

9.2 Retirement Fields

Purpose: Review and update of retirement fields in ctcLink.

Audience: HCM Administrator.

!

You must have at least one of these local college managed security roles:

- ZD Benefits Enrollment Inquiry
- ZC Benefits Enrollments

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Retirement Fields

Navigation: NavBar > Menu > Benefits > CTC Custom > Retirement Fields

1. The **Retirement Fields** search page displays.
2. On the search page, enter the desired value into the **EMPL ID** field.
3. Select the **Search** button.

Retirement Fields

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by:

Empl ID

▼

begins with

☐ Include History

☐ Correct History

Search

Advanced Search

Find an Existing Value

Add a New Value

4. The Retirement Fields page displays. The following fields are supplied on this page for manual entries:
 - **Effective Date**

- TIAA/CREF Mode - *(do not use)*
 - **Retiree Type**
 - **DRS Option**
 - **DRS Option Date**
 - Ret Deduction Ind - *(do not use)*
 - Prior RET Plan - *(do not use)*
 - **Retirement Plan Effective Date**
5. If an employee is not enrolled in a retirement plan, then all fields will display on this page as blank, with the exception of the **Effective Date** which displays current date.
 6. If an employee who has been enrolled in a retirement plan is terminated, the **Current Retirement Plan** field does not display any value.
 7. Manual entry on this page is required for a newly DRS retirement eligible employee to capture the employee's retirement plan selection and the date on which this selection has been made.
 8. Additionally, this page requires a manual entry for an employee who is a return to work DRS retiree.



NOTE: Retirement Fields page needs to be maintained for accurate downstream reporting to DRS.

Retirement Fields

Employee ID: [] Benefit Record Number 170

Retirement Fields Find | View All First 1 of 1 Last

*Effective Date: 03/18/2019

TIAA-CREF Mode: []

Retiree Type: []

DRS Option: []

DRS Option Date: []

Ret Deduction Ind: []

Prior RET Plan: []

Retirement Plan Effective Date: []

Current Retirement Plan

Save Return to Search Add Update/Display Include History Correct History

9. Refer to [Dates on Retirement Plan Pages](#) QRG.

Section 1 - Review of Existing Retirement Values that Load from Retirement Plans Page

Navigation: NavBar > Menu > Benefits > CTC Custom > Retirement Fields

- 1. The **Retirement Fields** search page displays.
- 2. On the search page, enter the desired value into the **EMPL ID** field.
- 3. Select the **Search** button.

Retirement Fields

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by:

Empl ID

▼

begins with

☐ Include History

☐ Correct History

Search

Advanced Search

Find an Existing Value

Add a New Value

- 4. The **Retirement Fields** page displays.
- 5. The **Effective Date** field displays the current date.
- 6. The **Current Retirement Plan** displays results if an employee is currently enrolled in a Retirement Plan.

Retirement Fields

Kennedy Adams

Employee

ID

Benefit Record Number 170

Retirement Fields

Find | View All

First

1 of 1

Last

*Effective Date: 09/01/2023

TIAA-CREF Mode:

Retiree Type:

DRS Option:

DRS Option Date:

Ret Deduction Ind:

Prior RET Plan:

Retirement Plan Effective Date:

Current Retirement Plan

PER2

PERS Plan 2

! **NOTE:** Do not complete/make changes to this page for a newly eligible DRS enrollee until employee makes a DRS plan selection with your institution. Rate choice is a benefit rate selection, however, it does not constitute a plan selection.

Section 2 - Update of Retirement Fields Page to Reflect DRS Plan Selection

! **NOTE:** Update to DRS Option/DRS Option Date fields need to coincide with payroll processing cycle to which the update applies.

Navigation: NavBar > Menu > Benefits > CTC Custom > Retirement Fields

1. The **Retirement Fields** search page displays.
2. Enter the desired value into the **EMPL ID** field.
3. Select the **Search** button.
4. The **Retirement Fields** page displays.
5. Verify **Current Retirement Plan** value.
6. Populate the following fields on this page to capture employee's DRS Retirement Plan Choice and Date on which this selection was made:
 - **Effective Date - This date is the Deduction Begin Date on Retirement Plans Page**
 - TIAA-CREF Mode - *(do not use)*
 - Retiree Type - *(used only when completing this page for DRS retirees returning to work)*
 - **DRS Option - Select appropriate PERS/TRS plan value**
 - **DRS Option Date - Select the date on which the PERS/TRS plan selection has been made by employee (date the employee signed the DRS Plan Enrollment form)**
 - Ret Deduction Ind - *(do not use)*
 - Prior RET Plan - *(do not use)*
 - **Retirement Plan Effective Date - This date is the Election Date on the Retirement Plans Page**
7. Select the **Save** button.

Retirement Fields

Kennedy Adams Employee ID Benefit Record Number 170

Retirement Fields Find | View All First 1 of 1 Last

*Effective Date: 09/01/2023

TIAA-CREF Mode:

Retiree Type:

DRS Option: PERS2 or TRS2 chosen

DRS Option Date: 10/1/2023

Ret Deduction Ind:

Prior RET Plan:

Retirement Plan Effective Date: 09/01/2023

Current Retirement Plan PER2 PERS Plan 2

! **Effective Date** on Retirement Fields page = **Deduction Begin Date** on the Retirement Plans page.

Retirement Plan Effective Date on Retirement Fields page = **Election Date** on Retirement Plans page.

Section 3 - Update of Retirement Fields Page to Reflect Retiree Type. This section is applicable to DRS Retirees Who Return to Work Only.

Navigation: NavBar > Menu > Benefits > CTC Custom > Retirement Fields

1. The **Retirement Fields** search page displays.
2. Enter the desired value into the **EMPL ID** field.
3. Select the **Search** button.
4. The **Retirement Fields** page displays.
5. Populate the following fields on this page to capture Retiree's Type Code:
 - **Effective Date - Use employee's hire date as the Effective Date**
 - TIAA-CREF Mode - *(do not use)*
 - **Retiree Type - use one of the following Retiree Types:**
 - **97 = TRS Plan 1 Retirees**
 - **98 = All retirees who work in DRS eligible positions**
 - **99 = All retirees who work in DRS ineligible positions**
 - DRS Option - *(do not use)*
 - DRS Option Date - *(do not use)*
 - Ret Deduction Ind - *(do not use)*

- Prior RET Plan - (*do not use*)
- Retirement Plan Effective Date - (*do not use*)

6. Select the **Save** button.

Retirement Fields

Jeanne Adams

Employee

ID

Benefit Record Number 170

Retirement Fields

Find | View All

First 1 of 1 Last

*Effective Date: 04/16/2023

TIAA-CREF Mode:

Retiree Type: 98 - Eligible - PERS or TRS2/3

DRS Option:

DRS Option Date:

Ret Deduction Ind:

Prior RET Plan:

Retirement Plan Effective Date:

Current Retirement Plan

End of procedure.