



## **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](http://www.mocerf.org)

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# **Clerk Bulletin**

**February 2024**

## **CARS County Portal Addition**

We have added another option to the Current Employment Status drop down in the CARS County Portal. When enrolling new members, please choose from the following options:

- If a member will work greater than 1000 hours, select “Full time greater than 1000 hours”
- If a member reached 1000 hours and therefore must be enrolled, but will not work 1000 hours each year following enrollment, select “Part-time less than 1000 hours”
- If a member will work only seasonal employment, select “Seasonal”

## **County Clerk Handbook**

The County Clerk Handbook has been updated and can be found on the CERF website under the Employer tab.

## **Position Changes**

Please remember to update job title changes in CARS. After entering the employee’s SSN, you will select Employment Information from the drop-down box. This information is especially important if an employee becomes an elected official, or if an elected official assumes a different office. Please be sure to notice the field called “Elected”, and select yes or no.

## **Empower Deferral File Frequency**

You may contact Holly Szapor with Empower at (303) 737-0406 or [holly.szapor@empower.com](mailto:holly.szapor@empower.com) to change the date or the frequency you receive the Empower deferral report listing Savings Plan employee contribution rate changes.