

To: Shared Service Center Points of Contact
From: Terri Caroncino
Subject: Attention: RSM SSC Bulletin – Edition 5



Retirement Systems Modernization

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Introduction

As part of the Retirement Systems Modernization (RSM) program, OPM is working to build a complete service history for all Federal employees by using historical Individual Retirement Records (IRRs) submitted to OPM along with historic service data being maintained by agencies in both paper and electronic format. OPM will work with each data owner to collect the data needed to power our modernized retirement system.

Additionally, OPM will work with each SSC to obtain bi-weekly recurring data that will be sent from the SSCs through the Enterprise Human Resources Initiative (EHRI) to RSM. This recurring data will be used to keep employees' service history up-to-date and "retirement ready" in the modernized system.

The OPM RSM data process is continuing to move rapidly toward go-live.

Status Updates

- OPM achieved its corporate goal to image all active employee retirement records at the Retirement Operations Center (ROC) in Boyers, PA by September 28, 2007.
- Paper retirement records that were stored at GSA, USPS, NBC and NFC were delivered to the ROC for imaging. OPM is currently working with DFAS to obtain their paper records.
- The IRR Closeout Data Capture (ICDC) initiative has converted 230,000 employees' data to electronic files. These files will be incorporated into the database of active employee service histories.
- Lists of active employees for all 5 waves have been provided to RSM thus enabling the program to locate and begin conversion of retirement documents for all SSC active employees that are stored at the ROC.
- RSM has finalized Memorandums of Understanding with GSA, NFC and USPS for the transfer of their historical electronic data files. RSM is working with NBC and DFAS to finalize their MOUs.

Data Cleansing Effort

OPM will consolidate the electronic historical data and converted historical paper data for each active employee and run a series of 'edits' to identify problems or gaps with the data (e.g. retirement service computation date discrepancy). OPM will work with agencies to resolve or 'cleansing' these data edits during two data cleansing cycles. OPM is currently developing a data cleansing strategy to guide agencies through the data cleansing cycles.

Agencies can take actions now on their employees' data in order to minimize the amount of cleansing that will be needed in the two cleansing cycles. To do this, agencies should focus on:

- 1) FERCCA cases. Process corrections so employee's records (e.g. SF 50 and payroll) reflect the correct retirement coverage. Make adjustments to retirement contributions and social security.
- 2) Potentially creditable service (employee needs to do something to get credit for the service)
 - a. CSRS employees
 - i. Non-deduction (FICA) service performed on or after 10/1/1982. Review records to identify employees with FICA service. Flag the records, use a database or spreadsheet to collect the information so it can easily be entered into the data portal during the data cleansing window.

- ii. Post 56 military service (if hired after 10/1/82). Insure records of all paid military deposits are submitted to OPM.
 - b. FERS employees
 - i. Non-deduction (FICA) service performed before 1/1/89. Review records to identify employees with FICA service performed before 1/1/89. Flag the records, use a database or spreadsheet to collect the information so it can easily be entered into the data portal during the data cleansing window.
 - ii. Military Service. Insure records of all paid military deposits are submitted to OPM.
 - 3) Creditable service with reduction (employee will get credit but annuity will be reduced)
 - a. CSRS Employees
 - i. Non-deduction (FICA) service performed before 10/1/1982. Review records to identify employees with FICA service performed before 1/1/89. Flag the records, use a database or spreadsheet to collect the information so it can easily be entered into the data portal during the data cleansing window.

Please keep in mind that these are general categories to consider. Other types of service could exist which involve special rules. For example, service with the Peace Corps, VISTA, or another Federal retirement system (FSRS, TVA, etc). For guidance on creditability of service, please consult the CSRS and FERS Handbook chapters 20-23.

Recurring Data Interfaces:

- OPM has partnered with EHRI to develop data requirements for bi-weekly HR, Payroll, and Military data. These requirements are described in the EHRI Interface Control Document v 4.0, released in June 2007 and the RSM HR/Payroll Interface Requirements v 4.2.
- The data requirements are designed to build upon the historical data of an active employee by updating pay and service history data on a bi-weekly basis. This will keep the employee's record "retirement ready" and will expedite the retirement process at the time of separation.
- SSCs and agencies should begin coding systems per the revised EHRI ICD as soon as possible to prepare for transition to RSM.
- RSM will work with each SSC to review the data elements, with emphasis on newly added elements during regular coordination meetings. Further guidance on data element definitions is being developed by OPM.
- GSA will begin sending recurring data to EHRI per the new ICD requirements on 10/18/07 for testing.

If you have any questions or would like to suggest a topic for future SSC Bulletins, please contact Terri Caroncino at Terri.Caroncino@OPM.gov