Pension Estimator
User Guide

Department:	Finance
Domain:	Pension Administration
Document Owner:	Jelani K. Hooks
Version	1.0

Revision History

The Revision History table below provides a record of all revisions made to this document throughout its life cycle. Updates are tracked by date the revisions were made, the log number, a brief description of the changes made and reason, as well as the name of the reviser and the approver.

Date	Log #	Change Description/Reason	Revised by	Approved by
01/25/2011	Draft: 1.0	Creating User Guide	Jelani K. Hooks	Paul C. Wright

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Overview

The purpose of this user guide is to provide you, as a participant in the DeKalb County Pension Plan, with the information and context to complete an accurate estimate of your pension benefit upon retirement. The DeKalb County Pension Estimator is made available to you as a self-help tool for the purpose of estimating your monthly pension benefit after retirement based upon data you supply. Please keep in mind that the results produced by the Pension Estimator are just estimates and will vary slightly from the actual benefit you may receive in the future.

Tools

You will need the following applications or inputs to complete an estimate accurately:

- Paycheck Advice

Plan Information

Understanding your pension benefit and how it is calculated will help you in creating accurate estimates. Summary Plan Descriptions are available at the following links:

If you were hired before 9/1/2005 click on the following link:
http://indekalb/departments/finance/pdf/Pension_SPD_Hired_Before_Sept2005.pdf

If you were hired after 8/31/2005 click on the following link:
http://indekalb/departments/finance/pdf/Pension_SPD_hired_after_Aug2005.pdf

▌Procedure

Accessing the Estimator

1. The Pension Estimator is located on the DeKalb County intranet at the following web address: http://indekalb/

2. The link to the Pension Estimator is the last bulleted topic located in the upper left hand corner of the website.

3. Select the link to access the Estimator.

Using the Estimator

The Estimator is divided into four sections: Job Information, Calculation Assumptions, 36-Month Earnings History, and Annual & Sick Leave Balances. Each section contains data elements that are used in determining your estimate, and all these components can be found on your paycheck advice. Please refer to your most recent paystub to complete accurate estimates. The green highlighted fields are data elements you must input in order to complete your estimate.

Job Information
This section requires information about your job.

1. Your Employee ID, Name, and Pay Rate are located in the first two boxes in the upper left hand corners of your paystub. The Business Unit is located in the box in the upper right hand corner of your paystub.

Job Information

Today's Date:	1/25/11	
Employee ID:		Enter your employee ID number.
Name:		
Business Unit:		Enter your two-digit department code.
Job Class:	1	
3-Year Avg. Pay Rate:		per month

* The Business Unit you entered above determines the Job Class. Adjust your Job
(1 = 40 hours/week,   2 = 42.5 hours/week,   3 = 53 hours/week)

DeKALB COUNTY
1300 Commerce Dr
Decatur, GA 30030

John Doe
1234 Pension Drive
Decatur, GA 30030

Employee ID: 099999
Department: 2160-Risk Management
Location: Administration Bldg
Job Title: Pension King
Pay Rate: $3,333.00   Monthly

Pay Group: BW1-Reg Biwkly
Pay Begin Date: 01/01/2011
Pay End Date: 01/15/2011

Business Unit: 00021
Advice #:   0000000
Advice Date: 01/22/2011

TAX DATA: Federal   GA State
Marital Status: Married   Married, se
Allowances: 0   0
Addl. Pct.:
Addl. Amt.:

2. Job Class determines the standard amount of hours an employee works in a week and is a field that is automatically populated based off of your Business Unit. However, an employee may be aligned to a business unit that has 53 standard hours (such as Fire Rescue) for its work force, but he or she actually works 40 hours a week. In this case the Job Class field must be manually overridden to the correct job class. Here is the list of job classes:
   Job Class 1 = 40 hours/week
   Job Class 2 = 42.5 hours/week
   Job Class 3 = 53 hours/week

3. The three major factors that determine your pension benefit upon retirement are earnings, service, and age. The pension calculation averages an employee's monthly

compensation by computing the highest 36 consecutive complete calendar months during the last 10 years of service, or during the full period of service if less than 10 years. You must estimate the **3-Year Avg. Pay Rate** field, and a good place to start this average is to look at the current pay rate located on your paycheck stub.

Calculation Assumptions

This section contains the other two factors that determine an employee's pension benefit, which are age and service. Service is primarily determined from an employee's date of hire to the date of termination. Items that can affect service are leaves of absence, suspensions, worker's compensation, and service buybacks. If you have a gap in service longer than a two-week period, contact the Pension Administrator for a more accurate estimate. Here are the fields required to complete this section:

Calculation Assumptions

Date of Birth:		Enter employee's date of birth.
Date of Hire:		Enter employee's date of hire.
Date of Termination/Retirement:		Enter term. or ret. date.
Beneficiary's Date of Birth:		You may skip these two beneficiary items, if you wish.
Beneficiary's First Name:		

The two beneficiary fields are optional and can be entered to determine joint and survivor annuities. Please refer to the SPD for a detailed explanation of joint and survivor annuities.

36-Month Earnings History

The 36-Month Earning History section is an automated component based off of the 3-Year Avg. Pay Rate field located in the Job information panel of the estimator. **You do not need to complete this section;** however, the previous panels must be complete before this calculation occurs.

36-Month Earnings History

Earnings Used in
36-month Average:

Year	# of months	Earnings
2011	5	$16,880.00
2010	12	$40,512.00
2009	12	$40,512.00
2008	7	$23,632.00

Annual & Sick Leave Balances

The final section of the Pension Estimator converts annual and sick leave accruals into service. Refer to the Hours and Earnings and Accrual Balances sections of your paystub.

The Hours and Earnings section of the paystub provide year-to-date totals of your hours of sick and annual leave you have used:

	HOURS AND EARNINGS				
		Current		YTD	
Description	Hours	Earnings		Hours	Earnings
Regular Pay	64.00	9999.00		1900.00	99,999.00
Holiday	8.00	999.00		64.00	9,999.00
Furlough Day	8.00	0.00		24.00	0.00
Adjustment		0.00			99.00
Sick Leave		0.00		4.00	109.99
Annual Leave		0.00		48.00	1,199.99

The Accrual Balances section of your paystub shows your current unused annual and sick leave balances:

ACCRUAL BALANCES		
Description	Current	YTD
Sick Leave		999.00
Annual Leave		479.00

The Estimator will prompt you as to which balances to enter into which field:

Enter hours of unused sick leave.

Annual & Sick Leave Balances

|		
S/L balance @ 12/31/2010:		hours
Hours of S/L taken in 2010:		hours
Weeks of S/L used per year:		weeks
A/L balance @ 12/31/2010:		hours
Hours of A/L taken in 2010:		hours
Weeks of A/L used per year:		weeks

You should estimate the 'Weeks of S/L or A/L used per year' fields. You should enter the average number of weeks of annual/sick leave you think you will use per year.

Summary

Once you enter all the required fields, the Pension Estimator will prompt you to click on the summary tab of the spreadsheet to view the results of the estimate:
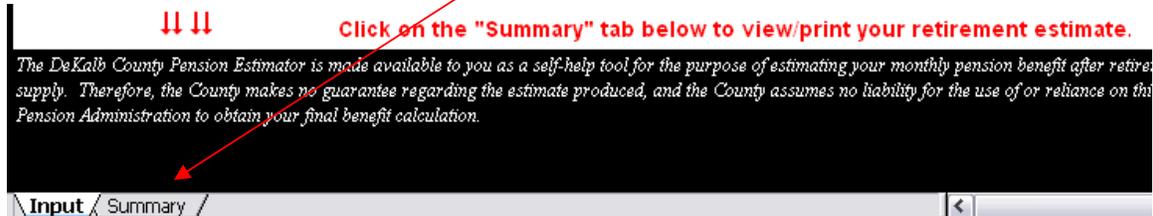
You can now print Your results:

DeKalb County Government   Jelani K. Hooks
Department of Finance   Pension Administrator
Risk Management and   (404) 371-2296
Employee Services Division   jkhooks@co.dekalb.ga.us

Manuel J. Maloof Center, 1300 Commerce Drive, 4th Floor, Decatur, GA 30030

February 7, 2011

To: John Doe

Subject: Retirement Estimate

Here is an estimate of your pension benefit based on payments starting June 1, 2011, assuming your last day on the active payroll would be May 31, 2011. Your accredited pension service for this estimate is 26 years and 4 months, including 8 months accredited for accumulated, but unused, sick leave.

Your benefit payment options would be as follow

Straight Life $2,379.46 per month paid for your lifetime only.

Normal $2,347.00 per month paid for your lifetime, but for a minimum of ten years certain. That is, if you should die before May 1, 2021, your beneficiary (or your estate if your beneficiary predeceases you) would receive this amount through that date.

Joint & Survivor *	**Paid to Retiree While Both Live**	**Paid to Beneficiary If You Die First**
100%	$2,096.78	$2,096.78
75%	$2,161.03	$1,620.77

When you decide to retire, you should notify the Pension Administrator approximately two months before your retirement date. He will provide you with a more detailed estimate and explain the entire retirement process.