

Greetings! We are happy to provide this quarterly newsletter to remind and inform End Users about items of importance regarding pension application processing. This quarter we highlight vested pension processing, the Creditable Service (CSE-1) form, and introduce one of our key sections, Payroll. We also have a special announcement!

### **Requirement of Employers for Submitting Vested Pension Applications**

When a vested employee who is eligible to collect a pension in the future terminates from active employment, and doesn't wish to withdraw the contributory balance, please complete the following:

- Submit an electronic Pen-App
- Forward the following applicable service verification documentation:
  - Date of Hire
  - Date of Termination
  - Leave of Absence
  - Explanation of Benefit (EOBs) and STD reconciliation completed by Agency
  - Workers Compensation (WC receipt, Report of Injury, Agreement of Compensation, List of all payments made, WC reconciliation completed by agency)
- Forward a signed Pension Creditable Compensation (PCC-1) form to the Office of Pensions
  - Please include both Sick and Annual Leave accruals, even if Sick Leave is not paid out at the time of termination. A Sick Leave Buy-in Option may be offered at the time the vested pensioner goes on payroll.
  - If you do not have accurate information on leave accruals or do not have access to this information, please indicate a zero-dollar payment and accrual on the form.

Help from your agency proactively supplying service verification documentation needed at the time vested pension applications are submitted decreases the quantity of email requests from our office. This will also streamline the service verification process, which will lead to vested employees receiving an accurate account of their pension creditable service. In addition, it also enables us to mail them an Annual Statement each year as a reminder of their entitlement.

### End Users

*(responsible for calculating pension-creditable service)*

The Creditable Service Form (CSE-1) was revised in September 2022 and has been published on the Office of Pensions website under Employer Forms. The VS-1 is no longer used.

As a reminder, the announced deadline to begin using updated forms on our website was November 1, 2021. Newer versions contain important details ensuring compliance and smoother service. We appreciate your understanding.

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## SECTION SPOTLIGHT

### Meet the Payroll Section!!



The Payroll Section is responsible for processing a \$70M payroll for over 35,000 retirees each month. Additionally, the section processes Tax Withholding Elections, Direct Deposits, and 1099-R forms, along with address changes from our pensioners.

The Refund/Burial Benefit team, a unit within Payroll, stops pension payments on Pensioners who have returned to work in a pension covered position. This unit is also responsible for the monthly monitoring of deceased pensioners and dependents, processing of burial benefits for deceased pensioners, contributory refunds, and repayments of prior refunds.

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### Pre-Retirement Workshop:

November 2<sup>nd</sup> 9:00 a.m. via Microsoft Teams – For more information:

<https://open.omb.delaware.gov/WorkshopEvents/preretirement-workshops.shtml>

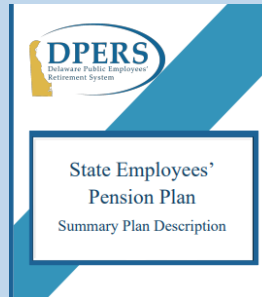


# OFFICE OF PENSIONS

Training and Development Quarterly Newsletter



## NEW SUMMARY PLAN DESCRIPTION



The Office of Pensions is proud to announce the release of our brand **NEW** State of Delaware Employee's Summary Plan Description! All State employees received an announcement regarding the availability of the booklet, which is on our website at [www.delawarepensions.com](http://www.delawarepensions.com). The Summary Plan Description contains useful information such as eligibility requirements, creditable service, benefit eligibility, and much more! We hope this booklet will be a valuable resource tool for your agency/organization.

To view the SEPP Summary Plan Description please click this link:

[Office of Pensions Summary Plan Description](#)

Please contact our office at 302-739-4208 with any questions.