



County Employees' Retirement Fund

2121 Schotthill Woods Drive

Jefferson City, MO 65101

Phone: (877) 632-2373

Fax: (573) 761-4404

Web Site: www.mocerf.org

Clerk Bulletin

December 2021

Clerk Handbook

The County Clerk Handbook and County Portal Quick Start Guide have been updated and are available on the CERF website, mocerf.org. These include any changes as a result of the recent CARS upgrade.

Click on the Employer tab, and look for County Clerk Handbook or County Portal Quick Start Guide. The handbook is a comprehensive resource for CERF policies and rules, and the Quick Start Guide offers summarized instructions for tasks commonly performed on the County Portal.

We're always glad to field questions, but if you ever have trouble reaching someone, the Clerk Handbook is a useful resource.

CARS Access

In January, CERF will send a list specific to the Clerk/HR office and the Treasurer regarding who is approved to have access to CARS. These documents need to be signed and returned to CERF promptly.

Also, as a reminder, staff within the county should not share the same username (email) when logging into the Portal. Thanks for helping us protect everyone's privacy and security.

Forms, Contributions Reminder

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

Form 2V (for vested participants) should be submitted 30-90 days prior to the commencement date. If the member is a future retiree, the 2V can be submitted within 15 days of termination.

Form 2N (for non-vested participants) should be submitted within 15 days of termination.

Also, contributions to the 457 and 401(a) Plans should be submitted to Empower Retirement within five days of payroll.

End-of-Year Payroll Reports

Please make sure payroll reports paid at the end of December and/or January 2022 are uploaded to CARS as soon as administratively possible. There are always a large number of retirees at the end of the year, and this year is no exception. Thanks!

Please Use Current Forms

When submitting forms to CERF, please try to use the most current form. CERF changes wording on forms when necessary, so it's not a good idea to keep hard copies of old forms, such as Form 2V for vested participants. It's always wise to download forms from our website, www.mocerf.org. Doing so ensures that you will always have the most recent version.

Compensation

Pursuant to 16 CSR 50-20.050 "any lump sum payment attributable to services for a prior year (including, but not limited to, a payment of benefits, back pay, unused vacation days, or sick leave attributable to service performed in a prior year) will not be included in calculating average final compensation." This includes fees. Elected officials who receive fees and are terminating at the end of the year might request the payroll clerk to pay out fees due for 2021 before the end of the year in order to have them included when determining average final compensation. Fees earned in 2021 but not paid out until 2022 will not be included in average final compensation. Likewise, any compensation earned in 2021 must be paid out in 2021 in order to have hours included for vesting purposes and pay included in calculating average final compensation.