



Greetings! We are happy to provide this quarterly newsletter to remind and inform End Users about items of importance. This quarter we highlight the countdown feature on the DPERS App, return to work reminders, the pension application deadline and CRIS System downtime schedules for 2024.

### New Hire Notice!

At your discretion, remember to check with new hires to see if they may be a retiree of the State of Delaware. If so, have the retiree contact our office for information relative to their position. It is important for you to know that if you hire a retiree, their pension benefit could be stopped in the event they are being hired into a pension creditable position **OR** monetarily impacted if they are hired into a non-pension creditable position with annual wages over \$50K.

### Pension Application Deadline Schedule 2024

The Pension Application Deadline schedule refers to the submission of all required forms and personal documents including the signed pension application. The **initial** submission of the Pen App should ideally be done at least **4** months before the retirement date.

DPERS Delaware Public Employees Retirement System		STATE OF DELAWARE OFFICE OF PENSIONS		OFFICE UPDATES DECEMBER 2023
PENSION APPLICATION DEADLINE SCHEDULE 2024				
The Office of Pensions provides Calendar Year 2024 pension application deadlines to ensure employees receive their pension in a timely manner and are enrolled in healthcare enrollment without delay.* Please share this information with employees to emphasize the importance of notifying their Human Resources Office in advance of their requested retirement date.				
MONTH	PENSION EFFECTIVE DATE	SIGNED PENSION APPLICATION DUE TO PENSION OFFICE	PAYROLL	
JANUARY	1/1/2024	12/1/2023	FEBRUARY**	
FEBRUARY	2/1/2024	1/1/2024	MARCH	
MARCH	3/1/2024	2/1/2024	APRIL	
APRIL	4/1/2024	3/1/2024	MAY	
MAY	5/1/2024	4/1/2024	JUNE	
JUNE	6/1/2024	5/1/2024	JULY	
JULY	7/1/2024	6/1/2024	AUGUST**	
AUGUST	8/1/2024	7/1/2024	SEPTEMBER	
SEPTEMBER	9/1/2024	8/1/2024	OCTOBER	
OCTOBER	10/1/2024	9/1/2024	NOVEMBER	
NOVEMBER	11/1/2024	10/1/2024	DECEMBER	
DECEMBER	12/1/2024	11/1/2024	JANUARY	
<p><b>*IMPORTANT</b> Signed pension applications for <b>Medicare eligible retirees</b> must be submitted to the Office of Pensions at least 2 full months before their pension effective date.</p> <p>**February and August are typically the months with the largest number of retirees added to payroll. An excessive number of new applications, along with the Office of Pensions staffing levels, may result in additional processing times during these periods.</p>				
Questions? Please contact our Pension Administration section at (302) 739-4208.]				

### CRIS SYSTEM DOWNTIME SCHEDULE 2024

The CRIS (PeopleSoft) Downtime Schedule for 2024 reflects dates the system is locked for monthly pension benefit processing. The system is typically locked for a few hours in the morning then available the rest of the day.

OFFICE OF PENSIONS SYSTEM DOWNTIME SCHEDULE 2024
1/24 or 1/25
2/22 or 2/23
3/21 or 3/22
4/23 or 4/24
5/23 or 5/24
6/18 or 6/20
7/24 or 7/25
8/23 or 8/26
9/23 or 9/24
10/24 or 10/25
11/21 or 11/22
12/18 or 12/19

### Updated Pension Calculators

Our online pension calculators have been enhanced to better assist employees with retirement planning! All the employee needs is their Comprehensive Annual Statement to get started. Please visit the website below and choose the pension calculator that applies.

<https://open.omb.delaware.gov/calculators/>

### Get the NEW DPERS App and stay informed!

Go to Google Play or the Apple Store and get the new DPERS app. There is Plan Information, Notifications, and even a Count Down to Retirement. Scan the QR Code to get the app.



The App features a Countdown to Retirement!!

