

New Mexico Educational Retirement Board (NMERB)

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Dear Payroll, Business Office, and Human Resources Staff,

This edition's topics include why the Work Report (W1) is so important and our welcome to Maria Sepulveda, our newest School Reporting Analyst.

The Work Report (W1) and Why It is So Important

What is the Work Report (W1)?

It is an electronic file that is uploaded once a month. It includes all the employees that worked and earned a wage for the month being reported.

What happens to the information that is in the Work Report?

The gross wages and the employee/employer contributions are posted to individual member accounts. This information is used to determine service credit, retirement benefits and or refunds.

What happens if the information is wrong in the Work Report?

If an LAU submits a Work Report with bad data, it creates exception(s) that must be corrected before the information can be processed and wages or contributions can be posted to individual accounts.

How do the exception(s) get fixed?

Your assigned analyst will reach out via email to verify gross wages, job categories, contribution rates, and termination dates.

What happens if your Payroll/HR staff do not respond to our emails?

We allow an LAU 24 hours or three working days to respond to an email. If no response is received, we will make changes based on the information reported.

What happens if ERB make changes that were not intended?

The LAU will need to make corrections the following month using Form 9s and adjustments on the Work Report.

How can an LAU minimize the exceptions?

Prior to uploading the Work Report, verify that the gross wages match the employee and total contribution rates for the job category. Verify job status. Lastly, verify termination dates.

What happens if an LAU does not make corrections and verify an employee's gross wage/contributions?

Failure to report wages and contributions correctly could affect when someone retires and the retirement benefit amount.



ACRONYMS

EDF - Employee Data Form

RTW- Return to Work

ARP - Alternative Retirement Plan

LAU - Local Administrative Unit

Tips & Reminders

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

New Addition to the School Reporting Team

We would like to welcome Maria Sepulveda to our School Reporting Group. She comes to us from our ERB Payroll Department. Maria has already started processing schools and we will be updating our LAU list to include Maria as a point of contact for the schools that she will be processing.

Maria's contact email is: maria.sepulveda@erb.nm.gov

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