



## **County Employees' Retirement Fund**

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# **Clerk Bulletin**

**June 2022**

## **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.

## **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.

## **CARS Formatting**

When entering information into CARS, please use proper formatting. Information should not be entered in ALL CAPS.

## **Empower Savings Plan Remittances**

Please consider switching from paper checks to ACH debit to fund the 457 and 401(a) employee contributions if you have not already done so. ACH is faster, more secure and more accurate than mailing checks.

ACH Debit can easily be set up via the Empower Plan Service Center so that contributions are funded at the same time the employee deferral information is uploaded. Only representatives of the county authorized to submit employee contributions are able to process a debit from the county's account to fund contributions.

For more information or assistance getting set up to submit funding via ACH debit, please email Mary Furfaro at [mary.furfaro@empower.com](mailto:mary.furfaro@empower.com).