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cc:

Subject: NewsFlash

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An electronic newsletter for SERS Retirement Coordinators

Final Reminder for 2009 75-Day Return to Work Documentation

All calendar year 2009 nonpermanent return to work documentation is due no later than Friday January 29th. Important highlights to remember when submitting nonpermanent employment information to SERS:

The Certification of Retiree Return to State Employment form (3905) is based on the calendar year from January through December. The 3905 should be submitted for any retiree that is reemployed on a regular state payroll. The 3905 should precede the payroll documentation reported on the Report of Retiree Nonpermanent Employment form (3904). ***Both return to work questions on the 3905 form must be answered.***

- The Current Year Date of employment must be completed showing the hiring date of the nonpermanent employee (example 01/01/2009). The 3905 form MUST be signed by the employee and by the individual authorized by SERS to sign documents.
- The 3904 forms are due immediately following the pay period in which the nonpermanent employee was paid. This form may be signed by the Payroll Officer documenting the number of days worked.
- 3904 forms are required even if the employee does not work during a pay period. This means you are required to report “zero” days for a pay period as long as the nonpermanent employee may possibly work during the year. If an employee resigns or is removed from your payroll, you should submit a 3904 form indicating the last date worked. You will no longer need to submit the 3904 once we are notified the employee has been removed from the payroll. If the employee returns to your payroll during the same calendar year, you should then begin submitting the payroll documentation (3904 forms) again. You will not be required to submit an updated 3905 provided the payroll is within the same calendar previously certified as 75 day employment.

The coding for a nonpermanent employee is “W”.

If you have any questions relating to 75-day nonpermanent employment, please contact SERS at 217-785-7034.

SERS Membership (Qualifying Periods & Beneficiary Forms)

As a reminder, new employees must complete a six-month qualifying period before they become an SERS member. After completing the six-month qualifying period, a membership record and beneficiary form will be mailed to the new SERS member. Do not give these forms to a new employee at your agency.

However, there are certain categories of employees who are deemed SERS members on their first day of employment. As a result, these employees do not serve a qualifying period. Examples include:

- Employees in non-covered positions (typically "police" positions and employees working in the U.S. under certain visas)
- Employees who have reciprocal service (i.e. TRS, SURS, JRS, GARS, etc.)
- Employees who left state service but didn't take a refund

If you have questions about SERS membership, call 217-785-7417.