MyPERS Reporting Guide for Employers

July 1, 2018

PERS
of MISSISSIPPI

Table of Contents

Overview

Thank you for using MyPERS Reporting to create and transmit retirement wage and contribution records to the Public Employees' Retirement System of Mississippi (PERS). We hope you find this tool to be easy and efficient to use and that this guide will provide you with helpful information about the tool. As always, PERS is here should you need to call or e-mail us with any questions.

PERS Employer Reporting

PERS Main Line: 800-444-7377 or 601-359-3589

customerservice@pers.ms.gov

MyPERS Reporting is a secure online tool accessible from www.pers.ms.gov. It has been designed to allow PERS-covered employers to:

- Load reporting data;
- Modify reporting data to correct errors;
- Submit files electronically to PERS;
- Manage training requests for PERS on the Move sessions;
- Maintain contact information;
- Evaluate new employees for membership using the Eligibility Questionnaire; and
- Make and review payments to PERS for contributions and penalties.

MyPERS Reporting provides PERS and employers with enhanced functionality over the previous reporting tool, WEB-ERS.

Authorizing New Users

To access MyPERS Reporting, the authorized agency representative(s) must complete the *MyPERS Reporting User Authorization,* which is available from www.pers.ms.gov. This form must be signed by the agency head and submitted to the PERS Employer Reporting Division.

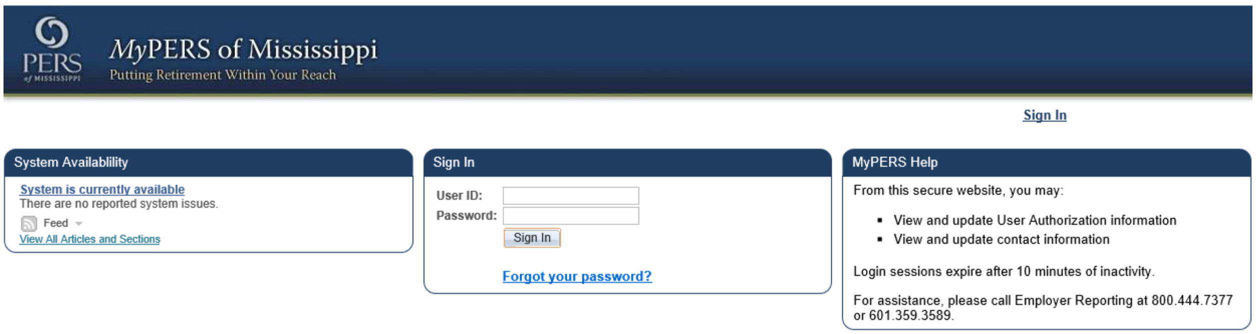
Report and Contribution Due Date

Monthly reports and monthly contributions are due from the employer by the fifth working day of the month following the close of each calendar month. Delinquent reports will be assessed a daily penalty equal to 2 percent per annum of the covered wages. Delinquent contributions will be assessed a daily interest penalty equal to 10 percent per annum of the contributions due.

Signing In

Signing in refers to the process by which an individual uses his or her credentials to access to MyPERS Reporting. Access is controlled by identifying and authenticating the user through a **user ID** and **password**. Since the data contained in the system is largely confidential, users without these credentials do not have access to MyPERS Reporting.

If you are an authorized employee, sign in at mypersreporting.pers.state.ms.us using your assigned user ID and password. If you do not know your user ID or password, please contact PERS. **If you are a third-party payroll provider**, you will be assigned a user ID and initial password.

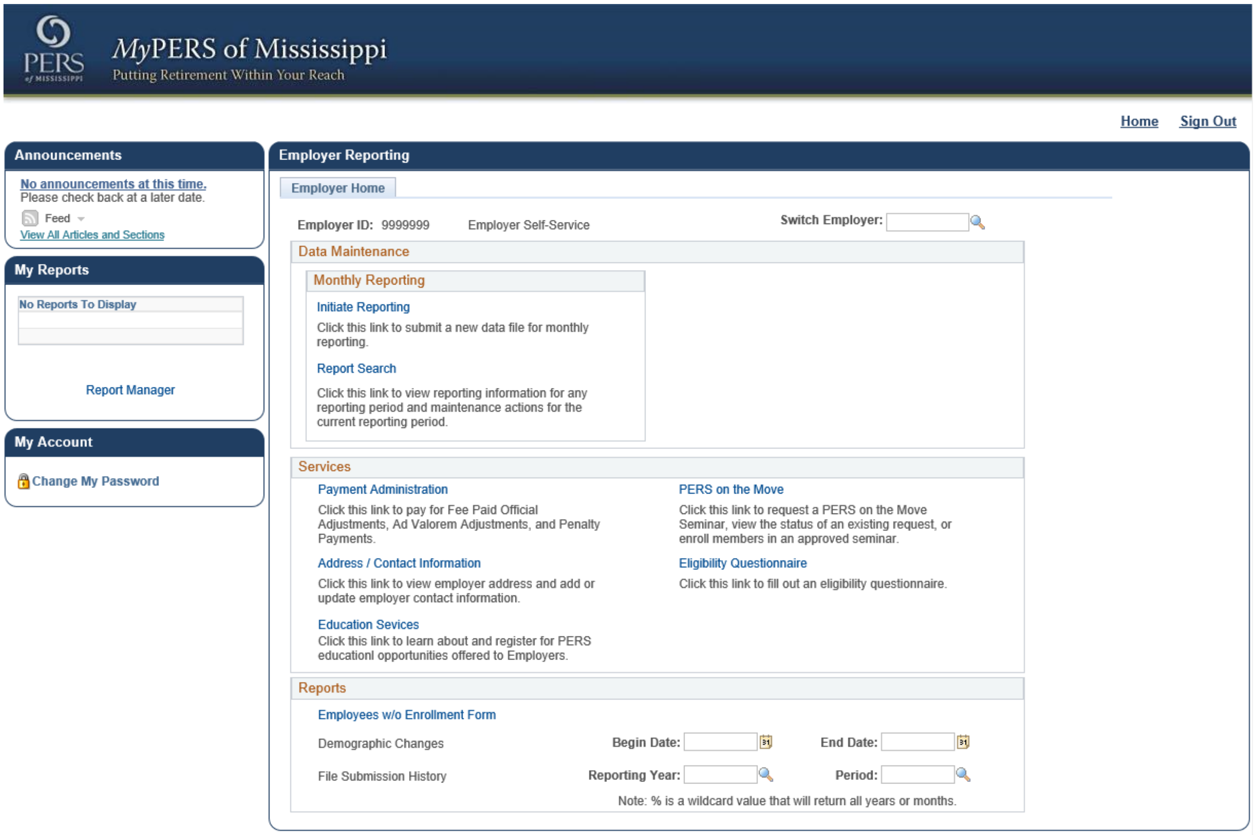


The MyPERS Reporting sign-in page contains the following information:

- **System Availability** – This section provides updates on any known issues with the system and confirms availability for use.
- **Sign In** – This section is for authorized employees to enter their user ID and password to access MyPERS Reporting.
    - The **Forgot your Password?** link may be used to reset your password, if needed.
- **MyPERS Help** – This section provides contact information should you need to contact PERS.

Navigating MyPERS Reporting

MyPERS Reporting is designed to provide single-click access to each available function.



The MyPERS Reporting home page contains the **Announcement** section, **My Reports** section**, My Account** section, **Home/Sign Out** links, and the **Employer Reporting** section.

Announcements Section Overview

This section will provide at-a-glance convenience for information employers need to know.

My Reports Section Overview

This section will list, by agency, the reports the user has initiated through MyPERS Reporting.

My Account Section Overview

This section allows the user to change his or her self-service password or view his or her agency's profile.

Home/Sign Out Links

Located in the upper right-hand corner of every page, the **Home** link will return the user to this page and the **Sign Out** link will allow the user to securely sign out before closing the browser.

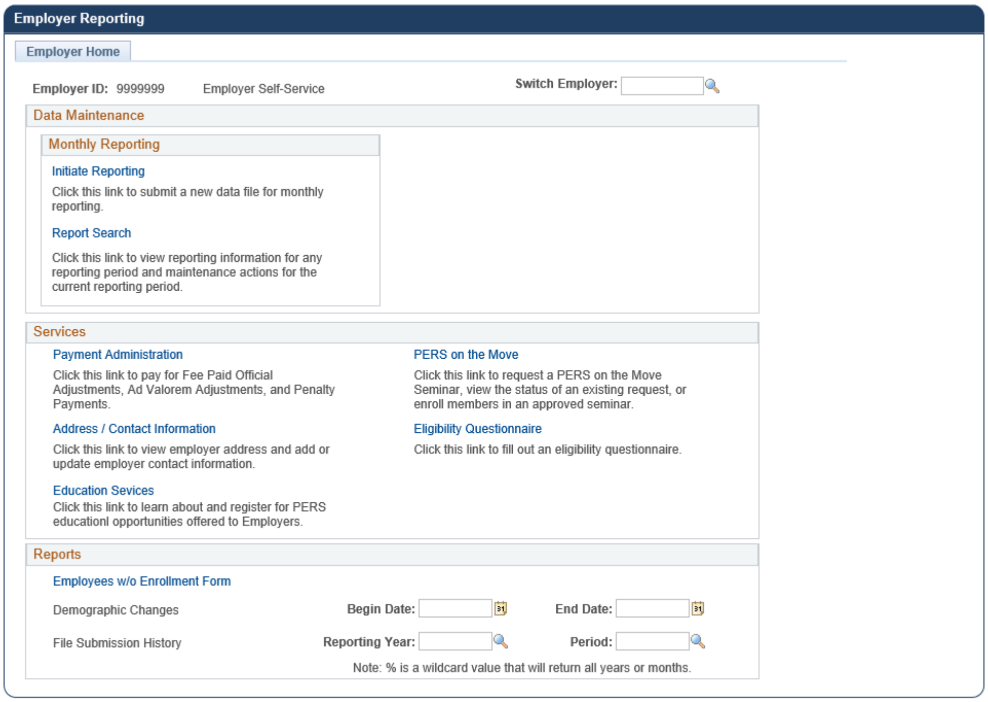
Employer Reporting Section Overview

This section is the main navigation panel for the Employer Home section of MyPERS Reporting, also referred to as Employer Self-Service (ESS). In this section, you will find all reporting, training, and reports tools. See the following pages for information about the various parts of this section.

Employer Reporting

Employer Home

From Employer Home, employers can quickly navigate to various functions. This area also lists the **Employer ID,** and, if the user is responsible for multiple employers, he or she is able to **Switch Employers** from this section. The primary sections listed under Employer Home are **Monthly Reporting**, **Services**, and **Reports**.



Monthly Reporting

The Monthly Reporting section is where employers will load, copy, and search member transactions, as well as search and view generated reports.

Overview of the Reporting Process

Your employer report begins by creating a new report upon selecting the **Initiate Reporting** link. The initial validation process edits the file format you submit to make sure numeric fields are where they are supposed to be and character fields fall within a series of valid characters. If the file fails the **Initial File Edits**, you will be presented with a page that identifies the Initial File Edit errors. **All of these errors must be resolved before the file can be loaded into the system.**

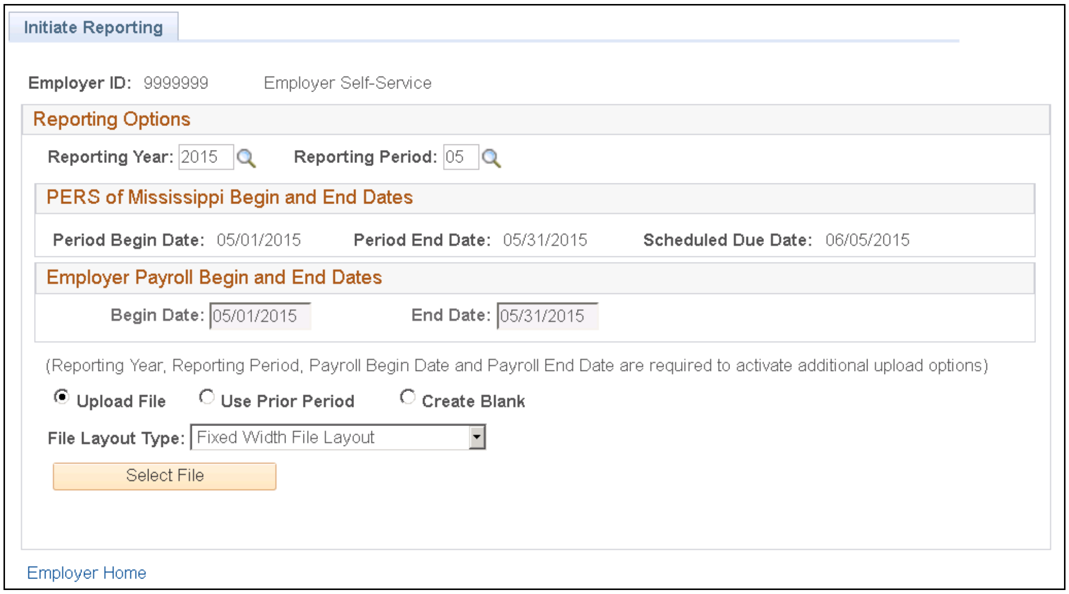
When the process completes and the file passes the Initial File Edits, the transactions are subject to **Business Process Edits**. These edits ensure that codes comply with the set of valid codes identified in the system.

Once the **Business Process Edits** complete, you are presented with a **Report Detail** page. You are then able to see the report that was initiated. The **Report Detail** page provides high-level transaction information (i.e., name, Social Security number, and Wage Code).

The report header appears at the top of each page and provides general information to make sure you are working on the correct report. You should be checking the **Employer ID** and **Period End Date**. The **Report Date** indicates the date the report was loaded into the system. The **Report Status** is updated when **Run Final Edits** are completed from the **Reporting Detail** or **Summary** pages. Once the report is free of errors, you can check the transaction totals and contributions due. Warnings and messages do not prevent you from submitting a report. If the report is error free, you can submit the file. However, you need to review your Warning and Messages to prevent potential errors.

Initiate Reporting

This function provides an employer the ability to create a new employer report.



From the Initiate Reporting section, you will need to enter the required data before creating a report.

- The **Reporting Year** and **Reporting Period** identify the period being reported. An employer can load a report during the current period and up to three periods prior to the current month.
    - **Note:** The other date fields default to the correct dates based on the **Reporting Period** selected after you hit "tab".

Employers can create a new employer report through one of three ways:

1. **Upload File** – This allows employers to load a file from their human resources/payroll system. The file layout is the same as the file layout that was used in the previous online reporting tool, WEB-ERS.
    a. Click the **Select File** button to open a pop-up window to select the file from your network. Click the **Browse...** button. Select the desired file. **Note**: Depending on the size of the file, the **Upload** functionality may take a few seconds.
    b. You will receive a pop-up message when the file has loaded successfully and the **Initiate Reporting** button will appear. The file begins processing immediately. For your convenience, the wait time is regulated; you will receive a message stating **Your file is still processing**. When you receive an e-mail stating that your report has uploaded successfully, return to the report **Summary** and verify that there are no errors.
2. **Use Prior Period** – This allows employers to copy a prior report to the next reporting period. Only the wage and contribution transaction records with valid wage codes are copied.

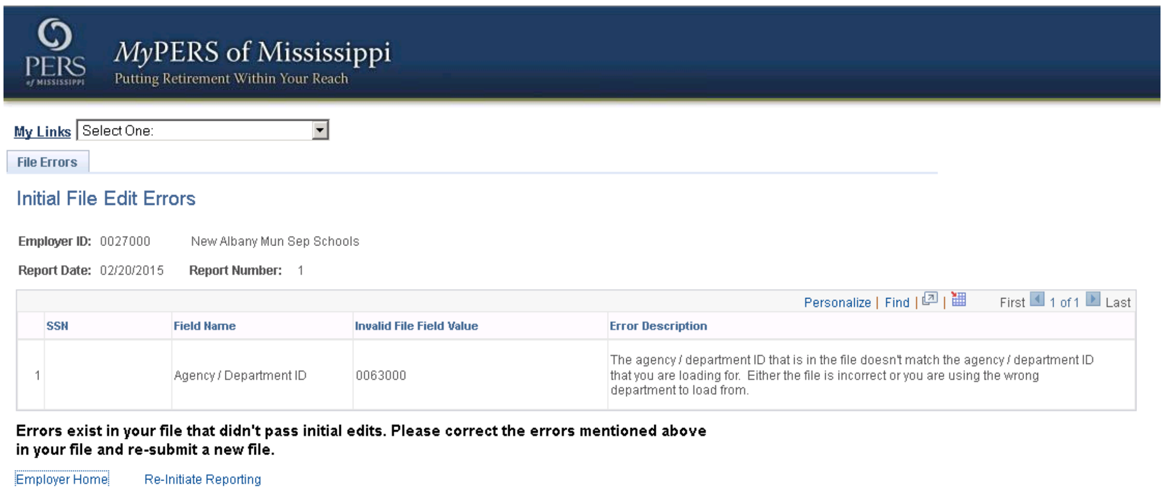
3. **Create Blank** – This allows new employers and small employers the option to initiate with a blank report and add transactions to complete the report.

Editing Uploaded Files

When you load a file, it is edited at two levels to prevent bad information from being reported to PERS and a third and final edit before finalizing the entered data. These levels are **Initial File Edits**, **Business Process Edits**, and **Final Edits**.

Initial File Edits

The first level, known as **Initial File Edits**, validates that required fields have values, numeric only for amounts, and the correct Employer ID. To correct Initial File Edits, you must change and reload your file, as it is unacceptable to PERS reporting standards.



Business Process Edits

The second level, known as **Business Process Edits**, consists of three different types of issues (**Errors**, **Warnings**, and **Messages**) that must be addressed before data can be submitted to PERS. As issues arise, you will be alerted and told what type of issue is present.

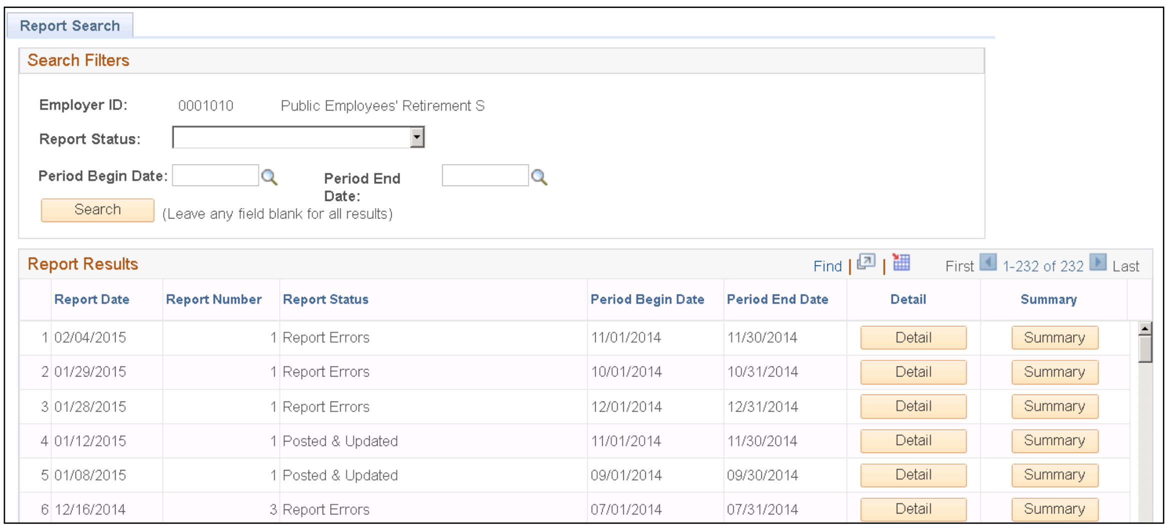
- **Errors** – The reporting process requires you to clean-up errors to avoid bad data from entering the system.
- **Warnings** – Warnings identify potential data issues with your report, but at the time of the report, PERS does not have enough information to classify the condition as an error.
- **Messages** – Messages are typically actions that require review and research to make sure that the posting of the transaction does not result in invalid data posting to the member's account.

Final Edits

Once you have corrected the **Warnings** and **Errors**, you can **Run Final Edits** to check the validity of the whole report against a set of validation rules. This step is only accessible from the **Reporting Details** page, which can be found by clicking the **Details** button on the **Report Search** page. **Note:** You must Run Final Edits to update the message counts and report status.

Report Search

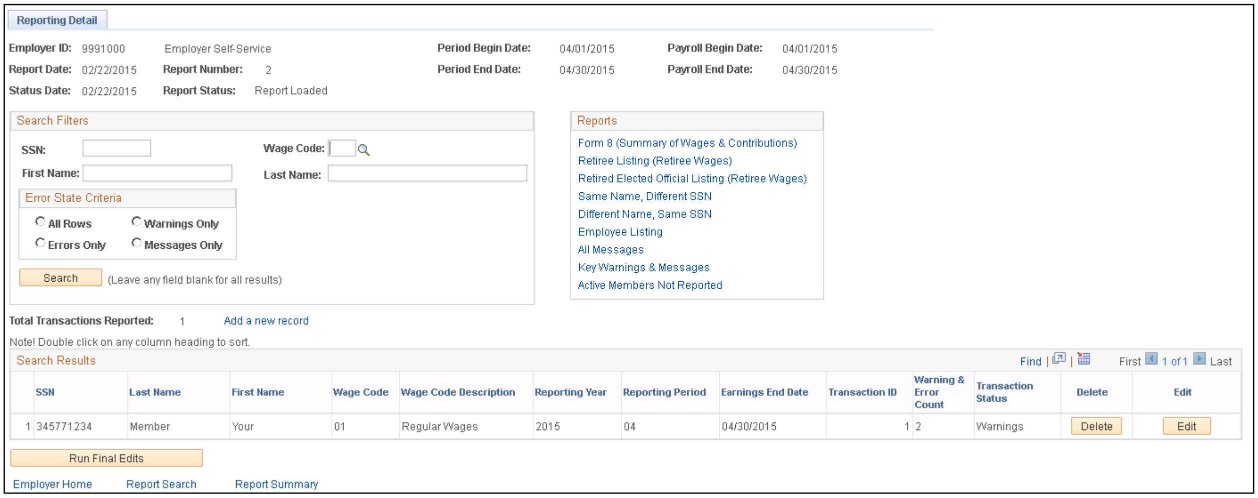
Choose this function to view reporting information for any reporting period and maintenance actions for the current reporting period.



Terms and processes to be familiar with while running searches:

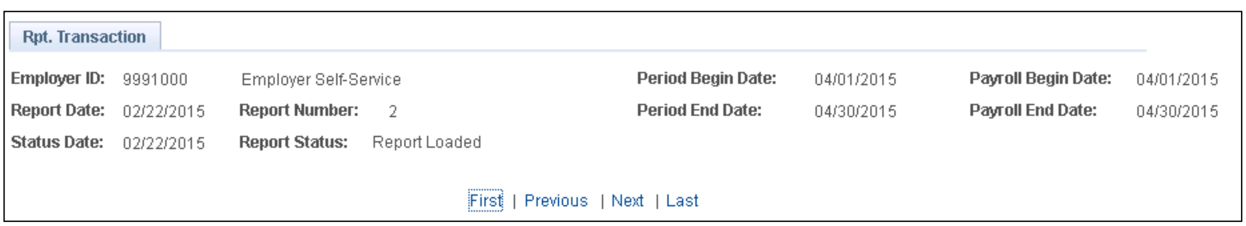
- **Search Filters** – Search filters limit the number of reports in the list. Example: filter on reports within a prior year or data range.
- **Sorting Columns -** You can sort any column by clicking on the column heading.
- **Report Results** – The Report Results is a list of the current and prior reports with your latest report on top. You can select to view the report transaction **Details** or the report **Summary**.
  - **Report Date** – The date the report/transactions are created in the system.
  - **Report Number** – The number assigned to a report to distinguish it from other reports created on the same day for the same employer.
  - **Report Status** – This column will tell you if your report has been posted, updated, or needs attention because it has an error.

- **Period Begin Date/Period End Date** – The date range of the report.
- **Detail** – This button takes you to the **Reporting Detail** page.



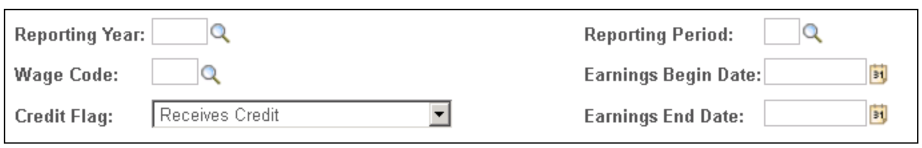
- The **Reporting Detail** page provides employers with several **Reports** to aid in the validation of the report before submitting it to PERS.
  - **Form 8 (Summary of Wages & Contributions)** – Totals of contributions due, contribution categories, and wage codes to validate your expectations to what is being reported to PERS.
  - **Retiree Listing (Retiree Wages)** – List of employees reported using re-employed retiree wage codes.
  - **Retired Elected Official Listing (Retiree Wages)** – List of employees reported using re-employed retiree wage codes for elected officials.
  - **Same Name, Different SSN** – Checks the PERS database for members with the same name and date of birth but different Social Security numbers. If this condition exists, the Social Security number may have been entered incorrectly.
  - **Different Name, Same SSN** – Checks the PERS database for members with the same Social Security number but the name does not match. If this condition exists, the Social Security number may have been entered incorrectly.
  - **Employee Listing** – Lists all the employees in your report.

        - **All Messages** – Lists all the Error, Warnings, and Messages associated with your report.
        - **Key Warnings & Messages** – List of conditions requiring research to make sure the posting of the transactions does not result in invalid data posted to a member's account. However, the condition cannot simply be determined as an error without research.
        - **Active Members Not Reported** – Members are considered missing if they are active and previously associated with the employer (but have not been terminated). You will then have the chance to add a new record to add wages and contributions for the missing employee.
    - The **Reporting Details** page also provides high-level information about each transaction with search filters to limit the list to specific transactions.
        - **Transaction ID** – A sequential number indicating the order that a transaction record was created for a particular report.
        - **Add a Record** – Click this link to add a new transaction to the reporting period. This will take you to the **Rpt. Transaction** page.
            - To help with navigation, note the links **First | Previous | Next | Last** on the **Rpt. Transaction** page. Transactions must be saved before clicking on these links.



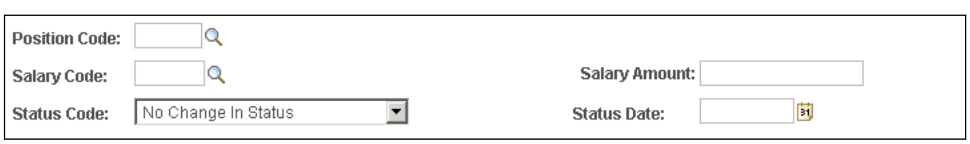
- The demographics section of the **Rpt. Transaction** page contains the personal information about the member, including: name, address, birthdate, and gender. The transaction status states the highest priority of all messages listed for the transaction

- The transaction details contain information about the type of transaction being reported. **Note:** If you change the **Reporting Year** or **Reporting Period**, the **Earning Begin Date** and **Earnings End Date** change automatically based on these two fields.

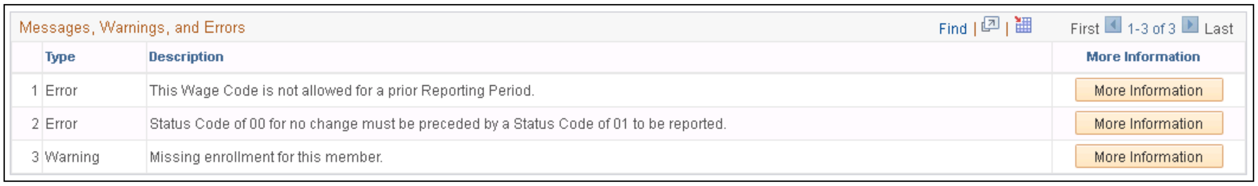


- This next section identifies the wages and contributions associated with this transaction. **Note:** If you change the **Reporting Year**, **Reporting Period**, **Wage Code**, or **Reported Wages** the contribution amounts change automatically based on these three fields.

- The position, salary, and status section contains information about the member's employment. **Note:** The **Salary Code** and **Salary Amount** are available based on the Employer or Position Code.



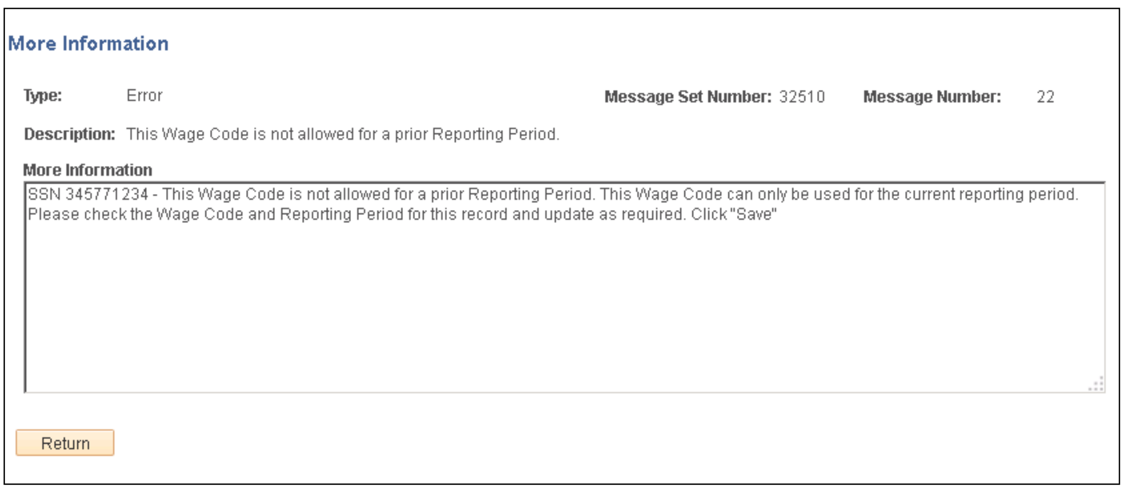
- **Messages, Warnings, and Errors** are identified by the **Business Process Edits**. These edits evaluate the information provided on each transaction and compares it to information already received and other transactions in the report. The description provides a short explanation of the condition identified.



Messages, Warnings, and Errors — Find | First 1-3 of 3 Last

	Type	Description	More Information
1	Error	This Wage Code is not allowed for a prior Reporting Period.	More Information
2	Error	Status Code of 00 for no change must be preceded by a Status Code of 01 to be reported.	More Information
3	Warning	Missing enrollment for this member.	More Information

  - Click on **More Information** to get details on how to resolve the condition. Once you understand the action required, click on the **Return** button to get back to the **Rpt. Transaction** page to make a correction.



More Information

Type: Error   Message Set Number: 32510   Message Number: 22

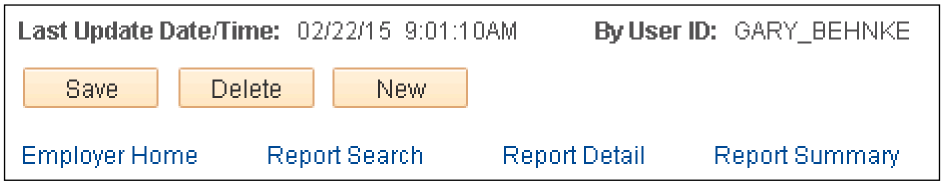
Description: This Wage Code is not allowed for a prior Reporting Period.

More Information

SSN 345771234 - This Wage Code is not allowed for a prior Reporting Period. This Wage Code can only be used for the current reporting period. Please check the Wage Code and Reporting Period for this record and update as required. Click "Save"

Return

- There are several actions available from the bottom of the **Rpt. Transaction** page:



  - **Save** – Saves the changes made to the transaction and runs the **Business Process Edits**.
  - **Delete** – Deletes the transaction from the report. This option is only available prior to submitting the report to PERS.
  - **New** – Saves the changes made to the current transaction; runs the **Business Process Edits**; and opens a blank **Rpt. Transaction**.
  - **Employer Home** – Navigates to the **Employer Home** page.
  - **Report Search** – Navigates to the **Report Search** page.
  - **Report Detail** – Navigates to the **Reporting Detail** page.
  - **Report Summary** – Navigates to the **Report Summary** page.

- **Transaction Status** – Transaction Status is either Errors, Warnings/Errors, Warnings, or Messages. It is common to clean up transactions with Errors first and then clean up transactions with Warnings. However, you need to review your Warning and Messages to prevent potential errors.

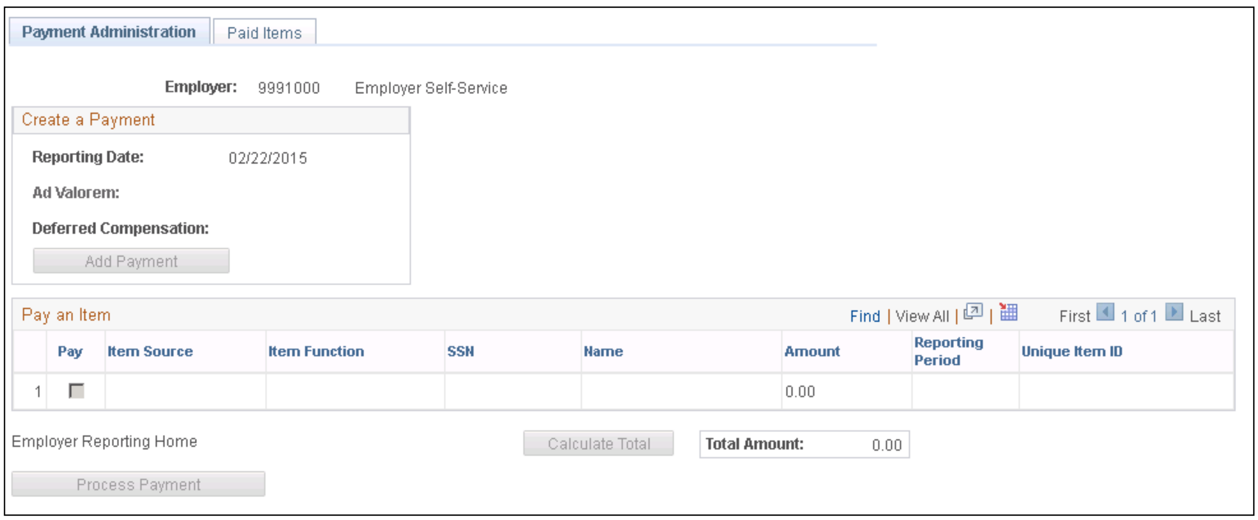
- **Delete and Edit** - You can delete and edit records for the reporting period before the report has been submitted. When you click the **Edit** button, the report transaction page will provide all the detail of a single transaction.

  - **Summary** – This button takes you to the **Report Summary** for final review before submitting the report.

Services

Payment Administration

Choose this function to pay fee-paid official adjustments, *ad valorem* adjustments, and penalties. Employers can review outstanding penalties to authorize payment through direct debit withdrawal of the payment amount from your bank account. PERS and employers can also review the payment history to resolve outstanding questions related to money due and payments.



Create a Payment - Ad Valorem

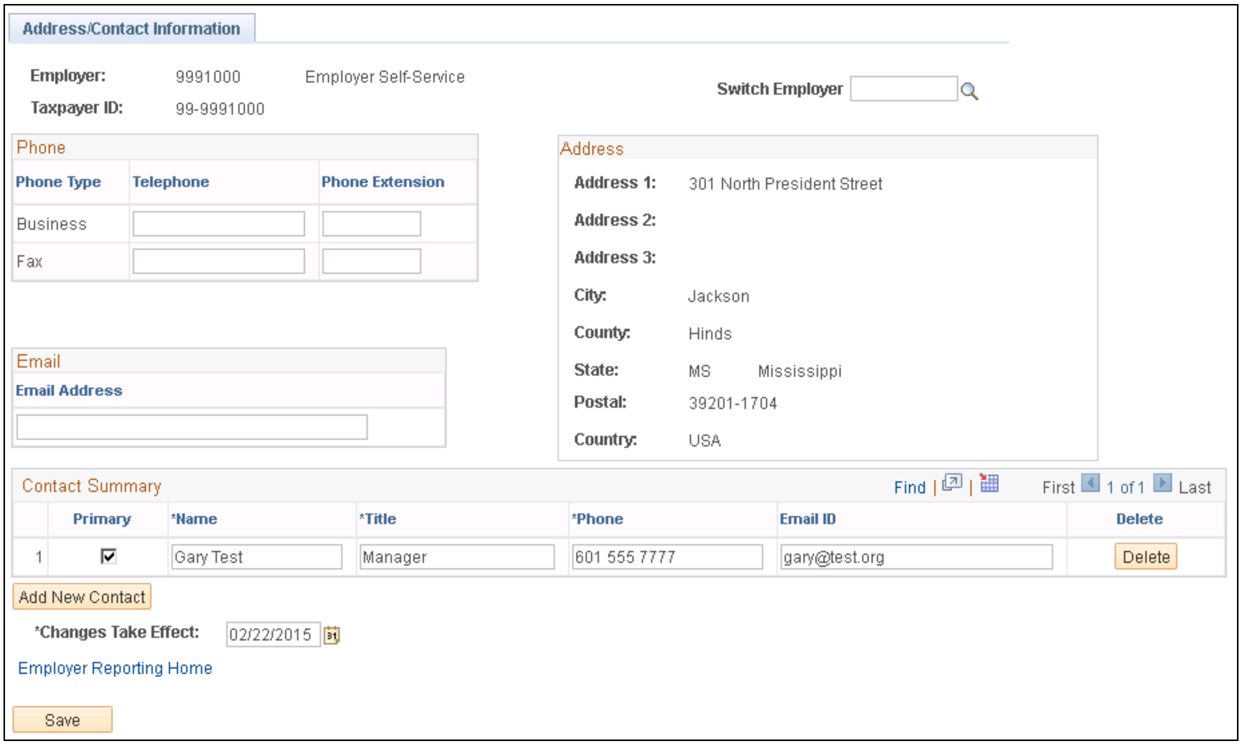
Municipal Retirement System employers fund their defined benefit plan by collecting an *ad valorem* tax. Once the municipalities have collected these taxes, they can pay for their retirement liability by creating a direct debit transaction to withdraw the payment amount from their bank account. PERS no longer collects payments from participating employers for Mississippi Deferred Compensation (MDC). For information on MDC, visit www.mdcplan.com.

Pay an Item

Employers can review outstanding monies due to authorize payment through direct debit, which issues a transaction to withdraw the payment amount from their bank account. The types of payments made through Payment Administration include penalties and service purchase payments.

Address/Contact Information

Choose this function to view employer address and add or update employer phone numbers, e-mail address, and the individual employee contact information.



Address/Contact Information

Employer: 9991000 Employer Self-Service

Taxpayer ID: 99-9991000

Switch Employer

Phone

Phone Type	Telephone	Phone Extension
Business		
Fax		

Email

Email Address

Address

Address 1: 301 North President Street

Address 2:

Address 3:

City: Jackson

County: Hinds

State: MS Mississippi

Postal: 39201-1704

Country: USA

Contact Summary — Find | First 1 of 1 Last

	Primary	*Name	*Title	*Phone	Email ID	Delete
1	☑	Gary Test	Manager	601 555 7777	gary@test.org	Delete

Add New Contact

***Changes Take Effect:** 02/22/2015

Employer Reporting Home

Save

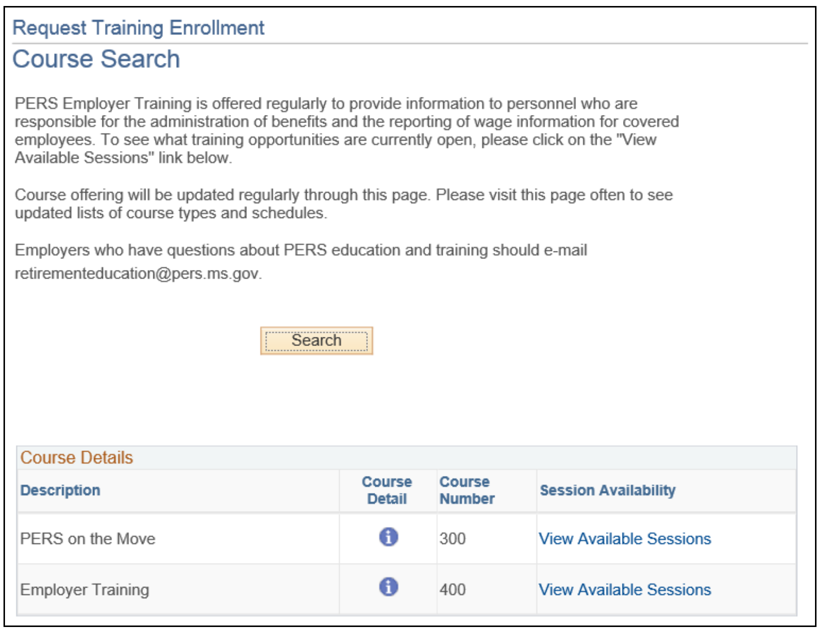
Education Services

Click this link to learn more about and register for Employer Training and PERS on the Move sessions. These sessions are held at centralized locations throughout the state.

Employer Training

PERS Employer Training is held throughout the year to provide information to personnel who are responsible for the administration of benefits and the reporting of wage information for covered employees.

1. To register, select **View Available Sessions** for the desired course.



Request Training Enrollment

Course Search

PERS Employer Training is offered regularly to provide information to personnel who are responsible for the administration of benefits and the reporting of wage information for covered employees. To see what training opportunities are currently open, please click on the "View Available Sessions" link below.

Course offering will be updated regularly through this page. Please visit this page often to see updated lists of course types and schedules.

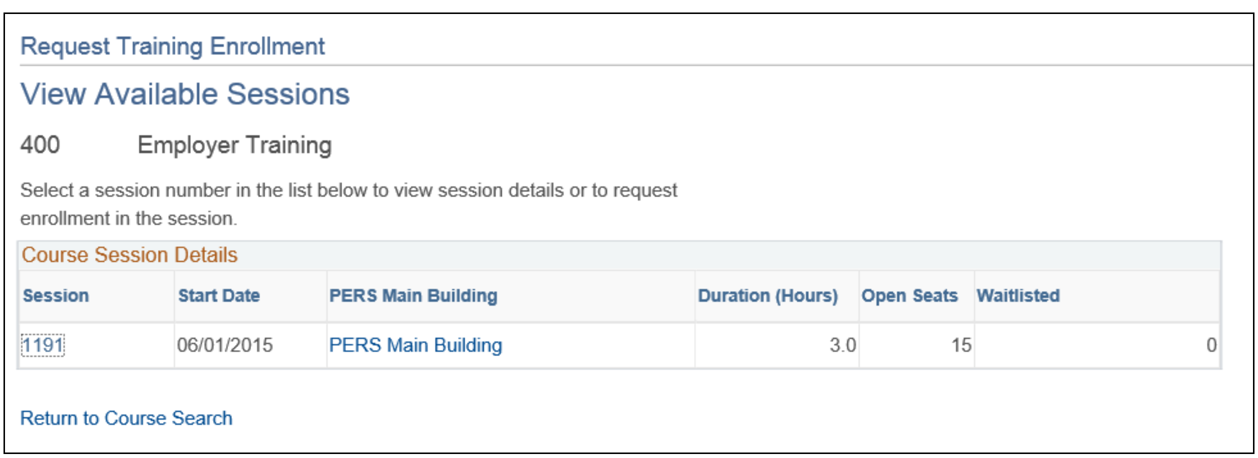
Employers who have questions about PERS education and training should e-mail retirementeducation@pers.ms.gov.

Search

Course Details

Description	Course Detail	Course Number	Session Availability
PERS on the Move		300	View Available Sessions
Employer Training		400	View Available Sessions

2. From the **Course Session Details** section, choose an available session number with your preferred date and location.



Request Training Enrollment

View Available Sessions

400 Employer Training

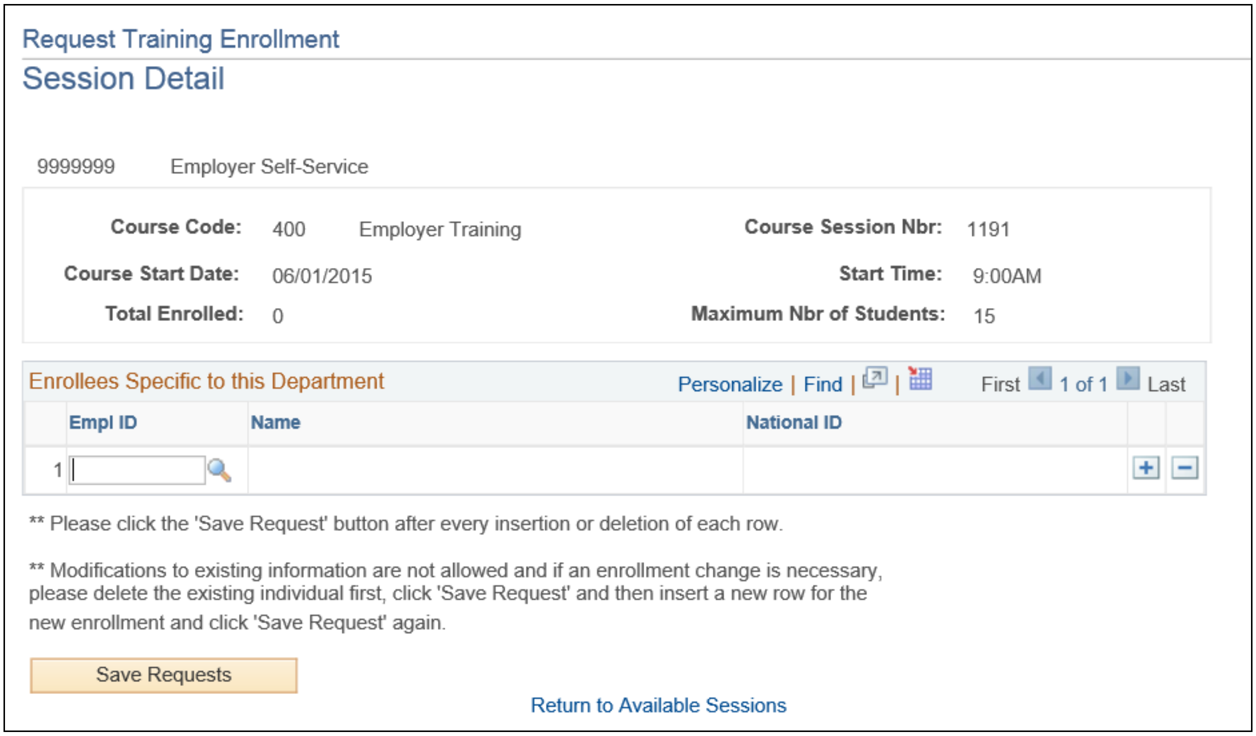
Select a session number in the list below to view session details or to request enrollment in the session.

Course Session Details

Session	Start Date	PERS Main Building	Duration (Hours)	Open Seats	Waitlisted
1191	06/01/2015	PERS Main Building	3.0	15	0

Return to Course Search

3. To add or delete attendees, use the plus sign or minus sign. Then, enroll your employees by entering their Employer ID, or find them by name in the system by clicking the magnifying glass.


Request Training Enrollment

Session Detail

9999999 Employer Self-Service

Course Code:	400 Employer Training	**Course Session Nbr:**	1191
Course Start Date:	06/01/2015	**Start Time:**	9:00AM
Total Enrolled:	0	**Maximum Nbr of Students:**	15

Enrollees Specific to this Department — Personalize | Find | First 1 of 1 Last

	Empl ID	Name	National ID
1			

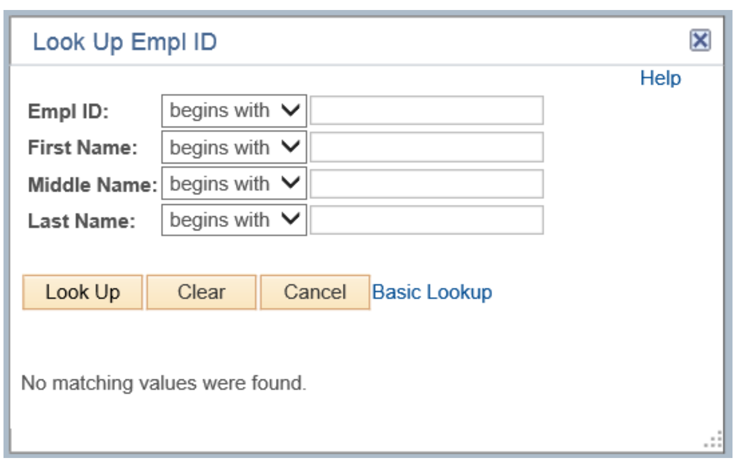
** Please click the 'Save Request' button after every insertion or deletion of each row.

** Modifications to existing information are not allowed and if an enrollment change is necessary, please delete the existing individual first, click 'Save Request' and then insert a new row for the new enrollment and click 'Save Request' again.

Save Requests

Return to Available Sessions

4. You will be presented with a list of all the employees currently associated with your Employer ID. You can shorten the list by entering a first and/or last name.


Look Up Empl ID

Help

Empl ID: begins with

First Name: begins with

Middle Name: begins with

Last Name: begins with

Look Up Clear Cancel Basic Lookup

No matching values were found.

PERS on the Move - Scheduling

PERS and representatives of Mississippi Deferred Compensation Plan (MDC) are available to provide local PERS on the Move presentations to employees of PERS-covered agencies. These events may take place during or after work hours, according to the employers' preference and availability of PERS and MDC staff. Follow the instructions in the subsequent section to register for a PERS on the Move presentation.

1. To request a session, click on **View Available Sessions**.
2. You will need to provide contact information for the person responsible for coordinating the training for your employer and two preferred dates and times for the session.
3. After the session is scheduled, an e-mail confirmation will be sent to the person responsible for coordinating the training.
4. To enroll employees in the session, visit the PERS on the Move enrollment page.

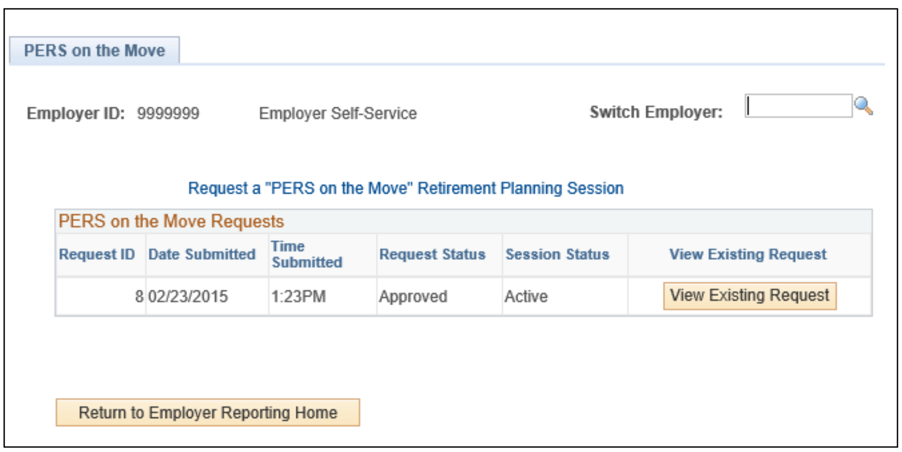
PERS on the Move – Enrolling Attendees, Requesting a New Session

Once you have scheduled your PERS on the Move session from the **Education Services** section, you will enroll attendees in the session through the **PERS on the Move** enrollment page. You may also request a new session from this page.

Enroll Employees in Session

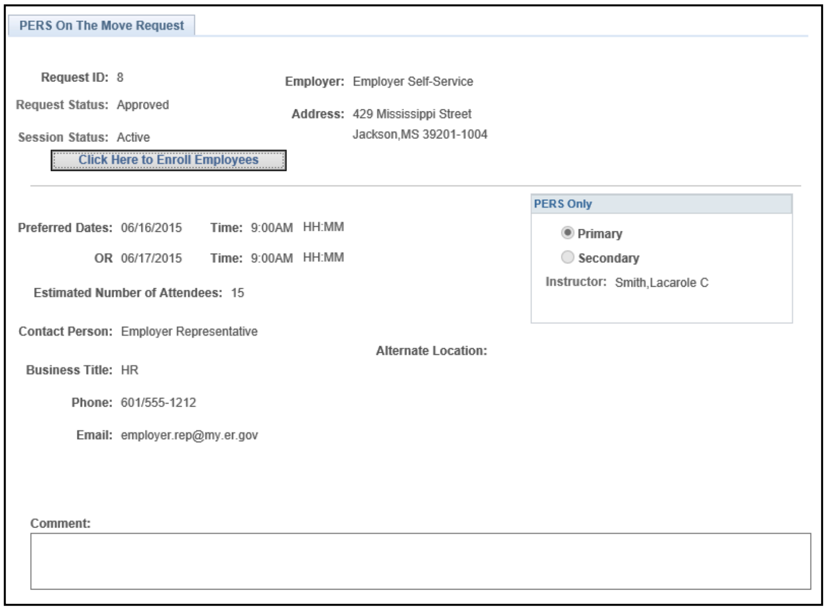
Once a request has been approved, you may enroll your employees into the course session.

1. From the summary page, click the **View Existing Request** button next to an existing session.



2.

2. The existing session page looks the same as the request page, except you now have the **Click Here to Enroll Employees** button.


PERS On The Move Request

Request ID: 8
Request Status: Approved
Session Status: Active
Click Here to Enroll Employees

Employer: Employer Self-Service
Address: 429 Mississippi Street
Jackson,MS 39201-1004

Preferred Dates: 06/16/2015 Time: 9:00AM HH:MM
OR 06/17/2015 Time: 9:00AM HH:MM
Estimated Number of Attendees: 15

PERS Only
Primary
Secondary
Instructor: Smith,Lacarole C

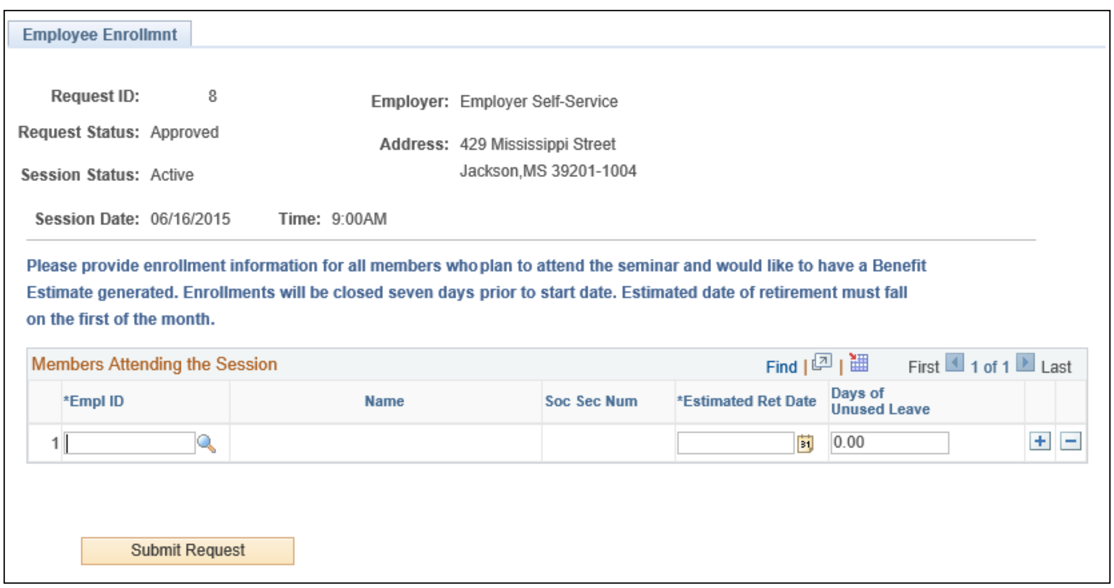
Contact Person: Employer Representative
Business Title: HR
Phone: 601/555-1212
Email: employer.rep@my.er.gov

Alternate Location:

Comment:

3. To add or delete rows of attendees, use the plus sign or minus sign .

4. To enroll your employees in this session, you can enter their Employer ID or find them by name in the system by clicking the magnifying glass .


Employee Enrollmnt

Request ID: 8
Request Status: Approved
Session Status: Active
Session Date: 06/16/2015 Time: 9:00AM

Employer: Employer Self-Service
Address: 429 Mississippi Street
Jackson,MS 39201-1004

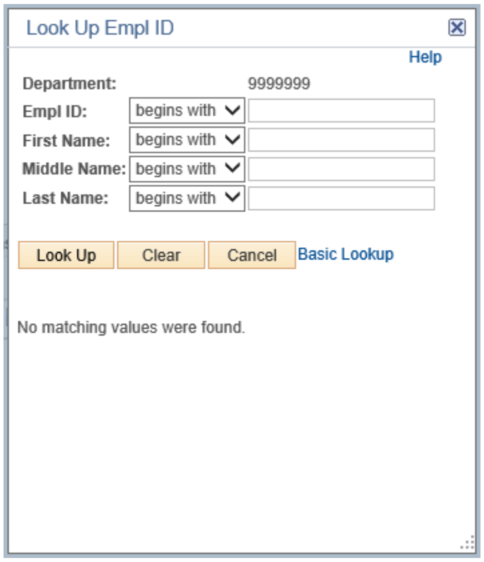
Please provide enrollment information for all members who plan to attend the seminar and would like to have a Benefit Estimate generated. Enrollments will be closed seven days prior to start date. Estimated date of retirement must fall on the first of the month.

Members Attending the Session — Find | First 1 of 1 Last

	*Empl ID	Name	Soc Sec Num	*Estimated Ret Date	Days of Unused Leave
1					0.00

Submit Request

5. You will be presented with a list of all the employees currently associated with your Employer ID. You can shorten the list by entering a first and/or last name.

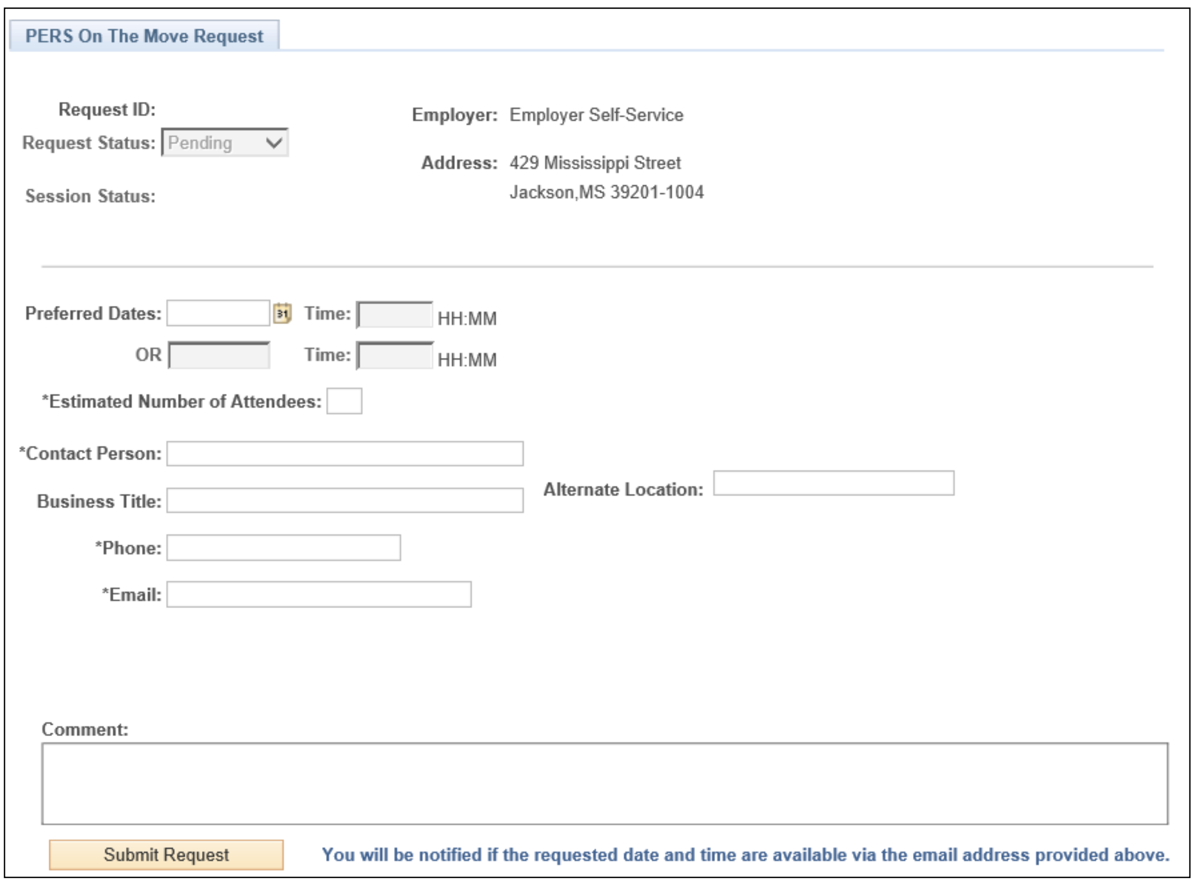


6. Enrollments can be saved and updated until seven days prior to the session start date.

Request a New Session

Requested dates are reviewed by PERS to be approved or denied based on field agent availability. Upon approval, the agency contact will be notified and may then enroll members in the session. If denied, the agency contact will be notified and a new request may be submitted. Requests may only be submitted one at a time and must be accepted or rejected before another request can be made.

1. From the Summary page, choose **Request a "PERS on the Move" Retirement Planning Session**.
2. Enter your primary and secondary choice of start date and start time.
3. Enter the estimated number of attendees.
4. Enter the agency contact's information.


PERS On The Move Request

Request ID:
Request Status: Pending
Session Status:

Employer: Employer Self-Service
Address: 429 Mississippi Street
Jackson,MS 39201-1004

Preferred Dates: Time: HH:MM
OR Time: HH:MM
*Estimated Number of Attendees:
*Contact Person:
Business Title:
Alternate Location:
*Phone:
*Email:

Comment:

Submit Request

You will be notified if the requested date and time are available via the email address provided above.

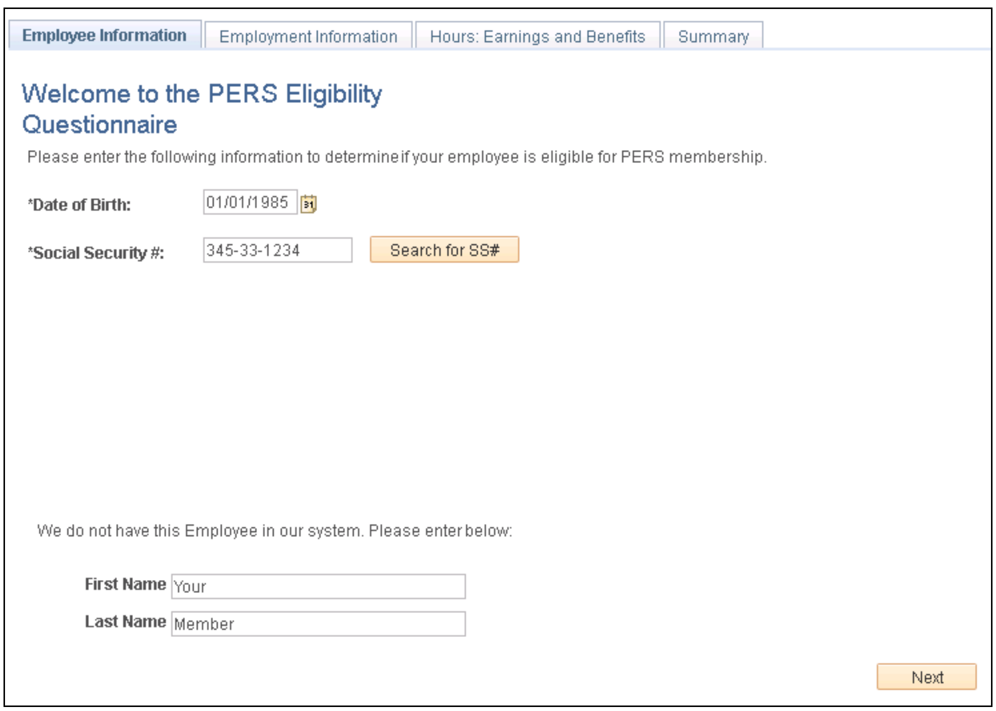
Eligibility Questionnaire

This link takes you to a questionnaire that will help you determine whether an employee is eligible to be a member of PERS.

The Eligibility Questionnaire asks a series of questions, based on PERS Board Regulation 36, *Eligibility for Membership in the Public Employees' Retirement System of Mississippi (PERS)* (www.pers.ms.gov/Content/Documents/Regulations/Reg36.pdf) and PERS Board Regulation 37, *Eligibility of Student Employees for Membership in Retirement Annuity Coverage*, (www.pers.ms.gov/Content/Documents/Regulations/Reg37.pdf) to help employers determine if their employee will qualify for PERS membership. PERS can review the information entered by you, as well as the results of the questionnaire.

Employee Information Tab

The initial page starts by entering the employee's **Date of Birth** and **Social Security #**. Click the **Search for SS#** button to see if the employee has previously been reported to PERS.

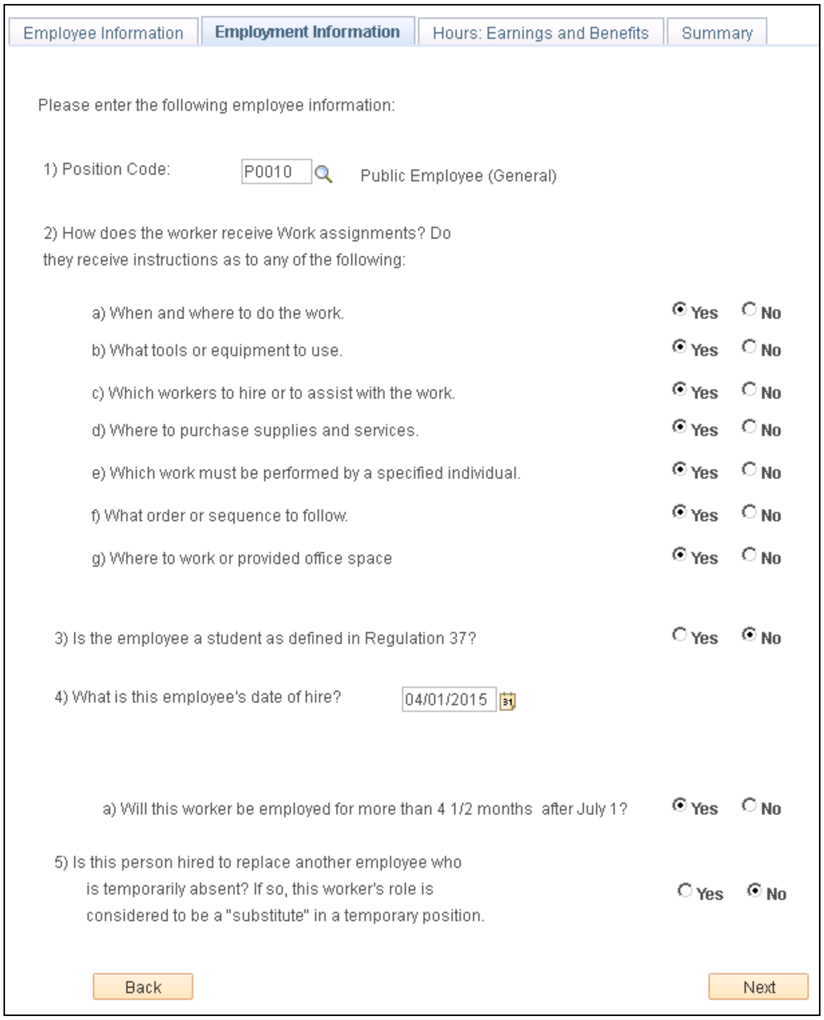


If the Social Security number is found, confirm the employee's first and last name before continuing. If you cannot confirm the first and last name, you will be asked to **verify and confirm that the SSN you entered is correct. If it is correct, contact PERS for potential SSN mismatch.**

This page will also let you know if the person is currently an active member with another employer or currently retired and receiving monthly benefits.

Employment Information Tab

The next step is to understand the employee/employment relationship with your agency. Based on your responses, continue to the next step. If the answer to a question indicates that the employee is actually an Independent Contractor, you will be redirected to the **Summary** page.



Employee Information | **Employment Information** | Hours: Earnings and Benefits | Summary

Please enter the following employee information:

1) Position Code: P0010 Public Employee (General)

2) How does the worker receive Work assignments? Do they receive instructions as to any of the following:

a) When and where to do the work.	(•) Yes	( ) No
b) What tools or equipment to use.	(•) Yes	( ) No
c) Which workers to hire or to assist with the work.	(•) Yes	( ) No
d) Where to purchase supplies and services.	(•) Yes	( ) No
e) Which work must be performed by a specified individual.	(•) Yes	( ) No
f) What order or sequence to follow.	(•) Yes	( ) No
g) Where to work or provided office space	(•) Yes	( ) No

3) Is the employee a student as defined in Regulation 37? ( ) Yes (•) No

4) What is this employee's date of hire? 04/01/2015

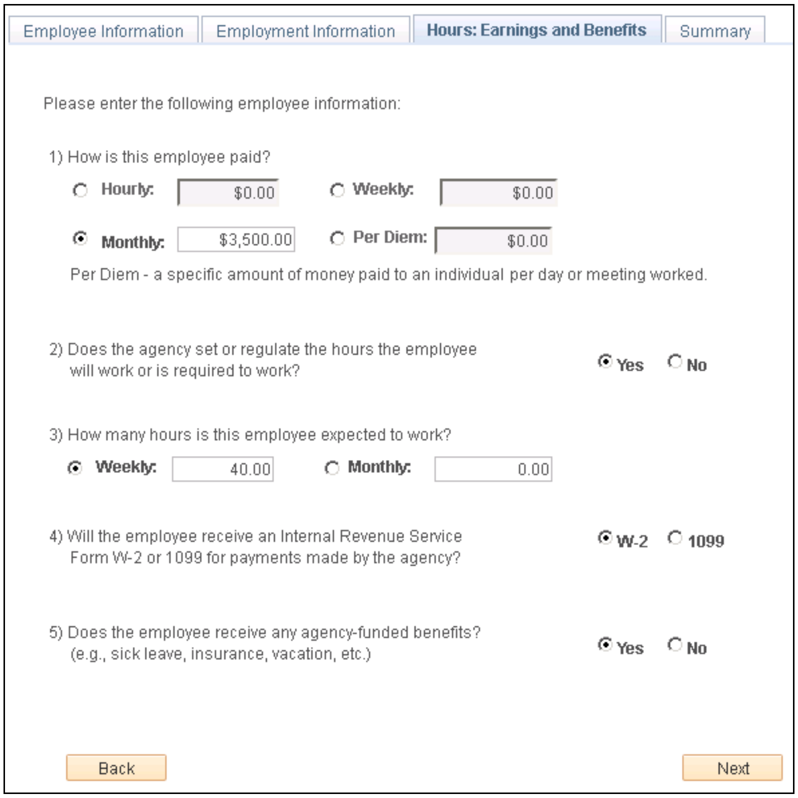
a) Will this worker be employed for more than 4 1/2 months after July 1? (•) Yes ( ) No

5) Is this person hired to replace another employee who is temporarily absent? If so, this worker's role is considered to be a "substitute" in a temporary position. ( ) Yes (•) No

Back Next

Hours: Earnings and Benefits Tab

The final step in the questionnaire is understanding how the employee is compensated. Select the appropriate radio button and enter the corresponding amount. If the answer to a question indicates that the employee is actually an Independent Contractor, you will be redirected to the **Summary** page.


Employee Information | Employment Information | Hours: Earnings and Benefits | Summary

Please enter the following employee information:

1) How is this employee paid?

Hourly: $0.00 Weekly: $0.00

Monthly: $3,500.00 Per Diem: $0.00

Per Diem - a specific amount of money paid to an individual per day or meeting worked.

2) Does the agency set or regulate the hours the employee will work or is required to work? Yes No

3) How many hours is this employee expected to work?

Weekly: 40.00 Monthly: 0.00

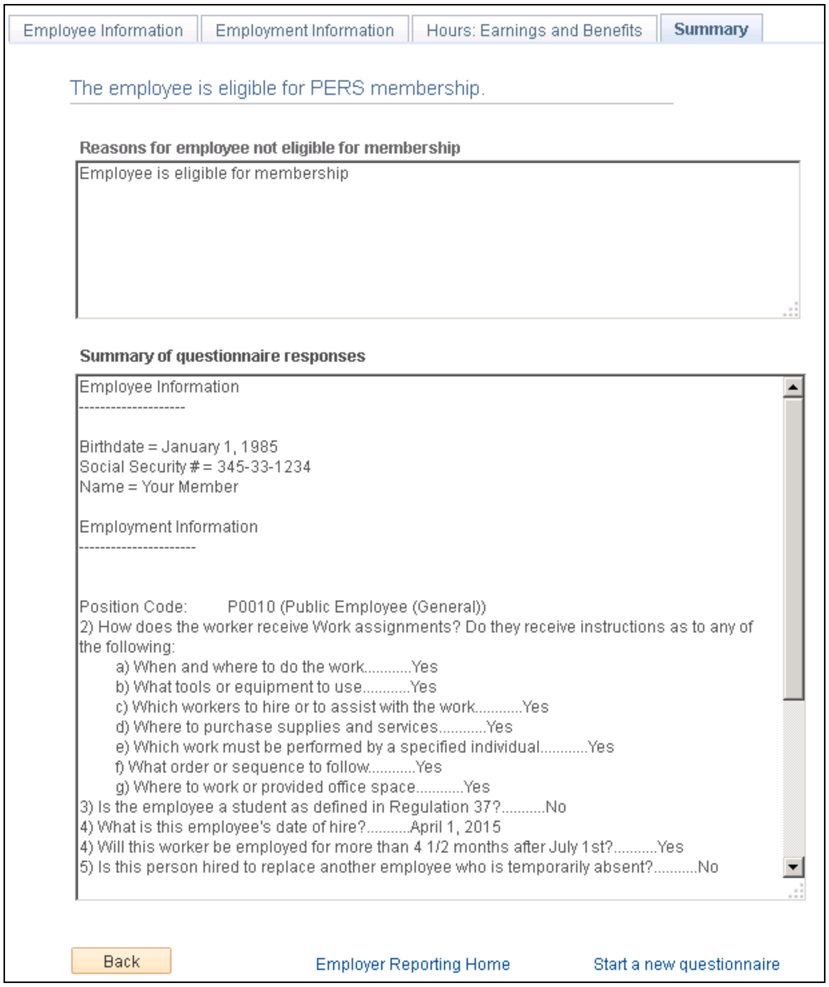
4) Will the employee receive an Internal Revenue Service Form W-2 or 1099 for payments made by the agency? W-2 1099

5) Does the employee receive any agency-funded benefits? (e.g., sick leave, insurance, vacation, etc.) Yes No

Back Next

Summary Tab

The Summary provides the eligibility status based on the questionnaire responses and a review.



Employee Information | Employment Information | Hours: Earnings and Benefits | **Summary**

The employee is eligible for PERS membership.

Reasons for employee not eligible for membership

Employee is eligible for membership

Summary of questionnaire responses

Employee Information

Birthdate = January 1, 1985
Social Security # = 345-33-1234
Name = Your Member

Employment Information

Position Code: P0010 (Public Employee (General))
2) How does the worker receive Work assignments? Do they receive instructions as to any of the following:
a) When and where to do the work...........Yes
b) What tools or equipment to use...........Yes
c) Which workers to hire or to assist with the work...........Yes
d) Where to purchase supplies and services...........Yes
e) Which work must be performed by a specified individual...........Yes
f) What order or sequence to follow...........Yes
g) Where to work or provided office space...........Yes
3) Is the employee a student as defined in Regulation 37?...........No
4) What is this employee's date of hire?...........April 1, 2015
4) Will this worker be employed for more than 4 1/2 months after July 1st?...........Yes
5) Is this person hired to replace another employee who is temporarily absent?...........No

Back | Employer Reporting Home | Start a new questionnaire

Reports

This section provides employers with the ability to run queries and see the reports generated by those queries.

Employees without Enrollment Form

This link generates a report of employees without a current Form 1, *Membership Application*, on file.

Demographic Changes

This section generates a list of name and address changes within a specified date range.

File Submission History

This section generates a list of employer reports submitted for a specific reporting period or reporting year.

If a user is responsible for multiple employers, they are able to switch employer IDs by entering the number then clicking **Enter** or finding available employers in the system by clicking the magnifying glass . **This option is not visible if you maintain only one employer**.

Appendix A – Technical Support

Should you encounter a problem with MyPERS Reporting and the answer is not found in this manual, contact:

Employer Reporting
800-444-7377 or 601-359-3589, *PERS main line*
601-359-5262, *fax*

For Internet browser problems, please contact your organization's on-site technical person for assistance.

Appendix B – Rates

PERS - History of Employer and Employee Contribution Rates and Maximum Covered Earnings

Fiscal Date From	Fiscal Date To	Employer Rate	Maximum Covered Earnings	Employee Rate	Maximum Covered Earnings
2/1/53	6/30/58	2.50%	$6,000	4.00%	$4,800*
7/1/58	6/30/60	2.50%	$9,000	4.00%	$7,800*
7/1/60	6/30/66	2.50%	$15,000	4.00%	$13,800*
7/1/66	6/30/68	3.00%	$15,000	4.50%	$13,800*
7/1/68	3/31/71	4.50%	$15,000	4.50%	$15,000
4/1/71	6/30/73	4.50%	$35,000	4.50%	$35,000
7/1/73	6/30/76	5.85%	$35,000	5.00%	$35,000
7/1/76	6/30/77	7.00%	$35,000	5.00%	$35,000
7/1/77	6/30/78	7.50%	$35,000	5.50%	$35,000
7/1/78	6/30/80	8.00%	$35,000	5.50%	$35,000
7/1/80	6/30/81	8.00%	$53,000	5.50%	$53,000
7/1/81	12/31/83	8.75%	$53,000	6.00%	$53,000
1/1/84	6/30/88	8.75%	$63,000	6.00%	$63,000
7/1/88	6/30/89	8.75%	$75,600	6.00%	$75,600
7/1/89	12/31/89	8.75%	$75,600	6.50%	$75,600
1/1/90	6/30/91	9.75%	$75,600	6.50%	$75,600
7/1/91	6/30/92	9.75%	$75,600	7.25%	$75,600
7/1/92	6/30/02	9.75%	$125,000	7.25%	$125,000
7/1/02	6/30/05	9.75%	$150,000	7.25%	$150,000
7/1/05	6/30/06	10.75%	$150,000	7.25%	$150,000
7/1/06	6/30/07	11.30%	$150,000	7.25%	$150,000
7/1/07	6/30/08	11.85%	$150,000	7.25%	$150,000
7/1/08	6/30/09	11.85%	$230,000	7.25%	$230,000

Fiscal Date From	Fiscal Date To	Employer Rate	Maximum Covered Earnings	Employee Rate	Maximum Covered Earnings
7/1/09	6/30/10	12.00%	$245,000	7.25%	$245,000
7/1/10	12/31/11	12.00%	$245,000	9.00%	$245,000
1/1/12	6/30/12	12.93%	$245,000	9.00%	$245,000
7/1/12	6/30/13	14.26%	$250,000	9.00%	$250,000
7/1/13	6/30/14	15.75%	$255,000	9.00%	$255,000
7/1/14	7/30/15	15.75%	$260,000	9.00%	$260,000
7/1/15	6/30/17	15.75%	$265,000	9.00%	$265,000
7/1/17	6/30/18	15.75%	$270,000	9.00%	$270,000
7/1/18	6/30/19	15.75%	$275,000	9.00%	$275,000

* *From February 1, 1953, through June 30, 1968, the first $100 in monthly earnings (or $1,200 in annual earnings) was not covered earnings for the employee.*

MHSPRS - History of Employer and Employee Contribution Rates and Maximum Covered Earnings

Fiscal Date From	Fiscal Date To	Employer Rate	Maximum Covered Earnings*	Employee Rate	Maximum Covered Earnings*
7/1/58	6/30/68	13.33%		5.00%	
7/1/68	6/30/71	15.33%		5.00%	
7/1/71	6/30/73	18.59%		5.00%	
7/1/73	6/30/75	20.77%		5.00%	
7/1/75	6/30/78	24.65%		5.00%	
7/1/78	6/30/80	26.16%		6.00%	
7/1/80	6/30/89	26.16%		6.50%	
7/1/89	6/30/90	27.97%		6.50%	
7/1/90	6/30/03	26.16%		6.50%	
7/1/03	6/30/06	28.16%		6.50%	
7/1/06	6/30/08	30.30%		6.50%	
7/1/08	12/31/11	30.30%		7.25%	
1/1/12	6/30/12	35.21%		7.25%	
7/1/12	6/30/18	37.00%		7.25%	
7/1/18	6/30/19	49.08%		7.25%	

* *Maximum covered earnings equal wages paid, not to exceed wages paid to the Commissioner of the Department of Public Safety.*

SLRP - History of Employer and Employee Contribution Rates and Maximum Covered Earnings

Fiscal Date From	Fiscal Date To	Employer Rate	Maximum Covered Earnings	Employee Rate	Maximum Covered Earnings
7/1/89	6/30/92	6.33%	$75,600	3.00%	$75,600
7/1/92	6/30/02	6.33%	$125,000	3.00%	$125,000
7/1/02	6/30/06	6.33%	$150,000	3.00%	$150,000
7/1/06	6/30/08	6.65%	$150,000	3.00%	$150,000
7/1/08	6/30/09	6.65%	$230,000	3.00%	$230,000
7/1/09	12/31/11	6.65%	$245,000	3.00%	$245,000
1/1/12	6/30/12	7.40%	$245,000	3.00%	$245,000
7/1/12	6/30/13	7.40%	$250,000	3.00%	$250,000
7/1/13	6/30/14	7.40%	$255,000	3.00%	$255,000
7/1/14	7/30/15	7.40%	$260,000	3.00%	$260,000
7/1/15	6/30/17	7.40%	$265,000	3.00%	$265,000
7/1/17	6/30/18	7.40%	$270,000	3.00%	$270,000
7/1/18	6/30/19	7.40%	$275,000	3.00%	$275,000

Appendix C – Validation of Data

Field	Requirements
Report Month must be	Equal to report month that was previously set in **Set Reporting Date** screen, less than or equal to current month. **Note**: The exception is for the adjustment *Wage Code* (05 or 06; Retiree Codes 13 or 14; Retired Local Elected Official *Wage Codes* 16 or 17). These codes must be for a prior report month.
Status Date must be	A valid date and less than or equal to the current report month.
Social Security number must **not**	Be less than nine characters; be less than 001000000; be greater than 899999999; be equal to 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 123456789, or 987654321; begin with the number 9; begin with the number 666 or 000 in positions 1 – 3; include number 00 in positions 4 – 5; include number 0000 in positions 6 – 9.
Employee Name must Contain data	Invalid data is: empty or no data in first or last name; last name includes data, surname, or professional designation; space in first character of name; non-alphabetic character (a dash is allowed in the last name); generation I.D.; or professional designation that is not a valid suffix code.
Suffix Code must be	Blank, I, II, III, IV, V, VI, VII, JR, SR, MD, PHD, DDS, or EDD.
Wage Code must be	01 through 17.
Wage Code 01	Only one *Wage Code* 01 record is allowed per report month.
Wage Code 01 through 10 must have	*Reporting Wage* amount greater than 0.
Wage Code equal 02 or 04 must have	*Credit Flag* equal 00 and *Status Code* equal 03.
Wage Code equal 05 or 06 must have	Report month prior to the current report month. Prior report month must not be greater than 18 months in the past. The *Wage Code* 06 must not have a *Credit Flag* of 01.
Wage Code equal 02, 04, or 07 must have	*Status Code* equal to 03. *Wage Code* 02 or 04 must not have a *Credit Flag* of 01.
Wage Code equal 10 must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, and have *Employer Contribution* equal to 0.
Wage Code equal 11 must have	*Reporting Wage* equal 0, *Employee Contribution* equal 0, *Employer Contribution* equal 0, and *Credit Flag* equal 00. Use of this code allows an agency to maintain an employee on the data table when no wage is reported. Example: An employee on leave without pay or a teacher who is

	paid his or her contract salary over nine months. If within an agency all employees have a code 11, the status information on these employees should be sent to PERS. Report month must be the current report month.
Wage Code equal 12 for an retiree must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0. *Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate, and *Credit Flag* equal to 00. *Salary Code* should be blank. The *Salary Amount* must be 0.
Wage Code equal 13 for a retiree must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate, and *Credit Flag* equal to 00. *Salary Code* should be blank. The *Salary Amount* must be 0. Must be a positive adjustment for a prior month. No limitation of the 18 months on prior report month applies. Report month must be prior to current report month.
Wage Code equal 14 for a retiree must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate and *Credit Flag* equal to 00. *Salary Code* should be blank. The *Salary Amount* must be 0. Must be a negative adjustment for a prior month. No limitation of the 18 months on prior report month applies. Report month must be prior to current report month.
Wage Code equal 15 for a retiree reemployed as a local county or municipal elected official must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate and *Credit Flag* equal to 00. *Salary Amount* will be 0 if the local elected official has waived his or her salary; otherwise, *Salary Amount* should equal the actual monthly salary paid to the local elected official. If the *Salary Amount* is 0, the *Salary Code* should be blank; however, if the *Salary Amount* is greater than 0, the *Salary Code* must be 01.
Wage Code equal 16 for a retiree reemployed as a local county or municipal	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, Employer *Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate and *Credit Flag* equal to 00. Must be a positive adjustment for a prior month. No limitation of the 18 months on prior report month applies. Report month must be prior to current report month. The *Salary Amount* will be 0 if the local elected official has waived his or her salary; otherwise, the *Salary Amount* should equal the actual monthly salary paid to the local elected official. If the *Salary Amount* is 0, the *Salary Code* should be blank; however, if the *Salary Amount* is greater than 0, the *Salary Code* must be 01.
Wage Code equal 17 for a retiree reemployed as a local county or municipal elected official must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate and *Credit Flag* equal to 00. *Salary Code* must be blank. Must be a negative adjustment for a prior month. No limitation of the 18 months on prior report month applies. Report month must be prior to current report month. The *Salary Amount* will be 0 if the local elected official has waived his or her salary; otherwise, the *Salary Amount* should equal the actual monthly salary paid to the local elected official. If the *Salary Amount* is 0, the *Salary Code* should be blank; however, if the *Salary Amount* is greater than 0, the *Salary Code* must be 01.

Status Code must be	00, 01, 02, or 03.
Academic Term Employee	Contract amount greater than 0 must have a non-blank *Salary Code*, and vice versa. Include decimals in dollar amount.
Credit Flag	Valid *Credit Flag* codes are 00, 01, and 02. See *Wage Code.*
Employee Contributions and Employer Contributions	Agency employee(r) rate multiplied by the reported wage amount compared with employee(r) contribution reported should not have greater than a $1.00 difference. Dollar amounts should be all numeric and include decimals when applicable.

Appendix D – File Layout

Field	Position	Length	Format
Agency Number	01-04	4	
Unit Number	05-07	3	
Reserved	08-08	1	
Social Security Number	09-17	9	
Employee Name	18-56	39	
Last Name	18-37	20	ABCDEFGHIJKLMNOPQRSTUVWXYZ
First Name	38-52	15	abcdefghijklmnopqrstuvwxyz-
Middle Initial	53-53	1	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Generation ID or Professional ID	54-56	3	BLANK or DDS, EDD, JR, MD, PHD, SR, I ,II, III, IV, V, VI, VII
Wage Code	57-58	2	
Reporting Wage	59-66	8	
Reporting Month	67-68	2	MM
Reporting Year	69-72	4	YYYY
Employee Contribution	73-80	8	
Employer Contribution	81-88	8	
Credit Flag	89-90	2	
Status Code	91-92	2	
Status Date	93-100	8	
Position Codes	101-105	5	
Salary Amount	106-113	8	
Salary Code	114-115	2	
Sex Code	116-116	1	M or F
Birth Date	117-124	8	MMDDYYYY
Address Line 1	125-154	30	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Address Line 2	155-184	30	abcdefghijklmnopqrstuvwxyz
Address Line 3	185-214	30	0123456789
Address Line 4	215-244	30	#-./&
City	245-272	28	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz’
State	273-276	4	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Zip Code	277-281	5	
Filler Field	282-331	50	BLANK

Appendix E – Field Definitions

Field	Valid Code	Explanation
Agency Number		Assigned by PERS
Unit Number		Assigned by PERS
Reserved		Blank
Social Security Number		All Numeric
Employee Name		Left Justified, no punctuation except dash is allowed in last name, all uppercase.
Wage Code	01	**Regular Wage** Depicts regular wage from the primary source of funds and/or primary contract for the current report month only. Supplemental pay should be coded as listed below. In-kind benefits, such as employer-paid health and life insurance premiums, for an employee are not earned compensation, whether taxable or nontaxable to the employee. Reference: PERS Board Regulation 65
	02	**Lump Sum Leave Pay** Issued for up to 30 days of unused leave pay. The report month is the last effective month that the employee was employed. May be used in a current or prior report month during the previous 18 months.
	03	**Lump Sum Compensatory Pay** The report month is the last effective month that the pay applies. May be used in a current or prior report month during the previous 18 months.
	04	**Death Leave Paid to Beneficiary** Amount of leave pay issued to the beneficiary/spouse in the event of a member's death before retirement. (Not to exceed 30 days.) The report month is the month of the member's death. May be used in a current or prior report month during the previous 18 months.
	05	**Positive Adjustment to Prior 18 Months** This field is intended to allow an employer to report wages and contributions that were underreported during the previous 18 months. Prior report month only.

Applies to *Wage Code* 06, negative adjustment:

Prior to posting the report to the member file, an edit will be run to verify that contributions are on the member's account in an amount at least equal to the desired credit. If no or not enough contributions are in the member's account, the credit will not be accepted. When the credit cannot be accepted, a statement will be generated, billing the agency for the difference between contributions due and received (i.e., the amount of the ineligible credit).

Field	Valid Code	Explanation
Wage Code	06	Negative Adjustment to Prior 18 Months Allows employer to correct over reported wages during the previous 18 months. Prior report month only. Must **not** have a *Credit Flag* of 01.
	07	**Final Payment at Termination** This code is critical to processing refund applications and finalizing retirement benefit calculations. Current report month only. If another *Reporting Wage* payment is required the following month(s), the code should be a code 05 and report month should reflect the terminated report month.
	08	**Supplemental Pay** This is for pay received in addition to regular wage. For example, a teacher may receive a wage from his or her contract salary that would be coded as 01 and an additional wage for driving a school bus that would be coded as 08. Current report month only. Effective July 1, 2013, performance-based incentive payments are excluded from earned compensation. Reference: PERS Board Regulation 65
	09	**Maintenance** This code is used to identify the value of employer-provided maintenance (e.g., housing, utilities, and meals) received by an employee for the current report month. Effective July 1, 2013, the value of employer-provided maintenance is excluded from earned compensation except for those who were having maintenance reported to PERS as earned compensation as of June 30, 2013. Reference: PERS Board Regulation 33; PERS Board Regulation 65
	10	**Wage Exceeding Maximum Covered Earnings** This code is used to report wages earned in excess of the maximum covered earnings within a state fiscal year. No retirement contributions are due on wages in excess of the maximum covered earnings; thus, the employee and employer contributions fields must contain 0s. Current report month only. See Page 30 for Maximum Covered Earnings.
	11	**No Wage or Contribution** This code is used when the employee information contains no wage or contribution amounts.

Codes 12, 13, and 14 are used to report post-retirement earnings paid to a service retiree who is receiving a monthly retirement allowance from PERS and who is working for a covered employer after retirement under the limited reemployment provisions found in Miss. Code Ann. §25-11-127 and PERS Board Regulation 34, *Reemployment After Retirement*. Employer contributions are due on wages lawfully earned under MCA 25-11-127 by a service retiree after retirement; however, employee contributions are not due. Thus, the *Employer Contribution* field must contain a value and the *Employee Contribution* field must contain 0s when this *Wage Code* is used.

Reemployed retiree reporting:

- *Report Code* field must be a 12, 13, or 14.
- *Report Code* field cannot be 11.
- *Status Code* will appear as a new hire 01 first time reported then 00 the next month.
- *Status Date* is the hire date of the retiree.
- *Position Code* will apply as with any other employee. If the substitute teacher, for example, is certificated, use the appropriate *Position Code* to indicate he or she being certificated. If *Position Code* is not available on your payroll system for a retiree, enter the general employee *Position Code,* P0010.
- If a retiree is working occasionally in any capacity as an employee, report any earnings paid to the retiree. When the retiree is no longer working for the covered agency, remove the retiree from the report.
- There must not be an entry in the *Employee Contribution Amount.*
- There must be an entry in the *Employer Contribution Amount* if the *Reporting Wage* is greater than zero.
- The *Salary Amount* must be 0.
- *Salary Code* should be blank.
- *Credit Flag* must be 00.

Field	Valid Code	Explanation
Wage Code	12	**Wage Paid to a Service Retiree that Is Earned after Retirement** Current report month only.
	13	**Positive Adjustment Paid to a Service Retiree that Is Earned After Retirement** This code is intended to allow an employer to report additional retiree wages. Prior report month only. The 18-month reporting restriction does not apply.
	14	**Negative Adjustment Paid to a Service Retiree that Is Earned after Retirement** This code is intended to allow an employer to report a reduction to retiree wages. Prior report month only. The 18-month reporting restriction does not apply.

Codes 15, 16, and 17 are used to report the full amount of the regular compensation for the elective office held by a PERS retiree who is receiving a monthly retirement allowance from PERS and who is employed as a local county or municipal elected official for a covered employer after retirement under the provisions found in Miss. Code Ann. §25-11-127 and PERS Board Regulation 34, *Reemployment After Retirement.* Employer contributions are due on the full amount of the regular compensation for the elective office; however, employee contributions are not due. Thus, the *Employer Contribution* field must contain a value and the *Employee Contribution* field must contain 0s when this *Wage Code* is used.

Retiree employed as a local county or municipal elected official reporting:

- *Report Code* field must be a 15, 16, or 17.
- *Report Code* field cannot be 11.
- *Status Code* will appear as a new hire 01 first time reported then 00 the next month.
- *Status Date* is the hire date of the retiree.
- *Position Code* will be either a county or municipal local elected official.
- *Reporting Wage* will be the full amount of the regular compensation for the elective office even though the retiree may be receiving a lesser amount.
- There must not be an entry in the employee contribution amount.
- There must be an entry in your contribution amount.
- The *Salary Amount* will be 0 if the local elected official has waived his or her salary; otherwise, the salary amount should equal the actual monthly salary paid to the local elected official.
- If the *Salary Amount* is 0, the *Salary Code* should be blank; however, if the *Salary Amount* is greater than 0, the *Salary Code* must be 01.
- *Credit Flag* must be 00.

Field	Valid Code	Explanation
Wage Code	15	**Full Amount of the Regular Compensation for the Elective Office Held by the Retiree** Current report month only.
	16	**Positive Adjustment to the Regular Compensation for the Elective Office Held by the Retiree** This code is intended to allow an employer to report the regular compensation for the elective office for a prior report month. The 18-month reporting restriction does not apply.
	17	**Negative Adjustment to the Regular Compensation for the Elective Office Held by the Retiree** This code is intended to allow an employer to report a reduction in the regular compensation for the elective office for a prior report month. The 18-month reporting restriction does not apply.
Reporting Wage		Dollar amount, include decimals when applicable. Numeric.
Reporting Month		MMCCYY. Month, Year example: October 2010 reporting month would be 102010. Do not enter slash, /.

The report month may vary among multiple records for one employee. For instance, current wage may have a reporting month of 092010. An employee information record with a debit (*Wage Code* 05) or credit (*Wage Code* 06) adjustment would have a report month of any report month within the prior 18 months.

Field	Valid Code	Explanation
Employee Contributions and Employer Contributions		Dollar amount, include decimals when applicable. Numeric.

Field	Valid Code	Explanation
Credit Flag	00	**Does Not Receive Retirement Credit for the Month** See below Retirement Credit Requirements.
	01	**Receives Retirement Credit for the Month** May not be used with *Wage Code* 06.
	02	**Deletes Retirement Credit for the Month during the Prior 18 Months** Applies to an adjustment (Wage Code 06).

Retirement Credit Requirements:

An employee would receive credit for the month under PERS Board Regulation 36, *Eligibility for Membership in the Public Employees' Retirement System of Mississippi (PERS),* if the employee received compensation for 80 hours or more in the month or in which school personnel received compensation for half time or more for the academic year. Persons employed at an annual or monthly salary to render professional services, or elected or appointed officials compensated on an annual or monthly salary, shall be deemed to be full-time employees and shall receive credit for the month. Employment for less than 15 calendar days in the month would not be eligible for service credit, except for school employees hired to work a full school term contingent upon completion of at least 11/12th of the school term.

Note: Effective July 1, 1999, any member in a covered position, as defined by PERS laws and regulations, who is also employed by any covered agency or political subdivision, shall have the earnings of that additional employment reported to PERS regardless of whether the additional employment is sufficient in itself to be a covered position.

Field	Valid Code	Explanation
Status Date	00	**Date of Hire until Status Changes** MMDDCCYY. Do not enter slash, /. This date may reflect the report month processing.

All PERS-eligible employees hired prior to October 31, 1997, and who are listed on the October 1997 monthly retirement report will have a *Status Code* of 00 and a *Status Date* of 10311997 (October 31, 1997).

Field	Valid Code	Explanation
Status Code	00	**No Change in Status**
	01	**Hire Date/Reinstatement Date** *Status Date* would be the *New Employee/Reinstated Employee Date.*
	02	**Employee on Leave without Pay** *Status Code* 02 is used where a member has no personal leave and is still employed. The member does not earn retirement service credit while on leave without pay. The *Credit Flag* should be 00. Examples of leave without pay include family medical leave, furloughed employees, and military leave without pay. *Status Date* is the date the employee went on leave without pay.
	03	**Employee Terminated** *Status Date* is the date of termination.

The *Status Code* and *Status Date* do not need to change unless there is a change in the employee status. For example, an employee on the June 2010 monthly retirement report will have a *Status Code* of 00 and a *Status Date* of 10311997. The *Status Code* and *Status Date* will not change until such time that the employee is either placed on leave without pay or terminates.

Field	Valid Code	Explanation
Position Codes		See Appendix E
Salary Amount		For an academic employee, enter the dollar amount of the contract. When reporting wages paid to a local elected official using *Wage Code* 15, 16, or 17, enter the full amount of the regular monthly compensation for the elective office in the *Reporting Wage* field; however, enter the dollar amount of the actual monthly salary paid to the local elected official in the *Salary Amount* field, even though the retiree may actually be receiving a lesser amount as reported in the *Reporting Wage* field. Include decimal when applicable. Numeric.
Salary Code	01	12/12
	05	09/11, 10/11, 11/11
	06	09/10, 10/10
	07	09/09
	08	Other

Reflects the number of months that eligible school personnel are employed over the number of months that the *Salary Amount* will be reported to PERS during the state fiscal year (i.e., July through June). For example:

- If a classroom teacher works 10 months during the regular scholastic year (i.e., August through May) and the *Salary Amount* for this 10-month employee will be reported to PERS from August through June, the *Salary Code* should be 05 (i.e., 10-month employee and salary is reported over 11 months).
- If a classroom teacher works 10 months during the regular scholastic year (i.e., August through May) and the *Salary Amount* for this 10-month employee will be reported to PERS from August through May, the *Salary Code* should be 06 (i.e., 10-month employee and salary is reported over 10 months).
- If a college professor works nine months during the regular scholastic year (i.e., September through May) and the *Salary Amount* for this nine-month employee will be reported to PERS from September through May, the *Salary Code* should be 07 (i.e., nine-month employee and salary is reported to PERS over nine months.)

The *Salary Code* should be used for 1) personnel hired at public schools, community colleges, or institutions of higher learning to work only for the academic term and 2) retired local elected officials when the *Salary Amount* is greater than 0. This field should be blank for all other positions.

Appendix F – Position Codes

Position Code	Position	Description
P0000 Employee		
P0010	Employee - General	Any employee who does not fit into one of the other categories (i.e., state, county, municipal, or public school employees)
P0011	Employee	Bus Driver
P0012	Employee	Cafeteria Worker
P0013	Employee	Certificate Public School Teacher
P0014	Employee	Law Enforcement
P0015	Employee	Firefighter
P0020	Employee - Appointed	Superintendents of Education, official appointed to fill non-expired term of an elected official
P0030	Employee	Certificate Public School Employee/Non-Teaching Principals and Assistants, Guidance Counselors
P0040	Employee	Senior/Community/Junior College Instructor/Professor
P0100 State Elected Official		
P0100	State Elected Official	General
P0101	State Elected Official	Lieutenant Governor
P0102	State Elected Official	Representative
P0103	State Elected Official	Senator
P0200 County Elected Official		
P0200	County Elected Official	General
P0201	County Elected Official	Chancery Clerk
P0202	County Elected Official	Circuit Clerk
P0203	County Elected Official	Constable
P0204	County Elected Official	Justice Court Judge
P0300 Municipal Elected Official		
P0300	Municipal Elected Official	General
P0301	Municipal Elected Official	Executive (Mayor)
P0302	Municipal Elected Official	Legislative (Alderperson)
P0303	Municipal Elected Official	Judicial
Highway Safety Patrol Retirement Plan		
H0110	Employee	State Trooper/Sworn Agent
Supplemental Legislative Retirement Plan		
L0101	State Elected Official	Lieutenant Governor
L0102	State Elected Official	Representative
L0103	State Elected Official	Senator
Municipal Retirement Systems These codes apply exclusively to the **19 closed plans administered by PERS**. All other Police Officers and Firefighters, who are members of PERS, are to be designated by the PERS *Position Codes.*		
M0010	Municipal Employee	General (Biloxi and Meridian only)
M0014	Municipal Employee	Police Officer
M0015	Municipal Employee	Firefighter

PERS
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Public Employees' Retirement System of Mississippi

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