

# BRIEFLY

TFFR News Briefs for Employers from the ND Retirement and Investment Office  
1930 Burnt Boat Drive, P.O. Box 7100, Bismarck, ND 58507-7100  
Phone: 701-328-9885 or 1-800-952-2970 [www.discovernd.com/rio](http://www.discovernd.com/rio)

September 2002

## Certification of Member Employment

A Certification of Member Employment form may be needed to close out an active member's account before TFFR can pay death, disability, retirement, or refund benefits. In the past, we have requested immediate completion of this form; however, this practice may cause individuals to be over or underpaid benefits since the salary on the certification was estimated. In the future, please complete this form after the TFFR member has concluded their teaching duties with you. Be sure the information is correct. Overpayment of TFFR benefits to a member based on inaccurate data furnished by the employer will be the liability of the employer. A sample of the Certification of Member Employment form, with the new instructions, is included in this mailing.

## TFFR Participation Requirements Poster

Enclosed is a TFFR Participation Requirements poster. The poster gives general guidelines on the most frequently asked reporting issues. Please post this next to your desk for a quick reference guide. Also note that the Employer Guide should be used as your complete reference tool as TFFR questions arise.



## Software Upgrades/Changes = Computer Problems

TFFR has seen a large increase in electronic employer reporting problems. Please be aware that if your district changes employer payment plan models, upgrades from DOS to Windows, or changes software vendors, you may experience TFFR reporting problems. If the software vendor cannot fix the reporting problems, the vendor is not in compliance with TFFR guidelines and may be taken off of our approved software listing. If the reporting problems are not addressed by the vendor in a timely manner, TFFR will require you to go back to paper reporting.

We have been in contact with RDA & Software Unlimited to discuss our concerns. Please know that we are here to help the districts and vendors to correct current and future reporting problems. We would be happy to participate in meetings with your district and your software vendor at your request.

## Confidentiality

Member specific TFFR information held by the employer is confidential. This includes years of service, employer and employee contributions, retirement eligibility and requests for the payment of benefits. TFFR data that is not member specific is not confidential.

Employers may use TFFR member specific information internally for payroll administration and workforce planning. However, this information may not be used or provided to others for any purpose other than TFFR administrative functions.



The confidentiality provisions bind all of us to not reveal confidential information to anyone even in a casual or unintended manner. If you receive requests for TFFR information that are member specific, please ask the individual to contact TFFR, in writing, so we can respond accordingly.

## Tobacco Control Program

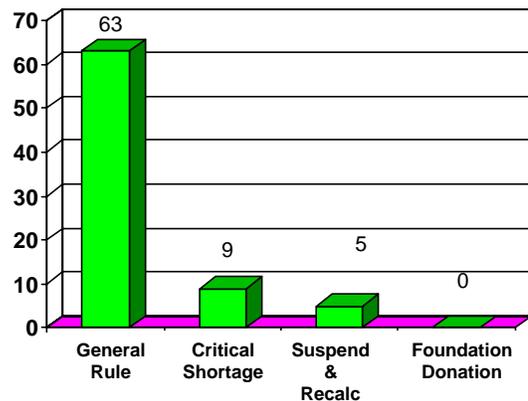
If your school district received tobacco money from your local health unit to incorporate a Tobacco Control Program, this money could be reportable to TFFR. If the individual who is administering the tobacco program, is licensed through the Education Standards and Practices Board and contracted with your district, this individual's salary becomes reportable to TFFR. If you have questions on whether certain payments are reportable as TFFR salary, please contact Curt at our office.



## Employing a Retired Teacher

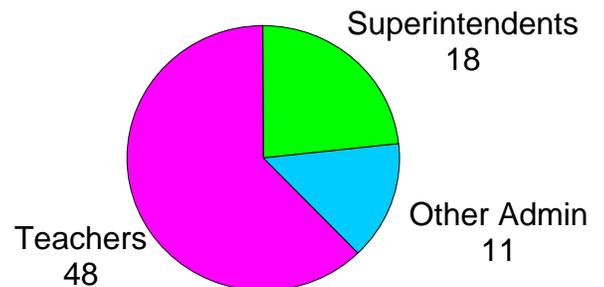
The following is a summary of the retiree return to work 2001-02 statistics. Please make sure to inform TFFR when you employ a retired member by completing a TFFR Retired Member Employment Notification form.

### RETURN TO TEACH STATISTICS 2001- 2002



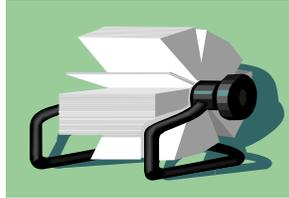
**Total: 77 retirees**

**Average Age: 61**



## Reminders

- If your district changed its mailing address, phone number, business manager, superintendent, or someone new will be preparing the TFFR report, send a Notification of School District Change Form (801) to TFFR.



- If you have a teacher who changes her name due to marriage or divorce, TFFR will need a new Member Action Form (001) so we can update our records.
- Please set up members using the Postal Service Address Guidelines. These Guidelines can be found at the Postal Service website [WWW.USPS.GOV](http://WWW.USPS.GOV).
- We will have a booth at the NDSBA Convention in Bismarck on Friday, November 1, 2002. Please stop by.

## Final Report

On August 28, 2002, your final report for the 2001-02 school year was mailed with your September report. Please closely review the member information to make sure the report agrees with what you reported to TFFR. If you did not receive a final report, please contact us for a copy.

# **Happy Fall!**

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