



17.60.10 Authorization of "No C/C" SSA Transfers

17.60.10.1 Description

The following tables show the process used to authorize a transfer packet to SSA that is processed without the claim folder.

17.60.10.2 SIS Processing of Original Transfer Packet

Below are the stages necessary to process the original transfer packet:

Stage	Who Does It	Action
1	SIS Examiner	Dates transfer letter the third workday after the date they release the packet to Authorization. Enters the date released to Authorization on STAR. Puts the packet in the tray in the Transfer Center by close of business that day.
2	SIS Supervisor	Schedules the transfer packet along with the regular authorization to the SPS GS-10 authorizers. Has packet put in SPS authorizer's folder labeled "Transfer Packets to be Authorized," kept next to the _____ incoming tray.

17.60.10.3 SPS GS-10's Authorization of Transfer Packet

The following table shows the process to use to authorize the transfer package.

Before the SPS GS-10 authorizer can authorize the transfer packet, he/she must determine whether the packet is correct or incorrect.

When the Packet....	Then the SPS Authorizer...
is correct	authorizes the packet within the normal authorization period



is incorrect	<p>(same or next day);</p> <p>releases the approved packet;</p> <p>puts "file" copy in tray labeled "SIS" Authorization Returns, Folderless, "located in the same area where the claim folders are returned; and</p> <p>closes out STAR.</p> <p>CAUTION: If, because of emergency leave, a packet cannot be authorized timely, it should be returned to the supervisor with an explanation before the date of the letter.</p> <p>NOTE: Authorization credit will be given based on the STAR reports as in the case with transfers done with the claim folder.</p> <p>returns the packet, using Form G-97b, and puts it in the tray labeled "Folderless Authorization Corrections" located near the SIS timesheet.</p>
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17.60.10.4 SIS Processing to Correct a Transfer Packet

Below are the stages necessary to correct a transfer packet.

Stage	Who Does It	Action
1	SIS Supervisor	Updates STAR to indicate the packet has been returned and returns the packet to the SIS examiner for correction.
2	SIS Examiner	Corrects the packet within two work days. Produces a new set of letters (if the date of the original letter is in the past) keeping the authorizer referral on top of the packet so that it is returned to the same authorizer. Updates STAR before returning the packet to the Transfer Center.
3	SIS Supervisor	Reschedules the packet to be authorized.



		Has packet put in SPS authorizer's folder. Returns the folder to the original SPS authorizer as shown on the referral.
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17.60.10.5 SPS Authorization of Corrected Packet

See "SPS GS-10's Authorization of Transfer Packet - When the Packet is Correct" above.

17.60.20 Overview

17.60.20.1 Background

When a survivor or retirement claims examiner determines that a railroad employee is not entitled to an annuity payable under the Railroad Retirement Act, that employee's earnings may be transferred to the Social Security Administration.

17.60.20.2 Form RR-90

The Railroad Retirement Board uses Form RR-90 to transfer earnings to the Social Security Administration. The form is PC-generated using the RR-90 PC program.

17.60.20.3 In this chapter

Chapters 17.60.21, 22, and 23 contain the following topics:

- Accessing the RR-90 PC program
- Completing Form RR-90
- Printing Form RR-90

17.60.21 Accessing the RR - 90 PC Program

17.60.21.1 Before you begin

You can navigate the RR-90 PC program using the mouse or the keyboard. Therefore, the instructions shown below have been written in a generic fashion. However, if the instructions read "Click" the mouse must be used.



17.60.21.2 Program Location

The RR-90 Transfer Program is located in the "Examiner Program" window.

17.60.21.3 Procedure

Follow the steps in the table below to access the RR-90 PC program.

Logging on the PC

Step	Action	
1.	Access the program using the appropriate log-in name.	
	If you log-in using the ... transfer center PC customer service PC	then enter ... TRANS1. TRANS2.
2.	Type in the password, TRANSFER, for either PC. Result: The mainframe connection (EXTRA) and the RR-90 program will be loaded. Accessing EDMA	
Step	Action	
1.	Access the EDMA Inquiry menu through TPX.	
2.	Go to the EDMA Creditable S & E Yearly Totals screen. Note: Press PF6 to refresh the screen if a claim number appears.	
3.	Key in the employee's social security number without the dashes and press "Enter".	
4.	Press PF10 after the earnings information is displayed.	
5.	Key in a code to indicate the type of request and press "Enter".	
	If the request is a(n)... internal Survivor request SSA inquiry	then type in code ... 44. 45.



	SSA transfer 46. Results: Codes 45 and 46 will update the EDMA screen. The code explanation will also disappear and the message "Data Passed to PC" will appear at the bottom of the screen. Accessing the RR-90 Program
Step	Action
1.	Toggle to the RR-90 program and click on the "Import" box. Result: A message will appear in the box under the buttons and the "Get Form" box will be highlighted by a dotted circle. If more than one RR-90 is being requested during the same session, the message in the box will not disappear between requests. When the "Import" box is clicked, the dotted circle will move from the "Get Form" box to the "Import" box and return when the action is completed.
2.	Click on "Get Form". Result: The FormFlow logo will appear followed by a blank screen.
3.	Go to the Menu Bar and click on "File". Result: A drop down menu will appear.
4.	Click on the line "RR-0.FS". Result: The RR-90 will appear.

17.60.21.4 Enlarging Form

On the tool bar there are three boxes to control the size of the RR-90. The first box is for the size currently displayed on the screen. The picture gets progressively bigger with each square. Use the scroll arrows in the right margin and at the bottom of the screen to view different areas of the RR-90.



	<p>with an "x".</p> <p>Note: To delete an "x", click on the marked box.</p> <p>keyboard</p> <p>use the "Tab" key to select the box and type "x", "1" or the spacebar.</p> <p>Note: Press the "Tab" key to skip a box. To delete an "x", go to the box and press "x", "1" or the spacebar.</p>
5.	<p>Enter the name of the person who received the SA or LSDP, if "C" (Residual Made) is marked.</p> <p>Note: Only 22 characters can be entered in this item.</p>
6.	<p>Go to item 23, if there are deductible benefits.</p>
7.	<p>Go to the item "RR Examiner" and enter your name and extension.</p>

17.60.23 Printing Form RR-90

17.60.23.1 Warning

The program will print two pages of the RR-90, even if the earnings will fit on one page.

17.60.23.2 Procedure

Follow the steps in the table below to print the completed Form RR-90.

Step	Action
1.	<p>Click on the "Printer" icon on the "Tool Bar".</p> <p>Result: A print information screen will appear.</p>
2.	<p>Change the number of pages that will be printed if all of the earnings are on one page.</p> <p>Example: Go to the circle before "From" and type "1" in the "From" box. Tab</p>



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	to the "To" box and type "1" to print the earnings on one page.
3.	Change the number in the "Copies" box to get more than one copy of the form.
4.	Click on the "OK" box or press the "Enter" key.
5.	Go to the "Tool Bar" and click "Done" after the form has printed. Result: The PSC drop down menu may appear. Ignore it.
6.	Repeat the entire procedure beginning with step 2 under "Accessing EDMA" through step 5 shown above to request additional Forms RR-90.
7.	Delete the record by selecting "Yes" at the delete prompt. Result: The form will disappear and the RR-90 control box will appear.
8.	Click on the "Exit" box or go to the box and press the "Enter" key.
9.	Close the remaining open windows before turning off the PC.