



FACES RETIREMENT BENEFITS ESTIMATOR

October 2011

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

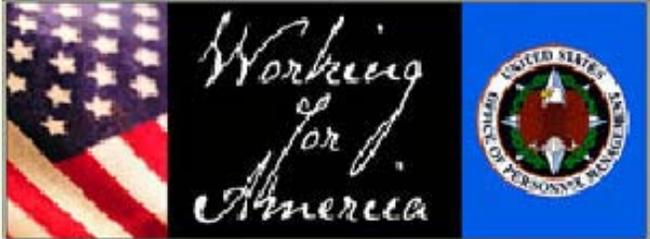


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FACES Retirement Benefits Estimator – A User Guide

Description The Retirement Benefits Estimator is a web based Federal retirement benefits estimator designed for use by Federal agency retirement counselors.

Accessing the Benefits Estimator To access the Retirement Benefits Estimator, enter your User Login and Password, then point and click on the Login button.

You are now ready to retrieve an existing case or create a new case.

Note: *If you are logging in with a temporary password, go to page 38.*

Retrieve an Existing Case To retrieve an existing case, enter one of the following pieces of identifying information:

- Social Security Number or
- Last Name or
- Birth Date or
- Case Status – (OPM use only)

Notes:

- ***If the SSN has been assigned to a case by an agency other than the user's, the user will not be able to retrieve the case.***
- ***An agency's retirement counselor can only view that agency's retirement estimates.***

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Retrieve an Existing Case (Continued)

Main Menu	Federal Annuity Claims Expert Systems
Create New Case Retrieve Case Change Password	<p>Please enter information to locate a case to process. Once you have entered the information, click the 'Retrieve Case' button.</p> <p>SSN: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Birth Date: <input type="text"/></p> <p>Case Status: At least one other piece of information must be supplied if you are searching by Status <input type="text"/></p> <p><input type="button" value="Retrieve Case"/></p>

If the last name is used to retrieve a case, and there is more than one employee with the same last name, a multiple employee match screen will appear. Point and click on the name of the employee whose case you want to retrieve.

Main Menu	Results of the search															
Create New Case Retrieve Case Change Password	<table border="1"><thead><tr><th>SSN</th><th>Name</th><th>Birth Date</th></tr></thead><tbody><tr><td>214609999</td><td>Joe L. Smith</td><td>9/29/1947</td></tr><tr><td>207499580</td><td>Carol Smith</td><td>10/6/1958</td></tr><tr><td>344464092</td><td>Martha J. Smith</td><td>12/6/1950</td></tr><tr><td>415802074</td><td>Carolyn B. Smith</td><td>3/1/1948</td></tr></tbody></table> <p>Click on the Name you would like to retrieve or search again using the fields below.</p> <p>Please enter information to locate a case to process. Once you have entered the information, click the 'Retrieve Case' button.</p> <p>SSN: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Birth Date: <input type="text"/></p> <p>Case Status: At least one other piece of information must be supplied if you are searching by Status <input type="text"/></p> <p><input type="button" value="Retrieve Case"/></p>	SSN	Name	Birth Date	214609999	Joe L. Smith	9/29/1947	207499580	Carol Smith	10/6/1958	344464092	Martha J. Smith	12/6/1950	415802074	Carolyn B. Smith	3/1/1948
SSN	Name	Birth Date														
214609999	Joe L. Smith	9/29/1947														
207499580	Carol Smith	10/6/1958														
344464092	Martha J. Smith	12/6/1950														
415802074	Carolyn B. Smith	3/1/1948														

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FACES Retirement Benefits Estimator – A User Guide

Create a New Case

To create a new case, point and click on “Create New Case” in the Main Menu. The Create New Case screen will appear. Your User Login and name, along with your agency ID number and name, will automatically appear in the fields under **Case Information**.

Note: Keyboard navigation may be done by using the Tab key rather than the mouse.

The screenshot shows the 'Create New Case' web application. On the left is a 'Main Menu' with links for 'Create New Case', 'Retrieve Case', and 'Change Password'. The 'Create New Case' link is highlighted with a mouse cursor. The main area is titled 'Create New Case' and contains a 'Case Information' section showing 'Specialist: FTGEORGE Frank George'. Below that is a 'Customer Information' section with fields for Agency (24), Case Type, Retirement Type, Last Name, First Name, MI, Birth Date, SSN, Gender (Male/Female), US Citizen (checked), and Married. At the bottom is a 'Required Fields' section with a 'Create New Case' button.

- ▶ **Agency** – The agency ID number is automatically entered.
- ▶ **Case Type** – Select a case type: (Required Field)
 - 1. CSRS or
 - 2. FERS
- ▶ **Retirement Type** – Select a retirement type: (Required Field)
 - 1. Voluntary
 - 2. Involuntary
 - 3. Disability
 - 4. Service Credit
 - 5. Early Out
 - 6. Deferred/PPD
 - 8. Deceased Employee

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Create A New Case (Continued)

- ▶ **Last Name** – Enter customer’s last name. (Required Field)
- **First Name** – Enter customer’s first name.
- **MI** – Enter customer’s middle initial.
- ▶ **Birth Date** – Enter customer date of birth. (Required Field)
- ▶ **SSN** – Enter customer’s social security number. (Required Field)
***Note:** If the employee does not have a SSN, assign a number that begins with 999, as to not conflict with a real SSN.*
- **Gender** – The screen automatically defaults to Male. If the customer is female, point and click on the radio button next to Female.
- **US Citizen** – The screen automatically enters a check in the box next to US Citizen. If the customer is a non-citizen, remove the check mark by pointing and click on the box.
- **Married** – If the customer is married, point and click on the box next to Married.

After entering all customer information, point and click on **Create New Case**. The following message will appear. Click on the OK button to continue.



Header Information

Upon the creation of a new case or return to an existing case, the Benefits Estimator will automatically move to the **Header Information** screen. Here, along with the Customer Information you entered, you will enter:

- **Survivor Information**
- **Military Information**
- **Health Benefits Information**
- **Life Insurance Information**
- **Service Computation Date**
- **FERS Annuity Supplement or CSRS Offset** (if applicable).

Correction Errors – If any of the information entered in the Header is incorrect, make the necessary corrections.

Saving Information – Point and click on **(Save)** next to Header in the Main Menu, or on **Go To Save**.

***Note:** If the Retirement Type is Deceased Employee, enter the date of death in the Date of Death field under Customer Information. Otherwise, it is blocked.*

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FACES Retirement Benefits Estimator – A User Guide

Header Information (Continued)

Main Menu Create New Case Retrieve Case Checkin Case Header (Save) Service Salary Address Memos Earnings Disability TC WAE TC Summary Estimate Case History Case Alerts Post 56 Military SSA Website TSP Website Change Password	Header Information Case Information CSA: Status: 101: Estimate Specialist: 295: FTGEORGE Frank George <hr/> Customer Information Last Name: <input type="text" value="Smith"/> First Name: <input type="text" value="Martha"/> MI: <input type="text" value="J"/> Birth Date: <input type="text" value="12/6/1950"/> Date of Death: <input type="text" value=""/> SSN: <input type="text" value="344"/> - <input type="text" value="46"/> - <input type="text" value="4092"/> Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female US Citizen: <input checked="" type="checkbox"/> Married: <input checked="" type="checkbox"/> Go to Top Go to Save
--	--

For Deceased Employee enter Date of Death

Survivor Information

Enter survivor information in the **Survivor Information** portion of the header screen. If there is no survivor, leave blank.
Enter the following survivor information:

- **Last Name** – Enter the survivor’s last name.
- **First Name** – Enter the survivor’s first name.
- **MI** – Enter the survivor’s middle initial.
- **SSN** – Enter the survivor’s social security number.
- **Birth Date** – Enter the survivor’s date of birth.

Main Menu Create New Case Retrieve Case Checkin Case Header (Save) Service Salary Address Memos Earnings Disability TC WAE TC Summary Estimate Case History Case Alerts Post 56 Military	Survivor Information Last Name: <input type="text" value="Smith"/> First Name: <input type="text" value="John"/> MI: <input type="text" value="S"/> SSN: <input type="text" value="334"/> - <input type="text" value="44"/> - <input type="text" value="2409"/> Birth Date: <input type="text" value="6/12/1950"/> Relation: <input type="radio"/> Wife <input checked="" type="radio"/> Husband Based on gender from above US Citizen: <input checked="" type="checkbox"/> Survivor Option: <input type="text" value="All (FERS)"/> Go to Top Go to Save
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FACES Retirement Benefits Estimator – A User Guide

Survivor Information (Continued)

- **Relation** – The program will enter the appropriate relationship based on the gender of the customer.
 - **US Citizen** – If the survivor is not a US citizen, point and click on the box to remove the checkmark.
 - **Survivor Options** - Select the appropriate survivor option from the drop down list.
 - **Full (CSRS)** – 55% of the retiring employee’s unreduced annuity.
 - **All (FERS)** – 50% of the retiring employee’s unreduced annuity.
 - **Half (FERS)** – 25% of the retiring employee’s unreduced annuity.
 - **None** – No survivor annuity.
 - **CSRS Partial** – A dollar amount that is more than \$3600 but less than the maximum 55% of the retiring employee’s unreduced annuity.
 - **Survivor Yearly Amount** - If the survivor option is a CSRS partial survivor, enter the yearly survivor dollar amount.
-

Military Service Information

Enter military service information, in the **Military Information** portion of the header.

- If the employee had no military service or is not paying the FERS post-56 deposit, let this portion of the header default to **None**.

The screenshot shows a web-based application window. On the left is a 'Main Menu' with links: 'Create New Case', 'Retrieve Case', 'Checkin Case', 'Header (Save)', 'Service', 'Salary', 'Address', and 'M...'. The main content area is titled 'Military Information' and contains two dropdown menus: 'Branch Of Service' with 'None' selected, and 'Military Retirement Pay' with 'Not Applicable' selected. Below these are two small links: 'Go to Top' and 'Go to Save'.

- If the employee had creditable military service or is in receipt of military retired pay, select the branch of service from the drop down list in the window next to **Branch of Service**.
-

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FACES Retirement Benefits Estimator – A User Guide

Military Service Information (Continued)

The screenshot shows a web application interface with a 'Main Menu' on the left containing links like 'Create New Case', 'Retrieve Case', 'Checkin Case', 'Header (Save)', 'Service', 'Salary', 'Address', 'Memos', 'Earnings', 'Disability', 'TC WAE', and 'TC Summary'. The main content area is titled 'Military Information' and includes a 'Branch Of Service' dropdown menu. The dropdown is currently open, showing a list of military branches. A mouse cursor is hovering over the dropdown arrow. Below the dropdown is the 'Military Retirement Pay' field, which is currently empty. There are 'Go to Top' and 'Go to Save' links above and below the dropdown.

If the employee is in receipt of military retirement pay, select the waiver status from the drop down list in the window next to **Military Retirement Pay**. Otherwise, let the window default to **Not Applicable**.

This screenshot shows the same interface as the previous one, but now the 'Military Retirement Pay' dropdown menu is open. The dropdown list shows three options: 'Not Applicable', 'Waived', and 'Not Waived'. A mouse cursor is pointing at the dropdown arrow. The 'Branch Of Service' dropdown is now closed and shows 'Army' as the selected option. The 'Enrollment Code' field is visible below the 'Health Benefit Information' section.

Health Benefits Information

Enter health benefits information in the **Health Benefits** portion of the header. Enter the enrollment code for the health plan in the window next to **Enrollment Code**.

This screenshot shows the 'Health Benefit Information' section of the interface. The 'Enrollment Code' field contains the value '104'. Below it, the text 'Blue Cross and Blue Shield' is displayed. There is a checkbox labeled 'Set the Health Benefit to not enrolled:' which is currently unchecked. Below the checkbox are 'Go to Top' and 'Go to Save' links, and a 'Show HB Codes' button. The 'Life Insurance Information' section is partially visible at the bottom of the screen.

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Health Benefits Information (Continued)

If the employee has no health benefits or is not eligible to continue health benefits coverage into retirement, or wishes to cancel their health benefits, enter **011 Not Enrolled**.

To look up an enrollment code, click on the button marked **Show HB Codes**. A list of all FEHB plans will appear, preceded by their enrollment codes.



Plan Code	Plan Name
011	Not enrolled
099	Not enrolled
101	Blue Cross and Blue Shield
102	Blue Cross and Blue Shield
104	Blue Cross and Blue Shield
105	Blue Cross and Blue Shield
111	Blue Cross Blue Shield
112	Blue Cross Blue Shield
121	Principal Care Plan of St. Louis (formerly MetraHealth Care Plan of St. Louis)
122	Principal Care Plan of St. Louis (formerly MetraHealth Care Plan of St. Louis)

To return the enrollment code to **Not enrolled**, put a check mark in the box next to “**Set the Health Benefit to not enrolled**” and click **Go to Save**.

Life Insurance Information

Enter life insurance information in the **Life Insurance Information** portion of the header.

Note: *When entering header information for Deceased Employee, the Life Insurance Information fields are blocked.*

- **Basic Insurance** – In the window next to **Basic**, enter Basic Insurance amount. (Generally the Basic Insurance amount is the final salary rounded up to nearest thousandth dollar, plus two thousand.) Enter only the number of thousands. (e.g. \$57,000 = 57)

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FACES Retirement Benefits Estimator – A User Guide

Life Insurance Information (Continued)

If the employee has no Basic Insurance or is not eligible to continue Basic Insurance into retirement, leave blank.

- **Post Retirement Reduction** – From the drop down list in the window next to Post-Retirement Reduction, select the level of Basic Life Insurance desired.

The screenshot shows the 'Life Insurance Information' window. On the left is a 'Main Menu' with options like 'Create New Case', 'Retrieve Case', 'Checkin Case', 'Header (Save)', 'Service', 'Salary', 'Address', 'Memos', 'Earnings', 'Disability', 'TC WAE', 'TC Summary', 'Estimate', and 'Case History'. The main area contains fields for 'Basic:' (value 57), 'Post-Retirement Reduction:' (dropdown menu open), 'Standard:', 'Additional:', and 'Family:'. The dropdown menu lists options: 'No Life Insurance', '75%', '50%', 'No Reduction', 'Assignment - 75% Reduction', 'Assignment - 50% Reduction', 'Assignment - No Reduction', 'Full Living Benefit', 'Partial Living Benefit', and 'Workman's Comp'. A red box labeled 'Post-Retirement Reduction' points to the dropdown menu.

- **Option A – Standard Optional Insurance** - Enter the amount of Option A - Standard Optional Insurance in the field next to Standard. (e.g. \$10,000 = 10)

If the employee did not elect Option A or is not eligible to continue Option A into retirement, leave blank.

The screenshot shows the 'Life Insurance Information' window. The 'Standard:' field is set to '10'. A red box labeled 'Option A' points to this field. The 'Post-Retirement Reduction:' dropdown is set to '75%'. Other fields include 'Basic:' (57), 'Additional:' (None), and 'Family:' (None). A 'Show HB Codes' button is visible at the top right.

- **Option B – Additional Optional Insurance** - Select the number of multiples and the level of coverage from the drop down list.

If the employee did not elect Option B or is not eligible to continue Option B into retirement, let the field default to “None”.

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FACES Retirement Benefits Estimator – A User Guide

Life Insurance Information (Continued)

The screenshot shows the 'Life Insurance Information' section of the software. A dropdown menu is open, listing various options. An arrow points from a box labeled 'Option B' to the 'None' option in the dropdown.

- **Option C – Family Optional Insurance** - Select the number of multiples and the level of coverage from the drop down list.

If the employee did not elect Option C or is not eligible to continue Option C into retirement, let the field default to “None”.

The screenshot shows the 'Life Insurance Information' section of the software. A dropdown menu is open, listing various options. An arrow points from a box labeled 'Option C' to the 'None' option in the dropdown.

To delete life insurance information, check the box next to “**Delete this life insurance.**” When the file is save the life insurance information will be deleted.

Other Information

Service Computation Date – Enter the service computation date in the field next to **Service Computation Date**.

CSRS Offset Years – Enter the number of years of CSRS offset service in the field next to **CSRS Offset Years**. *Note: If the annuity estimate is a FERS estimate, the CSRS Offset Years field is disabled.*

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FACES Retirement Benefits Estimator – A User Guide

Other Information (Continued)

Need Windfall Elimination – To compute the Windfall Elimination, put a check in the box next to **Need Windfall Elimination**. (Not needed for straight FERS, or with 30 years of substantial earnings.)

Service Information

To enter the employee's service information, click on **Service** in the **Main Menu**.

Row	Delete	TC	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>		12/31/2004	9: Retirement			
*	<input type="checkbox"/>						

- ▶ **Case Type** – The case type field will populate with the information entered when the case was created.
- ▶ **Retirement Type** – The retirement type field will populate with information entered when the case was created.
- **Part Time Needed** – If there is part time service present in the employee's service history, and the employee is:
 - CSRS w/part time service after 4/7/86
 - Straight FERS

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FACES Retirement Benefits Estimator – A User Guide

Service Information (Continued)

- FERS Transfer w/part time service after 4/7/86. Point and click on the Part Time Needed box. This will expand the service line to enable coding of part-time service.
(See: **Entering Part Time Service**)
- **Frozen Unused Sick Leave** – Unused sick leave balance at the time of the FERS election. This field is hidden if the Case Type is CSRS.
- **Final Unused Sick Leave** – Unused sick leave balance at the time of retirement.
- **Projected Sick Time**
 - **CSRS or FERS** – Enter the amount of unused sick leave projected to retirement.
 - **FERS Transfer** – Enter the amount of unused sick leave projected to retirement or the amount of unused sick leave at transfer to FERS, whichever is lesser.
- **FERS V.A. Registered Nurse** – Only Registered Nurses with occupational codes of 0610 and 0605 qualify to receive 100% of their unused sick leave at the time of retirement. This field is visible only if:
 - the retirement counselor who is currently logged on belongs to the Veterans Administration, and
 - the Case Type is FERS.

Overseas Service

If the employee had **Overseas Service**, point and click on the box next to **Overseas**. FERS and CSRS fields will appear. Enter the amount of Overseas Service in months and years.

The screenshot shows the 'Service for Martha Smith' window. In the 'Service Information' section, the 'Overseas' checkbox is checked. A box labeled 'Overseas Service' has an arrow pointing to this checkbox. Below it, fields for 'FERS Months', 'FERS Years', 'CSRS Months', and 'CSRS Years' are present, with a bracket labeled 'Overseas Service' grouping them. At the bottom, a table header is visible with columns: Row Delete, TC, Date, Retirement Code, Service Code, Amount, and Multiplier.

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FACES Retirement Benefits Estimator – A User Guide

Add, Update or Delete Existing Information

In this section of Service Information lines of service can be added, updated, or deleted. The information in Row 1 is brought forward from the Create New Case screen and contains the Retirement Date and the Retirement Code.

Main Menu

- Create New Case
- Retrieve Case
- Checkin Case
- Header
- Service (**Save**)
- Salary
- Address
- Memos
- Earnings
- Disability
- TC WAE
- TC Summary
- Estimate
- Case History
- Case Alerts
- Post 56 Military
- SSA Website
- TSP Website
- Change Password

Service for Martha Smith

Service Information

- Case Type: 2: FERS
- Retirement Type: 1: Voluntary
- Part Time Needed:
- Frozen Unused Sick Leave: 0 (Enter Actual Hours)
- Final Unused Sick Leave: 0 (Enter Actual Hours)
- Projected Sick Time: 0
- Overseas:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save)

Row	Delete	TC Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	12/31/2004	9: Retirement			
*	<input type="checkbox"/>					

Remember to add one day to any separation, retirement, or death date.

- **Add Service Information** – Begin entering the employee’s service information in the line beneath Row 1. Start with the earliest period of creditable service.
- **Date** – Enter the beginning date of the first period of creditable service. (MMDDYY)

Main Menu

- Create New Case
- Retrieve Case
- Checkin Case
- Header
- Service (**Save**)
- Salary
- Address
- Memos
- Earnings
- Disability
- TC WAE
- TC Summary
- Estimate
- Case History
- Case Alerts
- Post 56 Military
- SSA Website
- TSP Website
- Change Password

Service for Martha Smith

Service Information

- Case Type: 2: FERS
- Retirement Type: 1: Voluntary
- Part Time Needed:
- Frozen Unused Sick Leave: 0 (Enter Actual Hours)
- Final Unused Sick Leave: 0 (Enter Actual Hours)
- Projected Sick Time: 0
- Overseas:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save)

Row	Delete	TC Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	12/31/2004	9: Retirement			
*	<input type="checkbox"/>	10/24/1957				

Remember to add one day to any separation, retirement, or death date.
An asterisk under the TC date indicates that the date is by Time Converter.

Your information has been saved.

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FACES Retirement Benefits Estimator – A User Guide

Add, Update or Delete Existing Information (Continued)

- **Retirement Code** – Select the retirement code from the list box under Retirement Code.
 1. **CSRS** – Any service creditable under the Civil Service Retirement System.
 2. **FERS** – Any service creditable under the Federal Employees Retirement System.
 5. **Interim** – CSRS service from 01/01/84 to 12/31/86 for which both retirement and social security deductions were made.
 6. **CSRS Offset** – CSRS service for which both retirement and social security deductions were made.
 7. **Stop Credit** – Used to stop credit when coding WAE or Intermittent service.
 8. **Separation** – Used at the end of a period of service.
 9. **Retirement** – Used at the end of the final period of service.

D: Death – Use on the date of death.

N: Non-Credit Time/Computation – Used to indicate service that is not creditable for title or computation, i.e. FICA service on or after 01/01/89 in a FERS retirement.

L: Last Day of Pay – Used to indicate the last day the employee was in a pay status. This is needed for disability retirement and may be used for CSRS retirements.

- **Service Code** – Select a service code from the dropdown list under **Service Code** that describes the service being entered.

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FACES Retirement Benefits Estimator – A User Guide

Add, Update or Delete Existing Information (Continued)

1. **Civilian Covered Service** – Creditable civilian CSRS or FERS service for which retirement deductions were withheld.
2. **Creditable Military** – Creditable military service under CSRS or FERS. (Pre 1/1/57 service or paid Post-56)
3. **Unpaid FICA** - Any civilian service for which retirement deductions were not withheld. (Requires an entry in the Amount field.)
4. **Paid FICA** – Any civilian service for which a deposit was paid.
5. **Unpaid Redeposit** – Any period of CSRS service for which retirement deductions were refunded and not repaid.
6. **Pre 10/90 Refund** – Identifies a CSRS refund that was made prior to 10/1/90. (Requires an entry in the Amount field.)
7. **Post 10/90 Refund** – Identifies a CSRS refund that was made on or after 10/1/90. (Requires an entry in the Amount field.)
8. **Catch 62** – Creditable CSRS post-56 military service for which a deposit was not made and the employee was first hired after 10/1/82. If the employee is eligible for Social Security at age 62, the military service is eliminated from the annuity computation.
9. **Refunded CSRS Creditable as FERS** – Refunded CSRS service (not Offset or Interim service) based on an application filed before FERS coverage began and totaling less than five years. A FERS deposit must be made to receive credit. (Require an entry in the Amount field.)
- B: 535 CBPO** – Identifies CBPO service under PL 110-161, effective 07/06/2008.
- C: Law Enforcement/FF** – Law enforcement or firefighter service.
- D: Unpaid FICA-6C** – Identifies unpaid FICA service that may be needed to meet title for a LEO/FF retirement.
- E: Unpaid Redeposit-6C** – Identifies unpaid refunded service that may be needed to meet title for a LEO/FF retirement.
- F: Pre 10/90 Ref-6C** – Represents the date/amount of refund of refunded LEO/FF service that ended prior to 10/01/1990.
- G: Post 10/90 Ref-6C** – Represents the date/amount of refund of refunded LEO/FF service that ended on or after 10/01/1990.
- H: Refunded CSRS-6C creditable as FERS-6C** – Represents a period of refunded CSRS LEO/FF service that, if paid, will be creditable towards FERS.

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FACES Retirement Benefits Estimator – A User Guide

Add, Update or Delete Existing Information (Continued)

L: Refund – Identifies the date and amount of a refund payment for non-enhanced benefit service (EBS), i.e., law enforcement officer, firefighter, Customs and Border Protection Officer, that was subject to standard FERS retirement deductions. Enter the date and amount from the refund stamp on the Individual Retirement Record. If part of the refund period(s) was EBS, use L or M (see below) based on the nature of the service at separation.

M: Refund-6C – Identifies the date and amount of a refund payment for enhanced benefit service (EBS), i.e., law enforcement officer, firefighter, Customs and Border Protection Officer, that was subject to higher FERS retirement deductions. Enter the date and amount from the refund stamp on the Individual Retirement Record. If the entire refund period(s) was not EBS, use L (see above) or M based on the nature of the service at separation.

- **Amount** – Enter a dollar amount for Service Codes which require an entry in the Amount field.

Main Menu

- Create New Case
- Retrieve Case
- Checkin Case
- Header
- Service (**Save**)
- Salary
- Address
- Memos
- Earnings
- Disability
- TC WAE
- TC Summary
- Estimate
- Case History
- Case Alerts
- Post 56 Military
- SSA Website
- TSP Website
- Change Password

Service for Martha Smith

Service Information

Case Type: 2: FERS

Retirement Type: 1: Voluntary

Part Time Needed:

Frozen Unused Sick Leave: 0 (Enter Actual Hours)

Final Unused Sick Leave: 0 (Enter Actual Hours)

Projected Sick Time: 0

Overseas:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Delete	TC Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	12/31/2004	9: Retirement			
*	<input type="checkbox"/>	10/24/1957	1: CSRS	3: Unpaid Fica		

<< Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
An asterisk under the TC column signifies line was added by Time Converter.
Your information has been saved.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Add, Update or Delete Existing Information (Continued)

- **Multiplier** – For types of service that require an entry in the Amount field, select a multiplier code from the Multiplier drop down list to describe that amount.

Multipliers

1. **Annual** – Annual salary rate.
2. **Earnings** – Earnings for a particular service credit period.
3. **Hourly** – Hourly rates of pay.
4. **Daily** – Daily rates of pay.
5. **FERS APS** – FERS additional pay status. (contributions)
6. **CSRS APS** – CSRS additional pay status. (contributions)
7. **FERS 6c APS** – FERS law enforcement/firefighter additional pay status. (contributions)
8. **CSRS 6c APS** – CSRS law enforcement/firefighter additional pay status. (contributions)
9. **Postal Flex Hourly** – Postal flex hourly pay rate.
- A. **Limited Tour** – Postal limited tour pay rate.
- B. **Amount** – Amount of refund.
- C. **Deductions** – Deductions for a period of refunded service.

Note: If the Retirement Code, Service Code, Amount, or Multiplier changes during a period of service, whether it is covered service or deposit/redeposit service, a new line of service is required for each change.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Add, Update or Delete Existing Information (Continued)

- **Ending a Period of Service** – To end a period of service, enter the ending date of the service, plus one day and the Retirement Code - **8. Separation**.

Main Menu

- Create New Case
- Retrieve Case
- Checkin Case
- Header
- Service (**Save**)
- Salary
- Address
- Memos
- Earnings
- Disability
- TC WAE
- TC Summary
- Estimate
- Case History
- Case Alerts
- Post 56 Military
- SSA Website
- TSP Website
- Change Password

Service for Martha Smith

Service Information

Case Type: 2: FERS

Retirement Type: 1: Voluntary

Part Time Needed:

Frozen Unused Sick Leave: 0 (Enter Actual Hours)

Final Unused Sick Leave: 0 (Enter Actual Hours)

Projected Sick Time: 0

Overseas:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Delete	TC Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	12/24/1957	1: SRS	3: Unpaid Fica	2347	2: Earnings
2	<input type="checkbox"/>	12/31/2004	9: Retirement			
*	<input type="checkbox"/>	02/26/1958	8: Separation			

<< Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
An asterisk under the TC column signifies line was added by Time Converter.

Point and click on the **Save** button to add the line of service. FACES will move the line of service to the proper position.

To add another row of service, point and click on **Add a New Row**.



Continue entering all periods of creditable service in this manner. When the retirement date is reached, use the Retirement Code - **9. Retirement**. Remember to add a day.

Reminder: Always remember to point and click on the **Save** button to add a new service line. To **delete** a service line, point and click on the **Delete** box next to the row number, then point and click on the **Save** button.

Note: Whenever applicable, the Retirement Benefits Estimator will automatically enter a 10/01/82 line and/or a 01/01/70 line.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Time Converter The FACES Time Converter can be used to convert both WAE hours and WAE days to calendar time, summarize the service and send it to the Service screen.

Accessing the Time Converter

To access the Time Converter WAE:

1. Log on to the FACES Retirement Estimator.
2. On the Main Menu point and click on TC WAE.

Main Menu

- Create New Case
- Retrieve Case
- Checkin Case
- Header
- Service (Save)
- Salary
- Address
- Memos
- Earnings
- Disability
- TC WAE
- TC Summary
- Estimate
- Case History
- Case Alerts
- Post 56 Military
- SSA Website
- TSP Website
- Change Password

Part Time Needed:

Frozen Unused Sick Leave: (Enter Actual Hours)

Final Unused Sick Leave: (Enter Actual Hours)

Projected Sick Time:

Overseas:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Delete	TC	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>		10/24/1957	1: CSRS	3: Unpaid Fica	2347	2: Earnings
2	<input type="checkbox"/>		12/31/2004	3: Retirement			
*	<input type="checkbox"/>		2/26/1958	8: Separation			

<<

Remember to add one day to any separation, retirement, or death date.
An asterisk under the TC column signifies line was added by Time Converter.

Entering WAE Service

The Time Converter WAE screen appears when TC WAE is selected. Here each period of WAE service is added, updated or deleted.

Main Menu

- Create New Case
- Retrieve Case
- Checkin Case
- Header
- Service
- Salary
- Address
- Memos
- Earnings
- Disability
- TC WAE (Save)
- TC Summary
- Estimate

Time Converter WAE for M Jones

Time Converter WAE Information

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Del	Start Date	Time Units	Multiplier	Retirement	Yrs	Mns	Days	Stop Date
*	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Non-Postal Effective 3/1/1986 (2087)	1			

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering WAE Service (Continue)

There are four fields where information must be entered.

1. The Start Date of each period of WAE service.
2. The Time Units. (Number of hours or days worked)
3. A Multiplier.
4. Retirement description.

Row Del	Start Date	Time Units Multiplier	Retirement	Yrs Mns Days	Stop Date
<input type="checkbox"/>			Non-Postal Effective 3/1/1986 (2087)	1: CSRS	

- In the field under Start Date enter the beginning date of the period of WAE service to be converted.
- In the field under Time Units enter the number of hours or days to be converted.
- In the field under Multiplier select a Multiplier from the dropdown list.
 1. Non-Postal Effective 3/1/1986 (2087)
 2. Non-Postal Before 3/1/1986 (2080)
 3. FT Postal or LT (2080)
 4. Postal Flex Effective 7/25/1985 (2000)
 5. Postal Flex Effective 7/20/1971 (2008)
 6. Postal Flex Effective 12/3/1955 (2016)
 7. Postal Flex Effective 7/1/1945 (2024)
 8. 260 Day Chart Conversion
- In the field under Retirement select a retirement type from the dropdown list.
 1. CSRS
 2. FERS
 5. Interim
 6. Offset

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering WAE Service (Continue)

- After the fields are filled in, double check to see that all information is correct. Then point and click on the Save and Calculate button.

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Del	Start Date	Time Units	Multiplier	Retirement	Yrs	Mns	Days	Stop Date
1	<input type="checkbox"/>	9/1/1985		659	Non-Postal Before 3/1/1986 (2080)	1: CSRS			

The Time Converter will convert the time Units into Years, Months and Days and will show a Stop (credit) Date. As with the service screen, a blank line is added for entering additional periods of WAE service, and converted service is moved up. To convert another period of service, proceed as above and Save and Calculate.

Time Converter WAE Information

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Del	Start Date	Time Units	Multiplier	Retirement	Yrs	Mns	Days	Stop Date	
1	<input type="checkbox"/>	9/1/1985	Hours	659	Non-Postal Before 3/1/1986 (2080)	1: CSRS	0	3	24	12/25/1985
2	<input type="checkbox"/>	1/1/1986	Hours	250	Non-Postal Before 3/1/1986 (2080)	1: CSRS	0	1	14	2/15/1986
3	<input type="checkbox"/>	3/1/1986	Hours	560	Non-Postal Effective 3/1/1986 (2087)	1: CSRS	0	3	7	6/8/1986
4	<input type="checkbox"/>	1/1/1987	Days	153	260 Day Chart Conversion	1: CSRS	0	7	2	8/3/1987
*	<input type="checkbox"/>				260 Day Chart Conversion	1: CSRS				

Note 1: Be sure that the start date and the multiplier are compatible. For example, WAE service in 1985 can not be converted using Non-Postal Effective 3/1/1986. If this happens an error message will appear.



Note 2: There are two non-postal multipliers for 1986. If at all possible enter the pre-3/1/1986 hours separately from the hours worked on or after 3/1/1986.

Note 3: Keep in mind that the number of hours/days worked cannot exceed calendar time. For example if a person works 265 days in a calendar year, the time credited cannot exceed a year.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Correcting Data Entry Errors

There are two ways to correct data entry errors.

1. Go to the field where the error is discovered and highlight the field. Enter the correct information and click on Save and Calculate.
2. Go to the line where the error is discovered, click on the check box in front of the Start Date and then on Save and Calculate. The total line will be deleted from the time conversion.

Time Converter WAE Information

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save)

Row	Del	Start Date	Time Units	Multiplier	Retirement	Yrs	Mns	Days	Stop Date	
1	<input checked="" type="checkbox"/>	9/1/1985	659	Hours	Non-Postal Before 3/1/1986 (2080)	1: CSRS	0	3	24	12/25/1985
2	<input type="checkbox"/>	1/1/1986	250	Hours	Non-Postal Before 3/1/1986 (2080)	1: CSRS	0	1	14	2/15/1986
3	<input type="checkbox"/>	3/1/1986	560	Hours	Non-Postal Effective 3/1/1986 (2087)	1: CSRS	0	3	7	6/8/1986
4	<input type="checkbox"/>	1/1/1987	153	Days	260 Day Chart Conversion	1: CSRS	0	7	2	8/3/1987
*	<input type="checkbox"/>				260 Day Chart Conversion	1: CSRS				

Add a New Row Save and Calculate

Time Converter Summary

Any time during the time conversion process the Time Converter Summary may be viewed. To view the time Converter Summary point and click on **TC Summary** in the Main Menu.

<p>Main Menu</p> <ul style="list-style-type: none"> Create New Case Retrieve Case Checkin Case Header Service Salary Address Memos Earnings Disability TC WAE (Save) TC Summary Estimate Case History Case Alerts Post 56 Military SSA Website TSP Website Change Password 	<p>Time Converter WAE for M Jones</p> <p>Time Converter WAE Information</p> <p>Add, Update or Delete Existing Information (click the checkbox to delete a row, then click Save)</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Del</th> <th>Start Date</th> <th>Time Units</th> <th>Multiplier</th> <th>Retirement</th> <th>Yrs</th> <th>Mns</th> <th>Days</th> <th>Stop D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>9/1/1985</td> <td>659</td> <td>Hours</td> <td>Non-Postal Before 3/1/1986 (2080)</td> <td>1: CSRS</td> <td>0</td> <td>3</td> <td>24</td> <td>12/25/1985</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td>1/1/1986</td> <td>250</td> <td>Hours</td> <td>Non-Postal Before 3/1/1986 (2080)</td> <td>1: CSRS</td> <td>0</td> <td>1</td> <td>14</td> <td>2/15/1986</td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td>3/1/1986</td> <td>560</td> <td>Hours</td> <td>Non-Postal Effective 3/1/1986 (2087)</td> <td>1: CSRS</td> <td>0</td> <td>3</td> <td>7</td> <td>6/8/1986</td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td>1/1/1987</td> <td>153</td> <td>Days</td> <td>260 Day Chart Conversion</td> <td>1: CSRS</td> <td>0</td> <td>7</td> <td>2</td> <td>8/3/1987</td> </tr> <tr> <td>*</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td>260 Day Chart Conversion</td> <td>1: CSRS</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add a New Row Save and Calculate</p> <p>Your information has been saved.</p>	Row	Del	Start Date	Time Units	Multiplier	Retirement	Yrs	Mns	Days	Stop D	1	<input type="checkbox"/>	9/1/1985	659	Hours	Non-Postal Before 3/1/1986 (2080)	1: CSRS	0	3	24	12/25/1985	2	<input type="checkbox"/>	1/1/1986	250	Hours	Non-Postal Before 3/1/1986 (2080)	1: CSRS	0	1	14	2/15/1986	3	<input type="checkbox"/>	3/1/1986	560	Hours	Non-Postal Effective 3/1/1986 (2087)	1: CSRS	0	3	7	6/8/1986	4	<input type="checkbox"/>	1/1/1987	153	Days	260 Day Chart Conversion	1: CSRS	0	7	2	8/3/1987	*	<input type="checkbox"/>				260 Day Chart Conversion	1: CSRS				
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FACES Retirement Benefits Estimator – A User Guide

Time Converter Summary
(Continue)

The **Time Converter Summary** shows the service for each year that was entered. It also shows the type of calculation, whether hours or days, the Start Credit Date, the Stop Credit Date, and the total Years, Months and Days of credit for each period of service.

Note: If there is more than one period of service in any year, the **Time Converter Summary** will combine those periods of service to give the correct **Stop Credit Date**.

Time Converter Summary for M Jones

Send Summary Information To Service

Row	Send	Calc	Start Credit	Stop Credit	Years	Months	Days	Retirement
1	<input checked="" type="checkbox"/>	-Hours-	9/1/1985	12/25/1985	0	3	24	CSRS
2	<input checked="" type="checkbox"/>	-Hours-	1/1/1986	5/22/1986	0	4	21	CSRS
3	<input checked="" type="checkbox"/>	-Days-	1/1/1987	8/3/1987	0	7	2	CSRS

Send to Service

Determine which service is to be sent to the Service screen. Note that at the beginning of each line of service there is a box with a check mark. Each line that is checked will be sent to the service screen. If the check mark at the beginning of the line is removed, the service will not pass to the Service screen. To send the service in the Time Converter Summary to the Service screen, point and click on **Send To Service**.

Time Converter Summary for M Jones

Send Summary Information To Service

Row	Send	Calc	Start Credit	Stop Credit	Years	Months	Days	Retirement
1	<input checked="" type="checkbox"/>	-Hours-	9/1/1985	12/25/1985	0	3	24	CSRS
2	<input checked="" type="checkbox"/>	-Hours-	1/1/1986	5/22/1986	0	4	21	CSRS
3	<input checked="" type="checkbox"/>	-Days-	1/1/1987	8/3/1987	0	7	2	CSRS

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Send to Service Only service that is not duplicated in the Service screen will pass to Service. (Continue) If there are duplicate service lines, the following error message will appear:



If the above error message appears, do one of two things:

1. Delete the conflicting service line from the Service screen, or
or
2. Remove the check mark from the conflicting service line so the service is not sent.

After removing the error, resend the service from the Time Converter Summary to the Service Screen.

Service Screen Open the Service screen. Note that all service transferred from the Time Converter Summary is indicated by an asterisk at the beginning of the service line. Check over the Service screen. If all of the service information is correct, continue processing the case as normal.

Row	Delete	TC	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	*	9/1/1985	1: CSRS	1: Civilian Covered Service		
2	<input type="checkbox"/>	*	12/25/1985	7: Stop Credit			
3	<input type="checkbox"/>	*	1/1/1986	1: CSRS	1: Civilian Covered Service		
4	<input type="checkbox"/>	*	5/22/1986	7: Stop Credit			
5	<input type="checkbox"/>	*	1/1/1987	1: CSRS	1: Civilian Covered Service		
6	<input type="checkbox"/>	*	8/3/1987	7: Stop Credit			
7	<input type="checkbox"/>		12/1/2005	9: Retirement			
*	<input type="checkbox"/>						

<< Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
An asterisk under the TC column signifies line was added by Time Converter.

If for any reason it is necessary to delete a line of service, put a check mark in the box at the beginning of the line and click on Save.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering Part Time Service

Check the **Part Time Needed** box if there is part-time service in the employee’s service history and the estimate is one of the following:

- CSRS w/ part-time service on or after 4/7/86 – Code full-time prior to 4/7/86 (leave hours and tour blank). Code full-time and part-time hours or tour on or after 4/7/86.
- Straight FERS – Code all service both full-time and part-time before and after 4/7/86. Enter all full-time and part-time hours or tours.
- FERS Transfer w/part-time service on or after 4/7/86 – Code full-time prior to 4/7/86 (leave hours and tour blank). Code full-time and part-time hours or tours on or after 4/7/86.

Click on the  button to hide the Main Menu and expand the Service screen to better view Part Time-related edit fields. Click on the  button at any time to restore the Main Menu.

Service for Martha Smith

Service Information

Case Type: 2: FERS

Retirement Type: 1: Voluntary

Part Time Needed: Part Time Needed

Frozen Unused Sick Leave: 0 (Enter Actual Hours)

Final Unused Sick Leave: 0 (Enter Actual Hours)

Projected Sick Time: 0

Overseas:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Delete	TC Date	Retirement Code	Service Code	Amount	Multiplier	Part Time Multiplier	Hours Worked	Tour of Duty (e.g. 40/80 or 16/40)
1	<input type="checkbox"/>	6/1/2002	9: Retirement						
*	<input type="checkbox"/>								

Remember to add one day to any separation, retirement, or death date.
An asterisk under the TC column signifies line was added by Time Converter.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering Part Time Service (Continued)

1. Begin by entering the beginning date of the part-time service under **Date.** (MMDDYY)

Service for Martha Smith

Service Information

Case Type: 2: FERS
 Retirement Type: 1: Voluntary
 Part Time Needed:
 Frozen Unused Sick Leave: 0 (Enter Actual Hours)
 Final Unused Sick Leave: 0 (Enter Actual Hours)
 Projected Sick Time: 0
 Overseas:

Add, Update or Delete Existing Information
 (click the checkbox to delete a row, then click Save.)

Row	Delete	TC	Date	Retirement Code	Service Code	Amount	Multiplier	Part Time Multiplier	Hours Worked	Tour of Duty (ex. 40/80 or 16/40)
1	<input type="checkbox"/>		6/1/2002	9: Retirement						
*	<input type="checkbox"/>		2/1/1992							

>> Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
 An asterisk under the TC column signifies line was added by Time Converter.

2. Enter the type of service under **Retirement Code.** Click on the field and select the appropriate retirement code.

Service for Martha Smith

Service Information

Case Type: 2: FERS
 Retirement Type: 1: Voluntary
 Part Time Needed:
 Frozen Unused Sick Leave: 0 (Enter Actual Hours)
 Final Unused Sick Leave: 0 (Enter Actual Hours)
 Projected Sick Time: 0
 Overseas:

Add, Update or Delete Existing Information
 (click the checkbox to delete a row, then click Save.)

Row	Delete	TC	Date	Retirement Code	Service Code	Amount	Multiplier	Part Time Multiplier	Hours Worked	Tour of Duty (ex. 40/80 or 16/40)
1	<input type="checkbox"/>		6/1/2002	9: Retirement						
*	<input type="checkbox"/>		2/1/1992	1: CSRS						

>> Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
 An asterisk under the TC column signifies line was added by Time Converter.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering Part Time Service (Continued)

Retirement Codes:

- 1: CSRS** – Any service creditable under the Civil Service Retirement System.
- 2: FERS** – Any service creditable under the Federal Employees Retirement System.
- 5: Interim** – CSRS service from 01/01/84 to 12/31/86 for which both retirement and social security deductions were made.
- 6: CSRS Offset** – CSRS service for which both retirement and social security deductions were made.
- 7: Stop Credit** – Used to stop credit when coding WAE or Intermittent service.
- 8: Separation** – Used at the end of a period of service.
- 9: Retirement** – Used at the end of the final period of service.
- D: Death** – Used on the date of death (plus one day).
- N: Non-Credit Time/Computation** – Used to indicate service that is not creditable for title or computation, i.e. FICA service on or after 01/01/89 in a FERS retirement.
- L: Last Day of Pay** – Used to indicate the last day the employee was in a pay status. This is needed for disability retirement and may be used for CSRS retirements.

- 3. In the field under Service Code enter the type of service performed by the employee.

Service for Martha Smith

Service Information

Case Type: 2: FERS

Retirement Type: 1: Voluntary

Part Time Needed:

Frozen Unused Sick Leave: 0 (Enter Actual)

Final Unused Sick Leave: 0 (Enter Actual)

Projected Sick Time: 0

Overseas:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Delete	TC Date	Retirement Code	Amount	Multiplier	Part Time Multiplier	Hours Worked	Tour of Duty (ex. 40/80 or 16/40)
1	<input type="checkbox"/>	6/1/2002	9: Retirement					
*	<input type="checkbox"/>	2/1/1992	1: CSRS					

>> Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
An asterisk under the TC column signifies line was added by Time Converter.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering Part Time Service (Continued)

Service Codes:

- 1: Civilian Covered Service** – Creditable civilian CSRS or FERS service for which retirement deductions were withheld.
- 2: Creditable Military** – Creditable military service under CSRS or FERS. (Pre 1/1/57 service or paid Post-56)
- 3: Unpaid FICA** – Any civilian service for which retirement deductions were not withheld. (Requires an entry in the Amount field.)
- 4: Paid FICA** – Any civilian service for which a deposit was paid.
- 5: Unpaid Redeposit** – Any period of CSRS service for which retirement deductions were refunded and not repaid.
- 6: Pre 10/90 Refund** – Identifies a CSRS refund that was made prior to 10/1/90. (Requires an entry in the Amount field.)
- 7: Post 10/90 Refund** – Identifies a CSRS refund that was made on or after 10/1/90. (Requires an entry in the Amount field.)
- 8: Catch 62** – Creditable CSRS post-56 military service for which a deposit was not made and the employee was first hired before 10/1/82. If the employee is eligible for Social Security at age 62, the military service is eliminated from the annuity computation.
- 9: Refunded CSRS Creditable as FERS** – Refunded CSRS service (not Offset or Interim service) based on an application filed before FERS coverage began and totaling less than five years. A FERS deposit must be made to receive credit. (Requires an entry in the Amount field.)
- B: 535 CBPO** – Identifies CBPO service under PL 110-161, effective 07/06/2008.
- C: Law Enforcement/FF** – Law Enforcement or Firefighter service.
- D: Unpaid FICA-6C** – Identifies unpaid FICA service that may be needed to meet title for a LEO/FF retirement.
- E: Unpaid Redeposit-6C** – Identifies unpaid refunded service that may be needed to meet title for a LEO/FF retirement.
- F: Pre 10/90 Ref-6C** – Represents the date/amount of refund of refunded LEO/FF service that ended prior to 10/01/1990.
- G: Post 10/90 Ref-6C** – Represents the date/amount of refund of refunded LEO/FF service that ended on or after 10/01/1990.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering Part Time Service (Continued)

H: Refunded CSRS-6C creditable as FERS-6C – Represents a period of refunded CSRS LEO/FF service that, if paid, will be creditable towards FERS.

L: Refund – Identifies the date and amount of a refund payment for non-enhanced benefit service (EBS), i.e., law enforcement officer, firefighter, Customs and Border Protection Officer, that was subject to standard FERS retirement deductions. Enter the date and amount from the refund stamp on the Individual Retirement Record. If part of the refund period(s) was EBS, use L or M (see below) based on the nature of the service at separation.

M: Refund-6C – Identifies the date and amount of a refund payment for enhanced benefit service (EBS), i.e., law enforcement officer, firefighter, Customs and Border Protection Officer, that was subject to higher FERS retirement deductions. Enter the date and amount from the refund stamp on the Individual Retirement Record. If the entire refund period(s) was not EBS, use L (see above) or M based on the nature of the service at separation.

Note: *If the service code is one that does not require an entry in the Amount field, the Amount and Multiplier fields will not appear.*

4. If required, enter a monetary amount in the **Amount** field.

Service for Martha Smith

Service Information

Case Type: 2: FERS

Retirement Type: 1: Voluntary

Part Time Needed:

Frozen Unused Sick Leave: 0 (Enter Actual Hours)

Final Unused Sick Leave: 0 (Enter Actual Hours)

Projected Sick Time: 0

Overseas:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Delete	TC	Date	Retirement Code	Service Code	Amount	Multiplier	Part Time Multiplier	Hours Worked	Tour of Duty (ex. 40/80 or 16/40)
1	<input type="checkbox"/>		6/1/2002	9: Retirement						
*	<input type="checkbox"/>		2/1/1992	1: CSRS						

>> Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
An asterisk under the TC column signifies line was added by Time Converter.

Enter Monetary Amount Where Required

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering Part Time Service (Continued)

- In the field under **Multiplier**, select the appropriate multiplier for any unpaid deposit.

Service for Martha Smith

Service Information

Case Type: 2: FERS
 Retirement Type: 1: Voluntary
 Part Time Needed:
 Frozen Unused Sick Leave: 0 (Enter Actual Hours)
 Final Unused Sick Leave: 0 (Enter Actual Hours)
 Projected Sick Time: 0
 Overseas:

Add, Update or Delete Existing Information
 (click the checkbox to delete a row, then click Save.)

Row	Delete	TC Date	Retirement Code	Service Code	Amount	Multiplier	Part Time	Hours Worked	Tour of Duty (ex: 40/80 or 16/40)
1	<input type="checkbox"/>	6/1/2002	9: Retirement						
*	<input type="checkbox"/>	2/1/1992	1: CSRS						

>> Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
 An asterisk under the TC column signifies line was added by Time Converter.

- In the field under **Multiplier Type**, select the appropriate multiplier type from the list box.

Service for Martha Smith

Service Information

Case Type: 2: FERS
 Retirement Type: 1: Voluntary
 Part Time Needed:
 Frozen Unused Sick Leave: 0 (Enter Actual Hours)
 Final Unused Sick Leave: 0 (Enter Actual Hours)
 Projected Sick Time: 0
 Overseas:

Add, Update or Delete Existing Information
 (click the checkbox to delete a row, then click Save.)

Row	Delete	TC Date	Retirement Code	Service Code	Amount	Multiplier	Part Time	Hours Worked	Tour of Duty (ex: 40/80 or 16/40)
1	<input type="checkbox"/>	6/1/2002	9: Retirement						
*	<input type="checkbox"/>	2/1/1992	1: CSRS						

>> Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
 An asterisk under the TC column signifies line was added by Time Converter.

Part Time Multipliers:

- 1 = **Postal Flex Hourly** – Part-time Postal service with no established tour
- 2 = **Postal FT** – Full time Postal Service

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering Part Time Service (Continued)

- 3 = Limited Tour** – Part-time Postal Service with an established tour
- 4 = Non Postal PT** – Non Postal Part-time service
- 5 = Non Postal FT**- Non Postal Full-time service
- 6 = VA PT DMS** – Part-time Department of Medicine and Surgery Service (V.A. cases)
- 7 = Military** – Military Service

7. Enter the hours worked in the field under **Hours Worked**, or the **Tour of Duty** by entering the scheduled hours worked in the first field and the number of hours in the pay period in the second. (e.g. If the employee worked 30 hours per 80 hour pay period, enter 30 in the first field and 80 in the second field.)

Service for Martha Smith

Service Information

Case Type: 2: FERS
 Retirement Type: 1: Voluntary
 Part Time Needed:
 Frozen Unused Sick Leave: 0 (Enter Actual Hours)
 Final Unused Sick Leave: 0 (Enter Actual Hours)
 Projected Sick Time: 0
 Overseas:

Enter Hours Worked or Tour of Duty

Add, Update or Delete Existing Information
 (click the checkbox to delete a row, then click Save.)

Row	Delete	TC Date	Retirement Code	Service Code	Amount	Multiplier	Part Time Multiplier	Hours Worked	Tour of Duty (ec. 40:80 or 10:40)
1	<input type="checkbox"/>	6/1/2002	9: Retirement						
*	<input type="checkbox"/>	2/1/1992	1: CSRS				4: Non Postal PT	30	80

>> Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
 An asterisk under the TC column signifies line was added by Time Converter.

Continue entering service as you would with full-time service using the proper ending code at the end of each period of service.

Projected Sick Time: 0
 Overseas:

Add, Update or Delete Existing Information
 (click the checkbox to delete a row, then click Save.)

Row	Delete	TC Date	Retirement Code	Service Code	Amount	Multiplier	Part Time Multiplier	Hours Worked	Tour of Duty (ec. 40:80 or 10:40)
1	<input type="checkbox"/>	5/24/1982	1: CSRS	1: Civilian Covered Service					
2	<input type="checkbox"/>	5/25/1987	1: CSRS	1: Civilian Covered Service			4: Non Postal PT	30	80
3	<input type="checkbox"/>	7/10/1987	1: CSRS	1: Civilian Covered Service			4: Non Postal PT	40	80
4	<input type="checkbox"/>	11/20/1987	1: CSRS	1: Civilian Covered Service			5: Non Postal FT	40	40
5	<input type="checkbox"/>	1/1/1992	2: FERS	1: Civilian Covered Service					
6	<input type="checkbox"/>	6/1/2002	9: Retirement						
*	<input type="checkbox"/>								

>> Add a New Row Save

Remember to add one day to any separation, retirement, or death date.
 An asterisk under the TC column signifies line was added by Time Converter.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Entering Part Time Service (Continued)

Note: If the Retirement Code, Service Code, Amount, or Multiplier changes during a period of service, whether it is covered service or deposit/redeposit service, a new line of service is required for each change.

Note: Whenever applicable, the Retirement Benefits Estimator will automatically enter a 10/01/82 line and/or a 01/01/70 line.

Salary Screen

The employee's salary information is entered in **Salary** screen. To access the Salary screen, click on **Salary** in the **Main Menu**.

Row	Date	Amount	Multiplier
1	12/31/2004		
*			

Coding Average Salary

Coding Regular Average Salary – To code an average salary involving only regular covered service with no deposit service or part-time service in the average salary period:

1. Enter the beginning date of each salary rate in the **Date** field.
2. Enter the salary rate in the **Amount** field.
3. In the field under **Multiplier**, select the appropriate multiplier to describe the amount in the **Amount** field.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Coding Average Salary (Continued)

Multipliers

- | | |
|-----------------------|--|
| 1: Annual | A: Limited Tour |
| 2: Earnings | B: FERS PT DED (For coding deductions in PT cases.) |
| 3: Hourly | C: CSRS PT DED (For coding deductions in PT cases.) |
| 4: Daily | D: CSRS Offset APS |
| 5: FERS APS | E: CSRS Offset PT DED (For coding deductions in CSRS Offset PT cases.) |
| 6: CSRS APS | |
| 7: FERS 6C/535 APS | |
| 8: CSRS 6C/535 APS | |
| 9: Postal Flex Hourly | |

4. Repeat steps 1 through 3 for each pay change.
5. Enter the ending date of the period plus one day with no salary amount. (The ending date defaults to the Retirement date entered in the Service screen.)

Note: If there are breaks in service entered in the Service screen that occur during the average salary period, the same breaks must be coded in the Salary screen.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Coding Part-time Average Salary

Coding Average Salary with Part-time Tour – To code the average salary involving a part-time tour of duty:

1. Point and click on the box next to **Part Time Needed**.
2. Enter the beginning date of each salary rate in the **Date** field.

Main Menu

- Create New Case
- Retrieve Case
- Checkin Case
- Header
- Service
- Salary (Save)
- TC WAE
- TC Summary
- Estimate
- Case History
- Case Alerts
- Post 56 Military
- SSA Website
- TSP Website
- Change Password

Salary for Martha Smith

Salary Information

Part Time Needed: **Part Time Needed**

Additional Average Salary:

BEDB Final Salary: 0

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Date	Amount	Multiplier	Tour of Duty (ex. 40/80 or 10/40)
1	12/31/2004			
*	11/3/1994			

Add a New Row Save

Remember to add one day to any separation, retirement, or death date.

3. Enter the salary rate in the **Amount** field.
4. In the field under **Multiplier**, select the appropriate multiplier to describe the amount in the **Amount** field.

Main Menu

- Create New Case
- Retrieve Case
- Checkin Case
- Header
- Service
- Salary (Save)
- Address
- Memos
- Earnings
- Disability
- TC WAE
- TC Summary
- Estimate
- Case History
- Case Alerts
- Post 56 Military
- SSA Website
- TSP Website
- Change Password

Salary for Martha Smith

Salary Information

Part Time Needed:

Additional Average Salary:

BEDB Final Salary: 0

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Date	Amount	Multiplier	Tour of Duty (ex. 40/80 or 10/40)
1	12/31/2004			
*	11/3/1994	25000		

Add a New Row Save

Remember to add one day to any separation, retirement, or death date.

Multiplier

- 1: Annual
- 2: Earnings
- 3: Hourly
- 4: Daily
- 5: FERS APS
- 6: CSRS APS
- 7: FR 6C/535 APS
- 8: CR 6C/535 APS
- 9: Post Flex Hourly
- A: Limited Tour
- B: FERS PT Ded
- C: CSRS PT Ded
- D: CSRS Offset APS
- E: CSRS PT Offset Ded

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Coding Part-time Average Salary (Continued)

- 1: Annual
- 2: Earnings
- 3: Hourly
- 4: Daily
- 5: FERS APS
- 6: CSRS APS
- 7: FERS 6c APS
- 8: CSRS 6c APS
- 9: Postal Flex Hourly

Multipliers

- A: Limited Tour
- B: FERS PT DED (For coding deductions in PT cases.)
- C: CSRS PT DED (For coding deductions in PT cases.)
- D: CSRS Offset APS
- E: CSRS Offset PT DED (For coding deductions in CSRS Offset PT cases.)

5. In the field under Tour of Duty enter the tour of duty during the time the salary rate was in effect. For example, if the tour of duty was 28 hours per week, enter 28 in the first box and 40 in the second box.

Main Menu

- [Create New Case](#)
- [Retrieve Case](#)
- [Checkin Case](#)
- [Header](#)
- [Service](#)
- [Salary \(Save\)](#)
- [Address](#)
- [Memos](#)
- [Earnings](#)
- [Disability](#)
- [TC WAE](#)
- [TC Summary](#)
- [Estimate](#)
- [Case History](#)
- [Case Alerts](#)
- [Post 56 Military](#)
- [SSA Website](#)
- [TSP Website](#)
- [Change Password](#)

Salary for Martha Smith

Salary Information

Part Time Needed:

Additional Average Salary:

BEDB Final Salary:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Date	Amount	Multiplier	Tour of Duty (ex. 40/80 or 10/40)	
1	<input type="checkbox"/> 12/31/2004	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*	<input type="checkbox"/> 11/3/1994	25000	1: Annual	28	40

Remember to add one day to any separation, retirement, or death date.

6. Repeat steps 2 through 6 for each pay change.
7. Enter the ending date of the average salary period plus one day with no salary amount. (The ending date defaults to the Retirement date entered in the Service screen.)

Note: It is only necessary to enter the tour of duty at the beginning of each period of part-time service or when the tour of duty changes.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Address

Contact information along with the employee's EFT routing information is entered in the Address screen. To access the **Address** screen, point and click on **Address** in the Main Menu.

1. Begin by entering the employee's telephone number and email address, if one is available.
2. Enter the employee's address as it will appear in the mainframe. It may be necessary to abbreviate some words in the employee Name and Address lines as each line is limited to 22 characters including spaces.

The screenshot shows a web application interface. On the left is a 'Main Menu' with various options: Create New Case, Retrieve Case, Checkin Case, Header, Service, Salary, Address (Save), Memos, Earnings, Disability, TC WAE, TC Summary, Estimate, Case History, Case Alerts, Post 56 Military, SSA Website, TSP Website, and Change Password. The main area is titled 'Address for Martha Smith' and contains two sections. The 'Customer Information' section has fields for 'Phone Number' (301-555-1212) and 'E-Mail Address' (mjsmith@aol.com). Below this is a red horizontal line. The 'Address for Mainframe' section has fields for 'Name' (Martha J Smith), 'Address' (5655 Jimmy Carter Blvd), and 'Line 2' (Norcross GA 30071-2927). There are also empty fields for 'Line 3', 'Line 4', and 'Line 5'. A note 'Do not leave blank lines.' is present next to the address field.

3. Enter the employee's full address, as used for correspondence, in **Address for Letters**.
4. Enter the EFT information in EFT Routing. Enter the bank routing number in the field next to **EFT Routing Number**.
5. Select the **Account Type** by pointing and clicking on the radio button next to **Checking** or **Savings**.
6. Enter the Checking or Savings account number in the field next to **Account Number**.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Address (Continued)

Point and Click on the **Save** button to save the information entered.

Note: Address information is not required to compute an annuity estimate.

Memos

To enter any internal memos concerning the employee’s retirement estimate, point and click to **Memos** in the Main Menu. Once the memo is entered point and click on the **Save** button.

The memo is dated and saved. To update or delete an existing memo, click the checkbox next the row to be deleted and then click **Save**.

Note: If the Internal User box is unchecked, the memos will appear on the estimate printout.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Earnings Information

Earnings Information is used to estimate the FERS annuity supplement, CSRS Offset, or Windfall Elimination. Earnings may be obtained from the employee's annual Social Security estimate.

- **Contributions Needed**
If annual retirement contributions are available, they may be used in lieu of the earnings. Put a check mark in the Contributions Needed box, otherwise use earnings.
- **FERS Annuity Supplement Information**
For employees who are eligible for a FERS Annuity Supplement, FACES will automatically determine the first full year of FERS service and the year the Annuity Supplement begin.

Values used by FACES to compute the annuity supplement estimate may be overridden by entering a different year (YYYY) in the field marked **First Full Calendar Year of FERS Contributions** and/or **Year the Annuity Supplement Begins**.

Note: *The Annuity Supplement Information fields are disabled if the estimate is a CSRS estimate or a Deceased Employee*

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Earnings Information (Continued)

- **Entering Earnings Information**

Main Menu

- [Create New Case](#)
- [Retrieve Case](#)
- [Checkin Case](#)
- [Header](#)
- [Service](#)
- [Salary](#)
- [Address](#)
- [Memos](#)
- [Earnings \(Save\)](#)
- [Disability](#)
- [TC WAE](#)
- [TC Summary](#)
- [Estimate](#)
- [Case History](#)
- [Case Alerts](#)
- [Post 56 Military](#)
- [SSA Website](#)
- [TSP Website](#)
- [Change Password](#)

Earnings for Martha Smith

Contribution Information
Contributions Needed:

FERS Annuity Supplement Information
FACES will determine both the First Full Year of FERS Contributions and Year the Annuity Supplement Begins. **Only complete this section if you need to override the calculated values used to derive Earnings on the Estimate report.**

First Full Year of FERS Contributions:

Year the Annuity Supplement Begins:

Earnings

Year	Earnings
<input type="text"/>	<input type="text"/>

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row Delete *

Note: The year column should only be input when they are required for an annuity supplement, CSRS Offset, Windfall Elimination.

1. Begin entering earnings information by selecting the earnings/contributions type from the dropdown list.
 - CSRS
 - FERS
2. Enter the earnings **Year**. (YYYY)
 - For Annuity Supplement, enter only full years of earnings. If contribution information is available, check the box marked Contributions Needed.
 - For CSRS Offset, enter both full and partial years of earnings.
3. Enter Earnings, **both dollars and cents, with a decimal point.** (\$\$\$\$. $\text{¢}\text{¢}$)
4. Point and click on **Add a New Row** and continue in the same manner as above.

As each year is saved a new line of Earnings/Contributions will appear. To delete a line of Earnings/Contributions, click on the box under **Delete** and then click on the **Save** button.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Earnings Information (Continued)

- **Entering Contributions Information**

The screenshot shows the 'Earnings for Martha Smith' interface. On the left is a 'Main Menu' with options like 'Create New Case', 'Retrieve Case', 'Checkin Case', 'Header', 'Service', 'Salary', 'Address', 'Memos', 'Earnings (Save)', 'Disability', 'TC WAE', 'TC Summary', 'Estimate', 'C', 'C', 'Post 56 Military', 'SSA Website', 'TSP Website', and 'Change Password'. The main area is titled 'Earnings for Martha Smith' and contains several sections:

- Contribution Information:** Includes a checkbox for 'Contributions Needed' (checked) and a section for 'FERS Annuity Supplement Information' with a note: 'FACES will determine both the First Full Year of FERS Contributions and Year the Annuity Supplement Begins. Or, you can enter values here to override the calculated values used to derive the annuity supplement.' There are input fields for 'Contributions:' and 'Start Begins:'.
- Table:** A table with columns: 'Row Delete', 'Year', 'Earnings', 'Contributions', and 'Multiplier'. The first row has a checkbox, a dropdown set to 'CSRS', and empty input fields. Below the table are 'Add a New Row' and 'Save' buttons.
- Dropdown:** A dropdown menu for 'Contributions Type' is open, showing 'C: CSRS Regular' and 'G: CSRS Enhanced'.
- Note:** 'Note: The year column should only be input when they are required for Offset, Windfall Elimination.'

A second screenshot below shows the 'Earning Information' section, which is similar but has a dropdown set to 'FERS' and options 'F: FERS Regular' and 'B: FERS Enhanced' in the dropdown menu.

1. Enter contributions information by selecting the contributions type from the dropdown list.
 - CSRS
 - FERS
2. Enter the contributions **Year**. (YYYY)
3. Enter Contributions, **both dollars and cents, with a decimal point**. (\$\$\$\$. cc)
4. Select the **Multiplier** for the contributions.
5. Point and click on **Add a New Row** and continue in the same manner as above.

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FACES Retirement Benefits Estimator – A User Guide

Disability Information

For Disability estimates:

1. Disability must be selected as **Retirement Type** in order to compute a disability estimate.
2. In the field next to **SSA Offset Amount**, enter the monthly amount of the employee's SSA disability benefit, rounded up to the nearest dollar. This amount is available from the annual benefits statement received from Social Security
3. In the field next to **Date SSA Offset Applies**, enter the effective date of the SSA disability benefit. (MMDDYY)

<p>Main Menu</p> <p>Create New Case Retrieve Case Checkin Case Header Service Salary Address Memos Earnings Disability (Save) TC WAE TC Summary</p>	<p>Disability for Martha Smith</p> <hr/> <p>Disability Information</p> <p>SSA Offset Amount: <input type="text" value="225"/></p> <p>Date SSA Offset Applies: <input type="text" value="10/1/2003"/></p> <p>Required Fields</p> <p><input type="button" value="Save"/></p>
---	--

Retirement Estimate

To compute the estimate, point and click on **Estimate** in the **Main Menu**. The estimate will appear in the following format. If there are multiple annuity computations, a **Benefits Summary** will appear as part of the estimate, showing the annuity with and without deposits and/or redeposit made.

<p>Main Menu</p> <p>Create New Case Retrieve Case Checkin Case Header Service Salary Address Memos Earnings Disability TC WAE TC Summary Estimate Case Hist Case Alerts Post 56 Military SSA Website TSP Website Change Password</p>	<p>RETIREMENT ESTIMATE FOR: MARTHA SMITH Date: 4/12/2010</p> <p>Retirement Type: FERS Voluntary</p> <p>ESTIMATED GROSS ANNUAL ANNUITY \$10,092 or \$841 PER MONTH</p> <p style="text-align: center;">Employee Information</p> <table border="1" style="width: 100%;"> <tr> <td>SSN: 344-46-4092</td> <td>Final Salary: \$41,000.00</td> </tr> <tr> <td>Birth Date: 12/6/1945</td> <td>High-3 Average Salary: \$38,500</td> </tr> <tr> <td>Service Computation Date: 3/14/1978</td> <td>Frozen Unused Sick Leave: 0</td> </tr> <tr> <td>Annuity Commencing Date: 1/1/2004</td> <td>Final Unused Sick Leave: 0</td> </tr> <tr> <td>Age at Retirement: 58 years 0 months</td> <td>Projected Sick Leave: 0</td> </tr> <tr> <td colspan="2" style="text-align: right;">Survivor: Half (FERS)</td> </tr> </table> <p style="text-align: center;">Benefits Summary</p> <p>Based on your service history, there were one or more periods of service where contributions were refunded to you. You may choose to increase your monthly annuity by repaying the contributions, with interest. To help you understand the impact of certain repayments, we have provided the following information:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">To receive the annuity listed below, you will</td> </tr> </table>	SSN: 344-46-4092	Final Salary: \$41,000.00	Birth Date: 12/6/1945	High-3 Average Salary: \$38,500	Service Computation Date: 3/14/1978	Frozen Unused Sick Leave: 0	Annuity Commencing Date: 1/1/2004	Final Unused Sick Leave: 0	Age at Retirement: 58 years 0 months	Projected Sick Leave: 0	Survivor: Half (FERS)			To receive the annuity listed below, you will
SSN: 344-46-4092	Final Salary: \$41,000.00														
Birth Date: 12/6/1945	High-3 Average Salary: \$38,500														
Service Computation Date: 3/14/1978	Frozen Unused Sick Leave: 0														
Annuity Commencing Date: 1/1/2004	Final Unused Sick Leave: 0														
Age at Retirement: 58 years 0 months	Projected Sick Leave: 0														
Survivor: Half (FERS)															
	To receive the annuity listed below, you will														

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FACES Retirement Benefits Estimator – A User Guide

Retirement Estimate (Continued)

Benefits Summary

Benefits Summary		
Based on your service history, there were one or more periods of service where contributions were refunded to you. You may choose to increase your monthly annuity by repaying the contributions, with interest. To help you understand the impact of certain repayments, we have provided the following information:		
	Basic Annuity refer to page 2	To receive the annuity listed below, you will need to pay a: redeposit of: \$2,825 refer to page 3
BENEFITS		
Total computation service Years/Months/Days	25 / 9 / 17	25 / 9 / 17
Annual	13,510	13,510
FERS MRA+10 Age Reduction	2,633	2,633
Unpaid Deposit Reduction	64	64
Survivor Annuity Reduction	541	541
Annual Gross Annuity	10,272	10,272
Monthly Annuity Before Reduction	856	856
Actuarial Reduction	15	0
Monthly Gross Annuity	841	856
REDUCTIONS		
HB Premium	82.32	82.32
LI Premium	45.64	45.64
Monthly Net Annuity	713.04	728.04
Please be advised, this is an estimate based on the information you provided. Also, because various rounding techniques are used, the column amounts may not sum to the column total. Finally, this is a pre-tax estimate , no Federal, State or Local taxes have been included in this estimate.		

Unpaid Deposit and Redeposit Information and Service Time

Main Menu		
Create New Case Retrieve Case Checkin Case Header Service Salary Address Memos Earnings Disability TC WAE TC Summary Estimate Case History Case Alerts Post 56 Military SSA Website TSP Website Change Password		
RETIREMENT ESTIMATE FOR: MARTHA SMITH Date: 4/12/2010 Retirement Type: FERS Voluntary		
Unpaid Deposit and Redeposit Information		
Unpaid Pre 1982 Deposit Amount: \$635.00 Unpaid Redeposit Amount For Service Before 10/01/1990: \$2,825.00		
Service Time		
CSRS Computation Credit:	13 Years	9 Months 17 Days
FERS Computation Credit:	12 Years	0 Months 0 Days
Total Computation Credit:	25 Years	9 Months 17 Days
Total Title Credit ⁽¹⁾ :	25 Years	9 Months 17 Days
(1) Computation and title credit may differ if certain unpaid deposit and/or redeposit service exists		
Estimated Benefits		

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Retirement Estimate (Continued)

Annuity Estimate and Estimated Deductions

Main Menu Create New Case Retrieve Case Checkin Case Header Service Salary Address Memos Earnings Disability TC WAE TC Summary Estimate Case History Case Alerts Post 56 Military SSA Website TSP Website Change Password	RETIREMENT ESTIMATE FOR: MARTHA SMITH Date: 4/12/2010 Retirement Type: FERS Voluntary																								
	Estimated Benefits																								
	<table border="1"> <thead> <tr> <th></th> <th style="text-align: right;"><u>Annually</u></th> <th style="text-align: right;"><u>Monthly</u></th> </tr> </thead> <tbody> <tr> <td>FERS - Basic Annuity</td> <td style="text-align: right;">\$ 13,510</td> <td style="text-align: right;">\$ 1,125</td> </tr> <tr> <td>FERS MRA+10 Age Reduction</td> <td style="text-align: right;">- 2,633</td> <td style="text-align: right;">- 219</td> </tr> <tr> <td>Unpaid Deposit Reduction</td> <td style="text-align: right;">- 64</td> <td style="text-align: right;">- 5</td> </tr> <tr> <td>Cost of Survivor Benefits (Half (FERS))</td> <td style="text-align: right;">- 540.65</td> <td style="text-align: right;">- 45.05</td> </tr> <tr> <td>Actuarial Reduction</td> <td style="text-align: right;">- 180</td> <td style="text-align: right;">- 15</td> </tr> <tr> <td>Estimated Gross Annuity</td> <td style="text-align: right;">10,092</td> <td style="text-align: right;">841</td> </tr> <tr> <td>Surviving Spouse's Annuity</td> <td style="text-align: right;">2,700.00</td> <td style="text-align: right;">225.00</td> </tr> </tbody> </table>		<u>Annually</u>	<u>Monthly</u>	FERS - Basic Annuity	\$ 13,510	\$ 1,125	FERS MRA+10 Age Reduction	- 2,633	- 219	Unpaid Deposit Reduction	- 64	- 5	Cost of Survivor Benefits (Half (FERS))	- 540.65	- 45.05	Actuarial Reduction	- 180	- 15	Estimated Gross Annuity	10,092	841	Surviving Spouse's Annuity	2,700.00	225.00
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Life Insurance and Salary Recap

Main Menu Create New Case Retrieve Case Checkin Case Header Service Salary Address Memos Earnings Disability TC WAE TC Summary Estimate Case History Case Alerts Post 56 Military SSA Website TSP Website Change Password	MARTHA SMITH Date: 4/12/2010																		
	Life Insurance																		
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	Date	Amount	Type																
1/1/2000	36,500.00	Annual																	
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1/1/2002	37,500.00	Annual																	
1/1/2003	41,000.00	Annual																	
12/31/2003																			

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Retirement Estimate (Continued)

High-3 Average Salary Analysis and Service and Earnings Recap

Main Menu Create New Case Retrieve Case Checkin Case Header Service Salary Address Memos Earnings Disability TC WAE TC Summary Estimate Case History Case Alerts Post 56 Military SSA Website TSP Website Change Password	Average Salary Recap						
	Average Salaries	Amount					
	AvgSal #1 FT	\$38,500					
	High-3 Average Salary Analysis						
	1/1/2001 to 12/31/2003						
	The average salary for that period is \$38,500.00						
	Salary Start Date	Salary End Date	Annual Salary	Factor	Total Salary		
	1/1/2001	12/31/2001	37,000.00	1.000000	37,000		
	1/1/2002	12/31/2002	37,500.00	1.000000	37,500		
	1/1/2003	12/31/2003	41,000.00	1.000000	41,000		
					115,500		
	MARTHA SMITH		Date: 12/23/2004				
	Service Recap						
	Date	Retirement Code	Service Code	Amount	Multiplier	PT Hours	PT Tour
	2/24/1972	CSRS	Unpaid Deposit	1,250.00	Earnings		
10/23/1975	CSRS	Unpaid Deposit	2,500.00	Earnings			
12/31/1975	Separation						
2/23/1976	CSRS	Unpaid Redeposit					
6/26/1976	Separation						
8/1/1976	CSRS	Pre 10/90 Refund	1,256.23	Amount			
8/27/1976	Separation						
5/24/1982	CSRS	Civilian					
5/25/1987	CSRS	Civilian				30/80	
7/10/1987	CSRS	Civilian				40/80	
11/20/1987	CSRS	Civilian				40/40	
1/1/1992	FERS	Civilian					
1/1/2004	Retirement						
MARTHA SMITH		Date: 12/23/2004					
Earnings Recap							
Retirement Code	Year	Earnings	Contributions	Multiplier			
FERS	1985	21,456.00					
FERS	1986	22,515.00					
FERS	1987	23,225.00					

Error Messages

If any information is missing or incorrectly entered which prevents the Benefits Calculator from successfully computing a benefit, an error message, similar to the one shown, will appear listing the validation errors. You must correct these errors before proceeding with the estimate calculation.



Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Survivor Estimate

Employee Information & Service Credit

Main Menu Create New Case Retrieve Case Checkin Case Header Service Salary Address Memos Earnings Disability TC WAE TC Summary Estimate Case History Case Alerts Post 56 Military SSA Website TSP Website Change Password	SURVIVOR ESTIMATE FOR: FRED KELLY Date: 4/12/2010 Estimate Type: FERS Deceased Employee	
	Employee Information	
	SSN: 301-49-8761 Final Salary: \$51,250.00 Birth Date: 7/23/1942 High-3 Average Salary: \$49,439 Service Computation Date: 4/2/1951 Frozen Unused Sick Leave: 0 Survivor Annuity Commencing Date: 4/24/2004 Final Unused Sick Leave: 0 Projected Sick Leave: 0 Survivor: All (FERS)	
	Unpaid Deposit and Redeposit Information	
	Unpaid Pre 1982 Deposit Amount: \$522.00	
	Service Time	
	CSRS Computation Credit:	25 Years 8 Months 29 Days
	FERS Computation Credit:	17 Years 3 Months 23 Days
	Total Computation Credit:	43 Years 0 Months 22 Days
	Total Title Credit⁽¹⁾:	43 Years 0 Months 22 Days

Estimated Benefits

Main Menu Create New Case Retrieve Case Checkin Case Header Service Salary Address Memos Earnings Disability TC WAE TC Summary Estimate Case History Case Alerts Post 56 Military SSA Website TSP Website Change Password	Estimated Benefits																													
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Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Survivor Estimate (Continued)

FRED KELLY
Date: 4/12/2010

Main Menu

[Create New Case](#)

[Retrieve Case](#)

[Checkin Case](#)

[Header](#)

[Service](#)

[Salary](#)

[Address](#)

[Memos](#)

[Earnings](#)

[Disability](#)

[TC WAE](#)

[TC Summary](#)

[Estimate](#)

[Case History](#)

[Case Alerts](#)

[Post 56 Military](#)

[SSA Website](#)

[TSP Website](#)

[Change Password](#)

Salary Recap

Date	Amount	Type
1/1/2000	47,500.00	Annual
1/1/2001	48,250.00	Annual
1/1/2002	49,125.00	Annual
1/1/2003	50,000.00	Annual
1/1/2004	51,250.00	Annual
4/23/2004		

Average Salary Recap

Average Salaries	Amount
AvgSal #1 FT	\$49,439
BEDB Final Salary	\$51,250

High-3 Average Salary Analysis
4/24/2001 to 4/23/2004

The average salary for that period is \$49,439.00

Salary Start Date	Salary End Date	Annual Salary	Factor	Total Salary
4/24/2001	12/31/2001	48,250.00	0.686111	33,105
1/1/2002	12/31/2002	49,125.00	1.000000	49,125
1/1/2003	12/31/2003	50,000.00	1.000000	50,000
1/1/2004	4/23/2004	51,250.00	0.313888	16,087
				148,317

FRED KELLY
Date: 12/27/2004

Service Recap

Date	Retirement Code	Service Code	Amount	Multiplier
2/24/1961	CSRS	Creditable Military		
2/23/1963	Separation			
4/1/1963	CSRS	Unpaid Deposit	2,400.00	Earnings
9/1/1963	CSRS	Civilian		
1/1/1987	FERS	Civilian		
4/24/2004	Survivor Annuity Commences			

Case History

Case History is a history of actions taken on the case. Every evening the case is checked into the database. If a case has not been checked-in, it is automatically checked-in nightly.

[Retrieve Case](#)

[Checkin Case](#)

[Header](#)

[Service](#)

[Salary](#)

[Address](#)

[Memos](#)

[Earnings](#)

[Disability](#)

[TC WAE](#)

[TC Summary](#)

[Estimate](#)

[Case History](#)

[Case Alerts](#)

[Post 56 Military](#)

Case History for Martha Smith

Name: Martha Smith

Action Date	Comment	User
9/20/2004	New Record.	FTGEORGE
9/21/2004	Nightly CheckIn - Case: 1751	
9/25/2004	Nightly CheckIn - Case: 1751	
9/28/2004	Nightly CheckIn - Case: 1751	
9/30/2004	Nightly CheckIn - Case: 1751	

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Case Alerts

Case Alerts appear as the information for the retirement estimate is entered into the calculator. This does not include any errors that may occur during an estimate calculation.

Main Menu	Case Alerts for Martha Smith
Create New Case	Name: Martha Smith
Retrieve Case	
Checkin Case	
Header	
Service	
Salary	
Address	
Memos	
Earnings	
Disability	
TC WAE	
TC Summary	
Estimate	
Case History	
Case Alerts	
Post 56 Military	
SSA Website	
TSP Website	
Change Password	

Comment	Severity
There must be final service line of Retirement or Death.	Critical
There must be at least one salary entry.	Critical

This list does not include any errors that may occur during a case calculation. A case is calculated when the 'Estimate Report' is run.

Post 56 Military Deposit

To compute a Post 56 military deposit:

1. Point and click on **Post 56 Military**.
2. Enter the date first covered under CSRS or FERS. If there is a period of intervening military service, enter the date first covered after the period of military service.
3. Enter the type of service:
 - CSRS
 - FERS
4. Enter the date the military service began.
5. Enter the date the military service ended.
6. Enter the last year in which interest is due.

Note: *If the last year of interest is beyond the current year, enter an assumed future interest rate in the Future Interest Rate field.*

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Post 56 Military Deposit (Continued)

Main Menu		Post 56 Military for Martha Smith		
Create New Case	Post 56 Military (Save)	Post 56 Military Information		
Retrieve Case	SSA Website	Date first covered under CSRS or FERS: <input type="text" value="10/23/1985"/>		
Checkin Case	TSP Website	Earnings Amount: <input type="text" value="2500"/>		
Header	Change Password	Service Type: <input type="text" value="CSRS"/>		
Service		Date military service began: <input type="text" value="10/21/1972"/>		
Salary		Date military service ended: <input type="text" value="10/22/1974"/>		
Address		Last year of interest: <input type="text" value="2004"/>		
Memos		Future interest rate: <input type="text" value="0"/>		
Earnings		Enter the future interest rate if you want to assume a rate other than 3.8750%		
Disability		Required Fields		
TC WAE		<input type="button" value="Save and Calculate"/> <input type="button" value="Print"/>		
TC Summary		Military Deposit Worksheet		
Estimate		Employee	Martha Smith	
Case History		First hired under	10/23/1985	
Case Alerts		CSRS/FERS	10/23/1985	
		Interest Accrual Date (IAD)	10/23/1988	
		Military Service	10/21/1972 to 10/22/1974	
		Amount of Earnings	\$2,500.00	
		Amount of Deposit	\$175.00 (7%)	
		Interest Accrued	\$367.91	
		Total Due	\$542.91	
		The year by year accumulated interest is as follows:		
IAD	Deposit Amount	Interest	Interest Rate	Total Due
10/23/1988	\$175.00	\$14.86	8.493%	\$189.86
10/23/1989	\$189.86	\$17.06	8.983%	\$206.92
10/23/1990	\$206.92	\$18.25	8.821%	\$225.17
10/23/1991	\$225.17	\$19.47	8.649%	\$244.64
10/23/1992	\$244.64	\$20.11	8.219%	\$264.75
10/23/1993	\$264.75	\$19.36	7.314%	\$284.11
10/23/1994	\$284.11	\$18.23	6.415%	\$302.34
10/23/1995	\$302.34	\$20.73	6.858%	\$323.07
10/23/1996	\$323.07	\$22.29	6.899%	\$345.36
10/23/1997	\$345.36	\$23.74	6.875%	\$369.10
10/23/1998	\$369.10	\$25.00	6.774%	\$394.10
10/23/1999	\$394.10	\$23.41	5.939%	\$417.51
10/23/2000	\$417.51	\$24.43	5.851%	\$441.94
10/23/2001	\$441.94	\$27.76	6.281%	\$469.70
10/23/2002	\$469.70	\$26.61	5.665%	\$496.31
10/23/2003	\$496.31	\$25.28	5.094%	\$521.59
10/23/2004	\$521.59	\$21.32	4.088%	\$542.91

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

SSA Website To go to Social Security Administration’s Benefits Calculators, point and click on **SSA Website** on the **Main Menu**.

TSP Website To go to the Thrift Savings Plan website, point and click on **TSP Website** on the **Main Menu**.

Check-In Case The Check-In Case command on the Main Menu permits the user to return the case to the database. This will allow another user within the agency to retrieve that case at their PC in the same way.

Note: *Cases are automatically checked-in every evening.*

Help Function The RBE is equipped with an online user guide in Adobe Acrobat PDF format. It is located at the bottom of the screens. To access the user guide, point and click on the **FACES User Guide** link.

[FACES User Guide](#)  [14Mb] | [Contact FACES Help Desk](#)

Change Password If you are logging in with a temporary password, you must change your password.

Note: *Users are required to change their password every 60 days.*

Point and click on **Change Password** on the **Main Menu**. The Change Password screen will appear.

Main Menu Change Password Select Environment This allows you to update your password.	Change Password Please enter a new password and confirm the entry. The new password: - must be between 8 and 30 characters in length, - must not contain your user id or name. - must contain 3 of the following 4 characteristics 1) At least one upper case letter 3) At least number 2) At least one lower case letter 4) At least one special character (i.e. ~ @#%&^&*()_+) User Login: <input type="text" value="FTGEORGE"/> Old Password: <input type="text"/> New Password: <input type="text"/> (case sensitive) Confirm New Password: <input type="text"/> <input type="button" value="Change Password"/> <input type="button" value="Cancel"/>
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Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Change Password (Continued)

- Enter your old or temporary password in the field labeled Old Password.
- Enter your new password in the field labeled New Password. The new password:
 - Must be 8 to 30 characters in length
 - Must not contain your user ID or name.
 - Must contain 3 of the 4 following:
 - At least one upper case letter.
 - At least one lower case letter.
 - At least one number.
 - At least one special character (i.e. -!@#\$\$%^&*()_+)

Sample Password: **BigApple1**

- To confirm your new password, enter it again in the field labeled Confirm New Password.
- Point and Click on the Change Password button.
- To confirm that your password was changed, the following message will appear.



Support Contacts

- Retirement Estimator Website: <https://apps.opm.gov/faces>
- Login ID and Password Support: Lesa M. Moring, (202) 606-8172
- General Questions or Comments: email us at FACES@opm.gov

Obtaining a Login ID and Password for New Trainees

- In order to set up a new trainee you must do the following steps:
- Have the trainee complete and sign a User Access Form.
 - The trainer must sign Box 8 as an authorized official on the same form.
 - Fax a complete application to FACES Support Staff at (202) 606-2339.
 - Keep the original copy in a file at your agency.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Obtaining a Login ID and Password for New Trainees *(Continued)*

- Within 2 days you and the applicant will receive a permanent login ID and a temporary password so that you can begin your training.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

Appendix – How to Code

Pre and Post 10-01-82 CSRS Deposit

Pre and post 10-01-82 CSRS deposits are treated as follows:

1. Non-deduction service performed before October 1, 1982, for which no deposit has been made is used in the time base and may be used to compute the average salary if it falls within the high-3 period; however, the annual annuity is reduced by 10% of the amount due as a deposit.
2. Non-deduction service performed after September 30, 1982, for which no deposit has been made is not used in the time base, but is used to compute the average salary if it falls within the high-3 period.

Any time a period of non-deduction service begins before 10/1/82 and ends after 9/30/82, the coding must include a 10/1/82 line in order for the service to be properly credited. If this line is omitted, the FACES will automatically add it.

Work History

- Hired 9/17/1977, on a Temporary Appointment at \$2.34 per hour.
- Received a Pay Adjustment on 7/1/1978 to \$2.42 per hour.
- Separated on 1/16/1979.
- Rehired 2/1/1981 on an Indefinite Appointment at \$4,900 per annum.
- Received a Pay Adjustment on 7/8/1981 to \$5,500.
- Received a Pay Change on 6/7/1983 to \$2.66 per hour.
- Received a Pay Adjustment on 6/6/1984 to \$2.70 per hour.
- Converted to a Career Appointment on 1/23/1985.

Coding

Add, Update or Delete Existing Information (click the checkbox to delete a row, then click Save)						
Row	Delete	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	9/17/1977	1: CSRS	3: Unpaid Fica	2.34	3: Hourly
2	<input type="checkbox"/>	7/1/1978	1: CSRS	3: Unpaid Fica	2.42	3: Hourly
3	<input type="checkbox"/>	1/16/1979	8: Separation			
4	<input type="checkbox"/>	2/1/1981	1: CSRS	3: Unpaid Fica	4900	1: Annual
5	<input type="checkbox"/>	7/8/1981	1: CSRS	3: Unpaid Fica	5500	1: Annual
6	<input type="checkbox"/>	10/1/1982	1: CSRS	3: Unpaid Fica	5500	1: Annual
7	<input type="checkbox"/>	6/7/1983	1: CSRS	3: Unpaid Fica	2.66	3: Hourly
8	<input type="checkbox"/>	6/6/1984	1: CSRS	3: Unpaid Fica	2.70	3: Hourly
9	<input type="checkbox"/>	1/23/1985	1: CSRS	1: Civilian Covered Service		
*	<input type="checkbox"/>					

10-01-82 Line →

>> Add a New Row Save

Remember to add one day to any separation or retirement date.

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

FERS Deposit

FERS Deposit service is treated as follows:

1. Non-deduction service performed before January 1, 1989, for which no deposit has been made cannot be credited for any purpose, including title to an annuity. This includes service performed under CSRS rules which is now being credited under FERS computational rules.
2. Non-deduction service performed after December 31, 1988, cannot be credited for any purpose and deposit cannot be made to cover it with the exception of Peace Corps/VISTA service, U.S. Senate Child Care Center Worker service and Foreign Service.
3. Service for which an individual has received a refund after becoming covered by FERS is not creditable for any purpose and the refund cannot be re-deposited.
4. Civilian service performed before FERS coverage begins which is subject to both CSRS deductions (generally at 1.3%) and social security deductions (CSRS/SS Offset service) is creditable under FERS computational rules. However, the 1.3% deposit must be paid if deductions were made and later refunded. (If refund was made after FERS election, deposit cannot be made.)

Work History

- Hired on 9/17/1977 on a Temporary Appointment at \$2.34 per hour.
- Received a Pay Adjustment on 7/18/1978 of \$2.42 per hour.
- Separated on 1/15/1979.
- Rehired on 2/1/1984 on a Temporary Appointment at \$7.60 per hour.
- Received a Pay Adjustment on 2/2/1985 of \$8.38 per hour.
- Separated on 1/25/1986.
- Rehired on 4/20/1988 on a Career Appointment.

Coding:

Add, Update or Delete Existing Information <small>(click the checkbox to delete a row, then click Save.)</small>						
Row	Delete	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	9/17/1977	1: CSRS	3: Unpaid Fica	2.34	3: Hourly
2	<input type="checkbox"/>	7/18/1978	1: CSRS	3: Unpaid Fica	2.42	3: Hourly
3	<input type="checkbox"/>	1/16/1979	8: Separation			
4	<input type="checkbox"/>	2/1/1984	1: CSRS	3: Unpaid Fica	7.60	3: Hourly
5	<input type="checkbox"/>	2/2/1985	1: CSRS	3: Unpaid Fica	8.38	3: Hourly
6	<input type="checkbox"/>	1/26/1986	8: Separation			
7	<input type="checkbox"/>	4/20/1988	2: FERS	1: Civilian Covered Service		
*	<input type="checkbox"/>					

>> Add a New Row Save

Remember to add one day to any separation or retirement date.
Your information has been saved

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FACES Retirement Benefits Estimator – A User Guide

Refunded Service in a CSRS Component Case

Pre and post 10-01-90 refunded service in a CSRS component is treated as follows:

1. Refunded CSRS service ending before October 1, 1990 will be allowed for the length of refunded service but the annuity will be actuarially reduced by an amount equal to the reduction for an alternative form of annuity lump sum in the amount of the redeposit. The reduction will be computed using the same actuarial factors used to determine the alternative annuity reductions.
2. Refunded CSRS service ending after September 30, 1990 must be re-deposited in order to receive credit for the service in the annuity computation.

Work History

- Hired 7/14/1983, with CSRS coverage.
- Separated 8/24/1989
- Received a refund of all retirement deductions on 10/10/1989, totaling \$5,000.
- Rehired 11/23/1989, with CSRS coverage.
- Separated 10/30/1990
- Received a refund of all retirement deductions on 12/19/1990, totaling \$550.
- Rehired 6/16/1992, with CSRS Offset coverage.
- Transferred to FERS 1/1/1993
- Retired 8/31/2002.

Coding:

Add, Update or Delete Existing Information (click the checkbox to delete a row, then click Save.)						
Row	Delete	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	7/14/1983	1: CSRS	5: Unpaid Redeposit		
2	<input type="checkbox"/>	8/25/1989	8: Separation			
3	<input type="checkbox"/>	10/10/1989	1: CSRS	6: Pre 10/90 Refund	5000	
4	<input type="checkbox"/>	11/23/1989	1: CSRS	1: Civilian Covered Service		
5	<input type="checkbox"/>	10/31/1990	8: Separation			
6	<input type="checkbox"/>	12/19/1990	1: CSRS	7: Post 10/90 Refund	550	
7	<input type="checkbox"/>	6/16/1992	6: CSRS Offset	1: Civilian Covered Service		
8	<input type="checkbox"/>	1/1/1993	2: FERS	1: Civilian Covered Service		
9	<input type="checkbox"/>	8/31/2002	9: Retirement			
*	<input type="checkbox"/>					

>> Add a New Row Save

Remember to add one day to any separation or retirement date.

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FACES Retirement Benefits Estimator – A User Guide

Refunded CSRS Service Creditable as FERS

CSRS service refunded prior to FERS coverage, when a CSRS component is not payable, is treated as follows:

Work History

- Hired 4/15/1972, under a CSRS career conditional appointment.
- Separated 8/5/1976, and withdrew retirement contributions of \$750.
- Rehired under a career appointment 8/14/1989, and automatically covered by FERS retirement contributions.
- Retired 5/31/2002

Coding:

Add, Update or Delete Existing Information
(click the checkbox to delete a row, then click Save.)

Row	Delete	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	4/15/1972	1: CSRS	9: Refunded CSRS creditable as FERS	750.00	
2	<input type="checkbox"/>	8/6/1976	8: Separation			
3	<input type="checkbox"/>	8/14/1989	2: FERS	1: Civilian Covered Service		
4	<input type="checkbox"/>	6/1/2002	9: Retirement			
*	<input type="checkbox"/>					

>> Add a New Row Save

Remember to add one day to any separation or retirement date.
Your information has been saved.

Military Service (Catch 62 and Paid)

CSRS Military Service

- A CSRS employee or a FERS employee with military service in a CSRS component:
 - Who was first employed under CSRS before 10/1/82 can receive credit for post-56 military service without making the deposit, potentially undergoing an annuity reduction for the post-1956 military service at age 62.
 - Who was first employed in a position subject to CSRS on or after 10/1/82, receives credit for post-1956 military service only after making a deposit to the employing agency a sum equal to 7 percent of the military basic pay, plus interest.

FERS Military Service

- A FERS employee may receive credit for post-56 military service under FERS rules only if the employee deposits with the employing agency as sum equal to 3 percent of the military basic pay, plus interest.

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FACES Retirement Benefits Estimator – A User Guide

Military Service (Catch 62 and Paid) (Continued)

Catch 62 – CSRS Unpaid Military Deposit

Work History:

- Military Service 10/2/1975 to 10/1/1977 – Unpaid Deposit
- Hired 11/1/1978 with CSRS coverage.
- Separated 5/31/1980
- Rehired 8/23/1982 with CSRS coverage.
- Retired 12/31/2002

Coding:

Add, Update or Delete Existing Information (click the checkbox to delete a row, then click Save.)						
Row	Delete	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	10/2/1975	1: CSRS	8: Catch 62		
2	<input type="checkbox"/>	10/2/1977	8: Separation			
3	<input type="checkbox"/>	11/1/1978	1: CSRS	1: Civilian Covered Service		
4	<input type="checkbox"/>	6/1/1980	8: Separation			
5	<input type="checkbox"/>	8/23/1982	1: CSRS	1: Civilian Covered Service		
6	<input type="checkbox"/>	1/1/2003	9: Retirement			
*	<input type="checkbox"/>					

>> Add a New Row Save

Remember to add one day to any separation or retirement date.
Your information has been saved.

Paid Military Deposit

Work History:

- Military Service 10/2/1975 to 10/1/1977 – Paid Deposit
- Hired 11/1/1978 with CSRS coverage.
- Separated 5/31/1980
- Rehired 8/23/1987 with FERS coverage.
- Retired 12/31/2002

Coding:

Add, Update or Delete Existing Information (click the checkbox to delete a row, then click Save.)						
Row	Delete	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	10/2/1975	1: CSRS	2: Creditable Military		
2	<input type="checkbox"/>	10/2/1977	8: Separation			
3	<input type="checkbox"/>	11/1/1978	1: CSRS	1: Civilian Covered Service		
4	<input type="checkbox"/>	6/1/1980	8: Separation			
5	<input type="checkbox"/>	8/23/1982	1: CSRS	1: Civilian Covered Service		
6	<input type="checkbox"/>	1/1/2003	9: Retirement			
*	<input type="checkbox"/>					

>> Add a New Row Save

Remember to add one day to any separation or retirement date.
Your information has been saved.

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FACES Retirement Benefits Estimator – A User Guide

Covered Service

CSRS Covered Service

- Individuals covered under CSRS pay CSRS employee deductions. Unless they are covered by CSRS Offset, they are excluded from OASDI taxes of Social Security.

CSRS Offset

- Individuals covered under CSRS Offset pay OASDI taxes and a reduced CSRS contribution. CSRS retirement and survivor benefits are offset by the value of the offset service in their Social Security benefits.

FERS Covered Service

- Individuals covered under FERS pay Social Security taxes and FERS basic benefit deductions.

Work History:

- Hired Career-Conditional 3/8/1970, with CSRS coverage.
- Separated 9/30/1977
- Rehired 7/7/1987, with CSRS Offset coverage.
- Elected FERS 1/1/1988
- Retired 12/31/2002

Coding:

Add, Update or Delete Existing Information (click the checkbox to delete a row, then click Sav.)						
Row	Delete	Date	Retirement Code	Service Code	Amount	Multiplier
1	<input type="checkbox"/>	3/8/1970	1: CSRS	1: Civilian Covered Service		
2	<input type="checkbox"/>	10/1/1977	8: Separation			
3	<input type="checkbox"/>	7/7/1987	6: CSRS Offset	1: Civilian Covered Service		
4	<input type="checkbox"/>	1/1/1988	2: FERS	1: Civilian Covered Service		
6	<input type="checkbox"/>	1/1/2003	9: Retirement			
*	<input type="checkbox"/>					

Remember to add one day to any separation or retirement date.
Your information has been saved.

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FACES Retirement Benefits Estimator – A User Guide

FERS Part-time Case

When an employee retires under FERS without a CSRS component and has part-time service, all periods of service are used in determining the FERS proration factor, including service before April 7, 1986.

Work History:

- Hired 8/12/1979 – Intermittent Appointment – Worked 1040 hrs.
- Separated 8/11/1980
- Rehired 11/3/1985 – Worked 24 hrs/week
- Automatically covered under FERS 1/1/1987 – Worked 24 hrs/week
- Schedule Change 1/3/1989 – Worked 32 hrs/week
- Schedule Change 7/15/1993 – Worked 40 hrs/week
- Schedule Change 8/24/1998 – Worked 32 hrs/week
- Schedule Change 10/26/2000 – Worked 40 hrs/week
- Retired 12/31/2002

Note: In a FERS Part Time case with no CSRS component, enter all part time information.

Coding:

Row	Delete Date	Retirement Code	Service Code	Amount	Multiplier	Part Time Multiplier	Hours Worked	Tour of Duty (ex. 40/80 or 10/40)
1	8/12/1979	1: CSRS	1: Civilian Covered Service			5: Non Postal FT	40	40
2	2/12/1980	7: Stop Credit						
3	8/12/1980	8: Separation						
4	11/3/1985	5: Interm	1: Civilian Covered Service			4: Non Postal PT	24	40
5	1/1/1987	2: FERS	1: Civilian Covered Service			4: Non Postal PT	24	40
6	1/3/1989	2: FERS	1: Civilian Covered Service			4: Non Postal PT	32	40
7	7/15/1993	2: FERS	1: Civilian Covered Service			5: Non Postal FT	40	40
8	8/24/1998	2: FERS	1: Civilian Covered Service			4: Non Postal PT	32	40
9	10/26/2000	2: FERS	1: Civilian Covered Service			5: Non Postal FT	40	40
10	1/1/2003	9: Retirement						
*								

FERS Part-time with a CSRS Component

When an employee retires under FERS and the FERS annuity includes a CSRS annuity component, and the employee performed part-time service credited in the FERS component, and/or part-time service performed after April 6, 1986, credited in the CSRS component:

The CSRS annuity component of a CSRS employee who has any part-time service on or after April 7, 1986, is the sum of two separate computations:

- A **pre-April 7, 1986, basic annuity**, using the employee’s total creditable service through April 6, 1986 (plus unused sick leave as of the date of the employee’s separation); and

Continued on next page

FACES Retirement Benefits Estimator – A User Guide

FERS Part-time with a CSRS Component (Continued)

- A post-April 6, 1986, basic annuity, using the employee’s service from April 7, 1986, through the date of separation, and leftover days from the length of service used to compute the pre-April 7, 1986, basic annuity. The result of this computation is prorated to reflect the difference between full-time and part-time service.

The FERS annuity component is computed using all periods of FERS service to determine the FERS proration factor, including service before April 7, 1986.

Work History:

- Military Service: 5/12/1958 to 5/11/1960
- Hired 8/18/1965 Career – Worked 40 hrs/week
- Schedule Change 3/12/1970 – Worked 24 hrs/week
- Schedule Change 9/21/1970 – Worked 40 hrs/week
- Schedule Change 7/25/1988 – Worked 32 hrs/week
- Separated 4/6/1990
- Rehired CSRS Offset 3/15/1992 – Worked 40 hrs/week
- Elected FERS 8/15/1992
- Schedule Change 7/31/1995 – Worked 32 hrs/week
- Schedule Change 10/26/1997 – Worked 24 hrs/week
- Schedule Change 5/9/1999 – Worked 40 hrs/week
- Retired 12/31/2002

Note: In a CSRS Part Time case or a FERS Part Time case with a CSRS component, enter Part Time Multiplier and Tour of Duty information beginning on or after April 7, 1986.

Coding:

Row	Delete	Date	Retirement Code	Service Code	Part Time Multiplier	Hours Worked	Tour of Duty (ex. 40/80 or 10/40)
1	<input type="checkbox"/>	5/12/1958	1. CSRS	2. Creditable Military			
2	<input type="checkbox"/>	5/12/1960	8. Separation				
3	<input type="checkbox"/>	8/18/1965	1. CSRS	1. Civilian Covered Service			
4	<input type="checkbox"/>	4/7/1986	1. CSRS	1. Civilian Covered Service			
5	<input type="checkbox"/>	7/25/1988	1. CSRS	1. Civilian Covered Service			
6	<input type="checkbox"/>	4/7/1990	8. Separation				
7	<input type="checkbox"/>	3/15/1992	6. CSRS Offset	1. Civilian Covered Service			
8	<input type="checkbox"/>	8/15/1992	2. FERS	1. Civilian Covered Service			
9	<input type="checkbox"/>	7/31/1995	2. FERS	1. Civilian Covered Service			
10	<input type="checkbox"/>	10/26/1997	2. FERS	1. Civilian Covered Service			
11	<input type="checkbox"/>	5/9/1999	2. FERS	1. Civilian Covered Service			
12	<input type="checkbox"/>	1/1/2003	9. Retirement				
*	<input type="checkbox"/>						

4-7-86 Line

No Part Time information prior to 4-7-86.

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FACES Retirement Benefits Estimator – A User Guide

Separations

Anytime an employee resigns from service the resignation is coded as a **Separation**. Remember to add a day to the separation date.

Add, Update or Delete Existing Information (click the checkbox to delete a row, then click Save.)						
Row	Delete	Date	Retirement Code	Service Code	Amount	Mult
1	<input type="checkbox"/>	5/12/1958	1: CSRS	2: Creditable Military		
		5/12/1960	8: Separation			
3	<input type="checkbox"/>	8/18/1965	1: CSRS	1: Civilian Covered Service		
		3/11/1970	8: Separation			
5	<input type="checkbox"/>	9/21/1970	1: CSRS	1: Civilian Covered Service		
		4/7/1986	8: Separation			
*	<input type="checkbox"/>					

>> Add a New Row Save

Retirements

A Final separation is coded as Retirement. Remember to add a day to the retirement date.

Add, Update or Delete Existing Information (click the checkbox to delete a row, then click Save.)						
Row	Delete	Date	Retirement Code	Service Code	Amount	Mult
1	<input type="checkbox"/>	8/18/1965	1: CSRS	1: Civilian Covered Service		
2	<input type="checkbox"/>	1/3/1987	2: FERS	1: Civilian Covered Service		
		1/1/2003	9: Retirement			
*	<input type="checkbox"/>					

>> Add a New Row Save

Deceased Employee

The date of death for Deceased Employees is coded with a retirement code of "D" Death. Remember to add a day to the date of death.

Add, Update or Delete Existing Information (click the checkbox to delete a row, then click Save.)						
Row	Delete	Date	Retirement Code	Service Code	Amount	Mult
1	<input type="checkbox"/>	8/18/1965	1: CSRS	1: Civilian Covered Service		
2	<input type="checkbox"/>	1/3/1987	2: FERS	1: Civilian Covered Service		
		1/13/2003	D: Death			
*	<input type="checkbox"/>					

>> Add a New Row Save

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FACES Retirement Benefits Estimator – A User Guide

Deceased Employee (Continued)

The screenshot shows the 'Salary for Martha Smith' window. On the left is a 'Main Menu' with various options like 'Create New Case', 'Retrieve Case', 'Checkin Case', 'Header', 'Service', 'Salary (Save)', 'Address', 'Memos', 'Earnings', 'Disability', 'TC WAE', 'TC Summary', 'Estimate', 'Case History', 'Case Alerts', 'Post 56 Military', 'SSA Website', 'TSP Website', and 'Change Password'. The main area is titled 'Salary for Martha Smith' and contains 'Salary Information' with fields for 'Part Time Needed' (checked), 'Additional Average Salary' (unchecked), and 'BEDB Final Salary' (39242). A callout box labeled 'Final Salary' with an arrow points to the 'BEDB Final Salary' field. Below this is a section for 'Add, Update or Delete Existing Information' with a table of rows. The table has columns for 'Row', 'Date', 'Amount', 'Multiplier', and 'Tour of Duty (ex. 40/80 or 10/40)'. There are two rows: one for '1' with date '12/31/2004' and one for '*' with date '11/3/1994'. Below the table are 'Add a New Row' and 'Save' buttons. A note at the bottom says 'Remember to add one day to any separation, retirement, or death date.'

Row	Date	Amount	Multiplier	Tour of Duty (ex. 40/80 or 10/40)
1	12/31/2004			
*	11/3/1994			

When coding a Deceased Employee case, enter the employee’s final salary in the BEDB Final Salary. FACES will compare the final salary with the average salary and use the higher of the two in the computation of the Basic Employee Death Benefit.