PERA Requests for Additional Information

The employees in your entity that are PERA members rely on you and your colleagues to provide personal and employment data to us so that they can periodically obtain benefit estimates and make plans for their future. The best time for you to provide member data to us is as close as possible to the event that causes the change in status or membership. For example, when you determine that an employee is eligible for PERA membership, you are to provide the data necessary to complete the enrollment process. Similarly, you should inform us when a change in employment status occurs for a member, such as when a person terminates or goes on a leave of absence.

We periodically review the completeness of our member accounts to identify any records that are missing data items that could prevent us from providing immediate services to the individual. When we identify records that are incomplete, we write to you and other employers asking for your help in obtaining the needed information.

Listed below are some of the common mailings we initiate at this time. The last column of this chart contains a tip in how to use ERIS to provide the missing information either proactively *before we send a letter,* or after you have received our information request.

Review and Frequency	Purpose	How to Use ERIS to Maintain This Information
At least quarterly, we determine if our records on new and reinstated employees are complete. Requesting completed Notice of Member Enrollment forms or Demographic Data Records on new members	Under our requirements, the following data is required on every new or reinstating enrollment: • Employees' SSN, Name and Address • Date of Birth, • Date or Hire, • Date of Eligibility (if different from date of hire)	Proactively: Use the Employee Search module to obtain a list of all members with a "new" status. Use the online link to view the record for its completeness. If all enrollment data is submitted to PERA on a timely basis, this report will not be sent to an employer.

Review and Frequency	Purpose	How to Use ERIS to Maintain This Information
		You can use ERIS to do an employee search to make sure that all critical data is entered.
Plan Certification forms or resolutions not received within 60 days of a member's enrollment in the Correctional or Police and Fire Plans	PERA will request completed certification forms or governing body resolutions that are needed to complete certain enrollments, such as Correctional Plan certifications or resolutions if a part-time police officer is enrolled in the Police and Fire Plan.	When a Plan Certification form is required please sure to submit the form to PERA. The Correctional Plan certification can be submitted directly through ERIS.
Review of Police and Fire members' position classifications (this report is produced in February of each year)	The Police and Fire Plan review shows position information for current or former employees who contributed to PERA's Police and Fire Plan during the last calendar year. Employers are asked to review the position title and classification data shown and inform PERA of necessary corrections or additions.	In this particular instance, this report is sent to all employers who have members in the Police and Fire Plan. You can use ERIS to make sure all data is provided and accurate, but that will not prevent the report from being distributed. The Police and Fire Member Review is sent to all employers who have employees in this plan.
Member Birth Dates and Addresses not in our system (sent twice per year)	This report is used to identify the accounts of active members for which we have not received birth dates. We also identify members for whom we do not have home addresses or have learned from the Post Office that the information we have is not correct. Birth dates are a vital component in our data collection process and are required in order to provide pension estimates on member's Personal Benefit Statements. Letters to employers requesting members' birth dates and addresses are usually sent once a year.	When enrolling an individual, please make sure to include all pertinent data. Or, if the information is not available when the individual is enrolled, use ERIS to update PERA's database as soon as possible afterward.
Member Status Verification report (sent twice per year)	The Member Status Verification report is used to confirm that certain employees who PERA's records indicate are active in a Defined Benefit Plan are still employed in public service. The report asks for information on employees listed as active in our system, but for	You can use ERIS to view status data on your employees. Then, update any status changes so that our system reflects the most current and accurate data. This includes making sure those who are currently on a leave of absence have the appropriate

Review and Frequency	Purpose	How to Use ERIS to Maintain This Information
	Whom Defined Benefit Plan salary has not been reported for six or more months; for employees reported on a leave of absence for more than 6 months and employees on a layoff status exceeding 8 months.	Leave code in our system, any employees who have returned from a leave have an 'Active' status, and those who recently terminated have a 'T' status code.

Responding to these information requests is very important. Accurate employment information helps to ensure that we can provide accurate pension estimates to your employees and former employees. Further, the precision of the actuarial work that forecasts PERA's funding need depends greatly on the degree of completeness and accuracy of the information in PERA's database.