


## STARS Know How—Retroactive Salary Payments

Salary information should be reported to PERA based on when the salary is earned, not when it is paid. This is important for Highest Average Salary calculations and if salary is not reported correctly, it can have a life-long impact on your employees' retirement benefit.

Often, PERA employers approve retroactive salary increases for their employees. Information is reported to PERA based on when the increase is paid, not earned. It is important for PERA employers to properly distribute the salary increase to the proper months to ensure that HAS is calculated correctly.


For example, if an employee is approved for a retroactive salary increase of \$100 per month back to January 2007 paid in July 2007 and the normal base pay for the employee is \$1,000 per month, the information reported on the flat file sent to PERA indicates a salary of \$1,700. This includes the new base salary of \$1,100 plus \$600 in salary that needs to be spread back to January 2007. An adjustment will need to be submitted to PERA spreading the salary to the correct months.

Below is an example of how the adjustment sheet should look. 

Please refer to the *STARS Online Guide* or contact your Employer Representative if you are not sure how to upload an adjustment file for your main PERA file.


PERA Employer Number	Social Security Number	Member Name (Last First Middle)	Pay Period End Date (M)MY	PERA DB Salary	PERA Member Contribution	Life Insurance	Member MatchMaker DC Contribution	PERA MatchMaker	Blank	Blank	Non-12 Month Pay Pattern ("8" or blank)	Blank (DC Salary only for CPPS)	Retiree Salary
D	0	999999999	Doe John E	707	-600.00	-48.00	0.00	0.00	0.00				0.00
D	0	999999999	Doe John E	607	100.00	8.00	0.00	0.00	0.00				0.00
D	0	999999999	Doe John E	507	100.00	8.00	0.00	0.00	0.00				0.00
D	0	999999999	Doe John E	407	100.00	8.00	0.00	0.00	0.00				0.00
D	0	999999999	Doe John E	307	100.00	8.00	0.00	0.00	0.00				0.00
D	0	999999999	Doe John E	207	100.00	8.00	0.00	0.00	0.00				0.00
D	0	999999999	Doe John E	107	100.00	8.00	0.00	0.00	0.00				0.00
T					0.00	0.00	0.00	0.00	0.00			0.00	0.00

## Upcoming PERA Rules Hearing


Each year, Colorado PERA has the opportunity to update the administrative rules that guide how PERA law is applied in practice. The process for updating the PERA Rules provides for public comment on the proposed changes. The Public Hearing on PERA's proposed changes to its Rules will take place at 11:00 a.m. on October 19, 2007, at 1300 Logan Street in Denver. If you would like to comment on these proposed Rules changes, please plan on attending the hearing on October 19. You can review information on attending Board meetings at [www.copera.org/PERA/about/board/meetings.stm](http://www.copera.org/PERA/about/board/meetings.stm). A summary of the proposed Rules changes can be viewed under Latest News on the PERA Web site. 

## Sign up for Legislative Alerts

Get the latest on what's happening on PERA's legislative front by signing up to receive Legislative Alerts. It's easy to do and you'll have up-to-date information to share with your employees on proposed legislation that impacts your retirement plan.


<http://capwiz.com/copera/state/main/?state=CO> 

## STARS Online Guide

The information reported to PERA through the STARS system is very important to the calculation and administration of the PERA benefits Program. We have recently added the *STARS Online Guide* to the Employer section of the Web site. If you feel you need further training or information about PERA benefits or the STARS program, please contact your Employer Representative. We are available for onsite training of PERA employers. 



# 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, 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. If you will not be awarding a wage increase for your employees, you are still required to pay the SAED. 

## State Division

PERA	Employer Contribution	AED	SAED	Total Deduction % for Year
Jan 2006	10.15%	.50	.00	10.65%
Jan 2007	10.65%	.50	.00	11.15%
Jan 2008	11.15%	.40	.50	12.05%
Jan 2009	12.05%	.40	.50	12.95%
Jan 2010	12.95%	.40	.50	13.85%
Jan 2011	13.85%	.40	.50	14.75%
Jan 2012	14.75%	.40	.50	15.65%
Jan 2013	15.65%	.00	.50	16.15%

## School Division

PERA	Employer Contribution	AED	SAED	Total Deduction % for Year
Jan 2006	10.15%	.50	.00	10.65%
Jan 2007	10.65%	.50	.00	11.15%
Jan 2008	11.15%	.40	.50	12.05%
Jan 2009	12.05%	.40	.50	12.95%
Jan 2010	12.95%	.40	.50	13.85%
Jan 2011	13.85%	.40	.50	14.75%
Jan 2012	14.75%	.40	.50	15.65%
Jan 2013	16.05%*	.00	.50	16.55%

\*2004 legislation provided for an additional 0.40 percent employer contribution in 2013

## State Troopers

PERA	Employer Contribution	AED	SAED	Total Deduction % for Year
Jan 2006	12.85%	.50	.00	13.35%
Jan 2007	13.85%	.50	.00	13.85%
Jan 2008	13.85%	.40	.50	14.75%
Jan 2009	14.75%	.40	.50	15.65%
Jan 2010	15.65%	.40	.50	16.55%
Jan 2011	16.55%	.40	.50	17.45%
Jan 2012	17.45%	.40	.50	18.35%
Jan 2013	18.35%	.00	.50	18.85%


## Local Government Division

PERA	Employer Contribution	AED	SAED	Total Deduction % for Year
Jan 2006	10.00%	.50	.00	10.50%
Jan 2007	10.50%	.50	.00	11.00%
Jan 2008	11.00%	.40	.50	11.90%
Jan 2009	11.90%	.40	.50	12.80%
Jan 2010	12.80%	.40	.50	13.70%
Jan 2011	13.70%	.40	.50	14.60%
Jan 2012	14.60%	.40	.50	15.50%
Jan 2013	15.50%	.00	.50	16.00%

## Judicial Division

PERA	Employer Contribution	AED	SAED	Total Deduction % for Year
Jan 2006	13.66%	.50	.00	14.16%
Jan 2007	14.16%	.50	.00	14.66%
Jan 2008	14.66%	.40	.50	15.56%
Jan 2009	15.56%	.40	.50	16.46%
Jan 2010	16.46%	.40	.50	17.36%
Jan 2011	17.36%	.40	.50	18.26%
Jan 2012	18.26%	.40	.50	19.16%
Jan 2013	19.16%	.00	.50	19.66%

## PERACare Stats

A total of 22 employers now provide PERACare to their employees who are actively employed and not retired. 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 e-mail her at [jsaad@copera.org](mailto:jsaad@copera.org). 



## Frequently Asked Questions

**Q. Is the employer contribution required on rehired PERA retirees who are employed as sports officials?**

A. Yes, the employer contribution is required on PERA retirees working after retirement as sports officials. This is described under C.R.S. § 24-51-1101 (1) and C.R.S. § 24-51-1101 (2). These provisions require employer contributions on the retiree's salary regardless of whether or not the position in which the retiree works is subject to membership.

You may view these sections of the law online at: <https://www.copera.org/PDF/5/5-6.pdf>


**Q. I have an employee returning to work after serving in Iraq. Are they entitled to receive service credit for the period of active duty?**

A. Colorado PERA grants up to five years of PERA service credit for military service rendered by PERA members who temporarily leave PERA-covered employment to serve in the military. Certain requirements must be met in order for service credit to be granted for military service. Please refer to the Military Leave section of PERA's *Leaves and Sabbaticals* publication for more details.


**Q. When completing the Employment Termination Certification form do I report information to PERA based on pay dates?**

A. No, information should be reported to PERA based on the payroll period end dates, not the pay date. For example, if the member's final month on the payroll was from August 31, 2007, paid on September 15, 2007, the final month the member will appear on the Contribution Report is 08/07.

**Q. How do I know I am using the most current version of a PERA form?**


A. The PERA Web site has all of the most current forms and publications. Please review the Recently Updated Forms and Publications section in the Employer Section. 

## Update to Topics Web Site

We've made some changes to the *Topics* Web site that allow you to quickly see the content published in each issue. Instead of searching an entire issue of *Topics* for something you recall reading about, you'll be able to "mouse over" each issue and see the contents of each edition. 

## Employment Termination Certification/ Certification of Leave of Absence Forms

As an employer, you play an important role in letting PERA know if one of your employees has left and is no longer working for you. This is important since your former employees often request that their PERA accounts be rolled over to another plan or refunded. We need your help in identifying who is no longer working for you since rollovers and refunds cannot be processed until PERA knows that a member is no longer working for a PERA-affiliated employer.

Additionally, PERA needs to know when one of your employees has been approved for a leave of absence. (In this case, the PERA member account is not eligible for a rollover distribution or refund.) 


## Importance of Getting PERA Information from PERA

In almost every issue of *Topics* and frequently in our member and retiree newsletters, we stress the importance of getting information about PERA from PERA. We are the experts in providing details on how the PERA benefit plans work, and offer no-cost counseling and meetings, along with extensive information on our Web site and through our Customer Service Center.

While we encourage members to engage tax advisors and to seek trusted financial planning professionals to reach their unique retirement planning goals, we often hear that our members are being approached by financial planners in the work setting. These individuals are usually offering seminars so that your employees can "learn more about their PERA benefits." These individuals do not work for PERA and are not endorsed by PERA. They wish to sell insurance products and provide investment advice at a cost to your employees and our members.

The importance of getting PERA information from PERA was recently demonstrated. In August, the Colorado Attorney General's Office indicted a financial planner who was advising PERA members. The indictment and the jointly issued news release can be found here:

<http://www.copera.org/PERA/about/latestnews.stm#AG>

Additionally, *The Washington Post* published an article about financial planners that all employers should read: <http://www.washingtonpost.com/wp-dyn/content/article/2007/09/04/AR2007090402281.html> 


The Employment Termination Certification and Certification of Leave of Absence forms may be completed online.

## PERA Benefits Meetings for Your Employees

Convenience is one of the largest motivators for learning. We want to make learning about Colorado PERA convenient for your employees. After all, Colorado PERA is one of the largest benefits that you provide to your employees throughout their careers.

PERA's Field Education Team wants to provide these educational sessions in your offices and schools. No rushing home for a quick dinner and driving to a meeting across town. During staff meetings, on employee development and training days, or near the end of the work day are great times to schedule a meeting. The Field Education Team will tailor the content and length of the meeting to best serve the

needs of your staff, whether it's a large group or just a few employees. The Field Education Team has the depth of knowledge about Colorado PERA needed to answer member questions fully and completely.

Contact your Field Education Representative to schedule a meeting at your location. 

### Colorado PERA Contact Information

Members should call Customer Service with questions about benefits or their accounts. The PERA Customer Service Center phone number is 303-832-9550 or 1-800-759-7372 and is open Monday through Thursday, 7:00 a.m. to 5:30 p.m., and Friday, 7:00 a.m. to 4:30 p.m.

#### PERA Employer Representatives

Employers who have questions about their contribution report or STARS should call their Employer Representative in the Benefit Services Division (listed by employer number below).

<i>Employer Number/Agency</i>	<i>Employer Representatives</i>
401(k) and Defined Contribution	Jeffrey Cable 303-837-6217  Rose Montano 303-837-6238
Central Payroll, 54, 580	Annette Cote 303-837-6256
42, 75, 200-390	Chris Hoehle 303-863-3840
390-489, 670-859	Jesse Murillo 303-863-3889
490-669, 700	Chad Hursh 303-837-6229
860-949 and State agencies that do not report through Central Payroll	Randy Spencer 303-837-6239
59, 90, 910, 915, 916, 920, 944, 950-999	Angela Byrne Employer Relations Manager 303-863-3879

#### PERA Field Education Representatives

Employers who wish to have a PERA Field Education Representative speak to their employees should call their Field Education contact (listed by employer number below).

<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	Kirsten Strausbaugh 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