

Enroll Employee in Pension Plan

Purpose

PayServ will transition enrollment and plan information from the PeopleSoft Retirement Tables to the US Pension Tables in 9.2 because the tables for US Pension, as delivered, are more flexible and better meet the requirements than the Retirement tables.

The purpose of this document is to provide step by step instructions for enrolling an employee in a US Pension Plan.

Helpful Hints

In order to utilize the USA-Pension Plan enrollment functionality, changes were required to Plan Types and some Benefit Plans. Below is a crosswalk of these changes (NOTE: 7R will not be used in 9.2).

9.1	9.1	9.2	9.2
Plan Type	Benefit Plan	Plan Type	Benefit Plan
7S	NYTCA6	82	NYTBT6
7S	NYTCAA	82	NYTAFT
7S	NYTCAB	82	NYTBEF
7S	NYTCN6	82	NYTBT6
7S	NYTCNA	82	NYTAFT
7S	NYTCNB	82	NYTBEF
7S	NYTNC6	82	NYTBT6
7S	NYTNCA	82	NYTAFT
7S	NYTNCB	82	NYTBEF
7T	NBECA6	83	NBEBT6
7T	NBECAA	83	NBEAFT
7T	NBECAB	83	NBEBEF
7T	NBECN6	83	NBEBT6
7T	NBECNA	83	NBEAFT
7T	NBECNB	83	NBEBEF
7U	NYECA6	84	NYEBT6
7U	NYECAA	84	NYEAFT
7U	NYECAB	84	NYEBEF
7U	NYECN6	84	NYEBT6
7U	NYECNA	84	NYEAFT
7U	NYECNB	84	NYEBEF
7U	NYENC6	84	NYEBT6
7U	NYENCA	84	NYEAFT
7U	NYENCB	84	NYEBEF
7W	PAFAFT	85	PAFAFT
7W	PAFAT3	85	PAFBT3
7W	PAFAT5	85	PAFBT5

9.1	9.1	9.2	9.2
Plan Type	Benefit Plan	Plan Type	Benefit Plan
7W	PAFAT6	85	PAFBT6
7X	TRSAFT	86	TRSAFT
7X	TRSBEP	86	TRSBEP
7X	TRSBT5	86	TRSBT5
7X	TRSBT6	86	TRSBT6
7Y	ERSAFT	87	ERSAFT
7Y	ERSBEP	87	ERSBEP
7Y	ERSBT5	87	ERSBT5
7Y	ERSBT6	87	ERSBT6

All active employees with an active Retirement Enrollment record in 9.1 were converted to the applicable Plan Type and Benefit Plan as shown in the table above. Additionally, an employee terminated on or after January 1, 2015 with an active Retirement Enrollment was also converted. The Retirement Enrollment pages will no longer be updatable, but are available as display only. This ensures all history is available for viewing and reporting from query.

USA-Pension Plans

Navigation Path

Main Menu > Benefits > Enroll in Benefits > USA-Pension Plans

Steps

1. Enter Empl ID and, if the employee has multiple records, the Benefit Record Number. Click Search.

[Favorites](#) > [Main Menu](#) > [Benefits](#) > [Enroll In Benefits](#) > [USA-Pension Plans](#)

USA-Pension Plans

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

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Benefit Record Number =

Name begins with

Last Name begins with

Business Unit begins with

Department Set ID begins with

Department begins with

Organizational Relationship =

Alternate Character Name begins with

☐ Include History ☐ Correct History

Limit the number of results to (up to 300):

[Basic Search](#)

The employee's Name, Empl ID and Benefit Record Number display at the top.

USA-Pension Plans

Employee ID: N Benefit Record Number: 0

Plan Type

*Plan Type: [Search]

Coverage

*Deduction Begin Date: [Calendar] *Election Date: 10/15/2020 [Calendar]

Coverage Election

☒ Elect ☐ Waive ☐ Terminate

Benefit Program: 08U United Univ Professors SUNY *Registration Nbr: [Field]

Benefit Plan: [Search] Option Code: [Field]

Voluntary Contributions

Flat Amount Contribution: \$0.00 Or Total Contribution: 0.000

Salary for Pension Calculation: [Field] Payroll Status: Active

Election Options

Option Code	Description	Percentage
1	[Search]	[Field]

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History, Correct History

2. Enter the following required fields:

- Plan Type: Refer to the crosswalk under Helpful Hints. You can click the magnifying glass to view all allowed Plan Types for the employee.
- Deduction Begin Date
- Election Date
- Coverage Election: This field defaults to 'Elect' and is the value to use for an enrollment.
- Benefit Program: This value is displayed from the Employee's JON Component (Benefits Participation page). If this field is blank you cannot enroll the employee in a Pension Plan and you should contact Payroll Operations Deductions.
- Benefit Plan: Select the Benefit Plan in which the employee is enrolling. You can click the magnifying glass to view all allowed Benefit Plans for the Plan Type entered. NOTE: If the Plan Type and Benefit Plan combination entered is not valid for the employee's Benefit Program the page produces an error and cannot be saved.

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)
The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK

- Registration NBR: This is the employee's Retirement Registration number and is required in order to save the page.
- Election Options: Enter the Option Code(s) for the enrollment along with the corresponding % for each option. Only the Option Codes allowed for the Plan Type and Benefit Plan selected can be entered. At least one Option Code and corresponding % is required to save the page. See table below for allowed Options Codes. NOTE: When entering an Option Code with an adjustment %, the system will automatically do the calculation. For example, if you enter 4% for Option Code ITN, the

system will use 2% when calculating the % for the deduction amount. If an Option Code is SEO, you cannot enter a 0 %.

- **Total Contribution:** When the page is saved, the system adds the %'s from the Option Codes that are designated to include in the deduction calculation, applying adjustment % where applicable, and populates the Total Contribution field with the sum. This field is greyed and cannot be changed. This is the % that will be applied to the employee's calculated base on each paycheck. To change this amount, you must change the applicable option Codes %'s.

3. Click Save.

Allowed Options Codes by Plan Type, Benefit Plan:

PLAN TYPE	BNEFIT PLAN	OPTION CD	DESCR	Included in Deduction %	Adj %
82	NYTAFT	FRO	FICA Reduction Election Option	No	None
82	NYTAFT	ITT	ITHP for NYT Option	Yes	-2.5
82	NYTAFT	SEO	Standard Election Option	Yes	None
82	NYTAFT	SNC	Standard No Calculation Option	No	None
82	NYTBEF	ITT	ITHP for NYT Option	Yes	-2.5
82	NYTBEF	SEO	Standard Election Option	Yes	None
82	NYTBEF	SNC	Standard No Calculation Option	No	None
82	NYTBT6	SEO	Standard Election Option	Yes	None
83	NBEAFT	FRO	FICA Reduction Election Option	No	None
83	NBEAFT	ITN	ITHP for NBE/NYE Option	Yes	-2.0
83	NBEAFT	SEO	Standard Election Option	Yes	None
83	NBEAFT	SNC	Standard No Calculation Option	No	None
83	NBEBEF	ACO	Additional Compensation Option	Yes	None
83	NBEBEF	ITN	ITHP for NBE/NYE Option	Yes	-2.0
83	NBEBEF	PTO	Physically Taxing Option	Yes	None
83	NBEBEF	SEO	Standard Election Option	Yes	None
83	NBEBEF	SNC	Standard No Calculation Option	No	None
83	NBEBT6	SEO	Standard Election Option	Yes	None
84	NYEAFT	50%	50% Additional Annuity Option	No	None
84	NYEAFT	FRO	FICA Reduction Election Option	No	None
84	NYEAFT	ITN	ITHP for NBE/NYE Option	Yes	-2.0
84	NYEAFT	SEO	Standard Election Option	Yes	None
84	NYEAFT	SNC	Standard No Calculation Option	No	None
84	NYEBEF	ACO	Additional Compensation Option	Yes	None
84	NYEBEF	ITN	ITHP for NBE/NYE Option	Yes	-2.0
84	NYEBEF	PTO	Physically Taxing Option	Yes	None
84	NYEBEF	SEO	Standard Election Option	Yes	None
84	NYEBEF	SNC	Standard No Calculation Option	No	None
84	NYEBT6	ACO	Additional Compensation Option	Yes	None
84	NYEBT6	SEO	Standard Election Option	Yes	None
85	PAFAFT	21L	21L Election Option	Yes	None
85	PAFAFT	CWC	Conservation Warden Credit Opt	No	None
85	PAFAFT	SEO	Standard Election Option	Yes	None

PLAN TYPE	BNEFIT PLAN	OPTION CD	DESCR	Included in Deduction %	Adj %
85	PAFAFT	SNC	Standard No Calculation Option	No	None
85	PAFBT3	SEO	Standard Election Option	Yes	None
85	PAFBT5	SEO	Standard Election Option	Yes	None
85	PAFBT6	SEO	Standard Election Option	Yes	None
86	TRSAFT	SAO	Special Annuity Option	No	None
86	TRSAFT	SEO	Standard Election Option	Yes	None
86	TRSAFT	SNC	Standard No Calculation Option	No	None
86	TRSBEP	SEO	Standard Election Option	Yes	None
86	TRSBT5	SEO	Standard Election Option	Yes	None
86	TRSBT6	SEO	Standard Election Option	Yes	None
87	ERSAFT	21L	21L Election Option	Yes	None
87	ERSAFT	CWC	Conservation Warden Credit Opt	No	None
87	ERSAFT	SEO	Standard Election Option	Yes	None
87	ERSAFT	SNC	Standard No Calculation Option	No	None
87	ERSBEF	SEO	Standard Election Option	Yes	None
87	ERSBT5	SEO	Standard Election Option	Yes	None
87	ERSBT6	SEO	Standard Election Option	Yes	None

Result

The employee's deduction for Pension will begin in the pay cycle based upon the Deduction Begin Date. Below is an example of a new enrollment that has been saved successfully:

[Favorites](#) > [Main Menu](#) > [Benefits](#) > [Enroll in Benefits](#) > [USA-Pension Plans](#)

USA-Pension Plans

Employee ID Benefit Record Number 0

Plan Type 87 Employee's Retirement System

Coverage

*Deduction Begin Date: 02/27/2020 *Election Date: 02/27/2020

Coverage Election

☒ Elect ☐ Waive ☐ Terminate

Benefit Program 04C CSEA Institutional Svcs *Registration Nbr 62451778

Benefit Plan ERSBT6 ERS BEFORE TAX TIER 6

Option Code

Voluntary Contributions

Flat Amount Contribution \$0.00 Or Total Contribution 3.000

Salary for Pension Calculation Payroll Status Active

Election Options

Option Code	Description	Percentage
1 SEO	Standard Election Option	3.000

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

Validation of Additional Pay Records

In order for the system to monitor and enforce plan limits, each Pension Plan enrollment must have corresponding Additional Pay records. The system automatically generates these when an enrollment record is saved. After successfully saving the Pension Enrollment record, the Additional Pay Records should be reviewed to ensure processing completed successfully. Plans which impose limits on both total pensionable compensation and overtime compensation will have two Additional Pay records generated.

Below are examples of the Additional Pay records that would have been generated by the above enrollment page (V04 for Limit on Pensionable Compensation and V05 for Limit on Overtime Pensionable earnings).

Additional Pay

Create Additional Pay

Employee Empl ID Empl Record 0

Additional Pay 5 of 6 View All

*Earnings Code V04 RTR Memo CompLmt ERSBT6

Effective Date 02/27/2020 1 of 1 View All

Payment Details 1 of 1 View All

*Addl Seq Nbr 99
Rate Code
Earnings
Hours
Goal Amount
Sep Check Nbr
☒ OK to Pay
Action Date 10/16/2014

End Date
Reason PENSION
Employee Work % 1.0000
Hourly Rate
Goal Balance
☐ Disable Direct Deposit
☐ Prorate Additional Pay

Applies To Pay Periods
☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Additional Pay

Create Additional Pay

Employee Empl ID Empl Record 0

Additional Pay 6 of 6 View All

*Earnings Code V05 RTR Memo OT Lmt ERSBT6

Effective Date 02/27/2020 1 of 1 View All

Payment Details 1 of 1 View All

*Addl Seq Nbr 99
Rate Code
Earnings
Hours
Goal Amount
Sep Check Nbr
☒ OK to Pay
Action Date 10/16/2014

End Date
Reason PENSION
Employee Work % 1.0000
Hourly Rate
Goal Balance
☐ Disable Direct Deposit
☐ Prorate Additional Pay

Applies To Pay Periods
☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Navigation Path

Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Steps

1. Validate the following fields:
 - Earnings Code: see table below
 - Effective Date: same as the enrollment Deduction Begin and Election Date
 - Add' Seq Nbr: 99
 - Reason: PENSION
 - Prorate Additional Pay: Unchecked
 - OK to Pay: Checked
 - Applies To Pay Periods: First, Second, Third

The table below lists the required Additional Pay Earnings Code by Plan Type and Benefit Plan.

Plan Type/Benefit Plan	ERNCD
87 ERSBEF	V01
87 ERSBT5	V02
87 ERSBT5	V03
87 ERSBT6	V04
87 ERSBT6	V05
85 PAFBT3	V01
85 PAFBT5	V06
85 PAFBT5	V07
85 PAFBT6	V08
85 PAFBT6	V09
86 TRSBEF	V10
86 TRSBT5	V11
86 TRSBT5	V12
86 TRSBT6	V13
86 TRSBT6	V14
84 NYEBT6	V16
84 NYEBT6	V15
84 NYEAFT	V17
84 NYEBEF	V17
83 NBEBT6	V15
83 NBEBT6	V16
83 NBEBEF	V17
83 NBEAFT	V17
82 NYTAFT	V17
82 NYTBEF	V17
82 NYTBT6	V15
82 NYTBT6	V16

2. If the additional pay records are not correct, contact Payroll Operations - Deductions.

[Return to top](#)