



# NMERB

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Dear Payroll and Human Resources Staff,

This edition discusses the use of Form 9s to make adjustments to monthly Work Reports.

**Form 9s** are used to make adjustments to previously submitted Work Reports. These forms are used to move wages from one Job Category to another, report termination wages, and to add or remove wages. Form 9s must be faxed or mailed to NMERB if they contain full SSNs. Due to Covid19 Teleworking, Form 9s are currently being accepted by email if they contain only the last four of the SSN.

For each period listed on the Form 9, an entry must appear on the Work Report as an adjustment. The Total Adjustment Amount must show on the Form 100 on the Underpayments or Overpayments line for the job category being adjusted, it is not reflected on the Salaries, Employee Contrib. or Employer Contrib. line.

If an employee was not reported at all and it has been more than 12 months since they have been reported, an Application to Purchase Non-Reported Contributory Service Credit is required. This form is available on our website > Employers tab > Forms & Documents. <https://www.nmerb.org/wp-content/uploads/2020/11/Employer-Non-Reported-App.pdf>

**Form 9:** Used for adjustments to Job Categories **R, LT, RU and LU**

**Form 9a:** Used for adjustments to Job Category **AP** (Colleges & Universities)

**Form 9b:** Used for adjustments to Job Categories **RT, RP, TU and PU**

**Form 9c:** Used for adjustments to Job Categories **PT, EX, RE and RW**

**Form 9s and Form 9 Instructions:** PDF and Excel versions of the Form 9s are available on our website, as well as step by step instructions for each type of Form 9. Go to our website > Employers tab > Forms & Documents <https://www.nmerb.org/employers/forms-and-documents/>

**Newsletters:** <https://www.nmerb.org/employers/employer-library/>

**Questions or comments on this topic?** [nmerb.lauhhelp@state.nm.us](mailto:nmerb.lauhhelp@state.nm.us)

## Upcoming Newsletters

Frequently Asked Questions

### Tips:

#### Employer Reporting Series videos

There are now 8 quick videos posted on our website > Employers tab > Employer Videos tab. Many topics in quick video format are in process, please check back frequently as new videos will be added. If you have a topic suggestion, please let us know.

#### NMERB Employer Newsletters

Past editions are available on our website > Employers tab > Employer Library.

#### Work Report submission

Reminder – The Employers tab is located in the middle of the grey ribbon near the top of our website. In the drop down menu, click ESS Login/E-Bill Express. You will then see the PAY NOW and UPLOAD FILES buttons.

#### Member Services

Do your employees have questions for NMERB or do you have questions about your own personal NMERB account? NMERB Member Services assists with members' accounts: [member.help@state.nm.us](mailto:member.help@state.nm.us) or call 1.866.691.2345.

**Reminder:** please do not send full SSNs through email.