


Pen App Job Row Maintenance Guide

*****These are examples to correct service data on a Pen App. You will need to choose the appropriate Action and Reason codes*****

Example #1 – Inserting a missing Leave of Absence Row

*****Remember LOA's are entered by pay period*****

This Employee was on an Unpaid Leave of Absence from 7/15/2010 – 8/27/2010. (The unpaid pay cycles are from 7/18/2010 – 8/14/2010)

- Insert the additional row in chronological order. In this example, click the add the row  icon below the 7/4/2010 Pay Rate Change
- This will duplicate the row so that you can correct the data

Action	Reason Code	From Date	To Date	Period Covered (Years)	Years	Months	Days	Months	Department	Description
Data Change	Post 98	01/01/1999	04/02/2007	8.2556	8	3	2	12 Month	IMS-SEPP	
Paid Leave of Absence	Family Medical Leave Act	04/03/2007	08/02/2007	0.1867	0	2	0	12 Month	IMS-SEPP	
Return from Leave	Return From Leave	08/03/2007	09/29/2009	2.3250	2	3	27	12 Month	IMS-SEPP	
Data Change	Correction / Transfer w/ Plan	09/30/2009	07/03/2010	0.7611	0	9	4	12 Month	250501100	
Data Change	Pay Rate Change	07/04/2010	12/31/2011	1.4917	1	5	27	12 Month	250501100	
Data Change	Pay Rate Change	07/04/2010	12/31/2011					12 Month	250501100	
Data Change	Pay Rate Change	01/01/2012	06/16/2012	0.4611	0	5	16	12 Month	250501100	

- Change the Action Row - Leave of Absence
- Change the Reason Code - Medical Reasons
- From Date – Change to 7/18/2010
- To Date - Change to /14/2010
- Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure the Department is correct
- Enter Description – Medical LWOP
- Review and click Save
- Send supporting documents to the Office of Pensions

<input checked="" type="checkbox"/>	Data Change	Pay Rate Change	07/04/2010	12/31/2011	1.4917	1	5	27	12 Month	250501100	
<input type="checkbox"/>	Leave of Absence	Medical Reasons	07/10/2010	08/14/2010					12 Month	250501100	Medical LWOP
<input checked="" type="checkbox"/>	Data Change	Pay Rate Change	01/01/2012	06/16/2012	0.4611	0	5	16	12 Month	250501100	

- Once Service row is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the added row request


*****Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order*****

Example #2 – Deleting a Row

*****These are examples to correct service data on a Pen App. You will need to choose the appropriate Action and Reason codes*****





*****Remember service is determined by pay cycles*****

This Employee was Suspended *without* Pay from 6/16/2013 – 6/27/2013. This employee worked 2 days in the pay cycle, so they will receive full pension credible service for this time. To correct, delete the Suspension from the Pen App.

- Insert the additional row in chronological order. In this example, add the row  icon below the Recall from Suspension Layoff
- This will duplicate the row so that you can correct the data

<input type="checkbox"/>	Recall from Suspension/Layoff	Recall from Suspension/Layoff	08/28/2013	12/31/2014	1.5083	1	6	3	12 Month	100247470	<input type="text"/>	
<input type="checkbox"/>	Recall from Suspension/Layoff	Recall from Suspension/Layoff	08/28/2013	12/31/2014					12 Month	100247470	<input type="text"/>	
<input type="checkbox"/>	Data Change	Pay Rate Change	01/01/2015	09/30/2016	1.7500	1	9	0	12 Month	100247470	<input type="text"/>	

- Change the Action Row - Blank
- Change the Reason Code - Blank
- From Date – Do not change
- To Date – Do not change
- Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure the Department is correct
- Enter Description – Delete Suspension less than a pay cycle
- Review and click Save
- Send supporting documents to the Office of Pensions

<input type="checkbox"/>	Recall from Suspension/Layoff	Recall from Suspension/Layoff	08/28/2013	12/31/2014	1.5083	1	6	3	12 Month	100247470	<input type="text"/>	
<input type="checkbox"/>			08/28/2013	12/31/2014					12 Month	100247470	Delete Suspension less than pay cycle	
<input type="checkbox"/>	Data Change	Pay Rate Change	01/01/2015	09/30/2016	1.7500	1	9	0	12 Month	100247470	<input type="text"/>	
<input type="checkbox"/>	Data Change	Pay Rate Change	10/01/2016	07/31/2017	0.8333	0	10	0	12 Month	100247470	<input type="text"/>	

- Once Service row is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the deleted row request
-


*****Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order*****

Example #3 – Update Return from Leave 6/3/2007 to 6/10/2007

These are examples to correct service data on a Pen App. You will need to choose the appropriate Action and Reason codes

Remember LOA's are entered by pay period

This Employee returned from a LOA on 6/10/2007. The Pen App has 6/2/2007 as the return date.

- Insert the additional row in chronological order. In this example, click the  icon next to the row below the Return from Leave
- This will duplicate the row so that you can correct the data

25 Year	Action	Reason Code	From Date	To Date	Period Covered (Years)	Years	Months	Days	Months	Department	Description
<input type="checkbox"/>	Data Change	Post 98	01/01/1999	04/02/2007	8.2556	8	3	2	12 Month	IMS-SEPP	
<input type="checkbox"/>	Return from Leave	Return From Leave	06/03/2007	09/29/2009	2.3250	2	3	27	12 Month	IMS-SEPP	
<input type="checkbox"/>	Return from Leave	Return From Leave	06/03/2007	09/29/2009					12 Month	IMS-SEPP	

- Action Row – Leave the same
- Reason Code - Leave the same
- From Date – Leave the same
- To Date - Change to 6/10/2007
- Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure the Department is correct
- Enter Description – Correcting Return date on LOA
- Review and click Save
- Send supporting documents to the Office of Pensions

Service	Date Accepted	Year	Action	Reason Code	From Date	To Date	Period Covered (Years)	Years	Months	Days	Months	Department	Description
<input type="checkbox"/>			Data Change	Post 98	01/01/1999	04/02/2007	8.2556	8	3	2	12 Month	IMS-SEPP	
<input type="checkbox"/>			Return from Leave	Return From Leave	06/03/2007	09/29/2009	2.3250	2	3	27	12 Month	IMS-SEPP	
<input type="checkbox"/>			Return from Leave	Return From Leave	06/03/2007	06/10/2007					12 Month	IMS-SEPP	Correcting Ending Date for LOA
<input type="checkbox"/>			Data Change	Correction / Transfer w/ Plan	09/30/2009	07/03/2010	0.7811	0	9	4	12 Month	250501100	
<input type="checkbox"/>			Data Change	Pay Rate Change	07/04/2010	12/31/2011	1.4817	1	5	27	12 Month	250501100	
<input type="checkbox"/>			Data Change	Pay Rate Change	01/01/2012	06/18/2012	0.4511	0	5	16	12 Month	250501100	
<input type="checkbox"/>			Data Change	Correction / Transfer w/ Plan	06/17/2012	06/30/2012	0.0388	0	0	14	12 Month	100247470	
<input type="checkbox"/>			Data Change	Pay Rate Change	07/01/2012	02/12/2013	0.6167	0	7	12	12 Month	100247470	
<input type="checkbox"/>			Paid Leave of Absence	Family Medical Leave Act	02/13/2013	03/11/2013	0.0908	0	0	29	12 Month	100247470	


- Once Service row is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with row request
- Remember – After being accepted and updated, the newly inserted row will only display the Return from Leave row
- ***Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks Save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order***

Example #4 – Change Leave of Absence “To Date” from 3/12/2013 to 3/10/2013

These are examples to correct service data on a Pen App. You will need to choose the appropriate Action and Reason codes

Remember LOA’s are entered by pay period

Employee returned from Leave of Absence on 3/12/2013.

- Insert the additional row in chronological order. In this example, click the  icon to the right of the row Data Change
- This will duplicate the row so that you can correct the data

<input checked="" type="checkbox"/>	<input type="checkbox"/> Data Change	Pay Rate Change	07/01/2012	02/12/2013	0.6167	0	7	12	12 Month	100247470	
<input type="checkbox"/>	<input type="checkbox"/> Data Change	Pay Rate Change	07/01/2012	02/12/2013					12 Month	100247470	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Return from Leave	Return From Leave	03/12/2013	12/31/2014	1.8028	1	9	19	12 Month	100247470	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Data Change	Pay Rate Change	01/01/2015	09/30/2016	1.7500	1	9	0	12 Month	100247470	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Data Change	Pay Rate Change	10/01/2016	07/31/2017	0.8333	0	10	0	12 Month	100247470	

- Action Row – Leave of Absence
- Reason Code Medical Reasons
- From Date – Leave as is
- To Date - Change to 3/10/2013
- Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure the Department is correct
- Enter Description – Correcting Return from LOA
- Review and click Save
- Send supporting documents to the Office of Pensions


Data Change	Pay Rate Change	07/01/2012	02/12/2013	0.6167	0	7	12	12 Month	100247470	
Leave of Absence	Medical Reasons	02/13/2012	03/10/2013					12 Month	100247470	Correct Return from LOA
Paid Leave of Absence	Family Medical Leave Act	02/13/2013	03/11/2013	0.0806	0	0	29	12 Month	100247470	

- Once Service row update is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the row insert request

Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks Save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order

Example #5 – Change Months Worked from 10 to 12 on an existing row

*****These are examples to correct service data on a Pen App. You will need to choose the appropriate Action and Reason codes*****

- Insert the additional row in chronological order. In this example, click  icon to the right of the Data Change row
- This will duplicate the row so that you can correct the data

<input type="checkbox"/>	Return from Leave	Return From Leave	08/03/2007	09/29/2009	2.3250	2	3	27	12 Month	IMS-SEPP	<input type="text"/>	
<input type="checkbox"/>	Data Change	Correction / Transfer w/ Plan	09/30/2009	07/03/2010	0.7811	0	9	4	12 Month	250501100	<input type="text"/>	
<input type="checkbox"/>	Data Change	Correction / Transfer w/ Plan	09/30/2009	07/03/2010					12 Month	250501100	<input type="text"/>	
<input type="checkbox"/>	Data Change	Pay Rate Change	07/04/2010	12/31/2011	1.4917	1	5	27	12 Month	250501100	<input type="text"/>	

- Action Row – Leave the same
- Reason Code – Months Worked Change
- From Date - Leave the same
- To Date – Leave the same
- Change the months worked to 10 months
- Ensure the Department is correct
- Enter Description – Correcting the months worked
- Review and click Save
- Send supporting documents to the Office of Pensions

4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Correction / Transfer w/ Plan	09/30/2009	07/03/2010	0.7811	0	9	4	12 Month	250501100	<input type="text"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	Data Change	Months Worked Change	09/30/2009	07/03/2010					10 Month	250501100	Months changed from 12 to 10
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	07/04/2010	12/31/2011	1.4917	1	5	27	12 Month	250501100	<input type="text"/>
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	01/01/2012	08/18/2012	0.4811	0	5	16	12 Month	250501100	<input type="text"/>
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Correction / Transfer w/ Plan	08/17/2012	08/30/2012	0.0389	0	0	14	12 Month	100247470	<input type="text"/>
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	07/01/2012	02/12/2013	0.6187	0	7	12	12 Month	100247470	<input type="text"/>

Other Creditable Service Prior to 1999

Military Service	Years	Months	Days
0.0000	0	0	0

[View Eligible Buy Ins](#)

Eligible Buy Ins Find | View All | First 1 of 1 Last

From Date	To Date	Buy-In Option	Period Covered (Years)	Years	Months	Days
1						

Total Refunded Service: 0.0000 Years: 0 Months: 0 Days: 0
 Total Forfeited Service: 0.0000 Years: 0 Months: 0 Days: 0

Total Service without Buy Ins: 28.6333 Years: 28 Months: 7 Days: 18
 Grand Total Service for Pension: 28.6333 Years: 28 Months: 7 Days: 18


[Get Service Data](#) [View Job Summary](#) [View Salary History](#)

[Save](#) [Return to Search](#) [Notify](#)

- Once Service row update is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the row insert request.

*****Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order.**

Example #6 – Change Termination Date from 05/01/1992 to 06/01/1992

- Insert the additional row in chronological order. In this example, click the  icon below the New Hire row
- This will duplicate the row so that you can correct the data

Service Accepted	Date Completed	25 Year	Action	Reason Code	From Date	To Date	Pre 95 Service (Years)	Years	Months	Days	Months	Department	Description
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Hire	New Hire	11/16/1988	05/01/1992	3.4011	3	5	16	12 Month	IMS-SEPP	
<input type="checkbox"/>		<input type="checkbox"/>	Hire	New Hire	11/16/1988	05/01/1992					12 Month	IMS-SEPP	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Rehire	Benefits Waiting Period	07/04/1993	12/31/1998	5.4917	5	5	27	12 Month	IMS-SEPP	


- Action Row – Hire
- Reason Code – New Hire
- From Date – Leave the same
- To Date - Change to 6/1/1992
- Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure the Department is correct
- Enter Description – Change termination date
- Review and click Save
- Send supporting documents to the Office of Pensions

Service Accepted	Date Completed	25 Year	Action	Reason Code	From Date	To Date	Pre 95 Service (Years)	Years	Months	Days	Months	Department	Description
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Hire	New Hire	11/16/1988	05/01/1992	3.4611	3	5	16	12 Month	IMS-SEPP	
<input type="checkbox"/>		<input type="checkbox"/>	Hire	New Hire	11/16/1988	06/01/1992					12 Month	IMS-SEPP	Change Term Date to 06/01/1992
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Rehire	Benefits Waiting Period	07/04/1993	12/31/1998	5.4917	5	5	27	12 Month	IMS-SEPP	

- Once Service row update is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the row insert request.

*****Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order*****

Example #7 – Change Rehire Date from 2/22/2011 to 2/16/2011

- Insert the additional row in chronological order. In this example, click the  icon below the Data Change row
- This will duplicate the row so that you can correct the data

<input type="checkbox"/>	Data Change	Pay Rate Change	07/04/2010	08/31/2010	0.1583	0	1	27	12 Month	250501100	
<input type="checkbox"/>	Data Change	Pay Rate Change	07/04/2010	08/31/2010					12 Month	250501100	
<input type="checkbox"/>	Rehire	Benefits Waiting Period	02/22/2011	12/31/2011	0.8583	0	10	9	12 Month	250501100	

- Action Row – Termination
- Reason Code – Resignation
- To Date – Change to 9/01/2010
- From Date - Enter the date prior to the correct hire date – 2/15/2011
- Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure the Department is correct
- Enter Description – Correcting Rehire Date
- Review and click Save
- Send supporting documents to the Office of Pensions

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Post 98	01/01/1999	04/02/2007	8.2556	8	3	2	12 Month	IMS-SEPP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paid Leave of Absence	Family Medical Leave Act	04/03/2007	08/02/2007	0.1667	0	2	0	12 Month	IMS-SEPP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return from Leave	Return From Leave	08/03/2007	09/29/2009	2.3250	2	3	27	12 Month	IMS-SEPP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Correction / Transfer w/ Plan	09/30/2009	07/03/2010	0.7811	0	9	4	12 Month	250501100	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	07/04/2010	08/31/2010	0.1583	0	1	27	12 Month	250501100	
<input type="checkbox"/>	<input type="checkbox"/>	Termination	Resignation	09/01/2010	02/15/2011					12 Month	250501100	Correct Rehire Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rehire	Benefits Waiting Period	02/22/2011	12/31/2011	0.8583	0	10	9	12 Month	250501100	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	01/01/2012	08/18/2012	0.4611	0	5	16	12 Month	250501100	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Correction / Transfer w/ Plan	06/17/2012	08/30/2012	0.0389	0	0	14	12 Month	100247470	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	07/01/2012	02/12/2013	0.6167	0	7	12	12 Month	100247470	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paid Leave of Absence	Family Medical Leave Act	02/13/2013	03/11/2013	0.0806	0	0	29	12 Month	100247470	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return from Leave	Return From Leave	03/12/2013	12/31/2014	1.8028	1	9	19	12 Month	100247470	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	01/01/2015	09/30/2016	1.7500	1	9	0	12 Month	100247470	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	10/01/2016	07/31/2017	0.8333	0	10	0	12 Month	100247470	

Creditable Service Prior to 1999
Military Service Years Months Days

- Once Service row update is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the row insert request

4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Correction / Transfer w/ Plan	09/30/2009	07/03/2010	0.7811	0	9	4	12 Month	250501100
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	07/04/2010	08/31/2010	0.1583	0	1	27	12 Month	250501100
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rehire	Benefits Waiting Period	02/16/2011	12/31/2011	0.8750	0	10	15	12 Month	250501100

*****Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order*****

Example #8- Original Date of Hire needs correction

Original Date of Hire CAN ONLY be corrected by the Office of Pensions

- Description – Enter DOH should be (date). In this example, the DOH should be 11/18/1988

Service	Date Completed	25 Year	Action	Reason Code	From Date	To Date	Pre 99 Service (Years)	Years	Months	Days	Months	Department	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hire	New Hire	11/18/1988	12/31/1998	10.1250	10	1	15	12 Month	IMS-SEPP	DOH should be 11/18/1988

- Comments Tab – Enter information for the Pension Office

Note: You can only update your own comments.

Additional Comments Find | View All First 1 of 1 Last

Entered by:


Date of hire Should be 11/18/1988 sending original hiring docs.

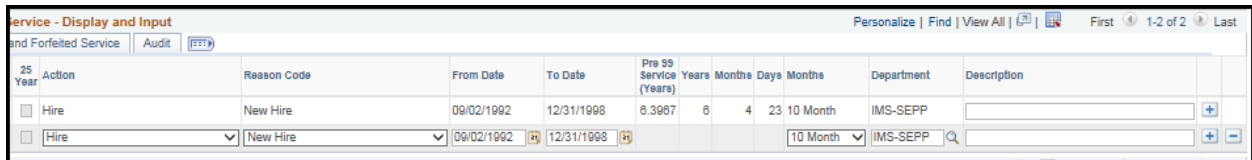
- Review and click Save
- Send supporting documents to the Office of Pensions
- Once Service row update is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the row insert request

*****Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order*****

Example #9 – Insert Months Worked Changed effective 7/1/1993

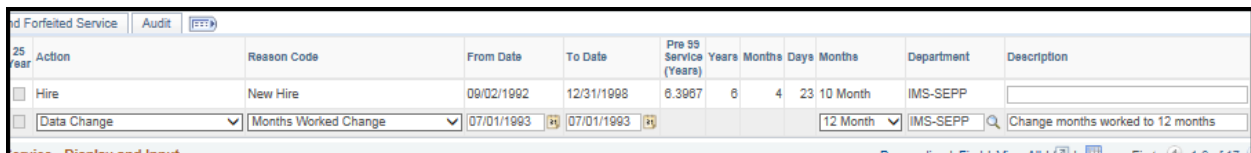
*****These are examples to correct service data on a Pen App. You will need to choose the appropriate Action and Reason codes*****

- Insert the additional row in chronological order. In this example, click  icon to the right of the New Hire row
- This will duplicate the row so that you can correct the data



25 Year	Action	Reason Code	From Date	To Date	Pre 55 Service (Years)	Years	Months	Days	Months	Department	Description
	Hire	New Hire	09/02/1992	12/31/1998	6.3967	6	4	23	10 Month	IMS-SEPP	
	Hire	New Hire	09/02/1992	12/31/1998					10 Month	IMS-SEPP	

- Action Row – Data Change
- Reason Code – Months Worked Changed
- To Date – Change to 07/01/1993
- From Date – 07/01/1993
- Months Worked – Change to 12 Months
- Ensure Department is correct
- Enter the Description – Change Months Worked to 12 Months
- Review and Click Save
- Send supporting documents to the Office of Pensions




25 Year	Action	Reason Code	From Date	To Date	Pre 55 Service (Years)	Years	Months	Days	Months	Department	Description
	Hire	New Hire	09/02/1992	12/31/1998	6.3967	6	4	23	10 Month	IMS-SEPP	
	Data Change	Months Worked Change	07/01/1993	07/01/1993					12 Month	IMS-SEPP	Change months worked to 12 months

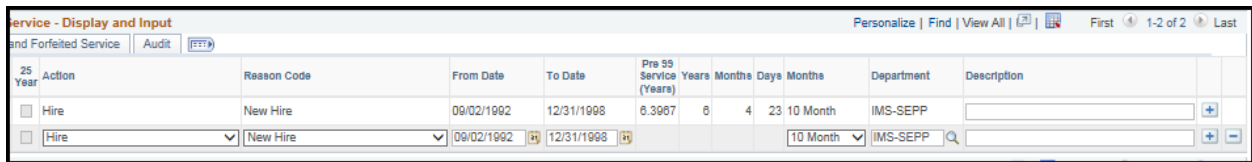
- Once Service row update is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the row insert request

*****Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order*****

Example #10 – Employee Recorded as Off Payroll (p/r) from 11/16/1992 to 11/30/1992 with no documentation to state why employee was not paid

These are examples to correct service data on a Pen App. You will need to choose the appropriate Action and Reason codes

- Insert the additional row in chronological order. In this example, click  icon to the right of the New Hire row
- This will duplicate the row so that you can correct the data



25 Year	Action	Reason Code	From Date	To Date	Pre 95 Service (Years)	Years	Months	Days	Months	Department	Description
<input type="checkbox"/>	Hire	New Hire	09/02/1992	12/31/1998	6.3967	6	4	23	10 Month	IMS-SEPP	
<input type="checkbox"/>	Hire	New Hire	09/02/1992	12/31/1998					10 Month	IMS-SEPP	

- Action Row – Leave of Absence
- Reason Code – Unauthorized Leave
- To Date – Change to 11/16/1992
- From Date – Change to 11/30/1992
- Months Worked – Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure Department is correct
- Enter the Description –No documentation for off P/R
- Review and Click Save
- Send supporting documents to the Office of Pensions



25 Year	Action	Reason Code	From Date	To Date	Pre 95 Service (Years)	Years	Months	Days	Months	Department	Description
<input type="checkbox"/>	Hire	New Hire	09/02/1992	12/31/1998	6.3967	6	4	23	10 Month	IMS-SEPP	
<input type="checkbox"/>	Leave of Absence	Unauthorized Leave	11/16/1992	11/30/1992					10 Month	IMS-SEPP	No documentn for off P/R

- Once Service row update is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the row insert request


Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order




Example #11 – Changing To and From Dates for Leave of Absence

*****Remember LOA's are by pay cycle*****

In this example, the employee has a Leave of Absence from 8/19/2010 – 10/17/2010 according to the documentation. By using the pay cycles, the unpaid portion of the leave will be from 8/28/2010 – 10/09/2010.


View Eligible Buy Ins							
Eligible Buy Ins							
	From Date	To Date	Buy-In Option	Period Covered (Years)	Years	Months	Days
1	11/09/2004	01/02/2005	MEDLOA	0.1800	0	2	5
2	08/19/2010	10/16/2010	MEDLOA	0.1700	0	2	1
Total Refunded Service:				0.0000	Years: 0	Months: 0	Days: 0
Total Forfeited Service:				0.0000	Years: 0	Months: 0	Days: 0

- Insert the additional row in chronological order. In this example, click  icon to the right of the Data Change row
- This will duplicate the row so that you can correct the data

<input type="checkbox"/>	Data Change	Correction/ Transfer With Plan	08/30/2009	08/14/2010	0.8700	0	10	10 Month	951500500		
<input type="checkbox"/>	Data Change	Pay Rate Change	08/15/2010	08/18/2010				10 Month	951500500		
<input type="checkbox"/>	Data Change	Pay Rate Change	08/15/2010	08/18/2010				10 Month	951500500		
<input type="checkbox"/>	Return from Leave	Return From Leave	10/17/2010	04/11/2011	0.5833	0	7	0 10 Month	951500500		



- Action Row – Leave the copied Action
- Reason Code – Leave the copied Reason Code
- To Date – Keep as 08/15/2010
- From Date – 08/28/2010 (last day paid)
- Months Worked – Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure Department is correct
- Enter the Description – Update LOA Start Date to 8/29/2010
- Review and Click Save
- Send supporting documents to the Office of Pensions

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	08/15/2010	08/15/2010				10 Month	951500500	
<input type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	08/15/2010	08/28/2010				10 Month	951500500	Update LOA Start Date to 8/29/2010
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return from Leave	Return From Leave	10/17/2010	04/11/2011	0.5833	0	7	0	10 Month	951500500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paid Leave of Absence	Family Medical Leave Act	04/12/2011	05/01/2011	0.0867	0	0	24	10 Month	951500500

- Insert the additional row in chronological order. In this example, click  icon to the right of the Data Change row
- This will duplicate the row so that you can correct the data

<input type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	08/15/2010	08/28/2010				10 Month	951500500	Update LOA Start Date to 8/29/2010	
<input type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	08/15/2010	08/28/2010				10 Month	951500500		

- Action Row – Leave of Absence
- Reason Code – Medical Reasons
- To Date – Change to 8/29/2010
- From Date – Change to 10/09/2010
- Months Worked – Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure Department is correct
- Enter the Description – Update LOA End Date to 10/08/2010
- Review and Click Save


<input type="checkbox"/>	<input type="checkbox"/>	Data Change	Pay Rate Change	08/15/2010	08/28/2010				10 Month	951500500	Update LOA Start Date to 8/29/2010	
<input type="checkbox"/>	<input type="checkbox"/>	Leave of Absence	Maternity/Paternity	08/29/2010	10/09/2010				10 Month	951500500	Update LOA End Date to 10/09/2010	

- Once Service row update is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the row insert request

*****Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order*****

Example #12 – Insert Strike Period

In this example you will need to enter the period of time the employee was out on strike; no service credit is given from 10/16/1978 – 11/26/1978.

- Insert the additional row in chronological order. In this example, click  icon to the right of the New Hire row
- This will duplicate the row so that you can correct the data
- Action Row – Lay Off
- Reason Code – Strike/Lock-out
- To Date – Change to 8/29/2010
- From Date – Change to 10/09/2010
- Months Worked – Ensure the Months is correct (9, 10, 11 or 12 month employee)
- Ensure Department is correct
- Enter the Description – Update LOA End Date to 10/08/2010
- Review and Click Save

Employee Details Service Details Buy-Ins Application Checklist Comments Change History												
Empl ID 111332		Empl Record 100		Ben Pin A001		Date of Birth 09/16/1949		Return to Search				
Name				Payee Type Retiree		Payee Status		Department				
SSN				Applic Status								
Pre99 Creditable Service - Display and Input												
Personalize Find View All First 1-3 of 3 Last												
Service	Refund and Forfeited Service	Audit	Service Accepted	Date Completed	25 Year	Action	Reason Code	From Date	To Date	Pre 99 Service (Years)	Department	Description
1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	Hire	New Hire	06/01/1972	01/31/1990	17.6667	IMS-SEPP	
2	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Layoff	Strike/Lock-out	10/16/1978	11/26/1978		IMS-SEPP	Out for strike
3	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	Rehire	Rehire	03/09/1992	12/31/1998	6.8111	IMS-SEPP	
Post98 Creditable Service - Display and Input												
Personalize Find View All First 1-7 of 7 Last												
Service	Refund and Forfeited Service	Audit	Service Accepted	Date Completed	25 Year	Action	Reason Code	From Date	To Date	Period Covered (Years)	Department	Description
1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	Data Change	Post98	01/01/1999	09/29/2009	10.7472	IMS-SEPP	
2	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	Data Change	Correction / Transfer w/ Plan	09/30/2009	07/03/2010	0.7611	020310100	
3	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	Data Change	Pay Rate Change	07/04/2010	07/04/2010		020310100	
4	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	Data Change	Pay Rate Change	07/04/2010	12/31/2011	1.4917	020310100	
5	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	Data Change	Pay Rate Change	01/01/2012	06/30/2012	0.5000	020310100	
6	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	Data Change	Pay Rate Change	07/01/2012	12/31/2014	2.5000	020310100	
7	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	Data Change	Pay Rate Change	01/01/2015	04/30/2015	0.3333	020310100	

- Once Service row update is accepted by the Office of Pensions, the application will be updated and moved forward in the workflow. The Office of Pensions will communicate any questions or concerns with the row insert request

*****Note – When inserting additional rows, if the From Date is not in the proper sequence and the User clicks save, the system will generate the message “From Date cannot be prior to previous row’s From Date”. Use the – sign to delete the row. Use the + sign to add the row in the correct sequential order*****