Leave Reporting

PERA prohibits recording and distribution of this presentation.

Agenda

- Intro to Leave Reporting
- Ineligible Vs Eligible Pay
- Step-by-Step Process

Intro to Leave Reporting

Why is Leave Reporting Important?

- PERA uses data from the Annual Leave Report to create cost estimates for members
- Provides opportunity to make the member whole as if no leave occurred
- Timely reporting is needed for cost calculations
  - Time limits on making purchases
  - Interest accrual

Authorized Leave

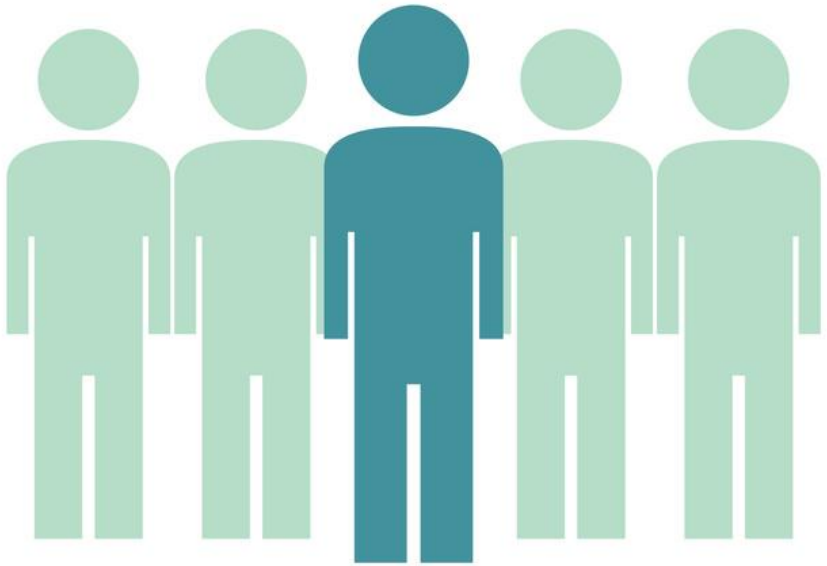
- Authorized Leave: any period during which a member is authorized by an employer to refrain from active employment, with or without pay
- Only report leaves that are unpaid, have ineligible pay, or result in lower pay
- Do not report leaves that are fully paid by use of sick, vacation or other paid time off

Leave Reporting Process

- Report leaves once on the Annual Leave Report
- Calendar year reporting for local government
- Fiscal year reporting for schools
- PERA uses data to create and mail estimates to members

Types of Leave

- Military Leave
- Worker's Compensation
- Periodic Repetitive Leave
- Budget Savings
- Authorized Leave
  - Medical
  - Parental
  - Personal



Annual Leave Report

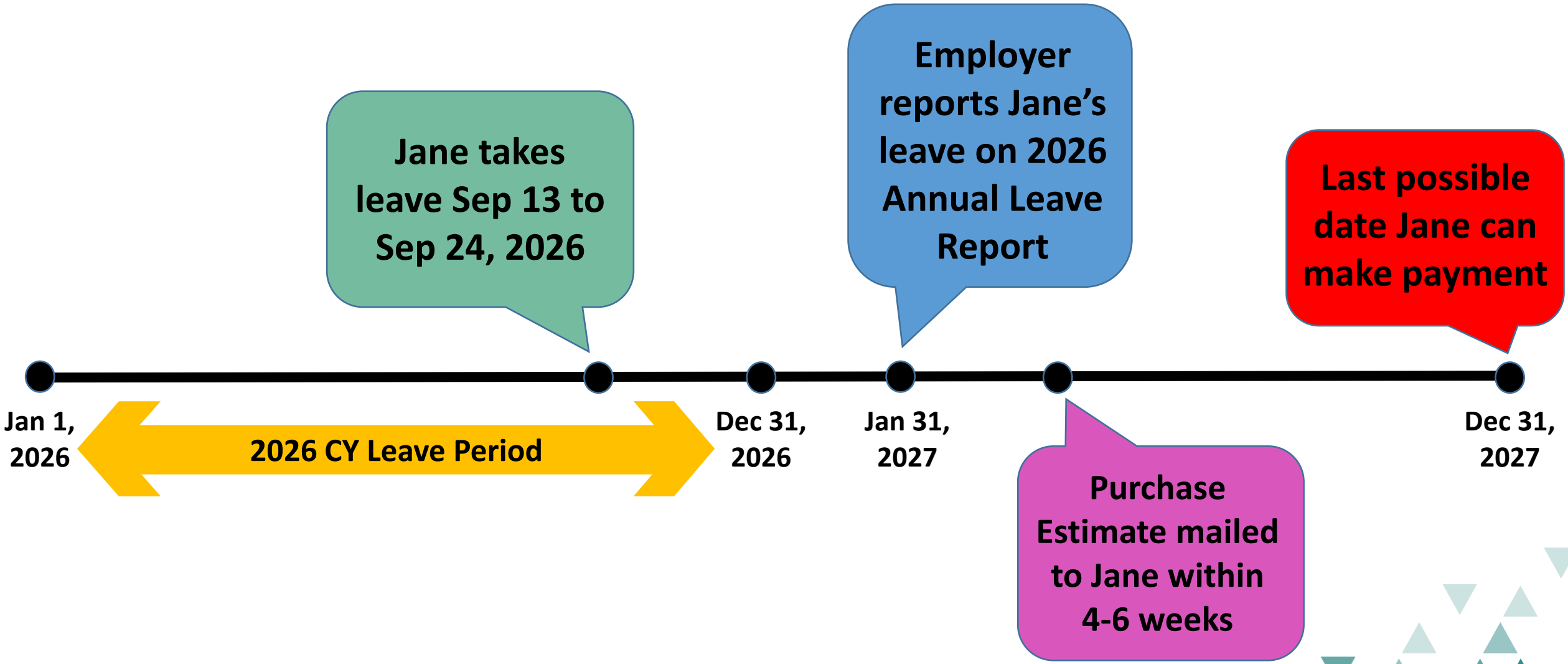
- Required from **all employers**—even if no employees took leave
- Manual entry or file upload options available in ERIS
- List both active and terminated employees
- Only list hours that were unpaid or ineligible

Calendar Year Timeline

Local Government Employers

- Reminder email at end of December
- Annual report is due January 31
- Include all calendar year leaves
- Member has until end of current calendar year to make purchase

Calendar Year Timeline

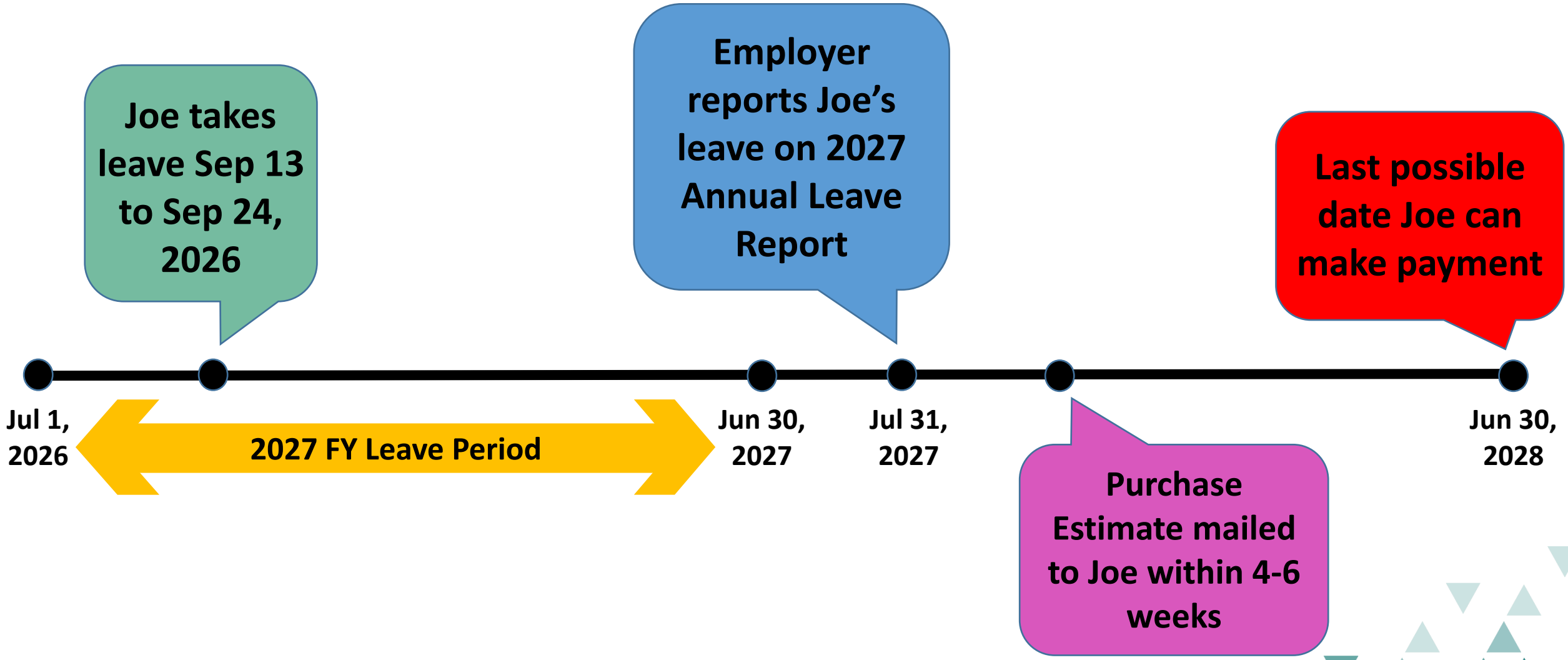


Fiscal Year Timeline

School District Employers

- Reminder email at end of June
- Annual report is due July 31
- Include all fiscal year leaves
- Member has until end of current fiscal year to make purchase

Fiscal Year Timeline



Eligible Versus Ineligible Earnings

Leave Reporting

Don’t report:

- Fully compensated hours that were reported to PERA

Report:

- Unpaid hours
- Ineligible pay

Eligible Salary

Eligible pay during a leave:

- Pay for hours worked
- Overtime/retroactive pay
- Performance-based bonus

Ineligible Salary

Ineligible Payments during a Leave:

- Disability insurance payments
- Workers' Comp payments
- Paid Family & Medical Leave payments from:
  - The state,
  - A private vendor, or
  - An employer with a program similar to the state's

Include as missed wages/hours on the *Annual Leave Report*

Salary Eligibility During a Leave

Starting with pay issued July 1, 2026:

Used PTO is eligible when the used PTO, pay from working, and any leave payments do not exceed regular average salary.

How to calculate:

Pay for hours worked
+ Leave payment(s)

= **X**

Regular average salary
- **X**

= Used PTO eligible for contributions

Salary Eligibility During a Leave

Sam takes an eight-week authorized leave. Sam earns $15/hour and works 60 hours/pay period = $900 each pay period.

Sam's Eligible Salary:

- Sam uses 20 PTO hours each pay period = **$300**
- Sam works 5 hours each pay period= **$75**

$300 used PTO
+ $75 time worked

= Report contributions on **$375/pay period**

Salary Eligibility During a Leave

Sam's Ineligible Salary:

Sam receives $450/pay period for PFML

- $450 PFML ÷ $15/hour = 30 hours
- 30 hours x 4 pay periods = **120 missed hours**

Sam has 5 hours unpaid each pay period

- 5 unpaid hours x 4 pay periods = **20 missed hours**

120 missed PFML pay hours
+ 20 unpaid hours

= **140 missed hours** to be reported on the *Annual Leave Report*

Salary Eligibility During a Leave

Jess takes an eight-week authorized leave.
Jess earns $20/hour and works 60 hours/pay period = $1,200/pay period

Jess' Eligible Salary:

Jess uses 20 PTO hours each pay period = **$400**

= Report contributions on **$400/pay period**

Salary Eligibility During a Leave

Jess' Ineligible Salary:

Jess receives $600/pay period for PFML

- $600 PFML ÷ $20/hour = 30 hours
- 30 hours x 4 pay periods = **120 missed hours**

Jess has 10 hours unpaid each pay period

- 10 unpaid hours x 4 pay periods = **40 missed hours**

120 missed PFML hours
+ 40 unpaid hours

= Report **160 missed hours** on the *Annual Leave Report*

Adjustments for Retro PFML

Adjustments to salary and contributions may be required when employees receive **retroactive** PFML payments.

You must report adjustments when:

- Contributions were reported on used PTO, and supplemental pay now exceeds regular average salary, and/or
- Amount of used PTO changes

Adjustments for Retro PFML

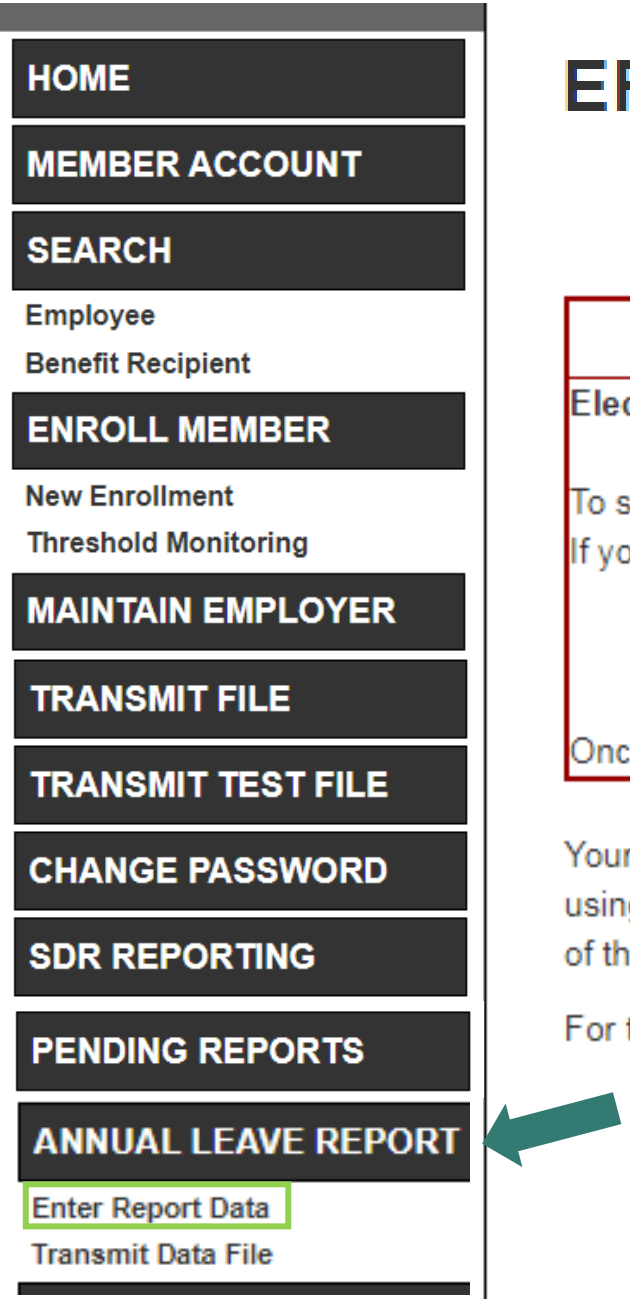
Transaction Adjustments:

- Use the coverage dates that were originally reported
- Report separate from the current pay period

Step by Step Process

Login to ERIS

Manual Entry



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:

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Your User ID and Password have been validated. As an authorized user you may use this system to maintain information on emplo
using this tool, you are certifying that the information you transmit is accurate. Certain member information accessible through ERIS
of this state. For a complete list of terms and conditions for ERIS use, click here.

For the ERIS Glossary, click here.

Manual Entry

Annual Leave Report

Report Coverage Dates 01/01/2025 to 12/31/2025
Report Due Date 01/31/2026
Report Status Pending
Report ID 509

Save - Submit to PERA | Close | Export to Excel

Check here ONLY if you do not have any employees to list on your report.

or

Complete the following fields for each employee that took an Authorized Leave. Click 'Save-Add to Report' to include employee on report and click 'Save-Submit to PERA' when all names have been added.

Employee Information

SSN	123456789
Leave Type	Authorized Leave
Begin Date	09/13/2025
End Date	09/24/2025
Hourly Rate	15.78
Total Hours	80.00

Save - Add to Report | Reset | Export to Excel

Manual Entry

Hourly Rate

Total Hours

Save - Add to Report | Reset | Export to Excel

	Member Name	Leave Type	Leave Begin Date	Leave End Date	Hourly Rate	Total Hours	Delete	Error/Warning Text
Warning	QUENTIN, JAMES	Authorized Leave	10/05/2025	12/01/2025	999.99	310		Hourly Rate cannot be between $99.99 and $1000
Error	MORRIS, JO	Authorized Leave	09/13/2025	09/24/2025	15.78	0		Total Hours is required
Error	BATES, NORMA	Budget Savings	04/01/2025		30.12	501		End Date is required
Edit	BUTTON, BEN	Authorized Leave	01/01/2025	01/31/2025	30	160		
Edit	DARWIN, CHUCK	Authorized Leave	03/01/2025	12/31/2025	35	800		
Edit	GILES, EDWIN	Budget Savings	07/01/2025	09/30/2025	24.50	480		
Edit	LEWIS, JAN M	Worker's Comp	10/16/2025	12/21/2025	14.89	392		
Edit	MOORE, MITCH	Authorized Leave	02/14/2025	03/27/2025	81.43	240		
Edit	MOORE, JACK	Authorized Leave	04/01/2025	06/30/2025	22.12	501		
Edit	MOORE, ALEX	Authorized Leave	01/01/2025	01/31/2025	50	160		
Edit	MUNN, ANN	Authorized Leave	03/01/2025	12/31/2025	25.48	800		
Edit	OLSON, ERIK	Budget Savings	07/01/2025	09/30/2025	24.50	480		
Edit	PERRIS, JO	Authorized Leave	01/01/2025	05/31/2025	43.44	1021		
Edit	PERCY, LISA	Authorized Leave	02/14/2025	03/27/2025	81.43	240		
Edit	RAND, JACK	Authorized Leave	04/01/2025	06/30/2025	22.12	501		
Edit	SAMS, THOMAS	Authorized Leave	01/01/2025	01/31/2025	50	160		

Manual Entry

Annual Leave Report

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Employee Information

SSN

Leave Type -- No Selection --

Begin Date mm/dd/yyyy

End Date mm/dd/yyyy

Hourly Rate

Total Hours

Save - Add to Report | Reset | Export to Excel

HOME
MEMBER ACCOUNT
SEARCH
Employee
Benefit Recipient
ENROLL MEMBER
New Enrollment
Threshold Monitoring
MAINTAIN EMPLOYER
TRANSMIT FILE
TRANSMIT TEST FILE
CHANGE PASSWORD
SDR REPORTING
PENDING REPORTS
ANNUAL LEAVE REPORT
Enter Report Data
Transmit Data File

ERIS Home Page

Annual Leave Report successfully submitted.

Broadcast Message

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Your User ID and Password have been validated. As an authorized user you may use this system to maintain information on emplo
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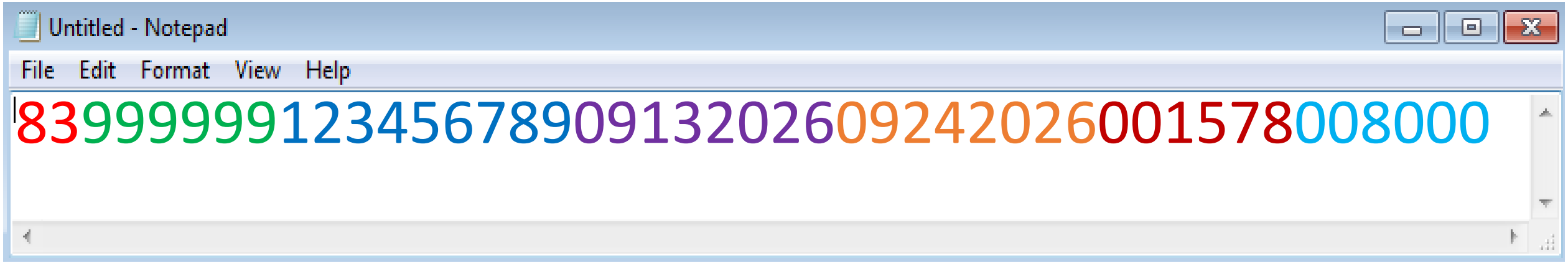
Text File Formatting



83 = Transaction code (authorized)
999999 = PERA employer number
123456789 = Full SSN, no dashes
09132026 = Leave start date (MMDDYYYY)
09242026 = Leave end date (MMDDYYYY)
001578 = Hourly rate ($15.78)
008000 = Total hours missed (80)

Excel File Formatting

A	B	C	D	E	F	G
Transaction Code	Employer Number	SSN	Leave Start Date	Leave End Date	Hourly Wage	Total Hours
83	999999	123456789	09132026	09242026	15.78	80.00

83 = Transaction code (authorized)
999999 = PERA employer number
123456789 = Full SSN, no dashes
09132026 = Leave start date (MMDDYYYY)
09242026 = Leave end date (MMDDYYYY)
15.78 = Hourly rate ($15.78)
80.00 = Total hours missed (80)

Multiple Leaves

How do you report employees who took multiple leaves in the same year?

- In most cases, report each leave separately
- Report as **one continuous period** if:
  - Same type of leave
  - Occurs within 30 days

Multiple Leaves

Two authorized leaves:

February 1 - February 28

Mar 15 - May 31

Same leave type – within 30 days

Transaction Code	Employer Number	SSN	Leave Start Date	Leave End Date	Hourly Wage	Total Hours
83	999999	123456789	02012026	05312026	15.78	600.00

Multiple Leaves

Two authorized leaves:

February 1 - February 28

May 1 - May 31

Same leave type – greater than 30 days

Transaction Code	Employer Number	SSN	Leave Start Date	Leave End Date	Hourly Wage	Total Hours
83	999999	123456789	02012026	02282026	15.78	160.00
83	999999	123456789	05012026	05312026	15.78	160.00

Multiple Leaves

Authorized leave:
February 1 - February 28
Military leave:
March 15 - May 31

Different leave types

Transaction Code	Employer Number	SSN	Leave Start Date	Leave End Date	Hourly Wage	Total Hours
83	999999	123456789	02012026	02282026	15.78	160.00
84	999999	123456789	03152026	05312026	15.78	440.00

Multiple Year Leave

Authorized leave—spanning two years:

December 1, 2026 – March 31, 2027

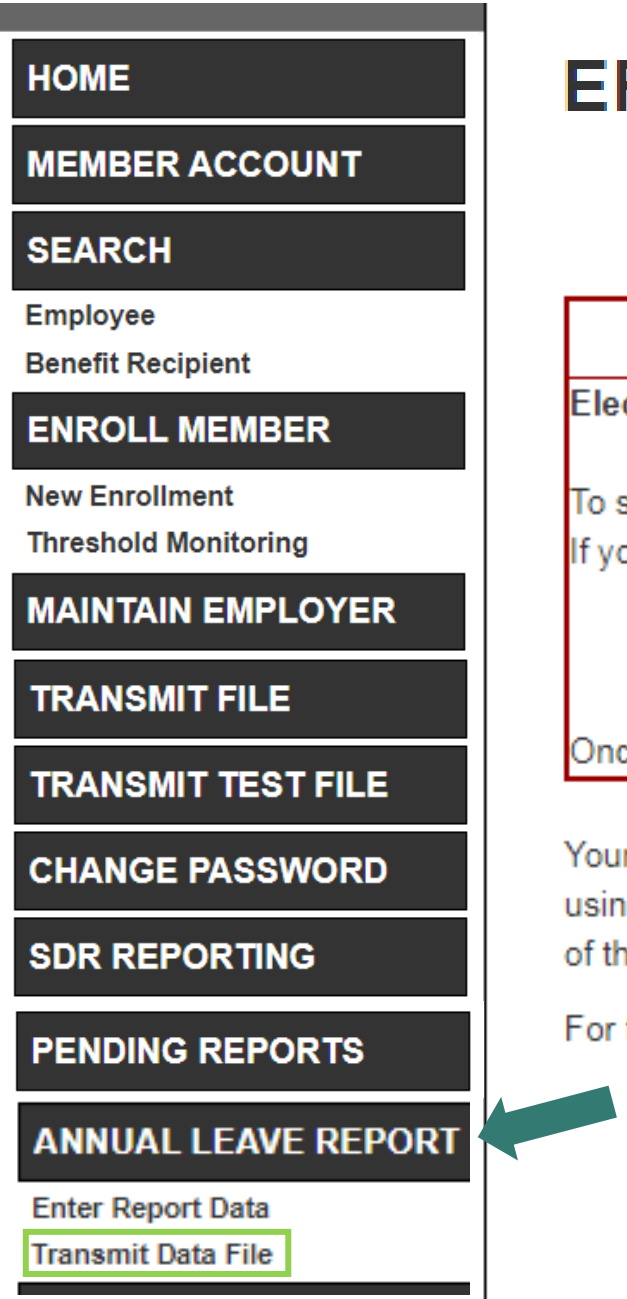
2026 Annual Leave Report

Transaction Code	Employer Number	SSN	Leave Start Date	Leave End Date	Hourly Wage	Total Hours
83	999999	123456789	12012026	12312026	15.78	176.00

2027 Annual Leave Report

Transaction Code	Employer Number	SSN	Leave Start Date	Leave End Date	Hourly Wage	Total Hours
83	999999	123456789	01012027	03312027	15.78	520.00

Submitting Report



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Submitting Report

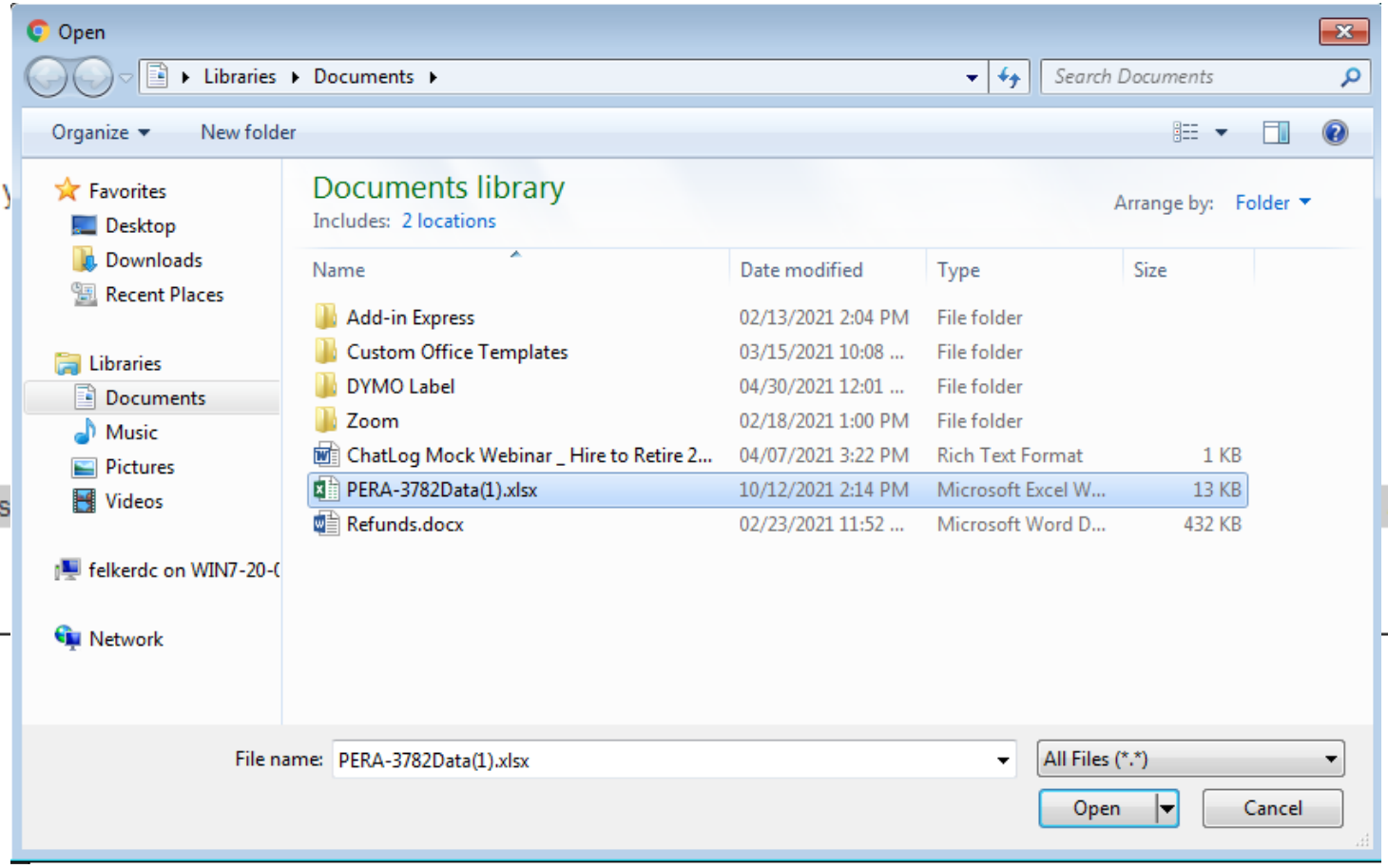
- HOME
- MEMBER ACCOUNT
- SEARCH
  - Employee
  - Benefit Recipient
- ENROLL MEMBER
  - New Enrollment
  - Threshold Monitoring
- MAINTAIN EMPLOYER
- TRANSMIT FILE
- TRANSMIT TEST FILE
- CHANGE PASSWORD
- SDR REPORTING
- PENDING REPORTS
- ANNUAL LEAVE REPORT
  - Enter Report Data
  - Transmit Data File

Annual Leave Transmit

Select the file y

Note to Mac Us

and log in with the recor



PERA

Submitting Report

HOME

MEMBER ACCOUNT

SEARCH

Employee

Benefit Recipient

ENROLL MEMBER

New Enrollment

Threshold Monitoring

MAINTAIN EMPLOYER

TRANSMIT FILE

TRANSMIT TEST FILE

CHANGE PASSWORD

SDR REPORTING

PENDING REPORTS

ANNUAL LEAVE REPORT

Enter Report Data

Transmit Data File

Annual Leave Transmit

Employer ID: 737000 CITY OF ST PAUL

Select the file you wish to upload. Once uploaded, this report will be processed by PERA.

Choose File PERA-3782Data(1).xlsx

Upload

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 recon

PERA

Submitting Report

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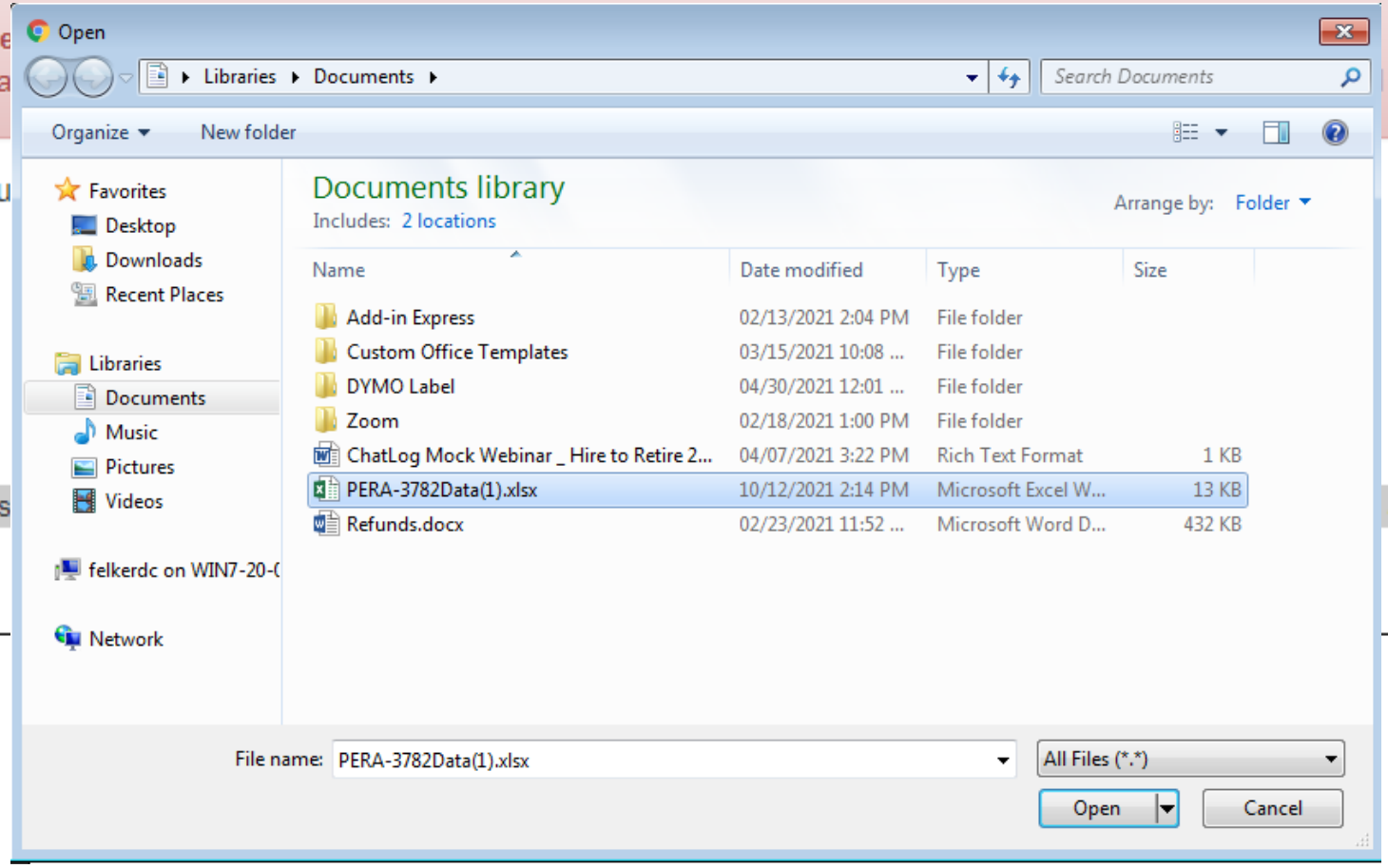
Annual Leave Transmit

Unable to proce
• Hourly Ra
for cents.

Select the file you

Note to Mac Us
and log in with the recor



Annual Leave Report

Report Coverage Dates 01/01/2025 to 12/31/2025
Report Due Date 01/31/2026
Report Status Pending
Report ID 509

Save - Submit to PERA | Close | Export to Excel

☐ Check here ONLY if you do not have any employees to list on your report.

or

Complete the following fields for each employee that took an Authorized Leave. Click 'Save-Add to Report' to include employee on report and click 'Save-Submit to PERA' when all names have been added.

Employee Information

SSN

Leave Type -- No Selection --

Begin Date mm/dd/yyyy

End Date mm/dd/yyyy

Hourly Rate

Total Hours

Save - Add to Report | Reset | Export to Excel

PERA

Preview Data

Hourly Rate

Total Hours

Save - Add to Report | Reset | Export to Excel

		Member Name	Leave Type	Leave Begin Date	Leave End Date	Hourly Rate	Total Hours	Delete	Error/Warning Text
⚠	Warning	QUENTIN, JAMES	Authorized Leave	10/05/2025	12/01/2025	999.99	310		Hourly Rate cannot be between $99.99 and $1000
✓	Edit	ANDERSON, JO	Authorized Leave	09/13/2025	09/24/2025	15.78	80		
✓	Edit	BATES, NORMA	Budget Savings	04/01/2025	06/30/2025	30.12	501		
✓	Edit	BUTTON, BEN	Authorized Leave	01/01/2025	01/31/2025	30	160		
✓	Edit	DARWIN, CHUCK	Authorized Leave	03/01/2025	12/31/2025	35	800		
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✓	Edit	PERCY, LISA	Authorized Leave	02/14/2025	03/27/2025	81.43	240		
✓	Edit	RAND, JACK	Authorized Leave	04/01/2025	06/30/2025	22.12	501		
✓	Edit	SAMS, THOMAS	Authorized Leave	01/01/2025	01/31/2025	50	160		

Preview Data

Annual Leave Report

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Save - Submit to PERA | Close | Export to Excel

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or

Complete the following fields for each employee that took an Authorized Leave. Click 'Save-Add to Report' to include employee on report and click 'Save-Submit to PERA' when all names have been added.

Employee Information

SSN

Leave Type -- No Selection --

Begin Date mm/dd/yyyy

End Date mm/dd/yyyy

Hourly Rate

Total Hours

Save - Add to Report | Reset | Export to Excel

Submitting Report

HOME
MEMBER ACCOUNT
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Benefit Recipient
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Amend Report Data

ERIS Home Page

Annual Leave Report successfully submitted.

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Amend Report Data

Close | Export to Excel

Complete the following fields for each employee that took unpaid leave and was not added on the most recently submitted Annual Leave Report.
Click 'Save - Submit to PERA' to add the employee.

Employee Information

SSN

Leave Type -- No Selection --

Begin Date mm/dd/yyyy

End Date mm/dd/yyyy

Hourly Rate

Total Hours

Save - Submit to PERA | Reset

		SSN	Name	Leave Type	Leave Begin Date	Leave End Date	Hourly Rate	Total Hours	Delete	Error/Warning Te.
		XXX-XX-6789	ANDERSON, JANE	Authorized Leave	09/13/2025	09/24/2025	15.78	80		
		XXX-XX-2733	BATES, NORMA	Budget Savings	04/01/2025	06/30/2025	30.12	501		
		XXX-XX-2451	BUTTON, BENJI	Authorized Leave	01/01/2025	01/31/2025	30	160		
		XXX-XX-5340	DARWIN, CHARLES	Authorized Leave	03/01/2025	12/31/2025	35	800		

Submitting Report

PERA

- HOME
- MEMBER ACCOUNT
- SEARCH
  - Employee
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- TRANSMIT FILE
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- CHANGE PASSWORD
- SDR REPORTING
- PENDING REPORTS
- ANNUAL LEAVE REPORT
  - Amend Report Data

Transmit File

Employer ID: 040000 HENNEPIN COUNTY

Select the file you wish to submit to PERA or Transmit Test File or Annual Leave Transmit

Type of File :

- (●) SDR or Demographic File - File must contain suffix .sdr in approved File Format
- ( ) SDR Excel File - File format approved by PERA via Excel
- ( ) Secure Document Upload - Use to submit private data. Not for transmitting reports.

Choose File No file chosen

Submit

www.mnpera.org/employers

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PUBLIC EMPLOYEES RETIREMENT ASSOCIATION

ELIGIBILITY | REPORTING | RESOURCES | SOCIAL SECURITY | SVF

- Resource Dashboard
- Employer Education
- Employer Videos
- Employer Forms and Publications
- Employer Manual

Welcome, PERA Employers

PERA employers now have a new home.

GET STARTED

I'm here to...

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

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.

Leave Reporting Questions?

Contact Us

www.mnpera.org/employers

651.296.3636

1.888.892.7372

Leave Reporting Questions:

Email: Eligibility@mnpera.org

Web Message Topic: Eligibility

Adjustment Reporting Questions:

Email: Employer.Reps@mnpera.org

Web Message Topic: Reporting