



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

Description of Pay Code:

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

Is this item Pensionable?

YES NO

Will it be used in FAS?

YES NO

Will it be prorated in FAS?

YES NO

Additional Notes:

Instructions:

When implementing a new Pay Code that will be sent on the transmittal to OCERS please complete and submit a Pay Code Request Form, so that the new Pay Code can be entered into the OCERS Retirement System prior to importing the transmittal.

1. Download form from the Plan Sponsor Section of the OCERS Web site www.ocers.org or call the OCERS Transmittal desk at 714-569-4834 to request a form.
2. Fill in and complete the top two sections of the OCERS Pay Code Request form.
3. Fax form to 714-558-6234, attention transmittal desk.