



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## Enrolling in Benefits Replacement Pay

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# Enrolling in Benefits Replacement Pay

## Overview

Employees working for the state as of Aug. 31, 1995, may be eligible for benefit replacement pay (BRP). BRP replaced a state benefit that paid 5.85 percent of the first \$16,500 of the employee's portion of Social Security wages plus an amount equal to the retirement contribution associated with the benefit.

While statute determines which state employees and state-paid judges are eligible to receive BRP, individual state agency policy dictates whether employees will have the choice to have their BRP paid in equal monthly installments over the course of a calendar year. This choice is called *leveling* and must be exercised before the beginning of each calendar year.

CAPPS provides BRP-eligible employees the ability to change their leveling election (*leveled* or *unleveled*) for the next calendar year in **Employee Self Service** during *open enrollment*, which occurs at the end of November each year.

**Note:** CAPPS maintains each employee's election from one year to the next, so if an employee does not want to change the way they receive BRP, no action is required during the open enrollment period.

## Choosing/Changing Your BRP Indicator

### Navigation

**Dashboard:** Employee Self Service; **Tile:** My Profile

**Navbar:** Self-Service; Payroll and Compensation; BRP Enrollment

To choose or change the BRP Enrollment **Leveling/Non-leveling** indicator:

1. Select **BRP Enrollment** in the left menu.

**Important:** The *BRP Enrollment* only displays in the left menu during the *open enrollment* period.

2. Select either **Leveled** or **Unleveled** in the **Choose BRP Indicator** box.

The screenshot shows the 'Employee Self Service' interface. On the left is a navigation menu with options: Home Address, Contact Details, Name, Emergency Contacts, Additional Information, Release Indicators/CPO, **BRP Enrollment** (highlighted), and Educational Achievements. The main content area is titled 'BRP Leveling/Non-leveling' and contains the following text:

Use this transaction to elect how you would like to receive your Benefit Replacement Pay (BRP).  
 Click on the radio button next to the option you would like to choose and then click the save button to save your election. You will need to make your election before the close of enrollment period.  
 PLEASE NOTE: You may only make one election choice during the enrollment period. Your election will be effective in the first paycheck of the new year.  
 If you need more information on the available options, refer to the BRP Leveling Options document.  
 Note: Your election will be effective in the first pay period of the calendar year.

Transaction Effdt: 12/01/2022

**Choose BRP Indicator**

Leveled   
 Unleveled

At the bottom of the form is a 'Save' button.

3. Select **Save**.

## Troubleshooting

If the employee does not see **BRP Enrollment** in the left menu, contact the agency's HR staff to verify that the employee is eligible for BRP.

If the employee is eligible, the HR core user can update the **Employee BRP Indicator** on the *Employment Data* page so **BRP Indicator** is applied accordingly.

The screenshot displays the 'Employment Data' page. On the left, a sidebar menu lists various sections: Work Location, Job Information, Benefit Program, Payroll, Salary and Compensation, **Employment Data** (highlighted), Prior State Service, Validate, and Summary. The main content area is titled 'Employment Data' and includes a 'Legislative Longevity' section with a link to 'Employee BRP Indicator' (highlighted with a red box). Below this are two main sections: 'Organizational Instance' and 'Organizational Assignment Data'. The 'Organizational Instance' section contains fields for Instance Record, Original Start Date, First Start Date, Last Start Date, and Last Date Paid Through. The 'Organizational Assignment Data' section contains fields for Last Assignment Start, Assignment End Date, State Service Effective Date (12 Years 3 Months 26 Days), Time/Labor LWOP Months (0), 6 Months Cont. Svc Indicator (Yes), Probation Date, First Assignment Start, Home/Host Classification (Home), Agency Service Date (0 Years 1 Months 1 Days), Leave of Absence Months (0), and 6 Months Cont. Svc Date.

## Revision History

Date	Description of Change	Changed By
Oct. 10, 2024	Initial release.	T. Smith
Nov. 12, 2025	Revised open enrollment timeframe.	E. Alvarado