Look Up a Member's Tier

All members fall into one of three "tiers" depending on hire and vested date. The tiers are listed as follows:

- **Tier A** – Member vested prior to 1/1/12

- **Tier B** – Member in service prior to 7/1/11 and not vested prior to 1/1/12

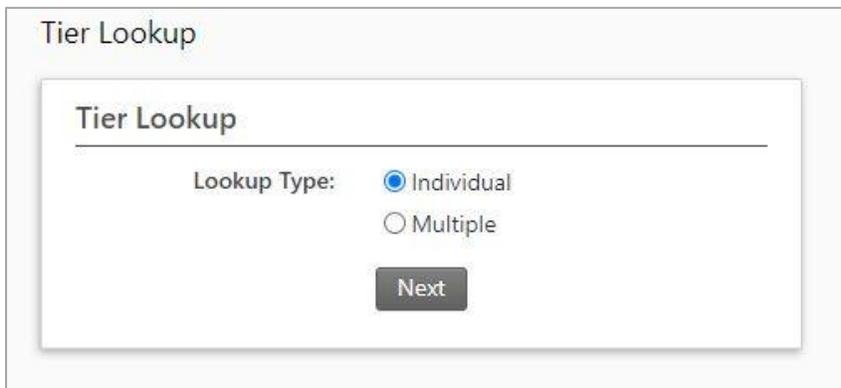- **Tier C** – Member hired on/after 7/1/11

Here are a few examples of how a member is classified:

- A police officer who commenced service on 2/15/03 is … Group II, Tier B

- A teacher who commenced service on 9/1/11 is … Group I, Tier C

- An employee who commenced service on 8/17/87 is … Group I, Tier A

1. To find a member's tier, you can use the **Tier Lookup** screen in the DRS. To use this function, click on **Tier Lookup** in the menu on the left-hand side of the screen.

2. You will have the option to search an **Individual** member or **Multiple** members.

Individual Member

To search an individual member, enter the full Social Security number (SSN) of the member and then select **Next**. If an SSN match is found, the member's SSN, name, and tier are displayed.
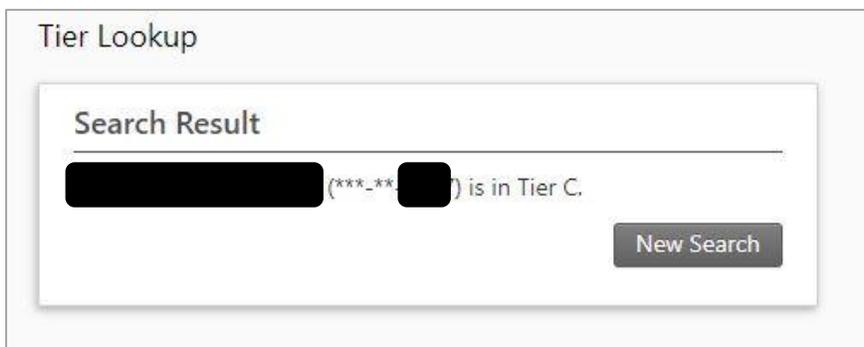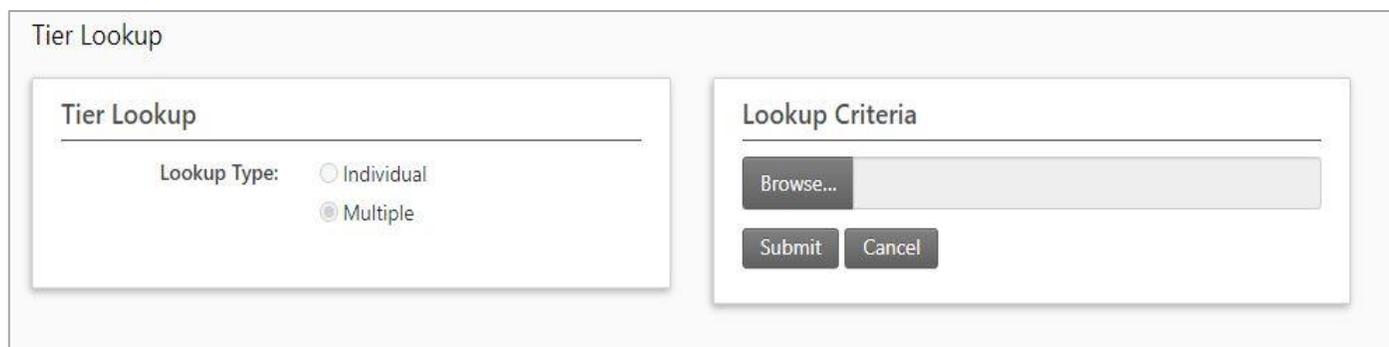

Multiple Members

To search multiple members, create a .txt file and add the Social Security numbers of the members you need to look up. The file must have a .txt extension and can only contain 9 digits per row (no dashes). Save the file and select **Browse** to attach the text file to upload. Click **Submit**.

If the file was formatted successfully, you will receive a **Tier Lookup File Import Results** User Alert with the results in a PDF.