



BHanney
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To:
cc:
Subject: NewsFlash

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An electronic newsletter for SERS Retirement Coordinators



FINAL REMINDER FOR 2008 75-Day Return to Work Documentation

All calendar year 2008 nonpermanent return to work documentation is due no later than Friday January 30th. Important highlights to remember when submitting nonpermanent employment information to SERS follows:

- ✓ 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 HAS to 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.

✓ The coding for a nonpermanent employee is “W”.

✓ 3904 forms are required even if the employee does not work during a pay period. 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 3904's once we are notified they have been removed from the payroll. If the employee returns to your payroll during the same calendar year, you should then begin resubmitting the payroll documentation. You will not be required to submit an updated 3905 provided the payroll is within the same calendar year previously certified as 75-day employment.

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

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