

Governor
Brian Schweitzer

FISCAL YEAR END IS COMING SOON!

Public Employees' Retirement Board (PERB)

Board President
Scott Moore
Active Public Employee
Miles City, MT
Appointed 4/1/2010
Term Expires 3/31/2015
mperb.smoores@gmail.com

Board Vice-President
Terrence Smith
Active DC Plan Member
Bozeman, MT
Appointed 4/1/2009
Term Expires 3/31/2014
mperb.tsmith@gmail.com

Bob Bugni
Investment Management
East Helena, MT
Appointed 12/13/2011
Term Expires 3/31/2014
mperb.bbugni@gmail.com

Darcy Halpin
Retired PERS Member
Belgrade, MT
Appointed 4/21/2008
Term Expires 3/31/2013
mperb.dhalpin@gmail.com

Dianna Porter
Member at Large
Butte, MT
Appointed 4/8/2008
Term Expires 3/31/2013
mperb.dporter@gmail.com

Timm Twardoski
Member at Large
Helena, MT
Appointed 4/1/2011
Term Expires 3/31/2016
mperb.twardoski@gmail.com

MPERA
Executive Director
Roxanne Minnehan

Official publication of the
Montana Public Employee
Retirement Administration.

*Should any information in this
newsletter conflict with statute or
rule, the statute or rule will apply.*

To ensure a smooth end to the fiscal year, please be aware of the following:

- ◆ Please submit your June payroll reports as soon as possible. If your final payday for June falls on June 29th, your reports can be submitted no later than July 9th at 3:00 p.m. If you are still mailing in a check, we need to receive it by July 9th to be included on the member annual statements.
- ◆ If you have any changes to the frequency and occurrence of your paydays due to fiscal year end, please contact Mary (444 - 1456) or Diana (444 - 9171) as soon as possible. They will be happy to help you so your employee's service credit remains accurate.

And don't forget!

- ◆ Annual Statements will be mailed to active employees by the end of July. Please help us reduce returned mail by updating and validating member addresses through web reporting!
- ◆ **School district or special education cooperative.** If you do not process payroll over the summer months, you are still required to file a "No File Reports". If your business office is completely closed down during the summer months, please contact Mary or Diana.
- ◆ Reporting ALL employees to MPERA is mandatory. This includes employees reported to and paying contributions to TRS, employees working in an optional TRS position (§ 19-20-302, MCA), TRS working retirees, and university system employees (academic and professional staff) that are eligible only for the ORP. If you have any questions, please feel free to contact us.

PRIVATIZING IMPACTS YOUR EMPLOYEES' RETIREMENT!

In these economic times, local governments are searching for ways to streamline their budgets. Recently one county sold a nursing home to a private entity. This sale affected the retirement benefit of the employees because once the sale was final, they were no longer eligible to participate in PERS. If you are considering this type of change, please contact MPERA so we can help you and your employees understand their options.

WEBINARS FOR YOU!

Our goal for calendar year 2012 is to provide ongoing Employer Training. In January 2012, we developed the "PERS State/City/County Employer Review" and "PERS School District Employer Review" webinars. During these webinars we focus on:

- ◆ New Hire Eligibility Screen and its advantages;
- ◆ Terminating an employee and how to streamline this process;
- ◆ Refund Forms - Do you give one out or Don't you? (hint: no)
- ◆ Working Retirees and their requirements;
- ◆ Reporting requirements;
- ◆ Elected officials and PERS;
- ◆ Incomplete Forms

Just go to mpera.mt.gov and check the Education calendar on our website for dates and times!

No Password required - Login as a GUEST with your name.

After the 30-40 minute presentation, there will be an opportunity to "LIVE CHAT" with us and ask any questions you still have.

New! In addition to our PERS version, we are now offering: "Steps to Retirement" webinars for Sheriffs, and Game Wardens and Peace Officers. See you online!

DON'T FORGET!

- ◆ Employees receiving lump sum payouts of vacation, banked holiday, sick and compensatory leave without termination of employment do not require PERS contributions on the payouts.
- ◆ Please use the New Hire Eligibility Screen to enroll all of your employees. This includes newly hired (and rehired), optional, excluded, working retirees, and contributing. This feature will clarify which forms are needed or not needed and ensure the correct rates are applied.
- ◆ When you are checking eligibility for a new hire, remember to change the employee type to match the type of job. The default is Contributing. If you are checking on information for an optional position, select Optional.
- ◆ Ensure forms sent to us are completed correctly. If not they become little boomerangs! (Forms will be returned to you.)
- ◆ And speaking of forms, we have updated our PERS Optional Membership form. Please check it over carefully to ensure that it is complete before you send it to us!
- ◆ If an employee is not terminated on their final payroll, report them again with zero earnings and terminate them. This eliminates the need to verify termination later.

We respect how complex your jobs are. Thanks so much for all you do!

DIRECTORY OF MPERA CONTACTS

Questions about Benefits:

Jennifer.....	444-5460
Margaret.....	444-3953
Sheri.....	444-1274
Shani.....	444-2629

Working Retirees

Alvina.....	444-1387
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Payroll Questions

Mary.....	444-1456
Diana.....	444-9171

Employer/Employee Education

Jenny.....	444-2996
Joel.....	444-0199
Armando.....	444-9139
Terry.....	444-9172

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1992, ALTERNATIVE ACCESSIBLE FORMATS OF THIS DOCUMENT WILL BE PROVIDED UPON REQUEST.

DID YOU KNOW?

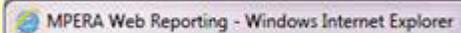
If you would like to duplicate a record within a working retiree certification or payroll report, you can use the F4 key and whatever you have entered for one record will be duplicated for the next. Other keyboard shortcuts are available and can be referenced by clicking on the Help Menu and the Keyboard Help when you are in the screen.

IT CORNER

If your Web Reporting session locks up, please: 1) click on the screen, 2) hold the control key down, and 3) roll the mouse wheel a couple clicks in one direction and back. This CLICK-CONTROL-ROLL technique refreshes the screen and shows the missing fields.

Alternative options to zoom:

- ◆ Internet Explorer Zoom lets you enlarge or reduce the view of a webpage. On the bottom right of the Internet Explorer screen, click the arrow next to the Change Zoom Level button. Change zoom from 100% to 125% then back to 100%.
- ◆ Double click on the window header, at the top of the screen.



Java Updates

On Friday, 5/11/2012, MPERA started using Java 6 Update 31 as its supported client. This update is the latest and most secure. You may be asked to update your client or it may update automatically. If you have problems updating Java, please remove other versions of Java using the Control Panel. If you do not have rights to update your computer, please ask your computer support staff to run the update. The updates can be found here: <http://mpera.mt.gov/webreportingmessage.shtml>. We are here to help! If necessary, contact us at: 1-877-275-7372 or 444-3154, local Helena number.

WE WANT TO HEAR FROM YOU!

If you have any questions or comments about employer education, please email us at MPERACommunications@mt.gov.

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MONTANA PUBLIC EMPLOYEE
RETIREMENT ADMINISTRATION (MPERA)
PO BOX 200131
HELENA MT 59620-0131