

Wyoming Retirement Changes without Transitional Payroll

On July 1, 2021, the Wyoming Retirement System rates increase. The overall total retirement contribution rate increases from 18.12% to 18.62%. The rate changes include:

- Total employer share** - was 9.12% and increases to 9.37%
(Reimbursed employer share - was 2% and increases to 2.25%)
- Total employee share** - was 9% and increases to 9.25%
(Unfunded amount paid by employee - was 3.43% and increases to 3.68%, and reimbursed employee share - remains at 0%)
- Rehired retiree rate** - was 18.12% and increases to 18.62%

As required by the Wyoming Retirement Office, the transitional payroll covering hours worked in June and July (for example, the pay period from 6/20/2021 to 7/20/2021) must have the old rates reported for the hours worked through June 30, while the hours worked on or after July 1 reported at the new rates, unless the school district has requested and been given approval to calculate the new rates for the hours worked through June 30. For those school districts with a transitional payroll where the old and new retirement rates are calculated, the Wyoming Retirement Office will accept one report (containing separate records of the different pay period end dates for the old and new rates).

The steps below explain how to update the School Accounting System for the new retirement rates for those school districts that do not have a transitional payroll using both the old and new rates, or those that received approval to calculate the new rates for the hours worked through June 30.

Tip: If you have employees that would be part of a transitional payroll (for example, employees with hours worked in both June and July calculated at the different retirement rates in the July payroll), follow the instructions on the “Wyoming Retirement Changes with Transitional Payroll” handout located at: <https://docs.su-inc.com/training/images/WYRetTrans.pdf>.

IMPORTANT: The steps must be followed in the specified order and completed prior to processing any payrolls in the month of July; otherwise, the Wyoming Monthly Retirement Report for July will be incorrect.

1. Make the necessary changes for the retirement deductions as follows, using the appropriate instructions (**A** or **B**) for whether or not separate retirement deductions were created in prior years for just the increased amounts for tracking reimbursement easily.

A) For those using separate retirement deductions for easy reimbursement tracking:

- In the Deduction File, bring up the retirement deduction containing the rates not reimbursed for the employee and employer shares, click the **Rate Table** tab, change to have the employee rate be **9.25** (the employer rate remains at **7.12**) and save.
- Then bring up the retirement deduction containing the employer rates reimbursed, click the **Rate Table** tab, change to have the employer rate be **2.25** (the employee rate remains at **0**), and save.
- The retirement deduction containing the employee rates reimbursed will not change.
- See **Diagram A** for an illustration of the deductions and the changes, if applicable.

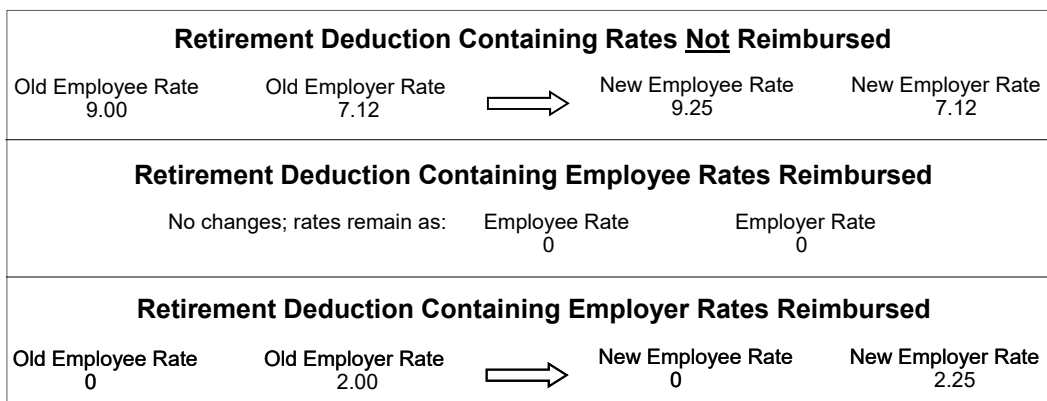


Diagram A

B) For those NOT using separate retirement deductions for reimbursement tracking:

- If the separate deductions for tracking were not needed nor added in prior years, bring up the applicable existing retirement deduction(s) in the Deduction File, click the **Rate Table** tab, change the rates, and save the changes.
- See **Diagram B** for an illustration of the changes where just one retirement deduction is set up.



Diagram B

2. If applicable, bring up the rehired retiree retirement deduction in the Deduction File, click the **Rate Table** tab, change the employer rate to be **18.62**, and save.
3. Enter the unit wages and hours worked for July as normal, being sure the entries are cross referenced to the retirement deductions. See **Diagram C**.
4. Complete the Payroll check cycle for the July payroll as normal.
5. After all payrolls for July 2021 are complete, generate the Wyoming Monthly Retirement Report.

The screenshot shows the 'Pay Period Entries' window for employee Julia Anderson. The 'Pay Code Description: Reg. Rate' is selected. The 'Batch Entries' table shows one entry for ANDEJUL with 97.00 units and a pay rate of 9.50. The 'Cross References' table lists various taxes and deductions, with checkboxes for selection. A callout box points to the 'REG' pay code and the 'RET', 'RETINCREAS', and 'RETINCREA2' deductions, stating: 'Verify the entries for hours worked in July are cross referenced to the correct retirement deductions (in this example, the RET, RETINCREAS, and RETINCREA2 retirement deductions).'

Employee ID	Employee Last Name	Employee First Name	Pay Code ID	Units	Hours	Pay Rate	Doll
ANDEJUL	Anderson	Julia	REG	97.00	97.00	9.50	

ID	Description	Selected	Supplemental Rate	Type	State Retirement System Deduction
Taxes					
FIT	Federal Income Tax	<input checked="" type="checkbox"/>		Federal Income Tax	<input type="checkbox"/>
FUTA	Federal Unemployment Tax	<input checked="" type="checkbox"/>		Federal Unemployment Tax	<input type="checkbox"/>
MEDICARE	Medicare	<input checked="" type="checkbox"/>		Medicare	<input type="checkbox"/>
SOCSEC	Social Security	<input checked="" type="checkbox"/>		Social Security	<input type="checkbox"/>
SUTAWY	Wyoming Unemployment	<input checked="" type="checkbox"/>		State Unemployment Tax	<input type="checkbox"/>
WCVWY	Wyoming Workers Comp	<input checked="" type="checkbox"/>		Workers Compensation	<input type="checkbox"/>
Deductions					
HEALTHINS	Travelers Health Ins Co	<input checked="" type="checkbox"/>		Deduction	<input type="checkbox"/>
PRUDENTIAL	Prudential Life Ins Co	<input checked="" type="checkbox"/>		Deduction	<input type="checkbox"/>
RET	Ret-Wyoming Retirement	<input checked="" type="checkbox"/>		Deduction	<input checked="" type="checkbox"/>
RETINCREA2	Ret-Wyoming Retirement	<input checked="" type="checkbox"/>		Deduction	<input checked="" type="checkbox"/>
RETINCREAS	Ret-Wyoming Retirement	<input checked="" type="checkbox"/>		Deduction	<input checked="" type="checkbox"/>

Diagram C