

NMERB

P.O. Box 26129, Santa Fe, NM 87502-0129

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Dear Payroll and Human Resources Staff,

This edition is dedicated to the Employee Data Form and the role that the form plays in the NMERB reporting process.

Employee Data Form (EDF): The EDF is required at the time of hire for all job categories except for **EX** and **PT**. Your NMERB Analyst must receive and process the EDF in the month that the employee is first reported on your M-1 and W-1. The form is then sent to NMERB Records to be scanned into the employee's account. The EDF is an integral part of the retirement process. It is used by Member Services in their retirement audits to help determine when service credit begins.

Active Member section is to be used for employees you will report under job categories **R**, **RU**, **LT**, and **LU**. Contributions are required.

New Hire: An employee who has never been reported by an LAU Employer as an **R**, **RU**, **LT**, or **LU**.

Re-Hire: An employee who has an existing NMERB account, even if they have refunded in the past. They may have worked for you or another LAU Employer in the past and reported as **R**, **RU**, **LT** or **LU**.

Multiple NMERB Employers: An employee who is currently working for another LAU Employer. NMERB combines wages and FTEs with all employers; this may change how they are reported on the W-1.

NMERB Retiree section is to be used for all NMERB retirees reported as:

Return to Work: An NMERB retiree approved for the formal RTW Program, reported as **RT** or **TU**. Contributions are required.

0.25 FTE or Less: An NMERB retiree approved for the Working 0.25 FTE or Less option, reported as **RW**. No contributions are required.

Less than \$15,000: An NMERB retiree approved for Earning Less than \$15,000 option, reported as **RE**. No contributions are required.

NMPERA Retiree section is to be used for all NMPERA retirees, reported as **RP** or **PU**. Employee contributions are not required, but employer contributions are required. (Job categories **CP** and **CU** are no longer in use as of 5/20/20.)

Questions or comments on this topic? nmerb.lauhhelp@state.nm.us



Upcoming Newsletters

Frequently Asked Questions

NMERB School Reporting Group

Tips:

Electronic Signatures are accepted on the Employee Data Form. The form can be faxed or mailed, we do not require the original.

Long Term Substitutes

Please remember that long term substitutes are reported under the **LT** or **LU** job categories starting with June reporting.

Multiple Employer or RTW Status Need to know the status of an employee working for multiple employers or the RTW status of an NMERB retiree? Send their name and last four of SSN to the email address at the bottom of the Newsletter and request a status check.

FY21 Contributions Rates

remain the same. There is no increase in contributions for FY21.

NMPERA retirees may refund their FY20 contributions at the time of termination by completing a Request for Refund and/or Rollover form.