



County Employees' Retirement Fund

2121 Schotthill Woods Drive

Jefferson City, MO 65101

Phone: (877) 632-2373

Fax: (573) 761-4404

Web Site: www.mocerf.org

Clerk Bulletin

December 2009

CERF Web Forms

We are pleased to announce, beginning in January 2010, the Form 1 - Enrollment Form, Form 4 - Change of Information Form, and the Form 2N - Termination Non-Vested Form can be submitted to CERF via a secured web site which will help you save time and money. Any required attachments will still need to be sent via fax or mail. However, if an ID was sent on an employee who has previously worked for your county, it is not necessary to send another one. When sending the IDs please note your county name and county number on the page with the ID to help us get this information to the appropriate Benefits Specialist. This web site is similar to the secured web site you are currently using to send the payroll reports but will require a separate user ID and password. If you are interested in submitting these forms in this manner please contact Cynthia Campbell, extension 4120, so she can establish a user ID and password for you. Additional information and instructions will be sent to you closer to the end of December.

Clerk Training

With the implementation of CERF Web Forms, we are planning to offer training sessions for the County Clerks and their staff during the week of April 12, 2010 to coincide with the MAC Legislative Conference to be held in Jefferson City. If anyone is interested in attending the training please call the CERF Administrative Office ("CAO") and let the Benefits Specialist who handles your county know. Additional information for training will be provided at a later date.

2009 Information

Salary, hours and employee contribution information for 2009 should be submitted to CERF as soon as possible so that matching funds can be paid on all eligible 457 plan contributions. The amount of matching contributions paid by CERF will be based on information that the CAO has posted as of February 26, 2010, and will not be adjusted upward if the information or records submitted are shown to be incomplete or inaccurate, or if additional 457 plan contributions for 2009 are deposited into employee accounts after that date. The Board will, however, be entitled to recover any amounts *over-credited* to an employee's matching account (and earnings thereon) if the employer has provided inaccurate records or information regarding the amount of an employee's contributions to the 457 plan. ***Any reports, funds or corrections received at CAO after February 26 will not be considered when calculating the match.***

Additionally, any corrections or submissions to Great-West for the 457 plan need to be received by Great-West no later than February 26, 2010.

This fax is intended only for the use of the person or office to whom it is addressed, and contains privileged or confidential information protected by law. All recipients are hereby notified that inadvertent or unauthorized receipt does not waive such privilege, and that unauthorized dissemination, distribution, or copying of this communication is prohibited. If you have received this fax in error, please destroy the attached document(s) and notify the sender of the error by calling (1-877-632-2373).

Payroll Reports

When entering the hours an employee works on the payroll reports, remember to adjust the hours if the salary is not a full month's salary. The hours should coincide with the salary being reported. As an example, if you consider a normal month's work hours to be 173.33 and the employee terms in the middle of the month change the 173.33 to the correct number of hours the employee worked, for which he/she received pay. You may also include any additional hours he/she receives for accrued vacation, sick leave, etc. The definition of hour under **16 CSR 50-2.010(R)** is, "Hour of service means each hour for which an employee is paid or entitled to payment for the performance of duties for the employer." The hours reported to the CAO should be accurate since creditable service is used to determine vesting and to calculate the amount of a pension benefit. An employee receives one year of vesting for each calendar year in which they work and are paid for 1,000 hours.

If additional payroll items (i.e. cost of insurance coverage exceeding \$50,000, allowances for clothing cars, etc.) are included in gross wages, these items should also be used for calculating CERF contributions.