



County Employees' Retirement Fund

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Clerk Bulletin

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CARS County Portal and Empower Plan Service Center Access

As a reminder, when an employee with access to CARS or the Plan Service Center is terminated, please notify CERF immediately so that this access may be removed.

For changes to the Empower PSC – Pam Mayfield, pmayfield@mocerf.org

For changes to CARS – Contact your CERF Accounts or Benefits Specialist

Forms Reminder

When participants terminate their employment with the county, please submit the appropriate forms in a timely manner.

Form 2N (for non-vested participants) and Form 2V (for vested participants who are future retirees and not commencing the pension benefit) should be submitted within 15 days of termination.

Job Title Changes

If an employee's job title changes, please submit a change form through CARS. It's important we keep job titles current. We appreciate your help in maintaining these records.

Medical Leave

Your county must have a written medical leave policy stating the number of months allowed for CERF to honor that as a service credit for a period of up to 12 months. If your county simply follows the Family Medical Leave Act of 1993 (12 weeks), a written statement to that effect must be included in your county personnel handbook.

If an employee will continue to receive pay while on medical leave, it isn't necessary to enter the leave of absence form in CARS.