

SOCIAL SECURITY CONTRIBUTIONS SYSTEM

FREQUENTLY ASKED QUESTIONS

Q. What is the Social Security Contributions System?

A. It is the automated system that is used by school districts, charter schools, and other eligible education-related entities to request reimbursement from the State of New Jersey for the employer's share of FICA contributions paid on the regular or base wages of members of the Teachers Pension and Annuity Fund (TPAF).

Q. What is meant by the regular or base wages of Teachers Pension and Annuity Fund (TPAF) members?

A. The contractual wages or compensation upon which members contributions to the Teachers Pension and Annuity Fund are based. See N.J.S.A. 18A:66-66.

Q. When is the Social Security Contributions System available to users?

A. The system is never available between the hours of 10:00 p.m. and 6:00 a.m. It is available daily at all other times.

Q. Do I still have to use a special calculation to report the excess Medicare wages in the Social Security Contributions System?

A. No. In the web-based system, you must break out total base or regular TPAF wages into the portion subject to both the Social Security and Medicare tax and the portion, if any, subject only to the Medicare tax. The system applies the appropriate tax rates to both amounts, eliminating the need for any special calculations or conversions by the user.

Q. In some months, my district has three payrolls. Since the Social Security Contributions System is set up for only two payrolls per month, how do I enter the third payroll?

A. Districts that have more than two payrolls in any given month must combine payrolls in order to limit their reimbursement requests to two for the month.

Q. Can I make adjustments or corrections to my reimbursement requests after the reimbursement has been paid?

A. Yes. You may go into any pay period in the calendar year while that calendar year is still open and change your entry. Refer to the Instruction Manual, located on the Welcome Page of the web-based Social Security Contributions System, for directions on making adjustments and for clarification on how payments are affected by adjustments.

Q. What is the purpose of the Tuition/Misc Deduction column on the summary screen?

A. When a district does not have sufficient State Aid payments to cover its various tuition deductions, the deductions will be charged against the district's FICA reimbursement; and the amount of the deduction will appear in the Tuition/Misc Deduction column. A deduction may occur over one or more FICA reimbursement pay periods.

Q. How important is it to log out of the system when it isn't being used by my district?

A. It is very important to log off in order to avoid the risk of unauthorized users viewing or accessing your data.