



Tier Determination Requests



Tier Determination

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.

Tier Determination

SRS STATE RETIREMENT SYSTEMS **Employer Services** Environment: QA

Dashboard Search Tasks Publications Security Admin Employee Search Log Out

Security Admin User Management Security Review

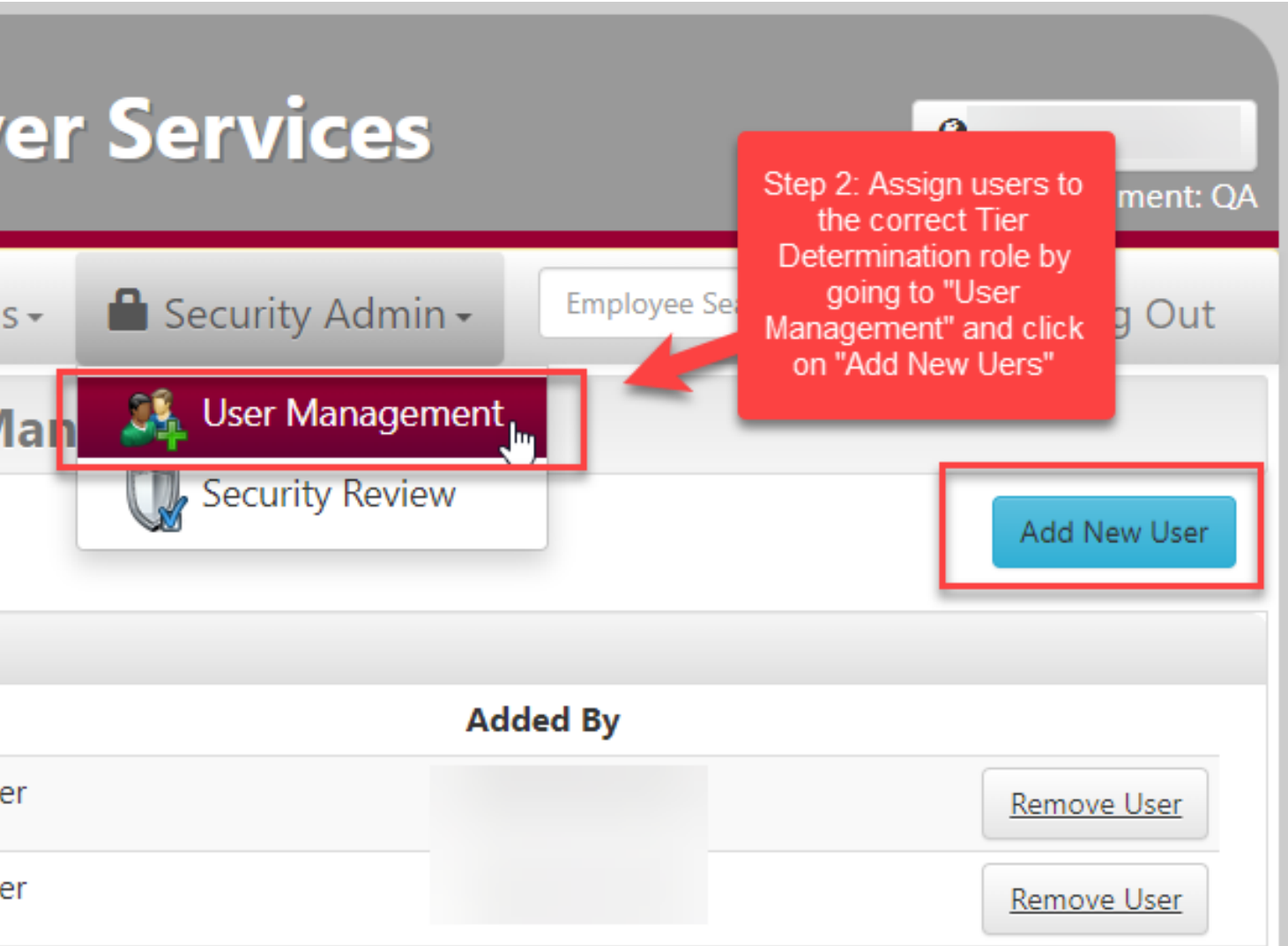
VERIFICATION BETWEEN 1/1/2024 AND 6/30/2024

| Agency | Contact Name | Contact Type(s) | Keep | Remove | Last Verified |
|----------------------------|--------------|--|----------------------------------|-----------------------|---------------|
| Corrections, Department of | | Signature Designee | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Payroll Coordinator, Signature Designee | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Signature Designee | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Payroll Coordinator | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Payroll Coordinator, Signature Designee | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Signature Designee | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Payroll Coordinator | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Payroll Coordinator | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Retirement Coordinator, Signature Designee | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Signature Designee | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Payroll Coordinator | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |
| Corrections, Department of | | Payroll Coordinator | <input checked="" type="radio"/> | <input type="radio"/> | 02/22/2024 |

Step 1: Select "Remove" to remove employee who is tier determination user but was assigned incorrect role.

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

Tier Determination



Step 2: The security admin then should go to “User Management” to assign users to the correct role. At this time, only Tier Determination user is available for this release.

Tier Determination

This is the menu to add a new user.

The screenshot shows a web form titled "Add New User" with a close button in the top right corner. The form is divided into several sections:

- Employee Search:** A search bar is highlighted with a red box. A red callout box above it says "Search for employee by name, last 4 SSN or both." Below the search bar is a "Search" button and a note: "Search for an employee by first name, middle name, last name, SSN, last four digits of SSN, Member Id or a combination of any of the criteria."
- Total Records Found:** A green bar displays "Total Records Found: 2".
- Step 1: Select Employee:** A table with columns "First Name", "Last Name", "SSN", and "Birth Date". Two rows of data are visible, with radio buttons in the "Birth Date" column highlighted by a red box. A red callout box to the right says "Select the correct employee".
- Step 2: Select User Type:** A dropdown menu is highlighted with a red box, showing "Tier Determination User". A red callout box to the right says "Tier Determination User is pre-populated for initial release."
- Step 3: Select Agency:** A dropdown menu is highlighted with a red box, showing "-Select One-".
- Step 4: Enter Work Email:** A yellow box contains the instruction: "To verify employee has a valid Okta Workforce account, please enter employee's work email address and click on 'Verify Email'". Below this, a "Work Email" input field and a "Verify Email" button are highlighted with red boxes. A red callout box below says "Verify employee's work email address (okta workforce account) and click on 'Verify Email' button".

A "Close" button is located at the bottom right of the form.