

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION

POLICY/PROCEDURE NUMBER
PAYROLL-4

**SUBSECTION
NUMBER**

EFFECTIVE DATE / PAGE

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POLICY / PROCEDURE
Retirement Code Procedure

AMENDMENT / REVISION

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1. The "Retirement Code" field is now a mandatory field. It cannot be left blank.
 2. All employees must be coded as eligible for retirement contributions, unless specifically stated on the CS-3, for example seasonal employees and employees who work less than 20 hours.
 3. If an employee is already a member of ERSRI through another employer, ERSRI must notify the Central Payroll Office in writing to make the employee exempt.
 4. If an employee is eligible for a college tax shelter, they will be coded "Exempt" until the paperwork from the college is received by the Central Payroll Office.