

There are changes to OSPA screens and payroll calculations for the PEBB 2012 Plan Year. The changes were migrated to the OSPA production region on November 25, 2011. They include:

- New Deduction Codes
- A new deduction screen and changes to fields on existing screens
- Changes to the Payroll Register and Pay Stubs
- Payroll Calculation and Process Changes

New Deduction Codes

New deduction codes include:

- KANN -- Kaiser Deductible HMO Full-time (new medical plan)
- KBNN -- Kaiser Deductible HMO Part-time (new medical plan)
- HESC -- Employee, employee and spouse or domestic partner chose not to participate in the Health Engagement Model during open enrollment
- NHSC -- Employee, employee and spouse or domestic partner chose the HEM but did not complete the health assessment by the deadline
- NESG -- Employee, employee and spouse or domestic partner chose the HEM and completed the health assessment but did not complete the e-learning events by the deadline
- TBSC -- Employee, spouse or partner only, employee and spouse or domestic partner reported current tobacco use
- SGSC -- Employee insured a spouse or domestic partner who was eligible for other employer health insurance
- FSAF -- Flexible Spending Account administrative fee paid by the employer for 2012. There is one monthly fee, even if the employee has both child care and health care FSA's

Screen Changes

New PTD3 Payroll Deduction Table Screen

For PEBB medical, dental and vision insurance, the PEBB admin fees and taxes are now on a new screen, the PTD3 Payroll Deduction Table screen. For deduction codes with data on the PTD3 screen, OSPA will populate fields on the PTD2 Payroll Deduction Screen from entries on the PTD3 screen: The amounts include:

PTD3 Field	PTD2 Field	Additional Information
Vendor Fee	Vendor Share	Amount paid to carrier
Comm Fee + Admin Fee + Self Ins + Fund Fee	PEBB Admin	Taxes and fees
Total Rate	Emplr Share + Emple Share	Emplr = 95%, Emple = 5%

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KATHER-1 Nexus Terminal
PTD3 SWNN,999999 PAYROLL DED/PLAN TABLE
Payee PEBB STATEWIDE PLAN Deduction Description PSWP
T Plan Description Car OPE Vendor Comm Admin Self Fund Total
Code Cvg Tier Fee Fee Fee Fee Ins Fee Rate
? AAA EMP ONLY A W 948.63 1.61 3.80 9.50 12.93 976.47
? BBB EMP&SPOUSE B X 1271.04 2.16 5.09 12.73 17.33 1308.35
? CCC EMP&CHILDREN C Y 1090.86 1.85 4.37 10.93 14.87 1122.88
? DDD EMP&FAMILY D Z 1299.48 2.21 5.21 13.02 17.71 1337.63
? ZZZ PRIOR ADJ - - .00 .00 .00 .00 .00 .00
? 001 PRIOR ADJ - - .00 .00 .00 .00 .00 .00
? 101 EMP ONLY A W 948.63 1.61 3.80 9.50 12.93 976.47
? 102 EMP&SPOUSE B X 1271.04 2.16 5.09 12.73 17.33 1308.35
? 103 EMP&CHILDREN C Y 1090.86 1.85 4.37 10.93 14.87 1122.88
? 104 EMP&FAMILY D Z 1299.48 2.21 5.21 13.02 17.71 1337.63
? 802 EMP&PARTNER B X 1271.04 2.16 5.09 12.73 17.33 1308.35
? 803 EE/DP'S CHL C Y 1090.86 1.85 4.37 10.93 14.87 1122.88
? 804 EE/DP/EE CHL D Z 1299.48 2.21 5.21 13.02 17.71 1337.63
? 805 EMP&BOTH CHL C Y 1090.86 1.85 4.37 10.93 14.87 1122.88
? 806 EE/DP/DP CHL D Z 1299.48 2.21 5.21 13.02 17.71 1337.63
? 807 EE/DP/BTH CH D Z 1299.48 2.21 5.21 13.02 17.71 1337.63
? 901 EE YTD/AGCY$ - - .00 .00 .00 .00 .00 .00
    
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Changes to PTD2 Payroll Deduction Table Screen

Programmers made the following changes to the PTD2 screen:

- Deleted the State Share column
- Added an Emple (employee) Share column. The employee will pay 5% of the cost
- The Emplr Share column reflects the 95% share the state will pay for full-time employees
- Emplr Share + Emple Share = PEBB Admin + Vendor Share

PTD2 SWNN,999999 PAYROLL DED/PLAN TABLE

Payee	PEBB STATEWIDE PLAN	Deduction Description		PSWP				
T	Plan Code	Description	Carrier Cvg	OPE Cls Tier CD	Emplr Share	Emple Share	PEBB Admin	Vendor Share
?	AAA	EMP ONLY	A	W	927.65	48.82	27.84	948.63
?	BBB	EMP&SPOUSE	B	X	1242.93	65.42	37.31	1271.04
?	CCC	EMP&CHILDREN	C	Y	1066.74	56.14	32.02	1090.86
?	DDD	EMP&FAMILY	D	Z	1270.75	66.88	38.15	1299.48
?	ZZZ	PRIOR ADJ	-	-	.00	.00	.00	.00
?	001	PRIOR ADJ	-	-	.00	.00	.00	.00
?	101	EMP ONLY	A	W	927.65	48.82	27.84	948.63
?	102	EMP&SPOUSE	B	X	1242.93	65.42	37.31	1271.04
?	103	EMP&CHILDREN	C	Y	1066.74	56.14	32.02	1090.86
?	104	EMP&FAMILY	D	Z	1270.75	66.88	38.15	1299.48
?	802	EMP&PARTNER	B	X	1242.93	65.42	37.31	1271.04
?	803	EE/DP'S CHL	C	Y	1066.74	56.14	32.02	1090.86
?	804	EE/DP/EE CHL	D	Z	1270.75	66.88	38.15	1299.48
?	805	EMP&BOTH CHL	C	Y	1066.74	56.14	32.02	1090.86
?	806	EE/DP/DP CHL	D	Z	1270.75	66.88	38.15	1299.48
?	807	EE/DP/BTH CH	D	Z	1270.75	66.88	38.15	1299.48
?	901	EE YTD/AGCY\$	-	-	.00	.00	.00	.00
?	___	_____	-	-	_____	_____	_____	_____

Changes to PTB1 Payroll Benefit Package Table Screen

The PTB1 screen has changed to implement the monthly subsidy and the 95% / 5% split:

- OPE CLS/MTCH: Values include:
 - L = the basic life insurance rate
 - C = the amount for the monthly subsidy that offsets the 5% employee contribution to premiums when the employee's base salary is ≤ ST MAX CNTRB C
 - Last field = the number of regular paid hours per month to qualify for PEBB benefits
- ST MAX CNTRB:
 - W, X, Y and Z are now 9999.99 to cover the employer's 95% obligation
 - C = when the employee's base salary is ≤ this amount, OSPA will offset the employee's share of the premiums with the monthly subsidy amount in OPE CLS/MTCH C
- OPT OUT AMTS have not changed. The opt out calculation has. See Opt Out Calculations below.

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	08	080.00	0080.0	00	0000.0	00
?	LA	FURLOUGH LV2	08	096.00	0096.0	00	0000.0	00
?	LA	FURLOUGH LV3	08	112.00	0112.0	00	0000.0	00
?	ML	MILITARY LVE	00	000.00	0000.0	09	0150.0	05
?	OC	OCA 6-1 F/H	00	000.00	0024.0	00	0000.0	00
?	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	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

Report Changes

Changes to the Payroll Register

The 901 plan code for insurances has different functionality with PEBB 2012. You will see the differences on the Payroll Registers and the employees' pay stubs:

- If the employee qualifies for a subsidy (employee's salary is \leq ST MAX CNTRB C on the PTB1 screen), there will be an amount in the EMPR AMT for the 901 plan code (see OPNN, SLNN, and SWNN below). OSPA will apply the subsidy in alphabetical order by the deduction code until OSPA has allocated the entire subsidy.
- The monthly employee 5% contribution will display in CURR AMT for the applicable plan code (see SWNN DDD and VSNN DDD below). The YTD amount for the employee's 5% contribution will display in the YTD AMT column with the 901 plan code (see VSNN 901 and SWNN 901). This column will always show YTD totals that the employee paid per deduction.

	DEDUCTIONS		CURR AMT	YTD AMT	EMPR AMT
1246 LOCAL	DCNN111		35.42	35.42	.00
HEM 1/1/12	HESCBBB		35.00	35.00	.00
ODS PRF DENT	OPNNDDD		.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	SWNNDDD		42.07	.00	1,270.75
PSWP	SWNN901		.00	42.07	24.81
TOBACCO SG	TBSCAAA		25.00	25.00	.00
VSP	VSNNDDD		.96	.00	18.28
YTD ONLY VSP	VSNN901		.00	.96	.00
	TOTAL DEDUCTIONS		138.45		1,417.70

Changes to the Pay Stub

While the Payroll Register displays the 901 plan code for each deduction where the employee makes a contribution or the state pays a subsidy, they are summarized on the employee's pay stub as EE YTD/SUB%. The subsidy is in the employer column (30.00 below). The employee's YTD is in the YTD column (43.03 below).

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

Payroll Calculation and Process Changes

Opt Out Calculation

Employees may opt out of medical or medical and dental insurance if they are covered by another employer sponsored plan. Those who opt out may receive a cash payment in lieu of premium. Payroll makes an IR entry on the P050 Gross Pay Adjustments on File screen. OSPA uses the Opt Out Amt on the PTB1 screen and the insurances the employee enrolled in (basic life and dental when opting out of medical; basic life when opting out of medical and dental) to calculate the IR amount due the employee.

The Opt Out amounts have not changed for 2012 -- \$233.00 if the employee opts out of medical and \$193.50 if the employee opts out of medical and dental. For the 2012 Plan year, OSPA will use the Emplr Share from the PTD2 screen to calculate the IR amount.

Following is a sample payroll register for an employee who opts out of medical and the logic used to determine the IR amount to the employee:

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                                PAGE      1
01  DATE PRINTED: 01-26-12
                                DEDUCTIONS      CURR AMT      YTD AMT      EMPR AMT
LONGTERM DIS  AJNN001      9.32      18.64      .00
SEIU 503 F/S  DSNN      63.36     126.72     .00
MED OPT OUT   OONN002      .00      .00      154.00
ODS TRD DENT  OTNNBBB      5.45      .00      103.46
YTD ONLY ODS TRD DENT  OTNN901      .00     10.90      .00
BASIC LIFE    SLNN001      .05      .00      .95
YTD ONLY BASIC LIFE    SLNN901      .00      .10      .00
SEIU 503 ISS  TDNN112      2.75      5.50      .00
EMP LF/55-59 UFNAAA      6.96     13.92      .00
TOTAL DEDUCTIONS      87.89      258.41

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Description	Deduction / Plan	Amount
Opt Out Amt, Medical Only		233.00
PEBB Admin Fee for Opt Out	OONN 002	-154.00
Employer Amount, ODS Traditional Dental	OTNN BBB	-103.46
Employer Amount, Basic Life	SLNN 001	-.95
IR to employee		128.59

Domestic Partner Entries

When an employee enrolls in medical, dental, or vision insurance for a domestic partner and/or the partner's children and does not claim them as tax dependents, the imputed value of the premiums for the partner and/or children is a taxable fringe benefit for the employee. Payroll records the imputed value with a DPT entry on the P050 screen. If a job share or part-time employee has out-of-pocket costs, payroll may reduce the DPT with a negative DPN entry.

For employees with surcharges for domestic partners, payroll will make an additional entry on the P050 screen with pay type DPS. These entries add the imputed value of the surcharge for the domestic partner to the employee's income. During the payroll calculation, surcharges are paid pre-tax.

For a clear audit trail, you may want to make separate entries for each applicable surcharge. You can use the same DPS plan code with different COMMENT's.

Agencies will receive an updated domestic partner worksheet for 2012 and a table of the imputed values for insurances from PEBB. The imputed values for the surcharges include:

Deduction & Plan Code	Description	Imputed Value
HESC 802	Employee and partner did not sign-up for the HEM at open enrollment	\$15.00
NHSC 802	Employee and partner signed up for HEM and did not complete the health assessment	\$20.00
NESC 802	Employee and partner signed up for HEM, completed the health assessment and did not complete the e-learning activities	\$45.00
TBSC 802 808	Current tobacco use surcharge Employee and partner Partner only	\$25.00 \$25.00
SGSC 802	Employee and partner where partner is eligible but waives other employer medical coverage	\$50.00

Part-time and Job Share Employees

As in prior plan years, for part-time and job share employees, OSPA will pro-rate the full-time benefit amount by the employee's percent of full-time. In prior years, OSPA used the full amount of the insurances; for the 2012 plan year, OSPA will pro-rate the 95% employer share. The employee will pay the 5% share plus any costs not covered by the pro-rated 95%.

Part-time and job share employees who select part-time medical plans will receive 95% of a flat subsidy, based upon the coverage tier the employee selects. OSPA will apply the subsidy to the pro-rated 95% employer contribution in the order of basic life, medical and dental.

The flat subsidy amounts are:

Coverage Tier	100% of Flat Subsidy	95% of Flat Subsidy
Employee only	\$364.48	\$346.26
Employee & Spouse/Partner	\$476.15	\$452.34
Employee & Children	\$416.77	\$395.93
Employee & Family	\$484.76	\$460.52

OSPS is updating the Insurance Force Entry worksheet.

Monthly Subsidy Per CBA or Policy

Under some CBA's and policy, employees who have a base monthly salary that is \leq a defined amount receive a monthly subsidy to apply against the 5% employee contribution.

Prior sections have mentioned aspects of how OSPA will identify and apply the monthly subsidy, here is a summary:

- The applicable CBA or policy will define eligible employees
- The PTB1 screen includes the maximum salary amount and the amount of the monthly subsidy
- When OSPA processes deductions during the payroll run, it will apply the subsidy to the employee's 5% contribution for core insurances (health, dental, basic life) until it has used the entire subsidy. It will apply it in alphabetical order by the deduction code.

Here is a Payroll Register Example:

- This employee is in the CA benefit package. He has a monthly salary of 2,395.00.
- On the PTB1 screen for benefit package CA, ST MAX CNTRB C = 2,695.99 and OPE CLS/MTCH C = 30.00. The employee is eligible for a 30.00 subsidy.
- For PEBB core insurances, OSPA did the following:
 - OPNN DDD ODS Preferred Dental – has .00 in the CURR AMT for the employee. OPNN 901 has 5.14 in the EMPR AMT.
 - SLNN 001 Basic Life has .00 in the CURR AMT for the employee. SLNN 901 has .05 for the EMPR AMT.
 - SWNN DDD Statewide Plan has 42.07 CURR AMT for the employee. SWNN 901 has 42.07 YTD AMT for the employee and 24.81 EMPR AMT.
 - $OPNN\ 901\ 5.14 + SLNN\ 901\ .05 + SWNN\ 901\ 24.81 = 30.00$ subsidy.

DEDUCTIONS		CURR AMT	YTD AMT	EMPR AMT
1246 LOCAL	DKNN111	35.42	35.42	.00
HEM 1/1/12	HESCBBB	35.00	35.00	.00
ODS PRF DENT	OPNNDDD	.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	SWNNDDD	42.07	.00	1,270.75
PSWP	SWNN901	.00	42.07	24.81
TOBACCO SG	TBSCAAA	25.00	25.00	.00
VSP	VSNNDDD	.96	.00	18.28
YTD ONLY VSP	VSNN901	.00	.96	.00
TOTAL DEDUCTIONS		138.45		1,417.70

Forcing Premiums

If you need to force premiums during this plan year, following are some general guidelines:

- Unless the employee qualifies for a subsidy, use the PTD2 screen for the amounts for the P070 screen for insurances that have plan codes:

P070 Screen	PTD2 Screen
EMPLOYEE SHARE FIXED AMOUNT	Emple Share
EMPLR SHARE	Emplr Share
PEBB ADMIN	PEBB Admin
VENDOR SHARE	Vendor Share

- If the employee qualifies for a part-time or monthly subsidy, see the sections above. Use a prior Payroll Register to see how OSPA applied the amounts.
- Force any existing surcharges as well as the insurance premiums.
- Do not force the plan code 901 entries