



County Employees' Retirement Fund
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Clerk Bulletin

April 2010

Clerk Training

Attendance at the Clerk Training held April 13, 2010 and April 15, 2010 was great once again and we enjoyed the opportunity to see both new and familiar faces. We look forward to training in April 2011 and hope to have the opportunity to meet more of you.

Web Forms processing was explained in detail as well as eligibility, part-time and seasonal employees, medical, military and other leaves of absence. The Clerk Handbook was recently revised and distributed to the counties who attended clerk training. For the counties who did not attend, we will mail Clerk Handbook replacement pages, along with updated forms, including revised Enrollment and Change forms. Please discard pages behind the existing tabs in the Clerk Handbook (with the exception of "Statutes & Rules") and replace them with the updated sections we've provided. In addition, we provided a new section, "Web Forms," along with its instructions, which should be inserted between the "Payroll Reports" and "Statutes & Rules" sections of the Handbook. A list of CERF's current forms, with revision dates and version numbers was also provided for reference in determining which older versions of forms need to be discarded. Since forms are generally updated to obtain additional information, we will only accept the latest version of forms once they are distributed to the counties and made available on our web site.

When submitting Enrollment and Change Forms via Web Forms, the appropriate attachments (i.e. driver's license, social security card, marriage license, and divorce decrees) can now also be submitted via Web Forms. If you have any questions regarding the submission of these attachments please contact a Benefits Specialist.

Web Forms

The following forms will soon be added for entry via Web Forms and you will be notified once they are available:

- Form M – Medical/Military/Other Leave Form
- Form SE – Seasonal Employee Notice
- Form SV – Verification of Participant's Salary, Hours and Contributions
- Form DE – Deposit Exception

Since this process is such a time-saver and user-friendly, we encourage all counties to take advantage of this opportunity CERF has made available for you to more quickly and easily submit forms as they are offered via Web Forms. Please contact Cynthia Campbell, Extension 4120, to obtain a user ID and password.

457 and 401(a) Savings Plan Brochures

Savings Plan brochures have recently been updated, and you will soon be receiving them in the mail. If additional brochures are needed, especially for any enrollment packets you have on hand, contact a Benefits Specialist.

Seasonal Employees

A seasonal employee is one who works intermittently, but less than twelve months during a calendar year, whether or not the position requires the performance of duties of 1,000 hours or more per calendar year. Seasonal employees only receive creditable service for the months they actually work. For purpose of CERF, if an employee is missing from payroll report(s) indicating they did not work for at least a full month, a Form SE – Seasonal Employee Notice will be requested.

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