

2012-2013 Contribution Rates Set

At the October 24, 2011 Public School and Education Employee Retirement Systems of Missouri (PSRS/PEERS) Board of Trustees’ meeting, the Board voted to maintain PSRS and PEERS contribution rates at current levels for the 2012-2013 school year. Those rates are as follows:

PSRS Contribution Rates		
	Employee Rate	Employer Rate
Active Members	14.50%	14.50%
Active Members Subject to Social Security Contributions	9.67%	9.67%
Full-Time “Critical Shortage” Retirees	0%	9.67%
PEERS Contribution Rates		
	Employee Rate	Employer Rate
Active Members	6.86%	6.86%
Full-Time “Critical Shortage” Retirees	0%	6.86%

Your EMERS rates file will include the updated contribution rates file.

Offering a Retirement Incentive in 2011-2012?

If your school district is offering a retirement incentive program for the 2011-2012 school year, please forward a copy of the program rules to your Employer Services Representative (ESR). This information will allow us to do a better job of counseling our members and providing more accurate retirement benefit estimates.

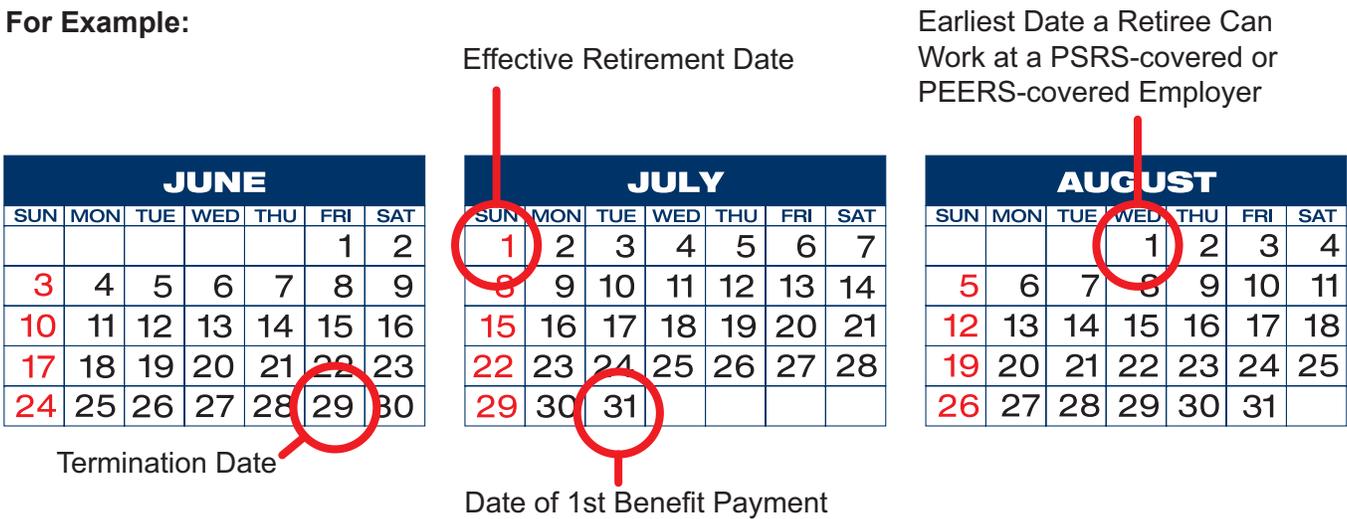
Termination Reminders

In order to be considered to have properly terminated employment and eligible to receive retirement benefits, a member must:

- End all employment with all PSRS/PEERS-covered employers, and
- Not return to work for any PSRS/PEERS-covered employer in any capacity. This includes volunteering if the duties are similar to a paid position with the same employer, and
- Not sign a contract for employment in any capacity until one month has passed since the effective PSRS/PEERS retirement date. A contract includes a retirement incentive if the incentive requires the member to return to employment in any capacity after retirement.

If these rules are violated, a member is not considered terminated and is not eligible to retire and receive benefits. Retirement benefits paid to a member while ineligible must be repaid to PSRS/PEERS. In addition, the member and the employer may be required to pay contributions on earnings until a proper termination of employment occurs.

For Example:



Fall Conference Update

Thanks to each of you who attended either the Fall Conference, or the Support Personnel Conference which PSRS/PEERS co-hosted with the Missouri Association of School Business Officials (MoASBO) at the Lake of the Ozarks.

Our presentations from these meetings can be found on our website, which you are welcome to download. If you were unable to complete one of the conference evaluations while at the conference, please email your comments and suggestions to your ESR. We appreciate your input as we plan employer education programs for next fall.

OASIS Employer Reporting System

At the end of October and beginning of November, PSRS/PEERS sent an email with important information regarding the new OASIS Employer Reporting System. The email contained an overview of changes coming with the new system in April 2013. The email also contained an interface file definition document which should be shared with your HR and/or payroll system vendor or your internal IT department as soon as possible so they can begin development of the changes necessary to support the new reporting system.

If you did not receive the email or have questions, please contact Tasha Owens at OASIS@psrsmo.org or (800) 392-6848 ext. 1069. In order to ensure delivery of future email correspondence, please add OASIS@psrsmo.org to your list of email contacts and contact your ESR to make sure she has your current email address.

2011-2012 Career Ladder Questions

Our office has received several questions concerning “career ladder” plans to be administered and paid for by the school district.

If your school is planning to provide a “career ladder” type program for your employees, these payments should not be marked as “career ladder” payments when reporting them in EMERS. The career ladder designation in EMERS is used only for payments made under the program of the same name formerly administered by the Missouri Department of Elementary and Secondary Education (DESE). These district-specific “career ladder” payments should be included in the same manner as any other payment to the employee and also included in the calculation of the annual base salary for each employee.

Retirement Education Opportunities

If you are approached by your fellow employees with retirement-related questions about PSRS/PEERS, please refer them to our Information Center for assistance rather than to your ESR. Our Information Center Representatives are available Monday through Friday, from 7:30 a.m. to 5:00 p.m. and can be reached toll free at **(800) 392-6848** or by email at psrspeers@psrspeers.org.

PSRS/PEERS also offers educational opportunities for members, such as:

- Pre-Retirement Planning Seminars – We encourage members considering retirement to attend a seminar within five years of their expected retirement date. A complete listing of seminar dates for the current school year is available on our website.
- Group Counseling Sessions – Small scale seminars (limited to 15 members) for PSRS members are offered every business day at 1:30 p.m. at the PSRS/PEERS office in Jefferson City.
- Web Counseling – Members can meet one-on-one with a retirement counselor from any computer with high-speed internet access and a web cam.
- Individual Counseling – Members can meet one-on-one with a counselor at our office in Jefferson City.

Registration is required for the above educational programs and can be completed online or by calling our office. If you would like a PSRS/PEERS representative to present an informational or in-service program at your school, contact our office by phone or email, or use the electronic meeting request form on our website.

PSRS/PEERS Accepts Rollover Funds for Payments

Most PSRS/PEERS members are aware that they can use tax-deferred funds to pay for a purchase of service credit with PSRS/PEERS. However, they may not be aware that tax-deferred funds can also be used to pay the employee portion of any sick leave remittances, USERRA (Uniformed Services Employment and Reemployment Rights Act) purchases or for the payment of employee contributions required for prior year corrections. However, as an employer, you cannot withhold additional contributions from the employee’s compensation and pay it directly to PSRS/PEERS. Payment can only be accepted from another qualified plan.

Please contact your ESR to determine if we can accept tax-deferred funds for a specific situation.

Update your ESR Information

Please take a few moments to check the name of your ESR in EMERS. It really helps us when your ESR is current in EMERS.

To check (and change, if necessary):

- a. From the main EMERS wizard, select 6. System Functions, then click **<Next>**;
- b. Choose 1. Select School District, and then click **<Next>**;
- c. Select your school district from the list, and then click **<Change>**;
- d. Click on the General tab and change your support name to your Employer Services Representative. Please make sure that your name and contact information are correct as well.
- e. Click **<OK>** and highlight your district, then click **<Select>** again.

Form SSA-1945 Due for Some New PSRS Members

Since January 1, 2005, the federal Social Security Administration requires that any new PSRS member who is exempt from Social Security coverage sign the **SSA-1945, Statement Concerning Your Employment in a Job Not Covered by Social Security** and provide a copy of each form to PSRS. This form must be completed when the member is first employed in a Social Security “exempt” position. Annual filing is not required. Visit www.socialsecurity.gov/form1945/ for more information.

W-2s and Retirement Contributions

When processing your W-2s for the 2011 tax year, please remember that, according to the Internal Revenue Service, contributions sheltered under Section 414(h)(2) of the Internal Revenue Code (IRC) should be entered in Box 14 of the W-2, and the “Retirement Plan” box in Box 13 must be checked. This is the same information as provided for last tax year. We have not been notified of any changes in the reporting requirements. W-2 information and instructions are available at http://www.irs.gov/pub/irs-pdf/iw2w3_11.pdf.

Contact your software provider with questions about how to get this information to appear correctly on your W-2s.

EMERS Reporting Reminders

- **Use Our Website**

The information included on the “Employer” page of our website contains step-by-step instructions for some of our most frequently asked questions. If you know of something that you think should be added to our “FAQ” section, please send your idea to your ESR.

- **Know Your District Number!**

When contacting our office, it is very helpful if you can give us your district number. Having this number allows us to access your information and answer your questions sooner. Your district number is shown at the bottom of your EMERS window. You can also contact your ESR for assistance.

- **Determine PSRS/PEERS Eligibility**

When determining if an employee is eligible for coverage by either plan, you must consider all regular employment with all employers covered by PSRS/PEERS. Additionally, the Social Security status of a certificated employee does not affect PSRS eligibility, but does affect the contribution rate used for the employee.

- **Provide a Completed Member Record for Each New Member**

Once you have determined that your new employee is eligible for PSRS or PEERS membership, have the employee complete a **Member Record** for the appropriate System. Printable forms are available for download from our website. This form is not necessary if your new employee already has an active membership in the appropriate System. Once completed, forward the form to our office. Remember that we have a “Member Lookup” link on our website that can assist you in determining the status of an individual with PSRS or PEERS.

- **Provide the Correct Annual Base Salary for Each Member**

One of the most common errors we encounter when determining credit is that the annual base salary provided by the employer is incorrect. The PSRS annual base salary should always be reported as what the employee would have earned full-time for the full school year, even if the employee is only employed on a part-time basis, only employed for a portion of the school term, or both. The PEERS annual base salary is the minimum expected to be earned by the employee, for the full school year. EMERS allows you to run a report that will show the annual base reported for each employee. Contact your ESR if you need assistance generating this report.

- **Use the PSRS Part-Time Indicator Correctly**

Please mark a PSRS-covered employee as part-time only when the member is employed to serve on a part-time basis. Some employers have incorrectly reported full-time members as part-time when working summer school (if the summer school is part-time), or when reporting payments for stipends or additional duties. Unless the employee is employed to serve on a part-time basis, all payroll records should be reported without the part-time designation.

- **Report Termination Information Timely**

When an employee terminates eligible employment, we require an annual base salary and a termination date for that employee. Also, when submitting the final payroll record for that employee, please mark the Final Payroll – Member indicator. If this information is provided, we can pay the member when requested without contacting you for additional information. If the employee does not have a payroll record in the batch you are sending, you can insert a record into the batch, and provide the required information on that record, or you can create a manual batch in EMERS to report the final payroll information. Please contact your ESR if you have questions.

- **Use Member Work Files to Provide Necessary Information**

You can create a member work file, which is separate from a payroll work file, at any time. The best time to create this file is after you have posted your payroll work file for the payroll you are reporting. This member work file is how you can provide annual base salary, term of position, and position code information during the school year. When you complete the information in the member work file, remember to finish the work file, and transmit the batch to our office, or the information will be sent automatically the next time you transmit to our office. If you have questions or need assistance, please feel free to contact your ESR.

- **Check the Contribution Amounts on Your Transmittals of Contributions**

Make sure that the contributions due listed on the transmittal of contributions generated by EMERS match the amount of the checks you are remitting to PSRS and PEERS. You are responsible for withholding and remitting the contributions due. This is true even if the amount withheld from an employee’s salary was incorrect. Please also make sure that you write all check numbers on the transmittal of contributions.

- **Include Employer-Paid Insurance for Employees Only in Retirement Compensation**

Please remember that any employer-paid insurance premiums for family coverage are not included in retirement compensation. Only insurance premiums for health, dental and vision insurance paid by the employer for the employee should be included.