



## County Employees' Retirement Fund

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# Clerk Bulletin

## September 2015

### CARS Training

As of today, we've provided training for the new CARS system to 70+ counties. The vast majority of feedback has been very positive and people are looking forward to accessing the new system. Internally, we've been using CARS since the first of July and are excited about rolling it out to the counties. As soon as access is given, each county will be able to submit forms, payroll reports and deposits electronically to CERF.

#### Benefits of the CARS system:

- Documents will be verified for accuracy on the county side so fewer errors should occur on the CERF side. This should reduce the time spent talking to CERF. Additionally, the documents can be posted more quickly so the records contain accurate and up-to-date information.
- Up-to-date records will lead to quicker refunds and setting up retirements.
- Counties will have secure electronic access to employee and county records. Of course, CERF staff will still be available to answer member calls and questions.
- Treasurer, Clerk, or Human Resources employees will have the ability to handle CERF functions more efficiently. Security is based on job function. For instance, the person who submits forms will have the Benefits Contact role; the person who submits payroll reports will have the Accounts Contact role; the person who submits deposits will have the Payments Contact role; and the person who is responsible for updating the county demographic information and elected officials will have the Administrative role. A person who has more than one role can have access to each applicable role.
- Counties can manage and make payments to CERF all within one application in CARS rather than going through KeyBank. (Checks will still need to be mailed to KeyBank.)
- The status of processes (forms, payroll uploads, deposits, etc.) is available to each county (i.e., submitted, completed).

We will be giving CARS access to counties in the coming months. We're confident you will like the system!

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