

## LIAISON MEMORANDUM NUMBER 16-28

**To:** Agency Liaison Officers

**From:** Cindy Rougeou  
Executive Director

**Re:** Reporting Base Pay for Members with Dual Employment

**Date:** October 14, 2016

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Base pay amount is an important component in calculating service credit. A member's base pay should be reported as 1/12<sup>th</sup> of the annual full-time salary of that position for primary employment. In situations where a member is employed by more than one agency, the secondary employer should report the base pay as equal to the earnings for that part-time position. This will ensure that a member's service credit is calculated correctly.

For example: Tom is dually employed and earns an annual salary of \$35,000 from his primary employer. His monthly base pay should be reported as \$2,916.67. If Tom earns \$1,200 a month from a secondary (part-time) position, then the base pay should be reported as \$1,200 by his part-time employer to match the monthly earnings.

Questions about the reporting of base pay should be addressed to the Member Services Division at 225.922.0600 in the Baton Rouge area or 800.256.3000 toll free, statewide. You may also send inquiries through Ask LASERS.

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