

**P.A. 100-0023 Employer Cost for Earnings
Exceeding the Governor's Salary**

SURS PROCESS

- I. Invoices for the Governor's Salary Rule will be sent to the employers via certified mail.
 - a. Send your payment and the enclosed invoice detail to:

State Universities Retirement System
P.O. Box 92424
Chicago, IL 60675-2424
 - b. **Do not include your payment with your payroll.**
 - c. Interest will be charged starting on the 91st day from the calculation date on the invoice if the balance has not been paid in full.
 - d. Vacation payout and/or compensable sick pay will be included in the earnings total as we have no way to exclude. If the earnings total includes vacation and/or compensable sick, you will need to send a recalculation form and supporting documents so we can recalculate with those payouts excluded.

- II. If you are disputing the amount of the invoice,
 - a. Go to the Employer Website (<https://surs.org/employer-access>) to retrieve the Request for Recalculation form. It can be found on the login page.
 - b. The Request for Recalculation form and supporting documentation **MUST** be filed within **30 calendar days** after the date of issuance of the invoice. If the due date falls on a weekend or federal holiday, then the due date is the next SURS business day.
 - i. Mail to: State Universities Retirement System
1901 Fox Drive
P.O. Box 2710
Champaign, IL 61825-2710
 - ii. Email to: GovSalCal@surs.org
 - c. **YOU SHOULD NOT SUBMIT PAYMENT FOR THE PORTION(S) OF THE BILL THAT IS IN DISPUTE UNTIL THE REVIEW IS COMPLETE AND A FINAL DETERMINATION HAS BEEN MADE.**

- III. SURS will review the request:
 - a. If the request is **approved** AND:
 - i. No further action required:
 1. A recalculated invoice will be sent via certified mail.
 2. Interest will be charged starting on the 91st day of the recalculated date on the **recalculated invoice** if the balance has not been paid in full.

- ii. Pending further action (i.e. a payroll adjustment is required):
 - 1. A letter with our decision (approved) will be sent via certified mail.
 - 2. You will have **45 calendar days** from the date of issuance of the decision letter to submit the adjustment on your next payroll file submission.
 - a. Once the adjustments are received, SURS will recalculate the invoice and send it out via certified mail.
 - i. Interest will be charged starting on the 91st day from the recalculated date on the **recalculated invoice**.
 - b. If you fail to submit the adjustment within **45 calendar days**, the original invoice will become final.
- b. If the request is **denied**:
 - i. A letter with our decision (denied) will be sent via certified mail.
 - 1. Interest will be charged starting on the 91st day from the calculated date on the original invoice if the balance has not been paid in full.
 - ii. You will have **35 calendar days** from the date of issuance of the decision letter to appeal to the senior claims manager.

IV. Senior claims manager will review the appeal:

- a. If the appeal is **approved**:
 - i. Either a recalculated invoice or letter requesting further action will be sent via certified mail.
 - 1. Interest will be charged starting on the 91st day from the recalculated date of the **recalculated invoice**.
- b. If the appeal is **denied**:
 - i. A letter with our decision (denied) will be sent via certified mail.
 - 1. Interest will be charged starting on the 91st day from the calculated date on the original invoice if the balance has not been paid in full.
 - ii. You will have **35 calendar days** from the date of issuance of the decision letter by the senior claims manager to appeal to SURS executive committee.

V. SURS Executive Committee will review the appeal and you will be informed of the decision.

If you have questions related to your invoice or a member listed on your invoice, please email SURS accounting at GovSalCal@surs.org.

All aspects of administration of the State Universities Retirement System (SURS), including but not limited to benefit calculation and payment, must comply with state and federal law. No employee of SURS has the authority to bind the System to take action contrary to law, even in the event of misstatement of fact or law. Furthermore, while this letter states SURS's current understanding of the law, this could change as a result of court opinions, statutory changes, or other matters (e.g., Attorney General opinions). Accordingly, SURS is required under law to correct any mistake in benefit amount, even after payments have begun. Use of any information from this letter, form, or any other document provided by SURS is for general information only and does not represent personal tax or legal advice either express or implied. You must seek professional legal or tax advice for personal income tax questions and other legal assistance.