

**Kentucky Teachers' Retirement System
Annual Report Workshop 2008**

Annual Reporting

Employer Responsibilities – Accurately report the earnings of each member.

- ◆ Contributions remitted during the year agree with the year-end annual report.
- ◆ Service credit is accurate
- ◆ Retirement and refund applications agree with Annual report.

We will ask about membership/retirement applications and name and address changes throughout the year.

Forms for annual report are on web site: <http://ktrs.ky.gov>

Information needed to begin annual report:

- ◆ May 31 Escrow report (we mail in June)
- ◆ List of remittances to KTRS after May 31 (you prepare)
- ◆ List of employees who will not earn full year of service credit (you prepare to help correct records generated in Munis).

Annual Report Steps:

- ◆ Run accumulator report and balance totals with KTRS remittances
- ◆ Generate KTRS report in Munis
- ◆ Edit employee information on Munis screens
- ◆ Prepare R-2 form
- ◆ Prepare Form 30
- ◆ Transfer Annual report via KYTransfer to KDE
- ◆ Mail R-2 and Form 30 to KTRS

Editing employee information on annual report

- ◆ Unique employment type for each record for a particular employee.
- ◆ KTRS members who work at different rates of pay during the year and did **NOT** work a full year must have a record with the days worked for each pay rate and for extra services.

Members who receive less than full-year service credit:

- ◆ Part-time employees/Substitutes
- ◆ Late entrants or early retirements/resignations
- ◆ Docked days
- ◆ Use different “Record Number” code for multiple records for same employee.

- ◆ Days paid at each pay rate (and full-year salary) must be reported for employees who do not work a full year
- ◆ Do not report days paid in “2” or “3” record number codes.

Extra Duty Reporting

- ◆ Extra duty must be reported in separate record for employees who do not work a full year.
- ◆ Substitutes (and part-time non-contractual employees) – only withhold KTRS contributions if extra duties require certification.

Example – reporting employee with two rates of pay:

Teacher I received a 1% increase on January 1. Teacher I’s daily rate of pay was \$175 before Jan 1 and \$176.75 after Jan 1. Teacher I resigned position April 1. Teacher I worked 91 days before Jan 1 and 63 days after Jan1 until April 1.

- ◆ Contract salary before Jan 1 = \$175 x 185 = \$32,375
- ◆ Contract salary after Jan 1 = \$176.75 x 185 = \$32,698.75

SSN	Name	DRC	Contrib. Withheld	Days Worke	Contract Days	Contract Salary	Daily Dock	Matching Contrib	Matching Salary
123-45-6789	Teacher I	0	1,569.41	91	185	32,375.00	175.00		
123-45-6789	Teacher I	1	1,097.38	63	185	32,698.75	176.75		

REMINDERS

- ◆ New certified employees hired after January 1, 2005 must sign a disclosure statement, Form SSA-1945, which can be found at <http://ktrs.ky.gov> in the “Forms/Resources” section. Employers must:
 - ◆ Give the form to the employee prior to starting employment.
 - ◆ Get the employee’s signature on the form
 - ◆ Send a copy of the signed form to the pension paying agency (KTRS)
- ◆ Please use only a yellow highlighter on correspondence to KTRS because it works best with our imaging system.
- ◆ Critical Shortage employer cost is **10.20%** for fiscal year 2008-2009.
- ◆ Employer matching for federally funded positions **REMAINS 13.105%** for 2008-2009 fiscal year.

We know the annual report falls during a busy time of the year, thank you for your effort and assistance.

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