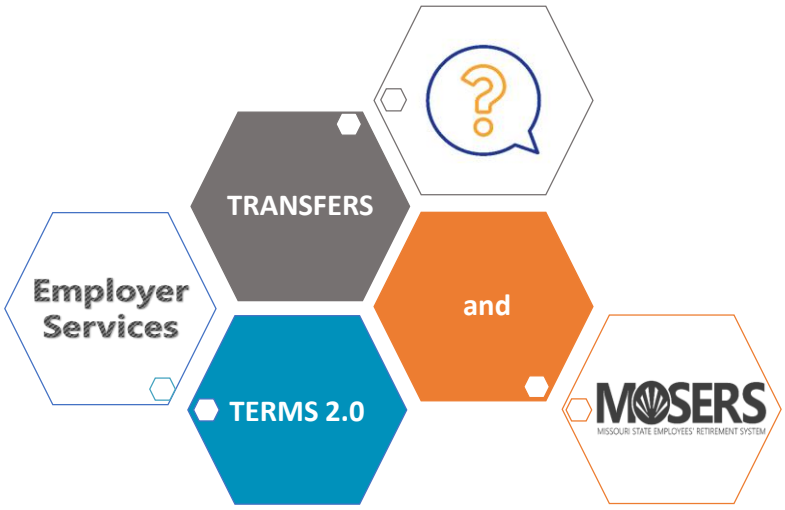
Welcome to the Employer Training Webinar!



1

2

Troubleshooting Tips

Can't hear?

- Make sure your speakers are on & your volume is up
- Click off computer audio for a few seconds then click back on
- Exit and re-enter the webinar (use same link)
- Change your audio option (call in rather than listen by computer/device)

Your connection fails

- Exit and re-enter the webinar (use same link)
- Listen in by phone by calling the phone number in your reminder email; you will not be able to see the presentation until your connection is restored

MOSERS connection fails

- Wait a few minutes, then re-join via the link in your reminder email
- Stand by while we try to resolve the issue
- If we are unable to fix the issue, we will end the session and send a follow-up email as soon as possible

Still having issues? Use the Questions Pane to send us a message.

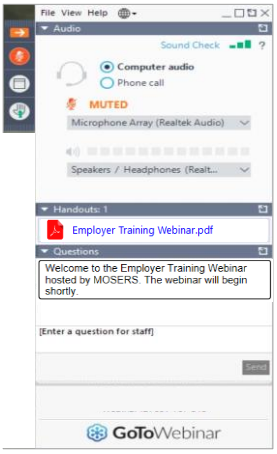
3

Control Panel

Open and close your control panel; to stop auto-hide feature, uncheck option in **View** menu.

Raise your hand:
- Green: hand is down
- Red: hand is up

Download Handouts in PDF format directly to your computer



Audio:
- Choose **Computer audio** to use VoIP
- Choose **Phone call** to call/dial in

Submit questions and comments via the Questions pane

TIP: You can move your control panel if it covers portions of your slide.

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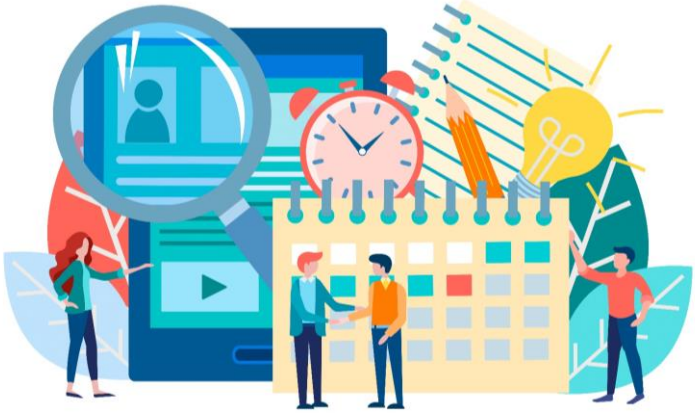
Employer Training Webinar



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MOSERS Employer Services Team

Juanita Libbert
Receivables Analyst

Shelley Lehmann
Contributions Analyst

Cindy Barbarick
Data Integrity Specialist

Jamie Mullen
Employer Services Manager

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MOSERS & Employers

GOALS:

- Learn the types of transfers and more about submitting **transfer forms** including the differences between your role as the terminating agency vs. the hiring agency.
- Learn more about **termination forms**, specifically when to enter or not to enter comments.

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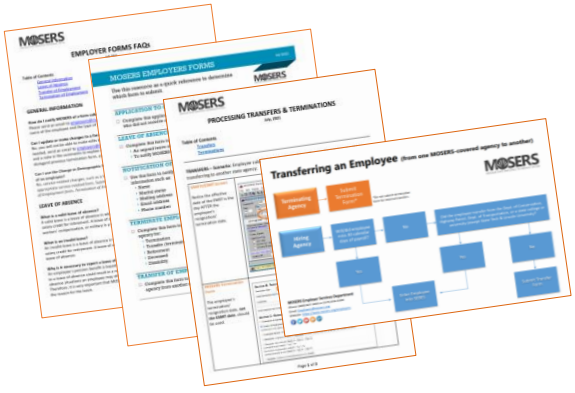
Today's Resources



Handouts Pane

- Employer Training Webinar - slides
- Transferring an Employee flow chart
- Processing Transfers & Terminations Cheat Sheet
- Employer Forms Resource
- Employer Forms FAQs

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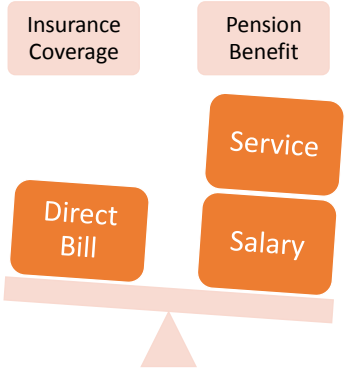
Purpose of Forms

Employee data is reported to MOSERS via different forms. These forms help ensure reporting is accurate and submitted timely.



Missing or incorrect forms = Error Reports!

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Types of Forms

Name of Form				
Application to Correct Service	Leave/Back to Work	Notification of Change	Terminate Employment	Transfer of Employment

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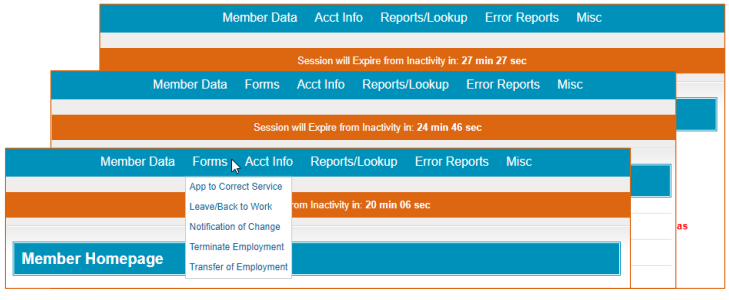
How do you access the forms?

1. Log in with **Employer Login**
2. Enter **Employee's SSN** (verify Member Homepage)
3. Access **Forms dropdown** to select form.



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What is a transfer?

When an employee	Moves from one MOSERS-covered agency to another
	Changes positions within the same agency/department

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Types of transfers

1. **External Transfers:** Moving from one MOSERS-covered agency/department to another MOSERS-covered agency/department
2. **Internal Transfers:** Moving from one org/section to another org/section within the same agency/department (including from one facility/work location to another facility/work location within the same agency/department)

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Facility/Work Location

Agency	Facilities/Work Locations Examples	View full listing at
DOC	ACC (Algoa); BCC (Boonville); CCC (Chillicothe); FCC (Farmington); FRDC (Fulton Diagnostic); JCCC (Jefferson City); TCC (Tipton)	https://doc.mo.gov/facilities/all
DMH Regional Offices	Central MO (Columbia); Kansas City; Sikeston, Springfield, St. Louis	https://dmh.mo.gov/dev-disabilities Regional Offices tab
DMH Habilitation Centers	Bellefontaine (St. Louis); Higginsville; South County (St. Louis)	https://dmh.mo.gov/dev-disabilities State Operated Programs tab
DMH Facilities	Center for Behavioral Medicine, Fulton State Hospital, Hawthorn Children's Psychiatric Hospital, NW, SE, St. Louis	https://dmh.mo.gov/behavioral-health/treatment-services/specialized-programs/state-operated-psychiatric-hospitalfacilities
DSS Divisions	Categorized by Program Divisions (Children's, Family Support, etc.) or Support Divisions (Legal Services, etc.)	https://dss.mo.gov/dssdiv.htm
DYS Regional Offices	Central Office (JC); NE (Columbia); NW (KC); SW (Springfield); SE (Poplar Bluff); St. Louis	https://dss.mo.gov/dys/dys-offices.htm
DSS Offices	Children's Division is categories by county. Child Support Offices are by location	https://dss.mo.gov/dys/dys-offices.htm https://dss.mo.gov/dss_map/#office

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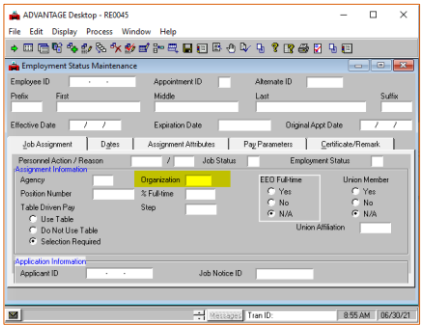
What is an internal transfer?

PRO TIP! Need help determining if it's an internal transfer?

1. Use Employer Login to review employee's service history & their department or agency
2. Notice on the ESMT screen in SAMII – agency number does not change but organization number does



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What is NOT a transfer?

When an employee...

1. Has a 30-day break in service
2. Is moving to your agency/dept. from the Dept. of Conservation, Highway Patrol, Dept. of Transportation, or a state college or university (other than State Tech or Lincoln University)

Why is this important?

It's due to life insurance coverage:

- **A 30-day break in service requires entry in SEBES so the employee can enroll in eligible benefits.**
- **Employees from Conservation, Hwy Patrol, MoDOT and state universities have their own life insurance provider.**
- **Transfers from State Tech and Lincoln University are already enrolled in SEBES.**

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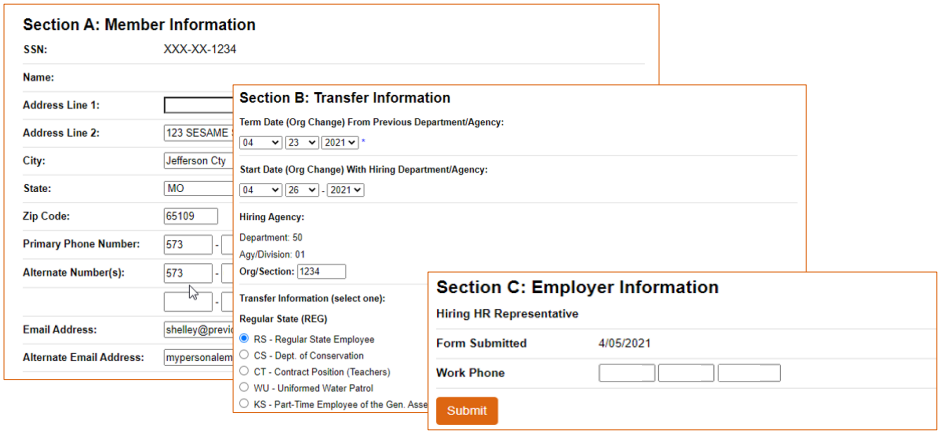
What is a transfer form?



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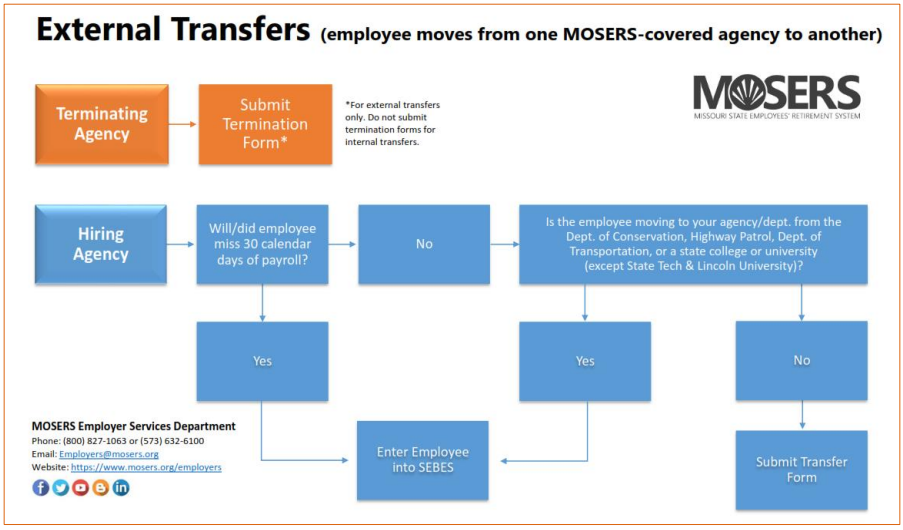
What is your role?



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Q & A from last webinar

Q: What if I don't know when the employee will start their new position?

A: If you are completing the transfer form you should be the hiring agency. It is best to submit the form once the start date has been confirmed. If the start date changes after the form has been submitted, notify MOSERS of the change by sending an email to employers@mosers.org.

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Q & A from last webinar

Q: Does it matter who does the transfer form first, hiring or terminating agency?

A: The hiring agency should complete the transfer form. Ideally, the terminating agency should complete the termination form first, however, the forms can be submitted in any order. In some instances receiving the transfer form first will prompt an email from MOSERS to the terminating agency reminding them to submit the termination form.

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Q & A from last webinar

Q: What is the time frame for a break in service to require re-enrollment in SEBES?

A: 30 calendar days.

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Q & A from last webinar

Q: Do I need to remove agency-related email addresses on forms?

A: Yes, make sure you are either deleting email addresses that will no longer be valid or supplying the new email address for the employee.

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Review

Employee Status	Who submits Transfer Form?	Who submits Termination Form?	SEBES Entry

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Review

Employee Status	Who submits Transfer Form?	Who submits Termination Form?	SEBES Entry
Employee is transferring from one MOSERS covered agency/department to another and **will not miss 30 calendar days of payroll**.	Hiring Agency	Terminating Agency	N/A
Employee is transferring from one MOSERS covered agency/department to another and **has missed 30 calendar days of payroll.**	N/A	Terminating Agency	Hiring Agency
Employee is transferring from one org/section to another org/section **within the same agency/department**.	Hiring Org/Section	N/A	N/A
Employee is transferring from one facility/work location to another facility/work location **within the same agency/department**.	Hiring Facility/work location	N/A	N/A
Employee is moving to your agency/dept. from the Dept. of Conservation, Highway Patrol, Dept. of Transportation, or a state college or university (other than State Tech or Lincoln University).	N/A	Terminating Agency	Hiring Agency

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What is a termination?

When your employee leaves due to...

1. Voluntarily leaving their position with your agency*
2. Involuntarily leaving their position
3. Retiring
4. Death (need date of death AND date of last day actually worked)
5. Disability

***Reminder:** Internal transfers do NOT require termination form.

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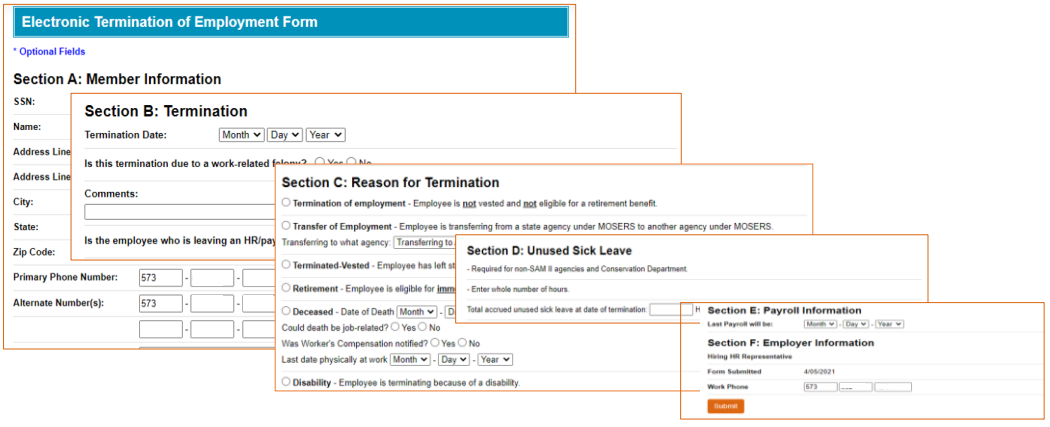
What is a termination form?



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Termination of Employment Form

Please **do NOT include general comments** in the comments field!

Why is this important?

MOSERS receives an average of 450 termination forms per week!

- **Many are processed via the automated system, however, when comments are entered, it moves the form out of the automated system and requires them to be manually keyed.**
- **Entering comments may delay processing.**

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Termination of Employment Form

DO enter comments to report the following:

Lag payroll (college/universities)

Corrected/revised termination date, new date is [date] or date should have been [date]

Last payroll will include contract payoff or comp time payout – will not include annual leave payment

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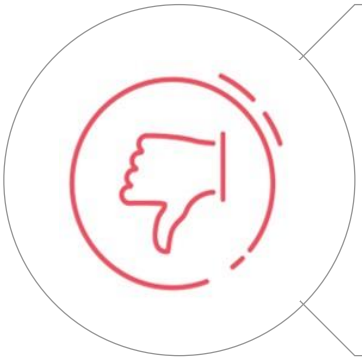
Termination of Employment Form

Do NOT enter comments to report the following: (they are already part of form)



Resigned

Leaving for another employer, state agency, etc.

Not vested...OR...Employee vested

Dismissed...OR...Involuntary termination

Resigned C.O.B. [date]

Last day paid [date] vs last day worked [date] *(do you need to submit a leave form?)*

Employee retiring state service

Retirement effective [date]

Transfer

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Reminders – termination date

Retirement (general state employees)

- Term date is last calendar day of month (retirement date is first day of next month)
- Submit form no later than first week of month in which employee is retiring (no earlier than 30 days)

Voluntary or involuntary termination

- Include last day as active employee (or last day of paid/unpaid leave)
- Do not include regular days off
- This is not the SAMII ESMT date

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Reminders – other

Work-related felony

- If convicted on/after 8/28/2014, of certain felonies (state law or similar offense under federal law), employee forfeits all rights to pension benefits accrued on or after 8/28/2014, for self & beneficiaries
- Essentially crimes against state/employer, such as: stealing or receiving stolen money, property, or service valued at $5,000 or more, forgery, counterfeiting, bribery of a public servant, or acceding to corruption

MOSERS Employer Login

- Does employee terminating have access?
- This will not affect their access to myMOSERS or ESS Portal

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Q & A from last webinar

Q: Is the last payroll in a term their last regular payroll check or is it their ALPO check?

A: The last payroll is the last regular payroll check. Employees do not receive salary credit for their annual leave payout (ALPO).

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Q & A from last webinar

Q: What if the employee had an unpaid gap between their last day worked and the date of termination?

A: The termination date entered should be the last regular work day an employee was actively employed by your agency whether they were in a paid or unpaid status (not including regular days off). If the last day worked and the termination date occur in separate pay periods, a leave of absence form should be submitted if the employee was on unpaid leave.

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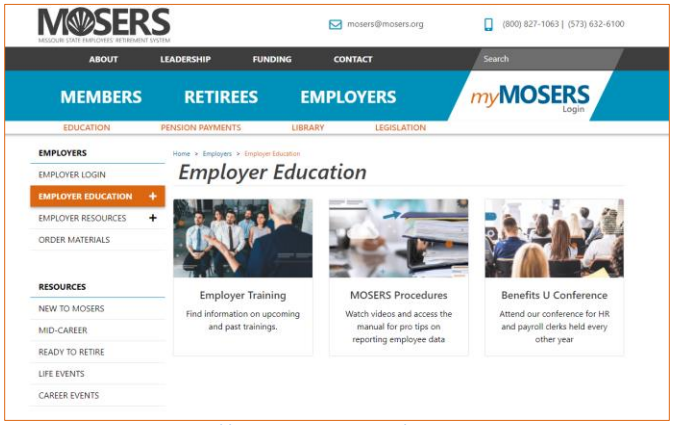
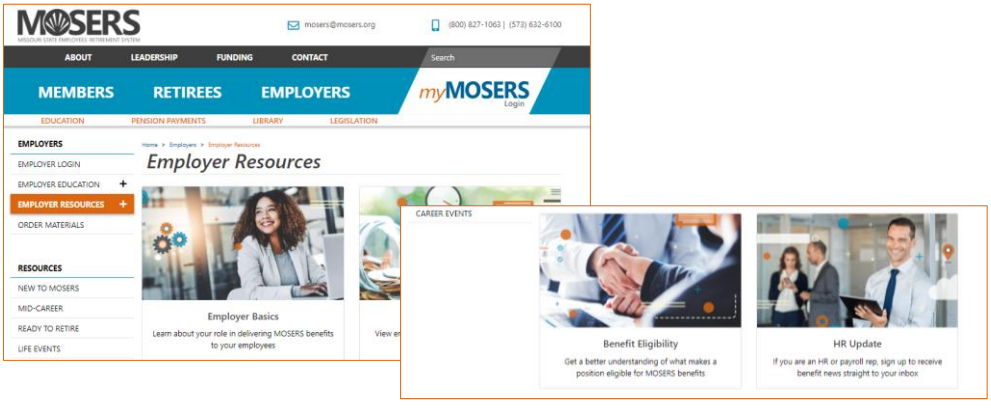
Employers Webpage



https://www.mosers.org/employers

Employers Webpage



https://www.mosers.org/employers

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Test Your Knowledge!

To help you even more, we have created a **fun quiz** about transfer and termination forms.

https://www.surveymonkey.com/r/6KRJCCX

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Questions?

BY EMAIL

Employers@mosers.org

EMPLOYERS WEBPAGE

mosers.org/employers

BY PHONE

(800) 827-1063
(573) 632-6100

SECURITY TIP – refrain from using employee's SSN in your email communications to MOSERS.

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THE WEBINAR HAS ENDED

Thank you for attending, please provide your feedback in the evaluation survey.

THANK YOU!

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TECHNICAL ISSUES

We are having a technical problem with our webinar.

PLEASE STAND BY

TECHNICAL ISSUES

We have been unable to determine and/or fix our technical problem and will follow up via e-mail with instructions for registering for another session.

We apologize for the inconvenience.