

SEPTEMBER 2015

### Register Now for a Fall Regional Employer Conference Near You

The Public School and Education Employee Retirement Systems of Missouri (PSRS/PEERS) will host regional Employer Conferences throughout the state in October. Visit the Employer Meeting Maintenance menu in OASIS to register for a session convenient for you. There is no registration fee, so sign up today!



### 2014-2015 Governmental Accounting Standards Board (GASB) Review

If you haven't already, you will hear from us soon regarding the 2014-2015 GASB reconciliation process.

### Thank You for Another Successful July

Each July, the vast majority of all new PSRS/PEERS retirees start receiving benefits. This July, our office processed 3,132 new retirees.

Our goal is to make sure our members receive the benefits they have earned based on actual figures, and 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.

### PSRS Members and Social Security

Any PSRS members who earn salary that is subject to Social Security withholding should be reported in OASIS under the plan "PSRS" and the Wage Type of "Social Security." OASIS will calculate the correct contribution percentage (9.67% for the 2015-2016 school year).

Please remember that PSRS/PEERS does not determine which positions are covered by Social Security. That determination is made by Office of Administration. For specific questions you may contact the State Social Security Administrator, at (573) 751-1987. Additionally, eligibility is not affected by a member's status with Social Security.

## Reminder - Working After Retirement Limits are Pro-Rated for Non-July Retirees

The working after retirement limits are pro-rated for any PSRS or PEERS member who retires sometime other than July 1. This pro-ration applies 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

A PSRS retiree who retires effective January 1, 2016 is unable to work in any capacity for a PSRS-covered employer during the month of January, 2016, and is limited to working no more than 275 hours between February 1, 2016 and June 30, 2016. Since this is a PSRS retiree, the retiree is limited to earning no more than 25% of the full-time salary for the position during this first school year.

In this example, on July 1, 2017 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 while receiving a benefit.

## Written Working After Retirement Record No Longer Required From Employers

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

Hours worked for PSRS and PEERS retirees, as well as those employees who are not eligible for coverage by either System, must be reported in OASIS. This required reporting now takes the place of the employer's requirement to maintain the written **Working After Retirement Record** forms. However, you can print the forms from EWP if you also prefer to keep a written record.

Retirees are still required to track their post-retirement hours and salary on the **Working After Retirement Record** forms provided to them by our office.

It is important that you and the retiree agree on how hours (and salary, if required) are counted toward the working after retirement limits.

## Retiree Notification Letters

We will notify both the employer and the retiree when a retiree:

- Is reported as working for a PSRS/PEERS-covered employer as a part-time or temporary-substitute employee
- Reaches 50% and 75% of their post-retirement limit

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

## New School Year Tips

Please remember to check the employer section of our website, [www.psrs-peers.org](http://www.psrs-peers.org), for information including tutorials for those of you new to retirement reporting. Here are a few "new school year" reminders:

### Name Change Documentation

All employees must be reported by their full, legal names. If you provide information to our office about an employee's name change, please be sure to include written documentation, such as a copy of a marriage certificate, divorce decree, court order, drivers' license or Social Security card.

## Membership

- Membership eligibility is based on an individual's certificated status, not his or her position. For example, if your custodian has a valid Missouri educator certificate, the custodian should be reported to PSRS, if eligible. To look up the certificated status of an individual, you can 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 Member Verification tool in OASIS.
- 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, **(573) 751-0051**, if you have questions about the status of an individual educator certificate.
- 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 ESA for a current form.

## Term of Position

- Term of Position should reflect the number of months an employee is expected to work, not necessarily how he or she will be paid.
- Insurance should be reported on 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 salary during the summer months, including July and August, contributions should be withheld from the first payroll of the new school year. OASIS requires that all employers report all salary, including employer-paid medical, dental and vision insurance premiums, in the month in which it's earned.

## Adjustments

Manual Adjustment Summaries should be entered when adjustments need to be made to a previous school year, or to memberships that are no longer active (retired, refunded, etc.). Otherwise, necessary adjustments to the current school year should be reported through a manual ER Summary. If you are unsure of how to report an adjustment to data previously reported, you should contact your ESA for instructions.



## New in OASIS

### Audit Reports

You now have the ability to run your own audit report by clicking 'Audit Report' under the Employer Reporting menu in OASIS. This report shows what has been reported, year-to-date, for all employees at your school district, including annual base salaries and the cumulative number of hours reported for all non-members.

### Member Verification

The Member Verification tool has been enhanced to provide you with more information. The tool will now:

- Return only current year information, with the exception of anyone who is drawing a retirement benefit from PSRS or PEERS (those will show as 'Retired')

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- List the name of each employer that has reported the individual in the current school year
- Display the name, phone number and email address of the payroll contact at each employer that has reported the individual in the current school year

**Keep in mind, the tool will be most helpful if all employers report timely and accurately.**

## OASIS Reminders

### Annual Base Salaries

You must report an annual base salary for all active PSRS and PEERS members as well as PSRS retirees no later than September 30. Some tips:

- When reporting annual base salaries for all active PSRS and PEERS members, remember to include any extra duties, if known at the beginning of the year, but **do not** include any fringe benefits, including employer-paid medical, dental and vision premiums.
- Annual base salaries reported for retirees **should** include the amount of employer-paid medical, dental and vision insurance premiums paid by the employer. If these premiums are not paid for retirees, then that amount is not a part of the annual base salary.
- **Do not** include any travel/automobile allowances, summer school payments or expense accounts/reimbursements in the annual base salary for anyone.

### Enrollment Records

All new employees must be enrolled in OASIS when initially reported by your school. This is required even for Non-Members (individuals who are not members of PSRS or PEERS).

An enrollment record is also necessary anytime an employee moves from one plan to another – for example, when a substitute becomes a full-time teacher (Non-Member to PSRS) or when an employee becomes certificated (PEERS to PSRS).

The date used as the ‘Current Eligibility Date’ on the enrollment should be the day the individual first became eligible for the plan in which you are enrolling him or her, and not necessarily the first day he or she was employed.

### Terminating Employees

When a member terminates “eligible employment,” you must report termination information in OASIS. To do so, change the Employment Status to ‘Terminated.’ The Employment Status Date should be the last day the member was employed in a position eligible for PSRS or PEERS membership, not necessarily the last day of employment, or the last payroll date for the individual. Failing to properly terminate employees will result in System Generated Payroll Detail Records (stub records) to generate beginning with your October payroll files.

### Reporting Salary Not Subject to Retirement Contributions (i.e. a payout of unused sick leave)

When paying a PSRS or PEERS member salary that is not subject to retirement contributions, the salary should be reported in OASIS just as normal salary would be, but only reported in the Gross Salary field.

Reporting “gross only” salary for a contributory wage type will generate a warning that will need to be suppressed. We recommend adding a comment such as “payout of unused sick leave.” This tells us that the individual is still a member of PSRS or PEERS, but that this payment was not subject to retirement contributions. Including this wage information will be very helpful when doing GASB 68 reconciliations.