



SJCERA Earnings Code Eligibility Worksheet

Employers must submit new earnings codes to SJCERA staff for review using this worksheet; SJCERA staff will review the proposed codes and applicable statute and recommend to the Board of Retirement whether the codes are retirement eligible. Earnings codes are not retirement eligible unless and until SJCERA approves them as such.

INSTRUCTIONS: For each earning code listed below, please answer "Y", "N" or N/A

Earnings Code	Payroll System Earnings Code Title	To be Completed by the Employer Head or Designee (e.g., Human Resources Administrator, Payroll or Labor Relations Manager)														SJCERA Staff ONLY					
		MOU Reference & Job Item Description (Description of when this code is used and to whom it applies)	Does the Earnings Code represent compensation for previously provided as in-kind ?	Does the Earnings Code represent compensation previously paid to a third party?	Is the Earnings Code for employer Contributions to Deferred Comp.?	Is the Earnings Code for a one-time or ad hoc payment?	Is the payment made to all similarly situated members in the same grade or class?	Is the Earnings Code part of a member's normal rate of pay pursuant to publicly available pay schedules?	Is the Earnings Code a form of severance payment?	Is the Earnings Code for payment in connection with or in anticipation of separation or termination from employment but received while still employed?	Is the Earnings Code for services rendered outside (or in excess of) normal working hours? (Standby pay; Correctional Briefing)	Is the Earnings Code compensation for overtime work?	Does the Earnings Code represent payments for unused vacation, sick, annual leave?	If the Earnings Code is for unused leave, is its use restricted to the number of leave hours that can be earned in a 12 month period?	Is the Earnings Code for an allowance, reimbursement or payment such as Housing, Vehicle, Uniforms, other?	Does the Earnings Code represent a bonus?	CONCLUSION	CONCLUSION	CONCLUSION	CONCLUSION	Explanation, if applicable
																CONCLUSION	CONCLUSION	CONCLUSION	CONCLUSION		
																Comp Earnable	Pensionable Comp Tier 2 hired pre 1/1/2022	Pensionable Comp Tier 2 hired post 1/1/2022			

Completed By: _____
 (Employer Head or Designee)
 Date: _____

Revision: 2024.01.02

DEFINITIONS OF RETIREMENT ELIGIBLE COMPENSATION**GC SECTIONS**

1. Compensation for previously provided as in-kind ?	31461(B)(1)(a) 7522.34(c)(2)
2. Compensation previously paid to a third party?	31461(B)(1)(A) 7522.34(c)(2)
3. For employer contributions to deferred comp.?	7522.34(c)(9)
4. For a one-time or ad hoc payment?	31461(B)(1)(b) 7522.34(c)(3)
5. Made to all similarly situated members in the same grade or class?	31461(B)(1)(b) 7522.34(a)
6. Part of a member's normal rate of pay pursuant to publicly available pay schedules?	7522.34(a)
7. Is the Earnings Code a form of severance payment?	31461(C) 7522.34(c)(4)
8. In connection with separation/termination but received while still employed?	31461(C) 7522.34(c)(4)
9. For services rendered outside normal working hours?	31461(C)(3) 7522.34(c)(6)
10. Compensation for overtime work?	7522.34(c)(8)
11. For unused vacation, sick, annual leave?	7522.34(c)(5)
12. If for unused leave, is it for hours that can be earned in a 12 month period?	31461(C)(2)
13. Allowance such as Housing, Vehicle, Uniforms, other?	7522.34(c)(7)
14. Does the Earnings Code represent a bonus?	7522.34(c)(10)