NEW EMPLOYEE ENROLLMENT/REPORTING IN ERIC FOR NON-SCHOOL DISTRICTS

Employee is hired into a PERS-covered position. (Note: Employees can be in both PERS-covered and non-PERS positions. If so, enroll in both job classifications.)

YES

Employee is working full time or is already a PERS member.

YES

Enroll employee in ERIC as a "PERS Member."

Reminder: Employees new to PERS have 12 months to make a PERS Plan Choice Election.

NO

Enroll employee as an "Optional employee working under 960 hours." Give the employee the PERS Optional Membership Election Form. (The employee has 90 days to make an election.)

Employee elects PERS

Enroll employee in ERIC as "PERS Member" and terminate the "Optional employee working under 960 hours" position on the next payroll report. PERS membership begins on the day of election.

Employee declines PERS

Continue to report employee in ERIC as "Optional employee working under 960 hours (OEUH)."

NO

Enroll employee in ERIC using the correct non-contributing job classification.

Optional Membership Information:

If an employee declined PERS membership, they cannot later become a member of PERS while still employed with the same employer but in a different optional position, unless they terminate employment for more than 30 days.

If an employee has terminated employment for more than 30 days and returns to a part-time position, they are entitled to a new optional membership election.