

# RETIREMENT REPORT

UPDATE FOR NEBRASKA SCHOOL EMPLOYER CONTACTS

FALL 2022

## FLAGS, FLAGS AND MORE FLAGS

If you've been a reporting agent for any amount of time at all, chances are, you're familiar with flags. You've probably had this happen: You submit your reports, think you're in the clear, but then a little while later you receive an email from NPERS asking you to correct some errors. Did you know that for a lot of these issues, you can eliminate that email and subsequent follow-up work before you validate in the first place? Let's talk about some of those flags and what you can do after validating your reports to address them:

### ▶ Hours reported exceed defined upper limits.

Any member that is listed as working more than 300 hours in a reporting period will trigger this flag. This is going to happen anytime that upper limit is breached, so it's not necessarily an error. This member's hours will need to be verified to satisfy this flag. It's a simple fix. If the report is correct and the member did work more than 300 hours, you can avoid follow-up on this flag by simply putting a note on the report with a breakdown of the hours indicating the reason for the excess (i.e. maternity, work comp, etc.).

### ▶ Hours worked reported as zero.

This flag is much like the previous one. It's entirely possible that this isn't an error at all, but zero hours reported will always generate a flag on the system. Putting a note on the report will eliminate any follow-up from us on this one.

### ▶ SSN Exist but first name or last name is new.

The most common reason you might see this flag is if a member has a name change, usually because of marriage or divorce. NPERS has to go by the name that is on the member's Social Security card. If you've seen the SS card is updated, leave a note indicating so along with their former name. If the member's SS card hasn't been updated, you'll need to wait until that has been done to change the name.

### ▶ Contribution amount does not match percentage rate of salary defined by statute.

This flag does indicate that there's an error, but it's one that you can go back and fix. If you're getting this flag,

it's because the contributions listed do not match the correct percentage of the member's salary. Go back and confirm that the member's contribution is 9.78% and that the employer's contribution is 101%.

### ▶ Hire date must be within one month of pay period begin date.

You're going to get this flag if there's more than one month between a member's hire date and when they first start making retirement contributions. The most common reason for this flag is that someone who had been a part-time, non-contributor to the plan has now become eligible for the mandatory contributions. If that is the case, you simply need to change the hire date in the report to the date that they began contributions and leave a note.

### ▶ Employer reported termination date different from termination date in system.

The termination dates on both the report and the Non-Contributing Member form need to match. If you're getting this flag, it's because what you're reporting is different than what is on the Non-Con. You can go back into the report and amend the date if it is wrong, or if it's the Non-Con that has the wrong date, go back and fix the Non-Con and leave a note letting us know how you addressed this flag. This is one of those flags that will suspend your report until it is resolved, so communication is key.

As with almost everything, there are exceptions to every rule. It's possible that you receive most of these flags for reasons outside of the ones we've listed here. In those cases, one trend that you can probably see in these items is that communication is key. The more you utilize your ability to provide notes on your reports, the less that you'll hear from us in the days afterward.



# HAIL TO THE CHIEF



Jan Goodwin (left) outgoing NCTR president, passes the gavel to Janis Elliott (right)

At the 100th Annual Conference of the National Council on Teacher Retirement (NCTR), held in Tuscon, AZ October 8th-11th, Janis Elliott, the chair of our Nebraska Public Employees Retirement Board, was selected to be the new NCTR president.

The NCTR is an independent organization dedicated to safeguarding the integrity of public retirement systems to which teachers belong and promoting the rights and benefits of the members of those systems.

We want to congratulate Janis for being elected to this prestigious position!

# WORKSHOP WRAP-UP

A big thank you to everyone who came out to one of our Employer Reporting Workshops this summer! Between our four in-person events and our online workshop webinar, we were able to interact with about 250 of you this season. We were excited to be able to bring out not only members of our Accounting Team and Education Services Team, but also a representative from our Auditing Team once again this season. Our workshops are a great opportunity to come out and hear about plan and procedural changes, solutions to common errors on both the reporting side and the auditing side and updates to our Employer Reporting Manual. They also offer a great opportunity to both ask questions of our NPERS staff and to hear the questions of other reporting agents from around the area.

If you didn't get to attend this season, don't worry! We've still got you covered! We were able to record our virtual workshop and have posted it on our website for you to view at your convenience. You can find the video by visiting the School Employer Reporting page on our website or by clicking [here](#).

Again, we want to express our gratitude to everyone who participated this past summer, and we look forward to doing it all over again next July!



NEBRASKA PUBLIC EMPLOYEES RETIREMENT SYSTEMS

1526 K St., Ste. 400  
P.O. Box 94816  
Lincoln, NE 68509-4816

[npers.ne.gov](http://npers.ne.gov)

## Contact Us:

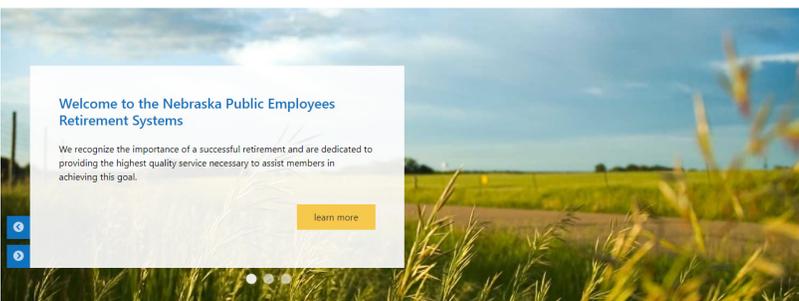
402-471-2053

TOLL FREE:

1-800-245-5712

Jane Warne  
(402) 471-9497

[jane.warne@nebraska.gov](mailto:jane.warne@nebraska.gov)



# WEBSITE REDESIGN

If you've visited [NPERS.NE.GOV](http://NPERS.NE.GOV) recently, you've probably noticed some pretty big changes. We're really excited about our re-designed webpage! All of the same resources you're used to are still available, they're just wrapped in some nice new packaging. If you haven't visited in a while, we invite you to come and refamiliarize yourself with everything our site has to offer!