

L&I, Office of Information Technology Procedure

Name:	Annuitant Account Procedure
Effective Date:	July 2017
Category:	Security
Version:	1.1

1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners (hereinafter referred to collectively as "L&I Users").

2. Procedure:

The procedure is implemented by the Bureau of Human Resources (BHR) and the Office of Information Technology (OIT).

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	BHR	Provide a report to OIT showing all annuitants and the days worked in last pay period every two weeks
2.	OIT	Flag (mark) annuitant accounts that have no (0) days worked during the last pay period
3.	OIT	Lock annuitant accounts that: <ul style="list-style-type: none"> • have no (0) days worked in the last two pay periods (4 weeks); or • have reached the full number of days available in a calendar year
4.	L&I Users	Contact help desk to have annuitant accounts unlocked upon return to work

3. References:

[L&I Policy Definitions Document](#)

[SEC-002](#) - Annuitant Account Security

4. Version Control:

<u>Version</u>	<u>Date</u>	<u>Purpose</u>
1.0	10/2016	Base document
1.1	07/2017	Format and content revisions