



State of New Mexico
Educational Retirement Board



701 Camino de los Marquez Santa Fe, New Mexico 87505
Toll Free 1(866) 691-2345 Main Office (505) 827-8030

Date: June 5, 2024
To: New Mexico Educational Retirement Board (NMERB) Local Administrative Units
Subject: FY25 Instructions for Employers

Please find below fiscal year 2025 instructions for the preparation and submission of employer reporting and monthly remittances. Please read carefully and pass this guidance along to anyone at your LAU that may be affected.

I. RATES:

Employer Contribution rates will remain the same for FY 2025. The contribution rates are as follows:

Job Category Rates - effective 7/1/2024

	Employee	Employer	Total
R - Regular over \$24,000	10.7%	18.15%	28.85%
RU - Regular \$24,000 and under	7.9%	18.15%	26.05%
LT - Long Term Substitute over \$24,000	10.7%	18.15%	28.85%
LU - Long Term Substitute \$24,000 and under	7.9%	18.15%	26.05%
RT - Formal RTW over \$24,000	10.7%	18.15%	28.85%
TU - Formal RTW \$24,000 and under	7.9%	18.15%	26.05%
NR - 36 Month RTW over \$24,000	10.7%	18.15%	28.85%
NU - 36 Month RTW \$24,000 and under	7.9%	18.15%	26.05%
RP - PERA retiree over \$24,000	0.0	18.15%	18.15%
PU - PERA retiree \$24,000 and under	0.0	18.15%	18.15%
RE - NMERB retiree earning less than \$15,000	0.0	0.0	0.0
RW - NMERB retiree working .25FTE or less	0.0	0.0	0.0
PT - Regular member working .25FTE or less	0.0	0.0	0.0
EX - Short Term Substitute	0.0	0.0	0.0
LW - Leave Without Pay	0.0	0.0	0.0
AP - Collegiate only	0.0	7.25%	7.25%

For employers of ARP participants, the contribution rate will remain at 7.25% and is remitted to the ERB fund.



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II. REPORTS AND FORMS:

All forms and formats needed to submit electronic reports are available on our website at www.erb.nm.gov - click the Employers tab.

Employee Data Forms are integral to the reporting process and are required for all hires except “EX” and “PT.” The Employee Data Forms require authorized employer signatures. These forms can be sent to us via our secure fax at (855)214-0835 or (505) 827-8010. We will accept electronic signatures on Employee Data Forms.

Form 100's can be emailed to lau.form@erb.nm.gov or secure fax at (855)214-0835 or (505) 827-8010. We will accept electronic signatures on Form 100's.

Questions on Form 9's, Form 100's, Work Reports (W-1), Member Detail Reports (M-1), or Employee Data Forms? Email lau.help@erb.nm.gov

III. YEAR-END CLOSE OUT:

To close out fiscal employment contracts at year end, earnings and contributions related to the school year must be included in the June report. If the summer payrolls are not included with the June report, Form 9's are required to correct each member's account.

If you need additional information, please contact your Employer Reporting Analyst or email us at lau.help@erb.nm.gov.

Regards,

Renada Peery-Galon
ASD Director/CFO