



Employer Portal Optional Service Credit Manual



Optional Service Credit Data Collections

- The OSC Contributions Data Collection allows the employer to report any optional service payment amount deducted from a members wages and remitted by the employer.
- These payments are withheld per pay period according to their purchase agreement . (A copy of the agreement should have been furnished to payroll upon the signing of the agreement.)
- When setting up the payroll deduction, please make note of the Agreement number, payment amount, and number of payments.
- These deductions need to be remitted per pay period and cannot be combined into one payment.



Creating a OSC Data Collection

To create an Optional Service Credit Data Collection, start by clicking on Business Function, Data Collection, and then “New”.

Next, select the OSC Contributions Configuration and fill in the required information.

When “Naming” the Collection, you may use the month, pay period, or member name along with the organization code to help identify your collection. Click “Submit for Creation”.

New/Edit data collection x

?

| | |
|----------------------|---|
| Configuration *: | <input type="text" value="OSC Contributions"/> |
| Name *: | <input type="text" value="2000_SMITH_09012016_09302016_OSC"/> |
| Employer *: | <input type="text" value="2000"/> |
| Plan *: | <input type="text" value="ERS"/> |
| Period Start Date *: | <input type="text" value="9/1/2016"/> |
| Period End Date *: | <input type="text" value="9/30/2016"/> |

[Return To List](#) [Submit For Creation](#)



[Return to the Data Collections screen and select the OSC file which you created.](#)

| | | | | | |
|------|-----------|----------------------|-----------------------|------------------|--------|
| Home | Members ▾ | Business Functions ▾ | Reports & Documents ▾ | Administration ▾ | Help ▾ |
|------|-----------|----------------------|-----------------------|------------------|--------|

2000_SMITH_09012016_09302016_OSC (CAS-37385-W1Q3F2)

Configuration : **OSC Contributions**

Employer : 2000

Plan : ERS

| | | | |
|------------|--------------------|--------------------|-----------------|
| Definition | Data Input Summary | Validation Summary | Process Summary |
|------------|--------------------|--------------------|-----------------|

File Input

+ Add File Delete

| File Name | Status | Message |
|-----------|--------|---------|
| | | |

Data Input Summary

+ Add ▾ Edit Delete

| | |
|--|------------|
| <u>Optional Service Credit Contributions</u> | Input Type |
|--|------------|

[Click on Optional Service Credit Contributions and complete the Data Input Detail Template.](#)



DATA INPUT DETAIL

Complete all fields. Enter the begin date and end date for the pay period you are reporting.

Financial Information: Enter Agreement Number and Contributions. Again, contributions should be entered in the “Contributions Before Tax Field. You should enter “0” in the “After Tax” field.

You may add multiple pay periods per member as well as multiple members.

When all of the fields are completed, click on “Save”.

You will be brought back to the Data Collection Screen Homepage.

Data Input Detail



Input Type :

Optional Service Credit
Contributions

Source : Manual Entry



Key fields

| | |
|--------------------------|--|
| Social Security Number * | <input type="text" value="000000000"/> |
| Organization Code * | <input type="text" value="2000"/> <input type="button" value="v"/> |
| Begin Date * | <input type="text" value="9/1/2016"/> <input type="button" value="calendar"/> |
| End Date * | <input type="text" value="9/15/2016"/> <input type="button" value="calendar"/> |

Employee personal information

| | |
|--------------|------------------------------------|
| Last Name * | <input type="text" value="SMITH"/> |
| First Name * | <input type="text" value="JANE"/> |

Financial information

| | |
|----------------------------|-------------------------------------|
| Agreement Number * | <input type="text" value="12345"/> |
| Contributions Before Tax * | <input type="text" value="120.00"/> |
| Contributions After Tax * | <input type="text" value="0.00"/> |



When you have completed adding your Optional Service Credit Agreement Payments, Click **Validate**

Data Input Summary

+ Add **Edit** **Delete** View: All

| Error | Source | Input Type | Social Security Number | Last Name | First Name |
|-------|--------------|---------------------------------------|------------------------|-----------|------------|
| | Manual Entry | Optional Service Credit Contributions | 00000000 | SMITH | JANE |

1 - 1 of 1 items

Return To List **Validate** **Validate & Load**

When the file status changes to “Action Definition”, you double click on the highlighted row and any errors in the file will be shown. If there are none, you can **Validate & Load**

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Data Collections

+ New **Start/Continue**

| Employer Number | Employer Name | Plan | Case Id | Name | Configuration |
|-----------------|---------------|------|------------------|----------------------------------|-------------------|
| 2000 | State | ERS | CAS-37385-W1Q3F2 | 2000_SMITH_09012016_09302016_OSC | OSC Contributions |

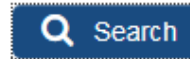


Reviewing Data Collection Summary Sheets

After completing the Data Collection for Wage and Contribution, Post Retirement and or Optional Service Credit Installments, there are reports available for you to confirm the total contributions by org and member, identity members being processed, confirm any change of information entered.

Click on Reports and Documents, Document Viewer, and Employer.

Next enter the org number in the Employer Field. Click on



At this point you will be shown a list of all Completed Data Collections.

Double click on the File Name you wish to review and click open

| Event Detail | | | |
|---|---------------------------------------|-------------------|------------------|
| Name : | 2000_09142016_09142016_osc | Reference Id : | CAS-36528-V2F7V0 |
| Employer : | 2000 | Creation Date : | 9/20/2016 |
| Type : | Data Collection | Completion Date : | 9/20/2016 |
| Name | Document Type | | |
| <u>D0000ctl - Control report - 2000 (ERSRI)</u> | D0000ctl - Control report | | |
| <u>D0000dti - Execution report - 2000 (ERSRI)</u> | D0000dti - Execution report | | |
| <u>D0000sta - Transaction summary report - 2000 (ERSRI)</u> | D0000sta - Transaction summary report | | |
| <u>D0000tra - Transactions report - 2000 (ERSRI)</u> | D0000tra - Transactions report | | |
| <u>D0000upd - Modified fields report - 2000 (ERSRI)</u> | D0000upd - Modified fields report | | |
| <u>D0000val - Public validation report - 2000 (ERSRI)</u> | D0000val - Public validation report | | |



Buyback Event Buyback Contributions is the overall total of the deductions for all members within your data collection. **Buyback Event Buyback Service** is the overall total of service credit for all members in your data collection.

| | A | B | C | D | E | F |
|----|-------------------------|--|-------|-------------------------------------|--------------|---|
| 1 | Client Name | Employees' Retirement System of Rhode Island | | | | |
| 2 | Summary of | 2000_052016_OSC PAYMENTS (CAS-02026-R5R4R6) | | | | |
| 3 | | | | | | |
| 4 | Employer# / Name | 2000 | State | | | |
| 5 | File Name | | | | | |
| 6 | File Status | Final | | | | |
| 7 | | | | | | |
| 8 | Total Records Processed | 1 | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | No Error | | | No Error With Warnings | | |
| 12 | | | | Buyback Event Buyback Contributions | 28.680000000 | |
| 13 | | | | Buyback Event Buyback Service | 0.009614708 | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |

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Execution Report shows the detail records for each member's installment. Please note that your remittance for your OSC completed data collection will be available the next day.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|-------------|--|------------|------------------|-----------------------|-----------|------------|-----------|-------------|----------|--------------|-------|--------|---|
| Severity | Message | Message ID | Record | Field | SSN | First name | Last name | Employee no | Employer | Pension plan | Group | Status | |
| Information | A record has been updated. | 274 | Buyback Contract | | 039520222 | DANIEL | COSGROVE | 103406 | 2000 | ERS | B1NE | A | |
| Information | The value (Ariel) has been adjusted to 57.570000000. | 6457 | Buyback Contract | Balance Due | 039520222 | DANIEL | COSGROVE | 103406 | 2000 | ERS | B1NE | A | |
| Information | A record has been created. | 9675 | Buyback Event | | 039520222 | DANIEL | COSGROVE | 103406 | 2000 | ERS | B1NE | A | |
| Information | The value (Input) has been adjusted to 28.680000000. | 6457 | Buyback Event | Buyback Contributions | 039520222 | DANIEL | COSGROVE | 103406 | 2000 | ERS | B1NE | A | |
| Information | The value (Input) has been adjusted to 0.009614708. | 6457 | Buyback Event | Buyback Service | 039520222 | DANIEL | COSGROVE | 103406 | 2000 | ERS | B1NE | A | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

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COMMON OSC DATA COLLECTION ERRORS

| Message |
|---|
| AgreementNo is not valid for this employee. |
| No buyback contract can be found in the database. Please validate and correct the information. |
| The provided contributions do not correspond to the periodic payment of the buyback contract. |
| The provided buyback contributions type do not corresponds to the buyback contribution type for this agreement number. Please validate and correct the informati... |

- **If you receive any of these errors, you should first confirm the information added with the “OSC Purchase Agreement”.**
- **Make any changes necessary to the Data Input Screen.**
- **If the information corresponds to the Agreement, contact Employer Portal Support and they will review the member information for accuracy and take the necessary action.**