

## **The Diocese of Rockville Centre Pension Plan** **Employee Self Service Instructions**

Through Employee Self-Service, you have access to your personal pension benefit information, your pension plan status, the plan summary, and your most recent annual statement. Most importantly, you can run your own pension estimates to better plan for your retirement. This tool allows you to see the various optional forms of payment at any age starting with your early retirement date, and project your benefit using any beneficiary's date of birth.

Below are instructions on how to access the site. A link to a tutorial can also be found on the intranet site.

1. Enter the following web address, <https://client.sbcsystems.com/DRVCess/>
2. Register using your Employee ID number, your last name and date of birth.
3. During registration, you will create a password.
4. Once registration is complete, you will log in using the sign in tab with your username and password. Your username will always be your Employee ID number.
5. Estimates can be run using only a beneficiary date of birth and does not require the beneficiary be officially designated. If the beneficiary date of birth does not automatically appear on the estimate screen, you may enter it for the calculation only, and please inform the Diocese Office of Human Resources by sending an email to the address below and they will either load it from the form on file or direct you back to the site to print one. Please mail or Fax it back to Diocese Office of Human Resources so it can be entered into the system. It is better not to email it.

The vesting service on the ESS site is updated annually. When you run an estimate, the accruals for pension amounts are current up to the end of the previous month. When we run the end of the year process at the end of January or mid-February, the vesting service will be updated.

*It is important to note that this website is not to be used for final pension calculations. Employees that have definitive plans to retire on a certain date should contact the pension office directly.*

Additionally, if you have any specific questions about the self-service tool or your pension benefit please contact the pension office by calling (833-377-7572) and a representative will answer your questions between 9:00 AM and 5:00 PM EST. All calls are logged and will be responded to. Or, you may email [hr@drvc.org](mailto:hr@drvc.org), but it is preferred that you call.

If you have any questions about your employee ID number or general questions about logging in please contact your HR Benefits Administrator at your local entity.