

## **Exercise13: Manual Events (PRN) – Enrolling an Employee into the Law Enforcement Retirement Plan from the Defined Benefit Retirement Plan**

In this exercise, you will enroll an eligible individual into the Law Enforcement Retirement Program by adding a PRN event. This event will move the individual from the Defined Benefit Plan into the Law Enforcement Plan. Since both plans are PERS plans, there will be no termination event evident on Base Benefits after the move to the Law Enforcement Plan has taken place.

### **STEP 1: Set Up Manual PRN Events for applicable employees.**

**Navigation: Benefits >Manage Automated Enrollment>Events>HE/State Manual Events**

1. Enter Emplid of employee and press Search Button at the bottom of the page.
2. Enter date coverage is to begin in the Law Enforcement Retirement Plan as the Event Date (**7-01-2009**).
3. Enter PRN (as needed enrollments) as BAS Action or select it from the lookup list.
4. The rest of the fields will default in with the appropriate information—they should not be changed.
5. Save the screen.
6. Complete this step for each employee that will be going into the Law Enforcement Retirement Program before proceeding to Step 2.

Note: Before you can process the event, it needs to be assigned to your schedule. This is a centralized activity that automatically runs every half hour.

### **STEP 2: Prepare Options**

**Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing.**

1. Enter your Run Control ID (business unit followed by EM)
2. Enter your schedule ID in the Schedule ID field.
3. BAS Type will always be “Process Existing Events Only”.
4. Company and BAS Group ID will automatically fill in.
5. Press the “Run” button to take you to the Process Scheduler
6. Select Server Name “PSNT” if it is not already selected.
7. The Benefits Administration “PSPBARUN” process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press “Process Monitor” to view the status of the Ben Admin process.
9. When the process finishes (Success), press “Go Back to Run Control” to take you back to Ben Admin.

**STEP 3: Verify Process Status**

**Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls**

*PeopleSoft will only process one event at a time. Enrollments are processed first.*

1. If you use Update Event Status, you will enter the Emplid and press search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For the PRN events, enter PRN in the Event Class Field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. The Process Status for your PRN event should now be Prepared (PR). This means that benefits can now be elected.

**STEP 4: Elect Options**

**Navigation: Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry**

1. Enter your Schedule ID.
2. Enter the Emplid of your PRN and press Search.
3. This will take you to the Option Election page. Scroll down to Plan Type 70 PERS. Use the lookup feature to select an option or enter "8" in the Option Code field. The rest of the plan types will default to what the employee currently has and should be left untouched.
4. After you have finished with your election, press Save.
5. The event Process Status will now change to Entered (ET).

**STEP 5: Finalize/Enroll**

**Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing**

1. Enter your Run Control ID.
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only".
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.
9. When the process finishes (Success), press "Go Back to Run Control" to take you back to Ben Admin.

**STEP 6: Verify Finalized Event**

**Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls**

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and

Emplid (or one of the other selection criteria). For a PRN event, enter PRN in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.

3. The Process Status for your PRN event should now be Enrolled and the Event Status is Closed.

4. If you have a Process Status of Elect Error (EE), you will need to view Messages to see what the problem is:

**Navigation: Benefits>Manage Automated Enrollment>Review Processing Results>Processing Messages**

5. If there is an Election Error, you will need to correct the error by going back to the Election Entry page. Once you fix the problem, you will need to rerun the Ben Admin process by going back to Run Automated Event Processing.

6. If you have no errors, and the event is closed, then the employee is enrolled in the benefit plan(s).