

PEBB INSURANCE EXCEPTIONS REPORT XREF51

REPORT PURPOSE

This report lists employees who are missing one or more of the PEBB mandatory or “core” benefits (medical, dental, vision and basic life) or have exceptions.

REPORT FREQUENCY

OSPA produces the report after each final run 2.

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties	X	Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

Agency payroll will research the reason the employee is on the report. Where appropriate, they will make correcting entries in PEBB “dot” benefits (PDB) or in OSPA.

Resources include:

- Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits, <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/process/ProcessPEBB.pdf>
- PEBB general Web Site: <http://www.oregon.gov/DAS/PEBB/pages/index.aspx>
- PEBB Information for Agencies: <http://www.oregon.gov/das/pebb/pdb/Pages/index.aspx>

REPORT INFORMATION DETAILS

OSPA sorts the report by agency and employee name, with a page break for each agency. The report includes:

- EMPLOYEE NAME
- EMP ID NO – OR#####
- EMPLOYEE REPR / CLASS – The employee’s representation code and job classification (EMP REPR/CLS from the P030 Job Status Data screen)
- EXCEPTION MESSAGE – see Report Message Codes section below

REPORT MESSAGE CODES

Code	Message with Code	Description
	HAS DENTAL INS AND WAIVER	The employee has PEBB dental insurance on the P070 Payroll Deductions screen and WAIVER(S) on the P010 Withholding/Retirement Info screen.
	HAS LIFE INS AND WAIVER	The employee has PEBB basic life insurance on the P070 screen and WAIVER(S) on the P010 screen.
	HAS MEDICAL INS AND WAIVER	The employee has PEBB medical insurance on the P070 screen and WAIVER(S) on the P010 screen.
	MEDICAL MISSING VISION PLAN	The employee has a PPO medical plan, which requires a corresponding vision (VSNN) deduction entry
	MULTIPLE MEDICAL INSURANCES	The employee has more than one medical insurance deduction on the P070 screen with adj blank (on going).
	NO BASIC LIFE INSURANCE	The employee does not have a deduction for pre-tax \$5,000 basic life on the P070 screen.
	NO DENTAL INSURANCE	The employee does not have a deduction for dental insurance on the P070 screen and does not opt out of medical and dental insurance.
	NO MEDICAL INSURANCE	The employee does not have a deduction for medical insurance on the P070 screen and does not opt out of medical or medical and dental insurance.
	TEMP EMPLOYEE HAS DENTAL INS	Temporary employee is not eligible for PEBB insurances and has a dental insurance deduction on the P070 screen.
	TEMP EMPLOYEE HAS LIFE INS	Temporary employee is not eligible for PEBB insurances and has a basic life deduction on the P070 screen.
	TEMP EMPLOYEE HAS MEDICAL INS	Temporary employee is not eligible for PEBB insurances and has a medical insurance deduction on the P070 screen.

SECURE STORAGE AND DESTRUCTION

Earlier reports contain employee social security numbers. They require secure distribution, storage and destruction.

DATAMART ASSOCIATIONS

You can query the Datamart DED table for deduction information. You cannot create a query to highlight missing information. You could pull all the data and analyze it by hand if you do not have any other way to obtain the information. Ask Payroll System Support (PSS) for a duplicate report if needed.

OTHER INFORMATION

It is important to work this report timely. Since 2002, OSPA will not pay an insurance premium for an employee who is missing deductions on the P070 screen for any of the core PEBB insurances.

For 2013, the core insurances include:

- Medical or opt out
- Dental or medical and dental opt out
- Vision, if the employee has a PPO medical plan
- Pre-tax \$5,000 basic life, unless YJ benefit package

The report will include new hire employees who have not submitted enrollment forms or self-enrolled in PDB.

Use this report with the following reports to research the exceptions:

- E315-009A Employees Unqualified for State Pay Benefits
- E315-009B Payroll Deduction Adjustment (W) Ongoing
- E315-009C Payroll Deduction Adjustment (F) FMLA
- E315-009D Payroll Deduction Adjustment (A) Other

REVISION HISTORY

Date	Rev. No.	Modification
10/20/06	1.0	Original
01/04/07	1.1	Add error message
09/30/08	1.2	Changes for PEBB 2009 benefit plan
01/13/10	1.3	WR#3556, 3564, changes for PEBB 2010 plan year
11/29/10	1.4	WR#3722, changes for PEBB 2011 plan year
02/18/11	1.5	WR #3761, delete PEBB, DEDUCTION TYPE and PLAN CODE, name change
11/06/12	1.6	WR#3978, 3982-3986, PEBB 2013; WR#3820, screen title changes; DAS re-org; manual re-org; web re-org; periodic review