Enroll an Employee in Retirement
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

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Enroll an Employee in Retirement

Enroll an Employee in Retirement Overview

This instruction will show how to enroll an employee in their retirement plan(s).

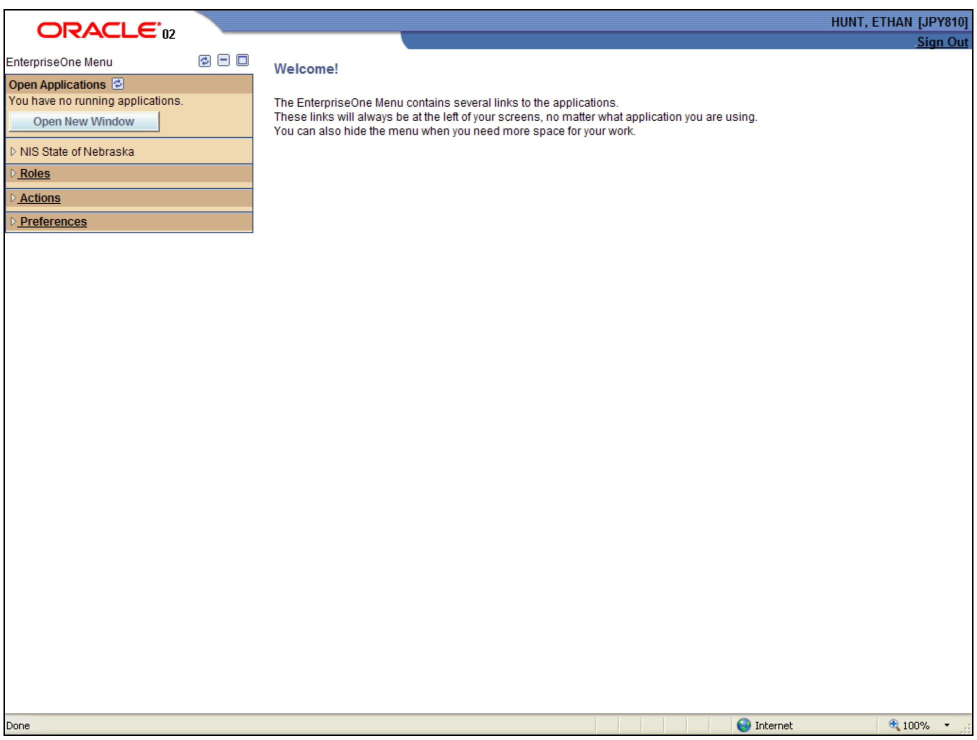
Note: Refer to the appropriate Retirement handbook for the correct start dates.

Once the employee's benefit selections are made, enroll the employee in benefits using Enrollment with Eligibility.

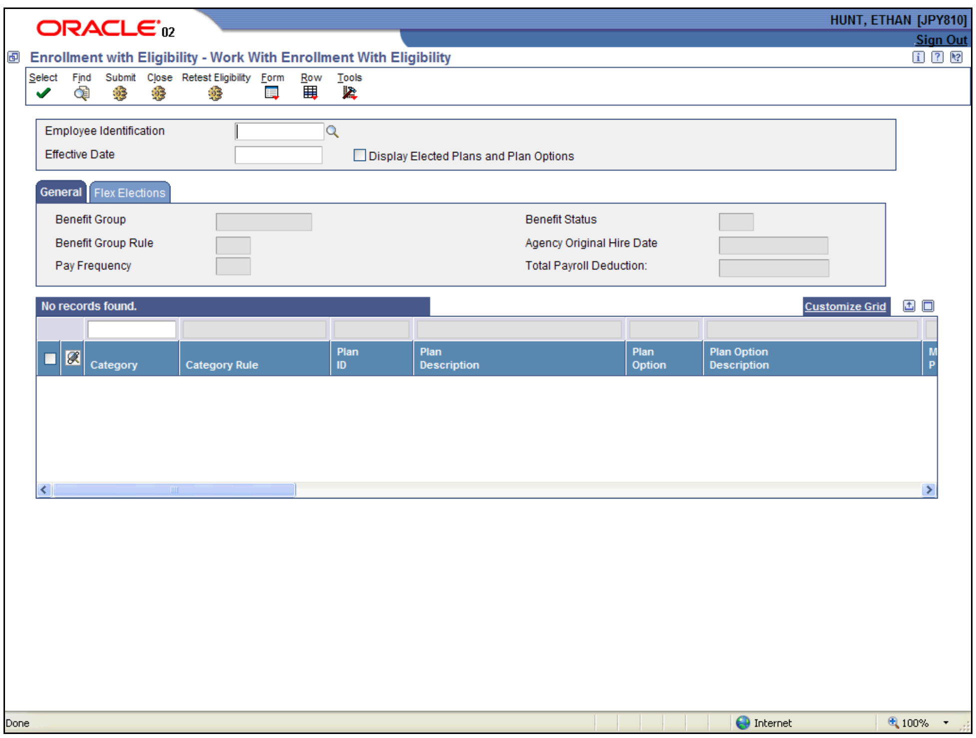
Enroll an Employee in Retirement Lesson

Procedure

In this lesson you will learn how to enroll an employee in retirement.



Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Benefits Administration** link. Benefits Administration
4.	Click the **Enrollment with Eligibility** link. Enrollment with Eligibility



Step	Action
5.	Enter the employee's address book number in the **Employee Identification** field.
6.	In the **Effective Date** field enter the same date you entered in the Enrollment Effective Date on the Employee Master.
7.	Enter "**RET***" into the **Category** field.

Step	Action
8.	Click the **Find** button.
9.	Place a check mark in the appropriate retirement plans in which the employee should be enrolled. **Note:** If an employee will be enrolled in the State Employee Retirement plan, the employee will need plan ID **RET00001**.
10.	Click the **Row** button.
11.	Click the **Elect** menu. Elect
12.	Click the **Submit** button.
13.	Click the **Close** button.
14.	You have successfully completed this lesson. **End of Procedure.**

Complete Pension Field on Employee Master

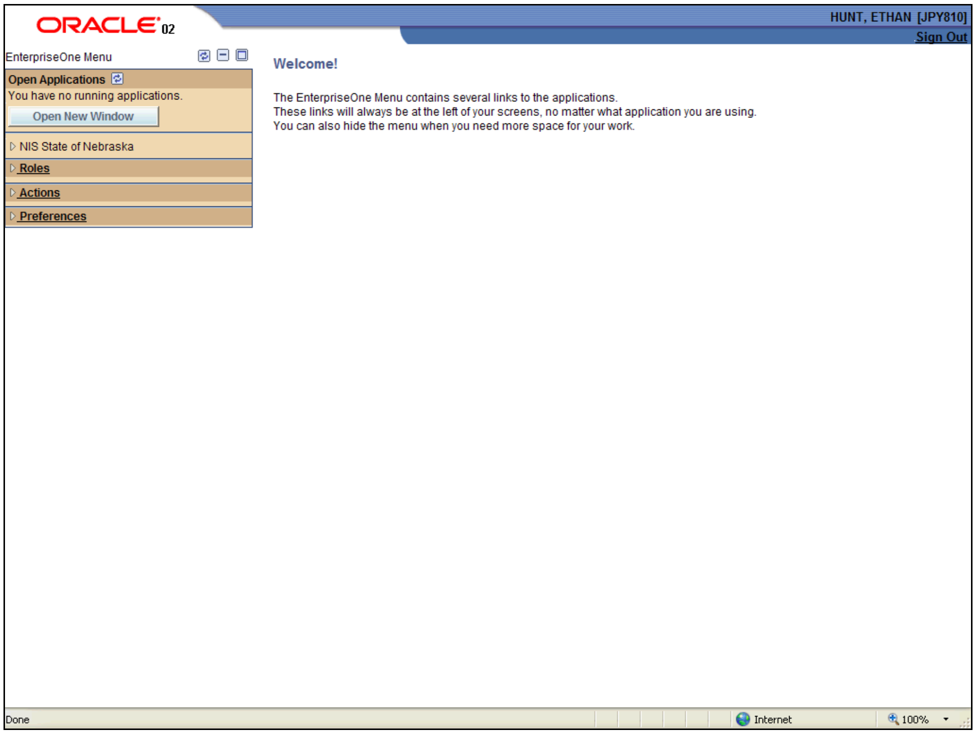
The Pension field should only be populated when the employee's retirement deductions actually begin. This field cannot be populated if the employee was not enrolled in Retirement during the year.

Once an employee's retirement deductions begin, the Pension field on the Employee Master must be populated with a "Y."

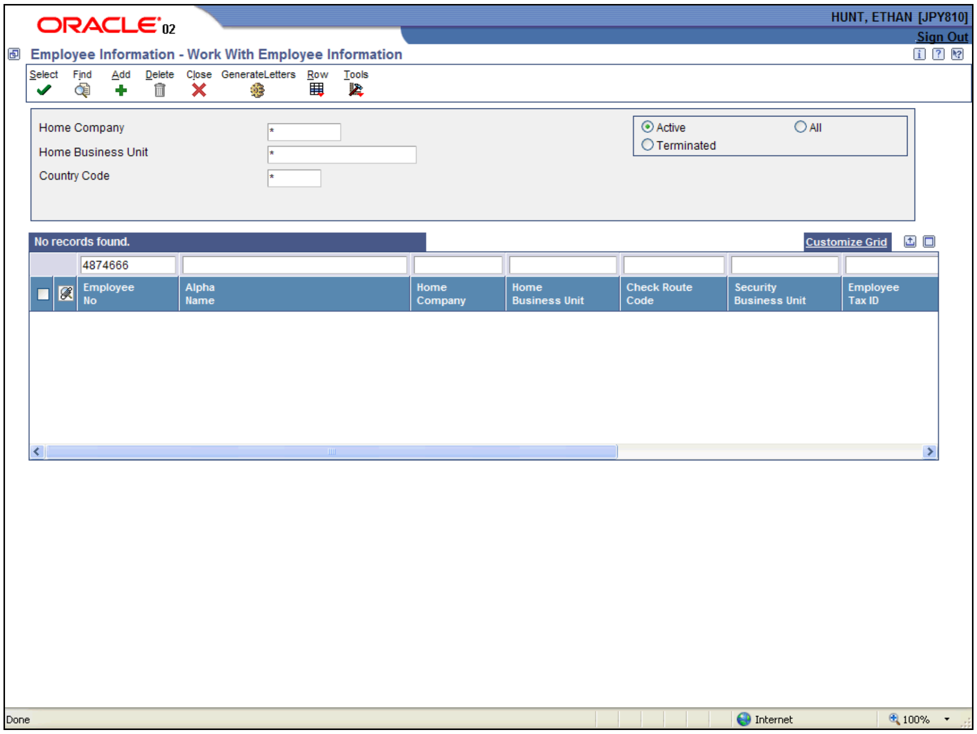
Note: This will ensure that Box 13 on the employee's form W-2, Wage and Tax Statement, will indicate participation in a retirement plan. This is important, as this can have an affect on how much an employee is allowed to contribute to an Individual Retirement Accounts (IRA).

Procedure

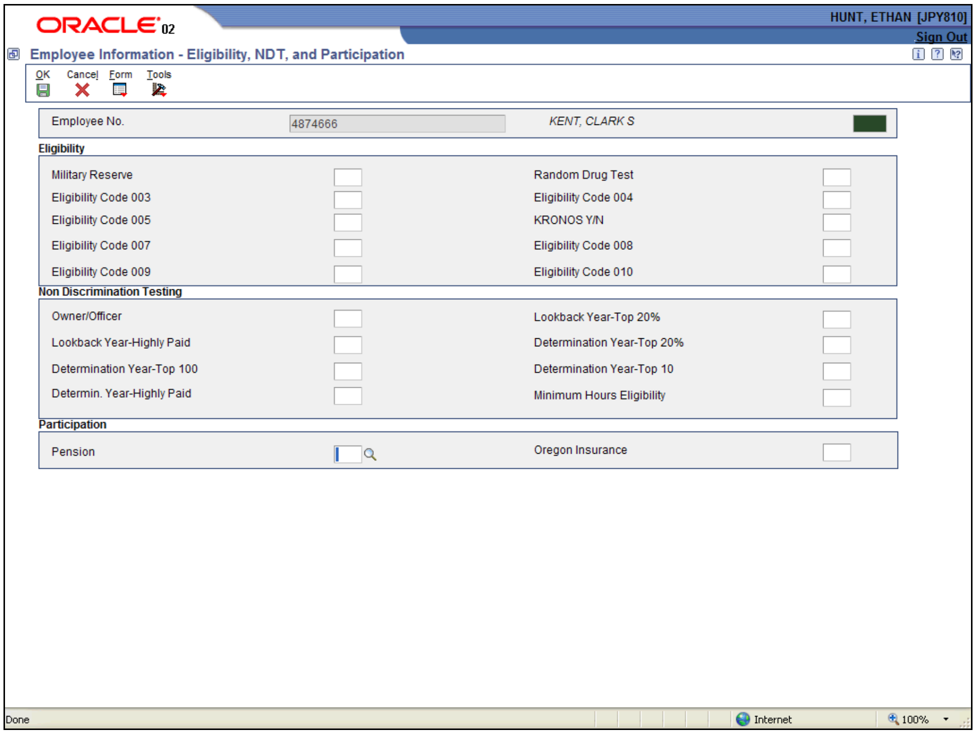
In this lesson you will learn how to complete the Pension Field on the Employee Master.



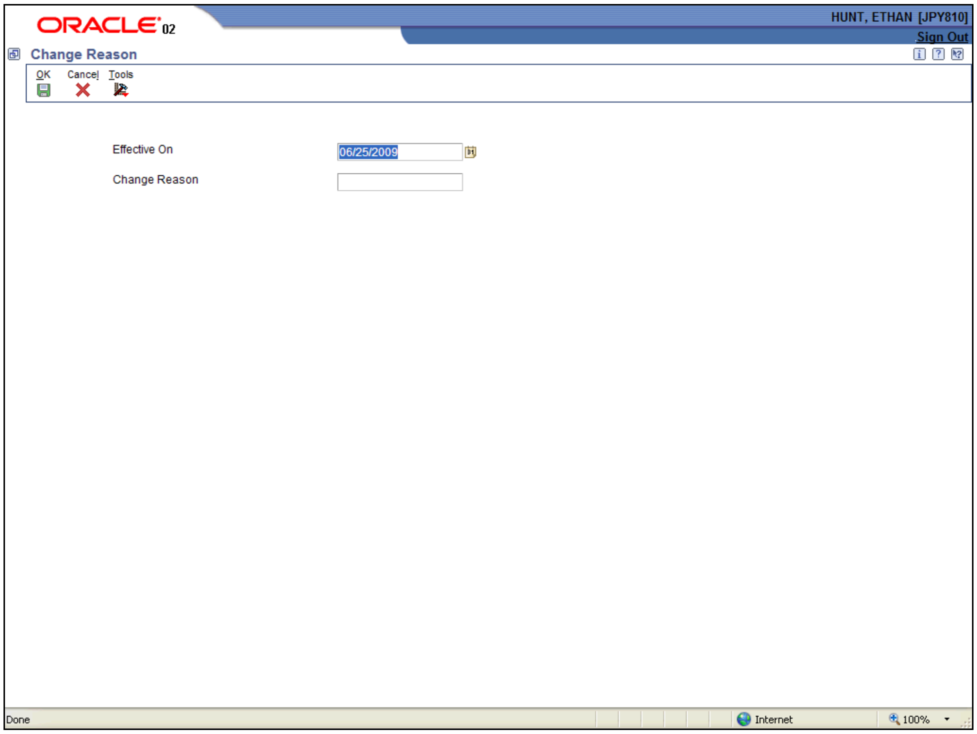
Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Employee Maintenance** link. Employee Maintenance
4.	Click the **Employee Information** link. Employee Information
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the **Employee No** field (the employee's address book number), and the **Alpha Name** field.



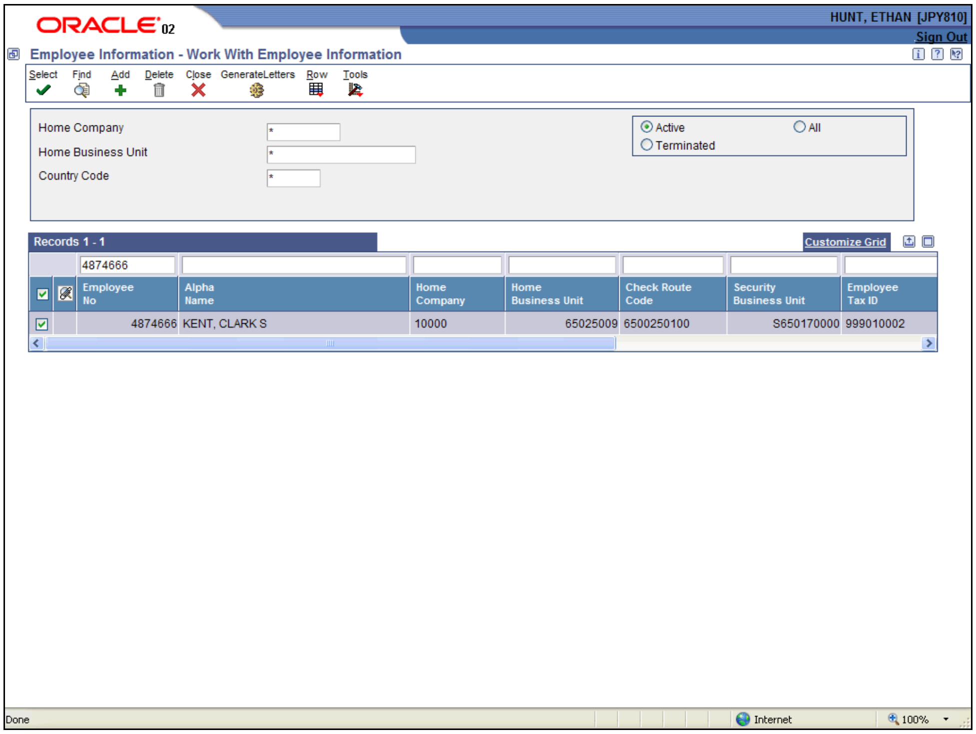
Step	Action
6.	After entering your search criteria click the **Find** button.
7.	Select the record by clicking the check box next to it.
8.	Click the **Row** button.
9.	Click the **Eligibility / NDT** menu. Eligibility / NDT



Step	Action
10.	Enter "**Y**" into the **Pension** field.
11.	Click the **OK** button. 



Step	Action
12.	Type the effective date in the **Effective On** field.
13.	Enter the change reason code in the **Change Reason** field. Use the **Visual Assist** tool if needed.
14.	Click the **OK** button. 



Step	Action
15.	Click the **Close** button. 
16.	You have successfully completed this lesson. **End of Procedure.**