



County Employees' Retirement Fund

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Clerk Bulletin

December 2008

Delays in Processing Refunds

CERF cannot process a refund until all salary, hours and contributions have been received and reconciled through the employee's date of termination and final pay period. The county should remit contributions and payroll reports immediately after each pay period, even though there might be multiple pay periods during a month. Payroll reports are pre-validated as soon as they are received at CERF so the information can be uploaded as soon as CERF receives the money and incorrect or missing information requests by CERF have been satisfied by the county. If a terminated member does not return to eligible county employment within 30 days, and if the above criteria have been satisfied, the refund will be processed. How quickly a refund is processed is completely dependent on the county's response time. We appreciate your efforts to provide accurate information to us in a timely manner.

Payroll Reporting

In the interest of better securing the personal information of your employees, CERF is changing over to an encrypted process for which payroll reports can be sent to the CERF office, via our website, effective with your 2009 payrolls. More information and detailed instructions will follow at a later date.

As you can imagine, this time of year typically brings in a higher volume of members who are interested in retiring. There is a two-step process to the salary and contribution reconciliation between CERF and your office. You will first be contacted by a Benefits Specialist to verify your employee's salaries and contributions through the last payroll you have processed. In most cases, the employee has not yet terminated employment but this verification will at least enable CERF to confirm a majority of the information needed, until the employee has finally terminated employment. Once the employee appears on your payroll report for the last time, and our Accounts Department receives from you what they believe to be that employee's final compensation from your county, the Accounts Department will send you a "Final Employee Compensation Verification Report" which will show the employee's last salaries paid and total contributions and buyback payments made while they were employed by your county. Until you review and approve this information with your signature, your employee will not be able to receive his first pension payment from CERF, which is why we always appreciate your timely response in returning this Final Employee Compensation Verification Report. If you have any questions about this process, please feel free to contact our Accounts Department.

New Forms

New forms were recently mailed to all county clerk offices. These new forms have been updated to provide additional information to your employees as well as the CERF Administrative Office. Please destroy the old forms that these replaced, as we will no longer accept the old forms.

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