

**TFFR Mission
Statement:**

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

Briefly

JUNE 2022

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.

Salary must be reported in the fiscal year earned, not when paid. If the salary was reported in the wrong year, please let us know. We will move the salary back to the correct fiscal year. If the contribution rates between the two years are different, we will also need to correct the over and under payment of contributions.

If you recognize that the pay belongs in a prior year, before adding it to your regular July payroll, please contact TFFR to discuss the best way to report the pay correctly.

Deadline: July 15, 2022 Year-end Employer Payment and Reports

The widespread use of the 10-day grace period has had a negative impact on RIO agency fiscal operations at year end. Employers unable to meet this deadline may still request a waiver or extension to the deadline in writing in advance of the 15th to avoid a late penalty. The waiver is not automatic, so we strongly encourage you to reach out with any questions or concerns.

Fiscal Year-End Reminders Checklist

- ✓ **All member records including reemployed 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 reemployed retirees and report actual compensated hours even if it exceeds 700 hours. (For reemployed retirees, **exclude** extra-curricular, professional development hours, and in-staff subbing hours.)
- ✓ 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.
- ✓ 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.
- ✓ If you do not have contributions to report for a month, please notify TFFR by e-mail, so we don't send you a late notice.

Changing Models?

If your TFFR employer payment model is changing (different model or a change in the amount of pickup under Model 2), 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. Administration cannot be covered under a different model. The form should be sent to TFFR no later than July 31. If you have any questions on the TFFR models, please contact the administrative office.

TFFR Retirement Education Workshop

TFFR is happy to offer an in-person Retirement Education Workshop (REW) again this year! All teachers are invited to register for this workshop that covers TFFR benefits, Social Security benefits, estate planning, financial information, and retiree health insurance options.

Bismarck – Wednesday, July 20, 2022
Heritage Center Reid Auditorium – 10:00 am - 1:15 pm CT
Registration begins at 9:30 am CT
Deadline to register is July 15th.

Your help in marketing the REW is always appreciated.
To register, TFFR members should complete the online registration found under Events on our [website](#).

Pension Administration System (PAS) Modernization Project Update

The Teachers' Fund for Retirement's (TFFR) Pension Administration System (PAS) supports the administration of the TFFR benefits program for over 22,000 active, inactive, and retired members and 206 employers. The current PAS administrator interface is 17 years old and was deployed in 2005 as a client-server application. As a result of an extensive evaluation of program needs, and system capabilities and limitations, the TFFR Program is proceeding with a PAS Modernization Project. This project was initiated in 2019 and is expected to continue into 2024.

Advantages of a modern system:

- ◆ Increase the efficiency and utilization of the employer self-service portal
- ◆ Robust reporting validations to ensure correct reports are submitted
- ◆ Improved employer reporting experience
- ◆ Improved communication between TFFR and employers

We will continue to communicate updates. We are excited to be able to offer an improved employer reporting experience in the future!

Employer Contribution Rates for 2022-23

TFFR contribution rates will remain the same for the upcoming 2022-2023 school year.

Member Contribution	11.75%
Employer Contribution	12.75%

ACH Monthly Payment Option

You can send your TFFR monthly payment by ACH. Please contact us 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.

Fax-line is in Service



RIO's fax-line is now working.

If you need to submit paperwork or forms to TFFR, please send them either through regular mail, email, or fax.

Mailing Address –
NDRIO, PO BOX 7100, BISMARCK ND 58507-7100

Email Address to request a secure link – rio@nd.gov

Fax - 701-328-9897

TFFR Retired Member Reemployment

The Education Standards and Practices Board (ESPB) has once again declared all subject areas as critical shortage, except for Administration, for the 2022-23 school year. If you employ a retired TFFR member, a [TFFR Retired Member Employment Notification](#) form must be completed.

Looking for a simple summary of TFFR statistics and plan benefits? Then the 2021 ND TFFR Fast Facts is your answer. The document is available on the NDRIO [website](#).



The TFFR team attended the Governor's Summit on Innovative Education in Dickinson on June 9th. L to R Denise W., Jayme H., Stephanie S., and Tami V.

Retirement and Investment Office (RIO) Staffing Update



New staff updates include:

Denise Leingang-Sargeant – Membership Specialist

We are excited for the addition to the RIO team!



Watch for more of our Info Mixers this Fall.

Send us an email if there are any topics you would like us to cover.

GASB 67 & 68 Census Data Audits

Each July TFFR's pension plan auditor, CliftonLarsonAllen (CLA), selects eleven participating employers to be included in the census data audit to comply with the Governmental Accounting Standards Board (GASB) 67 and 68 requirements. The selected participating employers will receive notification via email. Employers will be required to provide a master payroll file which includes information such as name, birth date, and gross wages for all employees. CLA auditors will review the information provided and select a sample of individuals for further investigation. CLA will request supporting documentation from the participating employer which may include I-9 forms, employee contracts, and human resource forms.

At the conclusion of the audit, TFFR will issue the Schedule of Pension Amounts by Employer and the Schedule of Collective Pension Amounts which are provided to assist employers and their auditors with GASB 68 compliance. For additional information reference the GASB website at www.gasb.org or the TFFR website at www.rio.nd.gov.



TFFR Forms

- If you are employing a new teacher, TFFR will need a new [Member Action](#) form and a [Designation of Beneficiary](#) form. Please note: Only ND licensed teachers are eligible to become members of TFFR. If you employ a teacher who has a permit or sub-license only, they should NOT be reported to TFFR.
- If the teacher has a change of address or name, they need to fill out and sign a [Change of Name or Address](#) form.
- If you have employed a TFFR retiree, please make sure to complete the [TFFR Retired Member Employment Notification](#) form. This form must be completed each year a retiree is employed and submitted to TFFR no later than 30 days after employment begins.
- These forms and other ones you may need are also found on our website: <https://www.rio.nd.gov/teachers-fund-retirement-employers>



Teachers' Fund For Retirement
RETIREMENT & INVESTMENT

Employer Newsletter

ND Teachers' Fund for Retirement
1600 East Century Ave, Suite 3
PO Box 7100
Bismarck, ND 58507-7100
Phone: 701.328.9885
Toll-Free: 1.800.952.2970
Website: www.rio.nd.gov

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.