Calculating Employer Insurance or Annuity Contributions

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When calculating employer insurance or employer annuity contributions, there are different requirements for single job accruals and multiple job accruals.

To calculate contributions for a single job:

1. Determine number of accrual periods

- If the Pay Frequency = 6, then the Accrual Period = the Number of Months in Contract
- If the Pay Frequency = 5, then the Accrual Period = the Number of Months in Contract x 2
- If the Pay Frequency = 4, then the Accrual Period = (26 x Number of Months in Contract/12), rounded
- For all Pay Frequencies, if Accrual Periods > Number of Annual Payments, then Accrual Periods = Number of Annual Payments

2. If Accrual Periods < Number Annual Payments - Number Remaining Payments, perform accrual payback

Else:

- Earned Amount = (Employer Ins Contribution x Number Annual Payments)/Accrued Periods
- Accrued Amount = Earn Amount - Employer Ins Contribution
- YTD Accrue Amount = Accrued Amount x (Number Annual Payments - Number Remaining Payments)

  Note: For nonstandard employees, the system checks contract dates to help establish the beginning school YTD (e.g., if the contract begin date is 7/1/2004, then the system knows the monies belong to school YTD for 2005).
- Pay History Accrued Employer Ins Contribution = YTD Accrue Amount - School YTD Job Accrue Employer Ins Contribution

To calculate contributions for multiple jobs:

The following steps must be performed for each accruing job:

1. Determine the percentage of total accrued pay that is applied to each job:

Accrual Adjusted Percent = Job Standard Pay/Total Standard Pay of Jobs with Employer Contribution Selection

2. Determine number of accrual periods.

- If multiple jobs are accruing, use the number of annual payments of the job with the highest percent assigned.
- If the Pay Frequency = 6, the Accrual Period = the Number of Months in Contract
- If the Pay Frequency = 5, the Accrual Period = the Number of Months in Contract x 2
- If the Pay Frequency = 4, the Accrual Period = (26 x Number of Months in Contract/12), rounded
- For all Pay Frequencies, if Accrual Periods > Number of Annual Payments, Accrual Periods =

Number of Annual Payments

3. If the Accrual Periods < Number Annual Payments - Number Remaining Payments, perform accrual payback.

Else:

- Earned Amount = ((Employer Ins Contribution x Accrual Adjusted Percent) x Number Annual Payments)/Accrued Periods
- Accrued Amount = Earn Amount - (Employer Ins Contribution x Accrual Adjusted Percent)
- YTD Accrue Amount = Accrued Amount x (Number Annual Payments - Number Remaining Payments)

  Note: For nonstandard employees, the system looks at contract dates to help establish the beginning school YTD (e.g., if the contract begin date is 7/1/2004, the system knows the monies belong to school YTD for 2005).

  Pay History Accrued Employer Ins Contribution = YTD Accrue Amount - (School YTD Job Accrue Employer Ins Contribution x Accrual Adjusted Percent)