



PERA PHRASE

mnpera.org

Employer Newsletter of the Public Employees Retirement Association

Over 3,500 Employers
166,000 Active Members

FALL 2023

Employer Survey: \$425 Membership Salary Threshold

Effective July 1, 2023, the earnings threshold for PERA's Coordinated, Correctional, and Police & Fire defined benefit plans (DBPs) is \$425 paid in a single month. This replaced the annualized threshold of \$5,100 for local government and \$3,800 for school-year employees.

The purpose of the salary threshold is to provide PERA membership to employees in recurring or regular positions. The current \$425 monthly threshold rate has not been increased since 1988. PERA is reviewing the monthly threshold and may bring forward changes in a future legislative session.

As a PERA employer, your input is critical to this process. Please take a few minutes to provide information on this important eligibility measure.

LAST CHANCE - the survey will close Tuesday, October 10 at midnight. We originally notified you about the survey via email. Take the survey by clicking [HERE](#) or by entering this link in your browser: research.net/r/PERA_Membership_Eligibility.

CLICK [HERE](#) TO TAKE OUR SURVEY

Changes with PERA Newsletter Distribution

Beginning with our Winter 2023 newsletter, we will be changing our employer newsletter distribution process. Going forward, PERA will focus on using digital delivery methods to share important information with you in a convenient, timely manner. Newsletters will be delivered to you via email four times each year.

DON'T MISS IMPORTANT INFORMATION FROM PERA!

Contact us to provide a valid email address for you and other contacts at your entity. Call our Employer Representative team at 651.296.3636 or 1.888.892.7372 (toll free) or send an email to employer.reps@mnpera.org. Be sure to provide your six-digit Employer ID.

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

Consider Non-Salary Exclusions First

PERA's return to a \$425 monthly threshold is an important change, but it is not the only factor for determining membership eligibility. In fact, salary is the last step in screening a new employee for PERA enrollment.

Exclusion codes are intended to be reviewed in sequential order. You will start at codes that begin with zero (0). If none of these codes apply to the employee, review codes that begin with one (1), and so on. View the [full code list](#) on our website.

Codes that begin with zero (0) are related to an employee's affiliation with another entity. Here are a few examples:

- » Code 001: Full-time student under age 23.
- » Code 003: PERA retiree or disability recipient.

If none of the zero codes apply to your employee, you will move onto the next category of codes.

Codes that begin with one (1) are related to the employee's position type. A couple of examples:

- » Code 101: Solely hired to a temporary position of six months or less.
- » Code 106: Solely hired to a seasonal position of six months or less.

For codes beginning with zero or one, earnings are not subject to the monthly salary threshold while the exclusion remains valid.

Code 201 is limited to a small group of employees for whom PERA participation is optional, such as non-governing elected officials and city managers.

Code 301 is used when the employee's monthly pay is not expected to reach \$425 in any month.

An exclusion may end at some point during a person's employment. For example:

- » The full-time student exclusion expires at graduation or age 23, whichever comes first.
- » A seasonal or temporary exclusion expires if employment is extended beyond six months.
- » The salary exclusion expires the first month that \$425 is reached.

Once an exclusion is no longer valid, review for another exclusion. If none apply, enroll the employee the next time their monthly pay is at least \$425. Eligibility begins in that month and is not retroactive.

On-Demand Legislative Webinar Now Available

Three bills were signed into law during the 2023 Legislative Session. In August, we presented an overview of the changes and the impact these bills have on the administration of PERA. The recorded, on-demand version of this webinar, along with a Q&A supplemental handout, are now available on our website at mnpera.org/education/employer-education.

WHAT DOES THE ON-DEMAND WEBINAR COVER?

- » Overview of 2023 legislative changes
- » Changes to membership eligibility and exclusions
- » DCP eligibility for appointed officials
- » Extension of leave purchase period

Recommended for: All PERA employers

Length: 35 minutes

UPCOMING EMPLOYER WEBINARS

PERA's employer education programs offer payroll, human resources, and business managers an opportunity to learn and review PERA's membership and reporting requirements. Attendees are able to ask questions and receive answers in real time at the end of each live session to provide clarification or further discussion as needed.

PERA webinars are free to attend, but you must register in advance to access each session. Our next live session will be Welcome Employer—PERA Reporting Training, held on **Thursday, October 26 from 11 a.m. to 12:15 p.m.**

PERA VIRTUAL BENEFIT FAIR

We are approaching fall benefit season for employees. PERA is here to help!

Are your employees new or returning to public service? Mid-career or ready to retire? Our virtual benefit fair web page provides members with tools and resources to learn more about PERA and our benefits. Learn more at mnpera.org/education/virtual-benefit-fair.

LOOKING FOR OTHER EMPLOYEE EDUCATIONAL PROGRAMS?

Our education and outreach team presents two types of programs, multiple times each month:

READY TO RETIRE is a program for members who plan to retire within one year and focuses on the application process step-by-step.

Upcoming dates:

- » October 20 (St. Paul office) and 27
- » November 3, 4, 9, and 17 (St. Paul office)
- » December 1, 7, 8, 9, and 15 (St. Paul office)

Programs are offered virtually unless noted above.

Check out our program calendar to learn more at mnpera.org/calendar.

FROM HIRE TO RETIRE is a program designed for all members to learn about PERA benefits.

Upcoming dates:

- » October 10, 24, and 26
- » November 7, 21, and 30
- » December 5 and 12



ERIS Performance Update

A group of ERIS users continue to receive error messages when accessing the website. We deeply apologize for the inconvenience this causes. PERA's IT department has resolved some of the issues, but a few challenges remain. In the meantime, we recommend:

Before uploading a file, make sure that the document is closed. This is the best practice to ensure that only saved data is transmitted. ERIS will not accept open files.

For all other errors, please refer to the Troubleshooting Tips published in our [Summer 2023 newsletter](#).

You may also help our analysis by sending an email to employer.reps@mnpera.org any time you encounter an error, even when you were able to resolve it on your own. Please provide:

- » Employer number
- » Your ERIS logon ID (not password)

- » Detailed description of the incident
- » Screenshot of the error message
- » Identify which web browser used
- » Troubleshooting tips attempted that did not help
- » For resolved issues, what troubleshooting tips DID work?



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

PRSRT STD
U S POSTAGE
PAID
TWIN CITIES MN
PERMIT 171

Ask PERA!

Have a question for PERA? We'd love to hear from you!
employer.reps@mnpera.org | 651.296.3636 | 888.892.7372 | mnpera.org

We are ready to issue the first paycheck to our new hire and report the contributions to PERA. We don't have their social security number or date of birth yet. Should we submit a demographic record using placeholder data?

PERA strongly discourages the use of placeholder information for enrollment records. Entering a made-up number may seem to be a reasonable temporary solution when a new employee's personal data is not readily available, but it is a data integrity risk. This practice often leads to duplicated member records and in some cases has caused erroneous refunds and incorrect benefit information.

If your agency is unable to obtain a new hire's social security number or date of birth before their first payroll is submitted to PERA, please contact us at employer.reps@mnpera.org for assistance.