



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

June 2021

Quick Takes

CERF will soon add a new feature to our website, mocerf.org, called Quick Takes.

These will be short videos covering one topic each. We realize employees want information but also have limited time. Sometimes it's not feasible to watch a 30-minute presentation when you only want information on one specific point.

The Quick Takes will each be 2-3 minutes long. They are designed to provide general information for employees. HR and payroll personnel may find them useful as refreshers too.

We would like to hear what topics you think should be covered in Quick Takes. Thanks for helping us educate members on CERF benefits.

Payroll Reports Reminder

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.

Hire Dates

If an employee terminates and is then rehired after more than a 30-day break in service, the payroll report should list the rehire date as the date of hire.

Also, if an employee is hired part-time (not CERF eligible) and later becomes full-time, list the original part-time hire date as the employee's hire date and the full-time date as the CERF eligibility date. In addition, the payroll report should list the part-time hire date as the date of hire.

Enrolling Part-Time Employees

As a reminder, part-time employees who are budgeted to work fewer than 1,000 hours during a calendar year are not enrolled in CERF at the time of hire. However, if they reach 1,000 hours on or before June 30, they are to be enrolled in CERF on July 1 of the current year. If they reach 1,000 hours after June 30, they are to be enrolled on January 1 of the following year.