FREQUENTLY ASKED QUESTIONS – Manual Loads

Question: How do I change an employee's last name?

Answer: Complete a demographic update on the HR Transaction Form in PeopleSoft and mail the original actuarial form, signed and dated by the employee, to the Office of Pensions. Please forward a copy of any supporting documentation (i.e. copies of marriage or divorce certificate, Social Security cards).

Question: Police Plan – Should all wages, including special payments, be included in total wages, even if exempt?

Answer: No, per Title 11, Chapter 88 of the Delaware County and Municipal Police & Firefighters' Pension Plan Law § 8801, "Compensation" shall mean all salary or wages, excluding overtime payments and special payments for extra duties, payable to a member for service.

- Creditable Compensation

  - Officers on terminal leave who continue to accrue service credit and receive wages.
  - Educational incentive if it is made part of the base salary (i.e. base wage increase relative to their education level).
  - Severance pay that is part of contract and equivalent to the number of weeks' base pay.

- Non-Creditable Compensation

  - Overtime payments
  - Holiday payments
  - Payments for extra duties (i.e. Special Operation Response Team and Special Weapons And Tactics payments)
  - Shift differential payments
  - Sick and vacation leave accruals paid out in lump sum distributions

- Other

  - Cash payments received for opting out of heath care benefits are determined based on the individual County and Municipality Union contract.

Question: How do I change the pay dates if entered incorrectly?

Answer: If you have not submitted your Payroll Billing Form, simply click the yellow "Change Pay Dates" button. This will return you to the Enter Pay Dates page and you can reenter the correct dates. If you have submitted your Payroll Billing Form, contact the Office of Pensions and the form will be returned to you electronically to correct.

Question: Are only full time employees eligible to participate in the Pension Plan?

Answer: An employee's eligibility to participate in a pension plan depends on the provisions of the Law.

County/Municipal (General) Employees' Pension Plan: Per 29 Delaware Code, Section 5551(5)(a) "An individual who is employed on a full-time or annual basis or on a regular part-time basis, as the terms "full-time or annual basis" and "regular part-time basis" are defined in rules and regulations adopted by the Board, by an employer".

County/Municipal Police & Firefighters' Pension Plan: Per 11 Delaware Code, Section 8801(5)(a-b) "Employee shall mean an individual who is employed on a full-time basis as a police officer by a county or municipality in Delaware which has affiliated with the Fund.." or "An individual who is employed on a full-time basis as a uniformed firefighter by the City of Wilmington..". Part-time employees are not eligible to participate.

State Employees' Pension Plan: Per 29 Delaware Code, Section 5501(21)(e)(1) "Employee shall mean an individual who is employed on a full-time or annual basis or on a regular part-time basis, as the terms "full-time or annual basis" and "regular part-time basis" are defined in rules and regulations adopted by the Board..".

State Employees' Pension Plan Rules & Regulations 1.0 "The term "regular part-time employee" as used in Sections 5501(a)(1) and 5527(e), Chapter 55, Title 29, Del.C., shall mean an employee who either: is employed in a position which requires at least 50 hours per month for at least 9 months during a period of 12 consecutive months, or is employed in a position where the part-time rate for the position is at least $200 per month for at least 9 months during a period of 12 consecutive months….".

Question: When can I enter the next month's data?

Answer: Once the Office of Pensions has received confirmation that the prior month's payment has been received, the data will be loaded and you will be able to enter the next month's data. Please submit your payments in a timely manner to Northern Trust Bank. Please ensure that you are submitting the most recent transmittal forms with your payment.

Question: Are sick and vacation payoffs subject to contributions?

Answer: No.

Question: Is there a space limitation in the address field of the HR Transaction Form?

Answer: Yes, the limitation is 55 spaces.

Question: Could the system automatically populate the Zip+4 based on the City?

Answer: PeopleSoft is unable to complete this function.

Question: Can the effective date of an HR transaction be future dated?

Answer: Yes, however, it will not affect the Payroll Billing Form until the pay cycle in which the future date falls.

Question: Can we type information on the Actuarial Form for the employee before it is printed?

Answer: The Actuarial Form is automatically populated with the information from the HR Transactions Form page of PeopleSoft. Additional information (spouse, dependent data) must be manually added after the form is printed for the employee's signature.

Question: Can we have a screen that lists employees' history?

Answer: Not at this time. You may contact the Office of Pensions for the required information.

Question: Will zero populate into the fields that are left blank?

Answer: No, they will remain blank.

Question: Does the Office of Pensions still require that we send the original signed and dated actuarial forms?

Answer: Yes.

Question: Where does the suffix go for SR., JR., or III?

Answer: Place the suffix after last name **without** a comma.

Question: What is the Contribution Difference allowance amount?

Answer: Due to system rounding issues, the Office of Pensions will allow a total of less than $1.00 per month. Please ensure your payment matches the totals on the submitted reports and there is not a difference of more than $1.00. Please submit HR Transactions for all employees with missing wages.

Question: Do we have to submit an actuarial form for salary changes?

Answer: Not if your employees are enrolled in one of the County/Municipal Pension Plans. The State Employees' Pension Plan requires salary information to be provided.

Question: What should I do if I am not able to download the Payroll Billing Form to Excel?

Answer: The resolution is to hold down the Control key and click on the Excel button in PeopleSoft. This will allow you to bypass the Google pop-up blockers and save the data to a file.

Question: If I have an employee on an unpaid military leave of absence, how should I code the demographic update?

Answer: If the person is not receiving supplemental wages from your entity during the military leave of absence, it should be coded as Action: Leave of Absence, Reason: Military Service. This will indicate that the employee is on an unpaid leave of absence. If your entity is supplementing the military wages, then code the military leave as Action: Paid Leave of Absence, Reason: Military Service. Contributions are owed on paid supplemented wages only.

Question: When an employee in a County/Municipal Plan retires and elects to continue participating in health insurance through the County/Municipal Plan's health insurance plan, will the Office of Pensions allow healthcare deductions from the retirees pension benefit that can be remitted to the employer?

Answer: No.