



Guide to Reporting Salary

PERA prohibits recording and distribution of this presentation.





Today's Program

- Reporting Basics
- SDR Walk-Through
- EFT Payment
- After Payment





Welcome to PERA

PERA is a Pension

a retirement plan paid into while working that provides future monthly lifetime income





Coordinated
Plan

Employee
Contributions

Employer
Contributions

6.50%

7.50%



Police & Fire
Plan

11.80%

17.70%



Correctional
Plan

5.83%

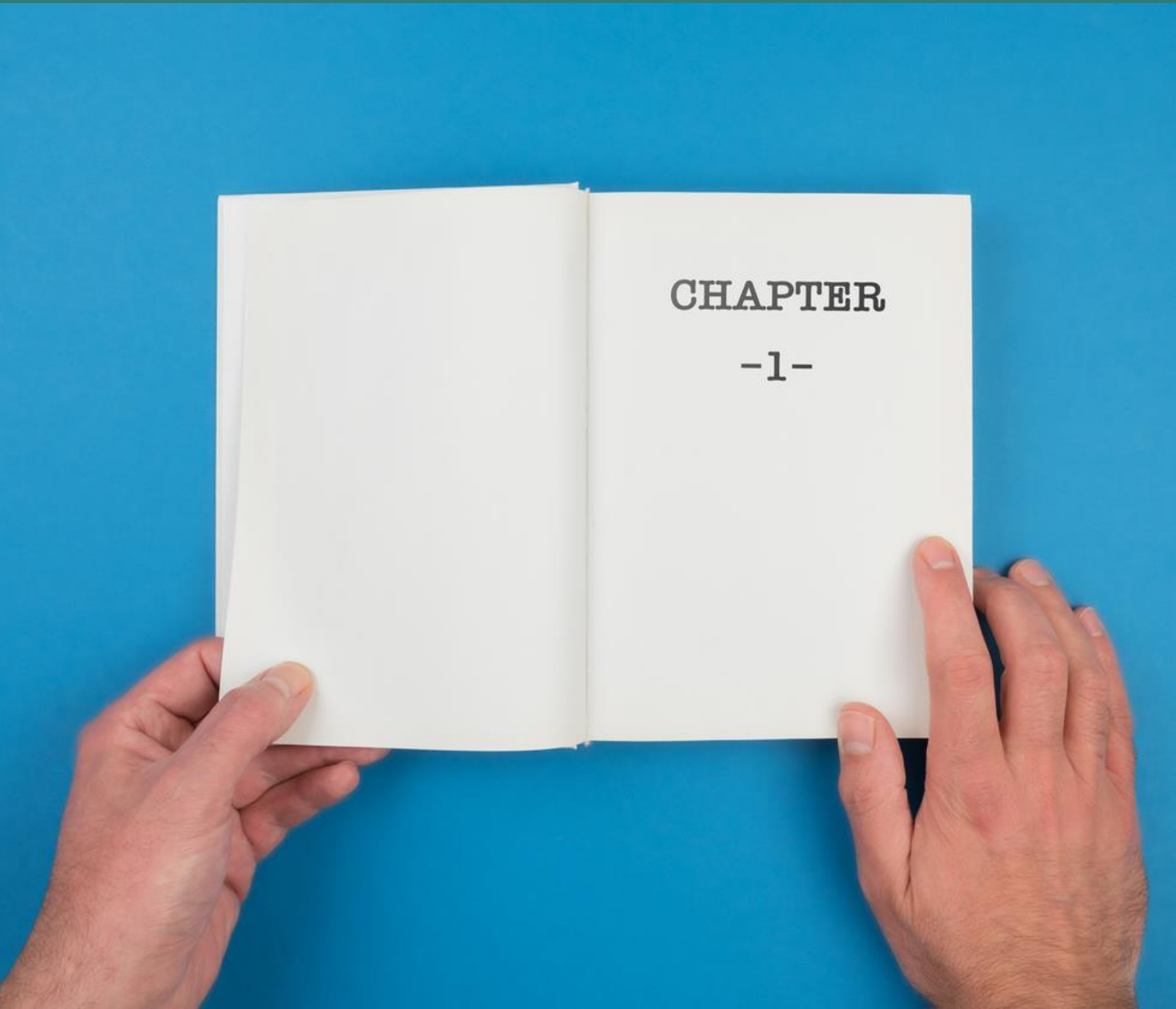
8.75%



Calculated on Three Factors

- Average Monthly Salary
- Years of Service
- Age





Intro to Reporting



The Salary Deduction Report (SDR) collects members' payroll data each pay period:

- PERA-eligible earnings and pay type
- Coverage dates
- Member and employer contributions

SDR is due 14 calendar days after pay date



Only report PERA-eligible earnings on the SDR:



- Gross, pre-tax salary
- Overtime/retroactive pay
- PTO (used)
- Performance-based bonus

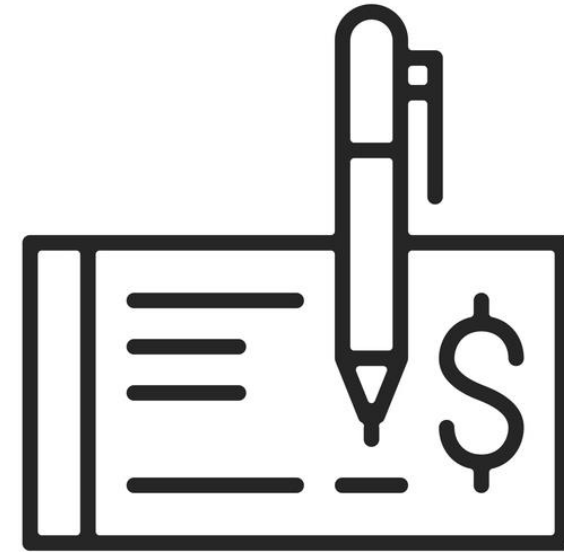


- Expense reimbursements
- Retirement incentives
- Payment for unused PTO
- Other bonus payment



Pay Type 01 – Regular Pay

- Salary or compensation earned by and paid to an employee in the current pay period
- Includes wages, overtime, and paid days off
- Only pay type members receive service credit for (one per month, up to 12 per year)



Pay Type 02 –

Lump-Sum Compensatory Pay

- Lump-sum payments of unused, accrued, or banked compensatory hours or holiday time earned during a prior pay period

Pay Type 05 –

Retroactive Pay

- Wages or earnings paid to an employee for services performed during prior pay periods

Report the coverage dates in which the pay/banked hours were **earned**



Report the dates in which salary is **earned**

- Retroactive/lump-sum pay
- Off-cycle checks
- Overtime from a previous pay period





SDR Walk-Through





Direct data entry

- Input data directly
- System validates data
- Can save and print a copy of data entered



Computer file upload

- Internal or contracted programmers
- Chapter 9 - File Format
- Contact PERA for testing



HOME**MEMBER ACCOUNT****SEARCH**

Employee

Benefit Recipient

ENROLL MEMBER

New Enrollment

MAINTAIN EMPLOYER

Employer Contacts

TRANSMIT FILE**TRANSMIT TEST FILE****CHANGE PASSWORD****SDR REPORTING****New SDR**

SDR History

SDR Summary Report

PENDING REPORTS

No Reports

ERIS Home Page

Broadcast Message

Electronic Funds Transfer for New Users

To simplify the process for new EFT users, we have created User IDs and Passwords for employers not already registered. If you want to start making your PERA payment electronically, access our EFT site and use the following entry keys:

- As the 'Employer ID' input your agency's six-digit PERA ID (without the dash, such as 123400)
- As the EFT 'Password' input the five-digit zip code of your entity's mailing address

Once in the EFT system, you can change your password if you wish. If you have trouble logging in with these instructions, call PERA at 651-296-3636 or 1-888-892-7372 (option 2).

Your User ID and Password have been validated. As an authorized user you may use this system to maintain information on employees of your agency that are members of the Minnesota Public Employees Retirement Association (PERA). By using this tool, you are certifying that the information you transmit is accurate. Certain member information accessible through ERIS is private and shall not be disclosed to any person or agency other than as provided in the Data Privacy laws of this state. For a complete list of terms and conditions for ERIS use, click [here](#).

For the ERIS Glossary, click [here](#).

[HOME](#)[MEMBER ACCOUNT](#)[SEARCH](#)[Employee](#)[Benefit Recipient](#)[ENROLL MEMBER](#)[New Enrollment](#)[MAINTAIN EMPLOYER](#)[Employer Contacts](#)[TRANSMIT FILE](#)[TRANSMIT TEST FILE](#)[CHANGE PASSWORD](#)[SDR REPORTING](#)[New SDR](#)[SDR History](#)[SDR Summary Report](#)[PENDING REPORTS](#)[No Reports](#)

New SDR

Use the Fields below to create your Salary Deduction Report


Pay Schedule

Payroll Calendar Regular
 Supplement

Plan

Paid Date

Begin Date

End Date 

Pay Type

Sort Option

Salary Deduction Report

Pay Schedule: Bi-Weekly
 Pay Calendar: Regular
 Pay Period: 12/01/2024 through 12/14/2024
 SDR Status: New
 Paid Date: 12/18/2024

Name Search

Delete	SSN	Member Name	PERA Plan	Pay Type	Total Eligible Earnings	Portion that is Overtime	Member Deduction	Begin Date	End Date	Review Level
<input type="checkbox"/>	XXXXX8112	ADAMS, ANNIE	CORD	REG ▼	0.00	0.00	0.00	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX5902	BAKER, BOB	CORD	REG ▼	0.00	0.00	0.00	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX9462	BROOKS, BENJAMIN	CORD	REG ▼	0.00	0.00	0.00	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX9310	HIGGINS, HANK	CORD	REG ▼	0.00	0.00	0.00	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX1134	JOHNSON, JOE	CORD	REG ▼	0.00	0.00	0.00	12/01/2024	12/14/2024	

Salary Deduction Report

Pay Schedule: Bi-Weekly
 Pay Calendar: Regular
 Pay Period: 12/01/2024 through 12/14/2024
 SDR Status: New
 Paid Date: 12/18/2024

Name Search

<input type="button" value="Detail"/> <input type="button" value="Summary/Submit to PERA"/> <input type="button" value="Note to PERA"/> <input type="button" value="Items in Review"/>										
Delete	SSN	Member Name	PERA Plan	Pay Type	Total Eligible Earnings	Portion that is Overtime	Member Deduction	Begin Date	End Date	Review Level
<input type="checkbox"/>	XXXXX8112	ADAMS, ANNIE	CORD	REG ▼	1300.25	0.00	84.52	12/01/2024 📅	12/14/2024 📅	
<input type="checkbox"/>	XXXXX5902	BAKER, BOB	CORD	REG ▼	1500.02	0.00	97.50	12/01/2024 📅	12/14/2024 📅	
<input type="checkbox"/>	XXXXX9462	BROOKS, BENJAMIN	CORD	REG ▼	0.00	0.00	0.00	12/01/2024 📅	12/14/2024 📅	
<input type="checkbox"/>	XXXXX9310	HIGGINS, HANK	CORD	REG ▼	0.00	0.00	0.00	12/01/2024 📅	12/14/2024 📅	
<input type="checkbox"/>	XXXXX1134	JOHNSON, JOE	CORD	REG ▼	0.00	0.00	0.00	12/01/2024 📅	12/14/2024 📅	

Add Member

SSN Enter SSN and press Enter Key

Submit

Cancel



Add Member

SSN	<input type="text" value="XXXXX5902"/>
Plan	<input type="text" value="Coordinated"/>
Last Name	<input type="text" value="BAKER"/>
First Name	<input type="text" value="BOB"/>
Middle Initial	<input type="text"/>

Enter name and click Submit



Salary Deduction Report

Pay Schedule: Bi-Weekly
 Pay Calendar: Regular
 Pay Period: 12/01/2024 through 12/14/2024
 SDR Status: New
 Paid Date: 12/18/2024

Name Search

Detail	Summary/Submit to PERA	Note to PERA	Items in Review							
Delete	SSN	Member Name	PERA Plan	Pay Type	Total Eligible Earnings	Portion that is Overtime	Member Deduction	Begin Date	End Date	Review Level
<input type="checkbox"/>	XXXXX8112	ADAMS, ANNIE	CORD	REG	1300.25	0.00	84.52	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX5902	BAKER, BOB	CORD	REG	1500.02	0.00	97.50	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX5902	BAKER, BOB	CORD	RETRO	230.10	0.00	14.96	11/03/2024	11/16/2024	
<input type="checkbox"/>	XXXXX9462	BROOKS, BENJAMIN	CORD	COMP	0.00	0.00	0.00	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX9310	HIGGINS, HANK	CORD	GRIEV	0.00	0.00	0.00	12/01/2024	12/14/2024	
				RETRO	0.00	0.00	0.00	12/01/2024	12/14/2024	
				OD						

Pay Schedule: Bi-Weekly
 Pay Calendar: Regular
 Pay Period: 12/01/2024 through 12/14/2024
 SDR Status: New
 Paid Date: 12/18/2024

- Detail**
- Summary/Submit to PERA**
- Note to PERA**
- Items in Review**

Contribution Summary

Contribution Summary will use the System Total amounts unless you enter a remitted amount.

Coordinated	Member Earnings	Member Deductions	Employer Contribution	Employer Additional	Plan Totals	Review Level
System Totals	20,000.00	1,300.00	1,300.00	200.00		
Remitted		1,300.00	1,300.00	200.00	2,800.00	

SDR Remittance Summary - All Plans

	Member Deductions	Employer Contributions	Sub Total
System Total	1,300.00	1,500.00	2,800.00

Invoice Summary

There are no Invoices.

Grand Total **2,800.00**

HOME**MEMBER ACCOUNT****SEARCH**

Employee

Benefit Recipient

ENROLL MEMBER

New Enrollment

MAINTAIN EMPLOYER

Employer Contacts

TRANSMIT FILE**TRANSMIT TEST FILE****CHANGE PASSWORD****SDR REPORTING**

New SDR

SDR History

SDR Summary Report

PENDING REPORTS

No Reports

ERIS Home Page

Broadcast Message

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HOME

MEMBER ACCOUNT

SEARCH

Employee
Benefit Recipient

ENROLL MEMBER

New Enrollment

MAINTAIN EMPLOYER

Employer Contacts

TRANSMIT FILE

TRANSMIT TEST FILE

CHANGE PASSWORD

SDR REPORTING

New SDR
SDR History
SDR Summary Report

PENDING REPORTS

No Reports

SDR History Search

Use the fields below to view a listing of Salary Deduction Reports of your agency that have been saved and/or submitted to PERA.


SDR Status ▼


Search



Pay Schedule ▼

Reset

Paid From Date 

Paid To Date 

Search Results: 224 Records Found

Received Date	SDR Status	Paid Date	Begin Date	End Date	SDR Total	Pay Schedule	SDR ID
	Saved Not Submitted	12/18/2024	12/01/2024	12/14/2024	\$0.00	Bi-Weekly	
12/09/2024	Posted	12/04/2024	11/17/2024	11/30/2024	\$3,089,012.50	Bi-Weekly	1628187
11/26/2024	Posted	11/20/2024	11/03/2024	11/16/2024	\$3,109,442.00	Bi-Weekly	1620012
11/08/2024	Posted	11/06/2024	10/20/2024	11/02/2024	\$2,782,753.75	Bi-Weekly	1617719
10/29/2024	Posted	10/23/2024	10/06/2024	10/19/2024	\$3,002,034.25	Bi-Weekly	1610425

Exempt Plan (99)

- For employees who are excluded due to being a PERA annuitant, but who still need to be reported on the SDR due to earnings or hours limits
 - PERA annuitants under the full Social Security retirement age (67)
 - Employees working under a Phased Retirement Option (PRO)



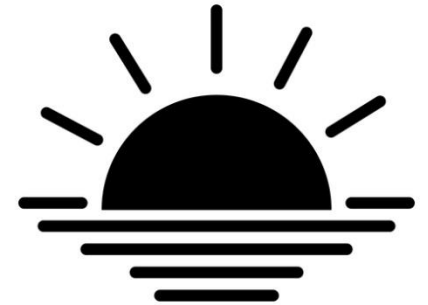
PERA Annuitants under the full Social Security retirement age (67):

- Enroll in PERA's Exempt Plan (99)
- Report wages, but don't deduct or submit contributions
- Wages no longer need to be reported once employee reaches age 67



Reporting Wages of Phased Retirement Option (PRO) Employees

- Report wages and hours, including PTO
- If employee has no wages/hours for a payroll period, report "0" in the earnings/hours worked fields of the SDR
- Don't deduct or submit contributions



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Benefit Recipient

ENROLL MEMBER

New Enrollment

MAINTAIN EMPLOYER

Employer Contacts

TRANSMIT FILE**TRANSMIT TEST FILE****CHANGE PASSWORD****SDR REPORTING****New SDR**

SDR History

SDR Summary Report

PENDING REPORTS

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<input type="checkbox"/>	XXXXX8112	AMOS, AUSTIN	EXMT	REG ▼	510.97	0.00	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX5902	BURNS, BELINDA PRO	EXMT	REG ▼	722.45	30.50	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX9462	CHANG, CHARLIE PRO	EXMT	REG ▼	0.00	0.00	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX9310	DAVIES, DONALD	EXMT	REG ▼	0.00	0.00	12/01/2024	12/14/2024	
<input type="checkbox"/>	XXXXX1134	ELLIS, EMMA	EXMT	REG ▼	0.00	0.00	12/01/2024	12/14/2024	



HOME**MEMBER ACCOUNT****SEARCH**

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Benefit Recipient

ENROLL MEMBER

New Enrollment

MAINTAIN EMPLOYER

Employer Contacts

TRANSMIT FILE**TRANSMIT TEST FILE****CHANGE PASSWORD****SDR REPORTING**

New SDR

SDR History

SDR Summary Report

PENDING REPORTS

No Reports

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HOME

MEMBER ACCOUNT

SEARCH

Employee

Benefit Recipient

ENROLL MEMBER

New Enrollment

MAINTAIN EMPLOYER

Employer Contacts

TRANSMIT FILE

TRANSMIT TEST FILE

CHANGE PASSWORD

SDR REPORTING

New SDR

SDR History

SDR Summary Report

PENDING REPORTS

No Reports

Transmit File

Select the file you wish to submit to PERA or [Transmit Test File](#)

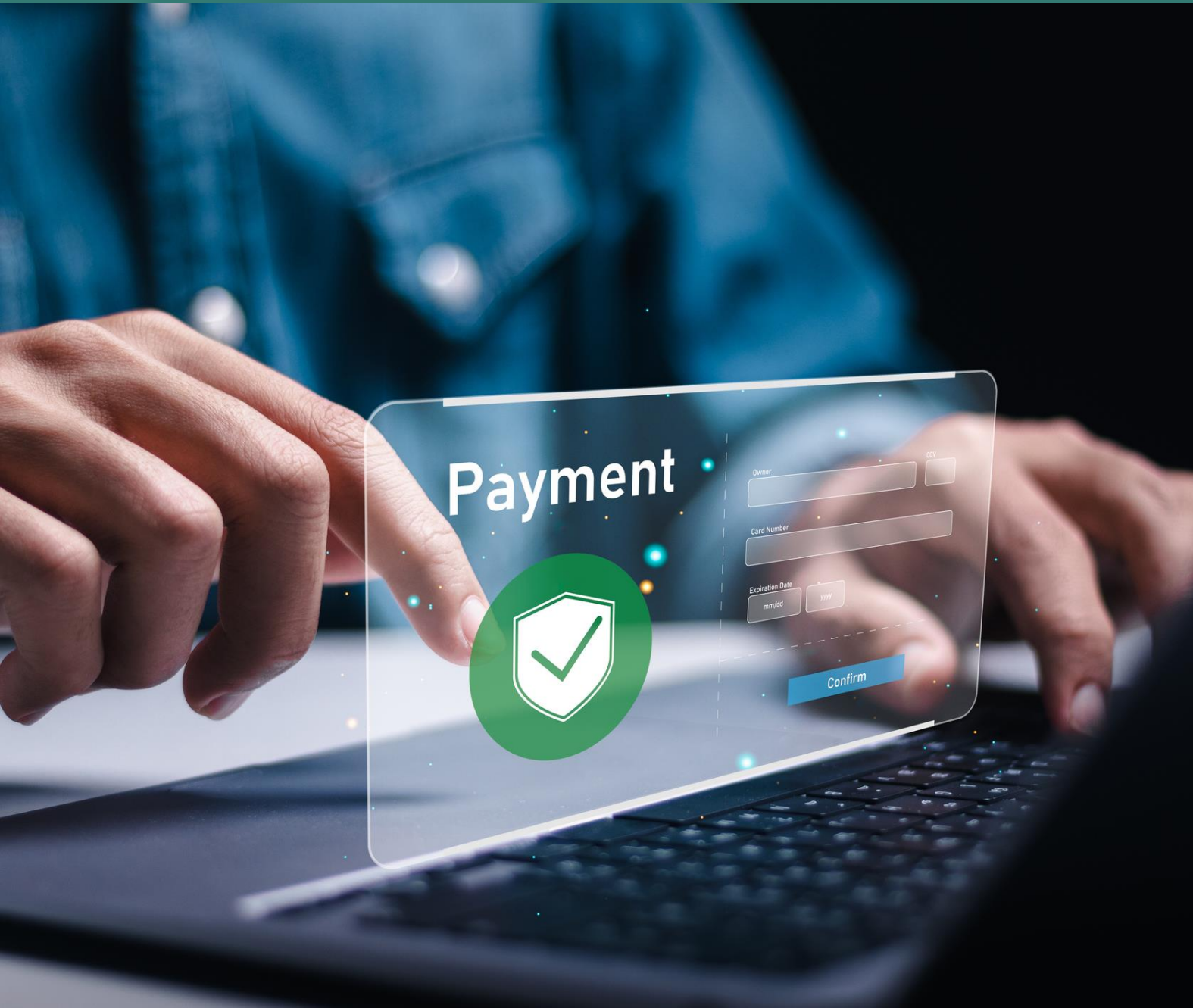
Type of File : SDR or Demographic File - File must contain suffix .sdr in approved File Format
 Misc. File - Used for voluntary leave purchase data only

SALARY_DEDUCTION_REPORT.sdr

Submit

Note to Mac Users: Please use Safari or Firefox web browsers when sending files on this page. You will need to log out and log in with the recommended browsers.





Making a Payment



come, PERA Em

BILITY ▾

REPORTING ▲

RESOURCES ▾

employers now have a new home.

RTED

ers

Reporting Dashboard

Plan Rates

Salary Reporting

Enrollment

Status Changes

PERA Employer Reports

Make a Payment



I'm here to...



Reporting Dashboard

[Home](#) / [Reporting](#) / [Reporting Dashboard](#)

REPORTING

REPORTING DASHBOARD

PLAN RATES

SALARY REPORTING

ENROLLMENT

STATUS CHANGES

What is my Role as an Employer?

From an employee's first enrollment to the date they leave public service and apply for benefits, the information you provide to PERA helps our members plan for and achieve a secure financial future.

This flow of information is most effective when you keep PERA up to date on all contact data for y



Make a Payment

g / Make a Payment

G
DASHBOARD

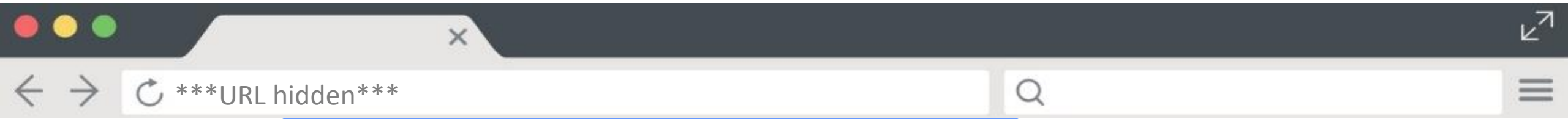
TING

ES

R REPORTS

Making contribution payments using Electronic Funds Transfer (EFT) is simple and secure. Through the two EFT methods available you can quickly move funds from your bank account to PERA's bank.

[MAKE PAYMENT](#)



**Public Employees Retirement Association
of Minnesota**



[Exit](#)

Welcome to the Electronic Payment System

Please enter your Employer ID and Password and click Log In.


[Forgot Your Employer ID?](#)

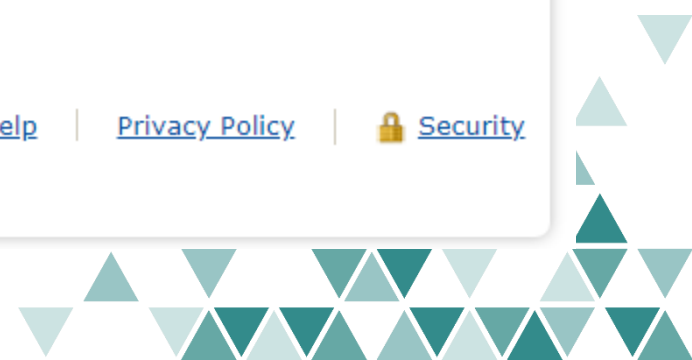
[Forgot Your Password?](#)

Log In

[Register](#)

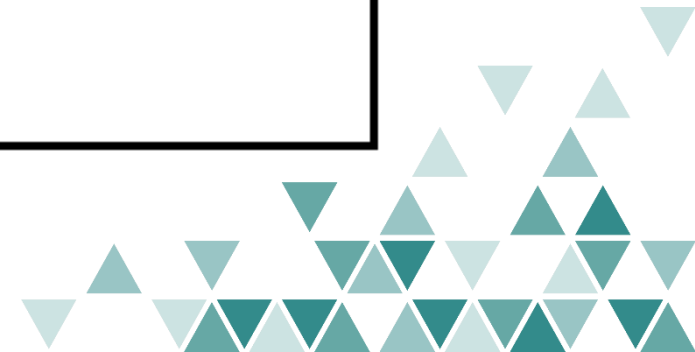
powered by
usbank

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Three Types of Invoices

Invoice	Reason
Delinquency	
Shortage	
Omitted Deduction	



Detail
Summary/Submit to PERA
Note to PERA
Items in Review

Contribution Summary

Contribution Summary will use the System Total amounts unless you enter a remitted amount.

Coordinated	Member Earnings	Member Deductions	Employer Contribution	Employer Additional	Plan Totals	Review Level
System Totals	20,000.00	1,300.00	1,300.00	200.00		
Remitted		1,300.00	1,300.00	200.00	2,800.00	

SDR Remittance Summary - All Plans

	Member Deductions	Employer Contributions	Sub Total
System Total	1,300.00	1,500.00	2,800.00

Invoice Summary

History of Outstanding Invoices

Invoice No.	Description	Invoice Amount	Amount Paid or Credit Taken
170081	Credit Memo	51.25	0.00
170099	Credit Memo	46.75	0.00
170225	Credit Memo	100.17	0.00
Total Amount Paid			0.00

Grand Total **2,702.00**

Using a Credit Memo

MN PERA Payment

PERA Employer ID Number

Payroll Paid Date (MMDDYYYY)

Invoice/Credit Memo Number 1

170081

Invoice/Credit Memo Amount 1

5125

Invoice/Credit Memo Number 2

170099

Invoice/Credit Memo Amount 2

4675



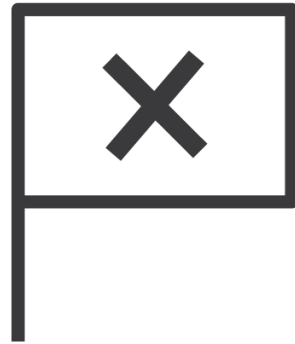


After Payment





SDR matched with
payment data



System flags
discrepancies



Transactions are
posted to account



What are Pending Reports?

- Automated reports generated by ERIS
- Annual and follow-up reports
- Collect missing data or validate data due to errors/discrepancies



HOME

MEMBER ACCOUNT

SEARCH

Employee

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ENROLL MEMBER

New Enrollment

Threshold Monitoring

MAINTAIN EMPLOY

Employer Contacts

TRANSMIT FILE

TRANSMIT TEST FI

CHANGE PASSWO

SDR REPORTING

New SDR

SDR History

SDR Summary Report

PENDING REPORTS

Higher Than Normal Salary

System Message

You have a Pending Report to be completed.

OK



Higher Than Normal Salary

SSN	Name	Plan	Paid Date	Begin Date	End Date	Earnings
XXX-XX-0340	DOE, JOHN	Coordinated	12/17/2024	12/01/2024	12/14/2024	\$1,250.00

Select **one of the explanations below** for increased earnings and "Submit."

- Overtime/Increased Hours (One time occurrence)
- Overtime/Increased Hours, New Position or Pay Raise (On going occurrence)
- Includes Wages/Coaching Lump Sum, Retroactive Pay, Compensatory Pay or Contract/Summer Pay Out from a different period
- Includes Unused Sick or Vacation Pay
- None of the above. Explanation Required

Submit

Cancel

PRO Hours

- Generates when the most recent SDR is missing hours or wages for one or more PRO employees

PRO Status

- Generates when a **specific** PRO employee's earnings haven't been reported in the last 30 days



HOME

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SEARCH

Employee

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ENROLL MEMBER

New Enrollment

MAINTAIN EMPLOYER

Employer Contacts

TRANSMIT FILE

TRANSMIT TEST FILE

CHANGE PASSWORD

SDR REPORTING

New SDR

SDR History

SDR Summary Report

PENDING REPORTS

No Reports

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 Supplement

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Paid Date

Begin Date

End Date 

Pay Type

Sort Option

Salary Deduction Report

Pay Schedule Bi-Weekly
Pay Calendar Supplemental
Pay Period 12/01/2024 through 12/14/2024
SDR Status New
Paid Date 12/18/2024

[Add Member](#) [Delete SDR](#)
[Print](#) [Save](#) [Close](#)

Name Search

[Search](#) [Reset](#)

Detail										
Summary/Submit to PERA										
Note to PERA										
Items in Review										
Delete	SSN	Member Name	PERA Plan	Pay Type	Total Eligible Earnings	Portion that is Overtime	Member Deduction	Begin Date	End Date	Review Level

[Save](#)



Add Member

SSN Enter SSN and press Enter Key

Submit

Cancel



Salary Deduction Report

Pay Schedule: Bi-Weekly
 Pay Calendar: Supplemental
 Pay Period: 12/01/2024 through 12/14/2024
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Note to PERA										
Items in Review										
Delete	SSN	Member Name	PERA Plan	Pay Type	Total Eligible Earnings	Portion that is Overtime	Member Deduction	Begin Date	End Date	Review Level
<input type="checkbox"/>	XXXX1279	KING, KELLY	CORD	REG ▼	0.00	0.00	65.00	12/01/2024	12/14/2024	



- Reporting basics
- SDR walk-through
- EFT payment
- Follow-up reports





PERA is governed by Minnesota Statutes; especially chapters 11A, 353, 353A, 353D, 353E, 353F, 353G, 356 and 356A.

Changes to PERA's plans, including benefit provisions and contribution rates, are made through the introduction and passage of legislation by the Minnesota Legislature.



Disclaimer:

Our programs are intended to provide general information; the rights and obligations of PERA members are governed by state and federal laws, rules, and regulations. The Minnesota Legislature or the federal government may change the statutes, rules, and regulations governing PERA at any time. If there is a discrepancy between the law governing PERA and the information contained in this presentation, the statutes and regulations will govern.





Wrap-up and questions

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