

OFFICE OF ACCOUNTS AND CONTROL

OAC-RETIREMENT CODE PROCEDURE
OFFICE OF ACCOUNTS & CONTROL
RETIREMENT CODE PROCEDURE
POLICY P-4

Division Contact:
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Effective 2/17/2010

Revised 2/1/2018

1. Purpose

This procedure provides guidance for State human resource and payroll offices regarding the application of retirement codes in the State payroll system.

2. Applicability

The "Retirement Code" field in the payroll mainframe system is used to identify the retirement plan in which the employee is enrolled. This field is now mandatory. It cannot be left blank. The following policies and procedures provide guidance for the entry of data into the "Retirement Code" field.

3. Procedures for Compliance

All employees must be coded as eligible for retirement contributions unless specifically stated on the CS-3. Examples of reasons for exclusion from a retirement plan include seasonal employees and employees who work less than 20 hours.

If an employee is already a member of ERSRI through another employer, ERSRI must notify the Office of Accounts & Control's Central Payroll Office in writing to make the employee exempt.

If an employee is eligible for a college tax shelter annuity plan, they will initially be coded as "Retirement Exempt" in the payroll master file until the Central Payroll Office receives the proper paperwork. The employing college must submit enrollment paperwork for the chosen tax shelter annuity plan. Once the paperwork is received in good order, the proper code will be applied to payroll system.

State of Rhode Island
Department of Administration

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4. Signatures



State Controller

6/8/18
Date



Director of Administration

6/8/18
Date