



# NEWS TO USE

A newsletter for PERSI employers

May 2013

- Processing Withdrawals
- Rate Increase
- New Member Flyer
- IRIS Update



## PROCESSING AN ACCOUNT WITHDRAWAL TAKES TIME -- shared responsibility --

As a follow up to the April newsletter article on taking a separations benefit (Base Plan account withdrawal), this month PERSI wants to explain the process. It's not just a matter of having a terminated employee tell PERSI they want to take all their money from the Base Plan. The employer, the employee, and PERSI each share some responsibilities before a withdrawal is paid out.

### EMPLOYER

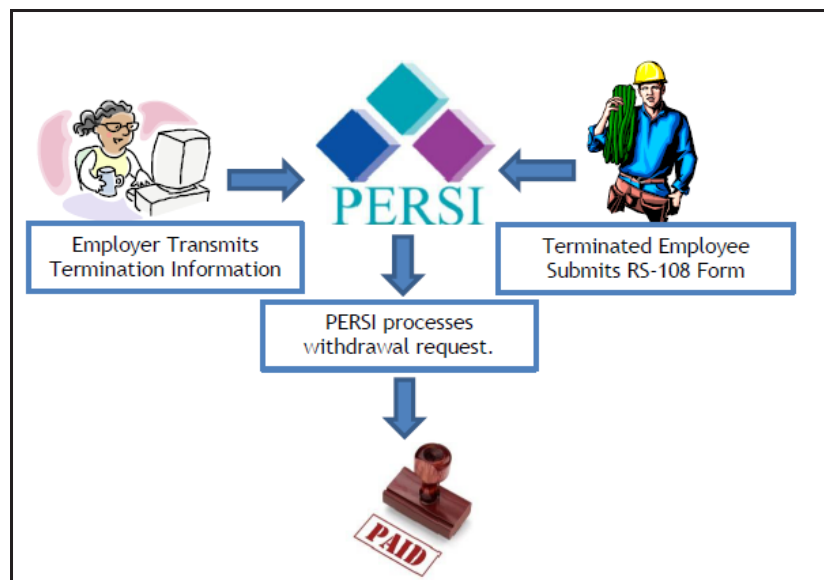
Before the withdrawal process can even begin, the employer has to report to PERSI that the employee has terminated. If a terminated employee continues to show as an active employee, PERSI cannot process a separations benefit. Employee terminations (and final salary and contributions) **must** be shown on a transmittal before a separation benefit can be paid. (The *Notice in Change in Employment Status* RS109 form is primarily used for members who are retiring, no longer eligible for PERSI membership, or taking a leave of absence.)

When PERSI receives calls from inactive members wanting to withdraw their money, PERSI can't comply until the termination is reported via a transmittal. (*Remember, all member information used by PERSI comes directly from employer transmittals.*)

### EMPLOYEE

If a terminated employee wishes to withdraw their funds, they **must** submit a signed *RS108 - Base Plan Account Withdrawal Request* form to PERSI after their termination date. (Employees are **not** required to take a separations benefit upon termination.) Forms submitted before the termination date will be returned.

At the time of termination, the employer should explain to the terminating employee that it can take between 4-6 weeks to process a separations benefit. Terminated employees simply cannot bring an RS108 form into a PERSI office and expect to have the funds immediately.



PERSI relies on employers to share this information with terminating employees who express interest in a separations benefit.

### PERSI

After the separations benefit request (RS108) has been received and accepted, PERSI checks that the employee shows as terminated on the employer's transmittal. Payments are issued weekly on Friday.

If everyone does their part, the terminated employee will be paid in a timely fashion.



# RATE INCREASE GOES INTO EFFECT ON PAYROLL CYCLES THAT START ON OR AFTER JULY 1, 2013

## HELPING NEW EMPLOYEES UNDERSTAND PERSI

PERSI offers many brochures and flyers to help members understand their benefits. Some employers expressed interest in having more materials for their new hires. In response to this need, PERSI has created a flyer targeting new members. It is called **5 Reasons Why You Should Care About PERSI**. This flyer, along with the **Benefits at a Glance** flyer, should help get any new employee on the path to understanding the benefits of PERSI membership.

The next time you want something quick and easy to give your new employees, just go to the PERSI website ([www.persi.idaho.gov/brochures/](http://www.persi.idaho.gov/brochures/)) and print out one or both of these flyers. Use them to help explain why a percentage of an employee's salary is paid to PERSI, and the many benefits received as a result of paying contributions.

Any employee -- new or otherwise -- who expresses interest in a specific issue (e.g., death benefits, divorce, disability, military) can be directed to the PERSI website where they can find several brochures and a handbook.



## TRANSMITTAL SERVICE INTERRUPTION



All PERSI employers will be unable to submit any payroll transmittal files from **noon on Friday, May 3<sup>rd</sup> through 7:00 a.m. Monday, May 6<sup>th</sup>**. During this time, PERSI cannot accept electronic files and will shut down PETRA. This interruption in service comes as PERSI implements the first phase of its new IRIS Reporting System.

Forty employers are immediately affected by this first phase. These employers know they will begin submitting payroll files through the new system starting at 7:00 a.m. on May 6<sup>th</sup>. **All other employers will continue to submit files using the same process they used before the service interruption.** PERSI will contact employers as their time approaches to switch over to the new IRIS reporting system.

This service interruption temporarily affects the phone system and blocks access to member records. To use this down time most effectively, PERSI will be conducting staff training. Because of the impact on the phone system and reduced staffing, anyone calling PERSI will likely need to leave a message. PERSI will return the calls on the next business day.

Employers with question should contact the Employer Service Center at 1-866-887-9525 or 208-287-9525 from the Treasure Valley area *before or after* the service interruption dates.

