

What's New

Employer Responsibilities Under the Pension Forfeiture Law

It is your responsibility as an employer participating in PSRS/PEERS to notify us if an employee who is also a PSRS/PEERS member is charged or convicted of a felony offense listed in the pension forfeiture law that is committed in direct connection with, or directly related to, that employee's job duties.

Section 105.669, RSMo, states that any participant of a Missouri public retirement plan, such as PSRS/PEERS, who is convicted of one of the felony offenses enumerated in the statute, which was committed in direct connection with or directly related to the participant's duties as an employee on or after August 28, 2014, is ineligible to receive any retirement benefits from the retirement plan based on service rendered on or after August 28, 2014, except the participant may still request a refund of his or her contributions and interest.

The statute also makes PSRS/PEERS participating employers responsible for notifying PSRS/PEERS in such a situation and providing information in connection with the felony charge or conviction.

The offenses listed in the statute include the following, or a substantially similar federal offense:

- Felony stealing of \$5,000 or more,
- Felony receiving stolen property of \$5,000 or more,
- Forgery,
- Felony counterfeiting,
- Bribery of a public servant, and
- Accessing to corruption.

If you have any questions regarding this statute or its applicability to a particular situation, please contact Employer Services.



Secure Messages to Replace Emails with Personally Identifiable Member Information

At PSRS/PEERS, we take the security of our members' personal and financial information very seriously. As part of our ongoing efforts to safeguard this information and help prevent identity theft and fraud, we will soon be changing the way we send you electronic communication that contains personally identifiable information.

We are in the process of implementing a secure messaging feature in OASIS. With this change, automated emails you now receive from OASIS will be replaced with a simple email letting you know that you have a secure message in OASIS. You must be a registered user with valid log in and password to access these secure messages in OASIS.

In addition, any emails sent to you directly from our Employer Services staff which contain personally identifiable information will be sent via secure email.

When fully implemented, any information sent to you in the course of your retirement and payroll reporting and that includes personally identifiable information will be in a secure format, providing greater information security for our members.

Personally identifiable Information that poses a security risk includes:

- PSRS/PEERS member number, person ID or payment account number
- Social Security number
- Date of birth
- Medical Information (including that needed for disability benefits)
- Employment Information (including retirement salary)
- Other financial information (including refund, benefit or tax withholding amounts)
- Family member and/or beneficiary information

New Policy: Penny Write-offs

Also in the coming months, we will begin a clean-up process to remove credit memos and invoices from OASIS that are for one or two cents only. This will occur quarterly going forward. So, if you notice a shorter list of credit memos and invoices, this is why!

Employer Services Veteran Carol Cox Retires

Senior Employer Services Specialist Carol Cox retired on December 1 after 26 years of service at PSRS/PEERS. During her tenure with the Retirement Systems, Carol was an integral part of many updates and improvements to the retirement reporting process, from paper book-keeping to reporting via computer using EMERS and finally to web-based reporting using OASIS. Carol's dedication and knowledge have been of great benefit to the Employer Services team and our partner employers, and we wish her well as she enjoys her own retirement!



Help us Communicate with You Better!

Does your school or organization have a chief financial officer or a human resource officer? Because individuals in those positions play an important role in your payroll and employee benefits processes, we request that you call us at **(800) 392-6848** or email us at **employer_services@psrsmo.org** with their contact information.

Reporting Tips



Retirement Reporting Tip: Annual Base Salaries for PSRS Retirees

You must report an annual base salary for all PSRS retirees who are working after retirement in a certificated position at your district. The 50% salary limit on their post-retirement work is based on this figure. What to include in these annual base salaries is a little different from what is included when reporting annual base salaries for active members.

For PSRS retirees working in certificated positions, the annual base salary is the annual (full-time) compensation payable based on the salary schedule for the position, given the retiree's level of work experience and education.

For PSRS retirees, annual base salary should also include:

- The full amount of employer paid medical, dental and vision insurance premiums for active, full-time employees, **if** the employer is paying all or a portion of the retiree's insurance. If no portion of the retiree's insurance is paid by the employer, insurance should not be included in the annual base salary.
- Extra duty pay that pertains to the position the retiree is filling, if known and expected at the beginning of the school year.

PSRS retirees working only in non-certificated positions do not require the reporting of an annual base salary because that work is subject to a flat \$15,000 per year salary limit.

EXAMPLE 1

Jeff is a retired PSRS member who will be working as a science teacher throughout the 2019-2020 school year. Jeff will also be receiving 50% of the approved board-paid health insurance amount.

If Jeff worked as a non-retired science teacher for the full school year, based on his education and experience, he would make \$50,000 according to the district's salary schedule. The board-paid health insurance premium for the year is \$5,000, so Jeff will receive \$2,500 toward his health insurance.

To calculate his annual base salary:

Salary according to schedule	\$50,000
Insurance premium	+ 5,000
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Annual Base Salary	\$55,000
	\$55,000
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	÷ 2
50% Salary Limit	\$27,500

The \$2,500 Jeff will receive in benefits counts against his salary limit.

EXAMPLE 2

Sally is a retired PSRS member who will be working as an algebra teacher throughout the 2019-2020 school year. In addition to teaching, Sally will also serve as the district's A+ coordinator. Sally has worked as a retiree for the district for 10 years and has reached her limit for annual leave days that can be carried over. The district will be paying out those days over her limit.

If Sally worked as a non-retired algebra teacher for the full school year, based on her education and experience, she would make \$35,000 according to the district's salary schedule. She will receive \$1,000 to serve as the A+ coordinator. The amount of unused leave that she will be paid out is \$900.

To calculate her annual base salary:

Salary according to schedule	\$35,000
Annual Base Salary	\$35,000
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	÷ 2
50% Salary Limit	\$17,500

The \$1,000 she will receive as an A+ coordinator is not included in the annual base salary because it is not required of her main position. Payouts for unused leave are also not included in annual base salary for retirees.

Both of these amounts, however, do count toward her working after retirement salary limit.

EXAMPLE 3

Aaron is a retired PSRS member who will be working as an interim principal throughout the 2019-2020 school year. In addition, Aaron will also coach the middle school football team. Aaron will be receiving 50% of the approved board-paid health insurance amount.

If Aaron worked as a non-retired principal for the full school year, based on his education and experience, he would make \$70,000 according to the district's salary schedule. He will receive \$5,000 for coaching middle school football. The board-paid health insurance premium for the year is \$5,000, so Aaron will receive \$2,500 toward his health insurance.

To calculate his annual base salary:

Salary according to schedule	\$70,000
Insurance premium	+ 5,000
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Annual Base Salary	\$75,000
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	\$75,000
	÷ 2
50% Salary Limit	\$37,500

The \$2,500 Aaron will receive in benefits counts against his salary limit. The \$5,000 he will receive for coaching does **not** count against his salary limit because coaching does not require DESE certification. The salary he earns for coaching should be tracked separately as PSRS as Non-Certificated and would count against his \$15,000 salary limit for such work.

Handling Eligibility Changes Due to Mid-Year DESE Certifications

If an employee at your organization is in a non-DESE-certificated position, and therefore a PEERS member, and during the school year he or she receives a DESE certification and is otherwise eligible for membership, he or she needs to be reported as a PSRS member from that time forward.

We recommend that you double check all employees' certification status using the Educator Certification Search on the DESE website <https://apps.dese.mo.gov/HQT/CredentialListerChecker.aspx> prior to running each payroll, especially those you know are working toward their certification.

Tips for moving an employee from PEERS to PSRS in OASIS:

1. Double check the employee's certification date on DESE's website at <https://apps.dese.mo.gov/HQT/CredentialListerChecker.aspx>.
2. Make sure the original PEERS membership has final pay reported and is terminated before you submit an enrollment in PSRS. For PEERS memberships, the termination date is usually one day prior to the certification date.
3. If you are moving the employee from one plan to the other mid-pay period or you are moving a nine-month employee who is paid over 12 months, you need to calculate the actual number of payroll days to report for both the PEERS membership and the new PSRS one. This will help ensure the employee gets the right amount of service for both.
4. Calculate a daily pay rate and multiply by the number of days to determine the correct salary to report to each membership.
5. The System to which you should make contributions on insurance payments depends on when the premiums are paid and the amount should not be pro-rated. Insurance payments included in retirement salary and paid prior to the date of certification are subject to PEERS contributions. Payments made after the date of certification are subject to PSRS contributions.
6. Make sure the payroll start and end dates and eligibility start and end dates do not overlap

Please contact us for assistance with this process, we are happy to help.

Training for Payroll Contacts Now Available – Sign Up Today

Reporting retirement and payroll information to PSRS/PEERS is an important task, as the accuracy and timeliness of the information we receive from our partner-employers has a direct impact on the accuracy of the retirement service our members (like you!) earn toward retirement, and it is also used to determine a member’s retirement eligibility date and benefit amount.

Because of this, training is essential. We provide training for our new payroll contacts either on-site at your school, or during weekly sessions held here at our office in Jefferson City. This training provides an overview of what retirement reporting is all about, as well as how to perform basic tasks using our payroll reporting software, OASIS. We recommend all new payroll contacts attend this training during the first month of their employment. However, the training is beneficial for all payroll contacts and we recommend that you attend even if you are not new and would just like a refresher.

Call us at **(800) 392-6848** or email **employer_services@psrsmo.org** to set up your training session today.



Upcoming Employer Webinars

We are pleased to announce upcoming Employer Services Webinar topics. Stay tuned for information on how to register!

Month	Topic
January	Email Security
February	Making Corrections in OASIS
March	File Warnings and Errors
April	No Webinar. See you at a Regional Spring Employer Conference!
May	End of Year Reporting
June	Insurance

2020 Regional Spring Employer Conferences to be Held in April

Make plans to join us in April for one of our regional Spring Employer Conferences near you. We will provide more information and registration details soon!



If your organization would like to host one of our Regional Spring Employer Conferences, please contact us! We are always looking for new locations to meet with our partner employers and share information.