



THE HR CONNECTION

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

January 2014

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

Arch Brokerage – Automatic Payments

As you may recall, December was the last month in which MPERS withheld deductions for the Missouri Highway Employees' Voluntary Life Insurance. If you receive calls from members concerned about an automatic payment made from their account for "Arch Brokerage", please let them know that this is the vendor/provider for their Voluntary Life Insurance. I believe this deduction will come out around the 3rd of each month. The contact number for Voluntary Life/Arch Brokerage is 314-849-6363 ext 107.

Retiree Newsletter from MPERS & Informational Stuffer from Employee Benefits

Attached are two informational items that were mailed to retirees/survivors along with the December payroll advice. The first is the annual newsletter that is sent out by MPERS. Also attached is a reminder from Employee Benefits about possible changes to medical premiums.

As a reminder, December was the last paper advice that will be mailed. Effective with the January payroll, members will need to log into their Secure Member Access (MyMPERS account) to view their payroll information.

MPERS Comprehensive Annual Financial Report(CAFR) FY2013

Our latest CAFR has been added to our website. The theme this year is "Serving Those Who Keep Us Safe", which is very important to us. In keeping with this year's theme, there are several pictures of actual members whom we serve. Please take the time to review the report on our website. [CAFR FY13](#)

Pay Cards to Replace Checks

As you may recall, beginning in March we will no longer be issuing paper checks to members for their monthly benefit. We are currently working with our bank to establish a pay card (debit card) as an alternative. There are 199 members still receiving their monthly benefit in the form of a paper check. These members will be given the choice of either switching to direct deposit, or using a pay card. A notice will be sent at the end of January, along with their benefit check, explaining the member's options and providing them with instructions to set up/activate their card, if that is the option chosen. A copy of this notice will be sent in your February HR Connection.

MPERS 1099-R Receives a Facelift

Each year we receive several calls from members regarding the year-to-date totals withheld for their medical & dental/vision premiums. In an effort to be more user friendly and informative, we have added this information to the top, right hand section of our 1099-R. Please note these totals will only include actual amounts withheld from the member's benefit. They will not include any manual payments, adjustments or refunds made by the member. A sample of the new form can be viewed in the attached Retiree Newsletter.

FMLA - Eligibility

When adding the active payroll & leave information to our system, we receive an error when a member is placed on FMLA and they have not been employed (in a benefit eligible position) for at least 12 months. We have recently seen an increase in the amount of times this error has been received. In many cases, there is a logical explanation, such as the member recently transferred from MOSERS, or was hired in a non-benefit eligible position at least 12 months prior. When this error is received, we contact the employing agency and verify if the leave is correct, and if so, manually add it to our system. However, we'd like to take this time to remind you to please double check the member's eligibility to receive this type of leave prior to keying it into SAMII. This will avoid a lot of work on both our end and yours when corrections need to be made. We would also like to take this time to remind you to submit a [Leave of Absence](#) form any time you place an employee on leave.

Please let us know of anyone that needs to be added to/removed from this distribution listing. If you have topics you would like for us to address, please send them to us and we will do our best to incorporate them in future connections. As always, please feel free to contact us with any questions or concerns you may have!