

# EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA

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## MEMORANDUM

TO: Payroll Software Vendors  
Employer Reporting Officials  
IT Department Personnel

FROM: Carlton Lenoir, Employer Reporting Director

SUBJECT: GSEPS Contribution Groups and Test Files Instructions

DATE: August 15, 2008

No doubt by now you and your payroll vendor are making good progress toward implementing the required changes to your payroll software and detail files for the new GSEPS plan effective January 1, 2009. ERS and ING are also very busy in making changes to our applications and business processes to successfully implement and administer the new plan early next year. Testing will soon begin on our internal processes which includes loading the monthly detail files which will now include the GSEPS contribution groups for the defined benefit plan.

The new contribution groups for GSEPS are outlined next. Please note: Most employers use the GAR contribution code for non-law enforcement state employees with the exception of State Courts and Tax Officials.

- Non-law enforcement state employee (GAR)
- Georgia Bureau of Investigation (GOA)
- Corrections (GCO)
- Motor Vehicle Safety (GMV)
- Natural Resources – Conservation Rangers (GDR) Deputy Conservation Rangers (GNR)
- Pardons and Parole (GPP)
- Public Safety (GPS)
- Revenue – Agents (GRA) Special Investigators (GRI)
- State Courts (GSC)
- Tax Officials (GTO)

While your agency should have compliant test files for the defined benefit reporting by September 30, 2008, we are *now* ready to begin accepting test files for review and feedback. Please begin sending test files to <https://testing.ersga.org>. This test website is a replica of our production reporting website so please use your current user id and passwords to login and upload your test files. The employer contribution rates for these groups will be provided soon. For testing, please use the current new plan employer rates.

We will be monitoring our file staging area for new files nightly. However, please e-mail my assistant: Ms. Diane Clark at [dclark@ers.state.ga.us](mailto:dclark@ers.state.ga.us) with the date and time of your upload along with your employer name and code. Should you have any technical problems or issues, please contact our IT Manager: Keith Badalamente at 404-603-5702. Your prompt attention is appreciated.