

Retirement Report

UPDATE FOR NEBRASKA SCHOOL EMPLOYER CONTACTS FALL 2018

IMPROVED ADJUSTMENT REPORT FORM

The *School Adjustment Report* form has been updated to include enhanced functionality to make reporting adjustments easier and more consistent. Like the previous version, you may enter up to 12 adjustments on one form. The form now requests original hours reported and correct amount of hours. It also requests original compensation reported and correct amount of compensation. Once the data is entered into the form, the adjustment amount is automatically calculated. The form summarizes all compensation adjustments and provides a total amount owed. Also new is a check box to indicate adjustments made pursuant to an audit. Check out the new form fields below.

- A** Enter hours reported. **F** Form calculates adjustment.
- B** Enter correct number of hours. **G** Form calculates contributions amount.
- C** Form calculates adjustment. **H** Form sums all employee contributions.
- D** Enter compensation reported. **I** Form calculates total employer contribution match.
- E** Enter correct amount of compensation. **J** Form Provides total adjustment amount owed.

SCHOOL ADJUSTMENT REPORT

Submit through fax and mail ONLY. ["To make an Employee Contribution adjustment for a previous fiscal year, please contact NPERS regarding the procedure."](#)

SCHOOL NAME _____ EMPLOYER NUMBER _____

REPORTING PERIOD		EMPLOYEE NAME	SSN	HOURS REPORTED TO NPERS	CORRECT AMOUNT OF HOURS	HOURS ADJUSTMENT AMOUNT (+/-)	COMPENSATION REPORTED TO NPERS	CORRECT AMOUNT OF COMPENSATION	COMPENSATION ADJUSTMENT AMOUNT (+/-)	EMPLOYEE CONTRIBUTIONS (+/-)
BEGIN	END			A	B	C	D	E	F	G

Total Employee Contribution Adjustments (+/-) \$ **H** _____

Total Employer Contribution (+/-) \$ **I** _____

Total Adjustments \$ **J** _____

Explanation of Adjustment:

Submitted via the web on the _____ / _____ Wage and Contribution Report Check box if this is the result of NPERS audit

MONTH YEAR

EMPLOYER CONTACT SIGNATURE _____

DATE _____

Reminders from Accounting



MEET THE MONTHLY REPORTING DEADLINE

It is important for schools to strive to meet the 10th of the month reporting deadline. If you will be unable to make this deadline, please call Caleb or Sarah to have the situation noted in the school file. This may help to avoid late penalties.

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

When you receive an e-mail or letter from NPERS, either because of a penalty or adjustment, please pay close attention to the amount and where to place the final figure on your next Wage and Contribution Report. If you need assistance please contact Caleb.

BE SURE TO USE THE CORRECT NUMBER!

Please use your school number on all correspondence with NPERS. This number is the number you use on your monthly reporting, not the Department of Education number. A listing of these numbers may be found in the appendix of the *School Manual for Employer Contacts*, or you can contact Caleb or Sarah.

A photograph of a diverse group of approximately ten people sitting in a courtroom. They are dressed in professional attire, including suits and blouses. The setting appears to be a formal legal proceeding, with wood-paneled walls and a dark wooden bench in the foreground. The image is overlaid with a semi-transparent blue filter.

Reporting Jury Duty

Nebraska law requires employers to allow employees to serve jury duty without loss of pay or vacation time. Employers may reduce an employee's pay by the amount paid to the employee by the court for jury duty service. That amount is currently \$35 per day. For purposes of retirement plan reporting, jury duty is creditable service, and the salary and hours the employee would have normally worked should be reported while a member is providing jury duty service.

Working with Military Deployment

Always submit a *Non-Contributing School Member (Non-Con)* form whenever there is an interruption in contributions due to military service. Federal and state laws (as applicable) offer certain benefits to service members who perform qualified military service.

Under Nebraska law, employers are responsible for both the plan member's contributions and the employer's match for periods of qualified military service performed after certain dates: January 1, 2018 for State and County Plan members/employers, and July 1, 2017 for School, Judge, and Patrol Plan members/employers. Payments for eligible military service are to be paid to NPERS as soon as reasonably practicable following the completion of the service and subsequent date of reemployment, and must be paid within 18 months of the date NPERS notifies the employer of the amount due to avoid fees and interest accrual beyond the 18-month period.



Retirement News

NEWSLETTERS FROM NPERS

Keep your staff informed! Forward our member newsletter to staff!

NPERS releases a bi-annual newsletter for School plan members in September and March. These newsletters contain a wide variety of valuable information including legislative updates and various benefit related topics.

All reporting agents will be notified via email when a newsletter is added to the NPERS website. Please be sure to forward these emails to all applicable staff!



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