

# EMPLOYEE HIRING AND LEAVING

Two of the most common scenarios you'll face as a LAGERS administrator are when employees are hired and they leave LAGERS-covered employment. Below are the steps you'll need to take to ensure their information is accurately recorded in ECLIPSE.

## When An Employee is Hired

Employees expected to work the annual hours required for coverage (1,500, 1,250, or 1,000) must be enrolled with LAGERS as soon as they are hired. The hire date should reflect the employee's first day of work.

### Steps:

1. Provide the employee with the LRS – 2 Enrollment Form to complete.
2. Upon completion, enter the enrollment in ECLIPSE.
  - Select Enroll a New Employee from the Home Page or Enrollment from the left-hand navigation panel.
  - Enter the employee's SSN, First and Last Name and click the Search button.
  - Click the New button and complete all required fields (red asterisks), including employment history and beneficiary information.
  - Click Save and Validate then Submit to LAGERS.
3. Record LAGERS ID for your records, if needed.
4. Review the Free Six Months Schedule on the back of this page to determine when wage reporting begins. Once submitted, the employee's account will automatically appear on the schedule and be added to the wage report on the month listed.





## When an Employee Leaves Employment

LAGERS does not require separation documentation. The member's status should be updated on the applicable monthly wage report.

### Steps:

1. Select Report Monthly Wages from the Home Page or from the left-hand navigation panel.
2. Click the applicable Reporting Month/Year in the 'Un-submitted' section.
3. Select the appropriate department.
4. Locate the employee's name.
5. Enter wages for the month (exclude one-time, lump sum payouts).
6. Change the Member Status to "Terminated".
7. Enter the last date of employment in the Member Status Date field.
8. Click Save and Validate.

Note: If the member is still within their free six-month waiting period, contact your employer services specialist.

## What is the Free Six Month period?

Every new LAGERS member receives one "free" six-month waiting period while participating in the system. During this six month waiting period, no employee or employer contributions are to be paid on the new member's behalf. But the employee will receive service credit for the six-month period.

If an employee has fulfilled their six-month waiting period with a previous LAGERS employer, and has not forfeited that service through a refund, lump sum, or 10 year break in service, contributions begin immediately.

### **Hired**

Jan. 2 – Feb. 1  
Feb. 2 – March 1  
March 2 – April 1  
April 2 – May 1  
May 2 – June 1  
June 2 – July 1  
July 2 – Aug. 1  
Aug. 2 – Sept. 1  
Sept. 2 – Oct. 1  
Oct. 2 – Nov. 1  
Nov. 2 – Dec. 1  
Dec. 2 – Jan. 1

### **On Statement**

August  
September  
October  
November  
December  
January  
February  
March  
April  
May  
June  
July