



## TERMINATING ERI EMPLOYEES

If any of your employees terminate employment and are making outside payroll deductions (i.e. credit unions, outside insurance, union or association dues) they will have to complete new payroll deduction authorization cards and submit them to us with their other paperwork. Optional deductions are not taken until their second pension check is processed.

If you have terminating employees who are making installment payments by payroll deduction, please contact the Service & Refunds Division at 217-785-7167. Optional service purchases must be established prior to retirement and we must recalculate the adjusted amount due.

Submit the completed, white ERI form 3900 "Buy & Terminate" form as soon as possible after the employee is removed from the payroll.

When you fill out a #3900 form for a retiring or terminating employee, pay attention to question seven concerning a lump sum payment. This question should be answered 'Yes' only if the employee is receiving a lump sum AND it is being sent to us for the ERI purchase.

If the lump sum is being sent elsewhere (Deferred Compensation, etc.) question seven should be marked 'No.'

## WE NEED YOUR HELP

When we mailed the Benefit Statement to our active members in August, "Return Service Requested" was printed on the envelope in order to comply with U.S. Postal requirements. This instructs the Post Office to return the statements to us if the mailing address is incorrect, rather than forwarding it to the member.

This allows us to find all inaccurate mailing addresses on our database. Last year we had about 4,000 SERS members with an inaccurate mailing address!

We get our mailing address information from the Office of the Comptroller, using the member's most recent W-4 tax form. This same mailing address is also used on the member's pay stub or Direct Deposit slip.

We are asking for your help in distributing the Benefit Statements with inaccurate addresses. In mid-October, we will send the unopened, returned statements to our RCs. Please distribute the statements and encourage your employees to fill out a new W-4 tax form with your agency's Payroll Clerk.

This allows the Comptroller's office and SERS to maintain a current, up-to-date mailing list for any information we send to members in the future.

## Returning to Employment

There has been some confusion about whether retirees under the ERI can return to work for the state on a nonpermanent basis. If nonpermanent employment with the state lasts less than 75 working days in a calendar year, the retiree will continue to receive their pension payment. Any part of a day is counted as a full working day.

You must complete form 3905 when the person returns to work, and form 3904 to report the number of days worked. For more information, see your Coordinator's manual.

*Please remind new retirees that the electronic deposit of pension payments does not begin until the third check is issued.*

# WORKSHOP INFORMATION

The schedule at right shows the remaining workshops open in 2003. Employees who were signed up for workshops from June through December of 2002 that were cancelled because of the ERI were automatically placed in a corresponding workshop in the second half of 2003.

Therefore, most of the open workshop dates for 2003 are in the first half of the year. The workshop location for the CDR on June 12 and October 16 in Tinley Park has been changed to Matteson.

## INVESTING IN YOUR FUTURE For employees under age 45

|         |                 |
|---------|-----------------|
| Jan. 28 | Chicago         |
| Feb. 4  | Chicago         |
| Mar. 4  | Joliet          |
| Mar. 11 | Schaumburg      |
| Apr. 15 | ISAC, Deerfield |
| May 6   | Chicago         |
| May 20  | Urbana          |
| Jun. 3  | Rockford        |
| Jul. 15 | Mt. Vernon      |
| Oct. 7  | Tinley Park     |
| Oct. 21 | Collinsville    |
| Oct. 28 | Chicago         |

## EDUCATION FOR TOMORROW'S CHOICES For employees 5-15 years from retirement

|                 |                              |
|-----------------|------------------------------|
| Jan. 8 & 9      | Springfield                  |
| Jan. 15 & 16    | Springfield                  |
| Jan. 22 & 23    | Springfield                  |
| Jan. 29 & 30    | Springfield<br>& Glen Ellyn  |
| Feb. 5 & 6      | Springfield                  |
| Feb. 19 & 20    | Springfield                  |
| Feb. 26 & 27    | Carbondale<br>& Chicago      |
| Feb. 27 & 28    | Springfield                  |
| Mar. 5 & 6      | Springfield                  |
| Mar. 12 & 13    | Collinsville &<br>Schaumburg |
| Mar. 26 & 27    | Peoria                       |
| Apr. 2 & 3      | Chicago &<br>Springfield     |
| Apr. 9 & 10     | Urbana                       |
| Apr. 16 & 17    | Joliet                       |
| Apr. 30 & May 1 | Chicago                      |

|              |             |
|--------------|-------------|
| May 7 & 8    | Springfield |
| May 14 & 15  | DeKalb      |
| May 28 & 29  | Mt. Vernon  |
| Jun. 4 & 5   | Rockford    |
| Nov. 19 & 20 | Peoria      |

## COUNTDOWN TO RETIREMENT For employees 3 years from retirement.

|         |                             |
|---------|-----------------------------|
| Feb. 20 | Joliet                      |
| Mar. 6  | Carbondale                  |
| Mar. 20 | Springfield<br>& Chicago    |
| Mar. 27 | Collinsville                |
| Apr. 10 | Chicago                     |
| Apr. 24 | Springfield &<br>Schaumburg |
| May 29  | Rockford &<br>Springfield   |
| Jun. 12 | Matteson                    |
| Jun. 19 | Springfield                 |
| Jul. 17 | Springfield                 |
| Jul. 24 | Urbana                      |
| Aug. 7  | Springfield                 |
| Aug. 21 | Springfield                 |
| Aug. 28 | Collinsville                |
| Sep. 4  | Joliet                      |
| Sep. 16 | Schaumburg                  |
| Sep. 18 | Springfield                 |
| Sep. 25 | Carbondale                  |
| Sep. 30 | Gurnee                      |
| Oct. 16 | Matteson                    |
| Oct. 23 | Springfield                 |
| Oct. 30 | Chicago                     |
| Nov. 13 | Chicago                     |
| Nov. 20 | Springfield                 |