



State of Oklahoma CORE Project

Human Resources Base Benefits Training Manual

Course P104

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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. It is imperative that the employee be hired or rehired at the new agency in PeopleSoft prior to enrolling or changing benefits with EBC. 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 will be associated with the Regular Program (REG). Employees not eligible for benefits will have the No Benefits Program (NBP).

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 consists 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. Initially, ***the conversion will assign the employee's benefit program based on the benefit program they had in the legacy system***, but you can override this assignment at the employee level. 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: *Compensate Employees > Administer Base Benefits > Use > Benefit Program Participation*

Ben. Prog. Partic.

Files,Robert ID: 1001

Benefit Program Participation Find | View All First 1 of 1 Last

*Effective Date: 01/01/2003

*Benefit Program: REG Regular Classified Employees

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 currently 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: *Compensate Employees > Administer Base Benefits > Use > Leave Plans*

LEAVE PLAN ELECTIONS PAGE

- 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.



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

Navigation: Home > Compensate Employees > Administer Base Benefits > Use > Leave Plans

1. Navigate to the Leave Plan search page for the employee number provided by the instructor.
2. Enter **Plan Type 50 - Sick**
3. Enter the **Effective Date** to be equal to hire date.
4. The **Coverage Election** should be set to the **Elect** radio button
5. The **Election date** will default to today's date. Leave this value.
6. Enter the Benefit Plan that begins with the employee's agency number with SK at the end. (Like 477SK or 007SK).
7. **Insert a row at the Plan Type Scroll Area**
8. Enter **Plan Type 51 – Annual**
9. Enter the **Effective Date** to be equal to hire date.
10. The **Coverage Election** should be set to the **Elect** radio button
11. The **Election Date** will default to today's date
12. Enter the **Benefit Plan** that begins with the employee's agency number and ends with L1. (Like 477L1 or 125L1)
13. Click the  **Save** button to save your work.

NOTE: Terminal Leave will be processed through Payroll.



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

The screenshot displays the 'Savings Plan Elections' page in PeopleSoft. At the top, the breadcrumb navigation is 'Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans'. The page title is 'Savings Plan Elections' and it shows details for employee '100001, Employee' with ID '100001'. There is a checkbox for 'Highly Compensated'. The 'Plan Type' section shows '49' and 'Section 457'. The 'Coverage' section includes fields for '*Coverage Begin Date' (11/01/2004), '*Deduction Begin Date' (11/01/2004), 'Participation Election' (radio buttons for Elect, Waive, Terminate), and '*Election Date' (11/17/2004). The 'Benefit Program' is 'REG' and the 'Benefit Plan' is 'SAST1 SoonerSave (Monthly)'. There are two investment sections: 'Before Tax Investment' with a 'Flat Amount' of 100.00, and 'After Tax Investment'. An 'Assign All Beneficiaries' button is visible. At the bottom, there is a table for 'Dependent/Beneficiaries' with columns for ID, Name, Relationship, and Beneficiary Percentage.

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



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.

100001,Employee ID: 100001 Highly Compensated

Plan Type: 4Z Administrative Fee

Coverage: *Coverage Begin Date: 11/01/2004 *Deduction Begin Date: 11/01/2004

Participation Election: Elect Waive Terminate *Election Date: 11/17/2004

Benefit Program: REG

Benefit Plan: SAST1 SAST1 Monthly Admin Fee Option Code:

Before Tax Investment

Flat Amount: Percent of Earnings:

Annual Excess Credits:

Employee Status: Active

Assign All Beneficiaries

*ID	Name	Relationship	Beneficiary Percentage

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: 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)

The screenshot shows the 'Savings Plan Elections' page in PeopleSoft. The employee ID is 100001. The Plan Type is 4Y OPERS. The Coverage Begin Date and Deduction Begin Date are both 01/01/1998. The Participation Election is set to 'Elect'. The Election Date is 01/01/1998. The Benefit Program is REG and the Benefit Plan is SROP (Oklahoma Retirement System). The Before Tax Investment section has a Flat Amount of 3.500. The After Tax Investment section is empty. The Employee Status is Active.

- 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

Enter **3.5** here, the total an employee **MAY** be eligible to deduct anytime in the year. Initially, the logic is built into the system to limit the employee deduction to 3% of eligible pay. Once the \$25,000 threshold is met, the deduction will be taken at 3.5% of eligible pay. The system will calculate 3.5% of the wages for that pay period but will only deduct the 3% amount until the \$25,000 threshold is reached.

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).



EXERCISE: ENROLL EMPLOYEE INTO SAVINGS PLAN AND OPERS RETIREMENT BENEFITS

After your Agency has received notice from SoonerSave that an employee has elected to participate, you need to setup a savings plan and administrative fee enrollment. Enroll the employee in the SoonerSave monthly plan, SoonerSave administrative fee and OPERS retirement benefits.

Navigation: Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans

1. Navigate to the Savings Plan search page for the employee provided by the instructor.
2. Enter **Plan Type 49 – Section 457 Savings**
3. Enter the **Coverage Begin Date** to be first of the month following the hire date for new hires. Or the first of the month designated by the SoonerSave administrator per paperwork, same as the current legacy process.
 - a. The **Deduction Begin Date** will be blank right now, but it will default to the same date as the Coverage Begin Date after you choose a Benefit Plan.
4. The **Participation Election** should be set to the **Elect** radio button
5. The **Election date** will default to today's date. Leave this value.
6. Enter the Benefit Plan of **SAST1**
7. Enter a **Before Tax flat amount** of **\$130.00**
 - a. The  button displays the amount in other currency, which does not apply to the State
8. **Insert a row at the Plan Type Scroll Area**
9. Enter **Plan Type 4Z – Administrative Fee**
10. Enter the **Coverage Begin Date** to be the same date as the coverage begin date for the SoonerSave election under Plan Type 49.
11. The **Participation Election** should be set to the **Elect** radio button
12. The **Election Date** will default to today's date
13. Enter the Benefit Plan of **SAST1 – nothing else needs entered, no flat amount for the admin fee.**



14. **Insert a row at the Plan Type Scroll Area**
15. Enter **Plan Type 4Y – OPERS Retirement**
16. Enter the **Coverage Begin Date** to be first of the month following the hire date for new hires. *
17. The **Participation Election** should be set to the **Elect** radio button
18. The **Election Date** will default to today's date
19. Enter the Benefit Plan of **SROP**
20. Enter the percent as **3.5 in the percent field – NOT the Flat Amount Field.**
21. Click  **Save** to save your work

* For transfers and rehires the Coverage Begin Date will be the same as the day of Enter on Duty date.



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



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



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.



EXERCISE: ENROLL AN EMPLOYEE IN OPERS STEP UP RETIREMENT BENEFITS

Navigation: Home > Compensate Employees > Administer Base Benefits > Use > Retirement Plans

1. Navigate to the Retirement benefit search page for the employee number provided to you by the instructor.
2. Enter **Plan Type 70 - PERS**
22. Enter the **Coverage Begin Date** to be first of the month following the hire date. *
 - a. The **Deduction begin date** will be blank right now, but it will default to the same date as the Coverage Begin Date after you choose a Benefit Plan.
3. The **Coverage Election** should be set to the **Elect** radio button
4. Enter the Benefit Plan of **SROPW**
5. Click  to save your work

* OPERS can be elected anytime but once the election is made the employee is in the plan for life.



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 account code can be viewed in the Job Information section of the Additional Pay Data. The State may also use the additional pay pages for the following types of payments:

- Bonuses
- Car allowances
- Uniform allowances

Navigation: Compensate Employees > Maintain Payroll Data (US) > Use > Additional Pay

ADDITIONAL PAY DATA PAGE

The screenshot shows the PeopleSoft interface for 'Additional Pay Data'. At the top, there is a navigation breadcrumb: Home > Compensate Employees > Maintain Payroll Data (US) > Use > Additional Pay. The page title is 'Additional Pay'. Below the title, there are fields for 'Employee' (100001), 'EmpID' (100001), and 'Empl Rcd#' (0). The main section is titled 'Additional Pay' and contains several sub-sections:

- *Earnings Code:** BEA (Benefit Allowance)
- Effective Date:** 01/01/2004
- Payment Details:**
 - *Addl Seq #: 1
 - Rate Code: [empty]
 - Earnings: \$371.46
 - Goal Amount: [empty]
 - End Date: 01/01/2005
 - Reason: Not Specif
 - Hourly Rate: [empty]
 - Goal Balance: [empty]
 - Buttons: Disable Direct Deposit, Prorate Additional Pay, OK to Pay
 - Applies to Pay Periods: First, Second, Third, Fourth, Fifth

 At the bottom of the page, there are several utility buttons: Save, Return to Search, Next in List, Previous in List, Refresh, Update/Display, Include History, and Correct History.

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.

To view this information, click on the  in front of Job Information

Job Information	
Compensation Rate/Frequency:	\$3,333.333333 / Monthly
Standard Hours:	40.00
Employee Type:	Salaried
Default Job Data	
Position:	32001
Business Unit:	32000 Wildlife Conservation
DeptID:	11000 Wildlife
Job Code:	2015 Wildlife Biologist II
Account Code:	
GL Pay Type:	
Shift:	N/A
Job Data Override	
Position:	<input type="text"/> 
Business Unit:	<input type="text"/> 
DeptID:	<input type="text"/> 
Job Code:	<input type="text"/> 
Account Code:	000385425 
GL Pay Type:	<input type="text"/>
*Addl Shift:	Use Job 

This group box displays the accounting information as entered on the employee's Job record. By default, additional pay is charged to the same Department, Job Code, and GL account as the employee's regular pay.



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

General Deduction Data

Smith, John ID: 320004
 Company: 320 Dept of Wildlife Conservation

General Deduction Find | View All First 3 of 6 Last

*Deduction Code: 0510 EECommunity Care High Before + -

Deduction Details Find | View All First 1 of 1 Last

*Effective Date:	01/01/2003	Take on all Paygroups	<input type="checkbox"/>
*Deduction Calculation Routine:	Flat Amount		
Deduction End Date:		Deduction Rate or %:	
Loan Interest %:		Flat/Addl Amount:	\$155.00
Goal Amount:		Current Goal Balance:	
		Ded. stopped by Self Serv User	<input type="checkbox"/>

This data was last updated by Online User
 Data last updated on 02/04/2004

- 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	Dedn Code	Description
0221	Medical Reimbursement	0495	Ameritas After - Tax
0221O	Medical Reimbursement	0495O	Ameritas After - Tax
0222	Dependent Care SpendingAccount	0496	Superior Vision Services After
0222O	Dependent Care SpendingAccount	0496O	Superior Vision Services After
0290	Vision Service Plan Before-Tax	0510	EECommunity Care High Before
0290O	Vision Service Plan Before-Tax	0510O	EECommunity Care High Before
0292	Primary Vision Care Services B	0511	EEGlobalHealth High Before Tax
0292O	Primary Vision Care Services B	0511O	EEGlobalHealth High Before Tax
0293	Spectera Before - Tax	0512	EECommunityCare Std Before-Tax
0293O	Spectera Before - Tax	0512O	EECommunityCare Std Before-Tax
0294	VisionCare/CompBenefits Before	0513	EEHealthChoice High Before-Tax
0294O	VisionCare/CompBenefits Before	0514	EEPacificare Stand Before Tax
0295	Ameritas Before - Tax	0514O	EEPacificare Stand Before-Tax
0295O	Ameritas Before - Tax	0516	EEPacifiCare High Before - Tax
0296	Superior Vision Services Befor	0516O	EEPacifiCare High Before - Tax
0296O	Superior Vision Services Befor	0517	EEPacifiCare Low Before - Tax
0490	Vision Service Plan After -Tax	0517O	EEPacifiCare Low Before - Tax
0490O	Vision Service Plan After -Tax	0518	EECommunity Care Low Before
0492	Primary Vision Care Services A	0518O	EECommunity Care Low Before
0492O	Primary Vision Care Services A	0519	EEGlobal Health Low Before Tax
0493	Spectera After - Tax	0519O	EEGlobal Health Low Before Tax
0493O	Spectera After - Tax	0520	EEGlobal Health Std Before-Tax
0494	Vision Care/CompBenefits After	0520O	EEGlobal Health Std Before-Tax
0494O	Vision Care/CompBenefits After	0521	EE Aetna Standard Before - Tax



0521O	EE Aetna Standard Before - Tax	0545O	DP Aetna Standard Before Tax
0522	EE Aetna Alternative BeforeTax	0546	DP Aetna Alternative Before Tax
0522O	EE Aetna Alternative BeforeTax	0546O	DP Aetna Alternative Before Tax
0523	EE TriCare Supplement BeforeTax	0547	DP TriCare Supplement BeforeTax
0523O	EE TriCare Supplement BeforeTax	0547O	DP TriCare Supplement BeforeTax
0528	EE HealthChoice Basic Before	0549	DP HealthChoice USA Before Tax
0528O	EE HealthChoice Basic Before	0549O	DP HealthChoice USA Before Tax
0529	EE PacificCare Alt Before - Tax	0550	DP HealthChoice High Before-Tax
0529O	EE PacificCare Alt Before - Tax	0550O	DP HealthChoice High Before-Tax
0530	EE CommunityCare Alt Before Tax	0551	DP HealthChoice Basic Before
0530O	EE CommunityCare Alt Before Tax	0551O	DP HealthChoice Basic Before
0531	EE HealthChoice USA Before Tax	0554	DP PacificCare High Before - Tax
0531O	EE HealthChoice USA Before Tax	0554O	DP PacificCare High Before - Tax
0532	EE Global Health Alt Before Tax	0556	DP PacificCare Low Before - Tax
0532O	EE Global Health Alt Before Tax	0556O	DP PacificCare Low Before - Tax
0535	DP Community Care High Before	0557	DP PacificCare Alt Before - Tax
0535O	DP Community Care High Before	0557O	DP PacificCare Alt Before - Tax
0536	DP Community Care Low Before	0560	HealthChoice Dental Before
0536O	DP Community Care Low Before	0560O	HealthChoice Dental Before
0537	DP CommunityCare Alt Before Tax	0561	Assurant/UDC Before - Tax
0537O	DP CommunityCare Alt Before Tax	0561O	Assurant/UDC Before - Tax
0538	DP Community Care Std BeforeTax	0562	Assurant Indemnity Before Tax
0538O	DP Community Care Std BeforeTax	0562O	Assurant Indemnity Before Tax
0539	DP GlobalHealth High Before Tax	0563	CIGNA Dental Before - Tax
0539O	DP GlobalHealth High Before Tax	0563O	CIGNA Dental Before - Tax
0540	DP Global Health Low Before Tax	0564	Delta Dental Choice Before Tax
0540O	DP Global Health Low Before Tax	0564O	Delta Dental Choice Before Tax
0541	DP Global Health Alt Before Tax	0565	Delta Dental Preferred Before Tax
0541O	DP Global Health Alt Before Tax	0565O	Delta Dental Preferred Before Tax
0542	DP Pacificare Std Before Tax	0566	Delta Choice Before Tax
0542O	DP Pacificare Std Before Tax	0566O	Delta Choice Before Tax
0544	DP Global Health Std Before Tax	0567	Delta PPO - POS Before Tax
0544O	DP Global Health Std Before Tax	0567O	Delta PPO - POS Before Tax
0545	DP Aetna Standard Before Tax	0570	EE Disability Before - Tax



05700	EE Disability Before - Tax	06290	EEPacifiCare Alt After - Tax
0575	EE Basic Life Before - Tax	0630	EECommunity Care Alt After Tax
05750	EE Basic Life Before - Tax	06300	EECommunity Care Alt After Tax
0585	EESupplemental Life Before-Tax	0631	EE HealthChoice USA After Tax
05850	EESupplemental Life Before-Tax	06310	EE HealthChoice USA After Tax
0610	EECommunity Care High After	0632	EE Global Health Alt After Tax
06100	EECommunity Care High After	06320	EE Global Health Alt After Tax
0611	EEGlobal Health High After Tax	0635	DPCommunity Care High After
06110	EEGlobal Health High After Tax	06350	DPCommunity Care High After
0612	EECommunity Care Std After Tax	0636	DPCommunity Care Low After-Tax
06120	EECommunity Care Std After Tax	06360	DPCommunity Care Low After-Tax
0613	EEHealthChoice High After -Tax	0637	DPCommunity Care Alt After Tax
06130	EEHealthChoice High After -Tax	06370	DPCommunity Care Alt After Tax
0614	EEPacificare Standard AfterTax	0638	DPCommunity Care Std After Tax
06140	EEPacificare Standard AfterTax	06380	DPCommunity Care Std After Tax
0616	EEPacifiCare High After - Tax	0639	DPGlobal Health High After Tax
06160	EEPacifiCare High After - Tax	06390	DPGlobal Health High After Tax
0617	EEPacifiCare Low After - Tax	0640	DP Global Health Low After Tax
06170	EEPacifiCare Low After - Tax	06400	DP Global Health Low After Tax
0618	EECommunity Care Low After-Tax	0641	DP Global Health Alt After Tax
06180	EECommunity Care Low After-Tax	06410	DP Global Health Alt After Tax
0619	EE Global Health Low After Tax	0642	DP Pacificare Std After Tax
06190	EE Global Health Low After Tax	06420	DP Pacificare Std After Tax
0620	EE Global Health Std After Tax	0644	DP Global Health Std After Tax
06200	EE Global Health Std After Tax	06440	DP Global Health Std After Tax
0621	EE Aetna Standard After Tax	0645	DP Aetna Standard After Tax
06210	EE Aetna Standard After Tax	06450	DP Aetna Standard After Tax
0622	EE Aetna Alternative After Tax	0646	DP Aetna Alternative After Tax
06220	EE Aetna Alternative After Tax	06460	DP Aetna Alternative After Tax
0623	EETricare Supplement After Tax	0647	DPTriCare Supplement After Tax
06230	EETricare Supplement After Tax	06470	DPTriCare Supplement After Tax
0628	EEHealthChoice Basic After-Tax	0649	DP HealthChoice USA After Tax
06280	EEHealthChoice Basic After-Tax	06490	DP HealthChoice USA After Tax
0629	EEPacifiCare Alt After - Tax	0650	DPHealthChoice High After-Tax



06500	DPHealthChoice High After -Tax	06910	DP Dependent Life High After
0651	DPHealthChoice Basic After-Tax		
06510	DPHealthChoice Basic After-Tax		
0654	DPPacifiCare High After - Tax		
06540	DPPacifiCare High After - Tax		
0656	DPPacifiCare Low After - Tax		
06560	DPPacifiCare Low After - Tax		
0657	DPPacifiCare Alt After - Tax		
06570	DPPacifiCare Alt After - Tax		
0660	EEHealthChoice Dental After		
06600	EEHealthChoice Dental After		
0661	EE Assurant/UDC After - Tax		
06610	EE Assurant/UDC After - Tax		
0662	Assurant Indemnity After - Tax		
06620	Assurant Indemnity After - Tax		
0663	CIGNA Dental After - Tax		
06630	CIGNA Dental After - Tax		
0664	Delta Dental Choice After Tax		
06640	Delta Dental Choice After Tax		
0665	DeltaDentalPreferred After Tax		
06650	DeltaDentalPreferred After Tax		
0666	Delta Choice After - Tax		
06660	Delta Choice After - Tax		
0667	Delta PPO - POS After - Tax		
06670	Delta PPO - POS After - Tax		
0670	EE Disability After - Tax		
06700	EE Disability After - Tax		
0675	EE Basic Life After - Tax		
06750	EE Basic Life After - Tax		
0685	EE Supplemental Life After-Tax		
06850	EE Supplemental Life After-Tax		
0690	DP Dependent Life Low After		
06900	DP Dependent Life Low After		
0691	DP Dependent Life High After		





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) > 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 Retirement	
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 are reached.



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.



EXERCISE: ONE TIME OVERRIDE FOR A BENEFIT DEDUCTION

HR tells you that an employee should have had a benefits deduction last period but did not. You should deduct an additional amount, per an agreement with the employee.

1. Access the payline for the employee number provided by the instructor.
2. Click on the One Time Deductions tab
3. In the One-Time Deduction Data Override scroll area, select the **Plan Type** of 49
4. Choose the **One-Time code** of **Override**.
5. Choose the **Benefit Plan** for the SoonerSave plan (SAST1).
6. Enter **Deduction Code** SAST and **class** B – Before Tax.
7. Leave the **Deduction Calculation routine** as **Flat amount**
8. Enter \$200.00 in the **Flat/Addl amt** field
9. Add another row in the One-Time Deduction Data Override area and select the Plan Type of 49
10. Choose the **One-Time code** of **Override**.
11. Choose the **Benefit Plan** for the SoonerSave plan (SAST1).
12. Enter **Deduction Code** SAST and **class** P (P is for the State share of the SoonerSave plan).
13. Leave the **Deduction Calculation routine** as **Flat amount**
14. Enter \$25.00 in the **Flat/Addl amt** field
15. Add another row in the One-Time Deduction Data Override area and select the Plan Type of 4Z
16. Choose the **One-Time code** of **Override**.
17. Choose the **Benefit Plan** for the SoonerSave plan (SAST1).
18. Enter **Deduction Code** SAST and **class** P (P for Plan Type 4Z is the SoonerSave Administrative Fee).
19. Leave the **Deduction Calculation routine** as **Flat amount**
20. Enter \$1.67 in the **Flat/Addl amt** field
21. Click the  **Save** button to save the changes

NOTE: Class P is for the State's share of the plan and the user does not have to enter it for regular deductions. However, for one-time adjustments both the employee share and the state share MUST BE entered.



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.

> **Compensate Employees** > **Manage Payroll Process** > **Inquire** > **Paycheck Data** >

The screenshot shows a web browser window with the PEOPLE Soft logo and a breadcrumb trail: Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Paycheck Data. The page title is 'Paycheck Data'. Below this is a section titled 'Find an Existing Value' containing several search fields: Company, Pay Group, Pay Period End Date, Off Cycle?, Page #, Line #, Separate Check #, Paycheck Number, EmplID (with '100001' entered), and Name. There is also a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons, and a 'Basic Search' link.

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



PEOPLE Soft

Home Worklist Help Sign Out

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
 EmpID: 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

Earnings [Find](#) | [View All](#) First 1 of 3 Last

Begin-End Dates	Empl Rcd#	Ben Rcd#	Addl #	Reason	Additional Data
09/01/2005 - 09/30/2005	0	0		Not Specified	

Rate Code	Hours	Rate	Earnings	Hourly Rate:	23.089615
Regular:				FLSA Rate:	
Overtime:				Shift/Rate:	N /
Reg Earns:	176.00		4,002.20	State:	OK
Rate Used:	Hourly Rate			Locality:	

Other Earnings [Find](#) | [View All](#) First 1 of 1 Last

Code	Description	Rate Code	Hours	Rate Used	Amount + T R
------	-------------	-----------	-------	-----------	--------------

Special Accumulator(s)

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



PEOPLE'S Soft							
Home		Worklist		Help		Sign Out	
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
EmpID:	100001	Name:	100001,Employee			Line:	1
Confirmed	Advice	<input type="checkbox"/>	Off Cycle ?	<input type="checkbox"/>	Reprint	<input type="checkbox"/>	Adjustment
		<input type="checkbox"/>	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
SR0P	SR0P	Before-Tax	OPERS				
OPERS			0	460.25			Extracted
SR0P	SR0P	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: *Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process*

LEAVE ACCRUAL PROCESS PAGE

Leave Accrual Proc

Run Control ID: 100 [Report Manager](#) [Process Monitor](#)

Company: 477 Bur of Narc & Dangerous Drugs

*Plan Type: Annual

*Benefit Plan: 477L1 Rolling Plan < 5 Yrs of Srvc

Last Process Date: 02/28/2003

*Accrual Process Date: 07/31/2003

Always Change this date!

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:



Lookup Benefit Plan

Plan Type: 51

Benefit Plan:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Enter your agency number here to reduce search results

Search Results

[View All](#) First 1-100 of 196 [Last](#)

Benefit Plan

- [007L1](#)
- [007L2](#)
- [007L3](#)
- [007L4](#)
- [025L1](#)
- [025L2](#)
- [039L1](#)
- [039L2](#)
- [039L3](#)
- [039L4](#)
- [047L1](#)
- [047L2](#)
- [049L1](#)
- [049L2](#)
- [049L3](#)
- [049L4](#)
- [065L1](#)

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

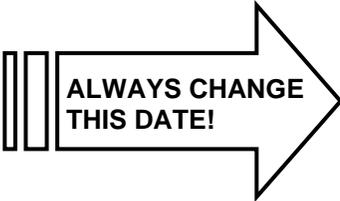
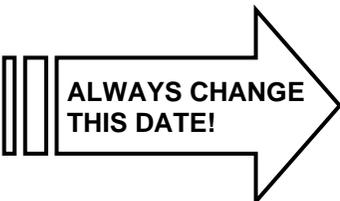
Run Control ID	This is the run control ID that you used to begin processing the Leave accruals. It is display only.
Company	Enter the Agency (company) that you want to process.
Plan Type and Benefit Plan	Enter the plan type and benefit plan that you are processing.
Last Process Date	This field displays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



- 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.

<input type="checkbox"/> 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.	
<input type="checkbox"/> Run the accrual process for sick leave.	Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process 	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.)
<input type="checkbox"/> Run the accrual process for annual leave.	Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process 	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.)
<input type="checkbox"/> 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.)
<input type="checkbox"/> Open the PDF file and print the leave statements. Validate and distribute to employees.		





EXERCISE: RUN THE LEAVE ACCRUAL PROCESS FOR THE ANNUAL LEAVE PLAN

Navigation: Home > Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process

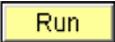
Navigate to the Leave Accrual Process search page.

Enter your agency in the Company field.

Enter Plan Type 'Vacation'.

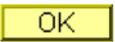
Enter the Benefit Plan for 'L1' for your agency.

Enter the accrual process date of 09/29/2005.

Click the  button to submit the process

Make sure the server is PSUNX

Make sure the check box next to the process is checked

Click the  button

The system will return you to the run control page. Click the [Process Monitor](#) button.

Use the  button to see how the process is doing. When you see "Success", click the hyperlink at the bottom of the page that says Return to Leave Accrual Process.



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.

The screenshot shows the PeopleSoft interface for running the 'Emp Leave Accrual Rpt (0053)'. The breadcrumb trail is 'Home > Reports Menu > Ocp Reports > BB > Emp Leave Accrual Rpt (0053)'. The page title is 'Run Ocpbb0053'. Below the title, there are fields for 'Run Control ID' (LEAVE_STATEMENT), 'Language' (English), and a 'Run' button. A 'Report Manager' and 'Process Monitor' link are also present. A large form box contains the following fields: '*Month Ending' (03/31/2005), '*Sort Order' (1), '*Company' (400), 'Employee ID' (blank), and 'Department ID' (blank). At the bottom of the form, there are 'Save', 'Add', and 'Update/Display' buttons.

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.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Reports Menu > Occ Reports > BB > Emp Leave Accrual Rpt (0053) [New Window](#)

Process Scheduler Request

User ID: AFERGUSON Run Control ID: LEAVE_STATEMENT

Server Name: PSUNX Run Date: 04/12/2005

Recurrence: Run Time: 6:51:02PM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	OCBB0053	OCBB0053	SQR Report	Web	PDF

OK Cancel



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 it.

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.

The screenshot shows the PEOPLE Soft interface for Process Requests. It includes a navigation bar with Home, Worklist, Help, and Sign Out. The breadcrumb trail is Home > PeopleTools > Process Monitor > Inquire > Process Requests. There are tabs for Process List and Server List. A 'View Process Request For' section contains search filters for UserID (AFERGUSON), Process Type, Server Name, and Instance. A table below shows a single entry for instance 33649, process type SQR Report, process name OCBB0053, user AFERGUSON, run date/time 04/12/2005 6:51:02PM CDT, and run status Success. A 'Details' link is provided for this entry.

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
33649	SQR Report	OCBB0053	AFERGUSON	04/12/2005 6:51:02PM CDT	Success	Details



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: 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		Service Data	
Carried over from previous year:	120.000000	Service Date:	04/07/1989
Earned Year-to-Date:	42.000000	Service Hours:	
Taken Year-to-Date:		Unprocessed Data	
Adjusted Year-to-Date:		Hours Taken:	
Bought Year-to-Date:		Hours Adjusted:	
Sold Year-to-Date:		Hours Bought:	
Accrual Totals		Hours Sold:	
Hours Balance:	162.000000	Service Hours:	
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	<p>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.</p> <p>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.</p>



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. $184 \times 0.057692 = 10.615328$. 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.



PEOPLE
Soft

Home Worklist

Home > Compensate Employees > Administer Base Benefits > Use > Leave Accruals

Leave Accrual Balances

100001,Employee ID: 100001

Leave Accruals Find | View 1 First 1-30 of 30 Last

Company: 548 Office of Personnel Management Benefit Program: REG Regular Classified Employees
Plan Type: Sick
Accrual Date: 08/31/2005

Accrual Balances - Hours		Service Data	
Carried over from previous year:	210.646892	Service Date:	12/01/1997
Earned Year-to-Date:	79.845728	Service Hours:	2,455.000
Taken Year-to-Date:	109.000	Unprocessed Data	
Adjusted Year-to-Date:	-7.940	Hours Taken:	
Bought Year-to-Date:		Hours Adjusted:	
Sold Year-to-Date:		Hours Bought:	
Accrual Totals		Hours Sold:	
Hours Balance:	173.552620	Service Hours:	176.000
Hours Value:	4,007.26		

Company: 548 Office of Personnel Management Benefit Program: REG Regular Classified Employees
Plan Type: Sick
Accrual Date: 07/31/2005

Accrual Balances - Hours		Service Data	
Carried over from previous year:	210.646892	Service Date:	12/01/1997
Earned Year-to-Date:	69.230400	Service Hours:	2,271.000
Taken Year-to-Date:	85.000	Unprocessed Data	
Adjusted Year-to-Date:	-7.940	Hours Taken:	24.000
Bought Year-to-Date:		Hours Adjusted:	
Sold Year-to-Date:		Hours Bought:	
Accrual Totals		Hours Sold:	
Hours Balance:	162.937292	Service Hours:	184.000
Hours Value:	3,762.16		

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 [arrow] button to move through the employee's leave history. Together these fields should help you understand the rows of data available in this page.

