

# INTRODUCTION

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**Rev: 11-15-04**

# STATE UNIVERSITIES RETIREMENT SYSTEM EMPLOYER PROCEDURES MANUAL

## **Purpose and Scope**

The Employer Manual was developed by the State Universities Retirement System (SURS) to assist all agencies/employers covered by the System. It is intended to serve as a training device and reference source for all operating and supervisory personnel who are responsible for completing and submitting forms to SURS. It should also eliminate uncertainties.

Additional reference material would include the Traditional, Portable, Self Managed, and Annuitant Member Guides, that may be accessed at [www.surs.org](http://www.surs.org). Although these manuals address many day-to-day questions, it should not be assumed these are the final source of information.

## **Format, Revision, and Maintenance**

The manual is divided into sections by subject matter. Each section contains an index and indicates the revision date and total number of pages in the section. The layout is designed to help employers stay current by allowing them to easily replace outdated information with new information. SURS will provide additions and revisions as they occur.

All users of this manual are encouraged to recommend revisions, which they should submit in writing to SURS. Employers will be notified by email when updates or revisions occur. Revisions can be obtained from the SURS Employer Website.

## **How to Use This Manual**

The manual addresses two key areas: Employer Procedures and Member Guide.

**Employer Procedures** section provides information on completing forms and the reporting that SURS requires from employers, such as payroll information or certification and termination reporting.

**Member Guide** pertains to the employee and explains participation, benefits, and options. It also points out which information the employee must provide SURS. This segment of the manual will include a Member Guide for each of the three options: Traditional, Portable, and Self-Managed Plan. Each section of the manual identifies procedures to be followed and key issues on a topic. Assuming there will be cross-referencing, the topics are addressed generally in the same order in both the Employer Procedures and Member Guide portions of the manual. Also included are examples of completed sample forms with instructions on how to complete them.

# **State Universities Retirement System of Illinois**

## **Locations and Contacts**

### **Street Address**

1901 Fox Drive  
Champaign, IL 61820

### ***for mail***

P.O. Box 2710  
Champaign, IL 61825-2710

### **Telephone Numbers**

Main (toll free)  
1-800-ASK-SURS (1-800-275-7877)

Champaign-Urbana Area  
217-378-8800

Employer Representative  
1-800-ASK-SURS  
press "4" anytime during message

### **Fax**

217-378-9800

### **SURS Website**

[www.surs.org](http://www.surs.org)

**SURS Employer Website**

[www.surs.org/employer](http://www.surs.org/employer)

**Employer Representatives**

Larry Curtis

Jennifer Rohrbacher

Marge Martinie

**Employer Representative Email Address**

[emprep.com](mailto:emprep.com)

**Hours of Operation**

Monday through Friday

8:00 a.m. — 4:30 p.m.

**Closed on the Following Holidays:**

New Year's Day; Martin Luther King Day; Memorial Day; July 4th;  
Labor Day; Veterans Day, Thanksgiving and day after Thanksgiving; Christmas Day

# SURS Location Map

**SURS**  
STATE UNIVERSITIES RETIREMENT SYSTEM OF ILLINOIS

Retirement Options  
Favorite Places  
News  
About SURS  
**Contact Us**  
Location  
Reciprocal Systems  
Guestbook  
Annuitant  
SMP  
Portable  
Traditional  
Home

**STATE UNIVERSITIES RETIREMENT SYSTEM OF ILLINOIS**

Contact Us | Location

### Location and Contact Information

**Street Address**  
State Universities Retirement System of Illinois  
1901 Fox Drive  
Champaign, Illinois 61820

**Mailing Address**  
SURS  
P.O. Box 2710  
Champaign, IL 61825-2710

**Phone & Fax Numbers**  
1-800-275-7877 (ASK-SURS)  
1-217-378-8800 (Champaign-Urbana area)  
Fax: 1-217-378-9800

Map showing location relative to major roads: Prospect Avenue, Neil Street, Lincoln Avenue, Church Street, University Avenue, Springfield Avenue, Green Street, I-74, I-57, I-150, I-72, I-45, I-10.

## STATE UNIVERSITIES RETIREMENT SYSTEM MEMBERS ADVISORY COMMITTEE (SURSMAC)

### **History**

From 1941 (when the Universities Retirement System was created by law) to 1953, the University of Illinois had its own advisory committee to advise the President on Retirement System matters. The President then referred specific recommendations to the Board of Trustees of the Retirement System.

In 1953, the Committee was expanded, at the request of the Board of Trustees of the Universities Retirement System, to include representatives of all institutions that would insure full representation of all employers, and proper communication to the heads of the various institutions covered by the System.

A conference was held, and it was proposed and approved that a Committee of 17 persons be established which would be advisory to the Board of Trustees of the University Retirement System. Distribution of membership was based on the percent of total participants, with the individual member to be determined by the President or Head of each employer.

In 1966, a Committee was appointed to study the problem of reapportioning the membership of the Employees Advisory Committee to the Board of Trustees of the Retirement System.

The Committee agreed that there should be equal representation from all institutions up to a predetermined size and that this representation should consist of approximately the same number of faculty members and nonacademic members. It was recommended that institutions with less than 5,000 participants in the Retirement System would be entitled to one academic and one nonacademic representative to the Employees Advisory Committee. Institutions with more than 5,000 participants in the Retirement System would be entitled to two academic and two nonacademic representatives. Further representation could be considered for any institution that had more than 8,000 participants in the Retirement System. Community Colleges would have both academic and nonacademic representation. This became effective on January 1, 1967.

In 1971, membership on the Committee was expanded to include a retiree representative from the State-wide Annuitants Association. In 1974, representation was increased to two.

On October 14, 1992, the Employees Advisory Committee approved changing the name of the committee to the *SURS Members Advisory Committee (SURSMAC)*.

## SURSMAC MEMBER DIRECTORY

COMMUNITY COLLEGES	MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE
President	Mr. J. P. Barrington John A. Logan College Route 2 Carterville, IL 62918-9599 Phone: 618.985.3741 jp.barrington@jal.cc.il.us	Mr. Larry Peterson John A. Logan College Route 2 Carterville, IL 62918-9599 Phone: 618/985-3741 larry.peterson@jal.cc.il.us
Administrator	<del>Ms. Phyllis Walden</del> RETIRED <del>Morton College</del> <del>3801 South Central Avenue</del> <del>Cicero, IL 60804</del> <del>Phone 708.656.8000, Ext. 280</del> <del>waldenp@morton.cc.il.us</del>	Mr. Robert Getz William Rainey Harper College 1200 West Algonquin Road Palatine, IL 60067-7398 Phone 847.925.6645 rgetz@harpercollege.edu
Faculty	<del>Mr. John Bennett</del> —RESIGNED FROM ICCFA <del>Lake Land College</del> <del>5001 Lake Land Boulevard</del> <del>Mattoon, IL 61938</del> <del>Phone: 217/234 5312</del> <del>jbennett@lakeland.cc.il.us</del>	Mr. Gregory Clemons William Rainey Harper College 1200 West Algonquin Road Palatine, IL 60067-7398 Phone: 847.925.6569 gclemons@harpercollege.edu
Non-academic Classified	Mr. Greg Joos College of DuPage 425 22nd Street Glen Ellyn, IL 60137-6599 Phone: 630/942-2460 joosgr@cdnet.cod.edu	Ms. Joey Gibbs Lewis & Clark Comm. College 5800 Godfrey Road Godfrey, IL 62035-2466 Phone: 618.466.3411 jgibbs@lc.edu
Illinois Community College Trustees Association	Ms. Kimberly Villanueva Illinois Community College Trustees Assoc. 401 East Capitol Avenue, Suite 200 Springfield, IL 62701 Phone: 1.800.454.2282 kvillanueva@communitycolleges.org	
Illinois Community College Board	Ms. Ellen Andres Illinois Community College Board 401 East Capitol Avenue Springfield, IL 62701-1874 Phone 217.785.0085 eandres@iccb.state.il.us	
<b>UNIVERSITIES</b> Chicago State	<del>Dr. Irvin Roth</del> RETIRED <del>Chicago State University</del> <del>95th Street at King Drive</del> <del>Chicago, IL 60628</del> <del>Phone: 773.995.2188</del> <del>bigqjr@esu.edu</del>	
Eastern Illinois	Mr. Terry Tomer Physical Plant 7 Eastern Illinois University 600 Lincoln Avenue Charleston, IL 61920 Phone: 217.581.2011 cstnt@eiu.edu	Dr. Larry Bates Coleman Hall 215G Eastern Illinois University 600 Lincoln Avenue Charleston, IL 61920 Phone: 217/581-2710 cflwb@eiu.edu
Governors State	Ms. Diana Ivey Human Resources Governors State University 1 University Parkway University Park, IL 60466-3165	

## SURSMAC MEMBER DIRECTORY

	Phone: 708.534.4108 d-ivey@govst.edu	
Illinois State	Mr. Jim Carlson Campus Box 2640 Illinois State University Normal, IL 61761 Phone: 309.438.2222 jhcarlso@ilstu.edu	Professor Steve Goodwin Campus Box 5590 Illinois State University Normal, IL 61761 Phone: 309.438.2893 sagoodwi@ilstu.edu
Northeastern	Ms. Jill Althage Ronald Williams Library Northeastern Illinois University 5500 North St. Louis Avenue Chicago, IL 60625-4699 Phone: 773.442.4415 j-althage@neiu.edu	Ms. Mary Griesinger Benefits Manager Northeastern Illinois University 5500 North St. Louis Avenue Chicago, IL 60625-4699 Phone: 773.442.5202 m-griesinger@neiu.edu
Northern	Professor James A. Lockard Northern Illinois University DeKalb, IL 60115 Phone: 815.753.0465 jlockard@niu.edu	Mr. Larry Sallberg Grants Fiscal Adm. Northern Illinois University DeKalb, IL 60115 Phone: 815.753.6061 lsallber@niu.edu
SIU - Carbondale	Professor James J. Musumeci Finance – SIUC Mailcode 4626 Carbondale, IL 62901 Phone: 618.453.7109 musumeci@siu.edu	Mr. Jake Baggott Student Health Programs-SIUC Mailcode 6802 Carbondale, IL 62901-6802 Phone: 618.453.4412 jbaggott@siu.edu
	Mr. Jay Brooks Superintendent of Building Services PPS-SIUC, Mailcode 6727 Carbondale, IL 62901 Phone: 618.453.6763 jayb@pso.siu.edu	
SIU - Edwardsville	Mr. Paul Anthony Lovejoy Library, Room 2102 Southern Illinois University, Campus Box 1063 Edwardsville, IL 62026 Phone: 618.650.3282 panthon@siue.edu	Ms. Donna Blackwell Rendleman Hall, Room 3210 Southern Illinois University, Campus Box 1040 Edwardsville, IL 62026 Phone: 618.650.2190 dblackw@siue.edu
The University of Illinois at Chicago	Professor Stephen D. Smith 536 SEO (M/C 249) The University of Illinois at Chicago 850 South Morgan Chicago, IL 60607-7045 Phone: 312.413.2165 smiths@math.uic.edu	Professor Donald L. Ehresmann 208B HH (M/C 201) The University of Illinois at Chicago 935 Harrison Chicago, IL 60607-7039 Phone: 312.996.5975 dle@uic.edu
	Mr. Shawn Marshall Facilities Management (M/C 896) The University of Illinois at Chicago Chicago, IL 60680 Phone: 312.996.7156 smarhsall@physpl.uic.edu	Mr. Daniel Sarhage B20-920 Bldg. (M/C 896) The University of Illinois at Chicago Chicago, IL 60680 Phone: 312.996-7180 dsarhage@uic.edu



## SURSMAC MEMBER DIRECTORY

	<p>Professor Jay Lamabrecht                  2-481 LIB (M/C 234)                  The University of Illinois at Chicago                  Chicago, IL 60680                  Phone: 312.996.2736                  jaylamb@uic.edu</p>	
University of Illinois at Springfield	<p>Ms. Kathy Dehen                  Financial Aid Office                  University of Illinois at Springfield                  P.O. Box 19243                  Springfield, IL 62794-9243                  Phone: 217.206.6724                  kdehel@uis.edu</p>	
University of Illinois at Urbana-Champaign	<p>Ms. Janet Davis                  3070 FLB, MC 172                  University of Illinois                  Urbana, IL 61801                  Phone: 217.333.1506                  jmdavis@uiuc.edu</p>	<p>Ms. Susan H. Orban                  O&amp;M, 1501 South Oak, MC 832                  University of Illinois                  Champaign, IL 61820                  Phone: 217.333.9781                  shorban@uiuc.edu</p>
	<p>Professor Wesley D. Seitz                  4014 Pinecrest Road                  Champaign, IL 61822-9216                  Phone: 217.649.9294                  w-seitz@uiuc.edu</p>	<p>Professor Thomas Ulen                  228 Law Building, MC 594                  University of Illinois                  Champaign, IL 61820                  Phone: 217.333.4953                  tulen@law.uiuc.edu</p>
Western	<p>Ms. Nancy Sherer                  Human Resources                  1 University Circle                  Western Illinois University                  Macomb, IL 61455                  Phone: 309.298.1853                  nc-sherer@wiu.edu</p>	<p>Professor Fred J. Ebeid                  Marketing &amp; Finance                  1 University Circle                  Western Illinois University                  Macomb, IL 61455                  Phone: 309.298.1303                  f-ebeid@wiu.edu</p>
<b>SCIENTIFIC SURVEYS</b> State Geological	<p>Ms. Mary Glasgow                  State Geological Survey                  137 Natural Resources, MC 650                  615 East Peabody Drive                  Champaign, IL 61820                  Phone: 217.244.8826                  glasgow@isgs.uiuc.edu</p>	
State Natural History	<p>Ms. Susan Key                  State Natural History Survey                  172 Natural Resources, MC 652                  607 East Peabody Drive                  Champaign, IL 61820                  Phone: 217.244.7790                  suekey@inhs.uiuc.edu</p>	
State Water	<p>Mrs. Joyce Changnon                  State Water Survey                  116 Water Survey Research, MC 674                  2204 Griffith Drive                  Champaign, IL 61820                  Phone: 217/333-0448                  changnon@uiuc.edu</p>	

## SURSMAC MEMBER DIRECTORY

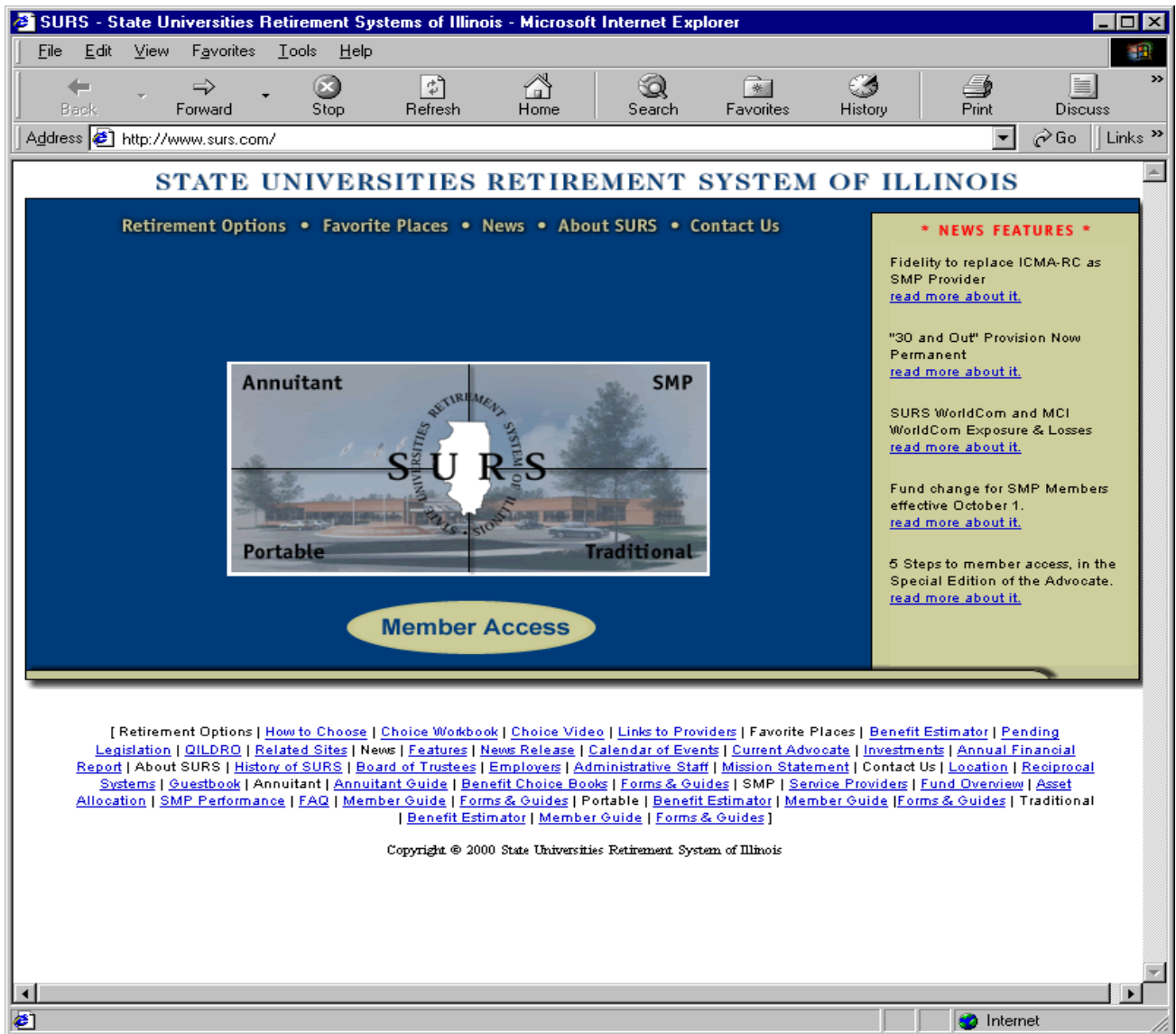
<b>STATE UNIVERSITIES ANNUITANTS ASSOC.</b>	Mr. Don H. Naylor Executive Director SUAA09 3085 Stevenson Drive, Suite 301 Springfield, IL 62703 Phone: 217.585.2370 suaa@springnet1.com	Mr. Hugh Satterlee 910 West Healey Champaign, IL 61821 Phone: 217.359-4474 hsatterl@uiuc.edu
	<del>Mr. Richard P. Goodrick (IRLAC) 2411 Village Road Charleston, IL 61920 Phone: 217.345.3579 etgoodrick@yahoo.com</del>	
Last Update 10.14.04		

## **SURS-Covered Employers**

Black Hawk College	Lincoln Land Community College
Board of Examiners	McHenry College
Carl Sandburg College	Moraine Valley Community College
Chicago State University	Morton College
City Colleges of Chicago	Northeastern Illinois University
City-Wide (administrative office)	Northern Illinois University
Dawson Technical Institute	Oakton Community College
Harold Washington	Parkland College
Kennedy King	Prairie State College
Malcolm X	Rend Lake College
Olive Harvey	Richland Community College
Richard J. Daley	Rock Valley College
Truman	Sauk Valley College
Wright	Shawnee College
College of DuPage	South Suburban College
College of Lake County	Southeastern Illinois College
Danville Area Community College	Southern Ill. Collegiate Common Market
Eastern Illinois University	Southern Illinois University – Carbondale
Elgin Community College	Southern Illinois U. School of Medicine
Governors State University	Southern Illinois University–Edwardsville
Heartland Community College	Southern Ill. U. Foundation–Edwardsville
Highland Community College	Southwestern Illinois College
Illinois Board of Higher Education	Spoon River College
Illinois Central College	State Geological Survey
Illinois Community College Board	State Natural History Survey
Illinois Community College Trustees Assoc.	State Universities Civil Service System
Illinois Eastern Community College	State Universities Retirement System
Illinois Mathematics & Science Academy	State Water Survey
Illinois State University	Triton College
Illinois Valley Community College	University of Illinois Alumni Association
John A. Logan College	University of Illinois–Chicago
John Wood Community College	University of Illinois Foundation
Joliet Junior College	University of Illinois–Springfield
Kankakee Community College	University of Illinois–Urbana
Kaskaskia College	Waste Management & Research
Kishwaukee College	Waubensee Community College
Lake Land College	Western Illinois University
Lewis & Clark Community College	William Rainey Harper College

# SURS Website For Members — [www.surs.org](http://www.surs.org)

The SURS Website provides a reliable source of information for our membership. It includes news releases and legislative updates, Member Guides, information on investments, SURS forms, current and back issues of *The Advocate*, Benefit Summary Statements, and Beneficiary Designations. Members can calculate their estimated retirement benefit using the Benefit Estimator (see the next 2 pages) and change their address if no benefits are being received or claims pending. This website contains information for all members, whether new, long-term, inactive, or retired. We encourage employers to direct their employees to our website as a primary resource.



# SURS Member Web Active Member Benefit Estimator



## State Universities Retirement System of Illinois Benefit Estimator - Active Member

Revised August 26, 2002 - Public Act 92-749 ("30 and out")

This form is intended as a tool for you to estimate your own benefits. The accuracy of the estimate will depend on how closely the variables you choose match the actual numbers derived in the future. This application is not a guarantee that you will receive any benefit calculated by its use. The benefit you receive from SURS is and will be determined pursuant to the provisions of Articles 1, 15, and 20 of the *Illinois Pension Code*, as amended from time to time.

This form calculates the retirement benefits using both the General Formula and the Money Purchase Formula. The General Formula retirement estimates assume all employment is **greater than one-half time**. Service for employment at one-half time or less may be subject to downward adjustment.

When you actually retire, your benefit will be calculated under all applicable formulas. The formula which produces the greatest benefit will be used.

**Use of this program does not replace a SURS counseling appointment.** If you are within two years of retirement, you should contact SURS for an estimate and information on filing for benefits.

### Directions

Use the Tab key to move between the entry fields. Help text is available by clicking on any underlined text.

You must complete all information in the section "Information supplied by the member". In addition, if you have not signed on, you are required to enter all information in the section "Information from your Personal Benefit Summary Statement". Use your most recent Benefit Summary Statement as the source for those entries.

#### Information from your Personal Benefit Summary Statement:

Date of Birth:  (mm-dd-yyyy)  
Certification Date:  (mm-dd-yyyy)  
Separation Refund:   
Money Purchase Value:   
Current Earnings from Statement:   
Statement as of: 08/31/ (yyyy)  
Service Credits:   
Total Contributions and Interest:

#### Information supplied by member:

% of Annual Salary Growth:  %  
Date of Termination:  (mm-dd-yyyy)  
Date of Retirement:  (mm-dd-yyyy)  
Unused/Unpaid Sick Days:   
Unused Vacation Days:   
Retirement Plan: Traditional Plan   
Contingent Annuant Birth Date:  *needed for Portable Plan member with a contingent annuitant*

#### Information from the SURS generated Service Purchase Remittance Letter: (Optional)

Purchase Plan #1  
Type of Credit: None   
Number of Years:   
Cost on Remittance:  *(See help text for instructions)*  
Due Date for Remittance:

Purchase Plan #2  
Type of Credit: None   
Number of Years:   
Cost on Remittance:  *(See help text for instructions)*  
Due Date for Remittance:

Calculate Benefits

# SURS Member Web Inactive Member Benefit Estimator



## State Universities Retirement System of Illinois Benefit Estimator - Inactive Member

Revised August 26, 2002 - Public Act 92-749 ("30 and out")

This form is intended as a tool for you to estimate your own benefits. The accuracy of the estimate will depend on how closely the variables you choose match the actual numbers derived in the future. This application is not a guarantee that you will receive any benefit calculated by its use. The benefit you receive from SURS is and will be determined pursuant to the provisions of Articles 1, 15, and 20 of the *Illinois Pension Code*, as amended from time to time.

This form calculates the retirement benefits using both the General Formula and the Money Purchase Formula. The General Formula retirement estimates assume all employment is **greater than one-half time**. Service for employment at one-half time or less may be subject to downward adjustment.

When you actually retire, your benefit will be calculated under all applicable formulas. The formula which produces the greatest benefit will be used.

**Use of this program does not replace a SURS counseling appointment.** If you are within two years of retirement, you should contact SURS for an estimate and information on filing for benefits.

### Directions

Use the Tab key to move between the entry fields. Help text is available by clicking on any underlined text.

You must complete all information in the section "Information supplied by the member". In addition, if you have not signed on, you are required to enter all information in the section "Information from your Inactive Member Statement". Use your most recent Inactive Member Statement as the source for those entries.

### Information from your Inactive Member Statement:

Date of Birth:  (mm-dd-yyyy)  
Certification Date:  (mm-dd-yyyy)  
Separation Refund:   
Money Purchase Value:   
Average Monthly Earnings:   
Statement as of 08/31/ (yyyy)  
Service Credits:   
Total Contributions and Interest:   
Date of Termination:  (mm-dd-yyyy)

### Information supplied by the member:

Date of Retirement:  (mm-dd-yyyy)

### Information from the SURS generated Service Purchase Remittance Letter: (Optional)

#### Purchase Plan #1

Type of Credit:   
Number of Years:   
Cost on Remittance:  (See help text for instructions)  
Due Date for Remittance:

#### Purchase Plan #2

Type of Credit:   
Number of Years:   
Cost on Remittance:  (See help text for instructions)  
Due Date for Remittance:

Calculate Benefits

# The Advocate

This informative newsletter provides timely information to all members whether active, inactive, or retired. Topics include pending legislation and law changes, SURS investment results, information on SURS staff and processes, and other valuable information.

The Advocate logo features the text "The Advocate" in a large, blue, serif font. Above the word "Advocate" is a circular emblem containing a map of Illinois and the text "UNIVERSITY RETIREMENT SYSTEM OF ILLINOIS SURS".

Vol. 13, No. 2

## Legislative Update

*Major changes made by Public Act 93-347*

On July 24, 2003, Governor Blagojevich signed House Bill 3183, enacting it into law as Public Act 93-0347. The following is a brief overview of each of the substantive changes made by this legislation. Minor changes, such as the deletion of obsolete references, are not discussed. The section references are to the Illinois Pension Code, 40 ILCS 5.

**§1-119** — The benefit to the alternate payee of a participant in SURS's defined contribution Self-Managed Plan (SMP) may now be set forth in a court order as a percentage of the participant's account.

**§15-113** — This change explicitly acknowledges that a participant who purchases military service credit is directly paying the employer contribution.

**§15-136** — The change to this section, in conjunction with the change to §15-113, clarifies how purchased military service credit is used under the Rule 2 calculation.

**§15-154** — When a participant who purchased military service credit takes a refund, he or she is entitled to the entire amount paid to purchase the military service credit.

**§15-158.2** — The change to this section deletes the requirement that at least two of the investment providers under the Self-Managed Plan be insurance and annuity companies.

**§15-186.1** — The change to this section allows the system to collect interest, at the effective rate, on overpayments.

**§15-187** — The change to this section ensures that refunds paid to a convicted felon from the Portable Plan or from the Self-Managed Plan will not include accumulated employer contributions.

**§15-190** — The change to this section allows more flexibility to those participants attempting to provide for a disabled beneficiary. The ability to pay to a trust, regardless of whether a guardian has been appointed, allows participants to plan for the needs of a disabled beneficiary.

**Public Act 93-0448**  
Formerly HB2955, the governor approved this bill on August 6, 2003. This bill makes an exception to the rule that compensable sick leave can only be cashed out at the time of retirement. The exception is to accommodate more flexible terms contained in collective bargaining agreements negotiated under the Illinois Educational Labor Relations Act. The effect of this amendment to the State Finance Act is to allow university employees (i.e. state employees) to cash out two years of sick leave and have it taken into account in the calculation of their Final Rate of Earnings (FRE), if they have such a provision in their collective bargaining agreement. This new law puts university employees in the same position as community college employees, with respect to the cash out of sick leave provision. □

**September 2003**

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HIPPA Act*
- 6 *Benefit Summary Statements  
Spooly Delivery!  
Join SCAA*
- 7 *Att: Inactive Participants  
Pre-Retirement Seminars*