

LAGERS Administrative Manual

A Guide for Plan Administrators

3/1/2013



Missouri Local Government Employees Retirement System



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Introduction . . .

LAGERS has prepared this manual to assist the administrative personnel of the member subdivisions with the administration of their retirement program. We have directed this manual to those employees who will prepare the monthly LAGERS employer statement and administer LAGERS via its online reporting system, ECLIPSE. This manual is provided for your assistance, with the abbreviated explanation of the provisions of the Missouri Statutes and Administrative Rules. Should a conflict arise, the applicable Statutes and/or Rules shall be in force.

Learning Opportunities:

Workshops: LAGERS provides periodic administrative workshops throughout the state to help the administrative staff and others in each subdivision better understand the provisions of LAGERS and pass that understanding along to fellow employees. We urge that each person in the subdivision who is responsible for LAGERS reporting and/or employee relations to attend a workshop in your area.

Pre-Retirement Seminars: LAGERS provides periodic pre-retirement seminars throughout the state. These meetings are designed for LAGERS members who are nearing retirement and are seeking answers in order to make informed decisions about their LAGERS benefits.

On-Site Meetings: A member of LAGERS staff is also available to meet with groups of employees or administration upon request to better explain the system and answer questions. If you feel this type of meeting would benefit your subdivision, please contact the LAGERS office to schedule a convenient time.

Contact Information:

Missouri Local Government Employees Retirement System (LAGERS)

Address: 701 West Main Street, P.O. Box 1665
Jefferson City, MO 65102

Phone: 1-800-447-4334
Fax: 573-636-9671
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Website: www.molagers.org

Summary of LAGERS Plan Provisions . . .

OUR MISSION

The Missouri Local Government Employees Retirement System's mission is to provide secure retirement, survivors', and disability benefits to members and beneficiaries in the most efficient and economical manner possible, while providing superior service and fulfilling its fiduciary obligations.

PURPOSE

The Missouri Local Government Employees Retirement System (LAGERS) is a non-profit public pension system that was created by the State of Missouri in 1967 to provide retirement, survivors and disability benefits to the state's local government employees in the most efficient and economical manner possible. LAGERS has the responsibility of administering the law in accordance with the expressed intent of the General Assembly and bears a fiduciary obligation to the State of Missouri, the taxpayers and public employees who are its beneficiaries.

ADMINISTRATION

The statutes provide that the administration of LAGERS be vested in a seven member Board of Trustees. Three of these trustees are "Member Trustees" who must be participating members of the system. Three members of the board are "Employer Trustees" who must be members of the governing body of a member subdivision, but who do not personally participate in LAGERS. These trustees are elected by the membership. The remaining board member is a "Citizen Trustee" appointed by the governor, who can be neither a member nor employer.

The management of LAGERS is vested in an Executive Secretary who is appointed by the board and serves at its pleasure. The Executive Secretary acts as an advisor to the board on all matters pertaining to the system and, with the approval of the board, contracts for professional services and employs the remaining staff needed to operate the system.

EMPLOYEES ELIGIBLE FOR COVERAGE

All full time employees must be covered under LAGERS. The governing body of the member employer elects full time for LAGERS purposes as either 1500, 1250, or 1000 hours per year. This is elected in the original ordinance to join LAGERS and cannot later be changed.

There is one six month waiting period for all new LAGERS member employees in which no employer or employee contributions are due for the first six months of full time employment. Employees will receive service credit for this six month period.

RETIREMENT BENEFIT CALCULATION

This is the normal retirement benefit and is payable monthly for the lifetime of a member. It equals a specified percent of a member's final average salary multiplied by his or her number of years of credited service. Each employer elects the percent applicable to their employee group from the following available programs:

Life Benefit Programs

L-1	1.00% for life
L-3	1.25% for life
L-7	1.50% for life
*L-9	1.60% for life
L-12	1.75% for life
L-6	2.00% for life
L-11	2.50% for life <i>Available to non-SSA members only</i>

Life & Temporary Benefit Programs

LT-4 (65)	1.00% for life, plus 1.00% to age 65
LT-5 (65)	1.25% for life, plus 0.75% to age 65
LT-8 (65)	1.50% for life, plus 0.50% to age 65
*LT-10(65)	1.60% for life, plus 0.40% to age 65
LT-14(65)	1.75% for life, plus 0.25% to age 65

All other LT programs, unless denoted "LT (65)", extend temporary benefits to age 62 rather than age 65. All benefit programs may be changed by majority vote of the subdivision's governing body, but not more often than once every two years. The temporary allowance payable under the LT programs does not apply to disability, survivor allowances, or to members that leave employment before they are age eligible to retire.

*The L-9 and LT-10(65) programs were closed to new elections as of August 28, 2005.

FINAL AVERAGE SALARY

Final Average Salary is the average of a member's monthly pay during the period of 60 consecutive months of credited service producing the highest monthly average, which is contained within the last 120 consecutive months of credited service immediately preceding retirement. For most members, this is the last 5 years of employment. A participating LAGERS subdivision can elect to have their future retirees' benefits calculated using a 36 consecutive final average salary period.

CREDITED SERVICE

Credited Service is a combination of the prior service a member accrued prior to his or her employer joining LAGERS and the membership service he or she accrues after that date. The amount of prior service the employee receives depends on the election made by the local governing body. Because LAGERS is a statewide retirement system with hundreds of member subdivisions, credited service can be a combination of service with several employers.

NORMAL RETIREMENT

A member may retire with an age and service allowance after:

- 1) completing at least 5 years of credited service, and
- 2) attaining his or her normal retirement age.

This normal retirement age is 60 for general members and 55 for police officers and fire fighters. (Dispatchers, jailors, and ambulance employees are normally classified as civilian/general employees). An alternate unreduced retirement provision, if elected by the political subdivision, is available based on age and service totaling 80.

EARLY RETIREMENT

A member in service may retire with an early retirement benefit after

- 1) completing at least 5 years of credited service, and
- 2) attaining age 55 if a general member or age 50 for a police officer or fire fighter.

The early retirement benefit is computed in the same manner as an age and service allowance but reduced by $\frac{1}{2}$ of 1% for each month the retiree is younger than his or her normal retirement age.

DEFERRED RETIREMENT

If a member leaves LAGERS covered employment before attaining early retirement age, but after completing 5 or more years of service, he or she becomes eligible for a deferred allowance, provided he or she lives to early retirement age and does not withdraw his or her accumulated contributions.

Vested former members with less than 10 years of service who are more than 10 years away from their normal retirement age are eligible for a one-time lump-sum payment.

NON-DUTY DISABILITY RETIREMENT

A member with five or more years of credited service who becomes totally and permanently disabled from performing his or her job from other than duty connected causes is eligible for a non-duty disability benefit computed in the same manner as an age and service allowance, based upon service and salary to time of disability. Continuing medical examinations are required to confirm the disability once per year for the first 5 years, and once every 3 years thereafter until reaching normal retirement age.

DUTY DISABILITY RETIREMENT

A member who becomes totally and permanently disabled from performing his or her job from a duty related injury or disease is eligible for a duty disability benefit computed in the same manner as an age and service allowance, but based upon the years of service the member would have completed had he or she continued in LAGERS covered employment to age 60. Continuing medical examinations are required to confirm the disability once per year for the first 5 years, and once every 3 years thereafter until reaching normal retirement age.

SURVIVOR BENEFIT

Upon the death of a member who had completed at least five years of credited service, his or her eligible surviving dependents receive the following benefits:

- The eligible surviving spouse receives an annual allowance equal to the Option A allowance (joint and 75% survivor benefits) computed upon the deceased member's service and salary to time of death.
- When no spouse benefit is payable, the dependent children each receive an equal share of 60% of an age and service allowance computed upon the deceased member's service and salary to time of death.
- In the event of a duty related death, service credit is extended to the 60th birthday for purposes of computing benefits.
- If no eligible surviving spouse or dependent children exist, the deceased member's accumulated contributions will be refunded to his or her designated beneficiary or the member's estate. If the member does not have accumulated contributions at the time of death, no eligible surviving spouse, and no dependent children, nothing is payable from the system.

POST RETIREMENT ADJUSTMENT

All retired members are eligible for an annual post retirement adjustment beginning the October 1st twelve months after the effective date of their allowance. The adjustment is based on the increase in the Consumer Price Index and is limited to 4% per year by state law. The Board of Trustees determines the amount of the post retirement adjustment subject to the 4% maximum or the increase in the Consumer Price Index.

EMPLOYEE CONTRIBUTIONS

Political subdivisions may participate in LAGERS under either an employee contributory or non-contributory plan. If the subdivision participates under the contributory plan, each member contributes 4% of his or her gross salary after he or she has completed 6 months of credited service. Employee contributions are not tax deferred and are considered an after-tax contribution. At the time the employee's contributions are returned to the employee, the interest that has been earned on those contributions will be subject to tax.

If a member leaves LAGERS covered employment before an allowance is payable upon his or her behalf, he or she may elect a refund of his or her accumulated contributions. If the member dies and no other benefit is payable, his or her accumulated contributions are refunded to his or her designated beneficiary or estate.

If the subdivision participates under the non-contributory plan, the employing political subdivision pays all required monthly contributions, while members make no contributions. The subdivision may elect to change from contributory to non-contributory, or vice versa. Further, local governments participating in LAGERS are permitted, if the governing body elects, to grant refunds of members' contributions after two years of participation in the system under the non-contributory option. The cost of this option would be paid by the subdivision.

EMPLOYER CONTRIBUTIONS

The statutes require each employer to contribute the remaining amounts above that contributed by their employees, if required, to finance the benefits that the political subdivision has promised their employees through their participation in LAGERS. These employer contributions are determined annually by the system's retained actuary and are based upon level percent of payroll funding principles.



Ensuring Complete LAGERS Integrated Pension System Excellence

Frequently Asked Questions

What is ECLIPSE?

ECLIPSE is the web based pension administration system developed by LAGERS that member administrative personnel use to enroll new employees, report monthly wages, certify wages, make payments and access employee and employer information.

How do I gain access to ECLIPSE?

If you are the person responsible for enrolling new employees, reporting wages, making payments, or certifying wages for retirees, you will need access to ECLIPSE. Please see your Administrative Contact within your employer or contact LAGERS office for access.

Once we receive your contact information, LAGERS will send you an access e-mail. From that e-mail you will create your own password and set up your security questions.

Will this booklet guide me through the ECLIPSE system?

This manual does give limited instructions for certain processes within ECLIPSE. However, the ECLIPSE system contains an extensive Help section that will guide you through all of the online processes.

Who can update the agency contact information?

Contacts can update their own information (address, telephone, email, etc) on ECLIPSE, but only the Administrative Contact can add new contacts or change existing roles.

Can I change an employee's beneficiary on ECLIPSE?

No. Please continue to mail or fax all beneficiary and name change forms to LAGERS. Employees may also change beneficiary information on the myLAGERS web portal.

Where do I enter terminations and other status change dates?

Please enter status change dates on the individual employee's record while you are completing your monthly reporting. After you have submitted your monthly report to LAGERS, you are unable to make any updates to the individual employee's record.

Do I enter an enrollment on ECLIPSE for an employee that has been re-hired with our employer?

No. An enrollment is not needed for a re-hire, but we will need the re-hire date. Please use the member status "Return to Work" and enter the re-hire date on the individual employee's record when you are completing your monthly reporting. Any beneficiary, name or address changes will need to be submitted to LAGERS via the paper form or on the myLAGERS portal.

Why is the enrollment missing information when downloaded to PDF?

The enrollment must be submitted to LAGERS before it is downloaded.

Why are the wages not saving from page one to page two?

You must click the "Save/Validate" button after completing each page.

I have entered all of the employees' wages, where is the "Submit to LAGERS" button?

The "Submit to LAGERS" button can be found on the Payroll Summary screen only if the Payroll Summary status is marked as valid. If the status is marked in "Review" you must find and correct the error(s) that is in "Review" and continue back to the Payroll Summary screen. Click "Payroll Summary" button to view the Payroll Summary screen.

I have submitted my statement, but now it is showing as "Review" status. Is there something else I need to do?

No. After you submit your statement, it will be listed under "Submitted Statements." The review status after a statement is submitted is for LAGERS purposes only. There are two sets of validations that take place: at the employer level and at the LAGERS level. When you submit your statement, it will run through a set of validations that your LAGERS representative must correct.

Online Help for ECLIPSE

Assistance while using ECLIPSE is available on all of the topic areas. Special attention and detailed information is provided on the processes of ECLIPSE. Included in this on-line help are “How-to’s” as well as short narrated video instruction.



Enrollment

As an ECLIPSE Employer Web Portal user, you can submit enrollment applications online and find/view enrollment applications that you submitted previously. Employers should submit enrollment applications for any new hires that are eligible for LAGERS. If the enrollment application is submitted promptly upon hire, the employee will be added to the 'Free 6 Months Schedule' to ensure the timely reporting of wages. The new employees will automatically be added to your Payroll Summary when their free 6 months has expired. To submit an enrollment application using ECLIPSE, you will need employee information such as First Name, Last Name, SSN, Dept classification, Birth Date, Gender, and Date Employed. The following provide step by step instructions for creating and maintaining your enrollment information.

Search for Existing Enrollment Record

1. Login.
2. ECLIPSE displays the Message Board screen.
3. Navigate to Monthly Reporting.
4. Click the 'Enrollment' link.
5. ECLIPSE displays the Enrollment Lookup screen.
6. Enter one or more pieces of information into the 'Search Criteria' panel. (NOTE: You do not need to complete every field provided.)
7. Click the 'Search' button.
8. ECLIPSE displays the results in the 'Search Results' panel.

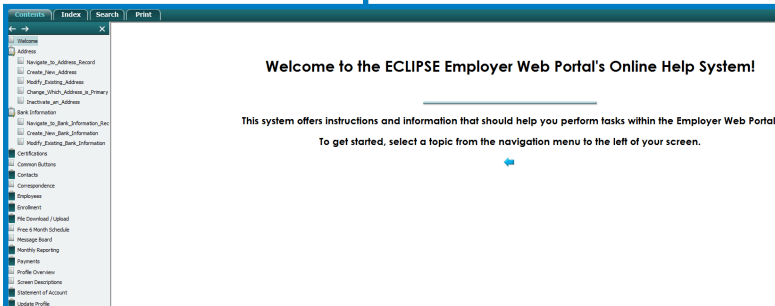
NOTE: To open a record displayed in the 'Search Results' panel, click the 'SSN' link in the first column.

Jump to a Topic:

- [Search for Existing Enrollment Record](#)
- [Create New Enrollment Record](#)
- [Submit Previously Saved Enrollment Record to LAGERS](#)
- [Download Enrollment Application for your Records](#)
- [Enrollment Statuses](#)

Screen Descriptions:

- [Enrollment Lookup](#)
- [Enrollment Maintenance](#)



Contact Roles on ECLIPSE

Below is a listing of the contact roles in ECLIPSE and what each contact can do within the system.

Administrative Contact

- Maintain All Contact Roles
- Maintain Bank Information
- Maintain Address Information
- Can Save a Certification Record
- Can View Certification History
- Can View Enrollments
- Can View Six Month Schedule

Statement Contact

- Employee Look Up
- Can Enroll New Employees
- Can View Six Month Schedule
- Can Submit Monthly Statement
- Downloads / Uploads Files for Reporting
- Can Complete Statement of Account
- Can View Profile Info
- Can Save a Certification Record
- View Certification History

Payment Contact

- Can Make an Online Employer Payment
- Maintain Bank Information
- Can Complete Statement of Account
- Can View Profile Information
- Can View Six Month Schedule
- Can Save a Certification Record
- View Certification History

Benefit Contact

- Employee Look Up
- Can Enroll New Employees
- Can Save and Certify Certifications
- View Profile Information
- View Certification History

Third Party Administrator

- Can Enroll New Employees
- Can Submit Monthly Statement
- Can View Six Month Schedule
- Downloads / Uploads Files for Reporting

Adding a New Contact on ECLIPSE (Admin Contact Only) . . .

Msg ID : 7 [Record displayed, please make changes and press SAVE]

Organization Contact

Agency ID : 8257 Organization Name : City of Cottleville Affiliation Date : 06/01/2010

*First Name : Middle Name : *Last Name :

Job Title : Suffix :

Phone No : Phone Ext :

Secondary Phone No : Secondary Phone Ext :

Fax No :

Email Address : Email Status :

Primary Address : 5490 5th Street, Cottleville, Missouri, MO, 63304

Contact Status :

Roles and Addresses

Administrative Contact	Payment Contact	Statement Contact	Benefit Contact	Third Party Administrator	Address Line 1	Address Line 2	City	State	Zip + 4 Code	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5490 5th Street		Cottleville	Missouri	63304	Active

1. Navigate to Agency Details.
2. Click on 'Profile.' Open the Contact tab in the Other Details panel.
3. ECLIPSE displays all contacts associated with your organization.
4. Click the 'New' button.
5. ECLIPSE displays the Contact Maintenance screen.
6. Enter the required information:
7. First Name
8. Last Name
9. Enter all other applicable optional information.

If entering an email address, you must set the email status to 'Active' in the 'Email Status' drop-down menu.

10. Change the 'Contact Status' drop-down menu to 'Active'.
11. In the 'Roles and Addresses' panel, place a checkmark in the checkbox next to each applicable role for this contact.
12. Under 'Other Contact Roles,' change the appropriate drop-down menu to blank (Roles assigned to the new contact must be blank and cleared of old contact).
13. Click the 'Save' button.

Changing Contact Information on Eclipse

All contacts may change their *own* information, however, only the administrative contact can add, delete, and change contact roles.

1. Navigate to Agency Details.
2. Click on 'Profile.'Open the 'Contact' tab.
3. ECLIPSE displays all contacts associated with your organization.
4. Click the 'Name' hyperlink of the Contact record you wish to open.
5. ECLIPSE displays the Contact Maintenance screen.
6. Make any necessary changes to the contact information and roles fields.
7. Click the 'Save' button.
8. ECLIPSE validates and saves the contact information.

Changing Your Contact Information on Eclipse

All contacts may change their *own* information, however, only the administrative contact can add, delete, and change contact roles. (Statement Contact, Benefit Contact, Payment Contact and Third Party Administrator)

1. Navigate to Agency Details.
2. Click on 'Update Contact Info'.
3. ECLIPSE displays your contact information.
4. Make any necessary changes to the contact information.
5. Click the 'Save' button.
6. ECLIPSE validates and saves the contact information.

Note: It is not recommended that you share email addresses.

When an Employee is Hired . . .

All employees who are employed in a full-time position are required to become a member of the LAGERS system as a condition of their employment. Full time employment is defined by the member employer when the subdivision joins the system by the one time election of "Annual Hours Required for Coverage" (1,500, 1,250, or 1,000). When a subdivision makes this election, an employee must work at or above the elected annual hour amount in order to be covered under LAGERS benefits. Employees working below the defined amount of hours cannot be covered.

Every new member receives one "free" six month waiting period while participating in the system. During this six month waiting period, no employee or employer contributions are to be paid. The employee will receive service credit for that six month period.

When a subdivision hires a new full time employee it is important that the new employee is enrolled on ECLIPSE as soon as possible since ECLIPSE will monitor the free six month period, and automatically put the employee's name on the monthly statement if/ when the employee has fulfilled the six month period.

If an employee has previously been employed with a LAGERS employer, has completed the six month waiting period with that previous employer, and has not had that previous service forfeited by electing a refund of contributions or lump sum payout, the employee should be added to the monthly statement immediately with employer and employee contributions submitted for their first month of employment.

Free Six Month Schedule

Hired

Jan. 2 – Feb. 1
Feb. 2 – March 1
March 2 – April 1
April 2 – May 1
May 2 – June 1
June 2- July 1
July 2 – Aug. 1
Aug. 2 – Sept. 1
Sept. 2 – Oct. 1
Oct. 2 – Nov. 1
Nov. 2 – Dec. 1
Dec. 2 – Jan. 1

Added to LAGERS Statement

August
September
October
November
December
January
February
March
April
May
June
July

How to Enroll a New Employee . . .

Before enrolling a new employee, you must search for previous service with your employer.

Message Board	Correspondence	Agency Details	Monthly Reporting	Certification
Msg ID : 5 [Please enter search criteria and press the SEARCH button]				
Search Criteria				
SSN : <input type="text"/>		Last 4 Digits of SSN : <input type="text"/>		
First Name : <input type="text"/>		Middle Name : <input type="text"/>		
Last Name : <input type="text"/>		Enrollment Status : All ▼		
Enrollment Submitted : All ▼				
<input type="button" value="Search"/> <input type="button" value="Reset"/>				
Search Results				
<input type="button" value="Open"/> <input type="button" value="Export To Excel"/>				
<input type="checkbox"/> <u>SSN</u> <u>First Name</u> <u>Middle Name</u> <u>Last Name</u> <u>Hire Date</u> <u>Enrollment Status</u> <u>Enrollment Submitted</u>				
No records to display				

Search for Existing Enrollment:

1. Navigate to Monthly Reporting.
2. Click the 'Enrollment' link.
3. ECLIPSE displays the Enrollment Lookup screen.
4. Enter social security number into the 'Search Criteria' panel. (*NOTE: You do not need to complete every field provided.*)
5. Click the 'Search' button.
6. ECLIPSE displays the results in the 'Search Results' panel.

Record Employed

Submit Download PDF

*First Name : Jack Middle Name :
 *Last Name : Jackson Address Line 1 :
 City : State : Missouri
 Zip +4 Code :
 *Employee Classification (Dept ID) : 1 - General *Job Title : Patrolman
 *Date of Birth : 03/04/1976 *Date Employed Fulltime : 05/25/2011
 *Gender : Male Termination Date :
 *Date of Birth : 03/04/1976 *Date Employed Fulltime : 05/25/2011
 *Gender : Male Termination Date :
 Previous Employment
 Has employee previously been employed by a political subdivision (city, county, library, health center, special district) participating in LAGERS?
 Yes No
 Approved: [Signature]

Create New Enrollment

1. Click the 'Enrollment' link.
2. ECLIPSE displays the Enrollment Lookup screen.
3. Enter the 'SSN' in the field provided in the 'Search Criteria' panel.
4. Click 'Search' (*NOTE: It is important to search to avoid creating duplicate enrollments.*)
5. If no search results are displayed, click the 'New' button.
6. ECLIPSE displays the Enrollment Maintenance screen.
7. Enter all required fields. Enter any other optional information including previous employment history and beneficiary information.
8. Click the 'Save & Validate' button.
9. Reference the 'Validation Info' panel to ensure no errors exist.
10. Click the 'Submit to LAGERS' button.
11. Click 'OK' in the confirmation message box.
12. The LAGERS ID number will display after you click Submit to LAGERS.

How to Enroll a New Employee (Continued) . . .

Important Enrollment Issues

1. Please do not send LAGERS a paper copy of the enrollment application.
2. You cannot edit an enrollment after it has been submitted to LAGERS. However, you can edit enrollments that have been saved, but not yet submitted.
3. Changing beneficiary information cannot be completed via ECLIPSE.
4. Please be sure to note the LAGERS ID number for your records, if needed.
5. Once submitted, the employee will be displayed on the Free 6 Months Schedule and will be automatically added to your Payroll Detail on the date listed.
6. If you do not have all of the necessary enrollment information at the time you are entering, such as beneficiary information, you may choose to save the application by clicking 'Save and Validate' and submit the enrollment application at a later date.
7. The employee will only be added to the Free 6 Months Schedule upon submission of the enrollment application.
8. Print PDF Enrollment after it has been submitted to LAGERS.

Reporting Monthly Wages to LAGERS . . .

Employer and employee contributions are collected on a monthly basis to fund employee benefits. The amount of the employer contributions is based on an actuarially determined percentage that is applied to the total gross monthly payroll of each employer. Employers must submit a monthly report to LAGERS that contains all covered employees' compensation and then send payment to LAGERS.

What should be reported to LAGERS as Compensation

- **Salary** – Gross wages including overtime and bonuses. Reported to LAGERS for the month the salary was received, not when earned.
- **Vacation Pay** – If paid to the employee in recurring payments (more than one month). Termination date would have to be extended until all payments from the employer had been received by the employee.
- **Sick Pay** – Same rules as vacation pay apply.
- **Fees** – Any fees considered as salary.
- **Deferred Compensation** - Any employee payments made to a deferred compensation plan.
- **Allowances** – Regular, recurring allowances received by the employee

What should NOT be reported to LAGERS as Compensation

- Employer payments for any insurance premiums
- Expenses incurred by an employee that are reimbursed by the employer
- One-time lump sum payments
- Salary or benefits paid to an employee for any month he or she is receiving worker's comp benefits, on military or educational leave
- Short term disability payments administered by the employer or a third party

Reporting Monthly Wages to LAGERS (Continued) . . .

Important Reporting Issues

- Wages are reported for the month in which they were paid, not when earned.
- Employee contributions to LAGERS are considered to be after tax contributions and should be included in the employees' gross wages for income tax reporting.
- If an error is discovered in reporting wages, DO NOT attempt to correct by adding/subtracting next month's wages. Please contact LAGERS if there is an error or discrepancy in any month's wages.
- SAVE FREQUENTLY when working in ECLIPSE. Changes will be lost when moving from page to page if you do not save.

Options for Submitting Wages on ECLIPSE

There are three different methods an employer may choose for entering their monthly wages into the ECLIPSE system. Detailed instructions for each of the below methods are contained in the Help section of ECLIPSE

- **Direct Web** - This is the most common method used by LAGERS members. The user enters and submits wages directly on the ECLIPSE web page.
- **Excel Spreadsheet Upload** - An Excel sheet containing all of your employees is downloaded from ECLIPSE. Wages are entered into the spreadsheet and the sheet is uploaded back into the ECLIPSE system for submission to LAGERS.
- **Text File Upload** - The employer creates a .txt file that pulls employee information off of the employer's payroll system. The .txt file is then uploaded into ECLIPSE for submission to LAGERS. Please contact LAGERS for information regarding .txt file layout.

When an Employee is Away on Military Leave...

A LAGERS member will continue to receive service credit towards his or her LAGERS benefit if called to active military duty. If an employee will be away on military leave (including routine drills or training) for at least one full working day during a calendar month, please follow the procedure below.

In order to receive service credit for the time he or she was on military leave, the employee must return to full-time LAGERS employment within one year of returning from his or her mission.

How to Report an Employee's Military Leave on ECLIPSE:

1. Report a "0" for the employee's wage, even if he or she is being paid. Zero wages during month(s) on Military Leave will not be included in the employee's final average salary for determining retirement benefits. The employer will estimate the wages upon an employee's request for distribution.
2. Change the employee's Member Status to "Military Leave" on your monthly statement.
3. Enter the date the employee left on Military Leave in the Member Status Date box.

Serial No	Stat	Prior Wage	Reported Wage	Member Status	Member Status Date
000-00-0470	Posted	\$1,897.20		Military Leave	06/02/2011
000-00-0000	Posted				
000-00-0000	Posted				
000-00-0000	Posted				
000-00-0000	Posted				

NOTE: Submitting military orders to LAGERS is not required.

When an Employee is Away on Worker's Compensation . . .

A LAGERS member will receive service credit while on worker's compensation. If an employee will be placed on worker's compensation for at least one full working day during a calendar month, please follow the procedure below.

How to Report an Employee's Worker's Compensation on ECLIPSE:

1. Report a "0" for the employee's wages, even if he or she is being paid. Zero wages during month(s) on Worker's Compensation will not be included in the employee's final average salary for determining retirement benefits.
2. Change the employee's Member Status to "Worker's Compensation" on your monthly statement.
3. Enter the date the employee left on Worker's Compensation.

NOTE: No other forms or documentation are required.

Details	Prior Wage	Reported Wage	Member Status	Member Status Date
End No	\$1,897.20		Worker's Compensation	06/05/2011
22	KOR-KK-0052 Posted	Orshman, Jay D	\$4,363.60	\$4,363.60
25	KOR-KK-0708 Posted	Jones, Lindsay R	\$3,715.20	\$3,715.20
31	KOR-KK-0006 Posted	Wadley, Robert W	\$4,903.84	\$4,903.84
29	KOR-KK-0004 Posted	Spencer, Amy C	\$4,158.40	\$4,158.40

When an Employee Leaves Employment . . .

Refunds of Employee Contributions

In general, refunds of employee account balances are available to former LAGERS members any time prior to the age that they are eligible to receive a monthly benefit. The employee must have a break in LAGERS covered service of at least one month to be considered a former member. Once the employee becomes eligible for a monthly benefit, the refund is no longer payable. The age that the employee becomes eligible for a monthly benefit is his or her early retirement age (55 for general employees and age 50 for fire fighters and police officers).

Refunds Forfeit Service Credit

When an employee terminates employment and takes a refund, he or she forfeits the credited service from the account the refund was requested.

Applying for a Refund of Employee Contributions

For a former member to receive a refund, he or she must complete and forward to LAGERS an LRS-3, Application for Payments Due to a Former Member or apply using myLAGERS

You may wish to remind the terminated employee that refunds cannot be paid before the expiration of 60 days from date of termination. It normally requires 60 to 90 days to receive a refund and checks are issued the first of the month only.

If an employee has an account with more than one LAGERS employer, he or she must indicate which accounts to distribute.

Reinstating Previously Forfeited Service Credit

If a former member who was refunded his or her employee contributions is reemployed in a position covered by LAGERS within ten years from the termination date, he or she can choose to repay the amount he or she was refunded, plus any applicable interest, and reinstate his or her forfeited service. If the reemployed member is beyond the 10 year window, he or she may be eligible to purchase the forfeited service.

When an Employee Leaves Employment (Continued) . . .

Lump Sum Payment

Former employees that have more than 5 years and less than 10 years of LAGERS service credit and are more than 10 years away from their normal retirement age are eligible for a one time lump sum payment of the reserve value of their future LAGERS benefit. The employee must have a break in LAGERS covered service of at least one month to be considered a former member.

Lump Sum Payment Forfeits Service Credit

When an employee terminates employment and takes a lump sum payment he or she forfeits the credited service from the account the lump sum was requested. Service forfeited for receiving a lump sum payment cannot be reinstated or re-purchased.

Applying for the Lump Sum

The same process as applying for a refund of employee contributions applies.

Deferred Retirement

Vested former employees who terminate covered employment before becoming eligible for a monthly benefit may choose to defer their monthly benefit until they reach early or normal retirement age. Employees eligible for the Rule of 80 that terminate employment before they reach their Rule of 80 retirement age cannot receive a monthly benefit until they reach early or normal retirement age. Employees covered under a Life and Temporary (LT) program will not receive the temporary portion of the monthly benefit if they terminate before becoming eligible for a monthly benefit.

Applying for a Deferred Retirement

A former vested member wishing to apply for a deferred retirement should complete an LRS-8 "Application for Retirement" form.

Former Members have the following options:

Situation 1:	Less than 5 Years of Service upon Termination Regardless of Age
Employee Options:	Refund or leave employee contributions in the system
Situation 2:	5+ Years of Service Under Early Retirement Age
Employee Options:	Refund, Deferred Retirement, or Lump Sum Payment (only eligible if member has less than 10 years of service and is more than 10 years away from retirement)
Situation 3:	5+ Years of Service, Over Early Retirement Age under Normal Retirement Age
Employee Options:	Early Retirement or Delay monthly payment to Normal Retirement Age
Situation 4:	5+ years of Service Over Normal Retirement Age
Employee Options:	Normal Retirement

When an Employee Leaves . . .

The screenshot shows the 'Payroll Summary' screen in the LAGERS system. At the top, there are tabs for 'Details' and 'Payroll Summary'. Below these, the 'Department Level Summary' section displays 'Department : 0 - General', 'Reporting Month - Year (MM/YYYY) : 06/2011', 'Payroll Summary Status : Posted', and 'Payroll Header Status : Posted'. The 'Other Details' section is expanded, showing a table with columns: 'Prior Wage', 'Reported Wage', 'Member Status', and 'Member Status Date'. The first row shows 'Prior Wage' as \$1,897.20, 'Reported Wage' as 852.00, 'Member Status' as 'Terminated', and 'Member Status Date' as 06/11/2011. Below this, a list of employees is shown with their IDs, names, and wages.

Details	Prior Wage	Reported Wage	Member Status	Member Status Date
01	\$1,897.20	852.00	Terminated	06/11/2011
02	XXX-XX-XXXX	Posted	Chickman, Ray D	\$4,353.45
03	XXX-XX-XXXX	Posted	Jones, Lindsay R	\$2,715.20
04	XXX-XX-XXXX	Posted	Madison, Robert V	\$4,353.45
05	XXX-XX-XXXX	Posted	Spencer, Amy C	\$4,353.45

When an employee leaves covered employment you will:

1. Report the employee's wage (if any) on the monthly statement.
 - a. NOTE: Non-recurring lump sum payments made to the employee from the employer are not reportable to LAGERS as compensation. This may include payments for unused vacation, sick, comp time, severance pay, etc. If the employer will pay the employee for any of the above reasons in the form of a recurring payment (more than one month), the payments must be reported to LAGERS as compensation and the employee's termination date must be extended until all employer payments have been made to the employee. Severance pay can only be extended for one year. See above if severance is paid in a lump sum payment.
2. Change their Member Status to "Terminated" on the monthly statement.
3. Enter a valid member status date (termination date) on the monthly statement.

When an Employee Transfers Departments . . .

When an employee transfers between the General, Police, or Fire Departments you must:

1. Terminate the Employee on ECLIPSE (See Previous Page)
2. Create a New Enrollment on ECLIPSE for his or her new department (see previous section about "Enrollment on ECLIPSE")

When an employee transfers from the *General Department to another General Department* you must:

1. Change their member status on ECLIPSE to Transferred
2. Click on the employee number
3. Select the department that the employee is transferring into.

This process only applies to employers that have more than one General department such as public works, water, etc.

The screenshot shows the 'Payroll Summary' screen in the ECLIPSE system. At the top, there are tabs for 'Details' and 'Payroll Summary'. Below the tabs, the 'Department' is set to 'General' and the 'Reporting Month' is '06/2011'. The 'Payroll Summary Status' is 'Posted'. The 'Other Details' section shows 'Member Status' as 'Transferred' and 'Member Status Date' as '06/11/2011'. The 'Comment' field contains 'Public Works'. Below this, there is a table with columns: 'Prior Wage', 'Reported Wage', 'Member Status', 'Member Status Date', and 'Comment'. The table lists several employees with their respective wages and status.

	Prior Wage	Reported Wage	Member Status	Member Status Date	Comment
En	\$1,897.20	1897.20	Transferred	06/11/2011	Public Works
22	W09-09-0002 Posted	Crabtree, Jay D	\$4,303.60	\$4,303.60	
22	W09-09-0108 Posted	Jones, Lindsey R	\$2,715.20	\$2,715.20	
22	W09-09-0008 Posted	Wadley, Robert V	\$4,303.60	\$4,303.60	
22	W09-09-0004 Posted	Spencer, Amy C	\$4,108.40	\$4,108.40	

The Retirement Process . . .

When an employee is within 1-2 years of retirement, it is recommended that the employee attend a LAGERS Pre-Retirement Seminar. During the seminar, he or she will learn about how the benefit is calculated, the retirement process, payout options, retirement planning, and Social Security. The seminar schedule can be found on www.molagers.org.

LAGERS highly encourages all employees to request a benefit estimate from a LAGERS benefit specialist when they are within two years of retirement age.

When an employee is ready to retire, he or she should do the following:

1. Complete the LRS-8 Application for Retirement or apply online with the myLAGERS web portal
2. Once the above is completed, the member will receive a retirement packet from a benefit specialist including:
 - a. LRS-9 Election of Payment
 - b. Tax Forms
 - c. Direct Deposit Form
3. Send the completed forms back to LAGERS Office:

The employee will also be required to submit a copy of his or her birth certificate and may need to submit a copy of their spouse's birth certificate and marriage certificate.

While going through the retirement process, the employee should contact a benefit specialist at the LAGERS office with any questions.

A LAGERS retiree may return to work and continue to receive full LAGERS benefits if they:

- Employ with a non-LAGERS employer
- Re-Employ part time with any LAGERS employer
 - *Each employer defines a full time position as one that requires either 1500, 1250, 1000 hours annually*
- Re-Employ with different LAGERS employer
 - *Must have a full calendar month break in employment*
 - *Would begin to accrue additional, separate LAGERS benefit*
 - *Would become vested after 12 consecutive months of second employment*

Certifying an Employee's Wages and Service Credit on ECLIPSE . . .

When an employee applies for a monthly benefit, lump sum, or deferred retirement, the employer must certify the applicant's wages and service credit to LAGERS. ECLIPSE can now handle this process within the system.

A message for the Benefit Contact will be posted on the message board when they need to visit the ECLIPSE Certifications page. They will then open the record displayed on the page and, with just a few clicks, will certify the needed information to LAGERS.

When an employee applies for a monthly benefit, deferred retirement, or lump sum you will:

1. Click the 'Pending Requests' hyperlink under 'Certifications' in the left menu.
2. Click the 'LAGERS ID'.
3. Verify the Employment History section. If necessary, enter the last Employment End Date and any corrections to the provided dates.
4. Review the 'Other Details' section. If there are changes to any of the reported wages, enter the correct wage in the 'New Wage' field; otherwise, leave the 'New Wage' field blank. If there are months that list no wage for future reporting periods please provide estimated wages. These estimated wages will be used in the initial benefit calculation. If necessary, the retiree's benefit will be re-calculated once all of the actual wages have been reported.
5. If there is a tab for Free 6 Month, Prior, or Military Wages, provide wages for those months in the 'New Wage' field (for use in Final Average Salary calculation) If Military Leave is within the employee's Final Average Salary period, LAGERS will request for the employer to estimate the wages the employee would have received had he or she not been on military leave.
 - a. The 'Year-To-Date Totals' tab provides calendar year totals to aid you in verifying the reported wages
6. Click the 'Save' button.
7. Click the 'I Certify' button.
8. The Certification is updated to 'Submitted'.

Your Employer's Contribution Rates . . .

All LAGERS member agencies are required to make contributions to LAGERS to fund the benefits promised to the employees. Employers may elect to require the employees to contribute to the system to help fund the benefits, but the agencies will always be contributing to LAGERS. The employer contribution rates are unique to each LAGERS member agency based on the benefits that are chosen and agency's employee group.

LAGERS actuary determines your employer's contribution rates on an annual basis. Some of the factors that influence the rates are:

- Benefits elected by the employer. The higher the benefits, the higher the cost.
- Employee group characteristics: Age, Salary, Service Credit, Total Payroll, etc.
- Amount of prior service elected in original joining ordinance: 100%, 75%, 50%, 25%
- Whether the agency makes all necessary contributions or if it requires the employees to help fund the benefits.
- Investment return of LAGERS portfolio. In years when the LAGERS portfolio produces returns above the assumed rate, downward pressure is applied to employer rates. In years when the portfolio earns returns below the assumed rate, upward pressure is applied to employer rates. Employee contributions are not affected by the investment return of LAGERS portfolio.

When will the employer rates change?

Employer rates are adjusted each year based on your employer's annual actuarial valuation, completed by LAGERS actuary. New employer rates take effect on YOUR employer's fiscal year start. Please notify LAGERS of any changes to your fiscal year.

When are we made aware of rate changes?

LAGERS sends a copy of your employer's annual actuarial valuation to the administrative contact of your agency in July of every year. This valuation will contain the employer rates for your agency's NEXT fiscal year start.

For example: City of Smalltown's fiscal year start is July 1st. The annual valuation the city receives in July 2013 from LAGERS will contain the contribution rates effective July 1, 2014.

Your employer's annual valuations are accessible on the ECLIPSE system

- Under 'Agency Details,' click 'Profile'
- Click the 'Valuation & GASB Reports' tab
- Click in the checkbox next to the valuation you would like to view
- Click 'View Annual'
- ECLIPSE will display a PDF of the selected valuation

Changing Benefit Levels . . .

LAGERS has many combinations of benefits. Most of the benefit options may be changed once every two years through an election by your subdivision's governing body. Changes in LAGERS options apply to current and future employees.

The options that may be changed once every two years are:

1. Benefit Program (Multiplier)
2. Employee Contributions (4% or 0%)
3. Final Average Salary (5 Year or 3 Year)
4. Retirement Eligibility (Normal or Rule of 80)

The Process to Change Benefit Levels

1. Request a Supplemental Actuarial Valuation (Cost Study) from LAGERS.

The cost study will determine the new employer contribution rate should the employer elect to change benefits. LAGERS will pay for one study per year (July 1 – June 30) for each employer. The actuary will bill the employer for each additional study received within the same year. Receiving the study does not obligate the employer to make a change.

2. Post Cost Study as Public Information for 45 calendar days.
3. Employer's governing body may elect an official resolution/ordinance to adopt the change after the 45 day public information period has elapsed.
4. LAGERS must receive a signed copy of the ordinance/resolution within 10 days of the election and before the change is to be effective.

There are Three Elections that may Never be Changed after Joining LAGERS

1. Amount of hours per year an employee must work to be eligible to earn service credit. The options are 1500, 1250, or 1000 hours per year.
2. Amount of prior service covered (100%, 75%, 50%, 25%).
3. Election to become a LAGERS employer.

Notes . . .

Missouri Local Government Employees Retirement System

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Jefferson City, MO 65102

www.molagers.org

1-800-447-4334