



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Administration

DIVISION OF RETIREMENT AND BENEFITS

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Greetings,

You are receiving this communication as a designated HR, Payroll, Benefits, or Finance representative of your agency for the State of Alaska Public Employees' Retirement System (PERS) and/or Teachers' Retirement System (TRS). We would like to extend our appreciation to all employers for your patience as we continue to work through the changes to the former member plan election process when hiring new employees.

The Division of Retirement and Benefits (Division) has implemented pre-employment steps when onboarding new hires to ensure they are placed into the proper retirement system [defined benefit (DB) or defined contribution (DCR)]. We have developed custom tools to assist you in determining which retirement plan a new hire should be enrolled in utilizing a *Former Member Lookup* portal. This portal allows employers to verify retirement plan eligibility at onboarding.

Former members who are eligible to choose which retirement plan they want to participate in will need to submit the retirement plan election form to the Division within 30 days of the date of hire. Failure to do so may result in the employer submitting employee adjustment records if the member is enrolled in the incorrect retirement system.

We will no longer accept forms older than the June 2023 revised forms. The latest revised former member forms (pers060 rev. 06/23 and trs037 rev. 06/23) can be accessed from the new *Former Member Lookup* portal.

What prompted this change?

Based on a decision by the Alaska Supreme Court, former PERS and TRS DB Plan members who refunded their retirement contributions and later returned to PERS or TRS employment under the DCR Plan may reinstate their prior DB Plan service and former tier status. All former DB members who have not been reemployed since July 1, 2010, have a right to elect reinstatement of their previous tier when they are rehired into a PERS or TRS position.

How to get login access to the Former Member Portal:

Human Resource staff, hiring managers, or payroll staff need to have an Employer Services logon ID and password to access our reporting systems *eReporting*, *Former Member Lookup* portal, and *Employer Access* portal.

For staff to obtain access, they will need to complete the *Logon ID Request* form and have the form signed by the Employer Authorized Representative. Each person who needs to access the *Former Member Lookup* portal will

need a separate logon ID and password. The access granted can be restricted to specific roles relative to the employee's needs.

Please reach out to your Retirement and Benefits Payroll contact if additional personnel need to be granted access to Employer Services and the Former Member Portal or click the respective link below:

- Logon ID Request Employer Services for all Political Subdivisions: [Poly Sub Logon ID Request](#)
- Logon ID Request Employer Services for State of Alaska Only: [SOA Logon ID Request Form](#)

How to identify if a newly hired employee needs to complete the Former Member Election of Participation form:

Step 1: Log into the *Former Member Lookup* portal using your eReporting/Employer Access Login credentials, myrnb.alaska.gov/FormerMemberLookup.

Step 2: Enter the employee's SSN and use the drop-down to select the Fund (for example, PERS) in which the employee is being hired. Then click "search".

Provide Employee the Former Member Election form:

1. If the search result returns the employee's name and birthdate, the employee is a former PERS DB or TRS DB member.
 - a. Provide the employee with the respective *PERS Former Member Election* form (PERS060) or *TRS Former Member Election* form (TRS037).
 - b. You can access the link to the respective *Former Member Election* form from the search results page.
 - c. **An original, handwritten signature is required on this form. Electronic signatures will not be accepted.**
2. Employers are required to sign and submit a completed *Former Member Election* form to the Division **within 30 days from the date of hire into a PERS- or TRS-eligible position**. Email the form to DOA.DRB.Member.Plan.Election@alaska.gov.
 - a. **An original, handwritten signature is required on this form.** Electronic signatures will not be accepted.
 - b. **Important Note:** The payroll file will have a critical error if the Division does not have a *Former Member Election* form on file at the time the employee's HIRE and contributions are reported on the payroll file.
3. Enter the HIRE event on your next payroll per the member's election.

Do not provide Employee the Former Member Election form:

1. If the search result **DOES NOT** return the employee's name and birthdate:
 - a. Verify the SSN and Fund were entered correctly.
 - i. If the SSN was not entered correctly, reenter the SSN in the *Former Member Lookup* Portal and search again.
2. If the search result does not return a name and birthdate, the member does not need to be provided the *Former Member Election* form.
3. Click on the link to access the *Employer Access Portal*.
4. Utilize the *New Member Lookup* tab to confirm whether the employee should be enrolled in the DB or the DCR Plan.
5. Enter the HIRE event on your next payroll per *New Member Lookup* search result.

Please contact your Division Active Payroll contact if you have any questions regarding what plan a newly hired employee is to be enrolled in.

Sincerely,

A handwritten signature in black ink that reads "Ajay Desai". The signature is written in a cursive style with a horizontal line underneath the name.

Ajay Desai
Director

