

**Q1** *Who do I contact if I cannot log in, have other Employer Reporting System connectivity problems, or forget my password?*

**A** Contact your FPPA contributions team member at (303)-770-3772 in the Denver metro area or toll free (800) 332-3772 Statewide.

**Q2** *How do I set up a new authorized user, or delete or update a user?*

**A** Please contact FPPA to obtain the necessary paperwork to set up new users, delete or update a user to the Employer Reporting System.

**Q3** *When are contributions due?*

**A** All contributions, including the deposit and the contribution detail, are due ten days following the date of payment of salary to the member. Contributions are based on Base Salary. Payments are subject to a penalty of one-half of one percent per month if not submitted on time.

**Q4** *How are contributions to FPPA calculated?*

**A** Contributions to FPPA are calculated according to the following plans;

- 1) Contributions to the Defined Benefit System - Statewide Defined Benefit Plan are set by Colorado statute and based on the member's Base Salary. The required rate is 16% split as 8% employer and 8% member.
- 2) Employers affiliated in the Defined Benefit System who have "existing" members selecting the Statewide Defined Benefit Plan tier at the time of entry into the FPPA Defined Benefit System shall contribute a total of 20% of Base Salary. The employer shall specify how much of the required rate of contribution is to be paid by the employer and how much shall be made by the member. However, the employer and member shall each contribute at least 8%. (For new members in plans that have re-entered the FPPA Defined Benefit System, the contribution rate to the Statewide Defined Benefit Plan is 16% of Base Salary, rather than 20% as mentioned above.)
- 2) Employers who are covered by Social Security and elected supplementary coverage by the Defined Benefit System shall contribute 4% employer and 4% member.
- 3) Employers who are covered by Social Security and elected supplementary

coverage under the Defined Benefit System shall contribute 4% employer and 4% member.

- 4) Both employer and members are required to contribute 8% of the member's Base Salary into the Defined Benefit System - Statewide Hybrid Plan. The rate can be greater than 16% if an employer has a higher mandatory contribution rate. (Additional voluntary contributions can be made on an after-tax basis.)
- 5) Contributions to the Statewide Money Purchase Plan are set by Colorado statute and based on Base Salary. The required rate is 8% employer and 8% member. (Additional voluntary contributions can be made on an after-tax basis.)
- 6) Contributions to the Death and Disability Plan for members hired on or after January 1, 1997, contribute 2.6% of Base Salary as of January 1, 2007. This percentage can vary depending on actuarial experience. The employer may elect to pay all or a portion of this benefit.
- 7) Contributions to the Colorado Springs New Hire Defined Benefit Plan Police Component and Fire Component are established at a level that will result in all benefits being fully funded at the retirement date of all members.
- 8) Plans affiliated for administration and investment purposes (Old Hire Plans and Money Purchase Plans) each have their own contribution calculation as defined by their local plan document.

The member's contributions to FPPA are tax-deferred for both state and federal income tax purposes. The employer should take the FPPA deduction from the member's Base Salary and then calculate state and federal tax on the net. When preparing the W-2 for the member, the amount reported as "Total Wages, Tips and Other Compensation" should be the gross pay less the FPPA deductions and less any other tax-deferred deductions the member may have for the year.

**Q5** *What is the definition of Base Salary?*

**A** **Base Salary** means the total base rate of pay including Member Contributions to the Statewide Defined Benefit Plan or Statewide Money Purchase Plan which are "picked up" by the employer, and shall also include longevity pay, sick leave pay taken in the normal course of employment, vacation leave pay taken in the normal course of employment, shift differential, and mandatory overtime that is part of the Member's fixed, periodic compensation. Accumulated vacation

leave pay will also be included if a Member completes his/her service requirement for purposes of Normal retirement while exhausting accumulated vacation leave. Base salary shall not include overtime pay (except as noted in the preceding sentence), step-up pay or other pay for temporarily acting in a higher rank, uniform allowances, accumulated sick leave pay, accumulated vacation leave pay (except as noted in the preceding sentence), and other forms of extra pay (including Member Contributions which are paid by the employer and not deducted from the Member's salary). In the event an employer has established or does establish a Deferred Compensation Plan, the amount of the Member's salary that is deferred shall be included in the Member's Base Salary. Any amounts voluntarily contributed to an Internal Revenue Code Section 125 "Cafeteria Plan" shall be included in the Member's Base Salary. A Member is deemed temporarily acting in a higher rank if the appointment to the rank is anticipated to last less than six months.

Notwithstanding the definition of Base Salary contained herein subsection (a), the Base Salary under the Statewide Death and Disability Plan for each Member of the Colorado Springs Exempt New Hire Plan shall be the same as the Base Salary as defined in the Colorado Springs Exempt New Hire Plan.

**Q6** *If my members are only covered for benefits in the Statewide Death & Disability Plan, do I need to report information on members hired prior to 1997 who do not contribute to the Plan?*

**A** Yes. With each pay period reported, you need to report the Base Salary and Hours Worked for those members as well as their employment and demographic information.

**Q7** *How are Hours Worked calculated?*

**A** Hours Worked are calculated using the same definition for Base Salary (does not include overtime, etc.). The following chart may assist you with the calculation.

Payroll Period Type	Expected Number of Hours Worked if Member Worked Full Time for the Period
Monthly	173
Semi-Monthly	86
Bi-Weekly	80
Weekly	40

If the member worked for only part of the pay period, you will need to adjust the hours worked according to the time worked for that payroll period. If the member is a firefighter working mandatory overtime, the expected number of Hours Worked in the chart above will be too low. Please enter whole hours only, no fractions.

**Q8** *How do I handle contributions when a member enters DROP?*

**A** When a member enters DROP, you must first determine if your payroll system can accommodate splitting contributions in a payroll cycle. Example: the payroll period runs from 10/14/07-10/27/07. The member enters DROP 10/19. You will need to record contributions for 10/14/07-10/18/07 as pension contributions. Separately, you will need to record contributions from 10/19/07-10/27/07 as DROP contributions. If your payroll system is unable to split contributions in this fashion, you cannot allow a member to enter DROP until the beginning of a payroll period.

**Q9** *Do the contributions paid while a member is on Worker's Compensation affect the pension benefit calculation?*

**A** If the employer submits contributions on any salary other than full regular pay and this occurs during a year considered for pension calculations, this will affect the member's Highest Average Salary used for the pension benefit calculation.

**Q10** *How do I handle "making up" contributions for a prior payroll period (not previously submitted)?*

**A** "Make-up" contributions can only be paid for an authorized leave of absence. FPPA can only accept repayments for full contribution payroll periods. The employer must separate the missed pay periods from the current pay period and note the dates of the missed payroll period(s) being paid. The Employer Reporting System has a separate process to account for missed pay periods. Use the "Adjustment for Missed Payroll" button while in the Payroll Header section of the Employer Reporting System.

**Q11** *If I need to make an adjustment to a previously submitted contribution, what do I do?*

**A** If you need to make an adjustment to a contribution for a payroll period you have already submitted, please submit those contributions and indicate the reason for the adjustment and note the dates of the

payroll period that the adjustment is for. The Employer Reporting System has a separate process to account for adjustments. Use the "Adjustment to Prior Payroll" button within the Payroll Header section of the Employer Reporting System.

**Q12** *How do I report the payment of military make-up contributions due to military leave?*

**A** For the data direct employer, use the "Adjustment for Prior Payroll" button while in the Payroll Header section of the Employer Portal to submit military make-up contributions. For file transfer employer, use the 'Adjustment' record type. In addition to salary and hours, please indicate the period for which the contributions are being submitted, and enter them in the Military Employer Amount and Military Employee Amount fields. FPPA can only accept repayments for full contribution payroll periods. Please keep in mind that the employee must make up the contributions within a period not exceeding three times the period of military service, but in no case may the period exceed five years.

**Q13** *Is it important for me to notify FPPA if I cease submitting contributions for any reason?*

**A** Yes. It is important that we are informed if a member has terminated, died, is on an unpaid leave of absence, on military leave, etc. While processing your normal payroll, click the Social Security Number Link for the employee to go to the Demographic Maintenance Screen. Enter the correct Reason Code and dates of the leave, termination date or death date. If the employee is on leave, and returns, you will need to enter a reason end date. Please refer to page 2 of the *Quick Start Guide* for instructions.

**Q14** *If the payroll frequency changes (example: from twice a month to 26 per year), do we need to notify FPPA?*

**A** Yes, this is necessary in order for FPPA to apply the correct service credit. Please notify FPPA prior to submitting the first payroll affected by the frequency change.

**Q15** *If a member terminates service half way through a payroll period and contributions for the previous payroll period have not yet been submitted, can I just lump the contributions together?*

**A** No. Contributions must be submitted for each distinct payroll period.

**Q16** *When a member terminates employment, we pay the employee for accrued sick and vacation time. How do we handle this?*

**A** If you continue to pay the employee in regular payroll cycles (as if the employee is still on the job) remit pension contributions as you normally would. If the payment is in the form of a lump sum, do not make pension contributions on this lump sum payout (as this lump sum is not considered "base pay").

**Q17** *When can I enter a new member on the System?*

**A** A new member should be entered on the system at the same time as the payroll of their first contribution.

**Q18** *Do I still need to send in New Member Paperwork?*

**A** Yes, the paperwork has not changed and is required. As always, the *Statewide Standard Health History Form* must be completed, signed, dated, and witnessed **prior** to start of employment.

**FPPA**  
Fire & Police Pension Association

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