

User Guide for Employees

**FEDERAL RETIREMENT
BENEFITS**

FRB© Web - Integrated Solution



April 2005

**Economic Systems Inc.
3141 Fairview Park Drive, Suite 700
Falls Church, Virginia 22042
TEL: (703) 642-5225
FAX: (703) 642-5595**

www.econsys.com

Table of Contents

Overview and Orientation.....	1
Accessing FRB© Web – Integrated Solution.....	4
Employee Introduction.....	5
Viewing the Employee Data Screen.....	5
Calculation Options	6
Viewing the Detailed Service History.....	7
Viewing Your Salary History.....	9
Social Security	10
Scenario Manager	12
Scenario Home	14
Enter Retirement Options.....	15
Compute Survivor Benefit	16
Compute Health Insurance	16
Compute Life Insurance.....	17
Understanding Deposit or Redeposit Calculations	18
Compute High-3 Salary Projection	18
Projected Change in Work Schedule	19
Sick Leave Projection	20
TSP Options.....	21
Social Security Options.....	22
Severance Pay.....	23
Re-employed Annuitant’s Supplemental Annuity	24
FERS Transfer Comparison	25

Output Report 26
Options for Printing the Output Report..... 27
Internet Forms (iForms)..... 28

FRB© Web – Integrated Solution

Overview and Orientation

Welcome to FRB© Web – Integrated Solution, a powerful tool to help you develop and update retirement-focused calculations and documents. This Users Guide is specifically developed for individual Federal employees to help you perform the most important functions of FRB© Web.

FRB© Web enables you to:


- ◆ Receive new, updated retirement calculations from your benefits office electronically.
- ◆ Enter data for your estimate to reflect different “what-if” scenarios concerning your retirement plans and future career opportunities, without altering the core data in your service history.
- ◆ Know that your personal data and estimates are available only to you and authorized benefits office personnel.
- ◆ Preview the forms needed to process your individual retirement case.

This User Guide for Employees for FRB© Web - Integrated Solution will help you understand the entire range of the software’s capabilities. In particular, the Guide describes how to access an existing file, where and how to enter new or changed data, and how to develop and save alternative retirement scenarios. The Guide explains the different outputs you can generate when you use FRB© Web, from a full comprehensive calculation of the entire retirement benefits package to a targeted recalculation of one specific component.

FRB© Web – Integrated Solution offers a common platform for benefits specialists and employees to share data, both driven by the same expert calculation software and automatically updated personnel records. To protect the security of the personal data in the database, the consistency and integrity of estimates generated by users, and the privacy of employees’ individual files, FRB© Web contains several layers of security protection.

Unique Features:

Please note the following key aspects of how the system works and how human resource specialists and employees share data if your agency provides employee access. Unique features of the package include:

- ◆ BOTH the specialist and employee can view the same data.
- ◆ ONLY the specialist can enter service and salary history data.
- ◆ BOTH the specialist and employee can generate retirement scenarios and each has the ability to save scenarios in the database.
- ◆ FRB© Web contains a feature that enables employees to generate e-mail messages to their servicing specialist.
- ◆ System security features limit employees to viewing only their own data.
- ◆ System security features limit specialists to viewing only the data for employees they service.
- ◆ Information entered in the database for retirement estimates flows automatically to all of the forms needed in preparing a retirement case for transmittal to the U.S. Office of Personnel Management.
- ◆ Human resource specialists and employees have access to “Help Screens” throughout FRB© Web, noted by this symbol . Once opened, these menus provide definitions, explanations, and navigational tips.

System Requirements

FRB© Web - Integrated Solution can be supported by Netscape 4.5 and Internet Explorer 4.01 SP2 or greater; however, Internet Explorer 5 and above works best. To find out what type of browser you are using, select the ‘Help’ tab from your browser's toolbar. The last section will say ‘About (your browser).’ Once selected, your browser version will be displayed. Normally the free download of Acrobat Reader will ensure access to the automated pre-filled retirement process forms.

The FRB© Web - Integrated Solution recommended and minimum computer configuration requirement for accessing FRB© Web is as follows:

Recommended Configuration

OS: Windows 95/98/NT 4/2000 XP
CPU speed: 400 MHz or Higher
RAM: 128 MB or larger
300 MB free space on C drive

Minimum Requirements

OS: Windows 95
CPU speed: 100 MHz
RAM: 64 MB
200 MB free space on C drive to store temporarily off-line contents

Security Features

FRB© Web - Integrated Solution provides three levels of security. First, ESI's network is protected by a firewall. This prevents people from accessing private data stored on the ESI network and database servers. ESI continues to evaluate and test our firewall security for potential enhancements.

Second, the FRB© Web – Integrated Solution application uses a 128-bit Secure Socket Layer (SSL) encryption. This means that all data is encrypted on the user's Internet browser before being sent over the Internet. Once the data reaches the user's server, it is unencrypted there. This is the strongest commercially available encryption software.

The third level of security is password protection. Each user is assigned a unique user name or ID and password. The only way to access the system is with this authorized username and password. ESI also prevents pages from being book-marked and cached by the user.

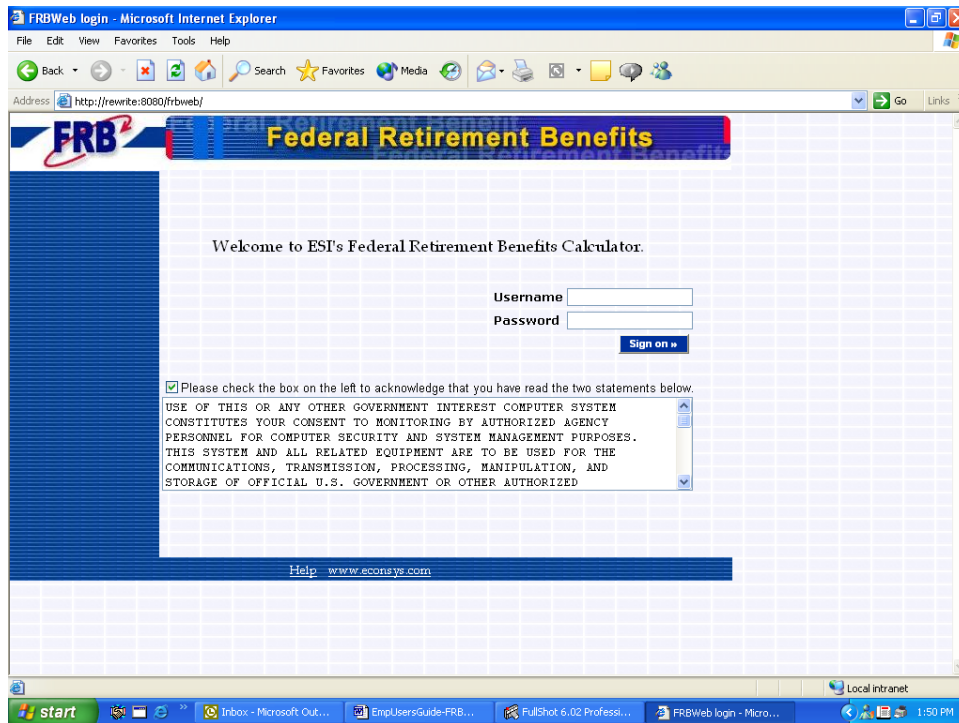
For Employees

This Guide walks you through the component screens of the FRB© Web in the order you will typically encounter them under standard use. It explains the overall purpose of the screen, the major options you will see on the screen, and important tips for using the screen effectively and efficiently. The content of the Guide focuses on utilization of FRB© Web by individual employees.

Accessing FRB© Web – Integrated Solution

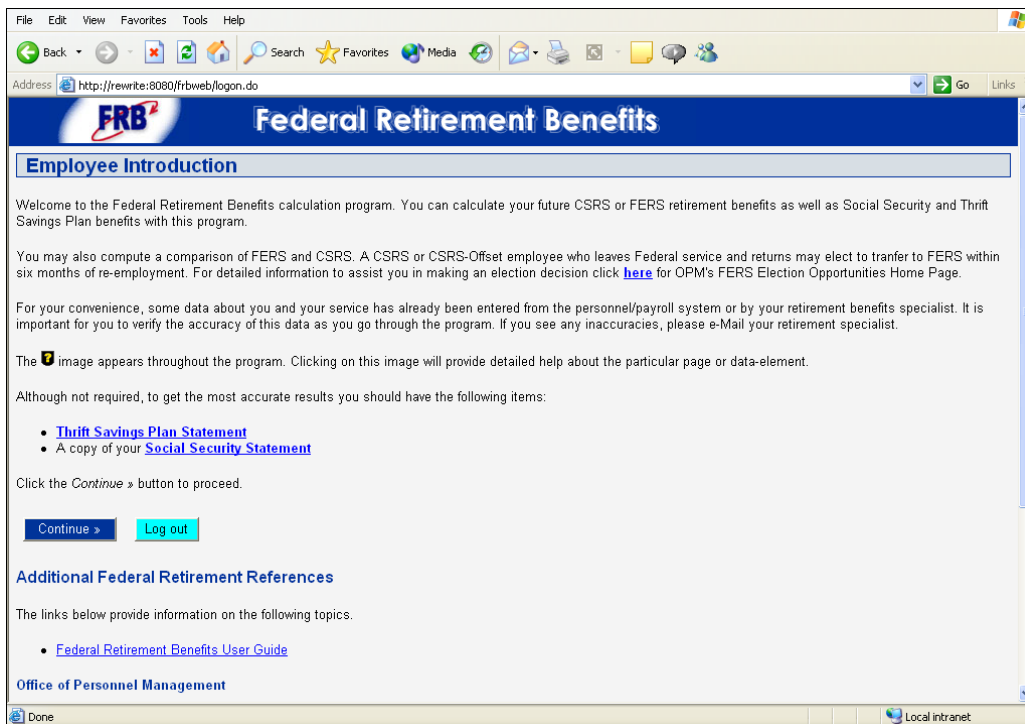
You will initially access FRB© Web by either entering a specified FRB© Web URL address on your Internet browser or by clicking on a customized FRB© Web link on your agency PC. Contact your agency's FRB© administrator to receive the proper URL address.

If you are a first-time user of FRB© Web, you will be required to enter a new password. In the sign-in screen, you will be prompted to enter your temporary password and a new password. Follow the instructions and enter your password. You should make a record of this password and keep it in a secure place, for you will need it the next time you access FRB© Web. If you forget your password, contact your agency's FRB© administrator.



Employee Introduction

With your successful log in, the first screen you will see is the Employee Introduction. This page provides important information and also contains links to other web sites such as the Social Security Administration and the Thrift Savings Plan, which you may wish to visit.



Individual screens in FRB© Web are intended to be self-explanatory. At the bottom of each screen are buttons that have specific purposes. After you complete your review of the data on a screen, you should refer to the bottom of the screen and make your selection. On some screens, you will need to select the update button to complete your data entry, and then select the “Done” button when your actions are completed. If after your review or data entry on any screen you discover that changes are needed, simply return to the applicable screen(s), enter your correction(s), and click on the applicable button (example: Update or Next Screen).

Viewing the Employee Data Screen

Clicking on the CONTINUE button will bring you to the Employee Data screen where you can view the information about you that was downloaded from your agency’s personnel/finance database. You should review this information to verify that the latest

available data was downloaded into the FRB© Web database. When you develop your retirement scenarios, you will have the opportunity to update and project this data relevant to your retirement calculation (i.e., projected salary changes, sick leave balances). If your data is incorrect, contact your HR Specialist.

FRB² Federal Retirement Benefits

Employee Data

The following information has been downloaded from the personnel/payroll system or entered by your retirement specialist. It will be the defaults in computing the employee's estimates. Review the information and then click "Next Screen" to continue.

Last Name	Worker one
First Name	Test
Middle Name	
Social Security Number	111-22-3334
Date of Birth	01/01/1949
Retirement System	FERS
Retirement SCD	05/05/1979
FF/LEO SCD	
Employment Type	Regular
S/L Balance	0
Current Salary	\$0

[Next Screen >](#) [Log out](#)

Calculation Options

The following three calculation options are available for your use:

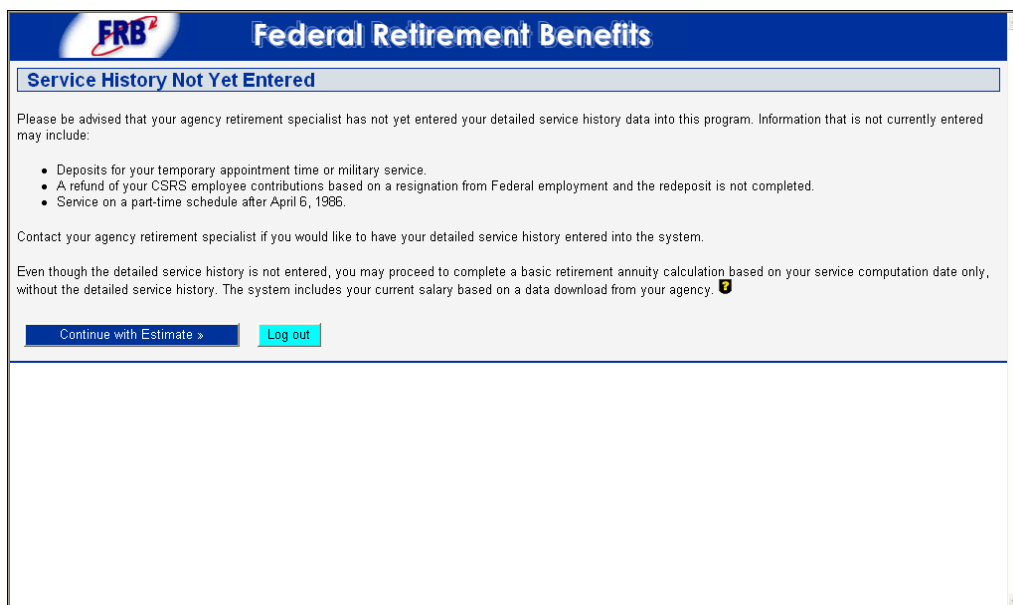
- Basic Employee Benefits Statement:** This menu item provides a comparison of calculations for various types of retirement actions, such as a comparison between Optional Retirement versus Early-Out Retirement and Optional Retirement versus Disability Retirement. However, this calculation option does not include the computation of any deposits, redeposits, or military deposits you might have to pay to receive service credit for retirement eligibility or annuity computation.
- Quick Estimate (Enter SCD):** This calculation option is available when your servicing human resources office has not yet entered your detailed service history. You may use this option to serve as a basic calculation for future planning purposes. However, it does not include the computation of any deposits, redeposits or military deposits you may be required to make in order to receive service credit for retirement eligibility or annuity computation.
- Detailed Employee Benefit Statement:** This option produces a comprehensive calculation based on the Historical Screens (the Detailed Service and Salary History screens) that were completed by your agency's human resource staff.

This calculation option should include any deposits, redeposits, or military service deposits you may need to make. This option is recommended as the final retirement calculation prior to retirement.

The Additional Data Needed screen provides an opportunity for you to develop a quick estimate of your future retirement benefits without extensive research by your human resource specialist to develop a detailed service history. It can be useful if you have had no breaks in your Federal employment or if you do not owe a deposit or redeposit for service credit. Provide the information requested for your current retirement coverage and the approximate dates you may have changed your retirement coverage in the past.

Viewing the Detailed Service History

If your benefits specialist has not yet entered your service history in FRB© Web, you will be limited to using the Benefits Statement Estimate option. This will provide you with the opportunity to review and compare a basic annuity calculation for optional retirement, disability retirement, early-out retirement, and/or death in service. Please note that this calculation is based only on your Service Computation Date. It does not calculate any deposits, redeposits, and military deposits you may need to make. It can be useful, however, in cases where there were no breaks in your Federal employment. Using the drop-down menu, provide the information requested for your current retirement coverage and the approximate date you may have changed your retirement coverage in the past.



The screenshot shows the 'Federal Retirement Benefits' web interface. At the top, there is a blue header with the FRB logo and the text 'Federal Retirement Benefits'. Below the header, a blue box contains the text 'Service History Not Yet Entered'. The main content area is white and contains the following text: 'Please be advised that your agency retirement specialist has not yet entered your detailed service history data into this program. Information that is not currently entered may include:'. This is followed by a bulleted list: '• Deposits for your temporary appointment time or military service.', '• A refund of your CSRS employee contributions based on a resignation from Federal employment and the redeposit is not completed.', and '• Service on a part-time schedule after April 6, 1986.'. Below the list, it says 'Contact your agency retirement specialist if you would like to have your detailed service history entered into the system.' and 'Even though the detailed service history is not entered, you may proceed to complete a basic retirement annuity calculation based on your service computation date only, without the detailed service history. The system includes your current salary based on a data download from your agency.' At the bottom of the content area, there are two buttons: 'Continue with Estimate >' and 'Log out'.

If a benefits specialist has previously entered your detailed service history, you can view your service history. The Detailed Service History screen displays a period-by-period chronology of all your Federal civilian and military service from documents contained in your Official Personnel Folder. The data entered on this screen establishes the vital framework used for subsequent calculations of your Service Computation Dates, total retirement-creditable service, deposits and redeposits, and so on.

Federal Retirement Benefits

March 31, 2005

Detailed Service History

WORKER, TEST

	Federal Agency / Mil. Service	Start Date	End Date	Service Type	Employee Type	Work Schedule / Mil. Sep.	Amount /Units	Deposit Redeposit is owed
1.	Army	01/01/1974	12/31/1975	Military	Regular	Honorable Discharge	0 Total Days	Yes View
2.	FDIC	01/01/1976	12/31/1976	FICA	Regular	Full Time	0 Total Hours	Yes View
3.	FDIC	01/01/1977	12/31/1984	CSRS	Regular	Full Time	0 Total Hours	Yes View
4.	FDIC	01/16/1986	03/28/2005	CSRS	Regular	Full Time	0 Total Hours	No

Service Computation Dates as of March 31, 2005

The following are the employee's Service Computation Dates based on the entered service data.

Retirement Eligibility SCD:	01/16/1975
Retirement Computation SCD:	01/16/1975
Leave SCD:	01/16/1975
Reduction in Force SCD:	01/16/1975

[Next Screen >](#) [Print](#) [Log out](#)

Each row on the screen represents a distinct period of your Federal civilian or military service. A new row was entered whenever a change in your employment status occurred which may affect the treatment of service under the CSRS and/or FERS retirement system.

Moving left to right across the screen, each row of service includes the following information:

- ◆ Name of Federal agency/military service.
- ◆ Start date for period of service (mm/dd/yyyy).
- ◆ End date for period of service (mm/dd/yyyy).
- ◆ Service type (retirement coverage).
- ◆ Employee type (i.e., regular, law enforcement, for example).
- ◆ Work schedule (full-time, part-time, intermittent, plus a special menu for military service listing the appropriate service/discharge conditions).

- ◆ Amount/Units (for part-time or intermittent service, the number of days or hours worked).
- ◆ Deposit or redeposit is owed (the box is checked if a deposit for FICA or military service has not been paid, or if a refund for CSRS service has not been redeposited).
- ◆ View button (click on button to view the calculation of the unpaid deposit or redeposit and the amount due).

You may print a report of your detailed service history by clicking on the “Print” button. This report will also display your retirement eligibility and annuity computation Service Computation Dates and show the amount of creditable service you have earned.

Viewing Your Salary History

From the Detailed Service History screen, click on “Next Screen” to view the Salary History screen. Your salary data that was entered to compute any deposit/redeposit you may owe will be displayed here. Other changes in your salary displayed here were downloaded from your agency’s personnel/payroll database or entered by a benefits specialist. The information in this screen enables the computation of your average high-3 salary. Your high-3 salary will be displayed on the output report.

Federal Retirement Benefits

March 31, 2005

Salary History

WORKER, TEST

Below are the pay changes that have been automatically downloaded each pay period from the personnel/payroll database. These will be used in computing the average high-3 salary unless future changes are entered from the Scenario Manager Screen.

#	Effective Date	Full-Time Salary	Hourly Rate	End Date	Federal Agency	Service Type	Employment Status
1.	01/01/1973	\$16,500		12/31/1975			
2.	01/01/1976	\$12,000		06/30/1976	FDIC	FICA (Regular)	Full Time
3.	07/01/1976	\$14,000		12/31/1984	FDIC	FICA (Regular)	Full Time
4.	01/01/2000	\$100,000		01/09/2001	FDIC	CSRS (Regular)	Full Time
5.	01/10/2001	\$104,000		01/08/2002	FDIC	CSRS (Regular)	Full Time
6.	01/09/2002	\$108,000		01/07/2005	FDIC	CSRS (Regular)	Full Time
7.	01/08/2005	\$112,000		03/28/2005	FDIC	CSRS (Regular)	Full Time

[← Previous Screen](#)
[Next Screen >](#)

[Log out](#)

Social Security

Using FRB© Web to calculate Social Security benefits is a particularly valuable service if you are a CSRS and Offset employee. This is due to the fact that FRB© can include the effects of the Windfall Elimination Provision (WEP) in the calculation. The Social Security Statement furnished to you each year does not include this calculation since the Social Security Administration does not apply the WEP.

In using FRB© Web, you can choose to not compute a Social Security benefit, to enter an assumed or projected Social Security benefit, to calculate an approximate benefit, or to calculate a more precise Social Security benefit based on your Social Security Statement and the fully up-to-date rules and formulas that are built into FRB© Web.

NOTE: It is necessary to show that you will be entitled to a future Social Security benefit in order for FRB© Web to accurately display the impact of unpaid deposits for post-56 military service (Catch-62) or the amount of the offset of the CSRS annuity at age 62 for CSRS Offset employees.

NOTE: FRB© Web has the ability to compute a Social Security Disability Benefit. It is important to include the Social Security Disability Retirement calculation because the FERS disability benefit is linked to the Social Security disability benefit. When the necessary data is entered, the FERS disability benefit will display the offset of the FERS disability benefit that begins at the onset of the Social Security benefit. The FRB© Web calculator will assume that the Social Security benefit begins five months after the start of the FERS disability benefit.

You have three options for entering your Social Security data:

- ◆ *You can enter the amount of the Social Security benefit from your most recent Social Security statement.* When this option is selected, a field will appear for you to enter the appropriate benefit amount. However, be aware that when this option is selected, the program cannot compute the effect of the Windfall Elimination Provision for CSRS or CSRS Offset employees.
- ◆ *You can approximate the earnings.* Select 'Enter Earnings' and key in an estimate of your total Social Security credits earned in Federal civilian service and your Social Security covered earnings for the most recent complete year. (For example, if the current year is 2005, enter earnings for 2004.)

TIP: For CSRS Offset and FERS employees, to obtain the number of Social Security credits, count the years of service and then multiply by 4 (four credits earned per year).

- ◆ *You can enter year-by-year earnings.* Click 'Enter Earnings' and select 'Create.' A prompt will appear to enter a starting year and an ending year. You can then manually enter your earnings pertaining to the corresponding year. Your earnings covered by Social Security can be found on your Social Security Statement.

If appropriate and desired, your spouse's Social Security data can be entered. This information is likely to be important to you if you are considering making a CSRS to FERS transfer election. FRB© Web can use your spouse's Social Security data to illustrate the effects of the Public Pension Offset for CSRS employees contemplating a transfer to FERS. The same input options apply for entering your spouse's Social Security data. You will also need to provide your spouse's date of birth, current salary, and projected retirement age.

The screenshot shows the FRB Federal Retirement Benefits web application. The header includes the FRB logo and the text "Federal Retirement Benefits". The date "March 31, 2005" is displayed. A left-hand navigation menu lists various options such as Home, Employee Data, Benefits Statement Estimate, Historical Data, Service History, Salary History, Social Security, Spousal Social Security, FERS Supplement, Scenario Manager, Calculation Options, Economic Assumptions, Output Options, and iForms. The main content area is titled "Social Security" and shows "WORKER, TEST". It contains a paragraph explaining that Social Security data must be entered to compute a benefit, with a link to the SSA website. Below this is the "Earnings History" section, which offers four radio button options: "Do not compute Social Security estimate", "Enter Monthly Benefit from Social Security Statement", "Enter Approximate Earnings", and "Enter Year-By-Year Earnings". There is also an "Options" section with a checkbox for "Check here to figure if you would receive any SS based on your spouse's earnings." At the bottom, there are buttons for "Previous Screen", "Next Screen", and "Log out".

If you are using FRB© Web to compute a FERS benefit estimate, remember to click on the FERS Supplement category on the left-hand menu. The FERS Supplement provides an important additional benefit to FERS retirees, between retirement and age 62, during the period prior to their eligibility for actual Social Security benefits. The data

entry requirements for computing a FERS Supplement are very similar to those for the Social Security screen.

FRB Federal Retirement Benefits

March 31, 2005

FERS Supplement

WORKER, TEST

The FERS Supplement is a special retirement supplement for most FERS employees who retire prior to reaching age 62. It is designed to approximate the employee's Social Security benefit earned while a Federal employee and to compensate the employee until Social Security benefits begin. NOTE: Completing this section is not required, however doing so will give the employee a more accurate estimate. ?

Select one of these options for computing the FERS Supplement.

- Use an approximation where the current year's FERS salary is used to index a deemed earnings history.
- Use the Social Security Year-By-Year earnings previously entered on the Social Security screen as the default for FERS earnings in the years served under the FERS retirement system.
- Enter Year-By-Year Earnings

« Previous Screen Next Screen »

Log out

Scenario Manager

The Scenario Manager screen is the “control point” that you use to define the specific retirement “scenarios” you are planning to compute through FRB© Web. The software stores scenarios previously generated by your benefits specialist, and Scenario Manager allows you to create a new scenario, modify existing scenarios, and select the range of outputs you want included in the printed output report. You can also name or rename the scenarios, compose “case notes”, and save each scenario in the FRB© Web database. You can run different scenarios reflecting different assumptions to generate “what-if” projections, including different average high-3 salaries, various retirement dates, or different TSP contribution rates. You can also select from a menu of different retirement types, including optional, early, discontinued service, death-in-service, and disability.

The Scenario Manager screen includes buttons labeled New Scenario, Edit Description, Delete Scenario, Run Scenario, Edit Scenario, and Copy Scenario, and allows you to manage and save scenarios.

- ◆ Click on “New Scenario” to create a brand-new set of benefit estimates, or one that is different from previous scenarios and warrants “starting from scratch.” Please note that historical information initially entered on the Detailed Service History and the Salary History screen cannot be changed.
- ◆ The “Edit description” button allows you to edit the description or the scenario case notes previously entered.
- ◆ Select the “Delete Scenario” button to **permanently** remove any scenario that is no longer needed in the FRB Web case file.
- ◆ The “Edit Scenario” button enables you to enter scenario data or to edit a previously entered scenario by changing the items selected on the Scenario Home page.
- ◆ “Copy Scenario” enables you to set up a new scenario substantially the same as one that already exists. For example, you might click on the Copy Scenario button to use a previous estimate based on retirement at age 55, and revise it to reflect retirement at age 57.
- ◆ The “Compute Results” button activates the FRB© Web calculation process. When completed, you will receive a printed output report based on the data you have entered and the range of output options you have selected.

TIP: To quickly create a new scenario without re-entering information, copy an existing scenario, give it a new name, and then edit it.

FRB Federal Retirement Benefits

March 31, 2005

(Skip Menu)
Home
Employee Data
Benefits Statement Estimate
Historical Data
Service History
Salary History
Social Security
Spousal Social Security
FERS Supplement
Scenario Manager
Calculation Options
Economic Assumptions
Output Options
iForms

Scenario Manager

WORKER, TEST

A scenario represents a specific retirement situation for an employee. Each scenario is based on information entered in the historical data section. You may create, edit or delete retirement scenarios from this screen. If there are no previously entered scenarios, select "New Scenario" to get started.

To edit a previously entered scenario, highlight the desired scenario name and press the "Edit Scenario" button. Pressing "Copy Scenario" allows you to create a new scenario by making minor changes to a pre-existing one and renaming it. To see the output results from a scenario, highlight the desired one and press the "Compute Results" button.

Retirement Scenarios

Death	Edit Scenario
Earliest Vol Ret	Edit Description
Disability	Copy Scenario
Vol Ret - 12/31/2010	Delete Scenario
soonest eligible	New Scenario
Quick Estimate March 22	

Compute Results

Log out

Scenario Home

The Scenario Home screen enables you to enter scenario information and calculate future retirement benefits. When constructing a specific scenario, you are defining the prospective, forward-looking assumptions you want included in the FRB© Web calculations and output reports – type of retirement, retirement date, health/life insurance options, etc.

From the Scenario Home screen you can select the options you wish to compute and click on “Enter Data” to begin inputting data for each item. The “next screen” button takes you to another screen where you can enter various options for calculation. After you visit the last screen, the output report will be displayed. (Only the options you select for the scenario will be included in the Output Report.) If data was previously entered, select Compute Results and an Output report will be processed.

FRB² Federal Retirement Benefits

March 31, 2005

(Skip Menu)
Home
Employee Data
Benefits Statement Estimate
Historical Data
Service History
Salary History
Social Security
Spousal Social Security
FERS Supplement
Scenario Manager
Scenario Home
Calculation Options
Economic Assumptions
Output Options
iForms

Scenario Home

WORKER, TEST | Scenario: Earliest Vol Ret

Calculation Menu

Select the menu options you want to include in the estimate you are preparing. When completed, click on the "Enter Data" button to enter the data appropriate for each selected option. For each scenario, data from the Employee Data screen (or the personnel/payroll system, if available) will be pre-filled. If this data is edited, it will be saved only for this scenario. ⓘ

Compute CSRS/FERS Estimate

<input checked="" type="checkbox"/> Enter Retirement Options	<input type="checkbox"/> Project Change in Work Schedule
<input checked="" type="checkbox"/> Compute Survivor Benefits	<input type="checkbox"/> Sick Leave Projection
<input checked="" type="checkbox"/> Compute Health Insurance	<input type="checkbox"/> Thrift Savings Plan (TSP) Estimate (TSP Rate Options)
<input checked="" type="checkbox"/> Compute Life Insurance	<input type="checkbox"/> Social Security Options
<input checked="" type="checkbox"/> Deposit/Refund Decisions	<input type="checkbox"/> Compute FERS Transfer Comparison
<input checked="" type="checkbox"/> Adjust Future High-3 Average Salary	

Compute Other Estimate

- Severance Pay Estimate
- Compute Re-employed Annuitant's Supplemental Annuity

Enter Data » Compute Results

TIP: When reviewing the Output Report, use the back button appearing at the top or bottom of the report to take you back to the Calculation Menu within FRB© Web. **Do not** use the Internet browser's back arrow. – Move to output report

Enter Retirement Options

You can select to run a scenario for Optional Retirement, Early Out Retirement, Discontinued Service, Disability, or Death in Service. To compute a deferred retirement, select Optional and specify a separation date. The calculator will compute your retirement benefits at the first date you become eligible for an unreduced annuity. You can either input a date of retirement or check the box to determine the earliest possible date for an immediate, unreduced annuity. This automatic calculation of the earliest possible retirement date is for use in regular optional retirements, not for early-out or involuntary retirement situations.

TIP: If you select “earliest date” the calculator will select the correct earliest date for retirement eligibility.

If you are a FERS employee, you can enter a desired start date for a Postponed MRA+10 annuity. This date can be anywhere between your Minimum Retirement Age under FERS rules and age 62 and can reduce or eliminate the age reduction that applies to FERS MRA + 10 benefits.

The screenshot shows the 'Federal Retirement Benefits' web application. The top navigation bar includes the FRB logo and the title 'Federal Retirement Benefits'. Below this, a sub-header reads 'Retirement/Separation Options'. The main content area is titled 'WORKER, TEST | Scenario: Earliest Vol Ret'. It contains several sections: 'Retirement Type' with a dropdown menu set to 'Optional'; 'Separation Date' with an input field and a note to 'Enter the anticipated retirement or separation date'; an '(OR)' section with a checked checkbox for 'Check here if you want to compute a retirement at the earliest possible date for an immediate, unreduced annuity.'; and 'Annuity Start Date' with an input field and a note to 'Enter the desired start date for postponed MRA+10 Annuities only'. At the bottom of the form are three buttons: '< Previous Screen', 'Next Screen >', and 'Log out'. A left-hand navigation menu lists various options such as 'Home', 'Employee Data', 'Benefits Statement Estimate', 'Historical Data', 'Service History', 'Salary History', 'Social Security', 'Spousal Social Security', 'FERS Supplement', 'Scenario Manager', 'Scenario Home', 'Calculation Options', 'Retirement Options', 'Survivor Benefits', 'Health Insurance', 'Life Insurance', 'Deposit/Redposit', 'Salary Projection', 'Service Projection', 'Sick Leave Projection', 'Thrift Savings Plan', 'FERS Transfer', 'Economic Assumptions', 'Output Options', and 'Forms'. The date 'March 31, 2005' is displayed in the top left corner of the application area.

Compute Survivor Benefit

This feature allows you to select a survivor benefit option. Options include full, partial, or no benefit. If you are a CSRS or CSRS Offset employee and you select a partial benefit, a benefit base amount must be entered in the field provided.

The screenshot displays the FRB web application interface. At the top left is the FRB logo. The main header reads "Federal Retirement Benefits". Below the header, the date "March 31, 2005" is shown. A navigation menu on the left lists various options: (Skip Menu), Home, Employee Data, Benefits Statement Estimate, Historical Data (with sub-items: Service History, Salary History, Social Security, Spousal Social Security, FERS Supplement), Scenario Manager, Scenario Home, Calculation Options, and Retirement Options. The main content area is titled "Survivor Benefits" and shows "WORKER, TEST | Scenario: Earliest Vol Ret". A message states: "If the employee is married at the time of retirement, he or she must elect a full survivor benefit unless the spouse agrees in writing before a notary to a lesser amount. Click 'Next Screen' to continue." Below this is a "Benefit Election" section with a dropdown menu currently set to "Full". At the bottom of the form are three buttons: "« Previous Screen", "Next Screen »", and "Log out".

NOTE: Federal law presumes that you will provide a full survivor benefit for your spouse. Therefore, entering a partial Survivor Benefit reflects the joint decision of you and your spouse to designate less than a full benefit. Presumably, it is because the surviving spouse will have other income and will not be dependent on receiving the Survivor Benefit. Generally, the purpose of your designating a partial benefit may be to protect the health benefits coverage for your spouse after your death. The partial benefit should be based on a determination of the needs of the spouse should you predecease your spouse. If you have a dollar amount in mind, divide the amount by .55 and enter the result in FRB© Web. If you only need to preserve the health benefits coverage for your spouse, \$3,600.00 is a base figure that will likely cover the health insurance premiums to be deducted from the Survivor Benefit amount.

Compute Health Insurance

This feature allows you to select your health insurance option. You can click on the down arrow and scroll through the menu of health plans, or enter the your plan code. The output report will display your monthly and annual health insurance premium costs.

NOTE: The monthly premium, not the bi-weekly amount, will display, since annuitants are paid once a month. The annual amount of the health insurance premium is the same for Federal employees and annuitants.

TIP: Remember the 'Five Year Rule' for continuing health and/or life insurance into retirement. You must be enrolled at retirement and have five continuous years of coverage immediately preceding the date of your retirement or since your first opportunity to enroll to retain health insurance coverage or each option of life insurance.

Compute Life Insurance

This Life Insurance screen allows you to select the life insurance coverage that you will retain after retirement. Basic coverage must be elected to retain any of the options. The default election for basic coverage is a 75% reduction after age 65. The output report will show the monthly and annual premium costs for basic life insurance, plus the cost of any options you retain. The output report will display all life insurance options for your information.

FRB² Federal Retirement Benefits

March 31, 2005

(Skip Menu)
Home
Employee Data
Benefits Statement Estimate
Historical Data
Service History
Salary History
Social Security
Spousal Social Security
FERS Supplement
Scenario Manager
Scenario Home
Calculation Options
Retirement Options
Survivor Benefits
Health Insurance
Life Insurance
Deposit/Redposit
Salary Projection
Service Projection
Sick Leave Projection
Thrift Savings Plan
FERS Transfer
Economic Assumptions
Output Options
iForms

Life Insurance

WORKER, TEST | Scenario: Earliest Vol Ret

Enter the life insurance options the employee is eligible to carry into retirement by referring to the latest SF-50 and consulting with the employee. (The current coverage was pre-filled if access to the personnel/payroll system was available.)
NOTE: Basic coverage election must be retained after retirement in order to retain optional coverage's.

Basic coverage	% Reduction in basic coverage after age 65	Projected annual salary
<input checked="" type="checkbox"/> Election	<input type="radio"/> 0% <input type="radio"/> 50% <input checked="" type="radio"/> 75%	453 67
<input type="checkbox"/> Election	<input type="checkbox"/> Election <input type="text"/> x Salary <input type="checkbox"/> Continue after age 65	<input type="checkbox"/> Election <input type="text"/> Multiples <input type="checkbox"/> Continue after age 65

« Previous Screen Next Screen »

Log out

Understanding Deposit or Redeposit Calculations

You may use FRB© Web to better understand the effects of any unpaid retirement deposits or redeposits arising from prior periods of service. Depending on your service history, the calculations may include:

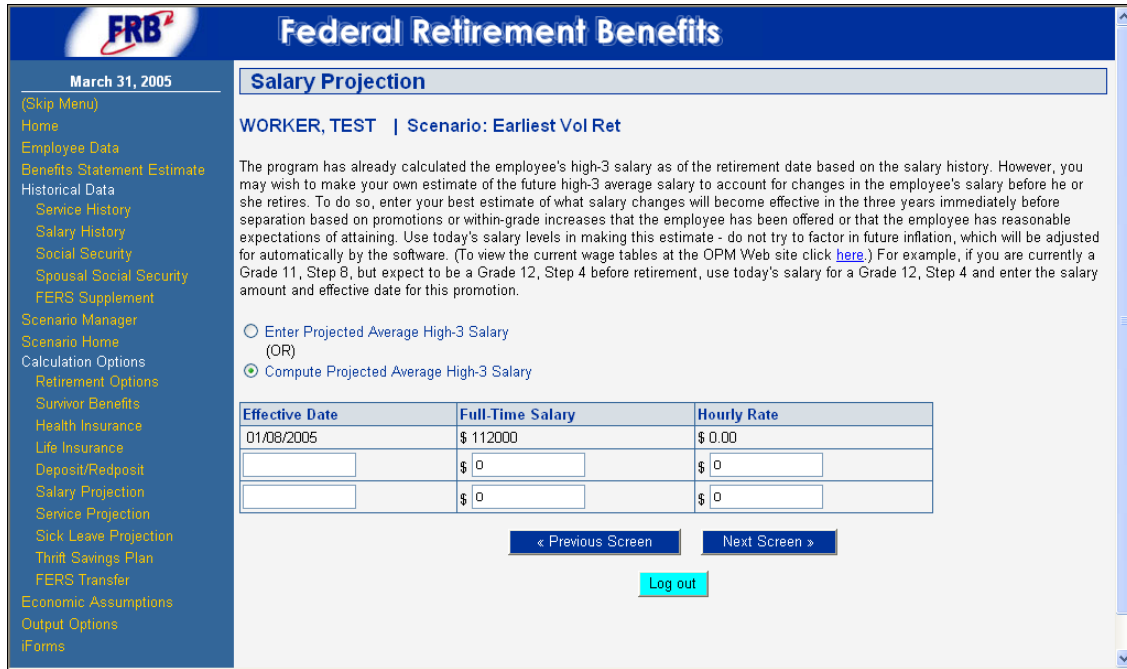
- ◆ A deposit due for a period of civilian service in which you were NOT covered under a Federal retirement system (CSRS, CSRS Offset, or FERS).
- ◆ A redeposit due for a period of civilian service in which you WERE covered under CSRS, but received a REFUND of CSRS deductions upon separation from Federal service.
- ◆ A deposit due to receive full and permanent CIVILIAN retirement credit (under CSRS, CSRS Offset, or FERS) for active duty military service, in 1957 or later.

For any of the above service credit situations, you can view the amount due by clicking the “view” button at the far right end of the row on the Detailed Service History screen. FRB© Web will automatically read which of the three calculations is involved and transfer you to a “deposit/redeposit” screen.

Compute High-3 Salary Projection

This screen enables you to estimate your future high-3 average salaries if you expect to have future changes to your salary before retirement. You can enter a projected high-3

salary directly into the calculator or compute an average high-3 salary by entering up to two future estimated salary changes in the provided fields. Entering the average high-3 salary is best for long-range forecasts (3 or more years into the future), when you do not know what your future salary amounts will be.



TIP: If you can anticipate salary adjustments and your retirement will occur very soon, it is best to compute a high-3 salary.

TIP: DO NOT incorporate the January annual pay adjustment increase for purposes of your salary projections; the calculator is programmed to account for this projected annual increase.

Projected Change in Work Schedule

This screen enables you to make any changes you may have in your retirement coverage, work schedule, and employee type (law enforcement to regular, for example) before retirement, if such changes are anticipated.

FRB² Federal Retirement Benefits

April 01, 2005

(Skip Menu)
Home
Employee Data
Benefits Statement Estimate
Historical Data
Service History
Salary History
Social Security
Spousal Social Security
FERS Supplement
Scenario Manager
Scenario Home
Calculation Options
Retirement Options
Survivor Benefits
Health Insurance
Life Insurance
Deposit/Redposit
Salary Projection
Service Projection
Sick Leave Projection
Thrift Savings Plan
FERS Transfer
Economic Assumptions
Output Options
iForms

Service Projection

WORKER, TEST | Scenario: Earliest Vol Ret

The first line is the employee's current status. If you wish to compute changes in service then you must enter an end date for the current service and enter up to two additional service changes i.e., changes in work schedule or changing from full-time to part-time etc.

Federal Agency / Mil. Service	Start Date	End Date	Service Type	Employee Type	Work Schedule / Mil. Sep.	Annual Work Basis	Amount / Units
FDIC	01/16/1986	<input type="text"/>	CSRS	Regular	Full Time	N/A	0 Total Hours
FDIC	<input type="text"/>	<input type="text"/>	CSRS <input type="text"/>	Regular <input type="text"/>	Full time <input type="text"/>		
FDIC	<input type="text"/>	<input type="text"/>	CSRS <input type="text"/>	Regular <input type="text"/>	Full time <input type="text"/>		

Sick Leave Projection

This screen enables you to compute your projected sick leave balance. To calculate the amount of sick leave that you will accrue in the future up to your retirement date, enter an expected separation date, estimate the amount of sick leave that you will use before separation, and click 'Calculate.' The projected sick leave balance is your total current sick leave balance plus projected sick leave accrued minus anticipated sick leave used.

TIP: Frozen Sick Leave Balance: If you transferred to FERS, and there will be a CSRS component to your annuity, you will enter your sick leave balance at the time of transfer to FERS in the field provided. The lesser of either your "frozen sick leave" balance or the projected balance at retirement will be used in computing the CSRS component of your annuity.

TSP Options

Enter your current balances in each of the TSP investment funds in your TSP account and your future allocation percentages. The sum of your TSP allocation percentages must be 100%. Enter your future contributions to your TSP account as a percentage of your pay or as a dollar amount per pay period.

	C Fund	F Fund	G Fund	I Fund	S Fund
Current Balance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Future Allocation	0 %	0 %	0 %	0 %	0 %

The Rate Options screen shows the default rates of return for each of the TSP funds. You can override the default rates with your own rates. **However, when the default rates are changed, these new rates will affect all of your TSP calculations.** To return to the default rate, you must go back to the default rate screen and click “Return to Defaults”.

Federal Retirement Benefits

TSP Rate Options

WORKER, TEST

Interest Rate Index

To obtain the current interest rate index to adjust the preliminary TSP annuity estimate, call 1-800-447-8777. Once a TSP annuity is purchased, the monthly payment that is received will not change when interest rates change.

NOTE: changes to this index will be the default for all scenarios.

Interest Rate Index: %

Fund Investment Plan

C Fund	F Fund	G Fund	I Fund	S Fund
<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %

NOTE: Default rates are based on historical rates of return for each TSP fund. The Federal Retirement Thrift Savings Board determines the default rates.

NOTE: The default election is used to calculate a “single life” TSP Annuity with level payments. If you select, “Inflation Protection”, your TSP Annuity will start at a lower amount but include a three percent cost of living adjustment each January. You can also calculate a TSP Annuity with a continuing fifty percent payment to your surviving spouse. To do so, enter your spouse’s information as applicable.

NOTE: Your future allocations data must be entered in order to move to the next screen, even if the projected/established retirement date is in the next few days/weeks.

Social Security Options

This feature allows you to see the effect of working after you leave Federal government service. This scenario is also important to the employee who leaves Federal employment without sufficient credits to qualify for a Social Security benefit. Both

“retirement age” and “projected average future salary” are required entries. If you are computing a FERS transfer estimate, enter the age that your spouse will be when she/he is expected to apply for Social Security benefits.

TIP: If no entries are made here, the Social Security commencement date will be age 62 or the date you separate from Federal employment, whichever is later.

Severance Pay

This module is separate from the modules used to compute CSRS/FERS retirement estimates. As a general rule, permanent employees who have been employed for at least 12 months and who lose their jobs through no fault of their own are entitled to severance pay. However, employees who fulfill the age and service requirements needed to qualify for an immediate annuity under the discontinued service rules or, for FERS employees, who qualify under MRA+10 rules, cannot receive severance pay.

FRB© Web calculates the amount of severance pay you would be entitled to receive as a result of your involuntary separation and checks to see if you are eligible for an immediate annuity. If data has already been entered elsewhere in the model (e.g., you asked for a deferred annuity estimate), you may either use information previously entered or you may enter new data by editing the displayed information.

FRB² Federal Retirement Benefits

March 31, 2005

(Skip Menu)
Home
Employee Data
Benefits Statement Estimate
Historical Data
Service History
Salary History
Social Security
Spousal Social Security
FERS Supplement
Scenario Manager
Scenario Home
Calculation Options
Severance Pay
Economic Assumptions
Output Options
iForms

Severance Pay

WORKER, TEST | Scenario: Severance

This module is separate from the modules used to compute CSRS/FERS retirement estimates. Changes made in computing the SCD for severance pay do not affect other inputs in the model. ?

Service Computation Date (SCD) ?

Enter the SCD reflecting Civilian Service only. For example: An employee's SCD is 05-25-87, but she has 2 years and 2 months of active military service. Add 2 years and 2 months to 05-25-87 to determine the amount of creditable service for severance pay purposes, i.e., 07-25-89 is the SCD for severance pay purposes.

Enter the SCD reflecting Civilian Service only:

Current Annual Salary ?

Enter the current annual salary of salary at separation: \$

Separation Date ?

Enter the separation date:

Retirement System

Enter your retirement system:

[Previous Screen](#) [Next Screen](#)

Re-employed Annuitant's Supplemental Annuity

The Supplemental Annuity module is also separate from other calculations in FRB© Web. Re-employed annuitants who return to Federal service for at least one-year of continuous full-time and/or part time service (equivalent to at least one year of full-time service) are eligible to receive a Supplemental Annuity when they separate from Federal employment. Re-employed annuitants who work for five or more years continuously full-time and/or part time (equivalent to at least one year of full-time service) may elect to have their basic annuity re-computed in lieu of receiving a Supplemental Annuity. If they elect to have their annuity re-computed, adding their additional service, it is calculated under the law in effect at the time of their separation from re-employment.

FRB² Federal Retirement Benefits

March 31, 2005

(Skip Menu)

Home

Employee Data

Benefits Statement Estimate

Historical Data

Service History

Salary History

Social Security

Spousal Social Security

FERS Supplement

Scenario Manager

Scenario Home

Calculation Options

Supplemental Annuity

Economic Assumptions

Output Options

iForms

Supplemental Annuity

WORKER, TEST | Scenario: Severance

Re-employed annuitants who return to Federal service for at least one year of full-time and/or part-time service (equivalent to at least one year of full-time service) but less than five years are eligible for a supplemental annuity. Re-employed annuitants working for five or more years are entitled to re-compute their basic annuity, adding the additional service.

Re-employment Service History

Enter the starting and ending dates of the re-employment period.

Start date:

End date:

Enter the retirement system and the re-employment status under which re-employment service was performed.

Retirement system:

Re-employment status:

[Check here](#) if the employee's original retirement was based on a minimum of 10 years of service.

Re-employment Salary History

Enter average salary during re-employed period based on pay before any reduction for annuity.

Average salary: \$

FERS Transfer Comparison

This module is intended to help you make an informed decision whether to transfer from CSRS or CSRS Offset to FERS coverage if you return to Federal employment after a break-in-service of more than three calendar days. Please note you have a six-month opportunity beginning on the effective date of your re-employment to make this transfer to FERS decision. This module may also be helpful in the event of an “open season” in the future allowing CSRS or CSRS Offset employees to transfer to FERS coverage. In order to develop a comparison between CSRS benefits and FERS benefits required data must be entered on the following screens:

- ◆ Detailed Service History Screen
- ◆ Salary History Screen
- ◆ Social Security
- ◆ Spousal Social Security
- ◆ Retirement options
- ◆ Thrift Savings Plan (TSP)
- ◆ Social Security Options

FRB² Federal Retirement Benefits

March 31, 2005

FERS Transfer

WORKER, TEST | Scenario: FERS Transfer

CSRS (and CSRS-Offset) employees reentering Federal service after a break of more than three days may elect to transfer to FERS. To compute a comparison of CSRS (and CSRS-Offset) benefits to FERS benefits, enter the information requested below. The model uses these entries and the entries previously made in service and salary history, Social Security, Retirement Options, and TSP to compute the comparison. ?

FERS Transfer Date ?

Enter the date the employee expects to transfer to FERS:

Thrift Savings Plan (Future Contributions %) ?

Enter values below for the future TSP contributions as a percentage of pay; percentages must be entered as whole numbers (not fractions).

If staying in CSRS: %

If electing to transfer to FERS: %

< Previous Screen Next Screen >

Log out

Output Report

The following screens are from the Output Report Option section of FRB© Web - Integrated Solution. From the left side menu you can select your Output Options by checking the desired boxes to include information you want to display in the Output Report. A check in the box will enable you to print only that portion of the output report identified below that you choose.

- ◆ **Input Summary:** This part of the output report displays the data entered for the calculation. This can serve as a reminder of the data entered in the calculator.
- ◆ **Include Service History:** This section is helpful for viewing creditable service for retirement, creditable service for reduction-in-force and leave, and service computation dates.
- ◆ **Include Salary History:** This part provides the average high-3 salary computation and salary earnings.
- ◆ **Include Benefits Projection:** This section shows what happens to the purchasing power of the CSRS or FERS net annuity, as one grows older in retirement. At each age, after separation, the benefit is reduced by the estimate of price inflation and increased by the annual cost of living adjustments, if any. Thus, your future benefits are expressed in terms of the value of today's dollars.

NOTE: This is the portion of the Output Report that will show the potential reduction in the annuity at age 62, if the deposit owed for military service is not completed. In addition, it will show the amount of offset of the CSRS annuity at age 62 for CSRS Offset employees who qualify for a Social Security benefit.

- ◆ Include Explanation of Benefits Projection: This section shows the importance of seeing how inflation affects your retirement benefits over your retirement years. CSRS and Social Security annuities are fully indexed to inflation. Thus, they show little or no loss in purchasing power after retirement. However, a FERS annuity will show a loss in purchasing power, because it is not fully protected against inflation. In addition, there is no annual cost-of-living adjustment until you reach age 62. After that, you will receive a reduced cost-of-living adjustment.

Options for Printing the Output Report

You have two options for printing the Output Report. You can print it from the Internet browser menu by selecting “file” and then “print,” or you can print the Output Report in a .pdf file format by first clicking on the “print and view in pdf” button at the top or the end of the Output Report. This option will bring the Output Report up on the screen in a .pdf file format allowing you to select either “print,” and/or “save.”

Internet Forms (iForms)

If your agency purchased iForms with employee access, you will be able to see these forms. You will not be able to change any historic data appearing on these forms.

- ◆ Employee information Specialist information and Payroll information entered on the setup screens in iForms will automatically pre-fill the forms in the applicable areas. Changes to these fields can only be made on this page and will flow to the forms as they are made.
- ◆ Data entered into the retirement calculator (such as the service history) can be imported into the forms. To enter this data into iForms click “Import from the Retirement Calculator” on the employee setup screen.
- ◆ All forms will be printed in PDF format. Adobe Acrobat Reader 5.0, 6.0 OR 7.0 versions are compatible. Note that **these forms are not read-only**. You can change certain data fields on these forms (such as the check boxes). However, you will not be able to save data on certain forms that are not designed for employee use. You can save data on other forms, such as the retirement application (SF 2801 or SF 3107), Election of coverage (SF 3109), or the application to make a service credit deposit (SF 2803 or SF 3108) that are designated for completion by employees.