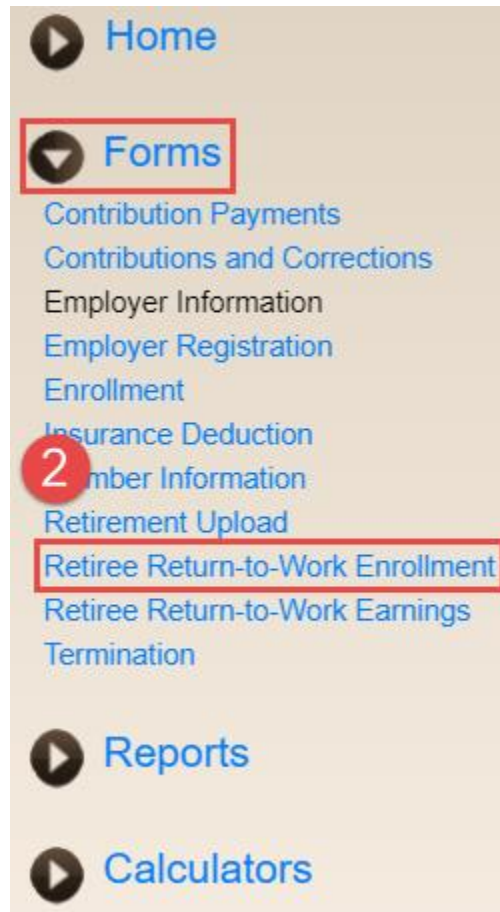


Purpose: To provide instructions for enrolling retirees who return to work under the provisions of La. R.S. 11:1006 earnings limit (RTW1006) and La. R.S. 11:1007 full-time bus operator shortage (RTW1007).

1. Log in to [LSERSWeb](#).
2. Click 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. Employer name will default to your specific agency based on your login.

Retiree Return-to-Work Enrollment [?]

Retiree Information

SSN <input type="text"/>	Employer <input type="text"/>
Name <input type="text"/>	Date of Retirement <input type="text"/>
Position <input type="text"/>	
Email <input type="text"/>	

Note: If there is a new Email address entered here, the retiree will receive an email to complete LSERSWeb access registration.

- a. The retiree will receive an email to ask him/her to set up password.



Set Password

You have recently registered for access to LSERS Web. If this is correct, you need to set a strong password by clicking the button below. Please make sure the password follows this criteria:

- at least one (1) upper-case letter
- at least one (1) number
- at least one (1) special character - eg. asterick (*) or plus sign (+)

If you did not make this request or has been requested by mistake, please contact our office at 225.925.6484 or toll free 1.800.256.3718. You may also contact us by [email](#).

Set Password

- b. The retiree will enter password on the web page shown as below, and click Reset.

Reset Password

Enter your email address

Set a new password

Confirm your new password

Reset

Passwords must have at least one non letter or digit character.
 Passwords must have at least one digit ('0'-'9').
 Passwords must have at least one uppercase ('A'-'Z').

- c. Once it's confirmed, the retiree is ready to login the account.

Reset Password Confirmation

Your password has been reset. You may [log in](#) now.

Login

Email

Password

Login

[Member Registration](#)
[Employer Registration](#)
[Forgot your password?](#)
[LSERSWeb Access Procedure](#)

4. Choose the correct enrollment Earnings Limit Law or Full-time Bus Operator Shortage Law.

Agency Verification

4

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

- If you select Earnings Limit Law, this online form will display. **Note: Retirees must sit out one day from date of retirement before they can be enrolled as a Return to Work Earnings Limit (1006)**

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.

Return to work enrollment date **A**

Position **B**

Employment Status **C**

- Enter the Enrollment date.
- Select the position (drop down arrow).
- Select the employment status (drop down arrow) either Full-time or Part-time.

- If you select Full-time Bus Operator Shortage Law, this online form will display.

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 August 31 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: **E**

A-C must be completed prior to enrolling RTW1007. The template for the declaration to submit to LSERS is found on the following page.

- Enter the Enrollment Date.
 - The certification must be uploaded here. Please see the template at the end of this procedure.
- NOTE: Retiree RTW1007 enrollments will be terminated by LSERS on June 30th of each year. You must re-enroll full-time bus operators every year upon completion of the BESE certification. The online enrollment form for RTW1007 will only be available from 7/1 to 8/31 each year. The Declaration to LSERS should be uploaded at the time of enrollment; the enrollment will not be accepted until received.**

- Be sure to check the box for the Form 2F. The 2F paperwork is to remain with the employer. Then click on Submit to complete the enrollment.

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.



Retiree Return-to-Work Enrollment

R. 12/2020

LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM

Declaration to LSERS Template

Date: _____

LSERS
P.O. BOX 44516
BATON ROUGE, LA 70804-4516

RE: Critical Bus Operator Shortage Declaration
Retiree Name: _____

To Whom it May Concern,

A shortage of qualified bus operators currently exists for _____ Parish School Board, resulting in the rehiring of the above mentioned retired bus operator into a full-time bus operator position for the _____ fiscal school year under the provisions of LA R.S. 11:1007. The retiree will begin working on _____.

Superintendent/Agency Head Signature

Retiree Signature

Date of Birth

SSN (Last 4 Digits)