

Teachers' Retirement Systems of Alabama

Employer Self-Service Enrollment and Contribution File Scenarios



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Introduction

This document contains 13 different scenarios related to TRS membership. For each scenario, the corresponding Enrollment and Contribution File Key Fields are provided. We hope this will assist you as we move forward in our new RSA Employer Self-Service reporting system.

Things to note:

- The bold fields in the Enrollment and Contribution records indicate values that must match between the enrollment and contribution records.
- All values shown here for Full Time Units, Units Annually Contracted to Work, Scheduled Units Worked, and Payroll Frequency are just sample values to help illustrate what the records might look like. The samples are intended to help illustrate some of the common scenarios that occur in TRS but each agency is different so you should provide your actual values in these fields and not use the scenario values provided as any kind of fixed value.
- The Full Time Units value in the Contribution records can be reported in each record or be configured ahead of time when the Contract Types are defined for the plan year. For each Contract Type you define you will have the option to enter the full time equivalent for the Work Unit Type (days, hours, etc.) and the pay period. If you choose to provide these full time equivalent values for each pay period, you can pass 0 in the file and the system will insert the full time equivalent value that you preconfigured based on the pay period being reported, the days annually contracted to work specified on the enrollment, and the Type of Units Worked. If you report a value in the file, the file value will always be used for that record.

Scenario 1 – 9-month Teacher with After School Care Work, Tier 1

A full-time contributing K-12 Teacher is paid on a monthly basis. She is salaried at \$40,000 per year and is scheduled to work 5 days per week. She is on a 9 month contract paid over 12 months. Her initial hire date was 7/1/2015, which makes her tier status Tier 2. She has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since her initial hire date. During the monthly period of January 2018, she was paid \$3,333.33 in Regular Wages for 23 days of work. In addition to her Regular Wages, she was paid additional wages of \$1,000 for After School Care Work for 46 hours of work, which equates to 5.75 days. This scenario requires only one enrollment record. Any scenario where a full time position also works another job on a part-time, temporary or seasonal basis will result in similar enrollment and contribution entries shown below. The following would be key fields for her initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	011CONT (Contributing Teacher)
Position Status	01 (Regular)
Enrollment Begin Date	7/1/2015
LOA Status Effective Date	7/1/2015
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/2015
Scheduled Type of Units Worked	00 (Days)
Scheduled Units to Work per Week	5 Days
Scheduled Full Time Units per Week	5 Days
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	187 Days
Number of Months Paid	12 Months
Tier	02

Contribution Record(s)		
Contribution Group	011CONT (Contributing Teacher)	011CONT (Contributing Teacher)
Position Status	01 (Regular)	01 (Regular)
Payment Reason	00 (Regular Pay)	01 (Other Pensionable Wages)
Rate of Pay	\$40,000.00	\$0.00
Type of Rate of Pay	03 (Yearly)	(blank)
Wages	\$3,333.33	\$1,000.00
Employee Contribution	\$200.00	\$60.00
Type of Units Worked	00 (Days)	00 (Days)
Actual Units Worked	23	5.75
Full Time Units	23	23

Scenario 2 – 12-month Employee, Tier 1

A full-time contributing K-12 Principal is paid on a monthly basis. She is paid at a rate of \$60,000 per year and is scheduled to work 5 days per week. She is on a 12 month contract paid over 12 months. Her initial hire date was 7/1/2010, which makes her tier status Tier 1. She has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since her initial hire date. During the monthly period of January 2018, she was paid \$5,000 in Regular Wages for 23 Days of work. The following would be key fields for her initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	012CONT (Contributing Principal)
Position Status	01 (Regular)
Enrollment Begin Date	7/1/2010
LOA Status Effective Date	7/1/2010
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/2010
Scheduled Type of Units Worked	00 (Days)
Scheduled Units to Work per Week	5 Days
Scheduled Full Time Units per Week	5 Days
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	240 Days
Number of Months Paid	12 Months
Tier	01

Contribution Record(s)	
Contribution Group	012CONT (Contributing Principal)
Position Status	01 (Regular)
Payment Reason	00 (Regular Pay)
Rate of Pay	\$60,000.00
Type of Rate of Pay	03 (Yearly)
Wages	\$5,000.00
Employee Contribution	\$375.00
Type of Units Worked	00 (Days)
Actual Units Worked	23
Full Time Units	23

Scenario 3 – Non-participating Clerical Employee, Tier 99

A part-time non-participating Clerical worker is paid on a monthly basis. She is paid at a rate of \$8.50/per hour and has no defined schedule worked per week. She is on a pay as you work schedule. Her initial hire date was 7/1/2011, but has always worked part time, and therefore, her Tier status is 99. She has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since her initial hire date. During the month of March 2018, she was paid \$85 in Regular Wages for 10 hours of work. The following would be key fields for her initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	015NONP (Non-participating Clerical)
Position Status	03 (Seasonal)
Enrollment Begin Date	7/1/2011
LOA Status Effective Date	7/1/2011
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/2011
Scheduled Type of Units Worked	02 (Hours)
Scheduled Units to Work per Week	0 Hours
Scheduled Full Time Units per Week	40 Hours
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	2080 Days (Number of hours expected to work to be full time – 260 * 8)
Number of Months Paid	12 Months
Tier	99

Contribution Record(s)	
Contribution Group	015NONP (Non-participating Clerical)
Position Status	03 (Seasonal)
Payment Reason	00 (Regular Pay)
Rate of Pay	\$8.50
Type of Rate of Pay	00 (Hourly)
Wages	\$85.00
Employee Contribution	\$0.00
Type of Units Worked	02 (Hours)
Actual Units Worked	10 Hours
Full Time Units	40 Hours

Scenario 4 – Contributing Hourly Clerical Employee, Tier 1

A full-time Clerical worker is paid on a monthly basis. He is hired on a 9 month contract paid over 12 months. He is paid at a rate of \$12.00/per hour and has a defined schedule to work 30 hours per week. His initial hire date was 7/1/2011, which makes him Tier 1. He has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since his initial hire date. During the month of March 2018, he was paid \$2,112.00 in Regular Wages for 176 hours of work. The following would be key fields for his initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	015CONT (Contributing Clerical)
Position Status	01 (Regular)
Enrollment Begin Date	7/1/2011
LOA Status Effective Date	7/1/2011
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/2011
Scheduled Type of Units Worked	02 (Hours)
Scheduled Units to Work per Week	30 Hours
Scheduled Full Time Units per Week	30 Hours
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	1122 Hours
Number of Months Paid	12 Months
Tier	01

Contribution Record(s)	
Contribution Group	015CONT (Contributing Clerical)
Position Status	01 (Regular)
Payment Reason	00 (Regular Pay)
Rate of Pay	\$13,464.00 (Annualized hourly rate)
Type of Rate of Pay	03 (Yearly)
Wages	\$2,112.00
Employee Contribution	\$84.15
Type of Units Worked	02 (Hours)
Actual Units Worked	120 Hours
Full Time Units	120 Hours

Scenario 5 – Teacher and Bus Driver with 2 Enrollments, Tier 2

A full-time contributing K-12 Teacher also works regularly scheduled shifts as a Bus Driver. He is paid as a Teacher on a monthly basis at a rate of \$45,000 per year and scheduled to work 5 days per week. His initial hire date was 7/1/2014, which makes his tier status Tier 2. He has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since his initial hire date. He is on a 9 month Teacher contract paid over 12 months. He is paid as a Bus Driver on a monthly basis at a rate of \$50 per shift. The Bus Driver position is also on a 9 month contract paid over 12 months. During the month of April 2018, the Teacher position was paid \$3,750.00 for 21 days of work and the Bus Driver position was paid \$2,100.00 for 42 shifts of work. This scenario requires 2 separate Enrollment and Contribution records for one person. The following would be key fields for his initial Enrollment and Contribution records.

Enrollment Record(s)		
Contribution Group	011CONT (Contributing Teacher)	018CONT (Contributing Bus Driver)
Position Status	01 (Regular)	01 (Regular)
Enrollment Begin Date	7/1/2014	7/1/2014
LOA Status Effective Date	7/1/2014	7/1/2014
LOA Status	00 (Not on Unpaid Leave)	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/2014	7/1/2014
Scheduled Type of Units Worked	00 (Days)	01 (Shifts)
Scheduled Units to Work per Week	5 Days	10 Shifts
Scheduled Full Time Units per Week	5 Days	10 Shifts
Payroll Frequency	00 (Monthly)	00 (Monthly)
Units Annually Contracted to Work	187 Days	364 Shifts
Number of Months Paid	12 Months	12 Months
Tier	02	02

Contribution Record(s)		
Contribution Group	011CONT (Contributing Teacher)	018CONT (Contributing Bus Driver)
Position Status	01 (Regular)	01 (Regular)
Payment Reason	00 (Regular Pay)	00 (Regular Pay)
Rate of Pay	\$45,000.00	\$18,200.00 (Annualized)
Type of Rate of Pay	03 (Yearly)	03 (Yearly)
Wages	\$3,750.00	\$2,100.00
Employee Contribution	\$225.00	\$126.00
Type of Units Worked	00 (Days)	01 (Shifts)
Actual Units Worked	21	42 Shifts
Full Time Units	21	42 Shifts

Scenario 6 – Retiring Administrator with Annual Leave Payment, Tier 1

A full-time contributing K-12 Administrator is retiring on 7/1/2018. He is paid as an Administrator on a monthly basis at a rate of \$80,000 per year and scheduled to work 5 days per week. This Administrator position is on a 12 month contract paid over 12 months. His initial hire date was 7/1/1990, which makes his tier status Tier 1. He has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since his initial hire date. During the month of May 2018 he was paid \$6,666.67 for 23 days of work. On his date of retirement, 5/31/2018, he is also paid for accumulated annual leave in the amount of \$7,000.00. The following would be key fields for his initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	014CONT (Contributing Administrative)
Position Status	01 (Regular)
Enrollment Begin Date	7/1/1990
Enrollment End Date	6/30/2018
Enrollment End Reason	01 (Retirement)
LOA Status Effective Date	7/1/1990
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/1990
Scheduled Type of Units Worked	00 (Days)
Scheduled Units to Work per Week	5 Days
Scheduled Full Time Units per Week	5 Days
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	240 Days
Number of Months Paid	12 Months
Tier	01

Contribution Record(s)		
Contribution Group	014CONT (Contributing Administrative)	014CONT (Contributing Administrative)
Position Status	01 (Regular)	01 (Regular)
Payment Reason	00 (Regular Pay)	98 (Non-Pensionable Lump Sum)
Rate of Pay	\$80,000.00	\$80,000.00
Type of Rate of Pay	03 (Yearly)	03 (Yearly)
Wages	\$6,666.67	\$7,000.00
Employee Contribution	\$500.00	\$0.00
Type of Units Worked	00 (Days)	00 (Days)
Actual Units Worked	23 Days	0 Days
Full Time Units	23 Days	0 Days

Scenario 7 – 9-month Teacher with Coaching Work, Tier 2

A full-time contributing K-12 Teacher is paid on a monthly basis. He is salaried at \$40,000 per year and is scheduled to work 5 days per week. He is on a 9 month contract paid over 12 months. His initial hire date was 7/1/2015, which makes his tier status Tier 2. He has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since his initial hire date. During the monthly period of January 2018, he was paid \$3,333.33 in Regular Wages for 23 days of work. In addition to his Regular Wages, he was paid wages of \$2,000 for a stipend for coaching volleyball. This scenario requires only one enrollment record. Any scenario where a full time position also works another job on a part-time, temporary or seasonal basis will result in similar enrollment and contribution entries shown below. The following would be key fields for his initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	011CONT (Contributing Teacher)
Position Status	01 (Regular)
Enrollment Begin Date	7/1/2015
LOA Status Effective Date	7/1/2015
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/2015
Scheduled Type of Units Worked	00 (Days)
Scheduled Units to Work per Week	5 Days
Scheduled Full Time Units per Week	5 Days
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	187 Days
Number of Months Paid	12 Months
Tier	02

Contribution Record(s)		
Contribution Group	011CONT (Contributing Teacher)	011CONT (Contributing Teacher)
Position Status	01 (Regular)	01 (Regular)
Payment Reason	00 (Regular Pay)	01 (Other pensionable wages)
Rate of Pay	\$40,000.00	\$0.00
Type of Rate of Pay	03 (Yearly)	(blank)
Wages	\$3,333.33	\$2,000.00
Employee Contribution	\$200.00	\$120.00
Type of Units Worked	00 (Days)	00 (Days)
Actual Units Worked	23 Days	0 Days
Full Time Units	23 Days	0 Days

Scenario 8 – Teacher with Unpaid LOA, Tier 2

A full-time contributing K-12 Teacher is paid on a monthly basis. She is salaried at \$40,000 per year and is scheduled to work 5 days per week. She is on a 9 month contract paid over 12 months. Her initial hire date was 7/1/2015, which makes tier status Tier 2. On 1/19/2018, she went on Unpaid Maternity leave. She has not had a change in Scheduled Type of Units Worked since her initial hire date. During the monthly period of January 2018, she was paid \$2,173.91 in Regular Wages for 15 days of work prior to going on Unpaid Maternity Leave. The following would be key fields for her initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	011CONT (Contributing Teacher)
Position Status	01 (Regular)
Enrollment Begin Date	7/1/2015
LOA Status Effective Date	1/19/2018
LOA Status	02 (Unpaid Maternity)
Scheduled Units Effective Date	7/1/2015
Scheduled Type of Units Worked	00 (Days)
Scheduled Units to Work per Week	5 Days
Scheduled Full Time Units per Week	5 Days
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	187 Days
Number of Months Paid	12 Months
Tier	02

Contribution Record(s)	
Contribution Group	011CONT (Contributing Teacher)
Position Status	01 (Regular)
Payment Reason	00 (Regular Pay)
Rate of Pay	\$40,000.00
Type of Rate of Pay	03 (Yearly)
Wages	\$2,173.91
Employee Contribution	\$130.43
Type of Units Worked	00 (Days)
Actual Units Worked	15 Days
Full Time Units	23 Days

Scenario 9 – 12-month Employee with Position Change, Tier 1

A full-time contributing K-12 Teacher is paid on a monthly basis at a rate of \$60,000 per year and scheduled to work 5 days per week. She is on a 9 month contract paid over 12 months. Her initial hire date was 7/1/1990, which makes her Tier 1. She has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since her initial hire date. On 6/1/2018, she was promoted to Principal. As a Principal, she will be paid on a monthly basis at a rate of \$70,000 per year and work 5 days per week. The Principal position is on a 12 month contract paid over 12 months. Because she completed her 9 paid 12 teaching contract from the prior year there is a contract payoff for the teacher position. The following would be key fields for the ending Teacher Enrollment and beginning the Principal Enrollment.

Enrollment Record(s)		
Contribution Group	011CONT (Contributing Teacher)	012CONT (Contributing Principal)
Position Status	01 (Regular)	01 (Regular)
Enrollment Begin Date	7/1/1990	6/1/2018
Enrollment End Date	5/31/2018	(blank)
Enrollment End Reason	00 (Change in Contribution Group)	(blank)
LOA Status Effective Date	7/1/1990	6/1/2018
LOA Status	00 (Not on Unpaid Leave)	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/1990	6/1/2018
Scheduled Type of Units Worked	00 (Days)	00 (Days)
Scheduled Units to Work per Week	5 Days	5 Days
Scheduled Full Time Units per Week	5 Days	5 Days
Payroll Frequency	00 (Monthly)	00 (Monthly)
Units Annually Contracted to Work	187 Days	240 Days
Number of Months Paid	12 Months	12 Months
Tier	01	01

Contribution Record(s)		
Contribution Group	011CONT (Contributing Teacher)	011CONT (Contributing Teacher)
Position Status	01 (Regular)	01 (Regular)
Payment Reason	00 (Regular Pay)	03 (Contract Payoff)
Rate of Pay	\$60,000.00	\$60,000.00
Type of Rate of Pay	03 (Yearly)	03 (Yearly)
Wages	\$5,000.00	\$15,000.00
Employee Contribution	\$375.00	\$1,125.00
Type of Units Worked	00 (Days)	00 (Days)
Actual Units Worked	23	0
Full Time Units	23	0

Note: The contribution records represent the May pay period. A contribution would not be expected for the Principal position until the June pay period.

Scenario 10 – 9-month Teacher with Summer School, Tier 1

A full-time contributing K-12 Teacher is paid on a monthly basis. He is salaried at \$40,000 per year and is scheduled to work 5 days per week. He is on a 9 month contract paid over 12 months. His initial hire date was 7/1/2015, which makes his tier status Tier 2. He has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since his initial hire date. During the monthly period of June 2018, he was paid \$3,333.33 per his 9 month contract paid over 12 months. In addition to his Regular Wages, he was paid Regular wages of \$1,000 for Summer School Work for 46 hours of work, which equates to 5.75 days. The following would be key fields for his initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	011CONT (Contributing Teacher)
Position Status	01 (Regular)
Enrollment Begin Date	7/1/2015
LOA Status Effective Date	7/1/2015
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/2015
Scheduled Type of Units Worked	00 (Days)
Scheduled Units to Work per Week	5 Days
Scheduled Full Time Units per Week	5 Days
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	187 Days
Number of Months Paid	12 Months
Tier	02

Contribution Record(s)		
Contribution Group	011CONT (Contributing Teacher)	011CONT (Contributing Teacher)
Position Status	01 (Regular)	01 (Regular)
Summer Position	00 (No)	01 (Yes)
Payment Reason	00 (Regular Pay)	00 (Regular Pay)
Rate of Pay	\$40,000.00	
Type of Rate of Pay	03 (Yearly)	
Wages	\$3,333.33	\$1,000.00
Employee Contribution	\$200.00	\$60.00
Type of Units Worked	00 (Days)	00 (Days)
Actual Units Worked	0	5.75
Full Time Units	21	21

Scenario 11 – Adjunct Professor, Tier 2

A Non-Participating Adjunct Professor is paid on a monthly basis. He is paid \$2,000 per course per semester and is scheduled to teach 3 Courses per week. He is on a 9 month contract paid over 9 months. His initial hire date was 7/1/2015, but he is non-participating which makes his tier status Tier 99. He has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since his initial hire date. During the monthly period of May 2018, he was paid \$1,200.00 for teaching 3 courses per week in May. The following would be key fields for his initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	011NONP (Non-Participating Teacher)
Position Status	05 (Adjunct)
Enrollment Begin Date	7/1/2015
LOA Status Effective Date	7/1/2015
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/2015
Scheduled Type of Units Worked	03 (Courses)
Scheduled Units to Work per Week	3 Courses
Scheduled Full Time Units per Week	5 Courses
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	10 Courses
Number of Months Paid	9 Months
Tier	99

Contribution Record(s)	
Contribution Group	011NONP (Non-Participating Teacher)
Position Status	05 (Adjunct)
Payment Reason	00 (Regular Pay)
Rate of Pay	\$20,000.00 (Calculated annual pay based upon pay per course and full time equivalent)
Type of Rate of Pay	03 (Yearly)
Wages	\$1,333.33
Employee Contribution	\$0.00
Type of Units Worked	03 (Courses)
Actual Units Worked	3 Courses
Full Time Units	5 Courses

Scenario 12 – 12-month Employee, Tier 1, with prior period adjustment

A full-time contributing K-12 Principal is paid on a monthly basis. She is on a 12 month contract paid over 12 months. Her initial hire date was 7/1/2010, which makes her tier status Tier 1. She has not been on Unpaid LOA or had a change in Scheduled Type of Units Worked since her initial hire date. She was paid at a rate of \$60,000 per year and scheduled to work 5 days per week. She was supposed to receive a 3% raise in the April pay period but a mistake in payroll caused the raise to not be applied. During the pay period of April 2018, she was initially paid \$5,000 in Regular Wages for 23 Days of work. The wages should have been \$5,150. The mistake was found and corrected before the May pay period was processed. The following would be key fields for her initial Enrollment and for the April and May Contribution records.

Enrollment Record(s)	
Contribution Group	012CONT (Contributing Principal)
Position Status	01 (Regular)
Enrollment Begin Date	7/1/2010
LOA Status Effective Date	7/1/2010
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	7/1/2010
Scheduled Type of Units Worked	00 (Days)
Scheduled Units to Work per Week	5 Days
Scheduled Full Time Units per Week	5 Days
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	240 Days
Number of Months Paid	12 Months
Tier	01

Contribution Record(s)			
	April File (5/11 Pay Date)	May File (6/8 Pay Date)	
Pay Period Begin Date	4/1/2018	4/1/2018	5/1/2018
Pay Period End Date	4/30/2018	4/30/2018	5/31/2018
Contribution Group	012CONT (Contributing Principal)	012CONT (Contributing Principal)	012CONT (Contributing Principal)
Position Status	01 (Regular)	01 (Regular)	01 (Regular)
Payment Reason	00 (Regular Pay)	00 (Regular Pay)	00 (Regular Pay)
Rate of Pay	\$60,000.00	\$61,800.00	\$61,800.00
Type of Rate of Pay	03 (Yearly)	03 (Yearly)	03 (Yearly)
Wages	\$5,000.00	\$150	\$5,150
Employee Contribution	\$375.00	\$11.25	\$386.00
Type of Units Worked	00 (Days)	00 (Days)	00 (Days)
Actual Units Worked	23	23	23
Full Time Units	23	23	23

Scenario 13 – 12 month custodian who receives overtime pay in accordance with the Fair Labor Standards Act

A full time contributing custodian is paid on a monthly basis. He is paid \$9.00 per hour and works 40 hours per week, 12 months of the year. His hire date was 4/1/2011 so his tier status is Tier 2. He has not been on unpaid LOA or had a change in Scheduled Type of Units Worked since his initial hire date. During the monthly period of February 2018, he was paid \$1,440.00 in Regular Wages for 20 days of work. In addition to Regular Wages, he was paid \$270.00 for 20 hours of overtime work (at a rate of \$13.50 per hour). This scenario requires only one enrollment record. Any scenario where a full time position also works overtime will result in similar enrollment and contribution entries to those shown below. The following would be key fields for his initial Enrollment and Contribution records.

Enrollment Record(s)	
Contribution Group	017CONT (Maintenance)
Position Status	01 (Regular)
Enrollment Begin Date	4/1/2011
LOA Status Effective Date	4/1/2011
LOA Status	00 (Not on Unpaid Leave)
Scheduled Units Effective Date	4/1/2011
Scheduled Type of Units Worked	02 (Hours)
Scheduled Units to Work per Week	40 Hours
Scheduled Full Time Units per Week	40 Hours
Payroll Frequency	00 (Monthly)
Units Annually Contracted to Work	1920 Hours
Number of Months Paid	12 Months
Tier	01

Contribution Record(s)		
Contribution Group	017CONT (Maintenance)	017CONT (Maintenance)
Position Status	01 (Regular)	01 (Regular)
Payment Reason	00 (Regular Pay)	02 (Overtime)
Rate of Pay	\$17,280.00	\$13.50
Type of Rate of Pay	03 (Yearly)	00 (Hourly)
Wages	\$1440.00	\$270.00
Employee Contribution	\$108.00	\$20.25
Type of Units Worked	02 (Hours)	02 (Hours)
Actual Units Worked	160	20
Full Time Units	160	160