



**EMPLOYER PORTAL
POST-RETIREMENT
MANUAL**

Post Retirement Data Collections

If your agency takes part in Post Retirement employment, information regarding reporting requirements follows. The Post Retirement Sheet is shown on page 2. This is a guide on how to report post retirement employment and who is required to report their time.

Post Retirement Employment:

Can I work? How much can I earn? Who can I work for?

Rhode Island law limits when, how much and for whom retirees from the Employees' Retirement System of Rhode Island can work. There are also certain reporting requirements that employers and retirees must follow. It is important to understand and follow the rules because if you don't your pension payments may be suspended.

Below is ERSRI's Post Retirement Employment Cheat Sheet and [Post Retirement Employment Frequently Asked Questions](#).

If you're still wondering how the post retirement employment statutes affect you, please contact ERSRI by e-mail at our [Contact Us](#) page.

Note: Effective October 1, 2016, retirees must have a 45 day break in service prior to beginning post retirement employment.

Post Retirement Employment Overview

What's Allowed and What's Required?

You have Retired and Want to Work for...	Post Retirement Work Allowed?	45 Day Break in Service Required? (1)	Gross Income Limit (2)	Day Count Limit (3)	Reporting Requirements
State of Rhode Island	No	N/A	N/A	N/A	N/A
Rhode Island State College, University or School	Yes, with limits	Yes	\$18,000 per calendar year	No	Completion of the Monthly Notification of Post Retirement Employment form
Rhode Island State Nursing Facility (4)	Yes, with limits	Yes	No	75 Full Days, 150 Half Days per CALENDAR year	Completion of the Monthly Notification of Post Retirement Employment form
MERS City or Town	Yes, with limits	Yes	No	75 Full Days, 150 Half Days per CALENDAR year	Completion of the Monthly Notification of Post Retirement Employment form
Rhode Island Public School	Yes, with limits	Yes	No	90 Full Days, 180 Half Days per SCHOOL year	Completion of the Monthly Notification of Post Retirement Employment form. School districts must also send ERSRI an annual "good faith" letter for any vacant position.
Non-MERS City or Town	Yes	No	No	No	None
Private Company or Non-Profit (excludes consulting to the State of RI, MERS cities or towns, and RI public schools)	Yes	No	No	No	None
Out of State Public Sector Work (eg. MA or CT)	Yes	No	No	No	None

(1) **45 Day Break in Service:** As of 10/1/16 retirees must wait 45 calendar days (previously 30 days) between their retirement date and first day of post retirement employment.

(2) **Gross Income Limit:** The gross annual income allowed by retirees in post retirement employment prior to suspending their pension. Income is counted for the year it was earned regardless of the date a retiree was paid.

(3) **Day Count Limit:** The number of days a retiree is allowed to work in post retirement employment prior to suspending their pension.

(4) Retired nurses may also be employed as a faculty member at a state college or university under the same day count limit.

Create a Post Retirement Employment DC

- To create a Post Retirement Employment Data Collection, start by clicking on Menu Bar → Business Functions → Data and Payroll Submissions, then “Create Data Collection”
- Next select the Configuration as “Post Retirement Employment” and fill in the required information: Employer Code, Pension Plan, Start Date, and End Date
- Click “Save and Continue”

Business Functions / Data & Payroll Submissions

Create Data Collection

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

New Data Collection Information

Configuration:*	<input type="text" value="Post-Retirement Employment"/>	<input type="button" value="Save and Continue"/>	
Employer Code:*	<input type="text" value="2000"/>	<input type="button" value="Cancel"/>	
Pension Plan:*	<input type="text" value="ERS"/>		
Start Date:*	<input type="text" value="07/29/2022"/>	End Date:*	<input type="text" value="08/05/2022"/>
Data Collection Name:*	<input type="text" value="2000 - Post-Retirement Employment - 07/29/2022 - PR"/>		

* Mandatory fields

Business Functions / Data & Payroll Submissions

Data & Payroll Submissions

[Create Data Collection](#) View: **In Progress** ▾

Employer Code ▾	Plan ▾	Configuration ▾ ▲	Data Collection Name ▾	Status	↻
1003	ERS	Health & Welfare Deductions	test2020	Initial Data Entry	
1112	MERS	OSC Contributions	1112 - OSC Contributions - 01/01/2022 - 1	Action definition	
2000	ERS	OSC Contributions	2000 - OSC Contributions - 01/01/2022 - 1	Initial Data Entry	
2000	ERS	Post-Retirement Employment	2000 - Post-Retirement Employment - 01-01-2022 - 1	Action definition	
2000	ERS	Post-Retirement Employment	2000 - Post-Retirement Employment - 04-21-2022 EM	Initial Data Entry	
2000	ERS	Post-Retirement Employment	2000 - Post-Retirement Employment - 11-04-2022 - 2	Initial Data Entry	
1003	MERS	Post-Retirement Employment	1003 - Post-Retirement Employment - 01-01-2022 - 1	Initial Data Entry	
2000	ERS	Post-Retirement Employment	2000 - Post-Retirement Employment - 07/29/2022 - PRE	Submitted for Completion	
2000	ERS	Post-Retirement Employment	2000 - Post-Retirement Employment - 07/29/2022 - PRE	Initial Data Entry	
2000	ERS	Post-Retirement Employment	2000 - Post-Retirement Employment - 11-04-2022 - 1	Initial Data Entry	

2000 - Post-Retirement Employment - 07/29/2022 - PRE

Employer Code: 2000
 Plan: ERS
 Employer Name: State
 Configuration: Post-Retirement Employment
 Data Collection Name: 2000 - Post-Retirement Employment - 07/29/2022 - PRE
 Start Date: 07/29/2022
 End Date: 08/05/2022
 Status: Initial Data Entry
 Case ID: CAS-536167-L9T1
 Processed by: masterclientadmin@morneaushepell.com

Data Entry Summary

No Files.

Manual Entry: 0

Total Records

Total Members Records: 0
 Members Without Exceptions: 0
 Members With Errors: 0
 Members With Warnings: 0

[View / Edit Data Collection](#)

⏪ ⏩ 1 of 5 ⏪ ⏩

- At any time, you can return to the Data & Payroll Submissions screen, select the newly created DC and click on “View / Edit Data Collection” to review it

Add Member Data Screen

The screenshot shows the 'Add Member Data' screen in the ERSRI system. At the top left is the ERSRI logo and 'Employees' Retirement System of Rhode Island'. At the top right, it says 'Go to ersri.org | Welcome MasterClient' and 'Sign Out'. Below the logo, it says 'Business Functions / Data & Payroll Submissions' and '2000 - Post-Retirement Employment - 07/29/2022 - PRE'. On the right, it says 'Status: Initial Data Entry'. Below this, there are navigation steps: '1. Definition', '2. Add Member Data' (highlighted), '3. Validate Member Data', and '4. Review & Submit'. The main content area has a message: 'There is currently no data in this data collection. Add data for one member via the Add Record feature or upload data from a file via Upload File.' Below this are two buttons: '+ Add Record' and 'Upload File'. To the right of these buttons is a 'View:' dropdown menu set to 'All'. Below the buttons is a table with columns: 'Social Security Number', 'Last Name', 'First Name', and 'Actions'. The table is empty, with 'No Results Found.' below it. On the right side of the screen, there is a 'Validate' button at the top, followed by a 'File Summary' section showing 'No files'. Below that is a 'No Files.' message and an 'Upload File' button.

- Click on “+ Add Client” in the Add Member Data screen. The data Input Detail page will open. Enter all information as required (note: all fields must be filled). Add zeros in the Financial Information section as needed.

Data Input Detail

Business Functions / Data & Payroll Submissions

2000 - Post-Retirement Employment - 07/29/2022 - PRE

Status: Initial Data Entry

1. Definition 2. **Add Member Data** 3. Validate Member Data 4. Review & Submit

Key fields ▲		Save
Social Security Number*	<input type="text"/>	Cancel
Organization Code*	<input type="text"/>	
Begin Date*	<input type="text"/>	
End Date*	<input type="text"/>	
Employee personal information ▲		
Last Name*	<input type="text"/>	
First Name*	<input type="text"/>	
Position Code*	<input type="text"/>	
Financial information	<ul style="list-style-type: none"> PRIS - Retired employee who returned to work as a substitute or vacant position at a state school PRSB - Retired teacher who returned to work as a substitute teacher PRAM - Retired teacher who returned to work as a teacher or other certified position in a school department (vacant position) PRME - Retired employee who returned to work as a municipal employee PRST - Retired employee who returned to work at a state college or university or state school position (limited to coaching, academic advising, classroom instruction) PRNR - Retired registered nurse who returned to work in a state facility PRMS - Retired employee who returned to work as a municipality employee in a SCHOOL PRDE - post retirement drivers education instructor 	
Post-Retirement Wages		
Post-Retirement Days Worked		

- **Complete all fields. Choose the position code from the dropdown menu. Enter the days worked during the begin and end date that was submitted. Click save.**
- **If you have any corrections to post-retirement reporting, you may make changes to previous periods by entering the change as a negative.**
- **Note: All teachers report their “Financial Information” in the “Post Retirement Days Worked” box except teachers who are currently working for RI state College, University or School. These teachers report their Gross Income for Post Retirement. MERS and RI Public School Employees report their Days Worked.**

Post-Retirement Employment Position Codes

The screenshot shows a web form titled "Employee personal information". It contains three input fields: "Last Name*", "First Name*", and "Position Code*". The "Position Code*" field is highlighted with a red border. A dropdown menu is open below the "Position Code*" field, displaying a list of codes and their descriptions:

- PRIS - Retired employee who returned to work as a substitute or vacant position at a state school
- PRSB - Retired teacher who returned to work as a substitute teacher
- PRAM - Retired teacher who returned to work as a teacher or other certified position in a school department (vacant position)
- PRME - Retired employee who returned to work as a municipal employee
- PRST - Retired employee who returned to work at a state college or university or state school position (limited to coaching, academic advising, classroom instruction)
- PRNR - Retired registered nurse who returned to work in a state facility
- PRMS - Retired employee who returned to work as a municipality employee in a SCHOOL
- PRDE - post retirement drivers education instructor

- **When selecting the type of post-retirement for the member, refer to the “Post Retirement Employment Positions” on pages 16 and 17 in order to better understand which code is required.**

Business Functions / Data & Payroll Submissions
2000 - Post-Retirement Employment - 07/29/2022 - PRE Status: Initial Data Entry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

Key fields ▲

Social Security Number*	<input type="text"/>
Organization Code*	2000 ▼
Begin Date*	02/13/2021 <input type="button" value="📅"/>
End Date*	04/12/2021 <input type="button" value="📅"/>

Employee personal information ▲

Last Name*	Reece_ANON_0014
First Name*	Cornelia
Position Code*	PRIS - Retired employee who returned to work as a substitute or vacant position at a state school ▼

Financial information ▲

Post-Retirement Wages	6799997.90
Post-Retirement Days Worked	<input type="text"/>

- Complete all fields. Choose the position code from the dropdown menu. Enter the days worked during the begin and end date that was submitted. Click save.

Business Functions / Data & Payroll Submissions
2000 - Post-Retirement Employment - 07/29/2022 - PRE Status: Initial Data Entry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

[+ Add Record](#) [Upload File](#) View : All ▾ [Validate](#)

Social Security Number ▾	Last Name ▾	First Name ▾	Actions
<input type="text"/>	Reece_ANON_0014	Cornelia	

File Summary No files

No Files.

[Upload File](#)



- At completion of adding all the post-retirement records, click on "Validate".

Validate Member Data Screen

Business Functions / Data & Payroll Submissions
2000 - Post-Retirement Employment - 07/29/2022 - PRE

1. Definition 2. Add Member Data 3. **Validate Member Data** 4. Review & Submit

Social Security Number	Last Name	First Name	Actions
[Redacted]	Reece_ANON_0014	Comela	

Validate Continue

Quality Ratio

Current Quality Ratio: 0 % Target: 100 %

View Filter Action Required -

Warning The value exceeds the limits specified. Please validate and correct the p...

1 member No member with errors 1 member with warnings No member without exceptions



- After validation, if a warning appears, highlight the row and approve the warning.

Business Functions / Data & Payroll Submissions
2000 - Post-Retirement Employment - 07/29/2022 - PRE

1. Definition 2. Add Member Data 3. **Validate Member Data** 4. Review & Submit

Social Security Number	Last Name	First Name	Actions
[Redacted]	Reece_ANON_0014	Comela	

Quality Ratio

Current Quality Ratio: 0 % Target: 100 %

Member Summary ×

Severity: Warning
Error ID: 4006
Message: The value (6,799,997.90) of the field Amount exceeds the specified limits. (-999,999.99 and 999,999.99). Please validate and correct the provided information.

View Member Data
Approve Warning



Approval warning

You have chosen to approve the following warnings. Please indicate a reason for each:

The value (6,799,997.90) of the field Amount exceeds the specified limits, (-999,999.99 and 999,999.99). Please validate and correct the provided information.

Other ▼

approved

Cancel Save



Business Functions / Data & Payroll Submissions

2000 - Post-Retirement Employment - 07/29/2022 - PRE

Status: Action definition

1. Definition 2. Add Member Data 3. **Validate Member Data** 4. Review & Submit

Social Security Number ▾	Last Name ▾	First Name ▾	Actions
No Results Found.			

Quality Ratio

Current Quality Ratio: 0 % Target: 100 %

View Filter Action Required ▾

No action required

1 member No member with errors 1 member with warnings No member without exceptions



- click on “validate”.

Business Functions / Data & Payroll Submissions

2000 - Post-Retirement Employment - 07/29/2022 - PRE

Status: Action definition

1. Definition 2. Add Member Data 3. **Validate Member Data** 4. Review & Submit

Social Security Number ▾	Last Name ▾	First Name ▾	Actions
No Results Found.			

Quality Ratio

Current Quality Ratio: 100 % Target: 100 %

View Filter Action Required ▾

No action required

1 member No member with errors 1 member with warnings No member without exceptions



- click on “continue”.

Review & Submit Screen

- When all errors have been corrected and the warnings have been approved, the DC will move to the Review & Submit screen.

Business Functions / Data & Payroll Submissions
 2000 - Post-Retirement Employment - 07/29/2022 - PRE Status: Action definition

1. Definition 2. Add Member Data 3. Validate Member Data **4. Review & Submit**

Data Collection Summary				Submit	
Employer Code:*	2000	Start Date:*	07/29/2022	Quality Ratio <hr/> Current Quality Ratio: 100 % Target: 100 %	
Plan:*	ERS	End Date:*	08/05/2022		
Configuration:*	Post-Retirement Employment	Case ID:	CAS-536164-X3Y6		
Data Collection Name:*	2000 - Post-Retirement Employment - 07/29/2022 - PRE				

Data Entry Summary	
File Uploads:	
General Information Manual Entries: 1 Total Members Records: 1	Members Statuses 1 Without Exceptions: 0 1 With Errors: 0 With Warnings: 1
Members Actions Ready For Load: 0 Validation Required: 0 Approved Warnings: 1 Rejected: 0	
Reports Transactions report: [link] XLS Transactions summary: [link] D0000sta.XLS Public validation summary: D0000Val.XLS Control Report: D0000ct.XLS	

- To check the totals of the data entered, click on “D0000sta.xlsx” report.

Client name	ERSRI
Summary of	2000 - Post-Retirement Employment - 07/29/2022 - PRE (CAS-536164-X3Y6)
Employer # / Name	2000 State
Pension plan	ERS
File name	
File status	Validation
Total records processed	1

Processed	
Additional Salary Event PSRE Amount	6799997.90

- Verify the data matches what was entered. For example, the number of days should be the total entered for all retirees. Exit out of the excel spreadsheet to return to the “Review & Submit” screen.

Business Functions / Data & Payroll Submissions

2000 - Post-Retirement Employment - 07/29/2022 - PRE Status: Action definition

1. Definition 2. Add Member Data 3. Validate Member Data **4. Review & Submit**

Data Collection Summary				Submit	
Employer Code:*	2000	Start Date:**	07/29/2022	Quality Ratio <hr/> Current Quality Ratio: 100 % Target: 100 %	
Plan:*	ERS	End Date:**	08/05/2022		
Configuration:*	Post-Retirement Employment	Case ID:	CAS-536164-X3Y6		
Data Collection Name:*	2000 - Post-Retirement Employment - 07/29/2022 - PRE				

Data Entry Summary	
File Uploads:	
General Information	
Manual Entries:	1 Without Exceptions: 0
Total Members Records:	1 With Errors: 0
	With Warnings: 1
Members Statuses	
Members Actions	
Ready For Load:	0
Validation Required:	0
Approved Warnings:	1
Rejected:	0
Reports	
Transactions report: D0000tra.XLS	
Transactions summary report: D0000sta.XLS	
Public validation summary: D0000val.XLS	
Control Report: D0000ct.XLS	

- Click the "Submit" button then "Confirm" to complete the data collection.

Submit

Final validation and submission of the data collection may take a while. You can check the status of your data collection in the data collection listing



Post-Retirement Employment Positions

PRSB – Substitute Teaching Position – Return to work as a substitute teacher.

- Monthly pension benefits WILL be suspended if there is no 45 day break in service after retirement date
- Limit: 90 full days or 180 half-days in any one school year
 - After this limit, the monthly pension benefits need to be suspended

PRAM – Vacant Teaching Position – return to work as an administrator, guidance counselor, or other certified position in a school department (vacant position).

- Monthly pension benefits WILL be suspended if there is no 45 day break in service after retirement date
Limit: 90 full days or 180 half-days in any one school year
 - After this limit, the monthly pension benefits need to be suspended
- The employer needs to certify in writing that it has made a good faith effort to fill the position with a non-retired employee without success.

PRIS – Substitute or vacant position at a state school – returned to work as an instructor at a state school.

- Monthly pension benefits WILL be suspended if there is no 45 day break in service after retirement date
- Limit: Gross wages cannot exceed \$18,000 in any one calendar year.
After this limit, the monthly pension benefits need to be suspended

Post-Retirement Employment Positions

PRME – Participating Municipalities Position – return to work as a municipal employee

- Monthly pension benefits WILL be suspended if there is no 45 day break in service after retirement date.
- Limit: 75 full days or 150 half-days in any one calendar year.
- After this limit, the monthly pension benefits need to be suspended.

PRMS – Participating Municipalities Position – return to work as a municipality employee in a school

- Monthly pension benefits WILL be suspended if there is no 45 day break in service after retirement date.
- Limit: 75 full days or 150 half-days in any one school year.
- After this limit, the monthly pension benefits need to be suspended.

PRNR – Registered Nurses Position – return to work as a registered nurse in a state facility or employed as a faculty member of a nursing program at a state-operated college or university

- Monthly pension benefits WILL be suspended if there is no 45 day break in service after retirement date.
- Limit: 75 full days or 150 half-days in any one calendar year.
- After this limit, the monthly pension benefits need to be suspended.

Post Retirement Employment Frequently Asked Questions

The post retirement employment rules apply to public sector jobs with employers that participate in the Employees' Retirement System of Rhode Island. If you want to work for a private company, a private non-profit, or a public sector employer from another state you may do so without restrictions.

However, if you were a teacher and want to work as a substitute in your school district, a nurse at a state facility, a retiree who would like to work as a consultant, or state or municipal employee looking to work part time for a city or town that participates in MERS please keep reading to learn what the rules are and how to follow them.

When can I go back to work?

- Effective October 1, 2016, retirees must take a break of 45 calendar days prior to beginning post retirement employment.

Can I work for the State of Rhode Island?

- If you are retired from ERSRI, you may not work for the state unless you suspend your pension. This includes consulting work for the state through a private company or non-profit.

Can I Work for a City or Town?

- Retired state and municipal workers may be employed by a MERS participating municipality for up to 75 working days or 150 half days per calendar year.
- If you exceed 75 working days or 150 half days, your pension will be suspended. (For teachers, a "half day" is defined as working up to 3 hours. A "full day" is defined as working more than 3 hours. For non-teachers, a "half day" is defined as working up to 4 hours. A "full day" is defined as working more than 4 hours.)
- You may work without restrictions for any municipality that does not participate in MERS.

Can I Work for a State School, College or University?

- If you are a retiree, you can work as a classroom instructor, an academic advisor or a coach at any state college, university or state school.
- You may not earn more than \$18,000 gross income in any calendar year without suspending your pension.

For Teachers and "Non-Certified" Employees Working in a School, How is the "School Year" Defined?

- August 25th is the beginning of the school year and working days are counted through August 24th of the next year.

Can I Work as a Nurse in a State Facility?

- Retired nurses can provide per-diem nursing care and/or services at a state facility, or be employed as a faculty member at a state college or university.
- You may be employed for up to 75 working days or 150 half days per calendar year. (For nurses, a "half day" is defined as working up to 3 hours. A "full day" is defined as working more than 3 hours.)

Can I Work for a Rhode Island Public School?

- Retired teachers may substitute teach, or fill **vacant** positions including – but not limited to – teacher, administrators, guidance counselors, coaches or tutors.
- If you are a retired teacher, you may not work more than 90 days or 180 half days in any one school year (including summer months) without suspending your pension. (A "half day" is defined as working up to 3 hours. A "full day" is defined as working more than 3 hours.)

Will I Earn Additional Service Credit or Make Contributions into the Pension System?

- No. You will not earn additional service credit or make additional contributions into the pension once you retire and begin collecting a pension.

What are Employer and Employee Reporting Requirements?

- Retirees and employers must report gross income or days worked (depending on the employer type) to ERSRI on a monthly basis by completing the Monthly Post Retirement Employment form. This form must be signed by the retiree and the employer.
- The Monthly Post Retirement Employment form is available in the "ERSRI Forms" section of www.ersri.org.
- Rhode Island public schools that employ retirees are also required to send an annual "good faith" letter stating that the district has made a good faith effort to fill any vacant position with a person who is not retired. This letter must be sent to the school district's union as well.

What about consulting?

- Consulting can be a little complicated. We strongly advise that before accepting a consulting opportunity you contact ERSRI at our [Contact Us](#) page with questions about your individual situation.
- Generally speaking, the post retirement rules for state agencies and municipalities apply to you if you are providing consulting services to the state, a public school, or a MERS municipality. In other words, retirees are not allowed to work for the state and as a general rule, they are not allowed to work as consultants to the state. If you were providing consulting services to a Rhode Island public school, or a MERS municipalities you would have the same day count restrictions and reporting requirements as a retiree working directly for the school district or municipality.

Where does it say all this?

- Post retirement employment is governed by R.I General Laws (RIGL 36-10-36, 45-21-54 and for teachers, RIGL 16-16-24. (You can learn more about these laws at www.rilin.state.ri.us/statutes/.)