

# **Termination Reporting**

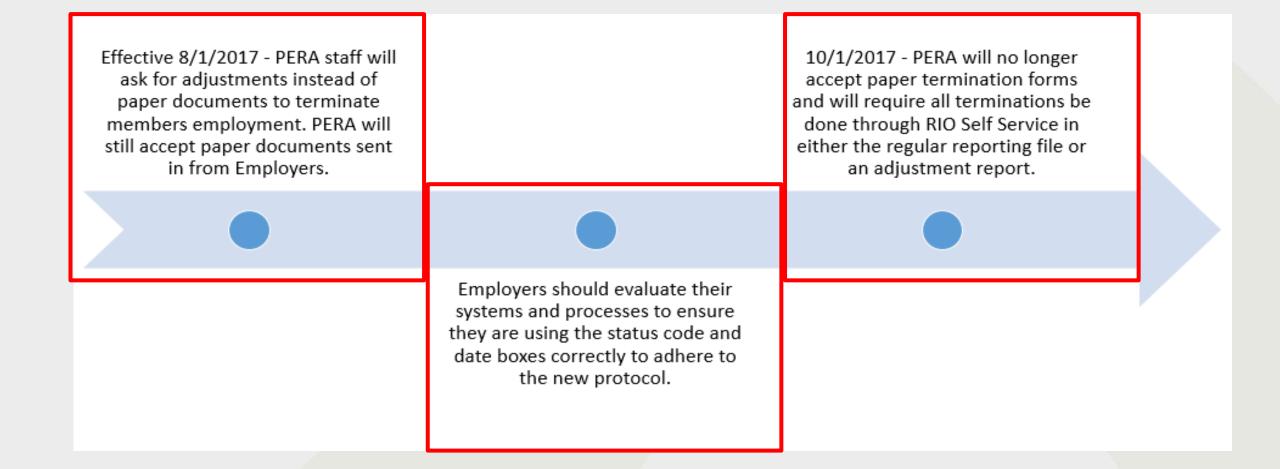
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By completing this form the Authorized Employer is certifying that the PERA member is no longer employed by the contributing entity. If the member is terminating employment and would like information to obtain a member refund, they must contact PERA directly for a *Member Request for Refund/Rollover Form*. The PERA Member can find the *Member Request for Refund/Rollover Form* at <u>www.nmpera.org</u>, as well as all rules and regulations for the refunds request.

September 2015



*fund/Rollover Fo.* m at <u>www.nmpe</u>





# **Benefits of File Reporting**

- Less paperwork for employer to fill out and remit to PERA.
- Increased efficiency with member records
- Decreased member wait time for retirement or refund processing
- Reduction in paper usage



# **Regular File Reporting**

Tips to Reporting in your Regular Report File:

- Ensure that the PERA format has been properly programmed with your file transmission. (Upload Method Only)
- After each file upload, make sure that you visit the records of all employees terminated in that pay period and ensure that the status field has been properly filled out.
- Here is how to properly fill out a status field for an employee.

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# **Adjustment File Reporting**

### For records that are already posted, you will need to process an adjustment report to report a termination.

Two Scenarios:

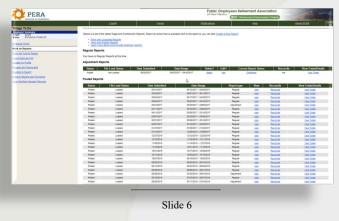
- 1. Termination date is prior to the pay period end date of the last reported record.
- 2. Termination date is the pay period end date.

\*\*IMPORTANT – The termination date can be a factor in determining if service credit should be awarded.

Curly Sue Example – Scenario #1

Curly Sue terminated back on April 14th, 2017.

- She was reported for pay period  $\frac{4}{3}/2017 \frac{4}{16}/2017$ , however, the employer did not report her termination.
- You can see that Curly Sue did not work the entire pay period.
- A negative adjustment and Positive adjustment will be required to correctly report her termination date.





# **Adjustment File Reporting (Continued)**

Scenario #2 – Termination date is the pay period end date.

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# **Recap** – **Important Items to Remember**

- This new initiative is meant to help the process of reporting terminations be more efficient and friendly for members, employers, and for PERA.
- You can report a termination by using the status code and status date boxes in either your regular reporting file or an adjustment file.
- For adjustment reporting, you can report multiple employees for multiple pay periods. You do not need to do one adjustment report per person.
- If you require assistance, please contact your PERA representative.
- If your entity uploads PERA reports, ensure that the correct format has been programmed properly to include termination status'.





#### PERA Contribution Accounting Contacts

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Cibola (County)	03040	Alamogordo	02010			
DFA (All State)	01341	Arch Hurley Conservancy Di	02030			
East Rio Arriba	02240	Artesia	02980			
El Dorado Area Water and Sa	04470	Belen, City of	02060			
Espanola	02290	Bosque Farms	02100			
Gallup (City)	02330	Carlsbad	02110			
Gallup Housing	04140	Carlsbad Irrigation Dist	04340			
Los Alamos (County)	03170	Carlsbad Soil and Water Con-	02120			
McKinley(County)	03200	Chaves (County)	03030			
North Central NM Econ.Dev.	02520	Chaves Soil and Water Cons.	03390			
North Central Regional Trans	03450	Cloudcroft	02170			
North Central Solid Waste	04310	Clovis	02180			
Rio Arriba County Housing A	03400	De Baca (County)	03070			
Rio Arriba(County)	03240	De Baca Family Practice Clini	03360			
San Juan Water	04390	Dexter	02230			
San Juan(County)	03260	Eddy (County)	03100			
State Fair Commission	08003	Edgewood	04290			
		Edgewood Soil and Water Co	04070			
		Elida	02270			
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		Los Lunas (Village)	02440			
		Loving (Village)	04040			
		Lovington (City)	04370			
		Milan	02490			
		Northwest NM Regional Solid	02870			
		Otero (County)	03220			
		Otis Mutual Domestic Water	04400			
		Portales	02550			
		Region IV Housing Authority	02600			
		Regional Emerg. Dispatch Au				
		Roosevelt (County)	03250			
		Roswell	02630			
		Santa Fe (City) Civic Housing	04260			
		Santa Fe (County)	03290			
		SNMEDD	02670			
		Timberon Water and Sanitation				
		Town of Peralta	04245			
		Tularosa Valencia (Countra)	04440			
		Valencia (County)	03350			

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Animal Service Center of the	0446
Anthony Water and Sanitatio	0446
Anthony, City of	0403
Bayard	0205
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Bayard Housing Auth Camino Real Regional Utility	0409
Capitan	0430
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Grant (County)	0311
Grants (City)	0235
Greentree Solid Waste Auth	0344
Hatch	0236
Hidalgo (County)	0314
Las Cruces	0240
Lincoln (County)	0316
Lordsburg	0243
Lordsburg Housing Auth	0416
Luna (County)	0318
Mesilla (Town)	0247
Mesilla Valley Public Housing	0415
Region V Housing Auth.	0259
Reserve	0261
Ruidoso	0266
Ruidoso Downs	0265
Santa Clara	0297
Santa Clara Housing Auth	0420
Sierra (County)	0330
Sierra Soil and Water Cons. D	0342
Silver City	0272
Sunland Park	0295
SW NM COG	0274
TorC	0276
T or C Housing Auth	0418
Upper Hondo Soil and Water	0442
Visually Handicap School	

Rosemary.Rodriguez@state. 505-476-9337 Alb/Bern Wa Auth Angel Fire Cinarron Clayton Clovis Housing Auth Colfax (County) Curry (County)	04380 02900 02140 02160
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Grady (Village)	02340
Guadalupe (County)	03120
Harding (County)	03130
Logan	02420
Maxwell	02990
Maxwell Housing Auth	02995
Melrose	02880
Mora (County)	03210
Mora Mutual Domestic Wate	04530
Mosquero	02920
Northern Regional Housing A	04215
Pecos Valley Cons Dist	02540
Pojoaque Valley Irrigation Di	04330
Quay (County)	03230
Raton	02570
Raton (City) Housing Auth	04170
Raton Public Service	02580
Rov	02640
Santa Rosa	02710
South Central Council of Gov	04010
Southwest Solid Waste	03370
Springer	02750
Springer Housing Auth	04520
Taos (County)	03320
Taos (Town)	02770
Taos Ski Valley	02/70
Taos Soil and Water Conserv	04490
Taos Soll and Water Conserv	03410
Town of Kirtland	03000
Tucumcari	02810
Union (County)	03340
Vaughn Wasan Maund	04050 02830
Wagon Mound Western Mora Soil and Conse	02830

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,	AMAFCA	02020				
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)	Bernalillo (Town)	02080				
,	Ciudad Soil and Water Cons.	02080				
,	Claunch Pinto Soil and Water					
	Corrales	03490				
)	Cuba (Village)	02190				
	Cuba Housing	02190				
)	Cuba Soil & Water Cons. Dist					
	Disciplinary Board of the NM	02200				
)	East Torrance Soil and Water	02250				
	EMW Gas Assoc.	02230				
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