URS CONTRIBUTION FILE DEVELOPER'S CERTIFICATION (v2)

NON-STATE OF UTAH EMPLOYERS[1]
TIER 2 FILE FORMAT[2]
UPDATED JUNE 9, 2017

EMPLOYER SERVICES DEPARTMENT
UTAH RETIREMENT SYSTEMS

QUESTIONS/COMMENTS
801-366-7318 or 800-753-7318

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[1] For the State of Utah (URS Employer #100) certification, please contact our office.

[2] The file format discussed in this document is "fixed layout." Developers can create a comma delimited layout by placing a comma at the end of each field (instead of spaces like the fixed layout). All other parameters remain as disclosed in this document.

INTRODUCTION

Purpose
The purpose of this certification is to assist developers in establishing and maintaining accurate URS transmittal, or contribution, reports. Before the certification is complete, an authorized Employer Services Department representative will need to verify the accuracy of test files. Written approval will be given to the developer upon successful completion.

While we will make every reasonable effort to ensure the test results contain up-to-date information, <u>we make no guarantee we will catch 100% of the potential issues the contribution reports may contain.</u>

This certification can be changed at any time, with or without notice to the employer/developer. The most recent version will be placed on our website, www.urs.org.

Description
The contribution report has three main categories, each of which will be discussed more fully in later sections:
- HDR11 Record
- MEM11 Record
- MEM33 Record

General File (GF) Requirements
In addition to record-specific requirements, the following requirements apply generally to the file:
GF 1.   The file shall be named "UNZZZ.trn" (where "ZZZ" is the 3-digit URS-assigned employer number).
GF 2.   The file shall be in a text format, not spreadsheet format.
GF 3.   Employers will remit one contribution report for each pay period, not to exceed the total pay periods in the year (e.g. biweekly employers must submit 26 contribution reports per year, monthly employers submit 12 reports per year, etc.).
GF 4.   Each contribution report will have one HDR11 record on the first/top row.
GF 5.   MEM11 or MEM33 records:
    GF 5.1.   Shall not occupy the first line of the contribution report.
    GF 5.2.   Can be placed in any order on the report (i.e. next to, above or below other MEM11/MEM33 records or grouped together).
    GF 5.3.   Each employee reported on the file shall have one MEM11 and one MEM33 record.
GF 6.   All dates shall be in the YYYYMMDD format.
GF 7.   All Social Security numbers shall be 9-digits, with preceding zeros, no dashes.
GF 8.   The various fields:
    GF 8.1.   Cannot exceed the number of characters listed in the "Length" column.
    GF 8.2.   Must begin and end on the character number listed in the "Columns" column.
GF 9.   Include employees on the report only if they meet at least one of the following criteria:
    GF 9.1.   Eligible for Defined Benefits
    GF 9.2.   Post-retired
    GF 9.3.   Defined Benefit Exempt
    GF 9.4.   Ineligible for Defined Benefits and has Defined Contributions (e.g. 401(k), 457, Roth IRA, or Traditional IRA, or a loan/installment payment).
GF 10. Unless otherwise noted, all fields shall be populated with the applicable alphanumeric (AN) information or numeric (NU) information.

HDR11 RECORD

Purpose
The purpose of the HDR11 record is to identify the employer, pay period and applicable tax year.

Description
The HDR11 record is a one-line entry. The record consists of three general sections:
1. Record type identification
2. Pay period identification
3. Employer identification

Header (HDR) Record-Specific Requirements
HDR11- 1.　　　All fields, except Field #8, shall have applicable information populated within.
HDR11- 2.　　　Header record shall be on the top/first row.

HDR11 Table

Field No	Sample Record	Field Name	Length	Columns	AN/ NU	Notes
1	HDR11	Record Identifier	5	1-5	AN	Must be listed as HDR11
2	996	Employer Number	4	6-9	AN	3-digit number with a trailing space (e.g. "996 ")
3	20030917	Pay Period Starting Date	8	10-17	NU	
4	20030930	Pay Period Ending Date	8	18-25	NU	
5	20031002	Report Prepared Date	8	26-33	NU	
6	SPECIAL DIST SRVCS	Employer Name	25	34-58	AN	Omit periods when abbreviating Employer Name.
7	2014	Tax year	4	59-62	NU	Enter applicable year for W-2 reporting purposes.
8	*Spaces*	*Filler*	*188*	*63-250*		*This field will be blank for all employers.*

MEM11 RECORD

Purpose
The purpose of this record is to identify employee demographic information.

Description
The MEM11 record is an abbreviation for "Member 11" record type. On the contribution report, it is shown as one-line entry per employee. The record consists of three general sections:
1. Employee identification
2. Spouse and marital status information
3. Employee address information

Record-Specific Requirements
MEM11- 1.   Each contribution report shall have one MEM11 record for every MEM33 record.
MEM11- 2.   Employees are limited to a maximum of one MEM11/33 record set.
MEM11- 3.   Marital status and spousal information:
    MEM11- 3.1.   Default is Single.
    MEM11- 3.2.   Include spouse's name and spouse's date of birth if employee is coded as Married.
    MEM11- 3.3.   Employees coded as Single, Divorced, or Widowed shall have spaces in the spouse's name field and zeros ("00000000") in the spouse's date of birth field.
    MEM11- 3.4.   If spousal information is unknown/unavailable, include spaces in the spouse's name field and zeros ("00000000") in the spouse's date of birth field.
MEM11- 4.   Omit periods in the MEM11 record fields
MEM11- 5.   The file shall not contain invalid dates such as 19000000, 194<u>8</u>910 or 19501<u>634</u> (emphasis added to highlight discrepancies).

MEM11 Table

Field No	Sample Record	Field Name	Length	Columns	AN/ NU	Notes
1	MEM11	Record Identifier	5	1-5	AN	Shall be MEM11.
2	000000000	Social Security Number	9	6-14	NU	Include leading zero(s), if applicable. Omit dashes/hyphens.
3	BEEHIVE	Employee Last Name	15	15-29	AN	No spaces, periods or special characters; can have hyphen.
4	BUSY	Employee First Name	15	30-44	AN	Enter first name & middle initial or first initial & middle name, no periods.
5	19510105	Employee Date of Birth	8	45-52	NU	
6	F	Employee Gender	1	53	AN	F (Female) – Default M (Male)
7	NE	Employee Occupation	3	54-56	AN	E (Educator) NE (Non-Educator) Include trailing spaces. Non-public education/higher education units default to NE with 1 trailing space.

Field No	Sample Record	Field Name	Length	Columns	AN/NU	Notes
8	M	Employee Marital Status	1	57	AN	S (Single) M (Married) D (Divorced W (Widowed) Default to Single for unknown status or a status outside above parameters. The above 4 marital status types are the only permitted values.
9	BUZZ	Spouse First name	11	58-68	AN	
10	19460505	Spouse Date of Birth	8	69-76	NU	If no spouse DOB available, enter eight zeros (00000000).
11	2900 HONEY HILL	First Line of Employee Mailing Address	30	77-106	AN	
12	*Spaces*	Second Line of Employee Mailing Address	30	107-136	AN	Default is spaces through full field.
13	*Spaces*	Third Line of Employee Mailing Address	30	137-166	AN	Default is spaces through full field.
14	SAMPLE	Employee Mailing Address - City	18	167-184	AN	Please use USPS-acceptable cities (e.g. "West Valley City" instead of "WVC").
15	UT	Employee Mailing Address - State	2	185-186	AN	Enter the 2-digit State Postal Code.
16	84992900	Employee Mailing Address Zip Code (with plus four)	9	187-195	AN	5-digit zip code with trailing spaces is acceptable. Omit hyphens in Zip+4 format.
17	Y or Blank	Updated Address Indicator	1	196		Default is blank. Enter a 'Y' to indicate a new employee address.
18	Spaces	Filler	54	197-250		**This field will be blank for all employers.**

MEM33 RECORD

Purpose
The purpose of the MEM33 record is to identify employee contribution information.

Description
The MEM33 is an abbreviation for "Member 33" record type. It is the "meat-and-potatoes" of the report and is also the most difficult to logically program. It is shown on the contribution report as a one-line entry per employee. The record consists of 3 sections:

1. Employee identification
2. Salary information
3. Contribution amounts

Contribution amounts are the product of the employee's retirement salary and the contribution rate.[3] Contribution rates are based on the fund and may change annually. The resulting dollar value is entered in the applicable contribution field(s):

- Member Account – Employee Paid
- Member Account – Employer Paid and/or
- System Account – Employer Paid
- Employer Paid 401(k)

MEM33 Specific Requirements

MEM33- 1.   Retirement Salary shall be equal to, or less than, Gross Salary[4]
MEM33- 2.   Not all Gross Salary is reportable as Retirement Salary. See the *URS Employers Guide's:*
    MEM33- 2.1.   [Definition of Compensation for the various systems (click here)](#)
    MEM33- 2.2.   [Compensation Table (click here)](#)
MEM33- 3.   Fund numbers[5]
    MEM33- 3.1.   Fund numbers shall be listed as 4 characters, with leading zero(s)
    MEM33- 3.2.   Tier 1 funds numbers range from 0000-0099
    MEM33- 3.3.   Tier 2 fund numbers range from 0100-0299
    MEM33- 3.4.   Tier 1, ineligible employees should be reported using a Tier 1 fund
    MEM33- 3.5.   Tier 2, ineligible employees should be reported using a Tier 2, DC fund (number range 0200-0299)
    MEM33- 3.6.   All employees reported on the file, regardless of employment status, shall have:
        MEM33- 3.6.1.   A fund number
        MEM33- 3.6.2.   A reporting period code (12, 24, 26, etc.)
        MEM33- 3.6.3.   Gross salary
MEM33- 4.   Contribution rates may change annually:
    MEM33- 4.1.   On July 1st for units which <u>are not</u> classified as Public Education (K-12) entities[6]
    MEM33- 4.2.   On September 1st for units which <u>are</u> classified as Public Education (K-12) entities
MEM33- 5.   The Pay Period Ending Date (PPED) determines the contribution rates used on the file. Use the "new" fiscal year rates for payroll periods with a PPED that is on or after July 1st/September 1st. See the [URS Employer's Guide (click here)](#) for more details.

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[3] Visit https://www.urs.org/Content/Employers/ContributionReportingRates for current rate tables.
[4] The only exception is an employee who is experiencing a military or other leaves of absence – then the Retirement Salary might be greater than the reported Gross Salary. Consult with your [Employer Support Tech](#).
[5] See Appendix A of this document for a detailed description of the fund numbers
[6] Public Education Entities (K-12) include Charter Schools

MEM33- 6.   Depending on the fund and the employer contributory account pick-up elections,[7] contribution amounts are to be placed in the following fields:

MEM33- 6.1.   Member Account – Employee Paid (Field 9)

MEM33- 6.2.   Member Account – Employer Paid (Field 10)

MEM33- 6.3.   System Account – Employer Paid (Field 11)

MEM33- 7.   Contributory Funds[8]

MEM33- 7.1.   The Member Account – Employee Paid and Member Account – Employer Paid fields *only* apply to contributory funds (0011, 0012, 0022, 0023, 0027, 0029, 0031, 0032, 0074, and 0077).

MEM33- 7.2.   Technically, Tier 2 is a contributory fund. The employee may, at a future point, be required to contribute toward the Tier 2 DB Hybrid Plan. If this ever becomes the case, it would affect the applicable 100-series fund (number range 0100-0199)

MEM33- 8.   The System Account – Employer Paid field applies to both contributory and noncontributory funds.

MEM33- 9.   Numeric values

MEM33- 9.1.   Shall be right-aligned, with leading zeros or spaces as necessary

MEM33- 9.2.   Fields 2, 3, 6, 7, and 20 shall not have a decimal in the value

MEM33- 9.3.   Fields 8, 9, 10, 11, 13, 14, 16, 17, 18, 19, 21, 22, 23, 24, 25, and 26 shall have a decimal and be carried to the hundredths place

MEM33- 10.   Alphanumeric values shall be left-aligned with trailing spaces as necessary

MEM33 Table

Field No	Sample Record	Field Name	Length	Columns	AN/ NU	Notes
1	MEM33	Record Identifier	5	1-5	AN	
2	000000000	Social Security Number	9	6-14	NU	
3	0011	Contribution Fund Code	4	15-18	NU	Enter four-digit fund code, with leading zeros. See current contribution rate table for valid fund code.
4	BEEHIVE	Employee Last Name	15	19-33	AN	Do not enter spaces or apostrophes, only hyphen is applicable.
5	BUSY	Employee First Name	15	34-48	AN	Enter first name & middle initial or first initial & middle name.
6	26	Reporting Periods	2	49-50	NU	The number of annual normal payroll reporting periods.
7	0012	Employee Code	8	51-58	AN	Optional field for employer use.
8	1452.00	Retirement Salary	10	59-68	NU	
9	0.00	Member Account-Employee Paid	9	69-77	NU	Please see contribution rate table for current rate.

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[7] See Appendix C for a detailed explanation
[8] See Appendix C for a definition of Contributory and Noncontributory funds

Field No	Sample Record	Field Name	Length	Columns	AN/ NU	Notes
10	87.12	Member Account-Employer Paid	9	78-86	NU	Please see contribution rate table for current rate.
11	97.72	System Account-Employer Paid	10	87-96	NU	Please see contribution rate table for current rate.
12	E	Employee Status	1	97	AN	E (Eligible) X (Exempt) I (Ineligible) P (Post-retired)
13	40.00	401(k) Plan-Employee Paid	9	98-106	NU	
14	18.42	401(k) Plan-Employer Paid	9	107-115	NU	
15	*Space*	Other 401(k) Plan Account	1	116	AN	Default is space. Please see footnote.[9]
16	0.00	457 Plan-Employee Paid	9	117-125	NU	
17	0.00	457 Plan-Employer Paid	9	126-134	NU	
18	0.00	Installment Payment	10	135-144	NU	Loans, re-deposits, and service credit purchases.
19	1452.00	Gross Salary	10	145-154	NU	Enter amount for employees included on file.
20	080	Hours Worked in Period	3	155-157	NU	Enter whole hours (or "000" if unknown/untracked).
21	18.15	Hourly Rate for Employee	7	158-164	NU	Enter hourly rate (base rate).
22	0.00	Traditional IRA Plan-Employee Paid	9	165-173	NU	
23	0.00	Roth IRA Plan-Employee Paid	9	174-182	NU	
24	0.00	Healthcare Retirement Account (HRA)	9	183-191	NU	*Enter zeros in this field.*
25	0.00	Healthcare Savings Account (HSA) Employee Paid	9	192-200	NU	*Enter zeros in this field.*
26	0.00	Healthcare Savings Account (HSA) Employer Paid	9	201-209	NU	*Enter zeros in this field.*
27		Lump Sum Payout indicator/ Multiple Salaries indicator	1	210		Default is blank Y - Lump sum payout as ineligible for retirement contributions M - Multiple salaries

[9] This section only applies to Fund 16. Enter an "X" if the employee has employer paid 401(k) plan contributions sent to an account **not** with Utah Retirement Systems; otherwise, enter a space in this field.

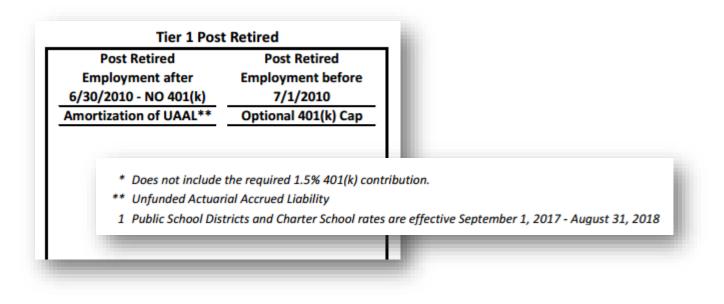| Field No	Sample Record	Field Name	Length	Columns	AN/ NU	Notes
28	Spaces	Filler	34	211-244		**This field will be blank for <u>all</u> employers.**
29	Spaces	State of Utah (Unit #100) Agency EIN	6	245-250		**This field will be blank for all non-state employers.**

APPENDIX A: FUND NUMBERS

Background

Utah Retirement Systems uses fund numbers to appropriately allocate required and elective contributions to employee accounts. Below is brief overview of the various fund numbers we use.

- Fund numbers are broken into 2 major sections:
    - Numbers ranging from 0000-0099 are associated with Tier 1 funds
    - Numbers ranging from 0100-0299 are associated with Tier 2 funds
- For reporting purposes, fund numbers need to be 4-digits, with preceding zero(s)

To ensure URS meets its fiduciary responsibilities, employers are required to assist in recouping any prior losses. Losses are amortized over many years and are built into the rate structure as the Tier 1 Amortization Rate, also known as the Amortization of UAAL (Unfunded Actuarial Accrued Liability).

While the Amortization of UAAL is shown on the Condensed Rate Guide as a subset of Tier 1 Post Retired, it affects all funds.

Tier 1 Post Retired

Post Retired Employment after 6/30/2010 - NO 401(k)	Post Retired Employment before 7/1/2010
Amortization of UAAL**	Optional 401(k) Cap

* Does not include the required 1.5% 401(k) contribution.
** Unfunded Actuarial Accrued Liability
1 Public School Districts and Charter School rates are effective September 1, 2017 - August 31, 2018

Funds are broken into 4 major categories:
- Tier
- Division (for Public Safety)
- Contributory
- Noncontributory

Tier
An employee will either be Tier 1 or Tier 2, depending on the first time the employee has been eligible for retirement credit. Visit the Employee Management Center within the URS for Employer's Portal to find an employee's URS Tier.

Division
The Public Safety and Firefighters' Retirement Systems are divided into 2 sub-categories: Division A and Division B. Members with on-the-job Social Security coverage are in Division A. Members without on-the-job Social Security coverage are in Division B. Visit the URS Employer's Guide for additional information.

Contributory Funds
In a contributory fund, the employee/member is responsible to fund, or contribute, to the pension plan. The employer also shares responsibility to fund the plan.

Employers, at their own discretion, can pay for a Tier 1 employee's portion of the funding.[10] When an employer formally chooses to "pick up" any of the employee's portion, the reporting changes. Employers who change their level of "pick up" participation must formalize their choice with URS.

The Tier 2 DB Hybrid System options are contributory systems because the employee may be required, at some future point, to contribute to the system to keep it fully funded.

Contributory Funds and Systems

Fund	Tier	System	Division
11	1	Public Employees – Local Government	
12	1	Public Employees – State and School	
22	1	Public Safety – State (4% COLA)	A
23	1	Public Safety – non-State (2.5% COLA)	A
77	1	Public Safety – non-State (4% COLA)	A
29	1	Public Safety – non-State (2.5% COLA)	B
74	1	Public Safety – non-State (4% COLA)	B
31	1	Firefighters'	A
32	1	Firefighters'	A
111	2	Public Employees – Local Government	
112	2	Public Employees – State and School	
122	2	Public Safety	
132	2	Firefighters'	

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[10] Employers are prohibited from "picking up" a Tier 2 employee's required contribution. As of 2017, there is no required employee contribution amount for Tier 2 employees.

Noncontributory Funds

Employers are completely responsible to fund noncontributory pension plans. The employee is not allowed to contribute to fund the pension system.

Noncontributory Funds and Systems

Fund	Tier	System	Division
15	1	Public Employees – Local Government	
16	1	Public Employees – State and School	
42	1	Public Safety – State (4% COLA)	A
43	1	Public Safety – non-State (2.5% COLA)	A
75	1	Public Safety – non-State (4% COLA)	A
48	1	Bountiful City Public Safety (2.5% COLA)	A
44	1	Salt Lake City (2.5% COLA)	B
45	1	Ogden (2.5% COLA)	B
46	1	Provo (2.5% COLA)	B
47	1	Logan (2.5% COLA)	B
49	1	Public Safety – non-State (2.5% COLA)	B
76	1	Public Safety – non-State (4% COLA)	B
211	2	Public Employees – Local Government	
212	2	Public Employees – State and School	
222	2	Public Safety	
232	2	Firefighters'	

You can find the employee's portion on the Condensed Contribution Rate Guide for the applicable year (see Appendix B).

APPENDIX B: REPORTING EMPLOYEE SCENARIOS

Use the following scenarios as guidelines on how to report the various classifications of employees. This is a "bare bones" list and is not intended to be overly exhaustive. Contact our office if you have questions on reporting specific employment scenarios not covered in this section. Under each subsection, you'll see codes like "F3" indicating "Field 3" on the Contribution Reporting File.

If you are unsure of the employee's registered status with URS, log into the URS Employer's Portal (www.urs.org/employerapp), click on the Employee Management Center, and click on the employee's name.[11] You will see the Tier and System(s), Fund Number(s), and Status (Eligible, Exempt, Ineligible, Post-retired, or Terminated) for the employee.

Funds					
Fund Name	**Fund Number**	**Status**	**Hire Date**	**Certification Date**	**Termination Date**
TIER 1 NONCONTRIBUTORY STATE AND SCHOOL	16	Eligible			

The actual rates applied between the two Member Account fields may differ between employers. Each year, URS publishes a series of tables for contribution rates (click here) for the applicable fiscal year. The picture, below, shows Public Employees and Public Safety Contributory the rates for the 2017-2018 fiscal year.

The Member Account fields on the Contribution Report need to sum up to the amount listed in the Employee column on the rate sheet for the fund. Some employers choose to "pick up" a portion of the Member Account/Employee amount. Changes to the employer's "pick up" election need to be formalized by the employer's governing body and communicated to the URS Employer Services Department (contact us for specific requirements).

Member Account Pick Up Guidance

If an employer decided to pick up 2/3 of the fund 0011, member account/employee's portion, the report would show the calculated value of 2% in Member Account (EE) and 4% in Member Account (ER) – for a grand total of 6% contributed.

		Tier 1 DB System		
		Contribution Reporting Fields		
		Tier 1 2017-2018 RATES		
		Employee	**Employer**	**TOTAL**
Public Employees				
Contributory Retirement System				
11- Local Government		6.00	14.46	20.46
12- State and School [1]		6.00	17.70	23.70
Public Safety				
Contributory Retirement System				
Division A				
22- State With 4% COLA		12.29	29.70	41.99
23- Other Division A With 2.5% COLA		12.29	22.75	35.04
77- Other Division A With 4% COLA		12.29	24.33	36.62
Division B				
29- Other Division B With 2.5% COLA		10.50	22.29	32.79
74- Other Division B With 4% COLA		10.50	28.95	39.45

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[11] To verify large quantities of individuals, use the Download feature in the Employee Management Center

Eligible

Tier 1, Contributory Systems
- F3: Fund Code: Populate with Contributory fund number (0011, 0012, 0022, 0023, 0029, 0031, 0032, 0074, 0077)
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report Employee Amount (see pick up election comments, above)
- F10: Member Account – Employer Paid: Report Employee Amount (see pick up election comments, above)
- F11: System Account – Employer Paid: Report Employer Amount
- F12: Status: E
- F13, F14, F16, F17, F22, F23: DC payments: Report 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Tier 1, Noncontributory Systems
- F3: Fund Code: Populate Tier 1 Noncontributory fund number (0015, 0016, 0042, 0043, 0044, 0045, 0046, 0047, 0048, 0049, 0075, 0076)
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report Employer Amount
- F12: Status: E
- DC payments:
  - F14: For fund 0016, employers are required to report 1.50% of Retirement Salary in the "401(k) Plan – Employer Paid" field
  - F13, F16, F17, F22, F23: Report other 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Tier 2
- F3: Fund Code: Populate Tier 2 fund number (range 0100-0299)
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report 0.00 (amount can change in future)
- F10: Member Account – Employer Paid: Report 0.00 (amount can change in future)
- F11: System Account – Employer Paid: Report Employer Amount
- F12: Status: E
- DC payments:
  - F14: Use rate table (see the 401(k) column) to determine the dollar amount to be reported in the "401(k) Plan – Employer Paid" field. Calculations should be product of Retirement Salary.
  - F13, F16, F17, F22, F23: Report other 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Exempt

Tier 1, Defined Benefit Exempt
- F3: Fund Code: Populate with Tier 1 fund number (range 0000-0099)
- F8: Retirement Salary: <u>Report 0.00</u>
- F9: Member Account – Employee Paid: <u>Report 0.00</u>
- F10: Member Account – Employer Paid: <u>Report 0.00</u>
- F11: System Account – Employer Paid: <u>Report 0.00</u>
- F12: Status: X
- F13, F14, F16, F17, F22, F23: DC payments: Report 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: <u>Report Applicable Amount</u>

Tier 2, Appointed Officials
- Description: Tier 2 Appointed Officials may choose between the DB Hybrid and DC Only options. They may also elect to exempt from the Tier 2 DC vesting requirements, regardless of their DB/DC election. Report the following information for Tier 2 Appointed Officials who are inside their initial election year (DB/DC choice) and have chosen to Exempt from DC vesting requirements.
- F3: Fund Code:
    - If the employee is within their first year, populate with Tier 2 DB Hybrid fund number (range 0100-0199), regardless of the employee's DB Hybrid/DC Plan election
    - If the employee is outside their first year, and have either defaulted or chosen the Tier 2 DB Hybrid System, report the Tier 2 DB Hybrid fund number (range 0100-0199)
    - If the employee is outside their first year, and have chosen the Tier 2 DC Plan, report the Tier 2 DC Plan fund number (range 0200-0299)
- F8: Retirement Salary: <u>Report Applicable Amount</u>
- F9: Member Account – Employee Paid: <u>Report 0.00</u>
- F10: Member Account – Employer Paid: <u>Report 0.00</u>
- F11: System Account – Employer Paid: <u>Report Employer Amount</u>
- F12: Status: X
- DC payments:
    - F14: Use rate table (see the 401(k) column) to determine the dollar amount to be reported in the "401(k) Plan – Employer Paid" field. Calculations should be product of Retirement Salary.
    - F13, F16, F17, F22, F23: Report other 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: <u>Report Applicable Amount</u>

Exempt (continued)

Tier 2, Elected Official
- Description: Employers determine whether a Tier 2 Elected Officials is full or part-time. Tier 2, Full-time, Elected Officials are exempt from the DC vesting requirements.
- F3: Fund Code: Populate with Tier 2 DC Plan fund number (range 0200-0299)
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report Employer Amount
- F12: Status: X
- DC payments:
    - F14: Use rate table (see the 401(k) column) to determine the dollar amount to be reported in the "401(k) Plan – Employer Paid" field. Calculations should be product of Retirement Salary.
    - F13, F16, F17, F22, F23: Report other 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Ineligible

Tier 1, Ineligible
- F3: Fund Code: Populate with Tier 1 fund number (range 0000-0099)
- F8: Retirement Salary: Report 0.00
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report 0.00
- F12: Status: I
- F13, F14, F16, F17, F22, F23: DC payments: Report 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Tier 2, Ineligible
- This includes normal ineligible employees as well as Tier 2, part-time elected officials.
- F3: Fund Code: Populate with Tier 2, DC fund number (range 0200-0299)
- F8: Retirement Salary: Report 0.00
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report 0.00
- F12: Status: I
- F13, F14, F16, F17, F22, F23: DC payments: Report 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Post-retirees

There are several types of post-retired employees. Employers will know the applicable type of post-retiree primarily by using URS's Online Certification process, and occasionally through other communications from our office. Below is a description of the type of post-retired employee and a listing of the reporting requirements for each type.

The limitations stated for Fields 14 and 17 can be increased by 7.5% (of Gross Salary) only if the employee is in a fund that is exempt from Social Security ([click here for additional information regarding Social Security Exemption](#)).

Tier 1, Post-Retired, Hired Before 7/1/10, Contract In Place
- Description: Hired before July 1, 2010, has an executed *and approved* (by URS) contract in place before July 1, 2010 and has been consistently working for the employer
- F3: Fund Code: Populate with Tier 1 fund number (range 0000-0099)
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report 0.00
- F12: Status: P
- DC payments:
  - F14: Employer can report money in the "401(k) Plan – Employer Paid" field. The limit on this field is defined in the approved contract (which will likely exceed the "Optional 401(k) Cap", a.k.a. the Normal Cost Rate).
  - F13, F16, F17, F22, F23: Report other 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Tier 1, Post-Retired, Hired Before 7/1/10, **No** Contract In Place
- Description: Hired before July 1, 2010 and has been consistently working for the employer. This type of employee may receive, at the employer's option, an employer-paid 401(k) contribution equal to the Optional 401(k) Cap (a.k.a. Normal Cost Cap) on the Rate Table.
- F3: Fund Code: Populate with Tier 1 fund number (range 0000-0099)
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report 0.00
- F12: Status: P
- DC payments:
  - F14: Employer can report money in the "401(k) Plan – Employer Paid" field. The limit on this field is defined in the URS-approved rate sheets under the "Optional 401(k) Cap", a.k.a. the Normal Cost Rate column. Normal Cost limits are a function of Retirement Salary, not Gross Salary.
  - F13, F16, F17, F22, F23: Report other 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Post-retirees (continued)

Tier 1, Post-Retired, Hired On/After 7/1/10, Away from System for 60 Days – 1 Year
- Description: Hired on or after July 1, 2010, these employees returned to work after having a full separation from a URS-participating employer for a consecutive 60 days to 1 year. This employee's earnings and benefit status is limited. See the URS Employers' Guide for details (click here).
- F3: Fund Code: Populate with Tier 1 or Tier 2 (DB) fund number (range 0000-0199)[12]
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report 0.00
- F12: Status: P
- DC payments:
  - F14: Report 0.00 in the "401(k) Plan – Employer Paid" field.
  - F17: Report 0.00 in the "457 Plan – Employer Paid" field.
  - F13, F16, F22, F23: Report employee 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Tier 1, Post-Retired, Hired On/After 7/1/10, Away from System for 1 Year or More
- Description: Hired on or after July 1, 2010, these employees returned to work after having a full separation from a URS-participating employer for a consecutive 1 year or more. This employee's earnings and benefit status is not limited. See the URS Employers' Guide for details (click here).
- F3: Fund Code: Populate with Tier 1 or Tier 2 (DB) fund number (range 0000-0199)
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report Amortization of UAAL amount for the Fund the employee would be hired into if they were eligible for benefits
- F12: Status: P
- DC payments:
  - F14: Report 0.00 in the "401(k) Plan – Employer Paid" field.
  - F17: Report 0.00 in the "457 Plan – Employer Paid" field.
  - F13, F16, F22, F23: Report employee 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

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[12] Tier 2 employees who chose the DC-only plans (fund range 0200-0299) are not considered post-retirees, because they are not eligible to draw a retirement/pension.

Post-retirees (continued)

Tier 1, Post-Retired, Phased Retiree
- Description: Phased retirees can retire and return to their position within 0-120 days after retirement. Special provisions apply. See the URS Employers' Guide for details (click here).
- F3: Fund Code: Populate with Tier 1 or Tier 2 (DB) fund number (range 0000-0199)
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report Amortization of UAAL amount for the Fund the employee would be hired into if they were eligible for benefits
- F12: Status: P
- DC payments:
  - F14: Report 0.00 in the "401(k) Plan – Employer Paid" field.
  - F17: Report 0.00 in the "457 Plan – Employer Paid" field.
  - F13, F16, F22, F23: Report employee 401(k), 457, Roth IRA, Traditional IRA contributions as applicable
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

Tier 1, Post-Retired, Part-Time, Elected Official
- Description: Part-time, elected officials are exempt from post-retirement rules. See the URS Employers' Guide for details (click here).
- F3: Fund Code: Populate with Tier 1 or Tier 2 (DB) fund number (range 0000-0199)
- F8: Retirement Salary: Report Applicable Amount
- F9: Member Account – Employee Paid: Report 0.00
- F10: Member Account – Employer Paid: Report 0.00
- F11: System Account – Employer Paid: Report 0.00
- F12: Status: P
- DC payments: F13, F14, F16, F17, F22, F23: Report employee 401(k), 457, Roth IRA, Traditional IRA contributions as applicable. Limited only by compliance with IRS regulations.
- F18: Installment payment, as applicable
- F19: Gross Salary: Report Applicable Amount

APPENDIX C: DEFINITIONS

Amortization rate (or amortized rate) – The amount of money employers remit to URS to cover losses incurred by the system. This is also known as the Unfunded Actuarial Accrued Liability (UAAL).

Defined Benefit (DB) – Also known as a pension.

Defined Contribution (DC) – 401K, 457, Roth IRA, or Traditional IRA.

Eligible – An employee who can accrue a defined benefit with URS. Please refer to the URS Employer's Guide for current eligibility guidelines.

Exempt (Tier 1) – A Tier 1 employee who can accrue a defined benefit with URS, is in a position where they can "opt out" of the defined benefit coverage, and has chosen to enact this "opt out" privilege. Please refer to the URS Employer's Guide for current eligibility guidelines.

Exempt (Tier 2) – A Tier 2 employee who is eligible to exempt from the Tier 2 defined contribution vesting requirements and has chosen to enact this DC vesting exemption option. Full-time, Tier 2, elected officials are vesting exempt (they do not need to enact the option – it is done for them). Please refer to the URS Employer's Guide for current eligibility guidelines.

Ineligible – An employee who does not meet qualification rules and cannot accrue a defined benefit with URS. Please refer to the URS Employer's Guide for current eligibility guidelines.

Normal cost – The maximum amount of money (expressed as a percent of Retirement Salary) an employer may contribute to one type of post-retired employee's defined contribution accounts.

Post-retired employee – An employee who has earned a defined benefit with URS and has chosen to return to work with a URS-covered employer. Please refer to the URS Employer's Guide for current eligibility guidelines.

Tier 1 – An employee who has accrued, or can purchase, service before July 1, 2011. Applicable fund numbers range from 0000-0099.

Tier 2 – An employee who began accruing service on or after July 1, 2011. Applicable fund numbers range from 0100-0299.