



Frequently Asked Questions Bookkeepers' 101 General Overview

Benefits:

- Q. Can employee's change benefits effective July 1, when the fiscal year begins?**
A. No, you may not change benefits mid-year. MCC is required to administer benefits consistently as directed in our plan documents while complying with IRS laws and regulations.

Eligibility:

- Q. Who is eligible to participate in MCC benefits?**
A. All full-time employees who are scheduled to work 20 or more hours or more per week are benefits eligible.
Employees who work less than 20 hours per week are considered part-time and are not benefits eligible. Seasonal, temporary and contracted employees are not eligible.
- Q. Why are you billing me Lay Employees' Retirement Plan (LERP) for a part-time employee?**
A. Your part-time employee may be working at another participating unit; you will only be billed LERP for a part-time employee when he or she is working a combined total of 20 hours or more per week for more than one unit. Each pension contribution is based only on the wages earned at each respective unit.
- Q. We have an employee who is working 20 hours per week for us and 10 hours per week for another unit. Why are we the unit being billed for this employee's medical and dental coverage?**
A. This employee works 20 hours for your unit and is considered full-time and benefits eligible through your unit. Because of this, he or she enrolled in medical and dental coverage through your unit. However, if applicable, both units would contribute to his or her LERP based on the wages earned at each unit, respectively.
- Q. I have an employee for whom we're providing a severance package. What do I need to do?**
A. Terminate the employee in your payroll system first. Next, call MCC's Benefits Department to let us know then email or fax us a copy of the severance agreement. The terminated employee's medical benefits will continue for up to 6 months once the supporting documentation is received.

Enrollment:

- Q. I have a new employee, what do I do?**
A. Enter your new hire's employee information into Paycor, or into your unit's payroll system, and the information will be electronically transferred to our system.

Q. I have a terminated employee. What do I do?

A. Enter your former employee's termination information into Paycor, or into your unit's payroll system, and the information will be electronically transferred to our system.

Unemployment:

Q. Does an employee have to work over 20 hours per week to be eligible for unemployment insurance?

A. No. Unemployment must be paid on all employees, regardless of the number of hours they work or their job classifications.

Q. Coach Christopher is a seasonal employee. Do we have to pay unemployment for him?

A. Yes, you must pay unemployment for seasonal employees.

Q. We have two temporary employees helping us in our office. Do we have to pay unemployment for them?

A. Yes. Unemployment must be paid on all employees, regardless of the number of hours they work.

Q. We have Contractor Joseph working for us. He is a contractor and will receive a 1099 at the end of this year instead of a W-2 tax form. Do we have to pay unemployment for him?

A. No. As a contracted worker he is not considered your employee, so you do not have to pay unemployment for him.

Q. A former employee has filed an unemployment claim we want to dispute. How do I do this?

A. MCC will email you when a former employee applies for unemployment benefits. Once you have received notice, go to the Benefits page of MCC's website and complete the MUIA Request for Information form located [here](#).