LASERS
LOUISIANA STATE EMPLOYEES'
RETIREMENT SYSTEM

Employer Self-Service
(ESS)
Contribution Reporting
User Guide

TABLE OF CONTENTS

Launch Internet Explorer (or any other web browser) and type www.lasersonline.org into the address bar. Click the link "Employer" at the top right corner.

I.

II. **Log In:** Enter your Agency ID and Password and click "Login". (All agencies have been assigned an Agency ID and password upon release of Employer Self Service-if you do not have this information please contact asklasers@lasersonline.org

From the "Home Screen", you can navigate to any of the modules listed below.

III. **Employer Reporting Module:** This module allows an Employer to submit contributions and change demographic information for an employee all on the same screen.

Submitting Employer and Employee Contributions: The main screen of Employer Reporting is "Contribution Summary" which lists contribution history, submission date, earnings, Employee/Employer contributions and merge date. To view, modify, delete or add contributions for the current month select the "View/Edit" to the left of the current report month. This will bring you to the "Contribution Detail" screen.

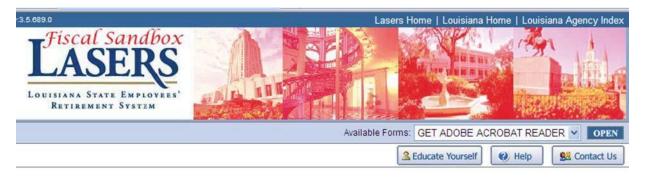|	Report Month	Salary	Employee Contribution	Employer Contribution	Net Amount	Status	Submission Date	Merge Date
View/Edit	02/2009	$4,000.00	$320.00	$740.00	$1,060.00	TEMPLATE		
View/Edit	01/2009	$4,000.00	$320.00	$740.00	$1,060.00	MERGED	03/10/2009	03/10/2009
View/Edit	12/2008	$4,000.00	$320.00	$740.00	$1,060.00	MERGED	03/10/2009	03/10/2009
View/Edit	11/2008	$4,000.00	$320.00	$740.00	$1,060.00	MERGED	03/10/2009	03/10/2009
View/Edit	10/2008	$4,000.00	$320.00	$740.00	$1,060.00	MERGED	03/10/2009	03/10/2009
1								

Agency Template Status

- Template: This is the active agency report. Amounts are based on the last merged period, factoring in the number of pay periods based on the agency calendar.
- Load: The template, now referred to as Contribution Summary Report (CSR) has been transmitted to LASERS and is awaiting further processing.
- Balance: Sufficient funds have been applied to the CSR to allow further processing.
- Processing: Either insufficient funds have been applied to the CSR to allow continued processing or the Balance batch has been run before funds are applied.
- Edit: Contribution data is validated against Critical and Non Critical exceptions.
- Error: CSR has failed a validation, typically against a Critical exception.
- Merge: CSR has successfully updated both agency and member contribution history for the reported period.

"Contribution Detail" is a summary view of Contribution Details for each employee in an agency. This screen provides drill down capability to a specific reporting period for each employee and enables you to view/edit demographic information, modify contribution amounts for a particular month or delete a record for an employee.

Click View/Edit to route to a member's individual detail record. The "Filter By SSN" box located at the top of the grid, provides an option to enter the SSN of a specific employee and to drill down and view details. Upon clicking remove filter, ESS will return to the Contribution Detail Screen shown below.

Fiscal Sandbox
LASERS
LOUISIANA STATE EMPLOYEES'
RETIREMENT SYSTEM

Available Forms: GET ADOBE ACROBAT READER ▾ **OPEN**

👤 Educate Yourself   ❓ Help   👥 Contact Us

Welcome Employer > Contribution Summary > Contribution Detail

00912-ESS Agency 01

[   ] (999999999)   [Filter By SSN]   [Remove Filer]

		SSN	Name	Pay Begin Date	Pay End Date	Plan	Work Period	Base Salary	Employee Earnings	Employee Contribution	Employer Contribution	Pay Adjustment Type
View/Edit	Delete	100-00-0001	JOHN DOE	2/1/2009	2/28/2009	RGL2	12	$2,000.00	$2,000.00	$160.00	$370.00	
View/Edit	Delete	200-00-0001	JANE DOE	2/1/2009	2/28/2009	RGL2	12	$2,000.00	$2,000.00	$160.00	$370.00	

1

[Add Record]   [Submit Report]   [Return to Payroll Summary]

Edit demographic, enrollment, or contribution information on the individual member detail screen.

- Click SAVE at the bottom of the screen. This will save changes and give a 'confirmation message' as well as inform you of any errors in the record that need to be corrected prior to submitting.
- To cancel any change made to a member's record click CANCEL.
- When editing is complete and errors corrected, click RETURN to go back to the Contribution Detail screen.

When clicking "Save" the screen will refresh and automatically scroll to the top of the screen and display a "Save Successful" message. Also, when the record is saved ESS validates the information entered and if there are any discrepancies a "Reminder Message" (these are also referred to as "Exceptions") will be displayed in red at the top of the screen near the "Save Successful" message. Please see Appendix B of this document for further explanation of what each "Exception" means. You can edit the information again after the Reminder Message is displayed and Save again, which will save the most recent changes.

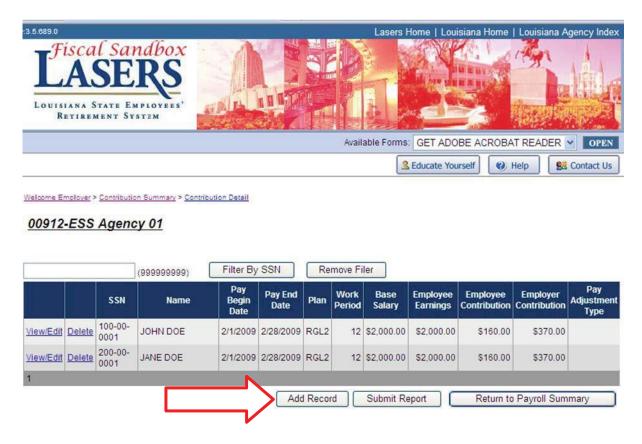*** See next page for screen print***

Fiscal Sandbox
LASERS
LOUISIANA STATE EMPLOYEES'
RETIREMENT SYSTEM

Available Forms: GET ADOBE ACROBAT READER ⌄   **OPEN**

      👤 Educate Yourself   ❓ Help   👥 Contact Us

EmployerReporting - Edit Contribution Detail

00912-ESS Agency 01

[Back] [Copy] [New] [Next]

Demographic Information

Agency:	* ESS Agency 01 ⌄		
SSN:	* 100000001	Birth Date:	* 1/1/1960 📅 MM/DD/YYYY
Gender:	Male ⌄	Prefix:	⌄
First Name:	* JOHN	Middle Name:	
Last Name:	* DOE	Suffix:	⌄
Address Line 1:	* 100 CENTER STREET	Address Line 2:	
City:	* MAIN CITY	State:	* Louisiana ⌄
Zip Code:	* 70801	Daytime Phone:	
Evening Phone:		Work Email Address:	

Enrollment Information

Enrollment Date:	* 1/1/2009 📅	Employment Type:	* Regular (Prob/Perm) ⌄
Appointment Begin Date:	📅	Appointment End Date:	📅
Scheduled Hours Per Week:	* Greater than 20 ⌄	Work Period (Month):	* 12-Month Employee ⌄
Employee Classification:	* Classified ⌄		
		Dual Employment:	☐

Additional Information

Termination Date:	📅	Location Code:	
ISIS Employee/Person ID Number:			
LWOP Begin Date:	📅		
LWOP End Date:	📅	LWOP Reason:	⌄

Contribution Information

Pay Period Begin Date:	* 2/1/2009 📅	Pay Period End Date:	* 2/28/2009 📅
Payment Date:	* 2/28/2009 📅	Pay Frequency:	* Semi-monthly ⌄
Hourly Rate:	xx.xx	Hours Worked:	* 160.00
Full-Time Base Salary:	* 2000.00 xxxxx.xx	Earnings:	* 2000.00 xxxx.xx
Earnings Indicator:	* + ⌄	Retirement Plan Code:	* Regular Employee-New Plan ⌄
Employee Sheltered Contribution:	* 160.00 xxx.xx	Employer Sheltered Contribution:	* 370.00 xxx.xx
Unsheltered Reason:	⌄	Furlough End Date:	📅 MM/DD/YYYY
Furlough Begin Date:	📅 MM/DD/YYYY	Employer Unsheltered Contribution:	0 xxx.xx
Furlough Hours:			
Employee Unsheltered Contribution:	0 xxx.xx	[Pay Adjustment]	

Banking Information

Routing Number:		Account Number:	
Account Type:	⌄		

[Save] [Cancel] [Return]

Choose BACK or NEXT to move between records without returning to the Contribution Detail screen.

NOTE: When using BACK or NEXT, be sure to click SAVE after making any changes. If SAVE is not clicked and you navigate to another record the changes will not be saved.

EmployerReporting - Edit Contribution Detail

00912-ESS Agency 01

[Back] [Copy] [New] [Next]

Demographic Information

Agency:	* ESS Agency 01		
SSN:	* 100000001	Birth Date:	* 1/1/1960 MM/DD/YYYY
Gender:	* Male	Prefix:	
First Name:	* JOHN	Middle Name:	
Last Name:	* DOE	Suffix:	
Address Line 1:	* 100 CENTER STREET	Address Line 2:	
City:	* MAIN CITY	State:	* Louisiana
Zip Code:	* 70801	Daytime Phone:	
Evening Phone:		Work Email Address:	

To ADD a record to the current month's template return to the Contribution Detail screen and click the 'Add Record" button at the bottom of the screen.

Upon clicking add record, you will be prompted to enter the SSN of the member to add. Click "next" to proceed to the detail of the member to be added to the report. If the member has not been enrolled prior to clicking the next button on the add screen, click "cancel" to return to the prior screen to navigate back to the welcome screen to enroll that member.

Once the SSN is entered and SOLARIS verifies that the member has been enrolled in the active agency, then the member's individual Contribution Detail record will display. This table allows information to be entered or edited.

Processing Pay Adjustments: The Pay Adjustment feature is the method which agencies should report and correctly allocate retro payments made to members. This will correctly state the individual period's earnings and contribution information so the member can receive proper earnings and service credit. The adjustment can be made for up to the previous 12 reporting months.

On the Member's Edit Contribution Detail screen enter the total contributions for the current month as well as the month represented in the retro pay adjustment. Click the "Adjustment" button and you are directed to the "Retro Pay Adjustment" screen.

"Total Adjustment Amount" is the total of the Employee and Employer Contribution pay adjustment.

"Adjustment Amount" is where you break out the Earnings and Contributions that are for the prior period.

The Report Month is the month the adjustment is being made for the Retro Pay. When this is populated the pay begin date and pay end date fields will auto populate according to the agency pay calendar.
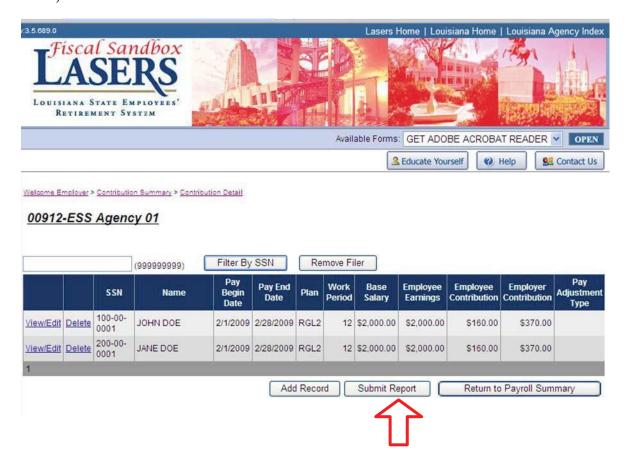
14

After the information is entered to save the retro pay adjustment click the diskette icon to the left of the report month field. ESS verifies the information entered and will illuminate the "Apply" button at the bottom if the information entered is correct. If the information is not correct, error messages will be displayed below the grid to explain the error.
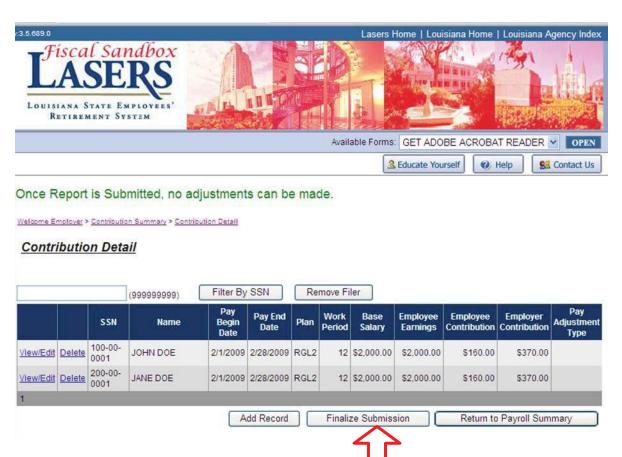
After clicking the "Apply" button, click "Return" to return to the Edit Contribution Detail screen for this member. You will notice that the contributions will now be less than when you began because ESS has taken the contributions that were for the prior month as indicated above and put them separately.
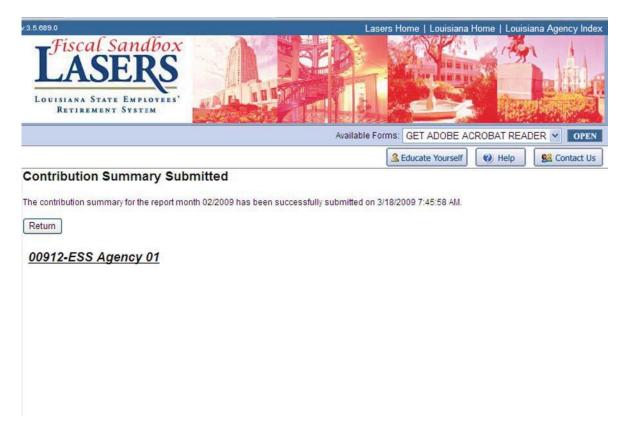
TEST
LASERS
LOUISIANA STATE EMPLOYEES'
RETIREMENT SYSTEM

Available Forms: GET ADOBE ACROBAT READER ▼ **OPEN**

🔏 Educate Yourself   ❔ Help   👥 Contact Us

Welcome Employer > Contribution Summary > Contribution Detail

00005-Louisiana Seafood Board

| | | | (999999999) | Filter By SSN | | Remove Filter | | | | | | |

		SSN	Name	Pay Begin Date	Pay End Date	Plan	Work Period	Base Salary	Employee Earnings	Employee Contribution	Employer Contribution	Pay Adjustment Type
View/Edit	Delete	200-00-0001	RALPH CATFISH	3/1/2009	3/31/2009	RGL2	12	$2,000.00	$2,000.00	$160.00	$370.00	
View/Edit	Delete	200-00-0001	RALPH CATFISH	1/1/2009	1/31/2009	RGL2	12	$2,000.00	$2,000.00	$160.00	$370.00	RETRO

1

Printer Friendly Version   Add Record   Submit Report   Return to Payroll Summary

The Contribution Detail screen will now reflect the current month reported (top row) as well as the Retro Pay Adjustment.

When you click the **submit** button the wording on the button will change to "**Finalize Submission"** and a warning message will appear that reads "Once report submitted, no adjustments can be made"
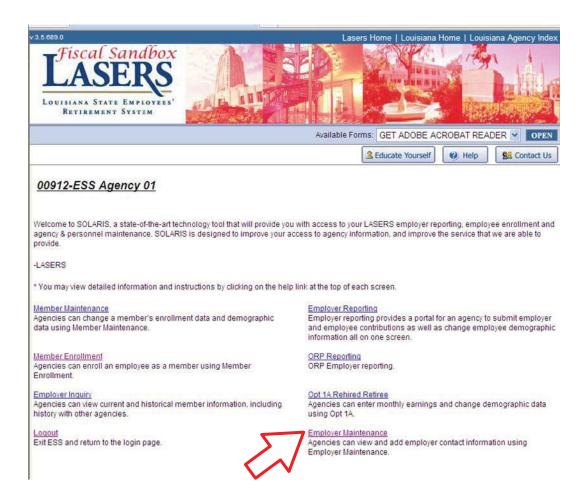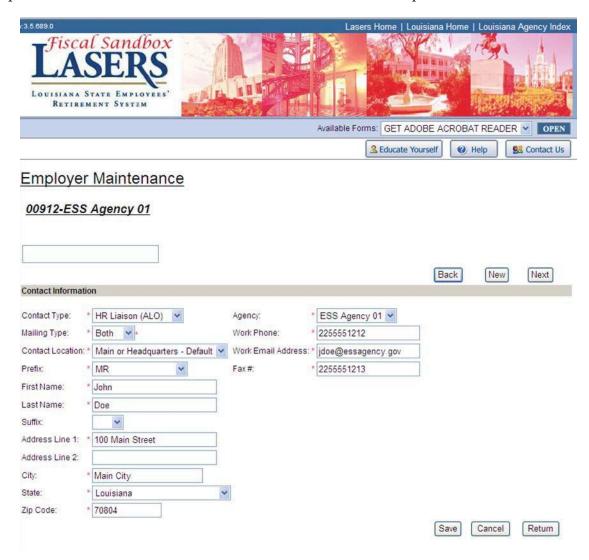
Fiscal Sandbox
LASERS
LOUISIANA STATE EMPLOYEES'
RETIREMENT SYSTEM

Available Forms: [GET ADOBE ACROBAT READER ▾]   **OPEN**

[& Educate Yourself]   [❷ Help]   [⛑ Contact Us]

Contribution Summary Submitted

The contribution summary for the report month 02/2009 has been successfully submitted on 3/18/2009 7:45:58 AM.

[Return]

00912-ESS Agency 01

After clicking "Finalize Submission" the Contribution Summary Submitted confirmation page is displayed. Click "Return" and you are directed back to the Home Screen.

IV. Employer Maintenance Module: To view, add, or edit Employer contact information return to the Home Screen and select "Employer Maintenance".

Click the link 'Employer Maintenance'

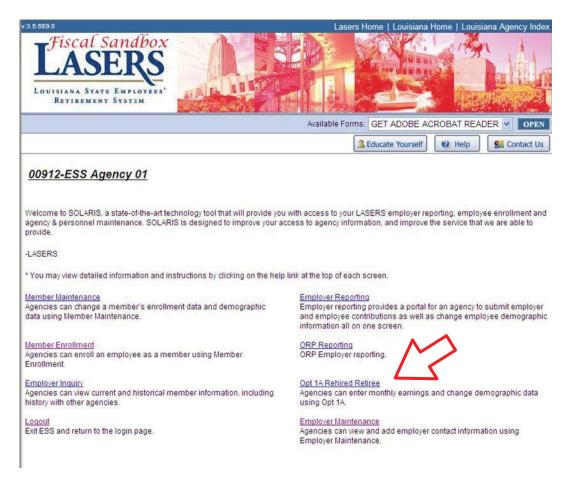Complete all fields with asterisks save, cancel or return to the previous screen.
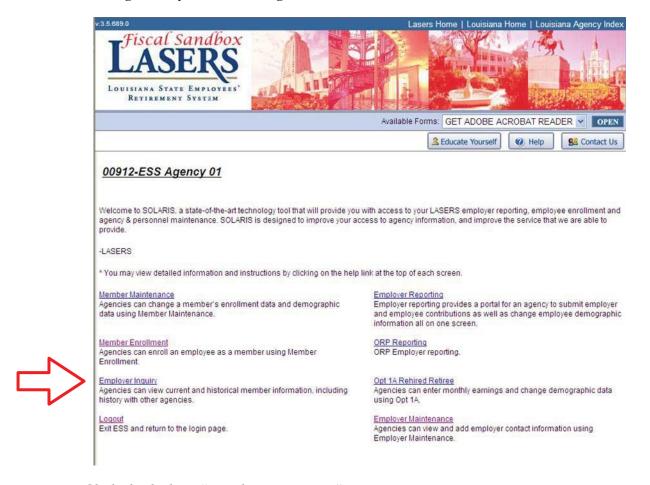

Notes about Employer Maintenance:
- Can only have one of each type of contact for your agency (i.e. 2 "HR Liaison" contacts are not allowed).
- Cannot delete a contact fully via ESS, the information can be edited for each type of contact but the entire record cannot be deleted.
- For changes that cannot be made via ESS contact your agency's contribution representative.

V.   **Opt 1A Rehired Retiree Module:** Agencies can enter monthly earnings and change demographic data for employees who are Rehired Retirees that have chosen Option 1A.

NOTE: If a Rehired Retiree is hired who has chosen Option 1A then that member is required to complete the Reemployment of Retiree form (included in this packet as well as available in the Agency Information section of the LASERS website, www.lasersonline.org) and submit it to LASERS. Once the form is received by LASERS and processed then the agency will be notified that it has been approved and LASERS will add the employee to SOLARIS for Rehired Retiree Option 1A. If this form is not completed, received and approved by LASERS, then the Rehired Retiree will not be found in the **Opt 1A Rehired Retiree Module.**
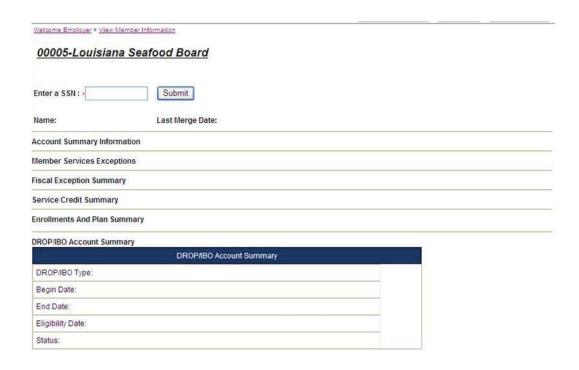
VI. Employer Inquiry Module: Agencies can view current and historical member information including history with other agencies.

Click the link to "Employer Inquiry"

Search by SSN and click submit. Tips for searching:
- Any employee who has contributed to LASERS in the past can be searched by SSN.
- When entering the SSN, do not use any dashes. The SSN must be exact.
- There are no name searches or wild card searches in this module.
- This only returns information for members that have been previously enrolled in LASERS.

00005-Louisiana Seafood Board

Enter a SSN : * [_____] [Submit]

Name: Last Merge Date:

Account Summary Information

Member Services Exceptions

Fiscal Exception Summary

Service Credit Summary

Enrollments And Plan Summary

DROP/IBO Account Summary

DROP/IBO Account Summary	
DROP/IBO Type:	
Begin Date:	
End Date:	
Eligibility Date:	
Status:	

Member Contribution History Field description:

- Account Summary Information – lists totals for Employee Contributions as well as any exceptions that are on the record.
- Member Services Exceptions/Fiscal Exceptions Summary – lists details of what exceptions are on this member's record.
- Service Credit Summary – list of agencies this employee has been active in, the plan the member was enrolled in and the current balance of service credit.
- Enrollments and Plan Summary – lists hire dates and termination dates for this member.

Member Information

Enter a SSN : *200000001   [Submit]

Name: CATFISH, RALPH   Last Merge Date: 03/17/2009

Account Summary Information

Account Summary				
Contribution Type	**Sheltered**	**Unsheltered**	**Interest**	**Total Contributions**
Employee Contributions	$320.00	$0.00	$0.00	$320.00
Exceptions	$0.00	$0.00	$0.00	$0.00

Member Services Exceptions

Pay Period Start Date	Pay Period End Date	Exception Description	Comment	Comment Indicator

Fiscal Exception Summary

Pay Period Start Date	Pay Period End Date	Exception Description	Comment	Comment Indicator

Service Credit Summary

Service Credit Summary						
Agency	**Event Date**	**Plan**	**Service Credit Type**	**Eligibility Credit**	**Benefit Computation**	**Accrual Rate**
00005 - Louisiana Seafood Board	04/24/2009	Regular Employee-New Plan	Membership	0.20	0.20	2.50%
			Totals	0.20	0.20	

Enrollments And Plan Summary

Enrollments						Plan Summary		
Agency	**Hire Date**	**Term Date**	**Enrollment Status**	**Membership Status**		**Plan**	**Eligibility Credit**	**Benefit Computation**
Louisiana Seafood Board	10/1/2008		Employee enrolled into SOLARIS as an active member	ACTIVE		Regular Employee-New Plan	0.20	0.20
						Totals	0.20	0.20

DROP/IBO Account Summary

DROP/IBO Account Summary
DROP/IBO Type:
Begin Date:
End Date:
Eligibility Date:
Status:

Appendix A

Explanation of Fields in ESS Modules

ESS – Employer Reporting Contribution Summary Page

Element	Description
View/ Edit	Allows the user to 'drill down' to the Contribution Details
Report Month	Reporting period of the Contribution Summary Report
Salary	Total salary reported from the details on the Contribution Details screen
Employer Contribution	Total Employer Contributions reported from the details from Contribution Detail screen.
Employee Contribution	Total employee contributions reported from the details from Contribution Detail screen
Net Amount	Sum of the total Employee Contribution and the total Employer Contributions (based on the details from the Contribution Details screen)
Status	Status of the monthly Contribution Summary Report
Submission Date	Date the report was submitted
Display Default Button	Toggle button to display all of the reports submitted or display the default report(s) The 'Display All' Button will display the data for submitted reports in the database (including Submission Date of Posted reports). Once all of the records are displayed, the text of the button will change to 'Display Default'. The 'Display Default' button will display the default report data Display All – displays all reports regardless of the status

ESS – Employer Reporting Contribution Detail Page

Element	Description
View/ Edit	Allows the user to 'drill down' to view / edit the detail record
Delete	Allows the user to delete the detail record from the monthly Contribution Summary Report
SSN	Social Security Number of the Member
Name	Name of the member
Pay Begin Date	Pay period begin date of the detail record
Pay End Date	Pay period end date of the detail record
Plan Code	Retirement Plan Code of the detail record
Work Period	Work period of report. Number of pay periods
Salary Amount	Salary amount of the detail record
Employee Contribution	Employee contribution amount of the detail record
Employer Contribution	Employer contribution amount of the detail record
Add Record Button	Navigates the user to a page used to add an additional record to the report
Submit Record Button	Submits the monthly Contribution Summary Report
Return to Payroll Summary Button	Returns the user to the payroll summary page (Contribution Summary Page)

ESS – Employer Reporting Contribution Detail Page-Employee Detail

Element	Description
Agency	Agency Name
Social Security Number	Employee's SSN
Prefix	Employee's name prefix
First Name	Employee's first name
Middle Name	Employee's middle name (no periods after initial)
Last Name	Employee's last name
Suffix	Employee's name suffix, e.g., Jr., III, IV (no periods)
Address Line 1	Street name and number or PO Box number (no periods)
Address Line 2	Apartment or Suite number (no periods)
City	Employee's home city
State	Employee's home state (no periods)
Zip Code	Employee's zip code
Date of Birth	Employee's date of birth
Work E-mail Address	Work e-mail of employee
Gender	Gender code for the employee
Work Telephone Number	Employee's work telephone number
Home Telephone number	Employee's home telephone number
Enrollment Date	Date the employee enrolled in the system
Employment Type	Employee's employment status code
Employment Type Begin Date	Date employment type started
Employment Type End Date	Date employment type ended
Scheduled Hours per Week	Scheduled hours for an employee per week
Work Period	Employee's standard work period
LWOP Begin Date	Date the Leave Without Pay period began
LWOP End Date	Date the Leave Without Pay period ended
LWOP Reason	Reason the employee is on Leave Without Pay
Termination Date	Employee's termination date
ISIS Employee/ Person ID Number	If the agency is an ISIS reported agency then the ID number must be provided
Location Code	Employee's location of employment
Dual Indicator	Indicates if the employee has dual positions
Employee Classification	Employee's employment classification
Full-Time Base Salary	Full-time employee's salary
Employee Earnings	Total Employee monthly earnings
Sheltered Employer Contributions	Amount of pre-tax Sheltered Employer Contributions
Sheltered Employee Contributions	Amount of pre-tax Sheltered Employee Contributions
Unsheltered Employer Contributions	Amount of post-tax Unsheltered Employer Contributions
Unsheltered Employee Contributions	Amount of post-tax Unsheltered Employee Contributions
Unsheltered Reason	Reason for Employee and Employer being unsheltered (Furlough or Military)

Pay Period Begin Date	Begin Date of the Pay Period according to the manner in which the agency processes payroll
Pay Period End Date	End Date of the Pay Period according to the manner in which the agency processes payroll
Payment Date	Check Date
Actual Hours worked Per Week	Actual, not scheduled, hours an employee worked in a week.
Pay Frequency	Employee's pay frequency choose from drop down
Employee Hourly Rate	Employee's base hourly rate
Furlough Begin Date	Day the employee begins furlough time
Furlough End Date	Day an employee returns to work after a furlough
Retirement Plan Code	Retirement plan code assigned to an employee
Furlough Hours per Pay Period	Hours per pay period listed in "Furlough Pay Frequency"
**Routing Number	Employee's financial institution Routing Number
**Account Number	Employee's financial institution account number
**Account type	Employee's financial institution account type
Return	Returns the user to the Contribution Detail screen
Save Button	Saves the transaction to the monthly Contribution Summary Report
Cancel Button	Cancels the transaction

**Currently these fields are not being used

Element	Description
Back Button	Navigation button. This button navigates to the previous record on the Employer Maintenance screen
New Button	This button will add a new record. (similar to the 'Add Record' Button on Contribution Detail screen)
Next Button	Navigates to the next detail record on the Employer Maintenance record.
Contact Type	Indicates the job role of the contact
Mailing Type	Mailing type that agency uses to receive formal communications from LASERS
Contact Location	List of locations.
Prefix	The contact's name prefix, e.g., Mr., Ms., Mrs.
First Name	First Name for the contact
Last Name	Last Name for the contact
Suffix	The contact's suffix, e.g., III, IV, M.D.
Address 1	First line of text in the Address, e.g., Number and Street Name
Address 2	Second line of text in the Address, this line is predominately for suite numbers
City	City where the mail is being sent
State	State where the mail is being sent
Zip Code	Zip code where the mail is being sent
Work Phone	Work phone of contact. Must include area code
Work Email Address	Work email of employee
Work Fax Number	Work fax number
Return Button	Returns the user to the Welcome page
Save Button	Saves the transaction
Cancel Button	Cancels the transaction

Appendix B

	Member Enrollment Messages
ME-001	At time of enrollment an employee 55 or older with 40 quarters in Social Security may have the option of not joining LASERS. You may contact LASERS for further details.
ME-002	This employee does not have the required 10 years of service credit to contribute under this part time position.
ME-003	This employee does not have the required 10 years of service credit to contribute under an Intermediate, Temporary, Restricted or Emergency basis.
ME-004	This employee does not have the required 10 years of service credit to contribute under this job appointment.
ME-005	Job appointment basis 2 yrs or less and person has more than or equal to ten years of creditable service in LASERS
ME-006	Job appointment basis greater than 2 years
ME-007	This employee does not have the required 5 years of service credit to contribute under this unclassified position.
ME-008	Employee is eligible for LASERS enrollment. However, this enrollment also requires a 1-3 Notice of Election form be submitted.
ME-009	Member is eligible under this dual position
ME-010	Member is eligible under this dual position
ME-011	This employee does not have the required 10 years of service credit to contribute under this part time position.
ME-012	Employee is eligible for LASERS enrollment. However, this enrollment requires a 1-3 Notice of Election form be submitted.
ME-013	Employee is a LASERS Disability Retiree and is eligible for LASERS enrollment. Therefore, this employee is required to complete a 10-2A Reemployment of Disability Retiree form.
ME-014	Employee is a LASERS Service Retirement Prelim Retiree and eligible for LASERS enrollment. Therefore, this employee is required to complete a 10-2 Reemployment of Retiree form.
ME-015	Employee is a LASERS Retired After Drop Prelim Retiree and is eligible for LASERS enrollment. Therefore, this employee is required to complete a 10-2 Reemployment of Retiree form.
ME-016	Employee is a LASERS Service Retirement Retiree and eligible for LASERS enrollment. Therefore, this employee is required to complete a 10-2 Reemployment of Retiree form.
ME-017	Employee is a LASERS Retired After Drop Retiree and is eligible for LASERS enrollment. Therefore, this employee is required to complete a 10-2 Reemployment of Retiree form.
ME-018	Employee is a LASERS Rehired Retired Option 1A and is eligible for LASERS enrollment. Therefore, this employee is required to complete a 10-2 Reemployment of Retiree form.
ME-019	Employee is a LASERS Rehired Retired Option 3 and is eligible for LASERS enrollment. Therefore, this employee is required to complete a 10-2 Reemployment of Retiree form
ME-020	Employee is in DROP Accrual Prelim status. Therefore, no contributions are due until the end of the DROP period.
ME-021	Employee is in DROP Accrual status. Therefore, no contributions are due until the end of the DROP period

ME-022	Employee is Working after DROP. Therefore, contributions are due for this employee
ME-023	Employee is in Inactive after DROP status. Therefore, contributions are due for this employee
ME-024	Employee is a LASERS Disability Prelim Retiree and is eligible for LASERS enrollment. Therefore, this employee is required to complete a 10-2A Reemployment of Disability Retiree form.
ME-025	This employee has a hire date on or after July 1, 2006, with no positive prior service credit in LASERS. The employee must be placed in the Retirement Plan Code: Regular Employee - New Plan. The employee should pay LASERS contributions at 8%.
ME-026	This employee has a hire date prior to July 1, 2006, with positive prior service credit in LASERS. The employee must be placed in the Retirement Plan Code: Regular Employee. The employee should pay LASERS contributions at 7.5%.
ME-027	This employee has a date of Death with LASERS prior to the hire date provided.
ME-028	This employee is a LASERS Retiree. This person retired under a plan other that the 'New Plan'. Therefore, this employee cannot be enrolled in the 'New Plan'.
ME-029	Pending enrollment for missing Enrollment begin date and possible missing Membership begin date. Please verify enrollment begin date and any missing enrollment information. If this is the only enrollment in this membership also verify Membership begin date on the Member Status tab.

Non Critical Fiscal Messages	
NCF-001	100% vested with EES contributions
NCF-002	SSN is active in ORP
NCF-005	The sum of calculated EES minus reported EES contributions is greater than $1.00 at member level
NCF-006	The sum of calculated ERS minus reported ERS contributions is greater than $1.00 at member level
NCF-015	Member in DROP Accrual Preliminary Status - contributions reported for a period equal to or greater than DROP start date
NCF-017	Member in DROP Accrual - contributions reported for a period equal to or greater than DROP start date
NCF-018	Member in DROP Accrual - contributions reported for a period prior to DROP start date
NCF-025	Member is a Rehired Retiree Option 1B. Therefore, no contributions are due LASERS.
NCF-036	Member in Refunded Status - contributions are reported with a hire date less than 31 days of termination date
NCF-037	Member in Refunded Status - contributions are reported with a start and end date prior to termination date
NCF-038	Annual earnings will exceed IRS 401(a)(17) limit

Non Critical Member Services Messages	
NCM-009	Reported earnings is greater than base and # of pay periods < 3
NCM-010	Reported earnings is greater than base and # of pay periods = 3 and earnings > 1.4 times base
NCM-011	Base decrease from prior month > 10%
NCM-012	Base < minimum acceptable amount
NCM-013	Reported payroll month/year < hire date month/year
NCM-014	Active member detail not found
NCM-016	Member in DROP Accrual Preliminary Status - contributions reported for a period prior to DROP start date
NCM-019	Member in Inactive Status after DROP - contributions reported for a period after the members DROP end date
NCM-020	Member in Retired After DROP Preliminary Status - contributions reported for a period after the members termination date
NCM-021	Member in Retired After DROP Preliminary Status - contributions reported for a period prior to the members termination date
NCM-022	Member in Retired After DROP Status - contributions reported for a period prior to the members termination date
NCM-023	Member in Retired After DROP Status - contributions are received for a period after the members termination date
NCM-026	Member is enrolled in Option 2 with unpaid benefits
NCM-027	Member chose to retire under the Early Retirement and Payroll Reduction Act of 2006 and is not eligible for re-employment/contributing at this time.
NCM-028	Member in Disability Preliminary Status - contributions received for a period prior to termination date are reported
NCM-029	Member in Disability Preliminary Status - contributions received for a period after termination date are reported
NCM-030	Member in Disability Status - contributions received for a period prior to termination date
NCM-031	Member in Disability Status - contributions received for a period after termination date
NCM-032	Member in Service Retirement Preliminary Status - contributions received for a period after termination date
NCM-033	Member in Service Retirement Preliminary Status - contributions received for a period prior to termination date
NCM-034	Member in Service Retirement Status - contributions received for a period prior to termination date
NCM-035	Member in Service Retirement Status - contributions received for a period after termination date
NCM-039	Incorrect contributions for Retirement Plan Code
NCM-040	Calculated service credit less than an acceptable value for 2 pay period month.
NCM-041	Calculated service credit less than an acceptable value for 3 pay period month.
NCM-042	Calculated service credit less than an acceptable value for Semi-Monthly or Monthly pay period.
NCM-043	Termination Date prior to Employment Date or more than 3 weeks in the future.