



<p>Enrolling a New Employee This section describes how to enter demographic and employment information for a new employee. <i>Enrollment information should be submitted within 15 days of hire.</i></p> <ol style="list-style-type: none"> 1. Under Forms, select Enrollment 2. Enter SSN 3. Click New 4. Enter Employee Information 5. Click Save 6. Under the Required Attachments grid, select method for sending attachments 7. If Electronic, browse to the attachment and click Attach 8. Click Submit 9. Download a PDF for your records <p>An enrollment form will not be posted in CARS until the enrollment form is submitted through CARS and the ID, birth certificate, or driver's license is received by CERF via fax, mail, or CARS submission.</p> <p>Employment Change This section describes how to submit changes in employment, employee information, leaves of absence, seasonal notices, and terminated non-vested forms.</p> <ol style="list-style-type: none"> 1. Under Forms, select Employment Change 2. Select the change you want to process 3. Enter SSN and click Next 4. Make the appropriate changes 5. Click Next 6. Download a PDF for your records 7. Click Finish 8. Click OK to return to Dashboard Maintenance 	<p>A Participant Information change is completed for phone, address, email, name, or marital status change. Please ensure Form 1A or Form 8, as applicable, are updated and submitted via fax, mail, or the CARS Upload Supplemental Files feature.</p> <p>An Employment Information change is completed when a participant changes from full time to part time, part time to full time, part time to seasonal, or transfers departments.</p> <p>An Employment Leave change is completed for medical, military, and other types of leaves of absence. A copy of the county's medical leave policy must be submitted to CERF.</p> <p>Termination non-vested forms should be submitted within 15 days of termination.</p> <p>Employment Change Lookup You can search for forms that are open, expired, submitted to CERF, completed or voided.</p> <ol style="list-style-type: none"> 1. Under Forms, select Employment Change Lookup 2. Input appropriate search criteria 3. Select Search <p>Forms listed under Expired Forms, Submitted Forms, Completed Forms, or Voided Forms cannot be changed. Forms listed under Open Forms can be changed, submitted, or voided. Should you need to void a form, place a check mark in the box next to the record and select Void Form.</p>	<p>Salary Verifications An Initial Salary Verification should be completed by the county for any participant terminating vested who was employed prior to January 1, 2003, or did not pay contributions.</p> <ol style="list-style-type: none"> 1. Under Forms, select Salary Verification 2. Enter SSN 3. Click New 4. Complete fields with appropriate gross salary, hours, and contributions 5. Delete any years that do not need to be completed 6. Click Save 7. Click Submit 8. Click Print Salary Verification to keep a copy for your records <p>A Final Salary Verification is initiated by CERF Accounts Staff for all terminated vested employees after the final paycheck is paid to the participant that includes his/her termination date.</p> <ol style="list-style-type: none"> 1. Under Forms, select Salary Verification 2. Enter SSN 3. Click Search 4. Open the form by checking the box next to the form and clicking "open" 5. Complete fields with appropriate gross salary, employee and county contributions, and attributable pay 6. Click Save 7. Click Submit <p>Attributable pay is a payout paid in the current year but earned in any prior year(s). If a participant did not have attributable pay, \$0 must be entered in that box. It cannot be left empty.</p>
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Payroll Reporting

1. Payroll headers must be in a "Flat" .txt file or a Microsoft Excel spreadsheet (Excel 2003 or later)
1. Name the Payroll Header County# (xxx)_County Name_County_Beginning Payroll Date (yyyy_mm_dd)
Ex: 026_Cole County_2017_06_01
2. Verify all columns are totaled
3. Verify all columns containing numeric values are formatted as numbers with 2 decimal places
4. Do not hide rows or columns
5. Verify no blank rows or columns exist within the data area
6. The SSN must be formatted as text with no dashes
7. Verify the Payroll Header contains the correct payroll and receipt dates
8. Verify only one worksheet (tab) exists in the spreadsheet
9. Click on Upload Files
10. Select the type of file
11. Select the reporting frequency
12. Browse to the appropriate file
13. Click Upload File
14. After all errors have been corrected or suppressed, the Payroll Header status will change to Valid
15. Click Submit

The payroll file should reflect what was actually paid and withheld during the pay period. If a contribution amount is off, specific comments should be made to notify CERF when the shortfall will be made up or if a credit was used.

Counties that make contributions on behalf of their employees must be able to provide upon request a report with the breakdown of county-paid and employee-paid contributions for each employee for each payroll period.

Payroll Header Status

This section defines the statuses of the Payroll Header.

Review: There are payroll detail records in review that require your attention.

Valid: All payroll detail records are valid and the report is ready to submit to CERF.

Posted or Posted with Warnings: Payroll information has been posted to the individual participants' records.

Payroll Errors

After a payroll header has been uploaded, CARS may generate file errors or data errors.

1. File errors are formatting errors and will be displayed on the screen immediately. The Payroll Header must be corrected and uploaded again.
2. Data errors refer to information reported on the Payroll Header. Data errors can be viewed in CARS after approximately 10 minutes.
3. To correct data errors, click Payroll Header
4. Enter the payroll begin date
5. Click Search
6. Check the box for the appropriate Payroll Header and click Open
7. Payroll Detail rows that display "Review" must be addressed
8. Hard Errors will require action by the user
9. Warning and Informational errors can be suppressed after review by the user
10. Errors may also appear in the Payroll Header Validation box

Remitting Deposits

This section describes the process for remitting deposits via ACH, assuming all bank information has already been entered into CARS.

1. Select Make a Deposit
2. From the Deposit Method drop down menu, select ACH Pull
3. Select New Deposit
4. Select appropriate bank account #
5. Enter deposit info
6. Click Save
7. In the Deposit Detail Panel, click Add Row
8. Select the appropriate Deposit Type
9. Enter the amount
10. Enter the period
11. Repeat steps 7-10 above until the deposit has been divided among all appropriate deposit types
12. Click Save
13. If the deposit is valid, the Submit button will appear
14. Click Submit

County Employees' Retirement Fund

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