



EMPLOYER NEWSLETTER

1st Quarter FY26

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PAS Updates

Pension Administration System

The School Reporting team successfully completed Phase 2 of User Acceptance Testing (UAT#2) in early September. We are excited about the progress of the new software and will continue to provide updates. A reminder: our focused LAU user group is scheduled to begin testing later this fall.

LAU Help

Question – What happens to a member's account when they request a refund?

Answer – When a member's account is refunded, it is permanently closed. If the employee later returns as an ERB contributor, they will be placed in a new tier.

Important: Please have the employee contact Member Services for more information before they apply for a refund.

For questions, send your email to:
LAU.help@erb.nm.gov.

Four Things to Know

1 NMERB Board Rule 2.82.9 Rule Change (Effective 07/01/2025)

LAUs will be assessed a penalty for each work report that fails to correctly identify or categorize an employed individual. This penalty applies to reports that reflect wage payment as required by the rule.

1st failure \$500.00

2nd failure \$1,000.00

3rd and each subsequent failure \$1,500.00

2 Job Categories and Job Classifications

It is crucial to review the Employee Data Form (EDF) with each employee to ensure their job category and classification are reported correctly. Before reporting an employee, verify the following: Are they working for another LAU? Are they retired? (If so, was it with ERB or PERA?) If retired with ERB, are they approved for Return to Work (RTW)? Do they have a copy of their RTW approval letter?

3 Correctly Labeling Electronic Files

To ensure your school analyst can easily identify your reports, please label all electronic files correctly. The standard format is:

Three letter LAU abbreviation: (e.g. ERB)

Two-digit month: (e.g. 09)

Four-digit year: (e.g. 2025)

Report type: W1 (Work Report) or M1 (Member Report)

Example: ERB092025W1 or ERB092025M1

4 Did you forget your summer payroll?

If so, please notify your school reporting analyst or email lau.help@erb.nm.gov for assistance in what to do next. For more information, you can also follow the link to read more about Summer Payroll: [Employer Newsletter - FY23 4th Quarter](#)

ACRONYMS

PAS - Pension Administration System

LAU - Local Administrative Unit

ERB - Educational Retirement Board

EDF - Employee Data Form

W1 - Work Report

M1 - Member Report