

New Mexico Educational Retirement Board (NMERB)

P.O. Box 26129, Santa Fe, NM 87502-0129

www.nmerb.org phone: 1.866.691.2345

Dear Payroll, Business Office, and Human Resources Staff,

This edition's topics include Form 100 and Return to Work Information for LAUs.

Updated FORM 100 for FY23

We have recently updated our FORM 100. The changes should make it easier to ensure that your monthly report is balanced. We have already adjusted for the increase in employer contributions that took effect with the July 1, 2022 reporting. When submitting your Form 100, we ask that you convert it to a PDF file and email to LAU.form@state.nm.us. This will guarantee that your analyst receives the information.

Return to Work (RTW):

“RT”, “TU”, “NR”, “NU”, “RW”, “RE”, “RP”, or “PU”

Newly retired employees can return to work without affecting their retirement by submitting an NMERB Return to Work Application to our office for approval. The Return to Work Application can be found on our [Forms page](#) of the [NMERB website](#).

LAUs should request a copy of the member's approved NMERB Return to Work letter and keep it on file. This will ensure that the employee is coded under the correct Return to Work category.

If you need additional information regarding this topic visit the [RTW Comparison Table](#) or the [Returning to Work - FAQs](#) page on the NMERB website. For answers to specific RTW questions call our toll-free number 1 (866) 691-2345.

Questions, comments on these topics, or have a request for future topics send your email to LAU.help@state.nm.us.



Upcoming Newsletters

Compliance Reviews

Pre-Retirement Beneficiary Designation Form

Tips & Reminders

Visit our website at www.nmerb.org for news and updates.

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### FY23 Mapping Guidelines for K thru 12 and Higher Ed

can be found on our website on [Employer Library page](#).

### Job Category Definitions

have been updated for FY23 and are on the same tab as the Mapping Guidelines.

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Beneficiary Forms with the Employee Data Forms Submission Reminder:

- **Do not** fax Beneficiary forms.
- NMERB is unable to accept a faxed copy of the form.
- The original must be mailed to the Santa Fe office.