



# Ready, Set, *Report!*



PUBLIC SCHOOL & EDUCATION EMPLOYEE  
RETIREMENT SYSTEMS OF MISSOURI



**S**IGNIFICANT  
**M**EANINGFUL  
**A**CHIEVABLE  
**R**ELIABLE  
**T**IMELY  
*REPORTING*

# PSRS/PEERS Eligibility



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# PSRS Membership Eligibility

Any full-time employee of a PSRS-covered employer who holds a valid educator certificate issued by the Missouri Department of Elementary and Secondary Education (DESE) is required by law to contribute to PSRS.

PSRS membership is mandatory, regardless of position, for certificated employees of covered employers in a position that normally requires the employee to:

- Work the full school day, or
- Work at least the same number of hours per week as required for such a position, and
- Work at least 600 hours during the school term.

# PEERS Membership Eligibility

PEERS membership is mandatory, regardless of position, for non-certificated employees who work at least 20 hours per week on a regular basis in a position that normally requires the employee to work at least 600 hours during the school term.

# DESE Educator Search Tool

- Accessible from OASIS log in page and PSRS/PEERS website

# Educator Qualifications



## Educator Credentials

### Selection Criteria

To search for an educator, select a Year then select either a **District**, **Educator ID**, or **Last Name** and **SSN**.

Year:

▶ District:

▶ Educator ID:

▼ Last Name & SSN:

Last Name:

SSN:

Search

The only certificates that **truly expire** (all others considered "inactive" for PSRS purposes):

- Provisional
- Temporary Authorization
- Voc-1 (Vocational-Technical)
- Any certificate that expired before August 28, 2003

Substitute and Parents as Teachers Certificates are **not** considered valid for PSRS purposes

### Educator Credentials:

Report

Name:

Educator ID:

Degree: BACHELOR 12/13/2014

Subject Area/Grade Level	Certification Classification	Effective	Expiration	Status
ELEMENTARY EDUCATION 1-6	INITIAL PC	01/09/2015	01/09/2019	ISSUED
CONTENT SUBSTITUTE	SUBSTITUTE CERT	10/08/2014	10/08/2018	ISSUED

Content Expertise		
Content Area	Year	Source
ELEMENTARY ED: CURRICULUM, INSTRUCTION, ASSESSMENT	2014	Test



# Certificates Valid for PSRS

- If an individual holds any of the following types of educator certificates, and meets PSRS eligibility requirements, PSRS membership is required as long as the certificate is either active or inactive for PSRS purposes:
  - Initial
  - Career
  - Provisional
  - Vocational-Technical
  - Adult Basic Education certificate
  - An "Inactive" certificate



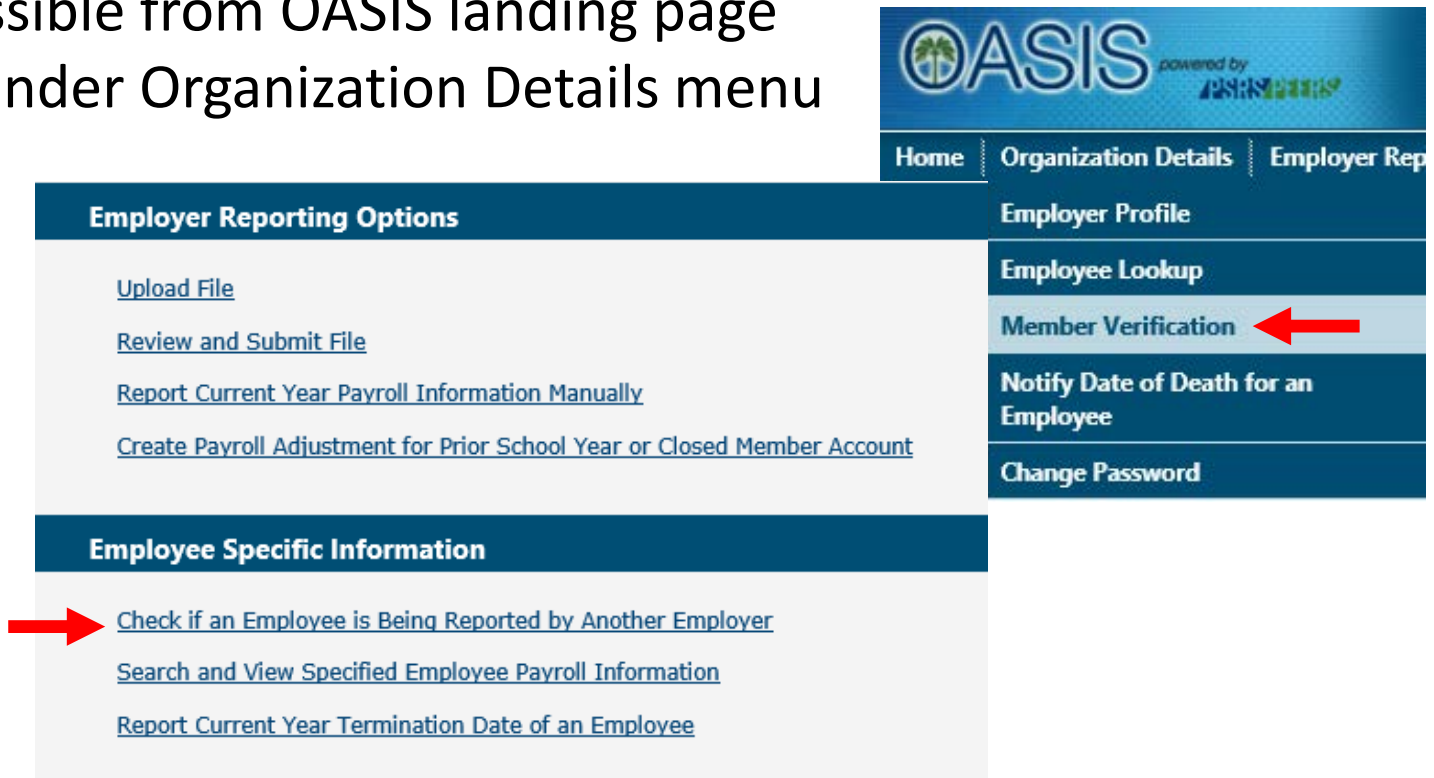
# Certificates **Not** Valid for PSRS

- If an individual does not hold a valid certificate for PSRS purposes, or holds any of the following certificates, PEERS membership is required if the individual meets PEERS eligibility requirements:
  - Substitute
  - Parents-As-Teachers
  - An expired Provisional
  - An expired Temporary Authorization
  - An expired Vocational-Technical
  - Any certificate that expired prior to August 28, 2003



# Member Verification

- Accessible from OASIS landing page and under Organization Details menu



The screenshot displays the OASIS web application interface. At the top, the OASIS logo is visible, along with navigation links for Home, Organization Details, and Employer Reporting. A dropdown menu is open under Organization Details, listing options such as Employer Profile, Employee Lookup, Member Verification (highlighted with a red arrow), Notify Date of Death for an Employee, and Change Password. Below this, the Employer Reporting Options section includes links for Upload File, Review and Submit File, Report Current Year Payroll Information Manually, and Create Payroll Adjustment for Prior School Year or Closed Member Account. The Employee Specific Information section includes links for Check if an Employee is Being Reported by Another Employer (highlighted with a red arrow), Search and View Specified Employee Payroll Information, and Report Current Year Termination Date of an Employee.

Msg ID : 5 [ Please enter search criteria and press SEARCH. ]

## Search Parameters

Person ID :	<input type="text"/>	SSN :	<input type="text"/>	Last 4 digits of SSN :	<input type="text"/>
First Name :	<input type="text"/>	Middle Name :	<input type="text"/>	Last Name :	<input type="text"/>
Birth Date :	<input type="text"/> 	Gender :	<input type="text" value="v"/>	School Year :	<input type="text" value="2018-2019"/> <input type="text" value="v"/>

## Search Results

Person ID	Last 4 SSN	Name	Plan	Account Status	Employer	Start Date	Termination Date	Employer Contact Name	Employer Contact Email	Employer Contact Phone
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No records to display

# Plan Eligibility Exception #1

- DESE Certificated and Employed to Work Part-Time
  - If an employee holds a valid DESE-issued certificate and is hired to work at least 17 hours per week on a regular basis, but less than full-time, the employee **might** be eligible to elect PEERS membership.
  - The election is a one-time, irrevocable election that must be made when he or she is **first employed** as a part-time employee.
  - Employee and employer must complete the ***PEERS Part-Time Election Form*** and the form must be submitted to PSRS/PEERS within 90 days.

# Plan Eligibility Exception #2

- Non-Certificated and Employed Full-Time at a Community College in a Position Certified by the Executive Officer
  - If an employee does **not** hold a valid DESE-issued certificate and is hired to work full-time in a certified teaching, supervisory or educational-administrative position, PSRS membership is required.
  - Being “certificated” at a community college also means being employed in a position that is certified by the executive officer of the college as a teaching, supervisory or educational-administrative position.
  - If an employee is a member of PEERS at the time PSRS membership would be required, the member can elect to **remain** in PEERS.
  - Specific questions will be addressed in the Community College Roundtable breakout session this afternoon.

# Temporary/ Probationary Employees

- Temporary Employees
  - An employee is considered temporary if he or she is hired with a specific end date or timeframe that he or she will be working.
  - An employee who is in training for the position in which he or she will be employed is not considered a temporary employee. Contributions are due on all earnings if employee meets eligibility requirements.
- Probationary Employees
  - If an employee is employed as a probationary employee by the district (doesn't receive benefits for a certain timeframe etc.), but meets eligibility requirements then contributions are due on all earnings.

# Annual Base Salaries



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# Active PSRS/PEERS Members

<b>PSRS</b>	Amount expected to be earned by the employee as employed in that position, based on the employee's education and experience, full-time, for the full school year.
<b>PEERS</b>	Amount expected to be earned, based on the manner in which the individual is employed, for the full school year.



# Retired PSRS Members

- PSRS Retirees Working in **Certificated Positions**
  - The Annual Base Salary is the annual (full-time) compensation payable based on the salary schedule for the position, given the retiree's level of work experience and education.
    - If the retiree receives insurance, the amount of employer-paid insurance for active, full-time employees should be included in the Annual Base Salary.
  - PSRS retirees can earn up to 50% of the Annual Base Salary and work up to 550 hours while working in certificated positions.
    - Insurance paid on behalf of the employer counts towards the earnings limit.
  - Examples of certificated positions include:
    - Substitute Teacher
    - Principal
    - Superintendent
    - Counselor

# Retired PSRS Members

- PSRS Retirees Working in **Non-Certificated Positions**
  - PSRS retirees can earn up to \$15,000 and work an unlimited number of hours in non-certificated positions.
  - The Annual Base Salary is not required for PSRS retirees working in non-certificated positions.
  - Examples of non-certificated positions include:
    - Coach
    - Bus Driver
    - Paraprofessional
    - Speech Language Pathologist
    - Parents as Teachers

# Secondary Positions - New!

- If an employee does not meet eligibility based on employment at your school district or college alone, you can report the position code of **100 (Secondary Position)**.
- You will not be required to report an annual base salary if position code is 100.
- OASIS will default to the primary employer's reported annual base salary when calculating service.

000 Non-Member
001 Superintendent/CEO
005 Asst. Superintendent/VP
010 Principals/Asst Principal
020 Office Administration
025 School/Home Coordinator
030 Teachers
040 Instructional Aides/Paraprofessionals
045 Coach
050 Nurses/Health Services
055 Speech/Language Pathologist
060 Transportation
070 Food Services
080 Maintenance
090 Other
095 Qualified Public Safety Personnel
100 Secondary Position

# Annual Base File Upload - New!

- OASIS has been programmed to accept a separate Annual Base Salary file upload.
- Utilize this functionality when you need to:
  - Report Annual Base Salaries at the beginning of each school year, or
  - Report corrected Annual Base Salaries for the current school year.
- File must be properly formatted per updated file specs.

To submit a file:

1. Use the "Browse" button to select your file
2. Click the "Upload File" button
3. Wait for Confirmation

File Type :

File :  Browse...

→ Annual Base Reporting

# Importance of Getting it Right

**S**IGNIFICANT  
**M**EANINGFUL  
**A**CHIEVABLE  
**R**ELIABLE  
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*REPORTING*

You play an ever important role in helping us provide accurate and timely benefits to our members.

The sooner reporting errors are identified and corrected, the better.

Account corrections can be costly and can have a significant impact on a member's benefit amount, or even retirement eligibility.

# We are Here for You!

Call us or send us an email



**(888) 391-6966**



**employer\_services@psrsmo.org**

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