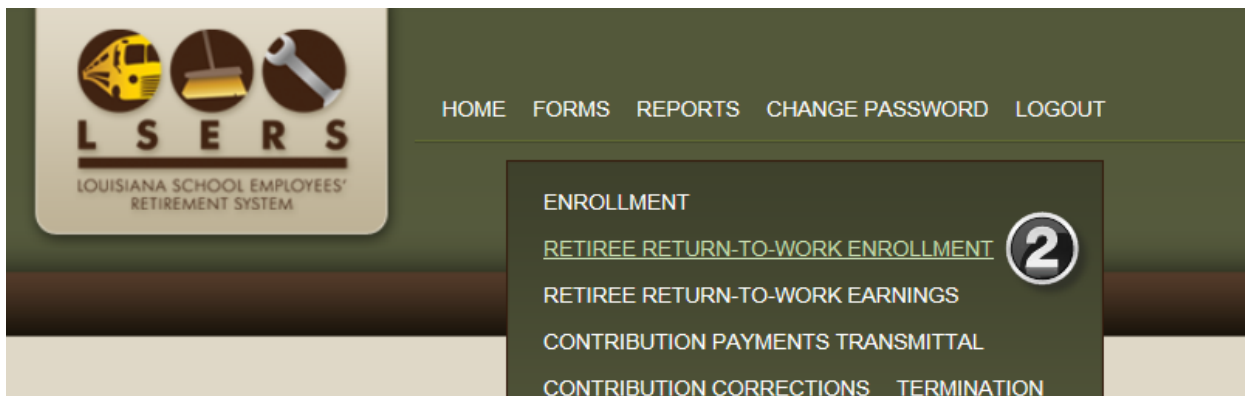


Purpose: To provide instructions for enrolling retirees who return to work under the provisions of La. R.S. 11:1006 (earnings limit) and La. R.S. 11:1007 (full-time bus operator shortage).

1. Log in to [LSERSWeb](#) and access the online Enrollment form. Refer to [Log in](#) procedures for logging in.
2. Hover your cursor over the word FORMS and choose RETIREE RETURN-TO-WORK ENROLLMENT.



3. Enter the member's social security number and click Search. The member's information will populate.
4. Employer name will default to your specific agency based on your login.
5. Choose the correct enrollment Earnings Limit Law or Full-time Bus Operator Shortage Law

Retiree Return-to-Work Enrollment

Retiree Information

After entering the SSN, press the "Search" button to determine if the person is already a member of LSERS.

| | |
|---|--|
| SSN: [REDACTED] Search | Employer: Catahoula Parish School Board v |
| First Name: Michael | Date of Retirement: 03/31/2013 |
| Middle Name: W | Position: Bus Operator |
| Last Name: Bennett | |

Agency Verification

5

This retiree is being re-hired in accordance with R.S. 11:1006: Earnings Limit Law

This retiree is being re-hired in accordance with R.S. 11:1007: Full-time Bus Operator Shortage Law

Form 2F

Since this applicant is being enrolled on or after January 1, 2013, the employer must provide the Forfeiture of Benefits Attestation, [Form 2F](#), to the applicant for attesting to the provisions of La. R.S. 11:293. Has the applicant been presented the Form 2F? Yes. If no, print the form from the link above. Once the form is presented, answer Yes to proceed with processing the enrollment.

6. If you select R. S. 11:1006 (Earnings Limit), this online form will display.

6 Agency Verification

This retiree is being re-hired in accordance with R.S. 11:1006: Earnings Limit Law
 This retiree is being re-hired in accordance with R.S. 11:1007: Full-time Bus Operator Shortage Law

Enrollment Information

A retiree under the Regular Service, DROP or IBRP plan of retirement can be re-employed in any position covered by LSERS as a full-time, part-time, temporary, or substitute employee. If the earnings of the retiree in any fiscal year (July 1 - June 30) exceed the earnings limit for that fiscal year, the retiree must reimburse LSERS. Refer to [Fact Sheet 18 - Retirees Who Return To Work](#) for more information.

Retiree Return to work enrollment date: **A**

Position: **B**

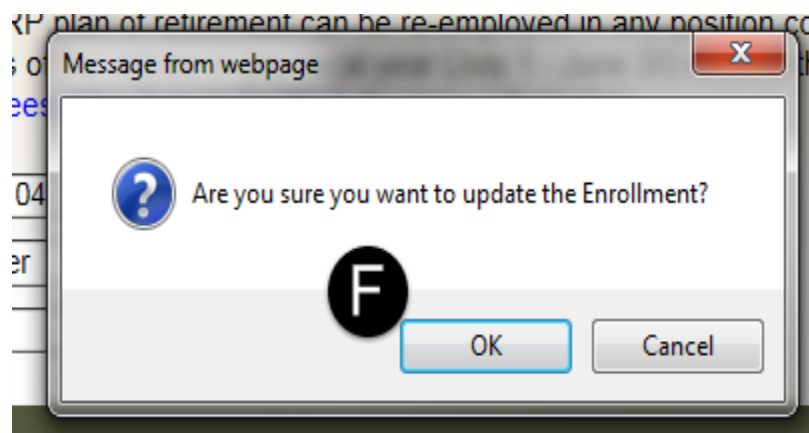
Employment Status: Full-time **C**

Form 2F

Since this applicant is being enrolled on **D** after January 1, 2013, the employer must provide the Forfeiture of Benefits Attestation, [Form 2F](#), to the applicant for attesting to the provisions of La. R.S. 11:293. Has the applicant been presented the Form 2F? Yes. If no, print the form from the link above. Once the form is presented, answer Yes to proceed with processing the enrollment.

E

- A. Enter the Enrollment date.
- B. Select the position (drop down arrow).
- C. Select the employment status (drop down arrow) either Full-time or Part-time.
- D. Be sure to check the box for the Form 2F.
- E. Click on Update.
- F. Click OK and this member is enrolled as Retire RTW 1006 (Earnings Limit).



7. If you select R. S. 11:1007 (Full-time Bus Operator Shortage), this online form will display. A-C must be completed prior to enrolling under 1007

- D. Enter the Enrollment Date.
- E. Must upload certification here.
- F. Be sure to check the box for the Form 2F. **The 2F paperwork is to remain with the employer.**
- G. Click on Update.

Agency Verification

7 This retiree is being re-hired in accordance with R.S. 11:1006: Earnings Limit Law
 This retiree is being re-hired in accordance with R.S. 11:1007: Full-time Bus Operator Shortage Law

Enrollment Information

A member who was retired from a bus operator position and who is re-employed as a full-time bus driver may be enrolled under R.S. 11:1007 provided all of the following answers are YES:

Is the member being hired as a full time bus operator? Yes No **A**

Did the school system certify to the Board of Elementary and Secondary Education (BESE) that a shortage exists for full-time bus drivers? Yes No **B**

Did the school system submit declaration to LSERS by September 1 of their intent to rehire the retiree due to a shortage of qualified drivers? Yes No **C**

Retiree Return to work enrollment date: **D**

Any retiree of this system who returns to work under R.S. 11:1007 within the twelve-month period immediately following the effective date of his retirement shall have his retirement benefit suspended for the duration of such active service or the lapse of twelve months after the effective date of his retirement, whichever occurs first.

Unsheltered Contributions shall be withheld and remitted to LSERS via the Contribution Report.

Upload Certification to LSERS in the pdf format: Browse... **E**

Form 2F

Since this applicant is being enrolled on **F** January 1, 2013, the employer must provide the Forfeiture of Benefits Attestation, [Form 2F](#), to the applicant for attesting to the provisions of La. R.S. 11:293. Has the applicant been presented the Form 2F? Yes. If no, print the form from the link above. Once the form is presented, answer Yes to proceed with processing the enrollment.

G

- H. Click OK and the member is enrolled as Retire RTW 1007 (Full-time Bus Operator Shortage).

