



# NEWS TO USE

A newsletter for PERSI employers

August 2009

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## COMPLETING THE RS132 FORM FOR REHIRED RETIREES -don't omit sections or forget signatures-

Failing to fully complete or delaying submission of the RS132 form, which certifies the employment of a retired PERSI member, can be problematic. (Schools rehiring retired certificated administrators or teachers under House Bill 202 need to complete an RS132A for those individuals.)

### Use Latest Form

It is important to use the most recent version of the RS132 form. It is available on the PERSI Web site at [www.persi.idaho.gov](http://www.persi.idaho.gov). To locate the form, click on the "Employer" tab located on the left side of the homepage and follow the "Forms" link from the drop down menu. When the forms page opens, simply scroll down to the RS132. Click on the PDF icon to open the form for printing.

### Complete All Sections

Too often sections of the RS132 form are left blank. An incomplete form means it will either be returned or someone from PERSI must call to obtain missing information...both scenarios cause processing delays. Omissions can also potentially impact the next PERSI retiree payroll. Areas commonly overlooked or misunderstood include:

- Employer name and number
- Name of retired employee
- Employment start date
  - use appropriate rehire after retirement date in "start date" section
- Employment condition
  - understand the definition of "employee" for PERSI membership as defined by Idaho Code 59-1302(14)1

Checking the wrong box (typically the first box on the form) may result in the employee erroneously being removed from PERSI's retiree payroll because it indicates the retiree meets the definition of employee, when they actually may not. This error could result in a discontinuation of the retiree's benefits.

### Signatures

PERSI requires two key signatures on the RS132: signature of the certifying official and the signature of the retiree. **Without both, the form cannot be processed.**

### Submitting The Form

PERSI strongly urges employers to submit the RS132 form in a timely fashion to avoid creating potential problems for their employee. When an employer fails to submit a form in a timely manner (before the retiree begins working), it could put the retiree in a position of owing delinquent contributions, often amounting to thousands of dollars...and no one wants a surprise like that.

### Paying The Consequences

If an employer fails to report the employment of a retired member and it results in PERSI paying benefits that should have been suspended, **the employer is required to repay PERSI the benefit payments that should have been suspended, plus interest.** In addition, the employer will have to repay the delinquent employer and employee contributions. The employer may then recoup the benefit payments from the employee.

If you have questions, call the PERSI Answer Center at 208-334-3365 from the Boise area, or call toll-free 1-800-451-8228 from outside the Treasure Valley.

### Quick Tip...

Another form that can potentially cause problems is the RS109 *Notice of Change in Employment Status* form. School districts should use the contract end date (generally August 31<sup>st</sup>) as the termination date, **NOT** the last day of school. All other employers should use the last day actually worked as the termination date. **Generally, this information comes on the transmittal, so the form only needs to be submitted to PERSI when the employee is retiring or when requested.**

# PERSI WEB SITE MAKES GETTING PERSI MATERIALS EASY

Employers have been calling PERSI for materials to give new employees. PERSI wants to let employers (and your employees) know how easy and quick it is to get brochures from the PERSI Web site ([www.persi.idaho.gov](http://www.persi.idaho.gov)). It is a great resource for current materials, news, and benefit information.

## Benefit Brochures

To make finding information about PERSI benefits a little easier, a "Brochures" tab and a quick link have been added to the homepage of the PERSI Web site. The brochures can provide useful information to employees, and may serve as a reference for employers who are asked questions about PERSI by their employees. The *Benefits at a Glance* flyer will be of particular interest for new employees; but any of the PDF brochures can be printed from the Web site to use as handouts when needed. As older brochures are updated or new ones completed, they will be added to the Web site.

## Choice Plan Materials

In the June issue of the *News To Use* newsletter, the new Choice 401 (k) Plan materials were introduced. Understandably, employers want to provide these materials to their employees. Rather than randomly sending out these brochures, PERSI decided the most efficient and effective way to get the materials into the hands of new employees would be to simply mail them. ACS – the Choice Plan record keeper – will be mailing a Choice Plan kit to every new employee. The kit includes:

- Highlights Brochure
- Plan Comparison Sheet
- Fund Performance and Fee Summary
- Frequently Asked Questions
- Deferral Election Form (RS801)
- Postcard for Requesting a Choice Plan Guide

Employees can read or download the new materials – or even take a Web tour of the Choice 401(k) Plan – right from the homepage of the PERSI Web site. The materials can be found by clicking on the "Brochures," "Member," or "Retiree" tabs on the homepage, and then on the "Choice 401(k) Plan" links.

## Other Materials and Information

New employees will receive a PERSI handbook and welcome letter in the mail upon completion of 5 months of service. However, new employees don't have to wait for the mail to read the handbook, they can view it online or print it from the PERSI Web site. The online handbook is continually updated to keep the information current. The printed handbook is currently published every 24-30 months.

Account information for your employees is readily available using the "myPERSI" button on the homepage of the PERSI Web site; but they must first register by clicking the button, providing some limited personal information, and creating a password. Once registered, your employees simply enter their email address and password to access their Base Plan account information and view their Choice Plan balance. With the single sign-on feature, an employee who is viewing his/her account balances on the PERSI Web site can link directly to the secure ACS Web site for detailed Choice Plan account information or to conduct a 401(k) transaction without signing in and out or using another password.

Getting PERSI materials (or account information) is as easy as 1-2-3. Log on to the PERSI Web site; click on the appropriate link; and view or print the materials.

## Notes

Retirement Board Chairman [Jody Olson](#) was re-elected to the Board of the Council of Institutional Investors, a non-profit shareowner-rights organization that educates members and the public about corporate governance.

IT Database Analyst [Nancy Fauver](#) completed the Microsoft SQLServer 2007 Database Maintenance course.

[Kattiana Rouse](#) has assumed the role of Technical Records Specialist in the PERSI Processing Center. Katt was previously a Customer Service Representative in the PERSI Answer Center.