



EMPLOYER NEWSLETTER

2nd Quarter FY26

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PAS Updates

Pension Administration System

Our School Reporting tested phase #2 of the User Acceptance Testing (UAT#2) the first part of September. We are excited about the progress and how the new software is developing. We will continue to provide updates of our progress. As a reminder our focused LAU user group will be testing the beginning of 2026.

LAU Help

Question – Why should members list their personal email rather than the school email?

Answer – When a member does not have access to their school email due to retiring or leaving the LAU, they will not receive verification codes, and a form will be required to change email and gain access to their account.

For questions, send your email to:
LAU.help@erb.nm.gov.

Four Things to Know

1 Statements

Statements are sent to LAUs from school reporting analysts when overpayment is received or underpayment is owed. When remitting the statement, include the payment/credit on the Form 100 and attach a copy of the statement. Use the statement as a tool to complete a post payroll audit and to correct future errors. Always take the full statement amount during the next reporting cycle.

2 Adjustments

An adjustment is necessary when corrections need to be made to an employee's account. Such as changing an employee's Job Category, wages, and/or contributions. When an adjustment is needed, a Form 9 needs to be completed and the adjustment also must be added to the Work Report.

3 Form 9

Form 9s are used to adjust previously submitted Work Reports (W1). The form is used to move wages from one Job Category to another, report termination wages, and to add or remove wages. For each line on the Form 9, there must be an entry on the W1. The total adjustment amount will appear on the Form 100 in the underpayment or the overpayment column.

You can find an updated new Form 9 on our website www.erb.nm.gov under the Employers > Forms and Documents.

4 Congratulations Melissa McFall!

Melissa McFall, the School Reporting Compliance Advisor, is retiring this fall. Melissa has been an invaluable mentor and teacher who provided guidance and support to everyone she worked with. Thank you, Melissa, for all you have done, and we wish you all the best in your next chapter.

Continue to email la.help@erb.nm.gov with any questions.

ACRONYMS

ERB – Educational Retirement Board
FTE – Full Time Equivalent
LAU – Local Administrative Unit
PAS – Pension Administration System
RTW – Return to Work
W1 – Work Report