

LASERS

Louisiana State Employees'
Retirement System

OPEN FORUM

[FALL 2020]



AGENCY OPEN FORUM

WEDNESDAY, OCTOBER 14, 2020

1:00 p.m. - 2:30 p.m.

WEBINAR ONLY - REGISTER HERE:

<https://attendee.gotowebinar.com/register/8757553350282251792>

WELCOME & INTRODUCTIONS

[LASERS Update]

Cindy Rougeou

LASERS Executive Director

MEMBER SERVICES INFORMATION

[Resources & Education]

Wendy Demouy

LASERS Retirement Benefits Supervisor

REHIRED RETIREES

[Calculating Option 1A Fiscal Year Earnings]

Casey Jackson

LASERS Accountant Manager

PHISHING

[Steps to Prevent Phishing]

QUESTIONS & ANSWERS

[Webinar Conclusion]

LASERS Presenters

Thanks for attending!

Tell us how we did.

Let us know how we can improve future webinars and Open Forum by completing the survey following this webinar.

Download the presentations.

Presentations will be available on our website at www.lasersonline.org/employers.

Watch the recording.

A recording of the webinar will also be posted on our website by October 30.



Member Services Information

Wendy Demouy, Retirement Benefits Supervisor

Agency Open Forum | October 2020

How to Contact LASERS



8401 United Plaza Blvd.
Baton Rouge, LA 70809



800.256.3000 (Toll-Free)
225.922.0600 (Baton Rouge)



www.lasersonline.org



asklasersagency@lasersonline.org

Today's Topics

- What is LASERS?
- LASERS Website
- Employer's Guide
- Liaison Memoranda
- Changes in Agency Personnel
- Enrollments
- Social Security Protection Act of 2004
- Unused Annual and Sick Leave
- Retirement Process: Forms and Applications
- LASERS Resources and Education Information
- Stay Connected

What is LASERS?

- Defined Benefit Plan
 - Section 401(a) of the Internal Revenue Code
- Established by the Legislature in 1946
- Mandatory for most state employees
- Governed by Board of Trustees
- Benefits are guaranteed for life, upon retirement



How is LASERS Funded?

Employer Contributions

Employee Contributions

Investment Earnings

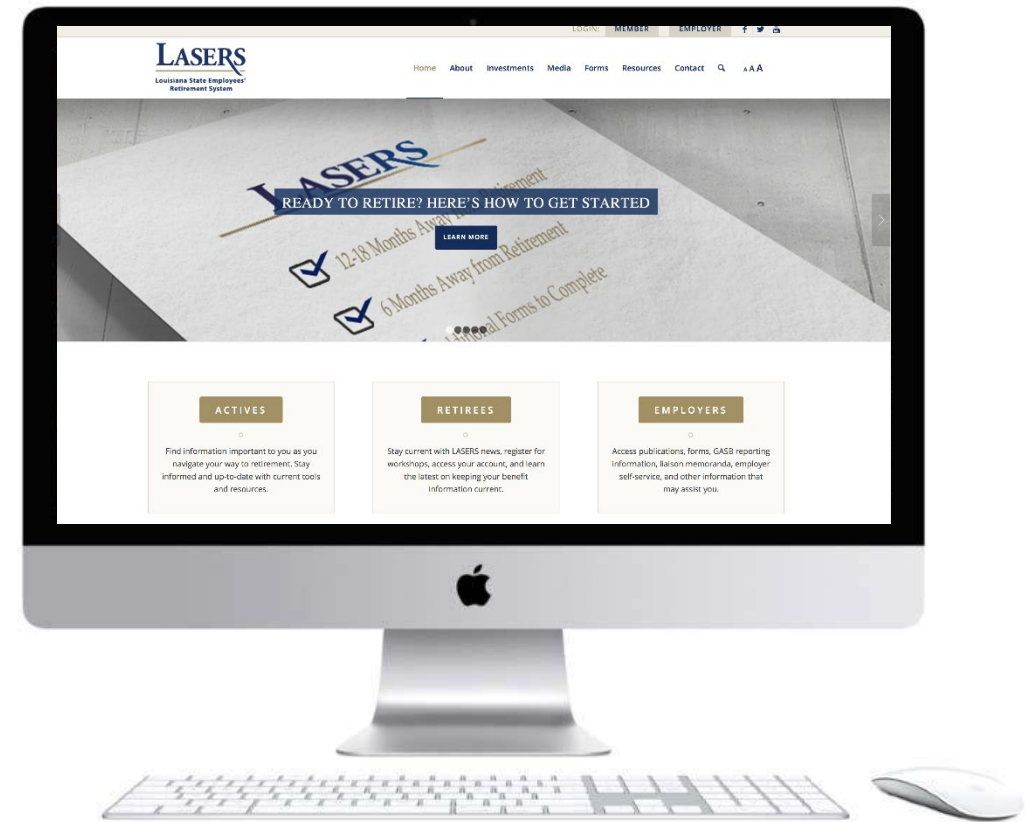
Retirement Formula

$$\text{Service Credit} \times \text{Accrual Rate} \times \text{Final Average Compensation (FAC)} = \text{Maximum Benefit}$$

LASERS Website Features

- Resources:
 - Actives
 - Retirees
 - Employers
- Forms & Publications
- Seminar Registration
- Educational Videos
- Sign up for Emails
- Access Your Account

www.lasersonline.org



LASERS Website – For Employers



www.lasersonline.org/employers

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A A A



EMPLOYER'S GUIDE TO
RETIREMENT



LIAISON MEMORANDA



REGISTER FOR AGENCY OPEN
FORUM



FORMS



GASB 68 RESOURCES



HISTORIC AGENCY
CONTRIBUTION RATES



SELF-SERVICE CONTRIBUTION
REPORTING GUIDE



FTP FILE LAYOUT GUIDE FOR
SOLARIS



LOGIN TO MY ACCOUNT



VIDEO LIBRARY



FREQUENTLY ASKED QUESTIONS



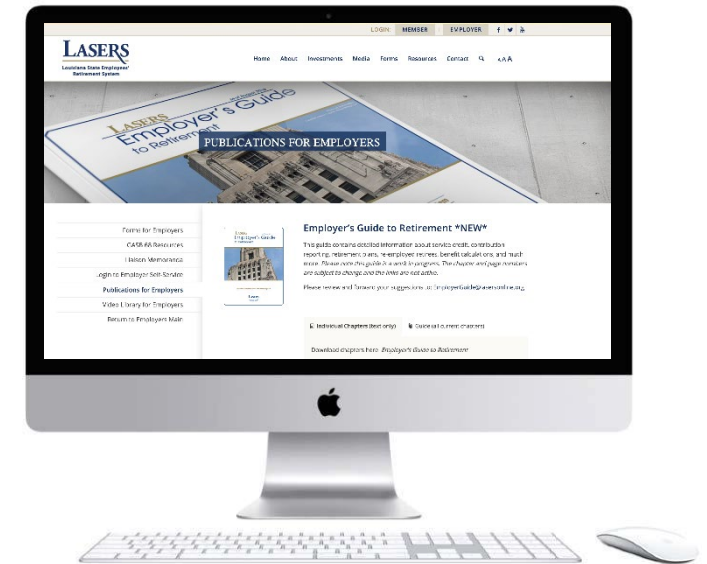
CONTACT LASERS

Employer's Guide to Retirement

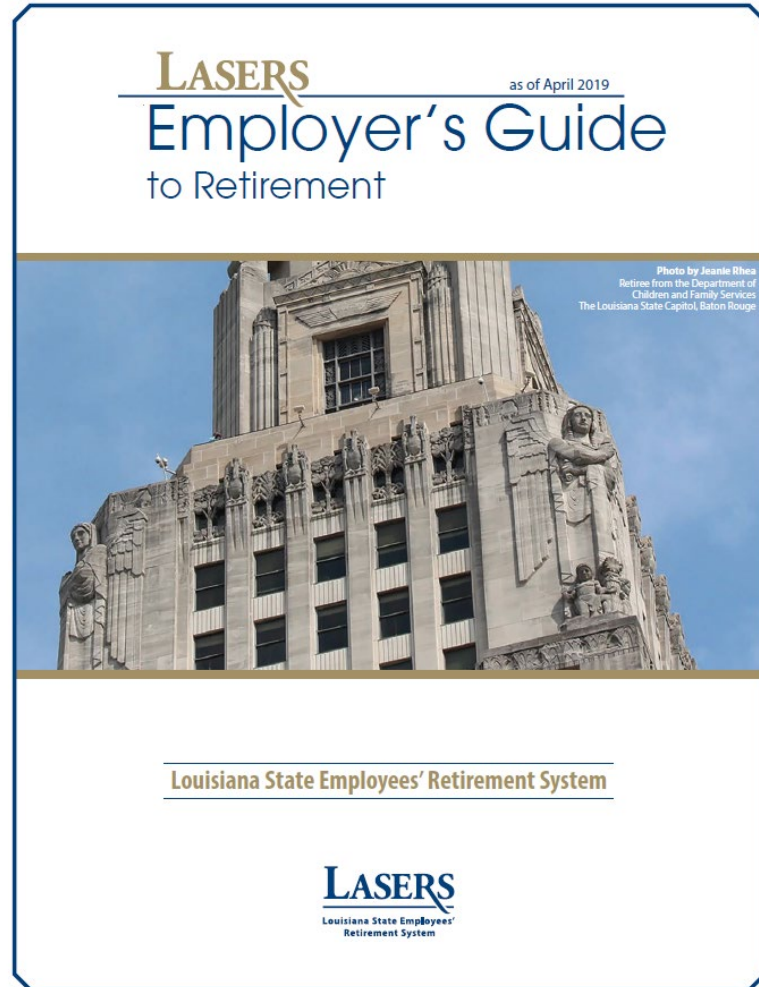


www.lasersonline.org/employers/publications

- Contains detailed information about service credit, contribution reporting, retirement plans, re-employed retirees, benefit calculations, and much more
- Information broken down by chapter
- FAQ's at end of each chapter
- Contains useful Flow Charts and Checklists
- Direct specific questions to AskLASERS by clicking the link on the LASERS website



Employer's Guide to Retirement



1. Membership & Enrollment
2. Service Credit
3. Contribution Reporting
4. Refund of Contributions
5. Purchases, Transfers, & Reciprocals
6. Survivor Benefits
7. The Retirement Process
8. Retirement Benefit Calculation & Eligibility
9. Retirement Options & Cost of Living Adjustments
10. Regular Retirement
11. Initial Benefit Option (IBO)
12. Deferred Retirement Plan (DROP)
13. Disability Retirement
14. Conversion of Unused Annual & Sick Leave
15. Re-employed Retirees
16. Community Property & Divorce
17. Hazardous Duty Services Plan (HAZ Plan)
18. Judicial Retirement Plans
19. Wildlife Agent Plans
20. Correctional Retirement Plans

Employer's Guide: Chapter Overview

1. Chapter Subject Matter

Content

Overview

Membership Registration Form

Types of Employees

Membership

- Eligible Membership
- Optional Membership
- Classes of Excluded Employees

Hiring and Enrolling Employees with Substantial Earnings Under Social Security

LASERS Membership Categories

- Current Categories
- Other Categories

Documenting Employees Not Enrolled in LASERS

Enrolling and Terminating Members

Member Demographic Information

Quick Links

Employer Quick Check

Reference Material

Frequently Asked Questions

Flowcharts

→ Determining Eligibility for Membership

→ Determining a Retirement Plan

Chapter 1: Membership & Enrollment

Overview

Membership in LASERS is mandatory for all state employees whose agency is a LASERS participating employer, except those employees excluded by law or those who have the choice to opt out of membership. This chapter will define types of employees and serve as a guide to determining which employees are eligible for membership in LASERS. This chapter will also outline the membership categories available to both new and existing members of LASERS.

NOTE: Missing or incorrect enrollment information may lead to discrepancies in the employee's record. LASERS must receive the corrected information from the employer in order to complete any retirement process.

Membership Registration Form

Form 01-01: Member Registration must be completed to ensure that the member is enrolled properly. Form 01-01 can also serve as a helpful guide to enrollment. However, this form is not required to be submitted to LASERS; it should be kept in the employee's personnel file at the employing agency.

Types of Employees

It is important to recognize that the employee types in LASERS laws may not coincide with the employee types as defined by Civil Service. In many cases, an employee may fit into more than one employee type. For example, an intermittent employee is also, by definition, a part-time employee. Determining the employee type will assist in determining a member's eligibility for LASERS.

The following are types of employees:

A full-time employee is any employee who:

❖ Has a normal working schedule of greater than 20 hours per week and performs services under an employment arrangement with the employer of more than two years in duration

or

❖ Normally works on a full-time basis for five months or more in a year

1.1

Revised August 2019

LASERS Employer's Guide to Retirement

2. Frequently Asked Questions

LASERS Employer's Guide to Retirement

Chapter 1: Membership & Enrollment

Frequently Asked Questions

1. Does an employee who is hired into a position that is covered by TRSL and has 6.50 years of service credit in LASERS from a previous position have to be enrolled in LASERS?

No. This employee may elect to join TRSL or elect to remain in LASERS because he or she has at least five years of service credit in LASERS. Form 01-03: Notice of Membership Election A would be required if the member elected to remain in LASERS.

2. A member works in a position that is covered by LASERS and has 4.50 years of service credit in the system. Due to action taken by the Legislature, this position is now covered by a different retirement system. To what retirement system should this member contribute?

If the member is transferred into a position covered by Louisiana School Employees' Retirement System (LSERS), Louisiana State Police Retirement System (LSPRS), Teachers' Retirement System of Louisiana (TRSL) or Municipal Employees' Retirement System (MERS), then he or she may elect to remain in LASERS because an action over which the member had no control caused the member to be eligible for a different retirement system. Since the member had at least one year of service credit in LASERS at the time of the change, he or she is eligible to elect to remain a LASERS member. Form 01-05: Notice of Membership Election C would be required if the member elected to remain in LASERS. The member also has the option to join the other retirement system.

3. Is a member who is hired at age 61 in a LASERS eligible position mandated to join LASERS?

No, membership in LASERS is optional. Because the employee was at least age 60 at the time of hire, the employee may elect to join LASERS, to contribute to Social Security, or to contribute to Louisiana Deferred Compensation.

4. A person is hired into a job appointment. The intended duration of the position is three years, and the normal working schedule is 30 hours per week. Should this person be enrolled in LASERS?

Yes. Because the intended duration of the position is greater than two years and the normal working schedule is greater than 20 hours per week, this member must be enrolled in LASERS.

5. An existing member is hired by DEQ as an environmental scientist and is now a dual enrollment member. The member's primary position is with LDH in the Regular Employee Plan (RGL1). Is the member eligible to contribute to LASERS on the secondary position, and if so, in what retirement plan should this member be enrolled?

If the secondary position is covered by LASERS and the normal working schedule is less than 20 hours per week, then the member must have at least 10 years of service credit in LASERS in order for the secondary position to be eligible for contribution to LASERS. If the normal working schedule for the secondary position is greater than 20 hours per week and the position is covered by LASERS, then the member should be enrolled in LASERS. The member should be enrolled in the same retirement plan in which the primary position is enrolled, which in this example is RGL1.

6. An employee is hired who is age 56 and has at least 40 quarters in Social Security. Should this employee be enrolled in LASERS?

The employee has the option to opt out of LASERS because he or she meets the criteria of being at least age 55 at the time of employment and having at least 40 quarters in Social Security. As long as the employee was able to opt out of LASERS at the time of hire, then the employee may opt back in at any point and is able to purchase the service credit. If choosing to contribute to LASERS, members should be aware that the Windfall Elimination Provision (WEP) may reduce their Social Security benefit if they start receiving a LASERS benefit.

1.10

3. Reference Material

LASERS Employer's Guide to Retirement

Chapter 1: Membership & Enrollment

Reference Material

APPLICABLE FORMS

→ 01-01: Membership Registration

→ 01-02: Change of Address

→ 01-03: Notice of Membership Election A

→ 01-05: Notice of Membership Election C

→ 01-06: Designation of Beneficiary

→ 01-07: Change of Name

→ 01-10: Certification of Membership in a State System Prior to July 1, 2015

→ 01-11: Certification of Prior Employment in a Hazardous Duty Position

→ 01-12: Enrollment Information

→ 02-18: Hazardous Duty Services Plan Election

→ 16-01: DPSC Election Agreement Employed Prior to 01-01-02

→ 16-02: Department of Public Safety & Corrections Election Agreement Employed Between January 1, 2002, and December 31, 2010, with Other State/Statewide Service Credit

→ SSA-1945: Statement Concerning Your Employment in a Job Not Covered by Social Security

APPLICABLE AGENCY LIAISON MEMORANDA

→ 07-04: Employment Status of LASERS Members

→ 08-01: Eligibility in LASERS

→ 08-02: LASERS Dual Employment Eligibility

→ 10-20: Member Registration Form 1-1 (ER1)

→ 10-26: Act 992 New Retirement Plan Codes

→ 10-27: HAZ Plan Transition Information

→ 11-04: DBOP and Retirement Eligibility changes for employees covered under provisions of Act 75

→ 11-05: Important Act 992 Reminders

→ 11-13: HAZ Plan Enrollment Effective Date

→ 11-14: LASERS Eligibility for Part-Time Employees

→ 11-27: Adjunct Professors

→ 14-13: Commission and Board Members Not Eligible for LASERS

APPLICABLE LAWS

(Note: this list is not exhaustive)

→ La. R.S. 11:148: Membership Age Limitations

→ La. R.S. 11:159: State Superintendents of Education; Commissioner of Higher Education; Participation

→ La. R.S. 11:160: Members Employed in Other Public Employment

→ La. R.S. 11:161: Members Employed in Other State or Public Employment

→ La. R.S. 11:162: Classes of Employees Not Eligible for Membership

→ La. R.S. 11:164: Part-Time Public Officials

→ La. R.S. 11:191: Dual Employment

→ La. R.S. 11:403: Definitions

→ La. R.S. 11:411: Eligibility for Membership

→ La. R.S. 11:412: Membership Service

→ La. R.S. 11:413: Classes of Employees Not Eligible

→ La. R.S. 11:415: Termination of Membership

→ La. R.S. 11:417: Members Employed in Other State or Public Retirement

→ La. R.S. 11:551: Eligibility for Membership (Judges)

→ La. R.S. 11:555: Membership and Credit: Additional (Judges)

→ La. R.S. 11:567: Existing Members of System

→ La. R.S. 11:601: Application; Definitions (Public Safety Services)

→ La. R.S. 11:602: Eligibility for Membership (Public Safety Services)

→ 15-19: Employees Hired After July 1, 2015

→ 16-14: Part-Time Employees

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Liaison Memoranda



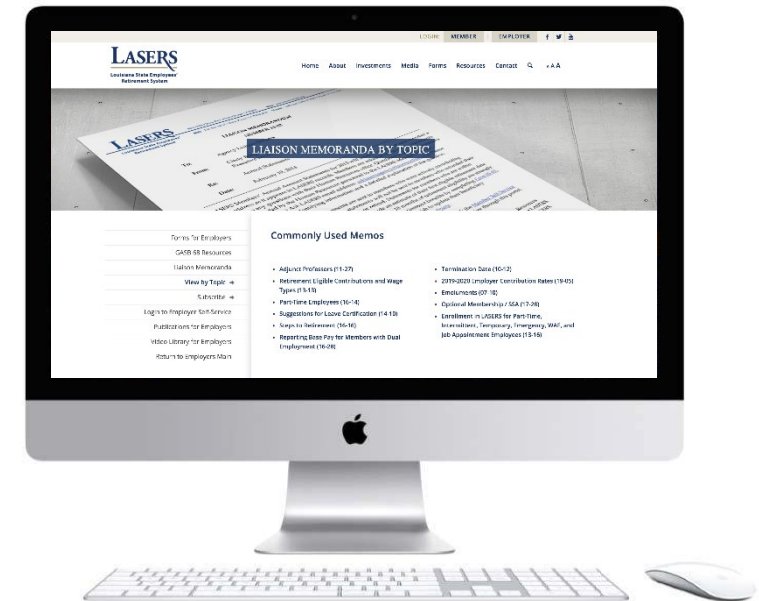
www.lasersonline.org/employers/liaison-memoranda

- **Emailed to agency contacts** periodically with important updates, upcoming events, reminders, etc...
- Statewide Individual Counseling (IC) sessions are announced through liaison memoranda regularly.
 - **Forward IC memos to your employees ASAP**
- **Archives** are organized by topic and date.

Sign up here:

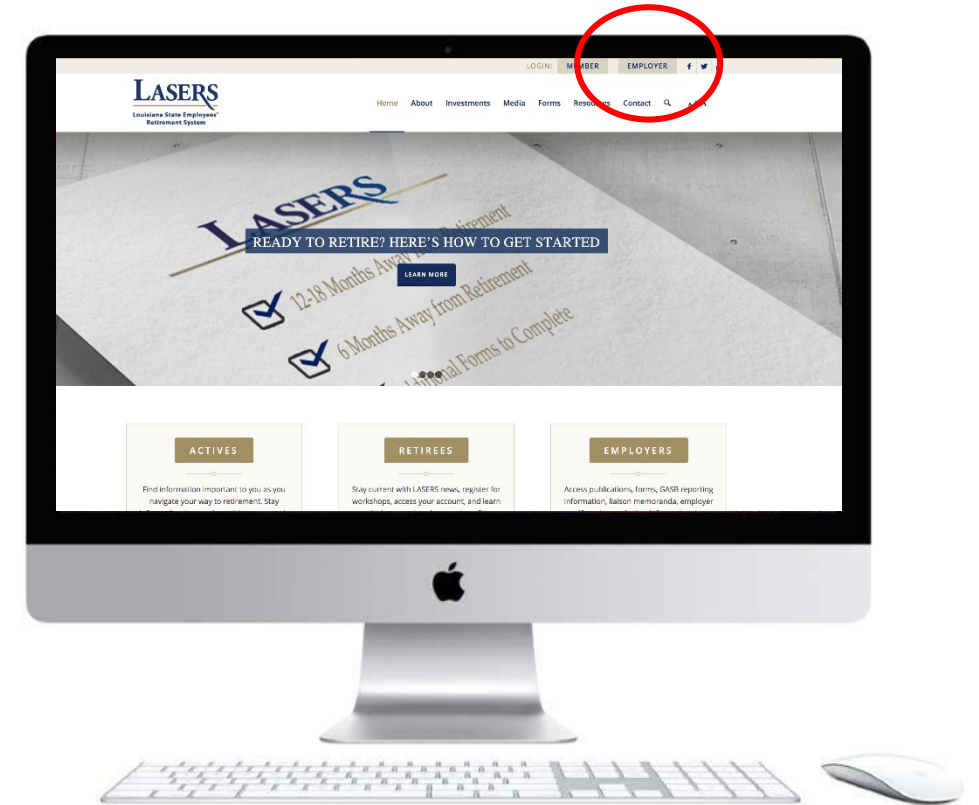
www.lasersonline.org/employers/liaison-memoranda/subscribe/

New archives page!



Report Changes in Personnel to LASERS

- Update agency contact information in Employer Self-Service (ESS)
- Ensures all LASERS emails and Liaison Memoranda are sent to correct contacts at agencies
- On the LASERS home page, click on 'Login: Employer'



LASERS Enrollments

Enrollments

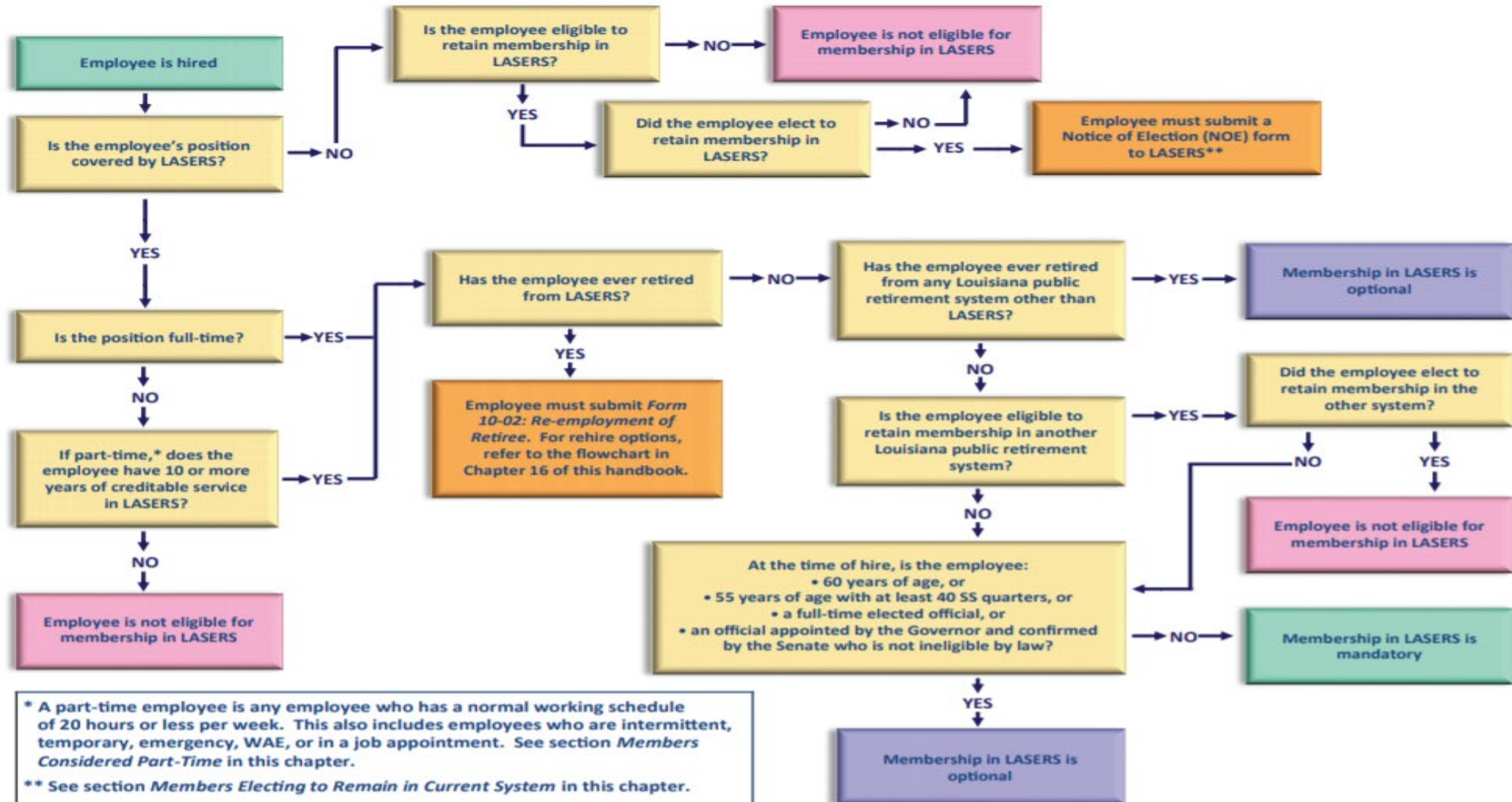
- **Newly enrolled members should complete *Form 01-01: Member Registration***
 - Do not submit to LASERS
 - Keep in member's personnel file
- **Agency of newly enrolled members should submit to LASERS:**
 - Copy of Social Security card – member and beneficiary(ies)
 - Copy of birth certificate - member and beneficiary(ies)
 - **Form 01-06: *Designation of Beneficiary***
- **Refer to Enrollment Chapter in the Employer's Guide**
- **Direct specific questions concerning enrollments to AskLASERS**
www.lasersonline.org/ask-lasers-agency



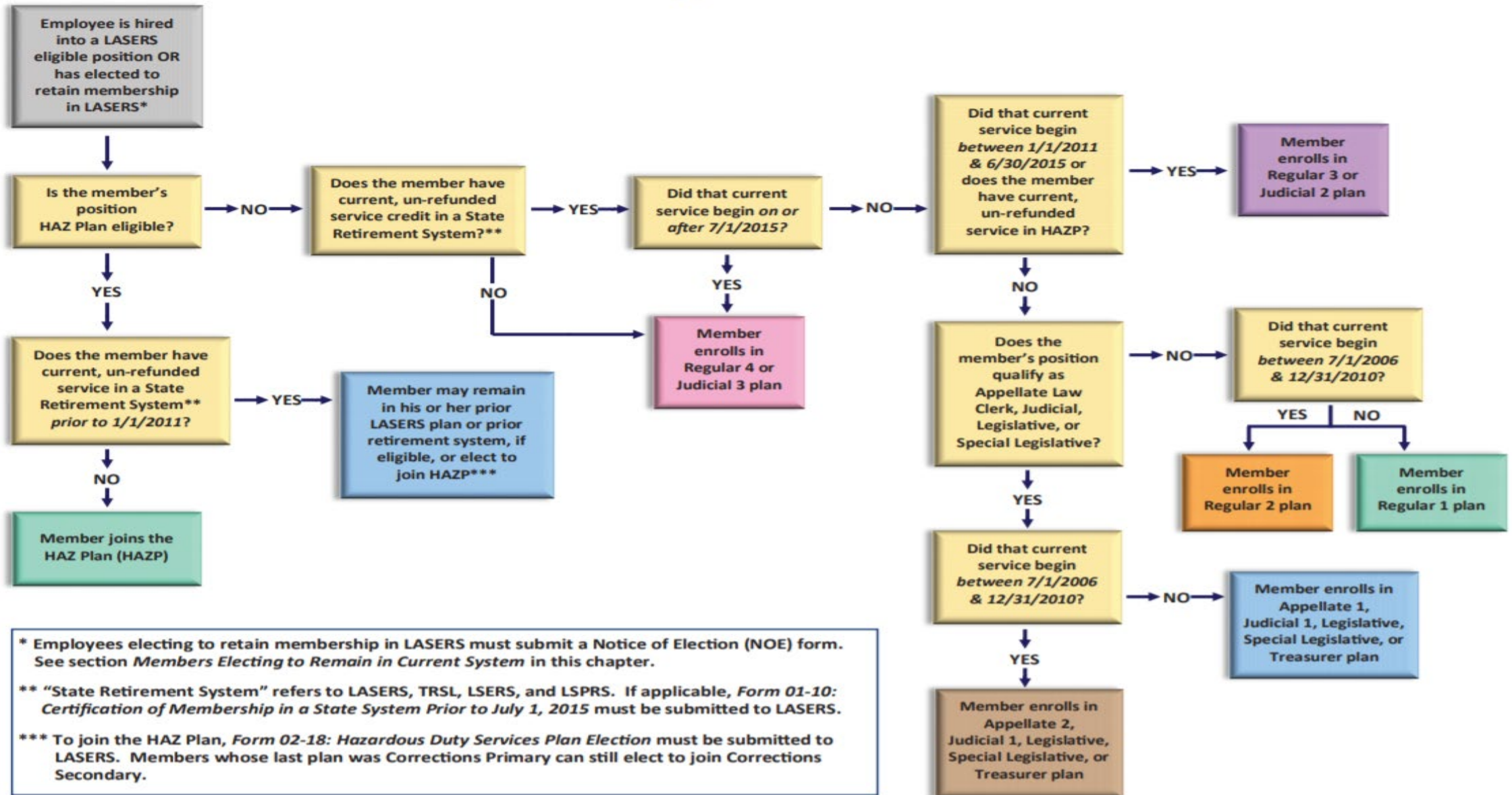
Optional Membership in LASERS

- **Three situations when an employee can elect to opt out of LASERS:**
 - Employee at least age 55 and have earned 40 credits in SSA, or
 - Employee at least age 60
 - Employee is a retiree from another Louisiana public retirement system
- Employee must make selection on ***Form 01-01: Membership Registration*** and should not be enrolled in LASERS, and
- Employee must provide ***Form SSA-7005: Earnings and Benefits Statement*** certifying he has met the requirements for optional membership
- See **Liaison Memorandum 17-28** for more information and examples

The Enrollment Process: Determining Eligibility for Membership



The Enrollment Process: Determining a Retirement Plan



Social Security Protection Act of 2004

- Agencies must notify potential employees about effects of the Windfall Elimination Provision (WEP) & Government Pension Offset Provision (GPO)
- Member is required to sign ***Form 1945: Statement Concerning Your Employment in a Job Not Covered by Social Security*** certifying possible effects of the WEP and GPO on potential future Social Security benefits
- Watch the Social Security Offsets video on the LASERS website for details

Detailed video on our website:



www.lasersonline.org/resources/video-library

UNUSED SICK & ANNUAL LEAVE

Unused Leave

- **At the time of retirement, member may receive additional benefits for unused, accumulated annual and sick leave**
- If member retires out of state service, member will not be given credit for unused leave unless eligible for retirement when terminated state service
- Unused leave may not be used for retirement eligibility purposes
- At retirement member makes a selection, on application, regarding unused annual and sick leave. Three options listed on the application:
 - Convert all unused annual and sick leave to retirement credit
 - Receive a one-time, lump sum payment of leave calculated at an actuarial value
 - Make a direct rollover to an eligible account at a financial institution



Unused Leave Conversion Table

Days of Unused Leave	Credit
1-26	.10
27-52	.20
53-78	.30
79-104	.40
105-130	.50
131-156	.60
157-182	.70
183-208	.80
209-234	.90
235-260	One Year

NOTE: There is no limit on the amount of leave for additional benefits.

NOTE: If converted leave will cause retirement benefit to exceed 100% of the FAC, leave in excess of the 100% cap will be paid in an actuarial lump sum payment.

Conversion Table located on page 14.2 of Employer's Guide & page 23 of Member's Guide

Certifying Unused Annual and Sick Leave

- Within 30 days of a member's termination date, the agency is required to submit *Form 07-01: Certification of Unused Annual and Sick Leave*, even if the member has zero leave
- Form 07-01 certifies the balance of a member's unused annual and sick leave amounts, **not including** the 300 hours of annual leave paid by most agencies upon termination.
- This form is used for Regular Retirement, IBO, Actuarially Reduced Retirement, Disability Retirement and End of DROP Participation (it is not submitted when a member enters DROP).



Certifying Unused Annual and Sick Leave

The agency may pay a member for unused annual leave at their hourly rate of pay at termination; however, this paid leave is not eligible for conversion and should be excluded from the leave balance reported.

Notes:

- Member is allowed to take leave on last day of employment (termination date)
- Amount of leave a member can take prior to retirement is **agency specific**

Sample Form 7-01: Certification of Unused Annual and Sick Leave

Form 7-01
R012017

PRINT ALL INFORMATION
www.lasersonline.org



P.O. Box 44213, Baton Rouge, LA 70804-4213
225.922.0600 · Toll-Free 1.800.256.3000
Fax 225.935.2856



Certification of Unused Annual and Sick Leave (La. R.S. 11:424)

Member's First Name	Middle Name	Last Name	Today's Date	Social Security Number
Jane	C	Smith	1/15/2017	XXX-XX-5555

IMPORTANT: Complete the entire form. Follow the specific instructions for each section. All dates should be in MM/DD/YYYY format.

SECTION 1: GENERAL INSTRUCTIONS

Provide leave balances as of the termination date. **DO NOT** include any unused leave which will be paid upon termination, such as the 300 hours of unused annual leave. This form must be forwarded to LASERS immediately following the date of termination.

If the member has a break in service, the member must contribute to the system for at least 18 consecutive months after the reemployment date to be eligible to convert the unused sick and annual leave to retirement credit or lump sum payment.

SECTION 2: LEAVE BALANCES

Leave Without Pay Date (if applicable)	Hours	Days
	Unused Accumulated ANNUAL "A" leave 1712.454	214.06

Date of Termination	Hours	Days
1/2/2017	Unused Accumulated SICK "B" leave 3481.454	435.18

☒ I certify that the amounts listed above do not include any amount of annual leave which was paid upon termination, if applicable.

SECTION 3: AGENCY SIGNATURE AND CERTIFICATION

I hereby certify that the balances of the unused leave shown above are correct as of the termination date and have been accrued at rates established by Civil Service.

Name of Personnel Officer	Name of Agency	Title
Donna Brooks	LA State Agency	Human Resource Manager

Personnel Officer Email Address	Daytime Area Code/Phone Number
dbrooks@lastateagency.gov	225-555-5555

Signature of Personnel Officer	Date
Donna Brooks	1/15/2017

Reset Form

7-01 R012017

RETAIN A COPY FOR YOUR RECORDS

ERBER38 Page 1 of 1

SECTION 2: LEAVE BALANCES

Leave Without Pay Date (if applicable)	Hours	Days
	Unused Accumulated ANNUAL "A" leave 1712.454	214.06

Date of Termination	Hours	Days
1/2/2017	Unused Accumulated SICK "B" leave 3481.454	435.18

☒

Initials

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Name of Personnel Officer	Name of Agency	Title
Donna Brooks	LA State Agency	Human Resource Manager

Personnel Officer Email Address	Daytime Area Code/Phone Number
dbrooks@lastateagency.gov	225-555-5555

Signature of Personnel Officer	Date
Donna Brooks	1/15/2017

Reset Form

7-01 R012017

RETAIN A COPY FOR YOUR RECORDS

ERBER38 Page 1 of 1

Certifying Unused Leave for Non-Retirees

- When a **member terminates employment but is not retiring**, LASERS recommends that the agency certify the member's unused leave (in certain circumstances) by submitting ***Form 07-01: Certification of Unused Annual and Sick Leave***.
- **Leave should be certified if:**
 - The member has five years or more of service credit
 - The member has more than 300 hours of leave
- **It is not necessary to certify leave if:**
 - The member is refunding from LASERS
 - The member is accepting employment in another LASERS eligible position
- This will allow the member to receive credit for the unused leave if he or she should ever return to a LASERS eligible position or eventually retire.

Payment of Leave for Certain Unclassified Officials

- Leave earned while serving as an elected official or an official appointed by the Governor and confirmed by the Senate is exempted from the leave conversion provisions of La R.S. 11:424,
 - Unless the official was participating in the Senior Executive Exchange Program.
- These officials should consult with the **HR professionals** at their agency as to how their leave will be certified to LASERS.



Retirement Process

What to Submit

CAN BE SUBMITTED ANY TIME:

- ☐ Photocopies of birth certificates for member & beneficiary(ies)
- ☐ Photocopies of social security cards for member & beneficiary(ies)
- ☐ Certified copy of divorce decree or copy of ex-spouse's death certificate, if applicable
- ☐ Photocopy of marriage certificate only if Option 4A is chosen

NO MORE THAN 6 MONTHS PRIOR TO EFFECTIVE RETIREMENT DATE:

- ☐ Retirement/IBO/DROP Application, whichever applicable
- ☐ Form 4-04: *Spousal Consent*, if applicable
- ☐ Form 6-02: *Insurance Premium Deduction Authorization*
- ☐ Form 4-05: *Authorization for Direct Deposit*
- ☐ Form W-4P: *Withholding Certificate for Pension Payments*



All required documents must be submitted prior to retirement benefit being paid.

Submitting Forms

Retirement

- LASERS forms and Non-Legal Documents can be submitted via fax, mail, or hand delivered.
 - If faxed, ***do not mail.***
 - ***Make sure you are using the most current version of the form on the website. Outdated forms may be rejected.***

Legal Documents

- **Mail or hand deliver only** (I.e.: Spousal Consent, JOD, Community Property, POA, etc.)
- Must include proof of certified copy

Special Notes

- Termination Date:
 - A member's termination date should be reported as the last day that the member was employed by their agency. The termination date is not the day after a member ceases to work.

LASERS Resources & Education Information

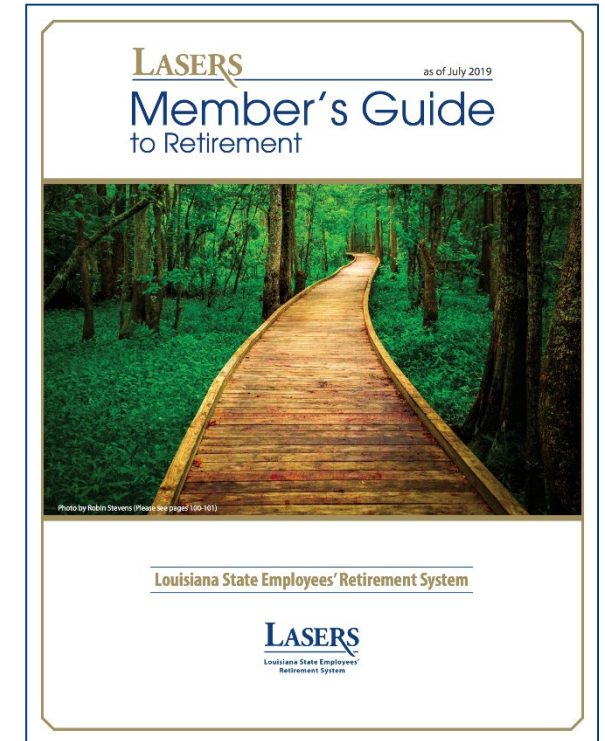
Member's Guide to Retirement



www.lasersonline.org/resources/publications

Contains detailed information on:

- **LASERS membership**, including details defining all categories of our plans
- **Initial Benefit Option (IBO)** information
- **Deferred Retirement Option Plan (DROP)** information
- Clear answers to many of the questions members may have about planning for retirement



Member's Guide: Chapter Overview

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(4) Robin Stevens
(3) Robin Stevens
(Please see pages 100-101)

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Photos provided by LASERS members and beneficiaries.
Originals may have been altered for design purposes.

Service Credit

(La. R.S. 11:421)

Once you are enrolled as a member of LASERS, you will begin paying employee contributions and accruing service credit. You will be sent an annual member statement at the beginning of each calendar year which details the employee contributions you paid during the previous year and the total contributions you paid since your enrollment. This statement also contains the service credit that you earned during the previous year along with your total service credit.

Eligibility service credit is the service that will be used to determine your entitlement for benefits provided by LASERS. Computation service credit is the service that will be used to compute the amount of your LASERS benefit. Depending on your situation, your eligibility service credit may be different from your computation service credit.

The annual member statements are unaudited. You should review your annual member statement each year and notify your HR Office in writing if any discrepancies are found.

Full-Time Employees

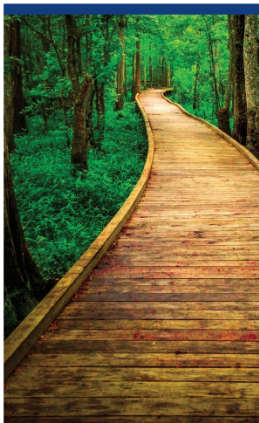
If you are a full-time employee, your service credit is calculated by taking your actual earnings for a year and dividing by your yearly base salary which is your annual expected salary. This figure is then rounded up to the nearest tenth. A member cannot receive more than one year of service credit for any calendar year.

Sue worked full time in 2016. She earned \$37,273.06. Her annual expected salary was \$37,355.00. Her service credit for 2026 would be calculated in the following manner:

\$37,273.06	/	\$37,355.00	=	.998 (rounded up to one year)
Actual earnings		full-time yearly base salary		

Part-Time Employees

If you are a part-time employee, your service credit is calculated by taking your actual earnings for a year and dividing by the yearly base that you would have received as a full-time employee. You will not earn an entire year of computation credit, but you may earn a year of eligibility credit if you worked part time for at least 11 months during that calendar year.



(4) Photo by Robin Stevens (Please see pages 100-101)

CPTP: Comprehensive Public Training Program

- Provides retirement education for human resources and payroll personnel, the LASERS Retirement Education Department hosts LASERS agency training courses through CPTP.
- ***C.H.R.P. Module 4: LASERS Agency Training/RRM Workshop*** is a workshop for state employees who handle the LASERS program for staff at their agency.
- LASERS is in the process of updating the format.



Additional Workshops

Agencies can request LASERS to conduct the following virtually:

- **Wellness Visit** – a LASERS Education Specialist can meet directly with Human Resources to discuss any LASERS topics. Since this will be conducted virtually if you have employees spread throughout the state everyone would have the ability to attend the meeting without traveling.
- **Virtual PREP** – Coming Soon

For Members:

- LASERS is continuing to conduct one-on-one retirement counseling appointments. These sessions are offered in-person, by phone or video.



STAY CONNECTED



Sign up for Emails

www.lasersonline.org/email_services



Facebook

Facebook.com/laserspension



YouTube

Youtube.com/laserschannel



Twitter

[@LASERSpension](https://twitter.com/LASERSpension)

Rehired Retirees

Casey Jackson, LASERS Accountant Manager

Agency Open Forum | October 2020

Today's Topics

- Rehired Retirees Overview
- Calculating Rehired Retirees Option 1A Fiscal Year Earnings

Rehired Retiree Overview



Form 10-02: Re-employment of Retiree MUST be completed within 45 days of re-employment

- Failure to submit form timely results in retiree defaulting to Option 3, as required by statute.
- Complete Administrative Error letter
- Board Approval

The image shows a preview of Form 10-02, titled "Re-employment of Retiree". The form is from the Louisiana State Employees' Retirement System (LASERS). It includes fields for Member's First Name, Middle Name, Last Name, Today's Date, and Social Security Number. There is a section for "SECTION 1: RETIREE INFORMATION" with instructions. Below this, there are fields for Member's Mailing Address, City, State, Zip Code, Daytime Area Code/Phone Number, Evening Area Code/Phone Number, Email Address, and Birth Date. There are also checkboxes for Employment Status (Full Time, Part Time, Classified, Unclassified) and a question about receiving a benefit from LASERS or another state or statewide retirement system. The form is labeled "Form 10-02" and "10-02 R050117". It also includes a "Reset Form" button and a "RETAIN A COPY FOR YOUR RECORDS" instruction.

Rehired Retiree Overview



A retiree hired in a LASERS eligible position must select one of the four options:

- **OPTION 1A**
 - May earn 50% of annual retirement benefit
- **OPTION 1B**
 - Unlimited earnings, exempt from suspension of benefits/Age 70 with 30 years of service
- **OPTION 2**
 - Regain Membership in LASERS
- **OPTION 3**
 - Suspend benefit/start contributing

Option 1A Earnings Verification Letters

- Mailed out in early July
- Due August 31st
- Earnings should be reported on days worked not when paid during the fiscal year
- Do not include Option 3 earnings
- You can provide termination date if employee is terminated



How to Calculate Fiscal Year Earnings



Pull up the pay period calendars to determine which pay periods were **within** the fiscal year and which were **split** between fiscal years.

Year 2019 Pay Periods

Pay Period	From	To	Check Date	Insurance Month	AFS Posting
1	12/17/2018	12/30/2018	01/04/2019	February	01/02/2019
2	12/31/2018	01/13/2019	01/18/2019		01/16/2019
3	01/14/2019	01/27/2019	02/01/2019	March	*01/30/2019
4	01/28/2019	02/10/2019	02/15/2019		02/13/2019
5	02/11/2019	02/24/2019	03/01/2019	April	*02/27/2019
6	02/25/2019	03/10/2019	03/15/2019		03/13/2019
7	03/11/2019	03/24/2019	03/29/2019	Free	03/27/2019
8	03/25/2019	04/07/2019	04/12/2019	May	04/10/2019
9	04/08/2019	04/21/2019	04/26/2019		04/24/2019
10	04/22/2019	05/05/2019	05/10/2019	June	05/08/2019
11	05/06/2019	05/19/2019	05/24/2019		05/22/2019
12	05/20/2019	06/02/2019	06/07/2019	July	06/05/2019
13	06/03/2019	06/16/2019	06/21/2019		06/19/2019
14	06/17/2019	06/30/2019	07/05/2019	August	07/03/2019
15	07/01/2019	07/14/2019	07/19/2019		07/17/2019
16	07/15/2019	07/28/2019	08/02/2019	September	*07/31/2019
17	07/29/2019	08/11/2019	08/16/2019		08/14/2019
18	08/12/2019	08/25/2019	08/30/2019	Free	08/28/2019
19	08/26/2019	09/08/2019	09/13/2019	October	09/11/2019
20	09/09/2019	09/22/2019	09/27/2019		09/25/2019
21	09/23/2019	10/06/2019	10/11/2019	November	10/09/2019
22	10/07/2019	10/20/2019	10/25/2019		10/23/2019
23	10/21/2019	11/03/2019	11/08/2019	December	11/06/2019
24	11/04/2019	11/17/2019	11/22/2019		11/20/2019
25	11/18/2019	12/01/2019	12/06/2019	January	12/04/2019
26	12/02/2019	12/15/2019	12/20/2019		12/18/2019

* Indicates payroll posting completed in a different month from payday.

Year 2020 Pay Periods

Pay Period	From	To	Check Date	Insurance Month	AFS Posting
1	12/16/2019	12/29/2019	01/03/2020	February	*01/02/2020
2	12/30/2019	01/12/2020	01/17/2020		01/15/2020
3	01/13/2020	01/26/2020	01/31/2020	Free	01/29/2020
4	01/27/2020	02/09/2020	02/14/2020	March	02/12/2020
5	02/10/2020	02/23/2020	02/28/2020		02/26/2020
6	02/24/2020	03/08/2020	03/13/2020	April	03/11/2020
7	03/09/2020	03/22/2020	03/27/2020		03/25/2020
8	03/23/2020	04/05/2020	04/10/2020	May	04/08/2020
9	04/06/2020	04/19/2020	04/24/2020		04/22/2020
10	04/20/2020	05/03/2020	05/08/2020	June	05/06/2020
11	05/04/2020	05/17/2020	05/22/2020		05/20/2020
12	05/18/2020	05/31/2020	06/05/2020	July	06/03/2020
13	06/01/2020	06/14/2020	06/19/2020		06/17/2020
14	06/15/2020	06/28/2020	07/03/2020	August	07/01/2020
15	06/29/2020	07/12/2020	07/17/2020		07/15/2020
16	07/13/2020	07/26/2020	07/31/2020	Free	07/29/2020
17	07/27/2020	08/09/2020	08/14/2020	September	08/12/2020
18	08/10/2020	08/23/2020	08/28/2020		08/26/2020
19	08/24/2020	09/06/2020	09/11/2020	October	09/09/2020
20	09/07/2020	09/20/2020	09/25/2020		09/23/2020
21	09/21/2020	10/04/2020	10/09/2020	November	10/07/2020
22	10/05/2020	10/18/2020	10/23/2020		10/21/2020
23	10/19/2020	11/01/2020	11/06/2020	December	11/04/2020
24	11/02/2020	11/15/2020	11/20/2020		11/18/2020
25	11/16/2020	11/29/2020	12/04/2020	January	12/02/2020
26	11/30/2020	12/13/2020	12/18/2020		12/16/2020
27	12/14/2020	12/27/2020	**12/31/2020	Free	12/30/2020

* Indicates payroll posting completed on Thursday instead of Wednesday due to Legal Holiday.
 ** Indicates payday will be on Thursday due to Friday being a Federal Holiday.

How to Calculate Fiscal Year Earnings

Run the Retirement Research Report (ZF74) or ZP64

- Only run for the pay periods that fall within the fiscal year.
- Do not include pay periods that are split between fiscal years.

Retirement Research Report

STATE OF LOUISIANA ISIS HR

Report ID: ZF74 Retirement Research Report

Run Date & Time: 09/29/2020 at 14:52:33

For Pay Dates: 07/19/2019 to 07/03/2020

PA	Position	PersNo.	Last name	First name	SSN	Payment Date	For-peri...	In-Period	...	Wag...	Wage Type	Σ	Amount	Job key	Job Title
0815	50558338					07/19/2019	201915	201915	/101	Total gross			1,139.29	163510	IT STATEWIDE PROJECT OF
0815	50558338					08/02/2019	201916	201916	/101				2,172.59	163510	IT STATEWIDE PROJECT OF
0815	50558338					08/16/2019	201917	201917	/101				1,828.16	163510	IT STATEWIDE PROJECT OF
0815	50558338					08/30/2019	201918	201918	/101				1,881.15	163510	IT STATEWIDE PROJECT OF
0815	50558338					09/13/2019	201919	201919	/101				2,093.11	163510	IT STATEWIDE PROJECT OF
0815	50558338					09/27/2019	201920	201920	/101				423.92	163510	IT STATEWIDE PROJECT OF
0815	50558338					10/11/2019	201921	201921	/101				1,960.63	163510	IT STATEWIDE PROJECT OF
0815	50558338					10/25/2019	201922	201922	/101				1,775.17	163510	IT STATEWIDE PROJECT OF
0815	50558338					11/08/2019	201923	201923	/101				1,510.22	163510	IT STATEWIDE PROJECT OF
0815	50558338					11/22/2019	201924	201924	/101				1,854.65	163510	IT STATEWIDE PROJECT OF
0815	50558338					12/06/2019	201925	201925	/101				821.35	163510	IT STATEWIDE PROJECT OF
0815	50558338					12/20/2019	201926	201926	/101				1,324.75	163510	IT STATEWIDE PROJECT OF
0815	50558338					01/03/2020	202001	202001	/101				1,165.78	163510	IT STATEWIDE PROJECT OF
0815	50558338					01/17/2020	202002	202002	/101				158.97	163510	IT STATEWIDE PROJECT OF
0815	50558338					01/31/2020	202003	202003	/101				1,695.68	163510	IT STATEWIDE PROJECT OF
0815	50558338					02/14/2020	202004	202004	/101				2,371.31	163510	IT STATEWIDE PROJECT OF
0815	50558338					02/28/2020	202005	202005	/101				1,801.66	163510	IT STATEWIDE PROJECT OF
0815	50558338					03/13/2020	202006	202006	/101				2,543.52	163510	IT STATEWIDE PROJECT OF
0815	50558338					03/27/2020	202007	202007	/101				2,901.22	163510	IT STATEWIDE PROJECT OF
0815	50558338					04/10/2020	202008	202008	/101				3,192.67	163510	IT STATEWIDE PROJECT OF
0815	50558338					04/24/2020	202009	202009	/101				3,073.42	163510	IT STATEWIDE PROJECT OF
0815	50558338					05/08/2020	202010	202010	/101				3,126.41	163510	IT STATEWIDE PROJECT OF
0815	50558338					05/22/2020	202011	202011	/101				2,490.53	163510	IT STATEWIDE PROJECT OF
0815	50558338					06/05/2020	202012	202012	/101				2,384.55	163510	IT STATEWIDE PROJECT OF
0815	50558338	07/03/2020	202014	202014	/101	3,311.88	163510	IT STATEWIDE PROJECT OF							
													49,002.59		

How to Calculate Fiscal Year Earnings

Run the Time Entry Audit Report

- For the pay periods that are split between two fiscal years
- Do not use to pull the hours for the entire Fiscal Year

Time Entry Audit Report

Time Entry Audit Report

Date Parameter

☐ Last Period 20 2020

☐ Present Period 21 2020

☒ Other Period(s) 15 2020 To 15 2020

Date Range 09/21/2020 To 10/04/2020

Selection Criteria

Company Code

Personnel area *

Employee group

Employee subgroup

Personnel subarea

Time Mgmt status

Time administrator *

Personnel number

Org Structure

Report Options

☒ Do Not Display Planned Working Hours

☐ Display Planned Working Hours For Employees with Att/Abs Records

☐ Display Planned Working Hours For All Employees

☐ Display Daily Work Start/End Times For All Employees

☐ Display Only Employees with Start/End Times

Select Display Variant

Display Variant

SAP

Run Date: 09/29/2020 STATE OF LOUISIANA

Run Time: 15:13:28 LaGov ERP-HCM

Report ID: ZT02

Set as Page Break 123 Current Number of Entries Show Variants

Time Entry Audit Report

PA	T...	Pers...	Last na...	First name	TM	Changed By	Hours	Type	Mon	Tues	Wed	Thu	Friday	Sat	Sun	Mon	Tues	Wed	Thu
08	003				1	WF-CAT6	64.50	ZWAE	10.00	10.00	10.00	8.00	2.50	0.00	0.00	8.00	9.00	3.00	2.00

LASERS

- ## Display Basic Pay (0008)

Salary amount Payments and deductions

Find by

 - Person
 - Collective search help
 - Search Term
 - Free search

Personnel No	[REDACTED]	Name	[REDACTED]	Status	Active
EE group	B Part Time Hourly	Personnel ar	0815	DOA-Office of Technology Svcs	
EE subgroup	04 Class NE				
Start	07/29/2019	to	07/28/2020	Chng	07/29/2020 P00066536

Salary

Reason	E6	WAPayAboveMin	Cap.util.M	80.00
P.scale type	02	Classified	WkHrs/period	64.00 Bi-weekly
PS Area	L1	State of Louisiana	Next increase	
Pay Sc. Grp	TS-316	Level	00	Annual salary 88,175.36 USD

W...	Wage Type Long Text	O.	Amount	Curr...	I..	A..	Number/Unit	Unit	
0004	Nonqualified Hourly		52.99	USD		<input checked="" type="checkbox"/>	0.00		<input type="checkbox"/>

IV
 -

◀ ▶
52.99 USD

How to Calculate Fiscal Year Earnings



Take the total from the Retirement Research report and add the total from the split pay period(s).

\$49,002.92
+ 1,059.80 (20 hours x 52.99 hourly rate)
\$50,062.72 total earnings for the fiscal year



Mon	Tues	W
10.00	10.00	10.00

52.99

QUESTIONS?

Contact Casey Pitcher-Jackson

with specific questions at:

225.922.0187

cjackson@lasersonline.org



Casey Pitcher-Jackson

LASERS Accountant Manager

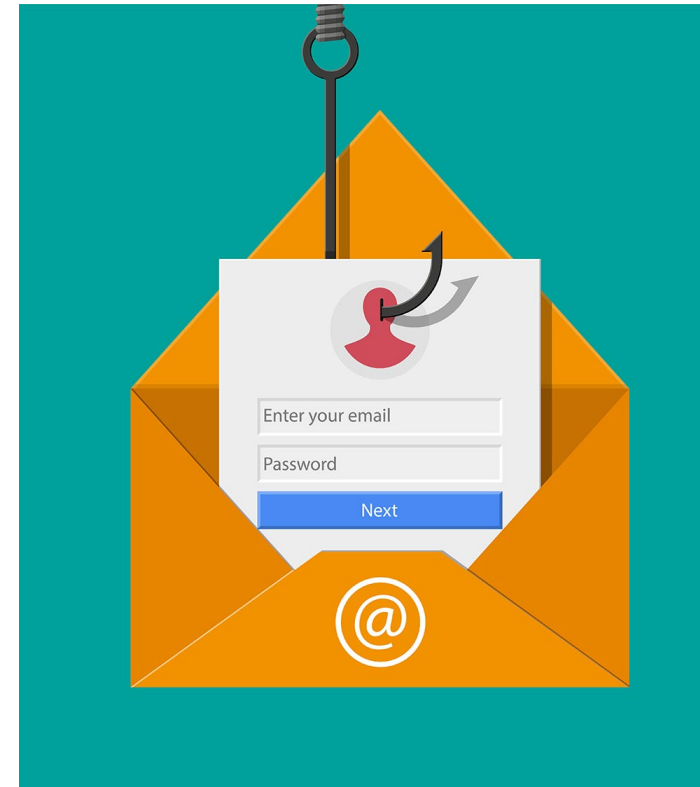
PHISHING: What is it and what does it look like?

Casey Jackson, LASERS Accountant Manager

Agency Open Forum | October 2020

Phishing

- What is it
- Types
- Examples
- What LASERS is doing
- Ways to stay safe



What is Phishing?

Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other communication channels.

The attacker uses phishing emails to distribute **malicious links or attachments** that can perform a variety of functions, including the extraction of login credentials or account information from victims.



Common Types of Phishing

Phishing

- Emails that appear to be from a reputable company or person.
- Sent to a **group** of individuals (i.e. all bank account holders, all state employees) in hopes that someone will reveal their personal information such as passwords and banking or credit card info.

Spear Phishing

- Attacker sends email or other electronic communications targeting a **specific** individual, organization or business.
- Attackers will **already know** information about the victim

Whaling

- Attacker targets **senior** executives



Examples of Spear Phishing

From: [REDACTED] <dvxnm@cox.net> ✕
 Sent: Tuesday, July 23, 2019 8:04 AM
 To: [REDACTED]
 Subject: Hi [REDACTED]

Hi [REDACTED]

I want to add a new bank account to my payroll profile, And I want my next payroll to be paid into this new bank account.

Let me know the information needed to make this change to be active before the next payroll is processed.

-----Original Message-----

From: [REDACTED] <ilovetobeloved7@gmail.com> ✕ 2
 Sent: Tuesday, October 15, 2019 11:10 AM
 To: [REDACTED]
 Subject: Hello!!!

I need to change my direct deposit information.
 kindly let me know what is required ?

Thanks
 [REDACTED]

Sent from my iPhone

> On Oct 15, 2019, at 11:34 AM, [REDACTED] ✕ ✕ <ilovetobeloved7@gmail.com> wrote:
 >
 > Ok thanks...will get it filled and send back asap
 >
 > Thanks Again
 > [REDACTED]
 >
 >
 >
 > Sent from my iPhone

Examples of Spear Phishing

-----Original Message-----

From: [REDACTED] <jg145042@gmail.com> *3

Sent: Thursday, October 17, 2019 1:33 PM

To: [REDACTED]

Subject: Hello

I have completed and scanned form back to you. Do let me know when my new banking info will be active.

Thanks

[REDACTED]

Sent from my iPhone

Examples of Spear Phishing



Email: dorianvv@post.com

Message:


Good day.

I successfully updated my direct deposit last month, i cannot believe i made a mistake with my new account.

it was paid, i got my alert but its an account i don't want to use anymore.

Please how do i go about this? Can i update it again?

Examples of Phishing



From: Amanda Kimble <asisgea@aldia.com.mx>
Sent: Wednesday, March 27, 2019 12:53 PM
To: Mona Joseph <mjoseph@lasersonline.org>
Subject: ****External**** Invoice from 03/27/2019

Morning,

Please see the attached invoice of your Account.

<http://www.hildevossen.nl/oynzmy/secure.accounts.send.com/>

Thanks for your business and for choosing Amanda Kimble.

Amanda Kimble

997-120-5913, direct (pls. try here first, during business hours) 997-120-5762, office 997-120-8932, fax 997-120-5390, mobile 0187/3025776, WhatsApp EMail:akimble@lasersonline.org

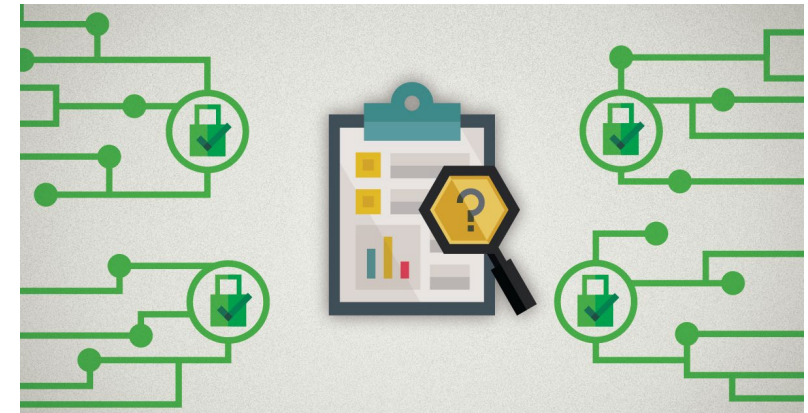


What site would this address resolve to?

What LASERS is Doing to Mitigate the Risk



- Comparing **signatures**
- Changed our form to have the member include the old **routing** number and **account** number
- Calling the member to **verify** their information
- Calling the bank with member on the phone to **verify account ownership**
- Sending **letters** to members after every Direct Deposit change informing them we've received their form and have made changes.



How to Stay Safe

- Do not click on links in emails
- Trust your gut
- If there is a request for personal data or money, verify first (do not use the contact information listed in the email you are questioning)
- **LASERS will never email changes to wiring instructions/banking information for contributions**
- **Look for red flags:**
 - Do the hyperlinks match their text?
 - Does the requests and participants make sense?
 - Does the sender email address match the name?





Contact Information

Location: 8401 United Plaza Blvd. • Baton Rouge, LA 70809

Mail: P.O. Box 44213 • Baton Rouge, LA 70804-4213

Phone: (toll-free) 800.256.3000 • (local) 225.922.0600

Web: www.lasersonline.org