# Employer Billing and Contributions

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Annual Billing

Each November, participating employers are billed based on the total salaries that were paid to NYSLRS members in the previous New York State fiscal year. The required percentages for the various plans are calculated (and may change) every year. The rate for a particular plan is the same for all employers who offer that plan. Payment of these invoices is due on or before February 1.

EMPLOYER CONTRIBUTION RATES

Each September, the actuary provides the employer contribution rates for all of the system’s available retirement plans. They go into effect at the beginning of the system’s fiscal year (April 1). Rates are subject to modification based on legislative enactments. These computations are based on an annual actuarial valuation of the system’s assets and liabilities using the aggregate (total) cost funding method.

Employer contributions represent the cost of the benefits that employees are accruing during their working years. As a participating employer, you are billed once a year for your share of the annual cost of paying for these future benefits for your employees. Actual employer contributions due for any year depend upon the following factors:

- The retirement plans adopted; and
- The amount of salary paid to NYSLRS members; and
- The contribution rates applicable to those salaries as determined by the NYSLRS actuary and approved by the Comptroller.
Employer Billing and Contributions

**June** — a salary and service list is made available to each employer. This list shows the actual salary and days worked, as reported for members in your employ during the previous fiscal year. The total salaries by tier and plan are used for the reconciliation of the previous year’s bill.

Compare this list to your own records. If it appears that any member records may be in error, please prepare a Member Salary and Service Detail Request (RS2413) listing the name, registration number and the last four digits of the Social Security number of the members involved and send it to the Member and Employer Services Bureau. We will then send you an individual breakdown for each of these members showing the monthly amount of salary paid and days worked as contained in our records, including adjustments through the date of preparation.

If there is an error in our records, you need to submit, to our Member and Employer Services Bureau, an Adjustment Report (RS2050) and Adjustment Report Label (RS2050A), respectively.

Please also check the Prior Years’ Adjustment Detail, which is a list of member’s salaries that were adjusted in previous fiscal years. Since this affects how employers are billed or credited, it’s important that you review. Please contact the Employer Billing unit at nyslrs_billing@osc.state.ny.us, if should you feel you are being charged in error.

**August** — we prepare an estimate of the February 1 annual contribution for each employer. You can access your estimate using our online Annual Employer Estimate Application.

**September** — final employer contribution rates are issued for the next fiscal year and a projection of the amount due February 1 of the next fiscal year is provided. For example, in September 2016, the rates for the fiscal year ending March 31, 2018 were issued and a projection of the payment due on February 1, 2018 was provided. You can access both using our online Employer Projection and Rates (EPR) application.

**November** — the annual invoice is available on our website in early November. Local governments and other participating employers are responsible for their share of retirement costs based on actual salaries from the most recently completed fiscal year (the salary listing is published in June). These salaries are multiplied by the appropriate contribution rates. Payment of this invoice is due on or before February 1.

This invoice also bills you for other costs incurred as the result of your participation in the System. These costs may include, but are not limited to, billing for deficiencies, amortization amounts, required payments for an adoption of a State retirement incentive, and for prior years’ adjustments. Prior years’ adjustments may appear as charges or credits.
Adoption of Benefits

From time to time, a change in benefit coverage may be proposed by an employer, employees or a bargaining agent. Actual billing rates for these benefits are calculated annually by us. To help you in your budget preparation for the next fiscal year, we will advise you of the new rates shortly after they become available.

Information about new plans or benefits and actual procedures and costs involved in adopting a new benefit can be obtained from our Member and Employer Services Bureau. When considering the adoption of new or improved benefit plans offered by the Retirement System, you may contact staff from the Member and Employer Services Bureau to request a quote for a benefit adoption plan by email at rtempser@osc.state.ny.us, by fax at 518-474-8357 or by calling 518-474-0167.

When you submit your request, we will prepare an estimated cost, which can be considered in your budget or in collective bargaining. This is necessary since Section 430 (RSSL) requires that the money needed to meet the cost of a new benefit be appropriated and included in the budget for the fiscal year in which the benefit will become effective.

Along with the letter of estimated cost, we will send these documents for you to complete:

- An affidavit certifying that funds have been appropriated; and
- The necessary resolution or resolutions to formally adopt the benefit.

New benefits cannot become effective until certified copies of the resolution and affidavit are filed with NYSLRS. Language in these documents may not be altered or amended in any fashion. The effective date of new benefits may not be made retroactively.

Approximately one month before the end of your fiscal year in which the new benefit becomes effective, you will receive an invoice. This invoice represents an advance payment that is payable prior to the end of your fiscal year in which the new benefit is adopted.

PLAN ADOPTIONS FOR TIERS 1 AND 2

Plans adopted on behalf of Tier 1 or Tier 2 members must apply to all eligible employees who are members of NYSLRS. Benefits cannot be applied to some eligible members or groups of eligible members while not to others, except as provided by law. For example, employers may elect to provide special benefits for police officers only or for firefighters only.