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

Personal Information

First Name:		SSN:	
Middle Name:		PID:	
Last Name:		Current Tier/Group:	Tier 1
Suffix:			

Employee Details

Action		Contribution Group	Employer	Membership Status	Position Status	LOA Status	LOA Status Effective Date	Enrollment Begin Date	Enrollment End Date	Enrollment End Reason
⦿	⚙ Edit	Non-Participating Teacher		Non Participant	Seasonal / Irregular	Not on Unpaid Leave	08/15/2022	08/15/2022		
○	⚙ Edit	Contributing Teacher		Retired	Regular	Not on Unpaid Leave	08/09/1999	08/09/1999	05/24/2022	Retirement

LOA Status History

Action	LOA Status Effective Date	LOA Status *
⚙ Action ▾	08/15/2022	Not on Unpaid Leave
💾 Save ▾		▾

Please note: enrollment reflects full-time employment and will suspend retirement benefits

Enrollment Work Units History

Action	Scheduled Units Effective Date	Scheduled Units to Work per week *	Scheduled Full Time Units per week *	Scheduled Type of Units Worked *	Units / Contra Work
⚙ Action ▾	08/15/2022	✳ 40.00	✳ 40.00	Hours	1496
💾 Save ▾				▾	*

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 the 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.