

# NewsFlash

An electronic newsletter for SERS Retirement Coordinators



## Retirement Coordinator Training

SERS is pleased to announce the implementation of a new feature which allows employers to track 75-day non-permanent employee work days on our Employer Website. Effective September 16, 2015, agencies will no longer complete form 3904 to report 75-day time worked. Instead, you will log into the SRS Employer Website to report and certify days worked through the website. Agencies are encouraged to *complete and submit all 3904 forms for time worked through September 15<sup>th</sup> by September 25<sup>th</sup>*. All forms received by September 25<sup>th</sup> will be updated in the new system for the period of January 2015 through September 15, 2015. If an agency fails to complete and submit the 3904 forms by September 25<sup>th</sup>, SERS will return the forms to the agency for input in the Employer Website. Any questions about the forms, contact Brenda Bain at 217-785-7034.

SERS has several training sessions scheduled for mid-September. You have been selected to attend training at our Springfield location (2101 South Veterans Parkway) on **September 17<sup>th</sup>**. The training session will begin at 8:30 a.m. and will end at around 11:15 a.m.

If you wish to bring a co-worker for whom this information will be applicable, please email [Cathy McGrath](#) with the name. (Due to limited seating, SERS requests that only one additional person attend.) In addition to the new 75-day feature, other items to be discussed at the meeting will be:

- 1404 Completion
- Disability Forms
- Fraud
- Service/Refunds
- Future Web Enhancements

Should you have any questions, please call Cathy at 217-785-6979.