each PERA Division are shown in the chart below:

	Employer Contribution	AED	Total Contribution from Employer
State Division (except Troopers)	10.15%	1.0%	11.15%
State Troopers	12.85%	1.0%	13.85%
School Division	10.15%	1.0%	11.15%
Local Government Division	10.00%	1.0%	11.00%
Judicial Division	13.66%	1.0%	14.66%

Checking Retirement Status

A feature on STARS allows you to determine if an individual is receiving a PERA retirement benefit. Once you log into STARS, go to the "Inquiry" drop-down menu and select "SSN verification." This will take you to a page where you can upload a list of Social Security numbers (SSNs) and the system will immediately validate the current status of those numbers at PERA. You will receive an electronic report that will tell you the status of each SSN on PERA's system.

The file that you upload to the system must be a text file containing a list of SSNs, each listed on a new line. An easy way to create this list is to open the Notepad in Microsoft Windows and type in the

SSNs (one on each line) and then save the file. Another option is to put the SSNs into an Excel file and then use the "Save As" function to create a text file (select "text" as the "save as type" at the bottom of the screen).

Please be aware that the data on PERA's systems is dependent on accurate employer reporting. There may be delays in contribution postings and in finalizing retirement benefits. If you have information that would indicate that a status on the STARS report is different, please call your Employer Representative to verify the status.

The SSN Verification feature is only accessible if you have a user sign-on ID and password to PERA's employer secured site. If you do not have this access, please contact the staff member in your agency with these privileges to perform the verification.

Status Codes

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 receipt to return to PERA membership	YES	YES
Terminated	Retiree had a retirement benefit that has been fully paid out (means the retiree is deceased, please verify SSN)	Contact Employer Representative	Contact Employer Representative
Refunded	The person was formerly a PERA member, but took a refund of their account	YES	YES
Member	Employee is currently a PERA member	YES	YES
Unknown	PERA has no record of given SSN (please verify SSN or New Member)	YES (once SSN is verified)	YES (once SSN is verified)

Planning for the January 1, 2008, Supplemental AED (SAED)

Legislation signed into law in May 2006 requires employers to submit a Supplemental Amortization Equalization Disbursement (SAED) beginning with payrolls that have an ending date of January 1, 2008, or later. The SAED is to be paid on the total payroll for all employees who work for a PERA-affiliated employer, including retirees who return to work, just like the AED that has been in place since January 1, 2006. The SAED contribution will be automatically calculated when you complete the Summary Sheet when you submit your STARS report. The SAED is to be funded by “foregone wage increases” for all employees.

State and School Divisions

PERA	DB	AED	SAED	Total Deduction % for Year
Jan 2006	10.15%	.50	.00	10.65%
Jan 2007	10.15%	1.00	.00	11.15%
Jan 2008	10.15%	1.40	.50	12.05%
Jan 2009	10.15%	1.80	1.00	12.95%
Jan 2010	10.15%	2.20	1.50	13.85%
Jan 2011	10.15%	2.60	2.00	14.75%
Jan 2012	10.15%	3.00	2.50	15.65%
Jan 2013	10.15%	3.00	3.00	16.15%

State Troopers

PERA	DB	AED	SAED	Total Deduction % for Year
Jan 2006	12.85%	.50	.00	13.35%
Jan 2007	12.85%	1.00	.00	13.85%
Jan 2008	12.85%	1.40	.50	14.75%
Jan 2009	12.85%	1.80	1.00	15.65%
Jan 2010	12.85%	2.20	1.50	16.55%
Jan 2011	12.85%	2.60	2.00	17.45%
Jan 2012	12.85%	3.00	2.50	18.35%
Jan 2013	12.85%	3.00	3.00	19.25%

Local Government Division

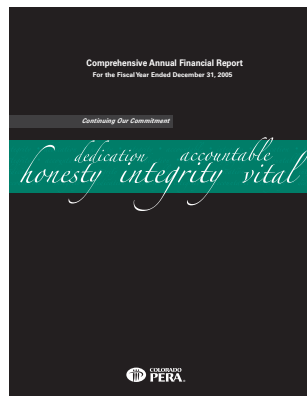
PERA	DB	AED	SAED	Total Deduction % for Year
Jan 2006	10.00%	.50	.00	10.50%
Jan 2007	10.00%	1.00	.00	11.00%
Jan 2008	10.00%	1.40	.50	11.90%
Jan 2009	10.00%	1.80	1.00	12.80%
Jan 2010	10.00%	2.20	1.50	13.70%
Jan 2011	10.00%	2.60	2.00	14.60%
Jan 2012	10.00%	3.00	2.50	15.50%
Jan 2013	10.00%	3.00	3.00	16.00%

Judicial Division

PERA	DB	AED	SAED	Total Deduction % for Year
Jan 2006	13.66%	.50	.00	14.16%
Jan 2007	13.66%	1.00	.00	14.66%
Jan 2008	13.66%	1.40	.50	15.56%
Jan 2009	13.66%	1.80	1.00	16.46%
Jan 2010	13.66%	2.20	1.50	17.36%
Jan 2011	13.66%	2.60	2.00	18.26%
Jan 2012	13.66%	3.00	2.50	19.16%
Jan 2013	13.66%	3.00	3.00	19.66%

2005 Comprehensive Annual Financial Report and Summary Annual Financial Report

We recently mailed the *2005 Comprehensive Annual Financial Report (CAFR)* and *Summary Annual Financial Report* (also called the *Popular Annual Financial Report* or *PAFR*) to all employer contacts. If you did not receive your *CAFR* and *PAFR*, you may access these publications on our Web site at <https://www.copera.org/PERA/tools/puborder.stm>, or if you prefer, e-mail Candy Olivarri at colivarri@copera.org to request copies be mailed to you. We have submitted these two publications to the Government Finance Officers Association for judging. PERA has received the GFOA's Certificate of Achievement for Excellence in Financial Reporting for the past 20 years for its *CAFR* and the last two years for its *PAFR*.



Employer Frequently Asked Questions

- Q.** Who do I contact regarding my PERA 401(k) Contribution Report?
- A.** Please call CitiStreet's Employer Line at 1-866-323-7372.
- Q.** Who is the current contact for the PERA-sponsored Life Insurance Program?
- A.** UnumProvident Life Insurance Company administers the PERA sponsored Life Insurance Program. You may reach Unum at 1-866-277-1649.
- Q.** Can I submit my PERA contribution report on a monthly basis?
- A.** You must submit your contribution report no later than five business days after employees are paid. Therefore, if you pay your employees monthly, you may submit your report on a monthly basis. If you pay your employees on any other type of schedule, you must provide PERA a contribution report within five days of each pay date. For example, if you pay your employees biweekly, you would submit 26 contribution reports each year.
- Q.** Are part-time and seasonal employees required to be covered under PERA?
- A.** Yes.
- Q.** We recently completed the termination verification for an employee who is requesting to withdraw his account. Will PERA issue the refund based on this certification?
- A.** Completion of this form ensures that PERA does not issue the refund prior to termination and receipt of all contributions. PERA cannot issue the refund until after termination and all contributions have been received.
- Q.** I submitted my contribution report but I am not getting a copy of my PERA Contribution Report Summary. Why?
- A.** If you have a pop-up blocker on your computer, it will not display the Contribution Report Summary. You will need to disable your pop-up blocker. You can elect to always allow pop-ups from our site to prevent having to do this each time. You also need to ensure that you have the most current version of Adobe Flash Player installed on your system.
- Q.** I submitted my PERA Contribution Report Summary for the wrong amount. I then submitted a corrected copy and I need to make sure that PERA does not pull two payments. What do I need to do?
- A.** You will need to delete the extra ACH payment by selecting the "Payment Transaction Maintenance" option from the "Maintenance" drop-down menu. In this menu you will be able to view your pending ACH payments and can delete the incorrect payment amount. Please be aware that you must process any deletions prior to 2:00 p.m. the day before the ACH is scheduled.
- Q.** If we let PERA know that we are having computer system issues and our report is submitted after five business days, will we still be assessed a penalty?
- A.** Yes. State statute requires that PERA assess a penalty if the contribution report is submitted more than five days from the date of payment to your employees.

Does PERA have correct contact information for your agency?

Please notify PERA when a key employee has left their position. This ensures that PERA is contacting the correct person in your office.

Terminating PERA-Covered Employment Brochure/Refund Request Form and Rollover Request Form

Based on input from our employers and members, we've recently changed the look and content of one of PERA's most frequently requested brochures—*Terminating PERA-Covered Employment*. The *Refund Request Form* is found within *Terminating* and we've added a second form for members who wish to rollover their PERA accounts when leaving PERA-covered employment.

It is very important that members who are leaving PERA-covered employment read the information contained in the *Terminating* brochure before completing one of the forms included in the publication. If PERA members choose to refund or rollover their accounts, upon returning to PERA-covered employment and earning one year of service, they may purchase the refunded service but will not regain the rights associated with that previously earned service. Members hired on or after July 1, 2005, and those who will be hired on

or after January 1, 2007, will have different benefits than those members who earned service before July 1, 2005.

If you have an employee who is leaving PERA-covered employment, you will have to certify that they are off the payroll if it has been less than 90 days since you paid them. Both the *Refund Request Form* and the *Rollover Request Form* must be notarized before PERA can process them. Members do not have to refund/rollover their accounts.

Please help us in making sure PERA members who are separating from employment know their rights related to their PERA retirement accounts by directing them to the most recent online version of *Terminating PERA-Covered Employment*. If your terminating employee has questions, please have them contact PERA's Customer Service Center.



PERACare Update

Every three years, PERA goes out to bid for vendors that provide health, dental, and vision coverage in the PERACare Health Benefits Program for active members (through employer selection) and retirees. PERA has made contract awards for the 2007-2009 PERACare bid cycle, and we have announced our selections to all vendors. We are excited that we have been able to address many of our ideas and program goals through the RFP process, and we look forward to positive impacts on costs, health, and service.

The PERACare program will have fewer choices (one of our goals), and we have the benefit of greater buying power, both our own and our vendors', to be reflected in better premiums for our members and retirees. By consolidating all of our active and pre-Medicare health plans with two vendors (versus the current four), PERA expects to be able to better manage both costs and enrollees' health. Disease/health management will be a more integral part of the program.

Premiums for the insured products (dental, vision, and active member health care) were part of the bid process, so we have premiums and premium guarantees for the three-year term of the bid.

The successful bidders are as follows:

- Active member (insured) health care—Anthem Blue Cross Blue Shield
- Anthem replaces plans offered by CIGNA, Rocky Mountain Health Plans, and Mutual of Omaha. PERA is still negotiating with Kaiser Permanente, and expect them to continue to offer insured HMOs to both active members and retirees.
- Dental HMO plan—CIGNA; Dental PPO plan—CIGNA
- Vision—PPO plans with VSP with three plan designs

For employers with PERACare coverage for their active employees that have July plan years, the current plans continue through June 30, 2007. For employers considering PERACare coverage for their employees with January 1 plan years, the new plans become effective and available January 1, 2007. PERACare staff will be communicating with employers well in advance of their January 1 and July 1, 2007, renewal dates.

Leave of Absence Form

A leave refers to any period of time in which an employee is not working and may or may not be receiving pay, but the employer-employee relationship continues. It is important that employers complete and forward to PERA a *Leave of Absence Form* if an employee is in this status. This form is available on our Web site for download.

Completion of the *Leave of Absence Form* ensures that the employee retains their PERA membership rights when off the payroll. These rights include access to PERA Survivor and Disability Benefits as well as the right to purchase service credit or complete payment on a purchase agreement that is currently in progress. Please be aware that a member may be denied disability benefits or their family may be denied survivor benefits if this form is not on file with our office. A purchase agreement can be canceled.

The form should be completed and forwarded to PERA as soon as possible, but no more than 90 days from the beginning date of the leave. If you do not know the period of the leave, please complete the form for a 90-day period. If leave continues beyond 90 days, please complete an additional form.

Employer Training

We are in the early stages of developing an employer training module that is designed to assist you in working with Colorado PERA. If you have ideas and suggestions about this training, please let us know by contacting your Employer Representative.

Call for Volunteers

Do you know employees who have opinions about PERA they'd like to share? PERA will be conducting some member satisfaction focus groups later in the year and we're looking for volunteers who would be willing to assist us in our research effort. Please have any interested future focus group participant contact Katie Kaufmanis at kkaufmanis@copera.org.

Do you have the most current PERA forms?

It is important that you provide your employees with the most recent version of PERA's forms. If you are not sure if you have the most current version of a form, you can visit our Web site to access the current form.

PERACare Stats

A total of 25 employers now provide PERACare to their employees. Selection of the PERACare program may occur at any time. For details about benefits and premiums, contact Julie Saad at 303-832-9550, ext. 6405, or jsaad@copera.org.



75th Anniversary Approaches

Colorado PERA celebrated its 75th birthday on August 1, 2006, which also happens to be Colorado Day, the day that the State of Colorado celebrates 130 years of statehood. We are proud to have served Colorado's public employers by providing comprehensive retirement benefits and look forward to fulfilling our vision to be the retirement plan of choice for all Colorado public employees.



Colorado PERA Contact Information

PERA Employer Representatives

For questions about accessing the secured employer access Web site, please contact the Employer Relations team at 1-800-759-7372 ext. 3724 or 303-863-3724.

<i>Employer Number/Agency</i>	<i>Employer Representatives</i>
Central Payroll	Angie Byrne Employer Relations Manager 303-863-3879
401(k) and Defined Contribution	Jeffrey Cable 303-837-6217
54 and 900-999	Annette Cote 303-837-6256
171-290 and State agencies that do not report through Central Payroll	Chris Hoehle 303-863-3840
540-733	Chad Hursh 303-837-6229
300-533	Rose Montano 303-837-6238
740-899	Jesse Murillo 303-863-3889

PERA Field Education Representatives

To schedule a meeting or for questions about PERA benefits, please contact your Field Education Representative at PERA.

<i>Employer Number</i>	<i>Field Education Representatives</i>
1-74	Gordon Steuck 303-863-3855
75-154	Thomas Shofner 303-837-6289
155-222	Carol Rhine 303-863-3809
223-391	Nadine Grosjean 303-837-6215
392-499	Aimee Buchholz 303-863-3706
500-779	Shane Linart 303-863-3861
780-991	Rick Chase 303-863-3790 Dennis Gatlin Field Education Manager 303-863-3788