



## County Employees' Retirement Fund

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# Clerk Bulletin

March 2017

## Payroll Frequency Changes

Prior to changing a county's payroll frequency, the county must notify its Accounts Specialist so the necessary changes can be made in CARS.

The contribution percentage for an employee is determined by a member's employment/LAGERS status at the time the payroll is run. If an employee's status changes from full-time, LAGERS (paying 4%) to part-time, non-LAGERS (paying 6%) and receives a payout of time as a result of the change, the contribution percentage is determined by **when the payout is made**, not when the time being paid out was earned.

## Hours

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.

## Termination Non-Vested Process

In the CERF Pension Plan, participants who leave county employment before becoming vested (8 years) will receive a refund of any contributions made to the plan. Before refunds can be processed:

- Participants must have more than a 30-day break in service;
- CERF must have salary/hours/contributions posted through the participant's termination date;
- CERF must confirm the participant will not be receiving any additional pay.

## Reminder on Dating of Forms

Participants must complete and date Form 2B (Retirement Application – Designation of Survivor) and 2V (Termination Vested) 30-90 days prior to the commencement of benefits. For an immediate commencement, both the Form 2V and Form 2B must be dated 30-90 days prior to the commencement date. If one is dated within the timeframe and the other is not, CERF will return the one with the incorrect date to the participant. Forms that have a future date will not be accepted.

If the participant is retiring more than 90 days into the future, the Form 2B must be signed and dated 30-90 days prior to the commencement date.

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## **Accessing and Printing Forms in the CARS County Portal**

After you submit enrollment, change, or termination non-vested forms via the county portal, these forms are stored and accessible in the portal. You are also able to print the form from the portal.

All of these forms are accessible in the CARS county portal in the left-hand menu, under Employment Change Lookup and then Search. You can search for Open and Completed/Voided forms. If you create a form by accident, this is also where you can void the form. Under the Open tab, select the form you wish to void and then use the "Void Form" button.

To print a form, go to the Employment Change Lookup, Search, and then select the Completed & Voided Forms Tab. Select the Form you want to print and use the "Download Form" button. You can then print the form using the printer button after the form is downloaded.

And as always, if you have questions about navigating in CARS, call us at 877-632-2373.

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