

Wyoming Retirement Changes with 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).

In order to meet the requirements for the transitional payroll, you will need to do the following within the School Accounting System: 1) enter the June unit wages into a batch; 2) set up new retirement deductions (unable to just change existing retirement deduction(s) as both the old and new rates will be needed); 3) enter the July unit wages tied to the new retirement rates into a separate batch; 4) process the transitional payroll for July for contract employees and the June and July unit wage batches; and 5) generate the retirement report for July. These steps for how to update the School Accounting System for the transitional payroll are described in detail below.

Tip: If you do not have any employees that would be part of a transitional payroll (for example, do not have any employees with hours worked in both June and July calculated at the different retirement rates in the July payroll), or if you received approval to calculate the higher rates for the hours worked through June 30; then follow the instructions on the “Wyoming Retirement Changes without Transitional Payroll” handout located at: <https://docs.su-inc.com/training/images/WYRetNonTrans.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. Create a June 2021 pay period entries batch (and employee absences batch, if needed) and enter unit wages and hours worked for June wages as normal.
Note: For districts entering or importing time card entries, create a time cards batch for only June hourly wages and then post the batch into a June 2021 pay period entries batch.
2. In the Deduction File, create new retirement deductions by copying each applicable, existing retirement deduction (for example, if multiple deductions are set up separately for the employee and employer shares, copy each one).
3. Make the following necessary changes for the newly created retirement deductions, 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 newly created 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** on the next page for an illustration of the newly created deductions and the changes, if applicable.

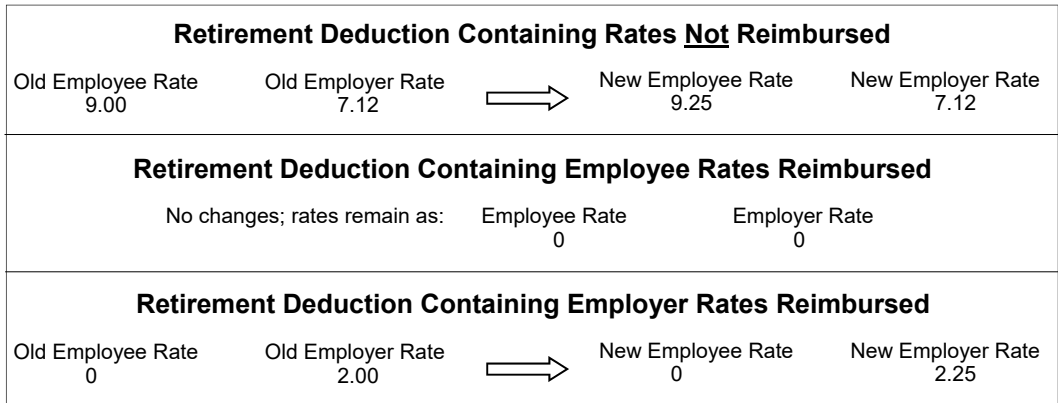


Diagram A

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 newly created retirement deduction(s) in the Deduction File, click the **Rate Table** tab, change the rate(s), and save the changes.
- See **Diagram B** for an illustration of the changes where just one retirement deduction is set up.

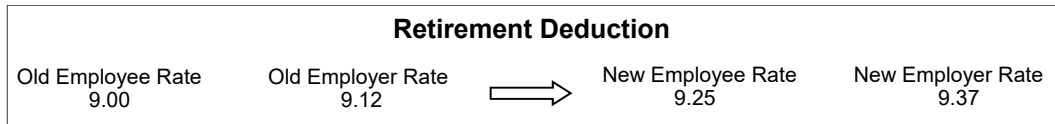


Diagram B

4. 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.
5. Utilize the Adjust Deductions option (accessed under the **Options** menu from within the Employee File) to add the *new* retirement deductions (created in Step 2) to employees set up with the current retirement deductions. See **Diagram C**.

Enter **Copy Existing** in the Adjust Option field, enter the current retirement deduction in the Existing Deduction ID field, and enter the new retirement deduction in the New Deduction ID field.

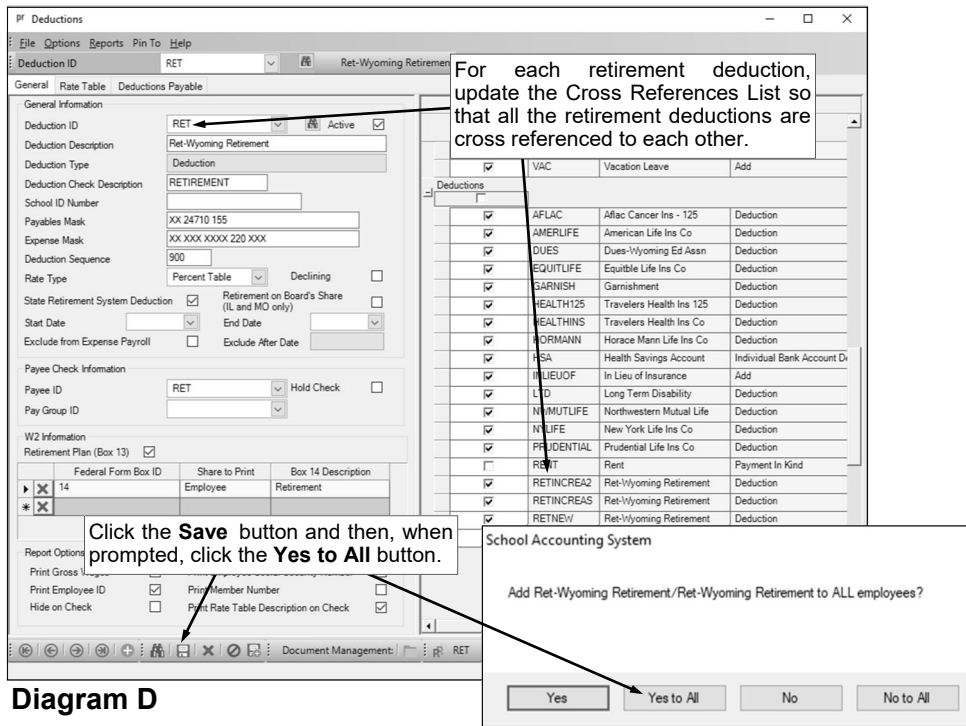
Do not select the Inactivate Old field.

Click the **Display** button and select the employees for which to add the new retirement deduction; then click the **Execute** button.

Selected	Employee ID	Last Name	First Name	Employee Active	Employee Status	Employee Deduction Active	Employee Rate Type	Employee Declining	Employee Balance	En Ann
<input checked="" type="checkbox"/>	ANDEJUL	Anderson	Julia	<input checked="" type="checkbox"/>	Hired	<input checked="" type="checkbox"/>	Percent Table	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	BAKEFRA	Baker	Frank	<input checked="" type="checkbox"/>	Hired	<input checked="" type="checkbox"/>	Percent Table	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	BAXTJAC	Baxter	Jackie	<input checked="" type="checkbox"/>	Hired	<input checked="" type="checkbox"/>	Percent Table	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	BELLWAL	Bell	Walter	<input checked="" type="checkbox"/>	Hired	<input checked="" type="checkbox"/>	Percent Table	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	CASPBET	Casper	Betty	<input checked="" type="checkbox"/>	Hired	<input checked="" type="checkbox"/>	Percent Table	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	COLLOUJ	Collins		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Percent Table	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	GREEDAL	Green		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Percent Table	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	HERNGRA	Hernandez		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Percent Table	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	HUGHMIL	Hughes		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Percent Table	<input type="checkbox"/>		

Diagram C

6. In the Deduction File, bring up each old retirement deduction and complete the following:
 - In the Cross References List for the Deductions section, select the *new* retirement deduction(s). Click the **Save** button and when prompted, click the **Yes to All** button. See **Diagrams D** and **E**.
 - In the Cross References List, select all pay codes in the Pay Codes section, and select all Add type and Payment In Kind type deductions in the Deductions section. Click the **Save** button and when prompted, click the **Yes to All** button.
 - In the Cross References List, unselect all pay codes in the Pay Codes section, and unselect all Add type and Payment In Kind type deductions in the Deductions section. Click the **Save** button and when prompted, click the **Yes to All** button.
 - Repeat for each *old* retirement deduction copied in Step 2.



7. In the Deduction File, bring up each new retirement deduction and complete the following:
 - In the Deductions section of the Cross References List, select all the retirement deductions. Click the **Save** button and when prompted, click the **Yes to All** button.
 - Repeat for each *new* retirement deduction.
8. Create a July 2021 pay period entries batch (and employee absences batch, if needed) and enter unit wages and hours worked for July wages, being sure the entries are cross referenced to the *new* retirement deductions. See **Diagram F**.

Note: For districts entering or importing time card entries, create a time cards batch for only July hourly wages and then post the batch into a July 2021 pay period entries batch.
9. Complete the Payroll check cycle for the June/July transitional payroll as normal, being sure to include both the June and July pay period entries batches (and employee absences batches, if applicable).

Note: The Payroll Register reports will only show the maximum (highest) retirement gross of all the retirement deductions.
10. After all payrolls for July 2021 are complete, generate the Wyoming Monthly Retirement Report. When generating the report for July 2021, be sure to do the following:
 - Select the Transitional Payroll field on the Report Options tab. See **Diagram G**.
 - Select the new retirement deduction(s) in the New Retirement Deductions List on the Report Options tab.
 - Specify the correct Entry Month for the pay period entry batches on the Report Options tab.
 - Complete the appropriate categories for newly created retirement deduction(s) on the Deductions tab.

11. After the July retirement report file has been created and submitted, inactivate the old retirement deductions to avoid them from being used accidentally. To do this, bring up each of the old retirement deductions in the Deduction File, select the Active field to remove the checkmark, and save the changes.

This screenshot shows the PF Pay Period Entries window for employee Julia Anderson. It displays various fields for employee information, pay codes, and retirement deductions. A callout box with arrows points to the RET, RETINCNEW, and RETINCNEW2 rows in the Deductions table, stating: "Verify the entries for hours worked in July are cross referenced to the correct retirement deductions (in this example, the RETNEW, RETINCNEW, and RETINCNEW2 retirement deductions)." The table below shows the deduction details:

ID	Description	Selected	Supplemental Rate	Type	State Retirement System Deduction	Active
FIT	Federal Income Tax	<input checked="" type="checkbox"/>		Federal Income Tax		<input checked="" type="checkbox"/>
FUTA	Federal Unemployment Tax	<input checked="" type="checkbox"/>		Federal Unemployment Tax		<input checked="" type="checkbox"/>
MEDICARE	Medicare	<input checked="" type="checkbox"/>		Medicare		<input checked="" type="checkbox"/>
SOCSEC	Social Security	<input checked="" type="checkbox"/>		Social Security		<input checked="" type="checkbox"/>
SUTA/WY	Wyoming Unemployment	<input checked="" type="checkbox"/>		State Unemployment Tax		<input checked="" type="checkbox"/>
WC/WY	Wyoming Workers Comp	<input checked="" type="checkbox"/>		Workers Compensation		<input checked="" type="checkbox"/>
HEALTH/INS	Travelers Health Ins Co	<input checked="" type="checkbox"/>		Deduction		<input checked="" type="checkbox"/>
PRUDENTIAL	Prudential Life Ins Co	<input checked="" type="checkbox"/>		Deduction		<input checked="" type="checkbox"/>
RET	Ret-Wyoming Retirement	<input checked="" type="checkbox"/>		Deduction		<input checked="" type="checkbox"/>
RETINCNEW	Ret-Wyoming Retirement	<input checked="" type="checkbox"/>		Deduction		<input checked="" type="checkbox"/>
RETINCNEW2	Ret-Wyoming Retirement	<input checked="" type="checkbox"/>		Deduction		<input checked="" type="checkbox"/>
RETINCREA2	Ret-Wyoming Retirement	<input type="checkbox"/>		Deduction		<input checked="" type="checkbox"/>
RETINCREAS	Ret-Wyoming Retirement	<input type="checkbox"/>		Deduction		<input checked="" type="checkbox"/>
RETNEW	Ret-Wyoming Retirement	<input checked="" type="checkbox"/>		Deduction		<input checked="" type="checkbox"/>

Diagram F

This screenshot shows the PF Wyoming Monthly Retirement Report window. It features a 'Deductions' tab with various configuration options. A callout box says: "Click the Deductions tab and complete the appropriate categories for the new retirement deductions." Below this, another callout points to the 'Regular Upload (Include All Date Sequences)' field, stating: "Select the Transitional Payroll field." At the bottom, a table of 'New Retirement Deductions' is shown with checkboxes, and a callout says: "Select the new retirement deductions containing the new rates." To the right, the 'Pay Period Entry Batches' table is visible, with a callout pointing to the July batch: "Select the correct entry month for the batches listed here."

Selected	Batch Description	Payroll Type	Check Date	Date Sequence	File Creation Date
<input checked="" type="checkbox"/>	Regular Payroll	Regular	07/20/2021		1

Selected	Deduction ID	Deduction Description	
<input type="checkbox"/>	RET	Ret-Wyoming Retirement	Other
<input checked="" type="checkbox"/>	RETINCNEW	Ret-Wyoming Retirement	Other
<input checked="" type="checkbox"/>	RETINCNEW2	Ret-Wyoming Retirement	Other
<input type="checkbox"/>	RETINCREA2	Ret-Wyoming Retirement	Other
<input type="checkbox"/>	RETINCREAS	Ret-Wyoming Retirement	Other
<input checked="" type="checkbox"/>	RETNEW	Ret-Wyoming Retirement	Other

Entry Month	Batch Description	Start Date	End Date	Calculate F
July	July Payroll Entries	07/01/2021	07/20/2021	Regular Payr
June	June Payroll Entries	06/20/2021	06/30/2021	Regular Payr

Diagram G