



FALL 2022



## Annual Leave Reporting – Preparing for Year Two

Fall is often a time for planning ahead. A new school fiscal year has recently begun, and a new calendar year is on the horizon. This year, it also means that every employer with at least one active Defined Benefit plan member has been required to complete their very first Annual Leave Report.

As is common with new processes, not everything worked seamlessly during rollout. We appreciate the feedback our employer contacts have provided during the year. Your input has helped us clarify our instructions and improve the overall reporting process.

We will be hosting a special live webinar on November 17 to present an updated review of the reporting process and provide answers to your frequently asked questions. This event is promoted in the Employer Webinars article in this newsletter, and registration is available on the Employer Programs page of our website at [mnpera.org/education/employer-education/](http://mnpera.org/education/employer-education/).

### Haven't completed your first report yet?

If no employee had unpaid leave during the reporting year, simply mark the ERIS check box to finish your report.

Otherwise, **act now** to preserve the purchase option for your employee(s).

- Local government: 2021 reports were due by January 31, 2022. Member purchase option expires December 31, 2022
- School districts: 2022 fiscal year reports were due by July 31, 2022. Member purchase option expires June 30, 2023.



*Administer and promote sustainable retirement plans and provide services that our members value.*

# Election Workers:

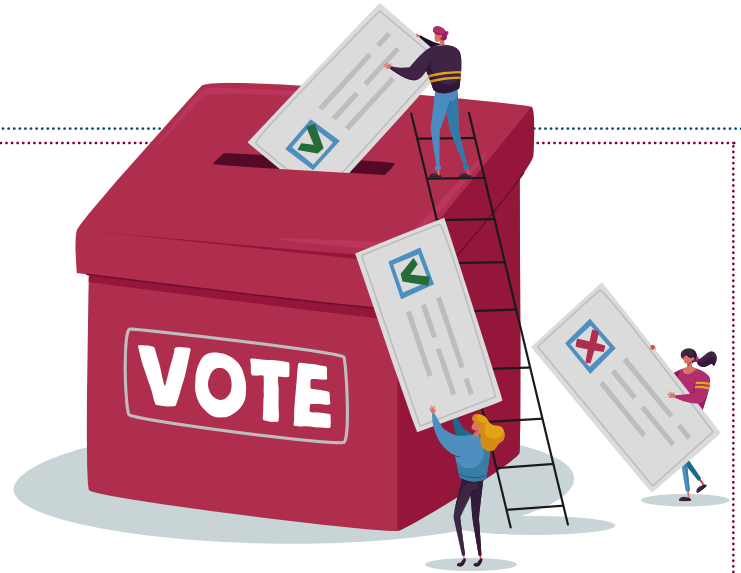
Minnesota has a statewide Section 218 Agreement with the Social Security Administration for election workers, and the same rules apply for each governmental unit in MN.

## Who is an election worker?

Election workers are individuals hired by government entities to perform services at polling places in connection with national, state and local elections. Alternate position titles include poll worker, ballot clerk, or voting official. Election workers are often paid a set fee per day or a stipend for the election period, which includes attendance at training or meetings both before and after the election.

## PERA Participation

PERA statutes exclude election workers from PERA membership, regardless of the amount of pay they receive.



## Social Security and Medicare

In Minnesota, election workers whose pay in a calendar year is less than \$2,000 are not subject to Social Security and Medicare (FICA) coverage. However, if an election worker is paid more than \$2,000, FICA taxes apply from the first dollar paid.

More information about Election Workers is available on the Election Workers page of the Internal Revenue Service website and PERA's Social Security page.

## New Leave Report Feature: Amend Report Data

Employers who have already submitted a Leave Report will see a new menu option named "Amend Report Data". This feature allows you to view the member data you provided and easily add any individuals who were missing from your original submission. This link remains available throughout the year until it is time to complete next year's report. No action is required unless you find an employee who was missing from the original report.

**ANNUAL LEAVE REPORT**

Amend Report Data

## Phased Retirement Option (PRO) for Health Care Workers

The Legislative Update of our Summer 2022 newsletter highlighted the provisions of SF 2957 which applied to certain health care workers who participate in a PRO agreement.

This bill extended an exemption that was first enacted by a 2020 Peacetime Emergency Session Law effective May 13, 2020. However, the exemption was only valid for health care workers who had entered into a PRO agreement before May 13, 2020. PERA did not make a general announcement at that time because no new PRO agreements could qualify.

This 2022 change removes the begin date limitation and exempts health care workers from regular PRO limitations on hours or percentage of time worked until December 31, 2023. In addition, upon agreement between the employee and employer, the PRO agreement itself can be extended by the length of time covered by the exemption period.

If you have questions, please email us at [employer.reps@mnpera.org](mailto:employer.reps@mnpera.org).

# ONLINE RESOURCES

## Employer Webinars

### ANNUAL LEAVE REPORTING

It's been a year since the new Annual Leave Report rolled out. Since that time, we've made a few changes to the process based on our experience and employer feedback. Prepare for next year's report by attending this educational event. This webinar session will discuss why this report is important, walk through the process and address common questions.

Recommended for any contact responsible for member status or contribution reporting.

**When: Thursday, November 17, 11:00 am**

### WELCOME EMPLOYER: PERA REPORTING TRAINING

If you're new to PERA reporting, getting started can seem daunting. This recurring webinar is intended to help explain the process and will cover how to access and utilize the Employer Reporting and Information System (ERIS).

Recommended for payroll, HR, and business managers who are new to PERA reporting.

**When: Thursday, October 27, 11:00 am**

## Virtual Benefit Fair

From new and currently working employees to those approaching retirement, members can find the PERA resources they need—all in one place.

Check out our Virtual Benefit Fair in the Resources section of our website! This is a great tool for educating your employees on PERA benefits.

### Here you will find:

- A short video and flyer that provides an overview of PERA
- Quick links to important forms and publications
- Links to member videos and the education programs registration page

[mnpera.org/education/virtual-benefit-fair/](https://mnpera.org/education/virtual-benefit-fair/)

Learn more and register on our website.





Public Employees Retirement Association  
60 Empire Drive, Suite 200  
St. Paul, MN 55103

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PAID  
TWIN CITIES MN  
PERMIT 171

## Ask PERA!

Have a question for PERA? We'd love to hear from you!  
[employer.reps@mnpera.org](mailto:employer.reps@mnpera.org) | 651.296.3636 | 888.892.7372 | [mnpera.org](http://mnpera.org)

### **What is the difference between a Member refund and a Deduction-in-Error refund for members of the Coordinated, Correctional and Police & Fire plans?**

#### **Member Refunds**

Members who terminate covered employment and have a 30-day break in public service may apply for a lump sum refund of their member contributions, plus interest. The employer contributions are not refundable to either the member or employer and remain with PERA for retirement, disability, and survivor benefits provided by PERA. Further details are outlined in PERA's *Applying for a Refund* fact sheet.

#### **Deduction-in-Error Refund**

At times, PERA deductions are taken for an employee who did not meet membership requirements or from salary that is not eligible under state law. When this occurs, PERA creates a Deduction-in-Error refund to return both the member and employer contributions. A check for the member's share is mailed directly to the employee and the employer receives a credit to offset future payments. PERA will issue a Form 1099 to the employee in January of the following year, therefore no payroll adjustments are required by the employer.