

Register Now for the MoASBO Fall Conference and Support Personnel Workshop

PSRS/PEERS will join the Missouri Association of School Business Officials (MoASBO) for our Employer Conference again this year. PSRS/PEERS-specific presentations will be held on day two of the two-day MoASBO Support Personnel Conference.

MoASBO Support Personnel Conference:

Date: November 12-13, 2012

Location: Camden on the Lake Resort
2359 Bittersweet Road
Lake Ozark, MO 65049

If you plan to attend only the PSRS/PEERS sessions on day two, there is no registration fee. If you plan to attend the full conference, there is a registration fee through MoASBO. Visit www.moasbo.org today to register online, view details on the conference agenda and presentations, and find information on reserving rooms. **Don't miss this opportunity! Register today.**

Affordable Care Act Refunds

Any refunds of employer paid medical insurance premiums as a result of the Affordable Care Act will not have any effect on retirement compensation or contributions. These refunds will not require any retirement reporting through EMERS. Please contact your ESR with questions.

Thank You

July is the month when the vast majority of all new PSRS/PEERS retirees start receiving a retirement benefit. This year, we processed retirement paperwork for 2,994 new PSRS/PEERS retirees.

Our goal each year is to make sure our new retirees receive benefits - starting with the very first benefit payment - that are based on accurate compensation information and are paid on time. PSRS/PEERS is one of the few education-related retirement systems across the nation that can accomplish that goal. Thank you for reporting on time and answering our questions. We couldn't have done it without your help.

PSRS Members and Social Security

PSRS members who earn compensation subject to Social Security withholding should be reported with an EMERS Plan Code of "S." EMERS will calculate the correct contribution rate - 9.67% for the 2012-2013 school year.

PSRS or PEERS eligibility is not affected by a member's status with Social Security. Please 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/PEERS member who retires in a month other than July. The pro-rated limits apply 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.

Example

A PSRS retiree who retires effective January 1, 2013 and wishes to continue to receive retirement benefits cannot work in any capacity for a PSRS-covered employer during the month of January 2013, and is limited to working no more than 275 hours between February 1, 2013 and June 30, 2013. Since she is a PSRS retiree, she is limited to earning no more than 25% of her full-time salary during this first school year.

On July 1, 2013, her working after retirement limits revert to the full 550 hours and 50% earnings limits (for PSRS retirees), and remain at those levels as long as she continues to work and receive benefits.

Working After Retirement Record-Keeping Requirements

The PSRS/PEERS Board of Trustees requires that both retirees and their employers maintain a written record of hours worked (PSRS and PEERS) and earnings (PSRS only) while working on a part-time or temporary-substitute basis.

The requirement to track this information has always been in effect. We have recently started supplying employers and retirees with record-keeping forms providing a standard format for tracking and reporting this information to PSRS/PEERS. It is important that you and the retirees who work at your district discuss and agree on how hours (and earnings, if required) are counted toward the working after retirement limits.

Please do not send these forms to PSRS/PEERS unless requested, but maintain copies in your records. The forms are sent to you, and to retirees, when you report them for the first time each school year. **Additional forms** may be printed from our website.

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, and
- Appears to be approaching his or her post-retirement limit.

We hope these notifications help you prevent reporting errors, and help working retirees avoid losing benefits. However, both the retiree and his or her employer are responsible for making sure the working after retirement limits are not exceeded.

ESR Contact Information

Please remember that the toll-free numbers we provide to contact your ESR *should not be given to members*. Those numbers are only for use by district retirement reporting personnel. Typically, when a member calls an ESR directly, the ESR cannot answer the member's question, and the caller is transferred to the general member toll-free number. This can actually delay the 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.

Name Change Documentation

If you provide us with an employee name change and do so outside of EMERS, please include written documentation such as a marriage certificate, divorce decree, court order, drivers' license or Social Security card. If you report the name change in EMERS, no documentation is required. Some of you are still using outdated [Name Change forms](#) that do not include information on this required documentation. You can find the current [Name Change forms](#) on our website.

Another School Year Is Here!

If you are new to retirement reporting, visit www.psr-peers.org to find helpful online tutorials and answers to some of our most frequently asked questions. In addition, here are a few “new school year” reminders:

- Retirement system eligibility is based on an individual's certificated status, not the position they hold. For example, if your custodian has a valid Missouri educator certificate, the custodian should be reported to PSRS, if otherwise eligible. To determine the certificated status of an individual, 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, use the password-protected [“Member Lookup”](#) feature on our website.
- The 2012-2013 annual base salaries for all PSRS and PEERS members are due by November 15. Instructions on reporting annual base salaries can be found in the [“EMERS Help File”](#) section of our Employer website.
- When reporting annual base salaries for all members, please do not include any fringe benefits, even employer-paid medical, dental and vision insurance premiums. Also, do not include any travel or automobile allowances, summer school payments, or expense accounts or reimbursements.
- Employer-paid insurance premiums paid on behalf of the member should be reported as part of compensation for all PSRS and PEERS members regardless of the term of position, throughout the entire school year, including July and August. If the member doesn't receive compensation during the summer months, including July and August, contributions should be withheld from the first payroll of the new school year.
- **Member Record** forms are required for new hires who are not currently members 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 [Member Record](#) forms. However, we still accept any old forms you have. To look up the certificated 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 us to have the correct ESR displayed on the form.
- Part-time, certificated individuals employed in an eligible position may have the option to elect PEERS membership instead of PSRS. This election must be in writing and received within 90 days of the member's first date of eligibility. Contact your ESR for the form needed to make this election.
- If it is necessary to adjust data reported for a previous school year, please do **not** try to make this adjustment in EMERS. Contact your ESR for instructions on making a correction to a prior year.

- When a member is no longer eligible for PSRS or PEERS membership, report termination information for the member in EMERS. The termination date reported should be the last day the member was eligible for PSRS or PEERS membership, not necessarily their last day of employment.
- **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 at **(573) 751-0051** if you have questions about the status of an individual educator certificate.

We are committed to answering any questions you may have, so please don't hesitate to contact your ESR.