



Type: System Enhancements	ID Number: SE 19
Updated: February 12, 2008	Subject: Retirement Code Edit Changes

Suggested Audience:

HR Staff

Summary of Enhancements: Effective with the 02/16/08 release, the following changes will be applied to the DROP/Retirement screen:

- DROP/Retirement screen will be open for editing during all PAR actions when the screen is presented.
- Retirement code **will no longer be changed** by the system during Appointment Actions. For example, currently the system changes DROP (e.g. DP) and PEORP (e.g. PA) retirement codes back to the defaults for the position (e.g. HA, HB, HM, etc.). Once this change is implemented on 02/16/08, the system will maintain the employee's retirement code during these PARs.
 - Note that this also applies to agencies that pay their salaried and OPS employees on the same pay cycle (e.g. both are on the standard biweekly cycle, instead of 7 days back for OPS). For example, if one of these agencies hires an OPS employee from the standard biweekly cycle to an FTE position that is also on the standard biweekly cycle, the OPS retirement code will be presented during the PAR. In this case the agency must change the retirement code to the correct code (HA, HB, etc.).
- The system will ONLY default the retirement code using the current system logic during the following PAR types; however, you will be able to change the retirement code if necessary during these actions:
 - Original Appointment CS/SES/SMS
 - Original Appointment OPS
 - Dual Hire CS/SES/SMS
 - Dual Hire OPS
- For reference, the current default logic that will be used for the original appointments and dual hire appointments is as follows:
 - HA – Standard default for FTE position
 - ZZ – Standard default for OPS position
 - HB – Standard default when special risk indicator is marked on the position
 - HC – Judges within the State Courts System, within Pay Plan 05
 - HG – Elected Officials, within Plan 15 or 16

Department of Management Services

People First Team



- HH – State Attorneys and Public Defenders, within the Justice Administrative Commission, within Pay Plan 05
- HM – Senior Management, within Pay Plan 09 or Pay Plan 33 (Department of Lottery)