



Maintaining Member Records

PERA prohibits recording and distribution of this presentation.





Today's Program

- Enrolling employees
- Updating accounts
- Periodic reports





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



ENROLL



Enrolling Employees



Two ways to enroll members:

- Manual entry in ERIS
- Uploading a demographic record



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Enrollment Request

Please enter the following information to confirm your request.

Plan Name

SSN

ReEnter SSN

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New Enrollment Information

SSN: xxx-xx-4321

Plan: Coordinated

Personal

LastName

Bigelow

FirstName

Barb

M.I.

Name Suffix



Gender



Birth Last Name

Date of Birth

11/01/1981



Street 1

123 Main St

Street 2

City

State

Zip

55002

Zip + 4

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Employment

Pay Cycle

Job Title

Position Classification

HireDate

Eligibility Date

Position Title

Exclusion Code

-- No Selection --

- 001-Full-time Student
- 002-Receiving PERA Disability
- 003-Receiving PERA Annuity
- 004-Foreign Citizen
- 005-Federal Service Exclusion
- 006-Degree or Residency Program
- 007-Student Internship
- 008-Patient and Inmate Personnel
- 009-Independent Contractors
- 010-Federal or State Grant Empl.
- 011-Supp. and Work-study Pos.
- 012-Trade Worker w/ Union Cov.
- 101-Temp < 6 Mos Employees
- 102-Emergency Employees
- 103-Part-time Teaching Service
- 104-Vol. Ambulance Personnel
- 105-Electn Officers (Judges)
- 106-Seasonal Positions
- 107-Elected Official excl. > 7/02
- 301-Earn Less Than \$425

Submit

Cancel



Part-time P&F Resolution

- Certifies part-time employee's eligibility for P&F Plan coverage
- Required for every new employee—even if there's a blanket resolution on file





DCP Election Forms

- Confirms an employee's decision to participate in DCP
- Submit completed election forms to PERA **as soon as possible**





Correctional Plan Certification

- Certifies an employee's eligibility for Correctional Plan coverage
- Can be completed via a paper form or through ERIS using an online form



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Employee Search

Use the fields below to view a listing of current and/or former employees OF YOUR AGENCY UNDER THIS ID who have been reported to PERA

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Search

SSN - Last 4

Reset

Last Name

Print

First Name

Middle Initial

Birth Name

Plan

Status

Additional Search

Results Page: 1 of 1

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SSN	Name	Plan	Employment Status	Status Date
xxx-xx-6789	JOHNSON, JOEY	Correctional	New	12/02/2024

Position Class

Full-Time

Exclusion Code

Pay Schedules

Available

Bi-Weekly
Quarterly

>
<

Selected

Semi-Monthly

Select Enrollment History

-- No Selection --
08/05/2024

View Enrollment History

View Status History

Submit

Cancel

Submit Certification

Correctional Plan Certification

Public Employees Retirement Association, 60 Empire Dr, Ste. 200, St. Paul MN 55103

I place this electronic notice on file with PERA to certify that the below-named employee is eligible for Correctional Plan coverage as defined in MS §353E.02 on the date indicated.

Name of Employee	JOHNSON, JOEY
Social Security No.	Xxx-xx-6789
Eligibility or Hire Date	12/02/2024

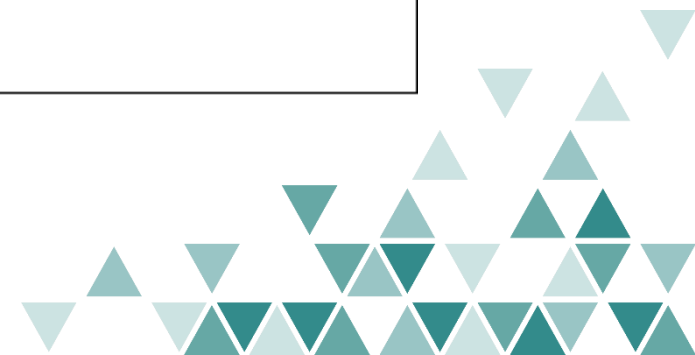
I confirm that the employee holds a position in either a) a county correctional institution as a guard, officer, joint jailer/dispatcher or equivalent position; or as a supervisor of guards, officers, or joint jailers/dispatchers; or b) the Hennepin County Medical Center as a protection officer. I further state that the employee is expected to respond to any incidents within the correctional institution or medical center (as applicable) as part of the regular employment duties and is trained to do so.

Authorized Employer Rep.	SMITH, BETH
Employer Agency	EDEN CREEK COUNTY
Employer PERA ID	001100
Date	2/27/2025

Print

Authorize Submission

Cancel





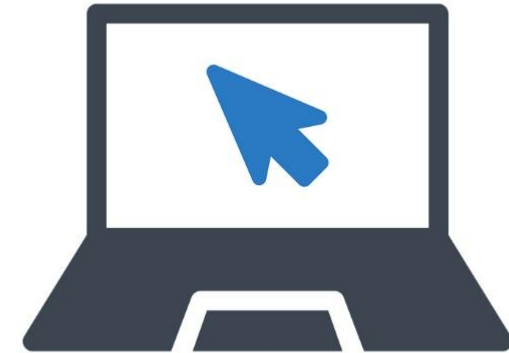
Update...

Updating Member Accounts



Data to Update

- Personal data
- Employment data
 - Position classification
 - Employment status



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Search

SSN - Last 4

Reset

Last Name

Print

First Name

Middle Initial

Birth Name

Plan

Status


Additional Search

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SSN	Name	Plan	Employment Status	Status Date
xxx-xx-4321	BIGELOW, BARB	Coordinated	New	02/03/2024

Member Account Information

Last Name	<input type="text" value="BIGELOW"/>
First Name	<input type="text" value="BARB"/>
MI	<input type="text"/>
Title	<input type="text" value="-- No Selection --"/>
Birth Last Name	<input type="text"/>
Date Of Birth	<input type="text" value="11/01/1981"/> 
Gender	<input type="text" value="Female"/>

Street 1	<input type="text" value="123 Main St"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="MN"/>
Zip	<input type="text" value="55002"/>
Zip + 4	3284

Retirement Form

Plan

Enrollment Date

Current Employment Status

Current Status Effective Date

New Status

New Status Date

Position Title

Hire Date

Eligibility Date

Position Class

Exclusion Code

Pay Schedules

Available

Quarterly

>
<

Selected

Bi-Weekly

Coordinated

02/03/2024

New

02/03/2024

mm/dd/yyyy



Other

12/03/2023

02/03/2024

Full-Time

Full-Time

Intermittent/On-call

Other

Part-Time

Seasonal

Retirement Form

Plan

Coordinated

Enrollment Date

02/03/2024

Current Employment Status

New

Current Status Effective Date

02/03/2024

New Status

▼

- Authorized Leave
- Death
- Indefinite Layoff
- Layoff
- Maternity / Paternity Leave
- Medical Leave
- Military Leave
- Terminated
- Workers' Comp

New Status Date

Position Title

Hire Date

Eligibility Date

Position Class

Exclusion Code

Pay Schedules

Available

Quarterly ▲

>
<

Selected

Bi-Weekly ▲

Retirement Form

Plan

Coordinated

Enrollment Date

02/03/2024


Current Employment Status

New

Current Status Effective Date

02/03/2024

New Status

Terminated 

- Authorized Leave
- Death
- Indefinite Layoff
- Layoff
- Maternity / Paternity Leave
- Medical Leave
- Military Leave
- Terminated
- Workers' Comp

New Status Date

Position Title

Hire Date


Eligibility Date


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Exclusion Code

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Available


Quarterly 




>

<

Selected

Bi-Weekly 





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Status Verification Report

Period Under Review 03/01/2023 – 03/31/2024
 Report Create Date 12/26/2024
 Report Due Date **02/09/2025**
 Report ID 16247

Save – Do not Submit to PERA	Print
Save – Submit to PERA	Export to Excel

Name Search

A. Active Members without Salary

B. Members on Layoff

C. Members on Leave of Absence

The members listed below are Active Members who have 8 or More Months without Salary or Contributions in one or more Defined Benefit Plans. The members listed below have a gap in earnings for the retirement plan noted that falls within the period under review. Provide updated employment status data that explains the reason for the gap. If the person is employed but did not work in the period under review, record an employment status of "No Change".

Name	SSN	PERA Plan	Last pay period with plan contributions	Contributions after gap	Employment Status	Effective Date	Updated
ANDREWS, ANA	1212	CORD	02/28/2023 - 03/15/2023		<input type="text" value="v"/>	<input type="text"/>	
HAMBERT, HAL	4884	CORD	04/18/2023 – 05/01/2023		No Change	<input type="text"/>	
LIVELY, LOLA	2468	CORD	04/04/2023 - 04/17/2023	03/06/2023 - 03/26/2023	Authorized Leave	<input type="text"/>	
MOORE, MIKE	5665	CORD	05/16/2023 - 06/05/2023		Death	<input type="text"/>	
NGUYEN, NICK	1111	CORR	09/16/2023 - 10/05/2023		Indefinite Layoff	<input type="text"/>	
WALLS, WALLY	7272	CORD	05/16/2023 - 06/05/2023		Layoff	<input type="text"/>	
					Maternity / Paternity Leave	<input type="text"/>	
					Medical Leave	<input type="text"/>	
					Military Leave	<input type="text"/>	
					Terminated	<input type="text"/>	
					Workers' Comp	<input type="text"/>	

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Missing Enrollments

We need additional information to complete the enrollment of the employee(s) named below.

We are receiving payroll contributions from your agency on behalf of the employee(s); however, we are missing personal or employment data that are critical for PERA processing. The missing data includes all or some of the following elements: the person's date of birth, mailing address, date of hire or rehire, date of PERA eligibility, position class and exclusion information. Click on "Update Enrollment" and complete the fields and click on Submit to complete the enrollment.

We appreciate your prompt attention to this request and any future steps you can take to provide complete enrollment data before or with the first submission of a member's contribution.

Showing 1 to 2 of 2 results

Show: results per page

Results Page: 1 of 1

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	Name of Employee	SSN	PERA ID	Plan	Coverage Date
Update Enrollment	TEFERI, TINA	0909	1234567	Coordinated	11/18/2024
Update Enrollment	YOUNG, YANCY	2228	1234321	Coordinated	11/18/2024

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Update Enrollment

Enter the missing enrollment information below and Submit. If this enrollment for 11/18/2024 Coverage Date is invalid, select "Invalid Enrollment", enter an Explanation and Submit.


Member Name	TEFERI, TINA
SSN	xxx-xx-0909
Gender	<input type="text" value=""/>
Date of Birth	<input type="text" value="mm/dd/yyyy"/> 
Street 1	<input type="text" value=""/>
Street 2	<input type="text" value=""/>
City	<input type="text" value=""/>
State	<input type="text" value="-- No Selection --"/>
Zip	<input type="text" value=""/>
Zip + 4	<input type="text" value=""/>

Employment

Position

Classification

HireDate 

Eligibility Date 

Position Title

Exclusion Code

Invalid Enrollment - Contributions for 11/18/2024 Coverage Date Sent in Error

Explanation

Submit

Cancel

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Police and Fire Certification

Police & Fire Certification Report

Reporting Year 2024
 Request Date 02/05/2025
 Report Due Date 03/06/2025

This report is requesting position information on current and former employees who paid into the Police and Fire (P&F) plan in 2024. This information helps us calculate the amount of employer contributions paid to the PERA P&F Plan for which your municipality may be entitled to receive Police State Aid next fall for police officers as defined in Minnesota Statutes 353.64.

Below you will find information about PERA members whose employment and pension plan eligibility we are seeking to clarify. For each employee listed, verify the data; if Position Title should be different, update to the correct title. If Position Classification should be different, update to the correct classification. If no changes are needed, select "No Changes - All PERA Data is Correct" and Submit.

Save – Do Not Submit to PERA

Save – Submit to PERA

Export to Excel

No Changes - All PERA Data is Correct

Name Search

Search

Reset

SSN (Last 4)	Name of Employee	Position Title	Position Class
6527	NELSON, NICOLE	Fire Fighter Fire Fighter Police Officer Other	Full-Time Full-Time Intermittent/On-call Part-Time Seasonal

Save – Do Not Submit to PERA

Save – Submit to PERA

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Search

SSN - Last 4

Reset

Last Name

Print

First Name

Middle Initial

Birth Name

Plan

Status

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SSN	Name	Plan	Employment Status	Status Date
xxx-xx-4321	BIGELOW, BARB	Coordinated	New	02/03/2024



Retirement Form

Plan

Coordinated

Enrollment Date

02/03/2024

Current Employment Status


New

Current Status Effective Date

02/03/2024

New Status

New Status Date

mm/dd/yyyy 

Position Title

Other 

Hire Date

12/03/2023

Eligibility Date

02/03/2024

Position Class

Exclusion Code

Pay Schedules

Available

>
<

Selected

Verification of Termination - Response

Employer ID: 001100 EDEN CREEK COUNTY

xxx-xx-4321 BIGELOW, BARB Coordinated Plan

Is there, or will there be, any verbal or written agreement for rehire (this includes independent contractor work) in effect prior to termination?


No

Termination Date: 02/22/2025 

Yes

Cancel

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Contributions after Termination Report

- Generates when PERA receives contributions *after* an employee's termination date
 - Incorrect termination date
 - Incorrect contribution coverage dates
 - Contract payouts for school employees



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Reset

Last Name

Print

First Name

Middle Initial

Birth Name

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- Missing DOB
- Benefit Recipient
- Missing DOB
- Missing Correspondence Address

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xxx-xx-0101	Pre-Enroll	12/03/2024

- Enrolling employees
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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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employer.reps@mnpera.org

651.296.3636

1.888.892.7372

