Sick Leave Certification

Presented: November 18, 2015
What you need to know...

• What happens to a member’s sick leave at the time of retirement?
• What are the conversion periods?
• How do I report sick leave to TRSL?
• Can I correct errors?
• Wrap-up
Why do I need to certify sick leave usage?

- When a member applies to retire, unused sick leave may be converted to additional service credit.

- There are three time periods covering the conversion.
  - Sick leave earned through June 30, 1988
  - Sick leave earned between July 1, 1988 and June 30, 1990
  - Sick leave earned after June 30, 1990
Important facts about sick leave

• It is a benefit of employment.

• It is subject to the authority of the employing agency.

• It can increase the monthly retirement benefit—at the time of retirement.
  » The conversion takes place when the final benefit is calculated.

• It cannot be used to attain retirement eligibility.
### How the conversion works

#### Table 1 - Accumulated Sick Leave Conversion for sick leave earned through June 30, 1988

<table>
<thead>
<tr>
<th>Sick Day Balance</th>
<th>Service Credit Earned</th>
<th>Sick Day Balance</th>
<th>Service Credit Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 - 45</td>
<td>0.25 years</td>
<td>361 - 405</td>
<td>2.25 years</td>
</tr>
<tr>
<td>46 - 90</td>
<td>0.50 years</td>
<td>406 - 450</td>
<td>2.50 years</td>
</tr>
<tr>
<td>91 - 135</td>
<td>0.75 years</td>
<td>451 - 495</td>
<td>2.75 years</td>
</tr>
<tr>
<td>136 - 180</td>
<td>1.00 years</td>
<td>496 - 540</td>
<td>3.00 years</td>
</tr>
<tr>
<td>181 - 225</td>
<td>1.25 years</td>
<td>541 - 585</td>
<td>3.25 years</td>
</tr>
<tr>
<td>226 - 270</td>
<td>1.50 years</td>
<td>586 - 630</td>
<td>3.50 years</td>
</tr>
<tr>
<td>271 - 315</td>
<td>1.75 years</td>
<td>631 - 675</td>
<td>3.75 years</td>
</tr>
<tr>
<td>316 - 360</td>
<td>2.00 years</td>
<td>676 - 720</td>
<td>4.00 years</td>
</tr>
</tbody>
</table>

#### Table 2 - Accumulated Sick Leave Conversion for sick leave earned after June 30, 1988

<table>
<thead>
<tr>
<th>Accumulated sick leave days for those who work</th>
<th>Fraction of year credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 months</td>
<td>10 months</td>
</tr>
<tr>
<td>10-18</td>
<td>11-20</td>
</tr>
<tr>
<td>19-36</td>
<td>21-40</td>
</tr>
<tr>
<td>37-54</td>
<td>41-60</td>
</tr>
<tr>
<td>55-72</td>
<td>61-80</td>
</tr>
<tr>
<td>73-90</td>
<td>81-100</td>
</tr>
<tr>
<td>91-108</td>
<td>101-120</td>
</tr>
<tr>
<td>109-126</td>
<td>121-140</td>
</tr>
<tr>
<td>127-144</td>
<td>141-160</td>
</tr>
<tr>
<td>145-162</td>
<td>161-180</td>
</tr>
<tr>
<td>163-180</td>
<td>181-200</td>
</tr>
</tbody>
</table>
You submit this information online.

• All information can be entered into the *Employer Membership Information Site* (EMIS).
  » *Sick Leave Update* feature
  » *Sick Leave Days Paid Update* feature
  » Upload an unencrypted file directly to EMIS.
Sick Leave Update

- Enter a single member’s sick leave usage by fiscal year.
  - Can use Employment History to pull all years a member worked for you.
  - Can use a range of dates.
  - Can have contract months entered for each year by selection.
Some helpful hints about Sick Leave Update

• **Employment history:** Lets you pull each fiscal year found on member’s employment history.
  
  » Do **not** use for the years when the member was in DROP.

• **Select months of contract for adding records:** Lets you pre-load the months of contract for each fiscal year.
  
  » Do **not** use if member changed contracts during a fiscal year or multiple contracts through employment.

• **NOTE:** Do **not** enter your personal data. Have another authorized signer update your records.
Some employers will “buy back” up to 25 days of unused sick leave from their employees.

- Can be taken when entering DROP or at retirement
- Check your policies to determine if your agency does this.
- Days sold back are deducted from total number of unused sick leave available for conversion.
You can upload a file with all employees’ sick leave usage to EMIS.

- **Employer Sick Leave Posting** lets you submit sick leave usage for all employees in TRSL by fiscal year.
  
  » Report July 1 – June 30

  » Submit back years for historical purposes—helps you retrieve your data in the event of a disaster and you won’t have to spend as much time researching old records when a member applies to retire.
There is a specific layout for the file

<table>
<thead>
<tr>
<th>Starting Position</th>
<th>Field Description</th>
<th>Data Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employer ID</td>
<td>Alpha</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Social Security Number</td>
<td>Numeric</td>
<td>9</td>
</tr>
<tr>
<td>14</td>
<td>Fiscal Year</td>
<td>Numeric</td>
<td>4</td>
</tr>
<tr>
<td>18</td>
<td>Contract Months</td>
<td>Numeric</td>
<td>2</td>
</tr>
<tr>
<td>20</td>
<td>Sick Leave Days Used</td>
<td>Numeric</td>
<td>5*</td>
</tr>
<tr>
<td>25</td>
<td>Summer Percent Effort (e.g., 050 for 50%)</td>
<td>Numeric</td>
<td>3</td>
</tr>
<tr>
<td>28</td>
<td>Summer Days Worked</td>
<td>Numeric</td>
<td>5*</td>
</tr>
</tbody>
</table>

TOTAL 32 BYTES

*The field is actually 3.2 with implied decimal point. (e.g., 10.5 days worked or sick leave days used must be coded as 01050)

NOTE: This file can be submitted annually at the end of each fiscal year for prior fiscal year sick leave data and at any time for any back years sick leave data.
Helpful hints: Uploading a file to EMIS.

- The “months of contract” must be a whole number—round to the nearest whole number.

- Sick leave usage for return-to-work retirees will not be processed for the fiscal year AFTER retirement.
Posting Errors Summary Report

Teachers' Retirement System of Louisiana
Sick Leave Post
Posting Errors/Summary Report
Agency 00

<table>
<thead>
<tr>
<th>SSN</th>
<th>Empr ID</th>
<th>Fiscal Year</th>
<th>Contract Month</th>
<th>Days Used</th>
<th>Sum Pct Effort</th>
<th>Sum Days Worked</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>0056</td>
<td>2001</td>
<td>09</td>
<td>0.5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Name Not Found</td>
</tr>
<tr>
<td>0056</td>
<td>2001</td>
<td>09</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>0056</td>
<td>2001</td>
<td>12</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Name Not Found</td>
</tr>
<tr>
<td>0056</td>
<td>2001</td>
<td>09</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Name Not Found</td>
</tr>
<tr>
<td>0056</td>
<td>2001</td>
<td>09</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Name Not Found</td>
</tr>
</tbody>
</table>

Total File Error Count: 80

Sick Leave Post Transaction Summary
Agency 0056

<table>
<thead>
<tr>
<th>Records Read</th>
<th>Reject RTW</th>
<th>Reject SSN Unknown</th>
<th>Reject Invalid Status</th>
<th>Reject Duplicate</th>
<th>Reject Retired</th>
<th>Posted With Error</th>
<th>Posted No Error</th>
</tr>
</thead>
</table>
Once your sick leave file has been posted, check it for errors.

- **Sick Leave Error Report** lets you see a list of records which have invalid sick leave data.
  - Lists errors and error codes
  - Can be corrected online or through a new file submission
  - Duplicate records will be rejected; they will not appear on this report.
How do I know if I need to add sick leave data for an employee?

- **Sick Leave Report** lists all records and fiscal years where sick leave data is missing.
  
  » For both ACTIVE, ACTIVE DROP, DROP MEMBER and INACTIVE statuses.
Unused sick leave may be eligible for conversion to additional service credit at the time of retirement.

- It is not converted when a member enters DROP—they are still earning and using sick leave.

You can either

- Enter the sick leave usage per member, or
- Upload an unencrypted file to EMIS for all employees per fiscal year.

Remember to report sick leave usage in days, not hours.
Questions?
Check out our online **Procedures Manual**.

**Procedures Manual**

The online procedures manual is a comprehensive guide about all the TRSL processes and procedures employers need for reporting employee retirement data.

<table>
<thead>
<tr>
<th>Index</th>
<th>Subject</th>
<th>Pages</th>
<th>Revised Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.7</td>
<td>Certification of Sick Leave</td>
<td>6</td>
<td>02/12</td>
</tr>
<tr>
<td>18.2</td>
<td>Electronic Reporting</td>
<td>11</td>
<td>07/15</td>
</tr>
<tr>
<td>19.1</td>
<td>Sick Leave Information</td>
<td>5</td>
<td>2/13</td>
</tr>
</tbody>
</table>

Available at [www.trsl.org](http://www.trsl.org)
Our employer newsletter, *The Key*, is published electronically.

Published four times a year: February, May, August, and November.

*SAVE THE DATE!*

Join us for annual comprehensive training **March 7-10, 2016.** Like last year, each day will focus on a particular agency type (K-12, charter schools, higher education, & state agencies.)

This year, staff from the Louisiana School Employees’ Retirement System (LSERS) will be presenting topics related to their system.

Stay tuned for the schedule online & via email once dates are confirmed.
We have more webinars to come!

**Questionable Years (Employer Webinar)**

*December 9*
10 a.m.

**ORP - Optional Retirement Plan (Employer Webinar)**

*January 13*
10 a.m.

**Social Security Offsets (Employer Webinar)**

*February 24*
10 a.m.

**Return to Work (Employer Webinar)**

*April 6*
10 a.m.

**Certification Processes (Employer Webinar)**

*May 4*
10 a.m.
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