

March 30, 2012

Subject: PERSI's New Pension Administration System & Transmittal Reporting Changes

Dear PERSI employer:

Earlier this year, PERSI took initial steps towards implementing a new pension administration system. The new system will be capable of meeting current and future business needs and addressing the challenges associated with a rapidly increasing public retiree population. Better data quality, improved reliability and greater efficiency are among the benefits of the new system. The first phase of this multi-phased project focuses on employer payroll reporting. The new system requires more comprehensive reporting, giving PERSI and employers the ability to detect potential problems earlier rather than later. This communiqué is the first in a series to help you understand what to expect in the coming months as we transition from the old system to the new one.

To reduce the impact on employers who use electronic reporting, PERSI is keeping the file layout virtually the same as it appears today. However, a few new fields have been added relating to full payroll reporting. Full reporting is a change for employers and an improvement that allows each employee to be assessed for PERSI eligibility. By determining eligibility early, issues can be addressed quickly. Today eligibility issues may not surface until an employee retires, which can leave both employee and employer paying thousands of dollars in back contributions.

Employers play an important role in making this a successful transition. Over the next several weeks, PERSI will be soliciting your feedback. Besides meeting with employers who use different vendors and reporting software, each employer will be asked to complete a short questionnaire and to provide specific reporting information. Before the new transmittal reporting component can be fully rolled out, each employer will participate in testing the new system configuration. PERSI will be in contact with employers about dates for such testing. **The target date for fully implementing employer transmittal reporting on the new system is June 30, 2013.**

I want to assure you PERSI is sensitive to the impact this system change will have on your time and potentially to your budget. After the questionnaires are returned, PERSI will assess the responses to get a feel for the costs associated with meeting new system requirements. Results will be shared with employers in a future communiqué.

Employers who use PETRA for transmittal reporting will also see some changes, but generally will be less affected. The web-based reporting tool will have a new look and feel that includes new data elements you will appreciate. **PERSI anticipates rolling out the new PETRA tools as early as January 30, 2013.**

Throughout the project, PERSI will keep the lines of communication open through mailed communiqués, emails, website postings, and the *News To Use* newsletter. As we enter this new phase in employer reporting, PERSI wants to thank everyone for their cooperation and support. To further assist employers, group training sessions are being organized covering a wide range of issues with special emphasis on eligibility. A schedule will be made available as soon as it is finalized. In the meantime, PERSI is making staff available to meet with employers who feel the need for more a detailed discussion before the training sessions occur. If you have questions about the new system or simply want someone to meet with you, please call me at 208-287-9255.

Best regards,
Debbie Buck
Manager, Employer Service Center