

**Phoenix Program
Process Definition – HRMS/Benefits**

Process	<i>Enroll Employee in Pension Plan</i>
Process Number	<i>BEN 0110 Revised 07-26-2000</i>

Description of Process

This process is used to enroll employees into pension plans for the first time on a specific Employment Record # in order to record participation and to generate the appropriate payroll action.

- All employees hired into PeopleSoft must be entered into the Pensionable Earnings Panel (PEP) to properly record history of active participation in a pension plan as well as periods of inactivity for the respective Employment Record.
- All employees placed on a new Employment Record # must have a PEP added for the new Employment Record #. Each Employment Record # on JOB DATA must have a matching PEP for the same Employment Record #.
- All JOB DATA Effective Sequence rows for the HIRE should be completed before adding the PEP. This will assure that the maximum Effective Sequence on JOB DATA is recorded on the PEP.
- The PEP should be updated timely following the HIRE Action to assure that the deductions will occur timely on the first paycheck.
- If an employee is not added to the PEP (on each Employment Record #), deductions for the pension plan will not be taken.

Deductions for Pension Plans are dependent on the updates made to the PEP. Unless the PEP is maintained in a timely manner, payroll deductions will be incorrect.

Input to Process

Hire Process completed by HR; knowledge of Pension Plan eligibility and assignment; knowledge of Additional Pay amounts; knowledge of standard hours (and exceptions, if applicable).

Output of Process

Enrollment into the Pension Plan assigned to the employee and the corresponding payroll action.

PeopleSoft Panel Groups being Used

Window/Function	Panel Group/Mode
Go	
Administer Workforce	
Administer Workforce U.S.	
Use	Pensionable Earnings Panel
	Add

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<p>Background. The HR Hire process must be completed prior to completing the Pension Plan assignment. It is important to complete all Effective Sequence rows on JOB DATA before adding the PEP. The PEP does not have Effective Sequencing.</p> <p>To complete the Pension Plan assignment, you must first know the name of the pension plan to which the employee is to be assigned. Also, you must know if the employee is to receive a Monthly Additional Pay Amount and what that amount will be.</p>	Company
<p>Step 1 – Go to Go, Administer Workforce, Administer Workforce (U.S.), Use, Pensionable Earnings, Add.</p>	Company
<p>Step 2 – Enter EmplID and select OK. When the panel appears, verify that the employee’s correct Employment Record is reflected in the upper right-hand corner of the panel. The <i>Hire Date</i> will be displayed; verify that it is correct.</p>	Company
<p>Step 3 – When the panel first appears, the <i>Effective Date</i> defaults to the employee’s <i>Hire Date</i> as displayed on both JOB DATA and the PEP panel. Do not change this date; the first (bottom) row of data on the PEP must equal the Hire Date.</p>	Company
<p>Step 4 – The <i>Assign to Pension Plan</i> radio button defaults to “Yes.” If Yes is correct, continue with Step 6. If “Yes is not correct: the radio button needs to be changed to <i>No</i>.</p> <ul style="list-style-type: none"> • The user should click the <i>No</i> radio button, if either of the following applies: <ul style="list-style-type: none"> a. The employee’s participation is delayed until the beginning of the next pay period (e.g., the 16th of a month or the beginning of the next month). Continue with Step 5. b. The employee is not participating in a Pension Plan. Continue with Step 9. <p>When the <i>Assign to Pension Plan</i> radio button is <i>No</i>, the <i>Pension Group</i> and <i>Pension Plan</i> fields will be populated with the word <i>None</i> and will be grayed out.</p>	Company

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<p>Step 5 – If the employee is not participating in the Pension Group-Plan until the 1st of the following pay period, a second row of data must be inserted. The second row is to reflect the <i>Effective Date</i> of the pay period during which deductions will begin for the employee.</p> <ul style="list-style-type: none"> • Click the scroll bar and then click the Insert Row toolbar button. • Enter the <i>Effective Date</i> of the 1st of the following pay period (e.g., 1st of the month) following the HIRE. You will get a warning message: “There is no row on this employee's job data panel with this effective date”. • Click OK. • Set the <i>Assign to Pension Plan</i> radio button to <i>Yes</i> <p>Continue with Step 6.</p>	Company
<p>Step 6 – Select the <i>Pension Group</i> by clicking on the drop-down arrow and double clicking on the appropriate <i>Pension Group</i>.</p>	Company
<p>Step 7 – Select the <i>Pension Plan</i> by clicking on the drop-down arrow and double clicking on the appropriate <i>Pension Plan</i>.</p>	Company
<p>Step 8 – If additional pay is eligible to be included in the pension plan calculations (as determined by the policies of the respective pension plan) the amount must be entered on the PEP.</p> <ul style="list-style-type: none"> • Enter the monthly total of all supplemental pay that is included in an employee's pensionable earnings in the <i>Monthly Additional Pay</i> field. <p>This field will be grayed out for <i>Pension Groups</i> of TRP, PSERS and GDCP.</p>	Company

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<p>Step 9 - Verify the amount in the <i>Percent Worked</i> field.</p> <ul style="list-style-type: none"> • This field will be based on the Standard Hours that appear on JOB DATA 2 and the PEP. If an employee's standard hours on JOB DATA 2 equal 40, 100% appear. If the employee's standard hours on JOB DATA 2 equal 32, 75% will appear; if 20, 50% will appear • This <i>Percent Worked</i> will be used to generate the <i>Monthly Full Time Equivalent</i> value of pensionable earnings. If an employee is a full time employee with a time status of 100%, the <i>Monthly Contribution Amount</i> is used to calculate the <i>Monthly Full Time Equivalent</i> value for pensionable earnings. If an employee is a full time employee with a time status of 100%, then their <i>Monthly Contribution Amount</i> and their <i>Monthly Full Time Equivalent</i> values will be exactly the same. • It is expected that in a very few cases, the <i>Percent Worked</i> field may need to be changed manually from the value shown. The most common reason for changing this field will be in the case that an employee's hours do not reflect their accurate time status: <p>Example: Certain salary plans for some employees at DTAE or DOE will reflect a lesser number of hours because their <i>Standard Hours</i> have been adjusted to reflect that they work 9 or 10 months but are paid over 12 months. For this population, even though their <i>Standard Hours</i> show amounts such as 30.77, 32.31, etc., which will compute as less than 100%, it will be necessary to override whatever is calculated and put in 100% in order to generate the accurate <i>Monthly Full Time Equivalent</i> value of pensionable earnings.</p>	Company
<p>Step 10 - Click the <i>Save</i> icon.</p>	Company
<p>Step 11 – Notify Payroll that the Pension Plan enrollment has been completed on this employee. Payroll will verify that the Additional Pay amounts are valid/correct on the Additional Pay panel in the payroll process.</p>	Company

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Process Flow Diagram (if appropriate):	
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In PeopleSoft, the State of Georgia sponsored pension plans are setup as benefit plans. Through use of the Pensionable Earnings panel (PEP), a record of the plan participation is stored with the effective date for each participating individual. Payroll uses the Effective Date for the date to start the payroll actions required for each employee as appropriate for each plan.

The PEP must be added in a timely manner for a newly HIRED employee or when an employee has a new Employment Record added. This assures that payroll deductions occur timely.

It is best to complete all HR JOB DATA Effective Sequence entries before adding the new PEP. The Pensionable Earnings panel allows only one row of data per Effective Date. So, if multiple Job actions are taken on one given Effective Date, be sure to complete the update to Pensionable Earnings last, reflecting all actions that impact on the pension contributions. See BEN 0111 for additional details.

If the PEP is not added timely, the employee will not have pension plan deductions made. Retroactive adjustments will be necessary in accordance with the respective pension plan policies.

It is the user's responsibility to be aware of the pension plan policies regarding supplemental pay and what should or should not be included in the Monthly Additional Pay field.

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Examples Situations:

Example A: An employee already exists on Employment Record #1. The employee is added to Employment Record #0. The user must then Add a PEP for the employee for the Employment Record #0. The Pension Group-Plan assignment on Employment Record #0 will be a separate decision from the one on Employment Record #1.

Example B: An employee is HIRED Effective Date 08-16-2000. The company adds the PEP. Based on company policy, the employee will not be assigned to an actual Pension Group-Plan until the next month. The company must click the “No” radio button for the *Assign to Pension Plan* for the Effective Dated row equal to the Hire row. The company must then insert a second row. On this second row, the company uses the Effective Date of 09-01-2000 (the first of the month during which the deductions will begin). The company clicks the “Yes” radio button and assigns the employee to the proper plan.

Example C: An employee is HIRED Effective Date 09-08-2000. The company adds the PEP. Based on company policy, the employee will not be assigned to an actual Pension Group-Plan until the first of the following pay period. The company must click the “No” radio button for the *Assign to Pension Plan* for the Effective Dated row equal to the Hire row. The company must then insert a second row. On this second row, the company uses the Effective Date of 09-16-2000 (the first of the pay period during which the deductions will begin). The company clicks the “Yes” radio button and assigns the employee to the proper plan.

Example D: An employee is HIRED on JOB DATA with an Effective Date of 09-16-2000 at a comp rate of \$18,000 annually. The user adds the PEP. The user then realizes that the comp rate is incorrect on JOB DATA. After adding an Effective Sequence row on JOB DATA, the user must also update the PEP. See BEN 0111 for details. Because the PEP does not have an Effective Sequence, the user cannot use the same Effective Dated row more than once.