

Situation	What will happen	How to fix - Links to "How To" documents
Employee notification (*): When an employee's deduction will be more than one premium, be sure they are notified and payment arrangements made if necessary. If the employee cannot be reached, an overpayment notification and collection process should be used.		
Employee is hired on the first working day of the month and their insurance is effective that day. They do not have any records effective on the 10th payroll when the first premium is due.	First paycheck will be the 25th – if enrollment is entered before processing is complete, medical deductions will occur for the 25th. If enrollment is entered after the 25th payroll, the system will retro back and deduct for the 25th. Either way, both EE & ER will owe for the 10th payroll of the hire month = adjustments needed.	Enter EE & ER adjustments WT 2983/2984 and WT2550 adjustments to collect premium owed for 10th payroll. (*)
Employee is hired after the first working day of the month. Their insurance is effective the first of the next month. Enrollment is entered before Day 3 of next month's 10th payday.	Premiums will be deducted starting the 10th of the month when the first premium is due.	No adjustments needed.
Employee is hired after the first working day of the month. Their insurance is effective the first of the next month. Enrollment is entered after the 10th payday when the first premium is due.	No deductions are taken on the 10th. Deductions will start on the 25th. EE and ER premiums for the 10th payroll are owing.	Change medical start date in HRMS to last day of previous month so HRMS will retro and pick up deduction for 10th. (*)
Health insurance is keyed on Day 3 in PAY1.	Information will not interface with HRMS in time for the current payroll and amounts owing will appear on reconciliation reports from HCA.	Enter information into PAY1 and also into HRMS. Be sure to check "pre-tax" box in HRMS if no Section 125 Waiver is on file.
Employee separates 16th – 31st but coverage is not ended in PAY1 by Day 3 of last paycheck on the 10th.	HRMS will deduct premium on 10th which is not owed. HRMS will try to refund the premium on the next payroll processing after coverage is ended.	Enter end date in PAY 1. Option 1: HRMS refund if possible. (Extend IT0027 Cost Distribution, if needed, to the end of the current pay period to allow HRMS to process payment.) Option 2: Manually refund full amount of EE premium deduction from GL5181. JV ER share back to program. A PAY1 A.24 adj. will be needed if the refund is done manually, or if the HRMS refund does not show on the HCA A23 report.
Decrease: Change in insurance – drop dependent for upcoming month and up to 3 months in retro.	Entered in PAY1 ending dependent coverage on the last day of the month. New coverage interfaces with HRMS "Start" = last day of the previous month. HRMS collects the new premium owed and will automatically refund the difference if there is a retro.	No adjustments needed.
Decrease: Change in insurance - drop dependent. Approved plan change with retro more than 3 months .	Entered in PAY1 ending dependent coverage on the last day of the month. New coverage interfaces with HRMS "Start" = last day of the previous month. HRMS collects the new premium owed and will automatically refund the difference. This is too much because HCA will only refund 3 months of premiums.	Enter a WT 2983/2984 adjustment to charge EE so that HRMS does not refund more than 3 months worth of premiums. The EE credit will show under the Employer column on the HCA MDR report. A PAY1 A.24 adj. is needed to clear the A23. However, GL5181 is in balance. See Helpful Reports .
Increase: Change in insurance – add dependent before Day 3 of the 10th payroll when the new premium is due.	Entered in PAY1 adding dependent on the first day of the month. New coverage interfaces with HRMS "Start" = last day of the previous month. HRMS collects the new premium owed on the 10th.	No adjustments needed.

Situation	What will happen	How to fix - Links to "How To" documents
Increase: Change in insurance - add dependent after Day 3 of the 10th payroll when the new premium is due. Plan change with automatic retro to an increased rate.	Entered in PAY1 adding dependent on the first day of the month. New coverage interfaces with HRMS "Start" = last day of the previous month. The difference owed for the new premium rate will automatically be collected by HRMS back to the date of the change.	No adjustments required. Use WT2983/2984 adjustments to offset and then collect over time if requested by employee. See Helpful Reports for backup confirmation. (*)
Increase: Newborn or adoption from 1 – 15th . Change in insurance from a plan with no children.	Entered in PAY1 with birth/adoption date as the start date. New coverage interfaces with HRMS as the last day of the previous month to retroactively collect premiums owed for birth month.	No adjustments required. Use WT2983/2984 adjustments to offset and then collect over time if requested by employee. See Helpful Reports for backup confirmation. (*)
Increase: Newborn or adoption added 16th – 31st . Change in insurance from a plan with no children.	Entered in PAY 1 with birth/adoption date as the new coverage start date. New coverage interfaces with HRMS "Start" = birth/adoption date. The new premium is not owed for the birth/adoption month. If there is a retro, HRMS will collect the higher rate for the 25th payroll if the HRMS plan dates are not manually corrected, causing an EE credit in error.	No adjustments required. Change Newborn.Adoption coverage medical start date in HRMS to the last day of the birth/adoption month, and previous coverage to the day before that, so that if HRMS retros, it will not collect the new premium due until the 10th of the next month. (*)
Employee on LWOP where HRMS collects by Arrears (ARRS) on their first paycheck with pay.	HRMS will continue to deduct ER premium. System will take EE premium accumulated in Arrears (ARRS) on first possible paycheck.	No adjustments needed. Discuss with employee to determine if full amount owed plus the current premium should be collected on one paycheck. (*)
Employee on LWOP pays premiums by personal check.	HRMS will continue to deduct ER premium. HRMS will continue to attempt to collect EE premium through Arrears (ARRS) process.	Deposit check into Fund 035 G/L 5181. Enter a negative WT 2984 adjustment in HRMS on their first paycheck with pay for amount of check to clear HRMS Arrears. Clear A.23 using a PAY1 A.24 adj.
Career Seasonal employee (3 to 8 months) returns from inactive to active status and medical coverage resumes. (If separated during off-season, use regular "hiring" scenarios above.)	Coverage entered in PAY1 as the first of the month they work for at least 8 hours. Interfaces with HRMS "Start" = first of the month of coverage. EE and ER premiums for the 10th payroll are owing.	Change medical start date in HRMS to the last day of the previous month so that HRMS will retro and pick up deductions for the 10th. (*)
Career Seasonal employee (9 or more months) returns from inactive to active status . Employer paid medical coverage is maintained during off season. (If separated during off-season, use regular "hiring" scenarios above.)	No changes to PAY 1. HRMS will accumulate EE premiums during inactive off-season through Arrears (ARRS) process and collect all amounts due on their first paycheck. ER shares continue to be charged during off-season. (Separated 9 mo. seasonals need to have ER & EE shares owed managed manually. HRMS Arrears process does not apply.)	Missed EE premiums: Option 1: Allow HRMS Arrears process to collect the full amount owed plus the current premium on their first paycheck. Option 2: Make arrangements before and/or after season using WT2983/2984 adjustments . Option 3: Personal check deposited into Fund 035 G/L 5181. Enter a negative WT 2984 adjustment in HRMS for amount of check to clear Arrears. Clear A.23 using a PAY1 A.24 adj.
Transfer to gaining agency effective the 16th	The gaining agency is responsible for next month's premiums. HRMS will charge next month's first medical premium on the 10th at the gaining agency.	No adjustments needed.

Situation	What will happen	How to fix - Links to "How To" documents
Transfer to gaining agency effective the 1st	The gaining agency is responsible for the current month's premiums. Last payday with the losing agency is on the 10th of the current month. HRMS will deduct ER & EE premiums and accumulate in losing agency's G/L 5181, creating an imbalance for both agencies.	Losing agency should enter negative WT2983/2984 and WT2550 adjustments to zero out the premium deductions for the EE & ER for the 10th payday. The gaining agency then enters positive WT2983/2984 and WT2550 adjustments to double up premiums for EE & ER for the 25th payday. (*) If adjustments are not entered for the 10th payroll, the losing agency should JV the EE share to the gaining agency. Both agencies enter an A24 Adj. to clear the A23 reports. The gaining agency can clear the ER balances by JV, or by entering a negative WT2550 for the last day of the previous month. HRMS retro process will clear both agency accounts.
Mid Period Transfer from 2nd-15th.	Losing agency is responsible for current month's premiums. HRMS will split EE & ER premium for 25th payday between losing and gaining agencies.	Follow OFM Health Insurance Mid-Period Transfer Template – "MPT Template -- Second Pay" . - OR - If there is time, and with employee approval, the losing agency can double up premiums for the 10th payroll using WT2983/2984 and WT2550 adjustments , then they would also enter negative adjustments for the 25th so that the premiums are zeroed.
Mid period transfer from the 17th – 31st.	Gaining agency is responsible for the next month's premiums. HRMS will split EE & ER premium for 10th payday between losing and gaining agencies.	Follow OFM Health Insurance Mid-Period Transfer Template – "MPT Template -- First Pay" . - OR - If there is time, and with employee approval, the losing agency would enter negative WT2983/2984 and WT 2550 adjustments to zero out the premium deductions for the 10th payday. The gaining agency would then double up premiums for the 25th payroll using positive WT2983/2984 and WT2550 adjustments .

Other Helpful GL5181 documents:

[GL5181 HCA and HRMS Overview](#)
[GL5181 HCA and HRMS First period premiums](#)
[GL5181 HCA and HRMS agency transfers](#)
[GL5181 Helpful Reports](#)

OFM Payroll Resources

<http://www.ofm.wa.gov/resources/payroll.asp>
[Health Insurance Mid-period Transfer Template](#)
[Health Insurance Sample Reconciliation and Instructions Reconciliation Template](#)

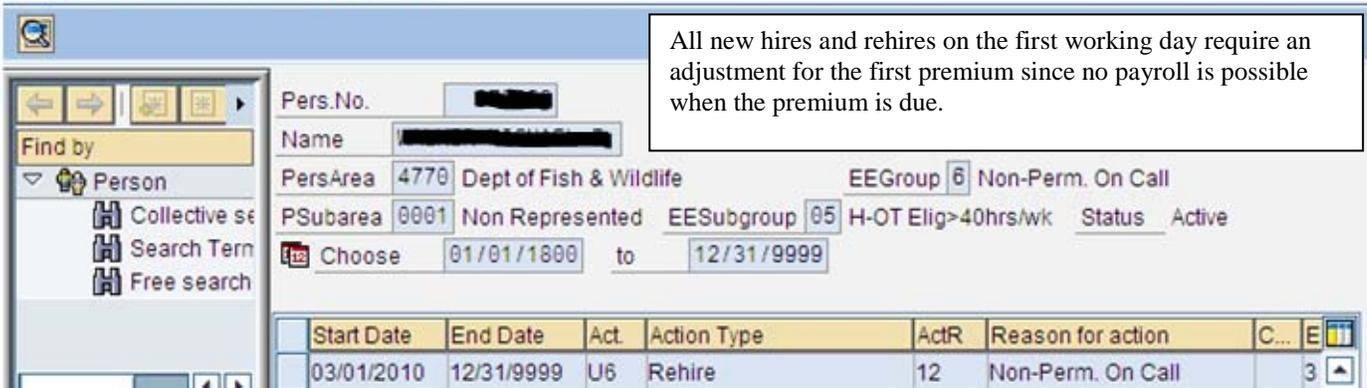
Links to "How To" documents:

[WT2983.2984 and WT 2550 adjustments GL5181](#)
[Change medical start date GL5181](#)
[PAY1 A.24 adjustments GL5181](#)
[Newborn.Adoption Medical date correction GL5181](#)

First period medical premium adjustments – HRMS retro not possible...

Approval received from employee to collect double the regular premium again on 05/10/10.

Overview Actions (0000)

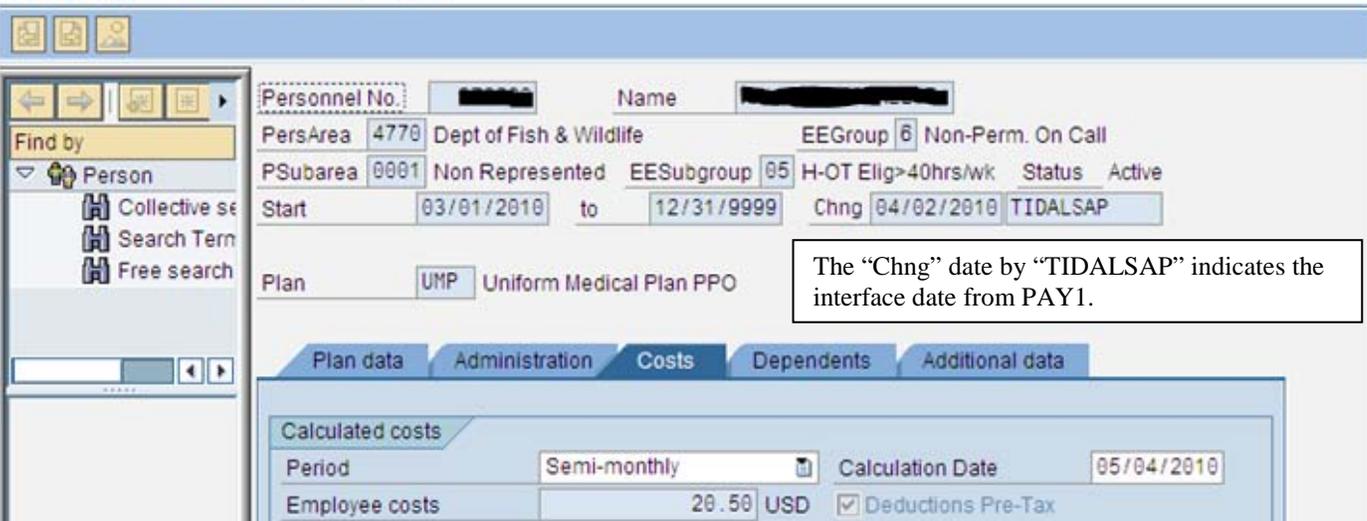


All new hires and rehires on the first working day require an adjustment for the first premium since no payroll is possible when the premium is due.

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E
03/01/2010	12/31/9999	U6	Rehire	12	Non-Perm. On Call		3

Coverage started 3/01/2010 was interfaced with HRMS on 04/02/10. (First premium was due on 3/10/10):

Display Health Plans (0167)



The "Chng" date by "TIDALSAP" indicates the interface date from PAY1.

Calculated costs

Period: Semi-monthly Calculation Date: 05/04/2010

Employee costs: 20.50 USD Deductions Pre-Tax:

No additional payments have been taken for current appointment coverage. (Check the IT0015 screen.)

The payroll posting report shows that the March 10th premiums are missing:

Period: From 02/16/2010 To 04/15/2010
 Payroll Period: 05 . 2010 - 08 . 2010
 Payroll Area: 11
 Run type: Production

The PR126 (Payroll Posting) report with the SWV "/>

Pay Peri...	BusA	Pers.N...	Last na...	First na...	GL	WT	Long text	Amount	For-period	In-Period	Payment date
201007	4770				5181...	2550	Health - ER Share	372.50-	201007	201007	04/09/2010
201007	4770				5181...	2550		372.50-	201006	201007	03/25/2010
201008	4770				5181...	2550		372.50-	201008	201008	04/26/2010
Health - ER Share								1,117.50-			
201007	4770				5181...	2531	Uniform Pre-Tax	41.00-	201007	201007	04/09/2010
201008	4770				5181...	2531		20.50-	201008	201008	04/26/2010
Uniform Pre-Tax								61.50-			

4/30/10 Adjustments: Collect ER & EE shares for first period of coverage on current appointment.

Display Additional Payments (0015)

Personnel No. [REDACTED] Name [REDACTED]
 PersArea 4770 Dept of Fish & Wildlife EEGroup 6 Non-Perm. On Call
 PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active
 Chng 05/04/2010 00100974

Additional Payments

Wage Type	2550	Health - ER Share
Amount	372.50	USD
Number/unit	0.00	
Date of origin	04/30/2010	
Default Date	00	
Assignment Number	ER SHARE 03/10/10	

“Wage Type”: 2550: Health – ER Share
 “Amount”: ER rate as appropriate.
 “Date of origin”: last day of current pay period being processed.
 “Assignment Number” can be used, or “Maintain Text” to explain the entry.

Personnel No. [REDACTED] Name [REDACTED]
 PersArea 4770 Dept of Fish & Wildlife EEGroup 6 Non-Perm. On Call
 PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active
 Chng 05/04/2010 00100974

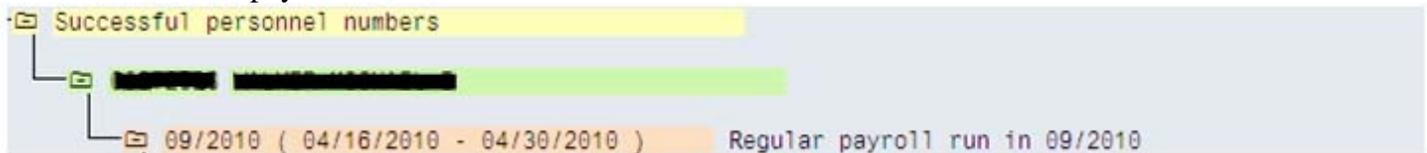
Additional Payments

Wage Type	2983	Health Adjustment Pretax
Amount	20.50	USD
Number/unit	0.00	
Date of origin	04/30/2010	
Default Date	00	
Assignment Number	EE SHARE 03/10/10	

“Wage Type”: 2983: Health Adj. Pretax
 “Amount”: EE rate for one payroll.
 “Date of origin”: last day of current pay period being processed.
 “Assignment Number” can be used, or “Maintain Text” to explain the entry.

Use WT2984: Health Adjustment Post-tax to reflect direct payments (negative adjustment) or when the employee has a Section 125 waiver on file and HRMS shows their insurance is collected Post-tax.

4/16-30/10 Pay Sim (PC00_M10_CALC_SIMU) now shows collection of two premiums worth of ER & EE Shares on 05/10/10 payroll:



EE: \$20.50 current (WT 2531) + \$20.50 adj. (WT 2983) = \$41.00 owed for 2 premiums. ER: double WT 2550.

Detail View of Log

* 2531 Uniform Pre01	B 02	20.50-
* 2550 Health - ER		372.50
* 2550 Health - ER	B 02	372.50
* 2575 Health - Pr01	B 02	393.00
* 2983 Health Adju		20.50-

Health Premiums for John Brown - 20001234:

HRMS Retro is possible since he had a "10th premium" payroll.

Verbal approval received from employee to collect double the regular premium deduction on the next payroll.

Appt change on 04/01/2010. Employee is now eligible for insurance on 04/01/2010:

Overview Actions (0000)

Pers.No. [REDACTED]
 Name [REDACTED]
 PersArea 4770 Dept of Fish & Wildlife EEGroup H Non-Perm. Limited
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Choose 01/01/1800 to 12/31/9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E
04/01/2010	12/31/9999	U3	Appointment Change	27	Extension of Temp/NonP...		3
11/16/2009	03/31/2010	U6	Rehire	23	Non-Perm. Limited		3

Coverage started 04/01/10 – Interfaced on 05/04/2010 – After first "10th premium" payroll was processed:

Display Health Plans (0167)

Personnel No. [REDACTED] Name [REDACTED]
 PersArea 4770 Dept of Fish & Wildlife EEGroup H Non-Perm. Limited
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 04/01/2010 to 12/31/9999 Chng 05/04/2010 TIDALSAP
 Plan GHCV Group Health Coop Value

The "Chng" date by "TIDALSAP" indicates the interface date from PAY1.

Calculated costs
 Period Semi-monthly Calculation Date 05/06/2010
 Employee costs 11.00 USD Deductions Pre-Tax
 Additional Post-Tax 0.00 USD
 Employer credit 372.50 USD Credits Allowed

No additional payments have been taken for current appointment coverage. (Check the IT0015 screen.)

The payroll posting report shows that the first "10th premium" on April 9th is missing:

Report ID:	ZHR_RPTY126
User:	00100974
Date:	05/06/2010
Period:	From 01/01/2010 To 04/30/2010
Payroll Period:	02 . 2010 - 09 . 2010

The PR126 (Payroll Posting) report with the SWV "/GL5181" using a specific personnel number can be ran and expanded to quickly find this information. Reports run before any premiums are paid will be blank.

Bu...	Pers.No.	Last na...	First na...	G/L	WT	Wage Type Long Text	Amount	For-period	In-Period	Payment date
4770	[REDACTED]	[REDACTED]	[REDACTED]	5181...	2540	Group Health Value Pre-Tx	22.00-	201009	201009	05/10/2010
4770	[REDACTED]	[REDACTED]	[REDACTED]	5181...	2550	Health - ER Share	372.50-	201008	201009	04/26/2010
4770	[REDACTED]	[REDACTED]	[REDACTED]	5181...	2550	Health - ER Share	372.50-	201009	201009	05/10/2010

Update medical coverage start date to the last day of the previous month:

Change Health Plans (0167)

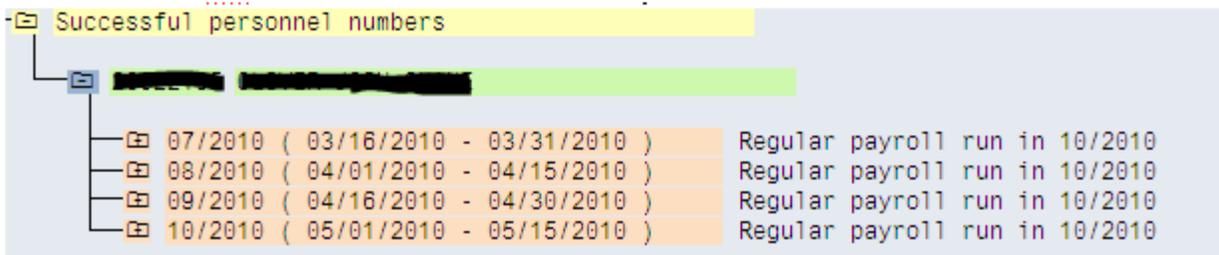


Personnel No. [REDACTED] Name [REDACTED]
 PersArea 4770 Dept of Fish & Wildlife EEGroup H Non-Perm. Limited
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Ellg>40hrs/wk Status Active
 Start 03/31/2010 to 12/31/9999 Chng 05/06/2010 00100974
 Plan GCV Group Health Coop Value

Add maintain text note to explain change:

Changed start of medical from 04/01/2010 to 03/31/2010 to collect first premium owed on 04/09/2010 through HRMS retro process.

5/01-15/10 Pay Sim Pay Sim (PC00_M10_CALC_SIMU) now shows retro for April "10th premium".



Month	Start Date	End Date	Description
07/2010	03/16/2010	03/31/2010	Regular payroll run in 10/2010
08/2010	04/01/2010	04/15/2010	Regular payroll run in 10/2010
09/2010	04/16/2010	04/30/2010	Regular payroll run in 10/2010
10/2010	05/01/2010	05/15/2010	Regular payroll run in 10/2010

EE: \$11.00 current (WT 2540) + \$11.00 retro (WT 2540) = \$22.00 owed for 2 premiums.

ER: WT 2550 shows on current detail AND on payroll 07/2010 retro detail.

Detail View of Log

* 2540 Group Healt01	B 02	22.00-
* 2550 Health - ER	B 02	372.50
* 2575 Health - Pr01	B 02	383.50

PAY 1 - A.24 adjustments

Why/When to use adjustments to clear A.23 report:

- Direct payment from an employee was made to the agency and deposited into Fund 035 GL5181.
- Payment/refund was made to the employee by A19.
- Payment/refund was made to the employee by HRMS, but did not record in PAY1.
- Credit or debit (JV/warrant) was received from/paid to another agency.
- Over 90-day retro where employee credit shows on MDR as an employer credit.
- Balance owed by employee is being written off.
- Remember! All A.23 adjustments require backup documentation! A screen print of the A.23 screen is not sufficient backup. You should also have copies of a JV, CJ, etc.

How to enter adjustments:

- Log in to PAY1 – You must have authorization to maintain the A.23 and A.24 screens
- Type “A.23” in the “Selection” field. Enter.

```

***** PERSONNEL / PAYROLL MENU ***** MAPY011
***** FOR PRODUCTION CICS *****

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SYSTEM      : 0.00 PERS/PAY ONLINE
MENU TITLE  : 0.00 SYSTEM MENU
SELECTION   : a.23
HELP       : PRESS PF1 FOR ONLINE INSTRUCTIONS

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- A.00 PAYROLL SYSTEM MENU

```

- Fill in “AGY” and “SSN” fields. Enter.

```

NEXT FUNCT: A 23 TYPE: I AGY: 477 SUB:      SSN: XXX XX XXXX NAME: █
INQUIRY ONLY ENTER-NEXT PF1-HELP PF2-RETURN PF3-SYSTEM PF9-MAINT

```

A.23 screen will show current balance.

****Take a screen print of this information for your backup of the balance before the adjustment.****

```

AS OF 06/25/2010 ***** A.23 - INSURANCE RECONCILIATION ***** MAPA231
PREVIOUS CURR MO CURR MO AGENCY PAYROLL INSUR
SEL NAME BALANCE PREM DUE PAID ADJ CANCELS ADJ
S█████, G█████ 7.00 .00 .00 .00 .00 .00
NEW BAL: 7.00 AGENCY: 477 ACT CD:

```

- Type a “U” in the “Type” field at the bottom of the screen. Enter.

```

NEXT FUNCT: A 23 TYPE: U AGY: 477 SUB:      SSN: XXX XX XXXX NAME: █
UPDATE PENDING ENTER-NEXT PF1-HELP PF2-RETURN PF3-SYSTEM PF7/8-UP/DN PF9-MAINT

```

- Type a “U” in the blank next to the name.

```

AS OF 06/25/2010 ***** A.23 - INSURANCE RECONCILIATION ***** MAPA231
PREVIOUS CURR MO CURR MO AGENCY PAYROLL INSUR
SEL NAME BALANCE PREM DUE PAID ADJ CANCELS ADJ
u S█████, G█████ 7.00 .00 .00 .00 .00 .00
NEW BAL: 7.00 AGENCY: 477 ACT CD:
    
```

- Hit “F9” to go to A24 screen to enter the adjustment.

****Take a screen print of this information for your backup of the adjustment entry.****

```

***** A.24 INSURANCE RECONCILIATION - DETAIL ***** MAPA241
AS OF 06/25/2010
    
```

```

DATE ACTIVITY CARRIER COV PD AMOUNT
SSN : ██████████
NAME : S█████, G█████
AGENCY : 477 DEPT OF FISH & WIL
SUB AGY: DEPT OF FISH & WIL
ACT CD :

PREVIOUS BALANCE: 7.00
CURR MO PREM DUE: .00
CURR MO PAYMENTS: .00
AGENCY ADJ : -7.00
PAYROLL CANCELS : .00
INSUR ADJ : .00
NEW BALANCE : 7.00
    
```

UPDATE PENDING PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF4-CANCEL, PF10-UPDATE

- Type the amount of the adjustment in the “Agency Adj” field.
- The amount will be a negative to clear the amount owing when:
 - Direct payment from an employee was made to the agency and deposited into GL5181.
 - A credit (JV/warrant) was received from/paid to another agency.
 - An over 90-day retro occurred where the employee credit shows on the MDR as an employer credit.
 - Balance owed by employee is being written off.
- The amount will be a positive to clear the credit balance when:
 - Payment/refund was made to the employee by A19.
 - Payment/refund was made to the employee by HRMS, but did not record in PAY1.
 - A debit (JV/warrant) was received from/paid to another agency.

Hit “F10” to complete the adjustment update.

****Take a screen print of this information for your backup showing the completed adjustment.****

```

AS OF 06/25/2010      ***** A.23 - INSURANCE RECONCILIATION *****      MAPA231
PREVIOUS CURR MO CURR MO AGENCY PAYROLL INSUR
SEL NAME BALANCE PREM DUE PAID ADJ CANCELS ADJ
S [REDACTED], G [REDACTED] 7.00 .00 .00 7.00- .00 .00
[REDACTED] NEW BAL: .00 AGENCY: 477 ACT CD:
    
```

This result shows the “Agency Adj” entry of “7.00-“ and the “New Bal” of “.00”.

Additional backup can be found on the report from HCA: HRISD-B2025-R01, Payroll Transaction Log:

```

REPORT NO: HRISD-B2025-R01      DEPARTMENT OF PERSONNEL      DATE :05/25/10      PAGE: 286
477      T      ONLINE PERSONNEL/PAYROLL TRANSACTION LOG      TIME :18:33      AGY PAGE: 3
AGY/SUB: 477      INSURANCE RECONCILIATION
2 [REDACTED], K [REDACTED]      INSURANCE RECON EMPL [REDACTED] DATA UPDATED 05/25/2010 AT 10:32 BY [REDACTED] 477
USING A241
3      AGENCY ADJ      :      .00      NEW BALANCE      :      11.00-
1      11.00      .00
2      INSURANCE RECON AGY [REDACTED] DATA UPDATED 05/25/2010 AT 10:32 BY [REDACTED] 477
USING A241
3      AGENCY ADJ      :      .00      NEW BALANCE      :      2,710.28
1      11.00      2,721.28
2      INSURANCE RECON SUB [REDACTED] DATA UPDATED 05/25/2010 AT 10:32 BY [REDACTED] 477
USING A241
3      AGENCY ADJ      :      .00      NEW BALANCE      :      2,710.28
1      11.00      2,721.28
    
```

This shows three entries:

1. “Insurance Recon Empl”: The new balance for the employee.
2. “Insurance Recon Agy”: The new balance at the agency level.
3. “Insurance Recon Sub”: The new balance at the sub-agency level. (This is the same balance in this case because agency 477 does not have any sub agencies.)

The person reconciling GL5181 should be made aware of all A24 adjustments.

Complete backup example:

Employee: Smith, Greg directly paid the agency \$7.00 on 06/01/2010 for a missed premium.

A.23 before adjustment:

```

AS OF 06/25/2010   ***** A.23 - INSURANCE RECONCILIATION *****   MAPA231
PREVIOUS          CURR MO    CURR MO    AGENCY    PAYROLL    INSUR
SEL  NAME         BALANCE    PREM DUE   PAID      ADJ        CANCELS    ADJ
S█████, G█████    7.00      .00        .00       .00        .00        .00
██████████        NEW BAL:   7.00      AGENCY: 477   ACT CD:

```

A.24 adjustment entry:

```

***** A.24 INSURANCE RECONCILIATION - DETAIL *****   MAPA241
AS OF 06/25/2010

```

```

DATE      ACTIVITY CARRIER COV PD  AMOUNT
SSN       : ██████████
NAME      : S█████, G█████
AGENCY    : 477 DEPT OF FISH & WIL
SUB AGY   : DEPT OF FISH & WIL
ACT CD    :

PREVIOUS BALANCE:      7.00
CURR MO PREM DUE:      .00
CURR MO PAYMENTS:      .00
AGENCY ADJ       : -7.00
PAYROLL CANCELS :      .00
INSUR ADJ        :      .00
NEW BALANCE      :      7.00

```

UPDATE PENDING PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF4-CANCEL, PF10-UPDATE

A23 after adjustment:

```

AS OF 06/25/2010   ***** A.23 - INSURANCE RECONCILIATION *****   MAPA231
PREVIOUS          CURR MO    CURR MO    AGENCY    PAYROLL    INSUR
SEL  NAME         BALANCE    PREM DUE   PAID      ADJ        CANCELS    ADJ
S█████, G█████    7.00      .00        .00       7.00-      .00        .00
██████████        NEW BAL:   .00      AGENCY: 477   ACT CD:

```

Adjustment entered by Jane Doe on 07/06/2010.

Newborn and Adoption Medical date corrections in HRMS

Why/When process is needed:

Change in insurance from a plan with no children to add a dependent newborn or adoption from the 16th – 31st.

Entered in PAY 1 with birth/adoption date as the new coverage start date. New coverage interfaces with HRMS "Start" = birth/adoption date. The new premium is not owed for the birth/adoption month. If there is a retro, HRMS will collect the higher rate for the 25th payroll if the HRMS plan dates are not manually corrected, causing an EE credit in error.

No adjustments are required. Change new coverage medical start date in HRMS to the last day of the birth/adoption month, and previous coverage to the day before that, so that if HRMS retros, it will not collect the new premium due until the 10th of the next month to match when HCA charges the new rate.

How to change medical start date:

PAY1 shows that the birth date is 02/16/2010.

```

----- DEPENDENT DATA -----
DEPEND SOC SEC : ██████████ GENDER: M DEPEND NAME : ██████████
LST NM: SUMMIT 1ST NM: ██████████ MI: E SFX:
RELATIONSHIP: C SON BIRTHDATE 02 16 2010 QUAL RSN:
MEDICARE - A: N MEDICARE - B: N
CERT IND: EFF DT: END DT: SSN: VER: DT:
----- CURRENT -----
ENR EFF DATE PREM DATE REASON ENR EFF DATE
HEALTH: Y 02 16 2010 02 16 2010 01 NEWLY ELIGIBLE MEMBER
DENTAL: Y 02 16 2010 02 16 2010 01 NEWLY ELIGIBLE MEMBER
    
```

HRMS shows that the new medical plan interfaces with a start date of 02/16/2010.

Overview Health Plans (0167)

Start Date	End Date	Type	Text	Plan	Text
09/01/2007	12/31/9999	DENT	Dental	UNID	Uniform Dental Plan
02/16/2010	12/31/9999	MEDI	Medical	UMP	Uniform Medical Plan PPO
09/01/2007	02/15/2010	MEDI	Medical	UMP	Uniform Medical Plan PPO

Payroll Posting report (using SWV GL 5181 for EE) shows that the old rate has been charged all year:

Payroll Posting Report

Report ID: ZHR_RPTPY126
 User: 00100974
 Date: 06/08/2010
 Period: From 12/16/2009 To 05/31/2010
 Payroll Period: 01. 2010 - 11. 2010
 Payroll Area: 11
 Run type: Simulation

G/L	WT	Wage Type Long Text	Amount	For-period	In-Period	Payment date
5181...	2531	Uniform Pre-Tax	46.00-	201001	201001	01/11/2010
5181...	2531	Uniform Pre-Tax	46.00-	201002	201002	01/25/2010
5181...	2531	Uniform Pre-Tax	46.00-	201003	201003	02/10/2010
5181...	2531	Uniform Pre-Tax	46.00-	201004	201004	02/25/2010
5181...	2531	Uniform Pre-Tax	46.00-	201005	201005	03/10/2010
5181...	2531	Uniform Pre-Tax	46.00-	201006	201006	03/25/2010
5181...	2531	Uniform Pre-Tax	46.00-	201007	201007	04/09/2010
5181...	2531	Uniform Pre-Tax	46.00-	201008	201008	04/26/2010
5181...	2531	Uniform Pre-Tax	46.00-	201009	201009	05/10/2010
5181...	2531	Uniform Pre-Tax	46.00-	201010	201010	05/25/2010
5181...	2531	Uniform Pre-Tax	46.00-	201011	201011	06/10/2010
■ 506.00-						

- To fix both medical plan records at the same time, use the **edit/pencil** on the **old record** to end the day before the new one should start.

Start 09/01/2007 to 02/27/2010 Chng 06/08/2010 

Plan UMP Uniform Medical Plan PPO

Plan data Administration Costs Dependents Additional data

General plan data

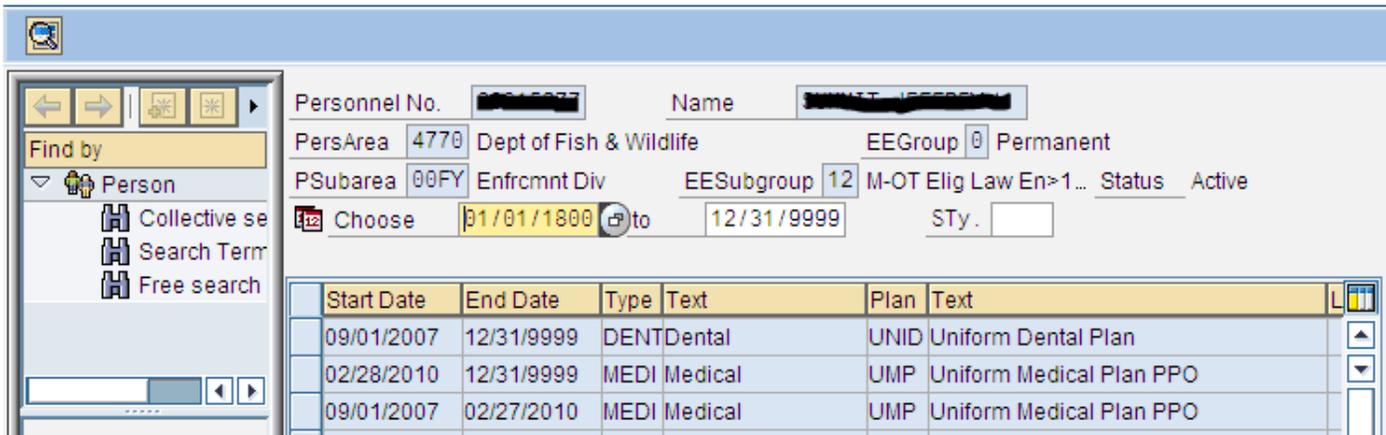
Benefit area	US	USA
Plan type	MEDI	Medical
Benefit plan	UMP	Uniform Medical Plan PPO
Health Plan Option	UMP	Uniform Medical Plan PPO
Dependent Coverage	MED2	Employee + Spouse

- Add “maintain text” note:
 Changing end date from 02/15/10 to 02/27/10 to match health care billing of new premium.

2nd Ex: New plan effective for June, old plan should end 05/30/2010, so the new plan will start 05/31/2010.

Resulting new records – overview and new coverage detail showing employee cost of \$61.50 per pay period:

Overview Health Plans (0167)



Start Date	End Date	Type	Text	Plan	Text
09/01/2007	12/31/9999	DENT	Dental	UNID	Uniform Dental Plan
02/28/2010	12/31/9999	MEDI	Medical	UMP	Uniform Medical Plan PPO
09/01/2007	02/27/2010	MEDI	Medical	UMP	Uniform Medical Plan PPO

Display Health Plans (0167)



Calculated costs

Period: Semi-monthly Calculation Date: 07/15/2010

Employee costs: 61.50 USD Deductions Pre-Tax

HRMS automatically does a retro calculation back to March 10th and collects the difference owed for 7 periods.

Owed \$61.50 - Paid \$46.00 = \$15.50 per period * 7 = \$108.50 owed + current \$61.50 = \$170.00 collected now.

Payroll Posting Report

Report ID: ZHR_RPTY126
 User: 00100974
 Date: 07/15/2010
 Period: From 06/01/2010 To 06/15/2010
 Payroll Period: 12 . 2010

G/L	WT	Wage Type Long Text	Amount	For-period	In-Period	Payment date
5181...	2531	Uniform Pre-Tax	170.00-	201012	201012	06/25/2010

If the date was not changed, and an HRMS retro occurred back to the Feb 16-28 period, the \$46.00 would have been reversed, and the \$61.50 charged, leaving a \$15.50 credit in GL5181 that would show on the A23 report.

GL5181 HCA and HRMS Overview

- HRMS keeps track of employee (EE) health premiums (as Arrears – see results ARRS table) when they are not deducted. This may occur when an employee is not paid in a period or doesn't have enough net pay to cover the premium. Each pay day, the system collects whatever it can until the back premiums are paid. Until they are collected, missed premiums will also show as an amount owed on the HRISD-PAY001P1-R01 "Insurance Reconciliation Report", commonly called the "A.23" report, provided to agencies by Health Care Authority.
- Employer share (ER) premiums are not part of the Arrears process.
- Health care premiums are the only deductions that are due on a calendar basis instead of a "lag" basis. February premiums are collected on the 10th and 25th of February, even though hours worked in February are paid on February 25th and March 10th.
- The "pre-collection" of health care premiums ensures that an employee separating in the first half of the month will still have their full month's premiums collected.
- Agency transfer details are addressed in a separate document. Transfers on the 16th do not require any adjustments or journal vouchers. Transfers on any other dates require manual corrections.

Effective Dating – Overview of interaction between PAY1 and HRMS

- New coverage: The date entered in PAY1 will interface to HRMS as the coverage start date. Example: Coverage starting February 1st will show as a February 1st "Start" in HRMS. If the information is keyed in PAY1 before the start date, it will not interface until the first. If the coverage start date entered in PAY1 is prior to the hire date, HRMS will reject the record. If this is a legitimate scenario (for example, returning seasonal employees), then the health coverage must be entered manually into HRMS.
- Changes in coverage that start on the first: The date entered in PAY1 will interface to HRMS as the last day of the previous month as the new coverage start date:
 - Example: New plan starting on February 1st will show as January 31st in HRMS. This prompts HRMS to collect the new rate on the February 10th payroll. If the change is entered after the February 10th payroll has processed, it also prompts HRMS to "retro", reversing the amount collected on February 10th, and collecting the new amount owed.
- Ending coverage: An end date of January 31st entered in PAY1 will interface with an End date of January 31st in HRMS. If this is keyed in PAY1 before the end of the month, it will show as "pending" and will not interface to HRMS until February 1st. This is in time for the February 1st payroll process, but can be a source of confusion.
- Make sure those keying into PAY1 are aware of cut-off dates. If they key new information after the 25th payroll has processed and before HCA has processed their cutoff, there will be reconciliation differences due to timing. These will not require any corrections but do take reconciliation time. *Example: An employee is eligible for coverage on January 1st. Forms are received Jan. 20th (Day 4). HRMS has already processed the January 25th payroll. HCA cutoff date is January 22nd. Coverage is*

keyed in PAY1 after January 22nd, and both HCA and HRMS will collect January premiums in February. If keyed in PAY1 on Jan 20-22, HCA will collect in January, and HRMS in February.

Situations that should be closely monitored:

- Premiums due on the 10th of the first month of coverage: See “GL5181 HCA and HRMS First period medical premiums for new coverage” document or “Medical premium situation and action table”.
- Coverage changes from a plan without children to one with children due to a newborn or adoption.
 - If the child is born/adopted from the 1-15th, the new rate is due for the whole month and should interface with a start date of the last day of the previous month.
 - If the child is born/adopted from the 16th-31st, the new rate is not charged by HCA until the next month. The interface occurs as the birth/adoption date. HRMS should be corrected to avoid a retro collection of the higher new rate. See “Newborn.Adoption Medical date correction GL5181” document.
- HCA will only allow credits for approved plan changes going back 3 months. An adjustment will be needed in HRMS if a credit is going to process that HCA is not refunding on their end.

Direct Payments, Journal Vouchers (JV’s), and HRMS and PAY 1 Adjustments

Direct Payments – Credited to Fund 035 GL5181 through General Accounting Receipt Process:

- For separated employees, direct payments only require an A.24 adjustment in PAY1 to reduce the balance owing and reflect the payment.
- For active/inactive employees, direct payments need to be recorded in both HRMS using a negative “WT 2984 – Health Adjustment Posttax” and in PAY1 using an A.24 adjustment. Input in HRMS in a pay period that the employee receives a paycheck to avoid tax imbalances.

JV Payments – Both agencies need to enter an A.24 adjustment to clear their A.23 balance.

Coverage termination refunds for separations:

When an employee separates in the second half of the month and their medical coverage is not ended in PAY1/HRMS before the 10th payroll is processed, an extra premium will be taken that needs to be refunded. If the agency determines that a refund cannot/should not be processed through HRMS, a manual check for the full amount of the premium deduction can be processed from GL 5181.

- End the insurance in PAY1 so that the end date interfaces to HRMS.
- If your agency used Cost Distribution by employee, extend the IT0027 to the end of the current pay period to allow HRMS to process an additional payment.

The refund should be reflected in HCA’s records as a 10th charge and a 25th refund. If the EE share refund from HRMS does **not** post on the HCA A.23 report, enter an A.24 adjustment to clear the credit balance. See “PAY1 A.24 adjustments GL5181” document.

MDR – EE and ER Share Imbalance

- For plan changes going back more than three months that result in a credit, an employee’s credit is recorded under the **employer** amount on the MDR.
- This will create an imbalance on the ER recon and the A.23 reports, but GL 5181 balances.

- Simply make a clarifying note for the ER share on your reconciliation backup and input an A.24 adjustment to post the credit for the employee. No entries in HRMS are needed.

Adjustments

- HRMS does not recognize adjustments as payments for a specific plan.
- There are no adjustment codes available for specific plans.
- Positive adjustments will offset a current “Arrears” balance but will not carry forward as a “credit” for a future premium deduction.
- Any adjustments made directly to an active employee’s pay to collect a missed premium, or to set up a payment agreement, should be entered in HRMS using “WT2983 – Health Adjustment Pre-tax” (or “WT2984 – Health Adjustment Posttax” if appropriate).

Note: Those employees with post-tax medical premiums are required to have a “Section 125 waiver” on file.

See “GL5181 HCA and HRMS First period medical premiums for new coverage” document for more background information, and how-to documents “WT2983.2984 and WT2550 adjustments” and “Change medical start date GL5181” for more details.

GL5181 HCA and HRMS First period medical premiums for new coverage

No Adjustments or Changes in HRMS

Employee is hired after the first working day of the month. Their insurance is effective the first of the next month.

- An employee (EE) turns in their medical paperwork, and it is entered into PAY1 so that it interfaces with HRMS before DAY3 of the 10th payroll when the first premium is owed.
- A payroll simulation can be used to verify employee deduction.
- The employer (ER) share is charged and the EE share is deducted on time on the 10th.

Adjustments Required

Employee is hired on the first working day of the month and their medical coverage is effective that day.

- Their medical paperwork is turned in, entered into PAY1 and interfaces with HRMS.
- A WT2550 for the ER Share and a WT2983/2984 for the EE Share need to be entered in IT0015 – Additional Payments to get HRMS to deduct the premiums that were due on the 10th (for the 16th – month end).
- The employee has no payroll actions in HRMS for the 10th payroll (for the 16th – month end), so no retro should occur. That is why the 10th deductions need to be collected by adjustment.
- The employee's first pay check is on the 25th (for the 1st – 15th). If the interface occurs after the employee's first check, HRMS will automatically retro back to the 25th payroll (for the 1st-15th) of the first month of coverage to collect any deductions missed. (The interface start date of the first of the month of coverage is what prompts HRMS to collect the premium for the 25th payroll.)

Coverage Date Change Required to Prompt HRMS retro

Employee is hired after the first working day of the month. Their insurance is effective the first of the next month. Enrollment is entered after the 10th payday when the first premium is due.

- The medical coverage will interface with a start date of the first of the month.
- The medical coverage should be “penciled” to change the start date to the last day of the previous month. This prompts HRMS to retro for the 10th payroll when the first premium was due and collects the employee and employer shares owed. (The dental record can be left alone.)
- This process can also be used for seasonal employees returning to active status and resuming medical coverage. (Seasonal employees who are separated should be treated as “hired” employees discussed above.)
- Note: These employees **did** have a paycheck through HRMS for the 10th payroll when the first premium was due. If the adjustment process outlined above is used instead of changing the coverage start date, a retro could occur, HRMS would collect the premiums again, and the adjustments would then have to be reversed.

In all cases employees should be notified when more than one normal premium deduction will occur:

- The employee should be notified about the one time increased premium and payment arrangements made if necessary. If the employee cannot be reached, an overpayment notification and collection process should be used.

GL5181 HCA and HRMS medical premiums for transfers between agencies:
First verify whether employee has insurance. If not, disregard this process.

Health Care Authority collects medical premiums by calendar month.
Premiums for June are collected by HRMS on June 10th and June 25th.

If an employee (EE) transfers from one agency (ER) to another, adjustments for the last premium at the losing agency and the first premium at the gaining agency may be needed. Agencies will determine whether they prefer to use the adjustment or journal voucher (JV) process.

Employee leaves DOP and goes to OFM

Transfer on the 16th = No adjustment needed.

June 15th is the last day at DOP = losing agency. (Final pay on June 25th.)
June 16th is the first day at OFM = gaining agency. (First pay on July 10th.)

DOP is responsible for all of June's premiums because the employee worked for DOP on the first of the month.

Both June 10th and June 25th will be paid by DOP, so no adjustments are needed.

Transfer on the 1st = HRMS Adjustments, or JV process, and Pay 1 Adjustments are needed by both agencies

June 30th is the last day at DOP = losing agency. (Final pay on July 10th.)
July 1st is the first day at OFM = gaining agency. (First pay on July 25th.)

DOP is only responsible for June's premiums because the employee worked for OFM on July 1st.
OFM will be billed by HCA for the **July 10th** and July 25th payrolls.
The last payroll paid by DOP is **July 10th**.

This will create a discrepancy for both agencies if no adjustments or JV's are created.

Losing agency (DOP) should enter IT0015 Additional Payment adjustments for June 30th:
WT 2983/2984: EE share negative amount to zero out collection on July 10th.
WT 2550: ER share negative amount to zero out collection on July 10th.

Gaining agency (OFM) should enter IT0015 Additional Payment adjustments for July 15th:
WT 2983/2984: EE share positive amount to double collection (regular + adjustment) on July 25th.
WT 2550: ER share positive amount to double collection on July 25th.

The employee should be notified of these adjustments.

Both agencies enter an A24 adjustment in PAY1 to clear their EE reconciliation (A23) reports.

If the adjustments are not done in time because the losing agency is unaware of the transfer:

- The gaining agency can enter both WT 2550 adjustments using the date format explained above, and HRMS will take care of them retroactively. Or the journal voucher process may be used.
- The EE share will need to be JV'd using Fund 035, GL5181, between the agencies and both will need to enter A.24 adjustments in PAY1 to clear the A.23 report. WT2983/2984 will not retro.

Transfer on any other day of the month = Mid-Period transfer

Adjustment process can also be used to pre-collect, zero out, and/or double premiums if entered in time.
See: Medical premium situation and action table.

For JV process, see OFM instructions: <http://www.ofm.wa.gov/resources/payroll.asp>

PC00_M99_CWTR – Wage Type reporter for an individual Recommended for researching Health Insurance / GL 5181 for an individual

Why run this report:

Alternate method used to identify HRMS medical premium deductions credited to GL5181.
Provides a quick snapshot for specific employees and health care wage types.

Note: “Retro” and “In-period” information is not provided – can use ZHR_RPTPY126 Payroll Posting Report.

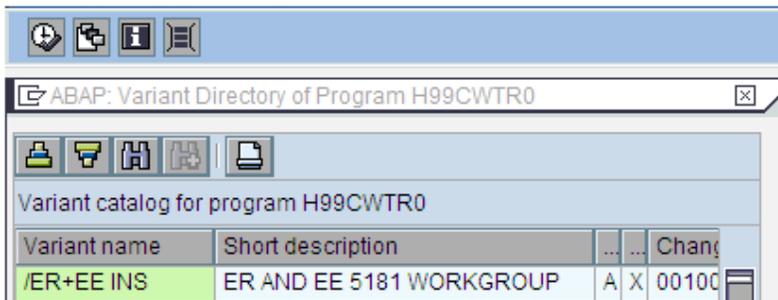
When to run this report:

Any time information is needed about health care deductions. Does not require Seq and Doc information on Day 2 and 3. Information will be current as of the last upload.

How to run this report:

- Use “Get Variant” (delete your number in “created by”)
- Choose Variant “/ER+EE INS – ER AND EE 5181 WORKGROUP”:

Wage Type Reporter



This will have the following fields pre-filled:

Company Code: “WA01”

Period: Dates listed are for the current year charges.

Wage Type: Multiple selection tool:

Under “Select Single Values” 2983 and 2984 are used to show all adjustments.

Under “Select Ranges” 2500 to 2550 are used to see all health care wage type transactions.

ALV Grid Control variant “/HEALTH 5181” includes the following columns:

Column Name	
Personnel Number	
Last name First name	
Wage Type	
Wage Type Long Text	
For-period payroll	
Payment date	
Amount	<input checked="" type="checkbox"/>
Personnel Area Text	
Personnel area	

Wage Type Reporter

Further selections Search helps Org. structure

Selection

Personnel Number

Company Code

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Payroll Interval

Period To

Payroll type to

Period determination

In-view payroll periods

For-view payroll periods

Other selections

Wage Type to

Archived Payroll Results

Display recs with null values

Output

SAP List Viewer Layout Variant

ALV Grid Control Layout Variant

Microsoft Excel Template PC File

Example of pre-filled variant screen

Fields to be filled out:

- Personnel Number: “12345678”. Use “multiple selection” tool for multiple employees.
- Personnel area: Not required – if left blank, information will be given for all agencies.
- Period: Edit for dates of pay periods being researched if needed.

Example: 02/16/20XX to 03/15/20XX for March charges. Health care is billed based on pay dates.

Example 1: Regular reporter for one month:

Wage Type Reporter

Pers.No.	Last/First Name	WT	Long text	For-period	Payment date	Amount	Personnel Area Text	PA
[REDACTED]	[REDACTED]	2550	Health - ER Share	201005	03/10/2010	372.50	Dept of Fish & Wildlife	4770
[REDACTED]	[REDACTED]	2550	Health - ER Share	201006	03/25/2010	372.50	Dept of Fish & Wildlife	4770
						745.00		
[REDACTED]	[REDACTED]	2531	Uniform Pre-Tax	201005	03/10/2010	46.00-	Dept of Fish & Wildlife	4770
[REDACTED]	[REDACTED]	2531	Uniform Pre-Tax	201006	03/25/2010	46.00-	Dept of Fish & Wildlife	4770
						92.00-		
						653.00		

Example 2: First deduction was missed for “10th premium” in April.

For employees hired on the first working day – see WT2983.2984 and WT2550 adjustment process.

For employees hired after the first working day – see process to change medical start date.

Notes: Employee share was doubled up on 05/10/2010. Group Health Value is normally \$11.00.

Employer share showing for payment date 04/26/2010 was actually collected 05/10/2010.

Remember – retro indicator and “In-period” are not available.

Wage Type Reporter

Pers.No.	Lt/1st Nam	WT	Wage Type Long Text	For-period	Payment date	Amount	Personnel Area Text	PA
		2540	Group Health Value Pre-Tx	201009	05/10/2010	22.00-	Dept of Fish & Wildlife	4770
						22.00-		
		2550	Health - ER Share	201008	04/26/2010	372.50	Dept of Fish & Wildlife	4770
		2550		201009	05/10/2010	372.50	Dept of Fish & Wildlife	4770
						745.00		
						723.00		

Example 3: First premiums missed for April 10th were collected by adjustment on 05/10/2010.

Pers.No.	Last/First Name	WT	Wage Type Long Text	For-period	Payment date	Amount	Personnel Area Text	PA
		2550	Health - ER Share	201008	04/26/2010	372.50	Dept of Fish & Wildlife	4770
		2550		201009	05/10/2010	745.00	Dept of Fish & Wildlife	4770
						1,117.50		
		2983	Health Adjustment Pretax	201009	05/10/2010	20.50-	Dept of Fish & Wildlife	4770
						20.50-		
		2531	Uniform Pre-Tax	201009	05/10/2010	41.00-	Dept of Fish & Wildlife	4770
						41.00-		

Example 4: First premiums missed for April 10th collected by changing medical start date/HRMS retro.

Pers.No.	Last/First Name	WT	Long text	For-period	Payment date	Amount	Personnel Area Text	PA
		2550	Health - ER Share	201007	04/09/2010	372.50	Dept of Fish & Wildlife	4770
		2550		201008	04/26/2010	372.50	Dept of Fish & Wildlife	4770
		2550		201009	05/10/2010	372.50	Dept of Fish & Wildlife	4770
						1,117.50		
		2531	Uniform Pre-Tax	201008	04/26/2010	46.00-	Dept of Fish & Wildlife	4770
		2531		201009	05/10/2010	92.00-	Dept of Fish & Wildlife	4770
						138.00-		

Example 5: Employee transferred on 04/16/2010 from PA 4670: RCO to PA 4770: WDFW.

Pers.No.	Lt/1st Nam	WT	Long text	For-period	Payment date	Amount	Personnel Area Text	PA
		2550	Health - ER Share	201008	04/26/2010	372.50	Recreation & Cons Office	4670
		2550		201009	05/10/2010	372.50	Dept of Fish & Wildlife	4770
						745.00		
		2531	Uniform Pre-Tax	201008	04/26/2010	61.50-	Recreation & Cons Office	4670
		2531		201009	05/10/2010	61.50-	Dept of Fish & Wildlife	4770
						123.00-		

ZHR_RPTPY126 – Rayroll Posting Report

When to run this report:

On Day 2 or Day 3 with Seq & Run number. Helps to find retro activity that may require an adjustment.
On Day 5 after payroll has completed processing for reconciliation backup.
Any other day for agency or employee level research of GL5181.

How to run this report:

- Use ‘Get Variant’ (make sure to delete your personnel number in the created by).
- Select the state wide variant – “SWV GL 5181” – Health Insurance deductions.
- Green check

Payroll Posting Report

Payroll Period
Payroll Area to
Pay Period to

Select by Person
Personnel Number
Organizational Unit

Select by Data
Business Area
Remitting Business Area
Wage Type
Warrant / EFT #
 Display all Data for EE
 Display all Bus. Areas

Document
Run ID

Sequence
Sequential Number

ALV Variant
ALV Layout Variant
 Read only fields in layout

ABAP: Variant Directory of Program ZHR_RPTPY126

Variant catalog for program ZHR_RPTPY126

Variant name	Short description	Changed
SWV GL 5124	Net pay and ded for GL 5124	A	X	SYSUPD2
SWV GL 5181	Health Insurance deductions	A	X	SYSUPD2
SWV GL 5187	Med Aid/Ind Ins deductions	A	X	SYSUPD2
SWV GL 5188	Savings Bond deds and Purch	A	X	SYSUPD2
SWV GL 5189	Writ of Garnishment GL 5189	A	X	SYSUPD2
SWV MEDAID/IND	Recon for hrs and amount	A	X	SYSUPD2
SWV OT REPORT	OT by sub obj AU, by PA & WT	A	X	SYSUPD2

➤ Shortcut instead of getting variant: Type “/GL 5181” in the “ALV Layout Variant” field

Fields to update:

- Pay Period: (Fill in with current, use “to” fields for two or more periods)
- Business Area
- Run ID and Sequential number: Use on Day 2 or Day 3 – See the bottom of the DOP error file:
<http://www.dop.wa.gov/payroll/HRMS/PayrollCalendarSchedules/Pages/HRMSPayrollFinancialErrors.aspx>

Example of completed screen on Day 3 with Run ID and Sequential number:

Payroll Posting Report

Payroll Period

Payroll Area: to

Pay Period: to

Select by Person

Personnel Number: to

Organizational Unit: to

Select by Data

Business Area: to

Remitting Business Area: to

Wage Type: to

Warrant / EFT #: to

Display all Data for EE

Display all Bus. Areas for EE

Document

Run ID:

Sequence

Sequential Number:

ALV Variant

ALV Layout Variant:

Read only fields in layout

Example of results:

State of Washington - HRMS
Payroll Posting Report

Report ID: ZHR_RPTPY126
 User: 00100974
 Date: 07/15/2010
 Period: From 06/16/2010 To 06/30/2010
 Payroll Period: 13 . 2010
 Payroll Area: 11
 Run type: Production

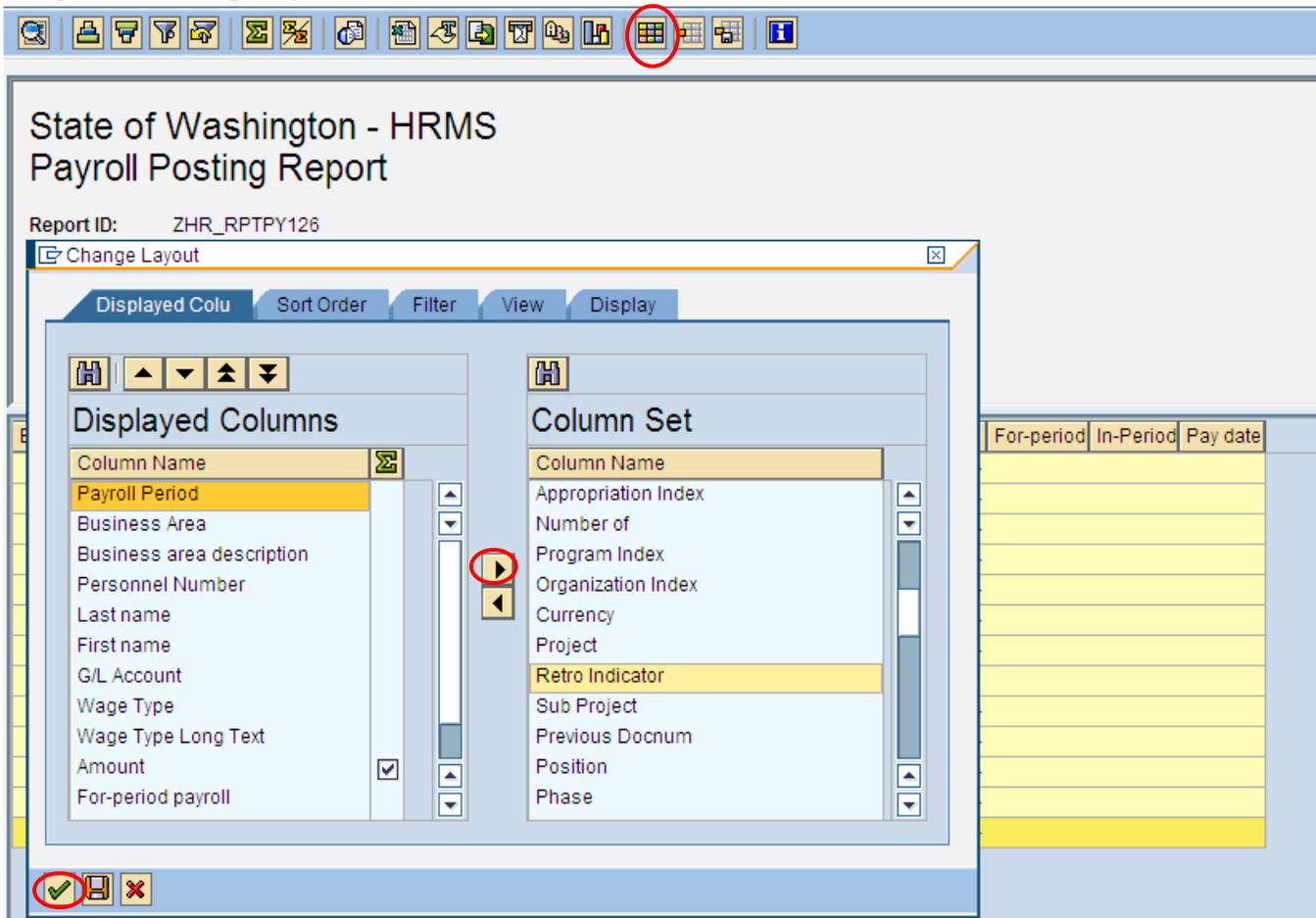
Pay Period	BusA	Bus.area	Pers.No.	Last name	First name	G/L	WT	Wage Type	Long Text	Amount	For-period	In-Period	Pay date
								Aetna Public EE After Tax		137.00-			
								Aetna Public EE Pre Tax		11,734.00-			
								Group Health Value Aft-tx		16.00-			
								Group Health Value Pre-Tx		4,902.00-			
								Grp Hlth Classic Aftertax		40.50-			
								Grp Hlth Classic Pre-tax		12,971.00-			
								Health - ER Share		666,032.50-			
								Health Adjustment Pretax		349.75			
								Kaiser Classic Pre-Tax		4,206.00-			
								Kaiser Value Pre-Tax		273.00-			
								Uniform after-tax		61.50-			
								Uniform Pre-Tax		35,697.50-			
										•• 735,721.25-			

(Research tip: Sort or Subtotal by “For-period” to quickly see if there is retro activity.)

To add in “Retro” column to the report:

- Click on the “Change Layout” (colored boxes) icon.
- Click on “Retro Indicator” in the Column Set.
- Click on the arrow to transfer over to Displayed Columns.
- Green check.

Payroll Posting Report



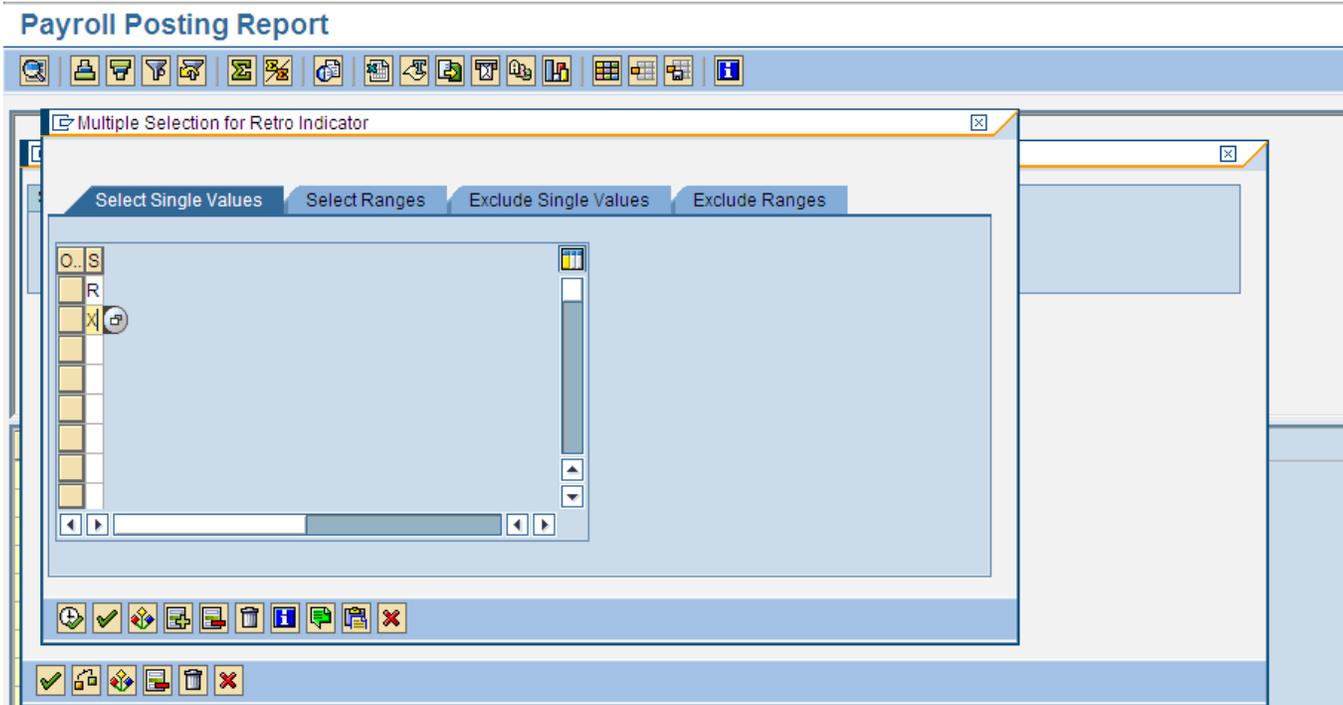
Filter the “Retro” column by “R” and “X” to narrow results to just retro and adjustment activity.

Exclude these options to narrow results to all current period activity.

Monthly reconciliation tips:

- Run the PY126 report for the two periods that match HCA billing.
- Adding the “Retro” column, filtering first with, and then without, “R” and “X”, and subtotaling each set of results by “For-Period” will yield the amounts on the Enterprise Reporting GL5181 report.

Example of using Filter and Multiple Selection tool on the “Retro” column:



Example of results with employee information hidden, subtotaled on “For-period” (this expands details):

State of Washington - HRMS
Payroll Posting Report

Report ID: ZHR_RPTPY126
 User: 00100974
 Date: 07/15/2010
 Period: From 06/01/2010 To 06/15/2010
 Payroll Period: 12 . 2010
 Payroll Area: 11
 Run type: Production

Pay Peri...	BusA	Bus.area	G/L	WT	Wage Type Long Text	ε	Amount	For-per...	In-Period	Payment date	R...	
201012	4770	Depart...	5181...	2550	Health - ER Share		372.50	201011	201011	06/10/2010	R	
201012	4770	Depart...	5181...	2550	Health - ER Share		372.50		201011	06/10/2010	R	
201012	4770	Depart...	5181...	2528	Kaiser Classic Pre-Tax		104.00		201011	06/10/2010	R	
201012	4770	Depart...	5181...	2531	Uniform Pre-Tax		20.50		201011	06/10/2010	R	
							869.50	201011				
201012	4770	Depart...	5181...	2526	Grp Hlth Classic Pre-tax		35.50	201012	201012	06/25/2010	X	
201012	4770	Depart...	5181...	2983	Health Adjustment Pretax		20.50		201012	06/25/2010	X	
201012	4770	Depart...	5181...	2983	Health Adjustment Pretax		106.50		201012	06/25/2010	X	
201012	4770	Depart...	5181...	2528	Kaiser Classic Pre-Tax		104.00		201012	06/25/2010	X	
201012	4770	Depart...	5181...	2531	Uniform Pre-Tax		107.00		201012	06/25/2010	X	
201012	4770	Depart...	5181...	2531	Uniform Pre-Tax		20.50		201012	06/25/2010	X	
							394.00	201012				
							1,263.50					

ZHR_RPTPY376 – Payroll Journal Voucher Report

Recommended for reconciliation of Health Insurance / GL 5181

Why run this report:

Use to identify HRMS Transfer JV's ("TSFPXXXX" documents on Enterprise reports) and GL 5181 amounts associated with mid-period transfer employees.

When to run this report:

Run on Day 5 (after close of each payroll)

How to run this report:

Payroll Area: "11" is the default. Leave as is.

Payroll Period: Defaults to current. Leave as is for current information. Change for research of the past.

Business Area: Input agency number.

Report Id: 13 (Transfer In) and 14 (Transfer Out) – Run 2 reports

Mode: Check the "Show Employee Level Detail" box to get personnel information.

Payroll Journal Voucher Report

	
Period	
Payroll Area	11
Payroll Period	9 2010
Sequence No. (Testing)	
Period	
Pay Date	05/10/2010
Selection	
Business Area	<input checked="" type="checkbox"/>
Report ID	<input checked="" type="checkbox"/>
Mode	
<input checked="" type="checkbox"/> Show Employee Level Detail	
ALV	
ALV Report Layout	

Employee detail is not included in examples below.

Example below is for an employee transferring Out of WDFW:

Payroll Journal Voucher Report

State of Washington
HRMS PAYROLL MULTI AGENCY TRANSFER IN

T/C 767: 7140 / 5124 – Salary
 T/C 187: 7140 / 5187 – L&I
 T/C 327: 7140 / 5181 – Health

Report ID: ZHR_RPTPY376-13
 User: 00100974
 Date: 05/06/2010
 JV Number: TSFP0906
 Pay Date: 03/25/2009
 Description: Multi Agency Transfer In

Sort ...	Business Area	Business Area Text	Transaction Code	Reverse	AFRS Business A...	AFRS Agency	AFRS Fund	Debit	Credit	Employee ID
1	477	Department of Fish & Wildlife	767		477	477	035	0.00	935.82	360308

Report ID: ZHR_RPTPY376-14
 User: 00100974
 Date: 05/06/2010
 JV Number: TSFP0906
 Pay Date: 03/25/2009
 Description: Multi Agency Transfer Out

T/C 769: 5124 / 7140 – DRS
 T/C 767: 7140 / 5124 – Salary
 T/C 357: 5187 / 7140 – L&I
 T/C 341: 5181 / 7140 – Health

Sort ...	Business Area	Business Area Text	Transaction Code	Reverse	AFRS Business A...	AFRS Agency	AFRS Fund	Debit	Credit
1	477	Department of Fish & Wildlife	769		477	477	035	30.48	0.00
2	477	Department of Fish & Wildlife	767		477	477	035	0.00	935.82
3	477	Department of Fish & Wildlife	357		477	477	035	1.69	0.00
5	477	Department of Fish & Wildlife	341		477	477	035	68.88	0.00

To clear GL5181 imbalances between agencies by JV, use the OFM “Mid-Period Transfer Template”:
<http://www.ofm.wa.gov/resources/payroll.asp>

Pro-active way to avoid Mid-Period JV for health care charges:

Mid Period Transfer from 2nd - 15th:

Losing agency is responsible for current month's premiums. HRMS will split EE & ER premium for 25th payday between losing and gaining agencies.

If there is time, and with employee approval, the losing agency can double up premiums for the 10th payroll using WT2983/2984 and WT2550 adjustments, then they would also enter negative adjustments for the 25th so that the premiums are zeroed. Both the 25th payroll charges and adjustments will split and net to zero.

Mid period transfer from the 17th – 31st:

Gaining agency is responsible for the next month's premiums. HRMS will split EE & ER premium for 10th payday between losing and gaining agencies.

If there is time, and with employee approval, the losing agency would enter negative WT2983/2984 and WT 2550 adjustments to zero out the premium deductions for the 10th payday. Both the 10th payroll charges and adjustments will split and net to zero. The gaining agency would then double up premiums for the 25th payroll using positive WT2983/2984 and WT2550 adjustments.

ZHR_RPTPYN08 - Preemptive Compensation Data Check

Recommended for reconciliation research of Health Insurance / GL 5181

Why run this report:

GL5181 – Medical premiums will show up as “Wage Type in Arrears” and “Deduction Not Taken”. Helpful to know for A23 reconciliation.

When to run this report:

Run on Days 2, 3 and 5 (final after close)

How to run this report:

Fields to complete:

- Payroll Area: 11
- Other Period: *period to be researched*
- “In-period view”: *check radius button*
- Personnel area: XXXX
- Infotype Selections: Check “Deductions in Arrears” and “Deductions Not Taken”

The screenshot shows the SAP configuration screen for the report 'Preemptive Compensation Data Check'. It is divided into several sections:

- Further selections:** Includes a button for 'Org. structure'.
- Periods:** 'Payroll Area' is set to '11'. 'Other periods' is selected with '11' and '2009' entered, and a 'To' field is empty. 'In-period view' is selected.
- Selections:** 'Personnel area' is set to '4770'. There are dropdown arrows for 'Personnel number', 'Personnel subarea', 'Employee group', and 'Employee subgroup'.
- Infotype Selections:** Both 'Deductions in Arrears' and 'Deductions Not Taken' are checked.

Research reason for missed premium(s) and see if action needs to be taken.

Typical reasons for ARRS/DDNT (Display Payroll Results table names):

- Hours not entered in HRMS yet.
- Lack of hours due to LWOP. (Watch for 8 salaried hours per month to maintain benefits.)
- Inactive career seasonal employee who maintains their employer paid benefits.