

Welcome



2007
RETIREMENT COORDINATOR
TRAINING SEMINAR

Presented by the
Oklahoma Public Employees Retirement System (OPERS)

Welcome



Presenter:

Linda Webb

Director of Member Services

Topics



- Annual Statements
- Enrollments
- Payroll Issues
- Temporary Total Disability (TTD)
- Military Service
- USERRA
- Retirement Process

Topics



- Pre-Retirement Seminar
- Vesting and Withdrawals
- Retirees Returning to Work
- Handbooks
- Legislation
- What's Coming

New Manual

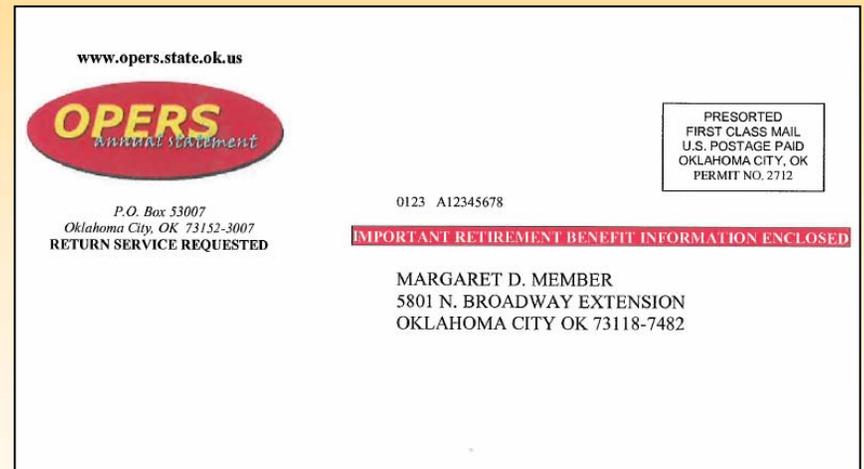


- Reusing old binders:
 - Keep tabs
 - Replace slide-in cover and spine
- Please recycle if possible.

Annual Statements



- 6 Categories
 - State Employees
 - State Elected Officials
 - Local Government Employees
 - Local Elected Officials
 - Hazardous Duty Members
 - Justices & Judges



Annual Statements



- Contain information about:
 - Accumulated Contributions
 - Beneficiary(ies)
 - Retirement Coordinator contact information
 - Retirement Eligibility Requirements
 - Death Benefits

Annual Statements



- All information as of June 30, 2007
- Mailed to address in our records
- Retirement Coordinators will receive "dead end" statements

Enrollments



- Retirement Coordinators can do it alone.
- Beneficiary Designations should come with or after the Enrollment Form.
- Enroll employees even if they leave right away.
- Call OPERS about previous participation.

Enrollments



- Send copy of Social Security card if available.
- Retirees who return to work do not need one!
 - Use Post-Retirement Employment Form.
- Online enrollments: testing stages

Keep Information Updated!



- Employee information gets stale easily
- Need to inform OPERS when:
 - Employee moves (new address)
 - Marriage or divorce*
 - Name change*

**These events often trigger the need to update beneficiary information.*

Keep Information Updated!



- Retirement Coordinators should keep their information up to date too (email, phone, fax, etc.)

Payroll Issues



- Very important to maintain service credit and salary records.
- Report correct hours worked on payroll each month.
- Mistakes can have a direct effect on a member's retirement benefit, eligibility, etc.

Temporary Total Disability (TTD)



- State employees may purchase service for the time when they received temporary total disability (TTD) benefits.
- **Inform members right away of their right to make this purchase (Certified mail recommended).**
- Only for work-related injury or illness.
- Use "Notice and Application for Temporary Total Disability Purchase".

Temporary Total Disability (TTD)



- Requirements:
 1. Member was employed by the participating employer immediately prior to and during the absence; and
 2. Member notifies OPERS in writing that he or she wants to buy the services not later than **four months** after the **earliest** of these events:
 - member's return to work; or
 - termination of employment; or
 - termination of the TTD benefits.

Temporary Total Disability (TTD)



- Employer must certify to OPERS in writing the TTD dates (on the form).
- Member and employer shall each pay their respective contributions without interest **within** 60 days of invoicing or at 7.5% (compounded annually) if **after** 60 days.

Military



- Application for Military Service is available online.
- Military service is creditable toward normal retirement eligibility (ex. 80 pts.)
- Maximum of 5 years
 - Not toward the 6 years.
 - Not participating service for early retirement.

Uniform Services Employment & Reemployment Rights Act

- Available to an employee who is absent from work due to voluntary or involuntary military service to buy back service credit lost during military absence.
- Certain time limits and conditions must be met, and contributions may be required to be paid before service can be granted.

USERRA



- For a member to assert rights under USERRA, he or she should see YOU - the Retirement Coordinator and contact OPERS immediately upon return to employment.

Member Responsibility:

- Submit DD214 and Application for Military Service.

Retirement Coordinator Responsibility:

- Provide OPERS with:
 - Member's last day on job before military service.
 - Date member returned to work.
 - Specifically mention USERRA.

Retirement Process



- 60-Day Notice Requirement
- Dates are updated & on the website
- OPERS communicates directly with members, provides forms (\$5,000 death benefit, Direct Deposit, etc.)

Pre-Retirement Seminars



- Five locations:
 - OKC
 - Tulsa
 - Lawton
 - Enid
 - McAlester
- Insurance info provided (OSEEGIB)
- Online by end of 2007

Withdrawals & Vesting



- When an employee leaves, it's usually best to vest or withdraw.
- Withdrawals:
 - Cannot be reemployed with a participating employer for 4 calendar months in any status.
 - Taxable contributions: mandatory withholding of 20% federal and 5% state.
 - Can also roll over.

Withdrawals & Vesting



- **Inform** employees they can withdraw or vest.
- If they are eligible to vest, OPERS informs them.

What is Vesting?

Vesting



- Must have 8 years of credited service.
(7 years and 6 months rounded up)
- Of the 8 years needed, at least 6 of those years must be full-time equivalent employment with a participating OPERS employer.
- Retirement Coordinator and member must complete a form entitled Application for Vested Benefits and submit it to OPERS.

Vesting



- When you elect a vested benefit you don't receive a retirement benefit right away.
- **Example 1:**
Josephine, age 33, terminates with 9 years of service. If she elects a vested benefit, she may draw at age 62.
- **Example 2:**
Oliver, age 52, terminates with 25 years of service. If he elects a vested benefit, he may draw full retirement benefits at age 55. ($55 + 25 = 80$)

Benefits of Vesting



- Annual vested statement
- Reminder communications
- Newsletters & other information

Retirees Returning to Work (RRTW)



- RRTWs must participate, regardless of hours worked.
- They do not need an Enrollment Form.
Always ask the right questions:
 - Have you ever been a member of OPERS?
 - Are you drawing retirement benefits?

Retirees Returning to Work (RRTW)



- When retiree stops working, promptly complete the "Termination of Post-Retirement Employment" form.
 - Report gross amount of retiree's last paycheck showing they did not (or will not) exceed allowed earnings.

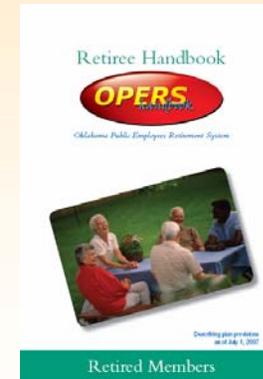
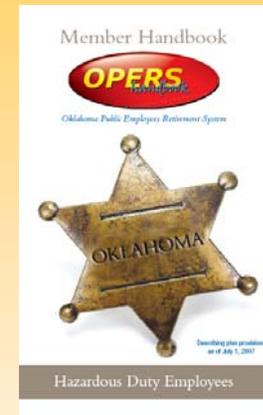
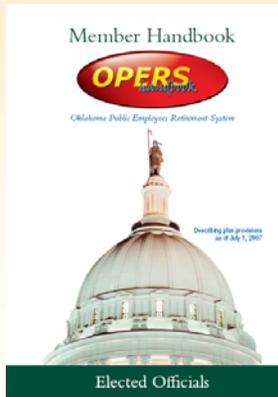
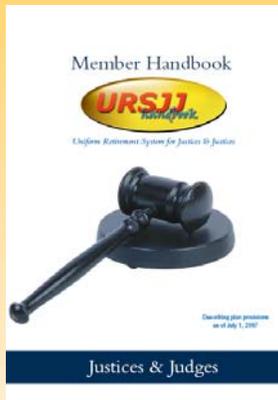
- Under age 65 + 10 months: \$12,960
- 65 & turn 65 + 10 months in 2007: \$34,440
- Age 65 + 10 months & older: No limit

Retirees Returning to Work (RRTW)



- It is a direct violation of Internal Revenue Service (IRS) provisions for an employer to make an agreement with an employee that would permit the employee to retire and then be rehired by the same employer. Such a retirement is considered a sham retirement under IRS guidelines. An OPERS retiree may go to work for a different participating employer after the first month of retirement.

2007 Handbooks



2007 Handbooks



- Will be shipping to Retirement Coordinators.
- Contact OPERS about shipping to multiple locations.
- New Retiree Handbook
- All versions to be posted on the website

2007 Legislation



- Executive Director has the authority to waive the 60-day notice requirement for “just cause”.
- Medicare Gap: reduction begins the month following Medicare eligibility.

Q & A



Questions and Answers

Thank You



**Visit the OPERS website at:
www.opers.ok.gov**

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