

Thank You

Each July, the vast majority of all new retirees from PSRS and PEERS start receiving a benefit. This year, our office processed 3,349 new retirees from both Systems and those new retirees could not have been processed accurately and on time without your help.

Our goal each year is to make sure our members start receiving the benefits they have earned based on actual figures, and in a timely manner, which is something that few education-related retirement systems across the nation can accomplish. Your help this year in timely reporting and answering our questions allowed us to accomplish this goal.

Register Now for the MoASBO Fall Conference and Support Personnel Workshop

PSRS/PEERS has joined with the Missouri Association of School Business Officials (MoASBO) this year for our Employer Conference. We will present at both the Fall Conference (typically for Administrators) and the Support Personnel Workshop in place of our annual Employer Conference.

Fall Conference Details:

Date: October 24-25, 2011

Location: Camden on the Lake Resort
2325 Bittersweet Road
Lake Ozark, MO 65049

Support Personnel Workshop Details:

Date: November 14-15, 2011

Location: Camden on the Lake Resort
2325 Bittersweet Road
Lake Ozark, MO 65049

Visit <http://www.psr-peers.org/employers/2011-EmployerConferenceRegistration.htm> today to register online, for details on the conference agenda and presentations, and information on reserving rooms if you plan an overnight stay. **Don't miss this opportunity! Register today.**

Name Change Documentation

If you are providing information to our office about an employee's name change, please be sure to include written documentation (marriage certificate, divorce decree, court order, drivers' license or Social Security card), if reported outside of EMERS. If the name change is reported in EMERS no documentation is required. Some of you are still using old forms that do not include the requirement for this information to be provided. The current form can be downloaded from our website.

PSRS Members and Social Security

Any PSRS members who earn compensation that is subject to Social Security withholding should be reported with an EMERS Plan Code of "S". EMERS will calculate the correct contribution percentage (9.67% for the 2011-2012 school year).

Please remember that PSRS or PEERS eligibility is not affected by a member's status with Social Security. Contact your Employer Services Representative (ESR) with any questions.

Reminder - Working After Retirement Limits Pro-Rated for Some Retirees

The Working After Retirement limits are pro-rated for any PSRS or PEERS member who retires sometime other than July 1. This pro-ration applies only to employment in the first school year after retirement. After the first school year has passed, the limits revert to the full 550 hours and the full 50% earnings limit for PSRS retirees.

For example, a PSRS retiree who retires effective January 1, 2012 is unable to work in any capacity for a PSRS-covered employer during the month of January, 2012 and is limited to working no more than 275 hours between February 1, 2012 and June 30, 2012. Since this is a PSRS retiree, she is limited to earning no more than 25% of her full-time salary during this first school year.

In this example, on July 1, 2012, the retiree's limits revert to the full 550 hours and 50% earnings limits, and remain that way as long as the retiree continues to work and receive a benefit.

Working After Retirement Records

Month	Hours Worked	Compensation Earned
Example August	Example 200	Example \$100.00
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

The PSRS/PEERS Board of Trustees requires both retirees and employers to maintain a written record of hours worked (retirees of both PSRS and PEERS) and earnings (PSRS retirees only).

The requirement to track this information has always been in effect, but we have recently started supplying employers and retirees with forms providing a standard format for tracking and reporting this information to PSRS/PEERS. It is important that you and the retiree agree on how hours (and earnings, if required) are counted towards the Working After Retirement limits.

Please do not send these forms to PSRS/PEERS unless requested by our office and maintain copies in your records. The forms are sent to you and the retiree when you report the retiree for the first time each school year.

Retiree Notification Letters

We will continue to notify both the employer and the retiree anytime a retiree:

- Is reported as working for a PSRS/PEERS covered employer as a part-time or temporary substitute employee
- Appears to be approaching post-retirement earnings limits

These notifications help you make sure you are reporting correctly and hopefully prevent any reporting errors.

ESR Contact Information

Please remember that the toll-free numbers we have provided to contact your ESR should not be given to members! Those numbers are only for use by district reporting personnel. Typically, when a member calls the ESR directly, the ESR cannot answer the member's question and the caller is transferred to the general member toll free number below, actually delaying resolution of the member's request.

Please refer all members to our general member toll-free number: (800) 392-6848. Our Information Center Representatives are available Monday through Friday from 7:30 a.m. to 5 p.m. to assist them.

Another School Year Is Here!

Please remember to check our website, www.psr-peers.org, for information concerning retirement reporting, including tutorials that can be helpful for those of you new to retirement reporting. Here are a few "new school year" reminders:

- Eligibility is based on an individual's certificated status, not the position. For example, if your custodian has a valid Missouri educator certificate, the custodian should be reported to PSRS, if eligible. To look up the certificated status of an individual, you can contact the Missouri Department of Elementary and Secondary Education (DESE) Educator Certification at (573) 751-0051. To determine if an individual has an active membership in either PSRS or PEERS, you can use the "Member Lookup" feature on our website.
- Annual Base Salaries for 2011-2012 are due by November 15th for all PSRS and PEERS members. Instructions are available in the "EMERS Tips" section of our Employer website.
- When reporting annual base salaries for all members, please remember not to include any fringe benefits, even employer-paid medical, dental and vision premiums. Do not include any travel/automobile allowances, summer school payments or expense accounts/reimbursements.
- New Member Record forms are required when hiring an individual not currently a member of the system to which they are being reported. These forms are due in our office within 15 days of the date the member begins covered employment and can be downloaded from our website. We have recently updated our new Member Record Forms but you can still use any of the old forms you still have. To look up the status of an individual, use the "Member Lookup" feature on our website.
- Double check that the ESR listed on your transmittal is your current ESR. If not, contact your ESR and she will help you change that information in EMERS. It is very helpful to our internal processes to have the correct ESR displayed on the form.
- Part-time, certificated individuals employed in an eligible position may have the option to elect (in writing) PEERS membership instead of PSRS, within 90 days of the member's first date of eligibility. Contact your ESR for a current form.
- Anytime an adjustment is necessary to information reported for a previous school year, you should not try to make this adjustment in EMERS. Contact your ESR for instructions on making a correction to prior year information.
- When a member terminates "eligible employment" (is no longer eligible for PSRS or PEERS coverage), it is necessary that you report termination information for the member in EMERS.
- Remember that an "inactive" Missouri educator certificate is considered a certificate for determining PSRS eligibility. Most "expired" certificates that have an expiration date on or after August 28, 2003 are considered "inactive". Be sure to contact DESE Educator Certification, (573) 751-0051, if you have questions about the status of an individual educator certificate.

You should always contact your ESR with any questions you may have.