



STATE OF WASHINGTON

DEPARTMENT OF RETIREMENT SYSTEMS

1025 E. Union • Olympia, Washington 98504 • (206) 753-5283 • (SCAN) 234-5283

April 20, 1987

DRS Notice No. 87-002

M E M O R A N D U M

To: Personnel/Payroll Officers
Public Employees' Retirement System

From: Robert L. Hollister, Jr. *Robert L. Hollister, Jr.*
Director

Re: Elected Officials' Transmittal Code

PERS Plan II elected officials, except legislators and those elected to statewide office, are entitled to service credit for each month in which service is performed for 90 or more hours per calendar month and who receive compensation earnable of more than 90 times the state minimum hourly wage. Both conditions must be met each month. Such officials may elect to record their hours worked by either of the following methods:

1. Maintaining a record of actual hours worked which is to be filed monthly with their payroll officer; or
2. Executing a signed statement monthly that they have in fact worked 90 or more hours. This statement, if submitted, is to be filed with their payroll officer.

Whichever method is selected, the payroll office will maintain the record on the same retention schedule as the payroll record. If option "1" is selected, the payroll office will report the actual hours on the transmittal report. If option "2" is selected, the payroll office will report utilizing a code "Q" on the transmittal report. Under either method, it should be understood that being "on call" does not constitute time worked.

Any questions on transmittal reporting may be made to Pam Brunson at (206) 753-8696 or SCAN 234-8696.

RLH:crs