Basics
(or trying to make it easier)

• Form 5D – Payroll Worksheet is for everyone
• Form 5C – Preclaim for Benefitted Employees
• Form 5M – Preclaim for Part Time Employees who pay into the retirement system

• My situation is different, why do we all have to use the same forms?
  • Forms are set-up for the most common situation – then adapted to fit other scenarios
  • It’s not ideal, but is important when processing claims; having 84 – 100+ different versions would severely impact processing time
173 Hours?
(or keeping it simple)

• Most Full-Time Benefitted Employees are paid on 173 hours each month
  • This is effective after the first month of employment and as long as the employee is not on Leave Without Pay (LWoP)

• Why?
  • Simplicity! You don’t have to recalculate taxes and withholdings every month
  • Employee knows exactly what their take home pay is each month
  • Employee knows exactly how much leave is accrued each month
  • Payroll can be run in advance of the last day of the month
  • Preclaim can be prepared and sent in prior to the end of the month

• Some Employees (mostly part-time) are paid on actual hours worked each month
  • Taxes and withholdings must be recalculated every month
  • Leave accrual must be calculated every month
  • Payroll must be run on the last working day or the first day of the following month
  • Preclaim cannot be prepared until after payroll is calculated
Completing the Payroll Worksheet

- Use the latest version
- Verify the following information is correct and complete:
  - Employee Name
  - Conservation District Name & Number
  - Payroll Period
  - Step-up is set to either “Y” or “N”
    - “Y” will auto calculate the necessary step-up contribution on line 10
  - Signed in blue ink by both the employee and chairman

- Formulas Make It Easy
  - Change them only if necessary
  - Double check the calculations
Completing the Payroll Worksheet

Confirmation of Benefits (COB) Information

Positive **EBA amount**? Lines 4 and 18 in the OCC column should match

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Benefits Selected</td>
<td>$816.44</td>
</tr>
<tr>
<td>Benefit Allowance</td>
<td>$892.24</td>
</tr>
<tr>
<td>(EBA) Excess Benefit Allowance</td>
<td>$75.80</td>
</tr>
</tbody>
</table>

Negative **EBA amount**? Lines 5 and 15 in the OCC column should match

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Benefits Selected</td>
<td>$1,455.70</td>
</tr>
<tr>
<td>Benefit Allowance</td>
<td>$1,312.75</td>
</tr>
<tr>
<td>(EBA) Excess Benefit Allowance</td>
<td>($142.95)</td>
</tr>
</tbody>
</table>

**Total Other Items Selected** amount goes on line 16

Total Other Items Selected: $2.60
Completing the Payroll Worksheet

• Federal & State Withholding (lines 13 & 14)
  • **ALWAYS** round to the nearest whole dollar
  • Figure withholdings on line 12 of the Totals column but input the
    withholding amount in the OCC column – Save the formula!

• Participate in Step-Up?
  • If yes, enter a “Y” in the “Participates in Step-Up?” cell at the top of the
    page
  • Worksheet will calculate the Step-Up Contribution on both OCC & Local funds
Completing the Payroll Worksheet

**Additional Payroll Worksheets**

An employee’s regular monthly payroll worksheet should include your standard OCC pay and local pay, if applicable.

If you receive one-time pay increases (APDI, CARES, Christmas Bonus, etc), complete a second worksheet for the increase you **do** have to pay retirement and taxes on these pay increases.

- Send the form(s) in with your claim and include it on the preclaim **for the month it is paid**

**Longevity Payments**

- Complete a payroll worksheet for longevity payment
  - Longevity amount is the rate of pay
  - Hours in pay status = 1.00
  - You **do** have to pay retirement and taxes on longevity
  - Send the form and the longevity letter from the board in with your claim and include the longevity on the preclaim **for the month it is paid**

Underreporting your earnings to OPERS can influence your retirement!
Completing the Payroll Worksheet

Remember:

- Most part-time employees do **NOT** pay into the retirement system.
  - Type $0.00 into line 9 (both OCC & Local columns) of the worksheet to override the formula and prevent the worksheet from calculating and deducting retirement.

- New Employee?
  - First payroll will be calculated on actual hours worked.
  - No benefits or retirement will be in effect – make sure the worksheet does not calculate and deduct retirement.
    - **Exception** – if an employee formerly contributed to OPERS, they **will** pay into retirement the first month.
Preclaim What?

- Used to remit EBA overages, other benefit costs, and retirement to the Commission in advance of payroll.

- This is required to allow the Commission to pay those amounts to the necessary agencies by the required due date.

- The Preclaim is completed after payroll is run but gets sent to the Commission before the payroll worksheet/reimbursement claim…so it’s PRE-claim.
Completing the Pre-Claim

• Use the latest version

• Verify the following information is correct and complete:
  • Conservation District Name & Number
  • Payroll Month and Year is correct
  • Each required employee has 1 column & is reported on the proper form
  • Only one 5C and one 5M, if applicable, are being sent in each month*
    • Preclaims are a summary of earnings – OCC should not be receiving multiple forms for the same District for the same month
    • *NACD positions are an exception to this
  • Formulas Make It Easy
    • Change them only if necessary
    • Double check the calculations
Completing the Pre-Claim

An employee’s payroll worksheet provides nearly all the information needed for completing the pre-claim.

<table>
<thead>
<tr>
<th>Payroll Worksheet Field</th>
<th>Preclaim Form Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours in Pay Status* (Total Column Line 2 )</td>
<td>matches Hours Worked</td>
</tr>
<tr>
<td>Total Gross Earnings (OCC Column Line 3)</td>
<td>matches OCC Gross Earnings</td>
</tr>
<tr>
<td>Total Gross Earnings (Local Column Line 3)</td>
<td>matches Local Earnings</td>
</tr>
<tr>
<td>*Remember to add together ALL payroll worksheets for the employee for the month, except longevity</td>
<td></td>
</tr>
<tr>
<td>Total Gross Earnings* (Total Column Line 3)</td>
<td>matches Total Gross Earnings*</td>
</tr>
<tr>
<td>Employee's Share of Retirement - Step Up* (Total Column Line 10)</td>
<td>matches Total Gross Earnings Retirement - Step Up*</td>
</tr>
<tr>
<td>*Remember to set the “Participate in Step-Up” field to “Y” if participating</td>
<td></td>
</tr>
<tr>
<td>Employee's Share of Retirement* (Total Column Line 9)</td>
<td>matches Total Gross Earnings Retirement (3.5 Percent)*</td>
</tr>
<tr>
<td>EBA (OCC Column Line 15)</td>
<td>matches EBA (Excess Benefit Allowance)</td>
</tr>
<tr>
<td>Total Other Items Selected (OCC Column Line 16)</td>
<td>matches Total Other Items Selected</td>
</tr>
</tbody>
</table>

Items marked with an * are set-up to calculate within the form.

Total Retirement & Total 16.5 Percent Retirement (Local) are not on the Payroll Worksheet. Both these fields in the preclaim contain formulas and should calculate for you.
Completing the Pre-Claim

**Additional Items to Remember**

If an employee is receiving *longevity* during the month, be sure to enter the amount in the “Longevity Summary” portion of the form.

The preclaim for *part-time employees* includes a “Reimbursement Claim Summary” that provides the amount that is claimable on the OSF-3.

New employees will **not** be included on the preclaim form the first month of their employment.

*Exception* – unless they previously contributed to OPERS, then their retirement contribution will be reported.
Pre-Claim Due Dates

• 5C – Preclaim for Benefitted Employees
  • No later than the last working day of the month if all employees being reported are 173-hour full-time
  • No later than the 10th of the following month if employees being reported are on actual hours worked

• 5M – Preclaim for Part-Time Employees Paying into Retirement
  • No later than the 10th of the following month

If you have preclaims that fall into a mix of the above categories, you may send one check and both preclaims at the same time as long as they are received by the 10th.
All Payroll & Preclaims are reviewed in January of each year.

If you have a change in payroll or tax situation any other time, we’ll gladly answer questions, help you with completion, and review them again!
Questions?