**ADJUSTMENT WORKSHEET**



NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 54217 (Rev. 04/2008)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name {stdMbrFullName} | | | | | | | NDPERS Member ID {stdMbrPERSLinkID} | | | | |
| **TYPE OF PURCHASE ADJUSTMENT** | | | | | | | | | | | |
| Purchase of None Covered Service\* | | | | | Military\* | | | | | | |
| Generic\* | | | | | USERRA\* | | | | | | |
| Conversion of Sick Leave\* | | | | | Federal | | | | | | |
| Repurchase of Past NDPERS Refunded Service Credit\* | | | | | Out of State | | | | | | |
| Leave of Absence\* \_\_\_\_\_\_  LOA Seasonal Reference: | | | | | Non-Participating ND Employer | | | | | | |
| **DATES AND MONTHS** | | | | | | | | | | | |
| \*Date of Service, I.A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
| \*Months Purchased/ Converted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Free: (If applicable) \_\_\_\_\_\_\_\_\_\_\_\_Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
| **ADDITIONAL INFORMATION** | | | | | | | | | | | |
| IRS Limits Apply | Rollover Used  Yes  No | | | | | Deferred Comp  Yes  No | | | | | |
| **TYPES OF CONTRIBUTION ADJUSTMENTS** | | | | | | | | | | | |
| Transmittal (Other Than Reporting Month) | | | | | | | | | | | |
| Missed Deposit of Contribution (Employer Error) | | | | | | | | | | | |
| **DATA BASE INPUT MATRIX** | | | | | | | | | | | |
| **Use Menu Option “S**”  A = Always  IA = If Applicable  N = Never | | Purchase | Repurchase | LOA-  Seasonal | | | | Military | USERRA | Transmittal | Missed  Deposit |
| **Option A – Screen 1** | |  |  |  | | | |  |  |  |  |
| 1. Update Previous Service | | **A** | **A** | **N** | | | | **A** | **N** | **N** | **N** |
| 1. 1st Contribution Date | | **N** | **N** | **N** | | | | **N** | **N** | **N** | **N** |
| 1. Last Contribution Date | | **N** | **N** | **N** | | | | **N** | **N** | **IA** | **IA** |
| **Option C – Salary History** | |  |  |  | | | |  |  |  |  |
| 1. Input/Adjust Salaries | | **N** | **N** | **N** | | | | **N** | **N** | **IA** | **A** |
| **Option E – Missed Deposits** | |  |  |  | | | |  |  |  |  |
| 1. Erase Months | | **N** | **N** | **A** | | | | **N** | **IA** | **IA** | **IA** |
| 1. Add Months | | **N** | **N** | **N** | | | | **N** | **N** | **IA** | **IA** |
| **Option F – Employment History** | |  |  |  | | | |  |  |  |  |
| 1. Input Dates/#of Month(s)\* | | **IA** | **IA** | **N** | | | | **A** | **N** | **IA** | **N** |
| 1. Add Comments | | **IA** | **N** | **N** | | | | **N** | **A** | **N** | **N** |
| \*P11 for Non-Covered Service \*M11 for Military Service | | | | | | | | | | | |
| **STAFF CERTIFICATION** | | | | | | | | | | | |
| **Adjusted By: Date:** | | | | | | | | | | | |
| **Reviewed By: Date:** | | | | | | | | | | | |