



Training for Charter School Employers

Presented by the Chicago Teachers
Pension Fund according to the Illinois
Compiled Statutes

2007



Substantive changes to this presentation .

- The substantive changes to this presentation are found on slides 41-44.
- They are in regards to the 5 day rule.



B.O.E. History

- Our Fund was created by the State of Illinois in 1895 to provide an old age pension for Chicago Public School Teachers.
- Social Security did not exist in 1895.
- The B.O.E was the only employer of Chicago Public School teachers for over 100 years.
- The B.O.E teachers are represented by the Chicago Teachers Union.



Charter School History

- Charter Schools were established in Chicago in 1997
- Charter School Teachers are not currently represented by the Chicago Teachers Union



WHO IS ELIGIBLE

- An eligible contributor is a person certified under the law governing certification of teachers in the State of Illinois. (TO INCLUDE: ADMINISTRATORS, PRINCIPALS, ASSISTANT PRINCIPALS, SUPERINTENDENTS AND ASSOCIATES)
- And was paid for at least 5 days in a 10 day/semi-monthly period.





(OTIS) ONLINE TEACHER INFORMATION SYSTEM

Below is the Web Site address to search for active Teacher Certificates.

<https://sec1.isbe.net/ecs/>



EXCEPTIONS

1. Persons contributing concurrently to any other public pension system in the state of Illinois for the same employment.
2. Persons hired on an hourly basis.
3. Persons hired on a part-time basis.

EXAMPLE: Counselor hired to work at your school one day a week.

4. Retired teacher collecting a pension from our fund.



EXAMPLE OF A TYPICAL CONTRIBUTOR:

- Regular assigned teacher with a contract for the school year.
- Regular Substitute teacher earning an established daily rate.



MEMBERSHIP IS MANDATORY

Membership is mandatory for all eligible employees.

Please be advised of the importance of this statement. As the employer, you are responsible for compliance.



CONTRIBUTIONS AND PERCENTAGE OF SALARY

The law states that a teacher **must** contribute 9% of their contract salary.

ILCS 40, 5/17-130



Combination of Participation



The contribution can be paid by either the employer or by the employee or by any combination of the two.

ILCS 40, 5/17-130.1



EMPLOYER PORTION

Each employer electing to pick-up all or a portion of the employees' contributions must adopt a formal resolution.

The formal resolution should state that the employer will make contributions in lieu of the employees' contribution and that the employees cannot elect to receive such contributions directly.



This declaration must apply to all of your contributing employees.



More About the 9%

EXAMPLE:

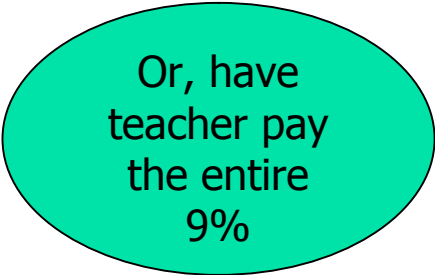
The B.O.E picks-up 7% of the Teacher contribution and the employee pays 2%. As in 7 - 2

As an employer, you can break down the 9% any way you want.

8 - 1

2.8 - 6.2

4.5 - 4.5



Or, have
teacher pay
the entire
9%



The employer pick-up can be:

1. A Reduction in salary
2. An offset against future salary increases
3. A combination of both

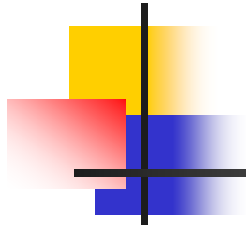
This means that all or a portion of the pension contribution can be considered as tax deferred income for your employees.



TAX DEFFERED CONTRIBUTIONS

As of July 1, 1999, teacher's portion of contributions can be deducted as a Pre-tax contribution. Thereby, reducing their taxable income.

You make this determination



This declaration must apply to all of your contributing employees.



Pension-able Salary Versus Gross Salary

- Not all salary earned by a teacher can be used to determine the 9% mandatory contribution.
- The 9% deduction is based on what we call “pension-able” salary.



PENSION-ABLE SALARY

“Pension-able” is the teachers
contract salary.





PENSION-ABLE SALARY
does **not** include the following:

1. OVERTIME
2. SPECIAL SERVICES
3. EMPLOYMENT ON AN OPTIONAL BASIS
(example is summer school)



Additional salary that **is** Pension-able

- The next 2 slides define additional “Pension-able” salary.

ILCS 40, 5/17-131



VACATION PAY

Vacation pay is pension-able and should be included in the regular salary.



BONUS PAY

This is rare and should be available
to all your eligible employees.

BONUS PAY IS NOT PENSIONABLE.



PAY PERIODS AND SALARY

How many times must you pay your teacher to distribute all of their contract salary?

This determines their "base periodic pay."



PAY PERIODS AND SALARY

Perhaps you have 24 pay periods a year. You pay semi-monthly.

Example of 24 pp Schedule

PP NUMBER	Period Start	Period End	Pay Date
2004 13	7/1/2004	7/15/0415	7/22/2004
14	7/16/2004	7/31/2004	8/6/2004
15	8/1/2004	8/15/2004	8/20/2004
16	8/16/2004	8/31/2004	9/7/2004
17	9/1/2004	09/15/04	9/22/2004
18	9/16/2004	9/30/2004	10/7/2004
19	10/1/2004	10/15/2004	10/22/2004
20	10/16/2004	10/31/2004	11/5/2004
21	11/1/2004	11/15/2004	11/22/2004
22	11/16/2004	11/30/2004	12/7/2004
23	12/1/2004	12/15/2004	12/22/2004
24	12/16/2004	12/31/2004	1/7/2005
2005 1	1/1/2005	1/15/2005	1/21/2005
2	1/16/2005	1/31/2005	2/7/2005
3	2/1/2005	2/15/2005	2/22/2005
4	2/16/2005	2/28/2005	3/7/2005
5	3/1/2005	3/15/2005	3/22/2005
6	3/16/2005	3/31/2005	4/7/2005
7	4/1/2005	4/15/2005	4/22/2005
8	4/16/2005	4/30/2005	5/6/2005
9	5/1/2005	5/15/2005	5/20/2005
10	5/16/2005	5/31/2005	6/7/2005
11	6/1/2005	6/15/2005	6/22/2005
12	6/16/2005	6/30/2005	7/7/2005

Pay Periods are numbered from 1 to 24

The first Pay Period in January starts again at 1

The Pay Date is the date the teachers actually get paid

The Pay Period End date is the last day of that pay period

These Pay Periods are literally at the middle and end of each month. 2 periods a month X 12 months = 24 Pay Periods



PAY PERIODS AND SALARY

Perhaps you have 26 pay periods a year. You pay Bi-weekly.



PAY PERIODS AND SALARY

or

Perhaps some of your teachers are
paid on a 10 month basis.

20 times a year.



Declaration of Pay Periods

It is important that you declare the number of pay periods for each **individual** teacher.



Service Credit and Pay Periods

At the Fund, we give a teacher a service credit for every pay period in which they make a contribution.



More about Service Credits

Two contributions equal one month of Service. Ten months of service equal one year of service credit.



More about Service Credits

A teacher must have 5 years of service credit to be VESTED and to receive a pension.



LET'S USE BOB AS OUR EXAMPLE

1. Bob has a contract salary of 26,000 dollars, although he was paid 30,000 dollars for the year.
2. His schedule is September through June.
3. You spread his pay from September through August, equaling 26 pay periods.



What you must tell us about Bob

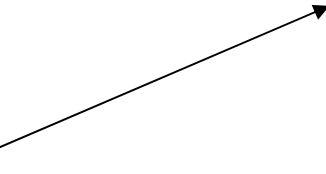
We need to know Bob's **contract salary, not what he was paid.**

How many times you will pay Bob.

Also,

Which pay periods represent "**worked periods**" versus summer pay.

More about this Later





The Math for Pensionable Base Pay

- $26,000 / 26 \text{ PAY PERIODS} = 1,000.00$
Pensionable Base Pay

WEB site forces you to enter the Annual amount (except for substitute teachers) and computes the Base salary and deductions for you.



Bob's Gross Salary versus His Pension-able salary

Think of it like this: Bob has two different realities in regards to his salary.

1. The salary he earns in the check he cashes. (Bob's take home pay is 30K)
2. The "pension-able" salary you declare to the Fund. (Bob's contract salary is 26K)



Bob's "pension-able" Salary

Bob's "pension-able" Salary is the salary you declare on the report to the Fund and should remain constant.

- Or, as in our example 1,000.00 with a \$90.00 pension contribution for each of the 26 periods.



An Important Rule

Please pay close attention to the next several slides. The 5 day rule has been changed and these changes are in effect immediately.

In order to facilitate these changes, it is necessary to open the “Days Paid” field on the reporting Website. The screen shot example is of the new screen.



FIVE DAY RULE

- A contributor is entitled to a service credit if they were paid for at least 5 days in a 10 day/semi monthly pay period.
- Emphasis on the word “PAID”.



What does this really mean?

- If a contributor fails to work all the days in a pay period...
- and his gross pay is less than a normal period...
- as long as the contributor was paid for at least 5 days during the pay period, include him on the report and submit 9% of his gross pay amount.

In our example Ron's bi-weekly base salary is \$1,000.00



Hypothetical situation #1.

- Ron is a full time, assigned teacher. His normal semi-monthly/bi-weekly gross amount is \$1,000.
- Ron has 5 sick days in his bank.
- Ron get sick and misses two weeks work, but gets paid for 5 days from his sick day bank... Ron's gross pay is \$500.00.
- Ron will appear on the next report, with a contribution amount of \$45.00 and a salary of \$500.00.

Less than 10 but at least 5 day paid rule.

Sort Order: Name
Display: Active/Inactive

Active Employee Payroll Information						
Include Checked Employees	Name	SSN	Days Paid	Salary	Employer Contribution	Employee Contribution
<input checked="" type="checkbox"/>	Ardito, Peter J	999-99-9999	12	\$1,200.00	\$84.00	\$24.00
<input checked="" type="checkbox"/>	BLACK, HELEN	222-22-2222	5	\$500.00	\$35.00	\$10.00
<input checked="" type="checkbox"/>	Brown, Sally	123-45-6789	10	\$1,250.00	\$87.50	\$25.00
<input checked="" type="checkbox"/>	Ronald, Smith	001-99-9999	5	\$500.00	\$35.00	\$10.00
<input checked="" type="checkbox"/>	SAGEZ, ERIN	571-79-0000	10	\$1,083.33	\$75.83	\$21.67
<input checked="" type="checkbox"/>	Smith, Joan G	123-45-7516	10	\$5.00	\$0.35	\$0.10
<input checked="" type="checkbox"/>	Smith, Joe	333-33-3333	10	\$1,666.67	\$116.67	\$33.33
<input checked="" type="checkbox"/>	Sosa, Sammy	828-82-8882	10	\$3,750.00	\$262.50	\$75.00
<input checked="" type="checkbox"/>	TUESDAY, MONDAY	555-12-5555	10	\$1,458.33	\$102.08	\$29.17
<input checked="" type="checkbox"/>	Williams, Kristen M	334-76-3139	10	\$12,291.67	\$860.42	\$245.83

Inactive Employee Information

Name	SSN	Inactive Reason
------	-----	-----------------

Ron was only paid for 5 days and grossed \$500.00. The highlighted area is where you are required to type over the original base pay and show the lesser gross pay.

The red circle is where you will enter days paid less than 10.

Remember if this number is less than 5.... You should not include the member on the report.



Caution!!!!

- If this concept is not totally understandable..
Please call the fund to speak to the Charter School
Department for clarification. 312 604-1181.



Hypothetical situation #2.

- Bob is a full time, assigned teacher. His normal semi-monthly/bi-weekly gross amount is \$1,000.
- Bob has 4 sick days in his bank.
- Bob get sick and misses two weeks work, but gets paid for 4 days from his sick day bank... Bobs gross pay is \$400.00.
- Bob will NOT appear on the next report, and no contributions should be deducted from his pay.



Your Payroll Service

- Most payroll service is set up to use a formula for deductions. ($a\% = \text{deductions}$)
- For our purposes, they will not use a formula for the pension deduction.
- Please advise them to use a set amount.



Your responsibility

- 1. You declare Bob's annual salary rate.
- 2. You declare the number of times Bob will get paid.
- 3. You tell your Payroll how much to deduct from Bob's check for a pension contribution.



Example of Bob's gross salary
versus his agreed upon salary.



Bob's annual gross pay including
OT.

\$30,000

He couldn't live on \$26,000 so he worked over-time as a lunch room monitor.



**Bob's agreed upon Salary without
OT.**

\$26,000



What can go wrong # 1

You start off paying Bob 26,000 with the possibility of a raise mid year if his performance justifies it.

January 1, you adjust his annual salary to 30,000 and retro pay him.

Web Site has an adjustment screen.



What can go wrong # 3

Bob quits or gets terminated mid year and you pay him a lump sum final check that amounts to more than his normal bi-weekly salary.

CALL THE FUND FOR INSTRUCTIONS!



What can go wrong # 4

Teacher goes on Maternity leave (not Bob)
And comes back after three months to work
“part time” but that “part time” schedule
equals at least 5 days in a pay period.

Send 9% of the gross pay.



What can go wrong # 5

- Teacher is hired and Social Security is deducted versus Pension contributions for several pay periods.
- You must send in contributions for all missed pay periods where the teacher earned salary.

The Web Site Reporting allows for this transaction.



REPORTING AND THE WEB

ILCS 40, 5/17-132 The law states:

"an employer shall cause the Fund to receive all pension contributions within 15 business days of the pre-designated paydays. Amount not received by the fifth day shall be deemed delinquent and subject to late interest penalty."



Examples of Web Site Set Page

The following screens indicate the cells for data entry of teachers:

1. Pension-able Salary
2. Weeks Paid
3. Period Type

Payroll Information	
First Name	Bob (required)
Middle Name	
Last Name	Roberts (required)
SSN	000 - 22 - 2222 (required)
Annual Salary	\$26,000.00 (required)
Weeks Paid	52 (required)
Pay Frequency	Bi-Weekly (required)
Number of Pay Periods	26 (fixed calculation)
Base Salary	\$1,000.00 (fixed calculation)
Employer Contribution - .00 %	\$0.00 (fixed calculation)
Employee Contribution - 9.00 %	\$90.00 (fixed calculation)
Pre/Post Tax Withholding	Pre-Tax (required)
2.2 Contribution	
Days Paid	10 (required)
Sick Day Balance	
Period Type	Regular (required)
Status	Active (required)
Inactive Reason	(required for Inactive Status)
Termination Date	(required for Terminated Status)

Bob's Annual Salary
 Weeks Paid
 Worked pay period

This is an example of the "Add a Teacher" Screen on the Web Site.

Payroll Information	
First Name	Bob (required)
Middle Name	
Last Name	Roberts (required)
SSN	000 - 22 - 2222 (required)
Annual Salary	\$26,000.00 (required)
Weeks Paid	52 (required)
Pay Frequency	Bi-Weekly (required)
Number of Pay Periods	26 (fixed calculation)
Base Salary	\$1,000.00 (fixed calculation)
Employer Contribution - .00 %	\$0.00 (fixed calculation)
Employee Contribution - 9.00 %	\$90.00 (fixed calculation)
Pre/Post Tax Withholding	Pre-Tax (required)
2.2 Contribution	
Days Paid	10 (required)
Sick Day Balance	
Period Type	Summer (required)
Status	Active (required)
Inactive Reason	(required for Inactive Status)
Termination Date	(required for Terminated Status)

Bob's Annual Salary
Weeks Paid
Non Work pay period

This is an example of the "Add a Teacher" Screen on the Web Site.



Send the report and funds twice a month

Keep in mind.....

If a teacher terminates, they are entitled to a complete refund of their contributions from the Fund within 60 days of their termination date.



A Bad Thing # 1

**I want my
Money
Back.**



I'm Sorry,
Your employer
never sent it.





A Bad Thing #2

You have been making contributions for a Non Certified Teacher, we are sending the money back to you and now you must pay Social Security and perhaps amend their W2 tax form.

Don't let this happen to you .





Your Responsibility

- Determine eligibility of Teacher
- Know teachers salary and pay schedule
- Educate your Payroll service
- Send accurate reports
- Send reports on time
- Send contributions



Benefits of being a Contributor

1. With 5 years of service credit, you are entitled to a life time monthly pension. (eligibility rules apply)
2. Death benefits to your survivors and beneficiaries. (eligibility rules apply)
3. Complete refund of contributions after termination of employment.



What you must declare before your first submission

1. If, as the employer, you will pick-up any portion of the 9% or if your teacher is responsible for the entire amount.
2. If the teacher contribution will be a “pre” or “post” tax deduction.
3. Pay period schedule.



CTPF WEB SITE REPORTING

- LOG ON
- SELECT PAY PERIOD
- ENTER “TOTAL” AMOUNTS
- TRANSMIT
- DONE



Setting up a Web Account

To set up an account with our charter submission website you must fill out this form. Once we receive it, we will in turn send you an automatically generated password via email. After logging on you can change the password to anything you like.

Charter School Web Site Reporting Information			
CHARTER HOLDER		(if different from School Name)	
School Name		(Required)	
Unit Number		(Required)	
Reporting Agency		(The employer)	(Required)
Federal ID # (FEIN)		(Required)	
Authorization Required (Yes/No)		Yes	No
User 1 Info			
First Name		(Required)	
Last Name		(Required)	
Login ID		(Required)	
Email Address		(Required)	
Phone Number		(Required)	
Fax Number		(optional)	
User 2 Info (User 2 info is required if authorization is "yes")			
First Name		(Required)	
Last Name		(Required)	
Login ID		(Required)	
Email Address		(Required)	
Phone Number		(Required)	
Fax Number		(optional)	
View Only 1 Information (optional)			
First Name			
Last Name			
Login ID			

LOG ON PAGE

Chicago Teachers' Pension Fund - Charter School Payroll Reporting System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://www.ctpfcharter.org/> Go Links

Favorite X

Ac >>

Links

- MSN...
- Radi...
- ctpf...
- Char...
- Admi...
- Abo...
- (OTI...

C S P R S Login

Charter School Payroll Reporting System

LOGIN

Monday, January 24

Access Secure Site

Unit #:

Login ID:

Password: Login

Forgot Login ID/Password? Help

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Home Page



Charter School Payroll Reporting System - Production Test School - Microsoft Internet Explorer

Address: https://www.ctpfcharter.org/cgi-bin/login.pl

C S P R S Employer Home Page

Charter School Payroll Reporting System

[Employer Info](#)
[Change Password](#)
[Add Employee](#)
[Update All Employees](#)
[Adjustments](#)
[Payroll Report History](#)
[FAQ](#)
[Help](#)
[Contact CTFE](#)
[Log Out](#)

Welcome Eric Morel
 Select Pay Period and enter Control Totals before initiating Payroll Report.

[Production Test School](#)

	Pay Period	Payroll Date	Employer Contributions	Employee Contributions	Additional Contributions	Number of Employees	
Control Totals	10/10/2004 - 10/23/2004 09/26/2004 - 10/09/2004	/ /					Continue
Calculated Totals	CURRENT PERIOD	(month/day/year)					Calculate Totals

Initiate Payroll Report Begin Payroll Reporting Process

Sort Order: Name SSN

Display: Active/Inactive Terminated ReDisplay

Active Employee Payroll Information										
Include Checked Employees	Name	SSN	Days Paid	Salary	Employer Contribution	Employee Contribution	Sick Day Balance	Weeks Paid	Weeks Worked	Additional Contributions
<input type="checkbox"/>	BLACK, HELEN	222-22-2222	10	\$1,923.08	\$134.62	\$38.46		52	40	\$0.00
<input type="checkbox"/>	Brown, Sally	123-45-6789	2	\$1,167.20	\$81.70	\$23.34		52	40	\$0.00

7 of 24 - Clipboard Item collected.

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Home Page

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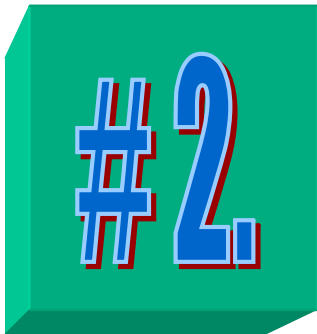
	Pay Period	Payroll Date	Employer Contributions	Employee Contributions	Additional Contributions	Number of Employees	
Control Totals	10/10/2004 - 10/23/2004 09/26/2004 - 10/09/2004	/ /					Continue Calculate Totals
Calculated Totals	CURRENT PERIOD	(month/day/year)					

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Welcome Eric Morel
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[Production Test School](#)

	Pay Period	Payroll Date	Employer Contributions	Employee Contributions	Additional Contributions	Number of Employees	
Control Totals	<input type="text" value="10/10/2004 - 10/23/2004"/> <input type="text" value="09/26/2004 - 10/09/2004"/>	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Continue"/> <input type="button" value="Calculate Totals"/>
Calculated Totals	CURRENT PERIOD	(month/day/year)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Begin Payroll Reporting Process

Sort Order: Name SSN
 Display: Active/Inactive Terminated

Active Employee Payroll Information										
Include Checked Employees	Name	SSN	Days Paid	Salary	Employer Contribution	Employee Contribution	Sick Day Balance	Weeks Paid	Weeks Worked	Additional Contributions
<input type="checkbox"/>	BLACK, HELEN	222-22-2222	10	\$1,923.08	\$134.62	\$38.46		52	40	\$0.00
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<input type="checkbox"/>	Brown, Sally	123-45-6789	2	\$1,167.20	\$81.70	\$23.34		52	40	\$0.00
<input type="checkbox"/>	Ronald, Smith	001-99-9999	10	\$4,615.38	\$323.08	\$92.31	100	52	52	\$0.00
<input type="checkbox"/>	SAGEZ, ERIN	571-79-0000	10	\$1,538.46	\$107.69	\$30.77	30	52	52	\$0.00
<input type="checkbox"/>	Ventura, Jesse T	341-66-6445	10	\$2,307.69	\$161.54	\$46.15	28	52	52	\$0.00
<input type="checkbox"/>	Williams, Kristen M	334-76-3139	10	\$1,538.46	\$107.69	\$30.77	10	52	52	\$0.00

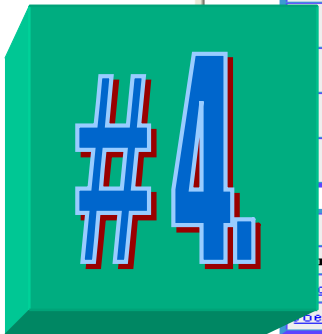
Inactive Employee Information

Name	SSN	Inactive Reason
Adito, Peter J	999-99-9999	Sick Leave
Robe, Smith	333-33-3333	Maternity Leave

Initiate Payroll Report Begin Payroll Reporting Process

Employee Info Change Password Add Employee [Update All](#) Adjustments [Payroll Report](#) FAQ Help [Contact](#) Log Out

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<input type="checkbox"/>	Ronald, Smith	001-99-9999	10	\$4,615.38	\$323.08	\$92.31	100	52	52	\$0.00
<input type="checkbox"/>	SAGEZ, ERIN	571-79-0000	10	\$1,538.46	\$107.69	\$30.77	30	52	52	\$0.00
<input type="checkbox"/>	Ventura, Jesse T	341-66-6445	10	\$2,307.69	\$161.54	\$45.15	28	52	52	\$0.00
<input type="checkbox"/>	Williams, Kristen M	334-76-3139	10	\$1,538.46	\$107.69	\$30.77	10	52	52	\$0.00

Inactive Employee Information		
Name	SSN	Inactive Reason
Ardito, Peter J	999-99-9999	Sick Leave
Joe, Smith	333-33-3333	Maternity Leave

Initiate Payroll Report Begin Payroll Reporting Process

Employer Info Change Password Add Employee Update All Adjustments Payroll Report FAQ Help Contact Log Out

Update All Employee Screen

Charter School Payroll Reporting System - Production Test School - Microsoft Internet Explorer

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C S P R S Update All Members

Charter School Payroll Reporting System

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Change Employee Information and Click 'Save Changes'

Production Test School

Sort Order: Name SSN
 Display: Active Only Active/Inactive

Update Payroll Information										
Name	SSN	Employment Type	Sick Day Balance	Days Paid	Weeks Paid	Weeks Worked	Annual Salary or Daily Rate (Sub)	Base Salary (calculated)	Employer Contributions (calculated)	Employee Contributions (calculated)
BLACK, HELEN	222-22-2222	Teacher		10	52	40	\$50,000.00	\$1,923.08	\$134.62	\$38.46
Brown, Sally	123-45-6789	Sub		2	52	40	\$116.72	\$1,167.20	\$81.70	\$23.34
Ronald, Smith	001-99-9999	Admin	100	10	52	52	\$120,000.00	\$4,615.38	\$323.08	\$92.31
SAGEZ, ERIN	571-79-0000	Teacher	30	10	52	52	\$40,000.00	\$1,538.46	\$107.69	\$30.77
Ventura, Jesse T	341-66-6445	Teacher	28	10	52	52	\$60,000.00	\$2,307.69	\$161.54	\$46.15
Williams, Kristen M	334-76-3139	Admin	10	10	52	52	\$40,000.00	\$1,538.46	\$107.69	\$30.77

Done Internet

start | Inbox - Microsoft ... | new screen proposal | charter Training pr... | Charter School Pa... | 3:11 PM

Update All Employee Screen

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Charter School Payroll Reporting System

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Change Employee Information and Click 'Save Changes'

Production Test School

Sort Order: Name Active Only SSN Active/Inactive

Update Payroll Information										
Name	SSN	Employment Type	Sick Day Balance	Days Paid	Weeks Paid	Weeks Worked	Annual Salary or Daily Rate (Sub)	Base Salary (calculated)	Employer Contributions (calculated)	Employee Contributions (calculated)
BLACK, HELEN	222-22-2222	Teacher		10	52	40	\$50,000.00	\$1,923.08	\$134.62	\$38.46
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Ronald, Smith	001-99-9999	Admin	100	10	52	52	\$120,000.00	\$4,615.38	\$323.08	\$92.31
SAGEZ, ERIN	571-79-0000	Teacher	30	10	52	52	\$40,000.00	\$1,538.46	\$107.69	\$30.77
Ventura, Jesse T	341-66-6445	Teacher	28	10	52	52	\$60,000.00	\$2,307.69	\$161.54	\$46.15
Williams, Kristen M	334-76-3139	Admin	10	10	52	52	\$40,000.00	\$1,538.46	\$107.69	\$30.77

Done Internet

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Adjustment Screen

Warning

The screenshot shows a web browser window titled "Charter School Payroll Reporting System - Production Test School - Microsoft Internet Explorer". The address bar shows the URL "https://www.ctpfcharter.org/cgi-bin/submit.pl". The page content includes a navigation menu with links for "Employer Home", "Help", "Frequently Asked Questions", "Contact Us", and "Log Out". Below the navigation menu, there is a section titled "Submit Payroll Reporting Adjustment" with a table for data entry. The table has columns for "Employee SSN", "Employee Name", "Pay Period", "Salary Adjustment", "Employer Contribution", and "Employee Contribution". A yellow warning box is overlaid on the table, containing the text: "Due to abuse of this screen, it is now locked. You must call the Pension Office for permission to adjust a record."

Charter School Payroll Reporting System

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Select Employee and Pay Period before initiating Payroll Adjustment

Employee SSN	Employee Name	Pay Period	Salary Adjustment	Employer Contribution	Employee Contribution

Due to abuse of this screen, it is now locked. You must call the Pension Office for permission to adjust a record.

A "DO OVER" SCREEN

Payment History - Production Test School - Microsoft Internet Explorer

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Production Test School

Payroll Report History								
Status	Type	Pay Period	Pay Date	Number of Employees	Employer Contribution Total	Employee Contribution Total	Additional Contribution Total	Initiation Date
Processed	Adjustment	N/A	N/A	1	\$700.00	\$200.00	\$0.00	11/17/2004
Processed	Adjustment	N/A	N/A	1	\$700.00	\$200.00	\$0.00	11/17/2004
Processed	Adjustment	N/A	N/A	1	\$700.00	\$200.00	\$0.00	11/17/2004
Processed	Adjustment	N/A	N/A	1	\$0.00	\$0.00	\$0.00	11/05/2004
Processed	Current Period	09/26/2004 - 10/09/2004	10/08/2004	6	\$923.46	\$263.85	\$0.00	11/05/2004
Processed	Current Period	09/12/2004 - 09/25/2004	09/25/2004	1	\$161.54	\$46.15	\$0.00	09/15/2004
Processed	Current Period	08/29/2004 - 09/11/2004	09/11/2004	1	\$161.54	\$46.15	\$0.00	09/15/2004
Processed	Current Period	08/15/2004 - 08/28/2004	09/01/2004	1	\$161.54	\$46.15	\$0.00	09/14/2004

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Payroll Report History Screen

Payment History - Production Test School - Microsoft Internet Explorer

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C S P R S
Charter School Payroll Reporting System

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Production Test School

Status	Type	Pay Period	Pay Date	Number of Employees	Employer Contribution Total	Employee Contribution Total	Additional Contribution Total	Initiation Date
Processed	Adjustment	N/A	N/A	1	\$700.00	\$200.00	\$0.00	11/17/2004
Processed	Adjustment	N/A	N/A	1	\$700.00	\$200.00	\$0.00	11/17/2004
Processed	Adjustment	N/A	N/A	1	\$700.00	\$200.00	\$0.00	11/17/2004
Processed	Adjustment	N/A	N/A	1	\$0.00	\$0.00	\$0.00	11/05/2004
Processed	Current Period	09/26/2004 - 10/09/2004	10/08/2004	6	\$923.46	\$263.85	\$0.00	11/05/2004
Processed	Current Period	09/12/2004 - 09/25/2004	09/25/2004	1	\$161.54	\$46.15	\$0.00	09/15/2004
Processed	Current Period	08/29/2004 - 09/11/2004	09/11/2004	1	\$161.54	\$46.15	\$0.00	09/15/2004
Processed	Current Period	08/15/2004 - 08/28/2004	09/01/2004	1	\$161.54	\$46.15	\$0.00	09/14/2004

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9:15 AM

If it say's
"Processed"
it's
Too Late

If it say's "Authorized" or "Initiated" you can delete the record and
"DO OVER."



Always, if in doubt.....

- Call the Pension Fund at 312 604-1181