



County Employees' Retirement Fund

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Clerk Bulletin

June 2023

County Portal and Multi-Factor Authentication

The County Portal and Member Self-Service Portal moved to a multi-factor authentication (MFA) process on June 15th. This new process is designed to improve security for both CERF and portal users.

As the final step of this conversion, a Benefits Specialist will be contacting you within the next two weeks to request a cell phone number to use for one-time password (OTP) verification.

As a reminder, if multiple individuals within your office use the same email address to access the County Portal, each user will be **required** to provide a unique email address as part of the multi-factor authentication implementation.

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.