

PSRS/PEERS Returns to MoASBO Fall Support Personnel Workshop for Employer Conference

For the second year in a row, PSRS/PEERS will present our Employer Conference as part of the Missouri Association of School Business Officials (MoASBO) Support Personnel Workshop.

Join us Tuesday, November 13 for workshops and presentations designed to help you learn more about our Retirement Systems, Retirement System reporting, and how to help when you are faced with questions from staff about PSRS/PEERS. Registration is free for “Tuesday only” attendees! Watch our newsletter and website for more details about registration.

MoASBO Support Personnel Workshop

November 12-13, 2012

Camden on the Lake Resort, Lake Ozark, MO

Termination Information

Information Required for All Terminating Employees

If a member is not returning to your district next school year, you are required to report the following information through EMERS:

- Enter the last date of eligible employment (not the date of the last paycheck) in the “Termination Date” field in EMERS, and mark the check box indicating the final payment to the member has been made; and
- Report any adjustments to the amount of employer-paid insurance reported prior to marking “Final Pay” for the member.

This information is required for all individuals retiring, taking account refunds, or simply terminating employment with your district. We cannot process a member’s request for a refund or retirement until we receive this information. Please contact your Employer Service Representative (ESR) for more information.

“Termination” Defined for New Retirees

A member cannot collect retirement benefits until he or she has “terminated” employment. Our Board regulation states that an employee is not considered to have “terminated” employment for the purposes of collecting a retirement benefit if the employee is employed at a PSRS/PEERS-covered employer in any capacity within one month after the PSRS/PEERS retirement date, or has executed a contract to be employed in a position covered by the Retirement System prior to the receipt of the first retirement payment.

This contract may be part of a retirement incentive that requires services, including “volunteer” services, after the PSRS/PEERS retirement date.

It is important to note:

- This regulation applies to all employment (part-time, temporary-substitute, volunteer, etc.) with your district.
- Retirees who are finishing a summer school term that extends past the employee's PSRS/PEERS retirement date will be affected by this regulation.
- This requirement also applies to retirees hired under the "Critical Shortage" statute.

Example

A member retires effective July 1, 2012. This retiree cannot do any work for any PSRS- or PEERS-covered employer until August 1, 2012. In addition, the retiree cannot be under contract for any employment with a PSRS- or PEERS-covered employer until after the retiree receives his or her first benefit payment. This year, July benefit payments will be made on July 31, 2012. More information is available on the [Employer page](#) of our website.

Contribution Rates for 2012-2013

Member and employer matching contribution rates remain constant for any payroll reported for the 2012-2013 school year.

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%

New EMERS "Rates" File for 2012-2013

A new EMERS "rates" file will be available for download on or before June 11. A message will appear automatically during your first transmission after the "rates" file is available for download. Simply follow the prompts to download your new "rates" file. You will not be able to transmit information for the 2012-2013 school year until this "rates" file is downloaded.

Has Your Location Changed?

If your physical or mailing address has changed, please notify your ESR. We need to keep our records up-to-date to ensure that you receive all the mailings, checks, etc. that our office generates.

Working After Retirement

Pro-Rated Limits for First Year Retirees

New PSRS/PEERS retirees who retire in a month other than July are subject to pro-rated working after retirement limits during their first year of retirement. The pro-rated limits are available on [our website](#).

Example

A PSRS member retires effective January 1, 2013. That retiree cannot work for any PSRS or PEERS covered employer during the month of January, 2013. For the remainder of the school year, he or she is limited to working no more than 275 hours. If a PSRS retiree, he or she is also limited to earning no more than 25% of the full-time salary for the position in which the retiree is employed. On July 1, 2013, this retiree's working after retirement limits return to the full amounts (550 hours and 50% of full-time earnings) for 2013-2014 and all subsequent school years.

Tracking Post-Retirement Employment: Your Responsibility as an Employer

When employing a PSRS or PEERS retiree, it has always been imperative that you track the work performed by each retiree to determine if, and when, the retiree exceeds the 550-hour post-retirement employment limit, and when PSRS retirees exceed the additional 50% earnings limit.

The retiree is responsible for notifying our office when either of these limits is exceeded. You also have a responsibility to determine how the retiree is employed, to monitor the retiree's progress towards the limit(s), and to notify our office if and when one of the limits is exceeded. If verification of hours worked is required, we rely solely on you for this information. Additionally, please remember that all payroll data should be reported to PSRS/PEERS, including information on individuals not currently eligible for membership in PSRS or PEERS. This allows us to be aware of those individuals who may be approaching eligibility.

All employers, and retirees, are required to maintain a record of hours worked as a retiree for a covered employer. PSRS retirees and their employers are also required to maintain a record of retiree earnings. This record must be maintained for all retirees. We provide you, and the retiree with record-keeping forms, after the retiree is reported initially for the school year.

More information, as well as the ***Working After Retirement Record*** form, is available on our [website](#), or from your ESR.

OASIS Reporting System Update

Please make sure you watch for our monthly e-newsletters containing the latest news about the upcoming implementation of the OASIS reporting system. Over time, we will also post questions and answers on the PSRS/PEERS website under "[OASIS FAQs](#)."

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.

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; and
- e) Click **OK** and highlight your district, then click **Select** again.

Form SSA-1945 Due for All New, Non-Social Security Covered PSRS and PEERS Members

Since January 1, 2005, the federal Social Security Administration requires that any new PSRS or PEERS 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/PEERS. 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.

Is That Educator Certificate “Expired” Or Just “Inactive”?

Any educator certificate (other than Provisional, Temporary Authorization and a VOC 1 certificate) that shows an expiration date on or after August 28, 2003 is “inactive” instead of expired for purposes of determining retirement system eligibility. However, you should contact DESE Educator Certification at **(573) 751-0051** to verify the status of a certificate. If the status of the certificate is truly “inactive” and not “expired,” PSRS/PEERS still considers that individual to be certificated for purposes of determining PSRS eligibility.

Employer-Paid Insurance Premiums – What to Include for Retirement

When reporting employer-paid insurance premiums to PSRS/PEERS as a part of compensation, please remember to include only employer-paid medical, dental and vision insurance premiums for **member** coverage. Other employer-paid premiums, such as family coverage, life insurance, disability insurance, etc. are not included in retirement compensation, and should not be included in the insurance amount reported to us.

Additionally, any **employer** contributions to a member’s Health Savings Account should be included in the insurance amount reported to our office, and are subject to retirement contributions.

Remember, any employer payment to an annuity is **not** included in retirement compensation, unless the payment is made in lieu of employer-paid medical, dental or vision insurance premiums for member coverage. That amount cannot exceed the amount of employer-paid insurance premiums paid by the district.

2011-2012 School Year Quickly Coming to a Close

Once again, we are rapidly coming to the end of the school year, and we want to provide you with a few reminders about our year-end reporting requirements. You can always find more information on our website, including [step-by-step instructions](#), and answers to our most [frequently asked questions](#).

Reporting Deadlines

All 2011-2012 EMERS transmissions should be sent, and all contributions due remitted, by June 30, 2012. This includes payrolls for July and August that are for the year ending June 30, 2012. These payrolls should all be reported with Payroll End Dates of June 30, 2012.

It is vital that we have this information as soon as possible to pay all the new retirees for July in a timely manner. During any other month in the school year, we have 40 to 60 new retirees between the two systems. In July, we typically have more than 2,500 **new** retirees, so you can see why timely information is very important.

It would also be a good idea, each time you log onto EMERS, to check to see if you have any files listed as “Pending” (Work, Ready, In Use, or Sent). If you are not sure why those files are still showing pending, please contact your ESR to help you research the information contained in these files.

Annual Base Salaries Required

All members for whom retirement compensation and contributions have been reported for the 2011-2012 school year must have an Annual Base Salary reported. Annual Base Salaries are not a part of the payroll import in EMERS, but are reported through a Member Work File. You cannot send your “Final District Payroll” without reporting all required annual base amounts. EMERS should prompt you to complete this work file if needed information is outstanding, or you can always contact your ESR for assistance.

Member Record Forms

In order to properly establish member accounts, we must have a completed **Member Record** form for every employee eligible for PSRS/PEERS membership. By utilizing the [member look-up](#) on our website, you can determine if a new **Member Record** form is needed for your new employee. Establishing a member account ensures that member contributions and interest are properly credited in the employees’ names so they can:

- Receive important information from the retirement system,
- Name beneficiaries on their accounts,
- Receive proper credit for their employment, and
- Receive retirement benefits or a refund when eligible.

If you have any questions regarding **Member Record** forms, or need additional forms, please contact your ESR.

Final Payroll Information

When reporting your absolute final 2011-2012 payroll, please remember to mark that payroll as the “Final District Payroll.” You can set this indicator in your payroll program when creating your Import File. Remember to correct any “paid-ahead” insurance premiums for a terminating member in the same school year as those premiums were originally reported.

DESE Career Ladder Reporting Reminders

Since DESE is not funding any Career Ladder payments for this fiscal year, **there should be no career ladder batches** reported for the 2011-2012 school year. If your district has its own “career ladder” type plan, that compensation should be reported as regular compensation, not “Career Ladder.”

Changing the EMERS Default Fiscal Year to 2012-2013

After you have completed all transmissions for the 2011-2012 school year, you need to change the default fiscal year in EMERS to 2012-2013. The fiscal year can be changed as follows:

- a) From the Main EMERS Wizard, select **6. System Functions**, then click **Next**;
- b) Choose **1. Select School District**, then click **Next**;
- c) Select your school district from the list, then click **Change**;
- d) Click on the **Payroll** tab at the top of the window;
- e) Change the default year to **2013**;
- f) Click **OK**; and
- g) Select your school district, then click **Select**.

Remember, before you can change the fiscal year in EMERS, you must have sent all required information for the previous school year to us.

Once the fiscal year has been changed, do not change it back to 2011-2012! If you have corrections for 2011-2012 after you change the fiscal year, please contact your ESR to assist you.

Other Items

Summer Employment

If your district employs an active PSRS or PEERS member for the summer, please remember that contributions to the appropriate retirement system are required. Summer employment should be reported in the same fiscal year for which the payroll is budgeted.

If a new July 2012 retiree works in June, and is paid in a 2012-2013 payroll in July, your ESR should send you a 2012-2013 **Certification of Contributions** form requesting the compensation and contribution information for that year. This will enable our office to use this compensation in calculating the retiree's final benefit payment, and will help us avoid benefit adjustments after a member retires.

ESR Contact Information

Please remember that the toll-free numbers we have provided to contact your ESR should not be given to members for general, retirement-related questions. These numbers are only for use by district reporting personnel. 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 5:00 p.m. to assist with member's questions about their retirement accounts. They can also be reached by email at psrspeers@psrspeers.org.

EMERS Reports at Your Fingertips

Your EMERS program contains a report function that allows you to produce a variety of reports by member, payroll, or school year. Take a few moments to get familiar with the information that is available to you in reports generated by EMERS.