

## THE FIVE W'S OF SUMMER EARNINGS

### WHO COMPLETES THIS REPORT?

- » School district employers

### WHAT IS THE SUMMER EARNINGS REPORT?

- » An audit of school district employees' earnings
- » Confirms if earnings are for
  - actual hours worked or
  - a summer contract payout

### WHAT IS THE SCHOOL FISCAL YEAR INDICATOR?

- » Identifies employees who are being paid summer contract payouts
- » Signals PERA to prorate the member's earnings over the months in which the pay was earned

### WHERE IS FISCAL YEAR INDICATOR REPORTED?

- » Directly on the Salary Deduction Report (SDR) file; or
- » On the *Summer Earnings Report* via ERIS

### WHEN DOES THIS REPORT GENERATE?

- » When a school district employee begins to draw their PERA benefit
- » Most reports are generated at the end of each school year in June/July

### WHY IS THIS REPORT IMPORTANT?

- » PERA needs this data to calculate the member's benefit amount
- » If the Fiscal Year Indicator is incorrectly marked No:
  - PERA will estimate a **decreased** benefit amount
  - Member is being underpaid by PERA
- » If the Fiscal Year Indicator is incorrectly marked Yes:
  - PERA will estimate an **inflated** benefit amount
  - Member will owe PERA money

## TIPS FOR REPORTING SUMMER EARNINGS

- » Dates for contract payouts should have the full school year dates
- » If an employee has a nine-month contract with summer payouts, but occasionally works other dates in the summer under a second role,
  - Report the contract payout earnings on a separate transaction line
  - Fiscal Year Indicator should not be added to the earnings from the second role
  - Reporting the earnings together would affect the member's service credits and cause their benefit to be calculated incorrectly

### SERVICE CREDIT

- » Members receive one service credit for each month in which they worked and were compensated by their employer.
- » School employees who work full time during the school year and are on layoff over the summer months receive 12 months of service credit for the year.

### PERA RECOMMENDS

- » Send all Summer Payout SDR's at the beginning of the summer
- » Submit two separate SDRs:
  - SDR for summer contract employees
  - SDR for year-round employees and employees who work summer programs

## REPORT WALK-THROUGH

### REVIEW THE SUMMER TRANSACTIONS FOR ANY FISCAL YEAR IN WHICH A MEMBER HAD WAGES REPORTED

- » during the summer months (June through August) and
- » during their highest average salary period

### YOUR RESPONSE TO THE TRANSACTIONS WILL CORRECTLY IDENTIFY THESE SUMMER MONTHS AS EITHER

- » prorated summer contract wages for a nine or 10 month employee or
- » wages earned during the current pay period

### TO REPORT SUMMER CONTRACT PAYOUTS ON THE SDR:

- » Open ERIS. Select **New SDR** from under the **SDR Reporting** module.
- » Enter the details of the payroll period. For the **Paid Date**, enter a date in June, July, or August. Select **Submit**.
- » A pop-up will appear, asking if you are reporting a summer payout. Select **Yes**.
- » An SDR entry screen will appear with an extra column titled “School Year”.
- » Only report employees whose earnings are from summer contract payouts.

### TO COMPLETE THE REPORT:

- » Open ERIS. Select **Summer Earnings Verification** from under the **Pending Reports** module.
- » Select the blue **Response** link next to the member’s name.
- » For each line on the report, answer the question, “Are earnings a contracted summer payout?”
  - Select **Yes** if the earnings are prorated pay due from the prior school year (nine-month employee).
  - Select **No** if the earnings are for actual hours worked (year-round employee).
- » Once every line has been answered, select **SAVE—Submit to PERA**.

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