



Retirement Services Division Job Aid Defined Contribution Retirement Plan Enrollment, Termination, and Waiver

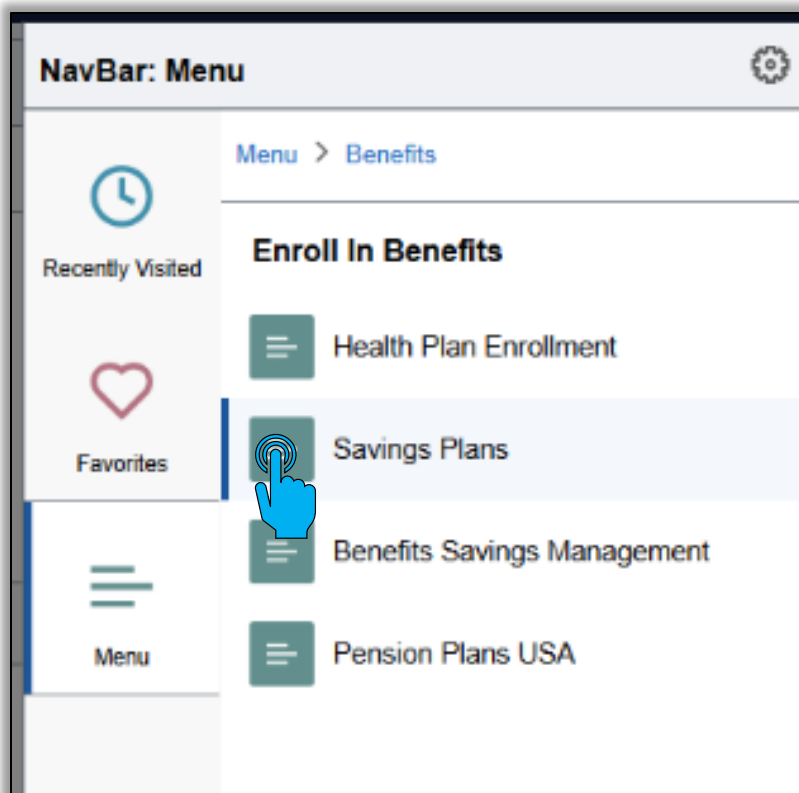
This job aid illustrates the steps taken to enter enrollments, waivers, and terminations of defined contribution plans using the Core-CT Savings Plans Page.

For further information regarding this enrollment process, please review the DC Enrollment Training on our website.¹

I. Entering New Enrollments

Navigate to the Savings Plans Page

Begin by navigating to the Savings Plans page at: [NavBar: Menu](#) → [Benefits](#) → [Enroll in Benefits](#) → [Savings Plans](#)



¹ osc.ct.gov/retirement/sers/employers/defined-contribution-enrollments/

Search for the Employee

Once on the Savings Plans page, enter the employee ID and click the Search button.

Savings Plans

Find an Existing Value

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with

Benefit Record Number =

Name begins with

Last Name begins with

Business Unit begins with

Department Set ID begins with

Department begins with

Organizational Relationship =

Alternate Character Name begins with

Show fewer options

Case Sensitive Include History Correct History

Search Clear

Next, select the employee record you wish to enroll by clicking on the respective row.²

Empl ID	Benefit Record Number	Name	Name	Last Name	Business Unit	Department	Organizational Relationship	Primary Empl Record	Alternate Character Name	
	0				UNIVS	BOR85000	Emp	0	(blank)	>

² **Note** for dually employed members, you will need to ensure *every* retirement eligible job record has been enrolled in ARP or SERS Tier IV DC.

Enter the Plan Type

Begin enrollment by entering the Plan Type. You may type the code directly into the Plan Type field or you may select from the entire list by clicking the magnifying glass icon in that field.

A screenshot of the enrollment form showing the 'Plan Type' field. The field is currently empty and has a magnifying glass icon to its right. A blue arrow points to the magnifying glass icon. The form also shows fields for 'Employee ID' and 'Benefit Record Number'.

If selecting from the list, click on the respective plan to populate the field.

A screenshot of the 'Look Up Plan Type' dialog box. The dialog box is open and shows a list of search results. A blue hand icon is pointing to the '4Y' plan type, which is 'SERS DC Tier IV'. The dialog box also has a 'Cancel' button and a 'Help' link.

Plan Type	Translate Long Name
46	403(b) Pre-Tax
49	Section 457 Pre-Tax
4V	ARP Fringe
4W	403(b) Roth
4X	Section 457 Roth
4Y	SERS DC Tier IV
4Z	Alternate Retirement Savings

A screenshot of the enrollment form showing the 'Plan Type' field. The field now contains the code '4Y' and the text 'SERS DC Tier IV' is displayed to the right of the field. A blue arrow points to the '4Y' code in the field.

Verify Coverage Begin Date and Deduction Begin Date

The Coverage Begin Date and Deduction Begin Date will automatically fill with the first day of the current pay period.

The screenshot shows the 'Savings Plans' form. The 'Plan Type' is '4Y' and the plan is 'SERS DC Tier IV'. Under the 'Coverage' section, the '*Coverage Begin Date' is '09/20/2024' and the '*Deduction Begin Date' is '09/20/2024'. Below this, the 'Coverage Election' is set to 'Elect' with an 'Election Date' of '11/20/2024'. Two blue arrows point to the date fields for Coverage and Deduction Begin Dates.

Select the Benefit Plan

Next, type the Benefit Plan into the corresponding field or click the magnifying glass icon to select from the entire Benefit Plan list.

The screenshot shows the 'Savings Plans' form with a 'Look Up Benefit Plan' pop-up window. The pop-up window displays search results for benefit plans. A blue hand icon points to the '4SERDC' option in the list. The background form shows the 'Benefit Program' as 'LPO' and the 'Benefit Plan' field is empty. The 'Payroll Status' is 'Terminated'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Benefit Plan	Description
4SERDC	Tier IV DC
4SUBDC	Tier 4S DC

This will automatically fill the Percentage of Earnings field with the appropriate employee deduction. The employer deduction is not visible on this screen but will automatically process based on this enrollment.

Savings Plans

Employee ID _____ Benefit Record Number 0

Highly Compensated

Plan Type | Search | < | > | 1 of 1 | View All

*Plan Type 4Y SERS DC Tier IV

Coverage | Search | < | > | 1 of 1 | View All

*Coverage Begin Date 09/20/2024 *Deduction Begin Date 09/20/2024

Coverage Election

Elect Waive Terminate *Election Date 11/20/2024

Benefit Program LPO Leave Plan Only Program
Benefit Plan 4SERDC Tier IV DC
Option Code 1

Before Tax Investment **After Tax Investment**

Flat Amount _____ Flat Amount _____
Percent of Earnings 1.000 Percent of Earnings _____
Annual Excess Credits _____

Payroll Status Terminated

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Save the Changes

Lastly, click the Save button at the bottom left of the page to effectuate your changes.

Benefit Program LPO Leave Plan Only Program
Benefit Plan 4SERDC Tier IV DC
Option Code 1

Before Tax Investment **After Tax Investment**

Flat Amount _____ Flat Amount _____
Percent of Earnings 1.000 Percent of Earnings _____
Annual Excess Credits _____

Payroll Status Terminated

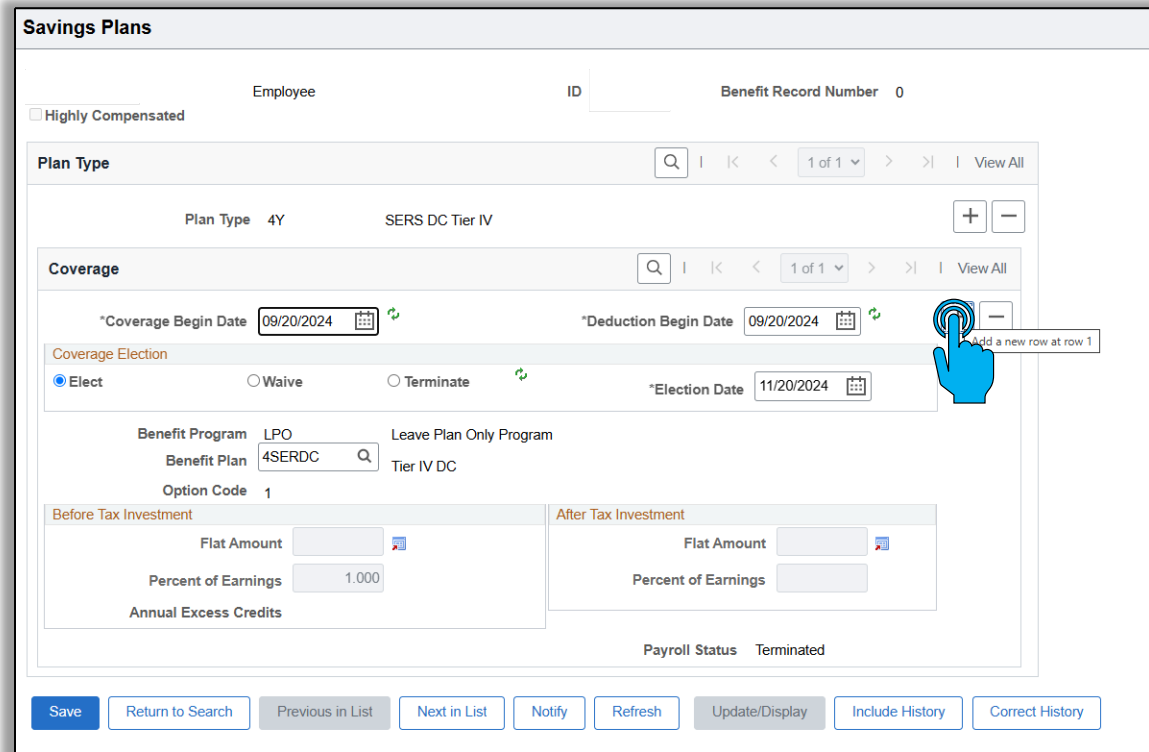
Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Congratulations! You have successfully enrolled the employee! Contributions will be deducted automatically by Core-CT in accordance with plan enrollment.

II. Terminating Enrollment

Add a New Row

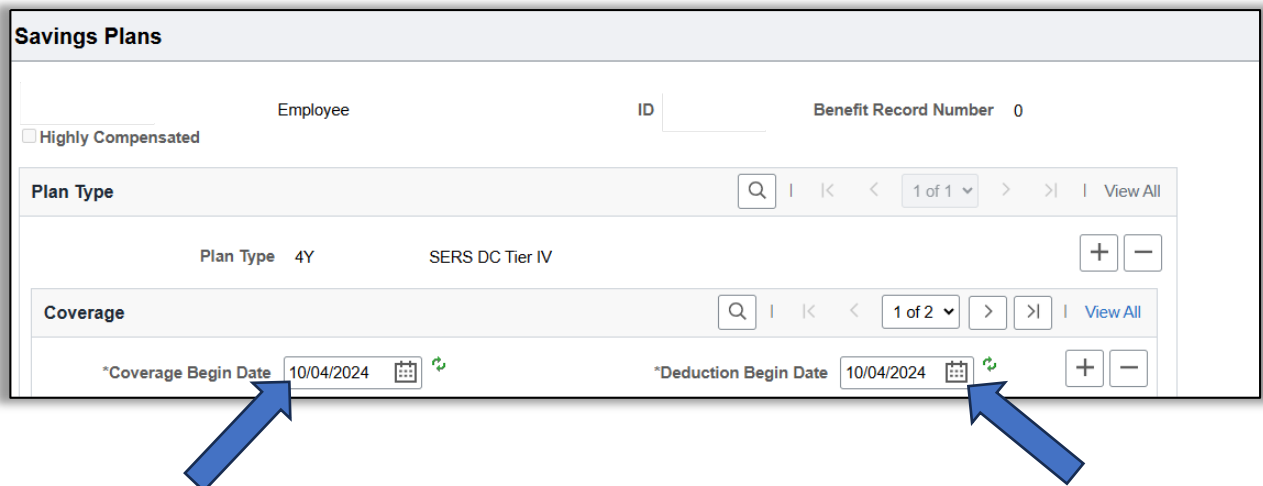
Under the section marked Coverage, click the “+” button to add a new row.



The screenshot shows the 'Savings Plans' interface. At the top, there are fields for 'Employee', 'ID', and 'Benefit Record Number 0'. Below this is a 'Highly Compensated' checkbox. The 'Plan Type' section shows '4Y' and 'SERS DC Tier IV'. The 'Coverage' section is expanded, showing 'Coverage Begin Date' and '*Deduction Begin Date' both set to 09/20/2024. Below these are 'Coverage Election' options (Elect, Waive, Terminate) and an 'Election Date' of 11/20/2024. There are also fields for 'Benefit Program' (LPO), 'Benefit Plan' (4SERDC), and 'Option Code' (1). At the bottom of the coverage section, there are 'Before Tax Investment' and 'After Tax Investment' options with 'Flat Amount' and 'Percent of Earnings' fields. The 'Payroll Status' is 'Terminated'. A blue hand icon with a plus sign is pointing to the '+' button in the top right corner of the Coverage section, with a tooltip that says 'Add a new row at row 1'. At the bottom of the interface are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History, and Correct History.

Verify Coverage Begin Date and Deduction Begin Date

The Coverage Begin Date and Deduction Begin Date will automatically fill with the first day of the current pay period. These dates should reflect the first day of the pay period in which the enrollment is to cease.



This screenshot shows the 'Savings Plans' interface with the 'Coverage' section expanded. The 'Coverage Begin Date' and '*Deduction Begin Date' are both set to 10/04/2024. Two blue arrows point to these date fields. The 'Plan Type' section shows '4Y' and 'SERS DC Tier IV'. The 'Coverage' section also shows '1 of 2' rows. At the bottom of the coverage section, there are '+' and '-' buttons. The 'Payroll Status' is 'Terminated'. The interface includes the same top navigation and bottom buttons as the previous screenshot.

Enter the Coverage Election

Click the Terminate radio button.

Savings Plans

Employee ID: _____ Benefit Record Number: 0

Highly Compensated

Plan Type | Search | < | > | 1 of 1 | View All

Plan Type: 4Y | SERS DC Tier IV | + | -

Coverage | Search | < | > | 1 of 2 | View All

*Coverage Begin Date: 10/04/2024 | *Deduction Begin Date: 10/04/2024 | + | -

Coverage Election

Elect | Waive | Terminate | *Election Date: 11/20/2024

Benefit Program: LPO | Plan Only Program

Benefit Plan: _____ | Option Code: _____

Before Tax Investment | **After Tax Investment**

Flat Amount: _____ | Flat Amount: _____

Percent of Earnings: _____ | Percent of Earnings: _____

Annual Excess Credits: _____

Payroll Status: Terminated

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History | Correct History

Save the Changes

Lastly, click the Save button at the bottom left of the page to effectuate your changes.

Coverage | Search | < | > | 1 of 2 | View All

*Coverage Begin Date: 10/04/2024 | *Deduction Begin Date: 10/04/2024 | + | -

Coverage Election

Elect | Waive | Terminate | *Election Date: 11/20/2024

Benefit Program: LPO | Leave Plan Only Program

Benefit Plan: _____ | Option Code: _____

Before Tax Investment | **After Tax Investment**

Flat Amount: _____ | Flat Amount: _____

Percent of Earnings: _____ | Percent of Earnings: _____

Annual Excess Credits: _____

Payroll Status: Terminated

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History | Correct History

III. Waiving Retirement Plan Membership

Employees that waive retirement plan membership must have the appropriate waiver deduction code entered into the Create General Deductions page.³

Employees **eligible for both SERS and ARP** who choose to waive retirement plan membership should be entered into Create General Deductions with the deduction code **RWAIVE**. This code must be entered on each waived record.

This screenshot shows the 'Deduction Details' for a deduction code 'RWAIVE' with the description 'RETIREMENT WAIVER'. The interface includes a search bar, navigation arrows, and a '1 of 1' dropdown. The details are organized into two columns: the left column contains 'Effective Date' (11/15/2024), 'Calculation Routine' (Default to Deduction Table), 'Deduction End Date', 'Loan Interest %', and 'Goal Amount'; the right column contains 'Take on all Paygroups' (checked), 'Ded stopped by Self Serv User' (unchecked), 'Deduction Rate or %', 'Flat/Addl Amount', and 'Current Goal Balance'. At the bottom, it states 'This data was last updated by Online User' and 'Data last updated on 12/04/2024'.

When this code is entered into Create General Deductions, the Savings Plans page will open a waiver entry for both Tier IV DC and ARP on each record with the RWAIVE code. You do not need to enter the waiver on the Savings Plans page directly.

This screenshot shows the 'Plan Type' and 'Coverage' sections for a '4Y' plan under 'SERS DC Tier IV'. The 'Plan Type' section includes a search bar, navigation arrows, and a '1 of 2' dropdown. The 'Coverage' section includes a search bar, navigation arrows, and a '1 of 1' dropdown. It features fields for '*Coverage Begin Date' (10/04/2024) and '*Deduction Begin Date' (10/04/2024), both with calendar icons and refresh symbols. Below these is a 'Coverage Election' section with radio buttons for 'Elect', 'Waive' (selected), and 'Terminate', along with a '*Election Date' field (12/04/2024) and a calendar icon.

This screenshot shows the 'Plan Type' and 'Coverage' sections for an 'Alternate Retirement Savings' plan. The 'Plan Type' section includes a search bar, navigation arrows, and a '2 of 2' dropdown. The 'Coverage' section includes a search bar, navigation arrows, and a '1 of 1' dropdown. It features fields for '*Coverage Begin Date' (10/04/2024) and '*Deduction Begin Date' (10/04/2024), both with calendar icons and refresh symbols. Below these is a 'Coverage Election' section with radio buttons for 'Elect', 'Waive' (selected), and 'Terminate', along with a '*Election Date' field (12/19/2024) and a calendar icon.

³ [CORE-CT HRMS → Payroll for North America → Employee Pay Data USA → Create General Deductions](#)

Employees who are **eligible for ARP only** and choose to waive, such as UConn Adjuncts, should have their waiver entered in Create General Deductions with the code **ARWAVE**. This code must be entered on each waived record.

The screenshot shows the 'General Deduction' form. At the top, the title is 'General Deduction' with a search icon and navigation buttons. Below the title, the 'Deduction Code' is 'ARWAVE' and the description is 'ARP WAIVER'. A 'Deduction Details' section follows, containing fields for 'Effective Date' (08/25/2023), 'Calculation Routine' (Default to Deduction Table), 'Deduction End Date', 'Loan Interest %', 'Goal Amount', 'Deduction Rate or %', 'Flat/Addl Amount', and 'Current Goal Balance'. There are also checkboxes for 'Take on all Paygroups' (checked) and 'Ded stopped by Self Serv User' (unchecked). At the bottom, it states 'This data was last updated by Online User' and 'Data last updated on 09/10/2023'.

When ARWAVE is entered, the Savings Plans page will open a waiver entry for ARP only since the employee did not have the option to elect or waive SERS. As with RWAIVE, there is no direct waiver entry required on the Savings Plans page.

The screenshot shows the 'Plan Type' form. The title is 'Plan Type' with a search icon and navigation buttons. Below the title, the 'Plan Type' is '4Z' and the description is 'Alternate Retirement Savings'. There are '+' and '-' buttons. A 'Coverage' section follows, containing fields for '*Coverage Begin Date' (10/04/2024) and '*Deduction Begin Date' (10/04/2024), both with calendar icons and refresh symbols. Below this is a 'Coverage Election' section with radio buttons for 'Elect', 'Waive' (selected), and 'Terminate', along with a '*Election Date' field (12/04/2024) and a calendar icon.