

We work better, when we work together....

April 2016

For HR/Benefits use only – Please do not distribute to all users

Active Member Benefit Statements

Benefit Statements were distributed to active employees on Friday, April 1st. If the member had "Email" set up as their correspondence distribution preference or if we have a work email address on file, the member was advised via email that their Benefit Statement was available for viewing via Secure Member Access. All other eligible employees will receive their Benefit Statement in the mail. Please note that employees will only receive a Benefit Statement if they meet the following criteria:

1. If the member is currently employed in a benefit eligible position.
2. If the member has been employed for longer than 3 months.
3. If the member is not currently on a leave of absence.
4. If the member has not already submitted their Notice of Retirement.

As you can imagine, the distribution of the statements has generated quite a few calls from our members. Our staff is available to answer any questions employees may have Monday – Friday, 7:30 am to 4:30 pm.

MPERS Forms

There are several forms a member may complete throughout their career and membership with MPERS. This always starts with the *Membership Record* and leads to either a *Termination of Employment* or a *Notice of Retirement*, with several other forms along the way. In order for MPERS to provide the best possible service to our members and ensure accurate records are maintained, it is crucial that we receive these forms in a timely manner and with all the information filled in on the forms. It has also come to our attention that several of you are still using outdated forms....which is very noticeable since we updated our logo in September and are still receiving forms with the old logo. You can always find the most recent version of our forms on our website www.mpers.org. Most forms are listed under the "**Forms**" section. However, The *Membership Record*, *Leave of Absence*, & *Termination of Employment* are listed separately under the "**Employer**" section of our website, as they are to be mostly completed & submitted by the employer. Below are some notes to remember when submitting forms:

1. When completing a *Membership Record* or *Termination of Employment*, please fill in all of the information requested, specifically the date of hire or date of termination.
2. The *Membership Record* & *Termination of Employment* should be submitted to MPERS no later than 2 weeks after the date of hire or termination, as that is when we will process the member's first or last payroll and send any necessary correspondence to the member. If we do not have forms confirming the member's service dates, it could delay a transfer of their prior creditable service or notification of their options at the time of termination.
3. Forms may be submitted to MPERS via mail, email or fax. However, please keep in mind that a form should **not** be sent via email if it contains a full SSN, either for the member or their beneficiaries!
4. Please keep MPERS informed of who to contact in your district, division or troop in regards to either a missing form or with questions about the information on the form.

Pre-Retirement Seminars for April

April 6, 2016 – Jefferson City
April 7, 2016 – Jefferson City
April 20, 2016 – St. Joseph

April 21, 2016 – Lee's Summit
April 22, 2016 – Lee's Summit