

City of Forest Park

Empower Retirement Payment Draft Procedures - Incode

Effective July 2024

Scope

These guidelines apply to the activity associated with the processing of funds transmitted to EMPOWER Retirement Services on a weekly basis. Employees elect the retirement program they wish to enroll in, and the payroll department updates the deduction codes accordingly.

Deductions are processed weekly and entered in TYLER by uploading the payroll journal entry generated in the ADP system. The Deputy Finance Director processes the weekly journal entry associated with the TRUIST ZBA account.

These guidelines cover all transactions involving the collection of employee deductions and subsequent remittance to EMPOWER Retirement Services. **Note:** Effective August 1, 2024, the City will transition to a deferred pension plan administered by the GA Municipal Association with no employer match to calculate.

Purpose

To establish and maintain a uniform process for recording payroll deductions and subsequently remitting an equal amount to EMPOWER Retirement. Deductions and remittance amounts should match weekly. Any discrepancies should be identified and resolved immediately.

Processes Related to Plan Enrollment and Payroll Deductions

Refer to the Human Resources department for procedures outlining the steps for onboarding employees and enrolling in various benefit programs, including retirement and pension. These processes are reviewed by the Finance Department to ensure compliance with guidelines.

Note: These procedures should be reviewed at least annually to ensure they remain current.

Procedure for Remitting to EMPOWER

1. The Finance Manager will run the Custom Empowerment report from the ADP portal. See separate directions for generating this report.
2. Using the Empower Report and Confirmation of funds transmitted, the Finance Manager will ensure that the transaction is entered into the Tyler ERP Accounts Payable Module.

The distribution of amounts in the Tyler ERP system will align with the chart below (see Coding Empower Payments) to ensure matching of deductions and remittances. Transactions will be posted weekly for timely expense reporting and bank account and GL reconciliation.

3. The Accounts Payable entry will debit the General Ledger accounts shown below and credit the Accounts Payable system.
4. When the check is processed, the AP will be debited, and the cash GL account 999-00-0000-11-1103 will be credited for the check amount and batch amount in total.

Coding Empower Payments

Effective July 2024

Empower Report Column Heading	GL Account Number	GL Account Name
LP_Loan PMNT457_Deductions	100-00-0000-12-1313	PR DED PAYABLE PENSION LOANS
LP2_Thrift LOANS_Deductions	100-00-0000-12-1313	PR DED PAYABLE PENSION LOANS
PEN_Pension WKL_Deductions	100-00-0000-12-1314	PR DED PAYABLE DEFERRED COMP
PE2_Pension WK_Other Deduction	100-00-0000-12-1314	PR DED PAYABLE DEFERRED COMP
R_Roth_Deductions	100-00-0000-12-1315	PR DED PAYABLE PENSION AFT TAX
MAT_457ER MATCH_Match	100-00-0000-51-2401	RETIREMENT CONTRIBUTIONS

Note: This Coding should be reviewed at least annually to ensure they remain current.

By following these procedures, we ensure accurate and timely processing of payroll deductions and remittances, maintaining transparency and efficiency in our financial operations.