Termination Reporting

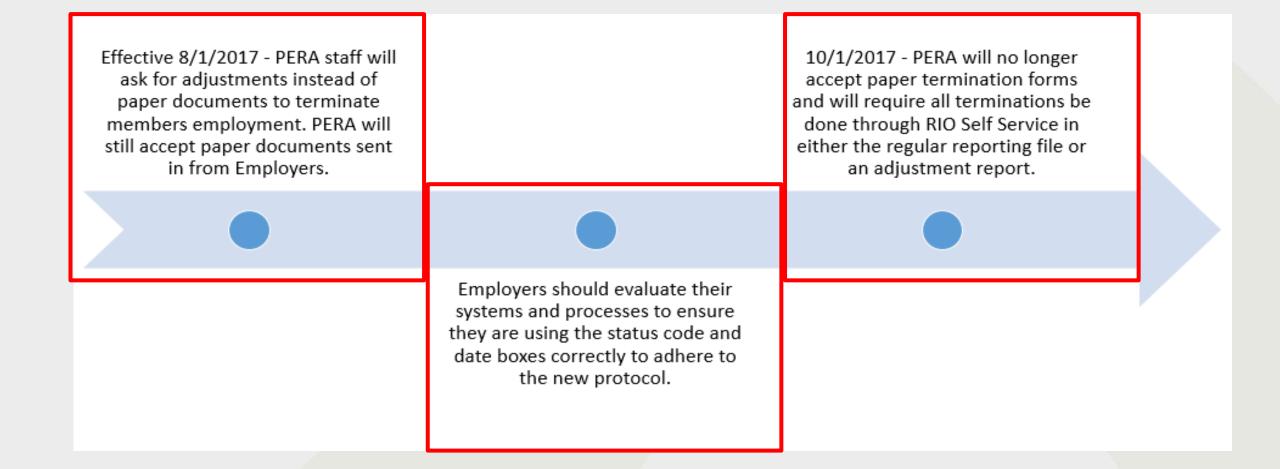Slide 2

Effective 8/1/2017 - PERA staff will ask for adjustments instead of paper documents to terminate members employment. PERA will still accept paper documents sent in from Employers.

10/1/2017 - PERA will no longer accept paper termination forms and will require all terminations be done through RIO Self Service in either the regular reporting file or an adjustment report.

Employers should evaluate their systems and processes to ensure they are using the status code and date boxes correctly to adhere to the new protocol.

PERA

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

PERA

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.

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 4/3/2017 – 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.

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

PERA Contribution Accounting Contacts

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Entity	Code
Bloomfield	02090
Cibola (County)	03040
DFA (All State)	01341
East Rio Arriba	02240
El Dorado Area Water and Sa	04470
Espanola	02290
Gallup (City)	02330
Gallup Housing	04140
Los Alamos (County)	03170
McKinley(County)	03200
North Central NM Econ.Dev.	02520
North Central Regional Trans	03450
North Central Solid Waste	04310
Rio Arriba County Housing A	03400
Rio Arriba(County)	03240
San Juan Water	04390
San Juan(County)	03260
State Fair Commission	08003

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Entity	Code
ABQ Housing Auth	04560
Alamogordo	02010
Arch Hurley Conservancy Dis	02030
Artesia	02980
Belen, City of	02060
Bosque Farms	02100
Carlsbad	02110
Carlsbad Irrigation Dist	04340
Carlsbad Soil and Water Con	02120
Chaves (County)	03030
Chaves Soil and Water Cons.	03390
Cloudcroft	02170
Clovis	02180
De Baca (County)	03070
De Baca Family Practice Clini	03360
Dexter	02230
Eddy (County)	03100
Edgewood	04290
Edgewood Soil and Water Co	04070
Elida	02270
Eunice	02850
Fort Sumner (Village)	02320
Ft. Sumner Housing Auth.	04130
Hagerman	02960
Hobbs	02370
Jal (City)	02380
Lea (County)	03150
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	04480
Roosevelt (County)	03250
Roswell	02630
Santa Fe (City) Civic Housing	04260
Santa Fe (County)	03290
SNMEDD	02670
Timberon Water and Sanitatic	02910
Town of Peralta	04245
Tularosa	04440
Valencia (County)	03350

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Entity	Code
Animal Service Center of the	04460
Anthony Water and Sanitatio	04030
Anthony, City of	04500
Bayard	02050
Bayard Housing Auth	04090
Camino Real Regional Utility	04510
Capitan	04300
Carrizozo	04430
Carrizozo Soil and Water Cor	04410
Catron (County)	03020
Chama	02130
Columbus	04350
Deaf School F/T	08002
Deming	02210
Dona Ana (County)	03090
Dona Ana Mutual Domestic V	04550
Elephant Butte	04020
Elephant Butte Irrigation Dist	03460
Grant (County)	03110
Grants (City)	02350
Greentree Solid Waste Auth	03440
Hatch	02360
Hidalgo (County)	03140
Las Cruces	02400
Lincoln (County)	03160
Lordsburg	02430
Lordsburg Housing Auth	04160
Luna (County)	03180
Mesilla (Town)	02470
Mesilla Valley Public Housing	04150
Region V Housing Auth.	02590
Reserve	02610
Ruidoso	02660
Ruidoso Downs	02650
Santa Clara	02970
Santa Clara Housing Auth	04200
Sierra (County)	03300
Sierra Soil and Water Cons. D	03420
Silver City	02720
Sunland Park	02950
SW NM COG	02740
T or C	02760
T or C Housing Auth	04180
Upper Hondo Soil and Water	04420
Visually Handicap School	08010
Williamsburg	02840

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Entity	Code
Alb/Bern Wa Auth	04380
Angel Fire	02900
Cimarron	02140
Clayton	02160
Clovis Housing Auth	04100
Colfax (County)	03050
Curry (County)	03060
Des Moines	02220
Eagle Nest	02930
El Prado Water and Sanit. Dis	04060
El Valle De Los Ranchos Wate	04320
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 Water	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
Roy	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	04490
Taos Soil and Water Conserv	03410
Texico	02780
Town of Kirtland	03000
Tucumcari	02810
Union (County)	03340
Vaughn	04050
Wagon Mound	02830
Western Mora Soil and Conse	04450

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Entity	Code
Albuquerque	02020
AMAFCA	04580
Aztec	02040
Bernalillo (County)	03010
Bernalillo (Town)	02080
Ciudad Soil and Water Cons.	03480
Claunch Pinto Soil and Water	02150
Corrales	03490
Cuba (Village)	02190
Cuba Housing	04110
Cuba Soil & Water Cons. Dist	02200
Disciplinary Board of the NM	08012
East Torrance Soil and Water	02250
EMW Gas Assoc.	02940
Estancia	02300
Estancia Valley Solid Waste A	03430
Farmington	02310
Jemez Springs	02390
Las Vegas	02410
Los Ranchos de Albq	02450
Magdalena	02460
MID. Rio Grande Cons Dist	02480
Mid-Region Council Of Gove	04570
Moriarity	02500
Mountainair	02510
NW NM Council of Govnmts	02860
Pecos (Village)	02530
Questa	02560
Red River	04250
Rio Rancho	02620
San Miguel (County)	03270
San Ysidro	02680
Sandoval (County)	03280
Santa Fe (City)	02690
SF Solid Waste	04270
Socorro (City)	02730
Socorro (County)	03310
Socorro Soil and Water Dist	03470
SSCAFCA	03380
Tierra y Montes SWCD	02790
Tijeras	02800
Torrance (County)	03330
Willard	04000