

Type: System Enhancements	ID Number: SE 66
Date: January 13, 2011	Subject: FICA Alternative Plan for OPS Employees

Suggested Audience:
Human Resource Offices

Details:

As part of the January 15, 2011 People First system release, the following requirements for the FICA Alternative Plan for OPS employees will be implemented in People First.

- Implement edits to prevent retirement code "ZZ" from being used by all State Personnel System agencies, Department of Lottery and the State Courts System (only Justice Administrative Commission will be allowed to use "ZZ" after this release is implemented).
- Implement edits to prevent retirement code "ZA" from being used with an effective date prior to December 31, 2010.
- Update the default retirement code for OPS appointments to be "ZA".
- Implement a new interface file to provide Bencor with the key information (e.g., contact information) for all employees who participate in the FICA alternative plan (retirement code of "ZA" at any point in time).
- Implement a new mass load to update retirement codes.

As a result of these system changes, a mass load will be processed to move all OPS employees in the State Personnel System agencies, the Department of Lottery and State Courts System, with a retirement code of "ZZ" to the new FICA Alternative Plan retirement code (ZA). The mass load will be based on the OPS employees with a "ZZ" retirement code on January 12, 2011, and will be processed in time for the Biweekly payroll warrant dated 01/28/2011 and the monthly payroll warrant dated 01/31/2011.

Once the mass load has been processed, the agencies will be provided with a list of employees whose retirement code was changed to "ZA". If any of the employees included in this mass load file should not be "ZA", the agency will need to make the retirement code change after the mass load has processed, but prior to the payroll cutoff for the respective payroll (biweekly or monthly). If any new OPS employees were entered into People First after January 10, 2011, with a retirement code of "ZZ", the agency will need to manually correct these employees to have retirement code "ZA".