

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All Departments and Agencies**

**FROM: Louise M. Anderson
Associate Controller - Operations**

**SUBJECT: New Retirement Exemption Codes
CPO 11-01**

DATE: July 29, 2010

The Central Payroll Office no longer codes retirement exempt employees as "E" in the master file. The following exceptions codes must be used:

<u>Code</u>	<u>Description</u>
0	Exempt - Already participates in Retirement per documentation from ERSRI
1	Exempt - Daily or Special Payments including Board Members
2	Exempt - Judges
3	Exempt - Legislative/Governor
4	Exempt - College Non-Classified
5	Exempt - Seasonal Employees including Patient Workers
6	Exempt - State Police
7	Exempt - Stenographers
8	Exempt - Under 20 Hours Per Week

Please note our current policy is to code all employees for participation in ERSRI unless the CS-3 states otherwise. Therefore, the CS-3 must list one of the exemption codes above if the employee is to be coded as retirement exempt. We also advise all agency payroll offices to keep documentation of this exemption on file for future audit review.

If there are any questions about these new codes, please call me at 401-222-2704.

Thank you.