

OASIS is Coming Soon – Action Required!

Sign Up Today for OASIS Software Training

Registration is now open for user training on the Online Automated System Integrated Solution (OASIS), our new web-based retirement reporting system. OASIS will replace EMERS in 2014.

In order to guarantee a successful experience for each of you, training is limited to 15 participants per session. Register early to get your first choice of training locations.

Training is interactive, and combines instructor-led discussion with hands-on activities. Each participant will have a training laptop and the opportunity to navigate through the system, both with the group and individually.

Training sessions begin in early September and continue through mid-December. Training is required for one individual from each employer. If more than one individual from your school wishes to attend, you will need to share a laptop, unless there are unused laptops available for your session.

Visit www.psr-peers.org and click on the Employer page to register today! Prior to selecting a training session you will need to login using your District ID and PIN, which is the number 1 followed by your District ID.

Certify Your Payroll Files for Use in OASIS

If you haven't already, now is the time to send us test payroll files. We will test the files to ensure they are in the proper format and successfully pass our file certification process for OASIS.

Your OASIS test file should contain enrollment, demographic and payroll detail records and should be uploaded to our website at your earliest convenience. Simply visit the Employer page of our site, and click the [Payroll Certification](#) link. Please contact your ESR if your payroll software provider and/or IT department have not made the required changes or if you have any questions.

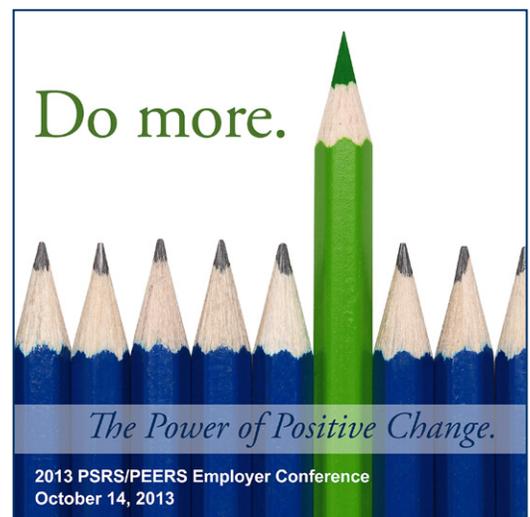
Register Now for the 2013 Employer Conference

PSRS/PEERS will host our Sixth Annual Employer Conference next month. The conference is free for our employers and provides valuable information about retirement reporting, a preview of OASIS, a walkthrough of the resources available on our website and an overview of the basics of the retirement systems, including membership eligibility and benefits.

View the conference agenda, get hotel information, and register online at www.psr-peers.org.

Employer Conference Details

Date:	October 14, 2013
Location:	Capitol Plaza Hotel 414 West McCarty Street Jefferson City, MO 65101
Registration Deadline:	September 6, 2013



Thank You

Each July, the vast majority of all new PSRS/PEERS retirees start receiving benefits. This year, our office processed 3,418 new PSRS/PEERS retirees.

Our goal each year is to make sure our new retirees start receiving the benefits they have earned based on actual figures, and in a timely manner. This 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 meet this goal, even with a significant increase in the total number of retirees. We couldn't have done it without you.

Reporting PSRS Members Participating in Social Security

PSRS members who earn salary 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 2013-2014 school year).

Please remember that 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 sometime other than July 1.

- 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% salary limit for PSRS retirees.

EXAMPLE

PSRS retiree who retires effective January 1, 2014 is unable to work in any capacity for a PSRS-covered employer during the month of January 2014, and is limited to working no more than 275 hours between February 1, 2014 and June 30, 2014. 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.

In the example above, on July 1, 2014, the retiree's limits revert to the full 550 hours and 50% salary limits (for PSRS retirees), and remain that way as long as the retiree continues to work and receive a benefit.

Working After Retirement Record Forms

The PSRS/PEERS Board of Trustees requires that both retirees and employers maintain a written record of hours worked (retirees of both PSRS and PEERS) and salary earned (PSRS retirees only) while working for PSRS/PEERS-covered employers.

We send both employers and retirees copies of **Working After Retirement Record** forms when you report the retiree for the first time each school year. You can also find printable **Working After Retirement Record** forms on our website. These forms provide 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 salary, if required) are counted towards the working after retirement limits.

Please maintain copies of your records, but do not send these forms to PSRS/PEERS unless requested by our office.

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 the post-retirement salary limit

These notifications help you make sure you are reporting correctly, and hopefully prevent any reporting errors. However, it is the responsibility of the retiree and employer to ensure the limits are not exceeded.

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 employer 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.

Name Change Documentation

When 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 and must be submitted containing an original, written signature. We cannot accept electronic signatures. Once we transition to OASIS, you will send demographic changes, including name changes, to us electronically.

New School Year Reminders

Please check our website, www.psr-peers.org, for information, including helpful tutorials for those of you new to retirement reporting. In the meantime, here are a few "new school year" reminders:

- **Eligibility** is based on an individual's certificated status, not the position in which he or she works. For example, if your custodian has a valid Missouri educator certificate, the custodian should be reported to PSRS, if 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, you can use the password protected "**Member Lookup**" feature on our website.
- **Annual Base Salaries** for 2013-2014 are due by November 15 for all PSRS/PEERS members. Instructions are available in the "EMERS Help File" section of our website. Once we transition to OASIS, Annual Base Salaries will be due by September 15 each year.
 - When reporting annual base salaries, don't include any fringe benefits, even employer-paid medical, dental and vision premiums. Also, do not include any travel/automobile allowances, summer school payments or expense accounts/reimbursements.
 - Employer-paid health, dental and vision insurance premiums should be reported for all PSRS/PEERS members regardless of the term of position throughout the entire school year,

including July and August. If the member doesn't receive salary during the summer months, including July and August, insurance premiums for the months of July and August should be withheld from the first payroll of the new school year. OASIS will require that all employers report salary, including employer-paid medical, dental and vision insurance premiums, in the month in which it's earned.

- 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](#). To look up the status of an individual, use the "Member Lookup" feature on our website. Once we transition to OASIS, we will no longer use **Member Record** forms. You will send enrollment records to us electronically.
- 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 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 a current form.
- Anytime an **adjustment is necessary to data 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 a prior year.
- When a member **terminates "eligible employment,"** and is no longer eligible for PSRS or PEERS membership, it is necessary that you 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.
- **Term of Position** should reflect the number of months an employee is expected to work, not necessarily how they will be paid.
- 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.