

EMPLOYER FORMS FAQs

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GENERAL INFORMATION

How do I notify MOSERS of a form submitted in error?

Please send an email to employers@mosers.org to notify Employer Services of the error. Include the name of the employee and the type of form submitted.

Can I update or make changes to a form once it has been submitted to MOSERS?

No, you will not be able to make edits to a form once it has been submitted. If an update or correction is needed, send an email to employers@mosers.org or submit a new form with the corrected information and a note in the comments to explain the correction made. (i.e. correcting termination date, please disregard previous termination form, etc.).

Can I use the *Change in Demographic* form to report a leave of absence, termination, or the transfer of an employee?

No, service-related changes, such as a termination or a leave of absence, must be reported using the appropriate service-related form. Submit this information through the [Employer Login](#) using the *Transfer of Employment form*, *Termination of Employment form*, or the *Leave/Back to Work form*.

LEAVE OF ABSENCE

What is a valid leave of absence?

A valid leave is a leave of absence in which an employee may be eligible to accrue service credit and salary credit for retirement. A leave of absence due to the medical condition of the employee, FMLA, workers' compensation, or military is a valid leave of absence.

What is an invalid leave?

An invalid leave is a leave of absence in which an employee is NOT eligible to accrue service credit and salary credit for retirement. A leave of absence due to layoff or other, non-medical reasons is an invalid leave of absence.

Why is it necessary to report a leave of absences to MOSERS?

An employee's pension benefit is based in part on their final average pay (FAP). A reduction in salary due to a leave of absence could result in a reduced pension benefit for an employee. In certain leave of absence situations an employee may still accrue service credit and salary credit for retirement.

Therefore, it is very important that MOSERS be notified when an employee is on a leave of absence and the reason for the leave.

Do I need to submit a leave form if an employee is on FMLA for their own medical condition but will not miss a full pay period?

Yes, a leave of absence form must be submitted at the beginning of the leave period for leaves of absence due to the employee's medical condition, FMLA, workers' compensation, layoff or military.

Do I need to submit a leave form if an employee is on FMLA due the medical condition of family member but will not miss a full pay period?

No, a leave form should only be submitted for this type of leave if the employee will miss an entire pay period.

Why do I need to enter an employee's salary when submitting a leave of absence?

The employee's salary is used to calculate the monthly premium an employee will have to pay for their basic life and long-term disability insurance while the employee is on an unpaid leave of absence.

TRANSFER OF EMPLOYMENT

What is a transfer?

- An external transfer is when an employee moves from one MOSERS-covered agency/department to another.
- An internal transfer is when an employee changes positions within the same agency/department.

As the terminating agency, what form should I submit to report that an employee is leaving my agency and moving to another MOSERS-covered agency/department?

As the terminating agency you will need to submit a termination form with *Transfer of Employment* selected as the reason for termination.

As the hiring agency, what form should I use if an employee transfers from another state agency to my state agency (external transfer)?

- If the employee **has not** missed 30 calendar days of payroll and is transferring to a MOSERS-covered position you will need to complete the electronic *Transfer of Employment form*.
- If the employee **has missed** 30 calendar days or more of payroll or is transferring from the Department of Conservation, Highway Patrol, Department of Transportation, or a state college/university (other than State Technical College of Missouri or Lincoln University), you will need to enter the employee into SEBES so the employee can enroll in eligible benefits.

What form do I use to report employees who transfer to a new section/org within my department/agency (internal transfer)?

The *Transfer of Employment* form should be used to report internal or payroll transfers. This ensures the member's service history is correct. A termination form should not be completed in this instance.

TERMINATION OF EMPLOYMENT

What do I use for the termination date when an employee is retiring directly from active employment?

When completing a termination form for an employee who is retiring directly from active employment, the last calendar day of the month should be entered as the termination date. The retirement date is always the first of a month and should not be used as the termination date as it could delay the start of the employee's retirement benefits.

***Example:** If a member is retiring directly from active employment effective February 1, their termination date would be January 31.*

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

- 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.

***Example:** The last day an employee reported to work was January 25. The employee was absent without leave (AWOL) January 25 through their termination on February 2. The termination form should be completed using February 2 as the termination date. Since the employee was in an unpaid status each day they were actively employed during the Feb 1-15 pay period, a leave of absence form should also be submitted to notify MOSERS the employee will not receive pay for February 1-2.*

Why are an employee's regular days off important when entering a termination form?

Employees do not receive pay for their regular days off. If an employee terminates at the beginning of a pay period and the only days in an active status were their regular days off, the employee will not receive a payroll for that pay period. In this situation, the last day of the previous pay period should be used as the effective date of termination. This should also be noted in the comments section of the termination form. This is only necessary if the termination/regular days off occur at the start of the pay period.

***Example:** If an employee whose regular days off fall on April 1-2 is terminated on April 2, the termination form should be submitted with March 31 as the termination date.*

What is a work-related felony?

As it relates to MOSERS benefits, a work-related felony when an employee is convicted of a felony under state law (or a substantially similar offense provided under federal law) involving 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, in connection with their duties as a state employee.