eReporting For New & Experienced Users

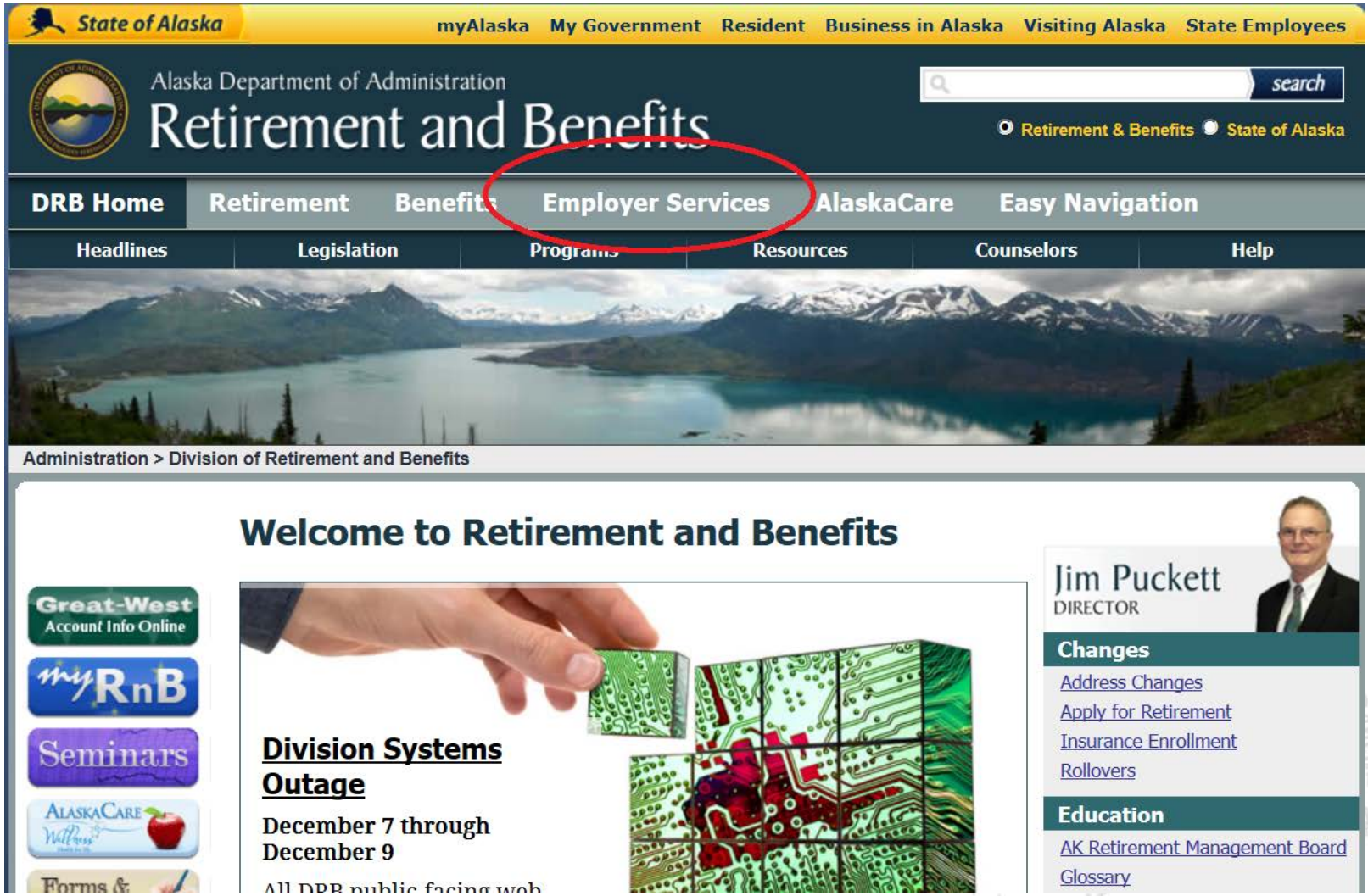
Division of Retirement and Benefits

Toll Free (800) 821-2251
doa.drb.activepayroll@alaska.gov

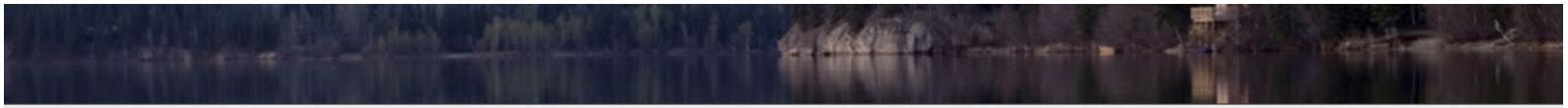
Discussion Topics

- New Payroll Contact / LogonID Form
- My Alaska / Employer Services
- eReporting / Banking Tab
- Common Errors in eReporting
- Retirement & Benefits Forms
- Processing Staff

Employer Services



Employer Forms



Administration > Division of Retirement and Benefits > Employer Services

Welcome to Employer Services

This section is for Employers participating in the Public Employees' Retirement System (PERS), Teachers' Retirement System (TRS), and Political Subdivisions participating in the Supplemental Benefits System.

Great-West Account Info Online

myRnB

Seminars

AlaskaCare Wellness

Forms & Brochures

Employer Headlines

- Employer Training Workshops
- ALASBO 2012 Annual Conference
- View all Employer Services headlines »

eReporting...

Resources...

- Employer Access Login (myRnB)
- Employer Forms
- Employer Manuals
- PERS/TRS Employer Contribution Rates
- View more Resources

Political Subdivisions...

Fairs/Seminars...

Defined Contribution Plan Information...

Changes

- Address Changes
- Apply for Retirement
- Insurance Enrollment
- Rollovers

Education

- AK Retirement Management Board
- Glossary
- Video Tutorials (Look&Listen)

General

- All Programs at a Glance
- Contact Us
- Mission Statement

Requests

- Alternative Format Request
- Customer Service Request Status
- Refund Requests

Resources

- Benefit Mailing Dates
- Booklets
- CAFRs
- Valuations

Tools

Employer Forms

State of Alaska | myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees

Alaska Department of Administration
Retirement and Benefits

search
Retirement & Benefits | State of Alaska

DRB Home | Retirement | Benefits | Employer Services | AlaskaCare | Easy Navigation

Headlines | eReporting | Resources | Political Subdivisions | Fairs/Seminars | DCR Plan Info

Administration > Division of Retirement and Benefits > Employer Services > Resources > Employer Forms

Employer Forms

- Employer Representative/Administrator Signature Card - Employer Services [PDF 319K]
- Employer Services LogonID Request (Political Subdivision) [PDF 284K]
- Employer Services LogonID Request (State) [PDF 42K]
- PERS School District Employees SB9 Calculator [XLS 425K] Windows
- PERS School District Employees SB9 Calculator [XLS 396K] Mac

Get ADOBE® READER®
Required to view and print PDF files.

Great-West Account Info Online
myRnB
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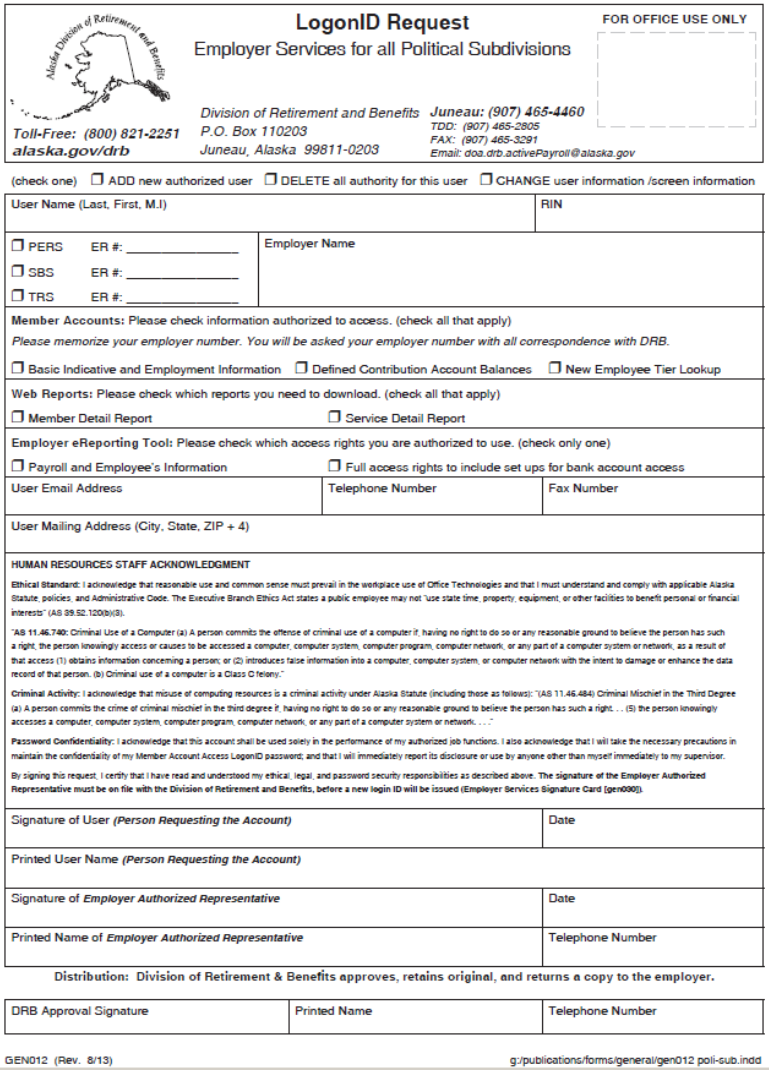
Resources

LogonID Request Form for Users

- The LogonID form must be signed by the new payroll contact and the Employer Representative.



LogonID Request

Employer Services for all Political Subdivisions

FOR OFFICE USE ONLY

Toll-Free: (800) 821-2251
alaska.gov/drb

Division of Retirement and Benefits
P.O. Box 110203
Juneau, Alaska 99811-0203

Juneau: (907) 465-4460
TDD: (907) 465-2805
FAX: (907) 465-3291
Email: doa.drb.activePayroll@alaska.gov

(check one) ❒ ADD new authorized user ❒ DELETE all authority for this user ❒ CHANGE user information /screen information

User Name (Last, First, M.I)	RIN

❒ PERS ER #: _____ ❒ SBS ER #: _____ ❒ TRS ER #: _____	Employer Name

Member Accounts: Please check information authorized to access. (check all that apply)

Please memorize your employer number. You will be asked your employer number with all correspondence with DRB.

❒ Basic Indicative and Employment Information ❒ Defined Contribution Account Balances ❒ New Employee Tier Lookup

Web Reports: Please check which reports you need to download. (check all that apply)

❒ Member Detail Report ❒ Service Detail Report

Employer eReporting Tool: Please check which access rights you are authorized to use. (check only one)

❒ Payroll and Employee's Information ❒ Full access rights to include set ups for bank account access

User Email Address	Telephone Number	Fax Number

User Mailing Address (City, State, ZIP + 4)

HUMAN RESOURCES STAFF ACKNOWLEDGMENT

Ethical Standard: I acknowledge that reasonable use and common sense must prevail in the workplace use of Office Technologies and that I must understand and comply with applicable Alaska Statute, policies, and Administrative Code. The Executive Branch Ethics Act states a public employee may not "use state time, property, equipment, or other facilities to benefit personal or financial interests" (AS 39.52.120(b)(3).

"**AS 11.46.740:** Criminal Use of a Computer (a) A person commits the offense of criminal use of a computer if, having no right to do so or any reasonable ground to believe the person has such a right, the person knowingly access or causes to be accessed a computer, computer system, computer program, computer network, or any part of a computer system or network, as a result of that access (1) obtains information concerning a person; or (2) introduces false information into a computer, computer system, or computer network with the intent to damage or enhance the data record of that person. (b) Criminal use of a computer is a Class C felony."

Criminal Activity: I acknowledge that misuse of computing resources is a criminal activity under Alaska Statute (including those as follows): "(AS 11.46.484) Criminal Mischief in the Third Degree (a) A person commits the crime of criminal mischief in the third degree if, having no right to do so or any reasonable ground to believe the person has such a right. . . (5) the person knowingly accesses a computer, computer system, computer program, computer network, or any part of a computer system or network. . . ."

Password Confidentiality: I acknowledge that this account shall be used solely in the performance of my authorized job functions. I also acknowledge that I will take the necessary precautions in maintain the confidentiality of my Member Account Access LogonID password; and that I will immediately report its disclosure or use by anyone other than myself immediately to my supervisor.

By signing this request, I certify that I have read and understood my ethical, legal, and password security responsibilities as described above. **The signature of the Employer Authorized Representative must be on file with the Division of Retirement and Benefits, before a new login ID will be issued (Employer Services Signature Card [gen030]).**

Signature of User *(Person Requesting the Account)*	Date
Printed User Name *(Person Requesting the Account)*	
Signature of *Employer Authorized Representative*	Date
Printed Name of *Employer Authorized Representative*	Telephone Number

Distribution: Division of Retirement & Benefits approves, retains original, and returns a copy to the employer.

DRB Approval Signature	Printed Name	Telephone Number

GEN012 (Rev. 8/13) g:/publications/forms/general/gen012 poli-sub.indd

LogonID Request Form for Users

- **DO NOT** Share your password and username with anyone.
  - Criminal Activity: by signing the LogonID form you acknowledge that misuse of computing resources is a criminal activity punishable under Alaska Statute AS 11.46.484

Alaska Division of Retirement and Benefits

User Rights

What User Rights Are Needed?

Are you adding, deleting or changing a payroll contact?

- Member Accounts:
  - Basic Indicative and Employment Information
  - Defined Contribution Account Balances

Alaska Division of Retirement and Benefits

User Rights

What User Rights Are Needed?

- Web Reports:
  - Member Detail Report
  - Service Detail Report
- Employer eReporting Tool:
  - Payroll and Employee's Information
  - Full access rights to include set up for bank account access

Logon ID Request

737 - LogonID - Message (Rich Text)

Message | Developer

Reply | Reply to All | Forward | Delete | Move to Folder | Create Rule | Other Actions | Block Sender | Safe Lists | Not Junk | Categorize | Follow Up | Mark as Unread | Find | Related | Select

Respond | Actions | Junk E-mail | Options | Find

From: Ireland, Amanda A (DOA)
To: Ireland, Amanda A (DOA)
Cc:
Subject: 737 - LogonID

Sent: Fri 12/3/2010 8:35 AM

Hello XXXX,

This is the link to Employer Services : https://myalaska.state.ak.us/drb/myRnB/ you will need to know your RIN number which is R000XXXXXX and follow the instructions.

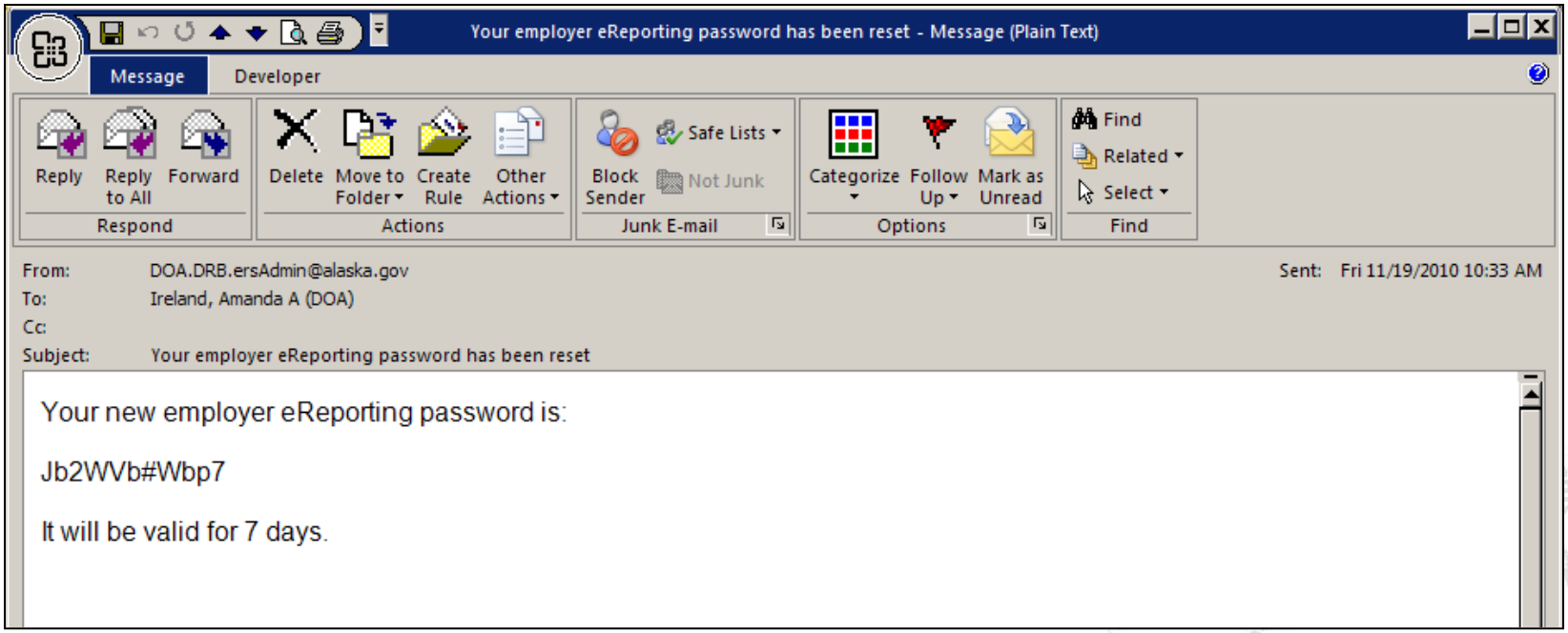
This is the link to eReporting: https://concord.retben.state.ak.us/ers/forms/PayrollControl.html your username is your ssn with no dashes and your password has been emailed to you.

If you have any questions, please feel free to contact me.

Mandy Ireland
Division of Retirement & Benefits
Retirement & Benefits Specialist
P.O. Box 110203
Juneau, AK 99811-0203
Phone: (907) 465-5716

Logon ID Request

Once your payroll contact has entered you into eReporting, an email will be automatically generated with your temporary password, similar to the email below.



Questions or comments for LogonID?

Employer Access

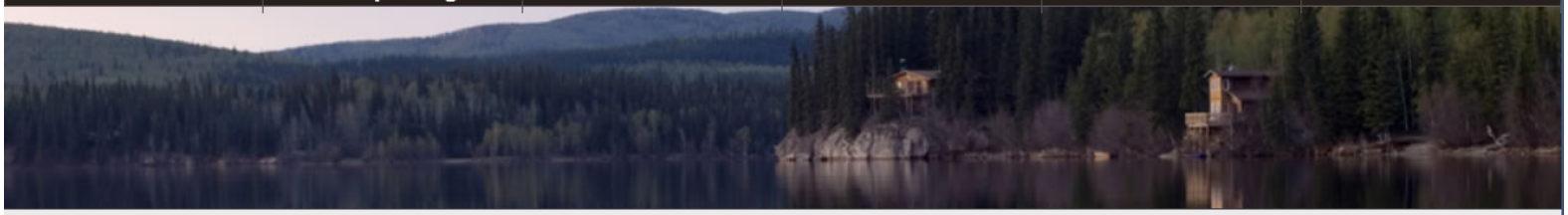
State of Alaska | myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees

Alaska Department of Administration
Retirement and Benefits

search
Retirement & Benefits | State of Alaska

DRB Home | Retirement | Benefits | Employer Services | AlaskaCare | Easy Navigation

Headlines | eReporting | Resources | Political Subdivisions | Fairs/Seminars | DCR Plan Info



Administration > Division of Retirement and Benefits > Employer Services

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Employer Headlines

- Employer Training Workshops
- ALASBO 2012 Annual Conference
- View all Employer Services headlines »

Changes
- Address Changes
- Apply for Retirement
- Insurance Enrollment
- Rollovers

Education
- AK Retirement Management Board
- Glossary
- Video Tutorials (Look&Listen)

General
- All Programs at a Glance
- Contact Us
- Mission Statement

Employer Account Access Logon

State of Alaska

myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees

myAlaska

HOME | SERVICES | MYPROFILE | HELP

myRnB (Retirement and Benefits Services) has sent you here to sign in.

myAlaska Login

Username:

Password:

Sign-In

Forgot my Username

Forgot my Password

New User: Register for a myAlaska Account

Help | Privacy Policy | User Agreement | Browser Compatibility

Department of Administration
Enterprise Technology Services (ETS)
333 Willoughby Ave., 5th Floor
P.O. Box 110206
Juneau, AK 99811-0206
Email: myalaska.help@alaska.gov
Monday - Friday, 8:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska | myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees

State of Alaska || © 2010 || Webmaster

Employer Account Access Logon

State of Alaska

myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees

myAlaska

HOME | SERVICES | MYPROFILE | HELP | Registered User : Sign In

NEW ACCOUNT

If you have previously registered for a myAlaska account please refrain from creating a new account. Many applications require use of the same myAlaska account.

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

Username:

Password:

Verify Password:

Secret Question: - Select -

Answer:

Email Address:

Verify Email Address:

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

☐ I accept the User Agreement

Start Registration

Employer Account Access Logon

Employer Services

DRB Home | Employer Services | Division Telephone List

Employer Access Menu

Division of Retirement and Benefits Web Pages

○ Member Search ○ New Employee Tier Lookup

Division of Retirement and Benefits Reports

◉ Member Detail Report ○ Service Detail Report ○ SB141 Conversion Eligibility Report

OK

You are accessing a government information system. Your system usage may be monitored, recorded, and subject to audit. Your use of this system indicates consent to monitoring and recording. Unauthorized use of this system is prohibited and is punishable under Alaska Criminal Law. If the Login credentials you use to access this system were not assigned to you personally, you may be charged with a Class C Felony pursuant to AS11.46.740.

myRnB Portal | myRnB / myAlaska Logout

Employer Services

Member Service Report Download

Please WAIT while the database server compiles the information you requested...

populate starter list...
create service list...
create report list...
write report...
member service dropped...

Your spreadsheet-compatible **report file is here**...

Employer Access - Main Menu | **myRnB Portal** | **myRnB / myAlaska Logout**

Contact our Webmaster regarding this web site.

Click on this link to view your report

Employer Services

- Full name
- Hire date
- Date of birth
- Address
- Fund
- Employment status
- Tier status
- Last event entered and date

Questions or comments for Employer Services?

Welcome to eReporting

Administration > Division of Retirement and Benefits > Employer Services

Welcome to Employer Services

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eReporting...

- PERS/TRS eReporting
- SBS eReporting
- DRB Employer Contacts
- View more eReporting links

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Political Subdivisions...

Fairs/Seminars...

Defined Contribution Plan Information...

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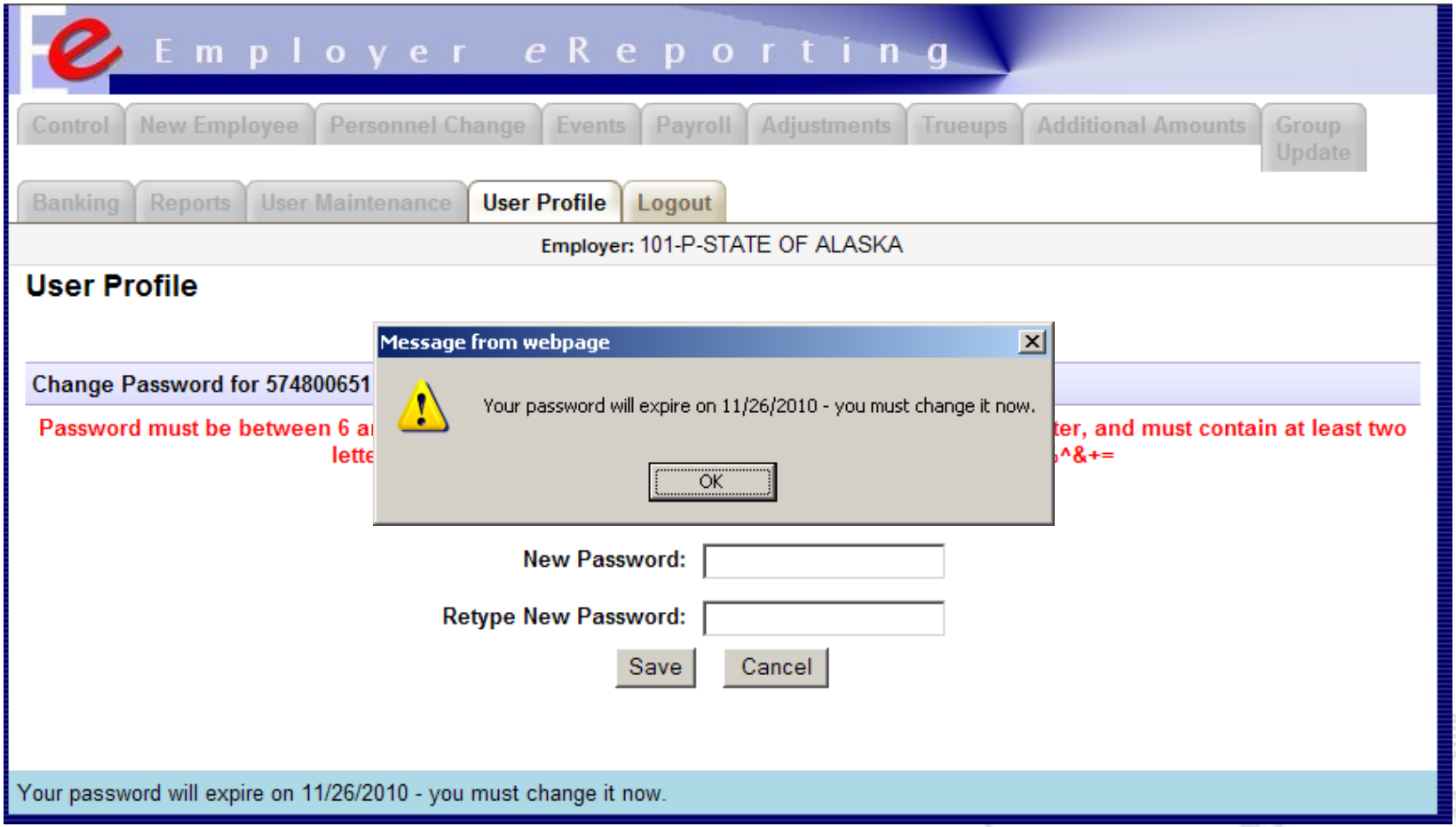
Welcome to eReporting

https://concord.retben.state.ak.us/ers/forms/PayrollControl.html

Welcome to eReporting



Welcome to eReporting

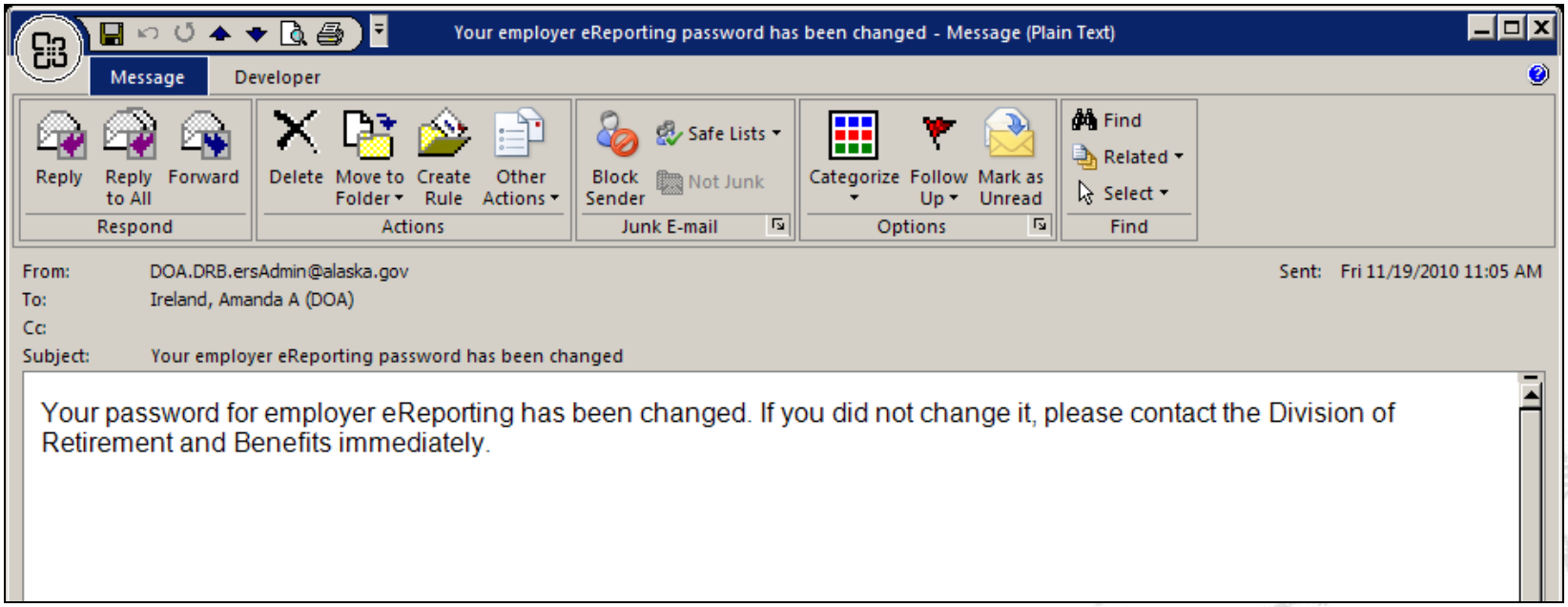
NOTE:

- You will need to log into eReporting with your temporary password, then you will prompted to enter in a new password.
- Once you have successfully changed your password, you will need to log out of eReporting and log back in, using your new password.

Alaska Division of Retirement and Benefits

Welcome to eReporting

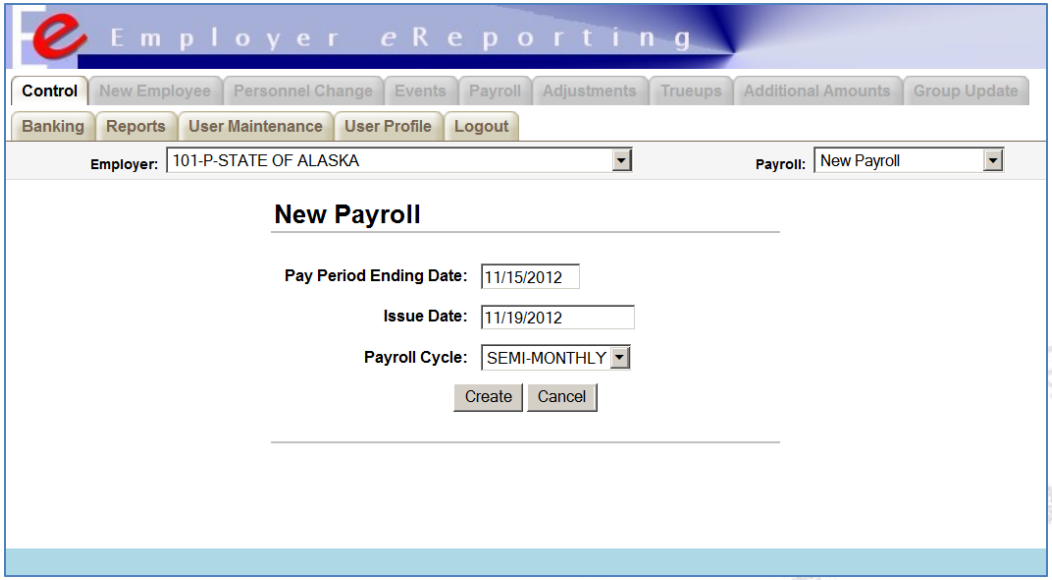
Once you have changed your password, eReporting will send you an email confirming the password has been changed.



Welcome to eReporting

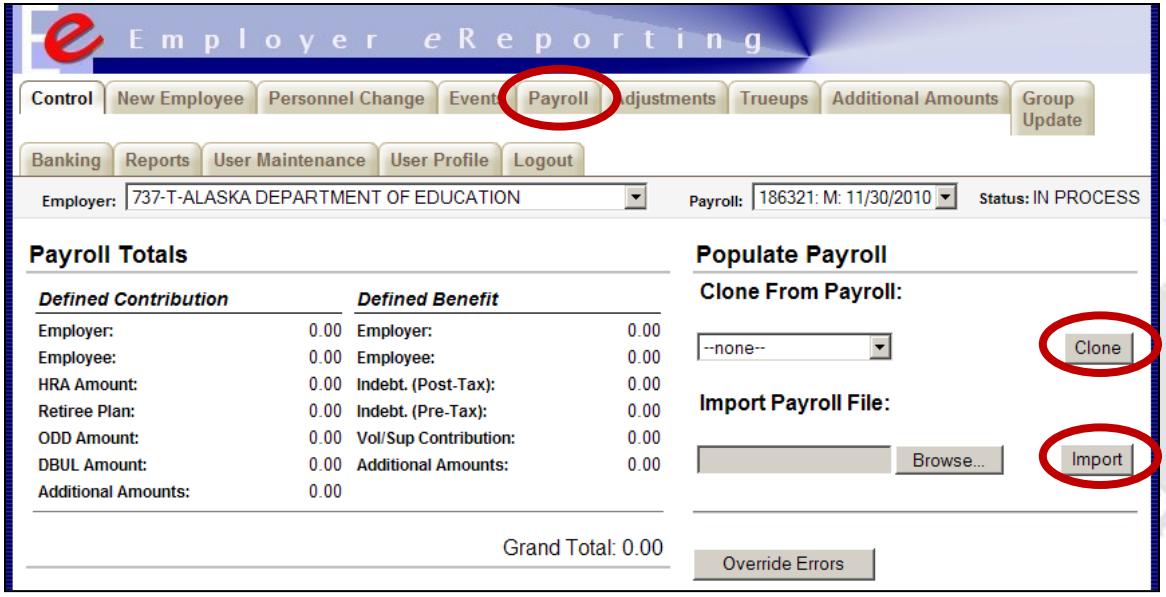
Control Tab

- Enter in your pay period ending date (example: 11/15/2012)
- Enter in the issue date (example: 11/19/2012)
- Select payroll cycle: Semi-Monthly



Welcome to eReporting

This is what you will see after you have created a New Payroll, your next step will be to either clone a previous payroll, import your payroll, or click on the payroll tab to enter in your payroll manually.



Welcome to eReporting

Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION Payroll: 186321: M: 11/30/2010 Records: 2

SSN: [ ] Search Records per Page: 20 Filter by Plan: --ALL--

#	SSN / Name	OCC / PreTax	Status / PostTax	Plan / Vol/Sup	Gross / RMP	PT Hrs / HRA	EE Contrib / ODD	ER Match / DBUL	
1	xxx-xx-xxx	T - TEACI	FULL TIM	DB	5,000.00	0.00	432.50	628.00	Delete
	IRELAND,AMANDA A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	xxx-xx-xxx	T - TEACI	FULL TIM	DC	5,000.00	0.00	400.00	350.00	Delete
	EYRE,TUSHINE	0.00	0.00	0.00	34.00	143.39	14.00	86.61	

Page: 1

Save | Calculate Page | Calculate/Save ALL | Delete Page | Delete ALL | Add [ ] Rows | Add 1 Row

Welcome to eReporting

Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION Payroll: 61213: S: 03/15/2010 Status: IN PROCESS

Payroll Totals

Defined Contribution		Defined Benefit	
Employer:	3814.94	Employer:	16505.64
Employee:	4359.92	Employee:	11367.30
HRA Amount:	4691.93	Indebt. (Post-Tax):	0.00
Retiree Plan:	561.35	Indebt. (Pre-Tax):	0.00
ODD Amount:	166.66	Vol/Sup Contribution:	61.28
DBUL Amount:	877.95	Additional Amounts:	0.00
Additional Amounts:	0.00		

Grand Total: 42406.97

Populate Payroll

Clone From Payroll:

--none-- Clone

Import Payroll File:

Browse... Import

Override Errors

Previously Submitted Payrolls
83896: Q: 05/01/2008 (posted)
186321: M: 11/30/2010 [Un-submit]
43774: S: 08/31/2007 [Un-submit]
49778: M: 08/15/2007 [Un-submit]
28654: S: 05/16/2007 [Un-submit]
28073: S: 05/15/2007 [Un-submit]
Current Payroll Information
Pay Period Ending: 3/15/2010
Issue Date: 3/25/2010
Payroll Cycle: S

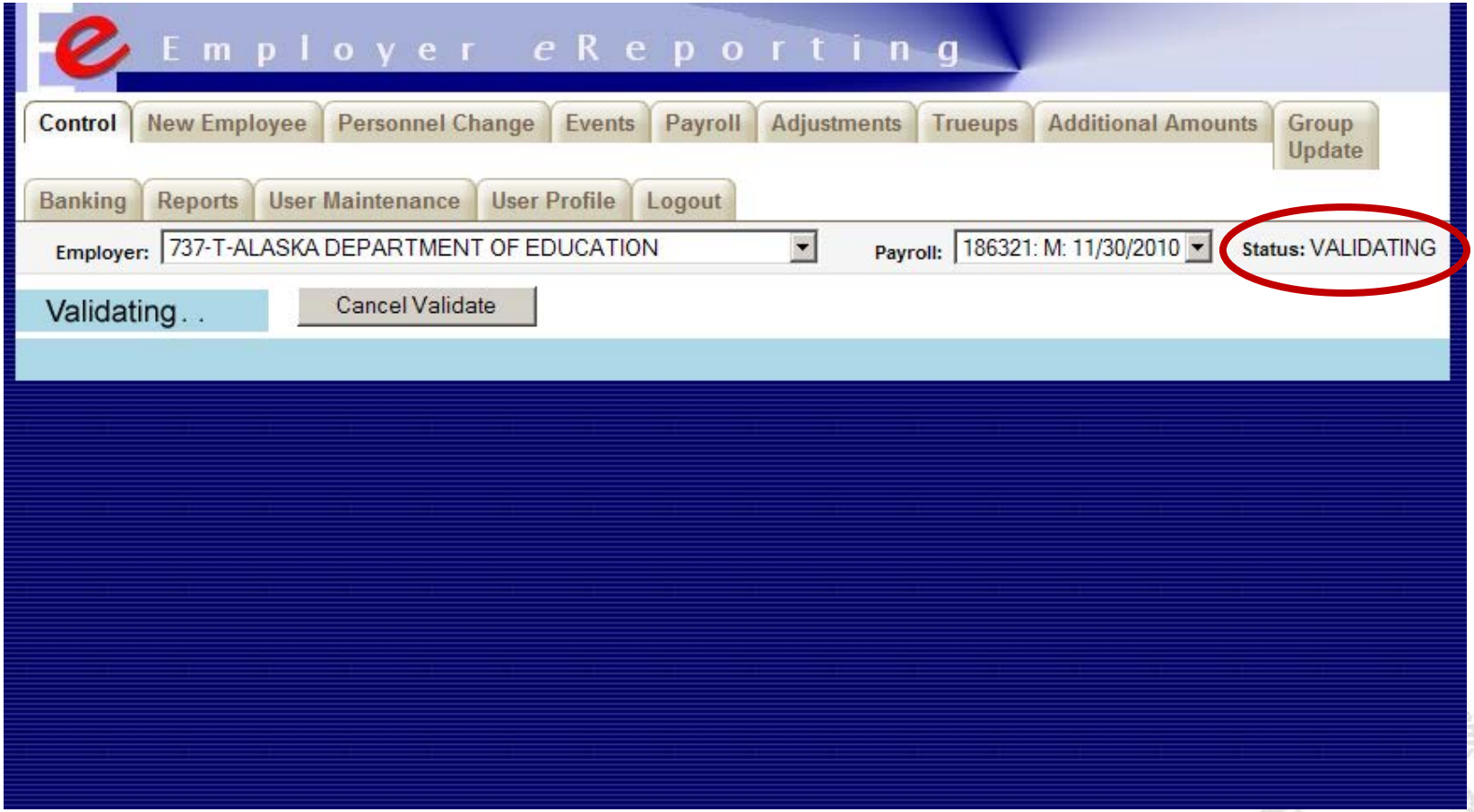
Edit Payroll Dates

Delete Payroll

Validate Payroll

Retirement and Benefits

Welcome to eReporting



Welcome to eReporting

Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION

Payroll: 186321: M: 11/30/2010

Status: VALIDATED NO ERRORS

Payroll Totals

Defined Contribution		Defined Benefit	
Employer:	350.00	Employer:	628.00
Employee:	400.00	Employee:	432.50
HRA Amount:	143.39	Indebt. (Post-Tax):	0.00
Retiree Plan:	34.00	Indebt. (Pre-Tax):	0.00
ODD Amount:	14.00	Vol/Sup Contribution:	0.00
DBUL Amount:	86.61	Additional Amounts:	0.00
Additional Amounts:	0.00		

Grand Total: 2088.50

Payment: --none-- Submit Payroll

Populate Payroll

Clone From Payroll:

--none-- Clone

Import Payroll File:

Browse... Import

Override Errors

Previously Submitted Payrolls

83896: Q: 05/01/2008 (posted)
43774: S: 08/31/2007 [Un-submit]
49778: M: 08/15/2007 [Un-submit]
28654: S: 05/16/2007 [Un-submit]

Payment Options

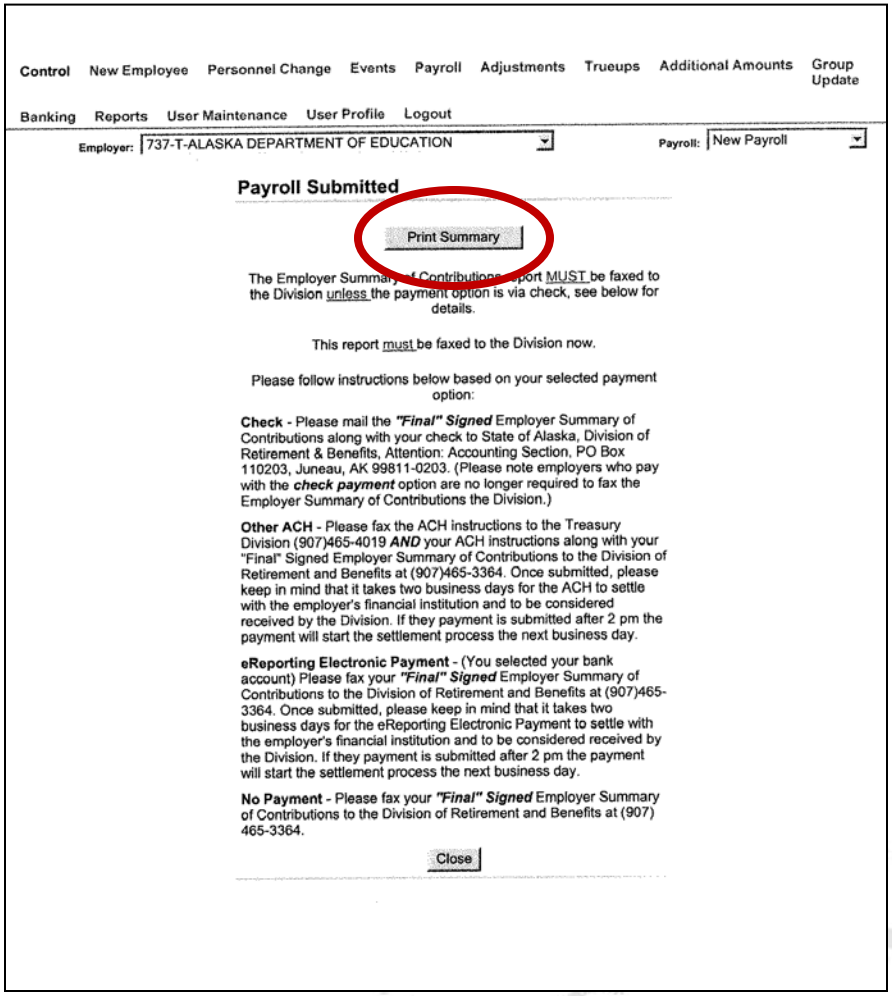
- **Check:** Mailing a check directly to the Division of Retirement and Benefits
- **Other ACH (automated clearing house)**
- **eReporting electronic payment**
- **No Payment:** This should only be used if pre-approved by the Division of Retirement and Benefits

Alaska Division of Retirement and Benefits

Payment Options

- Dedicated email address for scanned summary reports: doa.drb.employerpayroll@alaska.gov

- Dedicated fax number is: (907) 465-3364



Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION Payroll: New Payroll

Payroll Submitted

Print Summary

The Employer Summary of Contributions report MUST be faxed to the Division unless the payment option is via check, see below for details.

This report must be faxed to the Division now.

Please follow instructions below based on your selected payment option:

Check - Please mail the ***"Final" Signed*** Employer Summary of Contributions along with your check to State of Alaska, Division of Retirement & Benefits, Attention: Accounting Section, PO Box 110203, Juneau, AK 99811-0203. (Please note employers who pay with the ***check payment*** option are no longer required to fax the Employer Summary of Contributions the Division.)

Other ACH - Please fax the ACH instructions to the Treasury Division (907)465-4019 ***AND*** your ACH instructions along with your "Final" Signed Employer Summary of Contributions to the Division of Retirement and Benefits at (907)465-3364. Once submitted, please keep in mind that it takes two business days for the ACH to settle with the employer's financial institution and to be considered received by the Division. If they payment is submitted after 2 pm the payment will start the settlement process the next business day.

eReporting Electronic Payment - (You selected your bank account) Please fax your ***"Final" Signed*** Employer Summary of Contributions to the Division of Retirement and Benefits at (907)465-3364. Once submitted, please keep in mind that it takes two business days for the eReporting Electronic Payment to settle with the employer's financial institution and to be considered received by the Division. If they payment is submitted after 2 pm the payment will start the settlement process the next business day.

No Payment - Please fax your ***"Final" Signed*** Employer Summary of Contributions to the Division of Retirement and Benefits at (907) 465-3364.

Close

Employer Summary Report

STATE OF ALASKA
COMBINED RETIREMENT SYSTEM
12/1/2010 2:49:25 PM

EMPLOYER (ER) SUMMARY OF CONTRIBUTIONS
FINAL SUBMITTAL REPORT - 12/01/2010

Division of Retirement and Benefits
(907) 465-1444 FAX (907) 465-3364
doa.drb.ersadmin@alaska.gov

EMPLOYER # 737	EMPLOYER NAME: TRS - ALASKA DEPARTMENT OF EDUCATION	PPE: 11/30/2010	Issue Date: 11/30/2010	Paycycle: MONTHLY (B = Bi-weekly M = Monthly S = Semi-monthly)

DB 1. Defined Benefits NORMAL PAYROLL

Gross Membership Payroll $ 5,000.00

	Count	Amount
Employee Mandatory Contributions	1	432.50
Employee VOL/SUPP Contributions	0	0.00
Employee Indebtness Pre-Tax	0	0.00
Employee Indebtness Post-Tax	0	0.00
ER Matching Contributions	1	628.00

Total DB Payroll Records: 1 Total Normal Payroll Dollars $ 1,060.50

DC 1. Defined Contributions NORMAL PAYROLL

Gross Membership Payroll $ 5,000.00

	Count	Amount
Employee Mandatory Contributions	1	400.00
ER Matching Contributions	1	350.00
ER Retiree Medical Plan	1	34.00
ER Health Reimbursement Arrangement	1	143.39
ER Occupational Death/Disability	1	14.00

Total DC Payroll Records: 1 Total Normal Payroll Dollars $ 941.39

DB 2. Defined Benefits ADJUSTMENT PAYROLL

Gross Membership Payroll $ 0.00

Employee Mandatory Contributions	0	0.00
Employee VOL/SUPP Contributions	0	0.00
Employee Indebtness Pre-Tax	0	0.00
Employee Indebtness Post-Tax	0	0.00
ER Matching Contributions	0	0.00

Total DB Adjustment Records: 0 Total Adjustment Dollars $ 0.00

DC 2. Defined Contributions ADJUSTMENT PAYROLL

Gross Membership Payroll $ 0.00

Employee Mandatory Contributions	0	0.00
ER Matching Contributions	0	0.00
ER Retiree Medical Plan	0	0.00
ER Health Reimbursement Arrangement	0	0.00
ER Occupational Death/Disability	0	0.00

Total DC Adjustment Records: 0 Total Adjustment Dollars $ 0.00

DB 3.

Late Fee	0.00
DB Suspense	0.00
Additional ER Asset Contributions	0.00

Total DB Records: 1 Total Other Dollars $ 0.00

DC 3.

Late Fee	0.00
ER Forfeiture	0.00
HRA ER Forfeiture	0.00
RMP ER Forfeiture	0.00
ODD Other ER Forfeiture	0.00
ODD Police/Fire ER Forfeiture	0.00

Total DC Records: 1 Total Other Dollars $ 0.00

DB 4.
Defined Benefits Grand Total for this Pay Period $ 1,060.50

DC 4.
Defined Benefit Unfunded Liability (DBUL) Contribution for DCR $ 86.61
Defined Contributions Grand Total for this Pay Period $ 1,028.00

5. **TOTAL Defined Benefit and Defined Contribution Dollars Due for this Pay Period** $ 2,088.50

AKSAS Deposit ID (For R&B use only):

6. M73711300	7. 186321	8. Other ACH	9.
Payroll File Name:	Payroll ID:	Payment Option:	eReporting Settlement Date:

By signing below I certify the information provided on this file is true and complete to the best of my knowledge. I understand if I deliberately conceal or provide false information, I, as the signer, may be held accountable. I also understand the payroll data may be released in an authorized legal investigation; and that for the purpose of this certification, a photocopy or facsimile of my original signature shall have the same force and effect as my original signature.

Title _____ Signature _____ December 01, 2010 Today's Date

Employer Summary Report

Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Reports

Report Name
Summary Report
Turn-Around Report
Detail: Personnel Changes
Detail: Payroll
Detail: Adjustments
Detail: Payroll and Adjustments
Detail: Events
Errors: Personnel Changes
Errors: Payroll
Errors: Adjustments
Errors: Payroll and Adjustments
Errors: Events
Errors: Consolidated
ACH Transactions
Payroll Status
Employer Rate History
Employee Rate History
True Up

Report Description

Payroll Totals for the selected Payroll and Employer. Includes signature area for faxing your payroll information to Retirement & Benefits.

Report Options

Employer:

101-P-STATE OF ALASKA

Pay Period:

253814: S: 2012-07-30

Generate PDF file

Generate Excel spreadsheet

Clear

Transmittal of Contributions

- All payrolls and money are due to be transmitted to the plan no later than 15 days after the payroll issue date.
- An email reminder will be sent to the payroll contact.
- 30 days late – A certified letter will be mailed to the payroll contact with a courtesy copy to the Administrator.
- 60 days late – A certified letter will be mailed to the Administrator.

Alaska Division of Retirement & Benefits

Questions or comments?

Common Errors in eReporting

Division of Retirement and Benefits

Common Errors in eReporting

- Adding a new employee
- Adjustments
- Unhandled errors
- Service ends 45 days or more before PPE

Common Errors in eReporting

Things to remember when adding a new employee:

- Use "New Employee" tab first
  - This will automatically generate a personnel record and an event record
- Then use the "Payroll" tab

The sequence of how new employees are entered is very important.

Alaska Division of Retirement and Benefits

New Employee

Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 101-P-STATE OF ALASKA Payroll: 223254: S: 10/15/2011

New Employee

Social Security Number: xxx-xx-xx Look Up Information

Hire Information

Effective Date: 10/10/2011

Employment Status: FULL TIME

Occupational Code: A - ALL OTHERS

Personal Information

First Name: First

Middle Initial: A

Last Name: Last

Suffix:

Birthdate: 11/14/2011 Gender: FEMALE

Marital Status: MARRIED

Address

Line 1: PO box 123456

City: Alaska City State: AK

Zip: 99801

Cancel Save

New Employee

Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 101-P-STATE OF ALASKA Payroll: 223254: S: 10/15/2011

Personnel Changes

SSN: [ ] Search Create New Personnel Change...

#	SSN	Name	Birthdate	Gender	Marital Status	Action Code	Address	
1		LAST,FIRST A	04/01/1970	FEMALE	MARRIED	NEW	PO BOX 123456 JUNEAU , AK 99801	Edit... Delete

Page: 1

Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 101-P-STATE OF ALASKA Payroll: 223254: S: 10/15/2011

Events

SSN: [ ] Search Create New Event...

#	SSN	Name	Type	Effective Date	Employment Status	Occ. Code	Service %	
1		LAST,FIRST A	EMPLOYEE HIRE	10/10/2011	FULL TIME	A - ALL OTHERS	0	Edit... Delete

Page: 1

New Employee

Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 101-P-STATE OF ALASKA

Payroll: 223254: S: 10/15/2011

SSN: Search

Records per Page: 20

Filter by Plan: --ALL--

#	SSN / Name	OCC / PreTax	Status / PostTax	Plan / Vol/Sup	Gross / RMP	PT Hrs / HRA	EE Contrib / ODD	ER Match / DBUL	
1	xxx-xx-xxx	ALL OT	FULL TIME	DB	1,110.00	0.00	74.93	244.20	Delete
	UNKNOWN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Page: 1*

<< Previous

Save | Calculate Page | Calculate/Save ALL | Delete Page | Delete ALL | Add Rows | Add 1 Row

Adjustments

Things to remember when adding an adjustment record:

- All contributions associated with the salary should be adjusted by pay period end date.
- Use the calculator button when creating an adjustment record.
- HRA will need to be changed to zero if your not adjusting the salary as a whole.

Alaska Division of Retirement and Benefits

Adjustments

Things to remember when adding an adjustment record:

- If you have an employee who has been terminated for more than 60 days, please contact your payroll technician before submitting an adjustment record.
- If you have multiple adjustment records for one individual they must be submitted by pay period end date, not submitted as one lump sum.

Adjustments

Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 101-P-STATE OF ALASKA Payroll: 223254: S: 10/15/2011

SSN: [ ] Search Records per Page: 20 Filter by Plan: --ALL--

#	SSN / Name	OCC / PreTax	Status / PostTax	Plan / Vol/Sup	Gross / RMP	PT Hrs / PPE	Pay Type / HRA	EE Contrib / ODD	ER Match / DBUL	
1	XXX-XX-XXXX	A - ALL O	FULL TIM	DB	-500.00	0.00	ADJUSTM	-33.75	-110.00	Delete
		0.00	0.00	0.00	0.00	05/04/2011	0.00	0.00	0.00	trueup
2	XXX-XX-XXXX	A - ALL O	FULL TIM	DB	1,500.00	0.00	ADJUSTM	101.25	330.00	Delete
		0.00	0.00	0.00	0.00	07/15/2011	0.00	0.00	0.00	trueup
3	XXX-XX-XXXX	A - ALL O	FULL TIM	DB	1,500.00	0.00	ADJUSTM	101.25	330.00	Delete
		0.00	0.00	0.00	0.00	07/31/2011	0.00	0.00	0.00	trueup
4	XXX-XX-XXXX	A - ALL O	FULL TIM	DC	-500.00	0.00	ADJUSTM	-40.00	-25.00	Delete
		0.00	0.00	0.00	-2.55	07/15/2011	0.00	-1.00	-7.36	trueup
5	XXX-XX-XXXX	A - ALL O	FULL TIM	DC	-1,500.00	0.00	ADJUSTM	-120.00	-75.00	Delete
		0.00	0.00	0.00	-7.65	07/31/2011	-74.09	-3.00	-170.26	trueup

Mark all as True Up Adjustments - Unmark all

Page: 1 *

<< Previous

Save Add [ ] Rows Add 1 Row

Unhandled Errors

- When a validation failure occurs an e-mail will automatically be generated to both the employer and the eReporting administrator.
- A validation failure could mean several different errors. We recommend contacting your payroll technician for assistance.

Service Ends 45 Days or More Before PPE

- If the employee has had an event stopping their service, such as Teacher's service end (TSE) or leave without pay (LWP), our system will NOT allow contributions to be reported.
- Possible ways to correct:
  - If the employee worked during this pay period, add STAT event returning the employee to work.
  - Contact your payroll technician for additional assistance.

Alaska Division of Retirement and Benefits

Common Errors / Combined Retirement System (CRS)

Critical

- Extra: incoming

  (Event sequence error)
- Contributions 60 days after term
- No hire event precedes this payroll record
- Member already hired with employer
- Status sent (xxx) not = history event status (xxx)

Alaska Division of Retirement and Benefits

Common Errors / Combined Retirement System (CRS)

Warnings

- Hire/stat older than 60 days
- Voluntary Savings greater than 5%
- Possible identity conflict with this change
- Duplicate record found in MEMHIS (membership history)

Alaska Division of Retirement and Benefits

DB and DCR Employee Forms

- PERS/TRS Defined Benefit Refund Election
  - (PERS Tiers I, II, III / TRS Tiers I, II)
- PERS Defined Contribution Retirement Plan Distribution/Direct Rollover Request
  - (PERS Tier IV)
- TRS Defined Contribution Retirement Plan Distribution/Direct Rollover Request
  - (TRS Tier III)

Alaska Division of Retirement and Benefits

Employee Forms

State of Alaska > Administration > Division of Retirement and Benefits > Employer Services

Help Topics
Site Index

Welcome to Employer Services

This section is for Employers participating in the Public Employees' Retirement System (PERS), Teachers' Retirement System (TRS), and Political Subdivisions participating in the Supplemental Benefits System.

2011 Employer Conference

- November 14 - 16
- Centennial Hall, Juneau
- FREE
- View Agenda
- Register for the free conference

eReporting

- PERS/TRS eReporting
- SBS eReporting
- DRB Employer Contacts
- View more eReporting links

Resources

- Employer Access Login (myRnB)
- Employer Forms
- Employer Manuals
- PERS/TRS Employer Contribution Rates
- View more Resources

Political Subdivisions

Changes
- Address Changes
- Apply for Retirement
- Insurance Enrollment
- Rollovers

Education
- AK Retirement Management Board
- Glossary
- Seminars
- Video Tutorials (Look&Listen)

General
- All Programs at a Glance
- Contact Us

Link to Specific Areas
- AlaskaCare Website
- Great-West login (Acct Info Online)
- MyRnB (Employer Access)

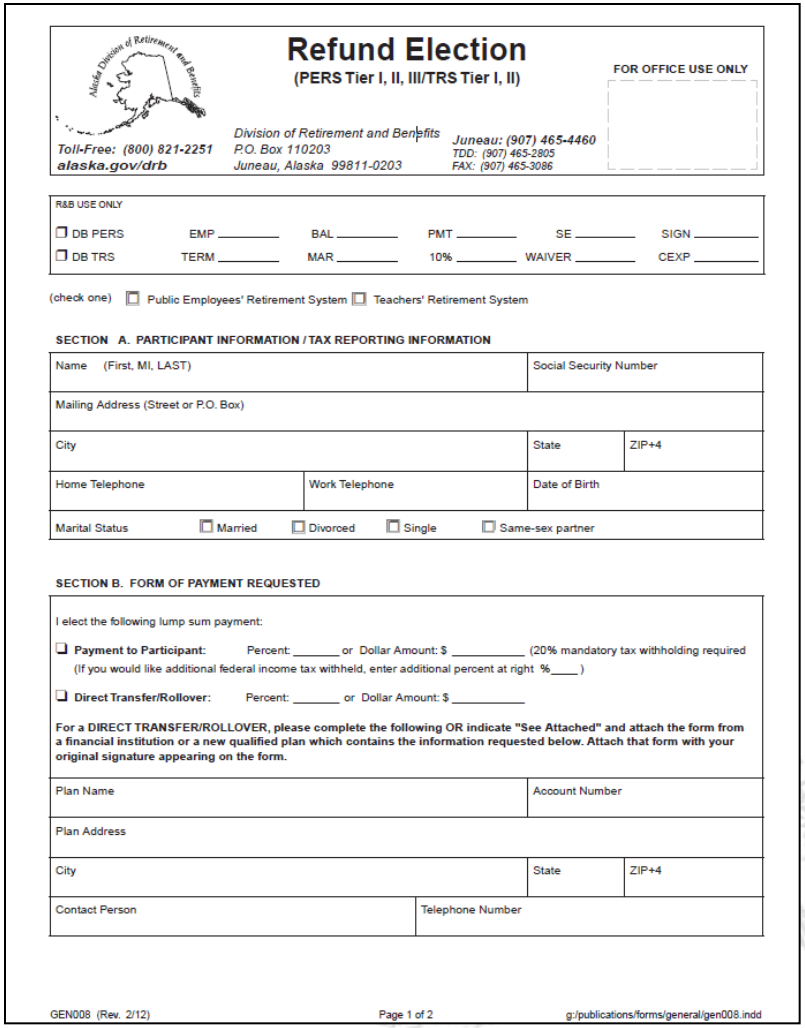
Requests
- Alternative Format Request
- Customer Service Request Status
- Refund Requests

Resources
- Benefit Mailing Dates
- Booklets
- CAFRs
- Forms/Brochures
- Valuations

Tools
- Net Pay Estimator

Employee Forms

- PERS/TRS DB Refund Election form
  - PERS Tier I, II and III
  - TRS Tier I and II



Refund Election

(PERS Tier I, II, III/TRS Tier I, II)

FOR OFFICE USE ONLY

Alaska Division of Retirement and Benefits

Toll-Free: (800) 821-2251
alaska.gov/drb

Division of Retirement and Benefits
P.O. Box 110203
Juneau, Alaska 99811-0203

Juneau: (907) 465-4460
TDD: (907) 465-2805
FAX: (907) 465-3086

R&B USE ONLY

☐ DB PERS EMP _____ BAL _____ PMT _____ SE _____ SIGN _____
☐ DB TRS TERM _____ MAR _____ 10% _____ WAIVER _____ CEXP _____

(check one) ☐ Public Employees' Retirement System ☐ Teachers' Retirement System

SECTION A. PARTICIPANT INFORMATION / TAX REPORTING INFORMATION

Name (First, MI, LAST)		Social Security Number	
Mailing Address (Street or P.O. Box)			
City		State	ZIP+4
Home Telephone	Work Telephone	Date of Birth	
Marital Status ☐ Married ☐ Divorced ☐ Single ☐ Same-sex partner			

SECTION B. FORM OF PAYMENT REQUESTED

I elect the following lump sum payment:

☐ **Payment to Participant:** Percent: _____ or Dollar Amount: $ _____ (20% mandatory tax withholding required
(If you would like additional federal income tax withheld, enter additional percent at right %____)

☐ **Direct Transfer/Rollover:** Percent: _____ or Dollar Amount: $ _____

For a DIRECT TRANSFER/ROLLOVER, please complete the following OR indicate "See Attached" and attach the form from a financial institution or a new qualified plan which contains the information requested below. Attach that form with your original signature appearing on the form.

Plan Name		Account Number	
Plan Address			
City		State	ZIP+4
Contact Person	Telephone Number		

GEN008 (Rev. 2/12) Page 1 of 2 g:/publications/forms/general/gen008.indd

Employee Forms

- PERS – DCR Tier IV Distribution/ Direct Rollover Request 401(a) Plan form

PERS and TRS Defined Contribution Retirement Plan

Separation from Employment Withdrawal Request 401(a) Plan

State of Alaska Public Employees' Tier IV Defined Contribution Retirement Plan 98214-04

When would I use this form?

When I am requesting a withdrawal and I am no longer employed by the employer/company sponsoring this Plan.

Additional Information

- *For purposes of this form, the terminology 'Separation' is the same as 'Severance', 'Employment' is the same as 'Service' and 'Withdrawal' is the same as 'Distribution'.*
- *By logging into my account on the Web site at www.akdrb.com, I may confirm the address that is on file and track the status of this withdrawal request.*
- *For questions regarding this form, refer to the attached Participant Withdrawal Guide ("Guide"), visit the Web site at www.akdrb.com or contact Service Provider at 1-800-232-0859.*
- *Return Instructions for this form are in Section H.*
- *Use black or blue ink when completing this form.*

A What is my personal information? *(Continue to the next section after completing.)*

Account extension, if applicable, identifies funds transferred to a beneficiary due to participant's death, alternate payee due to divorce or a participant with multiple accounts.

Account Extension

Social Security Number or Taxpayer Identification Number *(Must provide all 9 digits)*

Last Name First Name M.I.

Date of Birth *(mm/dd/yyyy)* / /

Division/Payroll Center

❑ Married ❑ Unmarried

Email Address - *By providing an email address above, I am consenting to receive emails related to this request.*

( ) Daytime Phone Number

Select One:
❑ U.S. Citizen ❑ U.S. Resident Alien

( ) Alternate Phone Number

❑ Other/Non-Resident Alien

Country of Residence *(Required)*

B What is my reason for this withdrawal? *(Continue to the next section after completing.)*
Must select only one reason.

Separation from Employment Date *(Required)*: ____/____/____ *(mm/dd/yyyy)*

❑ I have Separated from Employment/Retired
❑ Required Minimum Distribution *(Age 70½ or older)*

❑ After-Tax Contributions and Earnings

C What type of withdrawal and how much am I requesting? *(Continue to the next section after completing.)*
100% withdrawal will be the Maximum Amount Available

❑ **Payable to Me as a One-time Withdrawal**
Amount _____% or $_____ Investment Option:_____
❑ Net Amount *(The amount I will receive after applicable income taxes and fees are withheld.)*
❑ Gross Amount *(The amount I will receive will be less than the amount requested after applicable income taxes and fees are withheld.)*

❑ **100% Withdrawal With A Portion Payable to Me and the Remaining Balance as a Direct Rollover**
❑ Net Amount *(The amount I will receive after applicable income taxes and fees are withheld.)*
❑ Gross Amount *(The amount I will receive will be less than the amount requested after applicable income taxes and fees are withheld.)*
Payable to Me Amount _____% or $_____
Direct Rollover Amount 100 % of the remaining balance
Eligible Retirement Plan: ❑ 401(a) ❑ 401(k) ❑ 403(b) ❑ Governmental 457(b)
❑ Traditional IRA ❑ Roth IRA *(Taxable event - Subject to ordinary income taxes)*

My after-tax contributions will be included in my rollover, unless I mark this box: ❑ No, pay my after-tax contributions to me.

STD FSPSRV 11/25/13 98214-04 WITHDRAWAL RIVK / 342589303 Page 1 of 16

Employee Forms

- TRS – DCR Tier III Distribution/ Direct Rollover Request 401(a) Plan form

PERS and TRS Defined Contribution Retirement Plan

Separation from Employment Withdrawal Request 401(a) Plan

State of Alaska Teachers' Retirement System Tier III Defined Contribution Plan 98214-05

When would I use this form?

When I am requesting a withdrawal and I am no longer employed by the employer/company sponsoring this Plan.

Additional Information

- *For purposes of this form, the terminology 'Separation' is the same as 'Severance', 'Employment' is the same as 'Service' and 'Withdrawal' is the same as 'Distribution'.*
- *By logging into my account on the Web site at www.akdrb.com, I may confirm the address that is on file and track the status of this withdrawal request.*
- *For questions regarding this form, refer to the attached Participant Withdrawal Guide ("Guide"), visit the Web site at www.akdrb.com or contact Service Provider at 1-800-232-0859.*
- *Return Instructions for this form are in Section H.*
- *Use black or blue ink when completing this form.*

A What is my personal information? *(Continue to the next section after completing.)*

Account extension, if applicable, identifies funds transferred to a beneficiary due to participant's death, alternate payee due to divorce or a participant with multiple accounts.

Account Extension

Social Security Number or Taxpayer Identification Number *(Must provide all 9 digits)*

Last Name First Name M.I.

Date of Birth *(mm/dd/yyyy)*

Division/Payroll Center

❑ Married ❑ Unmarried

Email Address - *By providing an email address above, I am consenting to receive emails related to this request.*

Daytime Phone Number

Select One:
❑ U.S. Citizen ❑ U.S. Resident Alien
❑ Other/Non-Resident Alien

Alternate Phone Number

Country of Residence *(Required)*

B What is my reason for this withdrawal? *(Continue to the next section after completing.)*
Must select only one reason.

Separation from Employment Date *(Required)*: ____/____/____ *(mm/dd/yyyy)*

❑ I have Separated from Employment/Retired
❑ Required Minimum Distribution *(Age 70½ or older)*
❑ After-Tax Contributions and Earnings

C What type of withdrawal and how much am I requesting? *(Continue to the next section after completing.)*
100% withdrawal will be the Maximum Amount Available

❑ **Payable to Me as a One-time Withdrawal**
Amount _____% or $_____ Investment Option: _____
❑ Net Amount *(The amount I will receive after applicable income taxes and fees are withheld.)*
❑ Gross Amount *(The amount I will receive will be less than the amount requested after applicable income taxes and fees are withheld.)*

❑ **100% Withdrawal With A Portion Payable to Me and the Remaining Balance as a Direct Rollover**
❑ Net Amount *(The amount I will receive after applicable income taxes and fees are withheld.)*
❑ Gross Amount *(The amount I will receive will be less than the amount requested after applicable income taxes and fees are withheld.)*
Payable to Me Amount _____% or $_____
Direct Rollover Amount __100__% of the remaining balance
Eligible Retirement Plan: ❑ 401(a) ❑ 401(k) ❑ 403(b) ❑ Governmental 457(b)
❑ Traditional IRA ❑ Roth IRA *(Taxable event - Subject to ordinary income taxes)*
My after-tax contributions will be included in my rollover, unless I mark this box: ❑ No, pay my after-tax contributions to me.

Finance Section

Kevin Worley, Chief Financial Officer

(907) 465-5703 | kevin.worley@alaska.gov

Christina Maiquis, Accounting Supervisor

(907) 465-1845 | christina.maiquis@alaska.gov

Active Payroll & Retiree Payroll

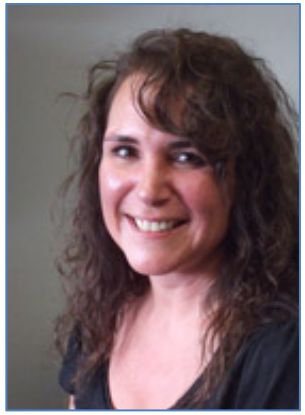
Brian Sylvester, Retiree Payroll Supervisor

(907) 465-5706 | brian.sylvester@alaska.gov

Erika Burkhouse, Active Payroll Supervisor

(907) 465-5715 | erika.burkhouse@alaska.gov

Active Payroll



Mandy Ireland, Retirement & Benefits Specialist

(907) 465-5716 | amanda.ireland@alaska.gov

Employer numbers 502 through 524 and 101

Leighann Rose, Retirement & Benefits Technician

(907) 465-3862 | leighann.rose@alaska.gov

Employer numbers 102 through 160 and 173

(excluding 110, 111, 113, 117, and 145)

Active Payroll

Linda Zagar, Retirement & Benefits Technician
(907) 465-3765 | linda.zagar@alaska.gov

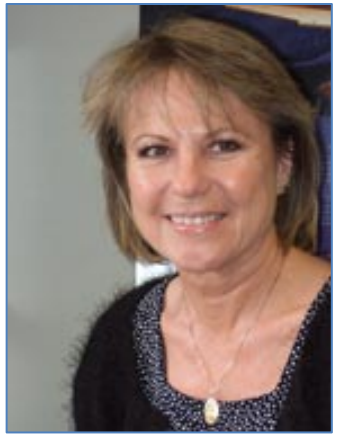
Employer numbers 101, 501, 601, 901
(excluding 701, 706, 722, 733, 736, 746)

Courtney Oliva, Retirement & Benefits Technician
(907) 465-5709 | courtney.oliva@alaska.gov

Employer numbers 110, 111, 113, 117, 145, 180, 190,

701, 706, 722, 733, 736, 746

Active Payroll



Lyn Fiehler, Retirement & Benefits Technician

(907) 465-5713 | lyn.fiehler@alaska.gov

Employer numbers 222, 228 through 298

Vacant, Retirement & Benefits Technician

(907) 465-5714 | Vacant

Employer numbers 222, 228 through 298

Retiree Payroll

Tushyne Eyre, Retirement & Benefits Technician

(907) 465-5702 | tushyne.eyre@alaska.gov

Supplemental Benefits System Refunds

Tonia Haggard, Retirement & Benefits Technician

(907) 465-5708 | tonia.haggard@alaska.gov

Public Employees' Retirement System and Teachers' Retirement System Refunds

Retiree Payroll

Cynthia Johnson, Retirement & Benefits Technician

(907) 465-3366 | cynthia.johnson@alaska.gov

Deferred Compensation Plan Refunds

Robert Riggs Jr, Retirement & Benefits Technician

(907) 465-1844 | robert.riggs@alaska.gov

Retiree Payroll

Laurie Helfinstine, Retirement & Benefits Tech I

(907) 465-3104 | laurie.halfinstine@alaska.gov

Lucy Ibesate, Accounting Tech III

(907) 465-5988 | lucy.ibesate@alaska.gov

Wrap Up

- Questions?
- Comments?
- Suggestions?
- What's new?