Title: *Retirement Contribution Percentages*
Processes : *Benefits Administration*
Sub-Processes : *Benefits: Payroll Processing for Benefits Plans*

HRMS Training Documents

Retirement Contribution Percentages

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/4/2005	Dorie Schmeling	Document draft
4/5/2005	Joanne Gallaher	SME review
4/14/2005	Heather Hanson	Training review
4/15/2005		Agency review
5/24/05	Marie Holts	Testing review
2/10/06	Heather Hanson	Update
6/08/06	Lesa Terry	Update

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Title: Retirement Contribution Percentages
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Purpose

Use this procedure to correct the *Savings Plans* (0169) infotype when a retirement contribution percentage was not entered during the enrollment process.

Trigger

Perform this procedure when the employee contribution percentage was not entered for the selected retirement plan when performing a new hire, rehire or appointment change action.

Prerequisites

- Employee was enrolled into the selected retirement plan and the employee contribution rate was not entered.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

The Department of Retirement Services (DRS) controls the correct percentage amount for each plan. The percentages are found on the DRS website in the DRS Employer Handbook, Chapter 6 and in DRS bulletins.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

1. Start the transaction using the above menu path or transaction code PA30.

Maintain HR Master Data

2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example:** 15464

3. Click (Enter) to validate the information.

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Maintain HR Master Data

4. Click the **Benefits** tab.

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Maintain HR Master Data

5. Click the gray box to the left of Savings Plans to select.

6. Click (Change) to change the record.

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Change Savings Plans (0169)

7. Click the **Regular contrib.** tab.

8. Complete the following field:

Field Name	R/O/C	Description
Percentage	R	The benefit plan contribution percentage. **Example:** 1.18 ℹ️ HRMS validates correct percentages for each benefit plan and will display an error message if you enter an incorrect percentage. 🔍 If you do not know the correct plan contribution percentage, HRMS can prompt you. Click in the percentage field and enter any number (example: 2) and press the enter button on your keyboard. You will receive an ❌ Error message in the status bar telling you what the correct contribution percentage is for the selected plan.

9. Click 🟢 (Enter) to validate the information.

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Change Savings Plans (0169)

10. Click 🖫 (Save) to save.

11. You have completed this transaction.

Result

You have entered the contribution percentage for the selected benefit plan.

Comments

Using the ✏ (Change) button to add the contribution rate will trigger HRMS to do a retro calculation if the retirement deduction was not taken for a prior pay period. Department of Personnel (DOP) will run a centralized report on each of the payroll processing days to look for discrepancies. DOP will contact the agency if any discrepancies are found to ensure the correction is made during the current pay period. Agencies will work directly with the Department of Retirement Systems (DRS) to correct any reporting discrepancies.

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