

PSRS/PEERS Employer Reporting RESOURCE

News from the Public School and
Education Employee Retirement Systems

Q3 2019

Thank You for Attending the 2019 Fall Employer Conference

We sincerely enjoyed meeting and talking with everyone who attended our recent Fall Employer Conference. We hope you found the presentations and networking opportunities beneficial.

This year, 264 payroll contacts representing 194 districts across the state registered to attend. Presentations included information on topics from submitting payroll information to how to determine eligibility to GASB 68 reconciliations and more.

We would also like to extend our sincere thanks to representatives from the Office of Administration, Software Unlimited and SiSFin who graciously joined us and shared information with those who attended.

If you haven't already, let us know your thoughts and ideas for future conference topics. We'll see you again in the spring!



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Meet our Team

The Employer Services department continues to grow and change to better serve you. Today's team consists of 12 service professionals who work solely with our employers and the information you report to us.



Omar Davis
Employer Services Director



Becky West
Employer Services Supervisor



Dellanta Butler
Employer Services Auditor



Rhonda Elliott
Senior Employer Services Analyst



Debby Buschjost
Employer Services Educator



Cindy Rozier
Employer Services Educator



Megan Ambrose
Employer Services Analyst



Michael Cole
Employer Services Analyst



Kristen Taylor
Employer Services Analyst



Carol Cox
Senior Employer Services Specialist



Jake Berhorst
Employer Services Specialist



Karl Gilpin
Employer Services Analyst

With Your Help, July 2019 Retirees are Now Receiving Benefits

This July, our office processed more than 3,000 new retirees. This annual event involves basically everyone in our member services benefits and records sections, with help from many others and, as you can see, involves lots of time and paper, as a personalized retirement packet is prepared and sent to each of those new retirees.

Our goal is to make sure our members receive the benefits they have earned based on correct data, in a timely manner. This is something few education related retirement systems across the nation can accomplish. Your help with timely reporting and answering our questions allowed us to accomplish these goals again this year.



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Welcome New Payroll Contacts

As we settle in for a new school year, we welcome all our new payroll/reporting contacts. Please remember, we are here to help when you have questions.

Timely, Accurate Reporting is Key

Employer reporting is key for PSRS/PEERS' operations, and for our members' future retirement security. We couldn't do our job without the help and information you provide.

- PSRS/PEERS Board regulations require payroll data be reported and contributions be paid no later than 10 days after the last day of each calendar month of the school year.
- Our new working members depend on you to report their demographic and payroll information timely. We use this information to set up their Retirement System memberships, so they can begin earning service toward vesting and retirement.
- If payroll information is not reported correctly, completely and timely, members who are preparing to retire may face delays in the processing of their retirement. We need the information you report to process their retirement and determine their benefit amount.
- If payroll information is not reported correctly, completely and timely, a member's records may not reflect an accurate amount of service earned, making their retirement eligibility date, as shown in their record, incorrect.



Payroll Contact Group Training Coming Soon!

We are excited to offer group training sessions for payroll contacts. These sessions will be held on the second Tuesday of every month.

- Hands-on, personal training in a small group setting at our Jefferson City office
- Limited to five individuals per session
- Great for both those new to payroll reporting and for those who want more-in-depth training

Topics covered will include:

- Basics of OASIS
- Eligibility
- Annual Base Salaries
- Expectations for Reporting

Stay tuned for more information, coming soon.

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Join us for a Webinar

If you want to learn more about reporting-related topics without leaving town, join us for a webinar.

Upcoming Webinar Topics:



- **October – Tour OASIS.** Join us for a guided walk-through of OASIS. We'll take you through various OASIS screens and the functions they provide, and show you some shortcuts.
- **November – Frequently Asked Questions.** If you have a question, someone else likely does, too! Join us for employer reporting's most frequently asked questions – answered.
- **December – Mid-Year Checklist.** Get a review of all the things you should be looking at mid-year, such as mid-year certification and switching plans, reconciling your audit report to payroll, and how to enroll and calculate annual base salaries for mid-year hires.

You can register for Webinars using the link found on your OASIS log in screen.

Working After Retirement Basics for Employers

PSRS and PEERS retirees can work after retirement for covered school districts on a limited basis and in certain situations without affecting the payment of their retirement benefits. **All work must be reported to PSRS/PEERS.**

Working After Retirement Considerations:

- The limits on post-retirement work vary depending on the System from which the member retired.
- For PSRS retirees, the limits also vary depending on the type of employer and/or whether or not the position is DESE certificated.
- Retirees employed by a PSRS/PEERS-covered employer do not earn service for the work.
- If a retiree exceeds the applicable limits, his or her benefits stop. At that time, the retiree earns service under a new membership and is no longer considered a “retiree.”

If your district employs retirees, both you and the working retiree must track the work. You as the employer must report this information to PSRS/PEERS with your monthly payroll. You do not have to make contributions for these employees.

Work Limits for PEERS Retirees

All PEERS retirees who are employed on a part-time or temporary-substitute basis by a PSRS/PEERS-covered employer are subject to the same work limit:

- A maximum of 550 work hours per school year

If the retiree exceeds the limit, the retiree is no longer eligible to receive a PEERS retirement benefit until employment has stopped for the school year or July 1 when a new school year begins.

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Work Limits for PSRS Retirees

For PSRS retirees who work part-time or as a temporary-substitute in a DESE-certificated position for a K-12 school district covered by PSRS, in a DESE-certificated position for a third-party provider providing services at a PSRS-covered K-12 school district, or in any position for a covered community college, the work limits that apply are as follows:

- Maximum of 550 work hours per school year
- Maximum earnings equal to 50% of what the individual could have earned, based on education and experience, employed full time in that position with that employer.

If a PSRS retiree is hired and works for a covered K-12 school district in a position that does not require a DESE-issued certificate, the individual is limited to:

- Maximum earnings of \$15,000 per school year. This amount is 60% of the minimum teacher's salary of \$25,000 per year set by Missouri law.
- There is no limit on hours worked.
- The employer pays PEERS contributions on the salary earned.

If the retiree exceeds any limit that applies, the retiree is no longer eligible to receive a PSRS retirement benefit until employment has stopped for the school year or July 1 when a new school year begins.

Pro-Rated Limits

Members who retire in months other than July have their limits pro-rated for the **first** year after retirement to reflect a shorter work period. For subsequent years, their limits return to the full amount(s).

Retirement Reporting Tip: Annual Base Salaries for PSRS Retirees – What to Include

You must report an annual base salary for all PSRS retirees who are working after retirement in a certificated position at your district. What to include in those annual base salaries is a little different from what is included when reporting annual bases salaries for active members.

For PSRS retirees, annual base salary should include:

- The full amount of employer paid medical, dental and vision insurance premiums 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.
- Pay for mandatory activities (such as required training) that pertain to the position the retiree is filling, if known and expected at the beginning of the school year.

When and How to Use Position Code 100

Position Code 100 – Secondary Position – is used when you have an employee who is eligible for Retirement System membership at your district **only because** he or she is eligible based on covered employment for another PSRS/PEERS-covered employer.

So, if you have an active employee working for your district who normally (based on this work alone) would not be eligible for PSRS/PEERS membership (such as a coach), but who is eligible for membership because of work at another covered employer, you should select Position Code 100 – Secondary Position for this employee. In this case, you do not have to report an Annual Base Salary for the employee, because it will be provided by the other employer for whom the person works.

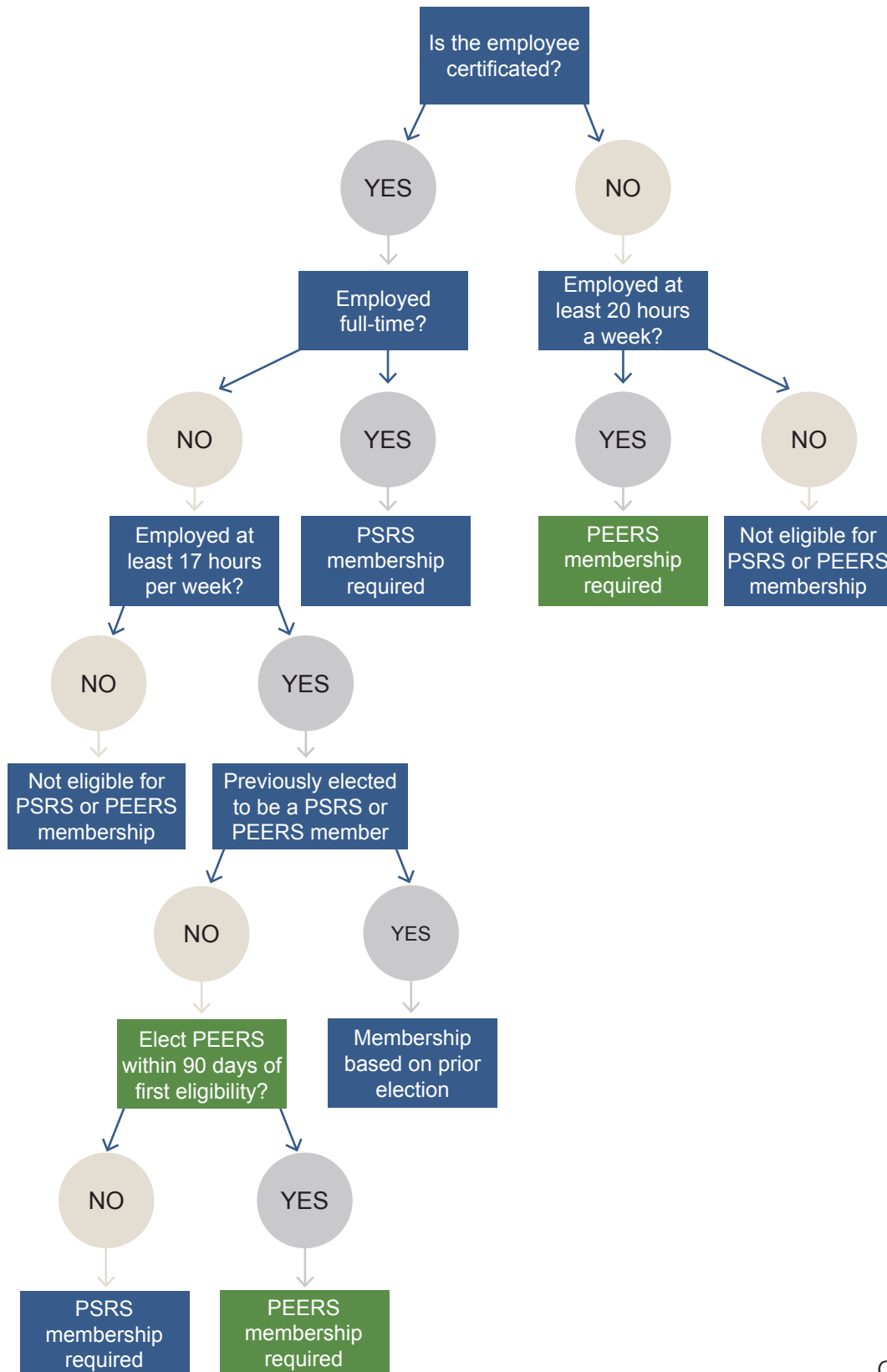
This code should not be used by the full-time employer for extra duties.

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Determining Eligibility for PSRS and PEERS Membership

PSRS and PEERS membership is automatic for members who meet the eligibility requirements. PSRS is for DESE-certificated employees and PEERS is for non-certificated employees.

Eligibility Flowchart



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PSRS Membership Eligibility

Any full-time employee of a PSRS-covered employer who holds a DESE-issued certificate is required by Missouri law to contribute to PSRS, if the employee meets minimum eligibility requirements.

PSRS membership is automatic, regardless of position, for certificated employees of covered employers in a position that normally requires the employee to:

- Work at least 600 hours during the school term, and either
- Work the full school day, or
- Normally requires the employee to work at least the same number of hours per week as required for such a position.

PEERS Membership Eligibility

PEERS membership is automatic, regardless of position, for non-certificated employees who work in a position that normally requires the employee to:

- Work at least 20 hours per week for the school term, and
- Work at least 600 hours during the school term.

Even if the employee does not work 600 hours in a school year, the employee is still eligible for membership if the above applies.

For more information, visit the OASIS Reporting Guide link found at the bottom of your OASIS login screen.

Important Upcoming Dates:

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- GASB Reconciliation Go Live: **September 16**
- Deadline for Reporting Annual Base Salaries for Active Members: **September 30**
- GASB Reconciliations Due: **October 11**