



Leave Reporting

PERA prohibits recording and distribution of this presentation.





Agenda

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



- 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



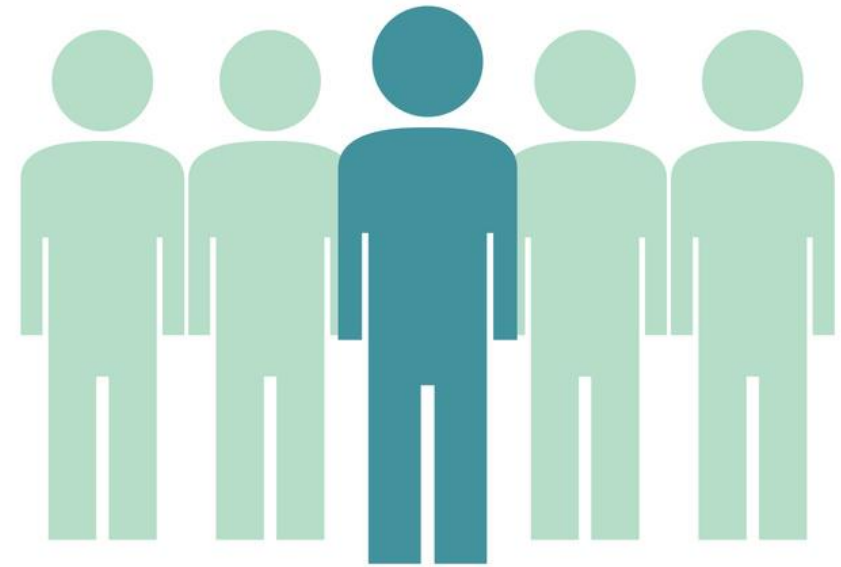
- Authorized Leave: any period during which a member is authorized by an employer to refrain from active employment, with or without pay
- Only report leaves that are unpaid or result in lower pay
- Do not report leaves that are fully paid by use of sick, vacation or other paid time off



- 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



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



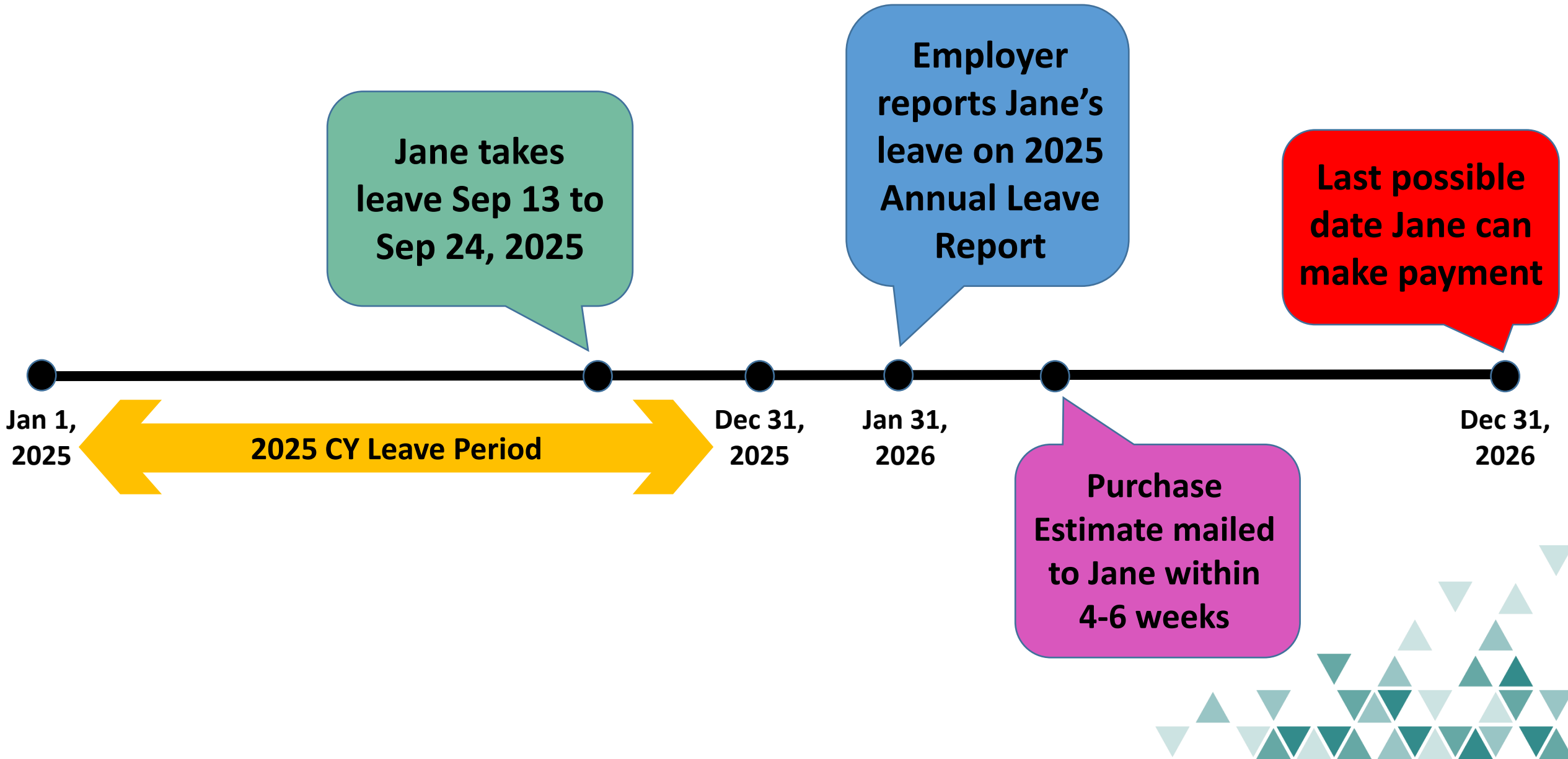
- Required from **all employers**— even if no employees took leave
- Manual entry or file upload options available in ERIS
- List both active and terminated employees
- Only list hours that were unpaid or ineligible



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

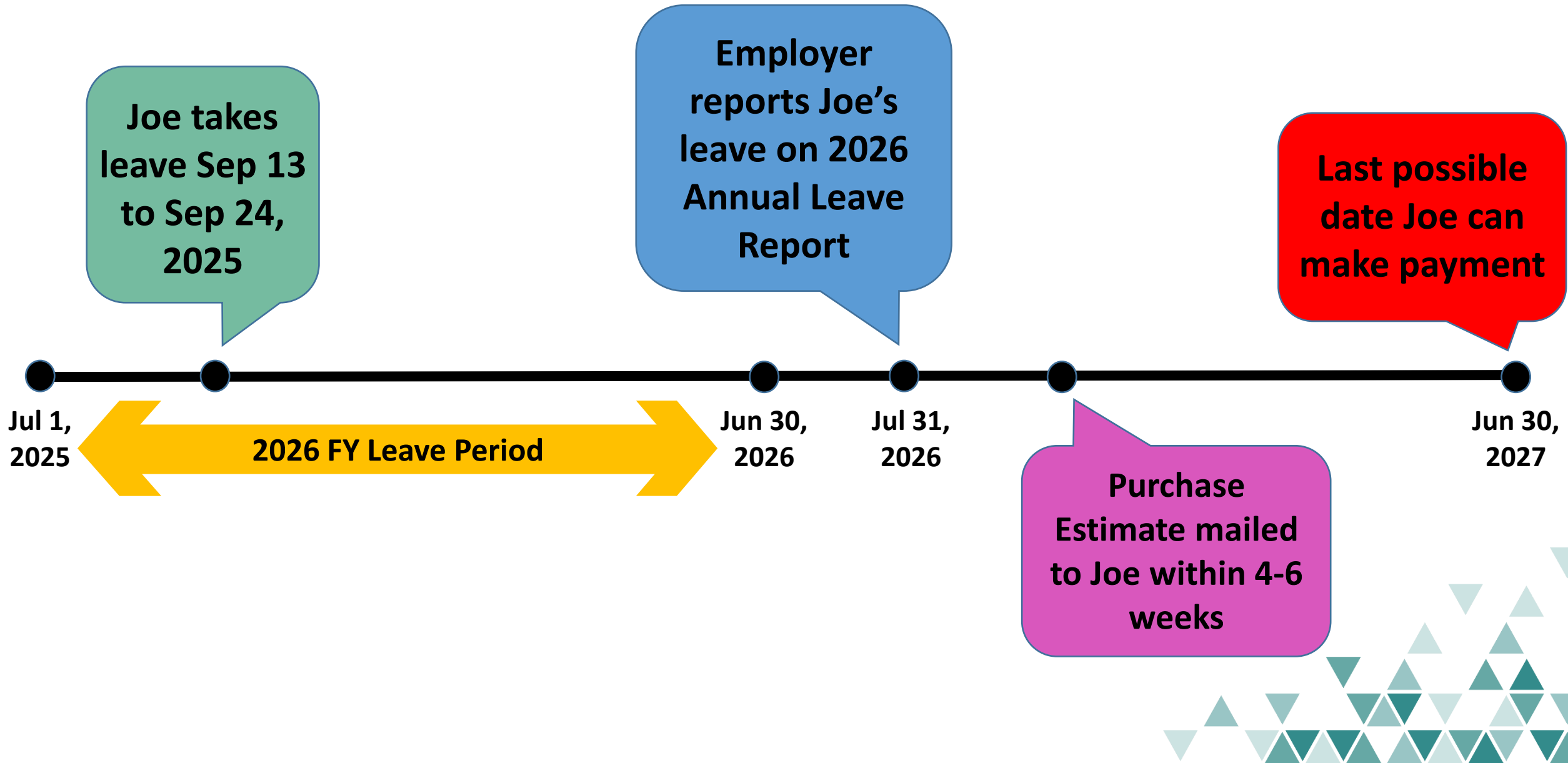




School District Employers

- 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







Eligible Versus Ineligible Earnings



Don't report:

- Fully compensated hours that were reported to PERA

Report:

- Unpaid hours
- Ineligible pay



What Earnings are PERA-eligible?



- Pay for hours worked
- Overtime/retroactive pay
- Performance-based bonus
- PTO (when used)



- Expense reimbursements
- Retirement incentives
- Other types of bonus payments
- Worker's compensation, disability insurance, and Minnesota Paid Leave payments
- Payment for unused PTO



What Earnings are PERA-eligible?



Earnings that cover:

- 100% of a non-medical leave per pay period
- **At least** 50% of a medical leave per pay period



Earnings that cover **less than**:

- 100% of a non-medical leave per pay period
- 50% of a medical leave per pay period

Full list of PERA-eligible earnings can be found in **chapter 5** of the Employer Manual

Sam takes an eight-week **medical leave**.
Sam earns \$15/hour and works 30
hours/week = \$900 each pay period.

- Sam uses 10 PTO hours each week = \$300 each pay period
- \$300 is less than 50% of \$900; pay is **ineligible**
- Report the entire period as missed hours (30 hours x 8 weeks = 240 hours)



Sam takes an eight-week **medical leave**.
Sam earns \$15/hour and works 30
hours/week = \$900 each pay period.

- Sam uses 20 PTO hours each week=
\$600 each pay period
- \$600 is more than 50% of \$900; pay is
eligible
- Only report the unpaid hours
(10 hours x 8 weeks = 80 hours)



Sam takes an eight-week **personal leave**. Sam earns \$15/hour and works 30 hours/week = \$900 each pay period.

- Sam uses 20 PTO hours each week = \$600 each pay period
- \$600 is less than 100% of \$900; pay is **ineligible**
- Report the entire period as missed hours (30 hours x 8 weeks = 240 hours)



Sam takes a six-week **personal leave**. Sam earns \$15/hour and works 30 hours/week = \$900 each pay period.

- Sam uses 120 PTO hours to fully cover first two paychecks
- Sam uses remaining 40 PTO hours to cover third paycheck = \$600 for the pay period
- \$600 is less than 100% of \$900; pay for the third check is **ineligible**
- Only report the missed hours from the third pay period (30 hours x 2 weeks = 60 hours)





Step by Step Process





Public Employees Retirement Association of MN

ERIS - Employer Reporting & Information System

System Message

You have an Annual Leave Report to be completed.

OK

HOME

MEMBER ACCOUNT

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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

Broadcast Message

Electronic Funds Transfer for New Users

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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 employees. By using this tool, you are certifying that the information you transmit is accurate. Certain member information accessible through ERIS is subject to the Public Access Law of this state. For a complete list of terms and conditions for ERIS use, click [here](#).

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




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

Begin Date 

End Date 

Hourly Rate

Total Hours

Save - Add to Report



Export to Excel




















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		

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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

Electronic Funds Transfer for New Users

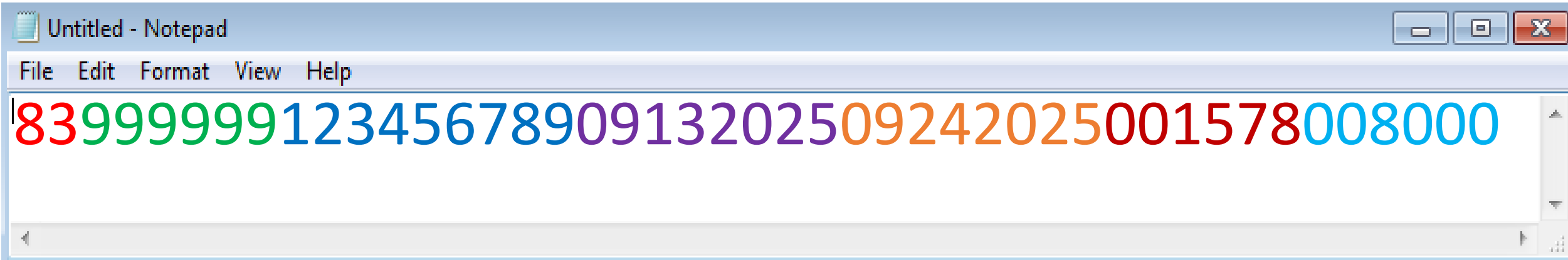
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```
Untitled - Notepad
File Edit Format View Help
839999991234567890913202509242025001578008000
```

83 = Transaction code (authorized)

999999 = PERA employer number

123456789 = Full SSN, no dashes

09132025 = Leave start date (MMDDYYYY)

09242025 = Leave end date (MMDDYYYY)

001578 = Hourly rate (\$15.78)

008000 = Total hours missed (80)



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	09132025	09242025	15.78	80.00

83 = Transaction code (authorized)

999999 = PERA employer number

123456789 = Full SSN, no dashes

09132025 = Leave start date (MMDDYYYY)

09242025 = Leave end date (MMDDYYYY)

15.78 = Hourly rate (\$15.78)

80.00 = Total hours missed (80)



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

- In most cases, report each leave separately
- If the leaves are the same type and occur within 30 days, report as **one continuous period**



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	02012025	05312025	15.78	600.00



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	02012025	02282025	15.78	160.00
83	999999	123456789	05012025	05312025	15.78	160.00



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	02012025	02282025	15.78	160.00
84	999999	123456789	03152025	05312025	15.78	440.00

Authorized leave—spanning two years:

December 1, 2025 – March 31, 2026

2025 Annual Leave Report

Transaction Code	Employer Number	SSN	Leave Start Date	Leave End Date	Hourly Wage	Total Hours
83	999999	123456789	12012025	12312025	15.78	176.00

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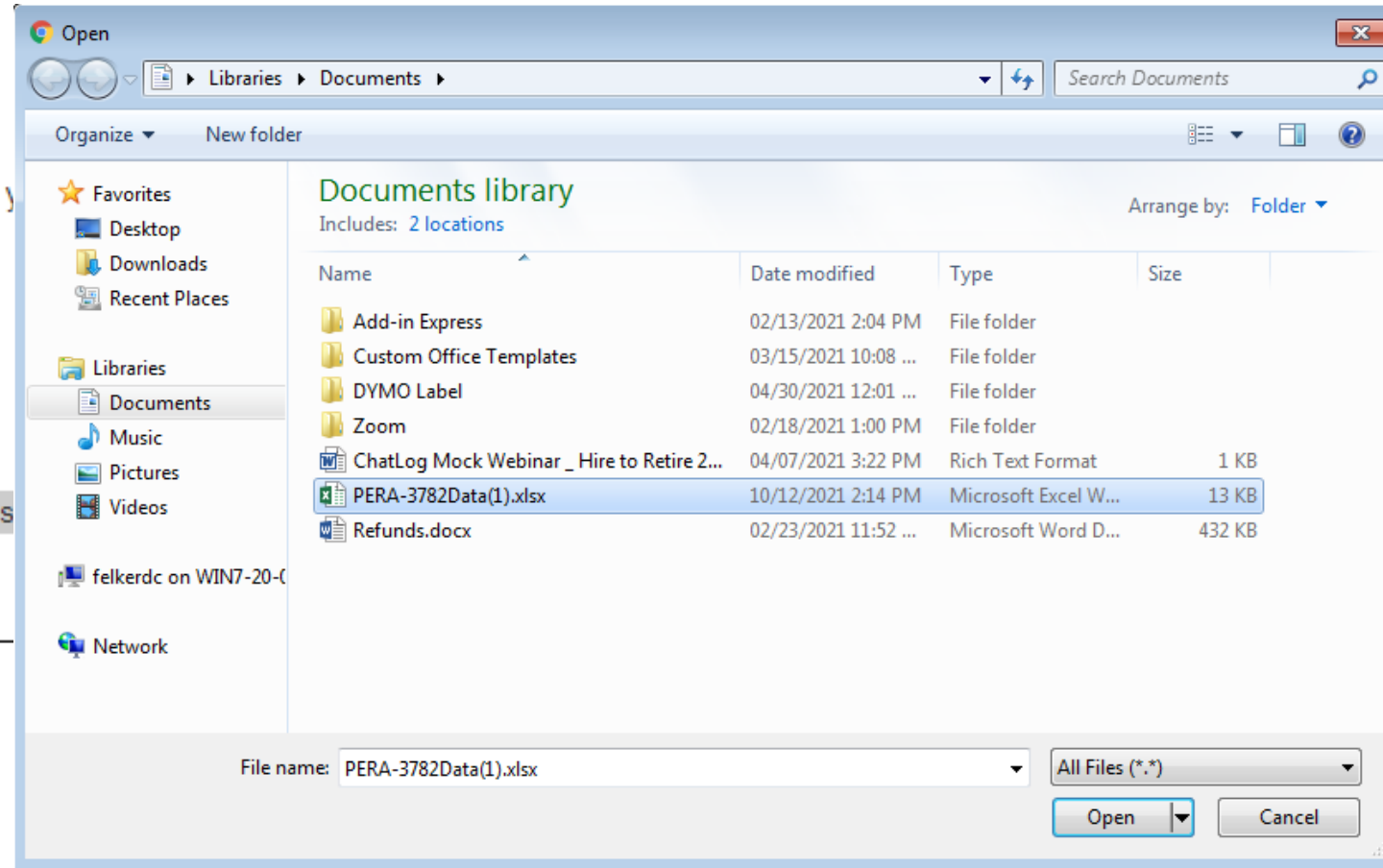


Annual Leave Transmit

Select the file y

Note to Mac Us

and log in with the recon



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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.

PERA-3782Data(1).xlsx

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

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Annual Leave Transmit

Unable to process

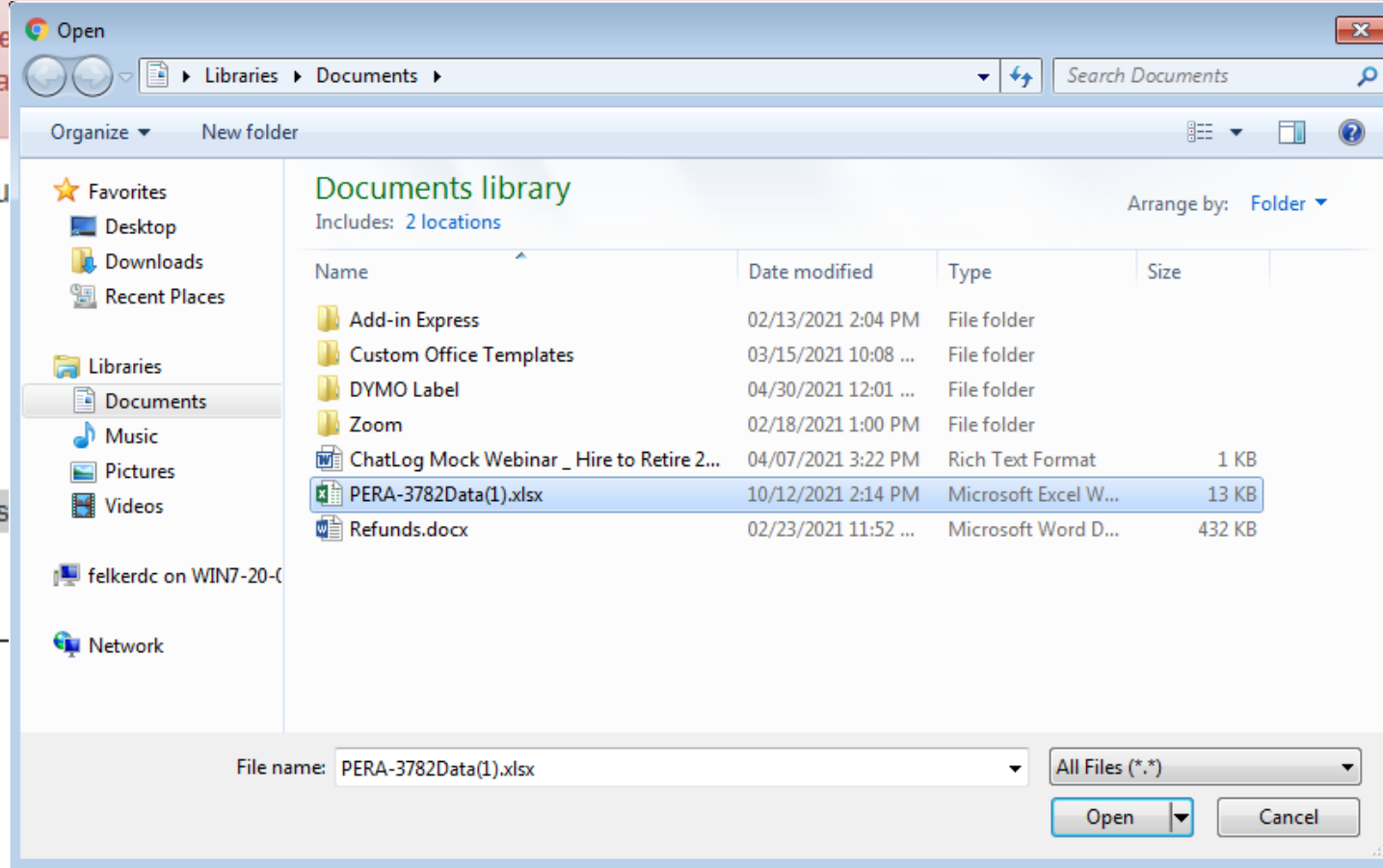
- Hourly Rate

for cents.

Select the file you

Note to Mac Us

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Employee Information

SSN

Leave Type

Begin Date 

End Date 

Hourly Rate

Total Hours

Save - Add to Report

Reset

Export to Excel


















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
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	Edit	ANDERSON, JO	Authorized Leave	09/13/2025	09/24/2025	15.78	80		
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SSN

Leave Type

Begin Date 

End Date 

Hourly Rate

Total Hours

Save - Add to Report

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Export to Excel

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ERIS Home Page

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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

Begin Date 

End Date 

Hourly Rate

Total Hours

	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		

[Amend Report Data](#)

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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.



No file chosen



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

Welcome, PERA Employers

PERA employers now have a new home.

GET STARTED



↳



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

www.mnpera.org

eligibility@mnpera.org

651.296.3636

1.888.892.7372

Select **option 3** for eligibility

