

# How to update a Retirees' Scheduled Units to Work

In order to avoid the suspension of benefits, if a retiree is working part-time, the scheduled units should be entered as **less than** the full-time units. As a reminder, the full-time units should always be entered as what is required for someone working 100% full-time in that position.

If you need to update the scheduled units on an existing enrollment, follow these steps in ESS:

- Services > Search Demographics (search for member) > Maintain > Enrollments
- In the Enrollment Work Units History Section:
  - Action > Edit (enter corrected scheduled units data)
  - Action > Update

The screenshot displays the 'Add/Edit Enrollments' interface. It includes sections for 'Personal Information' (First Name, Middle Name, Last Name, Suffix, SSN, PID, Current Tier/Group: Tier 1) and 'Employee Details' (a table with columns: Action, Contribution Group, Employer, Position Status, LOA Status, LOA Status Effective Date, Enrollment Begin Date, Enrollment End Date, Enrollment End Reason). The 'Enrollment Work Units History' table is highlighted, showing columns: Action, Scheduled Units Effective Date, Scheduled Units to Work per week, Scheduled Full Time Units per week (highlighted with a red box), Scheduled Type of Units Worked, and Units / Contra. The table contains three rows of data with dates 07/01/1998, 01/01/2001, and 07/01/2006, all with 5.00 units per week and 'Days' as the scheduled type.

Below are other helpful tips in creating enrollments for retirees:

- Board members are not required to be enrolled, unless employed in some other capacity.
- Position status of Regular allows for PEEHIP eligibility.
- Position status of Seasonal/Irregular does not allow for PEEHIP eligibility.

- Your internal system will need to be updated to reflect part-time statuses as well. If incorrect retiree data is submitted on your enrollment file, any ESS changes you have made will be overwritten with incorrect data once again.
- Please respond quickly to inquiries from our office regarding the re-employment of retirees.

We are continuing to improve the process of managing enrollments for retirees. However, **ANY RETIREE WHO IS REPORTED AS 100% FULL-TIME WILL HAVE THEIR RETIREMENT BENEFITS SUSPENDED IMMEDIATELY.** Therefore, it is imperative that these enrollments be created correctly. Please take time to review enrollments of all retirees to verify that they are set up correctly.

If you have questions or need assistance with this matter, please contact an ESR agent at 334.517.7005.