

TO: Agency Personnel Officers
Agency Payroll Officers
Sam II HR Discussion List

FROM: Jan Heckemeyer, OA / SAM II Administration
Joann Looten, Manager, Member Services, MOSERS

DATE: January 22, 2002

SUBJECT: **Revised Procedures for Corrections on the Employer Share of Fringe Benefits**

The OA SAM II Systems Administration staff and the staff of MOSERS (Missouri State Employees' Retirement System) have been jointly reviewing procedures in an attempt to reduce errors in the processing of employee benefits and to improve the efficiency of SAM II operations. We will be issuing new procedures and guidelines on several issues that we have been discussing.

This procedure affects the responsibilities of OA, MOSERS, and Agency Payroll Offices with regard to correction transactions on the *employer share* of MOSERS benefit programs.

Through payments to MOSERS from the various funds, the State provides Retirement, Long Term Disability (LTD) coverage, and Basic Life Insurance to eligible employees. In the SAM II HR System, there have been an unfortunate number of errors relating to enrollment of employees for these programs. It is too common, for example, for a new employee to be paid before an enrollment transaction (ENRL) is processed to enroll the employee in one or more of these programs. Up to this point, when an error in enrollment occurred, the agency payroll office has been responsible for BOTH correcting the enrollment AND for requesting a correction payment to MOSERS through SAM II (using a 1DED transaction).

Agencies will still be responsible for correct and timely benefits enrollment for new employees and benefit expiration for separated employees.

Effective January 24, 2002, MOSERS will be identifying errors in the employer share and requesting correcting payments directly, thereby saving the agencies the need to process 1DEDs in these cases.

If errors occur in an employee's deductions for optional life insurance through MOSERS, the agency may still need to process 1DED's to correctly deduct the under withheld amount of the employee's payment for this program.

If you have questions regarding this revised procedure, please contact Sally Hager at MOSERS (632-6171) or Vandee DeVore in OA/Division of Accounting (522-5863).