

APERS MONTHLY RECONCILIATION FORM INSTRUCTIONS

****FORMS FOR EACH EMPLOYER GROUP INCLUDE CURRENT CONTRIBUTION RATES****

APERS Monthly Reconciliation form should be submitted each month with the Monthly Earnings and Service Report (due to APERS by the 10th of the following month).

Below you will find step-by-step instructions on using the “paper” version of the APERS Monthly Reconciliation form. If you would prefer to complete electronically you may use the *Excel* form version, which you can download from the APERS website. The instructions are the same for the *Excel* version, except that it calculates “Totals due” based on the earnings you enter.

Part 1

Refer to your payroll records for the applicable reporting month:

Employee Contributions:

- Under “Reported Earnings” enter the salaries of ALL Contributory employees.
- Multiply the “Reported Earnings” by the employee contribution rate and list the total under “Contributions Due”.

Employer Contributions:

- Under “Reported Earnings” enter the salaries of all employees.
- Multiply the “Reported Earnings” by the employer contribution rate and list the total under “Contributions Due”.

Part 2

- Using the Remittance Forms for the report month, by Payroll Cycle, add the employee contributions and employer contributions, separately, and place the total of each in the respective columns (i.e. employee contributions, employer contributions).
- Total each respective line (i.e. Total EE and ER Paid).
- Total all payments (each column, i.e. Total employee contributions, Total employer contributions, Total EE and ER paid).

Part 3

- From Part 1 enter the “Total Employee/Employer Contributions Due” in the respective column and total the line.
- From Part 2 enter the “Total Employee/Employer Contributions Paid” in the respective column and total the line.
- Add each respective column to determine “Difference: Over (Short)”.
- Provide Explanation for any Difference.

Reporting Official must sign the reconciliation and provide email address and telephone number.