

Title	Retirement Manager Website How to Update Employees SSN
Version	1.1
Date	06/04/2010
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Process Owner	NA
Dept/Division	Human Resources
Contact for Assistance	Kayla Bastian, 605-773-3455
Processes	Retirement Manager
	NA
	NA
	NA
	NA

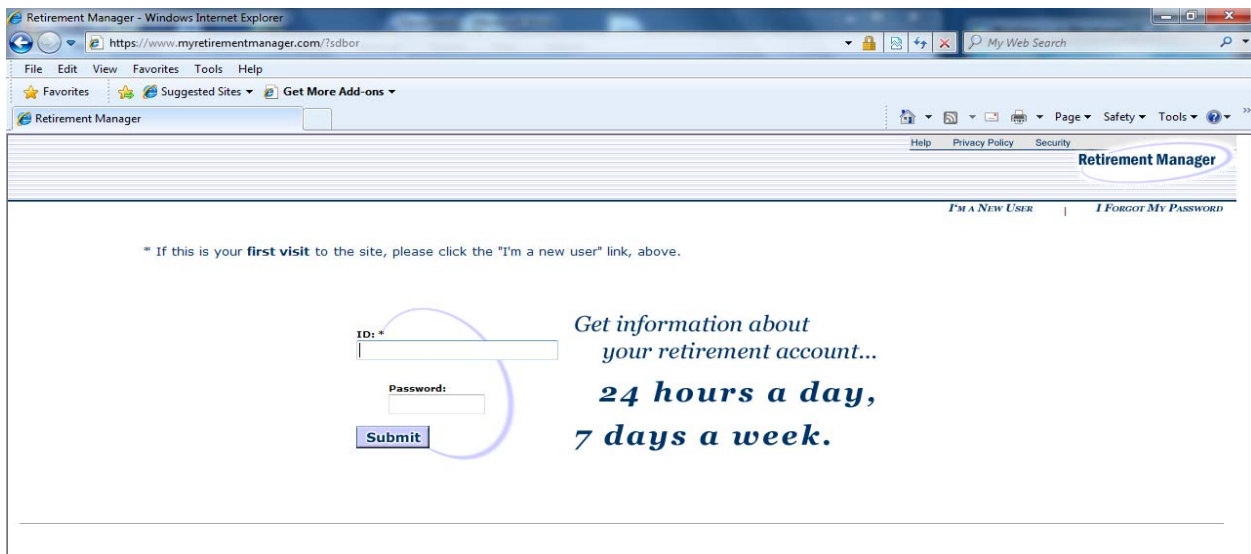
Description:

Normally when we have to update the SSN is because the Demographic file fails because their new SSN instead of the fake one is on the file pulled from Banner but on Retirement Managers system is the temporary one and SSN is key so they will not update it automatically it has to be done manually.

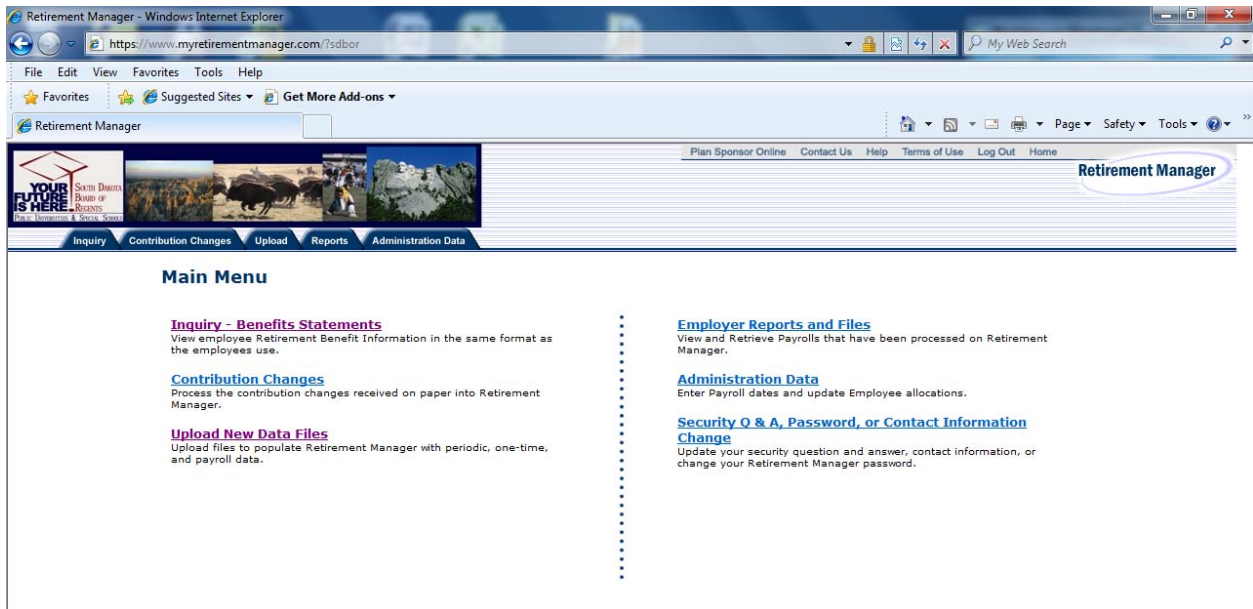
There are a finite number of super users that have access to modify the Retirement Manager system. Those staff members include: BOR – HR and RIS, Shared Payroll Center, and the Shared Immigration Services Center.

Reference Information:

1. Go to the Retirement Managers website <http://myretirement.sdbor.edu>.
2. Logon using your id and password given to you by Retirement Manager.

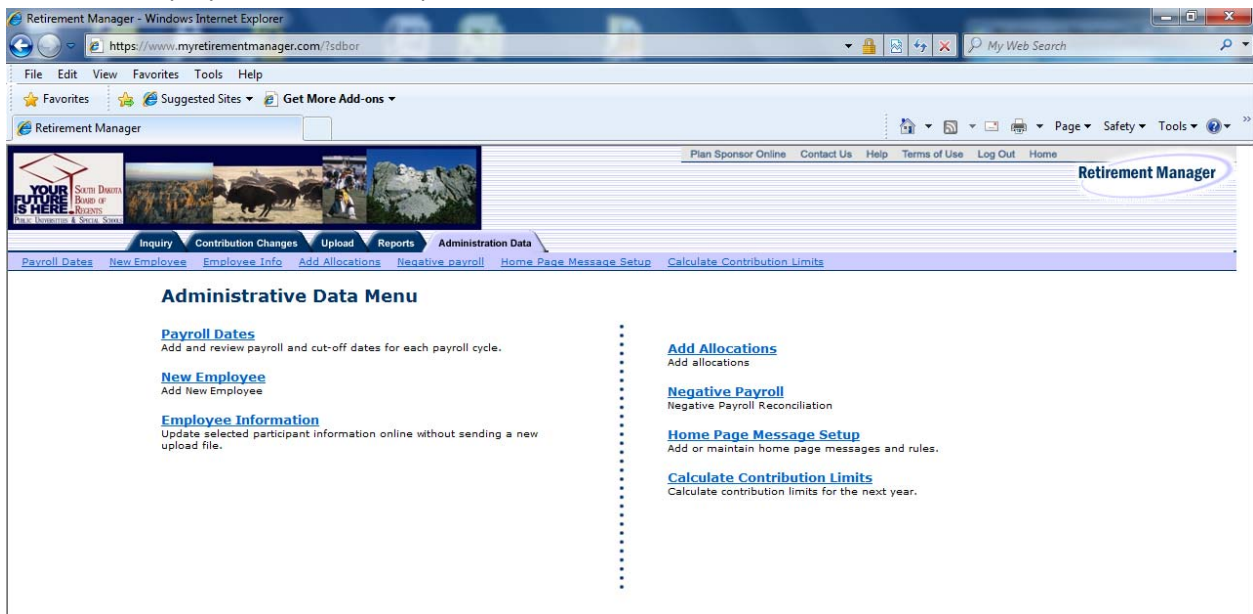


After you get logon the Main Menu will display like below:

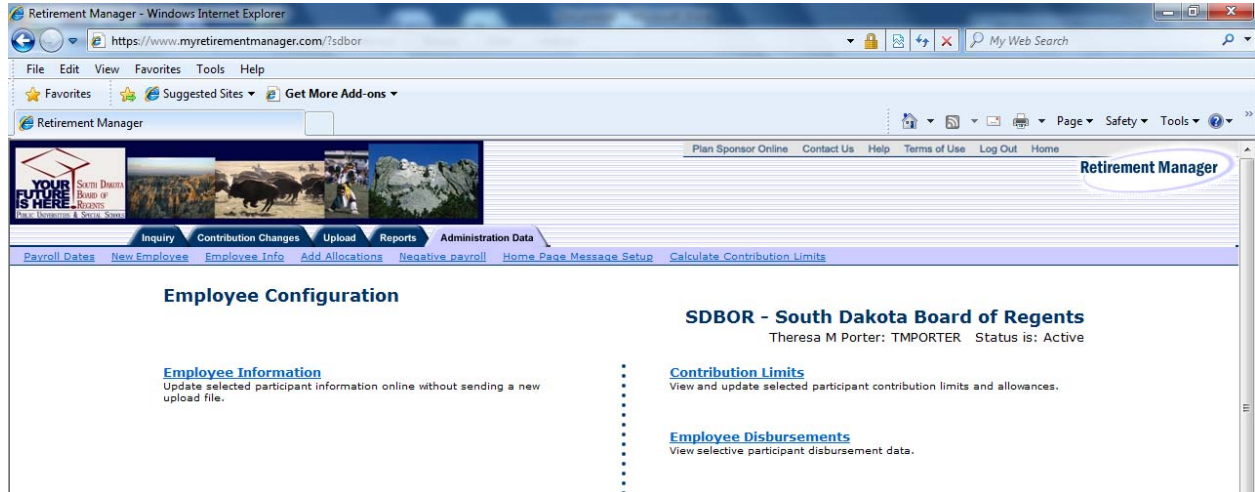


You need to click on the Administration Data tab and the following menu will display:

Select The Employee Information option on the bottom left of the screen:

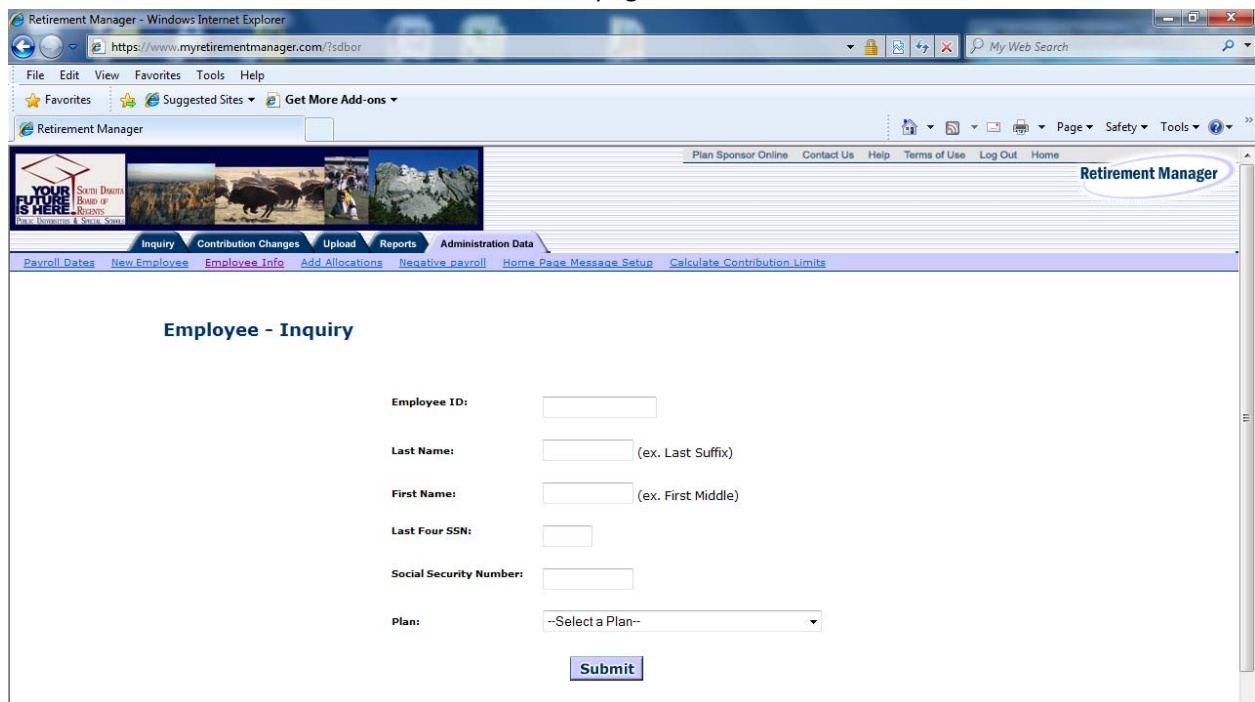


The Employee Configuration Screen appears as is seen below, you then click on the Employee Information:



When this screen displays you can type in the Retirement Managers Employee ID which is their user id so for example timporter.

Then click on the Submit button at bottom of the page.



The Employee Information screen will appear and the first field is the SSN as well as a lot of other updateable fields. If you need to change any of this information including SSN you just type over the field.

When you are ready to save you go to the bottom of the page and click on the Update button.

Retirement Manager - Windows Internet Explorer
https://www.myretirementmanager.com/?sdbor

File Edit View Favorites Tools Help

Retirement Manager

Plan Sponsor Online Contact Us Help Terms of Use Log Out Home Retirement Manager

Inquiry Contribution Changes Upload Reports Administration Data

Payroll Dates New Employee Employee Info Add Allocations Negative payroll Home Page Message Setup Calculate Contribution Limits

Employee Information for South Dakota Board of Regents

* Denotes a Required Field

Theresa M Porter: TMPORTER Status is: Active
Last Change: 5/10/2010 1:40:06 PM

Note: Changes to employee information on this page may cause the system to recalculate the employee contribution limits.

SSN:

Employee Id: *
TMPORTER

First Name: THERESA Middle Name: M Last Name: *
PORTER

Date of Birth: *
6/24/1965 (mmdyyyyy)

Date of Hire: *
12/14/2009 (mmdyyyyy)

Status Change Date: (mmdyyyyy)

Participant Status:
FT

Marital Status:
Married

Status: *
Active

Done Internet | Protected Mode: Off 4:45 PM 5/13/2010

Retirement Manager - Windows Internet Explorer
https://www.myretirementmanager.com/?sdbor

File Edit View Favorites Tools Help

Retirement Manager

Address: *

City: *
Sergeant Bluff

State: *
IOWA

Zip Code: *
51054

Phone: ((999) 999-9999)

Email:
THERESA.PORTER@SDBOR.EDU

Group Plan Information

Complete the Plan Eligibility and Plan Eligibility Date Fields as appropriate for this employee.

403B - South Dakota Board of Regents 403(b) Plan

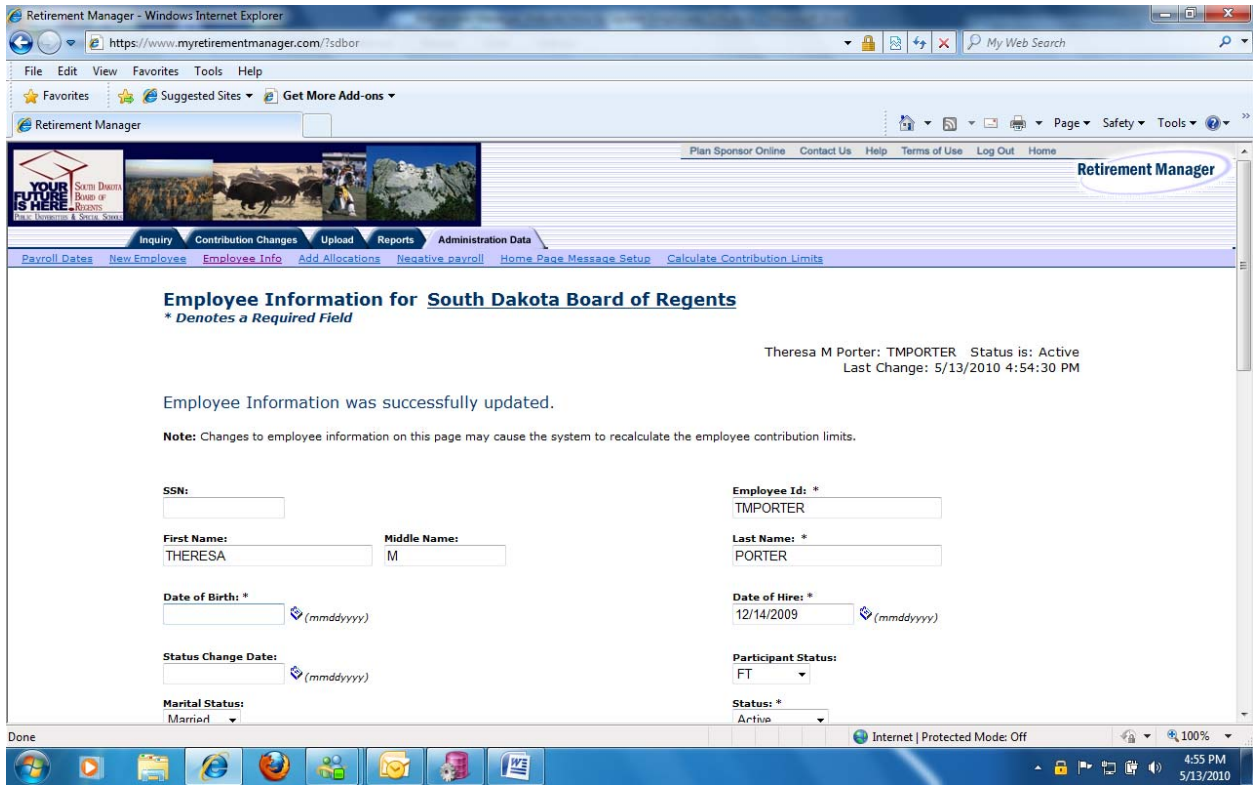
Plan Eligibility: Eligible Plan Eligibility Date: 12/14/2009 (mmdyyyyy)

Only Update Termination Date on Data Refresh: No

Do Not Update Information on Refresh: No

Update Cancel

You will see a message that Employee Information was successfully updated or it will give you an error that there was something wrong.



Related Documents: NA

Links: <http://myretirement.sdbor.edu>.