

IN THE ERIC LOOP

Hello from the Montana Public Employee Retirement Administration (MPERA). This newsletter and those that will follow are intended to fill you in on the ongoing updates to ERIC, as well as to share some news about our agency and some tips and tricks to help you report payroll more efficiently.

Terminating employees timely and accurately- Why so important?

- It can create a delay in processing the member's refund
- For members being paid out their sick leave and vacation when leaving, if you don't have a term date reported, it can affect the contributions coming out
- The date you have entered can also have an effect on their service , which can have an impact on the member's retirement

Non-Contributing employee term dates matter!

- If they are hired into a new Non-Contributing position after terminating and having a 30-day break in service, they get a new election. If they aren't terminated by your agency, it can create a problem for the new employer reporting them

MPERA introduces electronic signatures through DocuSign!

MPERA is excited to announce that a selection of our forms are now available through DocuSign. This means that instead of downloading a form, completing it and mailing it to MPERA, or scanning and sending it via FTP, now all you have to do is log in to DocuSign on our website and complete the form. DocuSign will notify MPERA once the form is complete.

The first forms available through DocuSign will be:

- PERS Optional Membership
- PERS Membership/Beneficiary
- PERS Plan Choice Election
- Salary Deferral Agreement (457 Deferred Comp)

You will be able to provide these links to your new employees as part of your onboarding process. All our forms will still be available on our website for those who need a paper copy.

Watch for more information through email and the ERIC message board.

Optional Membership Training is now available on our Employer Education Calendar!

To learn more about who qualifies as an Optional Member, register for our training on our website!



QUESTIONS?

Contact MPERA Support at:

844-304-5452

406-444-3994

