

Retroactive Salary Adjustment

A retroactive salary adjustment occurs when an employer discovers that salary information reported to the State Retirement Agency was incorrect. The salary reported could be higher or lower than the correct salary – either way it impacts the member’s record and needs to be corrected.

For this example we are assuming the following information:

Salary previously reported to SRA:	\$50,000
Salary that should have been reported to SRA:	\$60,000
Contribution Rate:	4%*
Effective Date of Increase:	6/06/2007
Current Pay Period Ending:	8/29/2007
Pays:	26
Contributory Pays:	26

* Be especially aware of changing contribution rates across fiscal year. In this example the increase is effective for part of FY07 (contribution rate = 3%) and into FY08 (contribution rate = 4%)

In this example, the original pension payroll data reported by the employer is as follows:

<u>Pay Period Ending</u>	<u>Actual Annual Compensation</u>	<u>Contribution Amount</u>	<u>Hours Worked</u>	<u>Hours Standard</u>	<u>% of Time</u>	<u>Pay Period Base Salary</u>	<u>Annual Earnable Compensation</u>
6/19/2007	\$50,000	\$57.69	80	80	100%	\$1,923.07	\$50,000
7/3/2007	\$50,000	\$76.92	80	80	100%	\$1,923.07	\$50,000
7/17/2007	\$50,000	\$76.92	80	80	100%	\$1,923.07	\$50,000
7/31/2007	\$50,000	\$76.92	80	80	100%	\$1,923.07	\$50,000
8/14/2007	\$50,000	<u>\$76.92</u>	80	80	100%	\$1,923.07	\$50,000
		\$365.37					

The employee received a retroactive salary increase to \$60,000 which was effective beginning 6/6/07. The employer must now submit a Prior Period Payroll Adjustment Form (SRA-714) to reflect the higher salary and contribution amount. The correct/adjusted payroll data is as follows:

<u>Pay Period Ending</u>	<u>Actual Annual Compensation</u>	<u>Contribution Amount</u>	<u>Hours Worked</u>	<u>Hours Standard</u>	<u>% of Time</u>	<u>Pay Period Base Salary</u>	<u>Annual Earnable Compensation</u>
6/19/2007	\$60,000	\$69.23	80	80	100%	\$2,307.69	\$60,000
7/3/2007	\$60,000	\$92.31	80	80	100%	\$2,307.69	\$60,000
7/17/2007	\$60,000	\$92.31	80	80	100%	\$2,307.69	\$60,000
7/31/2007	\$60,000	\$92.31	80	80	100%	\$2,307.69	\$60,000
8/14/2007	\$60,000	<u>\$92.31</u>	80	80	100%	\$2,307.69	\$60,000
		\$438.47					

The Prior Period Payroll Adjustment Form (SRA-714) should be completed as follows:

PREPARER INFORMATION

Preparer: Mary Jones
 Title: Payroll Specialist
 Date: 9/1/07
 Telephone No.: (410) 123-4567

MEMBER INFORMATION

Social Security No.: 123-45-6789
 Name: John Doe
 System Code: 7
 Employer Location: 11110000

PRIOR PERIOD PAYROLL ADJUSTMENT FORM
 PENSION SYSTEM AND BIFURCATED MEMBERS ONLY

PAY PERIOD ENDING DATE	JOB TITLE FOR PERIOD INDICATED	PERM., TEMP., CONTR.	ACTUAL ANNUAL COMPENSATION	EMPLOYEE CONTRIBUTION AMOUNT	HOURS PAID (pay period)	STANDARD HOURS (pay period)	% OF TIME	PAY PERIOD BASE SALARY PAID	ANNUAL EARNABLE COMPENSATION
6/19/07	Finance Officer III	Perm	\$60,000.00	\$69.23	80.0	80.0	00	\$2,307.69	\$60,000.00
7/3/07	Finance Officer III	Perm	\$60,000.00	\$92.31	80.0	80.0	00	\$2,307.69	\$60,000.00
7/17/07	Finance Officer III	Perm	\$60,000.00	\$92.31	80.0	80.0	00	\$2,307.69	\$60,000.00
7/31/07	Finance Officer III	Perm	\$60,000.00	\$92.31	80.0	80.0	00	\$2,307.69	\$60,000.00
8/14/07	Finance Officer III	Perm	\$60,000.00	\$92.31	80.0	80.0	00	\$2,307.69	\$60,000.00

PAGE TOTAL \$ 73.10

REASON FOR PRIOR PERIOD PAYROLL ADJUSTMENT: Retroactive Salary Adjustment effective 6/6/07.

The Remittance Reconciliation Form for Payroll Data should be completed as follows:

**MARYLAND STATE RETIREMENT AGENCY
REMITTANCE RECONCILIATION FORM FOR PAYROLL DATA**

Purposes: To standardize the following:

- Reconciliation of employee contribution amounts to the reported payroll data
- Identification of retroactive employee contribution adjustments included with current payroll data to facilitate the State Retirement Agency's adjustment of member records

Employer Name: Town of Anywhere

Employer Location(s): 11110000

Pay Period Ending Date (one form for each pay period ending date): 8/29/07

Contact Name and Telephone Number: Mary Jones, (410) 123-4567

CASH REMITTANCE AS PER REVENUE CONTROL TRANSMITTAL \$9,073.10

PAYROLL DATA AMOUNTS AS PER EMPLOYER MEDIA

- | | | |
|-----|--|-------------------|
| (a) | Employee contributions attributed to current pay period, as reported on current media (DO NOT REPORT RETROACTIVE ADJUSTMENTS) | <u>\$9,000.00</u> |
| (b) | Sum of contributions for previously omitted and current period payroll data requiring SRA-714 (attach SRA-714 for each adjusted member record) | <u>\$73.10</u> |
| (c) | Sum of prior period employee contribution adjustments (attach SRA Prior Period Employee Contribution Adjustment form) | <u>\$0.00</u> |

TOTAL ADJUSTED PAYROLL DATA AMOUNT (sum of a, b and c) \$9,073.10

CASH PER REVENUE CONTROL TRANSMITTAL AMOUNT MUST EQUAL TOTAL ADJUSTED PAYROLL DATA AMOUNT

Reference Notes:

- (a) Represents employee contribution amounts remitted to the SRA applicable to the current pay period only. Retroactive prior pay period employee contribution adjustments not applicable to the current pay period must be reported separately in accordance with note "b".
- (b) Employers are required to submit a SRA-714 form to report current and prior pay periods worked by members not previously reported to the SRA. However, an abbreviated format is available to report adjustments that only impact the calculation of the employee contribution amount.
- (c) For previously reported pay periods where the employer correctly reported the data elements except for the calculation of the employee contribution amount, the employer must use the SRA's 'Prior Period Employee Contribution Adjustment Form' rather than the SRA-714 form.

Contribution Adjustment

A contribution adjustment occurs when an employer discovers that the contribution reported to the State Retirement Agency was incorrect. The correct contribution amount could be higher or lower than the correct salary – either way it impacts the member’s record and needs to be corrected. If sufficient employee contributions are not submitted by the employer on behalf of the member, the member’s account will have a contribution deficiency that will accrue interest until paid and will reduce their monthly retirement benefit after retirement if it is not paid.

For this example we are assuming the following information:

Reported Contribution:	\$57.69
Actual Contribution:	\$76.92
Effective Date:	6/19/2007
Current Pay Period Ending:	8/28/2007
Pays:	26

In this example of a contribution adjustment, the employer incorrectly reported and submitted contributions for John Doe. The employer did not change the contribution rate to 4% effective with the **first payroll of fiscal year 2008**. The correct **amount of bi-weekly pension contributions should have been \$76.92 per pay period**. However, the **actual contribution amount reported and remitted was \$57.69 per pay period**. Therefore, a contribution adjustment is required. The actual reported payroll data is as follows:

<u>Pay Period Ending</u>	<u>Actual Annual Compensation</u>	<u>Contribution Amount</u>	<u>Hours Worked</u>	<u>Hours Standard</u>	<u>% of Time</u>	<u>Pay Period Base Salary</u>	<u>Annual Earnable Compensation</u>
6/19/2007	\$50,000	\$57.69	80	80	100%	\$1,923.07	\$50,000
7/3/2007	\$50,000	\$57.69	80	80	100%	\$1,923.07	\$50,000
7/17/2007	\$50,000	\$57.69	80	80	100%	\$1,923.07	\$50,000
7/31/2007	\$50,000	\$57.69	80	80	100%	\$1,923.07	\$50,000
8/14/2007	\$50,000	<u>\$57.69</u>	80	80	100%	\$1,923.07	\$50,000
		\$288.45					

The payroll data **should have been reported as follows:**

<u>Pay Period Ending</u>	<u>Actual Annual Compensation</u>	<u>Contribution Amount</u>	<u>Hours Worked</u>	<u>Hours Standard</u>	<u>% of Time</u>	<u>Pay Period Base Salary</u>	<u>Annual Earnable Compensation</u>
6/16/2007	\$50,000	\$57.69	80	80	100%	\$1,923.07	\$50,000
7/3/2007	\$50,000	\$76.92	80	80	100%	\$1,923.07	\$50,000
7/17/2007	\$50,000	\$76.92	80	80	100%	\$1,923.07	\$50,000
7/31/2007	\$50,000	\$76.92	80	80	100%	\$1,923.07	\$50,000
8/14/2007	\$50,000	<u>\$76.92</u>	80	80	100%	\$1,923.07	\$50,000
		\$365.37					

Contribution Difference = \$76.92

The Prior Period Payroll Adjustment Form (SRA-714) should be completed as follows:

PREPARER INFORMATION

Preparer: Mary Jones
 Title: Payroll Specialist
 Date: 9/1/07
 Telephone No.: (410) 123-4567

MEMBER INFORMATION

Social Security No.: 123-45-6789
 Name: John Doe
 System Code: 7
 Employer Location: 11110000

PRIOR PERIOD PAYROLL ADJUSTMENT FORM
 PENSION SYSTEM AND BIFURCATED MEMBERS ONLY

PAY PERIOD ENDING DATE	JOB TITLE FOR PERIOD INDICATED	PERM., TEMP., CONTR.	ACTUAL ANNUAL COMPENSATION	EMPLOYEE CONTRIBUTION AMOUNT	HOURS PAID (pay period)	STANDARD HOURS (pay period)	% OF TIME	PAY PERIOD BASE SALARY PAID	ANNUAL EARNABLE COMPENSATION
7/3/07	Finance Officer III	Perm	\$50,000	\$76.92	80.0	80.0	00	\$1923.07	\$50,000
7/17/07	Finance Officer III	Perm	\$50,000	\$76.92	80.0	80.0	00	\$1923.07	\$50,000
7/31/07	Finance Officer III	Perm	\$50,000	\$76.92	80.0	80.0	00	\$1923.07	\$50,000
8/14/07	Finance Officer III	Perm	\$50,000	\$76.92	80.0	80.0	00	\$1923.07	\$50,000

PAGE TOTAL \$ 76.92

REASON FOR PRIOR PERIOD PAYROLL ADJUSTMENT: Incorrect contributions reported 3% vs. 4% for FY08.

The Remittance Reconciliation Form For Payroll Data should be completed as follows:

**MARYLAND STATE RETIREMENT AGENCY
REMITTANCE RECONCILIATION FORM FOR PAYROLL DATA**

Purposes: To standardize the following:

- Reconciliation of employee contribution amounts to the reported payroll data
- Identification of retroactive employee contribution adjustments included with current payroll data to facilitate the State Retirement Agency's adjustment of member records

Employer Name: Town of Anywhere

Employer Location(s): 11110000

Pay Period Ending Date (one form for each pay period ending date): 8/29/07

Contact Name and Telephone Number: Mary Jones, (410) 123-4567

CASH REMITTANCE AS PER REVENUE CONTROL TRANSMITTAL \$9,076.92

PAYROLL DATA AMOUNTS AS PER EMPLOYER MEDIA

- | | | |
|-----|--|-------------------|
| (a) | Employee contributions attributed to current pay period, as reported on current media (DO NOT REPORT RETROACTIVE ADJUSTMENTS) | <u>\$9,000.00</u> |
| (b) | Sum of contributions for previously omitted and current period payroll data requiring SRA-714 (attach SRA-714 for each adjusted member record) | <u>*\$76.92</u> |
| (c) | Sum of prior period employee contribution adjustments (attach SRA Prior Period Employee Contribution Adjustment form) | <u>\$0.00</u> |

TOTAL ADJUSTED PAYROLL DATA AMOUNT (sum of a, b and c) \$9,076.92

CASH PER REVENUE CONTROL TRANSMITTAL AMOUNT MUST EQUAL TOTAL ADJUSTED PAYROLL DATA AMOUNT

Reference Notes:

- (a) Represents employee contribution amounts remitted to the SRA applicable to the current pay period only. Retroactive prior pay period employee contribution adjustments not applicable to the current pay period must be reported separately in accordance with note "b".
- (b) Employers are required to submit a SRA-714 form to report current and prior pay periods worked by members not previously reported to the SRA. However, an abbreviated format is available to report adjustments that only impact the calculation of the employee contribution amount.
- (c) For previously reported pay periods where the employer correctly reported the data elements except for the calculation of the employee contribution amount, the employer must use the SRA's 'Prior Period Employee Contribution Adjustment Form' rather than the SRA-714 form.

Hours Worked and Standard Hours Adjustment

A Hours Worked or Standard Hours adjustment occurs when an employer discovers that the Hours Worked or the Standard Hours reported to the State Retirement Agency are incorrect. It's important that each employer report the correct Hours Worked and Standard Hours each pay period. This is especially true for members of the pensions systems. In the pension systems (Teachers', Employees', and LEOPS), the reported hours determine the amount of creditable and eligibility service awarded. Incorrect reporting of hours can impact whether or not a member is eligible for death, disability, and retirement benefits and impact the amount of benefits paid.

Current Pay Period Ending: 8/28/2007
 Pays: 26

The original pension payroll data reporting for this member was as follows:

<u>Pay Period Ending</u>	<u>Actual Annual Compensation</u>	<u>Contribution Amount</u>	<u>Hours Worked</u>	<u>Hours Standard</u>	<u>% of Time</u>	<u>Pay Period Base Salary</u>	<u>Annual Earnable Compensation</u>
6/19/2007	\$50,000	\$57.69	40	80	100%	\$1,923.07	\$50,000
7/3/2007	\$50,000	\$76.92	50	80	100%	\$1,923.07	\$50,000
7/17/2007	\$50,000	\$76.92	60	80	100%	\$1,923.07	\$50,000
7/31/2007	\$50,000	\$76.92	50	80	100%	\$1,923.07	\$50,000
8/14/2007	\$50,000	<u>\$76.92</u>	40	80	100%	\$1,923.07	\$50,000
		\$356.37					

In the reported data above, although the hours worked reflects a part time employee, the remaining data does not reflect part time employment. The employer, to correct the previously reported data, should make an as adjustment as follows:

<u>Pay Period Ending</u>	<u>Actual Annual Compensation</u>	<u>Contribution Amount</u>	<u>Hours Worked</u>	<u>Hours Standard</u>	<u>% of Time</u>	<u>Pay Period Base Salary</u>	<u>Annual Earnable Compensation</u>
6/19/2007	\$50,000	\$57.69	80	80	100%	\$1,923.07	\$50,000
7/3/2007	\$50,000	\$76.92	80	80	100%	\$1,923.07	\$50,000
7/17/2007	\$50,000	\$76.92	80	80	100%	\$1,923.07	\$50,000
7/31/2007	\$50,000	\$76.92	80	80	100%	\$1,923.07	\$50,000
8/14/2007	\$50,000	<u>\$76.92</u>	80	80	100%	\$1,923.07	\$50,000
		\$356.37					

This adjustment does not require an adjustment to the contributions remittance. However, the difference in the reported data could make a difference in the amount of creditable service and/or eligibility service the member will earn in FY07 & FY08. The 714 Form does not need to come in with payroll and does not require a change to the remittance reconciliation.

The Prior Period Payroll Adjustment Form (SRA-714) should be completed as follows:

PREPARER INFORMATION

Preparer: Mary Jones
 Title: Payroll Specialist
 Date: 9/1/07
 Telephone No.: (410) 123-4567

MEMBER INFORMATION

Social Security No.: 123-45-6789
 Name: John Doe
 System Code: 7
 Employer Location: 11110000

**PRIOR PERIOD PAYROLL ADJUSTMENT FORM
 PENSION SYSTEM AND BIFURCATED MEMBERS ONLY**

PAY PERIOD ENDING DATE	JOB TITLE FOR PERIOD INDICATED	PERM., TEMP., CONTR.	ACTUAL ANNUAL COMPENSATION	EMPLOYEE CONTRIBUTION AMOUNT	HOURS PAID (pay period)	STANDARD HOURS (pay period)	% OF TIME	PAY PERIOD BASE SALARY PAID	ANNUAL EARNABLE COMPENSATION
6/19/07	Finance Officer III	Perm	\$50,000	\$57.69	80.0	80.0	00	\$1,923.07	\$50,000
7/3/07	Finance Officer III	Perm	\$50,000	\$76.92	80.0	80.0	00	\$1,923.07	\$50,000
7/17/07	Finance Officer III	Perm	\$50,000	\$76.92	80.0	80.0	00	\$1,923.07	\$50,000
7/31/07	Finance Officer III	Perm	\$50,000	\$76.92	80.0	80.0	00	\$1,923.07	\$50,000
8/14/07	Finance Officer III	Perm	\$50,000	\$76.92	80.0	80.0	00	\$1,923.07	\$50,000

PAGE TOTAL \$ 0.00

REASON FOR PRIOR PERIOD PAYROLL ADJUSTMENT: Hours Worked Correction.

Payroll Cancellation Adjustment

A payroll cancellation is not just a correction to prior reported pension payroll data, but a deletion of that data as if it were never reported. This may be necessary where an employer mistakenly reported payroll for an employee who had resigned, taken a leave of absence, or retired.

For this example we are assuming that the following information was reported for an employee who had been placed on an unpaid leave of absence and should not have had pension payroll data reported:

<u>Pay Period Ending</u>	<u>Actual Annual Compensation</u>	<u>Contribution Amount</u>	<u>Hours Worked</u>	<u>Hours Standard</u>	<u>% of Time</u>	<u>Pay Period Base Salary</u>	<u>Annual Earnable Compensation</u>
10/19/2007	\$35,000	<u>\$53.85</u> \$53.85	80	80	100%	\$1,346.15	\$35,000

To correct this situation the employer should submit a cancellation (negative) adjustment as follows to reflect that the employee did not work during this pay period:

<u>Pay Period Ending</u>	<u>Actual Annual Compensation</u>	<u>Contribution Amount</u>	<u>Hours Worked</u>	<u>Hours Standard</u>	<u>% of Time</u>	<u>Pay Period Base Salary</u>	<u>Annual Earnable Compensation</u>
10/19/2007	(\$35,000)	<u>(\$53.85)</u> (\$53.85)	(80)	(80)	(100%)	(\$1,346.15)	(\$35,000)

The Prior Period Payroll Adjustment Form (SRA-714) should be completed as follows:

PREPARER INFORMATION

Preparer: Mary Jones
 Title: Payroll Specialist
 Date: 9/1/07
 Telephone No.: (410) 123-4567

MEMBER INFORMATION

Social Security No.: 123-45-6789
 Name: John Doe
 System Code: 7
 Employer Location: 11110000

PRIOR PERIOD PAYROLL ADJUSTMENT FORM
 PENSION SYSTEM AND BIFURCATED MEMBERS ONLY

PAY PERIOD ENDING DATE	JOB TITLE FOR PERIOD INDICATED	PERM., TEMP., CONTR.	ACTUAL ANNUAL COMPENSATION	EMPLOYEE CONTRIBUTION AMOUNT	HOURS PAID (pay period)	STANDARD HOURS (pay period)	% OF TIME	PAY PERIOD BASE SALARY PAID	ANNUAL EARNABLE COMPENSATION
10/19/07	Finance Officer I	Perm	(\$35,000)	(\$53.85)	(80.0)	(80.0)	00	(\$1,346.15)	(\$35,000)

PAGE TOTAL \$ (53.85)

REASON FOR PRIOR PERIOD PAYROLL ADJUSTMENT: Employee on unpaid leave of absence.

The Remittance Reconciliation Form For Payroll Data should be completed as follows:

**MARYLAND STATE RETIREMENT AGENCY
REMITTANCE RECONCILIATION FORM FOR PAYROLL DATA**

Purposes: To standardize the following:

- Reconciliation of employee contribution amounts to the reported payroll data
- Identification of retroactive employee contribution adjustments included with current payroll data to facilitate the State Retirement Agency's adjustment of member records

Employer Name: Town of Anywhere

Employer Location(s): 11110000

Pay Period Ending Date (one form for each pay period ending date): 8/29/07

Contact Name and Telephone Number: Mary Jones, (410) 123-4567

CASH REMITTANCE AS PER REVENUE CONTROL TRANSMITTAL

\$8,946.15

PAYROLL DATA AMOUNTS AS PER EMPLOYER MEDIA

- | | | |
|-----|--|-------------------|
| (a) | Employee contributions attributed to current pay period, as reported on current media (DO NOT REPORT RETROACTIVE ADJUSTMENTS) | <u>\$9,000.00</u> |
| (b) | Sum of contributions for previously omitted and current period payroll data requiring SRA-714 (attach SRA-714 for each adjusted member record) | <u>\$(53.85)</u> |
| (c) | Sum of prior period employee contribution adjustments (attach SRA Prior Period Employee Contribution Adjustment form) | <u>\$0.00</u> |

TOTAL ADJUSTED PAYROLL DATA AMOUNT (sum of a, b and c)

\$8,946.15

CASH PER REVENUE CONTROL TRANSMITTAL AMOUNT MUST EQUAL TOTAL ADJUSTED PAYROLL DATA AMOUNT

Reference Notes:

- (a) Represents employee contribution amounts remitted to the SRA applicable to the current pay period only. Retroactive prior pay period employee contribution adjustments not applicable to the current pay period must be reported separately in accordance with note "b".
- (b) Employers are required to submit a SRA-714 form to report current and prior pay periods worked by members not previously reported to the SRA. However, an abbreviated format is available to report adjustments that only impact the calculation of the employee contribution amount.
- (c) For previously reported pay periods where the employer correctly reported the data elements except for the calculation of the employee contribution amount, the employer must use the SRA's 'Prior Period Employee Contribution Adjustment Form' rather than the SRA-714 form.

Failure to Report Payroll Data Adjustment

A failure to report payroll data adjustment usually occurs in cases where a new employee was not immediately enrolled and no payroll data was reported. It is very important to report the new member's pension payroll data back to the date of hire to ensure that the member gets full credit for their employment.

For this example we are assuming that the employer did not report any pension payroll data for the member. The member was hired on 6/5/07 and the failure to report pension payroll data was discovered with the pay period ending 8/14/07. The employer will report the pension payroll data through the regular process for the pay period ending 8/14/07, but must submit a prior period adjustment for pay periods ending 6/19/07, 7/3/07, 7/17/07, and 7/31/07. Payroll data for 6/19/07 through 7/31/07 is as follows:

<u>Pay Period Ending</u>	<u>Actual Annual Compensation</u>	<u>Contribution Amount</u>	<u>Hours Worked</u>	<u>Hours Standard</u>	<u>% of Time</u>	<u>Pay Period Base Salary</u>	<u>Annual Earnable Compensation</u>
6/19/2007	\$40,000	\$61.54	80	80	100%	\$1,538.46	\$40,000
7/3/2007	\$40,000	\$61.54	80	80	100%	\$1,538.46	\$40,000
7/17/2007	\$40,000	\$61.54	80	80	100%	\$1,538.46	\$40,000
7/31/2007	\$40,000	<u>\$61.54</u>	80	80	100%	\$1,538.46	\$40,000
		\$246.16					

The Prior Period Payroll Adjustment Form (SRA-714) should be completed as follows:

PREPARER INFORMATION

Preparer: Mary Jones
 Title: Payroll Specialist
 Date: 9/1/07
 Telephone No.: (410) 123-4567

MEMBER INFORMATION

Social Security No.: 123-45-6789
 Name: John Doe
 System Code: 7
 Employer Location: 11110000

**PRIOR PERIOD PAYROLL ADJUSTMENT FORM
 PENSION SYSTEM AND BIFURCATED MEMBERS ONLY**

PAY PERIOD ENDING DATE	JOB TITLE FOR PERIOD INDICATED	PERM., TEMP., CONTR.	ACTUAL ANNUAL COMPENSATION	EMPLOYEE CONTRIBUTION AMOUNT	HOURS PAID (pay period)	STANDARD HOURS (pay period)	% OF TIME	PAY PERIOD BASE SALARY PAID	ANNUAL EARNABLE COMPENSATION
6/19/07	Admin Officer I	Perm	\$40,000	\$61.45	80.0	80.0	00	\$1,538.46	\$40,000
7/3/07	Admin Officer I	Perm	\$40,000	\$61.54	80.0	80.0	00	\$1,538.46	\$40,000
7/17/07	Admin Officer I	Perm	\$40,000	\$61.54	80.0	80.0	00	\$1,538.46	\$40,000
7/31/07	Admin Officer I	Perm	\$40,000	\$61.54	80.0	80.0	00	\$1,538.46	\$40,000

PAGE TOTAL \$ 246.16

REASON FOR PRIOR PERIOD PAYROLL ADJUSTMENT: Employee hired on 6/5/07 but data not reported until PPED 8/14/07.

The Remittance Reconciliation Form For Payroll Data should be completed as follows:

**MARYLAND STATE RETIREMENT AGENCY
REMITTANCE RECONCILIATION FORM FOR PAYROLL DATA**

Purposes: To standardize the following:

- Reconciliation of employee contribution amounts to the reported payroll data
- Identification of retroactive employee contribution adjustments included with current payroll data to facilitate the State Retirement Agency's adjustment of member records

Employer Name: Town of Anywhere

Employer Location(s): 11110000

Pay Period Ending Date (one form for each pay period ending date): 8/29/07

Contact Name and Telephone Number: Mary Jones, (410) 123-4567

CASH REMITTANCE AS PER REVENUE CONTROL TRANSMITTAL \$9,246.16

PAYROLL DATA AMOUNTS AS PER EMPLOYER MEDIA

- | | | |
|-----|--|-------------------|
| (a) | Employee contributions attributed to current pay period, as reported on current media (DO NOT REPORT RETROACTIVE ADJUSTMENTS) | <u>\$9,000.00</u> |
| (b) | Sum of contributions for previously omitted and current period payroll data requiring SRA-714 (attach SRA-714 for each adjusted member record) | <u>\$246.16</u> |
| (c) | Sum of prior period employee contribution adjustments (attach SRA Prior Period Employee Contribution Adjustment form) | <u>\$0.00</u> |

TOTAL ADJUSTED PAYROLL DATA AMOUNT (sum of a, b and c) \$9,246.16

CASH PER REVENUE CONTROL TRANSMITTAL AMOUNT MUST EQUAL TOTAL ADJUSTED PAYROLL DATA AMOUNT

Reference Notes:

- (a) Represents employee contribution amounts remitted to the SRA applicable to the current pay period only. Retroactive prior pay period employee contribution adjustments not applicable to the current pay period must be reported separately in accordance with note "b".
- (b) Employers are required to submit a SRA-714 form to report current and prior pay periods worked by members not previously reported to the SRA. However, an abbreviated format is available to report adjustments that only impact the calculation of the employee contribution amount.
- (c) For previously reported pay periods where the employer correctly reported the data elements except for the calculation of the employee contribution amount, the employer must use the SRA's 'Prior Period Employee Contribution Adjustment Form' rather than the SRA-714 form.