

# QUICK GUIDE TO PENSION SELF-SERVICE

Through Metro's Pension Self-Service page on [nashville.gov](http://nashville.gov), you have access to an online calculator that allows you to estimate your Metro pension. With a few simple clicks, you can generate your own real-time pension estimates with greater accuracy and using a variety of age and service scenarios.

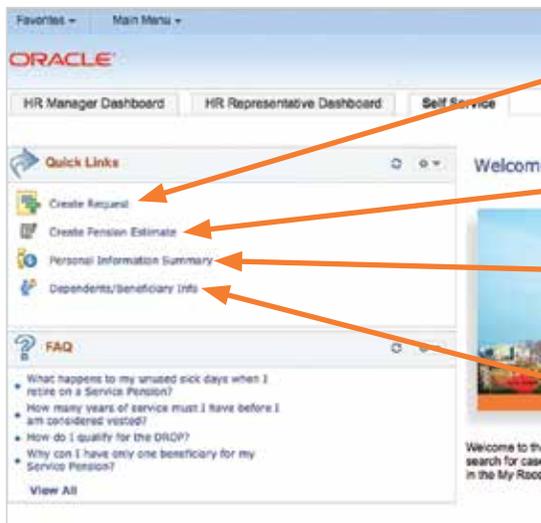
## HOW TO LOG ONTO PENSION SELF-SERVICE

- 1 Go to [nashville.gov/hr](http://nashville.gov/hr).
- 2 From the menu on the left, click **Benefits**, then **Pension Information**, then **Pension Self-Service**.
- 3 From the Pension Self-Service page, click the **Pension Self-Service** link to log in.

4 Enter your User ID and Password.

- Your User ID for Pension Self-Service is identical to your Employee Self-Service ID and is case sensitive. For most employees, this is the first initial of your first name (capital letter) and first initial of your last name (capital letter) and the last four digits of your employee number.
- The first time you log in to Pension Self-Service, your password will be your last name (all lowercase) followed by the last four digits of your Social Security number. Once logged in, you'll be prompted to change your password, which is also case sensitive.
- See the example to the right for John Doe; employee number 991234; Social Security number 123-45-6789.

5 At the Welcome screen, you will see the following Quick Links:



**Create Request** This allows you to make requests to begin the pension process. If your request is more complicated than the options listed here, contact the Benefits Office.

**Create Pension Estimate** Turn this page over to learn how to create your own real-time pension estimate.

**Personal Information Summary** If any of your personal information is incorrect, contact the Benefits Office to update it.

**Dependents/Beneficiary Info** If any of your dependent or beneficiary information is incorrect, contact the Benefits Office to update it.

Contact the Benefits Office at (615) 862-6700, option 1.

### Need Help?

If you have trouble logging on, call ITS at (615) 862-HELP (4357). If you experience other technical issues or need help navigating Pension Self-Service, call the Benefits Office.

# QUICK GUIDE TO PENSION SELF-SERVICE ... cont.

## HOW TO CREATE A PENSION ESTIMATE

Once you're logged in to Pension Self-Service and click [Create Pension Estimate](#) on the Quick Links list, you will see this page. Below are some tips to help you fill in the required fields.

The screenshot shows the Oracle Pension Estimates page for John Doe. It includes a search bar, a title 'Pension Estimates', and a user name 'JOHN DOE'. Below this is a disclaimer and instructions. The form is divided into several sections: 'Personal Information' with fields for Date of Birth (09/06/1958) and Spouse Birth Date (03/12/1955); 'For this estimate, assume that I plan to terminate active employment' with radio buttons for 'On the Date Specified' and 'At the Age Specified', and input fields for Date, Years, and Months; 'For this estimate, assume that I plan to start my pension' with similar radio buttons and input fields; and 'Assumptions' with a field for 'My current annual base pay is: \$74,699.04' and a field for 'For this estimate, assume that my annual salary increase will be: %'. A 'Calculate Pension' button is located at the bottom of the form.

← Read this. It contains some details you need to know about your estimate.

← Make sure this information is correct.

← Enter the last day you will work for Metro, OR enter the age (years and months) at which you plan to retire.

← Enter the date OR age you want to start receiving pension payments (it must be after your last working day).

← Enter a number that represents your average annual salary increase between now and your retirement date.

← Click [Calculate Pension](#).

If you would like to view a description of the payment options available to you, click the [Descriptions of Options for Forms of Payment](#) link at the top of the page.

