
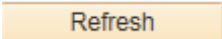

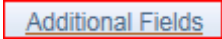



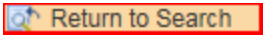


Pen App Search

Step	Action
1.	Click the Menu object. Menu 
2.	Click the Pension link. Pension
3.	Click the 3 More... link. 3 More...
4.	Click the Search link. Search
5.	The Pension Application Search page allows Users the ability to view all applications in the department(s) for which they have security access.
6.	The EmplID: field reflects the Office of Pensions Employee ID. It is likely that Users will not have this number initially unless contact with the Office of Pensions was made on behalf of the employee at some time in the past. Retirement Effdt: field allows Users to search based on date of retirement, e.g., all employees within security access that are retiring as of 01/01/2019.
7.	The Application Status: list offers several status options to choose from when searching for applications. Click the Application Status list. Application Status: <input data-bbox="586 1556 1000 1591" type="text"/>

Step	Action
8.	<p>Initial - Status when a blank application is opened for data entry</p> <p>Submitted 1st Review of Svc - External User submitted service to be reviewed.</p> <p>1st Review of Svc in Progress - Office of Pensions Staff reviewing initial application</p> <p>Rejected to Organization - Applications that are rejected to External Users from the 1st Reviewer due to a service issue. The 1st Reviewer is the staff member responsible for the initial review of the service data submitted.</p> <p>Submitted 2nd Review of Svc - The 1st Reviewer submitted service to be 2nd checked.</p> <p>Rejected to 1st Review of Svc - Applications that are rejected to the 1st Reviewer from the 2nd Reviewer.</p> <p>2nd Review of Svc in Progress - Office of Pensions Staff reviewing application</p> <p>Accepted - Applications that have service calculations agreed upon by the Office of Pensions, however the Pension Application and Sign Form button has not been clicked by the User.</p> <p>Printed - Applications that are printed but not yet signed by applicant.</p> <p>Signed - External User printed the application and signed the form. Paper file to follow.</p>
9.	<p>Status:</p> <p>Retiree Record Created - Service is accepted; Pension Application is in the Office of Pensions and the Create Payee is completed. Waiting for the payroll month to calculate the file</p> <p>Awaiting Required Docs - Documents needed from employee before going forward with processing</p> <p>1st Review of Calc in Progress - Applications being processed for creditable service but not yet submitted to Second Reviewer</p> <p>2nd Review of Calc in Progress - Second Reviewer processing application</p> <p>Hold for Follow-up - Application on hold until follow up is completed</p> <p>Rejected to 1st Review of Calc - Office of Pensions Staff given instruction on changes/updates needed to continue with calculation of pension</p> <p>Ready for Payroll - Application ready to be processed for Payroll</p> <p>Closed - Applications that are complete and closed by the Office of Pensions; pensioner will begin receiving a monthly pension benefit.</p> <p>Cleared - Applications where the Clear All button was clicked to remove entered data.</p>
10.	<p>Click the Refresh object.</p> <p>The Refresh button resets search criteria.</p> 
11.	<p>The P/R Dt field allows a search for applications reflecting a specific date the pensioner starts on monthly payroll.</p> <p>Application Type: Users should only choose Application at this time.</p> <p>Service Type: Dropdown list allows searching by service type</p>

Step	Action
12.	<p>The Assigned to: field displays a drop down list of Office of Pensions Staff members.</p> <p>Department: Lists department(s) for which User has security access</p> <p>Applications assigned to me checkbox filters only those applications for which you are a creator.</p> <p>Closed Applications checkbox will include all applications that are closed in addition to any other filters applied.</p>
13.	<p>Max Rows to return: field displays the PeopleSoft default of 3000 rows out of a possible # - the number of applications within the User's security access will display here.</p>
14.	<p>Max Rows to return: field displays the PeopleSoft default of 3000 rows out of a possible # - the number of applications within the User's security access will display here.</p>
15.	<p>Click the Users object.</p> <p></p>
16.	<p>The Users page displays Submitted by, 1st Reviewer and 2nd Reviewer User names for identification purposes.</p>
17.	<p>Click the Additional Fields object.</p> <p></p>
18.	<p>Additional Fields displays Additional Comments entered by the User.</p>
19.	<p>Click the Show all columns button.</p> <p></p>
20.	<p>Click the Show tabs button.</p> <p></p>
21.	<p>Click the Select link.</p> <p></p>
22.	<p>Click the Return to Search button.</p> <p></p>

Step	Action
23.	Congratulations! You know now how to utilize the Search feature for the online Pension Application, Pen-App. End of Procedure. End of Procedure.