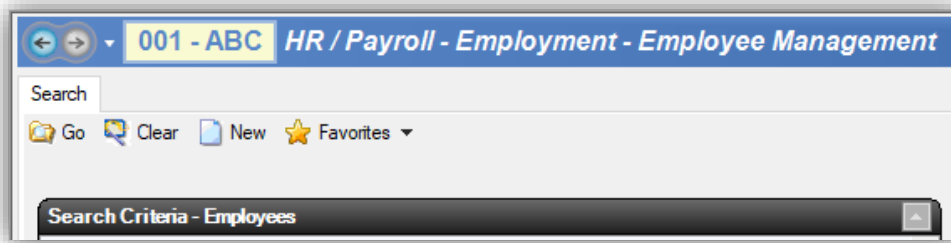


Retirement Override Tasks for Late Starts

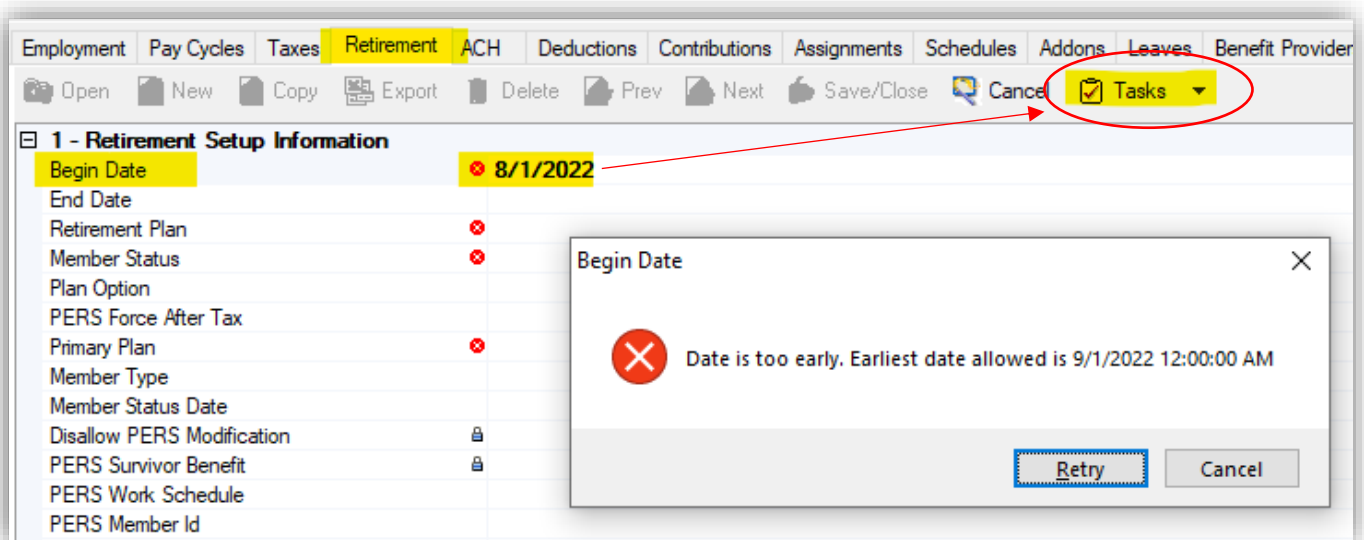
The Retirement Override Tasks is designed to backdate a retirement record to a previous pay period when an employee needs an active retirement record prior to the current pay period.

For example, new hire 8/29/2022, enter the Begin Date as 8/1/2022, click Enter key to get error message, go to Tasks to select Override Begin Date.

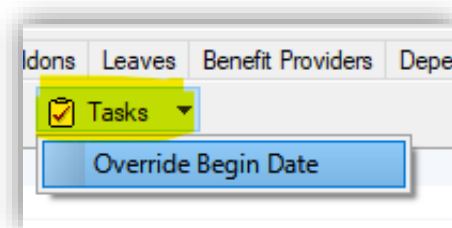
If you attempt to backdate the record without the task, you will receive the message, "Date is too early. Earliest date allowed is 99/99/9999."



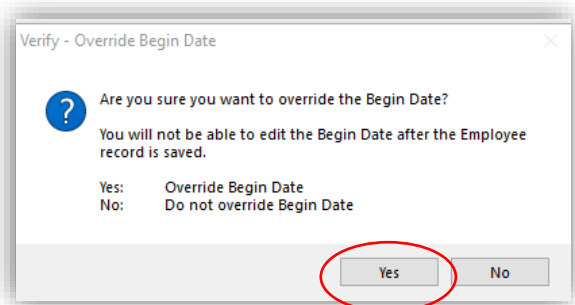
- Enter the Begin Date, click Enter



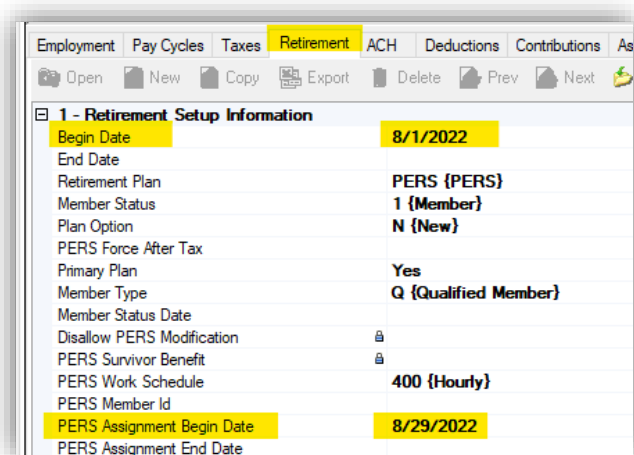
- Select **Retry**
- Select the **Override Begin Date** in Tasks



- Select **Yes** to verify that you want to override



- The Red X will be removed (The date cannot overlap with other retirement records for the employee)



- Complete the fields
 - Enter Member Type and PERS Work Schedule
- Save the Retirement record
- Save the employee

The new date will be available for payroll processing and a history message will be written, "The earliest date allowed is 99/99/9999. Retirement begin date has been overridden to 99/99/9999."

You can only use the Override Begin Date task one time. Once you have used the task, you cannot override the date again.