



75-Day Return to Work Procedures

We frequently receive calls from our retirement coordinators and payroll officers about the 75-day return to work procedures. Most of these questions can be answered by referring to your Retirement Coordinator handbook.

It is very important that all forms are completed properly by **calendar** year; not by fiscal year or one year from the date of the employee's return to work.

We can't accept typed names on the signature line. All forms must be signed by the authorized personnel on file with our office.

If your agency wants to submit its own forms, they must follow the format of our forms. Please don't submit a list of names, social security numbers, and days worked with a time sheet attached.

The following situations occur most frequently with Forms 3904 and 3905.

Form 3904

- Form 3904 must be completed and submitted for each pay period the employee appears on the payroll. If the employee does not work for a succession of pay periods, submit a 3904 stating "no

time worked" from a specific date to another specific date.

We are required to log-in all pay periods once an employee is approved for the 75-day employment.

- Reported pay periods must follow the 1st through the 15th, and the 16th through the 31st.
- The entire five-digit payroll code is required, not just the last three digits.

Form 3905

Certification form 3905 needs to be signed by the employee and the authorized signature personnel, and should be submitted with the first 3904 showing payroll information. After the 3905 is submitted, we don't need it again for that calendar year.

Some 3905's are mailed to our office without the employee ever appearing on a payroll after they are certified. Do not submit 3905's for people who are not working.

If you need further assistance with the 75-day return to work procedures, refer to your Retirement Coordinator manual or contact the SERS Vouchering Section at 217-524-8806.

Check Out Our New Website!

You saw a demo of our new website at the 2003 RC Meetings, now you can visit the real thing online. Check us out at: www.state.il.us/srs.

We now comply with CMS guidelines for the State's web accessibility standards. After reviewing the other 49 state retirement systems' websites and surveying many of our members, we have added several new features allowing easier access to SRS information, while providing a friendly layout.

In addition, many new features will be added to our website in the near future. If you have questions or concerns about our website, feel free to contact our webmaster at dbain@srs.state.il.us.

SERS Annual Report

The SERS fiscal year 2003 comprehensive annual report (CAFR) is now available on our website at www.state.il.us/srs.

The CAFR includes information about the history of SERS, financial, actuarial, and statistical numbers, and an overview of the latest legislative changes.

2003 Retirement Coordinator Meetings

The SERS Field Services Division would like to sincerely thank all who attended the 2004 Regional RC meetings held December 8-12 throughout the state. The meetings were a tremendous success with over 225 participants.

We will be reviewing important issues that were discussed at the meetings, including workshop attendance sign-in sheets, online workshop registration, new website features, and reversionary annuity information.

If there are other issues you would like more information on, let us know and we will publish it in this newsletter.



At the first RC meeting on December 11th in Springfield, panelists John Wiedman (IDOT, Effingham) Thwyla Bryan (IDOT, Aeronautics) and Jan Nelson (IDOT, Personnel) discuss their various experiences as Retirement Coordinators and answer questions from the audience.



At the same meeting, our very own Joe Maggio talked about establishing optional service credit and applying for a lump sum refunds.

Field Services is promoting 2004 as the "Year of the Benefit Seminar." Contact your SERS field representative or Vickie to set these informational seminars for your employees.

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If you would like a SERS representative available to talk to your employees during the Benefit Choice enrollment period this spring, contact Vickie at 217-785-6979.

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The Member Handbook will be revised, printed, and distributed to our members in early fall.

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All 2004 workshops will be conducted, unless legislation dictates otherwise. As we went to print, the following workshops are closed:

IYF

Feb 10 Springfield
Mar 23 Springfield

ETC

Feb 4 & 5 Springfield
Feb 25 & 26 Carbondale
Mar 3 & 4 Collinsville
Mar 10 & 11 Springfield
Mar 17 & 18 Peoria
Apr 7 & 8 Springfield
Apr 14 & 15 Urbana
May 19 & 20 Mt. Vernon

CDR

Feb 26 Springfield
Mar 4 Springfield
Apr 1 Springfield
Apr 29 Springfield

SERS Monthly Payments

<i>Type of Benefit</i>	<i>Number</i>	<i>Gross Amount</i>
<i>Retirement</i>	<i>42,339</i>	<i>\$73.7 million</i>
<i>Survivor</i>	<i>9,516</i>	<i>\$4.2 million</i>
<i>Non-Occ. Disability</i>	<i>1,265</i>	<i>\$1.4 million</i>