

## PAS Updates

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### Pension Administration System

Our school reporting team completed the second round of system testing in early September. We are excited about the progress and how the software is taking shape. We will continue to share updates as we move forward.

As a reminder, our LAU user group is scheduled to begin their testing phase at the start of 2026.

## LAU Help

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### Alternative Retirement Plan (Collegiate level only)

If you are a collegiate level employer that participates in the Alternative Retirement Plan (ARP), you are responsible for managing the ARP process for eligible new staff. Please follow these steps to stay in compliance:

- **Check Eligibility:** You must determine if a new employee's position qualifies for the ARP. Use the ARP Operations Manual to confirm which jobs are eligible.
- **The 90-Day Window:** New employees have 90 days from their hire date to choose the ARP.
- **Manage Contributions:** While the employee is making their decision, you must deduct the required fees and retirement contributions from their pay. These funds must be sent to the NMERB and if they elect to participate in ARP, the contributions will be refunded back to the LAU to be sent on to the employee's chosen investment company.



- **Update Job Categories:** If the employee chooses the ARP, they will submit a form to the NMERB. Once this is done, you must change their job category to "AP" in your system and correct previous months.

If you have any questions or need more information about the ARP process, please review the ARP operations manual found at <https://www.erb.nm.gov/arp-education-resources-information-library/> or contact ERB.

## Three Things to Know

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### Part-Time (PT) Category Requirements

The **PT** job category applied to employees working the equivalent of .25 FTE or less who are not retirees of NMERB, ARP, or NMPERA.

**Reporting requirements:** Employers must include both gross wages and the FTE percentage for all PT employees in the work report.

#### Contributions Rules:

- **Single Employer:** If the employee works .25 FTE or less for one employer, no contributions are required.
- **Multiple Employers (Combined .25 FTE or less):** If an employee works for two or more LAUs and their combined time is .25 FTE or less, no contributions are required.
- **Multiple Employers (Combined over .25 FTE):** If the combined time across two or more LAUs exceeds .25 FTE, contributions are required. In this case the employer must be reported as a Regular (R) member.

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### Short-Term Substitutes (EX) Category:

The EX job category applies to short-term substitutes, defined as employees who cover multiple classrooms on a temporary basis.

#### Reporting & Contribution Rules

- **Non-Reportable:** Wages for short-term substitutes are not reportable to the ERB.
- **No Contributions:** No member or employer contributions are required for this category

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#### Long-Term Substitutes (LT & LU)

**Definition:** A long-term substitute is a non-retired employee who works 90 consecutive days or more in the same classroom (teacher) or in the same position (non-teacher).

**Category Assignment:** The job category is determined by the employee's annual earnings.

**Category LT:** Long-term substitutes earning **more than \$24,000**

**Category LU:** Long-term substitutes earning **less than \$24,00**

#### ACRONYMS

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AP – Alternative Retirement Plan (collegiate level only)

EX – Excludable / short term substitute job category

FTE – Full Time Equivalent

LT and LU – Long term substitute job category

PAS – Pension Administration System

PT – Part time job category