



OCERS Pay Code Request Form

Section 1: Plan Sponsor Contact Information

To be completed by a Plan Sponsor representative who is requesting a new pay item code

Plan Sponsor Name	Plan Sponsor Representative
Contact Number	Date

Section 2: New Pay Item Type

General Information

Pay Period	Pay Period Begin Date	Pay Period End Date
Pay Code		

Provide full description of what the items are and when, why and to whom they are paid.

Section 3: OCERS STAFF (to be filled out by OCERS Staff)

Is this item Pensionable? YES <input type="checkbox"/> NO <input type="checkbox"/>	Will it be used in FAS? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will it be prorated in FAS? YES <input type="checkbox"/> NO <input type="checkbox"/>	Applicable Plans: Legacy PEPRA Both

Additional Notes:

Instructions:

When implementing or changing a pay code submitted on the transmittal to OCERS, please complete and submit this request form for review and approval. Once the code has been entered into the pension system the pay code can be sent on the transmittal. The pay code must be set up in the system or exceptions are created when validating the file.

1. Download form from the Plan Sponsor Section of the OCERS Web site www.ocers.org
2. Fill in and complete the top two sections of the OCERS Pay Code Request form.
3. Email completed form to v3transmittals@ocers.org or fax to 714-558-6234, attention transmittal desk.