

Retirement Eligibility Report - R5509352

Overview

This report provides a list of employees who are due to start retirement within a specified time frame and security business unit range. It will list their projected participation date based on the original hire date entered in NIS.

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/>

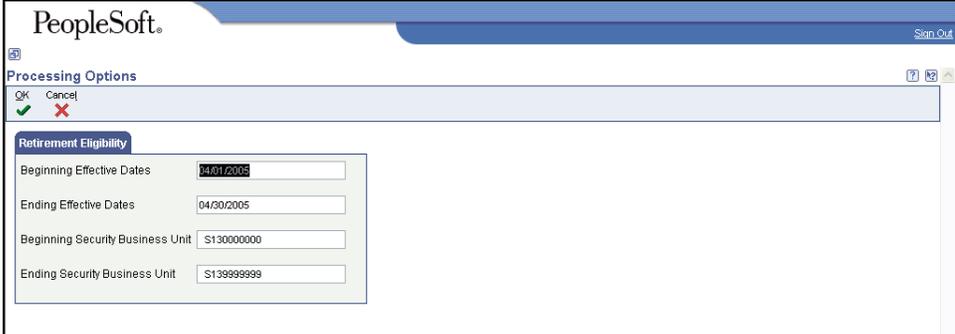
Navigation

Click Roles, HR_PR. (Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll – Agencies > Inquiries & Reports > HR/Payroll Reports > Benefit Reports > Retirement Reports > Retirement Eligibility

Steps

Start this instruction from the Processing Options window.



1. Complete the following information:
 - Beginning Effective Dates
 - Ending Effective Dates
 -  It would be a good idea to run this monthly for the next month to make sure your employees are correctly set up to start retirement deductions.
 - Beginning Security Business Unit
 - Ending Security Business Unit
2. Click **OK**. The Printer Selection window will appear.
3. Click **OK** to run the report and return to the menu.

- View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R5509352 ...) once the Description is "Done" (click on the FIND button several times until it says DONE in the description field.)

R5509352	STATE OF NEBRASKA											02/14/06	
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	Date	03/01/06	To	03/31/06									
Security Business Unit S267101640													
Employee Name	Pay Freq	Address Number	Last Start Date	Orig Hire Date	Adj. Service Date	Proj Participation Date	Benefit Group Cd	Emp St	Pay St	Job Code	Hrs Worked From Hire Dt	DBA Begin Date	Plan ID
M		1085989	03/21/05	03/21/05	03/21/05	04/01/06	NAPE-M	FT	0	S19810	1559.97	03/01/06	RET00000
M		1085989	03/21/05	03/21/05	03/21/05	04/01/06	NAPE-M	FT	0	S19810	1559.97	03/01/06	RET00001
Total of Address Book Records 1													

- The report lists a projected participation date that is based on the 1st of the month after one year has passed from the original hire date in NIS.
- If the employee has already been enrolled in the retirement plan(s), you will see the DBA begin date on the report as well as the Plan ID(s) they are enrolled in.
- Please see the [Enrollment with Eligibility – Retirement Enrollment](#) instructions in the HR/Payroll Training Manual for instructions on how to set up the retirement plan enrollment for your employees.