



**Maintain Employee/Worker  
Eligibility Info – Screen Change  
10/05/2012**

**Changes to the Maintain Employee/Worker Eligibility Info Screen**

The Maintain Employee/Worker Eligibility Info (MEEI) screen now has a new look. Changes have been made that show all PINs/WINs an employee has occupied in that agency on one screen – listed in reverse order (from oldest to most current). All other information has remained the same but in a different format. All tax information, including retirement (if applicable) must be set up prior to maintaining the new employee's eligibility sequence number.

Additionally, the transaction effective date is a required field; this date should be the same as when the employee's status is established or changed, e.g., date of hire into the PIN, date PIN changed from non-state service to state service, date employee moved into a new PIN, etc.