ORP / VDC Breaks in Service Calculations

Purpose:

The purpose of this job aid is to provide agencies with the steps required to calculate breaks in service for ORP and VDC members (Plan Type 4Z) who appear on the weekly NBEN742A Control-D report – TIAA/CREF Employees with Active Jobs and No Projected Dates and the NBEN742B Control-D report – VDC Employees with Active Jobs and No Projected Dates.

- The NBEN742 reports list employees by Department ID who have an Active Job status, but the Projected 366 Day Completion Date and/or the Projected 7 Year Completion Date are missing from the Suspense Page in PayServ.
- The missing Projected 366 Day Completion Date prevents ORP/VDC members' employee and employer contributions from being transferred to the ORP/VDC vendor timely when the suspense period has been completed.
- The missing Projected 7 Year Completion Date impacts the employer contribution rate increases.

Control-D Reports Available Prior to Processing:

The NBEN742 Control-D reports identify missing ORP/VDC Projected dates for ORP and VDC members who have an Active payroll status.

- NBEN742A TIAA/CREF Employees with Active Jobs and No Projected Dates
- NBEN742B VDC Employees with Active Jobs and No Projected Dates

Downloading the ORP/VDC Breaks in Service Calculator Tool:

You can download the latest ORP/VDC Breaks in Service calculator tool by clicking on the icon below:

Download the ORP/VDC Breaks in Service Calculator

Agency Actions:

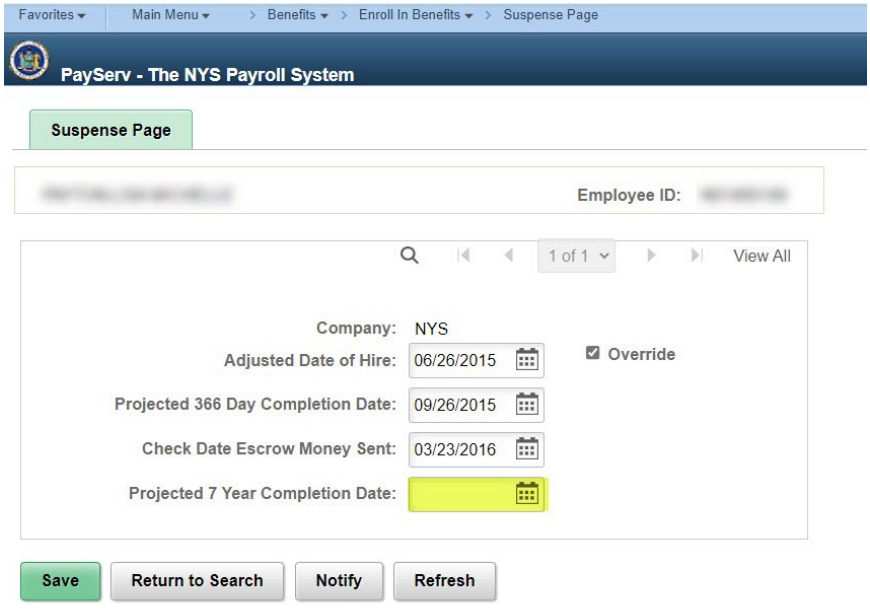
Agencies must review the weekly NBEN742 Control-D report to determine which active ORP/VDC employees have missing Projected dates in PayServ. Agencies are required to calculate a new Adjusted Hire Date to automatically update any unmet 366 and/or 7 Year Projected Completion Dates for each ORP/VDC member appearing on the NBEN742.

Please note, the report is refreshed on a weekly basis so always work from the most recent report. Employees will remain on this report until their Suspense Page in PayServ has been updated and no missing dates remain. If an employee terminates after the calculations have been completed, any unmet dates will be removed, and the employee will appear on the report again.

Verify Suspense Page in PayServ

The following steps should be completed in PayServ when viewing an ORP/VDC member that appears on the NBEN742:

1. Open the Suspense page (PayServ>Main Menu>Benefits>Enroll in Benefits>Suspense Page).
2. Enter the employee's Empl ID.
3. Select Search.
4. Verify the "Projected 366 Day Completion Date" and/or "Projected 7 Year Completion Date" are missing.
5. Print the panel or make note of which dates are missing.



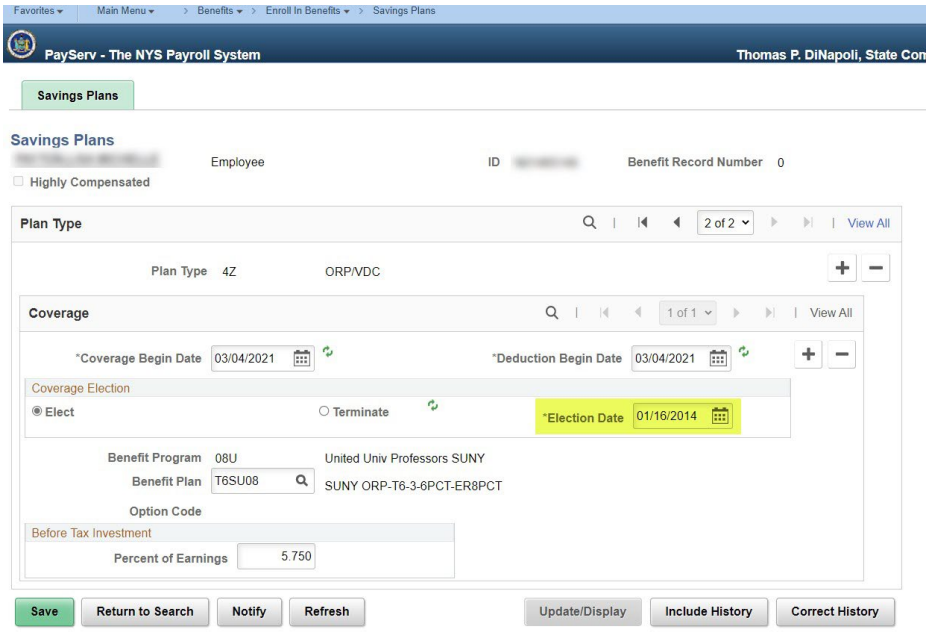
Verify the ORP/VDC Retirement Election Date

The Retirement Election Date is required for the breaks in service calculation to determine and confirm the initial 366 Day Completion Date and 7 Year Completion Date.

ORP/VDC Retirement Election Dates for each employee can be found in the Savings Plans panel in PayServ. If an employee has multiple ORP/VDC Savings Plans records, verify the

Election Date is the same for each record. Inconsistent Election Dates must be corrected by the agency.

1. Open the Savings Plans page (PayServ>Main Menu>Benefits>Enroll in Benefits>Savings Plans).
2. Enter the employee's Empl ID.
3. Check the box for "Include History."
4. Select Search.
5. View ORP/VDC Retirement Record(s).
6. Select "View All" under the Coverage portion of panel.
7. Print the Savings Plans panel or make note of the Election Date (*highlighted in the screenshot below*).



Breaks in Service Identified

The 366 Completion Date and the 7 Year Completion Date will be removed for ORP/VDC members who have not completed the required suspense period when their Job Status is updated to Terminated. If these employees return to State service and Job Data has a status of Active, the Suspense Page will have missing fields for both the 366 Day Completion Date and the 7 Year Completion Date. Employees who have completed the required suspense period but have not met the 7 Year Completion Date are impacted when Job Data has been updated to show a status of Terminated followed by Active.

Reviewing the employee's employment history for Termination rows followed by Rehire rows is critical to performing the breaks in service calculation. This relationship of Terminated/Active should be reviewed, as the number of calendar days the ORP/VDC member did not have an Active payroll status will determine the new completion dates.

The Employee History Information page in PayServ summarizes Job Data, making identification of Termination and Rehire simpler:

1. Open Employee History Inquiry page (PayServ>Main Menu>Workforce Administration>Administer Job Change Requests >Employee History Inquiry).
2. Enter the employee's Empl ID.
3. Select Search.
4. Select "View All" on the History Information panel.
   ** Please note that the Employee History is listed in descending order, with the newest transactions at the top and the oldest at the bottom. Please be sure to work from oldest to newest to properly calculate the breaks in service.*
5. Printing the Employee History Inquiry page is recommended.
6. From the printout, locate the row where Effective Date matches the Election Date found from Retirement Plans panel. This is when the employee became eligible for ORP/VDC.
7. From the printout, continue to review the rows above the row found in step 6, noting or highlighting rows when EE status shows a Termination followed by a row reflecting EE status of Rehire. Note the Effective Date for both the Termination and Rehire rows.

	01/15/2015	REH / ASU	95096360	ADJUNCT IN	01/23/2008		0.2500 / P	TERM	S	ADJUNCT INSTRUCTOR
	0	28200	95096360	980	0000	BIW	4	ALA	NBW	SUC@Old Westbury
Rehire	A	01/22/2015	15164	08			NYYYYYN	1.00	NYS	3014
	12/18/2014	TER / TER	95096360	ADJUNCT IN	01/23/2008	$772.82	0.2500 / P	TERM	S	ADJUNCT INSTRUCTOR
	0	28200	95096360	980	0000	BIW	4	ALA	NBW	SUC@Old Westbury
Termination	T	12/29/2014	15164	08		$772.82	NYYYYYN	1.00	NYS	3014
	08/28/2014	PAY / SIC	95096360	ADJUNCT IN	01/23/2008	$772.82	0.2500 / P	TERM	S	ADJUNCT INSTRUCTOR
	2	28200	95096360	980	0000	BIW	4	ALA	NBW	SUC@Old Westbury
	A	10/21/2014	15164	08		$772.82	NYYYYYN	1.00	NYS	3014
	08/28/2014	PAY / RHS	95096360	ADJUNCT IN	01/23/2008	$765.00	0.2500 / P	TERM	S	ADJUNCT INSTRUCTOR
	1	28200	95096360	980	0000	BIW	4	ALA	NBW	SUC@Old Westbury
	A	09/04/2014	15164	08		$765.00	NYYYYYN	1.00	NYS	3014
	08/28/2014	REH / ASU	95096360	ADJUNCT IN	01/23/2008		0.2500 / P	TERM	S	ADJUNCT INSTRUCTOR
	0	28200	95096360	980	0000	BIW	4	ALA	NBW	SUC@Old Westbury
Rehire	A	09/04/2014	15164	08			NYYYYYN	1.00	NYS	3014
	05/08/2014	TER / TER	95096360	ADJUNCT IN	01/23/2008	$687.50	0.2500 / P	TERM	S	ADJUNCT INSTRUCTOR
	0	28200	95096360	980	0000	BIW	4	ALA	NBW	SUC@Old Westbury
Termination	T	05/16/2014	15164	08		$687.50	NYYYYYN	1.00	NYS	3014
Election Date Start Here	01/16/2014	PAY / RHS	95096360	ADJUNCT IN	01/23/2008	$687.50	0.2500 / P	TERM	S	ADJUNCT INSTRUCTOR
	2	28200	95096360	980	0000	BIW	4	ALA	NBW	SUC@Old Westbury
	A	05/01/2014	15164	08		$687.50	NYYYYYN	1.00	NYS	3014

<u>Tools for Calculation</u>

OSC has provided an ORP-VDC Breaks in Service Calculator Job Aid for assisting with the breaks in service calculation. This calculator should be used by the agency when calculating breaks in service for all ORP/VDC members appearing on the NBEN742.

Calculating Original Dates

Use the "ORP-VDC Breaks in Service Calculator to determine the Adjusted Hire Date to be entered in PayServ in order to recalculate any missing 366/7 year dates.

Open the "ORP-VDC Breaks in Service Calculator"

1. On the Summary worksheet, enter your Department ID in the cell below "Department ID."
    a. Enter your name in the cell below "Payroll Representative." Enter the current date in the cell below "Date Submitted."

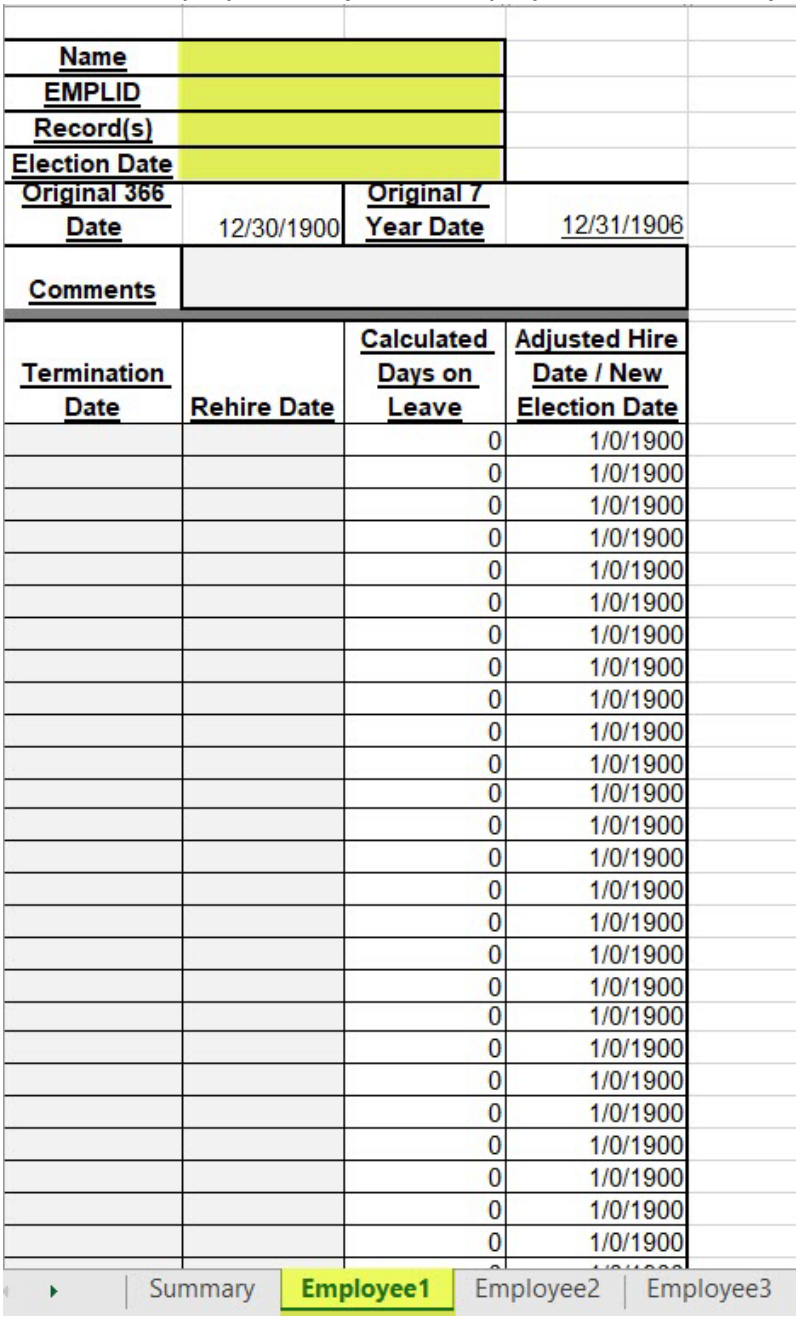
Department ID	Payroll Representative	Date Submitted

Employee ID	Employee Record	Employee Name	Original Election Date	Adjusted Hire Date/New Election Date
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900
				1/0/1900

Summary | Employee1 | Employee2 | Employee3 | Employee4 | Employee5

2. On the Employee1 worksheet, enter the employee's name.
3. Enter the employee's NYS Empl ID.
4. Enter the Employee Record Number or Numbers.
5. Enter the Original Retirement Election Date, found in the "Verify the ORP/VDC Retirement Election Date" section above.

6. The “Original 366 Date” and “Original 7 Year Date” will automatically populate when moving to a different cell.
7. Enter comments if necessary. (i.e. Election date prior to Hire date due to waiver, projected 366 date, projected 7 year date, projected 366 and 7 year dates, etc.)



Name			
EMPLID			
Record(s)			
Election Date			
Original 366 Date	12/30/1900	Original 7 Year Date	12/31/1906
Comments			

Termination Date	Rehire Date	Calculated Days on Leave	Adjusted Hire Date / New Election Date
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900
		0	1/0/1900

Summary | Employee1 | Employee2 | Employee3

8. Complete the bottom half of the calculator using the information collected from the “Breaks in Service Identified to Perform Calculation” section.
    a. Enter the first Termination date, found in the “Breaks in Service Identified” section, in the first cell under “Termination Date”.

b. Enter the first Active date recorded from “Breaks in Service Identified” section in the first cell under the “Rehire Date”.
c. The number in the cell under “Calculated Days on Leave” represents the length of the break in days. This will automatically populate after the Termination and Rehire dates are entered.
d. The number in the cell under “Adjusted Hire Date/New Election Date” represents the input that PayServ will use to recalculate any unmet 366 day and 7 Year completion dates after each break. This will change with every break in service you enter.

Name	Jane Doe		
EMPLID	N00000000		
Record(s)	0		
Election Date	1/16/2014		
Original 366 Date	1/16/2015	Original 7 Year Date	1/16/2021
Comments			

Termination Date	Rehire Date	Calculated Days on Leave	Adjusted Hire Date / New Election Date
5/8/2014	8/28/2014	112	5/8/2014
12/18/2014	1/15/2015	28	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014
		0	6/5/2014

Summary | Employee1 | Employee2 | Employee3

e. Repeat the preceding steps (a and b), working from oldest to newest, until all Terminated/Active rows have been captured. *Do not include any breaks that occurred prior to the employee's ORP/VDC election date as they do not affect the 366/7 year dates*.

Name	Jane Doe		
EMPLID	N00000000		
Record(s)	0		
Election Date	1/16/2014		
Original 366 Date	1/16/2015	**Original 7 Year Date**	1/16/2021
Comments			

Termination Date	**Rehire Date**	**Calculated Days on Leave**	**Adjusted Hire Date / New Election Date**
5/8/2014	8/28/2014	112	5/8/2014
12/18/2014	1/15/2015	28	6/5/2014
5/7/2015	8/27/2015	112	9/25/2014
12/17/2015	1/14/2016	28	10/23/2014
5/5/2016	8/25/2016	112	2/12/2015
12/15/2016	1/12/2017	28	3/12/2015
5/4/2017	6/29/2017	56	5/7/2015
7/13/2017	9/1/2017	50	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015

Summary | **Employee1** | Employee2 | Employee3

f. After all breaks are entered the Adjusted Hire Date/New Election Date will display at the bottom of the template in bold. The total number of days on leave will also be displayed.

12/17/2015	1/14/2016	28	10/23/2014
5/5/2016	8/25/2016	112	2/12/2015
12/15/2016	1/12/2017	28	3/12/2015
5/4/2017	6/29/2017	56	5/7/2015
7/13/2017	9/1/2017	50	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		0	6/26/2015
		526	**6/26/2015**

Summary | **Employee1** | Employee2 | Employee3

9. Repeat Steps 4 through 10 for all other employees (the calculator can accommodate up to 20 employees at a time). The Summary worksheet will auto-populate for each employee worksheet you enter.

Record New Dates and Send to OSC

Because agencies have view only access to the Suspense Page for ORP/VDC members in PayServ, the spreadsheet must be sent to OSC for completion.

Agencies should email the spreadsheet with the filename, "ORP-VDC Breaks in Service Dates – Agency Code (xxxxx)", to the Payroll Retirement Mailbox.

OSC Actions:

OSC will update the Suspense Page in PayServ based on the agency's submitted spreadsheet once the calculations have been reviewed and confirmed. PayServ will update any unmet dates based on the Adjusted Hire Date from the calculator.

OSC will contact the agency and return the spreadsheet for corrections if discrepancies are discovered.