Entering Demographic Information into CRIS - Reminder

It has come to our attention that some of the Manual Load entities are not entering demographic updates into our Comprehensive Retirement Information System (**CRIS**, also referred to as PeopleSoft). It is very important to enter updates as described below:

Navigation: *Payroll Interface>Manual Loads>HR Transaction Form*

- ➢ Enter DeptID number
- ➢ Enter SSN or Choose Name from Search Listing
- ➢ Enter Effective Date
- ➢ Action/Reason Code - DEM/UPD
- ➢ Click the OK button
- ➢ Employee Information will display; enter update(s)
- ➢ Click the Print Employee Actuarial Form button
- ➢ Employee Actuarial Form will open in a new window
- ➢ Print the form and have employee sign; send original to our office
- ➢ Click the Submit to Office of Pensions button
- ➢ Click the OK button

Demographic updates include:

- Name Change
- Address Change
- Marital Status Change
- Date of Birth correction

All HR updates must be processed **prior** to the submission of the current month payroll data.

*Additional Note: We are currently in the process of enhancing the *HR Transaction Form* page – stay tuned for more information!

Questions? Send an email to Open_Manual_Loads_Help@state.de.us, or call us at 739-4208.

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