[**To enter retirement only for an hourly employee**](http://ctclinkreferencecenter.ctclink.us/m/79717/l/928073-9-2-enrolling-an-employee-in-a-retirement-plan)

**Job Data:** Add benefit program (probably SB2) with the effective date (when they meet the DRS requirements), or when they become eligible, add + a row. Save.



**Retirement Plan**

Nav>Benefits>Enroll in Benefits>Retirement Plans

**Dates are very important and must be the same on both the Retirement Plan, Retirement Fields and DRS Transaction pages.** [See QRG Dates on Retirement Plan Pages.](http://ctclinkreferencecenter.ctclink.us/m/79717/l/928112-9-2-dates-on-retirement-plan-pages)

Add Plan Type, Deduction Begin Date, Election Date (DATES MUST BE THE SAME-NEVER CHANGE THE ELECTION DATE IF THERE IS A PRIOR DATE…DRS wants only one Election Date) and Benefit Plan, Save.



**Enter Retirement (ONLY NEEDED FOR DRS PLANS)**

Nav>Benefits/CTC Custom/Retirement Fields

Add the Effective Date, DRS Option, DRS Option Date, and Retirement Plan Effective Date, Save.



**DRS Transaction**

Nav>Benefits>CTC Custom>DRS Transaction

Payroll takes care of this page…thank goodness.

How do the retirement plans get updated for the different ages? It’s an automatic process, E-188, that is run by Central Payroll each pay cycle.

That’s it! 😊