

State of Washington
Office of Financial Management

HEALTH INSURANCE

RECONCILIATION

PROCEDURES

HEALTH INSURANCE RECONCILIATIONS PROCEDURES
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OFM Training

Statewide Accounting Services

HEALTH INSURANCE RECONCILIATION PROCEDURES

Course Description This course reviews the flow of transactions and accounting entries resulting from the payroll process and the state health insurance program administered by the Health Care Authority.

Please note: This course does not cover eligibility rules.

Target Group: Individuals responsible reconciling the State Payroll Revolving Account (035) or health insurance billings and payments with the Health Care Authority.

Course Objectives: Upon completion of this class, participants should be able to:

- Understand the accounting and payments to the Health Care Authority for both the employer and employee contributions.
- Understand how to use the insurance reconciliation screen data and reports to assist in the adjustment and balancing processes.

Understand how to reconcile Account 035, General Ledger 5181 (Employee Insurance Deductions Payable)

Not covered in
today's class!

Health Insurance Reconciliation Procedures Agency Responsibilities

| Payroll Task | State Administrative Primary Contact |
|--|---|
| Know the HCA Eligibility Rules - (Ex: New Hires, SSDPs, Transfers, Leaves, Terms) | HCA |
| Understand HCA/PAY1 Insurance Input Screens | HCA |
| Know all the HRMS/PAY1 screens and related procedures to add, delete, and correct payroll deductions. Know the pre-taxed and taxed adjustment wage types and when appropriate to use each one. | WaTech/HCA |
| Understand how to read the employee/employer reconciliation reports and how to adjust the A.24 employees' deduction balances to account for manual payments. | HCA |
| Be aware of timing issues related to both eligibility rules and HCA System Input Procedures, plus the critical effect timing has on health insurance premium and deduction accuracy. | HCA |
| Understand HCA Reports for billing purposes, "state share" process, HCA Agency Accounts Receivable Status and how to resolve account balance issues. | HCA |
| Know how to research out of balance conditions on the employee/employer monthly report and A.23/A.24 screen(s). | HCA for premium and premium adjustments WaTech for deductions taken or refunded OFM for overall research and correction analysis assistance. |
| Understand how to process premium or deduction corrections and complete employee account reconciliations. | HCA for premium changes WaTech for deduction changes OFM for general accounting guidance. |
| Understand health insurance activity in Account 035/GL 5181 and how to reconcile. Reconcile employee accounts first. | OFM assists with Fund 035, GL5181 out of balance and reconciliation procedures. |
| Know how to do a variety of state accounting changes. | OFM |

Health Insurance Reconciliation Procedures
General Ledger Account Code 5181
Description of Major Activities

General Ledger Code 5181 - Employee Insurance Deductions Payable - Short-Term

| <i>Debits</i> | <i>Credits</i> |
|--|--|
| <ol style="list-style-type: none"> 1. Automated Journal Voucher <ul style="list-style-type: none"> ○ Around 23rd, employer/employee shares automatically transferred to HCA per billing data for the current month. 2. Automated Mid-Period Transfer JVs transferring money from losing agency. <ul style="list-style-type: none"> ○ HRMS records costs in both agencies operating accounts, and transfers the liability to the gaining agency. ○ A manual JV may need to be processed by the losing or gaining agency, depending on the situation. 3. Manual JVs to transfer over-deducted funds to another agency for refund/reimbursement. 4. Manual warrant refund to employee. (These usually require A.24 adjustment.) <ul style="list-style-type: none"> ○ On-staff employees can usually be handled with an adjustment at the gaining agency and a reimbursement JV. | <ol style="list-style-type: none"> 1. Employee deductions and Employer costs, including adjustments, for 10th payroll. 2. Employee deductions and Employer costs, including adjustments, for 25th payroll. 3. Automated Mid-Period Transfer JVs transferring money to gaining agency. <ul style="list-style-type: none"> ○ HRMS records costs in both agencies operating accounts, and transfers the liability to the gaining agency. ○ A manual JV may need to be processed by the losing or gaining agency, depending on the situation. 4. Manual JVs received from other agencies for over-deducted funds to be refunded, or reimbursements for refunds made. 5. Personal check payments when employee is not on payroll for certain types of leave, or under-deducted. |

Target Month End Balance = Zero! Must reconcile to zero net difference.

**AUTOMATED TRANSACTIONS TO RECORD THE SEMIMONTHLY
HEALTH INSURANCE DEDUCTION AND ASSOCIATED PAYROLL
TRANSFERS**

Treasury Operating Accounts

- 1. Record payroll expenditures in operating account and transfer the cash for employee & employer share to the State Payroll Revolving Account (035) on or about the 10th & 25th of each month.**

| | | <u>General Ledger</u> | |
|------------------------|--------------------------------|------------------------------|----------------------|
| | <u>Transaction Code</u> | <u>Debit</u> | <u>Credit</u> |
| Operating account(s): | 740 - | 6510 | 7140 |
| Payroll Account (035): | 327 - | 7140 | 5181 |

- 2. Transfer the employee health insurance deductions and the state share of employee's health insurance to the WA Health Care Authority.**

| | | | |
|------------------------------|-------|------|------|
| Payroll Account (035): | 341 - | 5181 | 7140 |
| Health Care Authority (721): | 095 - | 7140 | 1352 |
| | | 3205 | 3210 |

Any residual balance in GL code 5181 at month end should clear after insurance adjustments are entered during the following month.

3. To deposit an employee check received in payment of their health insurance contribution (e.g. catch-up or leave without pay where employer must collect the employee's contribution).

| | <u>Transaction Code</u> | <u>General Ledger</u> | |
|------------------------|-------------------------|-----------------------|---------------|
| | | <u>Debit</u> | <u>Credit</u> |
| Payroll Account (035): | 352 - | 7110 | 5181 |

4. To transfer employee health insurance deductions between agencies (e.g. deduction taken by wrong agency.)

| | | | |
|-------------------------------|-------|------|------|
| Excess Agency (Account 035): | 341 - | 5181 | 7140 |
| Deficit Agency (Account 035): | 327 - | 7140 | 5181 |

5. To reimburse a terminated employee for a health insurance deduction taken in error which should be refunded to that employee.

| | | | |
|---------------------------------|------------|-------------|--------------|
| Payroll Account (035): | 951 - | 5181V | 5111 |
| <i>To cancel a warrant use:</i> | <i>455</i> | <i>7130</i> | <i>5181V</i> |

6. To reclassify liabilities between GL5124 and GL5181 within Account 035. Indicate which GL account to debit or credit as needed.

| | | | |
|------------------------|-----|-------|-------|
| Payroll Account (035): | 348 | 5124V | 9920 |
| | 347 | 9920 | 5181V |

7. To move money within an agency between operating and 035 accounts and automatically create the OST fund summary. *Do not send the original to OST!*







| | | | |
|------------------------|-----|------|-------|
| Operating Account(s): | 669 | 6510 | 7140 |
| Payroll Account (035): | 026 | 7140 | 51xxV |


-OR-



| | | | |
|------------------------|-----|-------|------|
| Payroll Account (035): | 025 | 51xxV | 7140 |
| Operating Account(s): | 670 | 7140 | 6510 |

Note: the 13xx series GLs can also be used with transaction codes 025/026



Suggested Reconciliation Steps (First Phase):

-  ***When you see this icon, you are making an entry in the reconciliation worksheet.***
- Step 1: Obtain HCA (from PAY1 or Enterprise Output Solutions - EOS) and HRMS reports that detail the employee and employer balances and activity:
 - Employee Insurance Reconciliation report (HRISD-PAY001P1-R01) for current **and** prior month. This report shows employee premiums outstanding.
 - Employer Insurance Reconciliation report (HRISD-B5570-R01) for current month. This report shows employer share out of balance between HCA and HRMS.
 - Transaction Logs: HRISD-B2025-R01 – will help with locating keying errors.
 - Miscellaneous Deduction Register (MDR) (Form A5-1).
 - Health Care Activity Report (HRMS transaction ZHR_RPTBNN36).
 -  **Enter MDR total deduction/state share amount**
- Step 2: Run a report from Enterprise Reporting that lists the summarized activity for the month. We recommend the “General Ledger Account Analysis Flexible” report.
 - Limit to Account 035, the Fiscal Month you are reconciling, and GL 5181
 - Note: Ending balance less beginning balance = monthly activity
 -  **Enter ending balance, beginning balance, and period activity (include mid-period transfers, if any, in “system activity” below)**
- Step 3: Run a Payroll Posting report from HRMS (ZHR_RPTPY126)
 -  **Enter Payroll Posting report total**
- Step 4: Review the Insurance Reconciliation report (PAY001P1 or “A.23” report).
 -  **Enter “New Month Balance” for prior month (Column A) and current month (Column B)**
 -  **Enter current month and prior month outstanding items on reconciliation worksheet.** This includes an explanation, including action required, and
 - when the item will clear;
 - whether the item is cleared already;
 - Any uncleared items will form the start of your worklist.

- A.23 is a “subsidiary ledger.”
 - The balance at end of month *should* reflect the *employee portion* of the balance in GL 5181.
 - You can use the HRMS Health Care Activity Report (ZHR_RPTBNN36) to find differences going back to January, 2014.
 - We’ll reconcile the balance once we’ve finished reconciling the activity.
- Step 5: Total the Employer Insurance Reconciliation report (HRISD-B5570-R01).
 - This report tells you when employer share billed by HCA doesn’t match what was charged by HRMS.
 - You can verify HRMS amounts using the Payroll Posting Report (HRMS transaction ZHR_RPTPY126), looking for Wage Type (WT) 2550 for the whole month.
 - You can limit the report by Personnel Number.
 - Multiple Business Areas (agencies) can be displayed at the same time.
 - Manually calculate the difference between the *HCA Amount* and *HRMS Amount* columns for each employee – see Sample Reconciliation, “July_August 5570” worksheet tab for an example.
 - Manually total the “HCA Amount” column.
 - Manually total “HRMS Amount” column.
 - **HCA Amount – HRMS Amount = Employer-side Activity**
 - You can use the HRMS Health Care Activity Report (ZHR_RPTBNN36) to find differences going back to January, 2014.
 -  **Enter activity details for each employee.** This includes an explanation, including action required, and
 - when the item will clear, or
 - whether the item is cleared already.
 - This adds to your worklist.
- Step 6: Review prior month reconciliation, if any, and bring forward unresolved amounts.
 - Look at each unresolved item in your worklist from the prior month.
 - Make sure each unresolved prior month item has an entry in Column E (If an item doesn’t have an entry in the current month, make an entry in the current month reconciliation in Column E (the first column), *even if* it’s going to be resolved in the current month.

- We need to see cleared items “disappear” in order for our activity reconciliation to balance.
 - Every new item from the prior month or unresolved Employer Reconciliation Report (HRISD-B5570-R01) item from the prior month must be entered—we need to see the original outstanding “beginning balance” in order for the activity to clear!
- “unresolved” means any balance from prior month that was not:
 - Paid or collected (actual money changing hands).
 - Adjusted off for a valid reason (i.e. incorrect entry to a subsidiary ledger).
 - Basically, if there’s a worklist item from a prior month and nothing has actually been done about it, it needs to continue to appear on your reconciliation until it is resolved.
-  **Enter beginning balance details for each employee.** This includes an explanation, including action required, and
 - when the item will clear, or
 - whether the item is cleared already.
- This may add to your worklist.
- You can use the HRMS Health Care Activity Report (ZHR_RPTBNN36) to find differences going back to January, 2014.
- Step 7: Compare Employee & Employer Amounts to AFRS:
 - Employee-side Activity + Employer-side Activity = System Activity (the yellow box).
 - Make sure you don’t have any red boxes in the “System Activity” section of the reconciliation worksheet.
 - Tip: If you processed a manual JV or deposited a check, and did not perform an A.24 adjustment, your monthly activity will be off by these amounts.
 - Mid-Period Transfers may not always be a reconciliation item. See Mid Period Transfer worksheet to resolve if you have outstanding amounts related to MPTs. Run HRMS report ZHR_RPTPY376 to find employees that have transferred mid-period. Use options 13 or 14 – be sure to check the “Show Employee Level Detail” box.
 -  “Adjustments” (Column D) should only be made for A.23/24 adjustments made incorrectly. Look in your transaction logs in the reconciliation month to find these.

- Step 8: Manual Activity

-  **Enter non-system activity (manual JVs, receipts, payments, etc. from backup documentation (i.e. copies of documents). Verify against Enterprise report.**
- If outstanding, record FM you expect item to clear.
- If cleared against a system item above, make sure the “Will Clear in FM” field matches the other item above.
- If you’ve completed the prior month reconciliation, include “Reconciled Worklist Items” from prior month in Column F (in Manual Activity) of the new month reconciliation.
-  **For each item, mark as appropriate, using the dropdown selection box:**
 - when the item will clear;
 - whether the item is cleared already;
 - whether the item is *unreconciled*;
 - *If an item is marked “unreconciled” or “cleared” it won’t be carried forward to next month’s work list!*
 - “Cleared” items are:
 - amounts that look as if they’re correcting prior month discrepancies, and the affected employee is known.
 - “Cleared” example: HRMS took more employer share (as shown on the 5570 report) than HCA charged for a particular month.
 - This usually happens when HRMS is “catching up” a state share charge because of a timing issue.
 - We don’t have a “beginning balance” because we’re working backwards, but we checked the records to be sure that this was the case.
 - We don’t want to show the amount as a balance next month—there’s nothing to fix!
 - So, mark as “cleared” and it won’t show in the ending balance “worklist” column for this month.
 - Careful: sometimes the extra charges are inappropriate—such as employer share taken when an employee is ineligible for insurance.

- “Unreconciled” items:
 - are similar to “cleared” items, but aren’t tied to a particular person.
 - not system generated—they’re always manual activity!
 - They are those manual items (JVs) which look as if they are correcting arbitrary prior month manual activity...
 - ...but we haven’t yet reconciled that prior month activity because we’re working backwards.
- Example: You see a manual JV transaction for \$1,000 DR in your monthly activity report from ER.
 - You’re working backwards, so you haven’t reconciled the initial transaction—there’s no “beginning balance” for this item on the spreadsheet.
 - You don’t want this to appear as a worklist item, because it’s not tied to any particular employee yet.
 - So, mark as “unreconciled” and it won’t show in the worklist at the end of the month.
- Step 9: Control Register:
 - Verify that all your amounts above are entered properly by looking for red boxes—red boxes indicate totals that are not in sync with the report data you entered at the beginning of the instructions. If all your reconciliation boxes are green, that means:
 - You’ve entered all your employee/employer activity.
 - You have accounted for all inappropriate A.24 adjustments.
 - You have entered all your system activity.
 - Your worksheet is reconciled for the current month.
 - If the balance in 5181 is not zero at the end of the month, ensure outstanding amounts are identified. You’ll have to work on prior month reconciliations until you find them all.
 - Your reconciliation worksheet is your control register.
 - The reconciliation template workbook has several “Custom Views” (a Microsoft Excel feature) to help you rearrange the screen to a “worklist” type of display, for ease of reading and printing.
 - If you need help with “Custom Views”, simply use the Help function in Excel.
 - You can also easily hide rows or columns to suit your personal needs.

- Your worklist consists of:
 - “Reconciled” worklist items that are a component of your 5181 balance, and should have immediate action taken to resolve, including:
 - Collecting employee premiums
 - Refunds employee premiums
 - Charging or recovering “state share” dollars to program coding
 - Other items
 - “Cleared” balances that are not worklist items, such as:
 - State share clearing from a prior month
 - Amounts listed in the A.23 from the prior month that are not included in the current month
 - Prior month unreconciled items:
 - You have to go back in time to find these.
 - As you work backwards and take action to fix reconciliation items as you find them, your “unreconciled” balance should approach zero both going forward month to month. Keep plugging away!
- A.23/ HRISD-PAY001P1-R01 Employee report should show outstanding employee balances.
- The 5570 “Employer” report shows current month activity only.
- The HRMS Health Care Activity Report (ZHR_RPTBNN36) shows differences going back to January, 2014.
- Sum of items on control register should reflect the month’s AFRS (Enterprise Reporting) ending balance plus “unreconciled” items from prior months—see reconciliation worksheet.
- Step 10: (If you are working on old activity): Review old-activity outstanding items, and bring forward to the latest reconciliation.
 - Ideally, you will always have the current month reconciled as early as possible.
 - If you are working backwards because you haven’t reconciled some prior months’ activity, you will likely have leftover “unreconciled” activity at the bottom of your sheet (the black box).
 - This is because there are outstanding items that have been there a long time, but aren’t linked to current period activity.

- We're trying to get rid of all the money in that black box.
- The only way to get rid of the money in the black box is to go backwards until we find the activity that created the out-of-balance.
- Once we've found the event that created the out-of-balance, you can bring it forward and enter it on your current sheet as a worklist item with a beginning balance (Column E or F).
- Once all of that old activity is recorded on the very latest spreadsheet, it's there until it's resolved.
- If we're keeping up with our current reconciliations, we can *put away the old spreadsheet!* All of our outstanding items are recorded on our very latest spreadsheet, and we have ***one worklist all the time!***
- Step 11: Make corrections as soon as possible.
 - If you have good communication at your agency between Payroll/Accounting staff and the reconciler, your current month reconciliation can begin as soon as the last payroll runs for the month!
 - Anything that should be fixed with a manual journal voucher can be fixed before the next fiscal month closes (see the AFRS Closing Schedule at <http://www.ofm.wa.gov/resources/yearend.asp>).
 - Outstanding items identified early could be brought to Payroll attention before the next payroll cycle, and cleared on the next month's reconciliation.

Second Phase - Verify what outstanding items cannot be completed by Payroll

You may occasionally see transactions or balances in your Insurance GL which you did not initiate, or just don't match your records. This can be caused by:

- Mid-period transfers
- Interagency JVs initiated by another agency.
- HCA 90-day retro term policy adjustments.
 - HRMS and HCA don't look at eligibility the same way.
 - HRMS will attempt to refund premiums beyond the 90-day retro policy period.
 - Manual intervention is required.
- Discrepancies between A.41 and HRMS data.

Reconciliation items of this nature will require more than just a payroll entry to repair. Conduct research and include full documentation of your reconciliation to complete correctly, including correcting JVs, and copies of documents.

Ask yourself: "if the reconciler were unavailable, could someone pick up the reconciliation work tomorrow and run with it?"

Reconciliation Tips:

- HCA's balances/charges always match enrollment/eligibility keyed in PAY1 by the agency. Problems with HCA's books usually mean there is an eligibility reporting problem in the insurance system (PAY1).
- Reconcile one month's activity at a time. This will help to isolate problems and make finding them easier. Once you have a month finished, move to another month. Work from current month backwards. Or, if you are only behind a few months, you can try starting with first month that isn't reconciled and work forward.
- The A.23 Balance/HRISD-PAY001P1-R01 will always reflect employee component of outstanding health insurance transactions (5181 balance) unless:
 - A payment is issued from/receipted to 5181 without an agency adjustment on A.23 screen.
 - Adjustment made on A.23 without receipt of payment, or other evidence the correction should have been made.
 - The adjustment was made to an off-staff employee.
 - You have unreconciled prior months.
- On the B5570 Employer Insurance reconciliation report:
 - First verify HRMS taken amounts with the ZHR_RPTPY126 Payroll Posting Report in HRMS. Retros may not be recorded on the B5570. (This is rare).
 - Sum of HCA amount MINUS the sum of HRMS amount should reflect employer (state) component of 5181 activity for the month.
- The HRMS Health Care Activity Report (ZHR_RPTBNN36) is a useful tool in finding employee and employer differences going back to January, 2014. The report is run once a month, around the 25th.
- Once you're balanced and have identified all outstanding items, there is still more work to do!
- In a perfect world, GL5181 balance should be zero.
- Refund/charge employer share in HRMS via WT 2550/2575 adjustment **in the current period**, or, if you can't do that, by JV to get rid of employer discrepancies. If charges need to be "brought back" to prior periods, it should be done manually.
- Refund/charge employee share (usually WT 2983/2984) in HRMS to get rid of A.23/PAY001P1 discrepancies. Adjustments should be made **in the current period**. Note: Adjustment WTs for surcharge are:
 - Spouse/DP: 2583 pre-tax, 2579 post-tax
 - Tobacco: 2582 pre-tax, 2578 post-tax

- Manual adjustments to employee share by warrant or check receipt almost always require A.24 adjustments.
- All postings to the A.24 Agency Adjust Field must be supported by full documentation. These corrections reflect manual transactions which affect the state asset or liability balances. Postings are to be done only after all transactions involved in the correction have occurred.
- Large debit balances = ER share that has not been charged to operating and transferred to GL 5181.
- Use WT 2550/2575 (see OLQR) or, if employee not on staff, manual JV. A year to date adjustment in HRMS will be needed for W-2 Box 12, Code DD (cost of employer-sponsored health coverage) if you aren't using WT 2550/2575.
- Employee on staff with another agency can be adjusted with WT 2550 keyed at gaining agency, using effective date during a period employee was with losing agency. This requires coordination between both agencies. Contact WaTech for the appropriate use of WT 2575 or manual adjustment for W-2 Box 12 DD.

Beat the Reconciliation Process!!

- ✓ Think Ahead - anticipate the premium collection process when inputting payroll actions. Adjust deductions as necessary.
- ✓ Keep records of changes to employee's coverage.
- ✓ Provide effective prompt advice to employees so they are aware of timing considerations and their responsibilities regarding insurance.
- ✓ Ensure internal agency communications are swift and accurate.
- ✓ Prompt interagency communication is the most powerful tool you have.

If after completing the reconciliation you cannot identify the entire debit or credit balance in GL Account 5181, try the following:

- Review the pending items with the payroll staff. They may recall an unresolved issue. Then have the supervisor or someone else familiar with the payroll deductions for health insurance and accounting surrounding that issue reviews the work.
- If there still is an unidentified amount in Account 5181, the agency can call the OFM Payroll Policy consultant for assistance.
- Consult the supervisor or agency fiscal manager to decide how to resolve an unidentified amount still outstanding, depending on agency policy.

Employment Situations - Who's responsible?

Generally, the agency carrying the employee on the first working day of the month is responsible for health insurance premiums, including state share, for the entire month.

Employee Health Insurance Deductions:

- Current month coverage is paid with current month employee contribution deductions.
- Semi-monthly deduction: 1/2 of the employee's total monthly health insurance premium is taken from each of the 10th and 25th payrolls. Not all employees will have deductions.

Short Lapses in the Normal Pay Schedule:

Where it is the normal working pattern for an employee not to work or be paid for a short period within a year, and the employee maintains eligibility year-round, prepayments may be arranged by payroll deduction by the employing agency and the normal pre-tax character retained (if all is within the calendar year).

- Examples include career seasonal employees, where deductions may be taken in advance for insurance coverage during the off-season following each period of seasonal employment, or for faculty members.
- These employee deductions will remain as outstanding items in Account 035, GL 5181 until the agency is billed for the premiums for the period not worked.

Pre-tax vs. Post-tax:

- **Pre-tax (Default Treatment):** Deduction is not subject to Federal Income Tax withholding, OASI, or Medicare taxes. It reduces the amounts subject to Federal payroll taxes. *It does not defer the taxes—the employee will never pay taxes on this amount.*
- **Post-tax:** An insurance deduction will only be taken post-tax:
 - At the employee's request, in order to report higher Social Security wages.
 - *Qualified Domestic Partnerships:* We must tax employee on *both*:
 - Portion of **employee** premium which covers partner and non-dependent children. This portion of the premium will be taxable.
 - Portion of **employer** premium which covers partner and non-dependent children. This amount is taxed as additional earnings.
 - For more detailed information, see:
 - HCA PERS/PAY website at <http://perspay.hca.wa.gov>.
 - WaTech's Online Quick Reference at <http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>.

Deductions for Different Calendar Year:

If you are taking a deduction for a future calendar year, the amount cannot be treated as pre-tax.

- IRS rules do not allow pre-tax treatment of premiums prepaid for a future year. Example: employee on leave of absence for two years prepays two years' premiums out of her last check. Only the portion of premiums for the current year can be treated pre-tax.
- Payments for a prior year are taxable, unless caused by agency administrative error.
 - **Pre-tax:** Employee got married in October, spouse would be effective November 1. Agency misfiled paperwork, and spouse wasn't added until January. Premiums for November and December are pre-tax. **The W-2 for the previous year will need to be manually corrected in HRMS. Do not adjust Box 2 – Withholding Tax.**
 - **Taxable:** Employee has a child on November 2, premium change would be effective for November. Employee did not submit form adding child until January. Premiums for November and December are taxable. **This requires manual adjustment to reduce WT 2983 and increase WT 2984 in January. See OLQR.**
- Use WT 2984 Health Adjustment Post-tax for premiums which will cross calendar years.

Terminations

A terminating employee is covered through the end of the month in which the employee is in pay status.

Ordinarily, there will not be a problem with a termination due to the fact that terminating employees are almost always due at least one paycheck after termination. Employers are authorized to take any amounts due for the final payroll contributions from the final payroll check, which is dated after the employee's final workday.

Termination Tips:

- Be aware of premiums when employees are terminated or on LWOP. Paying close attention to payroll simulations before Day 3 processing will prevent most problems.
- Eight hours of compensation (or FMLA eligibility) guarantees eligibility, but the employee is still responsible for employee premiums. Net pay may not cover it.
- Keying eligibility on the following days may cause changes to be delayed. You may have to make manual adjustments to get the final pay right:
 - Day 2
 - Day 3
 - The day before state share processing
 - The day of HCA state share processing
 - Direct questions to HCA Accounting

- Make manual adjustments only when we know HRMS will not adjust for us.
- Premium shortages should be collected directly from the terminated employee. If the employee refuses to pay, please follow the collection procedures in SAAM Sec. 25.80 – Salary Overpayment Recoveries.
- Premiums collected from the employee by cash or check should be recorded in Account 035, GL 5181.
- If it is deemed cost-ineffective to recover a small premium underpayment, Account 035 must be reimbursed from the employee's expenditure coding, using Object A* series.
- Remember the HCA "Retroactive Termination Policy". You are only allowed to terminate coverage on an employee for three previous billing cycles. If the termination isn't processed timely, you could end up being responsible for premiums for months the employee wasn't covered. This also applies to the employee's portion. Retroactive terminations made for dependents may also be subject to the "Retroactive Termination Policy". If the retro term policy does apply, review the HCA eligibility updates, as billing adjustments may not all be processed on the same HCA invoice cycle.

The employing agency may only reverse eligibility and enrollment decisions based on circumstances that arose due to delay or errors caused by the employing agency. Please go to <http://www.perspay.hca.wa.gov/appeals.html> for details.

Please go to <http://www.perspay.hca.wa.gov/reconciliation.html> for more information.

Transfers

When a transfer occurs any time after the first working day of the month, the losing agency is usually responsible for paying the entire employer and employee share for the month. The gaining agency will not be billed for state share until the month following the transfer date.

- Both the employer/employee premiums will be taken by HCA from the *losing* agency's Account 035, GL Code 5181.
- Both the losing and gaining agencies need to communicate to prevent duplicate deductions.
- Employee share must be JV'd between agencies—WT 2983 does not “retro”.

Transfers: manual process:

| <u>Losing Agency</u> | <u>Gaining Agency</u> |
|--|--|
| 1. JV employee premiums to gaining agency. | 1. Receive JV from losing for employee premiums. |
| 2. JV to reimburse operating for Sub Object BD charge. | 2. JV to charge operating for BD expenditure. |
| DR 5181/CR 7140 Account 035 | DR 6510/CR 7140 Account 035 |
| DR 7140/CR 6510 Operating account | DR 7140/CR 5181 Operating account |

Transfer Tips:

- Manual Journal Vouchers will not be reflected in Business Intelligence.
- Manual adjustments to employer share will mean a Year-To-Date adjustment in HRMS (think W-2 Box 12, Code DD).
- PAY1 A.24 adjustments **must** be made at both agencies for any premiums transferred between agencies.
- **Always** key transfers into PAY1 before keying into HRMS; otherwise, the salary field in PAY1 won't update correctly. (Think LTD!).
- **Avoid** keying on the following days, if possible (direct questions to HCA Accounting):
 - Day 2 or Day 3
 - The day before or day of state share processing (see state share cutoff calendar at end of handout).
 - Best practice: Key on Day 1 or before.
- **Know** that if you key accounting changes in PAY1 you won't see the effects until the next invoicing cycle.
- Employee's insurance effective dates can vary from the 1st of the month through the 4th of the month depending on the first available working day in a given month and the employee's date of hire.
- Employees hired with an effective date of the 2nd, 3rd, or 4th day of the month where the insurance effective date in PAY1 is prior to the hire date or appointment change in HRMS will need a manual entry in HRMS, as the insurance record on the GAP 16 will not auto load to HRMS. Contact WaTech for assistance.

A.23 Screen Display

| | | | | | | | |
|--|------------------|---|-----------------------|------------|-----------------|------------|---------|
| AS OF 03/24/2000 | | ***** A.23 - INSURANCE RECONCILIATION ***** | | | | | MAPA231 |
| SEL NAME | PREVIOUS BALANCE | CURR MO PREM DUE | CURR MO PAID | AGENCY ADJ | PAYROLL CANCELS | INSUR ADJ | |
| MCCARTHY, P... | .00 | 10.00 | 5.00 | .00 | .00 | .00 | |
| 999-99-0001 | NEW BAL: | 5.00 | AGENCY: 100 | ACT | CD: 230 | 03/14/2000 | |
| NABBE, CYN | .00 | 11.00 | 11.00 | .00 | .00 | 11.00 | |
| 999-99-0002 | NEW BAL: | 11.00 | AGENCY: 100 | ACT | CD: | | |
| OWADY, A | .00 | 27.00 | 40.50 | .00 | .00 | .00 | |
| 999-99-0003 | NEW BAL: | 13.50- | AGENCY: 100 | ACT | CD: 528 | 03/02/2000 | |
| ZWEIG, M | .00 | .00 | 13.50 | 13.50 | .00 | .00 | |
| 999-99-0004 | NEW BAL: | .00 | AGENCY: 100 | ACT | CD: 474 | 02/29/2000 | |
| ***** | | | | | | | |
| TOTALS FOR AGENCY: | | 013 | | | | | |
| EMPLOYEES REPORTED: | | 7 | HCA-PREM DUE/INS | ADJ: | | 128.00 | |
| PREV MONTH BALANCE: | | .00 | P/R-PAYMENTS/CANCELS: | | | 152.50 | |
| NEW MONTH BALANCE : | | 11.00- | AGENCY ADJ | : | | 13.50 | |
| NEXT FUNCT: A 23 TYPE: I AGY: 013 SUB: SSN: NAME: | | | | | | | |
| INQUIRY ONLY ENTER-NEXT PF1-HELP PF2-RETURN PF3-SYSTEM PF7/8-UP/DN PF9-MAINT | | | | | | | |

A. 24 Screen Display

| | | | | | | | |
|--|------------|----------|---------|---------|----|--------|--|
| ***** A.24 INSURANCE RECONCILIATION - DETAIL ***** | | MAPA241 | | | | | |
| AS OF 03/24/2000 | | | | | | | |
| SSN : 010-01-0101 | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT | |
| NAME : NABBE, CYN | 02/29/2000 | PREM DUE | P | 03/2000 | | 11.00 | |
| AGENCY : 013 DEPT OF MONEY | 03/10/2000 | PAYMENT | P | | | 5.50 | |
| SUB AGY: DEPT OF MONEY | 03/24/2000 | PAYMENT | P | | | 5.50 | |
| ACT CD : | 03/01/2000 | INS ADJ | P | 01/2000 | | 11.00 | |
| PREVIOUS BALANCE: .00 | | | | | | | |
| CURR MO PREM DUE: 11.00 | | | | | | | |
| CURR MO PAYMENTS: 11.00 | | | | | | | |
| AGENCY ADJ : .00 | | | | | | | |
| PAYROLL CANCELS : .00 | | | | | | | |
| INSUR ADJ : 11.00 | | | | | | | |
| NEW BALANCE : 11.00 | | | | | | | |
| UPDATE PENDING PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF4-CANCEL, PF10-UPDATE | | | | | | | |

***Previous Balance**
+ Current Month Prem Due
- Current Month Payment
+Net Agency Adj (+/-)
-Payroll Cancels
+ Ins Adjustments (Debit or Credit)
New Month Balance

Any A.24 adjustments made *must* have documentation/justification in the employee's file.

You may also want to maintain a copy of adjustments in your Account 035 reconciliation backup documentation.

This is not a policy document. It is intended for instructional purposes only, and reflects our knowledge as of the date on the front of this document. HRMS changes as developers implement solutions and upgrades. These procedures and guidelines may change in the future. OFM, WaTech, and HCA will communicate changes as they occur. However, if something is not working as you expect, please contact the Service Center at (360) 407-9100 or ServiceCenter@watech.wa.gov.

Reference State of Washington State Administrative & Accounting Manual (SAAM), Chapter 75.40 General Ledger Account Codes. The OFM web site is <http://www.ofm.wa.gov/>.

HEALTH STATE SHARE & INSURANCE RECONCILIATION CUTOFFS 2016:

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 22 | 23 | 23 | 22 | 23 | 23 | 22 | 23 | 23 | 21 | 23 | 23 |

Do not key any changes in PAY1 the day before or day of state share. If changes were made contact HCA as system errors may have occurred.

HEALTH STATE SHARE & INSURANCE RECONCILIATION CUTOFFS 2017:

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 23 | 23 | 23 | 21 | 23 | 23 | 21 | 23 | 22 | 23 | 22 | 22 |

Do not key any changes in PAY1 the day before or day of state share. If changes were made contact HCA as system errors may have occurred.

Health Insurance Monthly Employee Contribution

| 2016 Employee Monthly Rates (Effective January 1, 2016) | | | | |
|--|-----------------|--------------------------------------|--------------------------------|--------------------|
| Medical Plans | Employee | Employee & Spouse or SSDP | Employee & Children | Full Family |
| Group Health CDHP | 22 | 54 | 39 | 71 |
| Group Health Classic | 118 | 246 | 207 | 335 |
| Group Health Value | 81 | 172 | 142 | 233 |
| Group Health SoundChoice | 45 | 100 | 79 | 134 |
| Kaiser Permanente CDHP | 29 | 68 | 51 | 90 |
| Kaiser Permanente Classic | 144 | 298 | 252 | 406 |
| Uniform Medical Plan CDHP | 21 | 52 | 37 | 68 |
| Uniform Medical Plan Classic | 84 | 178 | 147 | 241 |
| Uniform Medical Plan Plus (both networks) | 59 | 128 | 103 | 172 |
| <p style="text-align: center;">No employee contribution for Dental coverage.</p> <p style="text-align: center;">\$50 surcharge for spouse/domestic partner began July 1, 2014 (if spouse/domestic partner elects not to be covered by their own employer-sponsored health insurance)</p> <p style="text-align: center;">\$25 surcharge for tobacco use began July 1, 2014</p> <p style="text-align: center;">Effective 7/1/2016 through 6/30/2017, state share \$888/month Effective 7/1/2017 through 6/30/2018, state share \$913/month</p> | | | | |

Health Insurance Monthly Employee Contribution (continued)

| 2017 Employee Monthly Rates (Effective January 1, 2017) | | | | |
|--|-----------------|--------------------------------------|--------------------------------|--------------------|
| Medical Plans | Employee | Employee & Spouse or SSDP | Employee & Children | Full Family |
| Kaiser WA CDHP | 25 | 60 | 44 | 79 |
| Kaiser WA Classic | 147 | 304 | 257 | 414 |
| Kaiser WA Value | 69 | 148 | 121 | 200 |
| Kaiser WA SoundChoice | 46 | 102 | 81 | 137 |
| Kaiser Permanente NW CDHP | 26 | 62 | 46 | 82 |
| Kaiser Permanente NW Classic | 131 | 272 | 229 | 370 |
| Uniform Medical Plan CDHP | 25 | 60 | 44 | 79 |
| Uniform Medical Plan Classic | 94 | 198 | 165 | 269 |
| Uniform Medical Plan Plus (both networks) | 66 | 142 | 116 | 192 |
| No employee contribution for Dental coverage. | | | | |
| \$50 surcharge for spouse/domestic partner began July 1, 2014 (if spouse/domestic partner elects not to be covered by their own employer-sponsored health insurance) | | | | |
| \$25 surcharge for tobacco use began July 1, 2014 | | | | |
| Effective 7/1/2016 through 6/30/2017, state share \$888/month | | | | |
| Effective 7/1/2017 through 6/30/2018, state share \$913/month | | | | |

http://www.hca.wa.gov/pebb/Pages/rates_employee.aspx

Contact Information

If you have questions on:

Insurance eligibility – Contact Health Care Authority Training

HCA Training Unit

(800) 700-1555, option 2

HCA Accounting – Contact PEBB Accounting

Brooke Warren

(360) 725-1976

brooke.warren@hca.wa.gov

Margee Thompson

(360) 725-1831

margee.thompson@hca.wa.gov

pebbAR@hca.wa.gov

FUZE: The PERS/PAY Information Center

<http://www.perspay.hca.wa.gov/contact.shtml>

Click on “Information and Support”

Account 035 reconciliation/accounting – Contact OFM

Steve Nielson – 360-725-0226

steve.nielson@ofm.wa.gov

Health Insurance Reconciliation

Exercise: T-Account Practice

For each transaction, place an 'X' in the DR or the CR column for Cash and for 5181.

| Transaction: | 5181 (Liability) | | 035 Cash (Asset) | |
|--|------------------|--------|------------------|--------|
| | DR (▼) | CR (▲) | DR (▲) | CR (▼) |
| 1. Employee pays premium by personal check. | | | | |
| 2. Manual refund of overpaid premium to employee. | | | | |
| 3. Payroll system issues an automated refund of premiums to a terminated employee based on a master data change. | | | | |
| 4. Employee deduction on payroll. | | | | |
| 5. Agency sends you money to pay for an employee's premiums. | | | | |
| 6. Agency charges state share of premiums and transfers to Account 035. | | | | |
| 7. Payroll system collects all employee premiums. | | | | |
| 8. HCA collects all premiums owed by the agency at the end of the month. | | | | |
| 9. The payroll system moves money back to the operating account because of a retro eligibility date change. | | | | |
| 10. Bonus Question: What is the effect on each GL when an employee doesn't have enough money in his payroll to cover employee premiums? | | | | |

Health Insurance Reconciliation

Exercise: T-Account Practice (SOLUTION)

For each transaction, place an 'X' in the DR or the CR column for Cash and for 5181.

| Transaction: | 5181 (Liability) | | 035 Cash (Asset) | |
|--|------------------|--------|------------------|--------|
| | DR (▼) | CR (▲) | DR (▲) | CR (▼) |
| 1. Employee pays premium by personal check. | | X | X | |
| 2. Manual refund of overpaid premium to employee. | X | | | X |
| 3. Payroll system issues an automated refund of premiums to a terminated employee based on a master data change. | X | | | X |
| 4. Employee deduction on payroll. | | X | X | |
| 5. Agency sends you money to pay for an employee's premiums. | | X | X | |
| 6. Agency charges state share of premiums and transfers to Account 035. | | X | X | |
| 7. Payroll system collects all employee premiums. | | X | X | |
| 8. HCA collects all premiums owed by the agency at the end of the month. | X | | | X |
| 9. The payroll system moves money back to the operating account because of a retro eligibility date change. | X | | | X |
| 10. Bonus Question: What is the effect on each GL when an employee doesn't have enough money in his payroll to cover employee premiums? | X | | | X |

AGENCY NAME
FISCAL OFFICE
FUND 035 RECONCILIATION
15-77 BIENNIUM, FM 14 (AUGUST 2016)

*This is part of the overall Account 035
reconciliation process.*

ALL GL's IN FUND 035

| GL # | TITLE | REPORT BALANCE (CR) | WORKSHEET BALANCE (CR) | DIFFERENCE SHOULD BE ZERO | NOTES |
|--------------|--|---------------------------|------------------------------|---------------------------------|-------|
| 1319 | OTHER RECEIVABLES | 6,380.88 | 6,380.88 | 0.00 | |
| 1324 | SALARIES AND FRINGE BENEFITS RECEIVABLE | 52,319.81 | 52,319.81 | 0.00 | |
| 5111 | ACCOUNTS PAYABLE | (7,063.23) | (7,063.23) | 0.00 | |
| 5124 | ACCRUED SALARIES AND FRINGE BENEFITS PAYABLE | 178,049.66 | 178,049.66 | 0.00 | |
| 5145 | DUE TO DECEASED EMPLOYEES' ESTATES | (379.55) | (379.55) | 0.00 | |
| 5181 | SHORT TERM EMPLOYEE INS DED PAYABLE | 2,642.50 | 2,642.50 | 0.00 | |
| 5187 | INDUSTRIAL INSURANCE AND MEDICAL AID PAYABLE | (437,050.39) | (437,050.39) | 0.00 | |
| 5189 | GARNISHMENT DEDUCTIONS PAYABLE | (4,877.13) | (4,877.13) | 0.00 | |
| 5194 | LIABILITY FOR CANCELLED WARRANTS/CHECKS | (14,399.06) | (14,399.06) | 0.00 | |
| 5198 | LOANS PAYABLE | 2,400.20 | 2,400.20 | 0.00 | |
| 5199 | OTHER SHORT TERM LIABILITIES | (33,189.00) | (33,189.00) | 0.00 | |
| AGENCY TOTAL | | (255,165.31) | (255,165.31) | 0.00 | |

| GL # | TITLE | MWP150A BALANCE (CR) |
|-----------------------------|---|----------------------------|
| 4310 | CURRENT TREASURY CASH ACTIVITY (OST ONLY) | (266,572.65) |
| 4325 | BEGINNING TREASURY CASH BALANCE | 513,414.75 |
| 7110 | RECEIPTS IN-PROCESS | 1,524.36 |
| 7120 | WARRANTS IN-PROCESS | 826.09 |
| 7130 | WARRANT CANCELLATIONS IN-PROCESS | 4,628.16 |
| 7140 | JOURNAL VOUCHERS IN-PROCESS | 1,344.60 |
| 9920 | CURRENT PERIOD CLEARING ACCOUNT | 0.00 |
| 4325 | BEGINNING BALANCE ADJUSTMENT (FM 01 - FM 06 ONLY) | 0.00 |
| OST TOTAL | | 255,165.31 |
| AGENCY + OST SHOULD BE ZERO | | 0.00 |

Enter data from General Ledger Trial Balance in column C entitled REPORT BALANCE

MISCELLANEOUS DEDUCTION REGISTER

PAYROLL DATE: AUG 25, 2016 CYCLE: 1

| | | | | |
|--------|---------------------|-----|---------------------|---------|
| W.R. | AGENCY NAME | AGY | SUB AGENCY NAME | SUB AGY |
| INS908 | DEPARTMENT OF RECON | 333 | DEPARTMENT OF RECON | |

| | | |
|-----------------|----------------|-----------------|
| PAYEE NAME | DEDUCTION CODE | DEDUCTION TITLE |
| STATE TREASURER | 0708 | MD/DNT INS |

| SSN | EMPLOYEE NAME | EMPLOYEE SHARE | EMPLOYER SHARE | PRE TOTAL TAX |
|-------------|---------------|----------------|----------------|---------------|
| XXX XX 0008 | EMPLOYEE 0008 | 25.00 | 745.00 | 770.00 |
| XXX XX 0010 | EMPLOYEE 0010 | 107.00 | 745.00 | 852.00 |
| XXX XX 0015 | EMPLOYEE 0015 | 82.00 | 745.00 | 827.00 |
| XXX XX 0031 | EMPLOYEE 0031 | 107.00 | 745.00 | 852.00 |
| XXX XX 0035 | EMPLOYEE 0035 | 25.00 | 745.00 | 770.00 |
| XXX XX 0036 | EMPLOYEE 0036 | 107.00 | 745.00 | 852.00 |
| XXX XX 0037 | EMPLOYEE 0037 | 234.00 | 745.00 | 979.00 |
| XXX XX 0037 | EMPLOYEE 0037 | 107.00 | 745.00 | 852.00 |
| XXX XX 0043 | EMPLOYEE 0043 | 82.00 | 745.00 | 827.00 |
| XXX XX 0045 | EMPLOYEE 0045 | 26.00 | 745.00 | 771.00 |
| XXX XX 0046 | EMPLOYEE 0046 | 26.00 | 745.00 | 771.00 |
| XXX XX 0046 | EMPLOYEE 0046 | 107.00 | 745.00 | 852.00 |
| XXX XX 0051 | EMPLOYEE 0051 | 26.00 | 745.00 | 771.00 |
| XXX XX 0051 | EMPLOYEE 0051 | 26.00 | 745.00 | 771.00 |
| XXX XX 0073 | EMPLOYEE 0073 | 79.00 | 745.00 | 824.00 |
| XXX XX 0074 | EMPLOYEE 0074 | 46.00 | 745.00 | 791.00 |
| XXX XX 0075 | EMPLOYEE 0075 | 44.00 | 745.00 | 789.00 |
| XXX XX 0075 | EMPLOYEE 0075 | 62.00 | 745.00 | 807.00 |
| XXX XX 0085 | EMPLOYEE 0085 | 26.00 | 745.00 | 771.00 |
| XXX XX 0097 | EMPLOYEE 0097 | 46.00 | 745.00 | 791.00 |
| XXX XX 0097 | EMPLOYEE 0097 | 79.00 | 745.00 | 824.00 |
| XXX XX 0126 | EMPLOYEE 0126 | 62.00 | 745.00 | 807.00 |
| XXX XX 0135 | EMPLOYEE 0135 | 187.00 | 745.00 | 932.00 |
| XXX XX 0156 | EMPLOYEE 0156 | 107.00 | 745.00 | 852.00 |
| XXX XX 0159 | EMPLOYEE 0159 | 224.00 | 745.00 | 969.00 |
| XXX XX 0178 | EMPLOYEE 0178 | 26.00 | 745.00 | 771.00 |
| XXX XX 0183 | EMPLOYEE 0183 | 25.00 | 745.00 | 770.00 |
| XXX XX 0187 | EMPLOYEE 0187 | 26.00 | 745.00 | 771.00 |
| XXX XX 0193 | EMPLOYEE 0193 | 26.00 | 745.00 | 771.00 |
| XXX XX 0198 | EMPLOYEE 0198 | 26.00 | 745.00 | 771.00 |
| XXX XX 0228 | EMPLOYEE 0228 | 46.00 | 745.00 | 791.00 |
| XXX XX 0230 | EMPLOYEE 0230 | 318.00 | 745.00 | 1,063.00 |
| XXX XX 0233 | EMPLOYEE 0233 | 26.00 | 745.00 | 771.00 |

| | | | | |
|-------------|-----------------|------------|--------------|--------------|
| XXX XX 3185 | BERTIE 3185 | 82.00 | 745.00 | 827.00 |
| XXX XX 0796 | CHARLES 0796 | 79.00 | 745.00 | 824.00 |
| XXX XX 0744 | CRYSTAL 0744 | 25.00 | 745.00 | 770.00 |
| XXX XX 1522 | JAMES 1522 | 82.00 | 745.00 | 827.00 |
| XXX XX 1522 | JAMES 1522 | 82.00 | 745.00 | 827.00 |
| XXX XX 5765 | JENNELL 5765 | 196.00 | 745.00 | 941.00 |
| XXX XX 5376 | JOANNE 5376 | 26.00 | 745.00 | 771.00 |
| XXX XX 3850 | JUDITH 3850 | 62.00 | 745.00 | 807.00 |
| XXX XX 7402 | KEITH 7402 | .00 | 745.00 | 745.00 |
| XXX XX 3082 | LAURA 3082 | 46.00 | 745.00 | 791.00 |
| XXX XX 1600 | MARK 1600 | 25.00 | 745.00 | 770.00 |
| XXX XX 7304 | MICHAEL 7304 | 62.00 | 745.00 | 807.00 |
| XXX XX 1183 | PATRICIA 1183 | 26.00 | 745.00 | 771.00 |
| XXX XX 1183 | PATRICIA 1183 | 26.00 | 745.00 | 771.00 |
| XXX XX 6243 | PEGGISUE 6243 | 26.00 | 745.00 | 771.00 |
| XXX XX 2400 | HARRY 2400 | 46.00 | 745.00 | 791.00 |
| XXX XX 2400 | HARRY 2400 | 28.00 | 561.00 | 589.00 |
| XXX XX 2400 | HARRY 2400 | 28.00 | 561.00 | 589.00 |
| XXX XX 2400 | HARRY 2400 | 28.00 | 561.00 | 589.00 |
| XXX XX 2400 | HARRY 2400 | 26.00 | 561.00 | 587.00 |
| XXX XX 2400 | HARRY 2400 | 26.00 | 561.00 | 587.00 |
| XXX XX 2400 | HARRY 2400 | 26.00 | 561.00 | 587.00 |
| XXX XX 2400 | HARRY 2400 | 26.00 | 561.00 | 587.00 |
| XXX XX 2400 | HARRY 2400 | 26.00 | 561.00 | 587.00 |
| XXX XX 2400 | HARRY 2400 | 26.00 | 561.00 | 587.00 |
| XXX XX 2400 | HARRY 2400 | 26.00 | 745.00 | 771.00 |
| XXX XX 2400 | HARRY 2400 | 26.00 | 745.00 | 771.00 |
| XXX XX 9188 | RAYMOND 9188 | 25.00 | 745.00 | 770.00 |
| XXX XX 4667 | RHONDA 4667 | 112.00 | 745.00 | 857.00 |
| XXX XX 8085 | SHELLY 8085 | 82.00 | 745.00 | 827.00 |
| XXX XX 2745 | TRACY 2745 | 107.00 | 745.00 | 852.00 |
| XXX XX 6835 | TRACY 6835 | 44.00 | 745.00 | 789.00 |
| XXX XX 6835 | TRACY 6835 | 44.00 | 745.00 | 789.00 |
| XXX XX 1865 | TRESSA 1865 | 26.00 | 745.00 | 771.00 |
| XXX XX 3039 | VERNON 3039 | 79.00 | 745.00 | 824.00 |
| XXX XX 6852 | WOLFGANG 6852 | .00 | 745.00 | 745.00 |
| | DEDUCTION TOTAL | 116,448.00 | 1,099,454.00 | 1,215,902.00 |
| | PRETAXED TOTAL | .00 | | |
| | TAXED TOTAL | 116,448.00 | | |



Date Run: Sep 12, 2016 1:06: PM

Transactions Through: Closed

Beginning Balance: (1,781.43)

Beginning Balance: (1,781.43)

Beginning Balance: (1,781.43)

[illegible]

| | |
|------------------|----------|
| Period Activity: | 4,423.93 |
|------------------|----------|

Ending Balance: 2,642.50

| | |
|------------------|----------|
| Period Activity: | 4,423.93 |
|------------------|----------|

Ending Balance: 2,642.50

| | |
|------------------|----------|
| Period Activity: | 4,423.93 |
|------------------|----------|

Ending Balance: 2,642.50

| Personnel Number | ALAS Indicator | Business Area | First name | G/L Account | Wage Type | Wage Type Long Text | Number of | Amount | Retro Indicator | Staff Months | For-period payroll | In-period f. payroll |
|------------------|----------------|---------------|------------|-------------|-----------|---------------------------|-----------|----------|-----------------|--------------|--------------------|----------------------|
| 426139 | | 3330 | JAMES | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | 81.93 | R | 0 | 201614 | 201614 |
| 5871 | | 3330 | DENISE | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201615 | 201615 |
| 5871 | | 3330 | DENISE | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 245441 | | 3330 | JOSHUA | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (112.00) | | 0 | 201615 | 201615 |
| 245441 | | 3330 | JOSHUA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |
| 245444 | | 3330 | CAROLE | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (23.00) | | 0 | 201615 | 201615 |
| 245444 | | 3330 | CAROLE | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 247323 | | 3330 | NGUYEN | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (112.00) | | 0 | 201615 | 201615 |
| 247323 | | 3330 | NGUYEN | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 248178 | | 3330 | JENNELL | 5181000000 | 2541 | Aetna Public EE Pre Tax | 0 | (159.00) | | 0 | 201615 | 201615 |
| 248178 | | 3330 | JENNELL | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |
| 424903 | | 3330 | DEBBIE | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (53.50) | | 0 | 201615 | 201615 |
| 424903 | | 3330 | DEBBIE | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 425334 | | 3330 | PAMELA | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (12.50) | | 0 | 201615 | 201615 |
| 425334 | | 3330 | PAMELA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 425936 | | 3330 | SCOTT | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201615 | 201615 |
| 425936 | | 3330 | SCOTT | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 426139 | | 3330 | JAMES | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (81.93) | | 0 | 201614 | 201615 |
| 426139 | | 3330 | JAMES | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201614 | 201615 |
| 426139 | | 3330 | JAMES | 5181000000 | 2983 | Health Adjustment Pretax | 0 | 81.93 | X | 0 | 201615 | 201615 |
| 426139 | | 3330 | JAMES | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (82.00) | | 0 | 201615 | 201615 |
| 426139 | | 3330 | JAMES | 5181000000 | 2550 | Health - ER Share | 0 | (745.00) | | 0 | 201615 | 201615 |
| 427249 | | 3330 | TRENT | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201615 | 201615 |
| 427249 | | 3330 | TRENT | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |
| 895103 | | 3330 | JASON | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (39.50) | | 0 | 201615 | 201615 |
| 895103 | | 3330 | JASON | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 897027 | | 3330 | CHARLES | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (39.50) | | 0 | 201615 | 201615 |
| 897027 | | 3330 | CHARLES | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 897124 | | 3330 | CALLEY | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201615 | 201615 |
| 897124 | | 3330 | CALLEY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |
| 1026796 | | 3330 | JENNY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 1027924 | | 3330 | SERENA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201615 | 201615 |
| 1027924 | | 3330 | SERENA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 1030047 | | 3330 | VERNON | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (39.50) | | 0 | 201615 | 201615 |
| 1030047 | | 3330 | VERNON | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 1030611 | | 3330 | ASHLEY | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (93.50) | | 0 | 201615 | 201615 |

| Personnel Number | ALAS Indicator | Business Area | First name | G/L Account | Wage Type | Wage Type Long Text | Number of | Amount | Retro Indicator | Staff Months | For-period payroll | In-period f. payroll |
|------------------|----------------|---------------|------------|-------------|-----------|---------------------------|-----------|----------|-----------------|--------------|--------------------|----------------------|
| 1030611 | | 3330 | ASHLEY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 1107461 | | 3330 | ANDREA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201614 | 201615 |
| 1107461 | | 3330 | ANDREA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (26.00) | | 0 | 201615 | 201615 |
| 1107461 | | 3330 | ANDREA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 1108519 | | 3330 | DIVESH | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (30.00) | | 0 | 201615 | 201615 |
| 1108519 | | 3330 | DIVESH | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 20021167 | | 3330 | LAURA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (23.00) | | 0 | 201615 | 201615 |
| 20021167 | | 3330 | LAURA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 20021458 | | 3330 | SHELLY | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201615 | 201615 |
| 20021458 | | 3330 | SHELLY | 5181000000 | 2550 | Health - ER Share | 0 | (745.00) | | 0 | 201615 | 201615 |
| 20021458 | | 3330 | SHELLY | 5181000000 | 2983 | Health Adjustment Pretax | 0 | (41.00) | | 0 | 201615 | 201615 |
| 20021508 | | 3330 | DEBORAH | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (23.00) | | 0 | 201615 | 201615 |
| 20021508 | | 3330 | DEBORAH | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 20023990 | | 3330 | SHARON | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201615 | 201615 |
| 20023990 | | 3330 | SHARON | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 20024030 | | 3330 | JUDITH | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 20024410 | | 3330 | JESSICA | 5181000000 | 2541 | Aetna Public EE Pre Tax | 0 | (56.00) | | 0 | 201615 | 201615 |
| 20024410 | | 3330 | JESSICA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 20033398 | | 3330 | PATRICIA | 5181000000 | 2541 | Aetna Public EE Pre Tax | 0 | (117.00) | | 0 | 201615 | 201615 |
| 20033398 | | 3330 | PATRICIA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 20033402 | | 3330 | RAYMOND | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (12.50) | | 0 | 201615 | 201615 |
| 20033402 | | 3330 | RAYMOND | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 20033600 | X | 3330 | DANETTE | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (12.04) | | 0 | 201615 | 201615 |
| 20033600 | X | 3330 | DANETTE | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 20033890 | | 3330 | CHUCK | 5181000000 | 2541 | Aetna Public EE Pre Tax | 0 | (117.00) | | 0 | 201615 | 201615 |
| 20033890 | | 3330 | CHUCK | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 20034061 | | 3330 | TRACY | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (53.50) | | 0 | 201615 | 201615 |
| 20034061 | | 3330 | TRACY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 20034280 | | 3330 | CRYSTAL | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (12.50) | | 0 | 201615 | 201615 |
| 20034280 | | 3330 | CRYSTAL | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201615 |
| 20035270 | | 3330 | TRESSA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201614 | 201615 |
| 20035270 | | 3330 | TRESSA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (26.00) | | 0 | 201615 | 201615 |
| 20035270 | | 3330 | TRESSA | 5181000000 | 2550 | Health - ER Share | 0 | (745.00) | | 0 | 201615 | 201615 |
| 20035270 | | 3330 | TRESSA | 5181000000 | 2983 | Health Adjustment Pretax | 0 | (13.00) | | 0 | 201615 | 201615 |
| 5871 | | 3330 | DENISE | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201616 | 201616 |
| 5871 | | 3330 | DENISE | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

| Personnel Number | ALAS Indicator | Business Area | First name | G/L Account | Wage Type | Wage Type Long Text | Number of | Amount | Retro Indicator | Staff Months | For-period payroll | In-period f. payroll |
|------------------|----------------|---------------|------------|-------------|-----------|---------------------------|-----------|----------|-----------------|--------------|--------------------|----------------------|
| 247323 | | 3330 | NGUYEN | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (112.00) | | 0 | 201616 | 201616 |
| 247323 | | 3330 | NGUYEN | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 248178 | | 3330 | JENNELL | 5181000000 | 2541 | Aetna Public EE Pre Tax | 0 | (159.00) | | 0 | 201616 | 201616 |
| 248178 | | 3330 | JENNELL | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 248573 | | 3330 | LEANN | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (22.00) | | 0 | 201616 | 201616 |
| 248573 | | 3330 | LEANN | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |
| 425936 | | 3330 | SCOTT | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201616 | 201616 |
| 425936 | | 3330 | SCOTT | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 426139 | | 3330 | JAMES | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201616 | 201616 |
| 426139 | | 3330 | JAMES | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 427249 | | 3330 | TRENT | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201616 | 201616 |
| 427249 | | 3330 | TRENT | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |
| 897027 | | 3330 | CHARLES | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 897124 | | 3330 | CALLEY | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201616 | 201616 |
| 897124 | | 3330 | CALLEY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 900381 | | 3330 | ALFRED | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (53.50) | | 0 | 201616 | 201616 |
| 900381 | | 3330 | ALFRED | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |
| 1027924 | | 3330 | SERENA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201616 | 201616 |
| 1027924 | | 3330 | SERENA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 1030047 | | 3330 | VERNON | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (39.50) | | 0 | 201616 | 201616 |
| 1030047 | | 3330 | VERNON | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |
| 1106296 | | 3330 | BRIAN | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (12.50) | | 0 | 201616 | 201616 |
| 1106296 | | 3330 | BRIAN | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 1107461 | | 3330 | ANDREA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201616 | 201616 |
| 1107461 | | 3330 | ANDREA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 1108519 | | 3330 | DIVESH | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (30.00) | | 0 | 201616 | 201616 |
| 1108519 | | 3330 | DIVESH | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |
| 20019527 | | 3330 | JUSTIN | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (152.00) | | 0 | 201616 | 201616 |
| 20019527 | | 3330 | JUSTIN | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20020000 | | 3330 | PATRICIA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201614 | 201616 |
| 20020000 | | 3330 | PATRICIA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201616 |
| 20020000 | | 3330 | PATRICIA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (39.00) | | 0 | 201616 | 201616 |
| 20020000 | | 3330 | PATRICIA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20020059 | | 3330 | AMY | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201616 | 201616 |
| 20020059 | | 3330 | AMY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι | ι |

| Personnel Number | ALAS Indicator | Business Area | First name | G/L Account | Wage Type | Wage Type Long Text | Number of | Amount | Retro Indicator | Staff Months | For-period payroll | In-period f. payroll |
|------------------|----------------|---------------|------------|-------------|-----------|-------------------------|-----------|----------|-----------------|--------------|--------------------|----------------------|
| 20021167 | | 3330 | LAURA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (23.00) | | 0 | 201616 | 201616 |
| 20021167 | | 3330 | LAURA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20021458 | | 3330 | SHELLY | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201616 | 201616 |
| 20021458 | | 3330 | SHELLY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| l | l | l | l | l | l | l | l | l | l | l | l | l |
| 20023990 | | 3330 | SHARON | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201616 | 201616 |
| 20023990 | | 3330 | SHARON | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20027492 | | 3330 | DOROTHY | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201616 | 201616 |
| 20027492 | | 3330 | DOROTHY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20027680 | | 3330 | KEITH | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20027769 | | 3330 | STELLA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (41.00) | | 0 | 201616 | 201616 |
| 20027769 | | 3330 | STELLA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| l | l | l | l | l | l | l | l | l | l | l | l | l |
| 20029932 | | 3330 | CHRIS | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (31.00) | | 0 | 201616 | 201616 |
| 20029932 | | 3330 | CHRIS | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 200820 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 200821 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 200822 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 200823 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 200824 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201601 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201602 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201603 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201604 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201605 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201606 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201607 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201608 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201609 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201610 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201611 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (280.50) | | 0 | 201612 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201613 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201614 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (278.00) | | 0 | 201616 | 201616 |
| 20029972 | | 3330 | HARRY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20030149 | | 3330 | BETHANY | 5181000000 | 2541 | Aetna Public EE Pre Tax | 0 | (117.00) | | 0 | 201616 | 201616 |
| 20030149 | | 3330 | BETHANY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| l | l | l | l | l | l | l | l | l | l | l | l | l |
| 20031093 | | 3330 | AARON | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201616 | 201616 |

| Personnel Number | ALAS Indicator | Business Area | First name | G/L Account | Wage Type | Wage Type Long Text | Number of | Amount | Retro Indicator | Staff Months | For-period payroll | In-period f. payroll |
|------------------|----------------|---------------|------------|-------------|-----------|---------------------------|-----------|----------------|-----------------|--------------|--------------------|----------------------|
| 20031093 | | 3330 | AARON | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20031100 | | 3330 | TRACY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201614 | 201616 |
| 20031100 | | 3330 | TRACY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201615 | 201616 |
| 20031100 | | 3330 | TRACY | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (66.00) | | 0 | 201616 | 201616 |
| 20031100 | | 3330 | TRACY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20031154 | | 3330 | STACI | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (39.50) | | 0 | 201616 | 201616 |
| 20031154 | | 3330 | STACI | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20033402 | | 3330 | RAYMOND | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (12.50) | | 0 | 201616 | 201616 |
| 20033402 | | 3330 | RAYMOND | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20033600 | X | 3330 | DANETTE | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (12.24) | | 0 | 201616 | 201616 |
| 20033600 | X | 3330 | DANETTE | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20033890 | | 3330 | CHUCK | 5181000000 | 2541 | Aetna Public EE Pre Tax | 0 | (117.00) | | 0 | 201616 | 201616 |
| 20033890 | | 3330 | CHUCK | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20034061 | | 3330 | TRACY | 5181000000 | 2526 | Grp Hlth Classic Pre-tax | 0 | (53.50) | | 0 | 201616 | 201616 |
| 20034061 | | 3330 | TRACY | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| 20034280 | | 3330 | CRYSTAL | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (2.00) | | 0 | 201616 | 201616 |
| 20034280 | | 3330 | CRYSTAL | 5181000000 | 2550 | Health - ER Share | 0 | (72.50) | | 0 | 201616 | 201616 |
| 20035270 | | 3330 | TRESSA | 5181000000 | 2531 | Uniform Pre-Tax | 0 | (13.00) | | 0 | 201616 | 201616 |
| 20035270 | | 3330 | TRESSA | 5181000000 | 2550 | Health - ER Share | 0 | (372.50) | | 0 | 201616 | 201616 |
| | | | | | | | | (1,212,389.35) | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Personnel Number | ALAS Indicator | Business Area | First name | G/L Account | Wage Type | Wage Type Long Text | Number of | Amount | Retro Indicator | Staff Months | For-period payroll | In-period f. payroll |
| 20034280 | | 4440 | CRYSTAL | 5181000000 | 2540 | Group Health Value Pre-Tx | 0 | (10.50) | | 0 | 201616 | 201616 |
| 20034280 | | 4440 | CRYSTAL | 5181000000 | 2550 | Health - ER Share | 0 | (300.00) | | 0 | 201616 | 201616 |
| | | | | | | | | (310.50) | | | | |

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STATE OF WASHINGTON
DEPARTMENT OF PERSONNEL
INSURANCE RECONCILIATION REPORT

DATE: 08/23/16

PAGE: 1

AUGUST
A.23

AGENCY : 333 DEPARTMENT OF RECON

SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|---------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-0796 | : 07/31/2016 | PREM DUE | CV | 08/2016 | 79.00 |
| NAME : CHARLES 0796 | : 08/10/2016 | PAYMENT | CV | | 39.50 |
| PERS ID: 00897027 | : | | | | |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | .00 | : | | | |
| CURR MO PREM DUE: | 79.00 | : | | | |
| CURR MO PAYMENTS: | 39.50 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | .00 | : | | | |
| NEW BALANCE : | 39.50 | : | | | |

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|--------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-3850 | : 07/31/2016 | PREM DUE | U | 08/2016 | 62.00 |
| NAME : JUDITH 3850 | : | | | | |
| PERS ID: 20024030 | : | | | | |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | .00 | : | | | |
| CURR MO PREM DUE: | 62.00 | : | | | |
| CURR MO PAYMENTS: | .00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | .00 | : | | | |
| NEW BALANCE : | 62.00 | : | | | |

REPORT NO: HRISD-PAY001P1-R01

STATE OF WASHINGTON
DEPARTMENT OF PERSONNEL
INSURANCE RECONCILIATION REPORT

DATE: 08/23/16

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AGENCY : 333 DEPARTMENT OF RECON

SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|--------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-4667 | : 08/20/2016 | PREM DUE | AE | 08/2016 | 112.00 |
| NAME : RHONDA 4667 | : | | | | |
| PERS ID: 20035682 | : | | | | |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | .00 | : | | | |
| CURR MO PREM DUE: | 112.00 | : | | | |
| CURR MO PAYMENTS: | .00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | .00 | : | | | |
| NEW BALANCE : | 112.00 | : | | | |

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|--------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-9671 | : 07/31/2016 | PREM DUE | U | 08/2016 | 26.00 |
| NAME : ANDREA 9671 | : 08/10/2016 | PAYMENT | U | | 26.00 |
| PERS ID: 01107461 | : 08/25/2016 | PAYMENT | U | | 13.00 |
| ACT CD : | : 07/28/2016 | INS ADJ | U | 07/2016 | 26.00 |
| | : | | | | |
| PREVIOUS BALANCE: | .00 | : | | | |
| CURR MO PREM DUE: | 26.00 | : | | | |
| CURR MO PAYMENTS: | 39.00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | 26.00 | : | | | |
| NEW BALANCE : | 13.00 | : | | | |

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SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|---------------------|--------------|-----------------------------|---------|---------|----|--------|
| SSN : XXX-XX-0744 | : 08/07/2016 | PREM DUE | CV | 08/2016 | | 25.00 |
| NAME : CRYSTAL 0744 | : 08/25/2016 | PAYMENT | CV | | | 12.50 |
| PERS ID: 20034280 | : | | | | | |
| ACT CD : | : | | | | | |
| | : | <i>transferred 8/5/2016</i> | | | | |
| PREVIOUS BALANCE: | .00 | : | | | | |
| CURR MO PREM DUE: | 25.00 | : | | | | |
| CURR MO PAYMENTS: | 12.50 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 12.50 | : | | | | |

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|--------------------|-------|----------|---------|-----|----|--------|
| SSN : XXX-XX-4246 | : | | | | | |
| NAME : RONALD 4246 | : | | | | | |
| PERS ID: NOT FND | : | | | | | |
| ACT CD : | : | | | | | |
| PREVIOUS BALANCE: | 20.00 | : | | | | |
| CURR MO PREM DUE: | .00 | : | | | | |
| CURR MO PAYMENTS: | .00 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 20.00 | : | | | | |

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SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|-------------------|---------|----------|---------|-----|----|--------|
| SSN : XXX-XX-1862 | | | | | | |
| NAME : SARA 1862 | | | | | | |
| PERS ID: NOT FND | | | | | | |
| ACT CD : | | | | | | |
| PREVIOUS BALANCE: | 107.00- | | | | | |
| CURR MO PREM DUE: | .00 | | | | | |
| CURR MO PAYMENTS: | .00 | | | | | |
| AGENCY ADJ : | .00 | | | | | |
| PAYROLL CANCELS : | .00 | | | | | |
| INSUR ADJ : | .00 | | | | | |
| NEW BALANCE : | 107.00- | | | | | |

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|--------------------|------------|----------|---------|---------|----|--------|
| SSN : XXX-XX-7983 | 08/20/2016 | PREM DUE | C | 08/2016 | | 107.00 |
| NAME : ARNOLD 7983 | | | | | | |
| PERS ID: 20035750 | | | | | | |
| ACT CD : | | | | | | |
| PREVIOUS BALANCE: | .00 | | | | | |
| CURR MO PREM DUE: | 107.00 | | | | | |
| CURR MO PAYMENTS: | .00 | | | | | |
| AGENCY ADJ : | .00 | | | | | |
| PAYROLL CANCELS : | .00 | | | | | |
| INSUR ADJ : | .00 | | | | | |
| NEW BALANCE : | 107.00 | | | | | |

AGENCY : 333 DEPARTMENT OF RECON
SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|----------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-1183 | : 08/07/2016 | PREM DUE | Z | 08/2016 | 26.00 |
| NAME : PATRICIA 1183 | : 08/25/2016 | PAYMENT | U | | 39.00 |
| PERS ID: 20020000 | : 08/07/2016 | INS ADJ | Z | 07/2016 | 26.00 |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | .00 | : | | | |
| CURR MO PREM DUE: | 26.00 | : | | | |
| CURR MO PAYMENTS: | 39.00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | 26.00 | : | | | |
| NEW BALANCE : | 13.00 | : | | | |

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|-------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-1522 | : 08/03/2016 | PREM DUE | U | 08/2016 | 82.00 |
| NAME : JAMES 1522 | : 08/10/2016 | PAYMENT | U | | 82.00 |
| PERS ID: 00426139 | : 08/10/2016 | PAYMENT | ADJ | | 81.93 |
| ACT CD : | : 08/25/2016 | PAYMENT | U | | 41.00 |
| | : 08/03/2016 | INS ADJ | U | 07/2016 | 82.00 |
| PREVIOUS BALANCE: | 81.93- | : | | | |
| CURR MO PREM DUE: | 82.00 | : | | | |
| CURR MO PAYMENTS: | 41.07 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | 82.00 | : | | | |
| NEW BALANCE : | 41.00 | : | | | |

AGENCY : 333 DEPARTMENT OF RECON
SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|-------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-6835 | : 08/07/2016 | PREM DUE | CV | 08/2016 | 44.00 |
| NAME : TRACY 6835 | : 08/25/2016 | PAYMENT | CV | | 66.00 |
| PERS ID: 20031100 | : 08/07/2016 | INS ADJ | CV | 07/2016 | 44.00 |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | .00 | : | | | |
| CURR MO PREM DUE: | 44.00 | : | | | |
| CURR MO PAYMENTS: | 66.00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | 44.00 | : | | | |
| NEW BALANCE : | 22.00 | : | | | |

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|---------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-5765 | : 08/20/2016 | PREM DUE | AE | 08/2016 | 196.00 |
| NAME : JENNELL 5765 | : 08/10/2016 | PAYMENT | AE | | 159.00 |
| PERS ID: 00248178 | : 08/25/2016 | PAYMENT | AE | | 159.00 |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | .00 | : | | | |
| CURR MO PREM DUE: | 196.00 | : | | | |
| CURR MO PAYMENTS: | 318.00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | .00 | : | | | |
| NEW BALANCE : | 122.00- | : | | | |

AGENCY : 333 DEPARTMENT OF RECON
SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|--------------------|--------|----------|---------|-----|----|--------|
| SSN : XXX-XX-6285 | : | | | | | |
| NAME : TAMELA 6285 | : | | | | | |
| PERS ID: NOT FND | : | | | | | |
| ACT CD : | : | | | | | |
| PREVIOUS BALANCE: | 14.00- | : | | | | |
| CURR MO PREM DUE: | .00 | : | | | | |
| CURR MO PAYMENTS: | .00 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 14.00- | : | | | | |

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|-------------------|--------------|--------------|---------|---------|---------|--------|
| SSN : XXX-XX-2400 | : 08/07/2016 | PREM DUE | U | 08/2016 | | 26.00 |
| NAME : HARRY 2400 | : 08/25/2016 | PAYMENT | U | | | 278.00 |
| PERS ID: 20029972 | : 08/07/2016 | INS ADJ | U | 10/2008 | | 28.00 |
| ACT CD : | : 08/07/2016 | INS ADJ | U | 11/2008 | | 28.00 |
| | : 08/07/2016 | INS ADJ | U | 12/2008 | | 28.00 |
| PREVIOUS BALANCE: | .00 | : 08/07/2016 | INS ADJ | U | 01/2016 | 26.00 |
| CURR MO PREM DUE: | 26.00 | : 08/07/2016 | INS ADJ | U | 02/2016 | 26.00 |
| CURR MO PAYMENTS: | 278.00 | : 08/07/2016 | INS ADJ | U | 03/2016 | 26.00 |
| AGENCY ADJ : | .00 | : 08/07/2016 | INS ADJ | U | 04/2016 | 26.00 |
| PAYROLL CANCELS : | .00 | : 08/07/2016 | INS ADJ | U | 05/2016 | 26.00 |
| INSUR ADJ : | 266.00 | : 08/07/2016 | INS ADJ | U | 06/2016 | 26.00 |
| NEW BALANCE : | 14.00 | : 08/07/2016 | INS ADJ | U | 07/2016 | 26.00 |

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SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|--------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-3039 | : 07/31/2016 | PREM DUE | CV | 08/2016 | 79.00 |
| NAME : VERNON 3039 | : 08/10/2016 | PAYMENT | CV | | 39.50 |
| PERS ID: 01030047 | : 08/25/2016 | PAYMENT | CV | | 39.50 |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | 468.00- | | | | |
| CURR MO PREM DUE: | 79.00 | | | | |
| CURR MO PAYMENTS: | 79.00 | | | | |
| AGENCY ADJ : | .00 | | | | |
| PAYROLL CANCELS : | .00 | | | | |
| INSUR ADJ : | .00 | | | | |
| NEW BALANCE : | 468.00- | | | | |

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|--------------------|------|----------|---------|--------|--------|
| SSN : XXX-XX-0818 | : | | | | |
| NAME : SAMUEL 0818 | : | | | | |
| PERS ID: 00458311 | : | | | | |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | 3.92 | | | | |
| CURR MO PREM DUE: | .00 | | | | |
| CURR MO PAYMENTS: | .00 | | | | |
| AGENCY ADJ : | .00 | | | | |
| PAYROLL CANCELS : | .00 | | | | |
| INSUR ADJ : | .00 | | | | |
| NEW BALANCE : | 3.92 | | | | |

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AGENCY : 333 DEPARTMENT OF RECON
SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|---------------------|--------|----------|---------|-----|----|--------|
| SSN : XXX-XX-7078 | : | | | | | |
| NAME : WILLIAM 7078 | : | | | | | |
| PERS ID: NOT FND | : | | | | | |
| ACT CD : | : | | | | | |
| | : | | | | | |
| PREVIOUS BALANCE: | 20.50- | : | | | | |
| CURR MO PREM DUE: | .00 | : | | | | |
| CURR MO PAYMENTS: | .00 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 20.50- | : | | | | |

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|---------------------|--------|----------|---------|-----|----|--------|
| SSN : XXX-XX-4595 | : | | | | | |
| NAME : SUZANNE 4595 | : | | | | | |
| PERS ID: NOT FND | : | | | | | |
| ACT CD : | : | | | | | |
| | : | | | | | |
| PREVIOUS BALANCE: | 30.00- | : | | | | |
| CURR MO PREM DUE: | .00 | : | | | | |
| CURR MO PAYMENTS: | .00 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 30.00- | : | | | | |

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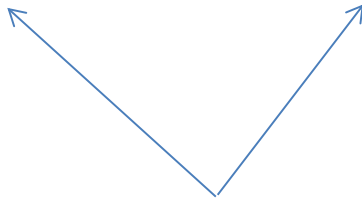
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AGENCY : 333 DEPARTMENT OF RECON

SUB-AGENCY: DEPARTMENT OF RECON

SUB-AGENCY TOTALS

| | | | |
|----------------------|---------|-----------------------|---------|
| EMPLOYEES REPORTED : | 18 | HCA-PREM DUE/INS ADJ: | 1308.00 |
| PREV MONTH BALANCE : | 697.51- | P/R-PAYMENTS/CANCELS: | 912.07 |
| NEW MONTH BALANCE : | 301.58- | AGENCY ADJ : | .00 |



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JULY

A.23

AGENCY : 333 DEPARTMENT OF RECON

SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|--------------------|--------------|----------|---------|---------|----|--------|
| SSN : XXX-XX-8085 | : 06/30/2016 | PREM DUE | U | 07/2016 | | 82.00 |
| NAME : SHELLY 8085 | | | | | | |
| PERS ID: 20021458 | : | | | | | |
| ACT CD : | : | | | | | |

| | | |
|-------------------|-------|---|
| PREVIOUS BALANCE: | .00 | : |
| CURR MO PREM DUE: | 82.00 | : |
| CURR MO PAYMENTS: | 41.00 | : |
| AGENCY ADJ : | .00 | : |
| PAYROLL CANCELS : | .00 | : |
| INSUR ADJ : | .00 | : |
| NEW BALANCE : | 41.00 | : |

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|--------------------|------|----------|---------|-----|----|--------|
| SSN : XXX-XX-4246 | : | | | | | |
| NAME : RONALD 4246 | : | | | | | |
| PERS ID: NOT FND | : | | | | | |
| ACT CD : | : | | | | | |

| | | |
|-------------------|-------|---|
| PREVIOUS BALANCE: | 20.00 | : |
| CURR MO PREM DUE: | .00 | : |
| CURR MO PAYMENTS: | .00 | : |
| AGENCY ADJ : | .00 | : |
| PAYROLL CANCELS : | .00 | : |
| INSUR ADJ : | .00 | : |
| NEW BALANCE : | 20.00 | : |



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| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|-------------------|---------|----------|---------|-----|----|--------|
| SSN : XXX-XX-1862 | : | | | | | |
| NAME : SARA 1862 | : | | | | | |
| PERS ID: NOT FND | : | | | | | |
| ACT CD : | : | | | | | |
| | : | | | | | |
| PREVIOUS BALANCE: | 107.00- | : | | | | |
| CURR MO PREM DUE: | .00 | : | | | | |
| CURR MO PAYMENTS: | .00 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 107.00- | : | | | | |

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|--------------------|--------------|----------|---------|---------|----|--------|
| SSN : XXX-XX-1865 | : 07/17/2016 | PREM DUE | U | 07/2016 | | 26.00 |
| NAME : TRESSA 1865 | : | | | | | |
| PERS ID: 20035270 | : | | | | | |
| ACT CD : | : | | | | | |
| | : | | | | | |
| PREVIOUS BALANCE: | .00 | : | | | | |
| CURR MO PREM DUE: | 26.00 | : | | | | |
| CURR MO PAYMENTS: | .00 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 26.00 | : | | | | |



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| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|-------------------|--------------|----------|---------|-----|----|--------|
| SSN : XXX-XX-1522 | : 07/24/2016 | PAYMENT | C | | | 81.93 |
| NAME : JAMES 1522 | : | | | | | |
| PERS ID: 00426139 | : | | | | | |
| ACT CD : | : | | | | | |
| | : | | | | | |
| PREVIOUS BALANCE: | .00 | : | | | | |
| CURR MO PREM DUE: | .00 | : | | | | |
| CURR MO PAYMENTS: | 81.93 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 81.93- | : | | | | |

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|--------------------|--------|----------|---------|-----|----|--------|
| SSN : XXX-XX-6285 | : | | | | | |
| NAME : TAMELA 6285 | : | | | | | |
| PERS ID: NOT FND | : | | | | | |
| ACT CD : | : | | | | | |
| | : | | | | | |
| PREVIOUS BALANCE: | 14.00- | : | | | | |
| CURR MO PREM DUE: | .00 | : | | | | |
| CURR MO PAYMENTS: | .00 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 14.00- | : | | | | |



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| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|--------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-3039 | : 06/30/2016 | PREM DUE | CV | 07/2016 | 79.00 |
| NAME : VERNON 3039 | : 07/10/2016 | PAYMENT | CV | | 39.50 |
| PERS ID: 01030047 | : 07/24/2016 | PAYMENT | CV | | 39.50 |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | 468.00- | : | | | |
| CURR MO PREM DUE: | 79.00 | : | | | |
| CURR MO PAYMENTS: | 79.00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | .00 | : | | | |
| NEW BALANCE : | 468.00- | : | | | |

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|--------------------|-------|----------|---------|--------|--------|
| SSN : XXX-XX-3185 | : | | | | |
| NAME : BERTIE 3185 | : | | | | |
| PERS ID: 20024128 | : | | | | |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | 14.00 | : | | | |
| CURR MO PREM DUE: | .00 | : | | | |
| CURR MO PAYMENTS: | .00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | .00 | : | | | |
| NEW BALANCE : | 14.00 | : | | | |



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SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|-------------------|--------------|----------|---------|---------|--------|
| SSN : XXX-XX-1600 | : 06/30/2016 | PREM DUE | CV | 07/2016 | 25.00 |
| NAME : MARK 1600 | : 07/10/2016 | PAYMENT | CV | | 12.50 |
| PERS ID: 00348998 | : 07/24/2016 | PAYMENT | CV | | 12.50 |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | 80.00 | : | | | |
| CURR MO PREM DUE: | 25.00 | : | | | |
| CURR MO PAYMENTS: | 25.00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | .00 | : | | | |
| NEW BALANCE : | 80.00 | : | | | |

| | DATE | ACTIVITY | CARRIER | COV PD | AMOUNT |
|--------------------|------|----------|---------|--------|--------|
| SSN : XXX-XX-0818 | : | | | | |
| NAME : SAMUEL 0818 | : | | | | |
| PERS ID: 00458311 | : | | | | |
| ACT CD : | : | | | | |
| | : | | | | |
| PREVIOUS BALANCE: | 3.92 | : | | | |
| CURR MO PREM DUE: | .00 | : | | | |
| CURR MO PAYMENTS: | .00 | : | | | |
| AGENCY ADJ : | .00 | : | | | |
| PAYROLL CANCELS : | .00 | : | | | |
| INSUR ADJ : | .00 | : | | | |
| NEW BALANCE : | 3.92 | : | | | |



REPORT NO: HRISD-PAY001P1-R01

STATE OF WASHINGTON

DATE: 07/22/16

DEPARTMENT OF PERSONNEL

PAGE: 6

INSURANCE RECONCILIATION REPORT

AGENCY : 333 DEPARTMENT OF RECON

SUB-AGENCY: DEPARTMENT OF RECON

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|---------------------|--------|----------|---------|-----|----|--------|
| SSN : XXX-XX-7078 | : | | | | | |
| NAME : WILLIAM 7078 | : | | | | | |
| PERS ID: NOT FND | : | | | | | |
| ACT CD : | : | | | | | |
| | : | | | | | |
| PREVIOUS BALANCE: | 20.50- | : | | | | |
| CURR MO PREM DUE: | .00 | : | | | | |
| CURR MO PAYMENTS: | .00 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 20.50- | : | | | | |

| | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|-------------------|--------------|----------|---------|---------|----|--------|
| SSN : XXX-XX-3082 | : 06/30/2016 | PREM DUE | U | 07/2016 | | 46.00 |
| NAME : LAURA 3082 | : 07/10/2016 | PAYMENT | U | | | 23.00 |
| PERS ID: 00108172 | : | | | | | |
| ACT CD : | : | | | | | |
| | : | | | | | |
| PREVIOUS BALANCE: | .00 | : | | | | |
| CURR MO PREM DUE: | 46.00 | : | | | | |
| CURR MO PAYMENTS: | 23.00 | : | | | | |
| AGENCY ADJ : | .00 | : | | | | |
| PAYROLL CANCELS : | .00 | : | | | | |
| INSUR ADJ : | .00 | : | | | | |
| NEW BALANCE : | 23.00 | : | | | | |



REPORT NO: HRISD-PAY001P1-R01

STATE OF WASHINGTON

DATE: 07/22/16

DEPARTMENT OF PERSONNEL

PAGE: 7

INSURANCE RECONCILIATION REPORT

AGENCY : 333 DEPARTMENT OF RECON

SUB-AGENCY: DEPARTMENT OF RECON

| | | DATE | ACTIVITY | CARRIER | COV | PD | AMOUNT |
|-------------------|---|--------------|----------|---------|-----|----|--------|
| SSN | : | XXX-XX-4595 | : | | | | |
| NAME | : | SUZANNE 4595 | : | | | | |
| PERS ID: | : | NOT FND | : | | | | |
| ACT CD | : | | : | | | | |
| | : | | : | | | | |
| PREVIOUS BALANCE: | : | 30.00- | : | | | | |
| CURR MO PREM DUE: | : | .00 | : | | | | |
| CURR MO PAYMENTS: | : | .00 | : | | | | |
| AGENCY ADJ | : | .00 | : | | | | |
| PAYROLL CANCELS | : | .00 | : | | | | |
| INSUR ADJ | : | .00 | : | | | | |
| NEW BALANCE | : | 30.00- | : | | | | |



REPORT NO: HRISD-PAY001P1-R01

STATE OF WASHINGTON
DEPARTMENT OF PERSONNEL
INSURANCE RECONCILIATION REPORT

DATE: 07/22/16

PAGE: 8

AGENCY : 333 DEPARTMENT OF RECON

SUB-AGENCY: DEPARTMENT OF RECON

SUB-AGENCY TOTALS

| | | | |
|----------------------|---------|-----------------------|--------|
| EMPLOYEES REPORTED : | 13 | HCA-PREM DUE/INS ADJ: | 258.00 |
| PREV MONTH BALANCE : | 521.58- | P/R-PAYMENTS/CANCELS: | 249.93 |
| NEW MONTH BALANCE : | 513.51- | AGENCY ADJ : | .00 |



HRISD-B5570-R01

STATE OF WASHINGTON
DEPARTMENT OF PERSONNEL
EMPLOYER INSURANCE RECONCILIATION REPORT

RUN DATE: 07/22/2016
PAGE: 1

AGENCY: 333 DEPARTMENT OF RECON
SUB-AGENCY: DEPARTMENT OF RECON
PERSONNEL AREA: 3330

| PERSONNEL NUMBER | SSN | NAME | HCA AMT | HRMS AMT |
|---------------------|-------------|---------------|---------|----------|
| 20027455 | XXX XX 5376 | JOANNE 5376 | 745.00 | 1,025.50 |
| 20034061 | XXX XX 2745 | TRACY 2745 | 745.00 | 1,867.00 |
| | XXX XX 1865 | TRESSA 1865 | 745.00 | .00 |
| 20021458 | XXX XX 8085 | SHELLY 8085 | 745.00 | 372.50 |
| 20033402 | XXX XX 9188 | RAYMOND 9188 | 745.00 | 1,025.50 |
| 00194029 | XXX XX 6243 | PEGGISUE 6243 | 745.00 | 1,025.50 |
| 01141661 | XXX XX 8152 | SIGMUND 8152 | .00 | 280.50 |
| 20022371 | XXX XX 7304 | MICHAEL 7304 | 745.00 | 1,025.50 |

HRISD-B5570-R01

STATE OF WASHINGTON
DEPARTMENT OF PERSONNEL
EMPLOYER INSURANCE RECONCILIATION REPORT

RUN DATE: 08/23/2016
PAGE: 1

AGENCY: 333 DEPARTMENT OF RECON
SUB-AGENCY: DEPARTMENT OF RECON
PERSONNEL AREA: 3330

| PERSONNEL NUMBER | SSN | NAME | HCA AMT | HRMS AMT | |
|---------------------|-------------|---------------|-----------|-----------|----------|
| 20031100 | XXX XX 6835 | TRACY 6835 | 1,490.00 | 1,117.50 | 372.50 |
| | XXX XX 4667 | RHONDA 4667 | 745.00 | .00 | 745.00 |
| 20034280 | XXX XX 0744 | CRYSTAL 0744 | 745.00 | 372.50 | 372.50 |
| | XXX XX 7983 | ARNOLD 7983 | 745.00 | .00 | 745.00 |
| 20035270 | XXX XX 1865 | TRESSA 1865 | 745.00 | 1,490.00 | 745.00CR |
| 20021458 | XXX XX 8085 | SHELLY 8085 | 745.00 | 1,117.50 | 372.50CR |
| 20020000 | XXX XX 1183 | PATRICIA 1183 | 1,490.00 | 1,117.50 | 372.50 |
| 01107461 | XXX XX 9671 | ANDREA 9671 | 1,490.00 | 1,117.50 | 372.50 |
| 20027680 | XXX XX 7402 | KEITH 7402 | 745.00 | 372.50 | 372.50 |
| | XXX XX 6852 | WOLFGANG 6852 | 745.00 | .00 | 745.00 |
| 20029972 | XXX XX 2400 | HARRY 2400 | 6,539.00 | 6,258.50 | 280.50 |
| | | | 16,224.00 | 12,963.50 | 3,260.50 |

REPORT NO: HRISD-B2025-R01 DEPARTMENT OF PERSONNEL
ONLINE PERSONNEL/PAYROLL TRANSACTION LOG
AGY/SUB: 333 APPOINTMENT CHANGES

DATE :07/26/16 PAGE: 257
TIME :18:32 AGY PAGE: 1

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G

2EMPLOYEE 7541 LIFE COVERAGE XXX XX 7541 DATA UPDATED 07/26/2016 AT 08:47 BY XXX XX 4455 333 USING A451
3 C DES OPT AMT : 250 C PEND OPT DAT: 06/30/2016
1 51 07/26/2016
3 D DES SUP AMT : 100 D PEND SUP DAT: 06/30/2016
1 299 07/26/2016

□

REPORT NO: HRISD-B2025-R01 DEPARTMENT OF PERSONNEL
ONLINE PERSONNEL/PAYROLL TRANSACTION LOG
AGY/SUB: 303 INSURANCE RECONCILIATION

DATE :07/26/16 PAGE: 258
TIME :18:32 AGY PAGE: 2

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T

2EMPLOYEE 3185 INSURANCE RECON EMPL XXX XX 3185 DATA UPDATED 07/26/2016 AT 09:26 BY XXX XX 7104 333 USING A241
3 AGENCY ADJ : .00 NEW BALANCE : 14.00
1 14.00- .00
2 INSURANCE RECON AGY XXX XX 3185 DATA UPDATED 07/26/2016 AT 09:26 BY XXX XX 7104 333 USING A241
3 AGENCY ADJ : .00 NEW BALANCE : 513.51-
1 14.00- 527.51-
2 INSURANCE RECON SUB XXX XX 3185 DATA UPDATED 07/26/2016 AT 09:26 BY XXX XX 7104 333 USING A241
3 AGENCY ADJ : .00 NEW BALANCE : 513.51-
1 14.00- 527.51-
2EMPLOYEE 1600 INSURANCE RECON EMPL XXX XX 1600 DATA UPDATED 07/26/2016 AT 10:23 BY XXX XX 7104 333 USING A241
3 AGENCY ADJ : .00 NEW BALANCE : 80.00
1 100.00- 20.00-
2 INSURANCE RECON AGY XXX XX 1600 DATA UPDATED 07/26/2016 AT 10:23 BY XXX XX 7104 333 USING A241
3 AGENCY ADJ : 14.00- NEW BALANCE : 527.51-
1 114.00- 627.51-
2 INSURANCE RECON SUB XXX XX 1600 DATA UPDATED 07/26/2016 AT 10:23 BY XXX XX 7104 333 USING A241
3 AGENCY ADJ : 14.00- NEW BALANCE : 527.51-
1 114.00- 627.51-

035 GL5181 Activity Report
State of Washington - HRMS
Health Care Activity Report

Report ID: ZHR_RPTBNN36
User: xxxxxx92
Run Date: 12/2/2015
Total Records: 25
Business Area: xxxx
Pers. Area: All
Cov.Prd Date: Include - 01/2014 to 11/2015
Pay1 Data Upto: Nov-15

| HRMS BA | HRMS PA | PersArea Name | Pay1 BA | Pay1 PA | PERNR | Employee Name | Cov.Prd | Pay1 MedCd | Pay1 DenCd | PAY1 EE Contrib | HRMS EE Contrib | EE Contrib Difference | PAY1 PEBB | HRMS PEBB | PEBB Fund Difference | PAY1 Tobacco | HRMS Tobacco | Tobacco Difference | PAY1 SPDP | HRMS SPDP | SPDP Difference |
|------------|------------|---------------|---------|---------|-----------|---------------|---------|---------------|---------------|--------------------|--------------------|--------------------------|--------------|------------|-------------------------|-----------------|-----------------|-----------------------|--------------|--------------|--------------------|
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx1 | Employee #1 | 201508 | C | 1 | 224.00 | (112.00) | 112.00 | 840.00 | (420.00) | 420.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx2 | Employee #2 | 201412 | CV | 1 | 65.00 | (70.00) | (5.00) | 662.00 | (331.00) | 331.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx3 | Employee #3 | 201501 | U | 1 | 147.00 | (58.00) | 89.00 | 662.00 | (662.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 50.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201412 | | | 65.00 | 0.00 | 65.00 | 662.00 | 0.00 | 662.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201501 | | | 75.00 | 0.00 | 75.00 | 662.00 | 0.00 | 662.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201502 | | | 75.00 | 0.00 | 75.00 | 662.00 | 0.00 | 662.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201503 | | | 75.00 | 0.00 | 75.00 | 662.00 | 0.00 | 662.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201504 | | | 75.00 | 0.00 | 75.00 | 662.00 | 0.00 | 662.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201505 | | | 75.00 | 0.00 | 75.00 | 662.00 | 0.00 | 662.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201506 | | | 75.00 | 0.00 | 75.00 | 662.00 | 0.00 | 662.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201507 | CV | 1 | 75.00 | 0.00 | 75.00 | 840.00 | (4,812.00) | (3,972.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201508 | | | 75.00 | 0.00 | 75.00 | 840.00 | 0.00 | 840.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201509 | | | 75.00 | 0.00 | 75.00 | 840.00 | 0.00 | 840.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201510 | | | 75.00 | 0.00 | 75.00 | 840.00 | 0.00 | 840.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx4 | Employee #4 | 201511 | | | 75.00 | 0.00 | 75.00 | 840.00 | 0.00 | 840.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx5 | Employee #5 | 201404 | U | 3 | 79.00 | (39.50) | 39.50 | 782.00 | (391.00) | 391.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx6 | Employee #6 | 201401 | | | 25.00 | 0.00 | 25.00 | 782.00 | 0.00 | 782.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx6 | Employee #6 | 201402 | | | 25.00 | 0.00 | 25.00 | 782.00 | 0.00 | 782.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx7 | Employee #7 | 201401 | | | 117.00 | 0.00 | 117.00 | 782.00 | 0.00 | 782.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx7 | Employee #7 | 201402 | C | 3 | 117.00 | (175.50) | (58.50) | 782.00 | (1,173.00) | (391.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | xxxx | xxxx | xxxxxxx8 | Employee #8 | 201407 | | | 140.00 | 0.00 | 140.00 | 662.00 | 0.00 | 662.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx8 | Employee #8 | 201408 | CV | 1 | 140.00 | (210.00) | (70.00) | 662.00 | (993.00) | (331.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx9 | Employee #9 | 201407 | U | 1 | 227.00 | (227.00) | 0.00 | 662.00 | (662.00) | 0.00 | 25.00 | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 |
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx9 | Employee #9 | 201408 | U | 1 | 227.00 | (227.00) | 0.00 | 662.00 | (662.00) | 0.00 | 25.00 | (50.00) | (25.00) | 0.00 | 0.00 | 0.00 |
| xxxx | xxxx | Sample Agency | xxxx | xxxx | xxxxxxx10 | Employee #10 | 201511 | C | 3 | 304.00 | (214.11) | 89.89 | 840.00 | (591.61) | 248.39 | 25.00 | (17.61) | 7.39 | 50.00 | (35.21) | 14.79 |

Note: Arrows and shading added after the report was imported to Excel

State of Washington
HRMS PAYROLL MULTI AGENCY TRANSFER IN

Report ID: ZHR_RPTPY376-13 ←
User: xxxxxxxx
Date: 09/12/2016
JV Number: TSFP1615
Pay Date: 08/10/2016
Description: Multi Agency Transfer In

| Sort Key | Business A | Business Area Te | Transaction Reverse | AFRS Busin | AFRS Agen | AFRS Fund | Debit | Credit | Employee ID | Employee Name |
|----------|------------|------------------|---------------------|------------|-----------|-----------|-------|--------|-------------|---------------|
| 1 | 333 | Department of R | 67 | 303 | 303 | 035 | 0 | 49.71 | 20033600 | |
| 2 | 333 | Department of R | 187 | 303 | 303 | 035 | 0 | 0.75 | 20033600 | |
| 4 | 333 | Department of R | 327 | 303 | 303 | 035 | 0 | 0.46 | 20033600 | |

State of Washington
HRMS PAYROLL MULTI AGENCY TRANSFER IN

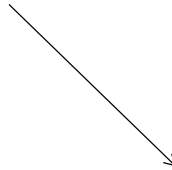
Report ID: ZHR_RPTPY376-13 ←
User: xxxxxxxx
Date: 09/12/2016
JV Number: TSFP1616
Pay Date: 08/25/2016
Description: Multi Agency Transfer In

| Sort Key | Business A | Business Area Te | Transaction Reverse | AFRS Busin | AFRS Agen | AFRS Fund | Debit | Credit | Employee ID | Employee Name |
|----------|------------|------------------|---------------------|------------|-----------|-----------|-------|--------|-------------|---------------|
| 1 | 333 | Department of R | 67 | 333 | 333 | 035 | 0 | 27.33 | 20033600 | |
| 2 | 333 | Department of R | 187 | 333 | 333 | 035 | 0 | 2.94 | 20033600 | |
| 4 | 333 | Department of R | 327 | 333 | 333 | 035 | 0 | 0.26 | 20033600 | |

State of Washington
HRMS PAYROLL MULTI AGENCY TRANSFER OUT

Report ID: ZHR_RPTPY376-14 ←
User: xxxxxxxx
Date: 09/12/2016
JV Number: TSFP1616
Pay Date: 08/25/2016
Description: Multi Agency Transfer Out

| Sort Key | Business A | Business Area Te | Transaction Reverse | AFRS Busin | AFRS Agen | AFRS Fund | Debit | Credit | Employee ID | Employee Name |
|----------|------------|------------------|---------------------|------------|-----------|-----------|-------|--------|-------------|---------------|
| 1 | 333 | Department of R | 69 | 333 | 333 | 035 | 27.33 | | 20034280 | |
| 2 | 333 | Department of R | 357 | 333 | 333 | 035 | 2.94 | | 20034280 | |
| 4 | 333 | Department of R | 341 | 333 | 333 | 035 | 74.50 | | 20034280 | |



| | | | | | | | | | | | | | | |
|--|--|---|---|---|--|-----------------------|---------------------------------------|--------------------------------------|---|--|----------------------|-----------------|--|--|
| Account 035 Reconciliation | | HAVING TROUBLE? | | | | | | | | | | | | |
| Control Register | | Instructions and sample available here: http://www.ofm.wa.gov/resources/payroll/PRHIReconExampleInstructions.pdf | | | | | | | | | | | | |
| GL 5181 | | For assistance with this worksheet, please contact OFM Statewide Accounting at 360-725-0222, or your agency's Accounting consultant. | | | | | | | | | | | | |
| EMPLOYEE INSURANCE DEDUCTIONS PAYABLE | | | | | | | | | | | | | | |
| Biennium: 2017 | | | | | | | | | | | | | | |
| Fiscal Month: 14 | | | | | | | | | | | | | | |
| | | Ending balance (from Enterprise): | | | | | 2,642.50 | | | | | | | |
| | | Less: Beginning Balance (from Enterprise): | | | | | (1,781.43) | | | | | | | |
| | | Period Activity (from Enterprise): | | | | | 4,423.93 | | | | | | | |
| SYSTEM ACTIVITY: | | | | | | | | | | | | | | |
| MDR Amount | | 1,215,902.00 | | | | | | | | | | | | |
| PY126 Amount | | (1,212,389.35) | | | | | | | | | | | | |
| MPT Net activity | | 73.78 | | | | | | | | | | | | |
| System Activity: | | 3,586.43 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | "New Month Balance" from A.23 Report: | | | | | (513.51) | (301.58) | | | | | | |
| | | Item Beginning Balance | | | | | Item Activity | | | Item Ending Balance | | | | |
| Employee/Item: | | E: Prior Month Worklist Items not in Column A--if known | A: Prior Month (balance from A.23) | B: Current Month (balance from A.23) | C: State Share Difference (from 5570) | D: Adjustments | Net Activity (B+C-D-A) | Drop-Down: Item will clear in | Reconciled Worklist Amount (5181 balance) (A+Activity) | Action Required | Date Resolved | Initials | | |
| TRACY 6835 | | 0.00 | | 22.00 | 372.50 | | 394.50 | FM 15 | 394.50 | charge state share, collect ee share | | | | |
| RHONDA 4667 | | | | 112.00 | 745.00 | | 857.00 | FM 15 | 857.00 | charge state share, collect ee share | | | | |
| CRYSTAL 0744 | | 12.50 | | 12.50 | 372.50 | | 385.00 | FM 15 | 397.50 | Mid Period Transfer -- see MPT worksheet and JV below | | | | |
| ARNOLD 7983 | | | | 107.00 | 745.00 | | 852.00 | FM 15 | 852.00 | charge state share, collect ee share | | | | |
| TRESSA 1865 | | 745.00 | 26.00 | 0.00 | (745.00) | | (771.00) | FM 14 | 0.00 | None--collecting July discrepancy | | | | |
| SHELLY 8085 | | 372.50 | 41.00 | | (372.50) | | (413.50) | FM 14 | 0.00 | None--collecting July discrepancy | | | | |
| PATRICIA 1183 | | | | 13.00 | 372.50 | | 385.50 | FM 15 | 385.50 | charge state share, collect ee share | | | | |
| ANDREA 9671 | | | | 13.00 | 372.50 | | 385.50 | FM 15 | 385.50 | charge state share, collect ee share | | | | |
| KEITH 7402 | | | | | 372.50 | | 372.50 | FM 15 | 372.50 | charge state share | | | | |
| WOLFGANG 6852 | | | | | 745.00 | | 745.00 | FM 15 | 745.00 | charge state share | | | | |
| HARRY 2400 | | | | 14.00 | 280.50 | | 294.50 | FM 15 | 294.50 | Adjust back to 2008 start date--collect state/ee share | | | | |
| CHARLES 0796 | | | | 39.50 | | | 39.50 | FM 15 | 39.50 | collect ee share | | | | |
| RONALD 4246 | | | 20.00 | 20.00 | | | 0.00 | FM 15 | 20.00 | collect ee share | | | | |
| SARA 1862 | | | (107.00) | (107.00) | | | 0.00 | FM 15 | (107.00) | refund ee share | | | | |
| JAMES 1522 | | | (81.93) | 41.00 | | | 122.93 | FM 15 | 41.00 | collect ee share | | | | |
| TAMELA 6285 | | | (14.00) | (14.00) | | | 0.00 | FM 15 | (14.00) | refund ee share | | | | |
| VERNON 3039 | | | (468.00) | (468.00) | | | 0.00 | FM 15 | (468.00) | refund ee share | | | | |
| BERTIE 3185 | | | 14.00 | | | (14.00) | 0.00 | FM 15 | 14.00 | 14.00 cleared from A.24, manual JV to write off. See Daily Transaction Log for incorrect entry. | | | | |
| MARK 1600 | | | 80.00 | | | (100.00) | 20.00 | FM 15 | 100.00 | 100.00 cleared from A.24, ee waived. Seek credit from HCA or reimburse 5181 from operating. See Daily Transaction Log for incorrect entry. | | | | |
| SAMUEL 0818 | | | 3.92 | 3.92 | | | 0.00 | FM 15 | 3.92 | finish collection | | | | |
| WILLIAM 7078 | | | (20.50) | (20.50) | | | 0.00 | FM 15 | (20.50) | refund ee share | | | | |
| LAURA 3082 | | | 23.00 | | | | (23.00) | cleared | 0.00 | nothing | | | | |
| SUZANNE 4595 | | | (30.00) | (30.00) | | | 0.00 | FM 15 | (30.00) | refund ee share | | | | |
| JUDITH 3850 | | | | 62.00 | | | 62.00 | FM 15 | 62.00 | collect ee share | | | | |
| JENNELL 5765 | | | | (122.00) | | | (122.00) | FM 15 | (122.00) | refund ee share | | | | |
| | | | | | | | 0.00 | | 0.00 | | | | | |
| Unhide rows above if more room is needed. | | | | | | | | | | | | | | |
| Total: | | 1,130.00 | (513.51) | (301.58) | 3,260.50 | (114.00) | 3,586.43 | | 4,202.92 | | | | | |
| Difference: | | | 0.00 | 0.00 | | | Less: System activity above: 3,586.43 | 0.00 | Reconciliation difference (should be zero) | | | | | |

| | | | | | | | | | | | | |
|---|--------------------------------|--|--------------------------------------|--|------------------------|---------------------------------|--------------------------------|--|--|---------------|----------|--|
| | | | | | | | | | | | | |
| MANUAL ACTIVITY: | | | | | | | | | | | | |
| Current Doc Num | Description | | F: Prior Month Manual Worklist Items | | Amount | | Will clear in FM: | | Action Required | Date Resolved | Initials | |
| 020JV006 | CRYSTAL sent EE funds | | | | (12.50) | | FM 15 | (12.50) | CRYSTAL sent ee funds, also need TSF state share amount, see MPT worksheet | | | |
| 33302072 | Transfer ER share to operating | | | | 850.00 | | unreconciled | 0.00 | Need to research and find out which employee was affected. | | | |
| | | | | | | | | 0.00 | | | | |
| Unhide rows above if more room is needed. | | | | | | | | | | | | |
| | | | | | Total Manual Activity: | 837.50 | | 4,190.42 | | | | |
| | | | | | | Total Reconciled Activity | 4,423.93 | | | | | |
| | | | | | | Period Activity from above | 4,423.93 | 0.00 | Reconciliation difference (should be zero) | | | |
| | | | | | | Add: Beginning Balance | (1,781.43) | | | | | |
| | | | | | | Ending Balance | 2,642.50 | Should equal ending balance from above (blue cell) | | | | |
| | | | | | | Less: Reconciled Worklist items | 4,190.42 | | | | | |
| | | | | | | | Unreconciled from prior months | (1,547.92) | Continue to work backwards until this number is zero on current sheet. | | | |
| | | | | | | | Ending Balance | 2,642.50 | | | | |

Mid-Period Transfer JV Calculations--Second Payday of the Month (Insurance paid on the 25th pay date):

Input the amounts in the yellow boxes

1) Charges and deductions were split by HRMS:

Losing: ER (72.50) From HRMS ZHR_RPTPY126
EE (2.00) From HRMS ZHR_RPTPY126

Gaining: ER (300.00) From HRMS ZHR_RPTPY126
EE (10.50) From HRMS ZHR_RPTPY126

Losing Agency Name: Losing

Gaining Agency Name: Gaining

Note: Be sure to display all business areas for the employee!

2) HRMS generated TSF JV sent the money that accrued at Losing to Gaining
Now sitting in GL 5181:

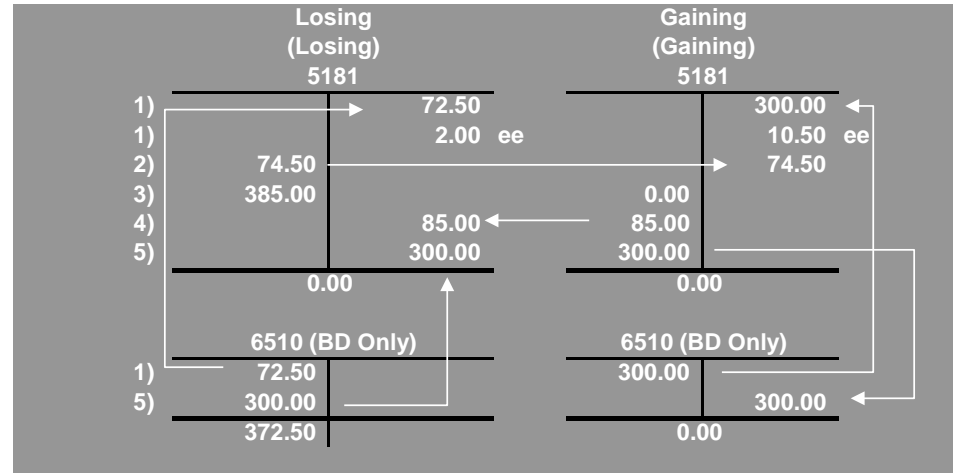
Losing: ER -
EE -

Gaining: ER (372.50)
EE (12.50)

3) HCA still bills losing for insurance, because they're responsible!
After billing:

Losing: ER 372.50
EE 12.50

Gaining: ER (372.50)
EE (12.50)



So, just JV all the money from gaining to losing, right? **NO!!!!**

Losing has understated expenditures of \$300 in 1).

Gaining has overstated expenditures of \$300 in 1).

Transfer of employee funds is OK--just a component of net pay.

| 4) JV Gaining employee share: | 10.50 | GLs affected | Trans Code | SubO bj | Agency | Fund | DR/CR | Amount |
|---|---------------|--------------|------------|---------|---------|-----------|-------|--------|
| JV Losing employee share | 2.00 | 5181/7140 | 341 | | Gaining | 035 | DR | 85.00 |
| and Losing employer share transferred on TSFP1616 | 72.50 | 7140/5181 | 327 | | Losing | 035 | CR | 85.00 |
| | <u>85.00</u> | | | | | | | |
| 5) INCREASE Losing expenditure (6510/7140) & (7140/5181): | <u>300.00</u> | 6510/7140 | 263 or 669 | BD | Losing | operating | DR | 300.00 |
| | | 7140/5181 | 327 or 026 | | Losing | 035 | CR | 300.00 |
| DECREASE Gaining expenditure (5181/7140) & (7140/6510): | <u>300.00</u> | 5181/7140 | 341 or 025 | | Gaining | 035 | DR | 300.00 |
| | | 7140/6510 | 264 or 670 | BD | Gaining | operating | CR | 300.00 |