



EMPLOYER NEWSLETTER 2nd Quarter FY27

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LAU Help

We are alerting our participating employers to a recent rise in misleading solicitations targeting educational staff across the state. Unaffiliated third-party financial advisors are contacting active members via email to offer private retirement consultations, often using organization names, email domains, and language designed to look nearly identical to the New Mexico Educational Retirement Board (NMERB).

Please Note: These private groups are not affiliated with, endorsed by, or partnered with NMERB in any capacity.

What Your Employees Should Know

- **No Mandatory Third-Party Reviews:** NMERB will never send unsolicited emails requiring employees to schedule benefit consultations with outside sales representatives.
- **Protecting Personal Information:** NMERB will never request sensitive personal or account details via unsolicited email invitations or high-pressure messages.
- **Official Branding:** All legitimate communications from NMERB will clearly originate from official NMERB channels and state government email addresses.

How Employers Can Help

We encourage you to share this warning with your Human Resources, payroll, and benefits teams, as well as relevant staff.

To help educate your employees on how to spot these solicitations and locate buried fine-print disclaimers, please direct them to our website advisory:

Read the Full Advisory: [Is that Email Really from Us? Staying Safe from Third-Party Solicitations | NM Educational Retirement Board](#)

If an employee is uncertain about the authenticity of an email or phone call regarding their pension benefits, please encourage them to contact Member Services directly at **1-800-663-1919**.

Thank you for your ongoing partnership in helping us protect and inform our members.

New Pension Administration System (PAS) Update.

NMERB has successfully completed Segment 3 of User Acceptance Testing (UAT), keeping our system modernization project on track for a second-quarter FY28 Go-Live.

As development continues across upcoming project segments, our LAU volunteer testing groups will participate in subsequent rounds of hands-on validation. We will share detailed timelines and next steps for future testing opportunities soon.

NMERB remains committed to keeping all Local Administrative Units (LAUs) informed and prepared. Look for ongoing progress updates, system previews, and training opportunities delivered through:

- Newsletter spotlights
- Informational webinars
- Virtual and in-person presentations

If you would like a preview of PAS, please email erb.communications@erb.nm.gov.

ACRONYMS

NMERB – Educational Retirement Board

UAT – User Acceptance Testing

PAS - Pension Administration System

LAU – Local Administrative Unit

EDF – Employee Data Forms

M1 – Member Detail File

W1 – Work Report

FY – Fiscal Year

Important Things to Know

1

“R” and “RU” Job Category

It is important to make sure the correct contribution rate is taken from each employee’s monthly wages. Employees are placed in a job category based on their yearly contracted salary, and this category decides their contribution rate.

Employee Contribution Rates

- **Regular “R” employees:** If an employee’s contracted salary is **more than \$24,000 per year**, their contribution rate is **10.7%**.
- **Regular “RU” employees:** If an employee’s contracted salary is **less than \$24,000 per year**, their contribution rate is **7.9%**.

Employer Contribution Rate

- For all job categories, the employer contribution rate is **18.15%**.

Determining Job Categories

- If an employee’s contract shows they will earn **more than \$24,000 for the full year**, they must be assigned to the **“R” job category**, even if they start later in the school year.
- If their contracted salary for the full year is **less than \$24,000**, they must be assigned to the **“RU” job category**.

Changes During the Year

- If an “RU” employee takes on extra duties and their monthly wages increase so that their *annualized earnings* for that reporting month go above \$24,000, you must change their job category to **“R.”**

2

Job Classifications

Job classifications help show the LAU and ERB information for an employee’s role in the LAU. This will be important when we start using the new Pension Administration System. Job classifications are decided by the LAU. Employees do not need to fill out any forms to be identified, and no forms or special steps are needed if something about the job classification needs to be changed or corrected.

Job Classifications k-12:

AD – Administrator (Principal, Superintendent)

TE – Teacher

NC – Non-Certified (Support Staff)

OC – Other Certified (certified positions other than teachers; examples: Nurses, Audiologists, Psychologist)

Job Classifications Collegiate Level:

AD – Administrator (Executive, VP's, Deans)

FA – Faculty (includes Dept. Head)

PR – Professional Staff (exempt Employees)

CL – Classified Staff (non-exempt employees)

3

Employee Account Set up and Changes through Member Detail File.

When employees are hired, rehired, or have changes to their job information, the update must be added to the Member Detail File (M1). This file must be submitted before the monthly work report. It's the first step in creating or updating an employee's ERB account. The Employee Data Form (EDF) is how employers communicate these changes to ERB.

Submit an EDF and include the update in the Member Detail File when:

- A new employee is hired or an employee is rehired
- An employee changes job categories or classifications (except part-time jobs under .25 FTE)
- An employee moves from part-time or short-term substitute to a contributing position
- An employee moves from regular (R) to regular \$24k or less (RU)
- There is a break in service
- A retiree is approved for the Return-to-Work Program