

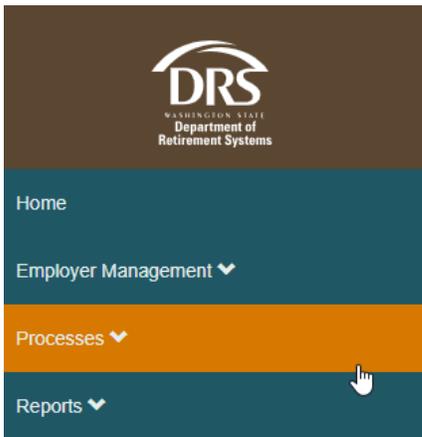


Add a DCP temporary suspension

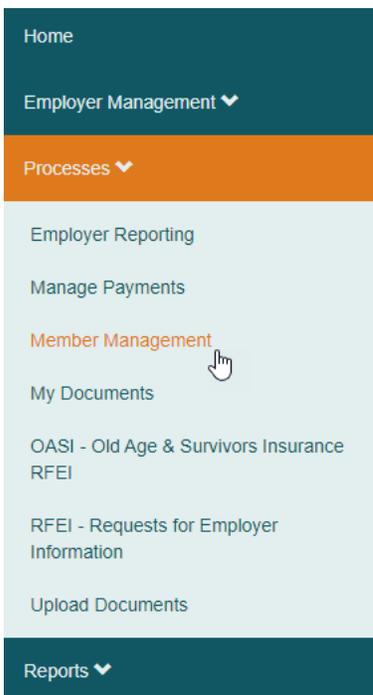
Use these instructions to add a DCP Temporary Suspension.

1. Open the Process “Member Management” to update a member’s DCP to a temporary suspension.

In the Process menu, select “Processes”



Select “Member Management”



Select the “Start” Button



Member Management Process

Select **Start** to begin a new Member Management Case.

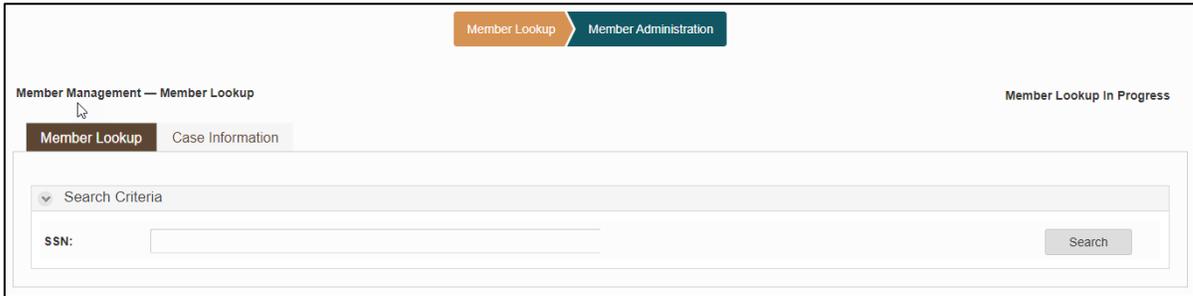
The Member Management Process provides access to:

- Member Lookup – Verify an employee’s retirement membership and other earnings information.
- Determine Member Eligibility – Verify a position’s or an employee’s eligibility to participate in a DRS-covered retirement system and plan.
- Enroll Member – Enroll a member in a DRS-covered retirement system and plan.
- Update Member – Update information related to a member.

Start

2. Under “Member Lookup,” enter the member’s Social Security number (SSN).

Select “Search”



Member Lookup Member Administration

Member Management — Member Lookup Member Lookup In Progress

Member Lookup Case Information

Search Criteria

SSN:

The member will display with their System and Plan. Select “Go to Update Member.”

Member Management — Member Lookup Member Lookup In Progress

Member Lookup Case Information

Search Criteria

SSN:

Member Information

SSN: Member Name: KRISTEN

System/Plan Profile Information Earning Information

System/Plan	Plan	Entry Date	Status	Plan Choice Date	Choice Status	Total Service Credit Months	Total Service Credit Years	
Deferred Compensation Program (DCP)	Plan 1	3/20/2015	Active		Enrolled into this plan	0.00	0.00	<input type="checkbox"/>
Public Employees' Retirement System (PERS)	Plan 2	6/19/2007	Active	6/25/2007	Member chose this plan	139.00	11.58	<input type="checkbox"/>

Select the DCP check box and then select “Next”

Member Management — Select Report Group — MMG-20200608-0000006 Update Member Select Report Group

Report Groups Profile Information Employer Notes Case Information

Select	Report Group	System/Plan	Begin Date
<input type="checkbox"/>	5672	PERS Plan 2	6/19/2007
<input checked="" type="checkbox"/>	899275	DCP	3/20/2015

The member screen is under “Member Profile.” Select “Employment Information.”

Member Management — Update Member — MMG-20200608-0000005 Update Member Edit Member

Update Member Information

Member Name: KRISTEN Report Group: 899275
SSN: System/Plan: DCP
Begin Date: 3/20/2015

Member Profile **Employment Information** Employment History Employer Notes Case Information

SSN: _____
Title: _____
First Name: KRISTEN Middle Name: _____
Last Name: _____
Extension: _____ Suffix: _____
Gender: Male Female
Birth Date: 3/4/1974

Addresses

Type: Mailing Address Foreign Address: Yes No
Line 1: TEST DO NOT SEND
Line 2: _____
Line 3: _____
State: Washington City: Olympia
ZIP Code: 98501 ZIP Extension: _____

“Employment Information” displays the “Deferral Temporary Suspension” section

Member Management — Update Member — MMG-20200608-0000005 Update Member Edit Member

Update Member Information

Member Name: KRISTEN Report Group: 899275
SSN: System/Plan: DCP
Begin Date: 3/20/2015

Member Profile **Employment Information** Employment History Employer Notes Case Information

Deferral Temporary Suspension

Start Suspension: Please select... Restart Deferrals: Please select...

- From the “Start Suspension” drop down, choose a date to start the temporary suspension on the member’s DCP deferral then select “Update.”

Member Management — Update Member — MMG-20200608-0000005 Update Member Edit Member

Update Member Information

Member Name: KRISTEN Report Group: 899275
 SSN: System/Plan: DCP
 Begin Date: 3/20/2015

Member Profile **Employment Information** Employment History Employer Notes Case Information

Deferral Temporary Suspension

Start Suspension: Restart Deferrals:

02/05/2019
02/20/2019
03/05/2019
03/20/2019

Save Cancel Update **Update**

The member’s deferral suspension is now updated

Member Management — MMG-20200608-0000005 Update Member Send — Start

Member Profile System/Plan Review Member Updates Member Eligibility Case Information

Personal Information Contact Information

SSN: 533-82-9945
 Title:
 First Name: KRISTEN Middle Name:
 Last Name: GREGORY
 Extension: Suffix:
 Gender: Female
 Birth Date: 3/4/1974