

Descriptive Transcript for *Leave Reporting*

Descriptive transcript for *Leave Reporting* is below.

Audio	Visual
<p>Greetings, my name is Desi, and I'm an outreach and education specialist here at PERA, and I'll be walking you through our <i>Leave Reporting</i> program.</p> <p>When your employees take a leave of absence that results in decreased pay, PERA needs you to report those employees on the <i>Annual Leave Report</i>. The <i>Annual Leave Report</i> is completed once each year, and it lists all employees at your unit who took an unpaid leave.</p> <p>So today's program is going to cover this process in depth and teach you everything you need to know about leave reporting.</p>	<p>Welcome slide with a header that says "Leave Reporting", and a note saying "PERA prohibits recording and distribution of this presentation".</p>
<p>Here is today's agenda.</p> <p>First, we will go over the basics of leave reporting, and we will discuss eligible versus ineligible pay.</p> <p>Then, we'll jump into the actual step-by-step process of how to complete the <i>Annual Leave Report</i>.</p>	
<p>To start, why is leave reporting so important? What is the purpose?</p> <p>When a member takes an unpaid leave, they may have missed out on service credits and their earnings are reduced, which could affect their high five salary. Both the missing service credits and the reduced earnings can affect the member's future monthly benefit. However, the member does have the option to make a payment for the missed contributions.</p>	

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<p>And PERA uses the data provided in the <i>Annual Leave Report</i> to create cost estimates for members to make this purchase. Members can then use the estimate to purchase service credits or earnings from their unpaid leave, which in turn may increase their monthly retirement benefit. And this provides the opportunity to make the member whole, as if no leave occurred.</p> <p>So, it's very important that employers report this information accurately and timely. First off, members have a limited amount of time to make this purchase. Additionally, the payment does begin accruing interest, and it gets more expensive the longer it takes to make the purchase.</p>	
<p>For the purposes of leave reporting, PERA defines an authorized leave as any period during which a member is authorized by an employer to refrain from active employment with or without pay. PERA does not determine how employers classify which leaves are considered authorized. So we recommend that each employer review their own internal policies for guidance.</p> <p>We only want you to report leaves that are unpaid or resulted in lower pay. So do not report leaves that are fully paid by the use of sick, vacation, or other employer-provided paid time off.</p> <p>The purpose of the leave purchase is to give members the opportunity to contribute to PERA to make their salary whole for any lowered earnings due to their unpaid leave.</p>	
<p>Leaves are to be reported once annually in a single report, the <i>Annual Leave Report</i>. You will only report leaves that were unpaid or resulted in lower salary.</p>	

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<p>Local government employers report leaves for the calendar year and school employers report leaves on a fiscal year basis.</p> <p>On this report, you will list all the members who've taken leave that resulted in a loss of salary and you will submit it through ERIS. Once the report is submitted, PERA uses that data to create estimates which are mailed out to members. Members can then use the estimates to decide if they want to make the purchase or not.</p>	
<p>There are five categories of leave that must be included in the report. Authorized Leave, Workers' Compensation, Periodic Repetitive Leave, Budget Savings, and Military Leave. Each type of leave has a unique two-digit code because rules for member purchasing depend on the type. You can find these codes at the end of Chapter 9 of the Employer Manual.</p> <p>Now, authorized leave is the most common type of leave you'll deal with, and it groups medical, parental, and personal leaves together. This category also includes any unpaid FMLA leave or any other leave that doesn't fit one of the other categories.</p> <p>And there are special rules when it comes to medical leave, which we will cover later on in this presentation.</p> <p>Now, there are a few things to know when it comes to military leaves. First off, military leaves must be reported to PERA within 14 days of the member's reemployment, which you will do by updating the member's employment status in ERIS. So do not wait until the <i>Annual Leave Report</i> to report a military leave.</p>	

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<p>Once you've updated the member's status in ERIS, PERA will provide the member with steps to receive purchase information. And we do want you to include military leaves on the <i>Annual Leave Report</i> as well.</p>	
<p>The <i>Annual Leave Report</i> is required of all employers who have at least one active defined benefit plan member—even if no employees had taken a leave in the year. In that situation you would complete a report to confirm no leaves.</p> <p>This report is completed and submitted through ERIS, which allows employers to enter the data manually or to upload a file with the data. And please note that demographic reporting of leave status and dates is not a substitute for the <i>Annual Leave Report</i>.</p> <p>You will list both active employees and terminated employees on the same report, and you will only list hours that were unpaid or had an eligible salary.</p> <p>Now, if you're wondering how do we determine between eligible and ineligible salary, I will be going over that topic in depth in a later section.</p>	
<p>So let's talk about the timeline for completing your <i>Annual Leave Report</i>.</p> <p>Local government employers report on a calendar year timeline. They will get an email at the end of December reminding them of the <i>Annual Leave Report</i>, which is due January 31st each year. This report will cover all leaves that occurred during the calendar year.</p> <p>For example, the <i>Annual Leave Report</i> for calendar year 2025 will cover leaves that occurred between January 1st of 2025</p>	

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<p>through December 31st of 2025, and members will have a limited amount of time to make the purchase.</p>	
<p>Now let's take a look at how the timeline will play out for local government.</p> <p>For local government employers reporting on a calendar year basis, the 2025 leave period covers all of 2025, beginning January 1st and ending December 31st.</p>	<p>A timeline appears, beginning on January 1, 2025 and ending December 31, 2026. An arrow labeled "2025 CY Leave Period" points between January 1, 2025 and December 31, 2025.</p>
<p>For this example, we have Jane, a local government employee, and she takes authorized leave September 13th through September 24th of 2025.</p>	<p>A box labeled "Jane takes leave September 13 to September 24, 2025" appears to the left of December 31, 2025.</p>
<p>Since her leave occurred in the 2025 calendar year period, her employer will report her leave on the 2025 <i>Annual Leave Report</i>, which is due January 31st, 2026.</p>	<p>A box labeled "Employer reports Jane's leave on 2025 Annual Leave Report" appears on January 31, 2026.</p>
<p>A leave purchase estimate for Jane will automatically be generated once the report is submitted, and she'll receive a letter with the purchase information in the mail within about four six weeks, usually around mid-March.</p>	<p>A box labeled "Purchase Estimate mailed to Jane within four to six weeks" appears to the right of January 31, 2026.</p>
<p>Once Jane gets this letter she'll be able to make the purchase, and the last possible day for her to make the payment will be December 31st, 2026. And the earlier that she makes the purchase the better, as interest will start accruing on January 1st and it will keep accruing until she makes the full payment.</p> <p>Once January 1st of 2027 arrives, it will be too late to make the purchase.</p>	<p>A box labeled "Last possible date Jane can make payment" appears on December 31, 2026.</p>
<p>School districts will report on the fiscal year timeline. Employers will get an email at the end of June reminding them of the <i>Annual Leave Report</i>, which is due July 31st each year. And this report must include all fiscal year leaves on the report. For example, the <i>Annual Leave Report</i> for fiscal year 2025 will</p>	

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<p>cover leaves that occurred between July 1st, 2024, and June 30th, 2025.</p> <p>And again, members will have a limited amount of time to make the purchase.</p>	
<p>Now let's take a look at how this timeline will play out.</p> <p>For school year employers reporting on a fiscal year basis, the 2026 leave period begins July 1st, 2025, and ends June 30th, 2026.</p>	<p>A timeline appears, beginning on July 1, 2025 and ending June 30, 2027. An arrow labeled "2026 FY Leave Period" points between July 1, 2025 and June 30, 2026.</p>
<p>For this example, we have Joe, a school employee, and he takes leave September 13th through September 24th of 2025.</p>	<p>A box labeled "Joe takes leave September 13 to September 24, 2025" appears to the right of July 1, 2025.</p>
<p>Since his leave occurred in the 2026 fiscal year period, his employer will report his leave on the 2026 <i>Annual Leave Report</i>, which is due July 31st, 2026.</p>	<p>A box labeled "Employer reports Joe's leave on 2026 Annual Leave Report" appears on July 31, 2026.</p>
<p>A leave purchase estimate for Joe will automatically be generated once the report is submitted, and Joe will receive a letter with the purchase information within about four to six weeks, usually around mid-September.</p>	<p>A box labeled "Purchase Estimate mailed to Joe within four to six weeks" appears to the right of July 31, 2026.</p>
<p>Once Joe gets this letter, he will be able to make the purchase, and the last possible date that Joe can make this payment will be June 30, 2027. And again, the earlier that Joe makes the purchase, the better, as interest will begin accruing on July 1, and it will keep accruing until Joe makes the payment.</p> <p>Once July 1, 2027 arrives, it will be too late for Joe to make the purchase.</p>	<p>A box labeled "Last possible date Joe can make payment" appears on June 30, 2027.</p>
<p>In this next section, we are going to cover eligible earnings versus ineligible earnings.</p> <p>A reminder, when completing the <i>Annual Leave Report</i>, we don't want you to report eligible earnings or hours that were fully paid with sick, vacation, or other PTO. Instead, we want you to report leaves that resulted in unpaid hours and ineligible pay.</p>	

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<p>So let's first start with a refresher on what types of salary are considered PERA-eligible.</p> <p>The basic answer of what PERA-eligible earnings are would be gross pre-tax salary earned by your employee. So pay for hours worked.</p> <p>Besides regular pay, some other common examples of eligible salary include overtime or retroactive pay, most merit or performance-based bonuses, as well as PTO when an employee uses it.</p> <p>Some examples of pay that is not eligible would be money paid to an employee due to an expense reimbursement, retirement incentive, and any type of bonus payment that is not merit or performance-based. Additionally, Workers' Compensation, disability insurance payments, and Minnesota paid leave payments are not considered eligible salary. So no PERA deductions should be taken from these payments, and they should be reported on the <i>Annual Leave Report</i> as missed hours.</p> <p>And lastly, payouts of unused PTO are not PERA-eligible. While on the topic of PTO, there are occasions where an employee uses PTO or receives some pay during a leave, but the pay is still considered ineligible.</p>	
<p>If an employee uses PTO to fully cover 100% of a pay period during a non-medical leave, then that pay is eligible and it would not need to be reported on the <i>Annual Leave Report</i>.</p> <p>Now, if an employee is on a medical leave, the rules differ. In that case, the employee only needs to use enough PTO to cover 50%</p>	

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<p>of their regular salary per pay period in order for the pay to be eligible.</p> <p>And of course, that means if an employee's earnings do not fully cover non-medical leave or if an employee's earnings cover less than 50% of a medical leave per pay period, then that pay is ineligible, and you would need to report those hours on the <i>Annual Leave Report</i>.</p> <p>And just be aware, but this has not been an exhaustive list of what types of pay are eligible or ineligible, but you can find the whole list plus more detail by referring to chapter five of the Employer Manual.</p>	
<p>In the next few slides, we're going to run through some examples of how determine what hours to report for members who use PTO to partially cover their leave.</p> <p>If a member is on a medical leave and PTO covers some of their salary, how do we report the missed hours? If the sick vacation or other PTO covers less than 50 percent of their average salary, then the pay is ineligible for PERA purposes and it should not be reported as part of the employee's salary deduction reporting. Instead, this unreported paid time off during a medical leave should be listed on the <i>Annual Leave Report</i> as missed hours, as the member is eligible to purchase the salary for PERA purposes.</p>	
<p>So for our first example we have our employee Sam, who is taking an eight-week medical leave.</p> <p>Sam normally earns \$15 an hour and works 30 hours per week earning \$450 each week, for an average salary of \$900 per pay period.</p> <p>Sam only has 80 hours of PTO, and she decides to exhaust her PTO bank by using 10</p>	

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<p>hours of PTO for each week, resulting in her being paid \$300 each pay period instead of her usual \$900. So Sam has 20 unpaid hours each week.</p> <p>Since \$300 is less than 50% of \$900, this PTO is not eligible salary for PERA purposes, and no contributions would be deducted.</p>	
<p>Therefore, when reporting Sam's leave on the <i>Annual Leave Report</i> you would report the entire eight-week period as missed hours, for a total of 240 hours.</p>	<p>30 hours multiplied by eight weeks equals 240 hours.</p>
<p>Now let's say Sam goes on an eight-week medical leave, but she has 160 hours in her PTO bank, so she uses 20 hours of sick pay each week. This would result in her being paid \$600 each pay period instead of her usual \$900 as she has 10 unpaid hours each week.</p> <p>Since \$600 is more than 50% of Sam's average salary of \$900, this means the pay for those 20 hours of PTO each week is eligible.</p>	
<p>So Sam's \$100 salary for those eight weeks would have PERA contributions deducted from it, and you would only report the 80 unpaid hours on the <i>Annual Leave Report</i>.</p>	<p>10 hours multiplied by eight weeks equals 80 hours.</p>
<p>Now let's say instead of a medical leave, Sam had taken an 8-week personal leave. Reminder that for non-medical leaves, PTO must cover 100% of the employee's average salary in order to be eligible. If PTO covers less than 100% of a non-medical leave, then the pay is ineligible for PERA purposes and should not be reported as part of the employee's normal salary deduction reporting.</p> <p>Let's say Sam has 160 hours in her PTO bank and she uses 20 hours of PTO each week, resulting in her being paid \$600 each pay</p>	

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<p>period instead of her usual \$900. So, Sam has 10 unpaid hours each week.</p> <p>Since \$600 is less than 100% of \$900 and it's not fully covering her missed hours, the pay is ineligible.</p>	
<p>And in this case, you would report the entire period, 240 hours, as missed hours.</p>	<p>30 hours multiplied by eight weeks equals 240 hours.</p>
<p>While employees may often spread their PTO out so that they receive a check each week while they're on leave, some employees may decide to use up all their PTO at the beginning.</p> <p>For example, let's say Sam, who has 160 hours in her PTO bank, takes a six-week personal leave, and she decides to exhaust her PTO and uses 120 hours to fully cover the first four weeks. So the first two paychecks. She then uses up the remaining 40 hours on her third paycheck resulting in her only being paid \$600 that pay period instead of her usual \$900. Since her pay on that third check is less than 100% of her regular pay and it's not fully covering her missed hours, the pay is ineligible.</p>	
<p>In this case, on the <i>Annual Leave Report</i>, you would only report the 60 hours from that third pay period.</p>	<p>30 hours multiplied by two weeks equals 60 hours.</p>
<p>In our third and final section, we're going to show you how to complete and submit the <i>Annual Leave Report</i>.</p> <p>A reminder, you have two methods for how to complete your unit's <i>Annual Leave Report</i>. The first method is to manually enter the data in ERIS, and the second method is to list the data on a file, then submit that file to ERIS. We are going to cover both methods today.</p> <p>And just a disclaimer, but all the data that you will see is mocked up for training purposes.</p>	

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<p>Upon logging into ERIS, you will receive this warning if you have not completed your <i>Annual Leave Report</i>. So, you'll select the blue OK button, and you'll be brought to the ERIS homepage.</p>	<p>A pop-up message with text that reads “You have an Annual Leave Report to be completed” appears. Beneath the text is a button labeled “OK”.</p>
<p>Towards the bottom of the left-hand menu, you'll see “Annual Leave Report”, and underneath there, you can see that there's two options for how to complete this report, either by manually entering the data or by transmitting a data file.</p> <p>Today, we are going to try the manual method first. So we will click <i>Enter Report Data</i>, and that will open the report for you to enter each member's data one by one.</p>	<p>The ERIS homepage appears. On the left is a menu with various options, including a search module, “Transmit File”, “Transmit Test File”, “Pending Reports”, and “Annual Leave Report”. Under “Annual Leave Report” are two options: <i>Enter Report Data</i> and <i>Transmit Data File</i>.</p>
<p>An important note here, the <i>Annual Leave Report</i> is required of all employers with at least one active defined benefit plan member, even if you didn't have any employees who took leaves in the year. For employers who don't have any employees to report, you are going to select this box where it says “check here if you do not have any employees to list on your report”. Then you will select the gray “Save - Submit to PERA” button and that will be it.</p>	<p>The report appears. At the top are three buttons, labeled “Save - Submit to PERA”, “Close”, and “Export to Excel.” Below that is text that reads “check here only if you do not have any employees to list on your report” alongside a checkbox.</p>
<p>Now for the rest of you who likely do have employees to report, take a look at the second half of the screen under the header <i>Employee Information</i>.</p>	<p>Under <i>Employee Information</i> are several blanks to write in an employee’s Social Security number, leave type, leave begin and end date, hourly rate, and total hours missed.</p>
<p>Here, you will enter the member's Social Security number. And make sure to enter their actual Social Security number and not a placeholder.</p>	<p>Nine digits are entered in the blank next to Social Security number.</p>
<p>You will enter the type of leave that the member took; in this case, authorized leave.</p>	<p>“Authorized Leave” is selected from the leave type drop-down menu.</p>
<p>Then you will enter the begin date and the end date of the leave.</p>	<p>09/13/2025 is entered as the begin date. 09/24/2025 is entered as the end date.</p>
<p>Here you will enter the hourly rate that the member was making, as well as the total hours missed. And just a side note, but if the</p>	<p>15.78 is entered as the hourly rate. 80.00 is entered as the total hours missed.</p>

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<p>member salary increased during their leave, just enter the average salary.</p>	
<p>Then after each member, you will hit the blue “Save - Add to Report” button, and the report will remain in a saved status for you to continue to add members until all have been added.</p>	
<p>And as you add members to your report, you can scroll down from the screen, and you will be able to preview the data for each member you've manually added.</p>	<p>The screen scrolls down, revealing a chart listing all the employees on the report. Each row of the chart lists an employee, along with their leave type, leave begin and end dates, hourly rate, and total hours missed.</p>
<p>Now I want you to take a look at the icons in the left-most column. The yellow triangle is a warning sign that indicates there might be an error with the individual's data. And the red X's indicate that there is an error with their data.</p> <p>Any members who have errors or concerning data will show up at the top of the list like how you see here. Each warning sign needs to be reviewed to confirm accurate information, and each error sign needs to be fixed. By clicking next to the icon, you are able to check the information and edit if needed.</p>	<p>In the left-most column are icons—either a yellow triangle, a red X, or a green checkmark—that indicate the status of each employee’s data.</p> <p>In this report, the first employee’s row has a yellow triangle, the second and third rows have a red X, and all the employee rows below it have a green checkmark.</p>
<p>We can also see notes on what's causing the warning and error signs in the rightmost column here. We can see that the warning here points to an alarmingly high hourly wage, while the letters indicate missing data, such as the total hours and the leave end date.</p> <p>While we preview the report like this, it will remain in a saved status for us to continue to add members until all have been added.</p>	<p>In the rightmost column of the first employee’s row, is text that reads “hourly rate cannot be between \$99.99 and \$1,000”. In the rightmost column of the second employee’s row, is text that reads “total hours is required”. In the rightmost column of the third employee’s row, is text that reads “end date is required”.</p>
<p>When the report is complete and ready for submission, we'll scroll back to the top and</p>	<p>The report scrolls back to the top.</p>

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<p>select the gray “Save - Submit to PERA” button.</p>	
<p>We will then be brought back to the home screen with the green banner informing us that the <i>Annual Leave Report</i> was successfully submitted.</p>	<p>The ERIS home page appears. At the top is a green banner that reads “Annual Leave Report successfully submitted”.</p>
<p>And now we're gonna cover the second method, which is done via a data file.</p> <p>Employers can choose to list their <i>Annual Leave Report</i> data on either a text file or an Excel file. And there are specifications for how this data is listed.</p> <p>Our first example is of a text file. And this is how the data should appear in a text file format.</p> <p>Let's go over each of these numbers. The first number in red is the transaction code, which indicates the type of leave the member took: periodic, military, etc. In this example, the member took an authorized leave, and the code for that is 83. And a reminder that you can find the full list of transaction codes in the Employer Manual towards the end of Chapter nine.</p>	<p>A text file appears with a string of colorful numbers written in: 83, 999999, 123456789, 09132025, 09242025, 001578, and 008000. There are no spaces between the numbers; it is written as one long number.</p>
<p>The number in green would be the PERA employer number, and the number in blue would be the member's full Social Security number. And we do want you to write the full Social Security number, all nine digits. And do not enter any dashes. Just enter the nine digits.</p>	<p>Text that reads “999999 = PERA employer number” and “123456789 = Full SSN, no dashes” appears on screen.</p>
<p>Next, we have the leave start date and the leave end date. This is how you would write it out: two-digit month, two-digit day, and four-digit year.</p>	<p>Text that reads “09132025 = Leave start date” and “09242025 = Leave end date” appears on screen.</p>
<p>Then we have the hourly rate that the member was making. And this is how you would write out the hourly rate. It’s zero</p>	

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<p>filled with an implied decimal point. So \$15.78 would be written as 001578.</p> <p>And then we have the hours missed. Again, we want you to write it with zero filled and an implied decimal point. So 80 hours would be written as 00800.</p>	
<p>Now here we have the same data, but it's listed in the format for excel. Most of this is similar to how the text format is, with the exception of the hourly wage and missed hours.</p> <p>Column A is the transaction code: 83 for authorized leave.</p>	<p>An excel file appears, listing the same numbers under columns A through G.</p>
<p>Column B is the PERA employer number.</p>	<p>Text that reads "999999 = PERA employer number" appears on screen.</p>
<p>Column C is the member's full Social Security number. And again, write the full Social with no dashes.</p>	<p>Text that reads "123456789 = Full SSN, no dashes" appears on screen.</p>
<p>Then we have the leave start date and leave end date. Again, we want you to write it out as a two-digit month, two-digit day, four-digit year.</p>	<p>Text that reads "09132025 = Leave start date" and "09242025 = Leave end date" appears on screen.</p>
<p>Now, what if an employee has taken more than one leave during the year? In most cases, each leave should be reported separately. However, if the employee had taken the same leave type and their leaves occurred within 30 days of each other, they should be reported as one continuous period.</p> <p>In these next few slides, I'm going to run through some examples of how to report members who have taken multiple leaves. And in these examples, we will be showing you how to report on an Excel file format on a calendar year basis. Additionally, for these examples, the entire leave period is unpaid and the data is mocked up for training purposes.</p>	
<p>So let's say our employee Sam took two authorized leaves in 2025. She took</p>	<p>An example of a leave report in the excel file format appears. There is one line of data on</p>

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<p>authorized leave from February 1st through February 28th, and again from March 15th through May 31st.</p> <p>Since these are the same types of leave and the end of one leave is within 30 days of the next leave, you would them as one leave on the report. You would list it with the start date of the very first leave, February 1st, and the end date would be the end date of the last leave, May 31st.</p> <p>And for the total hours missed, you would add the unpaid hours from each leave, which in this case equals up to 600 hours.</p>	<p>the report. "02012025" is written under leave start date, and "05312025" is written under leave end date. "600" is written under total hours.</p>
<p>Now, what if Sam took two authorized leaves in 2025, but there's greater than 30 days between the two leaves? In that case, we would list each leave separately.</p> <p>For example, let's say Sam took one authorized leave from February 1st through February 28th, and another authorized leave from May 1st through May 31st. Since these are the same type of leave and there's more than 30 days between the end of one and the beginning of the next, we will list each leave on its own line in the report. So we will list the February leave on its own line, and we'll list the May leave on its own line as well.</p>	<p>An example of a leave report in the excel file format appears. There is two lines of data on the report.</p> <p>The first line lists "02012025" as the leave start date, and "02282025" as the leave end date.</p> <p>The second line lists "05012025" as the leave start date, and "05312025" as the leave end date.</p>
<p>In this next example, our employee, Sam, has taken multiple leaves, but each leave is a different type. So Sam took an authorized leave from February 1st through February 28th, and then took a military leave from March 15th through May 31st.</p> <p>Although her leaves are within 30 days of each other, they are different types of leave, which means they must be listed separately. So we will list each leave on its own line, like you see here.</p>	<p>An example of a leave report in the excel file format appears. There is two lines of data on the report.</p> <p>The first line lists "83" as the transaction code; "02012025" as the leave start date; and "02282025" as the leave end date.</p> <p>The second line lists "84" as the transaction code; "03152025" as the leave start date; and "05312025" as the leave end date.</p>

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<p>We will make sure to enter the correct transaction code for each type of leave. 83 for authorized leave, along with the February dates, and 84 for military leave, along with the March through May dates.</p> <p>And a reminder, the transaction codes can be found in chapter nine of the Employer Manual.</p>	
<p>Now, what about a leave that crosses over from one year to the next? If an employee's leave continues into the following year, you will report the leaves over two annual reports. On the first year's annual report, the leave end date will be the last day of the year. And on the following year's annual report, the leave start date will be the first day of the year.</p> <p>So for example, Sam takes an unpaid leave that begins December 1st of 2025 and it ends March 31st, 2026. On the 2025 <i>Annual Leave Report</i>, we will list the leave start date as December 1st, 2025, and we'll list the leave end date as the last day of the year, December 31st 2025. We will then list the hours for that period here: 176 hours.</p>	<p>An example of a leave report in the excel file format appears. The report is labeled "2025 Annual Leave Report" and there is one line of data on the report. The report lists "12012025" as the leave start date; "12312025" as the leave end date; and "176" as the total hours.</p>
<p>Then on the 2026 <i>Annual Leave Report</i>, we will list leave start date as the first day of the year, January 1st, 2026, and we'll list leave end date of March 31st, 2026. We will then list the total hours for that period here: 520 hours.</p> <p>Now, something to be aware of. When reporting a leave that spans two years, our system will create a placeholder return date of January 1, 2026. This is not an error, and you do not need to contact us about it. So just leave it as it is, and it will be updated next year when you report your 2026 leaves.</p>	<p>Another example of a leave report appears, labeled "2026 Annual Leave Report". There is one line of data on the report. The report lists "11012026" as the leave start date; "03312026" as the leave end date; and "520" as the total hours.</p>

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<p>Once you've finished listing all of the members' data, the next step is to submit that file in ERIS.</p> <p>So here we are back at the ERIS home screen, and under "Annual Leave Report", you're gonna choose <i>Transmit Data File</i>.</p>	<p>The ERIS home page appears.</p>
<p>That will bring you to this page, where you can choose the file that you want to upload.</p> <p>So we will choose the file, and we'll click that blue Upload button to upload the file to ERIS.</p>	<p>The "Annual Leave Transmit" page appears. There are two buttons; one labeled "Choose File", and one labeled "Upload".</p>
<p>Now, if your report has any errors, those will appear in red like this. You will need to go back to your file, locate those errors and fix them. Once the errors have been corrected, select your file again and re-upload the corrected file.</p>	<p>A red banner appears at the top of the screen with text that reads "Unable to process this file due to Error(s) Occurred: Hourly Rate is invalid. It must be less than \$1,000. Please check the file to ensure a decimal point is being used for cents".</p>
<p>Now, once you've uploaded that file, the preview window will again appear. If there are any employees that for some reason weren't listed on that file, you have the option to add them manually by entering their data here and selecting the blue "Save - Add to Report" button. Or you can add them by uploading a separate data file with the missing employee's data. Otherwise, you can preview the data by scrolling down.</p>	<p>The report reappears. At the top are three buttons, labeled "Save - Submit to PERA", "Close", and "Export to Excel."</p> <p>Under <i>Employee Information</i> are several blanks to write in an employee's Social Security number, leave type, leave begin and end date, hourly rate, and total hours missed.</p>
<p>Again, if you made any errors when manually entering additional people, you will see a warning sign or error sign at the top of the list.</p>	<p>Page scrolls down to display the preview window.</p>
<p>Otherwise, if everything looks correct, scroll back up and select the light gray "Save - Submit to PERA" button.</p>	<p>Page scrolls back up.</p>
<p>You will then be brought back to the home screen with a green banner informing you that the <i>Annual Leave Report</i> was successfully submitted.</p> <p>Now let's say that after submitting a report, you discover that you accidentally left a member off the report. In that case, no</p>	<p>The ERIS home screen appears with a green banner at the top.</p>

Audio	Visual
<p>worries, because you can still add people using the <i>Amend Report</i> option.</p>	
<p>After you submit your report, this <i>Amend Report</i> option will appear automatically as a link under “Annual Leave Report” on the left-hand menu. The <i>Amend Report</i> link will remain available for you to use until December 31st for calendar year reporting, and until June 30th for fiscal year reporting. After that date, this link will disappear. Also, you can only use this link if you need to amend your report.</p> <p>So let's click it.</p>	<p>Under “Annual Leave Report” on the left-hand menu, the <i>Amend Report</i> link is highlighted.</p>
<p>And it will reopen the report for you to add people.</p> <p>Now, at this time, you can only use this feature to add members if you missed a person. You cannot use it to correct errors. So if you discover an error on your report after you submit it, contact us to fix it.</p>	<p>The report opens, displaying blanks to write in an employee’s Social Security number, leave type, leave begin and end date, hourly rate, and total hours missed.</p>
<p>On another note, some employers have accidentally been choosing “Transmit File” from the left-hand menu to upload their data file. And that is not the recommended way, because when you select “Transmit File”, it will bring you to this page where the only types of files you can upload are Salary Deduction Reports and demographic files.</p>	<p>The “Transmit File” page appears. There are three options for the type of file: SDR or demographic file, SDR excel file, or a secure document upload for private data.</p>
<p>If you do accidentally end up on this page, choose “Annual Leave Transmit” to get you to the correct page instead. And do not choose any of these options to submit your <i>Annual Leave Report</i>. Do select the “Annual Leave Transmit” button to get to the right place.</p>	<p>Above the file options is a hyperlink labeled “Annual Leave Transmit”.</p>
<p>That is it for the process of reporting leaves. If you need more help, you can visit our employer website at mnpera.org/employers.</p>	<p>The home page of PERA’s employer website appears. At the top are drop-down menus for topics such as eligibility, reporting, and resources.</p>
<p>Under the resources section, you can find the Employer Manual button at the bottom of the list, which is right here. You can also find</p>	<p>The resources drop-down menu is selected, displaying options such as employer education, videos, and the Employer Manual.</p>

Audio	Visual
<p>more employer education at that link right there. And just so you know, most of the information that I went over today can be found in the Employer Manual, particularly chapters five and chapters nine.</p>	
<p>A reminder that PERA is governed by state law, and here are some statutes for extra reading.</p>	<p>New slide listing Minnesota Statutes 11A, 353, and 356.</p>
<p>Just a disclaimer, but if there's a discrepancy between the information in this presentation and what is written into law, just know that whatever is written into law will take precedence.</p>	
<p>And that is it, folks.</p> <p>Once again, here's our website, mnpera.org slash employers. You can find lots of resources and self-service options there.</p> <p>If you ever have questions, or if you discover an error on your <i>Annual Leave Report</i> after submitting it, you can contact us via email at eligibility@mnpera.org.</p>	
<p>You can also call us. We have a local number here as well as a toll-free number. And select option three if your question is about eligibility.</p> <p>That is it everybody. Thank you for attending this presentation, and have a great day.</p>	<p>Local number is 651-296-3636. Toll-free number is 1-888-892-7372.</p>