



County Employees' Retirement Fund

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Clerk Bulletin

March 2016

Transitioning to CARS

Thank you to everyone for helping make our transition to CARS a success! All counties are now using our new CARS portal and we are all getting better at using our new software every day. Please be sure to call your Benefits or Accounts Specialist if you have any questions or are uncertain how to proceed with any tasks.

Submitting Forms through CARS

Forms should always be submitted through the CARS portal. There is no need to submit paper forms once you have completed the online process, other than required documentation and beneficiary forms. We will no longer be processing the following paper forms: Form 1: Enrollment, Form TE: Non-vested Termination, Form 4: Change of Information, Form SE: Seasonal Notice, and Form M: Medical, Military, or Other Leave of Absence. We also do not need a Clerk signature when a form is submitted through CARS. Contact your CERF Benefits Specialist if you have questions about submitting forms.

Payroll Reports and Deposits

Counties should no longer enter any deposits on the KeyBank website. All ACH deposits must be entered in the CARS system, and when you have finished entering your deposits, you must be sure to also press the "Submit" button, or the funds will not be pulled from your accounts.

The process for remitting deposits via check has not changed. If your county would like to switch from remitting fees via check to remitting fees via ACH, please contact your CERF Accounts Specialist.

Also, once a payroll report is uploaded into CARS, remember to open up the payroll header, address any rows in review and then press the "Submit" button to complete the process of submitting the payroll header.

Member Statements

Our member statements, which are normally mailed in early April, have been delayed until sometime in May. We have made some modifications to them and will get them out as soon as possible. Member Statements are mailed to those who were active county employees on December 31, 2015, and worked for at least one year prior, in a CERF eligible position.

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