

Payroll Partners,

The November Change Advisory Board (CAB) release items 743 and 745 regarding PERS calculations for Transfers and Seasonal employees going on and off season have been tested by the Workday Program, reviewed and approved by CAB and will be moved into production with an effective date of Dec. 1, 2024.

Below is a review of the PERS Calculation issues resolved in May and August through the CAB process, along with details of the latest release items for November that will resolve the current PERS calculation issues with Transfers and Seasonal workers. There are work around steps that will continue to be needed for impacted employees PERS calculations May through November 2024. The workaround steps are included below.

PERS Workday Calculation Issues Background:

May 2024

The Workday Change Advisory Board (CAB) approved item 196 – Update PERS Codes to Calculate When an Employee is on an Extended Leave of Absence. With this change employees were setup to pro-rate based on days worked to get the employees on leave to calculate accurately.

- After 196 was deployed in Production, it was reported that new hires and terminated employees were no longer calculating the correct amounts and these deductions should not be pro-rated.

August 2024

In August, Release item 614 – Update PERS codes to calculate when an employee is on an extended leave of absence, was implemented to resolve the timing of termination and PERS calculations that was identified in May 2024.

Duplicate versions of the PERS codes were created that did not prorate and created eligibility rules to allow the new codes to calculate for employees hired or terminated in the current pay period.

- After Release item 614 was deployed in production, we discovered issues with PERS calculations for employees that transfer from one agency to another and for seasonal workers moving on or off season.
- November CAB release items 743 and 745 were created to address the issue around PERS calculations for transfer and seasonal employees.

November Release Items 743 and 745:

- Release Item 743- Update to PERS calculations Seasonal employees
- Release Item 745- Update to PERS calculations for employee transfers
- These Release items were tested and approved by CAB on Nov. 20, 2024 and will be moved into production with an effective date of Dec. 1, 2024.

Seasonal and Transfer Employees PERS Calculation Workaround (May – November 2024):

For seasonal employees moved on or off season or employees that transferred agencies May through November pay period, Payroll will need to review PERS calculations for accuracy.

For any PERS calculation adjustments needed, the steps below walk through how to make the manual corrections. For transfers payroll will need to coordinate with the agency that accepted the transfer to ensure accurate PERS calculations for the month of the transfer and if adjustments are needed, the receiving agency will follow the steps below to make adjustments.

Please take the following steps with Seasonal and Transfers for corrections to PERS calculations.

1. Look at **"PERS EE Paid"** deduction on the "Gross to Net" tab
2. Look at the **"PERS Pension"** Employer deduction on the "Additional Pay Components" tab
3. Calculate the correct percentage based on the PERS Class Plan
4. Use the ["New Hire/Re-Employment Checklist"](#) to validate employees pay (include all earnings and deductions)
5. Use the ["New Hire/Re-Employment Checklist"](#) to validate leave balances
6. Make pay input to adjust the PERS Employee and Employer paid entries as needed.
 - a. It is recommended that Pay Input be entered as a one-time adjustment for the additional amount needed to correct the PERS Class Plan percentage amount.

In addition to the corrections to seasonals and transfers, you will also want to review terminations from May – July 2024 for any potential corrections to PERS calculations.

For December 2024 pay period and going forward, these issues are resolved and will not require any manual corrections.

We apologize for this error and any inconvenience it may cause and will keep you notified when these items have been resolved.

Please submit a case if you have any questions regarding the PERS calculation issues and resolution detailed in this communication.

Sincerely,

DAS Workday Team

