

Comprehensive Annual Statement Information

Please select the question below to expand and see the answer.

+ Where can I get my Comprehensive Annual Statement?

Beginning in 2019, active employees participating in the following pension plans will access their Comprehensive Annual Statements through their Employee Self Service Single Sign On. Comprehensive Annual Statements will no longer be mailed to these employees.

- State Employees' Pension Plan (for employees paid through PHRST*)
- New State Police Plan
- Revised Judicial Plan
- Legislative Plan

*Note: Active employees of University of Delaware, Delaware Solid Waste Authority, and Delaware State Education Association are not paid through PHRST and will continue to receive their Comprehensive Annual Statements by mail.

Active employees participating in the following pension plans will continue to receive their Comprehensive Annual Statements by mail:

- County and Municipal General Plan – General
- County and Municipal Plan – Police/Firefighters
- Volunteer Fireman Pension Plan

Vested Comprehensive Annual Statements for former employees will continue to be mailed.

+ What if my Comprehensive Annual Statement is not correct?

Comprehensive Annual Statements include six (6) separate blocks of information. Please review each block and follow the instructions for updating or correcting information.

+ When will Comprehensive Annual Statements be available?

Comprehensive Annual statements will be available to view online or mailed, as applicable, around mid-February each year.

+ Will I be notified when my Comprehensive Annual Statement is available to view online?

Applicable employees will receive an email notification when their Comprehensive Annual Statements are available to view in Employee Self Service.

+ Can I access previous years Comprehensive Annual Statements online?

For applicable employees, the first available calendar year for online Comprehensive Annual Statements is 2018. Prior years will not be available through Employee Self Service.

+ Can I access Comprehensive Annual Statements online after I leave State Service?

No, Comprehensive Annual Statement access in Employee Self Service terminates when an employee is no longer enrolled in an applicable pension plan. Contact the Office of Pensions at (302) 739-4208 or pensionoffice@delaware.gov if you require assistance.

+ I am an active State employee whose Comprehensive Annual Statement is available through Employee Self Service, may I request a duplicate copy be mailed to me?

Active employees participating in the following pension plans are expected to view/print their Comprehensive Annual Statements for calendar years 2018 and greater through Employee Self Service for these years.

- State Employees' Pension Plan (paid through PHRST*)
- New State Police Plan
- Revised Judicial Plan
- Legislative Plan

*Note: Active employees of University of Delaware, Delaware Solid Waste Authority, and Delaware State Education Association are not paid through PHRST and will not have access to view/print their Comprehensive Annual Statements through Employee Self Service.

Other active employees and inactive employees may request a duplicate Comprehensive Annual Statement. Requests may be emailed to pensionoffice@delaware.gov.

Requests will be mailed to the most recent address on file with the Office of Pensions. If you need to change your address, you will need to complete and return a Change of Address form, which can be found here:

https://open.omb.delaware.gov/information/retiree_forms.shtml

+ Who should I contact if I am unable to log into Employee Self Service?

The toll-free Employee Self Service Call Center, 1-866-751-7833, is available for login assistance. You may also contact your Human resources or Payroll Office.

+ Who should I contact for additional questions?

The Office of Pensions can be reached at (302) 739-4208 or pensionoffice@delaware.gov. Someone is available for assistance Monday - Friday from 8:00 am - 4:30 pm, excluding State of Delaware holidays.