



County Employees' Retirement Fund

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Clerk Bulletin

March 2023

Clerk Training

Clerk Training will be held at the CERF office in Jefferson City on March 29th and April 19th. There will also be an option to join via WebEx. Please click this link or refer to the CERF website for more information:

[Clerk Training](#)

COLA Approved

The CERF Board of Directors has approved the 2023 Cost of Living Adjustment (COLA). Retirees who have been receiving a CERF pension for at least one year will see a 1% increase in their benefits, beginning July 1, 2023.

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.

Submitting Beneficiary Forms

When enrolling new employees, it isn't necessary to wait for beneficiary forms. Please submit the enrollment forms as soon as possible. If an employee is unable to provide complete beneficiary information, we would prefer you hold off rather than submit an incomplete form. Our system cannot accept beneficiary forms without complete SSNs and DOBs.

Online Webinars

CERF and Empower Retirement will have an online Pre-Retirement Seminar from 2 - 4:00 p.m. on June 9. Empower will send registration information to employees.