The Retirement Estimate/Processing workflow is used to track the processing of requests for retirement estimates and the processing of employee retirement actions.

Retirement Estimates ......................................................... 2
  Accessing the Estimate .................................................. 3
  Request Information Tab ................................................ 4
  BPLB – Retirement Estimate Processing Information Tab .......... 5
  Routing and Communication during the Estimate Process ........ 6
Pending Actions & Retirement Processing ................................ 8
  BPLB – Retirement Application Processing Information Tab ........ 10
  Routing and Communication during the Retirement Process ........ 13
Comments – Internal Discussion ............................................. 16
Exit Survey – Retirement Actions .............................................. 18
Retirement Estimates
To begin the process, the employee submits a request for a retirement estimate using the web form on the [OHR website](#) or the [HR Requests Page](#).

If the employee is unable to submit an estimate request, the Benefits and Payroll Liaison Branch (BPLB) staff has the ability to initiate the request on the employee’s behalf.

Once the employee submits the form, he or she will receive confirmation of receipt and a WiTS number.
**Accessing the Estimate**
If an employee submits a request, an email is sent to the Specialist assigned to the IC selected on the form. The Retirement Estimate will then appear in the Specialist’s worklist.

If an employee does not submit an estimate, you can create one by clicking on ‘Retirement Estimate’ in the “Start a Process” Bizcove.
**Request Information Tab**

If the employee submitted an online request, the information entered by the employee on the web form will be populated on the “Request Information” tab. If the employee did not create an estimate, the Specialist will need to complete this information. Use the “look up your email address” hyperlink to search for the employee in NED.

**WiTS Tip:**

- If you are entering the request on behalf of the employee, please ensure the NIH Badge Number (NED ID or HHS ID) is correct (without any dashes). The NIH Badge Number is the unique identifier for the employee.
BPLB – Retirement Estimate Processing Information Tab

The next tab to be completed is the Retirement Estimate Processing Information tab.

- **Request Method:** Indicate the method that the employee used to request the estimate.
- **Reason for Estimate:** Indicate the reason for the employee’s estimate.
- **Benefits Specialist:** Select the Benefits Specialist responsible for the retirement action.
- **Benefits Assistant:** Select the Benefits Assistant responsible for the retirement action.
- **Retirement System:** Select the employee’s retirement system.
- **Date Deposit/Redeposit Request To OPM:** If applicable, indicate the date a request was made to OPM for a deposit or redeposit.
- **Date Deposit/Redeposit Received From OPM:** If applicable, indicate the date the request was returned from OPM for a deposit or redeposit.
- **Date Estimate(s) Sent To Employee:** Indicate the date that the estimate was sent to the employee.
- **Date Estimate(s) Expire:** This date is auto-populated from the Date Estimate Sent to Employee field by adding one year. This date represents when the estimate is set to expire and archive in WiTS.
- **Additional Information Needed:** Use this field to track any additional information you need to furnish an estimate. The contents of this email are contained in the Follow Up email to the employee. For additional tracking options, reference the Comments – Internal Discussion section of this guide.
- **Pre-Retirement Counseling Requested:** Indicate if the employee requested any pre-retirement counseling services.
- **Date(s) of Pre-Retirement Counseling:** If applicable, indicate the date(s) of any pre-retirement counseling services.
- **Reason for Cancellation:** If applicable, indicate the reason for cancelling the retirement action. This field is required, if you select ‘Cancel’ from the routing menu.
Routing and Communication during the Estimate Process

During the Estimate Process, the Specialist can select the following options from the routing menu. After selecting your option, you will receive a confirmation before the action is taken.

- **Send Estimate Request Received Email:** Sends an email to the employee, from the Benefits Specialist, to notify him/her that the request has been received by the Benefits Specialist.

  ![Example Email]

  Thank you for submitting a request for a Retirement Annuity Estimate. Your request, #34847, has been received by your Benefits Specialist, Taneye Verga.

  If your projected retirement date is within one year from your request, you can expect to hear from us within 5 weeks. If your projected retirement date is more than one year, we will work towards responding within 8 weeks. We will notify you if we need any additional information and again as soon as the estimate(s) have been completed and sent to you.

  You can also obtain an online estimate using the Employee Benefits Information System (EBIS). To access EBIS, go to: [https://hhs.benefitsinfo.net](https://hhs.benefitsinfo.net).

  If you have any questions, feel free to contact me by email reply or by phone at 201-496-4556.

- **Send to Another Benefits Specialist:** Sends the action to the Benefits Specialist selected on the form.

- **Send Employee Follow up Email:** Sends an email to the employee, from the Benefits Specialist, to notify him/her that the request cannot be completed unless additional information is furnished. *The contents of the ‘Additional Information Needed’ field are included in this email.*

  ![Example Email]

  Your recent request for retirement estimate(s) cannot be completed until we receive the following required information and/or document(s): Prior service documentation at USDA. As soon as we receive this information, we will complete your estimate(s) and notify you when they have been sent to you. If you have any questions, feel free to contact me by email reply or by phone at 301-496-4556.
- **Send Estimate Attached Email:** Sends an email to the employee, from the Benefits Specialist, notifying him/her that the estimate is complete and is attached to the email. Be sure to attach the estimate to the action before selecting this response.
  - *Once this email is sent, the action will automatically move to a pending status.*

- **Send Estimate Mailed:** Sends an email to the employee, from the Benefits Specialist, notifying him/her that the estimate is complete and has been mailed to the employee’s work or home address.
  - *Once this email is sent, the action will automatically move to a pending status.*

- **Send to Pending Status:** Puts the action in a pending status and sends it to the BPLB Pending Retirement Actions Bizcove. Before selecting this response, you **MUST** complete the “Date Estimate(s) Sent to Employee” field.

- **Cancel:** Sends an email to the employee notifying him/her that the estimate request has been canceled. The action will be automatically moved to Archives. Before sending this email, you must select a “Reason for Cancellation” from the drop-down field at the bottom of the form. *An email will not be sent if the selected reason is “Duplicate/Erroneous WiTS Action”.*

- **Process Retirement:** Moves an active or pending estimate to the retirement processing stage. This option is used when an employee is ready to submit their retirement application at the time of estimate.

- **Send to Benefits Assistant:** Sends the action to the Benefits Assistant selected on the form.
Pending Actions & Retirement Processing
Pending Retirement actions live in the ‘BPLB Pending Retirement Actions’ Bizcove. They remain in this Bizcove for one-year after the Date Estimate Sent to Employee. If the retirement processing does not start before this one-year period, the action is automatically archived.

- To begin the retirement process, select the action from the ‘BPLB Pending Retirement Actions’ Bizcove by clicking on the WiTS #.

After clicking on the WiTS number, you will be directed to a process details window.
- Place a checkmark in the last row and then click ‘View’ or ‘Complete’. View gives you the ability to see the contents of the action without saving anything. Complete gives you the ability to see and edit the contents of the action.

The Benefits Specialist should review the fields on the “Request Information” and “BPLB-Retirement Estimate Processing Information” tab, and make any necessary updates.
• While the action is in the pending stage, the Benefits Specialist has the option to force archive the action by selecting, ‘Send to Archive’ from the routing menu, OR if the employee decides to retire, you can select ‘Process Retirement’.
  - **Clicking on ‘Process Retirement’ will begin the actual retirement process. The action will be routed to the ‘BPLB Worklist’ of the selected Specialist on the form and to the ‘Active Retirement Actions for BPLB’ Bizcove.**

![Image](image_url)

**WiTS Tip:**

• Once an action is archived, it cannot be reactivated. A new action must be created.
BPLB – Retirement Application Processing Information tab

The next tab to be completed is the Retirement Application Processing Information tab. This tab is only visible while the action is in the Retirement Processing stage.

- **Date Retirement Application Forms Received in BPLB**: Enter the date the employee’s application was received.
- **Date All Missing Docs Received**: Enter the date all required documentation to process the retirement was received.
- **Proposed Retirement Effective Date**: Enter the date the employee’s retirement action will be effective. This date will auto populate in the “Effective Date of Action” field.
- **Additional Information Needed**: Use this field to track any additional information you need to process the retirement. The contents of this email are contained in the Follow Up email to the employee. For additional tracking options, reference the Comments – Internal Discussion section of this guide.
- **Date Final Estimate Started**: Enter the date that the final estimate was started.
- **Date Final Estimate Finished**: Enter the date that the final estimate was finished.
- **Effective Date of Action**: This field is populated with the date entered in the “Proposed Retirement Effective Date” field or the “Date of Death” field. It can also be manually entered.
- **Date Sent To Payroll – Final**: Enter the date the case was sent to payroll.
- **Date Capital HR Pro’d**: Enter the date the retirement action was processed in Capital HR.
- **Date Copy of Final Retirement Application Package Mailed to Employee**: Enter the date the retirement separation package was mailed to the employee.
- **Retirement Counseling Requested?**: Indicate if the employee requested any retirement counseling services.
- **Date(s) of Retirement Counseling**: If applicable, enter the dates of the retirement counseling sessions.
- **278 Filer?**: Indicate whether or not the employee is retiring from a position that was subject to Public Financial Disclosure (OGE-278) filing. For more information, visit the NIH Ethics website: [https://ethics.od.nih.gov/topics/forms278.htm](https://ethics.od.nih.gov/topics/forms278.htm)

Last Updated: 11/25/2015
WiTS Tip:

- If you indicated that the position was subject to 278 filing, the following email will be sent to the NIH Ethics Office with a cc to the Benefits Specialist

Disability Cases

- **Date Sent to OMS**: Enter the date the case was sent to NIH, Occupational Medical Services (OMS).
- **Date Returned From OMS**: Enter the date the case was returned from OMS.
- **Date Sent to Payroll – Preliminary**: Enter the date the preliminary case was sent to payroll.
- **Date Decision Rec’d from OPM**: Enter the date the decision was received from OPM.
- **OPM Disability Retirement Decision**: Select OPM’s decision on the retirement application.

Death in Service Cases

- **Date of Death**: Enter the employee’s date of death. *This date will auto-populate in the “Effective Date of Action” field.*
- **Entered in QuickPay**: Enter the date the case was entered in QuickPay.
- **Date Package Sent to Survivor**: Enter the date the claims forms were sent to the employee’s survivor(s).
Voluntary Early Retirement Authority Cases

**VERA**

- **VERA Eligible?**: Indicate whether the employee is eligible for VERA. *This field will default to ‘Not Applicable.’*
- **VERA Request Received in BPLB Date**: Enter the date that the VERA request was received.
- **VERA Decision Date**: Enter the date of the VERA decision.
- **VERA Approved?**: Indicate whether the VERA request was approved.

Voluntary Separation Incentive Payment Cases

**VSIP**

- **VSIP Eligible?**: Indicate the employee is eligible for VSIP. *This field will default to ‘Not Applicable.’*
- **VSIP Request Received in BPLB Date**: Enter the date that the VSIP request was received.
- **VSIP Decision Date**: Enter the date of the VSIP decision.
- **VSIP Approved?**: Indicate whether the VSIP request was approved.
- **VSIP Approved Severance Amount**: Enter the approved severance amount if applicable.
Routing and Communication during the Retirement Process
During the Retirement Process, the Specialist can select the following options from the routing menu. After selecting your option, you will receive a confirmation before the action is taken.

- **Notify Employee - Appl Rec’d**: Sends an email to the employee, from the Benefits Specialist, to notify him/her that the application has been received by the Benefits Specialist.

- **Notify CSD - Appl Rec’d**: Sends an email, from the Benefits Specialist, to the CSD Branch Chief(s) associated with the IC selected on the form of the employee’s intent to retire. The admin code displayed on the email comes from NED and is obtained from the NED ID entered on the form.

- **Send Employee Follow-up Email**: Sends an email to the employee, from the Benefits Specialist, to notify him/her that additional information is required to process the retirement. The contents of the ‘Additional Information Needed’ field are included in the email.
- **Sent to Payroll - Final Email**: Sends an email to the employee, from the Benefits Specialist, to notify him/her that the application has been completed and forwarded to payroll for further processing. Before sending this email, you must complete the “Date Sent to Payroll-Final” and the “Effective Date of Action” fields.

- **Sent to Payroll - Preliminary Email**: Used for disability retirements only, this sends an email, from the Benefits Specialist, to the employee to notify them that the preliminary application has been completed and forwarded to payroll for pre-approval by OPM. Before sending this email, you must complete the “Date Sent to Payroll – Preliminary Disability Case” field.

- **Notify CSD - Retire Date Changed Email**: Sends an email, from the Benefits Specialist, to the CSD Branch Chief(s) associated with the IC selected on the form of the employee’s retirement date change. The admin code displayed on the email comes from NED and is obtained from the NED ID entered on the form.

- **Notify CSD - Employee Withdrew Email**: Sends an email, from the Benefits Specialist, to the CSD Branch Chief(s) associated with the IC selected on the form of the employee’s withdrawal. The admin code displayed on the email comes from NED and is obtained from the NED ID entered on the form.

- **Send to Benefits Assistant**: Sends the action to the Benefits Assistant selected on the form.
- **Send to Another Benefits Specialist**: Sends the action to the Benefits Specialist selected on the form.

- **Completed - Send to Archives**: After the employee retires, this response completes the action and moves it to Archives. Before completing the action, be sure all fields have been updated. Once the action has been archived, it cannot be edited.

- **Cancel**: Sends an email to the employee notifying him/her that the retirement has been cancelled, automatically moving the action to Archives. Before sending this response, you must select a “Reason for Cancellation” from the drop-down field at the bottom of the form. The option you select will be included in the email. *An email will not be sent if the selected reason is “Duplicate/Erroneous WiTS Action”.*

An email with the following content was sent:

> Your pending Retirement Application 11/18/2015 has been cancelled for the following reasons: Application Not Approved.
>
> Please contact me by email reply or by phone at 301-496-4556 if you have questions.
Comments – Internal Discussion

BPLB uses the WiTS Internal Discussion feature to track the progress of retirement actions. Staff are encouraged to use this feature to note the status of their retirement actions.

To enter a comment, follow these steps:

1) Access the action and open the pane on the left-hand side

![WiTS Internal Discussion pane](image1.png)

2) Enter your comment under the Internal Discussion section and then click ‘Post’

![Comment entry](image2.png)

3) After posting the comment, it will be displayed within the action. If you created the comment, it will show “Me” as the author. If someone else created the comment, it will show their last name. You can edit a comment by clicking on the pencil icon and you can delete a comment by clicking on the ‘X’. You cannot edit or delete a comment entered by someone else.

✔ Be sure to save the action after you post your comment!
These comments are only displayed on the Overall Retirement Activity Report, total drilldown view.
**Exit Survey – Retirement Actions**

WiTS sends the following notification to the employee who is nearing Retirement. The email invites the employee to take an exit survey. The email is sent no earlier than 30 days prior to the employee’s Effective Date on the retirement action.

---

Dear Kevin,

The NIH invites you to participate in a survey for staff who are separating or retiring from the organization. We ask you to take a few minutes to complete the NIH Exit Survey online, located at the following address: [http://exitsurvey.nih.gov](http://exitsurvey.nih.gov).

Your participation is voluntary and confidential. All responses will be combined into aggregate reports by Office of Human Resources Survey Team.

Your perspective will help NIH Management identify employee concerns to better address the needs of the organization. Thank you in advance for your candid feedback on the Exit Survey and best wishes in your future endeavors.

If you have difficulty accessing the NIH Exit Survey, or you believe you have received this email in error, please contact HR Systems Support at [hrsystemssupport@mail.nih.gov](mailto:hrsystemssupport@mail.nih.gov) for assistance.

Thank you.