

EMPLOYER
NEWSLETTER

TFFR
Mission
Statement:

To administer a comprehensive retirement program that provides North Dakota public educators with a foundation for retirement security.



Briefly

APRIL 2020

Tough Times Together

TFFR would like to thank each of you for being so dedicated in getting your report and payment to our office in a timely manner during the COVID-19 pandemic. We realize that you may be working from home or with limited hours in the school and getting your TFFR report to us can be a challenge. If you are having difficulty in completing your report, please call our office. We can get through it together!

Please visit our [website](#) for important COVID-19 information regarding TFFR.

Changing Models

If your TFFR employer payment model is changing (different model or a change in the amount of pickup under Model 2 or 3), an [Employer Payment Plan form](#) must be filed with TFFR. The model change must be implemented at the beginning of the fiscal year (July 1) and must cover all TFFR members. This form should be sent to TFFR no later than July 1, 2020. Please call our office if you have any questions on the employer payment models.

ACH Monthly Payment Option

You can now send your TFFR monthly payment by ACH. Please let us know if you would be interested in switching to this fast and efficient way to send your TFFR payment and eliminate the need to mail a check each month.



Fiscal Year-End Reminder Checklist

- ✓ **All member records including re-employed retirees must be closed with compensated hours and last date worked.** Compensated hours should be capped at 700 hours for active members; however, do not cap the hours reported for re-employed retirees. Report actual compensated hours; even if it exceeds 700 hours. (For re-employed retirees, **include** in-staff subbing hours and **exclude** extra-curricular and professional development hours.)
- ✓ **Please be aware of any changes to the last day taught and total hours reported on your June report if affected by the COVID-19 pandemic. TFFR needs to have accurate records for the teachers and re-employed retirees.**
- ✓ Salary needs to be reported when **earned** and not when paid. Members contracted over 9 months, but paid over 10, 11, or 12 months, must be expensed out on the June report which is due July 15, 2020.
- ✓ Salary for summer programs must also be reported when **earned** and not when paid. Report June work on the June report and July work on the July report.
- ✓ Payments for unused vacation and/or sick leave should **not** be reported to TFFR.
- ✓ An Employer Payment Plan form must be filed if an employer is changing models. The new model must be implemented at the beginning of the fiscal year (July 1) and must cover all TFFR members. Administrators cannot be covered under a different model. The form should be sent no later than July 1, 2020.
- ✓ If you do not have contributions to report for a month, please notify TFFR by e-mail. We will not send you a late notice.

June-July Reporting of Hourly Wages



The following is a common error we see when a TFFR member works in June at an hourly wage.

- In July, an employee submits a salary request (time sheet) for hourly work done in June. These wages are paid in July and get reported on the July TFFR report in error.

TFFR Salary Reporting

TFFR salary must be reported in the fiscal year earned, not when paid. TFFR salary reported in the wrong year needs to be moved to the correct fiscal year. Please do not add it to the regular July payroll. Contact TFFR for what needs to be done to get the salary corrected. Once corrected, TFFR will send a billing for contributions owed or send a refund for overpaid contributions.

If you have any questions, please contact the TFFR office.

TFFR Retired Member Employment Critical Shortage Exception

The Education Standards and Practices Board (ESPB) declared all content areas as critical shortage for the 2020-21 school year. ESPB declared no administrator areas as critical shortage.



GASB Statement 68 Information

The audited fiscal year [2019 GASB 68 information](#) including the Employer Allocations and Pension Amounts by Employer Schedules, GASB 68 Disclosure Template, and Sample Journal Entries are now available on our website. Employers and auditors can use this information to complete your 2020 financials.

Employer Contribution Rates for 2020-21

TFFR contribution rates will remain the same for the upcoming 2020-2021 school year.

Member Contribution	11.75%
Employer Contribution	12.75%



Employer Newsletter

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PO Box 7100
Bismarck, ND 58507-7100

Phone: 701.328.9885

Toll-Free: 1.800.952.2970

Website: nd.gov/rio

TFFR Vision Statement:

To be a trusted leader in the administration of a financially sound retirement program for North Dakota educators by providing exceptional customer service, professional plan management, and organizational effectiveness by adhering to the principles of good governance, transparency, and accountability.