

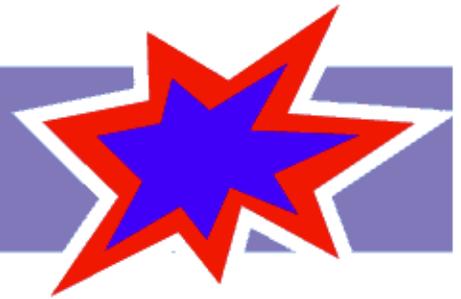


BHanney

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To: VHaas/Ser@SER084R1.STATE.IL.US
cc:
Subject: NewsFlash

NewsFlash



An electric newsletter for SERS Payroll Officers

75-Day Nonpermanent Employment Update & Reminders

SERS has updated Form 3904 Report of Retiree Nonpermanent Employment. This updated form includes a check off box for indicating if the employee is a regular retiree or a participant in the ARCP or CLSIP. It's important that one box be checked for each report of the payroll period the employee worked.

In addition, you will find two boxes under the payroll period section allowing you to check whether the payroll period you are reporting is a Revision or the Final Pay Period.

The revision box would be checked if you are correcting a previously reported number of days worked. The final pay period box would be used to avoid the need to report continuous zero days. Keep in mind that if we do not have anything showing a final pay period, you will be expected to report zero days each pay period. If a 75 day participant returns to your payroll after you report them as final, just begin reporting the days as usual **if the individual returned during the same calendar year** as certified on the Certification of Retiree Return to State Employment (form 3905).

The new form is available on the SRS website under the Retirement Coordinator link for forms. If you complete the form online and need to start over, click on the reset area at the top of the form.

IMPORTANT REMINDERS

Certification Form 3905

The agency retirement coordinator or signature designee is the only person(s) authorized to sign the Certification of Retiree Return to State Employment form 3905. Initialed signatures are not acceptable. Please check the proper box that applies to the returning employee: Retiree, ARCP or CLSIP.

A properly completed and signed 3905 form should be submitted to SERS before reporting the days worked or you may attach it along with the first report of days. The 3905 is used to create the

employee's log record at SERS.

Report of Employment Form 3904

The Report of Retiree Nonpermanent Employment Form 3904 is a payroll documentation that must be signed by the Payroll Officer. *Initialed signatures are not acceptable.* All 75-day nonpermanent employees should be coded "W" for deduction code purposes.

General Information

All areas of the 3905 and 3904 must be completed. This includes the five-digit payroll code, telephone number of the agency contact person, and the entire Social Security number of the employee. SERS prefers the 'original' form be mailed to our office in Springfield. We have found that some faxed forms are not legible.

SERS Fax Numbers

To ensure that your fax to our office finds the right person or department, here are the fax numbers for each SERS section.

Accounting	217-785-7019
Chicago	312-814-5805
Disability	217-785-6961
Insurance	217-557-0510
Pensions & Death	217-524-2293
Vouchering	217-557-0510
Field Services	217-557-5154
Service & Refunds	217-785-6964