



## County Employees' Retirement Fund

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# Clerk Bulletin

## August 2025

### Payroll Reports Reminder

Hours reported on payroll reports should correspond appropriately with the pay reported on payroll reports. In other words, if the compensation reported includes vacation, sick, comp time, etc., the hours should be increased to include the accrued leave hours paid out. If hours are under-reported, this may cause an employee to term non-vested rather than vested and will also make a difference as to whether or not the employee receives a match for the 457 Savings Plan. When paying out accrued leave earned in prior years, enter attributable amount in the ***Salary Attributable to Prior Year*** box provided on the payroll detail record.

### Change Forms

A change form must be entered in CARS when correcting/changing a member's address, marital status, name, employment status, position, etc. Corrections to a member's hire date or social security number cannot be made via a change form. Please contact the Accounts Specialist for your county to correct.

If a member terminates non-vested, a term, non-vested form must be entered in CARS. It is not necessary to enter a change form to update an address for a member terminating non-vested. The updated address can be entered on the term, non-vested form.

### Form 2V Submission

For vested participants who are not within retirement age, the Form 2V and salary documents need to be signed by the County Clerk and submitted to CERF within 15 days of their term date.

If the member is vested and retiring immediately, they must sign and date the Form 2V 30-90 days **prior** to the **commencement date**. The benefit will not commence if the form is not dated 30-90 days prior to the commencement date.

### Empower Important Reminder: Matching Payroll File and Funding Amounts for CERF Savings Plan

When submitting the payroll file and funding for your CERF Savings Plan 457 and 401(a) contributions to Empower, please ensure that the total dollar amount on the file matches the total amount of funds being sent to Empower.

If these amounts are not in balance, Empower is unable to post contributions to participant accounts until the discrepancy is resolved.

To help avoid this issue, consider setting up your contributions to be funded via ACH debit. Setup is easy and the county directs when the account is debited. This method ensures the file, and the funds are submitted together, and it automatically flags any mismatch, preventing the transaction from being completed until corrected.

If you're interested in setting up ACH debit for your CERF Savings Plan contributions, please contact Mary Furfaro at [Mary.Furfaro@empower.com](mailto:Mary.Furfaro@empower.com).