

2016-142



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Date: September 19, 2016

TO: Nebraska County Boards, Clerks, and/or Administrators

RE: Approval for Query of County Employee Retirement Plan Data

We would like to thank you for the great job you are doing in determining employee eligibility in the County Employees Retirement Plan and for the accuracy of the employee data and retirement contributions you are submitting to NPERS. Your continued efforts are greatly appreciated and assist NPERS in providing better service to you and your employees.

One area where we have a concern is when employees work in multiple counties. It would be helpful if we had data identifying these individuals. NACO has offered to work with NPERS to provide a quarterly data extract created by MIPS for those counties using the MIPS payroll system.

We are writing to request that County plan employers authorize NACO/MIPS to provide NPERS with a list of county employees that includes, at a minimum:

1. The employee's name;
2. The employee's Social Security Number (SSN);
3. The name of each county in which the employee provides compensated service (a.k.a. works);
4. The name of each department, division, section, office, or other such subgroup of a county in which the employee works;
5. The date the employee began working for each department, division, section, office, or other such subgroup of the county (a.k.a. "hire date"); and
6. The name and accounting identifier for the source of funds used to pay the employee for the work performed for each department, division, section, office, or other such subgroup of the county.

We are requesting that this data be compiled by NACO from the information obtained by MIPS and reported to NPERS in a Microsoft Excel format.

The data will be used for a variety of purposes, including, but not limited to:

1. Verifying each employee's eligibility for membership in the Retirement System for Nebraska Counties (County Plan);
2. Verifying that each employee is properly enrolled in the County Plan;

3. Verifying that each employee has terminated employment with all counties covered by the County Plan prior to receiving a distribution;
4. Reporting information related to the County Plan; and
5. Auditing County Plan records.

Please complete the authorization portion on the bottom half of the second page of this memorandum, and return it to NPERS or NACO by October 24, 2016. We appreciate your willingness to assist us in obtaining this information. Please contact us if you have questions or concerns regarding this request.

Sincerely,



Phyllis G. Chambers
Director



Larry Dix
NACO Executive Director

PGC/oth

ACKNOWLEDGEMENT AND AUTHORIZATION

I authorize NACO to compile and release the employee data requested by NPERS in the above memorandum.

Keith
County

9-28-2016
Date

C.W. Baltzell
Signature of County Official

C.W. Baltzell
Printed Name of County Official