Administrative Manual of Operating Procedures

Procedure #: 02.06.02	Procedure Title: Online Pension Estimate Calculator		Revision #: 1.1
Original Issue Date: 04/01/2021	Revised Issue Date: N/A	Next Review Date: 04/01/2023	Responsible Department: Human Resources (Retirement Plan Services)
Statutory References: Wis. Stat. §§ 40.30		Ordinance References: MCO 201.24 (4.5), 201.24 (11.41) APPENDIX B - RULES OF THE EMPLOYEES' RETIREMENT SYSTEM 301, 302	
Appendices: Appendix B – 02.06.02 LMS Training PowerPoint Appendix C – 02.06.02 Flowchart		Forms: None	

1. **OBJECTIVE:**

   The purpose of this procedure is to provide documentation for Milwaukee County's Administrative Manual of Operating Procedures regarding the Pension Estimate Calculator process using the online member self-service tool, which will equip Milwaukee County Employee Retirement System members with the tools to conduct **simulations** of their retirement benefits online. If there is a conflict between this AMOP and the Milwaukee County Ordinances and Pension Rules, the Milwaukee County Ordinances and Pension Rules, as applicable, shall control.

2. **DEFINITIONS:**

   A. Backdrop. A benefit that is designed for an individual who works past their pension eligibility date. When the individual retires, they receive every payment they would have received if they had retired on their Backdrop date, including Cost of Living Adjustments (COLA) they would have received and interest.

   B. Beneficiary. The person designated by the ERS member to receive their pension amount, if any, payable upon the ERS member's death. Beneficiaries listed for the purpose of estimates are not binding for retirement.

   C. Employee Retirement System (ERS). The retirement system responsible for providing retirement (pension) benefits to Milwaukee County Employees.

   D. Member. A Milwaukee County employee who is in a position eligible to participate in the Employees' Retirement System ("ERS"). The ERS generally covers all full-time, permanent employees. Membership is automatic on day one of employment for all eligible employees.

   E. Pension. A series of periodic payments which are payable to a person who is entitled to receive benefits under the Milwaukee County Ordinance.

   F. Normal Retirement Date. The first day of the month following the date on which the member reaches the minimum age for normal retirement. The retirement age differs based on union coverage and date of hire.

   G. Retirement Plan Services. The Department responsible for the general administration and operation of the Employees Retirement System of Milwaukee County.

   H. Service Credit. A member's period of employment with Milwaukee County used for purposes of computing their benefit. A member shall be credited with one (1) year of service for each plan year during which they are employed by the county. Service is prorated for partial years worked. A member shall also be granted military service credit pursuant to Ordinance section 201.24(2.10).

   I. Termination Date. Separation of employment; last official workday.

3. **OVERVIEW:**
   A. Numerous components contribute to the amount of an individual's ERS Pension Benefit including service, earnings, and age at retirement. When using the Member Self-Service tool, the member will be prompted to enter their estimated termination date and retirement date.
      i. **Note: The information provided by the Pension Estimate Calculator on the Member Self-Service tool is for illustrative purposes only and the accuracy is not guaranteed. Only Retirement Plan Services can determine appropriate pension benefits that apply under the Milwaukee County Ordinances and Pension Rules following submission of an application.**

   B. Normal Retirement Pension
      i. In the case of a member who terminates employment on or after their normal retirement date, their pension shall commence the first of the month following termination. Such pension shall cease upon the member's death.
      ii. There are a number of retirement eligibility provisions that a member may be eligible for based on their enrollment date in the pension system and their status as a union represented employee. The information below has been simplified to apply to a majority of members, so exceptions may apply. Please keep in mind that Milwaukee County Ordinance and Collective Bargaining Agreements provide retirement eligibility specifications. If there are questions regarding eligibility for pension benefits, contact Retirement Plan Services at 414-278-4207 or ERS@milwaukeecountywi.gov.

	Normal Retirement	**Deferred Vested Retirement**
Explanation	Individual whose retirement date is the first of the month following their termination date	Individual who terminates employment with the County and whose retirement date is more than one month after termination
Unreduced Benefit Provisions	Reaching Normal Retirement Age Or Reaching at least age 55 and 30 service credits	Reaching Normal Retirement Age
Reduced Benefit Provisions *(5% Reduction per Year prior to Normal Retirement Age)*	Age 55 with 15 Service Credits	Age 55 with 15 Service Credits

*Represented Deputy Sheriffs and some Non-represented sheriffs have a retirement age of 57.
*Generally, other employees hired prior to 2011 may retire when they reach age 60 and other employees hired after 2011 may retire when they reach age 64, regardless of amount of service.

   C. Deferred Vested Pension
      A member shall be entitled to a deferred vested pension if their employment with the County is terminated for any reason prior to their normal retirement date and they are vested. The monthly amount of such pension shall be equal to their accrued pension on the date of termination of employment. Payment of such pension shall commence on the first of the month

following attainment of retirement age and submission of a retirement application. Such pension shall cease upon the member's death.

D. <u>Retirement Effective Date – Normal Retirement</u>
For a member who completes a normal retirement, retirement effective date means the first day of the month immediately following a member's last day of employment (or authorized leave of absence, if later). A member completing a normal retirement will elect a proposed retirement effective date when the member completes a retirement application. This will be the member's retirement effective date unless the member continues in County employment past the proposed retirement effective date. If this occurs, the member's initial retirement application is void and the member must complete a new retirement application with a new proposed retirement effective date.

E. <u>Retirement Effective Date – Deferred Vested Members</u>
   i. Generally, for deferred vested members who submit an application for retirement as required by Ordinance section 201.24(4.5), retirement effective date means the later of:
      a. The first day of the month following the member's attainment of normal retirement age, or
      b. The first day of the month following the day all required paperwork is received by the retirement office.
   ii. A deferred vested member may elect a proposed retirement effective date on the member's retirement application based on the above criteria. However, if the retirement office has not received all required paperwork by the proposed retirement effective date, the member's retirement effective date will be changed to the first day of the month following the month that the retirement office receives all required paperwork.

4. **PROCEDURE:**
   A. <u>Member Self-Service Enrollment</u>
      i. Both active and deferred vested members can access the Pension Estimate Calculator through Milwaukee County's Retirement Plan Services Member Self-Service platform. Instructions on how to enroll can be accessed by visiting https://www.milwcntyretirementselfservice.com/ or by visiting the Retirement Plan Services (RPS) intranet site.
      ii. New users need to call Retirement Plan Services (RPS) at 414-278-4207 to be registered for Member Self-Service. To reset a password, the member should also contact RPS.
         a. After logging into Member Self-Service website with a new password, the website will automatically direct to the Account Settings page.
         b. New Users will need to reset password, security question, and e-mail before the website will allow them to do anything else in the system.

   B. <u>Entering Beneficiary Information</u>
      i. Before creating an estimate, if a member plans on having a beneficiary for their pension simulation, a beneficiary will need to be added to the account.
      ii. To update beneficiary information, the member may click on the "My Beneficiary/Dependents" link on the home page. The Social Security number field for the beneficiary is required.
      iii. The beneficiary needs to be added as a dependent first and then can be added as a beneficiary.

    C.   Pension Estimate Calculator

        i.   From the home page (https://www.milwcntyretirementselfservice.com/), under "Your Account and Benefits", select "Pension Estimate Calculator (Non-Retiree)" or "Pension Estimate Calculator."

            a.   Enter Termination Date: This is the estimated last day of work.

            b.   Enter Retirement Date: This is the first of the month following the last day of work.

            c.   Backdrop (only if eligible): This date must be at least one year after the Normal Retirement Date.

            d.   Click "Save," then select "Forms" and scroll down to Web - Pension Estimate Form – Without Backdrop or Web - Pension Estimate Form – With Backdrop.

            e.   Select the icon to the left and the estimate will generate and display in a separate window for printing.

    D.   Questions

All members with questions regarding pension estimates may contact Retirement Plan Services (414-278-4207 or ERS@milwaukeecountywi.gov) or refer to the RPS page of the County website for more information.

5. REVISION HISTORY:

Rev. #	Summary of Changes	Date of Change	Author
1.0	New procedure.	4/1/2021	Turkessa McCoy
1.1	Added note in overview section based on review by Risk Management.	4/19/2021	Turkessa McCoy