

PMRS UNDER REMOTE OPERATIONS PLAN

Effective March 16, 2020 and in an effort to mitigate the spread of COVID-19 in Pennsylvania, Governor Tom Wolf has directed all Commonwealth employees who work in Dauphin County and the Capitol Complex to follow an emergency plan for maintaining operations. Among other things, this plan includes remote operations, and in certain circumstances, potentially reduced workhours.

It is the goal of PMRS to continue the highest level of service possible during this period. Essential PMRS staff have been given the ability to work from remote locations to maintain operations with the primary goal of uninterrupted pension payments. Staff will also be capable of performing most other functions as well.

During this time, PMRS will be focusing our efforts on continuing uninterrupted current benefit payments and the processing of new retirement benefits as well as lump sum payments related to retirement, death benefits, and employment termination. We do understand that there will be other needs during this time such as benefit estimates which PMRS will process as soon as possible. However, during this period, you may experience delays.

Preferred Methods of Communication

During this period of emergency operations, we would like to offer some guidance and instructions regarding preferred methods of communication.

Employers

- General updates: Employers can monitor the home page of the PMRS website for current updates www.pmrs.state.pa.us
- Forms submission: Completed forms can be sent to the following email address ra-rscompletedforms@pa.gov or sent via FAX to 717-783-8363
- Inquiries can be submitted via email to ra-staff@pa.gov
- Telephone inquiries can be made to 717-787-2065 or 1-800-622-7968. During this time there may be limited availability for telephone calls to be answered. Please leave a voice message and PMRS will try to respond within 24 to 48 hours.
- Postal Mail: Electronic communications are preferred. However, if that is not feasible, mail can be sent to: PA Municipal Retirement System, P.O. Box 1165, Harrisburg, PA 17108-1165

Active and Retired Members

- General updates: Members can monitor the home page of the PMRS website for current updates www.pmrs.state.pa.us

- Forms submission: Completed forms can be sent to the following email address ra-rscompletedforms@pa.gov or sent via FAX to 717-783-8363
- Inquiries can be submitted via email to ra-staff@pa.gov
- Telephone inquiries can be made to 717-787-2065 or 1-800-622-7968. During this time there may be limited availability for telephone calls to be answered. Please leave a voice message and PMRS will try to respond within 24 to 48 hours.
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2Q20 Quarterly Report of Contributions Form

- Enclosed is the Quarterly Report of Contributions Form (PMRB-21) for the second quarter of 2020. Please complete, date, sign, and return this form to our office **by July 31, 2020**.
- Second quarter contributions to be credited to a member's account are **due by June 30**. Interest will be charged on second quarter contributions received after June 30.
- A Revenue Transmittal Form (PMRB-20) must be completed and included with all checks submitted to PMRS. This form is available under the "Forms" section of our website and can be completed online but will need to be printed, signed and mailed with the checks.

2019 Act 205 Actuarial Valuation Report (Non-County Plans)

- PMRS has completed the 2019 Act 205 Actuarial Valuation Reports for all plans who completed the Act 205 Plan Declaration to select PMRS as 3rd party administrator and submitted information for active members in cash balance plans.
- If you received an "**URGENT REMINDER-FINAL NOTICE**" email from the PA Department of the Auditor General's Municipal Pension Reporting Program (MPRP), the 2019 Act 205 Actuarial Valuation Report for your plan was completed by PMRS and is ready for you to log back in to the Department of Community & Economic Development's (DCED) Municipal Statistics website (<https://munstats.pa.gov/forms/>) and review, certify, and submit to the PA Department of the Auditor General's MPRP. You can do so by taking the following steps:
 - 1) Click on "Your Act 205 Form Tasks" at the bottom of the Start page
 - 2) Go to step 3. Form Links on the light blue banner at the top, and
 - 3) Click on the aforementioned form under "Your Available Tasks."
 - 4) Click through the form's tabs at the top and 'Submit' the report on the Certification tab.

Please make every effort to submit the 2019 Act 205 Actuarial Valuation Report for your plan as continued delinquency will subject your municipality to a mandatory audit review by the Auditor General's Bureau of Municipal Pension and Liquor Audits and may detrimentally affect the amount of your 2020 allocation of General Municipal System State Aid. If you have any additional questions

about the new e-filing process, please contact the MPRP at 1-833-852-4335 or 717-787-3637 or email at MPRP@PAAuditor.gov.

- If you have not completed the Act 205 Plan Declaration to select PMRS as 3rd party administrator or submitted the information for active members in your cash balance plan, please contact Charity Rosenberry at 717-425-5525 or email at charosenbe@pa.gov for further instruction so that PMRS can complete the 2019 Act 205 Actuarial Valuation Report for your plan.

2019 Year-End Financial Activity Reports and Annual Member Statements

- PMRS went live with a substantial upgrade to our plan administration software and separated the plan level accounting functions by implementing the agency's first accounting system, Microsoft Dynamics, the first of the year. This transition in addition to disruptions in normal government operations due to COVID-19 has caused some bottlenecks in processing and the 2019 year-end reporting process is three to four months behind our normal schedule. Our top priority is to reduce the backlogs in processing and get caught up by the end of August. We sincerely apologize for these delays.
- PMRS will continue to use the "first come, first served" policy for preparing and distributing these reports and statements.
- The placement of your plan can be found by checking the municipal ranking under the "Municipalities/Year-End Financial Activity Reports" section of our website.
- The 2019 Year-End Financial Activity Reports will be distributed via email and the Annual Membership Statements will be distributed via mail as in the prior year.

2019 PMRS Actuarial Valuation Report

- The 2019 PMRS Actuarial Valuation Report has been posted to the "Publications" section of our website.

2019 PMRS Comprehensive Annual Financial Report (CAFR)

- The 2019 PMRS CAFR will be posted to the "Publications" section of our website by August 31, 2020.

2021 Minimum Municipal Obligation (MMO) Worksheets

- The MMO worksheets used to calculate the plan's financial requirement for 2021 will be mailed the week of August 10.
- **Note:** This worksheet needs to be completed by the plan's chief administrative officer and submitted to the governing body for approval by September 30. Each plan's MMO becomes a part of the municipal budget process for the upcoming year.

- Please make sure the worksheet is completed, approved by your board, and returned to our office **by October 5.**

Plan Document Upgrade Project

- PMRS is in the process of updating and restating the pension plan documents for all of the municipalities it serves. PMRS has migrated approximately 800 plans onto the new documents and still has approximately 200 plans to go. The restatement is required by the IRS once every 6 years.
- For employers that have had a discussion with a PMRS representative regarding the details of your plan document upgrade and have received an updated draft, it is important that your governing body review and approve these documents as soon as possible. After that step is complete, please return the approved documents to PMRS so they can be reviewed and approved by the PMRS Board.

Systems Upgrade

Since the end of 2019, many changes have occurred and will continue to occur at PMRS over the next year: The biggest change is that we went through a substantial upgrade to our plan administration software. While there are many new features, it fundamentally did two things: (1) the system became a cloud based software allowing us to have greater flexibility with enhanced secure remote capabilities that we did not previously have; and (2) we separated our PMRS administration system from our Plan level accounting functions and put those accounting functions into a new, also web based accounting software system, Microsoft Dynamics.

The biggest and most exciting feature that will be released later this year are portals for both the plan sponsors and the plan members.

For the plan sponsors, they will be able to directly upload their salary and contributions into the new system along with uploading new employee information and employment event changes of existing employees such as employment terminations and leave of absences.

For plan members, they will be able to do benefit estimates in real time and have “what if” capabilities related to alternative retirement dates, salary increase projections and spousal benefit options.

PMRS went live with the new enhancement for plan administration purposes the first of the year. The transition has caused some bottlenecks and some late 2019 retirements and early 2020 retirement were six to eight weeks behind our normal schedules. We have reduced the backlog but have not eliminated it entirely. We continue to work on these items. We sincerely apologize for these delays.

We anticipate beginning webinars for plan sponsors on the new salary and contribution upload process. Look for the first webinar in third quarter 2020 to introduce the new system.