



Pen-Apps Reminders

- ✓ Questions regarding a specific file should be directed to the First or Second Reviewer assigned on the Application Checklist tab in Pen-Apps.
- ✓ Ensure the employee's *personal* email address is entered in Pen-Apps on the Employee Details tab, instead of their current work email address.
- ✓ The "Get Service Data" button on the Service Details page of the application **must** be clicked and service must be reviewed. Documentation must be forwarded in order to verify the employee's service (PARS, contracts, DOH, LOA's, STD, EOB, Retro's, etc.)
- ✓ If you receive a "Rejected" file in Pen-Apps, correct the file and make sure you resubmit by clicking "Submit" so we can continue to process. Also, if the employee has signed their pension application, make sure you click "Sign Form" in Pen-Apps.
- ✓ It is very important to submit a fully completed Pension Creditable Compensation (PCC-1) form **whenever** an employee terminates their employment, even if that termination doesn't result in a retirement. Total sick leave and annual leave balances must be entered on the form.
- ✓ If an employee received retroactive pay in their paycheck we will need to know what the pay is for and where it should be applied. This information is needed in order to place the retroactive pay where it should have been placed originally, so the employee's creditable compensation is accurate.
- ✓ The "Additional Comments" on the Application Checklist tab in Pen-Apps should be used to explain anything about the employee's service that cannot be explained by looking at the Service Details tab.
- ✓ Buy-ins for Comprehensive Employment and Training Act (CETA) Program time are rarely applicable as a buy-in option for employees who only participated in the program. Employment in an **administrative capacity (Director/Management level)** of the program may possibly be purchased at the time of retirement at an actuarial rate. If you are unsure about the employee's former status in the CETA program, documentation should be submitted to the Office of Pensions for review prior to retirement.
- ✓ Unpaid leaves of absences should **not** be included in the service calculation on Form CSE-1 (Creditable Service of Employee).
- ✓ When you fax a document please DO NOT follow-up with a hard copy via mail since this creates duplicates in the employee's record. An original document is only required for a death certificate of an employee or pensioner.



Forms Update

The Joint Survivor Beneficiary form (Form JSB-1) and the Revised Judicial Plan Joint Survivor Beneficiary Form (Form JSB), as applicable to the State Employees', C/M Police and Firefighters, and Revised Judicial Pension Plans only, no longer require a spouse's signature. In addition, the Priority of Eligible Survivors form (Form SOP-1) no longer requires a spouse's signature. All forms are available on our website:

www.delawarepensions.com

Navigation to Forms:

Joint Survivor Beneficiary Form (Form JSB-1) -

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Revised Judicial Plan Joint Survivor
Beneficiary Form (Form JSB) -

Information>Forms>Employers Forms

Priority of Eligible Survivors (Form SOP-1) -

Information>Forms>Active Members Forms

Questions? Please contact us at (302) 739-4208.