State of Oklahoma
COR1O4 Base Benefits Manual

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BENEFIT ENROLLMENT

OVERVIEW

Sick and Annual Leave, SoonerSave Plans, OPERS and other retirement plans will be managed at the agency level using PeopleSoft. PeopleSoft will be the system of record for the sick and annual leave plans. SoonerSave, OPERS and other retirement plan enrollments must be made in PeopleSoft so the correct payroll deductions can be taken. Enrollment, changes and termination of these plans will be administered in the Base Benefits module of the PeopleSoft HRMS application.

The Employee Benefits Council (EBC) will continue to be the source for the benefits not listed above. Data from EBC will be passed to PeopleSoft via an interface. Enrollment, changes and termination of the following benefits will continue to be managed by EBC:

Health
Dental
Vision
Disability
Life
Supplemental Life
Dependent Life
Flexible spending account – Medical
Flexible spending account – Dependent Care
Benefit Allowance

PeopleSoft Payroll calculates the employee's deductions and taxation based on the information in the various Base Benefit and Payroll pages of the PeopleSoft database.

TERMINOLOGY

You will encounter some new terms as you work with PeopleSoft Base Benefits and the PeopleSoft system. Below are the terms and their definitions:

Benefit Program – The Benefit Program contains all the benefit plans that an employee may be eligible to participate in. All full-time employees and regular part-time employees with benefits will be associated with the Regular Program (***REG***). A retired employee returning to the state as a temporary employee and employees not eligible for benefits will have the No Benefits Program (***NBP***). The returning retired employees will also be required to pay retirement which is part of this NBP program.

Plan Type – The different categories of benefit plans. Each category of benefits has a unique plan type. The plan type is a two digit character field but is commonly displayed as a number. For example, plan type 49 is the SoonerSave annuity. And 4Z is the SoonerSave administrative fee.

Benefit Plan – The code used to identify each benefit plan within a given plan type.

OBJECTIVE

The Base Benefits business processes to enroll participants consist of three parts. The ***first part*** is assigning an employee to a Benefit Program, which will be completed by the local HR office in each Agency.
The ***second part*** is the enrollment into one or many benefit plans for sick leave, annual leave, SoonerSave and retirement benefits.
The ***third part*** is the maintenance of the payroll general deductions for health, dental, vision, disability, life, supplemental life, dependent life, FSA's and the payroll earnings for the Benefit Allowance and Remaining Benefit Allowance. You should understand these parts so you can administer manual changes as needed.

1. Enroll a participant in a benefit program

   The employee must be enrolled in the correct benefit program, because you can only enroll participants in specific benefit plans that are associated with their assigned benefit program. Each Agency HR office will enroll an employee into the correct Benefit Program by using the Benefit Program Participation component.

2. Use individual benefit pages to enroll the participant in the appropriate sick leave, annual leave, annuity and retirement plans.

3. Use the payroll additional pay pages to make adjustments to payroll earnings for Benefit Allowance and Remaining Benefit Allowance. Use the payroll general deduction pages to make adjustments to health, dental, vision, disability, life, supplemental life, dependent life and FSA payroll deductions.

   If you must enroll an employee in Health, Dental, Vision, Life, Disability, Flexible Spending accounts or Supplemental Life you will not need to enroll dependents in the PeopleSoft system, as that information will be stored in BAS.

NOTE: For information about Savings Bond participants, who will need to have their assigned beneficiaries enrolled in PeopleSoft, please see the Payroll Maintenance manual.

BENEFITS PROGRAM PARTICIPATION

You can use this component to enroll an employee in a Benefit Program. Once the employee is enrolled, they will be eligible for the benefit plans that are defined for the specified program only. The Benefit Program will be assigned at the time the employee is hired into the database. The following navigation would be used to make changes to the existing benefit program.

NAVIGATION: ***Home > Compensate Employees > Administer Base Benefits > Use > Benefit Program Participation***

Effective Date

Specify the date the employee was originally enrolled in this Benefit Program. This effective date would be the same date the employee was hired or the effective date of a job change. For example, if an employee moved from a temporary position to a full-time position on August 2, 2004 then the effective date of the REG Benefit Program would be 08/02/2004.

Benefit Program

Select a Benefit Program from the list or type in the code. ***All employees eligible for benefits will be enrolled in the REG program.***

If an employee has more than one job, the second job benefit record (where benefits are not deducted) will reflect an enrollment in the benefit program with the same number as the agency where the employee holds the second job. For example, if the secondary job is at agency 007 the benefit program would then be 007.

Employees that don't qualify for benefits (temporary employees, hourly employees) will be enrolled in the ***NBP*** (No Benefits Program) program. NBP also includes the retirement benefits for retirees that have returned to work as temporary employees.

LEAVE BENEFITS

The State of Oklahoma extends Sick and Annual Leave benefits to eligible employees. Agencies that were on the OPM Leave System will be using the PeopleSoft System to administer these two plans. Other agencies will continue to track sick and annual leaves outside of PeopleSoft.

Each agency will be responsible for enrolling, maintaining, and terminating employee leave information.

Leave accrual rates are based on years of service along with limits and rollover rules. The following tables reflect the accrual rates for each plan type.

Vacation:

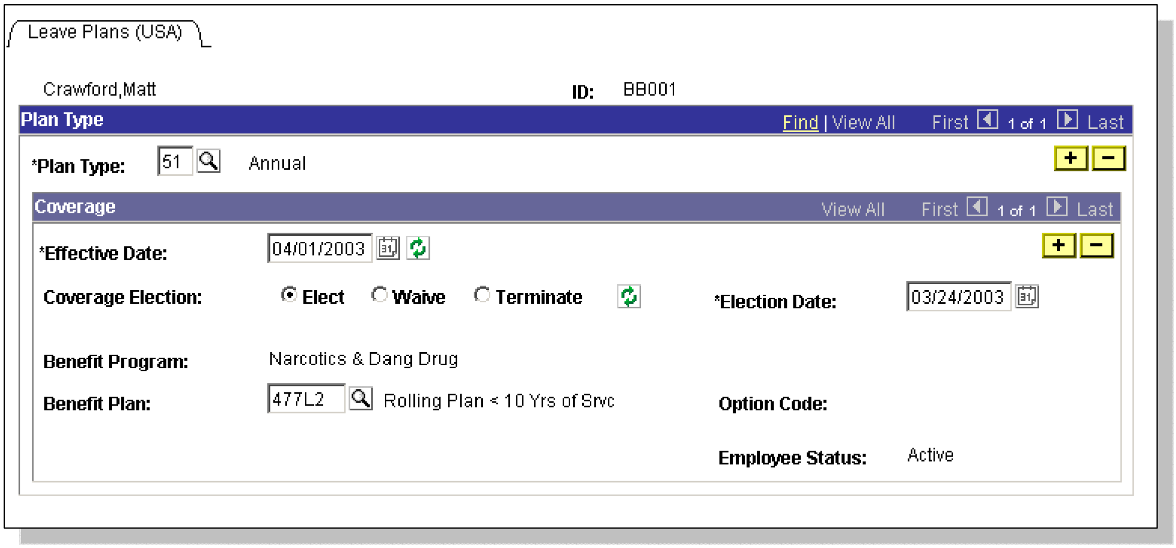
Service	Accrual Rate	Accumulation Limit
Less Than 5 years	15 days per year	30 days (240 Hours)
5-10 years	18 days per year	60 days (480)
10-20 years	20 days per year	60 days (480)
Over 20 years	25 days per year	60 days (480)

Sick:

Service	Accrual Rate	Accumulation Limit
Any Service	15 days per year	No Limit

NAVIGATION: ***Home > Compensate Employees > Administer Base Benefits > Use > Leave Plans***

LEAVE PLAN ELECTIONS PAGE



Leave Plans (USA)

Crawford,Matt   ID: BB001

Plan Type   Find | View All   First 1 of 1 Last

*Plan Type: 51 Annual

Coverage   View All   First 1 of 1 Last

*Effective Date: 04/01/2003

Coverage Election: Elect Waive Terminate   *Election Date: 03/24/2003

Benefit Program: Narcotics & Dang Drug

Benefit Plan: 477L2 Rolling Plan < 10 Yrs of Srvc   Option Code:

Employee Status: Active

Plan Type — Indicates the leave benefit plan type of 50 (Sick) or 51 (Annual).

Effective Date — Specify the date the enrollment or termination in the leave plan should be effective. This should be the effective date of the hire row or the date the employee became eligible to accrue sick and annual leave. Enter the first of the month following the termination date for terminating the coverage.

Note: If you know the employee is transferring to another agency that uses PeopleSoft to administer sick and annual leave; do not terminate the current leave plan elections.

Coverage Election — Use to define whether the employee is electing, waiving, or terminating participation. Select from the following valid values:
Elect: If the employee is electing coverage.
Terminate: If the employee is terminating coverage.

Note: The *Waive* election is not used by the State of Oklahoma and should never be selected.

(Refresh) — Indicates this field operates in deferred mode. Deferred mode means the system does not automatically validate the field. You can validate the field by **clicking** this button or it will be validated when you **click** the Save button.

Election date — This date defaults to the current date. Leave this date as the current date so you know when the election was entered into the database.

Benefit Program — This is a display only description of the employee's Benefit Program. Most of the time it will say Regular Employees.

Benefit Plan

Select the appropriate benefit plan. Only the benefit plans that are associated with the employee's chosen Benefit Program as of the Deduction Begin Date appear in the selection list. For the employees in the Regular Benefit Program, the list will include leave plans from all agencies. Always be sure to select the leave plan that begins with your agency number.

For example: 090L1 is the first annual leave plan for Agency 090.

Note: The level of the annual leave plan will be based on the years of service and the limit enforced at the agency level. See the table below (Replace the xxx with your agency number).

Annual Leave

Service	Accumulation Limit	Annual Leave Benefit Plan
Less Than 5 years	30 days (240 Hours)	xxxL1
5-10 years	60 days (480)	xxxL2
10-20 years	60 days (480)	xxxL3 or xxxL2*
Over 20 years	60 days (480)	xxxL4 or xxxL2*

* If there is no L3 or L4, select the L2 plan for your agency.

Option Code

This field will remain blank

Employee Status

Displays the employee’s effective status as of the coverage begin date

+

Add a row at the Plan Type level. Once you have entered all the information, **click** the yellow + button below the blue Plan Type bar to add another Plan Type row.

Save

Use this button to save the information to the database.

Processing Terminations

To terminate a benefit plan, insert a new row by **clicking** the + below the blue Coverage bar. Enter the Coverage Begin Date as the first of the month following the termination date and change the Coverage Election to *Terminate.* **Click** Save.

Exercise: Enroll employee into Sick and Annual Leave plans

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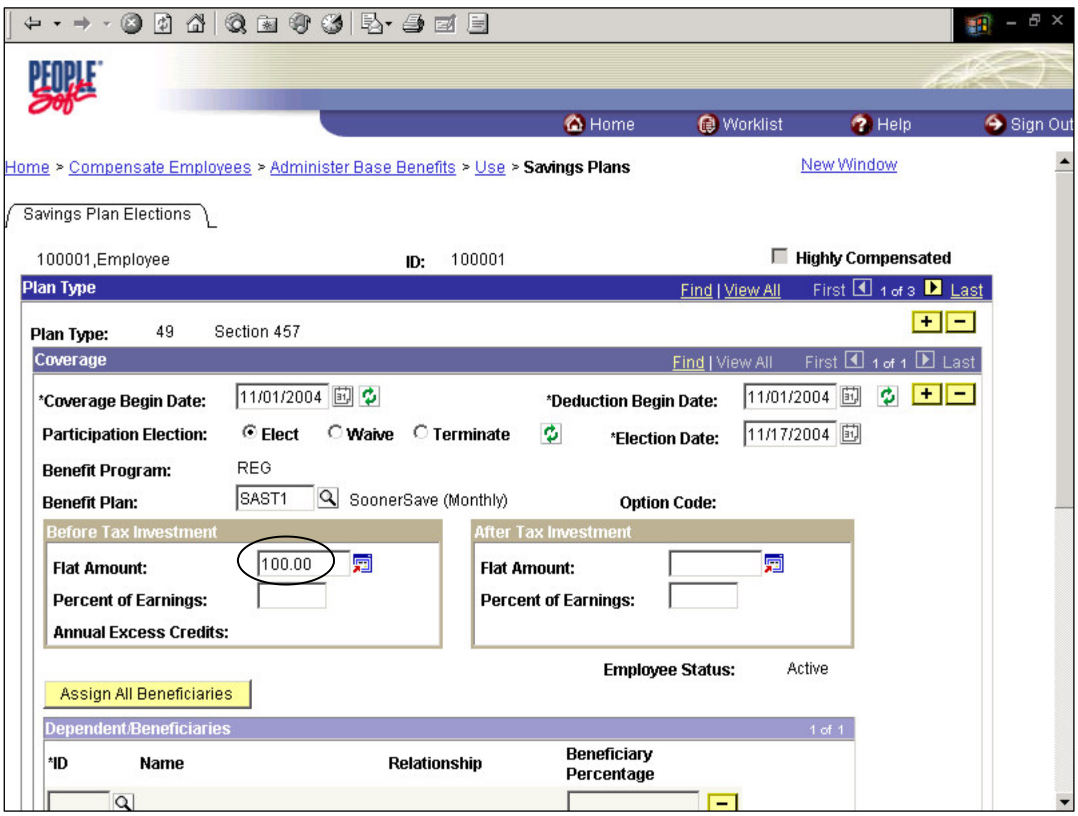
SAVINGS PLAN BENEFITS

The State of Oklahoma offers employees the ***SoonerSave savings plans*** to aid in the employee's long-term investment goals. There are two plans, one each for Monthly and Bi-weekly employees. Unlike some of the other benefits, ***the BAS system will NOT be enrolling and maintaining Savings plan data***. Therefore you will need to **manually enroll, update and terminate** an employee's savings plan data within PeopleSoft. This section will cover the Savings Plan Elections functionality.

NAVIGATION: ***Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans***

SAVINGS PLAN ELECTIONS PAGE



Plan Type	Indicates the benefit plan type. The State of Oklahoma uses Plan Type 49 (section 457) and 4Z Administrative Fee for the SoonerSave Annuity plan.
Coverage Begin Date	Specify the date the coverage for the savings plan type should be effective.
Deduction Begin Date	Enter the date you want the deduction to begin coming out of the employee's earnings.

Participation Election — Use to define whether the employee is electing, waiving, or terminating participation. Select from the following valid values:
Elect: If the employee is electing coverage.
Terminate: If the employee is terminating coverage.

NOTE: The *Waive* election is not used by the State of Oklahoma and should never be selected

(Refresh) — Indicates this field operates in deferred mode. Deferred mode means the system does not automatically validate the field. You can validate the field by **clicking** this button or when you **click** the Save button.

Election Date — Allow the system to default this field to the current date.

Benefit Program — This is a display only description of the employee's Benefit Program at the time of the Deduction Begin Date.

Benefit Plan — Select the appropriate benefit plan – either SAST1 (Monthly) or SAST2 (Bi-weekly). Only the benefit plans that are associated with the employee's chosen Benefit Program as of the Deduction Begin Date appear in the selection list.

Option Code — This field will remain blank

Before Tax Investment

Flat Amount — If the employee has chosen to deduct a flat amount per pay period, enter it here in the *Before Tax Investment* side.

NOTE: When entering the Plan Type 4Z Administrative Fee; do not enter any amounts in Before Tax or After Tax Investment.

Percent of Earnings — The State will not use this field.

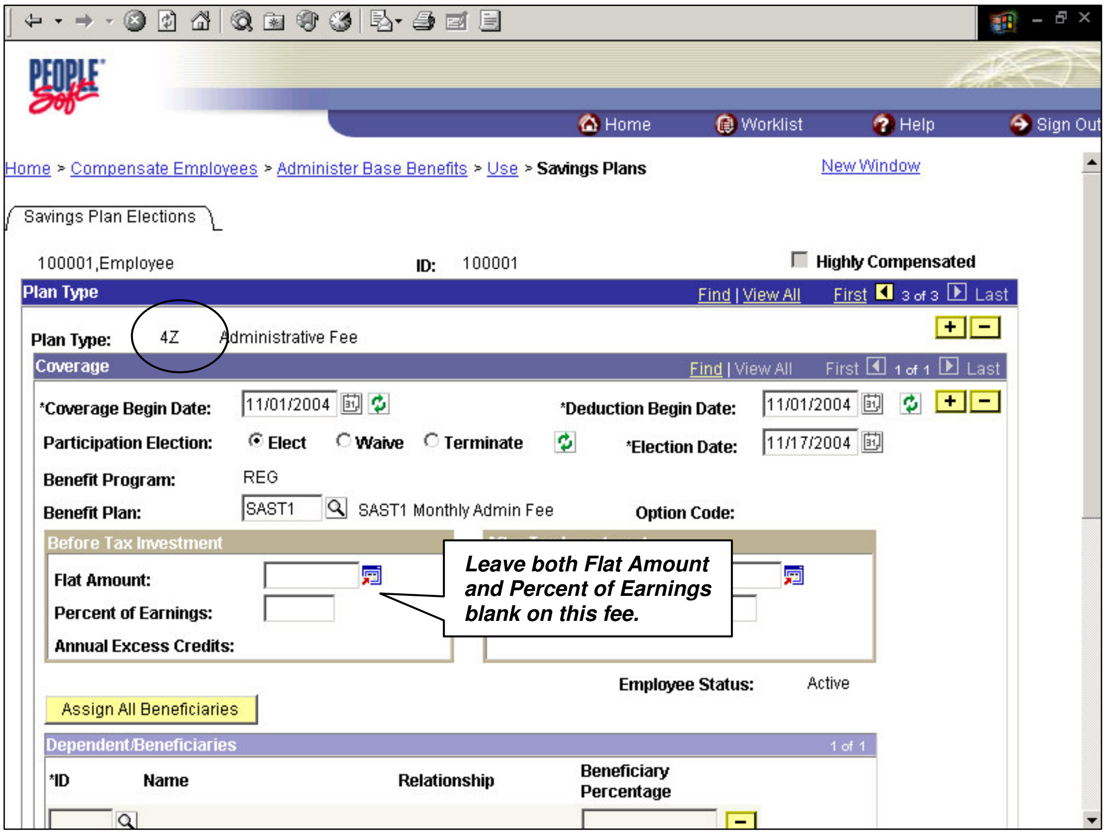
Annual Excess Credit — The State is not using this field

After Tax Investment

Flat Amount — The State will **NOT** be using the fields in this group box.

Percent of earnings — The State will **NOT** be using the fields in this group box.

The Savings Plan Administrative Fee must also be established. The Plan Type is 4Z. The election is made the same way as the SoonerSave Plan Type 49 elections. However no amounts need to be entered. The admin fee will be correctly processed through Payroll if the election is made here.



Processing Terminations

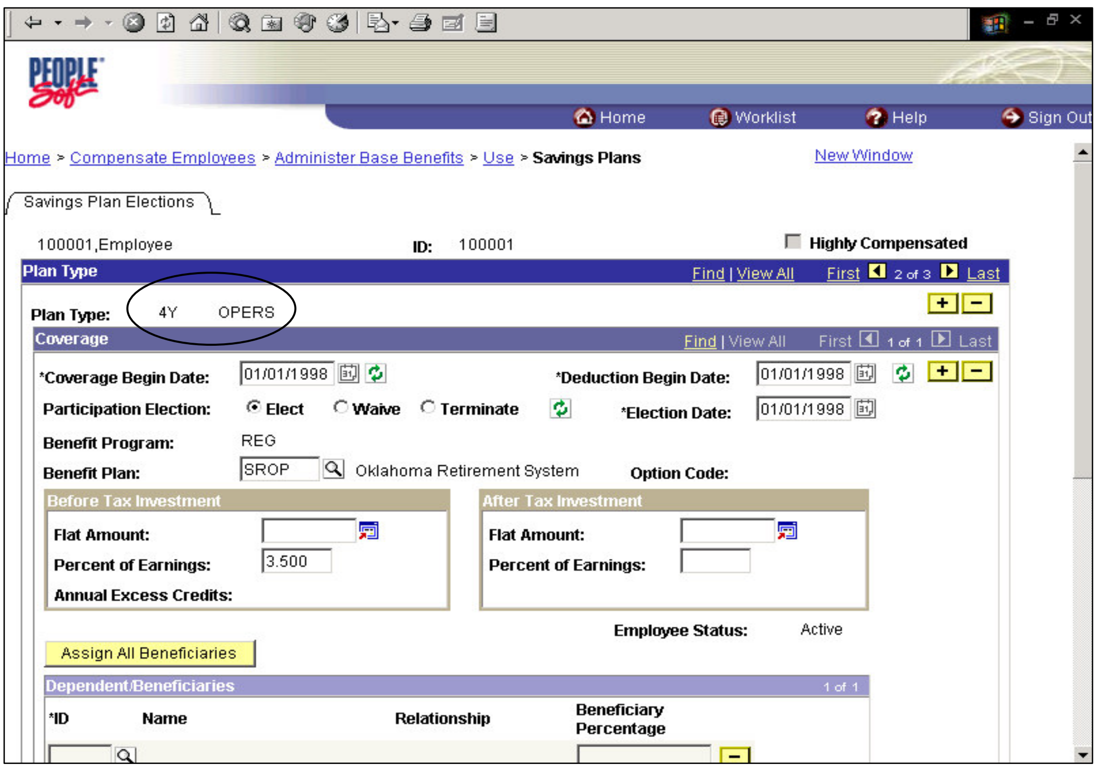
To terminate a benefit plan, insert a new row by **clicking** the **+** below the blue Coverage bar. Enter the Coverage Begin Date as the first of the month following the termination date and change the Participation Election to *Terminate.* **Click** Save. This should be done after all payrolls are done.

NOTE: Anytime the SoonerSave election is ended, both the Plan Type 49 and 4Z rows must be terminated.

OPERS Retirement Benefits

To take advantage of the PeopleSoft functionality built into the Savings Plan application, the OPERS retirement benefit is managed through the Savings Plan area. The other retirement plans are covered in the next section.

Savings Plan Elections Page (used for OPERS administration)



Plan Type	Indicates the benefit plan type. The State of Oklahoma uses Plan Type 4Y for OPERS retirement benefits.
Coverage Begin Date	Specify the date the coverage for the savings plan type should be effective.
Deduction Begin Date	Enter the date you want the deduction to begin coming out of the employee's earnings.
Participation Election	Use to define whether the employee is electing, waiving, or terminating participation. Select from the following valid values: *Elect:* If the employee is electing coverage. *Terminate:* If the employee is terminating coverage. **NOTE:** The *Waive* election is not used by the State of Oklahoma and should never be selected

(Refresh)	Indicates this field operates in deferred mode. Deferred mode means the system does not automatically validate the field. You can validate the field by **clicking** this button or when you **click** the Save button.
Election Date	Allow the system to default this field to the current date.
Benefit Program	This is a display only description of the employee's Benefit Program at the time of the Deduction Begin Date.
Benefit Plan	Select the SROP benefit plan. Only the benefit plans that are associated with the employee's chosen Benefit Program as of the Deduction Begin Date appear in the selection list.
Option Code	This field will remain blank

Before Tax Investment

Flat Amount	**Leave blank.** For OPERS, the State will not use this field. **DO NOT ENTER 3.5 in the flat amount field.**
Percent of Earnings	The system will default in 3.5%
Annual Excess Credit	The State is not using this field

After Tax Investment

Flat Amount	The State will **NOT** be using the fields in this group box.
Percent of earnings	The State will **NOT** be using the fields in this group box.
Employee Status	Displays the employee's effective status as of the coverage begin date
Save	Use this button to save or write your information to the database.
Processing Terminations	To terminate a benefit plan, insert a new row by **clicking** the + below the blue Coverage bar. Enter the Coverage Begin Date as the first of the month following the termination date and change the Participation Election to *Terminate.* **Click** Save.

NOTE: The OPERS Step Up plan is administered in the Retirement Plan component (next section).

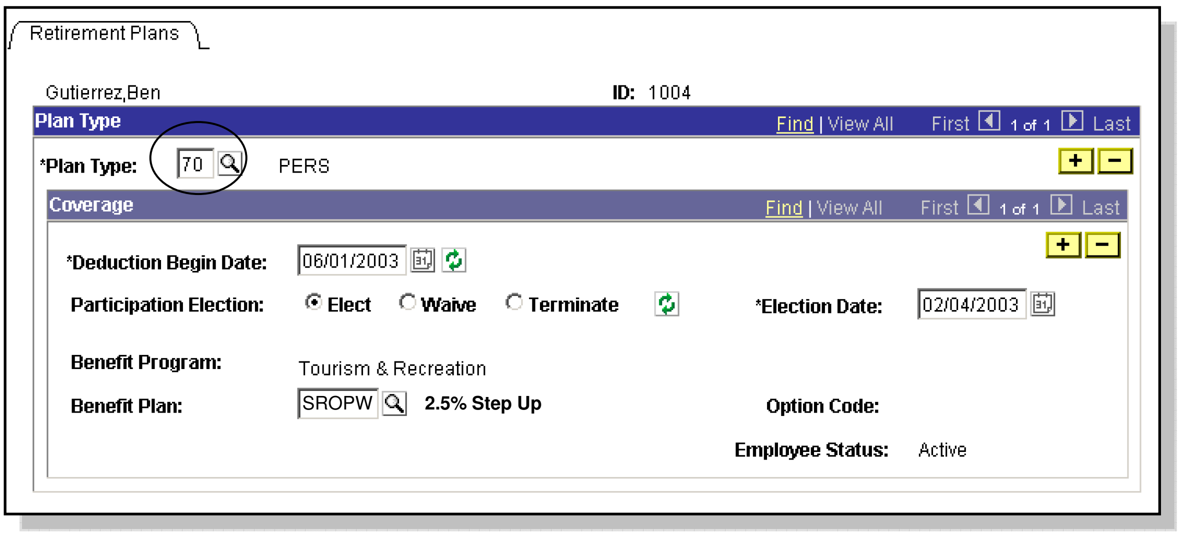
RETIREMENT BENEFITS

Each Agency will have to ***manually enroll, update and terminate*** an ***employee's retirement*** plan data within PeopleSoft.

To enroll an employee in a retirement plan, use the following navigation:

NAVIGATION: ***Home > Compensate Employees > Administer Base Benefits > Use > Retirement Plans***

RETIREMENT PLAN PAGE



Plan Type Indicates the Retirement benefit plan type of 70 (PERS), 7Z (PERS2), or 7Y (PERS3).

Deduction Begin Date Defaults to the Current Date, change the date to reflect the date the employee became eligible for the retirement plan. The system verifies that the Benefit Program is in effect as of the Deduction Begin Date. If the following error is encountered, the Deduction Begin Date needs to be changed or the Hire Date for the employee needs to be corrected.

Participation Election

Use to define whether the employee is electing, waiving, or terminating participation. Select from the following valid values:

Elect: If the employee is electing coverage.

Terminate: If the employee is terminating coverage.

NOTE: The *Waive* election is not used by the State of Oklahoma and should never be selected

(Refresh)

Indicates this field operates in deferred mode. Deferred mode means the system does not automatically validate the field. You can validate the field by **clicking** this button or when you **click** the Save button.

Election date

This date defaults to the current date, leave as current date.

Benefit Program

This is a display only description of the employee's Benefit Program

Benefit Plan

Select the benefit plan. Only the benefit plans that you've associated with the employee's chosen Benefit Program as of the Deduction Begin Date appear in the selection list.

Currently the valid benefit plans include:

- SROPW - 2.5% Step Up
- OSBI - Police Pension
- SRJD1 - Judges & Justices w/o spouse
- SRJD2 - Judges & Justices w/ spouse
- SROL1 - OLERS (no excess BEA)
- SROL2 - OLERS (no excess BEA)
- SROPA - Elected Official, Option A
- SROPB - Elected Officials Plan B
- SROPC - Correctional Officers Ret
- SROPD - Elected Officials - Plan D
- SROPE - Elected Officials - Plan E
- SROPQ - Elected Officials - Plan Q
- SROPY - Elected Officials - Plan Y
- SRTD1 - SRTD < $23,250
- SRTD2 - SRTD > $23,250
- SRTD3 - SRTD ER-7.05%
- SRTE - Teachers Retirement
- SRTS - Teachers Retirement State Paid
- SRTX - Teacher Retirement-Exempt
- SRWL - Wildlife Retirement

Option Code

This field should remain blank

Employee Status

Displays the employee's effective status as of the coverage begin date

Save

Use this button to save or write your information to the database.

Processing Terminations	To terminate a benefit plan, insert a new row by **clicking** the + below the blue Coverage bar. Enter the Coverage Begin Date as the first of the month following the termination date and change the Participation Election to *Terminate.* **Click** Save.

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ADDITIONAL PAY DATA

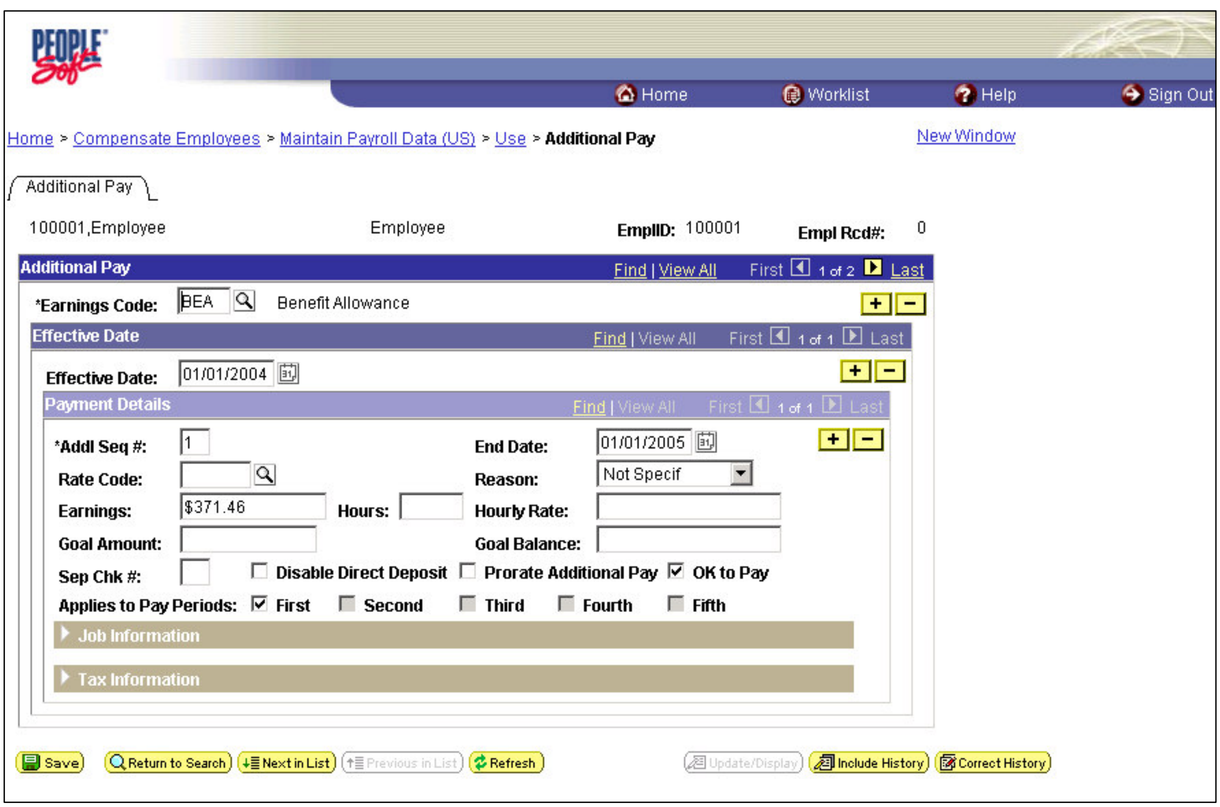
The PeopleSoft Additional Pay pages store information about recurring payments made to an employee by the State. These are earnings paid to the employee on a regular basis in addition to their regular pay. The amount of the payment is specified, the frequency with which it will be paid, and the date or goal amount at which it should stop.

You can view the Benefit Allowance earnings code on this print screen. If the employee has earnings split between different account codes, the BEA earnings code will also be split. The State may also use the additional pay pages for the following types of payments:

- Bonuses
- Car allowances
- Uniform allowances

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Additional Pay***

ADDITIONAL PAY DATA PAGE



End Date The future date the payment will stop.

Hourly Rate The amount of the per pay period earnings.

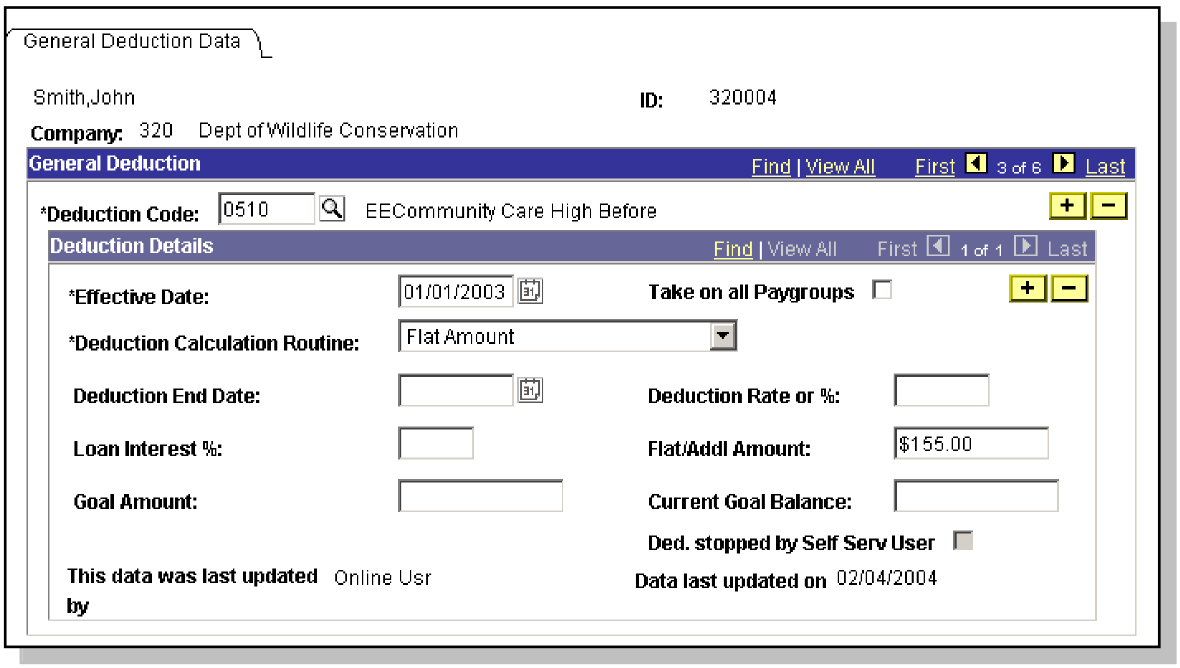
NOTE: Refer to the payroll training manuals for guidance on how to change additional pay data. The BEA and RBA earnings should always feed into PeopleSoft via an interface.

GENERAL DEDUCTION DATA

In PeopleSoft Human Resources, a general deduction is any deduction that does not come in from the PeopleSoft Base Benefits module. Charitable deductions, union dues, parking, garnishments, bonds, and so on all fit into this category including all benefits maintained by EBC. Use the General Deduction Table to view the benefit deductions.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > General Deduction Data***

GENERAL DEDUCTION DATA PAGE



Deduction Code All of the deduction codes that were loaded via the EBC interface start with a zero.

Flat/Addl Amount The amount of the per pay period deduction.

Deduction End Date The future date the deduction will stop.

NOTE: Refer to the payroll training manuals for guidance on how to change general deduction data. The EBC benefit deductions should always feed into PeopleSoft via an interface and should never need to be changed.

The current general deductions for EBC deductions are listed below. The deduction codes ending with "O" are for "overrides" and are to be used to set up an additional deduction for an employee needing to catch up for missed deductions.

The 05xx and 02xx series codes designate pre-tax deductions. The 06xx and 04xx series designate post-tax deductions. Any deductions that are covered by the employees benefit allowance are loaded with the 05xx or 02xx codes. If the employee did not elect premium conversion any deductions not covered by the benefit allowance would be loaded with a 06xx or 04xx code.

Dedn Code	Description
0221	Medical Reimbursement
0221O	Medical Reimbursement
0222	Dependent Care SpendingAccount
0222O	Dependent Care SpendingAccount
0290	Vision Service Plan Before-Tax
0290O	Vision Service Plan Before-Tax
0292	Primary Vision Care Services B
0292O	Primary Vision Care Services B
0293	Spectera Before - Tax
0293O	Spectera Before - Tax
0294	VisionCare/CompBenefits Before
0294O	VisionCare/CompBenefits Before
0295	Ameritas Before - Tax
0295O	Ameritas Before - Tax
0296	Superior Vision Services Befor
0296O	Superior Vision Services Befor
0490	Vision Service Plan After -Tax
0490O	Vision Service Plan After -Tax
0492	Primary Vision Care Services A
0492O	Primary Vision Care Services A
0493	Spectera After - Tax
0493O	Spectera After - Tax
0494	Vision Care/CompBenefits After
0494O	Vision Care/CompBenefits After

Dedn Code	Description
0495	Ameritas After - Tax
0495O	Ameritas After - Tax
0496	Superior Vision Services After
0496O	Superior Vision Services After
0510	EECommunity Care High Before
0510O	EECommunity Care High Before
0511	EEGlobalHealth High Before Tax
0511O	EEGlobalHealth High Before Tax
0512	EECommunityCare Std Before-Tax
0512O	EECommunityCare Std Before-Tax
0513	EEHealthChoice High Before-Tax
0514	EEPacificare Stand Before Tax
0514O	EEPacificare Stand Before-Tax
0516	EEPacifiCare High Before - Tax
0516O	EEPacifiCare High Before - Tax
0517	EEPacifiCare Low Before - Tax
0517O	EEPacifiCare Low Before - Tax
0518	EECommunity Care Low Before
0518O	EECommunity Care Low Before
0519	EEGlobal Health Low Before Tax
0519O	EEGlobal Health Low Before Tax
0520	EEGlobal Health Std Before-Tax
0520O	EEGlobal Health Std Before-Tax
0521	EE Aetna Standard Before - Tax

0521O	EE Aetna Standard Before - Tax
0522	EE Aetna Alternative BeforeTax
0522O	EE Aetna Alternative BeforeTax
0523	EETricare Supplement BeforeTax
0523O	EETricare Supplement BeforeTax
0528	EEHealthChoice Basic Before
0528O	EEHealthChoice Basic Before
0529	EEPacifiCare Alt Before - Tax
0529O	EEPacifiCare Alt Before - Tax
0530	EECommunityCare Alt Before Tax
0530O	EECommunityCare Alt Before Tax
0531	EE HealthChoice USA Before Tax
0531O	EE HealthChoice USA Before Tax
0532	EEGlobal Health Alt Before Tax
0532O	EEGlobal Health Alt Before Tax
0535	DPCommunity Care High Before
0535O	DPCommunity Care High Before
0536	DPCommunity Care Low Before
0536O	DPCommunity Care Low Before
0537	DPCommunityCare Alt Before Tax
0537O	DPCommunityCare Alt Before Tax
0538	DPCommunity Care Std BeforeTax
0538O	DPCommunity Care Std BeforeTax
0539	DPGlobalHealth High Before Tax
0539O	DPGlobalHealth High Before Tax
0540	DPGlobal Health Low Before Tax
0540O	DPGlobal Health Low Before Tax
0541	DPGlobal Health Alt Before Tax
0541O	DPGlobal Health Alt Before Tax
0542	DP Pacificare Std Before Tax
0542O	DP Pacificare Std Before Tax
0544	DPGlobal Health Std Before Tax
0544O	DPGlobal Health Std Before Tax
0545	DP Aetna Standard Before Tax
0545O	DP Aetna Standard Before Tax
0546	DPAetna Alternative Before Tax
0546O	DPAetna Alternative Before Tax
0547	DPTriCare Supplement BeforeTax
0547O	DPTriCare Supplement BeforeTax
0549	DP HealthChoice USA Before Tax
0549O	DP HealthChoice USA Before Tax
0550	DPHealthChoice High Before-Tax
0550O	DPHealthChoice High Before-Tax
0551	DPHealthChoice Basic Before
0551O	DPHealthChoice Basic Before
0554	DPPacifiCare High Before - Tax
0554O	DPPacifiCare High Before - Tax
0556	DPPacifiCare Low Before - Tax
0556O	DPPacifiCare Low Before - Tax
0557	DPPacifiCare Alt Before - Tax
0557O	DPPacifiCare Alt Before - Tax
0560	HealthChoice Dental Before
0560O	HealthChoice Dental Before
0561	Assurant/UDC Before - Tax
0561O	Assurant/UDC Before - Tax
0562	Assurant Indemnity Before Tax
0562O	Assurant Indemnity Before Tax
0563	CIGNA Dental Before - Tax
0563O	CIGNA Dental Before - Tax
0564	Delta Dental Choice Before Tax
0564O	Delta Dental Choice Before Tax
0565	DeltaDentalPreferredBeforeTax
0565O	DeltaDentalPrefferedBeforeTax
0566	Delta Choice Before Tax
0566O	Delta Choice Before Tax
0567	Delta PPO - POS Before Tax
0567O	Delta PPO - POS Before Tax
0570	EE Disability Before - Tax

0570O	EE Disability Before - Tax
0575	EE Basic Life Before - Tax
0575O	EE Basic Life Before - Tax
0585	EESupplemental Life Before-Tax
0585O	EESupplemental Life Before-Tax
0610	EECommunity Care High After
0610O	EECommunity Care High After
0611	EEGlobal Health High After Tax
0611O	EEGlobal Health High After Tax
0612	EECommunity Care Std After Tax
0612O	EECommunity Care Std After Tax
0613	EEHealthChoice High After -Tax
0613O	EEHealthChoice High After -Tax
0614	EEPacificare Standard AfterTax
0614O	EEPacificare Standard AfterTax
0616	EEPacifiCare High After - Tax
0616O	EEPacifiCare High After - Tax
0617	EEPacifiCare Low After - Tax
0617O	EEPacifiCare Low After - Tax
0618	EECommunity Care Low After-Tax
0618O	EECommunity Care Low After-Tax
0619	EE Global Health Low After Tax
0619O	EE Global Health Low After Tax
0620	EE Global Health Std After Tax
0620O	EE Global Health Std After Tax
0621	EE Aetna Standard After Tax
0621O	EE Aetna Standard After Tax
0622	EE Aetna Alternative After Tax
0622O	EE Aetna Alternative After Tax
0623	EETricare Supplement After Tax
0623O	EETricare Supplement After Tax
0628	EEHealthChoice Basic After-Tax
0628O	EEHealthChoice Basic After-Tax
0629	EEPacifiCare Alt After - Tax
0629O	EEPacifiCare Alt After - Tax
0630	EECommunity Care Alt After Tax
0630O	EECommunity Care Alt After Tax
0631	EE HealthChoice USA After Tax
0631O	EE HealthChoice USA After Tax
0632	EE Global Health Alt After Tax
0632O	EE Global Health Alt After Tax
0635	DPCommunity Care High After
0635O	DPCommunity Care High After
0636	DPCommunity Care Low After-Tax
0636O	DPCommunity Care Low After-Tax
0637	DPCommunity Care Alt After Tax
0637O	DPCommunity Care Alt After Tax
0638	DPCommunity Care Std After Tax
0638O	DPCommunity Care Std After Tax
0639	DPGlobal Health High After Tax
0639O	DPGlobal Health High After Tax
0640	DP Global Health Low After Tax
0640O	DP Global Health Low After Tax
0641	DP Global Health Alt After Tax
0641O	DP Global Health Alt After Tax
0642	DP Pacificare Std After Tax
0642O	DP Pacificare Std After Tax
0644	DP Global Health Std After Tax
0644O	DP Global Health Std After Tax
0645	DP Aetna Standard After Tax
0645O	DP Aetna Standard After Tax
0646	DP Aetna Alternative After Tax
0646O	DP Aetna Alternative After Tax
0647	DPTriCare Supplement After Tax
0647O	DPTriCare Supplement After Tax
0649	DP HealthChoice USA After Tax
0649O	DP HealthChoice USA After Tax
0650	DPHealthChoice High After-Tax

0650O	DPHealthChoice High After -Tax
0651	DPHealthChoice Basic After-Tax
0651O	DPHealthChoice Basic After-Tax
0654	DPPacifiCare High After - Tax
0654O	DPPacifiCare High After - Tax
0656	DPPacifiCare Low After - Tax
0656O	DPPacifiCare Low After - Tax
0657	DPPacifiCare Alt After - Tax
0657O	DPPacifiCare Alt After - Tax
0660	EEHealthChoice Dental After
0660O	EEHealthChoice Dental After
0661	EE Assurant/UDC After - Tax
0661O	EE Assurant/UDC After - Tax
0662	Assurant Indemnity After - Tax
0662O	Assurant Indemnity After - Tax
0663	CIGNA Dental After - Tax
0663O	CIGNA Dental After - Tax
0664	Delta Dental Choice After Tax
0664O	Delta Dental Choice After Tax
0665	DeltaDentalPreferred After Tax
0665O	DeltaDentalPreferred After Tax
0666	Delta Choice After - Tax
0666O	Delta Choice After - Tax
0667	Delta PPO - POS After - Tax
0667O	Delta PPO - POS After - Tax
0670	EE Disability After - Tax
0670O	EE Disability After - Tax
0675	EE Basic Life After - Tax
0675O	EE Basic Life After - Tax
0685	EE Supplemental Life After-Tax
0685O	EE Supplemental Life After-Tax
0690	DP Dependent Life Low After
0690O	DP Dependent Life Low After
0691	DP Dependent Life High After
0691O	DP Dependent Life High After

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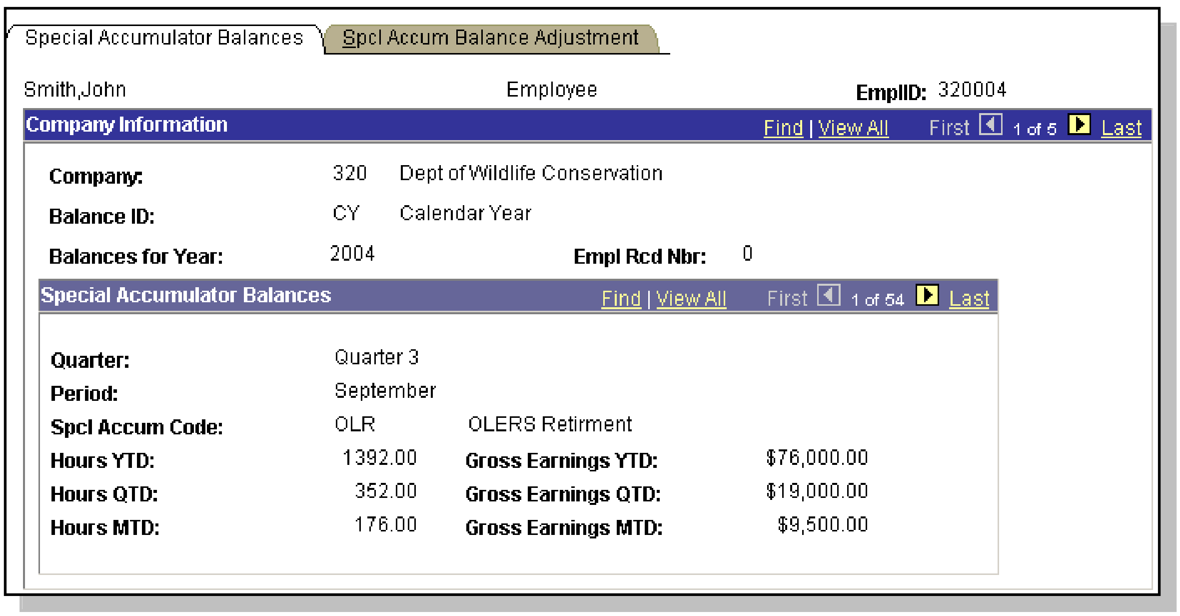
SPECIAL ACCUMULATOR BALANCES

Special Accumulators are used by the State of Oklahoma to store the hours and earnings associated for a group of earnings used in the calculation of specific retirement benefits. For example, the retirement plan contribution amounts are calculated using the amount from the Retirement (RET) Special Accumulator. This includes regular earnings and excludes non-retirement eligible earnings from the paycheck.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Inquire > Special Accumulator Balances***

SPECIAL ACCUMULATOR BALANCES PAGE


Special Accumulator Balances | Spcl Accum Balance Adjustment

Smith,John Employee EmplID: 320004

Company Information Find | View All First 1 of 5 Last

Company: 320 Dept of Wildlife Conservation
Balance ID: CY Calendar Year
Balances for Year: 2004 Empl Rcd Nbr: 0

Special Accumulator Balances Find | View All First 1 of 54 Last

Quarter: Quarter 3
Period: September
Spcl Accum Code: OLR OLERS Retirment
Hours YTD: 1392.00 Gross Earnings YTD: $76,000.00
Hours QTD: 352.00 Gross Earnings QTD: $19,000.00
Hours MTD: 176.00 Gross Earnings MTD: $9,500.00

The Special Accumulator balance page lets you see the hours and earnings that have added to a specific accumulator over time. The Company, Balance ID, and Balance Year are the keys to this page. Employee Record Number will pertain to employees with multiple jobs.

Use the top scroll area to move through time and the inner scroll area to move through the various special accumulators for the given Balance Year. The buttons will move you to the next row.

If an agency currently using PeopleSoft has an employee transferring into their agency from another agency not currently on PeopleSoft then a help desk case needs to be created so the CORE team can adjust the retirement special accumulator accordingly. This will ensure the employee pays the correct retirement benefit deduction when the $25,000 year-to-date retirement earnings has been reached.

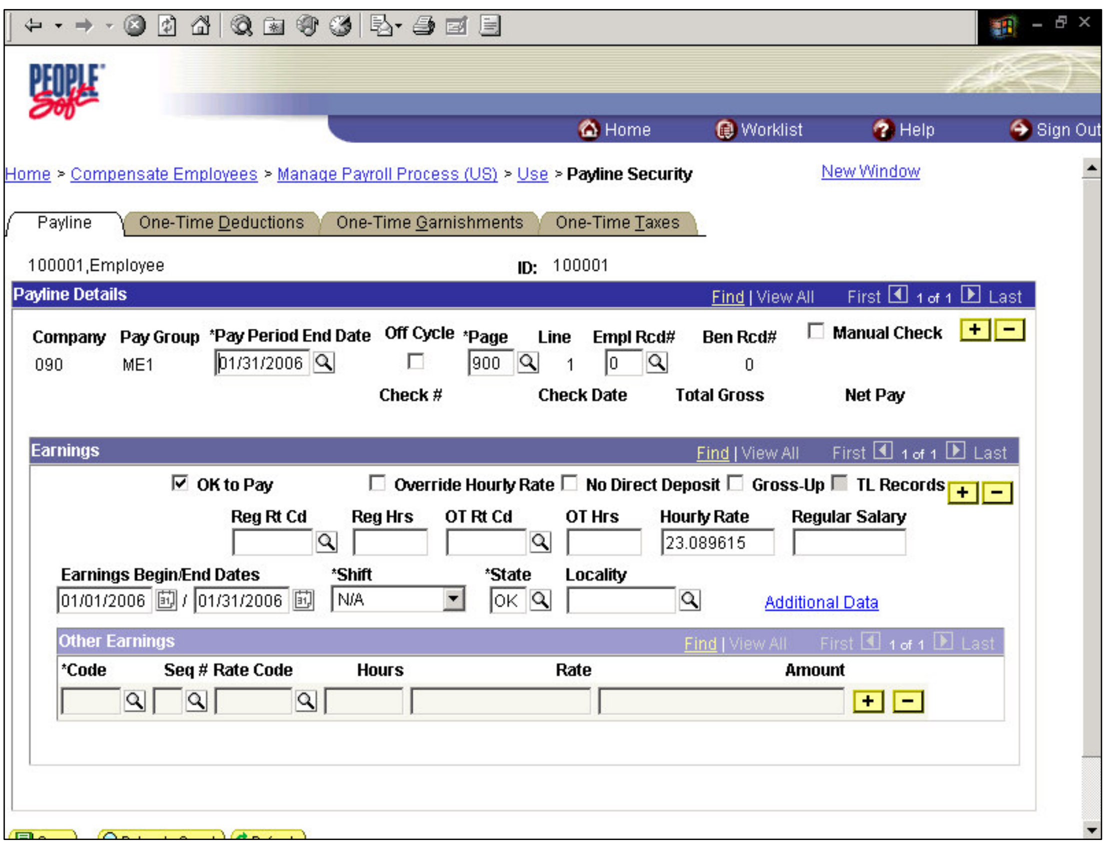
ADJUSTING BENEFIT DEDUCTIONS

You will use the One Time Override – Deduction Data tab on the payline to enter amounts for SoonerSave, SoonerSave Admin Fee and other retirement deduction adjustments and for EBC benefit adjustments for one pay period only. This can only be done during the payroll processing after Paysheets have been created. (Refer to the Payroll training manuals.)

For EBC benefit deduction adjustments that would last for more than one pay period, the deduction would be added to the General Deduction area using the corresponding deduction code that ends with "O". This would be done when an employee missed deductions and the amount is too large to take on one pay check.

NAVIGATION: ***Home > Compensate Employees > Manage Payroll Process (US) > Use > Payline Security***

PAYLINE SECURITY PAGE



If the deduction override only pertains to benefit deductions overall (not for a specific one), or to only use a special benefits subset for this payroll (ignoring benefit deductions not in subset) you will **click** on the down arrow under '**Benefit Deductions Taken'** and make the appropriate selection. If you selected 'Subset' then you must fill in the Prompt Box under '**Ben Ded Subset'.**

The One-Time Deduction Data Override scroll area is where you enter specific information pertaining to a specific deduction and amount. You will need to select the proper **Plan Type** by **clicking** on the down arrow and selecting the appropriate plan. The **One Time Code** selection area tells the system to:

- ☑ **Override -** Override employee setup data for this tax class and use the amount given.
- ☑ **Arrears -** The amount given is for an Arrears payback.
- ☑ **Addition -** The amount given is in Addition to what should be taken out for this employee.
- ☑ **Refund -** The amount given is a Refund to the employee.

When the deduction override pertains to a benefit deduction you must enter the **Benefit Plan** or **click** on the prompt icon and select the correct plan. The Benefit Plan area should be left blank for General Deduction overrides. The **Flat**/**Addl Amt** area is to enter the amount of the override. **Ded Code**/**Class** prompt boxes are to be filled in as follows:

- ☑ The first box is the Deduction Code you need to use for this override.
- ☑ The second box pertains to whether this deduction is a Before and After tax deduction. (B = Before, A = After, P = Employer fee or share and should always be used for SoonerSave Admin. Fee).

The last area on this page that the State of Oklahoma will use is the **Deduction Calculation Routine** selection area. **Click** on the down arrow and select the correct calculation routine. For the most part, the State of Oklahoma will be selecting 'Flat Amount" which is the system default. When all the data is properly filled in, **click** the Save button.

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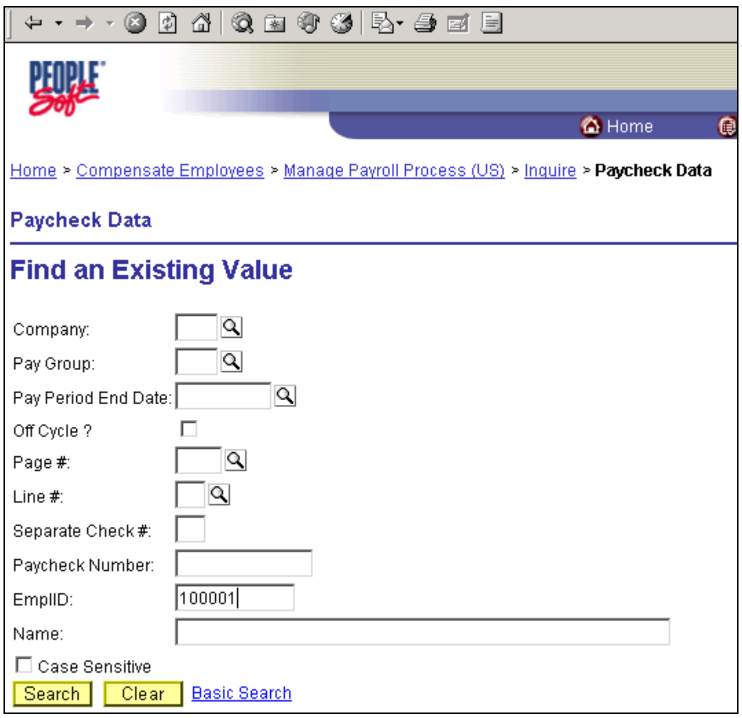
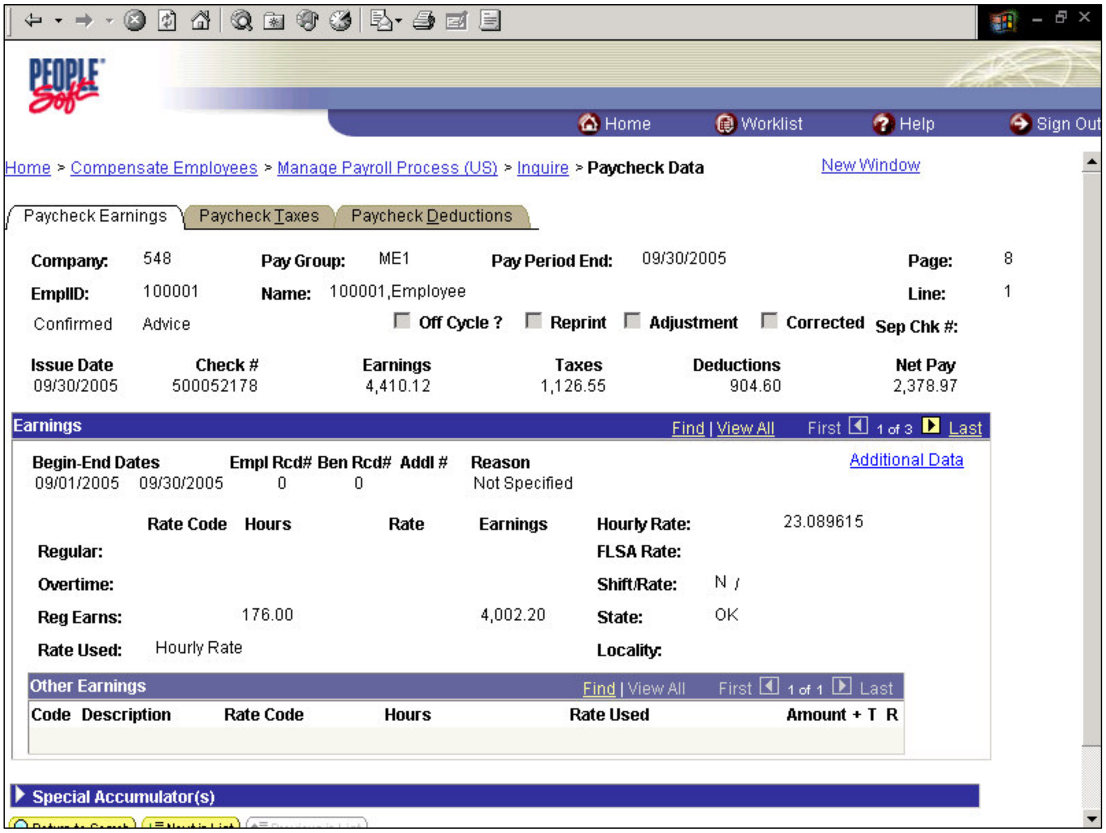
REVIEWING EMPLOYEE BENEFIT DEDUCTIONS

Once payroll has calculated employee paychecks you will be able to see the benefit allowance and all benefit deductions and amounts that were calculated for that paycheck. Refer to the payroll training manuals to learn how to view the Paycheck Data.

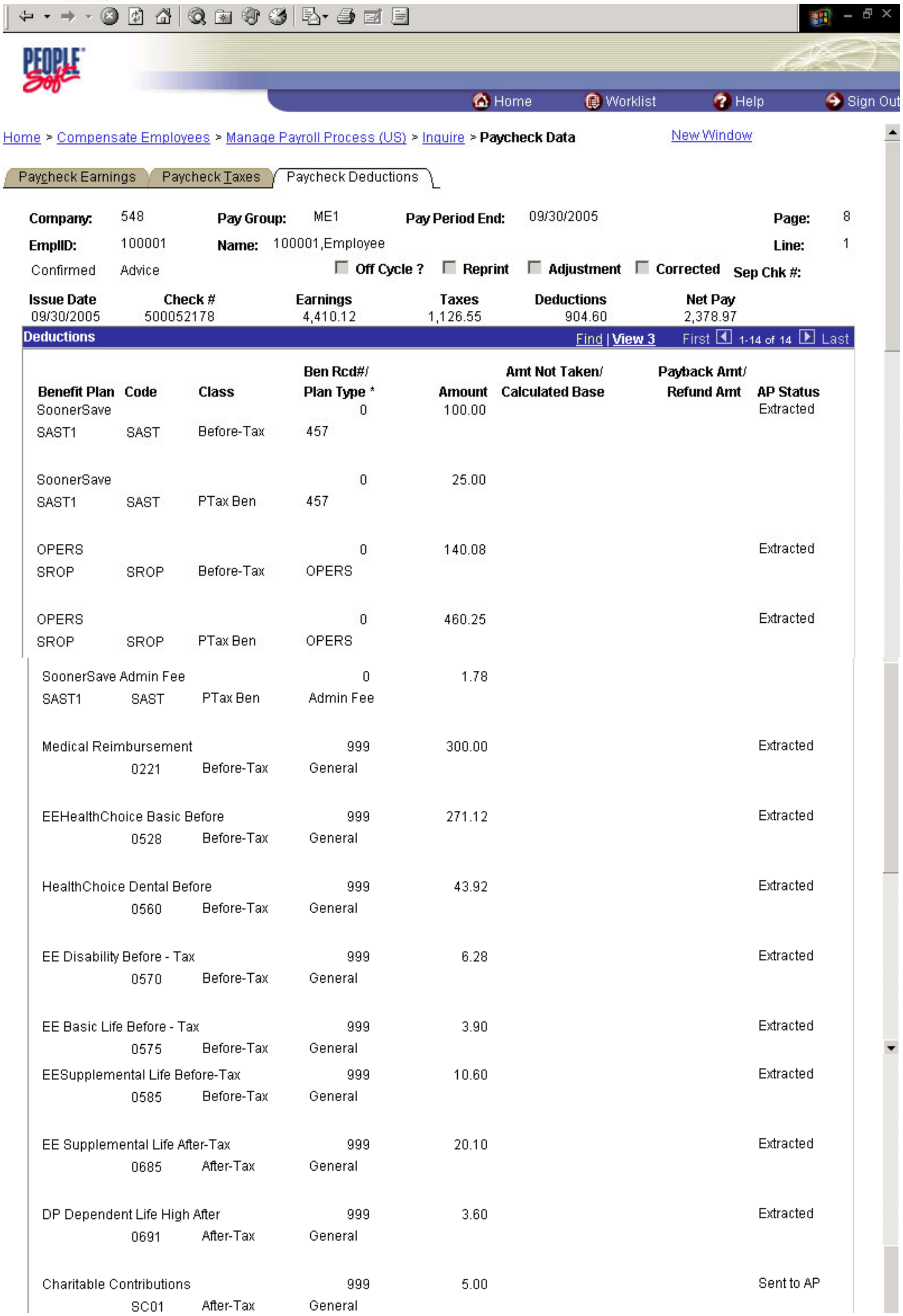
NAVIGATION: ***Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Paycheck Data***



Enter Employee ID 100001
Click the yellow Search button
The system takes you to the following page



Click on the Paycheck Deductions Tab to go to the following page.



Home > Compensate Employees > Manage Payroll Process (US) > Inquire > **Paycheck Data**   New Window

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Company: 548   **Pay Group:** ME1   **Pay Period End:** 09/30/2005   **Page:** 8

EmplID: 100001   **Name:** 100001,Employee   **Line:** 1

Confirmed   Advice   Off Cycle ?   Reprint   Adjustment   Corrected   **Sep Chk #:**

Issue Date	Check #	Earnings	Taxes	Deductions	Net Pay
09/30/2005	500052178	4,410.12	1,126.55	904.60	2,378.97

Deductions   Find | View 3   First 1-14 of 14 Last

Benefit Plan	Code	Class	Ben Rcd#/ Plan Type *	Amount	Amt Not Taken/ Calculated Base	Payback Amt/ Refund Amt	AP Status
SoonerSave			0	100.00			Extracted
SAST1	SAST	Before-Tax	457				
SoonerSave			0	25.00			
SAST1	SAST	PTax Ben	457				
OPERS			0	140.08			Extracted
SROP	SROP	Before-Tax	OPERS				
OPERS			0	460.25			Extracted
SROP	SROP	PTax Ben	OPERS				
SoonerSave Admin Fee			0	1.78			
SAST1	SAST	PTax Ben	Admin Fee				
Medical Reimbursement			999	300.00			Extracted
	0221	Before-Tax	General				
EEHealthChoice Basic Before			999	271.12			Extracted
	0528	Before-Tax	General				
HealthChoice Dental Before			999	43.92			Extracted
	0560	Before-Tax	General				
EE Disability Before - Tax			999	6.28			Extracted
	0570	Before-Tax	General				
EE Basic Life Before - Tax			999	3.90			Extracted
	0575	Before-Tax	General				
EESupplemental Life Before-Tax			999	10.60			Extracted
	0585	Before-Tax	General				
EE Supplemental Life After-Tax			999	20.10			Extracted
	0685	After-Tax	General				
DP Dependent Life High After			999	3.60			Extracted
	0691	After-Tax	General				
Charitable Contributions			999	5.00			Sent to AP
	SC01	After-Tax	General				

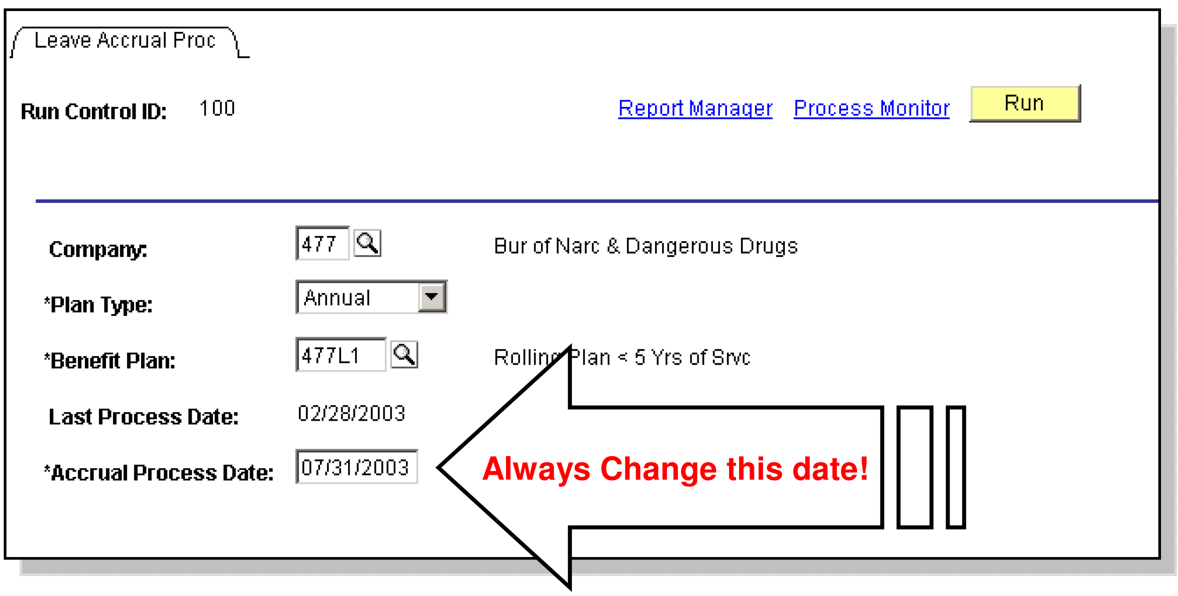
LEAVE ACCRUAL PROCESSING

Each Agency using the PeopleSoft Leave Accrual System will be responsible for running the Leave Accrual Process for each of their Leave Plans. **This process is run *AFTER* the agency has confirmed *ALL* the payrolls for the month**. The leave accrual process will add any accrued hours to the employee's leave balances and also deduct any used hours from the balances. You will run the Accrual Process for your Agency (Company) by Plan Type and Benefit Plan. Because there is more than one Leave Benefit Plan within each agency, you will need to run the process more than once.

You will use the following page to run the Leave Accrual process

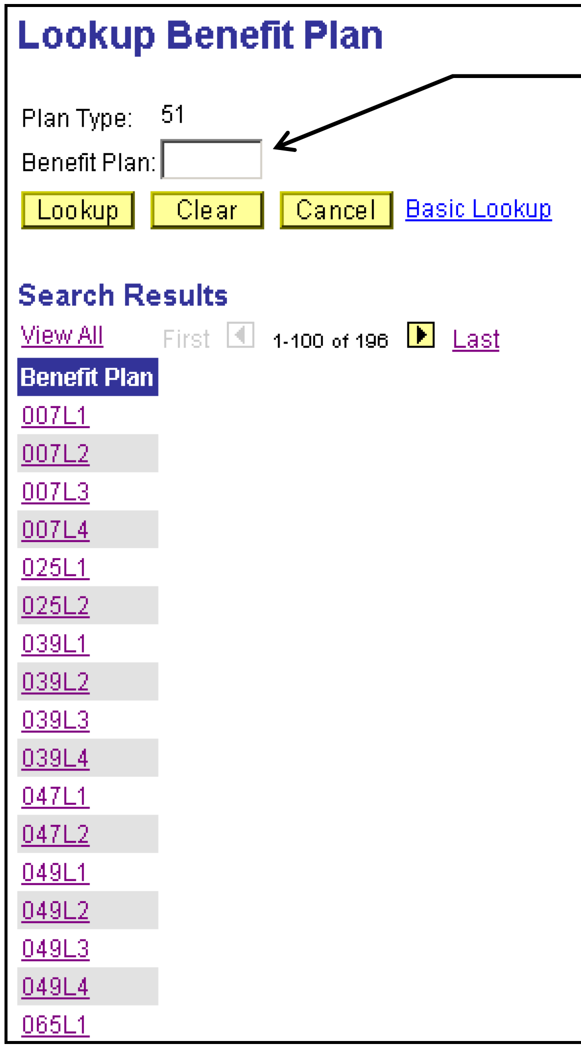
NAVIGATION: ***Home > Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process***

LEAVE ACCRUAL PROCESS PAGE



The Run Control page is where you specify the parameters or details of what you want the leave process to do. You may find it helpful to create and save a run control for each leave plan you will be processing. Run Controls are re-usable pages, so once you create and save one, you can use the same one again to run the leave accrual process for the same leave plan but for another process date. The actual Run Control ID is up to you, but some people use the leave plan of interest.

The system will show you benefit plans within the Plan Type you choose. Choose your agency-specific plan from the list:



Enter your agency number here to reduce search results

NOTE: Make sure to select each of your Agency's Plans from the list and run the process once per plan.

Run Control ID	This is the run control ID that you used to begin processing the Leave accruals. It is display only.
Company	Enter the Agency (company) that you want to process.
Plan Type and **Benefit Plan**	Enter the plan type and benefit plan that you are processing.
Last Process Date	This field displays the date that you last ran the Leave Accrual process for this plan type and benefit plan.

Accrual Process Date

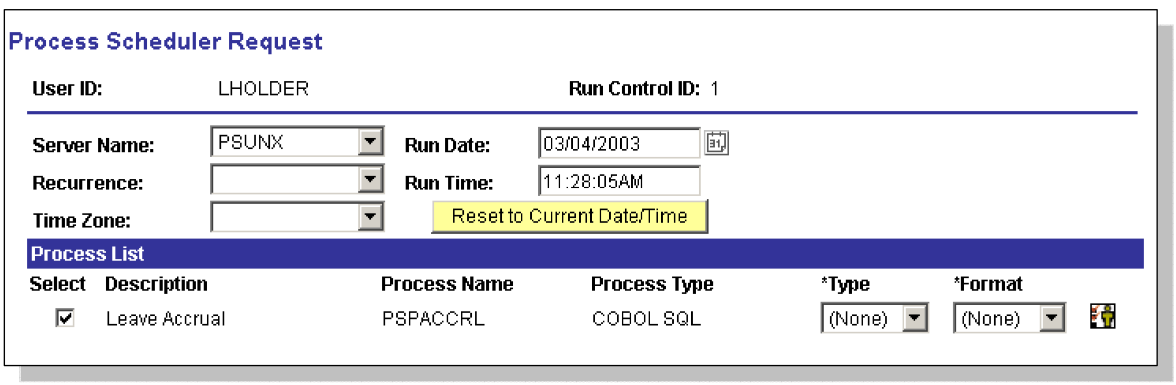
The system will automatically set the accrual process date to the current date. **You must change this date** to the next to the last day of the month that payrolls were run for. For example, if running leave accruals for the August monthly payroll, you will enter 08/30/2005 as the Accrual Process Date.

NOTE: If you do need to run this process for the same Benefit Plan and Accrual Process date, enter the date as one day later than the last process date.

NOTE: The Leave Accrual process handles all employees who are currently enrolled in the selected plan type and benefit plan. It does not check the employment status (on the Job record) of the employee.

Run — This button will take you to the Process scheduler where you can submit the process.

Once you enter all the parameters and **click** the Run button, the system will transfer you to the Process Scheduler Request Page



Make sure the Server Name is PSUNX and that there is a check in the box to the left of the Leave Accrual process – this check should default in.

Click the OK button to submit the process.

Below is a summary of where the leave accrual process and printing of the leave statement fall into the mix of the entire payroll process.

Process Flow:

1st. - Enter time taken and adjustments into Weekly Elapsed Time reporting page.

2nd. - Run Time Admin Process.

3rd. - Validate hours in the Estimated – Ready for Payroll status using the Payable Status Report. Any hours in this status will be pulled into payroll.

4th. - If any corrections are needed for the hours entered, the data on Weekly Elapsed Time can be changed and Time Admin can be run again. Once the payrolls are confirmed, the hours posted cannot be changed.

5th. - Process payroll through confirmation. If the sick and/or annual leave time is received after the regular payroll process is under way, you will need to process these hours through an off-cycle payroll to have them posted before the next regular payroll.

6th. - After **ALL OFF-CYCLE** and **SUPPLEMENTAL** payrolls have been confirmed, you can run the leave accrual process for sick and each annual leave plan. **To prevent delays in printing Leave Statements use the checklist on the following page to ensure the dates are entered correctly.**

7th. - Print and distribute the Leave Statements.

Leave Accrual Checklist that can be printed for each month and used as a guide. This will help ensure there are no issues caused by running these steps out of order.

❒ Make sure all payrolls for the month have been confirmed.	If running the leave statement for March, check to see that all the March payrolls (regular, supplemental and off-cycle) have confirmed before running leave accruals.	
❒ Run the accrual process for sick leave.	Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process **ALWAYS CHANGE THIS DATE!**	**Company:** (Enter agency #) **Plan Type:** (Choose Sick) **Benefit Plan:** (Enter company number + SK, i.e. 400SK) **Accrual Process Date:** (Enter the next to last day of month the payrolls were run for…for example **if March Payrolls** are all confirmed **enter 03/30/2005** as accrual process date.)
❒ Run the accrual process for annual leave.	Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process **ALWAYS CHANGE THIS DATE!**	**Company:** (Enter agency #) **Plan Type:** (Choose Vacation…the PeopleSoft plan type value for annual leave plans) **Benefit Plan:** (Enter company number + annual leave level…L1, L2, L3 or L4) **Accrual Process Date:** (Enter the next to last day of month the payrolls were run for…for example **if March Payrolls** are all confirmed **enter 03/30/2005** as accrual process date.)
❒ Print the leave statement.	Home > Reports Menu > Ocp Reports > BB > Emp Leave Accrual Rpt (0053)	**Month Ending:** (Enter the last day of the month.) **Sort Order:** (Choose your preference for distribution…Name or PeopleSoft Employee ID.) **Company:** (Enter your agency number.)
❒ Open the PDF file and print the leave statements. Validate and distribute to employees.		

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LEAVE ACCRUAL STATEMENT

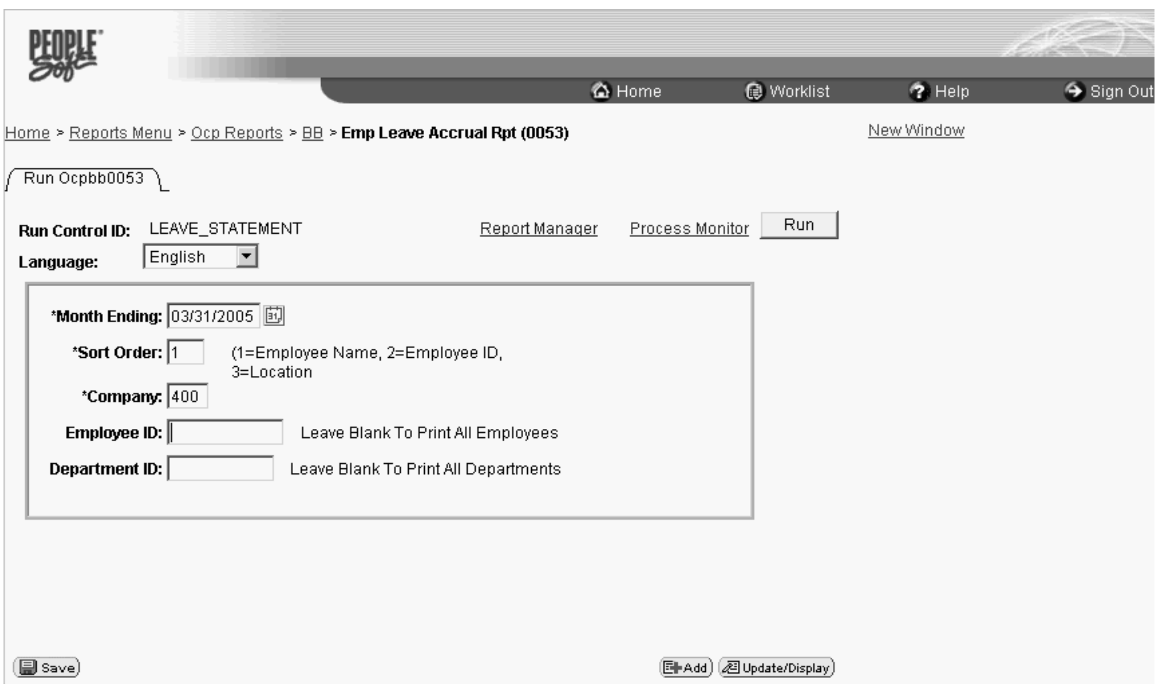
Each Agency using the PeopleSoft Leave Accrual System will be responsible for running the Leave Statement. This process is run after the Leave Accrual Process has been run for every one of your agency specific sick and annual leave plans. You can only run the leave statement for the agency you have security to. Choose the last day of the month, sort order and enter the agency number. This report will need to be run on the UNIX server with the Web/PDF output format.

You will use the following page to run the Leave Statement.

NAVIGATION: ***Home > Reports Menu > Ocp Reports > BB > Emp Leave Accrual Rpt (0053)***

LEAVE STATEMENT PAGE

Enter the required data then **click** the Run button.



Month Ending	To ensure accuracy, all leave statements must be run with a "Month Ending" date of the last day of the month the report is needed for. For example, the March 2005 report would be run with a 3/31/2005 date.
Sort Order	You have the flexibility to sort by Employee Name or PeopleSoft Employee ID.
Company	It is required you enter the agency number you are running the report for. Although, security access will limit you to running the report for the agency you have access to.

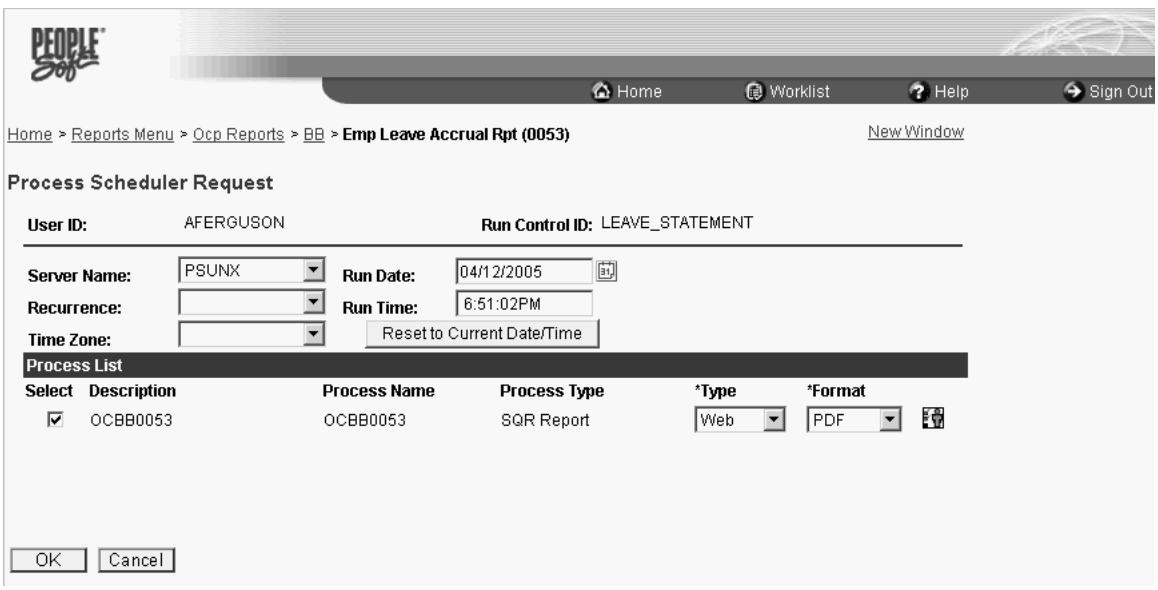
Employee ID Enter the PeopleSoft employee ID to run the statement for one employee.

Department ID Enter a department ID to run the statement for one department within your agency.

Set the following fields:

- Server Name: PSUNX
- Check mark is in the box next to OCBB0053
- Type: Web
- Format: PDF

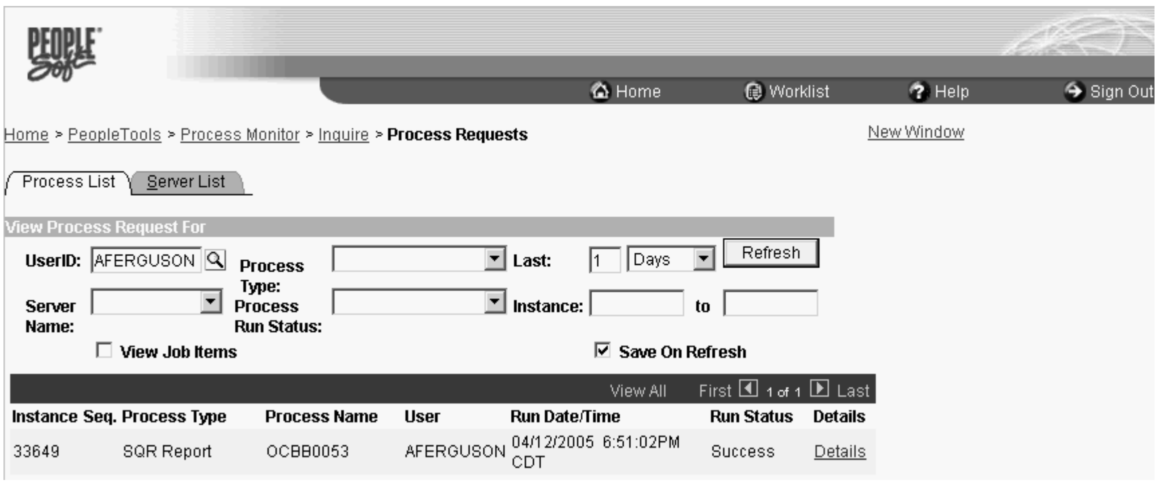
Click OK.



Click on the Process Monitor link to view the status and to get to the statement.

Once in the Process Monitor page, **click** on the Details link next to the OCBB0053 process name that was run. This will take you to a page that shows a View Log/Trace link. **Click** on this View Log/Trace and a new window will open where you can see the PDF file that was created. Open this PDF file and print.

If you have a pop-up blocker application running on your internet explorer, you may need to disable it before the new window will open.

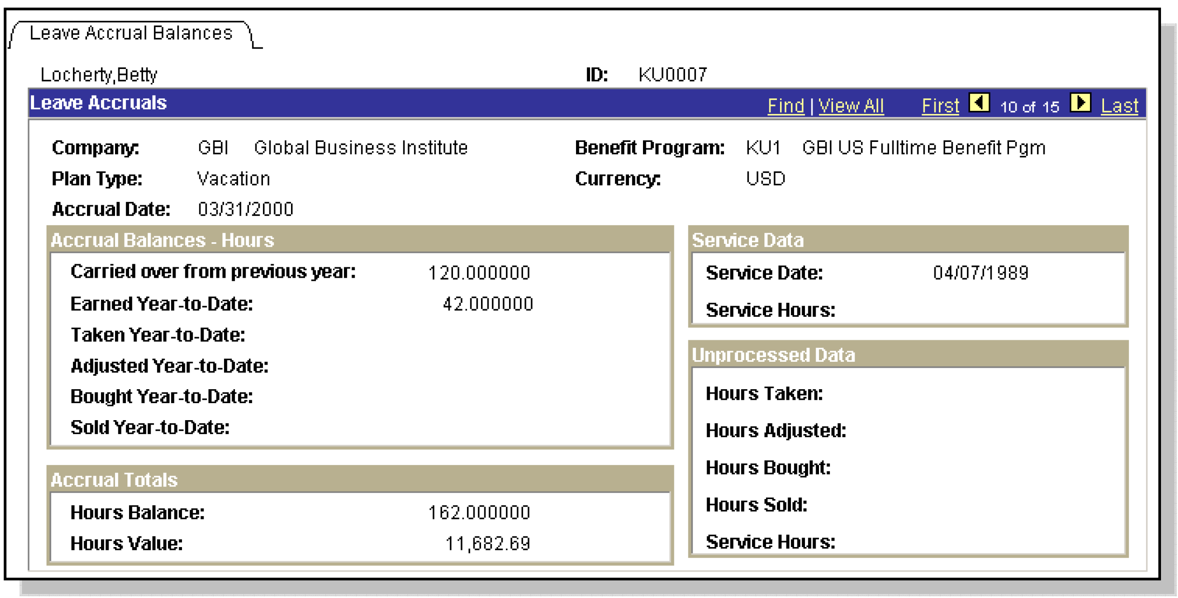


INQUIRING ON EMPLOYEE LEAVE BALANCES

If your agency is maintaining leave balances in PeopleSoft, you will be able to see the employee's balances throughout history via an online page. Each time the Leave Accrual Process runs, it inserts a row into this table so a history of the employee's available balances and earned and taken hours are captured.

NAVIGATION: ***Home > Compensate Employees > Administer Base Benefits > Use > Leave Accruals***

LEAVE ACCRUALS PAGE



Leave Accrual Balances

Locherty,Betty ID: KU0007

Leave Accruals Find | View All First 10 of 15 Last

Company: GBI Global Business Institute
Benefit Program: KU1 GBI US Fulltime Benefit Pgm
Plan Type: Vacation
Currency: USD
Accrual Date: 03/31/2000

Accrual Balances - Hours
Carried over from previous year: 120.000000
Earned Year-to-Date: 42.000000
Taken Year-to-Date:
Adjusted Year-to-Date:
Bought Year-to-Date:
Sold Year-to-Date:

Service Data
Service Date: 04/07/1989
Service Hours:

Unprocessed Data
Hours Taken:
Hours Adjusted:
Hours Bought:
Hours Sold:
Service Hours:

Accrual Totals
Hours Balance: 162.000000
Hours Value: 11,682.69

The employee's Company, Benefit Program, Plan Type, Currency and Accrual Date display at the top of the page. Sick is Plan Type 50 and always displays first in the list. Annual leave is under the delivered Vacation Plan Type 51. The transactional fields are discussed below. The most recent Accrual Date will be the first row.

Carried over from previous year	If the employee can carryover unused hours from previous years, they will be displayed here. This field is only updated for the first Leave Accrual process of the year.
Earned YTD	This field shows the hours that the employee has earned so far this year.
Taken YTD	Likewise, this field shows hours taken

Adjusted YTD	Lost Leave and other adjustments made to the leave will be combined.
Service date	This date is the date the system used to determine the number of service months for the employee. The service months are used to calculate the employee's accruals for the specific Benefit Plan they are enrolled in.
Service Hours	The number of service hours that have been processed (confirmed and paid) through payroll will be displayed.
Hours Balance	The amount of leave the employee has available.
Hours Value	The hours available multiplied by the employee's current hourly rate.
Unprocessed data	After you run the Payroll Confirm process but before you have run the Leave accrual process, hours may display here. As soon as you run the leave accrual process, the unprocessed hours will be moved to the Service Hours field in the Service Data box, the leave values will be reflected in the appropriate fields in the Accrual Balances section. Unprocessed Hours Taken and Unprocessed Hours Adjusted update the Hours Balance in real-time. Any Unprocessed Hours Taken have reduced the Hours Balance for that same accrual date. Unprocessed Hours Adjusted have been added to the Hours Balance.

The following print screen shows what happens when the leave accrual process for 08/31/2005 is run. Any information from payrolls confirmed after the 07/31/2005 accrual process was run is stored in the Unprocessed Data box of that row. As this Unprocessed Data is populated with Hours Taken and Hours Adjusted, the Hours Balance displayed on the 07/31/2005 row changes. With the next accrual process run, the Unprocessed Data from the 07/31/2005 row is used to determine the Year-to-Date amounts for the 08/31/2005 Accrual Balances – Hours box.

The Hours Taken in the 07/31/2005 Unprocessed Data box is 24.00. This 24.00 comes from all time confirmed on payrolls after the 07/31/2005 accrual row was created. When the 08/31/2005 accrual process is run notice that the 24.00 hours taken is added to the Taken Year-to-Date of the 08/31/2005 row.

85.00 Taken Year-to-Date hours on the 07/31/2005 row.
+ 24.00 Hours Taken in the 07/31/2005 unprocessed data box.
= 109.00 hours Taken Year-to-Date on the 08/31/2005 row.

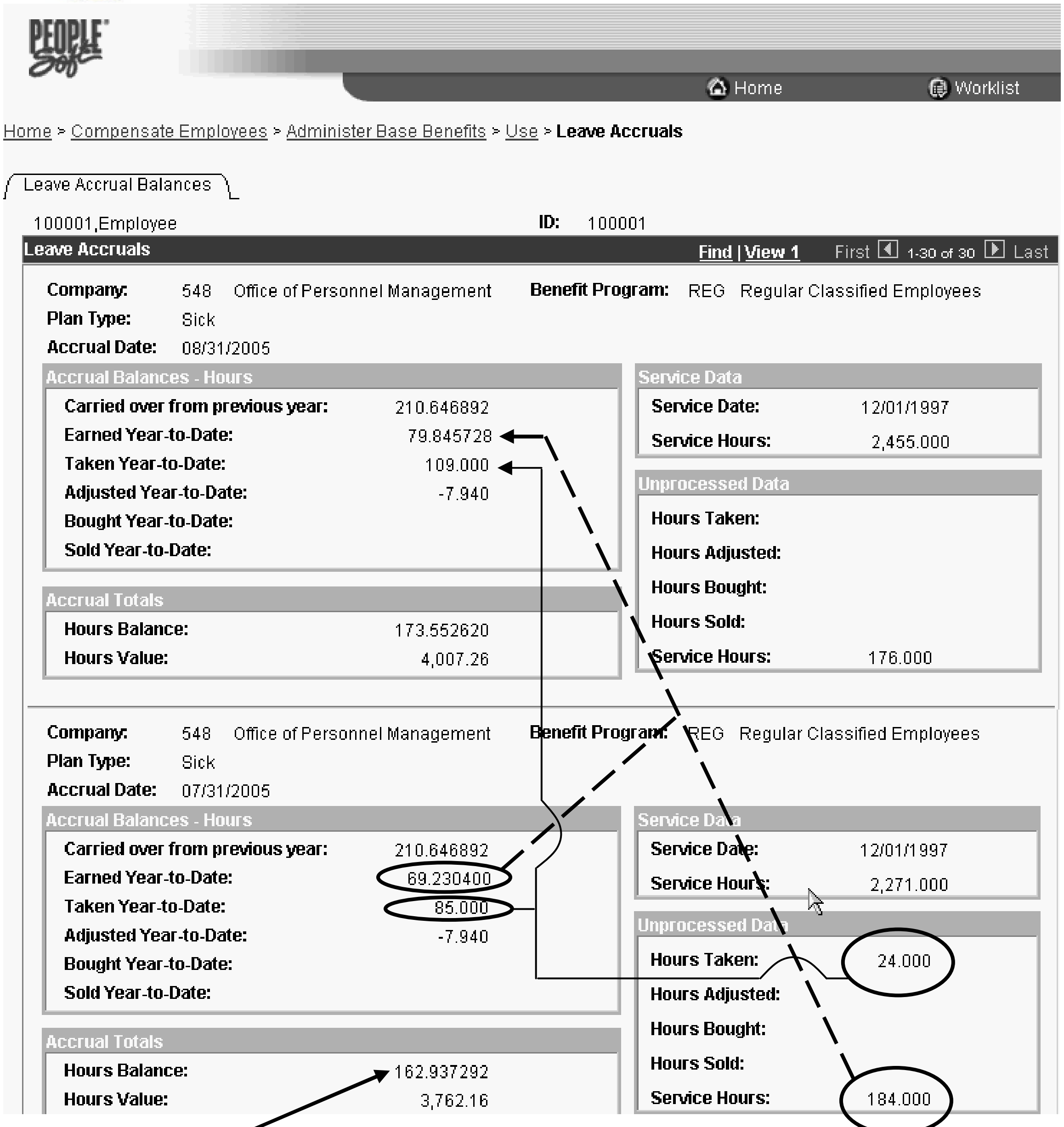
Unprocessed hours also update the Hours Balance. The true balance on the 07/31/2005 row is determined by adding the 24.00 hours taken in the unprocessed box to the hours balance on the 07/31/2005 row.

162.937292 Hours Balance on the 07/31/2005 row.
+ 24.00 Hours Taken in the 07/31/2005 unprocessed data box.
= 186.937292.

Positive Adjusted Hours add to the accrual. In order to calculate the true balance, reduce the Hours Balance by the unprocessed Adjusted Hours amount.

On the 07/31/2005 row of data the 184 service hours in the Unprocessed Data box is used to calculate the accrual amount for August. 184 X 0.057692 = 10.615328. This is then added to the Earned Year-to-Date amount from the 07/31/2005 row and displayed on the 08/31/2005 row as 79.845728. The only way to know the monthly accrual is to subtract the Earned Year-to-Date of the 07/31/2005 row from the 08/31/2005 row.
If you start at the true Hours Balance for July and add the accrual for August and subtract the hours taken and add the hours adjusted you will come up with the end balance for August.

186.937292 Hours Balance for July (after adding back in the unprocessed Hours Taken).
+ 10.615328 accrual based on 184 service hours.
- 24.00 hours taken that posted and confirmed through payroll after the 07/31/2005 accrual process run.
= 173.552620 Hours Balance after the 08/31/2005 accrual process run.



Online display is instantly reduced by unprocessed hours taken and increased by unprocessed hours adjusted.

Remember, there will eventually be *many rows* of data in this display page, one for each time the leave accrual process updates the employee's balances. You should learn to pay close attention to the **Company, Plan type, and Accrual Date** fields while using the ▶ button to move through the employee's leave history. Together these fields should help you understand the rows of data available in this page.