APERS
ARKANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

Enrolling in the Retirement System

Summary

This notice is provided on behalf of the Arkansas Public Employees' Retirement System (the "System") to persons who become employees of a public employer who participates in the System. This notice provides important information about membership and enrollment in the System.

Membership Provisions

Membership as a Condition of Employment
All employees of participating public employers must become members of the System as a condition of employment. "Employees" means all officers and employees of any office, agency, board, commission or department of a public employer whose compensations are payable from funds appropriated by the employer or payable in whole or part from federal funds.

Membership Exclusions
"Employees" does not include the following persons:

- Persons who are members of any other state-authorized retirement system, except the following persons who may participate in another state-authorized retirement system:
    - Members of the General Assembly,
    - Persons participating in the Local Police and Fire Retirement System (LOPFI) because of their status as voluntary firefighters, and
    - Persons who have dual full-time employment in separate positions covered by APERS and LOPFI.
- Persons employed with the intent of working less than ninety (90) consecutive calendar days,
- Persons who do not work at least eighty (80) hours per month during a period of ninety (90) consecutive calendar days, and
- Persons whose rate of pay is less than the federal minimum wage.

If employees meet any of the above conditions, they are excluded from membership and should not be enrolled in the System. Please see the *Excluding Employees from Membership* publication for more information about this topic.

Member Contributions
Employees who are first hired on or after July 1, 2005 are subject to the contributory provisions of the System. Under these provisions, members contribute five percent (5%) of their pre-tax compensation to the System. Their payroll officers must deduct contributions on every payroll from the date they enter the System until the date membership ends.

When deducted, members' contributions are credited to their individual deposit accounts where they accumulate and earn interest at a rate of four percent (4%) per year.

Employees who were first hired on or after January 1, 1978 through June 30, 2005 participate under the non-contributory provisions of the System. They do not contribute a portion of their compensation to the System. Non-contributory members who terminate employment for a period of less than six (6) months and later return to covered employment are not subject to the contributory provisions and can remain non-contributory. Please see the *Returning to Covered Employment* publication for more information about this topic.

Member Service Credit
Members earn retirement service credit based on the number of hours of service they render to a public employer during a calendar month. Members earn one (1) month of retirement service credit if they render eighty (80) or more hours of service during a calendar month.

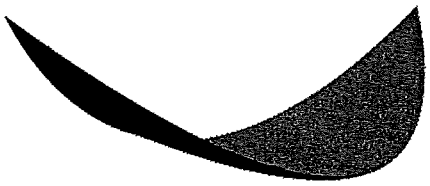
Enrollment Status

When employees are enrolled in the System, they are classified into one of the three following enrollment statuses: an Active Member, a Deferred Retirement Option Plan (DROP) Participant, or a Retired Member. Their enrollment status determines whether they contribute a portion of their compensation to the System and earn service credit.

Active Members
Active members are not receiving retirement benefits. They must contribute a portion of their compensation to the System, and they earn service credit towards retirement.

DROP Participants
DROP participants are eligible to receive a retirement benefit but have elected to defer the receipt of their benefits while they continue to work for up to seven (7) years. They receive deposits in their deferred option account each month in which they render eighty (80) hours of service. They do not contribute a portion of their compensation to the System nor do they earn service credit.

Retired Members
Retired members are receiving retirement benefits. They may return to work and continue to receive their benefits provided that they met the termination requirements for retirement. They do not contribute a portion of their compensation to the System nor do they earn service credit.



New Hire and Newly Eligible Employees

Generally, employees are enrolled in the System when they are new hires of a public employer, and their enrollment date is their date of hire. However, employees also can be enrolled when they are newly eligible because they no longer meet a membership exclusion. Their enrollment date is the date they no longer meet the exclusion.

For example, an employee was hired on January 1 to work 60 hours per month. Beginning April 15, the employee will work 80 hours per month. The employee's enrollment date should be April 15 and the original hire date is January 1. This applies to active members and retired members.

Reciprocal Systems

The State of Arkansas-authorized retirement systems or plans listed below are reciprocal systems:

- The Arkansas Teacher Retirement System (ATRS),
- The Arkansas Public Employees' Retirement System (APERS),
- The Arkansas State Highway Employees' Retirement System (ASHERS),
- The Arkansas State Police Retirement System (ASPRS),
- The Arkansas Judicial Retirement System (AJRS),
- The Arkansas Local Police and Fire Retirement System (LOPFI), and
- An alternate retirement plan for a college, university, vocational-technical school, the Department of Higher Education or the Department of Career Education (ex: TIAA-CREF, VALIC, or Fidelity).

Reciprocal Provisions
If employees left a position covered by a reciprocal system, they may use the credited service in that system plus any future credited service in this system to meet minimum service requirements for benefits from both systems. To use the reciprocal provisions, their participation in the system that they left must meet the following conditions:

- They must have credited service,
- They must have not withdrawn their accumulated contributions, and
- They must not be receiving a retirement annuity.

Active Membership in Reciprocal Systems
With the exception of the LOPFI members and General Assembly members mentioned in the Membership Provisions section, employees may not participate in more than one reciprocal system at the same time. Employees should not be enrolled in the system if they indicate that they will continue to be active members in a reciprocal system.

Completing the Request Form

To enroll employees in the system, an *Employee Enrollment Request* form must be completed and submitted to our office. The form must be completed by employees and employer personnel or benefits representatives.

The following information explains how to complete sections I through IV of the *Employee Enrollment Request* form.

I. Employee Information
Employees must provide the personal data and contact information under which the System will establish their enrollment record. The personal data includes their Social Security Number (SSN), name, date of birth, and marital status; and the contact information includes their mailing address, email address and daytime telephone number.

The SSN and date of birth become a permanent part of members' retirement records, and this data should be carefully reviewed for accuracy before the form is submitted. If members' other personal data or contact information changes during their membership, they can submit an *Enrollment Change Request* form.

II. Reciprocal System Information
Employees must indicate if they have credited service in any reciprocal systems. Employees who indicate service in a reciprocal system must complete the remaining questions regarding active membership, withdrawn contributions, and receiving a retirement annuity. Employees who participated in an alternate plan must also provide the name of the employer.

III. Employment Information
Employer representatives must complete this section to provide information about employees' public employer and about their employment. The public employer information includes the five-digit APERS employer number and the employer name; and the employee information includes the enrollment status, enrollment date, enrollment reason, position, planned monthly hours and hourly rate.

IV. Enrollment Certifications
Employees and employer personnel or benefits representatives must sign this section to acknowledge that they read this publication and to certify that the information provided on the enrollment form is true and complete.

Obtaining Additional Information

If you have questions about employee enrollment, please contact a call center representative toll free at (800) 682-7377.

APERS
ARKANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

Employee Enrollment Request

124 West Capitol Avenue Suite 400 • Little Rock AR 72201-3700
Phone: (800)682-7377 • Fax: (501)682-7843 • Website: www.apers.org

I. Employee Information

Social Security Number	Name (Last, First, Middle Initial)	
Date of Birth (mm/dd/yyyy)	Gender ☐ Female ☐ Male	Marital Status ☐ Single ☐ Married
Mailing Address	City, State, Zip Code	
Email Address	Daytime Telephone Number	

II. Reciprocal System Information

Indicate All Reciprocal Systems or Plans in Which You Have Credited Service

☐ None ☐ ATRS ☐ ASHERS ☐ ASPRS ☐ AJRS ☐ LOPFI ☐ Alternate Plan (ex: TIAA-CREF, VALIC, Fidelity)

Has Your Active Membership Ended?	Have You Withdrawn Accumulated Contributions?	Are You Receiving a Retirement Annuity?
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes

If You Participated in an Alternate Plan, Provide the Name of the Employer

III. Employment Information

APERS Employer Number	APERS Employer Name	
Enrollment Status ☐ Active Member ☐ DROP Participant ☐ Retired Member		
Enrollment Date (mm/dd/yyyy)	Enrollment Reason ☐ New Hire ☐ Newly Eligible	If Newly Eligible, Indicate Original Hire Date
Position	Planned Monthly Hours	Hourly Rate

IV. Enrollment Certifications

- I acknowledge that I read the *Enrolling in the Retirement System* publication which explains the membership and enrollment provisions for employees of participating public employers.
- I certify that the enrollment information provided above is true and complete.

Employee Signature	Date
Employer Representative Signature	Date