

## Special Pay Code Request Form

Before implementing a new special pay code that will be included on your biweekly transmittal to KCERA, complete Sections 1, 2 & 3 below and submit this form to KCERA via fax or email. KCERA must enter the new pay code into its pension administration system *before* importing your transmittal. Requests must be made by an authorized plan sponsor representative. *All new special pay codes should be assumed to be non-pensionable until the KCERA Board of Retirement makes a different determination.*

SECTION 1 – PLAN SPONSOR INFORMATION	
Plan Sponsor Name	Plan Sponsor Representative
Phone Number	Date
SECTION 2 – SPECIAL PAY CODE INFORMATION	
New Pay Code	% of Base Pay or Fixed Amount
Current Pay Period	Pay Period Start Date
Description, Purpose and Applicability of Pay Code:	
SECTION 3 – ADDITIONAL DOCUMENTATION	
Is the pay documented in a policy, MOU or other regulation? If "Yes," please provide a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have written documentation detailing the job functions associated with the pay and how often these functions are performed? If "Yes," please provide a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are only specific <i>job classifications</i> eligible for the pay, or can <i>any employee</i> receive the pay, including clerical and admin staff? If the pay is limited by job classification, please provide a list of eligible job classifications.	<input type="checkbox"/> Job Classification(s) <input type="checkbox"/> Any Employee
SECTION 4 – PENSIONABILITY OF SPECIAL PAY (to be completed by KCERA)	
Is the new special pay pensionable?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Which membership type(s) will be impacted?  <input type="checkbox"/> Legacy <input type="checkbox"/> PEPRA
Notes:	

Please return the completed Special Pay Code Request Form and required documentation to KCERA via fax (661-381-7799) or email ([legal@kcera.org](mailto:legal@kcera.org)).