

# DEPARTMENT OF EMPLOYEE RELATIONS, PAY SERVICES

## City-Wide Procedure

### HCM FICA Procedure: RETIRED SWORN Personnel Rehired, Receiving a Benefit from CMERS (City of Milwaukee Employee Retirement System)

#### Policy and Procedure

Effective September 8, 2019 (PP-19, 2019), former Sworn Personnel who **retired** from their position with the City, are currently **receiving** a benefit from CMERS, and are rehired/reinstated to work for the City as a Police Service Specialist, or **any other** civilian position within the City **will be exempt from the 6.2% social security withholding**. Employees will still be required to pay the 1.45% Medicare tax via payroll deduction. This applies to both part-time and full-time positions.

#### HCM Rehire/Reinstatement Status: How To

In Job Data, on the Rehire Row, the FICA status will be: "Medicare only".

This can be found on the Payroll Tab, see below.

- If the employee is being rehired to a non-sworn position, the Pay Group on the Payroll tab should be GEN.

The screenshot displays the HCM Payroll Information interface. At the top, there are tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Payroll tab is selected. Below the tabs, the employee's name is redacted, and the Empl ID is also redacted. The Empl Record is 0. The Payroll Information section includes fields for Effective Date (09/17/2019), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Rehire), Reason (ORIGINAL EXAM-NORMAL CERT), and Job Indicator (Primary Job). The \*Payroll System is set to Payroll for North America. Below this, the Payroll for North America section shows Pay Group (POL - Milwaukee Police Department), Employee Type (H - Hourly), Tax Location Code (MKE001 - City of Milwaukee), and Holiday Schedule (NONE - No Holiday). A red arrow points to the FICA Status dropdown menu, which is currently set to Medicare only. At the bottom, there are tabs for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation.

If you are unsure if the person you are rehiring is a prior sworn employee, please consult [derpayservices@milwaukee.gov](mailto:derpayservices@milwaukee.gov) for clarification to prevent costly mistakes to the employee.