

# PEBB BENEFITS

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## **INTRODUCTION**

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The following overview is a general summary of PEBB rules. See PEBB's web site:

<http://oregon.gov/DAS/PEBB/pages/index.aspx> for more detailed information on regulations and plans.

## **ELIGIBILITY**

Generally, state employees are eligible for PEBB benefits if a combination of these statements is true:

- The agency expects them to be in the position for at least 90 days and
- They will work at least half-time or are in a job share position or
- They are in a non-job share position that is at least .50 FTE or
- The applicable collective bargaining agreement (CBA) defines them as eligible or
- Otherwise qualified under the Patient Protection and Affordable Care Act (ACA)

With the exception of new employees, non-job share employees must have at least 80 paid regular hours in a month, be on a protected leave or qualify under the ACA to be eligible for benefits in the next month. Job share employees must have at least one hour, be on protected leave or otherwise qualify under the ACA. New employees who will meet the general criteria are eligible for employer paid benefits in the first month of employment, regardless of the number of paid regular hours. To identify new employees, OSPA looks at the P030 Job Status Data screen for RECOG SVC DT's in the current pay period.

Paid regular hours include:

- Time worked
- Paid leave, including vacation, sick, personal business and holidays
- Compensatory time taken

Eligible employees may enroll in benefits:

- Within 30 days of hire
- During open enrollment
- For any qualifying family status change
- Become qualified under the ACA

## **BENEFITS**

Eligible employees must have the following "mandatory" or "core" PEBB insurances, unless they opt out of medical or decline all benefits. The employee and employer share the costs.

- Medical
- Basic life, except for benefit package YJ Judges in the Judicial Department

Eligible employees may elect to enroll in the following "core" PEBB insurances. The employee and employer share the costs.

- Dental
- Vision for the PPO plans

In addition, employees may have any of the following optional PEBB benefits. Employees pay the full cost of these benefits.

- Accidental death & dismemberment
- Dependent care or health care flexible spending accounts
- Long-term care for employee and/or spouse or partner (As of 2012, Standard is not offering this insurance for new employees. Employees who had insurance prior to 2012 will continue to deductions.)
- Long-term disability
- Optional life for employee and/or spouse or partner
- Short-term disability

## **BENEFIT AMOUNTS**

The state sets the monthly benefit amount through any of the following:

- The collective bargaining process
- Decision by the Department of Administrative Services (DAS)
- Decision by the employee's agency

For plan year 2016

benefit amount for full-time employees = total cost of employee's core benefits \* .095<sup>1</sup>

For part-time employees, the employee's agency pays a pro-rated amount based upon the employee's regular paid hours in the month. If the part-time employee's monthly hours vary, so will the monthly benefit amount.

The benefit amount for job share employees is: the benefit amount for a full-time employee X the employee's PT-FT PCT on the P030 Job Status Data screen.

If a part-time or job share employee enrolls in a part-time plan, s/he will receive a flat subsidy amount for the coverage tier the employee selects. This increases the pro-rated monthly benefit amount. See Subsidies section below.

A few benefit packages also have a flat monthly subsidy for employees who have a monthly salary ≤ a defined threshold. This subsidy goes toward the employee's share of the premiums. See the Subsidies section below.

## **RESPONSIBILITIES**

### **Applies To**

This handbook applies to all state agencies that use OSPA and participate in PEBB.

<sup>1</sup> There are a few medical plans where the agency pays 99% and the employee pays 1%. For the PEBB statewide and Kaiser HMO medical plans, the agency pays 95% and the employee pays 5%.

**Organizational Units**

Statewide, several organizations play a role in administering PEBB benefits. They include:

<b>Entity</b>	<b>Responsibility</b>
Eligible Employee	<ul style="list-style-type: none"> <li>• Selects PEBB coverage. Self-enrolls in PDB or submits forms to agency payroll. Provides required certification(s).</li> <li>• Notifies payroll of any qualifying family status changes</li> <li>• When needed, gives agency payment for PEBB premiums</li> </ul>
Agency HR	<ul style="list-style-type: none"> <li>• Enters employee changes in the PPDB, including:               <ul style="list-style-type: none"> <li>▪ New hires</li> <li>▪ Interagency transfers</li> <li>▪ Separations</li> <li>▪ LWOP</li> <li>▪ Schedule, salary, classification, benefit package, etc.</li> </ul> </li> </ul>
Agency Payroll	<ul style="list-style-type: none"> <li>• Maintains employee records in PDB, including:               <ul style="list-style-type: none"> <li>▪ Entering benefit selections for employees who submit paper forms</li> <li>▪ COBRA requests for eligible employees who no longer qualify for PEBB benefits</li> <li>▪ Monitoring and resolving Home Page Alerts</li> <li>▪ Entering required certifications, including domestic partners, dependent children, and other medical and dental coverage</li> </ul> </li> <li>• Monitors the PDB / OSPA interface, including:               <ul style="list-style-type: none"> <li>▪ Ensuring correct entries and coverage</li> <li>▪ Making additional OSPA entries if the employee has domestic partner insurance, opts out of medical or medical and dental coverage, or declines PEBB benefits</li> <li>▪ Forcing PEBB premiums when needed</li> <li>▪ Processing employee self-payments when needed</li> </ul> </li> </ul>
Public Employees Benefit Board (PEBB), Oregon Health Authority <a href="mailto:Inquiries.PEBB@state.or.us">Inquiries.PEBB@state.or.us</a>	<ul style="list-style-type: none"> <li>• Establishes and maintains contracts with insurance providers and the third party administrator (TPA)</li> <li>• Maintains PDB</li> <li>• Monitors interface between OSPA and PDB</li> <li>• Reconciles the OSPA deductions to PDB</li> <li>• Acts on appeals from employees</li> <li>• Works with agency payroll and PSS to resolve issues</li> </ul>
Payroll System Support (PSS), Oregon Statewide Payroll Services (OSPS), Enterprise Goods and Services (EGS), Department of Administrative Services (DAS) <a href="mailto:OSPS.Help@oregon.gov">OSPS.Help@oregon.gov</a>	<ul style="list-style-type: none"> <li>• Supervises the programming and tests OSPA changes for PEBB interface</li> <li>• Resolves interface connectivity issues when needed</li> <li>• Maintains OSPA tables, including the Payroll Benefit Package Table and Payroll Deduction Table</li> <li>• Helps agency payroll to troubleshoot OSPA entries</li> <li>• Reconciles reports and sends premium payments to carriers</li> </ul>
Insurance Carriers	<ul style="list-style-type: none"> <li>• Reconciles file from PDB to file from OSPA</li> <li>• Reconciles premium payments to reported coverage</li> </ul>

**Systems**

The following computer applications play a role in managing employee benefits:

<b>System / Application</b>	<b>Functionality</b>
PEBB “dot” Benefits (PDB)	<ul style="list-style-type: none"> <li>• After employee or agency payroll enters benefit selections, interfaces deductions to the OSPA P070 Deductions and Deduction Adjustments screen every 2 minutes</li> <li>• Displays messages on the Agency’s Home Page Alert when the agency needs to take action or there is an exception</li> <li>• Every Friday sends a file to insurance carriers and the third-party administrator (TPA)</li> <li>• Nightly, receives a file from the PPDB and adjusts benefits as needed</li> <li>• Monthly, receives a file from OSPA on actual hours worked for the pay period, which determines benefit eligibility for the next pay period</li> </ul>
Position and Personnel Database (the PPDB)	<ul style="list-style-type: none"> <li>• Interfaces employee job status changes to OSPA “real-time”</li> <li>• Sends file to PDB nightly with the following:               <ul style="list-style-type: none"> <li>▪ Employee’s name, address (for new hires), birth date, gender, SSN, Employee ID, agency, position number, recognized service date and appointment date</li> <li>▪ Full / part-time code and percent</li> <li>▪ Representation code and benefit package code</li> <li>▪ Personnel action code</li> <li>▪ Separation code and date</li> <li>▪ Name and address changes</li> <li>▪ Position / job status changes</li> </ul> </li> </ul>

<b>System / Application</b>	<b>Functionality</b>
Oregon Statewide Payroll Application (OSPA)	<ul style="list-style-type: none"> <li>• Rejects employee deductions from PDB if:               <ul style="list-style-type: none"> <li>▪ Any of the core benefits are already on the P070 screen for the pay period</li> <li>▪ PDB interfaces deductions for a closed pay period</li> </ul> </li> <li>• Edits for the presence of mandatory or core benefits. Does not pay premiums for any of the core benefits if any of them are missing and employee has not opted out or declined benefits.</li> <li>• Each final run:               <ul style="list-style-type: none"> <li>▪ Deducts the employee's share of insurance premiums from employees' pay</li> <li>▪ Produces reconciliation reports for PEBB and agency payroll</li> <li>▪ Sends ACH payments and an electronic file to insurance carriers</li> <li>▪ Sends file to R*STARS to record agency payroll expenses and transfer funds from agencies to the Joint Payroll Account (JPA), see the Statewide Payroll Reference Manual, OSPA System Related Documents, Interfaces with Other Systems, R*STARS</li> </ul> </li> <li>• With final run 2 creates a file for PDB with employees' regular paid hours and the deductions on the P070 screen with OPE CD: H, D or L</li> </ul>

## **FORMS**

The following forms provide authorization and documentation for the employee's PEBB benefits and deductions.

PEBB forms, <http://www.oregon.gov/oha/pebb/Pages/forms.aspx> . They include the following:

- Affidavit of Domestic Partnership
- Domestic Partner Certification of Dependent Tax Status
- Domestic Partner Worksheet
- Enrollment forms
- Termination of Domestic Partnership

OSPS forms and worksheets:

- OSPS.99.24 Payment Notification, [oregon.gov/DAS/Financial/Payroll/Documents/OSPS.99.24.pdf](http://oregon.gov/DAS/Financial/Payroll/Documents/OSPS.99.24.pdf)
- Job Share and Part-time Forced Insurance Worksheet, [oregon.gov/DAS/Financial/Payroll/Pages/processingtools.aspx](http://oregon.gov/DAS/Financial/Payroll/Pages/processingtools.aspx)

## **Decline Benefits**

OAR 101-020-0018 allows an employee to decline benefits and waive the right to the employer contribution and enrollment in any of the benefits available through PEBB. This includes flexible spending accounts and all optional insurance plans. Unlike opting out of PEBB medical or medical and

dental insurance, the employee does not receive cash in lieu of a premium – the employee has declined the right to the state benefit.

If an employee declines benefits, make the following entries, which will remove the employee from the following reports (see Background Information below, Reports section):

- XREF51 PEBB Insurance Exceptions
- E120-042A, E120-052A, E122-042A and E122-046A Payroll Exception Reports

Action	More																											
<p>1. The employee declines PEBB benefits by either self-enrolling in PDB or submitting a form. If the employee submits a paper form, an agency staff member will enter the declination in PDB.</p>																												
<p>2. If the employee self-enrolls, the declination will display on the agency's Home Page Alerts for confirmation</p>																												
<p>3. After you enter or confirm the declination, PDB interfaces it to the P070 Deductions and Deduction Adjustments screen in OSPA with deduction code OONN and plan code 005</p>																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">P070</th> <th style="text-align: left;">OR##### , ##### , 1231YY</th> <th style="text-align: left;">DEDUCTIONS AND DEDUCTION ADJUSTMENTS</th> </tr> <tr> <th style="text-align: left;">LASTNAME, FIRSTNAME</th> <th style="text-align: left;">DA99 LAST PAGE</th> <th></th> </tr> </thead> <tbody> <tr> <td>A DED PLAN OPE</td> <td>DATE</td> <td>-EMPLOYEE---SHARE-</td> </tr> <tr> <td>D CODE CODE CD</td> <td>BEGIN END</td> <td>PCT PCT FIXED SHR</td> </tr> <tr> <td>J DESC DESC</td> <td>GRS NET</td> <td>AMOUNT PCT</td> </tr> <tr> <td>? OONN 005</td> <td>H 1231YY 999999</td> <td>.00 .00 .00</td> </tr> <tr> <td>OPT OUT</td> <td>INS DECLINE</td> <td>COMM</td> </tr> <tr> <td>ACH ACCT</td> <td></td> <td>TRANS DATE 1224YY</td> </tr> <tr> <td></td> <td>ACCT CD</td> <td></td> </tr> </tbody> </table>		P070	OR##### , ##### , 1231YY	DEDUCTIONS AND DEDUCTION ADJUSTMENTS	LASTNAME, FIRSTNAME	DA99 LAST PAGE		A DED PLAN OPE	DATE	-EMPLOYEE---SHARE-	D CODE CODE CD	BEGIN END	PCT PCT FIXED SHR	J DESC DESC	GRS NET	AMOUNT PCT	? OONN 005	H 1231YY 999999	.00 .00 .00	OPT OUT	INS DECLINE	COMM	ACH ACCT		TRANS DATE 1224YY		ACCT CD	
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<p>4. There are several tools that will alert you to this entry and remind you to make corresponding entries on the P010 screen:</p> <ul style="list-style-type: none"> <li>▪ If the employee self-enrolls in PDB, the declination will appear in your agency's Home Page Alerts</li> <li>▪ The E120-042A, E120-052A, E122-042A, and E122-046A Payroll Exception Reports will display error message(s)</li> <li>▪ The XREF51 PEBB Insurance Exceptions Report will list the employee</li> </ul>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides</p>																											
<p>5. For an employee who declines benefits, make the following entries on the P010 Withholding Data / Locator Data screen. To retrieve a record on the P010 screen:</p> <ul style="list-style-type: none"> <li>▪ In the upper left corner of any screen, type P010, Employee ID or SSN (P010 OR#####)</li> <li>▪ Press [ENTER]</li> </ul>	<p>OSPA will default to your log-on agency</p>																											

P010 OR#####

Action	More
<p>6. On the P010 screen, under ----WAIVERS----, enter the following:</p> <ul style="list-style-type: none"> <li>▪ ? : a</li> <li>▪ <b>CLASS:</b> H</li> <li>▪ <b>DATE:</b> START DATE on the P070 screen for the OONN, 005 entry</li>   <li>▪ ? : a</li> <li>▪ <b>CLASS:</b> D</li> <li>▪ <b>DATE:</b> START DATE on the P070 screen for the OONN, 005 entry</li>   <li>▪ ? : a</li> <li>▪ <b>CLASS:</b> L</li> <li>▪ <b>DATE:</b> START DATE on the P070 screen for the OONN, 005 entry</li> </ul>	<p>The P010 screen allows up to 6 WAIVERS. Entries for health, dental and life will remove the employee from the XREF51 PEBB Insurance Exceptions Report.</p> <p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P010 for other possible values.</p>
<pre> P010  OR##### #####          WITHHOLDING DATA / LOCATOR DATA          010       LASTNAME, FIRSTNAME          WH02 ENTER UPDATES        RDC/CREW/CST CTR          440          -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG:          N          BEG DATE  STAT  EXEM  ADDL  END DATE ? FINAL CHECK ISSUED:          000000 ? FED  000000          00  0000  000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000          00  0000  000000 ? RETIREMENT START DATE:          000000        EFF  ----FEDERAL-----  -----STATE-----          RTMT RTMT RTMT  FICA SAIF UNEM       DATE  STAT EXEM  ADDL  STAT EXEM  ADDL          SYST STAT ACCT  SUBJ SUBJ SUBJ ? 053196  S  00  0000  S  00  0000          S  D #####  Y  Y  Y ?        ----WAIVERS----- CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE a h 1231YY  a d 1231YY  a l 1231YY  ?          ?          ? </pre>	
<p>7. Review your entries. If they are right, press [ENTER]. Look for the message WH09 UPDATE COMPLETED. If you receive other messages, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P010 or Code Lists, Screen Message Codes.</p>	

Action	More
<pre> P010  OR##### #####          WITHHOLDING DATA / LOCATOR DATA    010       LASTNAME, FIRSTNAME      WH09 UPDATE COMPLETED                                 WH66 ENTER NEW KEY OR MORE UPDATES  RDC/CREW/CST CTR          440          -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG:          N          BEG DATE  STAT  EXEM  ADDL  END DATE ? FINAL CHECK ISSUED:          000000 ? FED  000000          00  0000  000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000          00  0000  000000 ? RETIREMENT START DATE:          000000  EFF  ----FEDERAL-----  ----STATE-----          RTMT RTMT RTMT  FICA SAIF UNEM DATE  STAT EXEM  ADDL  STAT EXEM  ADDL          SYST STAT ACCT  SUBJ SUBJ SUBJ ? 053196  S  00  0000  S  00  0000          S   D #####  Y  Y  Y ?  ----WAIVERS----- CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE ? H 1231YY  ? D 1231YY  ? L 1231YY  ?          ?          ? </pre>	
<p>8. Each quarter, the agency will receive the E497 Employees with Non-Blank Waivers report. Confirm that the employee has still declined benefits on the P070 screen.</p>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides</p>
<p>9. If the employee is eligible and decides to enroll in PEBB benefits, delete the waivers on the P010 screen:</p> <ul style="list-style-type: none"> <li>▪ ? : d for each waiver code</li> <li>▪ Press [ENTER]</li> </ul>	

# ***DOMESTIC PARTNER INSURANCE***

## **ENROLLMENT**

For PEBB, the employee may insure a domestic partner if they have:

- Registered their same sex domestic partnership under Oregon law or
- Submitted a signed and notarized PEBB Affidavit of Domestic Partnership

An eligible employee may enroll a domestic partner and/or the partner's eligible children in medical, dental, vision and/or optional life insurance.

If the employee enrolls the domestic partner and/or the partner's eligible children in insurance:

- The employee may enroll through PEBB "dot" Benefits (PDB) or by completing applicable forms
- If the employee establishes the partnership by affidavit, s/he must submit a signed and notarized PEBB Affidavit of Domestic Partnership to agency payroll within five days of enrollment. Agency payroll will make an entry in PDB when they receive the affidavit.

If the employee does not file an affidavit within five days, the agency must cancel the insurance for the domestic partner and/or the partner's eligible children from the **first effective date**.

See Summary Plan Description, Section 1: Eligibility, Enrollment and Dates of Coverage, Individuals Eligible for Coverage on the PEBB website: <http://www.oregon.gov/oha/pebb/2015Benefits/SPD.pdf>

## **TAX IMPACT**

**CAUTION:** Do not provide tax advice to the employee. Doing so puts you and the agency at risk for liability. Instead, instruct the employee to contact his/her tax advisor, the U.S. Internal Revenue Service (IRS) or the Oregon Department of Revenue (DOR). Employees also have access to legal and tax advice through the PEBB sponsored Employee Assistance Program (EAP), see the PEBB web site, <http://oregon.gov/DAS/PEBB/Pages/index.aspx> .

Under federal and state tax law, health insurance benefits provided by an employer to an employee and the employee's spouse or eligible dependents are not taxable to the employee. The employee may claim the domestic partner and/or the partner's children as tax dependent(s) for health care purposes. To do so, the employee submits a PEBB Domestic Partner Certification for Dependent Tax Status to agency payroll each plan year. See Domestic Partner Insurance, DP and/or DP's Children as Dependents for Pre-tax Health Coverage Purposes later in this section.

If the employee does not certify the domestic partner and/or the partner's children as tax dependents for health care coverage, the market or imputed value of the benefit for the domestic partner and/or the DP's eligible children is taxable income to the employee. For these employees, payroll makes entries on the P050 Gross Pay Adjustments on File screen with the applicable DPT / DPN / DPS pay types. See Domestic Partner Insurance, Medical, Vision and/or Dental Insurance for DP and/or DP's Children later in this section.

**NOTE:** Employees who are on protected LWOP are still liable for the taxes on the imputed value as long as the agency is paying premiums for medical, dental or vision insurance and the DP and/or

children are not tax dependents. If the employee does not have enough wages to cover the taxes, you will see a negative NET PAY on the P370 Calculation of Current Payoff screen.

## **Oregon Tax Law**

If the employee has imputed value for domestic partner coverage entered on the P050 screen, OSPA calculates withholding on the imputed value for both federal and state taxes. If the employee submits a PEBB Domestic Partner Certification for Tax Status form, it will apply to both federal and state taxes.

### **Same Sex Domestic Partners**

Same-sex Domestic Partners are an exception for Oregon tax law. The state's attorney has advised us that the Oregon Court of Appeals decision in *Tanner v. OHSU* exempts the value of the domestic partner benefit from Oregon taxable income if the person qualifies as a same-sex domestic partner as described in OAR 150-316.007-(B) "Application of Various Provisions of Tax Law to Domestic Partners." The ruling took effect December 31, 1999.

If the employee has a same-sex domestic partner, the employee can claim the imputed value as an "other subtraction" on the Oregon tax return. The employee may want to file a separate W-4 for Oregon to decrease state withholding.

The court case did not address opposite-sex partners.

## **DEDUCTION AND PLAN CODES**

The information in PDB determines the plan code PDB will enter on the OSPA P070 screen. For domestic partner coverage, the deduction will have a plan code in the 800 series, unless one of the following conditions exists. For these situations, the deduction will have an alpha plan code:

- The employee will insure the domestic partner only and the partner is a tax dependent
- The employee will insure the DP's children only and they are dependents for tax purposes
- The employee will insure both the domestic partner and the partner's eligible children and they are all tax dependents

## **P050 GROSS PAY ADJUSTMENT ON FILE SCREEN ENTRIES**

Unless the domestic partner and/or the partner's children qualify as tax dependents for health care coverage (see DP and/or DP's Children as Dependents for Pre-Tax Health Coverage Purposes later in this section), the market or imputed value of the benefit for the domestic partner and/or the DP's eligible children is taxable income to the employee. To record the tax liability for the imputed value, agency payroll makes applicable on-going entries on the P050 Gross Pay Adjustments on File screen. The entries record non-cash gross pay adjustments that will affect the employee's federal and state income, social security and Medicare subject wages and withholding.

The imputed value is an estimate of the premium an employee would pay if s/he bought the domestic partner coverage on the open market. It is not the same as the premium cost listed in the PEBB Summary Plan Description or on the PTD2 Payroll Ded/Plan Table screen in OSPA. The PEBB insurance carriers establish the values prior to each plan year. PEBB publishes an updated chart by the

end of open enrollment. Agency payroll makes new entries on the P050 screen with the new values each plan year, see Year End Process section below.

The non-cash pay codes to enter on the P050 screen include:

- **DPT Domestic Partner Taxable** - This entry records the imputed value of the insurance coverage for the domestic partner and/or the partner's children. It increases the employee's reported federal and state income, social security and Medicare subject wages and withholding.
- **DPN Domestic Partner Non-taxable** -- Part-time and job share employees with part-time medical insurance may have out-of-pocket costs for DP insurance. They may have their tax liability reduced with a negative DPN entry. See Part-time Medical Insurance with DP Coverage later in this section.
- **DPS Domestic Partner Surcharge** – Employees may pay surcharges if the covered domestic partner:
  - Could have obtained insurance through another employer plan
  - Reported the use of tobacco
  - Chose not to participate in the Health Engagement Model or did not complete the HEM health assessment or the required e-learning lessons by the deadlines

A positive DPS entry on the P050 screen records the imputed value of the surcharges for the domestic partner and increases the employee's reported federal and state income, social security and Medicare subject wages and withholding.

Agency payroll determines and enters the amounts on the P050 screen. Resources to determine the amount include:

- PDB Home Page Alert if the agency has not yet received the Affidavit of Domestic Partnership
- PDB Imputed Value report through the Agency Module
- PEBB Domestic Partner Worksheet (available from PEBB)

Instructions in this section cover entries for the following circumstances:

- Full-time Medical, Vision and/or Dental Insurance Plans with DP Coverage
- Part-time Medical Insurance Plans with DP Coverage
- DP and/or DP's Children as Dependents for Pre-tax Health Coverage Purposes
- Retroactive DPT / DPS / DPN Entries

## **Full-Time Medical, Vision and/or Dental Insurance Plans with DP Coverage**

For a full-time employee with medical or dental insurance for a domestic partner and/or the partner's eligible children who are not tax dependents, make the following entries. For a part-time or job share employee **with part-time medical insurance**, see these and the following instructions in this section.

**NOTE:** If the employee has submitted a Domestic Partner Certification for Dependent Tax Status, do not use the process that follows. Instead, see DP and/or DP's Children as Dependents for Pre-tax Health Coverage Purposes later in this section.

**Action**

**More**

- When the employee insures a domestic partner and/or children and does not claim them as tax dependents, PDB interfaces the insurance selections to the OSPA P070 Deductions and Deduction Adjustments screen with a plan code in the 800's.

P070 OR##### ,##### ,083112												
LASTNAME, FIRSTNAME												
DEDUCTIONS AND DEDUCTION ADJUSTMENTS												
DA98 PRESS ENTER FOR NEXT PAGE												
A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR		
D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE	ADMIN	SHARE
J	DESC	DESC				GRS	NET	AMOUNT	PCT			
?	HESC	801	N	063012	999999			.00		.00	.00	.00
	HEM			PARTNER ONLY		COMM				TRANS DATE	062112	
	ACH	ACCT						ACCT CD				
?	OTNN	804	D	123111	999999			.00		.00	.00	.00
	ODS	TRD DENT		EE/DP/EE	CHL	COMM				TRANS DATE	112511	
	ACH	ACCT						ACCT CD				
?	OTNN	901	D	123111	999999			.00		.00	.00	.00
	ODS	TRD DENT		EE YTD/AGCY\$		COMM				TRANS DATE	112511	
	ACH	ACCT						ACCT CD				
?	SGSC	802	N	123111	999999			.00		.00	.00	.00
	SPOUSE	INS		EMP&PARTNER		COMM				TRANS DATE	112511	
	ACH	ACCT						ACCT CD				
?	SWNN	804	H	123111	999999			.00		.00	.00	.00
	PSWP			EE/DP/EE	CHL	COMM				TRANS DATE	112511	
	ACH	ACCT						ACCT CD				
?	SWNN	901	H	123111	999999			.00		.00	.00	.00
	PSWP			EE YTD/AGCY\$		COMM				TRANS DATE	112511	
	ACH	ACCT						ACCT CD				
?	TBSC	808	N	123111	999999			.00		.00	.00	.00
	TOBACCO	SC		PARTNER ONLY		COMM				TRANS DATE	112511	
	ACH	ACCT						ACCT CD				
?	VSNN	804	H	123111	999999			.00		.00	.00	.00
	VSP			EE/DP/EE	CHL	COMM				TRANS DATE	112511	
	ACH	ACCT						ACCT CD				
?	VSNN	901	H	123111	999999			.00		.00	.00	.00
	VSP			EE YTD/AGCY\$		COMM				TRANS DATE	112511	
	ACH	ACCT						ACCT CD				

This employee has dental (OTNN), health (SWNN) and vision (VSNN) insurance for a domestic partner and the employee's children.

The employee also has surcharges for the domestic partner: HESC HEM non-participation, SGSC DP eligible for other coverage, and TBSC Tobacco use.

- The following reports will alert you to employees who have health insurance deductions with an 800 plan code on the P070 screen and no DPT entry on the P050 screen:
  - E120-042A, E120-052A, E122-042A, and E122-046A Payroll Exception Reports
  - E120-052B, E122-042B, E122-042C PEBB Domestic Partner

See Background Information below, Reports section

**Action**

**More**

3. You have the following resources for determining the amount for the DPT entry:
  - PDB Home Page Alert until the employee submits an affidavit
  - PDB Imputed Value Report through the PDB Agency Module
  - PEBB Domestic Partner Worksheet (available from PEBB)

These instructions will use the PEBB Domestic Partner Worksheet

4. Complete Section A of the PEBB Domestic Partner worksheet with the employee's job related information.

5. In Section B.DPT, check the boxes for the employee's coverage from the P070 screen. Look up the coverage on the Imputed Values table and enter the amounts in the Imputed Value column.

**2016 IMPUTED VALUES**

Medical/RX Plan	Partner	Child(ren)	Partner & Child(ren)
PEBB Statewide Plan	684.62	592.02	1213.64
Vision Plan	Partner	Child(ren)	Partner & Child(ren)
VSP Vision	5.59	5.85	15.13
Dental Plan	Partner	Child(ren)	Partner & Child(ren)
MODA Premier	39.91	62.04	101.95

6. Sum the Imputed Value column for Section B. This is the amount of the DPT entry on the P050 screen.

Employee Information			
<b>EE Name</b>		<b>% FTE</b>	<b>Affidavit</b>
<b>OR</b>		FT 100.00%	On File
		PT	Attached
		JS	
Percentage in PT and JS fields will override the FT %			
Section A - DPT Entry			
Imputed Value Calculation			
Medical	PEBB Statewide 250/Statewide 350 (SWNN/SWSC)	Partner (DP)	684.62
Dental	MODA Premier (OTNN)	Partner (DP)	39.91
Vision	VSP Vision (VSNN)	Partner (DP)	5.59
			Enter <b>Positive</b> P050 DPT
			<b>730.12</b>

Action	More																								
<p>7. If the employee has any of the following surcharges with 800 plan codes, also complete Section D. DPS on the Domestic Partner Worksheet.</p> <ul style="list-style-type: none"> <li>▪ HESC HEM</li> <li>▪ TBSC Tobacco Use</li> <li>▪ SGSC Other Group Insurance</li> </ul> <p>From the deductions on the P070 screen, check the appropriate boxes in Section D. Use those indicators to determine the Imputed Value on the tables immediately following the worksheet and the April 2012 PEBB Agency Update.</p>																									
<p>8. Sum the Imputed Value column for Section D. This is the amount of the DPS entry on the P050 screen.</p>																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0ff;"> <th colspan="4" style="text-align: center;">Section C - DPS Entry</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">Surcharges</td> <td style="width: 45%;">BOTH Tobacco &amp; Other Group Coverage</td> <td style="width: 20%;">Partner</td> <td style="width: 20%; text-align: right;">75.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center; color: red;">Positive P050 DPS</td> <td style="text-align: right;">75.00</td> </tr> </tbody> </table>	Section C - DPS Entry				Surcharges	BOTH Tobacco & Other Group Coverage	Partner	75.00			Positive P050 DPS	75.00													
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Surcharges	BOTH Tobacco & Other Group Coverage	Partner	75.00																						
		Positive P050 DPS	75.00																						
<p>9. With these calculations, you are ready to make the DPT and DPS (if applicable) entries on the P050 Gross Pay Adjustments on File screen. To retrieve a record on the P050 screen:</p> <ul style="list-style-type: none"> <li>▪ On any screen, in the upper left corner, type P050, Employee ID or SSN (P050 OR#####)</li> <li>▪ Press [ENTER]</li> </ul>	<p>OSPA will default to your log-on agency, CCJ 1, and the current pay period.</p>																								
<p>P050 OR#####</p>																									
<p>10. On the P050 screen, enter the following, either over an existing entry or on a blank line:</p> <ul style="list-style-type: none"> <li>▪ ? : a</li> <li>▪ <b>PAY TYP:</b> DPT</li> <li>▪ <b>ADJ TYP:</b> blank, space through the field to erase the default A</li> <li>▪ <b>AMOUNT:</b> positive number, ###.##, from PDB or Section B of the PEBB Domestic Partner Worksheet</li> <li>▪ <b>COMMENT:</b> enter the current plan year (see Year End Process section below)</li> </ul>	<p>The blank ADJ TYPE will make the adjustment ongoing.</p>																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">P050 OR##### ,##### ,1,083112 LASTNAME, FIRSTNAME</td> <td style="width: 65%;">GROSS PAY ADJUSTMENTS ON FILE GP03 NO ADJUSTMENT SEGMENTS EXIST</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PAY TYP</th> <th>STRT DATE</th> <th>STOP DATE</th> <th>ADJ TYP</th> <th>RATE</th> <th>UNITS</th> <th>AMOUNT</th> <th>DAYS WRKD</th> <th>TRAN DATE</th> <th>ERROR MSG</th> </tr> </thead> <tbody> <tr> <td>a dpt</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">730.12</td> <td></td> <td></td> <td style="text-align: center;">COMMENT 2016 dpt</td> </tr> </tbody> </table> </td> <td></td> </tr> </table>	P050 OR##### ,##### ,1,083112 LASTNAME, FIRSTNAME	GROSS PAY ADJUSTMENTS ON FILE GP03 NO ADJUSTMENT SEGMENTS EXIST	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PAY TYP</th> <th>STRT DATE</th> <th>STOP DATE</th> <th>ADJ TYP</th> <th>RATE</th> <th>UNITS</th> <th>AMOUNT</th> <th>DAYS WRKD</th> <th>TRAN DATE</th> <th>ERROR MSG</th> </tr> </thead> <tbody> <tr> <td>a dpt</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">730.12</td> <td></td> <td></td> <td style="text-align: center;">COMMENT 2016 dpt</td> </tr> </tbody> </table>	PAY TYP	STRT DATE	STOP DATE	ADJ TYP	RATE	UNITS	AMOUNT	DAYS WRKD	TRAN DATE	ERROR MSG	a dpt						730.12			COMMENT 2016 dpt		
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a dpt						730.12			COMMENT 2016 dpt																

Action	More
<p>11. If the employee has surcharge(s) associated with the DP, also make a DPS entry, either over an existing entry or on a blank line:</p> <ul style="list-style-type: none"> <li>▪ ? : a</li> <li>▪ <b>PAY TYP:</b> DPS</li> <li>▪ <b>ADJ TYP:</b> blank, space through the field to erase the default A</li> <li>▪ <b>AMOUNT:</b> positive number, ###.##, from PDB or Section D of the PEBB Domestic Partner Worksheet</li> <li>▪ <b>COMMENT:</b> enter the current plan year and/or information on the applicable surcharge</li> </ul>	<p>The blank ADJ TYPE will make the adjustment ongoing.</p>
<pre> P050  OR##### ,##### ,1,083112  GROSS PAY ADJUSTMENTS ON FILE       LASTNAME, FIRSTNAME          GP03 NO ADJUSTMENT SEGMENTS EXIST    PAY  STRT  STOP ADJ   TYP  DATE  DATE TYP   RATE   UNITS   AMOUNT   DAYS   TRAN   a dpt   COMMENT 2016 dpt           730.12   a dps           75.00           COMMENT 2016 dps           </pre>	<p>The DPS includes the imputed values for all three surcharges.</p>
<p>12. Check your entries. If they are correct, press [ENTER]. Watch for the message GP93 TRANSACTION COMPLETE. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Screen Message Codes or Screen Guides, P050 if you receive other message(s).</p>	
<pre> P050  OR##### ,##### ,1,083112  GROSS PAY ADJUSTMENTS ON FILE       LASTNAME, FIRSTNAME          GP93 TRANSACTION COMPLETE    PAY  STRT  STOP ADJ   TYP  DATE  DATE TYP   RATE   UNITS   AMOUNT   DAYS   TRAN   ? DPS 083112 999999   .00    .00    75.00    081612   DP SCHG BENF                                COMMENT 2012 DPS   ? DPT 083112 999999   .00    .00    730.12    081612   DP TAX BENE                                COMMENT 2012 DPT           </pre>	<p>OSPA will enter the STRT DATE based upon the date you used to retrieve the record.</p> <p>With ADJ TYP blank, it will enter a STOP DATE of 999999.</p>
<p>13. You will see the DPT and DPS entries on the following reports:</p> <ul style="list-style-type: none"> <li>▪ B075B Gross Pay Adjustments</li> <li>▪ XREF43, XREF44, XREF45, XREF46, and XREF46D Payroll Registers</li> <li>▪ E120-052B, E122-042B, E122-042C PEBB Domestic Partner</li> </ul>	<p>See Background Information below, Reports section</p>

**Part-time Medical Insurance Plans with DP Coverage**

For part-time or job share employees who have **part-time medical insurance** coverage for a domestic partner and/or children, out-of-pocket costs for domestic partner medical, vision and/or dental insurance may reduce the employee's tax liability. For these employees, **if Section C. DPN on the PEBB Domestic Partner Worksheet is negative, you will make an additional negative DPN entry on the P050 screen.** This DPN entry will reduce the employee's taxable income and tax withholding.

**NOTE:** If the employee has submitted a Domestic Partner Certification for Dependent Tax Status, do not use the process that follows. Instead, see DP and/or DP's Children as Dependents for Pre-tax Health Coverage Purposes later in this section.

Action											More		
P070 OR##### ,##### ,073112 DEDUCTIONS AND DEDUCTION ADJUSTMENTS LASTNAME , FIRSTNAMD DA98 PRESS ENTER FOR NEXT PAGE											For our example, the employee has part-time medical and dental insurance for a domestic partner. The employee also has a HEM surcharge.		
A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR			
D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE		ADMIN	SHARE
J	DESC	DESC				GRS	NET	AMOUNT	PCT				
?	HESC	809	N	063012	999999			.00		.00		.00	.00
	HEM			P/T	EMP&PTR	COMM				TRANS		DATE	061912
	ACH	ACCT						ACCT	CD				
?	OQNN	802	D	053112	999999			.00		.00		.00	.00
	ODS	DENT	P/T	EMP&PARTNER	COMM					TRANS		DATE	060412
	ACH	ACCT						ACCT	CD				
?	OQNN	901	D	053112	999999			.00		.00	.00	.00	
	ODS	DENT	P/T	EE	YTD/AGCY\$	COMM				TRANS	DATE	060412	
	ACH	ACCT						ACCT	CD				
?	SPNN	802	H	053112	999999			.00		.00	.00	.00	
	PSWP	P/T	EMP&PARTNER	COMM						TRANS	DATE	060412	
	ACH	ACCT						ACCT	CD				
?	SPNN	901	H	053112	999999			.00		.00	.00	.00	
	PSWP	P/T	EE	YTD	AGCY\$	COMM				TRANS	DATE	060412	
	ACH	ACCT						ACCT	CD				

Action	More
<p>P030 OR#####,#####,1,999999      JOB STATUS DATA      030</p> <p>    <b>LASTNAME, FIRSTNAME</b></p> <p>    *** JOB STATUS INFO ***      *** CONCURRENT JOB INFO ***</p> <p>JOB STAT START/STOP    050112/999999      REPORT DISTR CD      202</p> <p>PERS AGY/POS/DFC/SC    #####/0000773/0/0      RECOG SVC DT      010509</p> <p><b>PT-FT CD/PCT      P/0.5500</b>      CITY CNTY CD      24/M</p> <p>APPOINTMENT TYP DT/CD 070111/P      STANDARD HRS PER DAY 8.000</p> <p>EMP REPR/CLS/OPT/STEP LPMS/L9912 /A/D/00      MASS TRANSIT DIST    S</p> <p>PERSONNEL TRANS CD    800 811      TIMESHEET CD      4</p> <p>BENEFIT PKG CD      XL      EMPLOYEE ID      #####</p> <p>LEAVE ACCRUAL SVC CD    1</p> <p>PERS JOB CLASS CODE    G</p> <p>CREW-UNIT      12400</p> <p>WAGE BASIS CD      P</p> <p>PERSONNEL BASE RATE    4818.18      ---FUND SPLITS---      -FIXED MLY DIFFS--</p> <p>ADJUSTED BASE      4818.18      LABOR COSTING PCT      PAY PCT/ PCT/</p> <p>PERSONNEL PAY RATE    2650.00      TYPE AMT      AMT</p> <p>EQUIVALENT RATE      27.80      CD</p> <p>HOLIDAY PKG CD      O      131240000000      1.0000</p> <p>LOA BEG DT/CD/END</p> <p>SEPARATION DT/REASON</p> <p>O-T/FLSA CD      N/X</p> <p>LAST PA NUMBR/TRAN DT      052312</p>	<p>The P030 screen indicates the employee is .55 FTE.</p> <p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P030.</p>

1. Complete Sections Employee Information, A..DPT and C..DPS as you did for an employee with Full-time Medical, Dental and Vision Insurance Plans above.

**2016 IMPUTED VALUES**

Medical/RX Plan	Partner	Child(ren)	Partner & Child(ren)
PEBB Statewide Plan Part-Time	556.16	429.76	985.92
Dental Plan	Partner	Child(ren)	Partner & Child(ren)
MODA PT	29.52	45.89	75.41

Employee Information			
EE Name	FT	<b>% FTE</b>	Affidavit
OR	PT	50.000%	On File
	JS		Attached
Percentage in PT and JS fields will override the FT %			
Section A - DPT Entry			
Imputed Value Calculation			
Medical	PEBB Statewide 250 PT/Statewide 350 PT (SPNN/SPSC)	Partner (DP)	556.16
Dental	MODA PT (OQNN)	Partner (DP)	29.52
Vision	VSP Vision (VSNN)		-
Enter <b>Positive</b> P050 DPT			<b>585.68</b>

Action				More
<b>Section C - DPS Entry</b>				
Surcharge	BOTH Tobacco & Other Group Coverage	Partner		75.00
			Positive P050 DPS	75.00

2. Complete B to determine the benefit amount (employer contribution) for this employee:
  - a. The coverage options selected in A will auto fill in section B.1
  - b. Select employee only or employee and children
  - c. This will provide you in part 2 the DPN value to enter as a negative on the P050 screen. .

Part Time & Job Share Employees Choosing PT Medical Plan			
Section B - DPN Entry			
<b>1. Employer Contribution Calculation</b>			
Medical	PEBB Statewide 250 PT/Statewide 350 PT (SPNN/SPSC)	EE	
Dental	MODA PT (OQNN)	EE	61.32
Life	Basic Life (SLNN)	Employee Life	1.00
% FTE	50.00% Complete % FTE above	95% Employer Contribution	29.60
<b>2. SUBSIDIZED PT Medical Rates (premium minus subsidy)</b>			
Medical	PEBB Statewide 250 PT/Statewide 350 PT (SPNN/SPSC)	EE	538.25
Dental	MODA PT (OQNN)	EE	61.32
Life	Basic Life (SLNN)	Employee Life	1.00
		Current Premium	600.57
		95% Employer Contribution	29.60
		- Current Premium	600.57
		Enter Negative P050 DPN	(570.97)

5. To retrieve a record on the P050 Gross Pay Adjustments on File screen:
  - On any screen, in the upper left corner, type P050, Employee ID or SSN (P050 OR#####)
  - Press [ENTER]

OSPA will default to your log-on agency, CCJ 1, and the current pay period.

P050 OR#####

6. Make the DPT and DPS (if applicable) entries on the P050 screen described in Full-time Medical, Vision and/or Dental Insurance Plans with DP coverage earlier in this section. You can enter and save all of the entries together.
  - The DPT comes from Section B on the Domestic Partner Worksheet.
  - If applicable, the DPS comes from Section D on the Worksheet.

Action	More																																								
<p>P050 OR##### ,##### ,1,073116 GROSS PAY ADJUSTMENTS ON FILE            LASTNAME, FIRSTNAME GP03 NO ADJUSTMENT SEGMENTS EXIST</p> <table border="1"> <thead> <tr> <th>PAY TYP</th> <th>STRT DATE</th> <th>STOP DATE</th> <th>ADJ TYP</th> <th>RATE</th> <th>UNITS</th> <th>AMOUNT</th> <th>DAYS WRKD</th> <th>TRAN DATE</th> <th>ERROR MSG</th> </tr> </thead> <tbody> <tr> <td>a dpt</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>537.57</td> <td></td> <td></td> <td>COMMENT 2012 dpt</td> </tr> <tr> <td>a dps</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10.00</td> <td></td> <td></td> <td>COMMENT 2012 dps</td> </tr> </tbody> </table>	PAY TYP	STRT DATE	STOP DATE	ADJ TYP	RATE	UNITS	AMOUNT	DAYS WRKD	TRAN DATE	ERROR MSG	a dpt						537.57			COMMENT 2012 dpt	a dps						10.00			COMMENT 2012 dps											
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a dps						10.00			COMMENT 2012 dps																																
<p>7. While on the P050 screen, also make the DPN entry:</p> <ul style="list-style-type: none"> <li>▪ ? : a</li> <li>▪ <b>PAY TYP:</b> DPN</li> <li>▪ <b>ADJ TYP:</b> blank, space through the field to erase the default A</li> <li>▪ <b>AMOUNT:</b> negative amount, ###.##-, from Section C.3 of the PEBB Domestic Partner Worksheet</li> <li>▪ <b>COMMENT:</b> enter the current plan year</li> </ul>	<p>The blank ADJ TYP will make the entry on-going with an STOP DATE of 999999.</p> <p><b>CAUTION:</b> Only make this entry if the amount in Section C.3 of the worksheet is negative.</p>																																								
<p>P050 OR##### ,##### ,1,073116 GROSS PAY ADJUSTMENTS ON FILE            LASTNAME FIRSTNAME GP03 NO ADJUSTMENT SEGMENTS EXIST</p> <table border="1"> <thead> <tr> <th>PAY TYP</th> <th>STRT DATE</th> <th>STOP DATE</th> <th>ADJ TYP</th> <th>RATE</th> <th>UNITS</th> <th>AMOUNT</th> <th>DAYS WRKD</th> <th>TRAN DATE</th> <th>ERROR MSG</th> </tr> </thead> <tbody> <tr> <td>a dpt</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>537.57</td> <td></td> <td></td> <td>COMMENT 2012 dpt</td> </tr> <tr> <td>a dps</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10.00</td> <td></td> <td></td> <td>COMMENT 2012 dps</td> </tr> <tr> <td>a dpn</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>61.37-</td> <td></td> <td></td> <td>COMMENT 2012 dpn</td> </tr> </tbody> </table>	PAY TYP	STRT DATE	STOP DATE	ADJ TYP	RATE	UNITS	AMOUNT	DAYS WRKD	TRAN DATE	ERROR MSG	a dpt						537.57			COMMENT 2012 dpt	a dps						10.00			COMMENT 2012 dps	a dpn						61.37-			COMMENT 2012 dpn	
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<p>8. Check your entries. If they are correct, press [ENTER]. Watch for the message GP93 TRANSACTION COMPLETE. If you receive other message(s), see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Screen Message Codes or Screen Guides, P050.</p>																																									

Action										More
P050	OR#####	#####	1	073116	GROSS PAY ADJUSTMENTS ON FILE					
	LASTNAME,	FIRSTNAME			GP93 TRANSACTION COMPLETE					
	PAY TYP	STRT DATE	STOP DATE	ADJ TYP	RATE	UNITS	AMOUNT	DAYS WRKD	TRAN DATE	ERROR MSG
?	DPN	083116	083116		.00	.00	61.37-		081612	
	DP	NTAX	ADJ						COMMENT	2012 DPN
?	DPS	083116	083116		.00	.00	10.00		081612	
	DP	SCHG	BEN						COMMENT	2012 DPS
?	DPT	083116	999999		.00	.00	537.57		081612	
	DP	TAX	BENE						COMMENT	2012 DPT
?				A						
9.	You will also see the DPN entry on the following reports:									See Reports section below
	<ul style="list-style-type: none"> <li>▪ B075B Gross Pay Adjustments</li> <li>▪ XREF43, XREF44, XREF45, XREF46, and XREF46D Payroll Registers</li> <li>▪ E120-052B, E122-042B, E122-042C PEBB Domestic Partner</li> </ul>									
10.	If the employee's work hours vary from month to month, adjust the DPN amount each month.									

## **DP and/or DP's Children as Dependents for Pre-tax Health Coverage Purposes**

If the employee submits a PEBB Domestic Partner Certification for Dependent Tax Status, then the premiums paid by the employer for medical, dental or vision insurance for the domestic partner and/or partner's children are not taxable to the employee.

The employee may also enroll the domestic partner's eligible children in medical, dental or vision insurance. Because it is more difficult to qualify the DP's children as tax dependents, the employee may or may not claim them as dependents for tax purposes, even if the employee has claimed the domestic partner. If they are not dependents, the imputed value of their health care coverage is taxable to the employee, even when the coverage for the partner is not.

To avoid paying taxes on the imputed value for domestic partner coverage, the domestic partner and/or partner's children must qualify as a tax dependent for the entire tax year. If their tax status changes during the year, the imputed value is taxable income to the employee for the entire year or from the time the employee started covering the partner and/or children. This change may necessitate retroactively adding the P050 DPT/DPN/DPS entries on the P050 screen. See Retroactive Entries section below.

Action	More
<p>1. The employee submits the PEBB Domestic Partner Certification for Dependent Tax Status to claim the domestic partner and/or the partner's children as dependents for tax purposes. An agency staff member records the certification in PDB.</p>	
<p>2. After payroll enters the certification, PDB interfaces the insurance selections to the P070 Deductions and Deduction Adjustments screen in OSPA with an applicable plan code.</p> <p>The deduction will have an alpha plan code if any of the following conditions exist:</p> <ul style="list-style-type: none"> <li>▪ The employee will insure the domestic partner only and the partner is a tax dependent</li> <li>▪ The employee will insure the DP's children only and they are dependents for tax purposes</li> <li>▪ The employee will insure both the domestic partner and the partner's eligible children and they are all tax dependents</li> </ul> <p>The deduction will have an 800 plan code if the employee is insuring both the DP and the DP's children and either of them is not a dependent for tax purposes.</p>	<p>If PDB has already interfaced plan code 800 deductions to OSPA and they are now alpha, PDB will outdate the existing deductions and create new alpha deductions.</p>
<pre> P070  OR##### ,##### ,123116          DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME, FIRSTNAME       DA98 PRESS ENTER FOR NEXT PAGE    A DED  PLAN OPE      DATE  -EMPLOYEE---SHARE-  JOB   EMPLR  PEBB   VENDOR   D CODE CODE CD  BEGIN  END   PCT PCT   FIXED  SHR   SHARE ADMIN  SHARE   J DESC DESC                                GRS NET  AMOUNT PCT ?  KDNN 806   D 123115 999999          .00          .00   .00   .00   KAISER DENT  EE/DP/DP CHL  COMM          TRANS DATE 112511   ACH ACCT                                ACCT CD  ?  KDNN 901   D 123115 999999          .00          .00   .00   .00   KAISER DENT  EE YTD/AGCY\$  COMM          TRANS DATE 112511   ACH ACCT                                ACCT CD  ?  KMNN 806   H 123115 999999          .00          .00   .00   .00   KAISER HMO   EE/DP/DP CHL  COMM          TRANS DATE 112511   ACH ACCT                                ACCT CD  ?  KMNN 901   H 123115 999999          .00          .00   .00   .00   KAISER HMO   EE YTD/AGCY\$  COMM          TRANS DATE 112511   ACH ACCT                                ACCT CD </pre>	<p>For our example, the employee has medical and dental insurance for a domestic partner and the partner's children. The domestic partner is a tax dependent; the children are not.</p>

Action	More																																								
<p>3a. If the deduction has an alpha plan code, do not make additional entries.</p> <p>3b. If the deduction has a plan code in the 800's, the following reports will alert you if the employee does not have a DPT or DPS on the P050 screen.</p> <ul style="list-style-type: none"> <li>▪ E120-042A, E120-052A, E122-042A, and E122-046A Payroll Exception</li> <li>▪ E120-052B, E122-042B, E122-042C PEBB Domestic Partner</li> </ul>	<p>See Background Information below, Reports section</p>																																								
<p>4. If the deduction has an 800 plan code, use one of the following resources to determine the amount of the DPT entry:</p> <ul style="list-style-type: none"> <li>▪ PDB Home Page Alert until the employee submits an affidavit</li> <li>▪ PDB Imputed Value Report through the Agency Module</li> <li>▪ PEBB Domestic Partner Worksheet (available from PEBB)</li> </ul> <p>The imputed value table has three columns – Partner, Partner’s Children and Partner &amp; Partner’s Children. For this situation, select the value in the column for the individual(s) that are not tax dependents (i.e., Partner or Partner’s Children), even if the insurance is for Partner &amp; Partner’s Children.</p>																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th colspan="4" style="text-align: center;">Employee Information</th> </tr> </thead> <tbody> <tr> <td style="width: 40%;"><b>EE Name</b> John Smith</td> <td style="width: 10%;"><b>FT</b></td> <td style="width: 30%;"><b>% FTE</b> 100.00%</td> <td style="width: 20%;"><b>Affidavit</b></td> </tr> <tr> <td><b>OR</b> OR0123456</td> <td><b>PT</b></td> <td>Percentage in PT and JS fields will override the FT %</td> <td>On File <input type="checkbox"/></td> </tr> <tr> <td></td> <td><b>JS</b></td> <td></td> <td>Attached <input checked="" type="checkbox"/></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th colspan="4" style="text-align: center;">Section A - DPT Entry</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Imputed Value Calculation</b></td> </tr> <tr> <td style="width: 10%;"><b>Medical</b></td> <td style="width: 35%;">PEBB Statewide 250/Statewide 350 (SWNN/SWSC)</td> <td style="width: 20%;"><b>DP's Child(ren)</b></td> <td style="width: 35%; text-align: right;">529.02</td> </tr> <tr> <td><b>Dental</b></td> <td>MODA PPO (OPNN)</td> <td><b>DP's Child(ren)</b></td> <td style="text-align: right;">57.20</td> </tr> <tr> <td><b>Vision</b></td> <td>VSP Vision (VSNN)</td> <td><b>DP's Child(ren)</b></td> <td style="text-align: right;">5.85</td> </tr> <tr> <td colspan="3" style="text-align: right;">Enter <b>Positive</b> P050 DPT</td> <td style="text-align: right;"><b>592.07</b></td> </tr> </tbody> </table>		Employee Information				<b>EE Name</b> John Smith	<b>FT</b>	<b>% FTE</b> 100.00%	<b>Affidavit</b>	<b>OR</b> OR0123456	<b>PT</b>	Percentage in PT and JS fields will override the FT %	On File <input type="checkbox"/>		<b>JS</b>		Attached <input checked="" type="checkbox"/>	Section A - DPT Entry				<b>Imputed Value Calculation</b>				<b>Medical</b>	PEBB Statewide 250/Statewide 350 (SWNN/SWSC)	<b>DP's Child(ren)</b>	529.02	<b>Dental</b>	MODA PPO (OPNN)	<b>DP's Child(ren)</b>	57.20	<b>Vision</b>	VSP Vision (VSNN)	<b>DP's Child(ren)</b>	5.85	Enter <b>Positive</b> P050 DPT			<b>592.07</b>
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<p>5. Once you have calculated the amount, make the applicable DPT / DPS / DPN entries for the individual(s) who are not tax dependents (see Full-Time Medical, Vision and/or Dental Insurance Plans with DP Coverage and/or Part-time Medical Insurance Plans with DP Coverage above).</p>																																									

Action										More
P050	OR#####	#####	1,083116	GROSS PAY ADJUSTMENTS ON FILE			GP93 TRANSACTION COMPLETE			
	LASTNAME, FIRSTNAME									
PAY	STRT	STOP	ADJ				DAYS	TRAN		
TYP	DATE	DATE	TYP	RATE	UNITS	AMOUNT	WRKD	DATE	ERROR	MSG
? DPT	083116	999999		.00	.00	592.07		082016		
DP TAX BENEF							COMMENT	2016 DPT		

## **Retroactive DPT/DPN/DPS Entries**

Circumstances that may require retroactive DPT / DPN / DPS entries include:

- You made the P050 entries with an ADJ TYP of A (one-time). The imputed value was only included in the employee’s taxable income for the first month.
- DPT / DPN / DPS entries were not made in the first month(s) the employee had health coverage or a surcharge for a domestic partner and/or the partner’s eligible children
- The employee removed the domestic partner and/or children from coverage and the DPT / DPN / DPS entries were not removed from the P050 screen in the month of the change
- Sometime during the tax year, the domestic partner and/or the children were no longer tax dependents
- The employee submitted the PEBB Domestic Partner Certification for Dependent Tax Status after you had made DPT / DPN / DPS entries on the P050 screen

The domestic partner and/or the partner’s children must qualify as a tax dependent for the entire tax year. If they only qualify for part of the calendar year and had coverage for additional months, the employee is subject to the imputed value for the entire period they were covered. If this occurs, make retroactive entries from the beginning of the current tax year or the month in which coverage started.

For the current tax year, make the retroactive entries as soon as you identify the need. If the retroactive entries increase the employee’s tax liability, the employee will have catch-up withholding. The state’s attorneys have advised PEBB that the employee must pay catch-up withholding by the end of the current tax year.

If the correction is for a prior tax year, request a corrected W-2 (W-2c). See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Income Taxes.

The following reports will help identify the months and amounts to correct (see Background Information below, Reports section).

- XREF76C Deduction Register Detail
- B075B Gross Pay Adjustments
- XREF44 and XREF46 Payroll Registers
- E120-052B and E122-042B PEBB Domestic Partner

# ***FLEXIBLE SPENDING ACCOUNTS***

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PEBB offers both health (OAR 101-020-0065) and dependent care (OAR 101-020-0060) flexible spending accounts (FSA's) for eligible employees. FSA contributions are exempt from income, social security and Medicare taxes. Employees use the funds to pay for eligible out-of-pocket health or dependent care expenses. The employee enters an annual amount to contribute to the FSA in PDB. OSPA makes a pre-tax monthly payroll deduction.

**Administrative Fee** – With the 2012 Benefit Year, PEBB began charging an administrative fee for flexible spending accounts. PDB will load a separate deduction with deduction code FSAF FSA Administrative Fee. The employer pays the fee. There is one fee, even if the employee has both a health and a dependent care FSA.

**Maximum Amount per Year** -- The IRS defines the maximum amount per year that is tax exempt. The PTD1 Payroll Deduction Table screen, Maximum Amt YTD field displays the maximum dollar amount that the employee may deduct in the current year for a non-taxable healthcare FSA (FHNN) or dependent care (FDNN) FSA deduction.

For each payroll run, OSPA will edit against the Maximum Amt YTD. During the payroll run, if the employee's deduction is nearing the maximum, the employee will be on the E120-042A, E120-052A, E122-042A, E122-046A and E122-056A Payroll Exception Reports with the following messages:

- 8625-YTD AMT WILL EXCEED MAX NEXT MONTH
- 8625-YTD REDUCE MONTHLY DED AMOUNT

**Protected Leave** -- If you are forcing premiums for an employee who is on protected leave, see OAR Chapter 101, Division 30 Continuation of Insurance – Active Employees. If the employee is eligible to continue contributions to an FSA, do not force entries in OSPA. The employee pays PEBB's third-party administrator (TPA), which is currently Benefit Help Solutions (BHS)

**Separating and Deceased Employees** – The employee may only make one contribution to an FSA each month. When the employee separates or passes away, the employee is not eligible for an FSA deduction, even if the employee has enough regular paid hours in the final month. If PDB does not outdate the FSA deduction for the last month, delete it on the P070 screen for the employee's final pay. See OAR 101-020-0060(6)(a) and OAR 101-020-0065(7)(a).

**Year End** – Employees must re-enroll in FSA's each plan year. At the end of each year, PDB will outdate the FSA deduction in OSPA as of the 11/30/YYYY pay period. See Year End Process section below.

## **FORCING PEBB BENEFITS**

This section covers the following:

- P070 Deductions and Deduction Adjustments Screen Fields
- Entries for Forcing Benefits (separate sections for full-time and part-time employees)

Unless there are special circumstances, the employee or agency payroll will enter the employee's insurance selections in PDB, which will interface the entry to the P070 screen.

You may need to make manual entries because of legal or policy requirements or specific instructions from PEBB. Some of the reasons include:

- The employee entered benefits late. Upon appeal, PEBB has agreed to begin coverage with a closed payroll month.
- An employee is on protected LWOP and qualifies for a continuation of benefits
- The employee is on LWOP status and qualifies for a continuation of benefits under the ACA
- The employee is transferring to another state agency and will have less than 80 regular paid hours with the losing agency in the last month. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Transfers

## **P070 DEDUCTIONS AND DEDUCTION ADJUSTMENTS SCREEN FIELDS**

### **Pay Period End Date**

When you retrieve a record on the P070 screen, you can allow OSPA to default to the current pay period by omitting the pay period end in the query (P070 OR#####).

If you are correcting a closed pay period that is still on the P190 screen, retrieve the P070 record for that pay period by including the pay period end date in the inquiry (P070 OR##### MMDDYY), see Retroactive Entries section below.

### **ADJ Code**

Normally, PEBB deductions are on-going (blank ADJ on the P070 screen). You will use a different ADJ code when you are making one-time entries or multiple entries in the same month.

Possible ADJ codes include:

- A** -- One-time deduction, operator calculated (you will enter the amounts). Use this code unless one of the other options applies. PEBB benefit entries with this code will print on the E315-009D Payroll Deduction Adjustment (A) Other report.
- F** -- One-time deduction, operator calculated (you will enter the amounts), to force the core PEBB premiums when an employee is on FMLA. Entries made with this code will print on the E315-009C Payroll Deduction Adjustment (F) FMLA report.

**T** -- One-time deduction, system calculated (table driven). This adjustment is used primarily for “double deductions” when premiums are entered late. Do not enter amounts; OSPA will look them up from the PTD2 Payroll Ded/Plan Table screen or programming. For this ADJ, OSPA performs the same edits as for a blank ADJ code.

Use this ADJ only if your entry meets **all** of the following criteria:

- The premiums are for one month
- You are making the entry in the applicable month and setting a corrective; or, the current pay period is in the same plan year as the month to be corrected
- The entry is for an insurance with a plan code

**W** -- Ongoing, operator calculated (you will enter the amounts), to force the core PEBB premiums for an employee protected by a SAIF claim or a military leave of absence (USERRA). Entries made with this code will print on the E315-009B Payroll Deduction Adjustment (W) Ongoing report.

**NOTE:** If you use this ADJ, monitor the entries closely because they are on-going. If the employee does not have a LWOP code in the PPDB and has enough hours to qualify for paid benefits, OSPA may make duplicate payments. The E315-009B report is a good tool to monitor the deductions.

## **Pre and Post-tax Deductions**

Under federal and state tax law, health insurance benefits provided by an employer to an employee and the employee’s spouse or eligible dependents are not taxable to the employee.

**On-going Deduction Settings:** OSPA uses the Non Taxable Code on the PTD1 Payroll Deduction Table screen to determine if the deduction is exempt (pre-tax) or subject (post-tax) to federal (FIT) and state income (SIT) and FICA (social security and Medicare) tax withholding. The values include:

- With the exception of Flexible Spending Accounts, PEBB insurance deduction codes have a Non Taxable Code of T on the PTD1 Payroll Deduction Table screen (see the Screens section below). With this non taxable code:
  - The alpha plan codes are exempt from FIT, SIT and FICA (pre-tax).
  - If the deduction code does not have plan codes, or they are numeric, the deduction is subject to FIT, SIT and FICA (post-tax).

**EXCEPTIONS:** Because of hard coding in OSPA, the following deduction / plan codes are exceptions to these settings:

- For SLNN Basic Life, the Non Taxable Code on the PTD1 screen is T. Plan code 001 is **not subject** to FIT, SIT or FICA. Plan code 101 **is subject** to FIT, SIT and FICA.
- An employee may cover a domestic partner (DP) and/or the DP’s children for medical, dental and vision insurance. If the employee does not claim the DP and/or children as tax dependents, the deductions have plan codes in the 800 series. Although numeric, OSPA treats these deductions as exempt from FIT, SIT and FICA.
- The FSA’s have a Non Taxable Code: X and are exempt from FIT, SIT and FICA.

**When Forcing Premiums** -- Use the following guidelines to avoid negative tax when you are adjusting prior pay periods or forcing PEBB premiums:

- If the employee has wages that will cover the PEBB deductions use the same deduction and plan codes as the on-going deductions (alpha or 800 series)
- If the employee is on protected leave and will not have wages to cover the deductions, use the numeric (post-tax) codes
  - **NOTE:** If the employee has domestic partner insurance with an 800 plan code, use the equivalent plan code in the 100 series for a post-tax deduction.

**EXCEPTION:** If an employee has FICA SUBJ: N on the P010 Withholding Data / Locator Data screen, do not use a deduction and plan code that is FICA exempt.

- This entry will create negative social security and Medicare tax.
- You will see the message “5100-FICA EXEMPT W/INVALID PLAN DED CODE/PLAN = AAAA/AAA DATE = YYYYMMDD” on the P370 Calculation of Current Payoff screen and the E120-042A, E120-052A, E122-042A, E122-046A, and E122-056A Payroll Exception Reports.
- If an employee has a negative tax for a pay period, OSPA will not transmit the employee’s wage and tax information to the IRS. If the negative tax remains at the end of the year, the employee will not receive a W-2.

## **Required Core Benefits**

Following are some guidelines for determining the fields and amounts to enter on the P070 screen for core benefits. The Entries for Forcing PEBB Benefits in this section below includes sample screen prints of some of these entries.

**Employee Share** -- Starting with the 2012 plan year, employees pay a percentage of the premiums for required core benefits. For medical, dental and vision, the employee (Emple Share) and employer (Emplr Share) amounts are on the PTD2 Payroll Ded/Plan Table screen. See Background Information below, Screens section.

**Subsidies** – Employees may receive a subsidy toward the core insurance premiums:

- If a part-time or job share employee has part-time medical insurance, the employee will receive a part-time subsidy. OSPA applies the subsidy to the employer share after using up the pro-rated benefit amount. This reduces the employee’s out-of-pocket costs. The employee still pays the 1% or 5% employee share. See Entries for Forcing Pebb Benefits, Part-time Employees in this section below.
- If an employee has full-time medical insurance and an ADJUSTED BASE salary on the P030 Job Status Data screen ≤ the salary threshold for the employee’s benefit package (St MAX CNTRB C on the PTB1 Payroll Benefit Package Table screen), OSPA will apply a defined subsidy (OPEC LS/MTCH C on the PTB1 screen) to the employee’s 1% or 5% contribution.

See Subsidies section below.

During a normal payroll run, OSPA applies either subsidy in alphabetical order by deduction code. When you are forcing benefits, you can apply it to the medical insurance (Your agency may have the business practice of applying in the same manner as OSPA.). See examples in Entries for Forcing Premiums later In this section.

**Medical, Dental and Vision** —See the following guidelines:

- If the employee's wages will **not** cover the employee's portion of the premium, use the post tax (100 series) plan code that corresponds to the on-going pre-tax (alpha or 800 series) plan code.

**NOTE:** domestic partner insurance plans only have numeric plan codes; they are pre-tax because of hard coding in OSPA. For post-tax deductions for domestic partner insurance plans, use comparable plan codes in the 100 series. See Domestic Partner Insurance section above.

See the Self-Pay section below.

- With P070 ADJ codes of A, F or W, you must enter EMPLOYEE SHARE FIXED AMOUNT (unless covered by a subsidy), EMPLR SHARE, PEBB ADMIN and VENDOR SHARE. You can find the amounts on the PTD2 Payroll Ded/Plan Table screen. See the OSPA Statewide Payroll Manual, OSPA System Related Documents, Screen Guides, PTD2.
- Agencies pay administrative fees and taxes on PEBB core benefits. On the PTD2 screen, the PEBB Admin column displays the total amount of fees and taxes for each plan code. Enter this amount in the PEBB ADMIN field on the P070 screen (see Screens below, PTD2 and PTD3 section). When editing, OSPA will require that the EMPLOYEE SHARE FIXED AMOUNT + EMPLR SHARE = PEBB ADMIN + VENDOR SHARE. Also, PEBB ADMIN ≠ 0.0
- Do not enter the 901 plan code. See Subsidies section below.

**Basic Life**, deduction code SLNN, has a pre-tax (001) and post-tax (101) plan code. With P070 ADJ codes A, F and W, enter amounts in the EMPLOYEE SHARE FIXED AMOUNT, EMPLR SHARE and VENDOR SHARE. See the PEBB web site for current premiums (see the Authority / References section below). (For the 2012 plan year, it is \$1.00 for \$5,000 of coverage.)

**Surcharges** – Employees may have separate deductions for surcharges for the following:

- SGSC Other Group Insurance – the employee insured a spouse or domestic partner who was eligible for coverage under another employer sponsored plan
- TBSC Tobacco Use – employee, partner or spouse reported use of tobacco

When you are forcing medical premiums, also force any surcharges. Enter the amounts from the PTD2 screen in the EMPLOYEE SHARE FIXED AMOUNT and the VENDOR SHARE fields.

**Opt Out** – If an employee opts out of medical insurance (deduction code OONN and plan code 001 or 002) or medical and dental insurance (deduction code OHNN and plan code 001 or 002) and is on LWOP under a protected leave, do not force the OONN or OHNN deduction on the P070 screen. The employee is not eligible for the insurance return dollars (IR on the P050 screen). The employee is still eligible for dental (if OONN deduction code) and the basic life insurance.

There may be some other circumstances where the employee is not on LWOP and is therefore, eligible for the payment in lieu of premium. In this case, force the OONN or OHNN 001 or 002 deductions. See the following:

- Screen examples in this section
- Opt Out of PEBB Medical or Medical and Dental Insurance section below

## **Optional Benefits**

Following are some guidelines for determining the amounts and fields you need to enter on the P070 screen for optional PEBB benefits. Entries to Force PEBB Benefits in this section below includes sample screen prints of some of these entries.

The employee always pays for the optional benefits. If the employee's pay will not cover the optional premiums, see the Self-Pay section below.

**Accidental death and dismemberment** insurance (employee or employee and dependent) has plan codes. For ADJ codes A, F and W, enter an amount in the EMPLOYEE SHARE FIXED AMOUNT and VENDOR SHARE fields. You can find the amounts on the PTD2 Payroll Ded/Plan Table screen (see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PTD2).

**Flexible spending account** deduction codes do not have plan codes. For all ADJ codes, only enter an EMPLOYEE SHARE FIXED AMOUNT, which is specific to each employee. You can find the amount in PDB. If the deduction is already in OSPA, you can also find the amount on the P070, P191 and P192 screens, the XREF44 and XREF46 Payroll Registers and the XREF76C Deduction Register Detail reports. Beginning in 2010, the monthly deduction must  $\geq$ \$20.00.

### **NOTE:**

If you are forcing premiums for an employee who is on protected leave, check the PEBB administrative rules and guidelines (see PEBB resources in the Authority / References section below). If the employee is eligible to continue contributions to an FSA, do not force entries in OSPA. Because it is a COBRA event, the employee pays PEBB's third-party administrator (TPA), which is currently Benefit Help Solutions (BHS).

When the employee separates or passes away, the employee is not eligible for an FSA deduction, even if the employee has enough regular paid hours in the final month. This is because an employee may only make one contribution to an FSA in a month.

See the Flexible Spending Accounts section above.

**Long-term care insurance** does not have a plan code and only requires an amount in the EMPLOYEE SHARE FIXED AMOUNT field on the P070 screen. Payroll originally learns the amount from the provider. If the deduction already exists, you can find the amount on the P070, P191 and P192 screens, the XREF44 and XREF46 Payroll Registers and the XREF76C Deduction Register Detail report.

Also, enter the employee's plan information in the COMM field on the P070 screen. If the deduction already exists, you can find the plan information on the P070 screen (COMM field), the XREF43, XREF44, XREF45, and XREF46 Payroll Registers (under REASON) and the XREF76 and

XREF76C Deduction Register Detail reports (COMMENT). Enter them as P#, #Y, #K, ## (see the PEBB website, Authority / References below):

- P# = Plan number
- #Y = Number of years employee will receive benefits
- #K = Amount of monthly benefit in thousands
- ## = Employee's age when insurance coverage began

**Optional life** (employee, spouse, domestic partner or dependent) insurance has plan codes. On the P070 screen with ADJ codes A, F and W, enter amounts in the EMPLOYEE SHARE FIXED AMOUNT and VENDOR SHARE fields. You can find the amounts on the PTD2 screen.

The first \$50,000 of group term life insurance for the employee is not taxable. Normally, PDB interfaces the optional life with a pre-tax (alpha) plan code. OSPA generates an additional transaction with a post-tax (numeric) plan code for life insurance >\$50,000 (basic life + optional insurance). When you are forcing premiums, use a post-tax plan for the entire optional life premium amounts. This will prevent the possibility of a negative tax calculation.

**Standard Disability Insurance** premiums vary with the employee's gross wages for the month. OSPA calculates the employee's disability insurance premium(s) as follows:

$$\text{Employee's gross wages from regular hrs for mo} \times \text{Insurance premium rate}$$

See the PEBB web site (Authority / References section below) for the current rates.

With the formula above, OSPA will prorate the premium if the employee has less than full-time paid hours but enough regular paid hours to qualify for PEBB benefits for the month.

To force the premiums, use the premium amount from a prior month where the employee had paid hours for the employee's regular schedule. You can find the amount on the P191 and P192 screens, the XREF44 and XREF46 Payroll Registers and the XREF76C Deduction Register Detail reports. On the P070 screen, with ADJ codes A, F and W, enter the same amount for EMPLOYEE SHARE FIXED AMOUNT and VENDOR SHARE.

If the employee receives disability payments under short or long-term disability coverage from Standard Insurance, Standard will notify your agency and waive the short or long-term disability premiums. If you receive notification, do not continue to force the premiums. If Standard approved the claim retroactively, refund the applicable premiums by making a negative P070 entry for each month.

If the employee receives a disability payment from Standard and has regular paid hours for the same month, Standard may require the employee return the disability payment.

**ENTRIES FOR FORCING BENEFITS**

**Full-time Employees**

Once you have determined deduction and plan codes, ADJ code, amounts and fields, you are ready to make the entries in OSPA. For full-time employees, make the following entries. For part-time employees, see the next entries in this section.

If you need to make entries for closed months, see Retroactive Entries section below.

<b>Action</b>	<b>More</b>
<p>1. Retrieve the employee's record on the P070 screen for the pay period in which you want to force the premiums. To access the P070 screen:</p> <ul style="list-style-type: none"> <li>▪ On any screen, in the upper left corner, type P070 Employee ID or SSN (P070 OR#####)</li> <li>▪ Press [ENTER]</li> </ul> <p>If you are correcting a prior pay period that is still on the P190 screen, include the end date for that pay period in the inquiry (P070 OR##### MMDDYY). See Retroactive Entries section below.</p>	<p>OSPA will default to the current pay period and your sign-on agency number.</p>
<p>p070 ox#####</p>	

Action	More
<p>4. Make an entry for each of the benefits where you wish to force the premium. Following are the potential fields. See P070 Deductions and Deduction Adjustment Screen Fields at the beginning of this section. Sample screen prints follow.</p> <ul style="list-style-type: none"> <li>▪ <b>?: A</b></li> <li>▪ <b>ADJ:</b> see P070 Deductions and Deduction Adjustments Screen Fields, ADJ in this section above</li> <li>▪ <b>DED CODE:</b> same code as on-going entry</li> <li>▪ <b>PLAN CODE DESC:</b> Use the plan code for the coverage in the on-going deduction. If the on-going entry has a pre-tax plan code and the employee's wages will not cover the premiums, use the corresponding post-tax plan code. See P070 Deductions and Deduction Adjustments Screen Fields above in this section.</li> <li>▪ <b>DATE BEGIN:</b> allow to default to the pay period end date used to retrieve the P070 record</li> <li>▪ <b>DATE END:</b> allow to default. A one-time ADJ type will default to the DATE BEGIN. An on-going ADJ type will default to 999999.</li> <li>▪ <b>EMPLOYEE SHARE FIXED AMOUNT:</b> If the employee will pay all or part of the premium, enter the employee's portion.</li> <li>▪ <b>EMPLR SHARE:</b> If the state will pay all or part of the premium, enter the state's portion.</li> <li>▪ <b>PEBB ADMIN:</b> For medical, dental and vision, enter the PEBB Admin from the PTD2 screen. For these insurances, this field may not = 0.0</li> <li>▪ <b>VENDOR SHARE:</b> If the deduction has a plan code, enter the Vendor Share from the PTD2 screen or from the research you did above.</li> <li>▪ <b>COMM:</b> Up to 12 characters to create an audit trail. For long-term care, enter the plan information. Will display on paystub and reports</li> </ul>	<p>When making the entry over an existing line, type over both the DED CODE DESC and the PLAN CODE DESC, even if they are the same as the new entry.</p> <p>PEBB ADMIN + VENDOR SHARE should = EMPLOYEE SHARE FIXED AMOUNT + EMPLR SHARE.</p> <p>NOTE: If the employee will self-pay any of the premiums, make the P070 entries after you have received the payment. See Self-Pay section below.</p> <p>Sample screen prints follow.</p>

Action										More			
<b>Core Full-time Benefits -- Ongoing Deductions</b>										<p>Here are the ongoing deductions (DATE END = 999999) for this employee's core insurances.</p> <p>The employee has coverage for the employee and spouse for ODS Traditional Dental, PEBB Statewide Medical Plan and VSP Vision. All employees have \$5,000 Basic Life insurance.</p> <p>This employee also has a surcharge for covering a spouse who is eligible for other employer insurance.</p> <p>OSPA generates the deductions with a 901 plan code to track the employee's YTD contribution and any employer subsidy. When you are forcing benefits, you do not need to enter the 901 deductions.</p>			
P070	OR#####	#####	083116	DEDUCTIONS AND DEDUCTION ADJUSTMENTS									
LASTNAME, FIRSTNAME				DA98 PRESS ENTER FOR NEXT PAGE									
A	DED	PLAN	OP	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB		VENDOR		
D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR		SHARE	ADMIN	SHARE
J	DESC	DESC				GRS	NET	AMOUNT	PCT				
?	OTNN	BBB	D	123115	999999			.00			.00	.00	.00
	ODS	TRD	DENT	EMP&SPOUSE		COMM			TRANS		DATE	012510	
	ACH	ACCT					ACCT	CD					
?	OTNN	901	D	123115	999999			.00			.00	.00	.00
	ODS	TRD	DENT	EE	YTD/AGCY\$	COMM			TRANS	DATE	012510		
	ACH	ACCT					ACCT	CD					
?	SGSC	BBB	N	123115	999999			.00		.00	.00	.00	
	SPOUSE	INS	EMP&SPOUSE			COMM			TRANS	DATE	112511		
	ACH	ACCT					ACCT	CD					
?	SLNN	001	N	123115	999999			.00		.00	.00	.00	
	BASIC	LIFE	PRETAX/5K			COMM			TRANS	DATE	011906		
	ACH	ACCT					ACCT	CD					
?	SLNN	901	N	123115	999999			.00		.00	.00	.00	
	BASIC	LIFE	EE	YTD/SUBSD		COMM			TRANS	DATE	112511		
	ACH	ACCT					ACCT	CD					
?	SWNN	BBB	H	123115	999999			.00		.00	.00	.00	
	PSWP		EMP&SPOUSE			COMM			TRANS	DATE	121610		
	ACH	ACCT					ACCT	CD					
?	SWNN	901	H	123115	999999			.00		.00	.00	.00	
	PSWP		EE	YTD/AGCY\$		COMM			TRANS	DATE	121610		
	ACH	ACCT					ACCT	CD					
?	VSNN	BBB	H	123115	999999			.00		.00	.00	.00	
	VSP		EMP&SPOUSE			COMM			TRANS	DATE	121610		
	ACH	ACCT					ACCT	CD					
?	VSNN	901	H	123115	999999			.00		.00	.00	.00	
	VSP		EE	YTD/AGCY\$		COMM			TRANS	DATE	112511		
	ACH	ACCT					ACCT	CD					

<b>Action</b>	<b>More</b>
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**Core Full-time Benefits - Forced Deductions**

P070	OR0#####	#####	083116	DEDUCTIONS AND DEDUCTION ADJUSTMENTS								
LASTNAME, FIRSTNAME				DA96 TRANSACTION COMPLETE								
				DA98 PRESS ENTER FOR NEXT PAGE								
A	DED	PLAN	OP	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR		
D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE	ADMIN	SHARE
J	DESC	DESC		GRS	NET	AMOUNT	PCT					
?	F	OTNN	102	D	083116	083116		5.45		103.46	.61	108.30
ODS TRD DENT				EMP&SPOUSE		COMM	08/12	FMLA	TRANS	DATE	082012	
ACH ACCT						ACCT	CD					
?	F	SGSC	102	N	083116	083116		50.00		.00	.00	50.00
SPOUSE INS				EMP&SPOUSE		COMM	08/12	FMLA	TRANS	DATE	082012	
ACH ACCT						ACCT	CD					
?	F	SLNN	101	N	083116	083116		.05		.95	.00	1.00
BASIC LIFE				POST-TAX/5K		COMM			TRANS	DATE	082012	
ACH ACCT						ACCT	CD					
?	F	SWNN	102	H	083116	083116		65.42		1242.93	37.31	271.04
PSWP				EMP&SPOUSE		COMM	08/12	FMLA	TRANS	DATE	082012	
ACH ACCT						ACCT	CD					
?	F	VSNN	102	H	083116	083116		.94		17.86	.10	18.70
VSP				EMP&SPOUSE		COMM	08/12	FMLA	TRANS	DATE	082012	
ACH ACCT						ACCT	CD					

Here are the forced deductions for these core benefits:

- For medical, vision and dental insurance, enter EMPLOYEE SHARE FIXED AMOUNT, EMPLR SHARE, PEBB ADMIN, and VENDOR SHARE.
- For basic life, enter EMPLOYEE SHARE FIXED AMOUNT, EMPLR SHARE and VENDOR SHARE. There is not a PEBB Admin fee.
- For the surcharge, enter EMPLOYEE SHARE FIXED AMOUNT and VENDOR SHARE. The employee pays the full amount and there is not a PEBB admin fee.
- Except for basic life, the values come from the PTD2 screen.
- These entries have ADJ = F, the employee is on Family and Medical Leave (FMLA). This is a one-time ADJ code. (DATE BEGIN and END are the same).
- Because the employee is on LWOP and will not have wages to cover the deductions, we changed the plan codes from pre-tax (BBB and 001) to post-tax (102 and 101). If the employee has wages that will cover the employee's share of premiums, use alpha plan codes.

Action	More																																																																																																																			
<p><b>Opt Out of Medical Insurance</b></p>																																																																																																																				
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<p>These screen examples show the entries for correcting a prior pay period where the employee opts out of medical insurance.</p> <ul style="list-style-type: none"> <li>If the employee is on protected LWOP, do not force the opt out. The employee is not entitled to the payment in lieu of coverage.</li> <li>If you are correcting a prior pay period, you need to force both the OONN deduction on the P070 screen and the IR entry on the P050 screen: <ul style="list-style-type: none"> <li>The P070 screen pays PEBB. Enter the applicable PEBB OPT OUT AMT from the PTB2 screen in the EMPLR SHARE and PEBB ADMIN fields.</li> <li>The P050 screen pays the employee. If the employee opts out of medical only, subtract the EMPLR SHARE of basic life and the employee's dental insurance from the applicable employee OPT OUT AMT on the PTB2 screen.</li> </ul> </li> </ul>																																																																																																																				
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<p><b>Optional Benefits – Long-term Care</b></p> <p>P070 OR##### ,##### ,123110YY DEDUCTIONS AND DEDUCTION ADJUSTMENTS            LASTNAME, FIRSTNAME            DA98 PRESS ENTER FOR NEXT PAGE</p> <table border="1"> <thead> <tr> <th>A DED PLAN OPE DATE</th> <th>-EMPLOYEE---SHARE-</th> <th>JOB</th> <th>EMPLR BOARD</th> <th>VENDOR</th> </tr> <tr> <th>D CODE CODE CD BEGIN END</th> <th>PCT PCT</th> <th>FIXED SHR</th> <th>SHARE SHARE</th> <th>SHARE</th> </tr> <tr> <th>J DESC DESC</th> <th>GRS NET</th> <th>AMOUNT PCT</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>a a lcnn</td> <td></td> <td>75.00</td> <td>.00 .00</td> <td>.00</td> </tr> <tr> <td></td> <td>COMM p3,3y,3k,60</td> <td></td> <td>TRANS DATE</td> <td></td> </tr> <tr> <td>ACH ACCT</td> <td></td> <td>ACCT CD</td> <td></td> <td></td> </tr> </tbody> </table>	A DED PLAN OPE DATE	-EMPLOYEE---SHARE-	JOB	EMPLR BOARD	VENDOR	D CODE CODE CD BEGIN END	PCT PCT	FIXED SHR	SHARE SHARE	SHARE	J DESC DESC	GRS NET	AMOUNT PCT			a a lcnn		75.00	.00 .00	.00		COMM p3,3y,3k,60		TRANS DATE		ACH ACCT		ACCT CD			<p>COMM = plan information, which is required</p>
A DED PLAN OPE DATE	-EMPLOYEE---SHARE-	JOB	EMPLR BOARD	VENDOR																											
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<p><b>Optional Benefits – Optional Employee Life Insurance</b></p> <p>P191 Oregon State Payroll - Register Summary            EmpID: OR##### AG#: ##### TxY: 16 Pay Per: 053112 LASTNAME, FIRSTNAME</p> <p>ORIGINAL Run: 01 Check Iss: 060112 Job: 1 120115 Rep/Cls: OA C6659            Ben: CO Adj Base: 3132.00 Basis: S PT/FT: F Hr-Rt: 18.07</p> <table border="1"> <thead> <tr> <th>A Typ</th> <th>Units</th> <th>Rate</th> <th>Amt</th> <th>A DED/PL</th> <th>EE Amt</th> <th>ER Amt</th> </tr> </thead> <tbody> <tr> <td>T/S RG*</td> <td>176.00</td> <td>3132.00</td> <td>2995.83</td> <td>DCNN100</td> <td>748.96</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DSNN</td> <td>50.93</td> <td></td> </tr> <tr> <td>Total Gross</td> <td></td> <td></td> <td>2995.83</td> <td>OTNNDDD</td> <td>5.57</td> <td>105.78</td> </tr> <tr> <td>Tax/Ret</td> <td>ER Amt</td> <td>EE Amt</td> <td>Subj Amt</td> <td>SLNN001</td> <td>0.05</td> <td>0.95</td> </tr> <tr> <td>FIT J 0</td> <td></td> <td>151.01</td> <td>2165.08</td> <td>SWNNDDD</td> <td>66.88</td> <td>1270.75</td> </tr> <tr> <td>SIT J 0</td> <td></td> <td>129.00</td> <td></td> <td>TDNN112</td> <td>2.75</td> <td></td> </tr> <tr> <td>SSEC</td> <td></td> <td>122.39</td> <td>2914.04</td> <td>UENNEEE</td> <td>8.33</td> <td></td> </tr> <tr> <td>MEDR</td> <td></td> <td>42.26</td> <td>2914.04</td> <td>UENN060</td> <td>2.77</td> <td></td> </tr> <tr> <td>SRETS</td> <td>179.75</td> <td></td> <td>2995.83</td> <td>VSNNDDD</td> <td>0.96</td> <td>18.28</td> </tr> <tr> <td>ERETS</td> <td>286.10</td> <td></td> <td>2995.83</td> <td>XDNN555</td> <td>1664.36</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>9999001</td> <td>-0.39</td> <td></td> </tr> <tr> <td>Total Deductions</td> <td></td> <td></td> <td></td> <td></td> <td>886.81</td> <td>1395.76</td> </tr> <tr> <td>Net Pay</td> <td></td> <td></td> <td>1664.36</td> <td>ACH: Y</td> <td></td> <td></td> </tr> </tbody> </table>	A Typ	Units	Rate	Amt	A DED/PL	EE Amt	ER Amt	T/S RG*	176.00	3132.00	2995.83	DCNN100	748.96						DSNN	50.93		Total Gross			2995.83	OTNNDDD	5.57	105.78	Tax/Ret	ER Amt	EE Amt	Subj Amt	SLNN001	0.05	0.95	FIT J 0		151.01	2165.08	SWNNDDD	66.88	1270.75	SIT J 0		129.00		TDNN112	2.75		SSEC		122.39	2914.04	UENNEEE	8.33		MEDR		42.26	2914.04	UENN060	2.77		SRETS	179.75		2995.83	VSNNDDD	0.96	18.28	ERETS	286.10		2995.83	XDNN555	1664.36						9999001	-0.39		Total Deductions					886.81	1395.76	Net Pay			1664.36	ACH: Y			<p>On the P070 screen, this employee has an on-going pre-tax employee optional life insurance deduction with UENN EEE (\$60,000).</p> <p>When OSPA calculates the employee's pay and deductions, it adds the life insurance coverage, in this case:            Agency paid - \$5,000            Employee pd - \$60,000</p> <p>If they exceed the IRS pre-tax limit of \$50,000, OSPA makes the premiums for the amount above \$50,000 post-tax (plan code 060).</p>
A Typ	Units	Rate	Amt	A DED/PL	EE Amt	ER Amt																																																																																													
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Net Pay			1664.36	ACH: Y																																																																																															

Action	More																																													
<p><b>Optional Benefits – Optional Life Insurance – P070 Entry</b></p> <p>P070 OR##### ,##### ,073116 DEDUCTIONS AND DEDUCTION ADJUSTMENTS            LASTNAME, FIRSTNAME            DA98 PRESS ENTER FOR NEXT PAGE</p> <table border="1"> <thead> <tr> <th>A DED PLAN OPE DATE</th> <th>-EMPLOYEE---SHARE-</th> <th>JOB</th> <th>EMPLR PEBB</th> <th>VENDOR</th> </tr> <tr> <th>D CODE CODE CD BEGIN END</th> <th>PCT PCT</th> <th>FIXED SHR</th> <th>SHARE ADMIN</th> <th>SHARE</th> </tr> <tr> <th>J DESC DESC</th> <th>GRS NET</th> <th>AMOUNT PCT</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>? UENN EEE N 123115 999999</td> <td></td> <td>.00</td> <td>.00 .00</td> <td>.00</td> </tr> <tr> <td>EMP LF/50-54 PRETAX/60K</td> <td>COMM</td> <td></td> <td>TRANS DATE 122316</td> <td></td> </tr> <tr> <td>ACH ACCT</td> <td></td> <td>ACCT CD</td> <td></td> <td></td> </tr> <tr> <td>? A UENN 060 N 073116 073116</td> <td></td> <td>11.10</td> <td>.00 .00</td> <td>11.10</td> </tr> <tr> <td>EMP LF/50-54 POSTAX/60K</td> <td>COMM 8/16 COV</td> <td></td> <td>TRANS DATE 080116</td> <td></td> </tr> <tr> <td>ACH ACCT</td> <td></td> <td>ACCT CD</td> <td></td> <td></td> </tr> </tbody> </table>	A DED PLAN OPE DATE	-EMPLOYEE---SHARE-	JOB	EMPLR PEBB	VENDOR	D CODE CODE CD BEGIN END	PCT PCT	FIXED SHR	SHARE ADMIN	SHARE	J DESC DESC	GRS NET	AMOUNT PCT			? UENN EEE N 123115 999999		.00	.00 .00	.00	EMP LF/50-54 PRETAX/60K	COMM		TRANS DATE 122316		ACH ACCT		ACCT CD			? A UENN 060 N 073116 073116		11.10	.00 .00	11.10	EMP LF/50-54 POSTAX/60K	COMM 8/16 COV		TRANS DATE 080116		ACH ACCT		ACCT CD			<p>When you force the PEBB premiums for optional employee life insurance, use the post-tax plan code for the entire amount. This will prevent a negative tax.</p> <p>The UENN EEE is the on-going pre-tax deduction. The UENN 060 is the post-tax forced premium.</p> <p>The amount is in EMPLOYEE SHARE FIXED AMOUNT because the employee pays.</p>
A DED PLAN OPE DATE	-EMPLOYEE---SHARE-	JOB	EMPLR PEBB	VENDOR																																										
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Action	More
<p>5. Review your entries. If right, press [ENTER] and watch for the message DA96 TRANSACTION COMPLETE. If you receive other messages, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P070, or Code Lists, Screen Message Codes.</p>	
<pre> P070  OR##### ,##### ,073116          DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME , FIRSTNAME              DA96 TRANSACTION COMPLETE, GPA BYPASSED   DA98 PRESS ENTER FOR NEXT PAGE  A DED  PLAN OPE      DATE   -EMPLOYEE---SHARE-  JOB    EMPLR  PEBB    VENDOR D CODE CODE CD   BEGIN  END    PCT PCT   FIXED  SHR    SHARE  ADMIN  SHARE J DESC  DESC ? A OHNN 002      H 073116 073116          .00          193.50 193.50    00   M/D OPT OUT    OTHRCOVRAE   COMM 07/16 RETRO      TRANS DATE 082016   ACH ACCT              ACCT CD         </pre>	<p><b>NOTE:</b> This screen message example includes "GPA BYPASSED". When you enter an OONN or OHNN deduction code with a plan code 001 or 002 on the P070 screen, OSPA edits for the presence of an IR entry on the P050 screen. If there is not one present, OSPA will add it.</p>
<p>6. Review the results of your entries on the P370 Calculation of Current Payoff screen. To access the P370 screen:</p> <ul style="list-style-type: none"> <li>On any screen, in the upper left hand corner, type P370, employee ID or SSN, pay-period-end-date, current date (P370 OR##### MMDDYY MMDDYY)</li> <li>Press [ENTER]</li> </ul>	<p>The agency number will default to your log-on agency.</p> <p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P370</p>
<pre>p370 or##### MMDDYY MMDDYY</pre>	
<pre> P370  OR##### ,##### ,083116,082116,O CALCULATION OF CURRENT PAYOFF          37       LASTNAME , FIRSNAMD              8050-NET PAY NEGATIVE   NET PAY = 209.19- GR PAY = .00  INCOME TYPE  RATE  UNITS  AMOUNT  TAX /RET AMOUNT  DEDUCTIONS  AMOUNT TOTAL L N                184.00                                      AKNN001 ALONG  52.20                                      LCNN      AUN L  75.00                                      OTNN101 FODS   4.06                                      SLNN101 FBASI   .05                                      STNN001 ASHOR  28.47                                      SWNN101 FPSWP  48.82                                      VSNN101 EVSP   .70                                      9999001 PRIO   .11-                                      9999002 NET   209.19-  GROSS .00 TX/RT .00 DED .00 NET/ACH .00 / .00 CALC YTD? N         </pre>	<p>The A or F in front of the description for DEDUCTIONS = the ADJ from the P070 screen.</p> <p>This employee has a full month of FMLA LWOP. The employee's pay will not cover the employee's share of core benefits or the optional benefits. Because there is a net pay negative, the employee must self-pay to continue benefits. See Self-Pay section below.</p>
<p>7. If your entries create a negative amount for NET PAY, see the Net Pay Negative section below</p>	

<b>Action</b>	<b>More</b>
8. If you are correcting closed pay periods that are still on the P190 screen, set the corrective flag. See Retroactive Entries section below.	
9. When the employee again has enough regular paid hours to qualify for PEBB benefits, make sure on-going deductions are present and delete any forced premiums on the P070 screen for the applicable pay period.	

## **Part-time Employees**

For core PEBB insurances for part-time employees, you calculate the benefit amount the employer will pay. The employee will pay the remaining amount. (For optional insurances, the employee pays the total amount.)

OSPS provides the Insurance Force Entry Worksheet to facilitate your calculations. The worksheet is in the OSPS On-line Resources: [http://oregon.gov/DAS/Financial/Payroll/Documents/insforce\\_2016.xls](http://oregon.gov/DAS/Financial/Payroll/Documents/insforce_2016.xls)

The following instructions will take you through the entries on the Force Entry Worksheet for a part-time employee with part-time insurances. The Attachments section below has additional examples.

Use the information under Full-time Employees for actual entries. In addition, if you need to make entries for closed months, see the Retroactive Entries section below.

<b>Action</b>	<b>More</b>
1. Identify the employee's core insurances on the P070 screen or in PDB: <ul style="list-style-type: none"> <li>▪ In the upper left corner of any screen in OSP, type P070 OR#####</li> <li>▪ Press [ENTER]</li> </ul>	OSPA will default to your log-on agency and the current pay period.  If you are adjusting a prior pay period, enter the last day of that pay period (P070 OR#####) MMDDYY
P070 OR#####	

	Action	More																																																																																																																																																																																																																																																																														
<p>P070 OR##### ,##### ,073116            LASTNAME, FIRSTNAME</p> <p>DEDUCTIONS AND DEDUCTION ADJUSTMENTS</p> <p>DA98 PRESS ENTER FOR NEXT PAGE</p> <table border="1"> <thead> <tr> <th>A</th> <th>DED</th> <th>PLAN</th> <th>OPE</th> <th>DATE</th> <th>-EMPLOYEE---</th> <th>SHARE-</th> <th>JOB</th> <th>EMPLR</th> <th>PEBB</th> <th>VENDOR</th> </tr> <tr> <th>D</th> <th>CODE</th> <th>CODE</th> <th>CD</th> <th>BEGIN</th> <th>END</th> <th>PCT</th> <th>PCT</th> <th>FIXED</th> <th>SHR</th> <th>SHARE</th> <th>ADMIN</th> <th>SHARE</th> </tr> <tr> <th>J</th> <th>DESC</th> <th>DESC</th> <th></th> <th></th> <th></th> <th>GRS</th> <th>NET</th> <th>AMOUNT</th> <th>PCT</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>?</td> <td>QQNN</td> <td>CCC</td> <td>D</td> <td>123115</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>ODS</td> <td>DENT</td> <td>P/T</td> <td>EMP&amp;CHILDREN</td> <td></td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>112511</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>QQNN</td> <td>901</td> <td>D</td> <td>123115</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>ODS</td> <td>DENT</td> <td>P/T</td> <td>EE YTD/AGCY\$</td> <td></td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>112511</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>SLNN</td> <td>001</td> <td>N</td> <td>123115</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>BASIC</td> <td>LIFE</td> <td></td> <td>PRETAX/5K</td> <td></td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>112511</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>SLNN</td> <td>901</td> <td>N</td> <td>123115</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>BASIC</td> <td>LIFE</td> <td></td> <td>EE YTD/SUBSD</td> <td></td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>112511</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>SPNN</td> <td>DDD</td> <td>H</td> <td>093015</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>PSWP</td> <td>P/T</td> <td></td> <td>EMP&amp;FAMILY</td> <td></td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>092611</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>SPNN</td> <td>901</td> <td>H</td> <td>093015</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>PSWP</td> <td>P/T</td> <td></td> <td>EE YTD AGCY\$</td> <td></td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>092611</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR	D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE	ADMIN	SHARE	J	DESC	DESC				GRS	NET	AMOUNT	PCT				?	QQNN	CCC	D	123115	999999			.00		.00	.00	.00		ODS	DENT	P/T	EMP&CHILDREN		COMM				TRANS DATE	112511			ACH	ACCT						ACCT	CD				?	QQNN	901	D	123115	999999			.00		.00	.00	.00		ODS	DENT	P/T	EE YTD/AGCY\$		COMM				TRANS DATE	112511			ACH	ACCT						ACCT	CD				?	SLNN	001	N	123115	999999			.00		.00	.00	.00		BASIC	LIFE		PRETAX/5K		COMM				TRANS DATE	112511			ACH	ACCT						ACCT	CD				?	SLNN	901	N	123115	999999			.00		.00	.00	.00		BASIC	LIFE		EE YTD/SUBSD		COMM				TRANS DATE	112511			ACH	ACCT						ACCT	CD				?	SPNN	DDD	H	093015	999999			.00		.00	.00	.00		PSWP	P/T		EMP&FAMILY		COMM				TRANS DATE	092611			ACH	ACCT						ACCT	CD				?	SPNN	901	H	093015	999999			.00		.00	.00	.00		PSWP	P/T		EE YTD AGCY\$		COMM				TRANS DATE	092611			ACH	ACCT						ACCT	CD				<p>Here are the core insurances for an employee who chose OQNN ODS Dental Part-time for employee and children and SPNN PEBB and Part-time Statewide Plan for employee and family.</p> <p>With part-time insurance, she qualified for an additional part-time subsidy. See Subsidies section below.</p>
A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR																																																																																																																																																																																																																																																																						
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<p>2. On the PTD2 Payroll Deduction Table screen, look up the Emplr and Emple Share for the employee's insurance carrier and coverage:</p> <ul style="list-style-type: none"> <li>In the upper left corner of any screen in OSPA, type PTD2 deduction code (PTD2 SWNN)</li> <li>Press [ENTER]</li> </ul>	<p>If you are making a retroactive entry for a prior plan year, add 1130YY to the query.</p>																																																																																																																																																																																																																																																																															
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Action										More	
PTD2		OQNN, 999999		PAYROLL DED/PLAN CODES				03/15/16			
Payee MODA DENTAL SERVICE-P/T										Deduction Description	MDA DENTPT5%
T	Plan Code	Description	Carrier Cvg	OPE Cls Tier CD	Emplr Share	Emple Share	PEBB Admin	Vendor Share			
?	AAA	EMP ONLY	A	W	58.25	3.07	.31	61.01			
?	BBB	EMP&SPOUSE	B	X	78.05	4.11	.41	81.75			
?	CCC	EMP&CHILDREN	C	Y	66.99	3.53	.35	70.17			
?	DDD	EMP&FAMILY	D	Z	79.80	4.20	.42	83.58			
?	ZZZ	PRIOR ADJ	—	—	.00	.00	.00	.00			
?	001	PRIOR ADJ	—	—	.00	.00	.00	.00			
?	101	EMP ONLY	A	W	58.25	3.07	.31	61.01			
?	102	EMP&SP/PTNR	B	X	78.05	4.11	.41	81.75			
?	103	EMP&CHILDREN	C	Y	66.99	3.53	.35	70.17			
?	104	EMP&FAMILY	D	Z	79.80	4.20	.42	83.58			
?	802	EMP&PARTNER	B	X	78.05	4.11	.41	81.75			
?	803	EE/DP'S CHL	C	Y	66.99	3.53	.35	70.17			
?	804	EE/DP/EE CHL	D	Z	79.80	4.20	.42	83.58			
?	805	EMP&BOTH CHL	C	Y	66.99	3.53	.35	70.17			
?	806	EE/DP/DP CHL	D	Z	79.80	4.20	.42	83.58			
?	807	EE/DP/BTH CH	D	Z	79.80	4.20	.42	83.58			
?	901	EE YTD/AGCY\$	—	—	.00	.00	.00	.00			

PTD2		SPNN, 999999		PAYROLL DED/PLAN CODES				03/15/16		PROD	
Payee PEBB STATEWIDE PLAN P/T										Deduction Description	PRSW 250 PT5
T	Plan Code	Description	Carrier Cvg	OPE Cls Tier CD	Emplr Share	Emple Share	PEBB Admin	Vendor Share			
?	AAA	EMP ONLY	A	W	840.27	44.23	4.40	880.10			
	BBB	EMP&SPOUSE	B	X	1125.86	59.26	5.90	1179.22			
	CCC	EMP&CHILDREN	C	Y	966.28	50.86	5.07	1012.07			
	DDD	EMP&FAMILY	D	Z	1151.11	60.58	6.04	1205.65			
	ZZZ	PRIOR ADJ	—	—	.00	.00	.00	.00			
	001	PRIOR ADJ	—	—	.00	.00	.00	.00			
	101	EMP ONLY	A	W	840.27	44.23	4.40	880.10			
	102	EMP&SP/PTNR	B	X	1125.86	59.26	5.90	1179.22			
	103	EMP&CHILDREN	C	Y	966.28	50.86	5.07	1012.07			
	104	EMP&FAMILY	D	Z	1151.11	60.58	6.04	1205.65			
	802	EMP&PARTNER	B	X	1125.86	59.26	5.90	1179.22			
	803	EE/DP'S CHL	C	Y	966.28	50.86	5.07	1012.07			
	804	EE/DP/EE CHL	D	Z	1151.11	60.58	6.04	1205.65			
	805	EMP&BOTH CHL	C	Y	966.28	50.86	5.07	1012.07			
	806	EE/DP/DP CHL	D	Z	1151.11	60.58	6.04	1205.65			
	807	EE/DP/BTH CH	D	Z	1151.11	60.58	6.04	1205.65			
	901	EE YTD/AGCY\$	—	—	.00	.00	.00	.00			

3. On the Insurance Force Entry worksheet, enter the Emplr Share and Emple Share, deduction codes and plan codes in the "Verify all amount..." section.

**Action**

**More**

Verify insurance plans and plan codes to ensure accuracy of calculations.					
ER 95%	Rate	Plan	↓ Plan Code	EE 5%	Rate
Medical	1,151.11	SPNN	DDD/104/804/806/807	Medical	60.58
Dental	66.99	OQNN	CCC/103/803/805	Dental	3.53
Vision	-			Vision	-
Life	-		001/101	Life	-
<b>ER Cost</b>	<b>1,218.10</b>			<b>EE Cost</b>	<b>64.11</b>
<b>Job Share Employees Only</b>					

- Begin to complete the Part Time Employees Section: by bringing down the ER cost from the “Verify all amounts...” section. The spreadsheet has a formula to multiply the ER Cost by 50% as the first step in calculating the employee’s prorated monthly benefit amount.

<b>Part Time Employees</b>					
For part-time employees, 50% of the ER contribution is earned when 80 hours in a month are worked. Each hour over 80 worked increases the ER contribution amount					
ER Cost ↓			50%		ER Contribution
1,218.10	ER Prem	x	50%	=	609.05
ER Contribution			F/T Forecast <sup>1</sup> - 80 Hours		Per-Hour Benefit Amount
609.05		÷		=	-
			<sup>1</sup> P003/P004 F/T hours field		
Per-Hour Benefit Amount			Hours Paid Over 80		Over 80 Hrs Benefit Amt
-		x		=	-
ER Benefit Amount			Over 80 Hrs Credit		Adjusted ER Contribution
609.05		+	-	=	609.05

Action	More																																																																																
<p>5. Determine the forecast for a full-time employee with the same work schedule. Enter this amount in the Full-time Hrs Avail Over 80 cell on the worksheet. The formula in the spreadsheet will calculate the Per-Hour Benefit Amount for the hours worked greater than 50% of the work schedule for the part-time employee.</p> <p>Resources to determine the full-time schedule include:</p> <ul style="list-style-type: none"> <li>▪ XREF44 or XREF46 Payroll Register (TIME ###.##/###.##)</li> <li>▪ P002 Time Capture Screen for employee's with timesheets (Forecast)</li> <li>▪ P007 Payroll Time Capture – Entered Pay Types by Day – Summary for employees using On-line Daily Time (FOR)</li> <li>▪ P020 Work Schedule Data for the employee and the PTW1 Payroll Work Schedule Table screens</li> </ul>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides and Report Guides</p>																																																																																
<p>P007 PAYROLL TIME CAPTURE - ENTERED PAY TYPES BY DAY - SUMMARY</p> <table border="1"> <thead> <tr> <th>SSN/EMPLOYEE ID</th> <th>OR#####</th> <th colspan="2">DAILY DISPLAY</th> </tr> <tr> <th>AGENCY/CCJ</th> <th>##### 1</th> <th colspan="2"></th> </tr> <tr> <th colspan="4">PAY PERIOD MONTH 07 / 16</th> </tr> </thead> <tbody> <tr> <td>DAY/02</td> <td></td> <td></td> <td>RG 79.42</td> </tr> <tr> <td>RG 5.00</td> <td>UST 1.00</td> <td>UST 1.42</td> <td>SL .75</td> </tr> <tr> <td>UST .75</td> <td>DAY/10</td> <td>DAY/19</td> <td>UST 1.00</td> </tr> <tr> <td>DAY/03</td> <td>RG 3.50</td> <td>RG 5.00</td> <td>DAY/27</td> </tr> <tr> <td>LA 4.00</td> <td>UST 1.50</td> <td>UST 1.00</td> <td>RG 3.67</td> </tr> <tr> <td>VA 1.00</td> <td>SL 1.50</td> <td>DAY/20</td> <td>SL 1.33</td> </tr> <tr> <td>DAY/04</td> <td>DAY/12</td> <td>RG 5.00</td> <td>DAY/30</td> </tr> <tr> <td>CTS 4.00</td> <td>RG 5.00</td> <td>UST 2.50</td> <td>RG 5.00</td> </tr> <tr> <td>DAY/05</td> <td>UST 2.58</td> <td>DAY/23</td> <td>UST 1.75</td> </tr> <tr> <td>RG 5.00</td> <td>DAY/13</td> <td>RG 5.00</td> <td>DAY/31</td> </tr> <tr> <td>UST 1.00</td> <td>RG 5.00</td> <td>UST 1.00</td> <td>RG 5.00</td> </tr> <tr> <td>DAY/06</td> <td>UST 2.00</td> <td>DAY/24</td> <td>UST 2.00</td> </tr> <tr> <td>RG 4.25</td> <td>DAY/16</td> <td>RG 3.75</td> <td></td> </tr> <tr> <td>CTL .75</td> <td>RG 5.00</td> <td>SL 1.25</td> <td>REG 90.00</td> </tr> <tr> <td>UST 1.00</td> <td>UST .50</td> <td>UST 1.25</td> <td>OTH 26.25</td> </tr> <tr> <td>DAY/09</td> <td>DAY/17</td> <td>DAY/26</td> <td>LWP</td> </tr> <tr> <td>RG 5.00</td> <td>RG 5.00</td> <td>RG 4.25</td> <td><b>FOR 180.00</b></td> </tr> </tbody> </table>	SSN/EMPLOYEE ID	OR#####	DAILY DISPLAY		AGENCY/CCJ	##### 1			PAY PERIOD MONTH 07 / 16				DAY/02			RG 79.42	RG 5.00	UST 1.00	UST 1.42	SL .75	UST .75	DAY/10	DAY/19	UST 1.00	DAY/03	RG 3.50	RG 5.00	DAY/27	LA 4.00	UST 1.50	UST 1.00	RG 3.67	VA 1.00	SL 1.50	DAY/20	SL 1.33	DAY/04	DAY/12	RG 5.00	DAY/30	CTS 4.00	RG 5.00	UST 2.50	RG 5.00	DAY/05	UST 2.58	DAY/23	UST 1.75	RG 5.00	DAY/13	RG 5.00	DAY/31	UST 1.00	RG 5.00	UST 1.00	RG 5.00	DAY/06	UST 2.00	DAY/24	UST 2.00	RG 4.25	DAY/16	RG 3.75		CTL .75	RG 5.00	SL 1.25	REG 90.00	UST 1.00	UST .50	UST 1.25	OTH 26.25	DAY/09	DAY/17	DAY/26	LWP	RG 5.00	RG 5.00	RG 4.25	<b>FOR 180.00</b>	<p>This employee uses On-line Daily Time (ODT) to record time. The P007 screen is an inquiry only screen that displays the time entered. We can use it to determine the full-time schedule as well as the employee's hours.</p> <p>From this screen, we know the full-time forecast = 180.00.</p>
SSN/EMPLOYEE ID	OR#####	DAILY DISPLAY																																																																															
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Action					More
<b>Part Time Employees</b>					
For part-time employees, 50% of the ER contribution is earned when 80 hours in a month are worked. Each hour over 80 worked increases the ER contribution amount					
<b>ER Cost ↓</b>			<b>50%</b>		<b>ER Contribution</b>
1,218.10	ER Prem	x	50%	=	609.05
<b>ER Contribution</b>			<b>F/T Forecast<sup>1</sup> - 80 Hours</b>		<b>Per-Hour Benefit Amount</b>
609.05		÷	100.00	=	6.09
<b>Per-Hour Benefit Amount</b>			<b>Hours Paid Over 80</b>		<b>Over 80 Hrs Benefit Amt</b>
6.09		x	36.25	=	220.80
<b>ER Benefit Amount</b>			<b>Over 80 Hrs Credit</b>		<b>Adjusted ER Contribution</b>
609.05		+	220.80	=	829.85

6. Determine the the regular paid hours for the part-time employee for the month where you are forcing premiums – up to the full-time forecast.

Resources to determine the employee’s hours include:

- PT-FT CD/PCT on the P030 X the full-time hours for the employee’s work schedule
- P191 Register Summary screen (Units)
- XREF44 or XREF46 Payroll Register (TIME ###.##/###.##)
- P002 Time Capture Screen for employees with timesheets (total reg + UST + comp time accrued)
- P007 Payroll Time Capture – Entered Pay Types by Day – Summary screen for employees with On-line Daily Time (Reg + UST + comp time accrued)

If the employee is on LWOP, use the employee’s normal work schedule for the month.



**Action**

**More**

7. This employee has part-time medical insurance for employee and family (DDD) and is entitled to an employer paid subsidy toward the premium costs. When the employee qualifies, complete the Flat Subsidy for Part Time Medical Plan section of the worksheet.

The subsidy amounts are based upon the coverage the employee has. The left column of the spreadsheet has the amounts. Enter this amount in the Flat Subsidy for Part Time Medical Plan section of the worksheet.

<b>PT/JS Medical Subsidy</b>	
<b>Subsidy Tier</b>	<b>Amt</b>
AAA/101	346.25
BBB/102/802	452.34
CCC/103/803/805	395.94
DDD/104/804/806/807	460.52

8. The spreadsheet completes the Total Employer Benefit amount. It brings down the Prorated Part-time Monthly Benefit Amount from the Part Time Employees section and the Flat Subsidy for Part Time Medical Plan if you have entered an amount. This the amount that the employer will pay toward premiums.

<b>Total Employer Benefit</b>			
<b>Adjusted ER Contribution</b>		<b>PT Medical Subsidy</b>	<b>Total ER Contribution</b>
829.85	+	460.52	= 1,290.37

8. The employee will pay the employee's 1% or 5% contribution and any additional cost left from the employer share. The spreadsheet will distribute the amounts in the Final Calculatons section to the employee and employer.

<b>Final Calculations</b>			
<b>ER Cost</b>	1,218.10	<b>EE Cost</b>	-
<b>ER Contribution</b>	1,290.37	<b>+ EE 5%</b>	64.11
<b>= EE Cost</b>	-	<b>= EE Total</b>	64.11
<b>F/I Med CBA Subsidy</b>	-	<b>LWOP <math>\emptyset</math></b>	<b>Opt Out \$</b>
<b>Revised EE Total</b>	-	<b>P050 M/D</b>	-
		<b>P050 Med</b>	-
		<b>P070 Opt-Out</b>	-

9. The formulas also distribute the employer and employee costs into the P070 Entries table at the end of the worksheet.

Action					More	
P070 Entries						
BENEFIT	PLAN & PLAN CODE	SHARED FIXED	EMPLR SHARE	PEBB ADMIN	VENDOR SHARE	
MEDICAL	SPNN DDD/104/804/806/807	60.58	1,151.11	6.04	1,205.65	
DENTAL	OQNN CCC/103/803/805	3.53	66.99	0.35	70.17	
VISION		-	-	-	-	
LIFE	001/101	-	-		-	

## **NET PAY NEGATIVE**

When an employee has LWOP or reduced hours or you make prior month adjustments, you may see:

- A negative NET PAY amount on the P370 Calculation of Current Payoff screen
- A NET PAY NEGATIVE message on the E120-042A, E120-052A, E122-042A, E122-046A, or E122-056A Payroll Exception reports

## **CURRENT PAY PERIOD NEGATIVE**

The following circumstances may create negatives when an employee has LWOP or reduced hours:

- The employee is salaried. The employee reported LWOP after final payroll run 1. The employee received an overpayment based upon the forecast.
- The employee has optional insurance and does not have enough pay to cover the premiums. See Self-Pay section below.
- The employee may be part-time or job share and normally have out-of-pocket costs for required PEBB insurances. See Part-time and Job Share Employees in General section below.
- The employee may have medical, dental or vision insurance for a domestic partner and/or the partner's dependent children. The employee has not claimed them as tax dependents. There are DPT / DPS entries on the P050 screen. The employee's wages do not cover the tax liability for the imputed value of these premiums. See Domestic Partner Insurance section above.
- The employee may have a fixed ADDL amount for FEDERAL and/or STATE withholding on the P010 Withholding Data / Locator Data screen and the wages do not cover the additional amount withheld. Request a new W-4 from the employee to give you permission to delete the ADDL amount. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Income Taxes.
- The employee has some paid regular hours and the wages do not cover the employee's existing voluntary deductions. Obtain written permission from the employee to reduce the amount or delete deductions from the P070 screen. Especially look at the following:
  - Deferred compensation (contact OSGP)

- Fixed amount direct deposits
- Charitable contributions
- Flexible spending accounts

## **NET PAY NEGATIVE WHEN CORRECTING PRIOR PAY PERIODS**

When you are correcting prior pay periods, your entries may create a negative for that pay period. OSPA will roll the negative forward into subsequent pay period(s). When the employee has enough pay, OSPA will deduct the negative or a portion of the negative until it is covered. The negative will display on the P370 and P191 screens under DEDUCTIONS with deduction code 9999, plan code 001 or 002, and a description of prior.

You may need to work out a repayment plan with the employee. See any applicable bargaining agreement and the Oregon Accounting Manual (OAM) 45.50.00.PO and 45.50.00.PR Collection of Overpayment.

# **OPT OUT OF PEBB MEDICAL**

OAR 101-020-0015 allows an employee who has medical insurance coverage under another employer sponsored group plan to opt out of PEBB medical insurance. S/he cannot opt out of basic life.

The employee may opt out when first hired, during open enrollment or as the result of a qualifying family status change (QSC). S/he must give agency payroll evidence of the other coverage within five days. Payroll then enters the certification in PDB.

The employee who opts out may receive cash in lieu of coverage, if made available by the PEBB Board for that plan year. To give the employee the cash, agency payroll enters an on-going transaction on the P050 Gross Pay Adjustments on File screen with pay type IR. OSPA will not calculate cash in lieu of coverage unless the employee has:

- A deduction with OONN (medical) and plan code 001 (PEBB coverage) or 002 (other coverage) on the P070 screen and
- An IR entry on the P050 screen

PEBB designates the opt out amount for each plan year. OSPA displays the amounts on the PTB1 Payroll Benefit Package Table screen. See Background Information, Screens section below. OSPA pro-rates the amount for part-time and job share employees.

This section includes instructions for the following:

- Initial Opt Out Entries
- Retroactive Opt Out Entries

## **INITIAL OPT OUT ENTRIES**

When an employee first opts out of medical or medical and dental insurance, make the following entries. If you are retroactively entering opt out amounts for closed pay periods, see Retroactive Opt Out Entries below in this same section.

Action	More
<p>1. When the employee opts out, PDB interfaces the choice to the P070 Deductions and Deduction Adjustments screen in OSPA with a deduction code OONN (medical) and plan code of 001 (PEBB coverage) or 002 (other coverage).</p>	
<pre> P070  OR##### ,##### ,1231YY          DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME , FIRSTNAME       DA98 PRESS ENTER FOR NEXT PAGE  A DED  PLAN OPE    DATE  -EMPLOYEE---SHARE-  JOB    EMPLR  PEBB   VENDOR D CODE CODE CD  BEGIN  END    PCT PCT  FIXED  SHR    SHARE ADMIN  SHARE J DESC  DESC GRS NET  AMOUNT  PCT ?  OONN 001    H 1231YY 999999          .00          .00    .00 .00 OPT OUT    PEBBCOVERAGE  COMM          TRANS DATE 121509 ACH ACCT          ACCT CD           </pre>	

Action	More
<pre> P070  OR##### ,##### ,1231YY          DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME, FIRSTNAME       DA98 PRESS ENTER FOR NEXT PAGE  A DED  PLAN OPE      DATE  -EMPLOYEE---SHARE-  JOB    EMPLR  PEBB   VENDOR D CODE CODE CD  BEGIN  END    PCT PCT   FIXED  SHR    SHARE ADMIN  SHARE J DESC  DESC ?  OONN 002  H 1231YY 999999          .00          .00      .00      .00   MED OPT OUT  OTHRCOVORAGE  COMM          TRANS DATE 032916 ACH ACCT          ACCT CD           </pre>	
<p>2. Tools that will alert you to this entry and remind you to make a corresponding entry on the P050 screen include:</p> <ul style="list-style-type: none"> <li>▪ If the employee self-enrolls in PDB, the opt out will appear in your agency's Home Page Alerts for confirmation.</li> <li>▪ The E120-042A, E120-052A, E122-042A, and E122-046A Payroll Exception Reports will display the error message "5900 – CASH BACK AND NO GPA."</li> </ul>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides</p>
<p>3. When you have certified that the employee has appropriate employer coverage and can opt out of medical or medical and dental insurance, make an entry on the P050 Gross Pay Adjustments on File screen. To retrieve a record on the P050 screen:</p> <ul style="list-style-type: none"> <li>▪ In the upper left corner of any screen, type P050, Employee ID or SSN (P050 OR#####)</li> <li>▪ Press [ENTER]</li> </ul>	<p>OSPA will default to your log-on agency number, CCJ 1 and the current pay period end date.</p>
<pre> P050 OR#####           </pre>	
<p>4. On the P050 screen, enter the following:</p> <ul style="list-style-type: none"> <li>▪ ? : a</li> <li>▪ <b>PAY TYP:</b> IR</li> <li>▪ <b>ADJ TYP:</b> blank, space through the field to erase the default A</li> <li>▪ <b>COMMENT:</b> audit trail, 12 characters</li> </ul>	<p>OSPA will populate START DATE with the current pay period. The blank ADJ TYP will make the entry on-going with a STOP DATE of 999999.</p>
<pre> P050  OR##### ,##### ,1,1231YY          GROSS PAY ADJUSTMENTS ON FILE       LASTNAME, FIRSTNAME          GP03 NO ADJUSTMENT SEGMENTS EXIST  PAY  STRT  STOP ADJ TYP  DATE  DATE TYP   RATE   UNITS   AMOUNT   DAYS   TRAN           ERROR MSG a  ir           COMMENT PEBB opt out           </pre>	

Action	More
<p>5. Check your entries. If they are right, press [ENTER]. Look for the message GP93 TRANSACTION COMPLETE. If you receive other messages, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P050 or Code Lists, Screen Message Codes.</p>	

P050	OR##### ,##### ,1,1231YY	GROSS PAY ADJUSTMENTS ON FILE							
	LASTNAME, FIRSTNAME	GP93 TRANSACTION COMPLETE							
PAY	STRT	STOP	ADJ				DAYS	TRAN	
TYP	DATE	DATE	TYP	RATE	UNITS	AMOUNT	WRKD	DATE	ERROR MSG
? IR	1231YY	999999		.00	.00	.00		1216YY	
INS	RETURN							COMMENT	PEBB OPT OUT

<p>6. The IR adjustment displays on the following:</p> <ul style="list-style-type: none"> <li>▪ P370 Calculation of Current Payoff screen</li> <li>▪ P191 Register Summary screen</li> <li>▪ P192 Register Listing screen</li> <li>▪ XREF43, XREF44, XREF45, XREF46, and XREF46D Payroll Registers</li> <li>▪ B075A Gross Pay Adjustments report</li> </ul>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides and Report Guides.</p>
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P191	Oregon State Payroll - Register Summary							
EmpID:	OR#####	AG#:	#####	TxY:	12	Pay Per:	073112	LASTNAME, FIRSTNAME
ORIGINAL	Run:	01	Check	Iss:	030116	Job:	1 120715	Rep/Cls: OA C6658
Ben:	CO	Adj	Base:	2576.00	Basis:	S	PT/FT: F	Hr-Rt: 14.86
A Typ	Units	Rate	Amt	A DED/PL	EE Amt	ER Amt		
T/S RG*	168.00	2576.00	2576.00	DONN	43.79			
GPA IR			232.05	OONN001		154.00		
Total Gross			2808.05	SLNN001	0.05	0.95		
Tax/Ret	ER Amt	EE Amt	Subj Amt	STNN001	16.49			
FIT J 0		235.96	2801.04	TDNN111	2.75			
SIT J 0		175.00		UENNCCC	6.96			
SSEC		173.67	2801.04	UMNN020	1.50			
MEDR		40.62	2801.04	XDNN555	2108.70			
WBF		2.56						
Total Deductions					71.54	154.95		
Net Pay			2108.70	ACH: Y	WEB			

This P191 screen illustrates the calculation that OSPA makes:  
 EE Opt Out Amt = 233.00  
 Basic Life = -.95  
 Employee Amt = 232.05  
 PEBB Opt Out Amt = 154.00

## **RETROACTIVE OPT OUT ENTRIES**

You may need to make retroactive IR entries on the P050 screen if payroll did not make the IR entry when the employee first opted out.

### **Pay Period On the P190 Payroll Register Data Screen --** If the pay periods are still on the P190

Payroll Register Data screen:

- Make sure the OONN deduction is on the P070 screen for the affected pay period(s)
- Make P050 IR entries for each applicable month.

- **NOTE:** if you need to make an on-going IR entry for the current and future months, you can make the on-going entry in the first prior month where the opt out applies and let OSPA carry it forward.
- If the IR already exists in the current and future months. Make one-time IR entries in each month that you need to correct.
- Set corrective(s) (Corr Flag = Y) on the P190 screen for each affected pay period
- OSPA will calculate the correct IR amount

**Pay Period Not On the P190 Payroll Register Data Screen --** If you need to make entries for pay periods that are no longer on the P190 screen:

- Make the entries in the current pay period
- You will need to calculate and enter the AMOUNT for the IR pay type
- If the employee had overtime in the month(s) affected, you will need to recalculate overtime for those months
- See the entries that follow

See Retroactive Entries section for more information.

**NOTE:** If the employee received IR payments in error, ask the OSPS Help Desk to make the entry. Agencies cannot make negative IR entries.

Action	More
<p>1. First, find information you need for your entries on the XREF44 or XREF46 Payroll Register for the months you are correcting:</p> <ul style="list-style-type: none"> <li>▪ Did the employee have overtime in the month(s) you are correcting? If so, on the payroll register, find the P003 or P004 Time Capture and P050 screen entries that were included in the overtime calculation. Also, find the overtime rate OSPA used.</li> <li>▪ If the employee opted out of medical only, find the amount the employee and employer paid for dental insurance. Include the 901 plan code if the employer paid a subsidy. See Subsidy section below.</li> <li>▪ Find the amount the employee and employer paid for basic life insurance. Again, include the 901 plan code if the employer paid a subsidy.</li> </ul>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Introduction, Payroll Calculation, and Report Guides, Payroll Register</p> <p>See Deciphering the Payroll Register in the OSPS On-line Resource (see Background Information below, Authority / References section for a link).</p>
<p>2. Next, identify the opt out amount for a full-time employee on the PTB1 Payroll Benefit Package Table screen.</p> <p>To access the PTB1:</p> <ul style="list-style-type: none"> <li>▪ Press [PAUSE] to clear the screen</li> <li>▪ In the upper left corner, type PTB1 and the employee's BENEFIT PKG CD from the P030 Job Status Data screen (PTB1 AA)</li> <li>▪ Press [ENTER]</li> </ul>	<p>The opt out amounts may change each plan year. If you are adjusting a prior year, add the effective date to your inquiry: PTB1, benefit package code, effective date (PTB2 AA MMDDYY)</p>

Action	More																																																																																																																																																																																																																																																											
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ST	STRAIGHT TM	00	000.00	9999.0	00	0000.0	00			?	VA	VACATION-LC1	00	008.00	0325.0	00	0000.0	06			?	VA	VACATION-LC2	00	010.00	0325.0	00	0000.0	00			?	VA	VACATION-LC3	00	012.00	0325.0	00	0000.0	00			<p>The amount is pro-rated for job share and part-time employees. See Attachments section below for examples</p>
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<p>The PTB1 screen has five OPT OUT AMTS:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> field = amount the agency pays</li> <li>• 2<sup>nd</sup> field = amount <b>paid to PEBB</b> when employee opts out of medical</li> <li>• 3<sup>rd</sup> field = amount <b>paid to a full-time employee</b> who opts out of medical</li> <li>• 4<sup>th</sup> field = Not currently applicable</li> <li>• 5<sup>th</sup> field = Not currently applicable</li> </ul>																																																																																																																																																																																																																																																												
<p>3. If the employee is part-time or job share, pro-rate the opt out amount for the employee by completing the applicable section on the Insurance Force Entry worksheet.</p> <ul style="list-style-type: none"> <li>▪ For a job share employee, multiply the employee opt out amount by the PT-FT CD/PCT on the employee's P030 screen.</li> <li>▪ For a part-time employee, complete the Part Time Employees section to calculate the Prorated Part-Time Monthly Benefit Amt. If the employee's regular paid hours vary from month to month, you will need to recalculate it for each month you are correcting.</li> </ul>	<p>See Forcing PEBB Benefits above, Entries for Part-time Employees section and Attachments section below</p>																																																																																																																																																																																																																																																											
<p>4. Subtract the employer cost of the basic life from the opt out amount you looked up and calculated (if part-time or job share).</p>																																																																																																																																																																																																																																																												

Action	More
<p>5. See the next two steps if the employee had overtime. If the employee did not have overtime, make the following entries on the P050 screen in the current pay period. Make a separate entry for each month you are correcting.</p> <ul style="list-style-type: none"> <li>▪ <b>PAY TYP:</b> IR</li> <li>▪ <b>ADJ TYP:</b> allow to default to A</li> <li>▪ <b>AMOUNT:</b> the amount from your calculations above</li> <li>▪ <b>COMMENT:</b> month being corrected</li> </ul> <p>For the IR pay type:</p> <ul style="list-style-type: none"> <li>▪ OSPA will not allow you to enter an AMOUNT &gt;300.00. If you do, you will receive the error message "RT/UNIT/AMT INV."</li> <li>▪ OSPA will allow multiple entries with different comments; e.g., a different month in the COMMENT field</li> </ul>	
<p><b>Full-time Medical Opt Out</b></p> <pre> P050  OR##### ,##### ,1,0228YY  GROSS PAY ADJUSTMENTS ON FILE       LASTNAME, FIRSTNAME  PAY  STRT  STOP  ADJ TYP  DATE  DATE  TYP  RATE  UNITS  AMOUNT  DAYS  TRAN ? IR  022811  999999  .00  .00  .00  WRKD  DATE  ERROR MSG INS  RETURN  COMMENT  PEBB  OPT  OUT  a ir          A          232.05          COMMENT Dec YYYY  a ir          A          232.05          COMMENT Jan YYYY </pre>	<p>The employee opted out of medical only: EE Opt Out Amt = 233.00</p> <p>Basic Life = -.95 Employee Amt = 232.05</p>
<p>6. If the employee had overtime in the months you are correcting, you need to recalculate the overtime rate for each month with the IR amount included. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Introduction, Payroll Calculation, Overtime Calculation.</p>	

Action	More
<p>7. Then, make three entries on the P050 screen in the current pay period:</p> <p>The first is the opt out entry:</p> <ul style="list-style-type: none"> <li>▪ <b>PAY TYP:</b> ZIR</li> <li>▪ <b>ADJ TYP:</b> allow to default to A</li> <li>▪ <b>AMOUNT:</b> the amount from your calculations above</li> <li>▪ <b>COMMENT:</b> month being corrected</li> </ul> <p>Next, make a negative entry for the original overtime:</p> <ul style="list-style-type: none"> <li>▪ <b>PAY TYP:</b> ZOT</li> <li>▪ <b>ADJ TYP:</b> allow to default to A</li> <li>▪ <b>RATE:</b> rate OSPA originally used to pay the overtime hours, RATE from the XREF44 or XREF46, ##.##</li> <li>▪ <b>UNITS:</b> number of overtime hours, SUBJECT/TIME from the XREF44 or XREF46, negative (###.##-)</li> <li>▪ <b>COMMENT:</b> up to 12 unique alphanumeric characters for an audit trail</li> </ul> <p>Finally, re-enter the overtime with the new overtime rate that includes the IR amount:</p> <ul style="list-style-type: none"> <li>▪ <b>PAY TYP:</b> ZOT</li> <li>▪ <b>ADJ TYP:</b> allow to default to A</li> <li>▪ <b>RATE:</b> rate you calculated with the opt out amount, positive number</li> <li>▪ <b>UNITS:</b> number of overtime hours, SUBJECT/TIME from the XREF44 or XREF46</li> <li>▪ <b>COMMENT:</b> up to 12 unique alphanumeric characters for an audit trail</li> </ul> <p><b>NOTE:</b> The AMOUNT field on the P050 screen has edits for maximum dollar amounts. You may receive the following screen messages. If you do, reduce the amount of your entry and make additional entries with different values in the COMMENT field.</p> <ul style="list-style-type: none"> <li>▪ AMT OVERFLOW – you have entered RATE and UNITS and the calculated AMOUNT is &gt;9999.99</li> <li>▪ RT/UNIT/AMT INV – the AMOUNT exceeds the defined maximum amount for the pay type</li> </ul>	

Action	More
<pre> P050  OR##### ,##### ,1,0228YY          GROSS PAY ADJUSTMENTS ON FILE       LASTNAME, FIRSTNAME                    GP93 TRANSACTION COMPLETE        PAY  STRT  STOP ADJ       TYP  DATE  DATE TYP   RATE   UNITS   AMOUNT   DAYS   TRAN       ? IR 123109 999999   .00     .00     .00     WRKD  DATE  ERROR MSG       INS RETURN       a ot                A 46.07   10.00-                                      COMMENT mar YYYY ot       a zot                A 49.61   10.00                                      COMMENT mar ot wi ir       a zir                A                408.96                                      COMMENT 01-03/YY ir           </pre>	<p>The ZIR and ZOT will not impact the OT calculation for the current month.</p> <p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Introduction, Payroll Calculation, Overtime Calculation to determine the new OT rate.</p>

8. Review your entries. If they are right, press [ENTER]. Watch for the message GP93 TRANSACTION COMPLETE. If you receive other messages, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P050 or Code Lists, Screen Message Codes.

<pre> P050  OR##### ,##### ,1,0228YY1          GROSS PAY ADJUSTMENTS ON FILE       LASTNAME, FIRSTNAME                    GP93 TRANSACTION COMPLETE        PAY  STRT  STOP ADJ       TYP  DATE  DATE TYP   RATE   UNITS   AMOUNT   DAYS   TRAN       ? IR 0228YY 999999   .00     .00     .00     WRKD  DATE  ERROR MSG       INS RETURN                                      COMMENT PEBB OPT OUT        ? IR 0228YY 0228YY A   .00     .00     232.05   WRKD  DATE  ERROR MSG       INS RETURN                                      COMMENT DEC YYYY        ? IR 0228YY 0228YY A   .00     .00     232.05   WRKD  DATE  ERROR MSG       INS RETURN                                      COMMENT JAN YYYY           </pre>	<p>OSPA will default to the current pay period and your log-on agency number. Make sure you are entering the deduction in the same pay period that you entered the opt out amounts.</p>
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9. If the opt out deduction and plan code are not on the P070 screen for the pay period(s) you are correcting, also make the P070 entries: To access the P070 screen:

- On any screen, in the upper left corner, type P070 Employee ID or SSN (P070 OR#####)
- Press [ENTER]

<pre> P070 OR#####           </pre>	
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Action	More
<p>10. Enter the following on the P070 screen:</p> <ul style="list-style-type: none"> <li>▪ <b>?:</b> A</li> <li>▪ <b>ADJ:</b> A (see Forcing PEBB Benefits above, P070 Deductions and Deduction Adjustments Screen Fields section)</li> <li>▪ <b>DED CODE:</b> OONN (medical only) or OHNN (medical and dental)</li> <li>▪ <b>PLAN CODE DESC:</b> 001 (PEBB coverage) or 002 (other coverage)</li> <li>▪ <b>DATE BEGIN:</b> allow to default to the pay period end date used to retrieve the P070 record</li> <li>▪ <b>DATE END:</b> allow to default. A one-time ADJ type will default to the DATE BEGIN</li> <li>▪ <b>EMPLR SHARE:</b> amount that goes to PEBB from the PTB1 screen, OPT OUT AMTS, 2<sup>nd</sup> field if OONN, 4<sup>th</sup> field if OHNN</li> <li>▪ <b>PEBB ADMIN:</b> same as the EMPLR SHARE</li> <li>▪ <b>COMM:</b> Up to 12 characters to create an audit trail</li> </ul>	<p>When making the entry over an existing line, type over both the DED CODE DESC and the PLAN CODE DESC, even if they are the same as the new entry.</p>

**Opt Out of Medical Insurance**

P070 OR##### ,##### ,073116												
LASTNAME, FIRSTNAME					DEDUCTIONS AND DEDUCTION ADJUSTMENTS							
DA98 PRESS ENTER FOR NEXT PAGE												
A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR		
D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE	ADMIN	SHARE
J	DESC	DESC				GRS	NET	AMOUNT	PCT			
? A	OONN	002	H	073116	073116			.00		154.00	154.00	.00
	MED	OPT	OUT	OTHR	COVRAGE	COMM				TRANS	DATE	082016
	ACH	ACCT						ACCT	CD			

11. Review your entries. If right, press [ENTER] and watch for the message DA96 TRANSACTION COMPLETE. If you receive other messages, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P070, or Code Lists, Screen Message Codes.

P070 OR##### ,##### ,073116												
LASTNAME, FIRSTNAME					DEDUCTIONS AND DEDUCTION ADJUSTMENTS							
DA96 TRANSACTION COMPLETE, GPA BYPASSED												
DA98 PRESS ENTER FOR NEXT PAGE												
A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR		
D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE	ADMIN	SHARE
J	DESC	DESC				GRS	NET	AMOUNT	PCT			
? A	OHNN	002	H	073116	073116			.00		193.50	193.50	00
	M/D	OPT	OUT	OTHR	COVRAGE	COMM	07/16	RETRO		TRANS	DATE	082016
	ACH	ACCT						ACCT	CD			

**NOTE:** This screen message example includes "GPA BYPASSED". When you enter an OONN or OHNN deduction code with a plan code 001 or 002 on the P070 screen, OSPA edits for the presence of an IR entry on the P050 screen. If there is not one present, OSPA will add it.

**Action**

**More**

12. Review the results of your entries on the P370 Calculation of Current Payoff screen. To access the P370 screen:
- On any screen, in the upper left hand corner, type P370, employee ID or SSN, pay-period-end-date, current date (P370 OR##### MMDDYY MMDDYY)
  - Press [ENTER]

The agency number will default to your log-on agency.

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P370

**No Overtime in Months Corrected**

The P370 reflects three retroactive entries and the on-going IR entry.

```
P370 OR##### ,##### ,073116,080516 ,O CALCULATION OF CURRENT PAYOFF
370
LASTNAME, FIRSTNAME
```

INCOME TYPE	RATE	UNITS	AMOUNT	TAX /RET	AMOUNT	DEDUCTIONS	AMOUNT
TOTAL-R T	5187.00	184.00	5187.00	FIT	1030.12	AKNN001 LONG	51.35
COMP TM N		10.00		SIT	440.00	DONN SEIU	88.18
AINS RET T			232.05	SSEC	354.57	LCNN UN L	75.00
AINS RET T			232.05	MEDR	82.93	OONN001 OPT	
AINS RET T			232.05	WBF	2.60	OPNNBBB ODS	
AINS RET T			232.05	ERETS	118.09	SINN001 PEBB	
				SRETS	343.94	SLNN001 BASI	
						STNN001 SHOR	28.01
						TDNN SEIU	2.75
						UGNNKKK EMP	13.48
						UGNN120 EMP	51.34
						XDNN555 DIRE	3894.87
GROSS	6115.20	TX/RT	1910.22	DED	3822.16	NET/ACH	.00 / 3894.87
CALC YTD? N							

**Overtime in Month Corrected**

```
P370 or##### ,##### ,123109,122409 ,O CALCULATION OF CURRENT PAYOFF
370
LASTNAME, FIRSTNAME
```

INCOME TYPE	RATE	UNITS	AMOUNT	TAX /RET	AMOUNT	DEDUCTIONS	AMOUNT
TOTAL-R T	5187.00	184.00	5187.00	FIT	1040.03	AKNN001 LONG	51.35
COMP TM N		10.00		SIT	443.00	DONN SEIU	88.18
AOVERTIM T	46.07	10.00-	460.70-	SSEC	356.77	LCNN UN L	75.00
ARETRO I T			408.96	MEDR	83.44	OONN001 OPT	
ARETRO O T	49.61	10.00	496.10	WBF	2.60	OPNNBBB ODS	
AINS RET T			232.05	ERETS	110.39	SINN001 PEBB	
				SRETS	321.53	SLNN001 BASI	
						STNN001 SHOR	28.01
						TDNN SEIU	2.75
						UGNNKKK EMP	13.48
						UGNN120 EMP	51.34
						XDNN555 DIRE	3627.46
GROSS	5863.41	TX/RT	1925.84	DED	3841.94	NET/ACH	.00 / 3627.46
CALC YTD? N							

# **PART-TIME AND JOB SHARE EMPLOYEES IN GENERAL**

To be eligible for PEBB benefits, part-time employees must:

- Have at least 80 regular paid hours in the month or
- Be in a job share position or
- Be covered by a collective bargaining agreement (CBA) provision

Each month, part-time employees receive a pro-rated benefit amount from the agency for medical, dental, vision and basic life. Most part-time employees receive a pro-rated amount based upon the regular paid hours in the previous month.

Job share employees who have ≥one regular paid hour in the prior month receive a fixed amount based upon the PT-FT PCT on the P030 Job Status Data screen. **NOTE:** OSPA will back-out the benefits for job share employees if the following exceptional circumstances occur:

- The employee had some regular paid hours and some LWOP hours in the month **AND**
- The agency’s HR staff entered a LWOP code in the PPDB (LOA BEG DT/CD on the P030 Job Status Data screen) after the LWOP hours were entered

Eligible part-time and job share employees must pay the difference between the pro-rated benefit amount they receive and the sum of the costs for the basic life, vision, medical and dental plans that they select. They may choose to purchase either part-time and retiree or full-time medical and dental plans. They receive a monthly subsidy if they select part-time plans, see Subsidies section below.

If the employee’s salary falls at or below a defined salary threshold and the employee has full-time medical insurance, the employee may receive a subsidy toward the employee’s share of the insurance premiums. See Subsidies section below.

This section describes the way OSPA normally handles part-time and job share employees who are eligible for PEBB benefits. It does not require any entries in OSPA.

<b>Action</b>	<b>More</b>
1. Elements on the P030 Job Status Data screen for part-time and job share employees include: <ul style="list-style-type: none"> <li>▪ <b>PT-FT CD:</b> J = job share, P = part-time</li> <li>▪ <b>PCT:</b> percent of full-time the employee will normally work</li> <li>▪ <b>APPOINTMENT TYP:</b> L = limited duration, P = permanent, S = seasonal, T = temporary</li> <li>▪ <b>WAGE BASIS CD:</b> D = daily, H = hourly, P = part-time salaried, S = full-time salaried, U = undefined</li> <li>▪ <b>PERSONNEL PAY RATE:</b> ADJUSTED BASE * PCT</li> </ul>	See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P030.

Action	More
<pre> P030  OR##### ,##### ,1,999999          JOB STATUS DATA          030       LASTNAME, FIRSTNAME        *** JOB STATUS INFO *** JOB STAT START/STOP 120111/999999 PERS AGY/POS/DFC/SC #####/0302121/0/Y PT-FT CD/PCT       P/0.5000 APPOINTMENT TYP DT/CD 103105/P EMP REPR/CLS/OPT/STEP OA /C0212 /A/A/08 PERSONNEL TRANS CD 530 BENEFIT PKG CD CO LEAVE ACCRUAL SVC CD 2 PERS JOB CLASS CODE R CREW-UNIT 1413 WAGE BASIS CD P PERSONNEL BASE RATE 3600.00 ADJUSTED BASE 3600.00 PERSONNEL PAY RATE 1800.00 EQUIVALENT RATE 20.77 HOLIDAY PKG CD O LOA BEG DT/CD/END SEPARATION DT/REASON 062912/30 O-T/FLSA CD Y/N LAST PA NUMBR/TRAN DT RETIRE 061312        *** CONCURRENT JOB INFO *** REPORT DISTR CD 410 RECOG SVC DT 103105 CITY CNTY CD 24/M STANDARD HRS PER DAY 8.000 MASS TRANSIT DIST S TIMESHEET CD N EMPLOYEE ID #####        ---FUND SPLITS--- LABOR COSTING PCT       -FIXED MLY DIFFS-- PAY PCT/ PCT/ TYPE AMT AMT CD 134500000000 1.0000 </pre>	<p>We will look at two different part-time employees. Both are .5 PCT (50%) of full-time.</p>
<pre> P030  OR##### ,##### ,1,999999          JOB STATUS DATA          030       LASTNAME, FIRSTNAME        *** JOB STATUS INFO *** JOB STAT START/STOP 070112/999999 PERS AGY/POS/DFC/SC #####/0312161/0/0 PT-FT CD/PCT       P/0.5000 APPOINTMENT TYP DT/CD 092111/P EMP REPR/CLS/OPT/STEP OA /C1216 /A/A/02 PERSONNEL TRANS CD 237 BENEFIT PKG CD CO LEAVE ACCRUAL SVC CD 1 PERS JOB CLASS CODE G CREW-UNIT 1826 WAGE BASIS CD P PERSONNEL BASE RATE 3284.00 ADJUSTED BASE 3284.00 PERSONNEL PAY RATE 1642.00 EQUIVALENT RATE 18.95 HOLIDAY PKG CD O LOA BEG DT/CD/END SEPARATION DT/REASON O-T/FLSA CD Y/N LAST PA NUMBR/TRAN DT 072312        *** CONCURRENT JOB INFO *** REPORT DISTR CD 910 RECOG SVC DT 092111 CITY CNTY CD 24/M STANDARD HRS PER DAY 8.000 MASS TRANSIT DIST S TIMESHEET CD N EMPLOYEE ID #####        ---FUND SPLITS--- LABOR COSTING PCT       -FIXED MLY DIFFS-- PAY PCT/ PCT/ TYPE AMT AMT CD 134615000000 1.0000 </pre>	
<p>2. PDB will interface the benefit choices to the P070 Deductions and Deduction Adjustments screen in OSPA.</p>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P070</p>

Action											More		
P070	OR#####	#####	053112	DEDUCTIONS AND DEDUCTION ADJUSTMENTS							Here are the core insurances for the first employee. She chose full-time medical plans for employee and spouse -- KMNN Kaiser HMO and WDNN Willamette Dental.		
LASTNAME, FIRSTNAME				DA98 PRESS ENTER FOR NEXT PAGE									
A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR			
D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE		ADMIN	SHARE
J	DESC	DESC				GRS	NET	AMOUNT	PCT				
?	KMNN	BBB	H	123109	999999			.00		.00		.00	.00
	KAISER	HMO		EMP&SPOUSE		COMM				TRANS DATE		061312	
	ACH	ACCT						ACCT	CD				
?	KMNN	901	H	123109	999999			.00		.00		.00	.00
	KAISER	HMO		EE YTD/AGCY\$		COMM				TRANS DATE		061312	
	ACH	ACCT						ACCT	CD				
?	SLNN	001	N	123105	999999			.00		.00		.00	.00
	BASIC	LIFE		PRETAX/5K		COMM				TRANS DATE		061312	
	ACH	ACCT						ACCT	CD				
?	SLNN	901	N	123105	999999			.00		.00		.00	.00
	BASIC	LIFE		EE YTD/SUBSD		COMM				TRANS DATE	061312		
	ACH	ACCT						ACCT	CD				
?	WDNN	BBB	D	123105	999999			.00		.00	.00	.00	
	WILLMT	DENT		EMP&SPOUSE		COMM				TRANS DATE	061312		
	ACH	ACCT						ACCT	CD				
?	WDNN	901	D	123105	999999			.00		.00	.00	.00	
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Action	More																																																																																																																																																																																																																																																																															
<p>P070 OR##### ,##### ,073112 LASTNAME, FIRSTNAME</p> <p>DEDUCTIONS AND DEDUCTION ADJUSTMENTS</p> <p>DA98 PRESS ENTER FOR NEXT PAGE</p> <table border="1"> <thead> <tr> <th>A</th> <th>DED</th> <th>PLAN</th> <th>OPE</th> <th>DATE</th> <th>-EMPLOYEE---</th> <th>SHARE-</th> <th>JOB</th> <th>EMPLR</th> <th>PEBB</th> <th>VENDOR</th> </tr> <tr> <th>D</th> <th>CODE</th> <th>CODE</th> <th>CD</th> <th>BEGIN</th> <th>END</th> <th>PCT</th> <th>PCT</th> <th>FIXED</th> <th>SHR</th> <th>SHARE</th> <th>ADMIN</th> <th>SHARE</th> </tr> <tr> <th>J</th> <th>DESC</th> <th>DESC</th> <th></th> <th></th> <th></th> <th>GRS</th> <th>NET</th> <th>AMOUNT</th> <th>PCT</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>?</td> <td>QNN</td> <td>CCC</td> <td>D</td> <td>123111</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>ODS</td> <td>DENT</td> <td>P/T</td> <td>EMP&amp;CHILDREN</td> <td></td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>112511</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>QNN</td> <td>901</td> <td>D</td> <td>123111</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>ODS</td> <td>DENT</td> <td>P/T</td> <td>EE</td> <td>YTD/AGCY\$</td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>112511</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>SLNN</td> <td>001</td> <td>N</td> <td>123111</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>BASIC</td> <td>LIFE</td> <td></td> <td>PRETAX/5K</td> <td></td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>112511</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>SLNN</td> <td>901</td> <td>N</td> <td>123111</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>BASIC</td> <td>LIFE</td> <td></td> <td>EE</td> <td>YTD/SUBSD</td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>112511</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>SPNN</td> <td>DDD</td> <td>H</td> <td>093011</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>PSWP</td> <td>P/T</td> <td></td> <td>EMP&amp;FAMILY</td> <td></td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>092611</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>?</td> <td>SPNN</td> <td>901</td> <td>H</td> <td>093011</td> <td>999999</td> <td></td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td>PSWP</td> <td>P/T</td> <td></td> <td>EE</td> <td>YTD AGCY\$</td> <td>COMM</td> <td></td> <td></td> <td></td> <td>TRANS DATE</td> <td>092611</td> <td></td> </tr> <tr> <td></td> <td>ACH</td> <td>ACCT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ACCT</td> <td>CD</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR	D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE	ADMIN	SHARE	J	DESC	DESC				GRS	NET	AMOUNT	PCT				?	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She chose QNN ODS Dental Part-time for employee and children and SPNN PEBB and Part-time Statewide Plan for employee and family.</p> <p>With part-time insurance, she qualified for an additional part-time subsidy. The subsidy for employee and family coverage is \$460.52 per month. See Subsidies section below.</p>
A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	PEBB	VENDOR																																																																																																																																																																																																																																																																						
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<p>3. For part-time and job share employees, OSPA pro-rates the full-time benefit amount.</p> <ul style="list-style-type: none"> <li>For job share employees, OSPA multiplies the full-time benefit amount by the employee's PT-FT PCT on the P030 screen</li> <li>For part-time employees, it pro-rates the full-time benefit amount, using the employee's regular paid hours in the last month and the forecast for a full-time employee with the same work schedule. See the Insurance Force Entry Worksheet for the calculation, <a href="http://oregon.gov/DAS/Financial/Payroll/Pages/processingttools.aspx">oregon.gov/DAS/Financial/Payroll/Pages/processingttools.aspx</a></li> </ul>	<p>The benefit amount will vary each month if the employee's schedule varies.</p> <p>Benefit amount for a full-time employee = (the premiums for dental + medical + vision + basic life) * percent employer pays</p>																																																																																																																																																																																																																																																																															
<p>4. OSPA then distributes the premium costs between the employee and the agency for basic life, vision, medical and dental insurance. (As with other PEBB participants, part-time and job share employees may also enroll in and pay for optional PEBB benefits.)</p>																																																																																																																																																																																																																																																																																

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<p>P191 Oregon State Payroll - Register Summary  EmpID: OR##### AG#: ##### TxY: 12 Pay Per: 053112 LASTNAME, FIRSTNAME</p>																																																																																																			
<p>ORIGINAL <b>Run: 01</b> Check Iss: 060112 Job: 1 120111 Rep/Cls: OA C0212  Ben: CO Adj Base: 3600.00 Basis: P PT/FT: P Hr-Rt: 20.77</p>																																																																																																			
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The FTE for the month = 180 hrs.</p> <p>Prior to run 1 final, the employee reported 11.75 hours of unscheduled straight time (UST) and 4.00 hours of comp time straight in addition to the forecasted 90 regular hours.</p> <p>For run 2, the employee reported an additional 10.50 UST hours.</p> <p>In Run 1, OSPA prorated the PEBB benefit amount based upon the employee's hours for that run + the \$460.52 part-time subsidy. (The benefit amount displays in the ER Amt column with the alpha plan code. The subsidy displays in the ER Amt column with plan code 901.) With the subsidy, the employee only paid the 5% employee contribution.</p> <p>In Run 2, the additional hours increased the employee's benefit amount. OSPA reduced the amount of the subsidy and increased the benefit amount.</p>
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<p>5. For part-time employees, OSPA will only pay premiums for PEBB benefits for the next month if the employee worked ≥80 hours in the current month.</p> <p>If the employee works &lt;80 hours for a month, it is a COBRA event for vision, medical, and dental insurance -- unless the employee is on a protected LWOP or otherwise qualified under ACA. See Public Employees' Benefit Board FMLA-OFLA BenefitMatrix  <a href="http://www.oregon.gov/das/HR/Documents/PEBB%20Benefit%20Matrix.pdf">http://www.oregon.gov/das/HR/Documents/PEBB%20Benefit%20Matrix.pdf</a></p> <p>For optional benefits, the employee may be able to self-pay premiums. See "Leave Types and Employee Option to Self Pay Premiums to the Agency," available from PEBB.</p>	

## ***RETROACTIVE ENTRIES***

Normally, an employee or agency payroll enters the eligible employee's insurance selections in PEBB "dot" Benefits (PDB). Then, PDB interfaces the selections to the P070 Deductions and Deduction Adjustments screen in OSPA in the current pay period. OSPA will not accept entries from PDB for a closed pay period (run 2 final has processed).

There will be circumstances in which you will make new or correcting entries on the P070 Deductions and Deduction Adjustments and/or P050 Gross Pay Adjustments on File screens for a closed pay period. **Do not make P070 screen entries for a closed pay period unless PEBB or a specific insurance carrier directs you to do so.**

The circumstances may include:

- PEBB has approved an employee's appeal for insurance coverage and agreed to begin coverage in a prior pay period
- PEBB has given agency payroll instructions to correct missing or incorrect entries in OSPA
- A specific insurance carrier has notified you of an error in premiums paid
- DPT / DPN / DPS or IR entries on the P050 screen were made in error, are missing or the employee's circumstances have changed

## ***WHERE TO MAKE ENTRIES***

The timing plays a part in how you make the entries:

- If the pay period is still on the P190 Payroll Register Data screen, enter the changes in the appropriate month and set the corrective flag on the P190 screen.

**NOTE:** after November run 2, you can only correct November, even though the current tax year remains on the P190 screen.

- If it is after November run 2, make the entries in the current pay period.

**NOTE:** there are some exceptions for corrections for a prior tax year, see Prior Tax Year Guidelines below.

## **GUIDELINES**

### **Pay Period on the P190 Payroll Register Data Screen**

If the affected pay period is still on the P190 screen, do the following in OSPA:

- Make the entries on the P070 Deductions and Deduction Adjustments or P050 Gross Pay Adjustments on File screen in the appropriate pay period. See Forcing PEBB Benefits section above for specific entries.
- Set a corrective on the P190 screen for the affected pay period

See Reviewing Entries, Setting a Corrective below in this section.

### **Pay Period Not on the P190 Payroll Register Data Screen**

If the pay period is no longer on the P190 screen or it is after November run 2, enter the premiums in the current pay period. Some guidelines for specific entries follow. If the corrections are for a prior tax year, also see Prior Tax Year Guidelines immediately after.

**Overtime Calculation** includes pay codes that have OT ≠ N on the PTB2 Payroll Benefit Package Table screen. The IR pay code has OT = D, which means a retroactive entry will affect the overtime calculation for an employee who had overtime in the month being corrected. If you enter the correcting entry in the current month and the employee has overtime in the current month, it could also affect the current month overtime calculation. See Opt Out of Medical or Medical and Dental Insurance above, Retroactive Opt Out Entries section for specific information on the entries. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Introduction, Payroll Calculation for additional information about the overtime calculation in general.

**P050 Screent AMOUNT** field has edits for maximum dollar amounts. You may encounter the following screen messages. If you do, reduce the amount of your entry and make duplicate entries with different values in the COMMENT field or make entries in multiple months that are still on the P190 screen and set correctives.

- AMT OVERFLOW – you have entered RATE and UNITS and the calculated AMOUNT is >9999.99
- RT/UNIT/AMT INV – the AMOUNT exceeds the defined maximum amount for the pay type

**P070 Screen Amounts** have edits for maximum dollar amounts. They vary by deduction code. You may receive the following messages. If you encounter any of these screen messages, create multiple entries with different ADJ codes or make entries in multiple months that are still on the P190 screen and set correctives.

- DA16 FIXED AMT INV
- DA18 EMPLR SHARE INV
- DA19 PEBB ADMIN INV
- DA20 VEND SHR INV

### **Prior Tax Year Corrections**

PEBB or an insurance carrier may ask you to correct or enter insurance coverage in OSPA for a prior year. Here are some guidelines for specific insurances:

**Domestic Partner Insurance** –Do not make the DPT / DPN / DPS entries on the P050 screen for the prior year (see Domestic Partner Insurance section above). The DPT and DPS entries increase taxable income without increasing cash to the employee. The DPN entry decreases taxable income. Because the employee received the benefit in the year that you are correcting, request a corrected W-2 (W-2c) for the affected year after you make the P070 screen entries. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Income Taxes.

**Flexible Spending Accounts** – Do not make P070 entries in OSPA to correct FSA's for prior years. The employee will pay any make-up contributions directly to PEBB's third-party administrator; they are post-tax. If the employee receives a refund, PEBB will notify agency payroll; this will increase the employee's taxable income for the affected year. In this case, request a corrected W-2 (W-2c) for the affected tax year. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Income Taxes.

**Medical, Vision and Dental Insurances** -- use the ZZZ (pre-tax) or 001 (post-tax) prior year adjustment plan codes. See Premium Rates immediately below.

**Premium Rates** -- You will need the premium amounts for the affected plan year. For medical, vision, dental and optional life insurance, you can look up prior rates by including a date in the inquiry on the PTD2 screen: PTD2 AAAA 1130YY. For other insurances, consult PEBB.

**For example, this is an inquiry for plan year 2015:**

ptd2 otnn 113015

PTD2	OTNN,113015			PAYROLL DED/PLAN CODES				03/15/16	PROD
Payee	MODA	DENTAL	SERVICE-PEBB/	Deduction Description			MDA PRE	DT5%	
T	Plan Code	Description	Carrier Cvg	OPE Tier	Cls CD	Emplr Share	Emple Share	PEBB Admin	Vendor Share
?	AAA	EMP ONLY	A		W	81.84	4.31	.48	85.67
	BBB	EMP&SPOUSE	B		X	109.70	5.77	.64	114.83
	CCC	EMP&CHILDREN	C		Y	94.14	4.95	.55	98.54
	DDD	EMP&FAMILY	D		Z	112.15	5.90	.66	117.39
	ZZZ	PRIOR ADJ	—		—	.00	.00	.00	.00
	001	PRIOR ADJ	—		—	.00	.00	.00	.00
	101	EMP ONLY	A		W	81.84	4.31	.48	85.67
	102	EMP&SP/PTNR	B		X	109.70	5.77	.64	114.83
	103	EMP&CHILDREN	C		Y	94.14	4.95	.55	98.54
	104	EMP&FAMILY	D		Z	112.15	5.90	.66	117.39
	802	EMP&PARTNER	B		X	109.70	5.77	.64	114.83
	803	EE/DP'S CHL	C		Y	94.14	4.95	.55	98.54
	804	EE/DP/EE CHL	D		Z	112.15	5.90	.66	117.39
	805	EMP&BOTH CHL	C		Y	94.14	4.95	.55	98.54
	806	EE/DP/DP CHL	D		Z	112.15	5.90	.66	117.39
	807	EE/DP/BTH CH	D		Z	112.15	5.90	.66	117.39
	901	EE YTD/AGCY\$	—		—	.00	.00	.00	.00

## Correcting an Existing Deduction

If you are correcting an existing deduction on the P070 screen:

- First back-out the original deduction with negative entries:

P070		OR##### ,##### ,MMDDYY										
		LASTNAME FIRSTNAME I										
		DEDUCTIONS AND DEDUCTION ADJUSTMENTS										
		DA98 PRESS ENTER FOR NEXT PAGE										
A	DED	PLAN	OPE	DATE	-EMPLOYEE---			SHARE-	JOB	EMPLR	PEBB	VENDOR
D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE	ADMIN	SHARE
J	DESC	DESC				GRS	NET	AMOUNT	PCT			
?	OTNN	AAA	D	1231YY	999999			.00		.00	.00	.00
	ODS	TRD	DENT	EMP	ONLY	COMM				TRANS	DATE	1116YY
	ACH	ACCT						ACCT	CD			
	a a	otnn	aaa	D	999999			4.06-		77.21-	.46-	80.81-
						COMM	correct	cvrg		TRANS	DATE	
	ACH	ACCT						ACCT	CD			

- This example shows reversing a deduction for ODS Traditional Dental, employee only.
- The on-going deduction does not have amounts, OSPA looks them up from the PTD2 Payroll Deduction Table screen.
- To make the negative entries, find the amounts on the XREF76C Deduction Detail Register for the month(s) you are correcting. For medical, dental or vision, you must enter an amount in EMPLOYEE SHARE FIXED AMOUNT, EMPLR SHARE, PEBB ADMIN and VENDOR SHARE.
- Use ADJ A for the negative entries. This is a one-time entry, if you are correcting more than one month, you will need to enter the negative deduction in each month. (OSPA will not allow two on-going deductions with the same deduction and plan code.)

- Then, make the correct entry:

P070		OR##### ,##### ,MMDDYY										
		LASTNAME, FIRSTNAME I										
		DEDUCTIONS AND DEDUCTION ADJUSTMENTS										
		DA98 PRESS ENTER FOR NEXT PAGE										
A	DED	PLAN	OPE	DATE	-EMPLOYEE---			SHARE-	JOB	EMPLR	PEBB	VENDOR
D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE	ADMIN	SHARE
J	DESC	DESC				GRS	NET	AMOUNT	PCT			
?	OTNN	AAA	D	123199	999999			.00		.00	.00	.00
	ODS	TRD	DENT	EMP	ONLY	COMM				TRANS	DATE	1116YY
	ACH	ACCT						ACCT	CD			
	a a	otnn	aaa	D	999999			4.06-		77.21-	.46-	80.81-
						COMM	correct	cvrg		TRANS	DATE	
	ACH	ACCT						ACCT	CD			
	a a	otnn	ddd	N	999999			5.57		105.78	.63	110.72
						COMM	correct	cvrg		TRANS	DATE	
	ACH	ACCT						ACCT	CD			

- In this example, the coverage should have been employee and family, not employee only.

- In the current pay period, delete the incorrect deduction and enter the correct on-going deduction

## REVIEWING ENTRIES, SETTING THE CORRECTIVE

Action	More																																																																																																
<p>1. When you are finished, review the results of your entries on the P370 Calculation of Current Payoff screen. To access the P370:</p> <ul style="list-style-type: none"> <li>On any screen, in the upper left hand corner, type P370, employee ID or SSN, pay-period-end-date, current date (P370 OR##### MMDDYY MMDDYY or P370,OR#####,MMDDYY,MMDDYY)</li> <li>Press [ENTER]</li> </ul>	<p>For the pay-period-end-date, use the pay period you are correcting.</p>																																																																																																
<pre>P370 or##### MMDDYY MMDDYY</pre>																																																																																																	
<table border="1"> <thead> <tr> <th colspan="8">P370 OR##### ,#####,MMDDYY,MMDDYY,O CALCULATION OF CURRENT PAYOFF</th> </tr> <tr> <th colspan="8">370</th> </tr> <tr> <th colspan="8">LASTNAME, FIRSTNAME</th> </tr> <tr> <th>INCOME TYPE</th> <th>RATE</th> <th>UNITS</th> <th>AMOUNT</th> <th>TAX /RET</th> <th>AMOUNT</th> <th>DEDUCTIONS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>FTT</td> <td>.38-</td> <td>DONN SEIU</td> <td>89.64-</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>SSEC</td> <td>.07-</td> <td>OTNAAA AODS</td> <td>4.06-</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MEDR</td> <td>.02-</td> <td>OTNDDD AODS</td> <td>5.57</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>TDNN111 SEIU</td> <td>2.75-</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>XDNN555 DIRE</td> <td>91.46</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>9999001 PRIO</td> <td>.11-</td> </tr> <tr> <td>GROSS</td> <td>.00</td> <td>TX/RT</td> <td>.47-</td> <td>DED</td> <td>.47</td> <td>NET/ACH</td> <td>.00 / 91.46</td> </tr> <tr> <td colspan="8">CALC YTD? N</td> </tr> </tbody> </table>	P370 OR##### ,#####,MMDDYY,MMDDYY,O CALCULATION OF CURRENT PAYOFF								370								LASTNAME, FIRSTNAME								INCOME TYPE	RATE	UNITS	AMOUNT	TAX /RET	AMOUNT	DEDUCTIONS	AMOUNT					FTT	.38-	DONN SEIU	89.64-					SSEC	.07-	OTNAAA AODS	4.06-					MEDR	.02-	OTNDDD AODS	5.57							TDNN111 SEIU	2.75-							XDNN555 DIRE	91.46							9999001 PRIO	.11-	GROSS	.00	TX/RT	.47-	DED	.47	NET/ACH	.00 / 91.46	CALC YTD? N								<p><b>Note:</b> the adjustment in a prior pay period may create negative tax because the health care deductions are pre-tax. Make sure the negative tax clears before the end of the tax year.</p>
P370 OR##### ,#####,MMDDYY,MMDDYY,O CALCULATION OF CURRENT PAYOFF																																																																																																	
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CALC YTD? N																																																																																																	
<p>2. Your entries may create a negative amount for NET PAY. If so, see Net Pay Negative section above.</p>																																																																																																	
<p>3. If the P370 shows the results you want and you are correcting a pay period that is still on the P190 screen, set a corrective. To retrieve a record on the P190:</p> <ul style="list-style-type: none"> <li>On any screen press [PAUSE] to clear the screen</li> <li>In the top left corner of the blank screen, type P190 SSN or employee ID (P190 OR##### or P190,OR#####)</li> <li>Press [ENTER]</li> </ul>	<p>OSPA will default to your log-on agency</p>																																																																																																
<pre>p190 OR#####</pre>																																																																																																	
<p>4. Find the last Reg Set for the pay period you are correcting. For that set, enter the following:</p> <ul style="list-style-type: none"> <li>?: C</li> <li>COR FLAG: Y</li> </ul>																																																																																																	

**Action**

More

```

P190                Oregon State Payroll - Register Data
TRNG
EmpID: OR##### AG#: #####                LASTNAME, FIRSTNAME

  Tax   Run   Tran   Rev   Corr   Reg   ACH   Net Pay   Check   Pay Per
  Year  Type  Type  Flag  Flag  Set                Iss Date  End Date
?   16   O     O     N     Y     02                0.00     081516   073116
?   16   O     O     N     N     01     A    2695.33   080116   073116
?   16   O     O     N     N     02                0.00     071316   063016
?   16   O     O     N     N     01     A    2839.36   062916   063016
?   16   O     O     N     N     02                0.00     061516   053116
?   16   O     O     N     N     01     A    2701.39   060116   053116
?

ENT=Fwd/Upd/Sel CLR=Exit F7=Bwd F8=Fwd
  
```

- Review your entries. If they are right, press [ENTER]. Watch for the message RG01 UPDATE COMPLETED. If you receive other messages, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Screen Message Codes or Screen Guides, P190.

```

P190                Oregon State Payroll - Register Data
TRNG
EmpID: OR##### AG#: #####                LASTNAME, FIRSTNAME
RG01 UPDATE COMPLETED

  Tax   Run   Tran   Rev   Corr   Reg   ACH   Net Pay   Check   Pay Per
  Year  Type  Type  Flag  Flag  Set                Iss Date  End Date
?   16   O     O     N     Y     02                0.00     081516   073116
?   16   O     O     N     N     01     A    2695.33   080116   073116
?   16   O     O     N     N     02                0.00     071316   063016
?   16   O     O     N     N     01     A    2839.36   062916   063016
?   16   O     O     N     N     02                0.00     061516   053116
?   16   O     O     N     N     01     A    2701.39   060116   053116
?

ENT=Fwd/Upd/Sel CLR=Exit F7=Bwd F8=Fwd
  
```

# SELF-PAY PREMIUMS

An employee may self-pay PEBB benefits when the employee is eligible for the benefits and does not have enough wages to cover the costs. Circumstances under which an employee may self-pay include:

- Part-time and job share employees may routinely have out-of-pocket costs for required PEBB (medical, dental, vision and basic life) insurances and any applicable surcharges. If, for a given month, their pay does not cover the out-of-pocket costs, they may self-pay their portion of the premiums.
- Employees who are on LWOP or reduced hours and are eligible for PEBB benefits under a protected leave must continue to pay their portion of the premiums for core benefits and any applicable surcharges to continue coverage. They may also have the opportunity to continue their optional PEBB benefits by self-paying the premiums.
- Adjustments to prior pay periods may result in the employee owing additional premiums

Work with your agency’s Human Resources office and PEBB to determine if the employee is eligible to self-pay. Resources to determine eligibility include (see the Authority / References section below):

- OAR Chapter 101 Public Employees’ Benefit Board
- The Public Employees’ Benefit Board FMLA-OFLA Benefit Matrix
- The Leave Types and Employee Option to Self-Pay Premiums to the Agency Matrix, available from PEBB

Action	More
<p>1. If the employee agrees to self-pay his/her share of the premiums, give the employee written notice of:</p> <ul style="list-style-type: none"> <li>▪ The amount the employee owes</li> <li>▪ Your agency’s deadline for payment</li> <li>▪ Acceptable methods of payment under OAM 45.20.00.PO Cash Insurance Payments.</li> </ul> <p><b>NOTE:</b> your agency may have a business practice to accept other forms of payments and send an agency payment to PSS.</p> <p>For a sample Self-Pay Letter, see State HR Policy 60.000.15 Family and Medical Leave Toolkit,  <a href="http://www.oregon.gov/das/HR/Documents/Template%20Insurance%20Self-pay%20Letter.doc">http://www.oregon.gov/das/HR/Documents/Template%20Insurance%20Self-pay%20Letter.doc</a></p>	<p>OSPA calculates the premiums and pays insurance carriers with final run 1. To prevent net pay negatives, request that the employee make the payment prior to final run 1.</p>
<p>2. After you have received the employee’s payment, force the applicable premiums on the P070 screen. See Forcing PEBB Benefits section above.</p>	
<p>3. After you have made the entries, prepare Form OSPS.99.24 Payment Notification,  <a href="http://www.oregon.gov/DAS/Financial/Payroll/Documents/OSPS.99.24.pdf">http://www.oregon.gov/DAS/Financial/Payroll/Documents/OSPS.99.24.pdf</a></p>	
<p>4. Send or deliver OSPS.99.24 and the payment to PSS</p>	

<b>Action</b>	<b>More</b>
5. PSS will enter the payment on the P140 Manual Checks screen and give the payment to the Cashier at DAS for deposit	See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P140.
6. When PSS makes the P140 entry, OSPA will automatically enter a negative PPNN deduction on the P070 screen, which should offset the negative net pay created by the forced premiums	

# ***SUBSIDIES***

Employees may receive a subsidy toward the core insurance premiums with the following conditions:

- A part-time or job share employee has part-time medical insurance
- An employee has full-time medical insurance and a monthly salary ≤ a defined amount

## ***PART-TIME MEDICAL INSURANCE SUBSIDY***

In addition to the 1 or 5% employee contribution, part-time and job share employees may have out-of-pocket costs for core insurances. This occurs when the pro-rated benefit amount for the employee is less than the total of the Emplr Share on the PTD2 Payroll Ded/Plan Table screen for the employee's core insurances.

Part-time and job share employees who choose a part-time medical plan receive an additional monthly benefit amount. The employee's plan tier determines the value. See the OSPS Insurance Force Entry worksheet [oregon.gov/DAS/Financial/Payroll/Pages/processingtools.aspx](http://oregon.gov/DAS/Financial/Payroll/Pages/processingtools.aspx) for the amounts.

OSPA uses the subsidy to increase the employer contribution to premiums. It applies it to the Emplr Share for the core PEBB benefits in alphabetical order by deduction code. If the subsidy does not cover the entire employer cost for the insurances, OSPA deducts the remaining amount plus the 1% or 5% employee contribution from the employee's pay

When forcing the premiums, add the subsidy to the pro-rated benefit amount to determine the Employer Share. The employee always pays the employee's 1% or 5% share of the cost. If the prorated benefit amount + the subsidy does not cover the remaining cost, the employee pays the rest.

=

## ***DISPLAY ON SCREENS AND REPORTS***

OSPA uses a plan code 901 to identify the employee's contribution and any employer subsidies. The 901 values display on the following screens and reports:

### ***Employee's Check Stub / Remittance Advice***

This is an example of an employee pay stub where the employee receives a monthly subsidy based upon the employee's salary. The three numeric columns are:

- Employee paid, current pay period
- Employee paid, year-to-date
- Employer paid, current pay period

1246 LOCAL	DUES MH	35.42	35.42	
HEM 1/1/12	EMP&SPOUSE	35.00	35.00	
ODS PRF DENT	EMP&FAMILY			97.72
BASIC LIFE	PRETAX/5K			.95
PSWP	EMP&FAMILY	42.07		1,270.75
TOBACCO SG	EMP ONLY	25.00	25.00	
VSP	EMP&FAMILY	.96		18.28
EE YTD/SUB\$	EE YTD/SUB\$		43.03	30.00

The line with the insurance plan shows what the employee and employer paid for the pay period.

EE YTD/SUB\$ indicates the following:

- **Employee Paid, YTD:** employee's total 1% or 5% contribution toward core benefits, YTD
- **Employer Paid, Current Pay Period:** subsidy paid by the employer, either for part-time insurance or because of the salary threshold.

## Payroll Register

This is an example of the payroll register for the same employee.

DEDUCTIONS		CURR AMT	YTD AMT	EMPR AMT
1246 LOCAL	DCNN111	35.42	35.42	.00
HEM 1/1/12	HE3CBEB	35.00	35.00	.00
ODS PRF DENT	OPNND00	.00	.00	97.72
ODS PRF DENT	OPNN901	.00	.00	5.14
BASIC LIFE	SLNN001	.00	.00	.95
BASIC LIFE	SLNN901	.00	.00	.05
PSWP	SWNND00	42.07	.00	1,270.75
PSWP	SWNN901	.00	42.07	24.81
TOBACCO SG	TBSCAAA	25.00	25.00	.00
VSP	VSNNDD0	.96	.00	18.28
YTD ONLY VSP	VSNN901	.00	.96	.00
<b>TOTAL DEDUCTIONS</b>		<b>138.45</b>		<b>1,417.70</b>

For the register, the 901 plan code displays as a second deduction for each of the core insurances. For this example, the register provides the amount the employee paid YTD and the amount the employer paid for the subsidy in the current pay period:

Deduction Code / Plan	Insurance	EE Amt	ER Amt
OPNN 901	ODS Subsidy		5.14
SLNN 901	Basic Life, Subsidy		.05
SWNN 901	Statewide Health Plan, YTD for EE, Subsidy for ER	42.07	24.81
VSNN 901	VSP Vision Plan, EE YTD	.96	
	Total Subsidy		30.00

## P191 Register Summary Screen

This is the first page of the P191 Payroll Register Summary screen for an employee who pays 1% contribution to core benefits.

P191		PAYROLL REGISTER SUMMARY				03/15/16		PROD
EmpID:	AG#:	0	TXY:	16	Pay Per:			
ORIGINAL	Run:	01	Check Iss:	030116	Job:	1 120115	Rep/Cls:	OA C1339
Ben: CO	Adj Base:	5355.00	Basis:	S	PT/FT:	F	Hr-Rt:	30.89
A Typ	Units	Rate	Amt	A DED/PL	EE Amt	ER Amt		
T/S RG*	168.00	5355.00	5355.00	ADNN300	10.20			
GPA HEM			35.00	AGNN001	9.64			
Total Gross			5390.00	DONN	91.04			
Tax/Ret	ER Amt	EE Amt	Subj Amt	LTNN001	1.29			
FIT J 4		410.97	5317.78	PKNN333	55.00			
SIT J 4		305.00		PV1NBBB	12.64	1251.41		
SSEC		329.71	5317.78	SL1N001	0.01	0.99		
MEDR		77.10	5317.78	STNN001	34.27			
WBF		2.18		TDNN111	2.75			
SRETG	321.30		5355.00	UCNNGGG	3.37			
ERETG	391.45		5355.00	UCNN080	2.63			
				UONN080	13.92			
				VS1NBBB	0.19	18.59		
				WD1NBBB	1.01	99.53		
				XDNN555	4027.08			
Total Deductions					237.96	1370.52		

## **YEAR END PROCESS**

At the end of each plan year, PEBB and PSS activate processes in PDB and OSPA to close out one plan year and begin another. To comply with state and federal tax laws, these processes include actions for employees with domestic partner insurance and flexible spending accounts.

## **DOMESTIC PARTNERS AND PARTNER'S CHILDREN**

### **DP and/or DP's Children as Tax Dependents**

If the employee claims the domestic partner and/or the partner's children as tax dependents, the employee must submit a new PEBB Domestic Partner Certification for Dependent Tax Status each plan year. During open enrollment, PDB will erase the indicator that the agency received a Certification from the employee for the closing plan year. Then, during open enrollment for the new plan year, the employee has five days to submit a new Certification to payroll. Agency payroll enters the new certification in PDB.

## **Imputed Value for Non-Tax Dependents**

For employees who do not claim their domestic partners and/or partners' children as tax dependents, PEBB carriers review the market and their plans each year and give PEBB the imputed values prior to the beginning of a new plan year. PEBB, in turn, publishes an updated chart.

After the carriers update the imputed or fair market value, agency payroll needs to update the DPT/DPN/DPS entries in OSPA for the new plan year (STRT DATE = 12/31/YY). To facilitate this process, OSPA will outdate the DPT, DPN and DPS entries on the P050 screen for the current plan year before October run 1. The END DATE will be 11/30/YYYY. With October run 1 reports, payroll will receive the following:

- E820-1 Gross Pay Adjustments Outdated, which lists employees where OSPA has outdated the DPT, DPN and DPS entries
- E820-2 Gross Pay Adjustments Beginning after Outdate, which shows GPA's with a STRT DATE after the END DATE for the automated process
- E820-3 Duplicate Gross Pay Adjustments

Agency payroll will make new on-going DPT / DPN / DPS entries effective 12/31/YYYY. You can request the Imputed Value report in PDB for the values.

## **FLEXIBLE SPENDING ACCOUNTS**

Toward the end of the tax year, the E120-042A, E120-052A, E122-042A, E122-046A, and E122-056A Payroll Exception Reports may have one of the following messages:

- 8625-YTD AMT WILL EXCEED MAX NEXT MONTH
- 8625-YTD REDUCE MONTHLY DED AMOUNT

These messages indicate that if the employee continues to deduct the same amount each month, the total YTD amount will exceed the amount the IRS has defined as tax exempt. Near year end PEBB will notify employees who exceed the maximum.

Employees must re-enroll in FSA's each plan year. At the end of each year, PDB will outdate the FSA deduction in OSPA as of the 11/30/YYYY pay period.

## **BACKGROUND INFORMATION**

### **AUTHORITY / REFERENCES**

#### Federal Regulations:

- Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), <http://www.dol.gov/dol/topic/health-plans/cobra.htm>
- Publication 15 (Circular E) Employer's Tax Guides, <http://www.irs.gov/pub/irs-pdf/p15.pdf>
- IRS Publication 15-A Employer's Supplemental Tax Guide, <http://www.irs.gov/pub/irs-pdf/p15a.pdf>
- Publication 501 Exemptions, Standard Deduction, and Filing Information, <http://www.irs.gov/pub/irs-pdf/p501.pdf>

#### Oregon Revised Statutes, [https://www.oregonlegislature.gov/bills\\_laws/Pages/ORS.aspx](https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx)

- Chapter 243 Public Employee Rights and Benefits
- 106.300 to 106.340 Domestic Partnership

#### Oregon Administrative Rules, <http://arcweb.sos.state.or.us/pages/rules/access/numerically.html>

- Chapter 101, Public Employee Rights and Benefits
- 150-316.007-(B) Application of Various Provisions of Tax Law to Domestic Partners

#### Collective Bargaining Agreements (CBA), <http://www.oregon.gov/DAS/HR/Pages/LRU.aspx>

#### Oregon Accounting Manual, <http://www.oregon.gov/DAS/Financial/Acctng/Pages/OAM.aspx>

- 45.20.00.PO Cash Insurance Payments
- 45.35.00.PO and 45.35.00.PR Review of Gross Pay Adjustment Reports
- 45.50.00.PO and 45.50.00.PR Collection of Overpayment

#### PEBB Resources:

- PEBB web site, <http://oregon.gov/DAS/PEBB/pages/index.aspx>
- PEBB Information for Agencies web site, <http://oregon.gov/DAS/PEBB/PDB/Pages/index.aspx>
- Public Employees' Benefit Board FMLA-OFLA Benefit Matrix, <http://www.oregon.gov/DAS/HR/Documents/PEBB%20Benefit%20Matrix.pdf>
- Leave Types and Employee Option to Self Pay Premiums to the Agency, available from PEBB.

#### Statewide Payroll Reference Manual,

<http://www.oregon.gov/DAS/Financial/Payroll/Pages/referencemanual.aspx>

## **HELP / TROUBLESHOOTING**

### **PDB / OSPA Update Error Messages**

When OSPA receives data from PDB, it performs edits to ensure data integrity. If the data does not meet the reasonability edits, OSPA rejects the transactions and provides a message.

The following messages are transaction specific. They will appear on the agency's Home Page Alert in PDB.

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
DA03	INPUT AGENCY NOT MATCHED IN DATABASE	The employee is not in the OSPA database with this agency
DA04	BEG DT NOT WITHIN 2 MONTHS OF LAST RUN OR OUTDATE END DATE INVALID	The begin date cannot be more than 2 months after the last OSPA run 2 date or the end date is invalid (see OSPS Processing Calendar)
DA07	INV TRANS TYPE; MUST BE UPDATE OR ADD	The transaction must be an update (i.e. outdate) or an add
DA42	DED CODE INV	The deduction code is invalid in OSPA
DA43	DEDUCTION NOT ALLOWED FOR AGENCY	The deduction is not allowed for this agency
DA44	PLAN CODE INV	The plan code is invalid in OSPA
DD45	NO OS0130 SEGMENT FOUND FOR TRANS DT	OSPA does not have a job segment for this employee and agency
DA50	NO AMT ALLOWED	No employee share fixed amount allowed for this transaction
DA51	CANNOT BE INTERFACED VIA PEBB	The deduction code is not allowed to be interfaced via PEBB
DA64	NO TEMPORARY EMPLOYEES ALLOWED	No benefits are allowed for temporary employees
EM10	ADJUSTMENT TYPE MUST BE SPACES	Adjustment type must be blank
EM15	END DATE MUST BE GT LAST RUN 2 DATE	The end date on the transaction must be greater than the last OSPA Run 2 date (i.e., the pay period cannot be closed). See OSPS Processing Calendar.
EM20	OUTDATE MUST BE GT OR EQ TO BEGIN DT	The outdate "date" must be ≥ the begin date on the transaction
EM35	EMPL FIXED AMT NOT >0	The employee share fixed amount must be > 0 for the following benefits: LBNN and LCNN (long-term care) and MDNN and MHNN (flexible spending accounts)
EM40	INSURANCE COVERAGES OVERLAP IMPROPERLY	The transactions have resulted in a health, life, dental, etc. to overlap incorrectly (i.e., there is a benefit overlap)
EM45	SUBSIDY SPAN UNMATCHED WITH REG INS	The transactions resulted in a health or dental record not having a matching subsidy record for the same time period
EM50	VISION SPAN UNMATCHED WITH REG INS	The transactions have resulted in a health record not having a matching vision record for the same time period
EM51	OTHER BENEFIT OVERLAP	The transactions have resulted in a health, life, dental, etc. to overlap incorrectly (i.e., there is a benefit overlap)
EM55	SUBSIDY SPAN UNMATCHED WITH REG INS	The transactions have resulted in a subsidy record not having a matching health or dental record for the same time period
EM58	VSAM ERROR: EIDSSN XREF TABLE FILE	Error on EIDSSN Table – File is unavailable

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
EM60	VISION SPAN UNMATCHED WITH REG INS	The transactions have resulted in a vision record not having a matching health record for the same time period
EM65	VISION INSURANCE MATCHED WITH KAISER	There cannot be a vision record for the same time period as a Kaiser health record
EM71	END DATE MUST BE >= BEGIN DATE	The transaction end date must be ≥ the begin date
EM75	VSAM ERROR: DEDUCTION PACKAGE FILE	Benefit not valid in OSPA
EM76	VSAM ERROR: DEDUCTION PKG FILE – PLAN	Benefit / tier not valid in OSPA
EM80	ERROR GETTING OS0105 SEGMENT	The employee / agency is not in OSPA
EM81	ERROR GETTING OS0135 SEGMENT	The employee / agency is not in OSPA
EM82	ERROR GETTING OS0201 SEGMENT	The employee / agency is not in OSPA
EM83	ERROR GETTING OS0220 SEGMENT	The benefit does not exist for the employee / agency
EM84	ERROR DELETING OS0220 SEGMENT	There was an error in deleting the benefit from OSPA
EM85	DUPLICATE DEDUCTION ON SYSTEM OR ERROR INSERTING OS0220 SEGMENT	For a specific transaction, there is already the same benefit / tier entry in OSPA

The following messages are not transaction specific and indicate that a serious error has occurred in the interface. They will appear on the OSPA VSAM interface file.

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
	ERROR FETCHING FIRST ROW	Indicates a fetch error from the OSPS_interface Oracle table
	FETCHING ERROR	Indicates a fetch error from the OSPS_interface Oracle table
	ORACLE TRANSACTION INSERT FAILED	Indicates an error while inserting a row into the Oracle OSPS_rejects table
	ATTEMPT CICS TIME RETRIEVAL FAILED	The function to pick up the current time from CICS failed
	CONNECTION TO ORACLE FAILED	The connection to the PEBB database failed
	ORACLE TRANSACTION DELETE FAILED	The delete of the entry from the Oracle OSPS_interface table failed
	SYNCPOINT ROLLBACK TO IMS FAILED	The IMS rollback command failed

Code	Message with Code	Description
	COMMIT COMMAND TO ORACLE FAILED	The Oracle commit failed
	CLOSE CURSOR ON TRANSACTION TBL FAILED	The close cursor command failed on the Oracle OSPS_interface table

## **REPORTS**

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides for additional information about any of these reports.

**B075A and B075B Gross Pay Adjustments** – OSPA produces both of these reports after each final payroll run. The B075A lists the P050 IR entries in effect for your agency for the pay period. The B075B includes the DPT, DPN and DPS entries. OAM 45.35.00.PO and 45.35.00.PR Review of Gross Pay Adjustment Reports require that a manager who is not associated with payroll review the reports each final payroll run prior to the release of checks and pay stubs.

**E120-042A, E120-052A, E122-042A, E122-046A, E122-056A Payroll Exception** – Produced after each preliminary and final payroll run, each of these reports lists payroll exceptions for current and corrective pay periods. See the report guide for possible report messages.

**E120-052B, E122-042B, E122-042C PEBB Domestic Partner Report** – OSPA produces the E120-052B after each preliminary run and E122-042B after each final run. An employee will be listed on the PEBB Domestic Partner Report if there is a DPT, DPN or DPS entry on the P050 screen or a PEBB insurance deduction with an 800 plan code on the P070 screen. Make sure the employee has both the 800 plan code(s) and a DPT entry. If the employee is less than full-time, (hours are included on the report) also determine if the employee should have a DPN entry. If the employee has a domestic partner related surcharge on the P070 screen, make sure there is a DPS entry on the P050 screen. See Domestic Partner Insurance section above.

**E315-009A Employees Unqualified for State Pay Benefits** – Produced after each final payroll run, this report lists employees who do not qualify for PEBB required or core benefits and have deductions on the P070 Deductions and Deduction Adjustments screen.

**E315-009B, E315-009C, E315-009D Payroll Deduction Adjustment** – OSPA produces these reports after each final payroll run. E315-009B Payroll Deduction Adjustment (W) Ongoing lists employees who have entries on the P070 screen with ADJ = W (CBIW and Military leave). E315-009C Payroll Deduction Adjustment (F) FMLA lists employees who have entries on the P070 screen with ADJ = F (FMLA). E315-009D Payroll Deduction Adjustment (A) Other lists employees who have PEBB entries on the P070 screen with ADJ = A. See Forcing PEBB Benefits section above.

**E322-01 Deductions Past Job End Date** – OSPA produces this report after each final payroll run. Serving as a reminder to delete deductions for separated employees, it lists employees who have a SEPARATION DT on the P030 screen and deductions on the P070 screen with DATE END 999999 or >SEPARATION DT.

**E497 Employees with Non-blank Waiver Codes** – OSPA produces this report quarterly (see the OSPS Processing Calendar for specific dates for Q# reports). It lists employees who have

WAIVER codes on the P010 Withholding Data / Locator Data screen. Use the report to confirm the employees listed still have deduction code OONN and plan code 005 and no other PEBB deduction codes on the P070 screen.

**E820-1, E820-2, E820-3 Gross Pay Adjustments Outdated** –OSPA produces these reports after outdating the DPT, DPN and DPS entries at the end of the plan year. Agency payroll will need to re-enter the DPT, DPN and DPS for applicable employees for the new plan year. See Domestic Partner Insurance section above.

**XREF01 Deduction Reconciliation** – OSPA produces this report after each final payroll run. It lists the changes in deductions for the payroll run by deduction code and employee. It is a tool for reviewing actions taken.

**XREF43, XREF44, XREF45, XREF46, and XREF46D Payroll Registers** – These reports list the wages and deductions for the employee for each payroll run. OSPA produces the XREF43 and XREF 45 after run 1 final and the XREF44 and XREF46 after run 2 final. The DPT, DPN, DPS and IR adjustments will be included in the wages portion. "GPA" indicates a P050 entry. With the exception of the XREF46D, the PEBB insurances will be included in the deductions. Employees who decline PEBB benefits should have only the OONN 005 PEBB deduction.

**XREF51 PEBB Insurance Exceptions** – Produced after each final payroll run 2, this report lists employees who are missing one or more of the required or core PEBB insurances or who have exceptions. OSPA will not pay the premiums for core benefits if any of them are missing on the P070 screen.

**XREF76, XREF76C, Deduction Register Detail** – OSPA produces this report after each final payroll run. Sorted by deduction code, the report lists the employee name, deduction and plan code, and the amounts. XREF76C combines the deductions from both run 1 and run 2. For Opt Out, the reports include a separate section for OHNN and OONN deduction codes with plan codes 001 and 002. It does not include deduction code OONN and plan code 005 (decline benefits). This is a resource for identifying the employee, PEBB admin, vendor and employer amounts for an employee for a given pay period.

## **SCREENS**

For additional information about any of these screens, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides.

**P003 and P004 Time Capture** – The employee or an agency timekeeper enters the employee's time and leave on the P003 or P004 screen. PDB and OSPA use these hours to determine if the employee had enough regular paid hours to be eligible for PEBB benefits for the following month. For part-time employees, the benefit amount will vary with the number of hours the employee reports for the month.

**P010 Withholding Data / Locator Data** – If the employee declines all PEBB benefits, the agency will enter the WAIVERS on the P010 screen. See Decline Benefits section above.

**P030 Job Status Data** – The P030 screen is an inquiry only screen that displays the data entered in the PPDB. The RECOG SVC DT (for new employees), PT-FT CD / PCT, APPOINTMENT TYP, BENEFIT PKG CD and WAGE BASIS CD on the P030 screen affect PEBB benefits.

**P050 Gross Pay Adjustments on File** – Agency payroll will make entries on the P050 screen if the employee opts out of PEBB medical or medical and dental insurance or has domestic partner insurance. See Domestic Partner Insurance and Opt Out of PEBB Medical or Medical and Dental Insurance sections above.

**P070 Deductions and Deduction Adjustments** – PDB interfaces the PEBB benefits the employee selects to OSPA and creates deductions on the P070 screen to pay the premiums. Entries are pay period specific. A blank Adj code indicates an on-going deduction.

The employee should have a deduction code from the PTD1 screen on the P070 screen for each PEBB benefit the employee has selected. The deduction code designates the insurance carrier.

Many of the deduction codes also have plan codes from the PTD2 screen, which define the coverage the employee has selected. For example, deduction code SWNN with plan code DDD indicates the employee has coverage for the employee, spouse and children under the PEBB Statewide Plan.

**P190 Payroll Register Data** – The P190 screen shows net pay, check issue date and pay period ending date for the current tax year. OSPA updates the screen after each final payroll run. Except at year-end, agencies can set a corrective for a prior closed pay period as long as it is on the P190 screen. At year-end, they cannot set a corrective for months prior to November after November closes. See Retroactive Entries section above.

**Retrieving a Record on the P190 Screen:**

1. To retrieve a record on the P190:
  - o On any screen press [PAUSE] to clear the screen
  - o In the top left corner of the blank screen, type P190 SSN or employee ID (P190 OR##### or P190,OR#####)
  - o Press [ENTER]

p190 OR#####

**Setting a Corrective on the P190 Screen:**

1. Find the last Reg Set for the pay period you are correcting. For that set, enter the following:
  - o ?: C
  - o COR FLAG: Y
  - o Press [ENTER]. Watch for the message RG01 UPDATE COMPLETED.

P190 Oregon State Payroll - Register Data										
EmpID: OR##### AG#: ##### LASTNAME, FIRSTNAME										
Tax Year	Run Type	Tran Type	Rev Flag	Corr Flag	Reg Set	ACH	Net Pay	Check Iss Date	Pay Per	End Date
? 11	O	O	N	N	01	A	2751.47	020111	013111	
c 11	O	O	N	y	02		0.00	011411	123110	
? 11	O	O	N	N	01	A	2751.20	010111	123110	
? 10	O	O	N	N	02		0.00	121510	113010	
? 10	O	O	N	N	01	A	2530.43	120110	113010	
? ? ?										

ENT=Fwd/Upd/Sel CLR=Exit F7=Bwd F8=Fwd

**P191 Register Summary** – The P191 is an inquiry only screen that shows summarized pay registers for an employee for the current tax year in run, register set and concurrent job number order. The display includes time from the P003 or P004, deductions on the P070 and adjustments on the P050 screens. OSPA updates the data after each final payroll run. It displays the amount that the employee and employer paid for PEBB benefits.

**P192 Register Listing** – The P192 is an inquiry only screen that displays the payroll register detail for a designated employee, pay period and payroll run. The display includes time from the P003 or P004, deductions from the P070( including the amounts the employer and employee paid and the PEBB admin amounts) and adjustments from the P050 screens. OSPA updates the screen after each final payroll run and maintains the data for the current tax year.

**P370 Calculation of Current Payoff** -- The P370 is an inquiry only screen that shows the results of an on-line calculation for entries made since the last final payroll run. The DPT, DPN, DPS and IR entries from the P050 screen will display under INCOME TYPE on the P370 screen. An “A” with the description indicates a P050 entry. The deduction and plan codes will display under DEDUCTIONS. An A, F, T, or W in front of the description indicates a non-blank Adj field on the P070 screen. If the employee has declined PEBB benefits (OONN 005), there should not be any other PEBB deductions.

**Retrieving a Record on the P370 Screen:**

1. To retrieve a record on the P370 screen:
  - In the top left corner of any screen, type P370, employee ID or SSN, pay-period-end-date, current date (P370 OR##### MMDDYY MMDDYY or P370,OR#####,MMDDYY,MMDDYY). If you are correcting a prior pay period, use that date for pay-period-end date.
  - Press [ENTER]

P370 or##### 123110 012711

P370 OR#####,#####,123110,012711,0 CALCULATION OF CURRENT PAYOFF 370							
LASTNAME, FIRSTNAME I							
INCOME TYPE	RATE	UNITS	AMOUNT	TAX /RET	AMOUNT	DEDUCTIONS	AMOUNT
						OTNNAAA AODS	
						OTNND DD AODS	
GROSS	.00	TX/RT	.00	DED	.00	NET/ACH	.00 / .00
CALC YTD?	N						

**PTB1 Payroll Benefit Package Table** – OSPA enters data through the ADB1 Payroll Benefit Package Table screen. Agency payroll views the data on the PTB1 screen. The screen lists the leave codes for the employee’s benefit package and defines business rules and controls associated with them. It also contains the following information for PEBB benefits:

PTB1	CO	PAYROLL BENEFIT PACKAGE TABLE										
PKG TRAN ?	PKG CODE CO	DESC	SEIU/OPEU	EE								
START DT	020111	STOP DT	999999	CONTR	EXP	063011	LAM	Y	ATE	Y	PYF	M
OPE CLS/MTCH	L 0001.00	N	0000.00	S	0000.85	N	0000.00	N	0000.00	N	0080.00	
ST MAX CNTRB	W 1051.46	X	1415.83	Y	1210.82	Z	1446.19					
OPT OUT AMTS	0387.00		0154.00		0233.00		0193.50		0193.50			
TRN	LV	DESCRIPTION	ACCR MO	ACCR RATE	MAX ALLWD	MON	MAX USE	WAIT				
?	CT	COMP TIME	00	000.00	0240.0	00	0000.0	00				
?	DH	DONATED LV	00	000.00	9999.0	00	0000.0	00				
?	FL	FUNERAL LV	00	000.00	0000.0	06	0072.0	00				
?	GL	GIVEN/GOV LV	00	000.00	0000.0	10	0008.0	00				
?	LA	FURLOUGH LV1	09	080.00	0080.0	00	0000.0	00				
?	LA	FURLOUGH LV2	09	096.00	0096.0	00	0000.0	00				
?	LA	FURLOUGH LV3	09	112.00	0112.0	00	0000.0	00				
?	ML	MILITARY LVE	00	000.00	0000.0	09	0150.0	05				
?	PB	PERSONAL BUS	06	024.00	0024.0	06	0000.0	05				
?	PR	PRERETIRE LV	00	000.00	0000.0	00	0028.0	00				
?	SL	SICK LEAVE	00	008.00	9999.0	00	0000.0	00				
?	ST	SPECIAL TIME	00	000.00	9999.0	00	0000.0	00				
?	VA	VACATION-LC1	00	008.00	0325.0	00	0000.0	06				
?	VA	VACATION-LC2	00	010.00	0325.0	00	0000.0	00				
?	VA	VACATION-LC3	00	012.00	0325.0	00	0000.0	00				
?	VA	VACATION-LC4	00	014.00	0325.0	00	0000.0	00				

**Maximum Contribution** – In the past, the ST MAX CNTRB fields on the PTB1 screen defined the maximum PEBB benefit amount for a full-time employee’s core or required insurances. The employee’s coverage selection determined which ST MAX CNTRB OSPA used:

- W = employee only
- X = employee and spouse / domestic partner
- Y = employee and children
- Z = employee and family

Starting with the 2012 plan year, the amounts on the PTB1 are 9999.99. The maximum benefit amount =

total cost of employee’s core benefits \* .095<sup>2</sup>

<sup>2</sup> For most benefit packages, the agency pays 99% and the employee pays 1%. There are a few benefit packages where the agency pays 95% and the employee pays 5%.

For the current use of one of these fields, see Subsidy for Employee Contribution to Core Benefits below in the description for this screen

**Opt Out Amounts** – There are five OPT OUT AMTS on the PTB1 screen. When an employee opts out of PEBB medical or medical and dental insurance, OSPA uses some of these fields to calculate the payment to PEBB and the insurance return amount for the employee. The fields include:

- 1<sup>st</sup> field = amount the agency pays
- 2<sup>nd</sup> field = amount **paid to PEBB** when employee opts out of medical
- 3<sup>rd</sup> field = amount **paid to a full-time employee** who opts out of medical, minus the employer’s share of basic life and dental insurance
- 4<sup>th</sup> field = amount **paid to PEBB** when employee opts out of both medical and dental insurance
- 5<sup>th</sup> field = amount **paid to a full-time employee** who opts out of both medical and dental, minus the employer’s share of basic life

OSPA pro-rates these amounts for part-time and job share employees.

See Opt Out of Medical or Medical and Dental Insurance section above.

**Subsidy for Employee Contribution to Core Benefits** -- For the 2016 plan year, employees in benefit package code WS who have a monthly salary that is ≤ a defined amount may receive a subsidy toward the employee contribution for the core PEBB benefits. ST MAX CNTRB C = the salary threshold for the employees in the benefit package. OPE CLS/MTCH C = the subsidy amount. OSPA applies the subsidy to the employee’s share of the costs for core benefits in alpha order by deduction code. See Subsidy section above.

**PTD1 Payroll Deduction Table** – OSPS enters deduction and plan codes on the ADD1 Payroll Deduction Table screen. Agency payroll may view the codes on the PTD1 screen. Deduction codes must be on the deduction table before we can enter employee deductions in OSPA. The Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Deduction Codes lists the current codes.

The PTD1 screen designates the vendor name and address, establishes controls for the deduction, and determines if the benefit is pre or post-tax.

**Non Taxable Code** – This code determines if OSPA will calculate federal (FIT) and state (SIT) income or social security and Medicare (FICA) taxes and withholding before or after taking the deduction.

- Flexible spending accounts have a code of X, which makes them exempt from FIT, SIT and FICA (pre-tax)
- The other PEBB deductions have a code of T.
  - ✓ If the deduction code does not have a plan code or has a numeric plan code, the deduction is subject to FIT, SIT, and FICA (post-tax)
  - ✓ With an alpha plan code, the deduction is exempt from FIT, SIT and FICA (pre-tax)
- **EXCEPTIONS:** Because of hard coding in OSPA, the following PEBB related deduction / plan codes are exceptions to these settings:

- ✓ For SLNN Basic Life, the Non Taxable Code on the PTD1 screen is T. Plan code 001 is not subject to FIT, SIT or FICA. Plan code 101 is subject to FIT, SIT and FICA.
- ✓ An employee may cover a domestic partner and/or the DP's children for medical, dental and vision insurance. If the employee does not claim the DP and/or children as tax dependents, the deductions have plan codes in the 800 series. Although numeric, OSPA treats these deductions as exempt from FIT, SIT and FICA.

**PTD2 Payroll Ded/Plan Table** – For PEBB insurances, we know the premiums for each insurance plan for each plan year. For some of the insurances, OSPS enters this information on the ADD2 or ADD3 screen. Agencies can view the information on the PTD2 or PTD3 screen (see below).

For deductions on the P070 screen with a plan code and ADJ blank or T, the P070 screen will not display amounts. Instead, OSPA will look up the amounts from the PTD2 screen.

If you are forcing PEBB benefits with an ADJ code on the P070 screen that requires that you enter amounts, use the amounts listed on the PTD2 screen. See Forcing PEBB Benefits section above.

**PTD3 Payroll Ded/Plan Table** – PSS staff only enter the associated costs for PEBB medical, dental and vision insurances on the ADD3 Payroll Ded/Plan Table screen, rather than the ADD2 screen. The PTD2 summarizes the costs from the PTD3 screen:

PTD2	PTD3
Emplr Share + Emple Share	Total Rate
PEBB Admin	Comm Fee + Admin Fee + Self Ins + Fund Fee
Vendor Share	Vendor Fee

## **REVISION HISTORY**

Date	Rev. No.	Modification
01/05/10	1.0	Original
03/02/11	1.2	WR #3722, PEBB 2011; WR #3671, new hire edits; WR #3761, XREF51 name change; WR #3760, E315-009D; change waive to decline
09/07/12	2.0	Handbook to Payroll Process format; WR#3859, PEBB 2012; PEBB to OHA; OSPS.99.12 to OSPS.99.24; 800 plan codes and SLNN pre and post-tax hardcoding; DAS re-org; Manual re-org; Oregon.gov address changes; correct PTD2 screen title; new Force Entry worksheet and examples
05/12/16	2.1	Updated to reflect ACA Updated web links Removed information on the \$40 subsidy Updated rates to reflect 2016 Updated screen shots for worksheets