

Bill Hanney

From: Bill Hanney
Sent: Monday, January 10, 2011 3:24 PM
To: Kathy Welker
Subject: NewsFlash
Attachments: image001.jpg

From: Bill Hanney
Sent: Monday, January 10, 2011 2:41 PM
To: Kathy Welker
Subject: NewsFlash



Reminder for 2010 75-Day Return to Work Documentation

All calendar year 2010 nonpermanent return to work documentation is due no later than Monday, January 31, 2011.

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 01/01/2010). 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”.