

## Where Are The APERS Forms?

Perhaps you've noticed that we've redesigned our website at [www.apers.org](http://www.apers.org). Not only has it gotten a face lift, but it will display much better on smart phones and other mobile devices, and we've added some important new capabilities with you the employer in mind.

One of the biggest changes is that all APERS forms were removed from the website. Employer forms were removed because all employer responsibilities must be completed in ESS. These responsibilities include enrolling members, excluding members, and updating member demographic information. Member forms were removed because member responsibilities can be completed in MSS or on forms requested from the Call Center.

## Change to Delinquent Date

Since 1997, APERS Board Regulation 104 has required participating employers to submit their contribution reports and remittances within 10 calendar days of their "paycheck date." That will change starting in **July 2018**.



At its meeting in May 2017, the Board amended Regulation 104 to require employers to submit reports and remittances electronically through the ESS portal within "five business days" of their "paycheck date." Remittances received more than five business days after the paycheck date will face delinquent penalties.

Despite the apparent tightening of the deadline, APERS expects ESS to greatly reduce the already low number of delinquencies. For one thing, the electronic transfer of funds eliminates any delays or errors caused by mailing payments. For another, the ESS system incorporates a number of error-checking and confirmation steps that should reduce mistakes made during processing. The bottom line is that ESS should make it easier for employers to complete their responsibilities accurately and promptly with minimal errors.

Member responsibilities now include new beneficiary designations at enrollment or beneficiary changes any time afterward. When the Call Center generates forms, they are pre-populated with the member's demographic information, including their APERS ID, and are bar-coded. The pre-populated information allows a member to provide less information and avoids the challenges of handwriting.

The bar-code found on the form has encoded information that identifies the member and the document type. This information allows us to process incoming documents more quickly and efficiently.

**Beginning in July, APERS will only accept member forms that were generated by the Call Center.**



APERS has scheduled a series of classroom training sessions for employers in 2018. The sessions cover the laws and regulations governing enrollment and reporting with topics including membership eligibility, return to work provisions, contributory provisions, contribution rates, compensation eligibility, and reporting deadlines. In addition, the sessions provide an overview of how to perform these functions in the Employer Self-Service (ESS) portal.

All sessions will be held at APERS' offices in Little Rock on the 2nd floor of the Union Plaza Building at 124 W. Capitol Ave. (unless otherwise noted). The training sessions will be from 9:00 am to 11:00 am (unless otherwise noted). Schedule of classes and links to registration can be found on the Employer page of the APERS website.

<http://www.apers.org/employers>

## Employer Rates FY2019

Effective July 1, 2018.

APERS	15.32%
District Judges (under ADJRS provisions)	38.99%
School Employers	4.0%

### ESS EMPLOYER ADMINISTRATOR

If you have not assigned  
 an ESS Employer Administrator  
 contact Shelly George  
 501.682.7800 or 1.800.682.7377

[WWW.APERS.ORG](http://WWW.APERS.ORG)

## Communicating through ESS

The ESS portal has in many ways made the exchange of information between APERS and employers much easier, simpler, and faster. Instead of having to rely on phone calls, postal mail, fax, and email, employers will be able to exchange documents, get news and alerts, request assistance, and send and receive messages through the ESS.

For example, your ESS home page will include a news panel where you will find the latest communications from APERS. Here we can post general notices like changes in contribution rates or personalized information specifically for your agency. We will also post links to useful publications, like our current employer newsletter, and to other documents.

Your ESS portal also provides a way for you to communicate your needs to APERS. Another feature of your home is a message center. From here you can send messages to us and tag them with a specific topic or enter your own subject. In either case, your message will be routed to the APERS staff members best suited to answer your questions or address your concerns.



We're striving to make your communication choices easier and to eliminate unnecessary expense, effort and time. We're confident that as you get more familiar and comfortable with your ESS portal it will become your preferred way to interact with APERS.