



Updates in CRIS/PeopleSoft

Updates to Action/Reason Combinations:

- If the End User enters the **Action = Hire** and the **Reason = New**, and the Emplid already exists in a terminated HR status within the same plan, a message will display and the system will automatically change to **Action = REH** and **Reason = REH**.

A screenshot of a message box with a title bar that says "Message". The text inside the box reads: "This employee has previous service in the Pension Plan. Use Action = Rehire and Reason = Rehire" and "The PeopleCode program executed an Error statement, which has produced this message." At the bottom center of the box is an "OK" button.

- If the End User enters the **Action = DEM** and **Reason = UPD**, the system will determine if a SSN exists with Emplid and Empl record. If not, an error message will display:

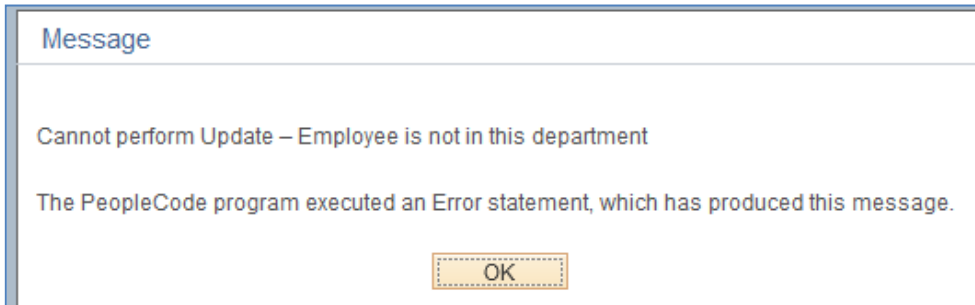
A screenshot of the "HR Transactions Form" interface. The form title is "State of Delaware - HR Transaction Form". It contains several input fields: "*Dept ID" with value "990200043" and "Town of Smyrna", "*SSN" (empty), "*Effective Date" with value "10/01/2015", "*Action" with value "DEM", and "*Reason" with value "UPD". There is an "OK" button below these fields. A message box is overlaid on the bottom right of the form, with the text: "Prior Employment Record not found, please verify SSN." and "The PeopleCode program executed an Error statement, which has produced this message." An "OK" button is at the bottom of the message box.



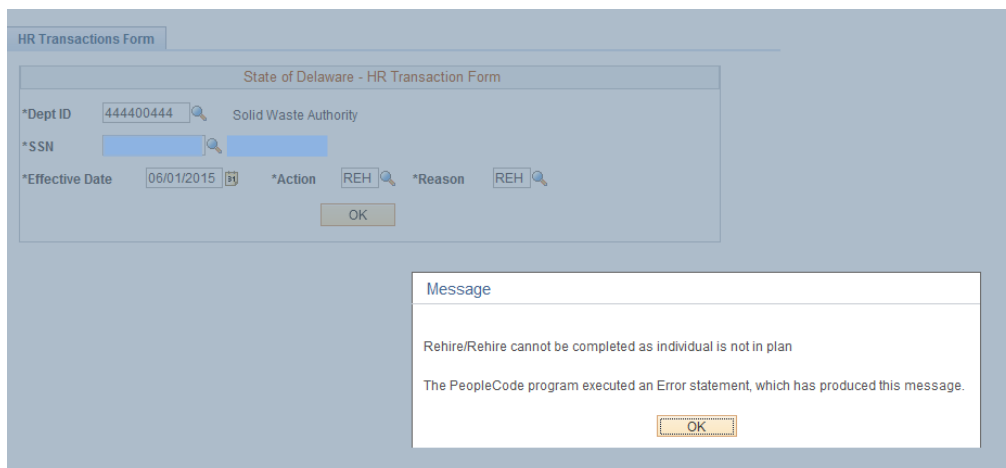
- Demographic Updates (change of address, personal data) - Can only be entered for employees **active** in the Department (must be hired into the department first).
- A Department cannot perform updates on an employee termed from their Department.

- **Actions:**

DEM	Demographic Update
LOA	Unpaid Leave of Absence
PLA	Paid Leave of Absence
LOF	Layoff
RFL	Return from Leave
SUS	Suspension



- If the End User enters **Action = HIR** and **Reason = NEW** where the individual has a termination row but is not within the same Plan, an error will display:






- Effective Date of Hire with the Present Organization will **only** populate on the P-1 form when the Action/Reason combination is **HIR/NEW**.

Form No. P-1 (10/12)
 Email: pensionoffice@state.de.us
 www.delawarepensions.com
 Toll Free Number
 Outside State of Delaware
 1 - 800 - 722 - 7300

Office of Pensions
 McArdle Building
 860 Silver Lake Blvd., Suite #1
 Dover, Delaware 19904-2402
 Telephone: (302) 739 - 4208


 STATE OF DELAWARE
MEMBER ACTUARIAL INFORMATION

To be completed by Member

PERSONAL DATA:

Smith (Last Name) Randi (First Name) A (M.I.) (Maiden Name) Soc. Sec. No.: 542-33-6989

Address: 134 Union Way (Address) Dover (City) DE 19904 (ST) (Zip Code) Telephone No.: 302/589-8585

Date of Birth: 04/01/1985 (Month / Day / Year) Gender: Female Marital Status: Single

Organization: Solid Waste Authority Department ID: 444400444

Pension Plan: A001

Effective Date of Hire with Present Organization: **10/12/2015** Current Annual Salary: \$45,000.00

Have you previously been a member of any State of Delaware State Sponsored Pension Plan: Yes ___ No ___ If YES, list below:

NAME OF ORGANIZATION	FROM		THROUGH		PERIOD COVERED	
	MONTH	YEAR	MONTH	YEAR	YEARS	MONTHS

- Changed label on the HR Transactions form page from “Assign Dependents” to “Assign Beneficiaries”

Employee Information

Number of Payments 26

*First Name Kevin MI P *Last Name Jones

*Address 1 123 Main Stree Address 2

*City Dover *State DE *Postal 19904-9442

*Gender Male *Date of Birth 11/28/1942

*Mar Status Married *Mar Dt

*Annual Salary 0.001

Phone Information Personalize | Find | First 1 of 1 Last

*Phone Type Home *Telephone 302/255-8787 Preferred Assign Beneficiaries

Print Employee Actuarial Form



Additional Updates

This only pertains to DSEA and DSWA

- On the HR Transactions Form, the system auto populates the Plan code in the Employee Information section based on date of hire, and will assign the appropriate Plan based on the original hire date.

- If hired prior to 1/1/12, the system will assign Plan code A001 and display the message (Pension contributions calculated at 3%)


Message

Employee hired prior to 01/01/2012 in a pension covered position. Pension contributions calculated at 3% (0,0)

- If hired on or after 1/1/12, the system will assign Plan code A002 (Pension contributions calculated at 5%)

- Printed Member Actuarial forms (P-1) will also have the appropriate Pension Plan noted in the Personal Data section.

Form No. P-1 (10/12)
 Email: pensionoffice@state.de.us
www.delawarepensions.com
 Toll Free Number
 Outside State of Delaware
 1 - 800 - 722 - 7300


 STATE OF DELAWARE
MEMBER ACTUARIAL INFORMATION

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To be completed by Member

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Smith _____ Randi _____ A _____ Soc. Sec. No.: 542-33-6989
 (Last Name) (First Name) (M.I.) (Maiden Name)

Address: 134 Union Way Dover DE 19904 Telephone No.: 302/589-8585
 (Address) (City) (ST) (Zip Code)

Date of Birth: 04/01/1985 Gender: Female Marital Status: Single
 (Month / Day / Year)

Organization: Solid Waste Authority Department ID: 444400444

Pension Plan: A001

Effective Date of Hire with Present Organization: 10/12/2015 Current Annual Salary: \$45,000.00

Have you previously been a member of any State of Delaware State Sponsored Pension Plan: Yes_ No__ If YES, list below:

NAME OF ORGANIZATION	(INCLUDE LEAVES OF ABSENCE AND INDICATE REASON)				PERIOD COVERED	
	FROM	THROUGH	MONTH	YEAR	YEARS	MONTHS

Any questions regarding these updates should be directed to the Manual Loads section at Open_Manual_Loads_Help@state.de.us.