

Subject: NewsFlash



*All calendar year 2012 nonpermanent employee return to work documentation is due by January 31st, 2013. Please be sure your documentation for 2012 is submitted to SERS by this date to allow final reconciliation for our nonpermanent employees.*

For future reference, important highlights to remember when submitting nonpermanent employment information to SERS includes:

- The Certification of Retiree Return to State Employment form (3905) is based on the **calendar year** from January through December. The 3905 should be submitted for any retiree that is reemployed on a regular state payroll. The 3905 should always precede the payroll documentation reported on the Report of Retiree Nonpermanent Employment form (3904). All areas of the form should be completed.
- Be sure and check the appropriate box for the type of nonpermanent employee you hired. Both return to work questions on the 3905 form must be answered.
- The Current Year Date of employment must be completed showing the hiring date of the nonpermanent employee (example 01/01/2013).
- The Form 3905 must be signed by the employee and by the individual authorized by SERS to sign documents.

❑ The 3904 forms are due immediately following the pay period in which the nonpermanent employee was paid. This form may be signed by the Payroll Officer documenting the number of days worked.

❑ 3904 forms are required even if the employee does not work during a pay period. This means you are required to report “zero” days for all pay periods during the year the employee is certified to work for your agency. If an employee resigns or is removed from your payroll, you should submit a 3904 form indicating the last date worked and check the box for ‘final pay period’. You will no longer need to submit 3904’s once we are notified they have been removed from the payroll. If the employee returns to your payroll *during the same calendar year they were previously certified to work*, you should then begin submitting the payroll documentation (3904 forms) again. You will not be required to submit an updated 3905 provided the reported payroll is within the same calendar year previously certified as 75-day employment.

*The coding for a nonpermanent employee is “W”.*

If you have questions relating to 75-day nonpermanent employment, please contact SERS at 217-785-7034.