



New Pay Item Request Form

Submit this Form:

Mail | P.O. Box 1229, Santa Ana, CA 92702
 Phone | (714) 558-6200
 Online | www.EmployerPayroll@ocers.org

IMPORTANT INFORMATION REGARDING PAY CODES:

Please complete and submit this request form for review and approval of new pay items or changes to existing pay items. New or changed pay items must be submitted 30-days prior to the time of implementation of the code. Once the pay item has been approved and entered into the pension system the pay item can be sent on the transmittal. The pay code must be set up in the system or exceptions are created when validating the file.

Return completed form and required documentation to Employer Payroll Unit by Email: Employerpayroll@ocers.org

Use only one form per code

SECTION 1: GENERAL INFORMATION				
Employer Name	Employer Representative	Contact Number	Date	
SECTION 2: PAY CODE & EFFECTIVE DATES				
Pay Code ID	Pay Code Description (Title)	Pay Period Effective	Pay Period Begin Date	Pay Period End Date
SECTION 3: PAY ITEM MOU REFERENCE MATERIAL & INFORMATION				
Name of the governing MOU/Contract:	Term of MOU/Contract:	Date of Adoption:	MOU Page Number(s)	
IMPORTANT NOTE: Please attach a copy of the applicable MOU article, section, and page(s), amendment "side letter" and/or other official documents establishing the compensation underlying the pay code and which supports your answers, below. (Do not provide copy of entire MOU)				
Please provide a full description of the pay item:				
1. List all job classification(s) of employees are eligible for this pay item? (Please list job classifications)				
2. Indicate if all members or employees in the job classification(s) listed above are eligible to receive this pay item			YES	NO
3. Indicate how this Pay Item is calculated.			Fixed Amount	% of Base Pay
			N/A	N/A



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4. Is the pay item for work performed outside of Normal Working Hours? If the answer is No, but served at times other than during a traditional 8, 10 or 12 hour shifts or 40-hour work week, please include supporting official documentation for that conclusion.	<u>YES</u>	<u>NO</u>	<u>N/A</u>
5. Is the pay item a bonus?	<u>YES</u>	<u>NO</u>	<u>N/A</u>
6. Is the pay item paid one-time or ad hoc?	<u>YES</u>	<u>NO</u>	<u>N/A</u>
7. Is the pay item an allowance (i.e. car allowance, uniform allowance, cell phone allowance)?	<u>YES</u>	<u>NO</u>	<u>N/A</u>
8. Is the pay item a reimbursement?	<u>YES</u>	<u>NO</u>	<u>N/A</u>
9. Is the pay item for deferred compensation?	<u>YES</u>	<u>NO</u>	<u>N/A</u>
10. Is the payment for accrued unused Leave/Vacation Payout, earned and payable within 12-month period?	<u>YES</u>	<u>NO</u>	<u>N/A</u>
11. Is the payment for compensation that had previously been provided in kind to the member by the employer or paid directly by the employer to a third party other than the retirement system for the benefit of the member or employee?	<u>YES</u>	<u>NO</u>	<u>N/A</u>
12. Is the payment severance or other payment in connection with or in anticipation of a separation or termination from employment?	<u>YES</u>	<u>NO</u>	<u>N/A</u>
a) If terminal pay, pay is both earned and payable within 12-month period?	<u>YES</u>	<u>NO</u>	<u>N/A</u>
13. What is the basis of eligibility for the pay item (i.e. certification of completion, degree, shift, assignment)?			
14. Is the pay item included in publicly available pay schedule as defined in the *OCERS Pensionable Compensation Board Policy? If so, in what publicly available salary schedule is the pay item listed or described? (Please provide the title and location of the document)			
Employer Notes / Comments:			

*OCERS Pensionable Compensation Board Policy defines a Publicly Available Pay Schedule as:

A document that:

- a) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- b) Identifies the position title for every employee position;
- c) Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- d) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's Internet website;
- e) Does not reference an unavailable document in lieu of disclosing pay rate.



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SECTION BELOW RESERVED FOR OCERS STAFF

PEPRA PENSIONABLE COMPENSATION CRITERIA – PER GC SECTION 7522.34(a)		Qualifier	YES	NO	N/A
1.	Normal Monthly Rate of Pay or Base Pay:	<u>YES</u>			
2.	If Premium Pay is it Earnable by all Similarly Situated:	<u>YES</u>			
3.	Is Pay Item In Public Pay Schedule:	<u>YES</u>			
4.	Is payment for Services Rendered Outside Normal Working Hours:	<u>NO</u>			
5.	Reimbursement or Previously Paid In-Kind:	<u>NO</u>			
6.	Bonus, One-Time Ad-hoc Payment:	<u>NO</u>			
7.	Severance or Terminal Pay:	<u>NO</u>			
8.	Overtime other than Section 207(k) Time:	<u>NO</u>			
9.	Payment for Any Unused Leave:	<u>NO</u>			
10.	Employer Contribution to Deferred Comp:	<u>NO</u>			
PEPRA Pensionable?:					
Notes & Comments Regarding Decisions					

COMPENSATION EARNABLE CRITERIA – PER GC SECTION 31461		Qualifier	YES	NO	N/A
1.	Compensation at Same Pay Rate as Persons in Same Grade or Class	<u>YES</u>			
2.	If a One-Time or Ad Hoc Payment, is it Paid to All Similarly Situated	<u>YES</u>			
3.	If Leave/Vacation Payout is it Earned & Payable in 12 Month Period	<u>YES</u>			
4.	If Terminal Pay, is it Earned & Payable in 12 Month Period	<u>YES</u>			
5.	Compensation Previously Paid In Kind & Now as Cash	<u>NO</u>			
6.	Payment for Services Rendered Outside Normal Working Hours	<u>NO</u>			
Comp Earnable?					
Notes & Comments Regarding Decisions					

Applicable Plans	Pensionable	Used in FAS	Prorated in FAS	Additional Notes:
PEPRA				
LEGACY				
BOTH				
_____		_____		
APPROVED BY		DATE		