**Changing Retirement Plans**

Nav>Benefits>Enroll in Benefits>Retirement Plans

1. If you’re going from PERS 2 to PERS 3, you don’t need to term PERS 2 – you can just add row and start up PERS 3 on the date the EE chose that plan. The new contribution will collect the pay period that the new plan choice is effective.
2. If you’re going from a DRS plan to SBRP (or vice versa) – you must term the old plan and start the new plan or both will collect.

**TERMINATE OLD PLAN:** Add + a row to Coverage



**Check Terminate, add the end date in Deduction Begin Date and make the Election Date the same, save**



**ADD NEW PLAN:** Add + a row to Plan Type, add Plan Type, save.



**Add a row + to Coverage to add new plan (or just fill out if already added), add Deduction Begin Date, Election Date (must be the same), Benefit Plan, save.**

**Note:** NEVER CHANGE THE ELECTION DATE IF THERE IS A PRIOR DRS PLAN DATE…DRS wants only one Election Date).



**If the plan change is to a DRS plan, you must add the information in Retirement Fields**

[**Retirement Fields**](https://ctclinkreferencecenter.ctclink.us/m/79717/l/1057653-9-2-e-191-retirement-fields)

Nav>Benefits/CTC Custom/Retirement Fields

**Add the Effective Date, DRS Option, DRS Option Date, and Retirement Plan Effective Date, Save.**

Prior RET Plan is only for a Retiree Returning to Work (so unless this is the case and we know it, this field should be blank).



**If the plan changes from a DRS plan to the SBRP, nothing needed to be done with Retirement Fields.**

**Dates are very important and must be the same on both the Retirement Plan and Retirement Fields pages.** [See QRG Dates on Retirement Plan Pages.](http://ctclinkreferencecenter.ctclink.us/m/79717/l/928112-9-2-dates-on-retirement-plan-pages)

**DRS Transaction**

Nav>Benefits>CTC Custom>DRS Transaction

Payroll takes care of this page…thank goodness.

How do the retirement plans get updated for the different ages? It’s an automatic process, E-188, that is run by Central Payroll each pay cycle.

That’s it! 😊