

What's New

New Faces in Employer Services

Meet the newest members of the employer services team!



Dellanta Butler



Mike Cole



Kristen Taylor

Dellanta Butler

Dellanta started her career with PSRS/PEERS in January 2008 as an information center representative, assisting members with their membership needs. In November of 2008, she first joined the employer services department as an employer services representative, providing guidance for school districts as they reported salary and contributions. In August of 2012 she transitioned back into member services, as a benefits counselor, counseling members as they prepared for retirement.

As of June 2019, Dellanta returns to employer services with a promotion to the position of employer service auditor. “I am excited to return to the employer services team,” she said, “and I look forward to working with our employers again.”

Mike Cole

Michael (Mike) joined PSRS/PEERS in March 2013 as an information center representative, and became an employer services analyst in April 2019. He is a seasoned professional with more than 10 years’ experience in customer service and marketing.

“I am looking forward to whatever endeavors my future holds with PSRS/PEERS,” Mike said. “I hope to continue to grow with the organization.”

Kristen Taylor

Kristen joined PSRS/PEERS as an information center representative in 2015, and became an employer services analyst in May 2019.

She hopes to apply the knowledge she acquired while working in member services to help her in her new role assisting employers. “I’m looking forward to new challenges and learning more about the employer reporting side of the retirement systems,” Kristen said.

Past Due Invoice Notifications are Now Being Sent

Your timely reporting and payment are essential for us to provide members with the benefits they have earned. Therefore, we recently began sending our employers an email notice when an invoice becomes 45 days late. This email is sent to payroll contacts as a reminder about the amount due.

If payment is not subsequently received, when the invoice becomes 90 days late a follow-up reminder is sent by U.S. mail to the superintendent or administrator.

Thank you for reporting and paying timely!

Pre-Certification Required for Critical Shortage Employment Starting July 1

Starting July 1, 2019, we will require employers hiring a PSRS/PEERS retiree under Critical Shortage Employment to send us a completed **Critical Shortage Certification** form prior to that retiree beginning the Critical Shortage employment.

The Critical Shortage Employment provision allows PSRS/PEERS-covered employers who have a shortage of qualified job candidates to employ a PSRS or PEERS retiree while that retiree continues to receive his or her service retirement benefits. The only limit is that a given retiree can work a lifetime total of no more than 24 months in a Critical Shortage position(s).

In order to hire a retiree under this provision, employers must meet a series of criteria during the hiring process that help ensure that a shortage of other qualified candidates exists. This criteria can be found on the Employer Reporting Guide, located under the “Help” section on the Employer Web Portal.

Currently, we send a **Critical Shortage Certification** form to the employer to complete and return upon reporting the retiree in a Critical Shortage position(s) through OASIS.

However, starting July 1, we will require the certification form be provided to us for approval before the retiree begins working in a Critical Shortage position(s).

This will help ensure all the requirements are properly met and provide an extra safeguard to ensure that the working retiree’s retirement benefits will continue without interruption.

When you want to hire a PSRS or PEERS retiree for a Critical Shortage position, contact us at **employer_services@psrsmo.org** or **(888) 391-6966** to request a **Critical Shortage Certification** form to complete and return.

We will confirm the receipt of your certification form promptly, so you can complete the hiring process.

Employer Training and Educational Opportunities



Register to Attend the Fall 2019 Conference

Our Spring Employer Conferences are in the books for another year, and we are very pleased to have had the opportunity to meet and discuss reporting with so many of you at our various conference locations. Thank you to everyone who was able to join us.

We hope to see you again at our Fall Conference September 5, 2019 at the Holiday Inn Executive Center in Columbia, MO. The fall conference will consist of morning and afternoon breakout sessions, along with keynote presentations.

Log in to OASIS and register today for the Fall 2019 PSRS/PEERS Employer Conference, Ready, Set, Report!

New Payroll Contact Training

We have developed a formal training program for our new payroll contacts. This training will focus on helping you learn the basics of retirement reporting in OASIS and how to perform the essential reporting tasks that are required. Contact us if you are a new payroll contact.



Upcoming Employer Webinars

When you want to learn more about reporting-related topics, without leaving town, it's easy! Just join us for a webinar. Upcoming topics include:

- June – Working After Retirement
- July – Eligibility, Certification and Annual Bases
- August – GASB

Webinars are typically held the third Wednesday of each month. Details for each webinar will be emailed to you.

Retirement Reporting

Year-End Retirement Reporting Checklist

We know you have many responsibilities to take care of each day. But accurate, timely retirement reporting is every bit as important as paying your employees on time. The information you provide us is essential for the prompt and accurate payment of retirement benefits. So, to help you make sure it all gets done on time, we have created a Year-End Reporting Checklist for your reference.

- **Report All Salary for the School Year, Add Termination Dates and Mark Final Pay for Employees**

For employees who plan to retire July 1, this information must be reported by **July 10**. For all other employees, this information must be reported as soon as possible, but no later than **August 15**.

- **Note:** *Do not mark final pay for employees until all salary has been reported.*

- **Mark Final Pay for the School Year**

Do so on your *absolute* final payroll submission for the school year.

- **Note:** *Upon marking final pay for the school year, you may receive an email that details any employees receiving less than a full year of service, potentially in error. This email requires a response.*

- **Verify Membership Eligibility for Summer School Employees**

If summer school extends into July, you must verify whether or not employees are still eligible for membership for the 2019-2020 school year.

- **Reconcile Your Payroll Records with Your Audit Report**

Make sure salary, insurance and hours reported for all your employees match your payroll records. Make necessary adjustments, if applicable.

- **Check Your Statement of Account and Pay Any Open Invoices**

Your Statement of Account screen in OASIS will show you any open invoices, available credit memos, and your balance due. Apply any available credit memos to open invoices and pay the balance due.

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- **Get Prepared to Start the New School Year Strong**

Check your supply of *Right For You, Right Now* brochures. We request you hand these out to each new employee at enrollment. [You can order more online](#) at any time. And don't forget to share the new onboarding video with your new employees. Find it on your OASIS login screen.

- **Key Date to Remember:** Annual Base Salaries for all PSRS/PEERS members and working PSRS retirees are due by **September 30**.



Termination of Employment Required for New Retirees

PSRS/PEERS members cannot receive retirement benefits until having terminated employment. In order to properly terminate employment, a member must:

- End all employment with all PSRS/PEERS-covered employers.
- Not return to work for a covered employer in any capacity for at least one month after his or her PSRS/PEERS retirement date.
- Not enter into any agreement, written or unwritten, for future employment at a PSRS/PEERS-covered employer in any capacity until after receiving the first retirement benefit payment.

It is important to note:

- This applies to all employment (part-time, temporary-substitute, volunteer, Critical Shortage, etc.) with your district.
- Retirees who are finishing a summer school term that extends past the employee's effective retirement date are affected by this regulation.

EXAMPLE

A PSRS member retires effective July 1, 2019. This member cannot do any work for any PSRS- or PEERS-covered employer until August 1, 2019 and cannot be under any type of agreement for any employment with a PSRS- or PEERS-covered employer until after receiving his or her first benefit payment (on the last working day of July).

Tracking Post-Retirement Employment – Your Responsibility as an Employer

When employing a PSRS or PEERS retiree, it is imperative that you track the work performed by each retiree. Accurate tracking and reporting of hours and salary helps retirees from exceeding applicable limits. If a retiree exceeds a limit, he or she forfeits his or her benefit in the month the limit is exceeded. Benefits resume the month after the employment again ends or when a new school year begins.

You have a responsibility to determine how the retiree is employed, to report and monitor the retiree's progress towards the limit(s), and to notify our office if, and when, a limit is exceeded. You must report the work in OASIS in a timely manner.

Contribution Rates for 2019-2020

Member and employer contribution rates remain unchanged for any payroll reported for the 2019-2020 school year, which begins July 1, 2019.

2019-2020 PSRS Contribution Rates		
	Employee Rate	Employer Rate
Active Members	14.50%	14.50%
Active Members Subject to Social Security Contributions	9.67%	9.67%
Retirees Working Critical Shortage Employment	0%	9.67%

2019-2020 PEERS Contribution Rates		
	Employee Rate	Employer Rate
Active Members	6.86%	6.86%
Retirees Working Critical Shortage Employment	0%	6.86%



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

The federal Social Security Administration requires any new PSRS or PEERS member who is exempt from Social Security coverage to sign the *SSA-1945, Statement Concerning Your Employment in a Job Not Covered by Social Security*, and that you provide a **copy** of the 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. Please visit www.socialsecurity.gov/form1945/ for more information.

Annual GASB Reconciliation Coming this Fall

It won't be long before the annual GASB reconciliation project begins again. Now is the time to get ready and make sure you are prepared. Having your reporting up-to-date can make the reconciliation process much smoother.

Things you can do now to help prepare for a smooth GASB process this year:

1. Make sure all your reporting is up to date for the school year.
2. Do a reconciliation between your OASIS reporting and your payroll software to find any discrepancies ahead of time.
3. Call us if you have questions getting things cleaned up!