

Correction to Incorrectly Assigned Roles

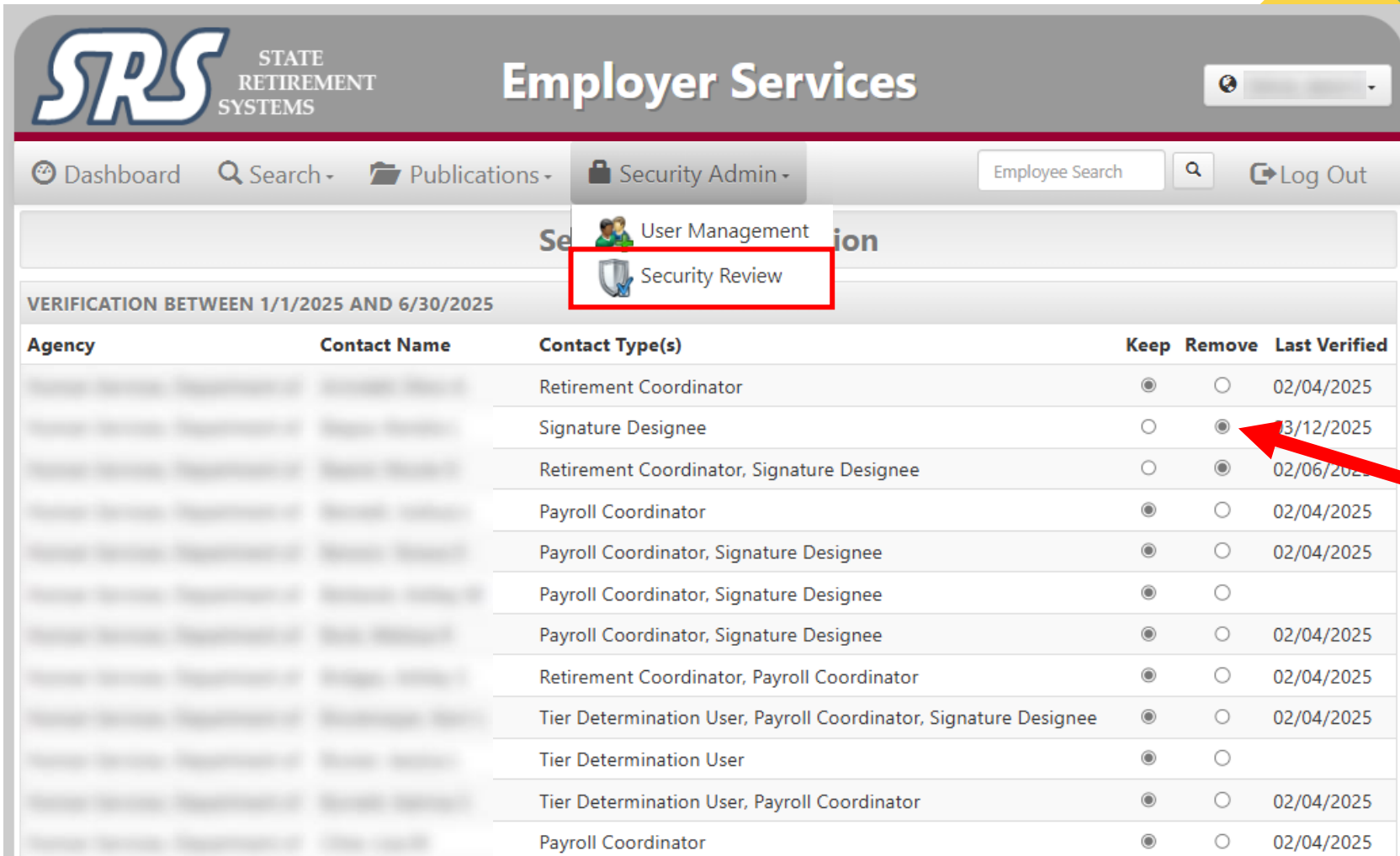




Correction to Incorrectly Assigned Roles

When your agency has employees who need their Tier determined, Security Admins can request SERS to perform a Tier Determination. This process is being implemented to correct roles that have been incorrectly assigned. Those who have been assigned as a Payroll Coordinator or Signature Designee to perform Tier Determination requests can now be removed by following step 1 and reassigned to Tier Determination User by following step 2. For new Tier Determination Users, you can proceed to step 2.

Correction to Incorrectly Assigned Roles



SRS STATE RETIREMENT SYSTEMS

Employer Services

Dashboard Search Publications Security Admin Employee Search Log Out

Se User Management ion

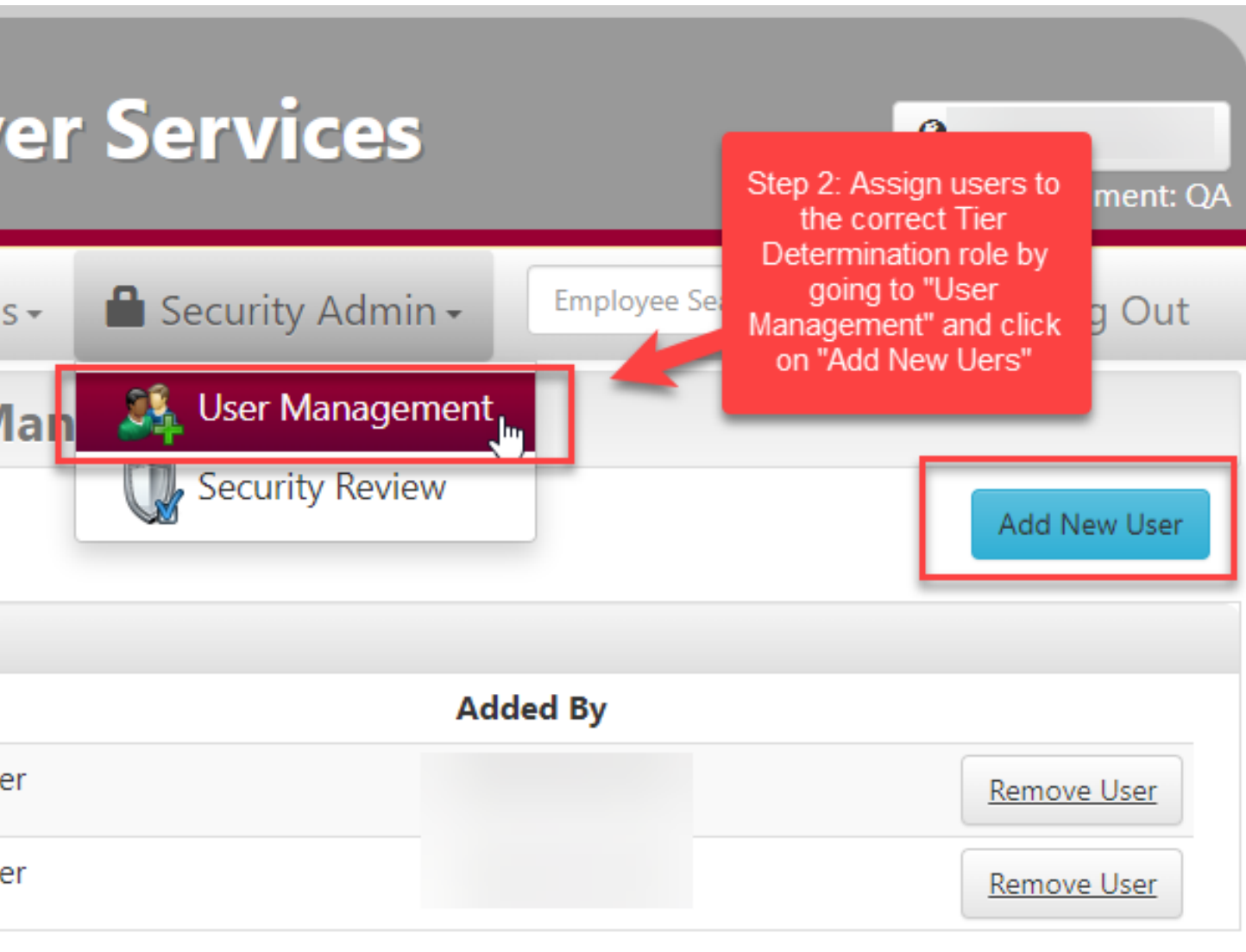
Security Review

VERIFICATION BETWEEN 1/1/2025 AND 6/30/2025

Agency	Contact Name	Contact Type(s)	Keep	Remove	Last Verified
		Retirement Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Signature Designee	<input type="radio"/>	<input checked="" type="radio"/>	03/12/2025
		Retirement Coordinator, Signature Designee	<input type="radio"/>	<input checked="" type="radio"/>	02/06/2025
		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	
		Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Retirement Coordinator, Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Tier Determination User, Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Tier Determination User	<input checked="" type="radio"/>	<input type="radio"/>	
		Tier Determination User, Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025

Step 1: The security admin should go to “Security Review” listing to “Remove” employees who have incorrect roles assigned.

Correction to Incorrectly Assigned Roles



Step 2: The security admin then should go to “User Management” to assign users to the correct role.