



Louisiana State Employees'  
Retirement System

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## LIAISON MEMORANDUM

NUMBER 08-05

**To:** Agency Liaison Officers

**From:** Cindy Rougeou  
Executive Director

**Re:** SOLARIS Internet Explorer Self-Service

**Date:** February 13, 2008

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The State of Louisiana Retirement Information System (SOLARIS) is the upgrade to the LASERS pension administration computer system. Beginning in March, LASERS will be rolling out the first Internet self-service functions for employers. The initial rollout will include online enrollment and maintenance of member information.

You are receiving this e-mail to inform you of the following:

- LASERS records show you are the current LASERS Human Resources and/or Payroll contact for your agency.
- The planned release date of the Employer Self-Service link on the LASERS website is scheduled for the afternoon of Monday, March 10, 2008.
- Information and [registration for training](#) classes is on the LASERS website for the function and use of the Employer Self-Service under Agency Info/SOLARIS-Employer Self-Service - Enrollment Training Class Registration.

|                           |                          |                 |                            |                                   |
|---------------------------|--------------------------|-----------------|----------------------------|-----------------------------------|
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Available Forms: Retirement Forms (Requires Acrobat Reader 7.0+) **OPEN**

Educate Yourself

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**00736-CITY OF MONROE**

**Member Enrollment**

**Demographic Information**

Agency: \* CITY OF MONROE ^

SSN: \* 333445555 Birth Date: \* 01/01/1960 ^

Gender: \* Male - Prefix: ^

First Name: \* John Middle Name: Karl

Last Name: \* Dryden Suffix: ^

Address Line 1: \* # 123 1/2 Hop Scotch st Address Line 2:

City: \* Prairieville State: \* Louisiana ^

Zip Code: \* 70769 Daytime Phone: 2255551212

Evening Phone: Work Email Address:

**Enrollment Information**

Enrollment Date: \* 08/20/2007 ^ Employment Type: \* Regular (Prob/Perm) ^

Appointment Begin Date: ^ Appointment End Date: ^

Scheduled Hours Per Week: \* Greater than 20 - Work Period (Month): \* 12-Month Employee ^

Employee Classification: \* Classified ^

Retirement Plan Code: \* Regular Employee ^ Dual Employment:

**Additional Information**

Termination Date: ^ Location Code:

ISIS Employee/Person ID Number:

Save Cancel Return

## Employer Self Service (ESS) Enrollment Fields and Descriptions

| Element                | Description  |
|------------------------|--|
| Social Security Number | <p>Social Security number for the employee being enrolled. Agencies must report a valid SSN for all employees. A SSN reported with all zeros will result in the transaction receiving an error status.</p> <p>Incorrect SSNs may result in contributions getting posted to the wrong employee account or may also result in a new employee record being created.</p> |
| Date of Birth          | Employee's date of birth. A blank or '00000000' will result in an error as will a future date.   |
| Gender (drop-down)     | <p>Employee's gender designation. Gender is required to enroll a new employee.</p> <ul style="list-style-type: none"> <li>• Female</li> <li>• Male</li> </ul>  |
| Prefix (drop-down)     | <p>Employee's name prefix.</p> <ul style="list-style-type: none"> <li>• MR</li> <li>• MRS</li> <li>• DR</li> <li>• MISS</li> <li>• MS</li> <li>• Representative</li> <li>• Reverend</li> <li>• Senator</li> <li>• The Honorable</li> </ul>   |
| First Name             | Employee's first name.   |
| Middle Name            | Employee's middle name.  |
| Last Name              | Employee's last name.  |
| Suffix (drop-down)     | <p>Employee's name suffix.</p> <ul style="list-style-type: none"> <li>• SR</li> <li>• JR</li> <li>• II</li> <li>• III</li> <li>• IV</li> <li>• V</li> <li>• MD</li> </ul>  |

| Element                              | Description   |
|--------------------------------------|---|
| Address Line 1                       | Street name and number.   |
| Address Line 2                       | Apartment or suite number.  |
| City                                 | City where the employee lives.  |
| State (drop-down)                    | State where the employee lives. <ul style="list-style-type: none"> <li>• 50+</li> </ul>   |
| Zip Code                             | Zip code where the employee lives.  |
| Daytime Telephone Number             | Employee's work telephone number.   |
| Evening Telephone number             | Employee's home telephone number.   |
| Work E-mail Address                  | Employee's work e-mail address.   |
| Enrollment Date                      | Date the employee enrolls in the system.  |
| Employment Type (drop-down)          | Employee's employment status code. <ul style="list-style-type: none"> <li>• Regular (Prob/Perm)</li> <li>• Job Appointment</li> <li>• Temporary</li> <li>• Intermediate – WAE</li> <li>• Restricted</li> <li>• Emergency</li> </ul> |
| Appointment Begin Date               | Date Appointment Type started. This is required if Appointment Type is Restricted or Job Appointment. If Restricted, date range can not be more than 6 months.  |
| Appointment End Date                 | Date the Appointment Type ends. This is required if Appointment Type is Restricted or Job Appointment. If the employment type is Restricted the date range can not be more than 6 months.   |
| Scheduled Hours Per Week (drop-down) | Number of hours the employee is scheduled to work each week. <ul style="list-style-type: none"> <li>• Greater than 20</li> <li>• Less than or equal to 20</li> </ul>  |
| Work Period (Month) (drop-down)      | Employee's standard work period. <ul style="list-style-type: none"> <li>• 12-Month Employee</li> <li>• 10-Month Employee</li> <li>• 9-Month Employee</li> </ul>   |

| Element                                | Description   |
|--|---|
| Employee Classification<br>(drop-down) | Employee's employment classification. <ul style="list-style-type: none"> <li>• Classified</li> <li>• Unclassified</li> </ul>  |
| Retirement Plan Code<br>(drop-down)    | Retirement plan code assigned to an employee. <ul style="list-style-type: none"> <li>• Regular</li> <li>• Regular Employee – New Plan</li> <li>• Alcohol and Tobacco Control</li> <li>• Appellate Law Clerk</li> <li>• Appellate Law Clerk II</li> <li>• Bridge Police Employees</li> <li>• Correctional Primary</li> <li>• Correctional Secondary</li> <li>• Judicial Employees</li> <li>• Legislator</li> <li>• Special Legislative Employees</li> <li>• Peace Officer</li> <li>• State Treasure</li> <li>• Wildlife Officer 2</li> </ul> |
| Dual Employment                        | Indicates if the employee has dual positions.   |
| Termination Date                       | Date the employee terminates service.   |
| Location Code                          | Employee's location of employment.  |
| ISIS Employee/ Person ID Number        | If the Agency number is an ISIS reported number then the ID number must be provided.  |
| Save Button                            | Saves the transaction and updates the Maintain Membership page.   |
| Cancel Button                          | Cancels the transaction and returns the user to the welcome screen.   |
| Return to Button                       | Returns the user to the welcome screen.   |

## Employer Self Service (ESS)

### Maintenance Fields and Descriptions

| Element                | Description   |
|------------------------|---|
| New Button             | Adds a new record (similar to the 'Add Record' Button on Payroll Summary.) Navigates to the 'Enter SSN' page.   |
| Social Security Number | Employee's Social Security Number.  |
| Date of Birth          | Employee's date of birth.   |
| Gender (drop-down)     | Employee's gender. <ul style="list-style-type: none"> <li>• Female</li> <li>• Male</li> </ul>   |
| Prefix (drop-down)     | Employee's name prefix. <ul style="list-style-type: none"> <li>• MR</li> <li>• MRS</li> <li>• DR</li> <li>• MISS</li> <li>• MS</li> <li>• Representative</li> <li>• Reverend</li> <li>• Senator</li> <li>• The Honorable</li> </ul> |
| First Name             | Employee's first name.  |
| Middle Name            | Employee's middle name. Not a required field.   |
| Last Name              | Employee's last name.   |
| Suffix (drop-down)     | Suffix to the employee's name'. <ul style="list-style-type: none"> <li>• SR</li> <li>• JR</li> <li>• II</li> <li>• III</li> <li>• IV</li> <li>• V</li> <li>• MD</li> </ul>  |
| Address Line 1         | Employee's home street name and number.   |
| Address Line 2         | Apartment or suite number if insufficient room to   |

| Element                  | Description   |
|--------------------------|---|
|                          | supply in Address Line 1.   |
| City                     | City where the employee lives.  |
| State (drop-down)        | State where the employee lives. <ul style="list-style-type: none"> <li>• 50+</li> </ul>   |
| Zip Code                 | Zip code where the employee lives.  |
| Daytime Phone            | Employee's work telephone number.   |
| Evening Phone            | Employee's home telephone number.   |
| Work E-mail Address      | Work e-mail of employee.  |
| LWOP Begin Date          | Date the Leave Without Pay period starts.   |
| LWOP Reason (drop-down)  | Reason for the Leave Without Pay period. <ul style="list-style-type: none"> <li>• OTHER</li> <li>• WORKERS COMP</li> <li>• MILITARY</li> </ul>                        |
| LWOP End Date            | Date the Leave Without Pay period ends.   |
| Termination Date         | Employee's termination date.  |
| Work Period (drop-down)  | Employee work period (months to work). <ul style="list-style-type: none"> <li>• 12-MONTH EMPLOYEE</li> <li>• 10-MONTH EMPLOYEE</li> <li>• 9-MONTH EMPLOYEE</li> </ul> |
| Dual Employment checkbox | Check if employee is dual employment.   |
| Save                     | Saves the information entered on the Member Maintenance page.   |
| Cancel                   | Clears unsaved information in the fields on the Member Maintenance page.  |
| Return                   | Navigates back to the welcome page in ESS.  |

# Additional Enrollment Eligibility Notes

*These items are for the eligible and ineligible exceptions not covered by SOLARIS.*

## Eligible:

### ***Educational Leave***

**11:411 (3)**

#### **§ 411. Eligibility for membership**

The membership of this system shall be as follows:

(3) Employees on educational leave with stipend.

### ***Elected Officials***

**11:411 (4)**

#### **§ 411. Eligibility for membership**

The membership of this system shall be as follows:

(4) Membership shall be optional for elected officials and for those officials appointed by the governor whose appointment is subject to confirmation by the Senate and who are not ineligible under R.S. 11:413.

### ***Transfers for Other Systems***

**11:411 (5)**

#### **§ 411. Eligibility for membership**

The membership of this system shall be as follows:

(5) Any state, municipal, or parochial employee transferred to this system, pursuant to any provision of this Chapter authorizing such transfer.

### ***State superintendent of education; commissioner of higher education 11:159***

#### **§ 159. State superintendent of education; commissioner of higher education; participation**

The state superintendent of education and the commissioner of higher education shall not be required to participate in any public retirement system; however, they shall have the option of retaining membership in any state or statewide public retirement system for which they are eligible provided that their retirement benefit computation shall be in accordance with R.S. 11:231(B).

## Ineligible:

***Pool nurses (certain)***

***11:162 (E1&2) & R. S.17:1519.16***

### **§ 162. Classes of employees not eligible for membership**

E. (1) Notwithstanding any provision of law to the contrary, no person employed in a position in an unclassified health care professional employee pool established pursuant to R.S. 17:1519.16 shall be or become a member of any system to which this Section applies.

(2) The employer shall notify each person being employed in a position in an unclassified health care professional employee pool of his ineligibility for membership in any system to which this Section applies. Each person employed in a position in an unclassified health care professional employee pool shall sign an affidavit acknowledging his ineligibility for membership in any such system and stating that

he has full knowledge that he is never to receive any retirement service credit for time worked in a position in an unclassified health care professional employee pool.

### **§1519.16. Employees of Louisiana State University Health Sciences Center medical centers; health care professional employee pools**

A. The legislature recognizes that it is important that the LSU HSC medical centers are competitive in employing scarce health care professionals to meet staffing shortages and to supplement the core of permanent classified health care professionals.

B.(1) For the purposes provided in Subsection A of this Section, each LSU HSC medical center may facilitate the employment of health care professionals for the medical center by establishing an unclassified health care professional employee pool, hereinafter in this Section referred to as a "pool". As more specifically provided in this Section and in R.S. 11:162(E) and R.S. 42:398 and 808(D), employees in positions in any such pool shall not be eligible for the same benefits as classified health care professionals.

(2)(a) For purposes of this Section, a "health care professional" shall mean a licensed registered nurse or a licensed practical nurse and such allied health professionals as shall be agreed upon by the particular medical center and the State Civil Service Commission.

(b) For purposes of this Section, an "LSU HSC medical center" shall mean any of the medical centers or hospitals operated by and under the authority of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College as enumerated in R.S. 17:1519.2(B).

C. A pool shall be comprised of unclassified health care professionals employed by a particular LSU HSC medical center for the purposes provided in Subsection A of this Section. The inclusion of a position in a pool shall be subject to the prior approval by the State Civil Service Commission and notification to AFSCME Louisiana Council 17.

Approved unclassified pool positions shall not exceed ten percent of full-time equivalencies in any approved category without approval of the state Department of Civil Service and concurrence of AFSCME Louisiana Council 17.

D. If a health care professional will be employed in a pool position, the appointing authority shall provide the prospective employee information about the position as otherwise required by law, including R.S. 11:162(E) and R.S. 42:398 and 808(D).

E. An employee who is employed in a position in a pool may be employed on a full-time or a part-time basis.

Acts 2005, No. 223, §2, eff. July 1, 2005.

***Employees of any Primary Health Center*** **11:411 (8)**

**§ 411. Eligibility for membership**

The membership of this system shall be as follows:

(8) Employees of any primary health center established under the Public Health Service Act as set forth in Subpart I of Part D of Title 42 of the United States Code, provided that any person covered by this Paragraph who is eligible for membership in any other state or federal public retirement system based on employment with a primary health center shall not be eligible for membership in this system.

***Elected Officials*** **11:413 (1)**

**§ 413. Classes of employees not eligible**

The following classes of employees and officers shall not be or become members of this system: (1) Elected or appointed officials or employees of this state who are contributing members of any other state retirement system, or any retirement system covering employees of any political subdivisions of the state, unless by transfer in accordance with the provisions of the optional reciprocal transfer agreement provided for by this Chapter.

***Per Diem in Lieu*** **11:413 (2)**

**§ 413. Classes of employees not eligible**

The following classes of employees and officers shall not be or become members of this system: (2) Public officials and state employees who receive a per diem allowance in lieu of earned compensation.

***Patient/Inmate Help*** **11:413 (4)**

**§ 413. Classes of employees not eligible**

The following classes of employees and officers shall not be or become members of this system: (4) Patient or inmate help in state charitable, penal, or correctional institutions.

***Student, Interns, resident physicians*** **11:413 (5)**

**§ 413. Classes of employees not eligible**

The following classes of employees and officers shall not be or become members of this system: (5) Students, interns, and resident physicians at any state educational institutions who are employed by any agency of the state for temporary, part-time, or intermittent work, except those on educational leave.

***Independent Contractors***

**11:413 (6)**

**§ 413. Classes of employees not eligible**

The following classes of employees and officers shall not be or become members of this system: (6) Independent contractors pursuing an independent business or profession pursuant to a contract for a specific price to perform a specific task.

***Judges/Court Offices 10/2/76***

**11:413 (9)**

**§ 413. Classes of employees not eligible**

The following classes of employees and officers shall not be or become members of this system: (9) Judges and court officers in office on October 2, 1976, who did not timely exercise their option to become members.

***Career civilian employees***

**11:413 (10)**

**§ 413. Classes of employees not eligible**

The following classes of employees and officers shall not be or become members of this system: (10) Full-time career civilian employees of any federal facility which is or was on or after November 1, 1981, absorbed in whole or in part by the state of Louisiana or any of its subsidiaries, agencies, or boards, who on the day preceding the absorption are within five years of meeting the age and service requirements for retirement eligibility in the Federal Civil Service Retirement and Disability Fund and who are permitted by federal law to retain membership in that federal retirement fund, and if the arrangement for transfer provides that the state entity to which the federal facility is transferred shall make the legally required contributions to that federal fund.

***Seasonal income tax employees***

**11:413 (13)**

**§ 413. Classes of employees not eligible**

The following classes of employees and officers shall not be or become members of this system: (13) Unclassified, temporary seasonal income tax rush employees, and unclassified work-as-needed (WAE) employees at the Department of Revenue excluding the Louisiana Tax Commission.