

New Mexico Educational Retirement Board (NMERB)

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

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Dear Payroll, Business Office, and Human Resources Staff,

This edition's topics include reporting employees using the part time job category and communication.

Part Time .25 FTE

Our office is having to reach out to many LAUs regarding the reporting of employees under the PT job category. First, employers must include Gross Wages and the FTE percentage on their work reports. An employee being reported under the PT job category cannot work more than 0.25 FTE. Second, if an Individual is an NMERB retiree, PERA retiree or ARP retiree they cannot be reported under PT or EX job categories. **No Exceptions.** Third, if an employee working for a single LAU or multiple LAUs, and if the time worked is greater than 0.25 FTE, ERB will notify the LAU(s) to submit Form 9s and move wages, the employee will need to be reported using the R/RU job category and contributions will need to be submit.

Communication With Your ERB Analyst

If you have participated in one of your recent compliance reviews, you have heard us mention the importance of communication with your assigned analyst. We can't emphasize enough how important it is to respond to emails from our office especially when we are processing your electronic files. If the electronic files have missing data or in correct data, we must reach out to the LAU for verification of information. By not responding to our emails, the changes that we make could have a negative impact on member accounts, it creates additional work for the LAUs, and ERB in the form of having to submit Form 9s, show adjustments on future work reports and Form 100s. We ask that LAUs respond in a timely manner to our email communications.

As always, our School Reporting team is available to answer your questions. Please feel free to contact your analyst or send an email to LAU.help@erb.nm.gov.



ACRONYMS

LAU = Local Administrative Unit

ERB = Educational Retirement Board

FTE = Full-Time Equivalent

Tips & Reminders

Visit our website at www.erb.nm.gov for news and updates.

Update School Contact Information

If you have new administrative staff, now is a good time to complete our Signature Authorization Form. Scan or click on the QR code for the link to our Employer Forms & Documents page. Download the excel file, complete the form, print on your school letterhead, and return to our office.



For questions, comments on these topics, or if have a request for future topics, send your email to LAU.help@erb.nm.gov