



# **SAM II HR**

## **Deductions and Benefits**

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# **TOPIC 1: INTRODUCTION TO DEDUCTIONS AND BENEFITS**

The processing of employee deductions and benefits is a major component of payroll processing because it affects the pay of employees. In SAM II HR, a deduction is an amount by which an employee's pay is reduced. A benefit consists of a contribution on the part of the employer and a contribution on the part of the employee. Therefore, in this system a benefit is mechanically processed like a deduction.

The purpose of this course is to explain the steps necessary to enroll employees in the appropriate deduction and benefit plans.

# DEDUCTIONS AND BENEFITS

The Deductions and Benefits subsystem groups employees into specific benefit types according to their eligibility. Based on plan selection, it allows employees to choose their level of participation within the various programs available to them. It also allows agencies to monitor tax, wage attachment (garnishment), and additional withholding information. An additional system feature summarizes deduction totals that are utilized for reporting purposes, check printing, and employee inquiries.

In the following topics, we will establish employee deductions and benefits, process refunds, and look up information using inquiry windows.

## Reference Tables

There are several reference tables associated with deductions and benefits that provide essential information used when enrolling employees into the system. Since these tables play an important role in understanding how to establish employee deductions and benefits in the system we will address them first. These key reference tables are:

- **EVENT CATEGORY (CATG)** – This window is the top level of the hierarchy within SAM II HR. It establishes the types of categories for deduction and benefits (example: Health and Life Insurance, etc.).
- **DEDUCTION TYPE (DEDT)** – This window defines the types of deductions available for employees.
- **DEDUCTION PLAN (DPLN)** – This window defines variations of each deduction type and contains processing information on amounts and percentages, deduction frequency, whether the standard deduction amount or rate may be overridden on an employee basis and whether a special deduction routine should be performed to calculate the deduction.
- **DEDUCTION POLICY (DPOL)** -This window defines the codes which identify the policies associated with any deductions. A deduction policy is comprised of deduction types and deduction plans available to certain groups of employees.
- **DEDUCTION POLICY TYPE (DDPL)** – This window defines the codes which identify variations of each deduction type. This window, along with the Deduction Type (DEDT) window, allows you to control enrollment into deductions by the deduction policy
- **EMPLOYEE FRINGE BENEFIT TYPE (BENT)** – This window defines employee deduction types that are considered to be employee fringe benefits. Only employee fringe benefit types can be viewed on this table.
- **EMPLOYEE FRINGE BENEFIT PLAN (BENP)** – This window is used to define benefit plans for employee fringe benefits. A benefit type may have one or more benefit plans associated with it. In order to distinguish between benefits and deductions, once defined, employee fringe benefit plans can only be viewed on this window and not on the Deduction Plan window.

## **Establishing Employee Deductions and Benefits**

Employee deductions are processed using several transactions: Employee Tax Parameters (TAX) is used for tax withholdings, including Federal, State, OASDI, Medicare and/or local taxes; Savings Bond Deduction (SAVB) is used for employee savings bond deductions; Miscellaneous Deductions (MISC) is used for non-state sponsored health, vision and dental, public school retirement, credit union deductions, charitable contributions, and tax-sheltered annuities. All deductions entered for employees must be those for which the employee is eligible, as outlined in their deduction policy.

Benefits in SAM II HR involve a contribution from both the employee and the employer, such as health plan benefits. The Benefits Enrollment (ENRL) transaction is used for state-sponsored health, vision, dental, and life insurance, and deferred compensation.

## **Wage Attachments (Garnishments)**

A creditor can petition the court to recover monies owed. The court notifies the organization to deduct a specified percentage of the employee's pay each pay period until the creditor is repaid. The court determines the goal amount to be collected. The deductions are sent to the court for disbursement to the creditor. The windows used for wage attachments (Garnishment (GARN), Family Court/Family Court Arrears/Bankruptcy (FAMC) and Tax Levy (LEVY)) are not covered in this course. The establishment and maintenance of wage attachments will be performed by Office of Administration/Division of Accounting.

## **Deduction and Benefit Inquiries**

Inquiries are on-line windows that provide information in a compiled format that facilitate review and decision-making. They are updated on a "real time" basis, which means that the system is updated as soon as a transaction has received the final level of approval. The deduction and benefit inquiries are:

- **Employee Deduction Parameters Inquiry (QDPM)** - This window displays all the effective deductions for a selected employee.
- **Employee Deduction Summary Inquiry (QDSM)** - This window displays deduction summary totals at the category level. There are both annual and quarterly deduction totals displayed.
- **Employee Benefit Type Class (QBTC)** – This window displays all the benefit type classes for which an employee is eligible.

Now that you have had a brief overview of the Deduction and Benefit process, let's move on to a review of the Reference Tables in the next topic.

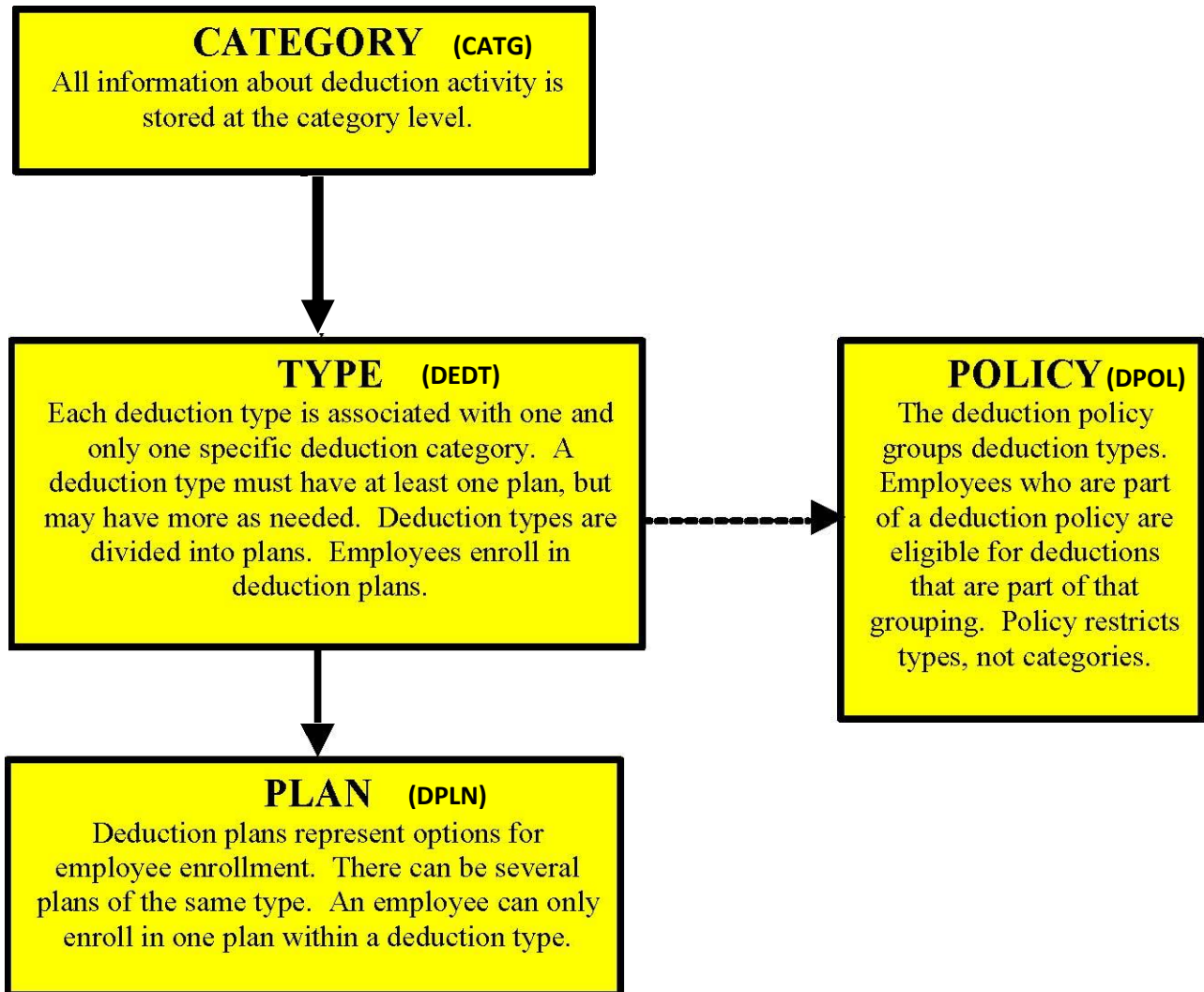
## **TOPIC 2: REFERENCE TABLES FOR EMPLOYEE DEDUCTIONS**

SAM II HR uses reference tables to store information on employees and employee deductions. A reference table contains pertinent information for establishing employee deductions and benefits.

The purpose of this topic is to familiarize you with some of the reference tables associated with employee deductions.

The Office of Administration is responsible for maintaining (adding, changing, deleting and updating) information on reference tables.

# DEDUCTIONS AND BENEFITS



# REFERENCE TABLES FOR EMPLOYEE DEDUCTIONS

Reference tables provide the system with a central source of data used for processing, validating, and reporting employee information. The Introduction to SAM II HR course provided general information on reference tables and their relevance in completing transactions. This topic will address specific tables supporting employee deductions.

Think of reference tables as files storing pieces of information that you will use when completing transactions. For example, you will establish an employee's federal and state taxes on a transaction called Employee Tax Parameters (TAX). One of the required fields on this transaction is Tax Class. You can utilize the "Find Code" feature of the system to display the valid values to populate this field. The table behind that particular field, storing all possible choices (codes) for populating that field, is the Tax Class (TAXC).

In working with deductions alone, you will find that there are numerous deduction type and plan combinations. Information on deduction types can be found on the Deduction Type (DEDT) window and information on deduction plans can be found on the Deduction Plan (DPLN) window. Because of the volume of information on some tables and for ease of the user in finding the appropriate codes on the tables, the system uses coding standards or "smart codes" for ordering the valid choices on reference tables. Valid codes for the various categories, types, and plans relating to employee deductions are available at the following web address: <http://samii.mo.gov/hr/hrp&p/db.html>

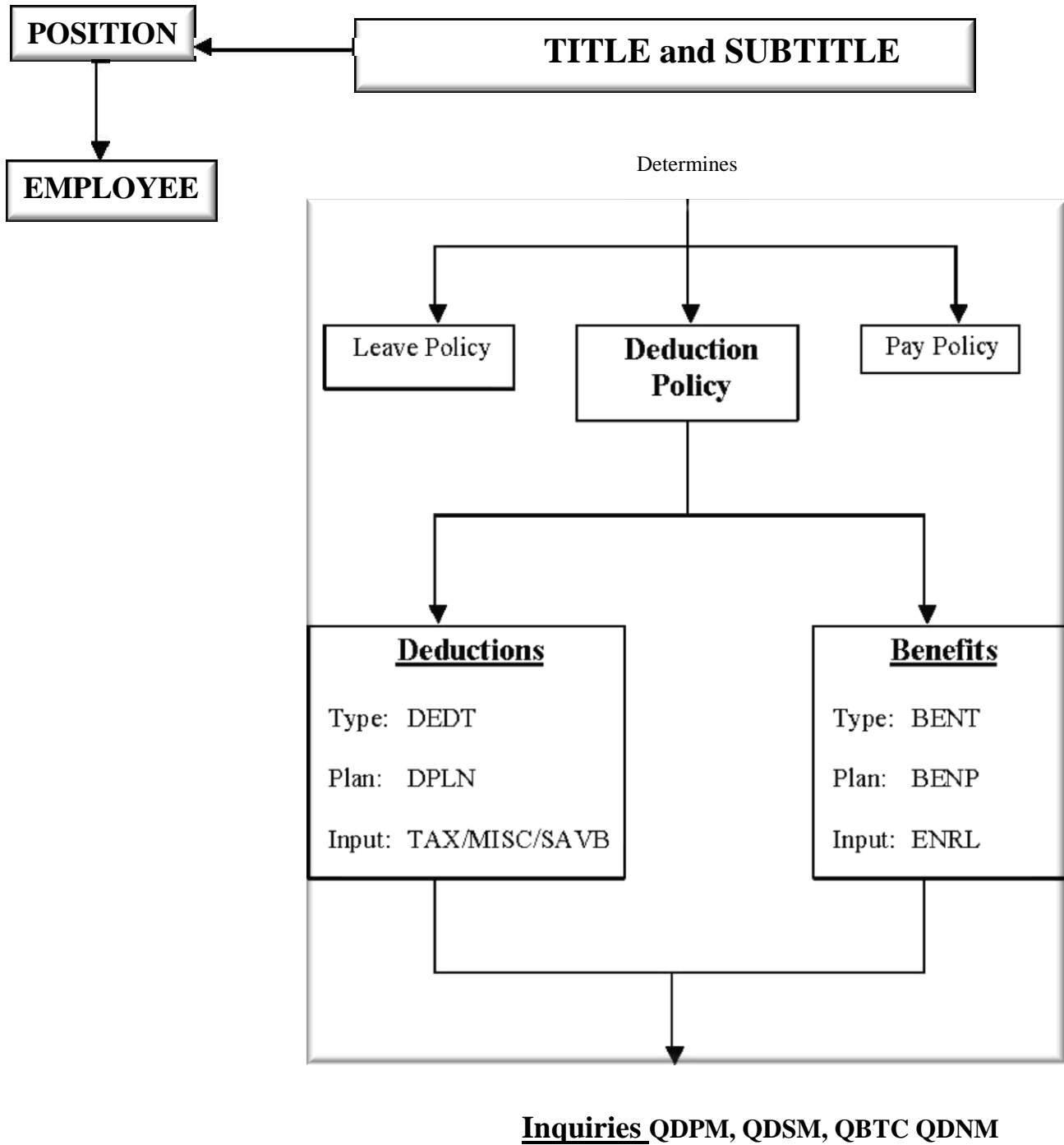
The following pages in this topic will include several reference tables that are important in processing employee deductions. Additionally, the coding standards for establishing table information will be provided for the following tables:

**EVENT CATEGORY (CATG)** – This table establishes the types of categories for deduction and benefits (example: Health and Life Insurance, etc.). Each deduction type is associated with a specific deduction category. All information about deduction activity is stored at the category level. The category is used for summarizing deduction totals for reporting purposes, check printing, and employee inquiries.

**DEDUCTION TYPE (DEDT)** – This table defines the types of deductions available for employees.



# DEDUCTIONS AND BENEFITS



# REFERENCE TABLES FOR EMPLOYEE DEDUCTIONS

- **DEDUCTION PLAN (DPLN)** – This table defines variations of each deduction type and contains processing information on amounts and percentages, deduction frequency, whether the standard deduction amount or rate may be overridden on an employee basis and whether a special deduction routine should be performed to calculate the deduction.
- **DEDUCTION POLICY (DPOL)** -This window defines the codes which identify the policies associated with any deductions. A deduction policy is comprised of deduction types and deduction plans available to certain groups of employees. Deduction policies have been established to acknowledge the various deductions affecting employees of the State of Missouri. Each employee appointment has a deduction policy associated with it. Separate deduction policies have been established for each agency that has deductions unique to its organization. The system automatically checks to see that an employee is eligible for specific deductions according to their policy. The employee's deduction policy is established on the Position Status Maintenance (PSMT) window through either the position's Title/Sub-title or through the override Benefits Policy field.
- **DEDUCTION POLICY TYPE (DDPL)** – This window defines the codes which identify variations of each deduction type. This window, along with the Deduction Type (DEDT) window, allows you to control enrollment into deductions by the deduction policy. Each employee appointment has a deduction policy associated with it. An employee's deduction policy is defined on the Sub-title window. The deduction policy can be overridden on the employee's Employment Status Maintenance (ESMT) window.

The screenshot displays the ADVANTAGE Desktop - 0A134 application window. The main form is titled "Event Category" and contains the following fields and options:

- Category:** MCL
- Effective Date:** 01 / 01 / 20
- Expiration Date:** 99 / 99 / 99
- Short Description:** MIZZOU CR UN
- Long Description:** MIZZOU CREDIT UNION
- Event Type:** Deduction Type (dropdown menu)
- Leave Definition:**
  - ☐ Week
  - ☐ Day
  - ☐ Hour
  - ☒ Not Applicable
- Leave Category Calculation:**
  - ☐ Inception to Date
  - ☐ Year to Date
  - ☐ Leave Year to Date
  - ☒ Not Applicable
- ☐ Store Weekly Pay Totals
- Check Leave Balance:**
  - ☐ Yes
  - ☐ No
  - ☒ N/A
- Print Information on Check:**
  - ☒ Yes
  - ☐ No
  - ☐ N/A
- Fringe Pay Type:**
  - ☐ Yes
  - ☒ No
  - ☐ N/A
- Include in Subject Gross:**
  - ☐ Yes
  - ☐ No
  - ☒ N/A
- Check Print Sequence:** 5
- Reserve Accrual Pay Type:** (empty field)
- Reserve Payout Pay Type:** (empty field)

The bottom of the window shows a "Navigator" pane with icons for various functions and a system tray at the very bottom with a clock showing 6:56 PM on 05/17/00.

# EVENT CATEGORY (CATG)

The Event Category (CATG) is the top level of the hierarchy within SAM II HR. It establishes the types of categories for deduction and benefits (example: Health and Life Insurance, etc.). The system requires the State of Missouri to identify the deduction type, deduction plan, and effective date for each deduction. The Event Category (CATG) record must be established and maintained prior to identifying the different deduction types and deduction plans. The CATG record is also used for pay and deduction reporting purposes (i.e., W-2 and 941 reporting), check printing and employee data inquiries. In addition, this window defines how events are summarized and stored on the employee's records and controls the printing of information on payroll checks at the Category level. The short description of the Event Category will print on the employee's check when selected for output.

Let's review a few of the tables that support employee deductions.

**Step 1** To open CATG, click on the Go To icon. Type **CATG** in the **CODE** column header. Click on the **<OPEN>** button.

**Step 2** Populate the following field to narrow your search on the CATG window.

**CATEGORY** - Required. Enter the category code you wish to view. For example, PREM might be used for summarizing different overtime pay into a single premium pay category. Type **MCU**.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the specific Event Category you entered in Step 2 should now appear. Let's review the remaining fields.

**EFFECTIVE DATE** - Displays the date the entry becomes effective.

**EXPIRATION DATE** - Displays the date the entry expires. Default is 99/99/99.

**SHORT DESCRIPTION** – Displays the short description of the category code.

**LONG DESCRIPTION** - Displays the long description of the category code. Default is the Short Description entry.

**EVENT TYPE** - Displays the value that indicates the type of event represented in this field. Valid values are:

- Pay Type
- Leave Type
- Reimbursable Expenditure
- FLSA Pay Type (for events representing the FLSA premium payment)
- Deduction Type

**LEAVE DEFINITION** – Displays a value to indicate that leave category amounts are in weeks, days or hours. Default is Not Applicable. Valid values are: Week, Day, Hour and Not Applicable.

**LEAVE CATEGORY CALCULATION** – Displays a value to indicate how this category's balance is calculated. Default is Not Applicable. Valid values are: Inception to Date, Year to Date, Leave Year to Date and Not Applicable.

**STORE WEEKLY PAY TOTALS** – Displays if the weekly pay totals for this category should be stored. Clear otherwise. If Event Type is Deduction Type or Leave Type, this field will not be selected. Default is Clear.

**CHECK LEAVE BALANCE** - Displays Yes if balance condition checking is to be performed for a leave type category. Displays No if balance condition checking is not to be performed. Default is N/A.

**PRINT INFORMATION ON CHECK** – Displays Yes if the current amount and year-to-date summary amount for the category should be printed on the employees' checks. Displays No if the current amount and year-to-date summary amount for the category should not be printed on the employees' checks. Default is N/A.

**FRINGE PAY TYPE** – Displays Yes if the category is an employer paid fringe benefit. Displays No if the category is not an employer paid fringe benefit. Default is N/A.

**INCLUDE IN SUBJECT GROSS** - Displays Yes if the fringe pay category is to be included in subject gross for purposes of tax withholding. Displays No if the category is not to be included. Default is N/A.

**CHECK PRINT SEQUENCE** – Displays a one or two character code (e. g., 01 or 02) to designate the print processing order within each category type.

**RESERVE ACCRUAL PAY TYPE** – Displays the pay type code to indicate which pay type is used to accrue reserve pay.

**RESERVE PAYOUT PAY TYPE** - Displays the pay type code to indicate which pay type is used to pay out reserve amounts.

**Note:** Following are the coding standards or “smart coding” for the Event Category (CATG) table (a list of agency identifiers is available in the Appendix of this manual):

**Health/Vision/Dental Insurance categories:**

1<sup>st</sup> character = agency identifier or 1-3<sup>rd</sup> character = state provider

4<sup>th</sup> character = 1 for non-cafeteria; 2 for cafeteria

5<sup>th</sup> character = E (employee share), R (employer share), D (dental insurance), V (vision insurance).

**Life Insurance – Employer Paid Fringe Benefit:**

1-2<sup>nd</sup> characters = agency identifier or state provider

3<sup>rd</sup> character = space

4<sup>th</sup> character = 1 for non-cafeteria; 2 for cafeteria

5<sup>th</sup> character = L for life insurance.

**Life Insurance – Employee Paid Premium:**

1-2<sup>nd</sup> characters = agency identifier

3<sup>rd</sup> character = O for optional life, D for dependent life, S for spouse coverage

4<sup>th</sup> character = 1 for non-cafeteria; 2 for cafeteria.

# DEDUCTION TYPE (DEDT)

**ADVANTAGE Desktop - 0A134**

File Edit Display Modify Window Help

**Deduction Type**

Deduction Type: MCU Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: MIZZOU CR UN Fringe Pay Type:

Long Description: MIZZOU CREDIT UNION Deduction Processing Order #: 70

Valid Input Windows: MISC 1DED Deduction Acceptance Priority #: 70

Category: MCU

Enforcement Options | Deduction Options

Deduction Registers:

HAR4100				

Employee vs Appointment: ☐ Employee ☐ Appointment ☒ Both

Deduction Policy/Rule: ☒ No Restriction ☐ Enforce by Type ☐ Enforce by Type / Plan

☒ Permanent Deduction Allowed ☐ EFT Allowed

☒ Automatic Termination ☒ Include in Supplemental Pay Cycle

Employment Status: 12

Messages 6:58 PM 05/17/00

# DEDUCTION TYPE (DEDT)

The Deduction Type (DEDT) window defines the types of deductions. DEDT establishes the types of deductions that are available in each deduction category. The deduction types must be established and maintained prior to identifying the different deduction plans.

**Step 1** To open DEDT, click on the Go To icon. Type **DEDT** in the **CODE** column header. Click on the <**OPEN**> button.

**Step 2** Populate the following field to narrow your search on the DEDT window.

**DEDUCTION TYPE** - Required. Enter the deduction code you wish to view. Type **MCU**

Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the specific Event Category you entered in Step 2 should now appear. Let's review the remaining fields.

**EFFECTIVE DATE** - Displays the date the information becomes effective.

**EXPIRATION DATE** - Displays the last date the information is in effect. Default is 99/99/99.

**SHORT DESCRIPTION** - Displays the short description of the deduction code.

**FRINGE PAY TYPE** - Displays the appropriate pay type code to be used by this fringe benefit.

**LONG DESCRIPTION** - Displays the long description of the deduction code. Default is the Short Description entry.

**DEDUCTION PROCESSING ORDER #** - Displays the number to indicate the order in which the deduction is to be taken. A deduction with a low order number is taken before one with a higher order number.

**VALID INPUT WINDOWS** - Displays the identification code for each window on which it is valid to enter the deduction type. Up to five window identification codes may be entered; only one is required.

**DEDUCTION ACCEPTANCE PRIORITY #** - Displays the number to indicate the order in which the deduction should be backed out if a negative net condition occurs. A deduction with a high priority number is backed out before one with a lower priority number.

**CATEGORY** - Displays the category code into which this deduction type falls. Refer to the Event Category (CATG) window for valid values.



## **ENFORCEMENT OPTIONS**

The Enforcement Options panel is where deduction policy rules can be enforced, where the deduction can be determined as a permanent deduction, and if the deduction should automatically expire when a new deduction of the same type is added to an employee's record.

**Step 4** Let's review the fields on the Enforcement Options panel.

**DEDUCTION REGISTERS** - Displays the code for any deduction register this deduction type should update. Up to 10 codes may be entered; only one is required.

**EMPLOYEE VS APPOINTMENT** - Displays the value to indicate whether the deduction is employee or appointment specific. Default is *Employee*. Deductions that are employee specific affect all of an employee's appointments, and an asterisk (\*) must be entered in the **APPOINTMENT ID** field when assigning these deductions. Appointment specific deductions only affect the appointment(s) they are assigned to. Deductions set up as *Both* can be used for either situation.

**DEDUCTION POLICY RULE** - Displays the value to indicate the deduction policy rule governing this deduction type. Default is *No Restriction*. State of Missouri will not use the *Enforce by Type / Plan* option. *No Restriction* indicates that all employees are eligible for this deduction type. *Enforce by Type* indicates that only employees within a policy that contains the deduction type are eligible.

**PERMANENT DEDUCTION ALLOWED** - Indicates if this deduction can be a permanent deduction. Clear to indicate the deduction can be used for one-time deductions only.

**EFT ALLOWED** - Indicates that the proceeds of this deduction can be transferred electronically. State of Missouri is not using electronic funds transfers for deductions. This should be cleared.

# DEDUCTION TYPE (DEDT)

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

**Deduction Type**

Deduction Type: MCU Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: MIZZOU CR UN Fringe Pay Type:

Long Description: MIZZOU CREDIT UNION Deduction Processing Order #: 70

Valid Input Windows: MISC 1DED Deduction Acceptance Priority #: 70

Category: MCU

Enforcement Options: Deduction Options:

Deduction Registers:

Employee vs Appointment: ☐ Employee ☐ Appointment ☒ Both

Deduction Policy Rule: ☒ No Restriction ☐ Enforce by Type ☐ Enforce by Type / Plan

Employment Status: 12

☒ Permanent Deduction Allowed ☐ LFT Allowed ☒ Automatic Termination ☒ Include in Supplemental Pay Cycle

Messages 6:58 PM 05/17/00

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

**Deduction Type**

Deduction Type: MCU Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: MIZZOU CR UN Fringe Pay Type:

Long Description: MIZZOU CREDIT UNION Deduction Processing Order #: 70

Valid Input Windows: MISC 1DED Deduction Acceptance Priority #: 70

Category: MCU

Enforcement Options: Deduction Options:

Deduction Goal: ☒ Not Goal Oriented ☐ Goal Oriented ☐ Cyclical Goal Oriented

Federal / State Marital Status: ☒ No Associated Status ☐ Federal ☐ State and Local

Deduction Class: ☐ Use Marital Tax Tables ☐ FICA Deduction ☐ Use Alternate Rate Tables ☒ No Special Processing

Goal Type: ☒ Not Applicable ☐ Dollar Amount ☐ Installments

☐ Recycle Deduction ☒ Partial Deduction Report ☒ Take Partial Deduction

Messages 6:59 PM 05/17/00

# DEDUCTION TYPE (DEDT)

**Step 4** Continue to review the remaining fields.

**AUTOMATIC TERMINATION** – Checked if the deduction should automatically expire when a new deduction of the same type is added to the employee's record. Clear if the deduction should not automatically expire.

**INCLUDE IN SUPPLEMENTAL PAY CYCLE** - Checked if the deduction should be taken during a supplemental pay cycle. Clear if the deduction should not be taken during a supplemental pay cycle.

**EMPLOYMENT STATUS** -Only employees with the entered employment status will be eligible for the deduction. Refer to the Employment Status (EMPS) window for valid values.

## DEDUCTION OPTIONS

The Deduction Options panel is where the deduction is entered as goal oriented and if so what type of goal the deduction has. This panel also displays the class that the deduction is in.

**Step 5** Let's review the fields on the Deduction Options panel.

**DEDUCTION GOAL** - Displays the value to indicate whether the deduction is goal oriented. Default is *Not Goal Oriented*.

- **Not Goal Oriented** - Deductions that are not goal oriented continue to be deducted from an employee's paycheck until the established expiration date (if any) is reached. Example: Credit Union deductions.
- **Goal Oriented** -Goal oriented deductions continue to be deducted from an employee's paycheck until the pre-established goal is reached. Example: Garnishments.
- **Cyclical Goal Oriented** - Cyclical goal oriented deductions are similar to goal oriented deductions. However, a cyclical goal oriented deduction does not terminate once the goal has been reached. Instead, the deductions start again towards the next goal (of the same amount). This process continues until the established expiration date (if any) is reached. Example: Savings bonds.

# DEDUCTION TYPE (DEDT)

**Step 5** Continue to review the fields on the Deduction Options panel

**FEDERAL/STATE MARITAL STATUS** - Displays the value to indicate whether the deduction is associated with a tax marital status. Default is *No Associated Status*.

**DEDUCTION CLASS** - Displays the value to indicate the class of the deduction. Default is *Use Marginal Tax Tables*. *Use Marginal Tax Tables* indicates that the system marginal tax tables are used to compute the deduction. *FICA Deduction* indicates that it is a FICA deduction (Medicare, for example). *Use Alternate Rate Tables* indicates that the system alternate tax tables are used to compute the deduction. *No Special Processing* indicates that no tables are used to calculate the deduction.

**GOAL TYPE** - Displays the value to identify the type of goal. Default is *Not Applicable*. Goals based on a dollar amount are reached when the total dollar amount deducted over the life of the deduction equals the dollar amount goal. Goals based on installments are reached when the number of times the deduction has been taken from the employee over the life of the deduction equals the installment goal.

**RECYCLE DEDUCTION** – Indicates if the deduction should be recycled in a subsequent pay cycle if it has caused a negative net condition and has been rejected. Clear to indicate the deduction should not be recycled.

**PARTIAL DEDUCTION REPORT** – Indicates that the deduction should be included on the Deduction Processing Exceptions Report. Clear to indicate the deduction should not be reported when this deduction is not fully taken.

**TAKE PARTIAL DEDUCTION** - Displays if a partial deduction should be taken. A partial deduction should be taken if taking the entire deduction would result in a negative net condition. Clear if a partial deduction should not be taken.

**Note:** Following are the coding standards or “smart coding” for this table:

## **Non State-Sponsored Vision and Dental Insurance**

1-3<sup>rd</sup> character = vendor

4<sup>th</sup> character = "1" for non-cafeteria and "2" for cafeteria

5<sup>th</sup> character = "D" for dental insurance, "V" for vision insurance

## **Life Insurance - Employee Paid Premium**

1-5<sup>th</sup> character = vendor

## DEDUCTION PLAN (DPLN)

The screenshot shows the 'ADVANTAGE Desktop - 0A134' application window. The 'Deduction Plan' dialog box is open, displaying the following information:

- Deduction Type:** MCU
- Deduction Plan:** MCU
- Effective Date:** 01 / 01 / 20
- Expiration Date:** 99 / 99 / 99
- Short Description:** MIZZOU CR UN
- Long Description:** MIZZOU CREDIT UNION

The dialog box has two tabs: 'Deduction Rates' (selected) and 'Alternate Options'.

**Deduction Rates Tab:**

- FICA ID:**
  - ☐ FICA
  - ☐ Medicare
  - ☐ Tier One
  - ☐ Tier Two
  - ☒ None
- One-time Deduction Allowed:**
  - ☒ Yes
  - ☐ No
  - ☐ Only with Permanent Deduction
- Employee Override Allowed:**
  - ☐ Yes
  - ☐ No
  - ☒ Required
- Use Cash Basis Gross Pay:**
  - ☒ Yes
  - ☐ No

**Periodic Deduction Amount / Frequency:**

Frequency	Amount	Frequency
Weekly	0.00	
Biweekly	0.00	
Semi-monthly	0.00	
Monthly	0.00	
Annual	0.00	

**Deduction Parameters:**

Deduction Percent	0.000000
Goal Amount / Installments	0.00
Annual Cap Amount	0.00
Annual Gross Cap Percent	0.000000

The Windows taskbar at the bottom shows the 'Messages' icon, the time '7:04 PM', and the date '05/17/00'.

# DEDUCTION PLAN (DPLN)

The Deduction Plan (DPLN) window defines variations of each deduction type and contains processing information on amounts and percentages, deduction frequency, whether the standard deduction amount or rate may be overridden on an employee basis and whether a special deduction routine should be performed to calculate the deduction.

**Step 1** To open DPLN, click on the Go To icon. Type **DPLN** in the **CODE** column header. Click on the <**OPEN**> button.

**Step 2** Populate the following field to narrow your search on the DPLN window.

**DEDUCTION TYPE** - Required. Enter the deduction type code for the deduction plan you wish to view. Refer to the Deduction Type (DEDT) window for valid values. Type **MCU**.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the specific Deduction Type you entered in Step 2 should now appear. Let's review the remaining fields.

**DEDUCTION PLAN** - Displays the code for the deduction plan that is being viewed.

**EFFECTIVE DATE** - Displays the date the entry becomes effective.

**EXPIRATION DATE**- Displays the last date the information is in effect. Default is 99/99/99.

**SHORT DESCRIPTION** -Displays the short description of the deduction type code.

**LONG DESCRIPTION** -Displays the long description of the deduction type code. Default is the Short Description entry.

# DEDUCTION PLAN (DPLN)

## DEDUCTION RATES

The Deduction Rates panel displays information that determines the deduction parameters, displays the deduction amount and frequency, displays if a one-time deduction is allowed and what FICA ID the deduction has.

**Step 4** Let's review the fields on the Deduction Rates panel.

**FICA ID** -Displays the value to indicate whether this is a FICA or Medicare deduction. Default is *None*. State of Missouri does not use the *Tier One* and *Tier Two* options.

**ONE-TIME DEDUCTION ALLOWED** -Displays the value to indicate whether a one-time deduction is allowed for this deduction. Default is *Yes*.

**EMPLOYEE OVERRIDE ALLOWED** -Displays a value to indicate whether the deduction information can be overridden for a particular employee. Default is *Yes*.

**USE CASH BASIS GROSS PAY** -Displays *Yes* to indicate that reserve pay amounts should be included in gross pay when calculating this deduction. Reserve pay accruals will decrease gross pay, and reserve payouts will increase gross pay. Displays *No* to indicate that earned gross pay should be used to calculate this deduction. Reserve pay accrual and payout amounts will not be included. Default is *Yes*.

## Periodic Deduction Amount / Frequency

**WEEKLY DEDUCTION AMOUNT** -Displays the amount to be deducted for eligible employees paid on a weekly basis.

**WEEKLY DEDUCTION FREQUENCY** -Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for weekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

**BIWEEKLY DEDUCTION AMOUNT** - Displays the amount to be deducted for eligible employees paid on a biweekly basis.

**BIWEEKLY DEDUCTION FREQUENCY** - Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for biweekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

**SEMI-MONTHLY DEDUCTION AMOUNT** - Displays the amount to be deducted for eligible employees paid on a semi-monthly basis.

**SEMI-MONTHLY DEDUCTION FREQUENCY** - Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for semi-monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

**MONTHLY DEDUCTION AMOUNT** – Displays the amount to be deducted for eligible employees paid on a monthly basis.

**MONTHLY DEDUCTION FREQUENCY** - Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

**ANNUAL DEDUCTION AMOUNT** - Displays the amount to be deducted for eligible employees paid on an annual basis.

**ANNUAL DEDUCTION FREQUENCY** - Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for annual employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.



# DEDUCTION PLAN (DPLN)

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

**Deduction Plan**

Deduction Type:  Deduction Plan:

Effective Date:  Expiration Date:

Short Description:  Long Description:

**Deduction Rates** **Alternate Options**

FICA D: ☐ FICA ☐ Medicare ☐ Tier One ☐ Tier Two ☒ None

One-time Deduction Allowed: ☒ Yes ☐ No ☐ Only with Fermanent Deduction

Employee Override Allowed: ☐ Yes ☐ No ☒ Required

Use Cash Basis Gross Pay: ☒ Yes ☐ No

Periodic Deduction Amount / Frequency:

Weekly	<input type="text" value="0.00"/>	<input type="text" value="1"/>
Biweekly	<input type="text" value="0.00"/>	<input type="text" value="1"/>
Semi-monthly	<input type="text" value="0.00"/>	<input type="text" value="1"/>
Monthly	<input type="text" value="0.00"/>	<input type="text" value="1"/>
Annual	<input type="text" value="0.00"/>	<input type="text" value="1"/>

**Deduction Parameters**

Deduction Percent	<input type="text" value="0.000000"/>
Gral Amount / Installments	<input type="text" value="0.00"/>
Annual Cap Amount	<input type="text" value="0.00"/>
Annual Gross Cap Percent	<input type="text" value="0.000000"/>

Messages 7:04 PM 05/7/2000

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

**Deduction Plan**

Deduction Type:  Deduction Plan:

Effective Date:  Expiration Date:

Short Description:  Long Description:

**Deduction Rates** **Alternate Options**

**Special Routine**

Special Routine ID:

Amount / Percent

1	<input type="text" value="0.00"/>
2	<input type="text" value="0.00"/>
3	<input type="text" value="0.00"/>
4	<input type="text" value="0.00"/>
5	<input type="text" value="0.00"/>

**Alternate Note Option**

Begin Date:

End Date:

Messages 7:05 PM 05/7/2000

# DEDUCTION PLAN (DPLN)

**Step 4** Continue to review the remaining fields on the Deduction Rates panel.

## Deduction Parameters

**DEDUCTION PERCENT** – Displays the rate to be used in calculating the deduction amount, if this deduction is calculated based on a percentage. For example, enter 15% as *.15*.

**GOAL AMOUNT/INSTALLMENTS** – Displays the goal amount in dollar amount. Displays the goal number of installments if the benefit goal is in number of installments.

**ANNUAL CAP AMOUNT** – Displays the cap (or ceiling) amount if the total deduction amount for a year cannot exceed a certain dollar amount.

**Note:** This field should be left blank for FICA and Medicare deductions.

**ANNUAL GROSS CAP PERCENT** – Displays the cap (or ceiling) percentage if the total deduction amount for a year cannot exceed a certain percentage of the employee's annual gross amount.

## ALTERNATE OPTIONS

The Alternate Options panel displays if the special calculation routine is used on that specific deduction plan and if so the amount or percent is displayed for the calculations.

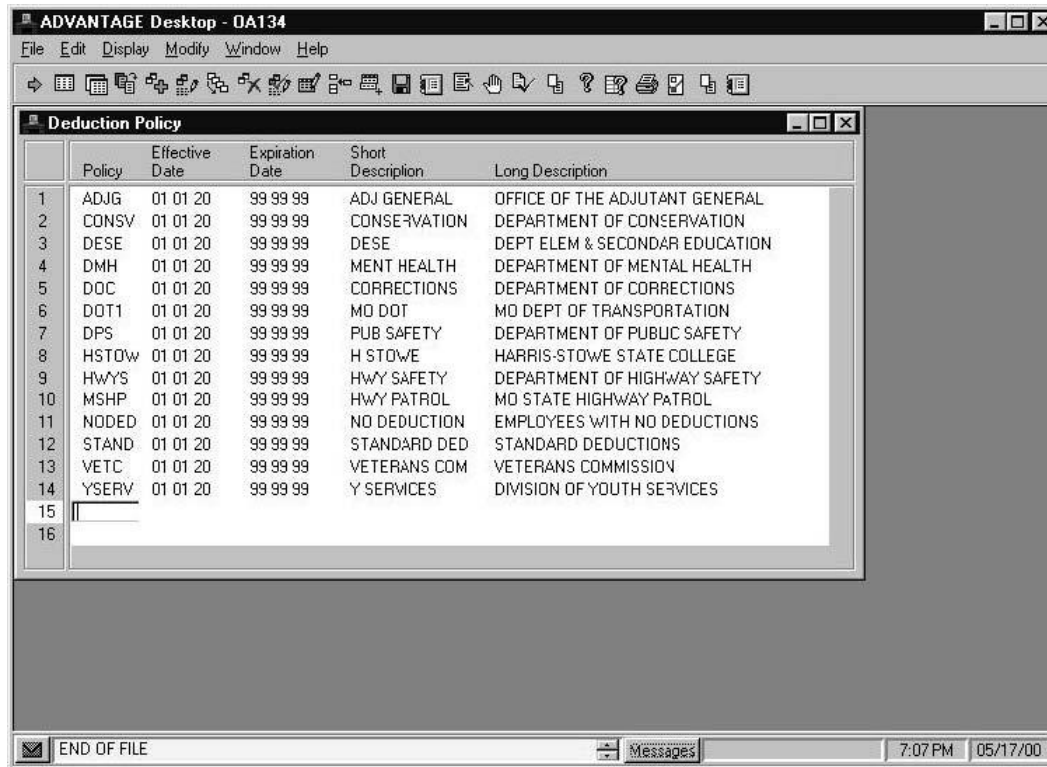
**SPECIAL ROUTINE ID** - Displays the proper code if a special calculation routine is invoked for this deduction type/plan. If no special calculation routine is to be invoked displays *NON*.

**AMOUNT/PERCENT (1-5)** - Displays the amounts or percents (*.nn*) that are to be used in the calculations. Up to five are allowed.

**BEGIN DATE** -Displays the value that indicates which employee date value is used as a comparison for the number of months for Deduction Alternate Rates (DEDA) window lookups. Valid values are: *Birth Date*, *Appointment Date*, *Benefit Progression Date*, *Deduction Parameter Effective Date*, and *None*. Default is *None*.

**END DATE** - Displays a value to indicate the date against which the Begin Date value is compared. Valid values are: *Specified*, *Check Date*, *Pay Period End Date*, and *None*. Default is *None*. If *Specified* is used, the date entered in the date field to the right of the drop-down list is used.

# DEDUCTION POLICY (DPOL)



The screenshot shows a software window titled "ADVANTAGE Desktop - 0A134". The window has a menu bar with "File", "Edit", "Display", "Modify", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window displays a table titled "Deduction Policy". The table has six columns: "Policy", "Effective Date", "Expiration Date", "Short Description", and "Long Description". The table contains 14 rows of data, numbered 1 through 14. Row 15 is empty, and row 16 is also empty. The status bar at the bottom of the window shows "END OF FILE", a "Messages" button, and the time "7:07 PM" and date "05/17/00".

	Policy	Effective Date	Expiration Date	Short Description	Long Description
1	ADJG	01 01 20	99 99 99	ADJ GENERAL	OFFICE OF THE ADJUTANT GENERAL
2	CONSV	01 01 20	99 99 99	CONSERVATION	DEPARTMENT OF CONSERVATION
3	DESE	01 01 20	99 99 99	DESE	DEPT ELEM & SECONDAR EDUCATION
4	DMH	01 01 20	99 99 99	MENT HEALTH	DEPARTMENT OF MENTAL HEALTH
5	DOC	01 01 20	99 99 99	CORRECTIONS	DEPARTMENT OF CORRECTIONS
6	DOT1	01 01 20	99 99 99	MO DOT	MO DEPT OF TRANSPORTATION
7	DPS	01 01 20	99 99 99	PUB SAFETY	DEPARTMENT OF PUBUC SAFETY
8	HSTOW	01 01 20	99 99 99	H STOWE	HARRIS-STOWE STATE COLLEGE
9	HWYS	01 01 20	99 99 99	HWY SAFETY	DEPARTMENT OF HIGHWAY SAFETY
10	MSHP	01 01 20	99 99 99	HWY PATROL	MO STATE HIGHWAY PATROL
11	NODED	01 01 20	99 99 99	NO DEDUCTION	EMPLOYEES WITH NO DEDUCTIONS
12	STAND	01 01 20	99 99 99	STANDARD DED	STANDARD DEDUCTIONS
13	VETC	01 01 20	99 99 99	VETERANS COM	VETERANS COMMISSION
14	YSERV	01 01 20	99 99 99	Y SERVICES	DIVISION OF YOUTH SERVICES
15					
16					

# DEDUCTION POLICY (DPOL)

This window defines the codes that identify the policies associated with any deductions. A deduction policy is comprised of deduction types and deduction plans available to certain groups of employees. Deduction policies have been established to acknowledge the various deductions affecting employees of the State of Missouri. Each employee appointment has a deduction policy associated with it. Separate deduction policies have been established for each agency that has deductions unique to its organization. The system automatically checks to see that an employee is eligible for specific deductions according to their policy. The employee's deduction policy is established on the Position Status Maintenance (PSMT) window through either the position's Title/Sub-title or through the override Benefits Policy field.

**Step 1** To open DPOL, click on the Go To icon. Type **DPOL** in the **CODE** column header. Click on the <OPEN> button.

**Step 2** Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the different deduction policies appear. Let's review the fields.

**POLICY** – Displays the code of the policy you are viewing.

**EFFECTIVE DATE** - Displays the date the policy becomes effective.

**EXPIRATION DATE**-Displays the last date the policy is in effect. A value of 99/99/99 indicates that the policy currently has no expiration date.

**SHORT DESCRIPTION** -Displays the short description of the deduction policy.

**LONG DESCRIPTION** -Displays the long description of the deduction policy.

# DEDUCTION POLICY TYPE (DDPL)

ADVANTAGE Desktop - 0A134

File Edit Display Modify Window Help

Deduction Policy Type

	Deduction Policy	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Short Description	Long Description
1	ADJG	BLA1E		01 01 20	99 99 99	BL ADVANT	MCHCP BLUE ADVANTAGE - EE
2	ADJG	BLA2E		01 01 20	99 99 99	CP-BL ADVANT	CP-MCHCP BLUE ADVANTAGE - EE
3	ADJG	BLC1E		01 01 20	99 99 99	BL CH HMO	MCHCP BLUE CHOICE HMO - EE
4	ADJG	BLC2E		01 01 20	99 99 99	CP-BL CH HMO	CP-MCHCP BLUE CHOICE HMO - EE
5	ADJG	CDN1D		01 01 20	99 99 99	COMPONENT	MCHCP COMPONENT DENTAL INSUR
6	ADJG	CDN2D		01 01 20	99 99 99	CP-COMPONENT	CP-MCHCP COMPONENT DENTAL INSUR
7	ADJG	CHH1E		01 01 20	99 99 99	CO HL HMO	MCHCP COMM HEALTH HMO - EE

Navigator

Messages 7:08 PM 05/17/00

# DEDUCTION POLICY TYPE (DDPL)

This window defines the codes that identify variations of each deduction type. This window, along with the Deduction Type (DEDT) window, allows you to control enrollment into deductions by the deduction policy. Each employee appointment has a deduction policy associated with it. An employee's deduction policy is defined on the Sub-title window. The deduction policy can be overridden on the employee's Employment Status Maintenance (ESMT) window.

**Step 1** To open DDPL, click on the Go To icon. Type **DDPL** in the **CODE** column header. Click on the <**OPEN**> button.

**Step 2** Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the different deduction policy types appear. Let's review the fields.

**DEDUCTION POLICY** – Displays the code of the policy you are viewing.

**DEDUCTION TYPE** – Displays the code of the deduction type associated with the policy.

**DEDUCTION PLAN** – Not used by the State of Missouri.

**EFFECTIVE DATE** - Displays the date the deduction type becomes effective.

**EXPIRATION DATE**-Displays the last date the deduction type is in effect. A value of 99/99/99 indicates that the type currently has no expiration date.

**SHORT DESCRIPTION** -Displays the short description of the deduction type.

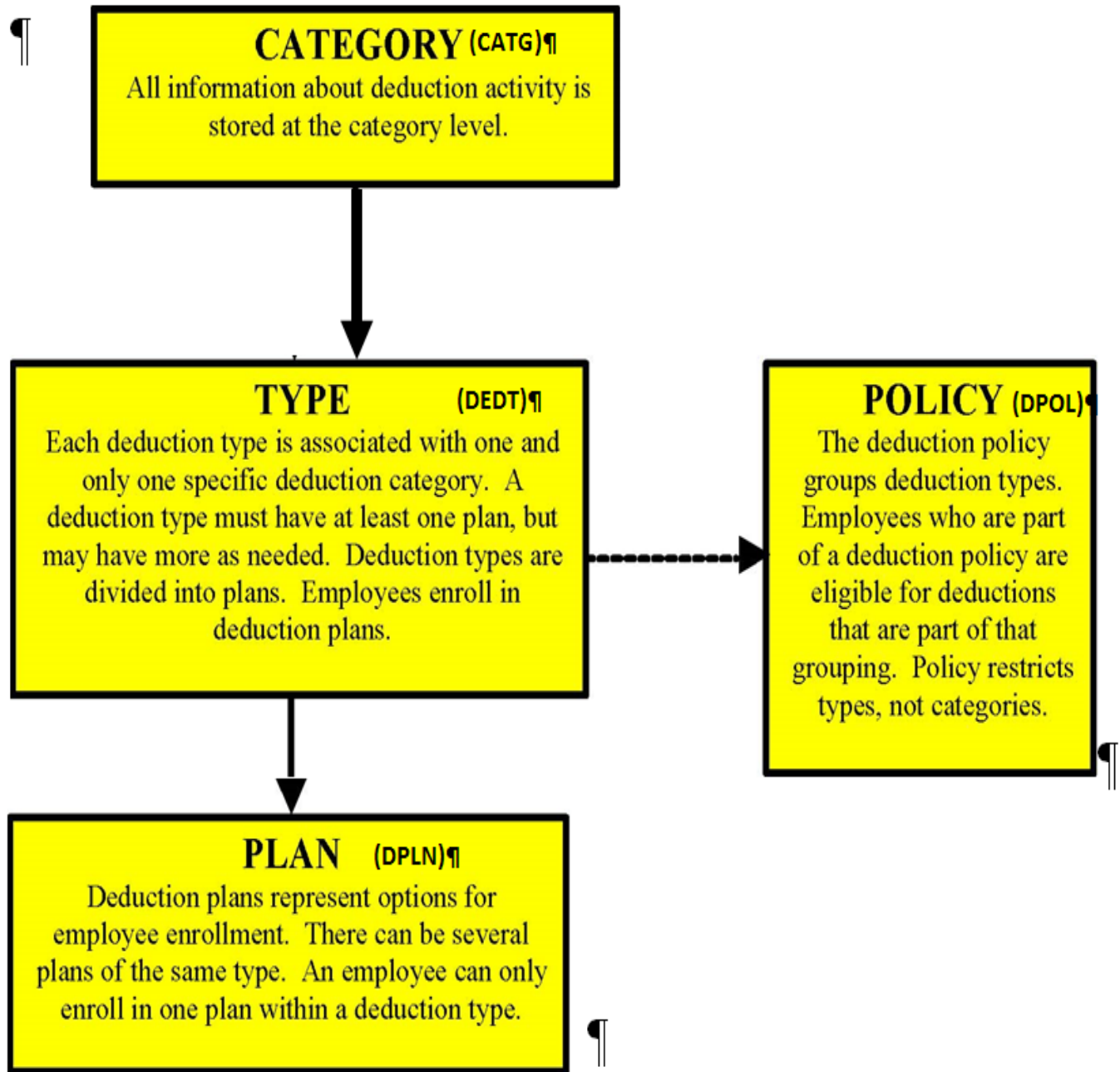
**LONG DESCRIPTION** -Displays the long description of the deduction type.

## **TOPIC 3: ESTABLISHING EMPLOYEE DEDUCTIONS**

After establishing an employee in the SAM II database, it is necessary to establish the employee's deductions. Each employee is associated with a specific deduction policy. A deduction policy is comprised of deduction types and deduction plans available to certain groups of employees. The deduction policy that will affect an employee is first established when the position information is entered on the Position Status Maintenance (PSMT) transaction. When the Title/Sub-title field is completed on the PSMT, the position is automatically associated with the appropriate deduction policy for that specific Title/Sub-title.

The purpose of this topic is to provide an explanation and description of the transactions necessary to establish the various employee deductions. Specifically, two transactions will be covered: Employee Tax Parameters (TAX) and Miscellaneous Deductions (MISC).. Appropriate staff in the agencies will enter information on the TAX and MISC. The Net Pay Electronic Funds Transfer (EFT) transaction will be entered and approved by the Office of Administration/Division of Accounting upon agency request. Agencies will have view access only to the EFT transaction.

# CONCEPT OF DEDUCTION CATEGORY, POLICY, TYPE, AND PLAN





# ESTABLISHING EMPLOYEE DEDUCTIONS

In order to understand deduction processing, it is necessary to understand the underlying setup of deductions. The place to start is with an explanation/definition of each of the hierarchical levels of categories, policies, types and plans in SAM II HR. The following information, along with the diagram on the left, will aid in the explanation.

**Deduction Category** – Each deduction type is associated with a specific deduction category. All information about deduction activity is stored at the category level. The category is used for summarizing deduction totals for reporting purposes, check printing, and employee inquiries.

**Deduction Policy** – A deduction policy is comprised of deduction types and deduction plans available to certain groups of employees. Deduction policies have been established to acknowledge the various deductions affecting employees of the State of Missouri. Each employee appointment has a deduction policy associated with it. Separate deduction policies have been established for each agency that has deductions unique to its organization. The system automatically checks to see that an employee is eligible for specific deductions according to their policy. The employee's deduction policy is established on the Position Status Maintenance (PSMT) window through either the position's Title/Sub-title or through the override Benefits Policy field.

**Deduction Type** – The deduction type establishes high level deduction characteristics of processing order, whether the deduction will be taken until it reaches a goal, where to obtain the rate - table driven or specific for individual employees. Deduction type is the general level at which a deduction is set up. Deduction types can be divided into deduction plans, and employees enroll in deduction plans.

**Deduction Plan** – The deduction plan establishes the detailed level of each deduction type, such as whether the deduction is a fixed amount or percentage-based. Deduction plans represent options for employee enrollment. There may be several plans of the same deduction type. The employee can enroll in only one deduction plan within each deduction type; however, the employee can be enrolled in more than one deduction type.

# EMPLOYEE TAX PARAMETERS (TAX)

File Edit Display Process Window Help

Employee Tax Parameters

Name

Employee ID  Appointment ID

Effective Date  Expiration Date

Tax Class  Marital Status  Tax Allowance

FICA Class  Federal Tax  Federal

Last W-4 File Date  State Tax  State

Additional State

	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1						
2						
3						
4						
5						
6						

# **EMPLOYEE TAX PARAMETERS (TAX) TRANSACTION**

All state employees are subject to tax withholdings. Tax withholdings may include Federal, State, OASDI, Medicare and/or Local Taxes. Federal tax withholding is identified through the Employee's Withholding Allowance Certificate (W-4); state tax withholding is identified through a Missouri Department of Revenue Employee's Withholding Allowance Certificate (MO W-4); OASDI tax and Medicare are currently withheld at specific rates, unless the employee is exempt from withholdings.

SAM II HR allows agencies to enroll and modify employee income tax deductions on the Employee Tax Parameters (TAX) window. The TAX window is also used to record and view information on an employee's tax class, tax deductions, tax status, and tax allowance.

The TAX window assigns an employee to a tax class and a FICA class. Tax class determines the types of taxes (federal, state and/or local) that must be withheld and by eligibility to claim tax exemptions. It allows a group of employees to receive the same tax deductions. FICA class dictates which FICA (OASDI) and Medicare deductions are to be taken. Any deductions in the tax class or FICA class will be deducted from the employee's check.

# EMPLOYEE TAX PARAMETERS (TAX) SCENARIO

The following information was acquired from Johnny Ray's Employee Withholding Allowance Certificate (W-4) and Missouri Department of Revenue Employee's Withholding Allowance Certificate (MO W-4): Married and claiming two allowances. In addition, Johnny resides in Kansas City, and is therefore subject to the 1% (0.01) Kansas City tax. Finally, Johnny wishes to have an additional \$20.00 of federal taxes taken out of each paycheck.

Let's complete the TAX window using Johnny Ray's TAX information.

**Step 1** To open TAX from the SAM II Desktop Navigator window, click on the Go To icon. Type **TAX** in the **CODE** column header. Click the <OPEN> button.

**Step 2** Populate the following fields on the TAX window.

**NAME** – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** – **Required.** Enter employee's social security number. **SEE STUDENT CARD.**

**APPOINTMENT ID** -**Required.** Enter an asterisk [**\***] to indicate that all of the employee's appointments are to be subject to the same tax information. Type **\***.

**EFFECTIVE DATE** -**Required.** Enter the date the information becomes effective. Type **TODAY'S DATE**. This date impacts any checks after this date **"NOT PAY PERIOD DATE"**

**EXPIRATION DATE** -Optional. Enter the last date the information is in effect. Default is 99/99/99.

# EMPLOYEE TAX PARAMETERS (TAX)

**Step 2** Continue to populate the fields on the TAX window.

**TAX CLASS** -Required. Enter the code to indicate the employee's tax class. Tax class determines the types of taxes (federal, state taxes, and EIC) that must be withheld and by eligibility to claim tax exemptions. Valid values are 1 (Federal and State) and 4 (Federal, State, and EIC). Type 1.

**NOTE:** If you have an employee who claims exempt from either Federal, State, or both, use code 1 and enter M for the MARITAL STATUS and 99 for the TAX ALLOWANCE for whichever tax the employee is claiming as exempt.

**FICA CLASS** -Required. Enter the employee's FICA (OASDI) class. FICA class dictates which FICA and Medicare deductions are to be taken. Refer to the FICA Class (FICL) window for valid values. Type 1.

**LAST W-4 FILE DATE** - Optional. Enter the date that a W-4 was last filed.

## Marital Status

**FEDERAL TAX** - Optional. Enter the employee's tax marital status (as declared on the W-4). Refer to the Tax Marital Status (TAXM) window for valid values. Type M.

**STATE TAX** -Optional. Enter the code of the marital status claimed on the employee's state withholding forms. Select one of the following values: C = EIC (married and only member filing for EIC); M = Married, spouse not working; B = Married, spouse working, H = Head of Household; S = Single. Type M.

# EMPLOYEE TAX PARAMETERS (TAX)

**Step 2** Continue to populate the fields on the TAX window.

## **Tax Allowance**

**FEDERAL** -Optional. Enter the number of allowances claimed on the W-4. Type **2**.

**STATE** -Optional. Enter the number of allowances claimed on the MO W-4. If **B** is entered in the Marital Status-State Tax field, enter 1 or 0 in this field and any additional allowances over 1 in the Tax Allowance-Additional State field. If **M** is entered in the Marital Status-State Tax field, enter 2, 1, or 0 in this field and any additional allowances over 2 in the Tax Allowance-Additional State field. If **H** is entered in the Marital Status-State Tax field, enter 1-4 in this field and any additional allowances over 4 in the Tax Allowance-Additional State field. If **S** is entered in the Marital Status-State Tax field, enter 1 or 0 in this field and any additional allowances over 1 in the Tax Allowance-Additional State field. Type **2**.

**ADDITIONAL STATE** – Optional. Enter the additional allowances claimed on the W-4. See the State field (above) for further instructions.

**DEDUCTION TYPE** - Optional. Enter the code for the appropriate deduction type of the additional withholding. Refer to the Deduction Type (DEDT) window for valid values. NOTE: This field is required if an employee requests an additional amount be withheld for state or federal taxes (i.e., ADFTX and ADSTX). If an employee is subject to city earnings tax, enter the DEDT code specific to that city (i.e., KCTAX or STLTX). Type **KCTAX** on the first line.

**DEDUCTION PLAN** -Conditional. Required if Deduction Type is completed; otherwise, leave blank. Enter the code for the appropriate deduction plan of the additional withholding. Refer to the Deduction Plan (DPLN) window for valid values. Type **KCTAX** on the first line.

# EMPLOYEE TAX PARAMETERS (TAX)

**Step 2** Continue to populate the fields on the TAX window.

**EFFECTIVE DATE** – Conditional. Required if Deduction Type is completed; otherwise, leave blank. Enter the date the additional withholding becomes effective. The system initially takes the deduction in the first pay period processing cycle equal to or later than the effective date. Type **TODAY'S DATE** on the first line.

**EXPIRATION DATE** - Optional. Enter the last date the deduction information is in effect. Default is 99/99/99.

**DEDUCTION AMOUNT** - Optional. If an employee requests additional Federal or Missouri State tax withholding, enter the appropriate amount.

**DEDUCTION RATE** -Optional. Enter the percentage of the additional Federal or Missouri State tax withholding deduction, if any. Enter the percentage as a decimal (i.e., enter 15% as .15).

**NOTE:** For St. Louis and KC local taxes, leave the deduction rate field blank if the employee works full time. The St. Louis and KC tax rates (1%) established on the Deduction Plan (DPLN) will be applied. If the employee works less than full time, enter the applicable percentage of tax rate (ex. enter “.005” for employee that works 50%).

**Step 3** Enter the following information on Line 2 of the TAX window for Johnny's additional federal tax withholding:

**DEDUCTION TYPE:** **ADFTX**

**DEDUCTION PLAN:** **ADFTX**

**EFFECTIVE DATE:** **TODAY'S DATE**

**DEDUCTION AMOUNT:** **20**

**Step 4** Select **Process: Update**. A message box appears asking you if you want to update all of the lines that you changed. Click the <YES> button.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 4. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

**Step 5** Close the TAX transaction.

# CHANGING THE EMPLOYEE TAX PARAMETERS (TAX) TRANSACTION

Johnny Ray wants to change his Federal and State Tax Allowances to 1 instead of

2. In order to change the Federal and State tax allowances the information must be changed on the TAX window.

**Step 1** Open the **TAX** window.

**Step 2** Enter the required information in the following field.

**EMPLOYEE ID** – SEE STUDENT CARD.

**APPOINTMENT ID** – Type \*.

Select **Display: Browse Data.**

**Step 3** Enter the information you are changing on the TAX window.

**EFFECTIVE DATE** – Type TODAY'S DATE.

## Tax Allowance

**FEDERAL** – Type 1.

**STATE** – Type 1.

**Step 4** Select **Process: Update** to save the updated information. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 4. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

**Step 5** Close the TAX transaction.



# EXPIRING INCOME TAX DEDUCTIONS

The next procedure to cover will be terminating income tax deductions. This would be necessary if, for example, an employee is no longer required to pay city earnings tax (employee transfers from Kansas City or St. Louis to a city where local city earnings tax is not applicable). All refunds, both current and prior year, will then be processed by the appropriate city back to the employee. Agencies will be responsible for making the appropriate changes to the employee's personnel records via the TAX window. Once the TAX window expiration date field has been entered and processed in the system, the city earnings tax withholding will no longer be deducted from the employee's check.

Johnny Ray has moved out of Kansas City. You therefore need to expire his Kansas City tax withholdings from SAM II HR/Payroll system.

Follow the steps below to expire Johnny Ray's Kansas City tax withholdings.

**Step 1** To open TAX from the SAM II Desktop Navigator window, click on the Go To icon. Type **TAX** in the **CODE** column header. Click on the **<OPEN>** button.

**Step 2** Enter the required information in the following fields.

**EMPLOYEE ID** – **SEE STUDENT CARD.**

**APPOINTMENT ID** – Type **\***.

Select **Display: Browse Data.**

**Step 3** Enter the date that you wish to stop the deduction in the **EXPIRATION DATE** field on the **KCTAX** entry line of the TAX window.

**EXPIRATION DATE** – Type **FIRST DAY OF NEXT PAY PERIOD**

**Note:** If you want to expire the entire TAX transaction, enter the expiration date in the **EXPIRATION DATE** field in the header section of the TAX window.

**Step 4** Once the modification to the expiration date field has been completed, select **Process: Update** to expire the deduction.

**Step 5** Close the TAX transaction.

# MISCELLANEOUS DEDUCTIONS (MISC)

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

→ [Icons]

**Miscellaneous Deductions**

Name [ ] Effective Date [ / / ]

Employee ID [ ] Appointment ID [ ] Expiration Date [ / / ]

Deduction Information

Type [ ]	Override Amount [ ]	Goal Amt / Installments [ ]
Plan [ ]	Override Rate [ ]	Contribution to Goal [ ]

EFT Information

Electronic Transfer	Account Type	ABA Routing # [ ]
<input type="radio"/> Yes	<input type="radio"/> Savings	Account # [ ]
<input type="radio"/> No	<input type="radio"/> Checking	Prenote Issue Date [ / / ]
<input checked="" type="radio"/> N/A	<input checked="" type="radio"/> N/A	

Recipient Information

Override Vendor [ ]	Address [ ]
Last Name [ ]	[ ]
First Name [ ]	City [ ] State [ ]
MI [ ]	Zip Code [ ] Country [ ]

[ ] Messages Tran ID: [ ] 7:22 PM 05/17/00

# MISCELLANEOUS DEDUCTIONS (MISC)

The Miscellaneous Deductions (MISC) window is used to enter, modify, or expire an employee's miscellaneous deductions. Miscellaneous deductions in the State of Missouri include:

- Non-state sponsored health, vision, and dental
- Public school retirement
- Credit union deductions
- Charitable contributions
- Tax-sheltered annuities
- State sponsored life insurance
- Cafeteria plan
- Flexible medical
- Administration fee

A deduction entered for an employee must be one for which the employee is eligible, as outlined in their deduction policy. If the employee is ineligible, the system will produce an error message.

**NOTE:** When establishing **Optional Life** for a new employee, you must enter an expiration date of December 31<sup>st</sup> of the current year. This expiration date is only applicable to **new hires** and any **changes** made to the Optional Life insurance throughout the year.

## Imputed Wages

In addition, certain fringe benefit payments are classified as “accountable” plans and are subject to IRS Guidelines. These are also referred to as imputed wages. Accountable plans provide for tax exempt benefits provided by the employer within the following guidelines:

- Each expense must be substantiated within a reasonable period of time by the employee.
- Any excess reimbursement of the expenses substantiated must be returned by the employee to the employer within a reasonable period of time.
- Employers may provide allowances, advances or reimbursement for business expenses that are allowable by the IRS as deductions of the employee.
- All expenses and reimbursements must have the proper documentation for administrative and auditing purposes.

These fringe benefits include Automobile Commute, Educational Reimbursement; Employer Paid Group-Term Life Insurance (refer to Treasury Regulations Section 79 for calculation); Moving Expenses (Qualifying/Non-Qualifying); Meals, Tuition Credit; and Uniform Allowance.

If the deduction is to be taken on an on-going basis, it can be set-up on the MISC window. If it is not a regular, on-going deduction, then a One-Time Deduction (1DED) transaction is used.

# MISCELLANEOUS DEDUCTIONS (MISC)

Remember our scenario when we completed the TAX window. Johnny Ray also chose a credit union deduction of \$25.00 per pay period.

Let's complete the MISC window using Johnny Ray's deduction information.

**Step 1** To open MISC from the SAM II Desktop Navigator window, click on the Go To icon. Type **MISC** in the **CODE** column header. Click on the Open button.

**Step 2** Populate the following fields on the MISC window.

**NAME** – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** - Required. Enter the employee's social security number. **SEE STUDENT CARD.**

Select **Display: Browse Data.**

**Step 3** Continue to populate the fields on the MISC.

**APPOINTMENT ID** -Optional. Enter the appropriate appointment ID if the employee holds more than one appointment. Enter an asterisk (\*) if the deduction affects all appointments. Leave blank to indicate the employee's primary appointment.

**EFFECTIVE DATE** -Required. Enter the date the new or changed deduction takes effect. Type **TODAY'S DATE.**

**EXPIRATION DATE** -Optional. Enter the last date the deduction is in effect. This will default to 99/99/99.

## **Deduction Information**

**TYPE** -Required. Enter the appropriate code to specify the type of deduction being established. Refer to the Deduction Type (DEDT) window for valid values. Type **MCU.**

**PLAN** -Required. Enter the code which denotes the deduction plan appropriate for the deduction type. Refer to the Deduction Plan (DPLN) window for valid values. Type **MCU.**

# MISCELLANEOUS DEDUCTIONS (MISC)

**Step 3** Continue to populate the fields on the MISC.

**OVERRIDE AMOUNT** -Conditional. Enter the dollar amount to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information: Employee Override Allowed radio button is *Required*, the system does not identify a standard flat amount or rate, and Override Deduction Rate is blank. Optional if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *Yes*. Not allowed if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *No*. Type 25.

**Note:** The State of Missouri does not have any deductions that are both flat amount and a rate.

**OVERRIDE RATE** - Conditional. Enter the rate to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information: Employee Override Allowed is *Required*, it does not identify a standard flat amount or rate, and both Override Deduction Rate and Override Deduction Amount are blank. Optional if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *Yes*. Not allowed if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *No*.

**Note:** The State of Missouri will not use the **EFT Information** or the **Recipient Information** fields. Do not complete any information in the remaining fields on the MISC window. ONLY FOR SAVING BONDS

**Step 4** Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

**Step 5** Close the MISC transaction.

# EXPIRING MISCELLANEOUS DEDUCTIONS

Indecisive Johnny Ray has now decided he no longer wishes to have a credit union deduction. Follow the steps below to expire Johnny Ray's credit union deduction.

**Step 1** Open a new **MISC** window.

**Step 2** Enter the required information in the following fields:

**EMPLOYEE ID** – **SEE STUDENT CARD.**

## **Deduction Information**

**TYPE** – Type **MCU.**

**Step 3** Select **Display: Browse Data.**

**Step 4** Enter the date you wish to expire the deduction in the Header portion of the MISC window.

**EXPIRATION DATE** – Type **LAST DAY OF CURRENT PAY PERIOD.** This date will be the employee's termination date.

**Step 5** After the modification to the expiration date field has been completed, select **Process: Update** to expire the deduction.

**Step 6** Close the MISC transaction.

**NOTE:** When an employee terminates their employment with the State of Missouri then the Agency should expire any of the terminating employee's deductions that have been entered on the Miscellaneous Deductions (MISC) transactions. Do not expire the employee's TAX transaction.

# SAVINGS BOND DEDUCTIONS (SAVBD)

Employees wishing to purchase savings bonds must set up an account with Treasury Direct at [www.TreasuryDirect.gov](http://www.TreasuryDirect.gov). After establishing their account, the employee provides their payroll representative with a TreasuryDirect Savings Bond Payroll Deduction Authorization form, which can be found at <http://content.oa.mo.gov/sites/default/files/treasdirauthofm.pdf>. The minimum deduction is \$10 per pay period.

Saving bond deductions are entered on the MISC window by agency payroll representatives in SAM II HR.

Johnny Ray has set up an account with TreasuryDirect for a \$200 saving bond each month. The TreasuryDirect Savings Bond Payroll Deduction Authorization form has an account number of 222222222222.

Let's set up the MISC window using Johnny's deduction information.

**Step 1** To open the MISC from the SAM II Desktop Navigator window, click on the Go to icon. Type MISC in the CODE column header. Click on the open button

**Step 2** Populate the following fields on the MISC window.

**NAME** – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** - Required. Enter the employee's social security number. **SEE STUDENT CARD.**

Select **Display: Browse Data.**

**Step 3** Continue to populate the fields on the MISC.

**APPOINTMENT ID** -Optional. Enter the appropriate appointment ID if the employee holds more than one appointment. Enter an asterisk (\*) if the deduction affects all appointments. Leave blank to indicate the employee's primary appointment.

**EFFECTIVE DATE** -Required. Enter the date the new or changed deduction takes effect. Type **TODAY'S DATE.**

**EXPIRATION DATE** -Optional. Enter the last date the deduction is in effect. This will default to 99/99/99.

# SAVINGS BOND DEDUCTIONS (SAVBD)

## Deduction Information

**TYPE** -Required. Enter the appropriate code to specify the type of deduction being established. Refer to the Deduction Type (DEDT) window for valid values. Type **SAVBD**.

**PLAN** -Required. Enter the code which denotes the deduction plan appropriate for the deduction type. Refer to the Deduction Plan (DPLN) window for valid values. Type **SAVBD**.

**Step 3** Continue to populate the fields on the MISC.

**OVERRIDE AMOUNT** -Conditional. Enter the dollar amount to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information: Employee Override Allowed radio button is *Required*, the system does not identify a standard flat amount or rate, and Override Deduction Rate is blank. Optional if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *Yes*. Not allowed if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *No*. Type **100**.

**Note:** The State of Missouri does not have any deductions that are both flat amount and a rate.

**OVERRIDE RATE** - Conditional. Enter the rate to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information: Employee Override Allowed is *Required*, it does not identify a standard flat amount or rate, and both Override Deduction Rate and Override Deduction Amount are blank. Optional if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *Yes*. Not allowed if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *No*.

**Note:** The State of Missouri will not use the **EFT Information** or the **Recipient Information** fields. Do not complete any information in the remaining fields on the MISC window. ONLY FOR SAVING BONDS

## EFT information

**ELECTRONIC TRANSFER** – Required. Needs to be marked **“YES”**

**ACCOUNT TYPE** – Required. Needs to be marked **“Checking”**

**ABA ROUTING NUMBER** – Required. Will be pre-populated with TreasuryDirect's routing number **051736158**



# SAVINGS BOND DEDUCTIONS (SAVBD)

**ACCOUNT NUMBER** – Required. Employee’s TreasuryDirect account number.

**PRENOTE ISSUE DATE** – Required. Auto filled.

## Step 4 Select Process: Update.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

## Step 5 Close the MISC transaction.

The screenshot shows a software window titled "Miscellaneous Deductions". It contains several sections of input fields:

- Name:** A text field with a light blue background.
- Employee ID:** A field with a masked format "XXX - XX - XXXX".
- Appointment ID:** An empty text field.
- Effective Date:** A date field with a masked format "XX / XX / XX".
- Expiration Date:** A date field with a masked format " / /".
- Deduction Information:**
  - Type:** A dropdown menu showing "SAVBD".
  - Plan:** A dropdown menu showing "SAVBD".
  - Override Amount:** A text field containing "100.00".
  - Override Rate:** An empty text field.
  - Goal Amt / Installments:** An empty text field.
  - Contribution to Goal:** An empty text field.
- EFT Information:**
  - Electronic Transfer:** Radio buttons for "Yes", "No", and "N/A" (selected).
  - Account Type:** Radio buttons for "Savings", "Checking", "Treasury", and "N/A" (selected).
  - ABA Routing #:** A text field containing "051736158".
  - Account #:** A text field containing "2222222222".
  - Prenote Issue Date:** A date field with a masked format " / /".
- Recipient Information:**
  - Override Vendor:** An empty text field.
  - Last Name:** An empty text field.
  - First Name:** An empty text field.
  - MI:** An empty text field.
  - Address:** A multi-line text area.
  - City:** An empty text field.
  - State:** A dropdown menu.
  - Zip Code:** A text field with a hyphen.
  - Country:** An empty text field.

## **TOPIC 4: ADJUSTING EMPLOYEE DEDUCTIONS**

In this topic, we'll talk about how employee deductions are adjusted in SAM II HR. These adjustments do not change an employee's permanent record; rather they affect an employee for the specified pay period or pay periods. These adjustments are processed on a variety of different windows depending upon the particular event. The processes that are addressed in this topic include:

Deduction Adjustments –

- Goal Oriented vs. Non-Goal Oriented deduction adjustments
- Auto-Terminating vs. Non-Auto-Terminating deduction adjustments
- One-Time Deductions

# DETERMINING DEDUCTION CHARACTERISTICS

Deduction adjustments need to be made any time a deduction has been set up incorrectly and resulted in an employee either over-contributing or under-contributing their deduction amount. Once this error is discovered, the deduction adjustment needs to be calculated and the number of pay periods required to either refund an employee for an over-contribution or deduct additional money from an employee's paycheck for under-contribution needs to be determined.

Some common scenarios where one might need to process a deduction adjustment include when:

- The employee has the correct deduction type and plan but the wrong amount to be deducted. An example where this could happen is Credit Union.
- The employee has the correct deduction type but the wrong deduction plan. An example where this could happen is Union Dues.

How a deduction adjustment is processed depends upon whether or not a deduction is Auto-Terminating and/or Goal Oriented. The processes for completing the deduction adjustment vary slightly depending upon the combination of these two factors. Users will check the Deductions Type (DEDT) window to verify the settings on these two flags.

# DEDUCTION TYPE (DEDT)

**Deduction Type**

Deduction Type  Effective Date  /  /  Expiration Date  /  /

Short Description  Fringe Pay Type

Long Description  Deduction Processing Order #

Valid Input Windows      Deduction Acceptance Priority #

Category

**Enforcement Options** **Deduction Options**

Deduction Registers

Employee vs Appointment  
☒ Employee  
☐ Appointment  
☐ Both

Deduction Policy Rule  
☒ No Restriction  
☐ Enforce by Type  
☐ Enforce by Type / Plan

Employment Status

☐ Permanent Deduction Allowed  
☐ EFT Allowed  
☐ Automatic Termination  
☐ Include in Supplemental Pay Cycle

**Deduction Type**

Deduction Type  Effective Date  /  /  Expiration Date  /  /

Short Description  Fringe Pay Type

Long Description  Deduction Processing Order #

Valid Input Windows      Deduction Acceptance Priority #

Category

**Enforcement Options** **Deduction Options**

Deduction Goal  
☒ Not Goal Oriented  
☐ Goal Oriented  
☐ Cyclical Goal Oriented

Federal / State Marital Status  
☒ No Associated Status  
☐ Federal  
☐ State and Local

Deduction Class  
☒ Use Marginal Tax Tables  
☐ FICA Deduction  
☐ Use Alternate Rate Tables  
☐ No Special Processing

Goal Type  
☒ Not Applicable  
☐ Dollar Amount  
☐ Installments

☐ Recycle Deduction  
☐ Partial Deduction Report  
☐ Take Partial Deduction

# DETERMINING DEDUCTION CHARACTERISTICS

Auto-Terminating, if checked, means that the current deduction will be automatically expired once you process another deduction for the same type (either with the same plan or a different plan of that type). If a deduction is not Auto-Terminating, you must execute a transaction to expire the old deduction before establishing the new deduction.

For example, you are currently enrolled in the credit union and have \$25.00 taken out each pay period. However, effective the next pay period you want to change your contribution to \$40.00 per pay period. When the Miscellaneous Deductions (MISC) transaction is processed to make this change, your previous deduction for \$25.00 is automatically terminated and the new one for \$40.00 will be effective.

Non-Auto Terminating means that you have to expire the current deduction before you establish a new deduction. If you don't do this, then the new deduction you want to establish will not be valid in the system. Let's say you currently pay union dues but need to change the plan in which you are enrolled. You would first need to access your current Miscellaneous Deduction (MISC) and change the expiration date so that it will expire at the end of the pay period. Then you would process a second MISC transaction to establish the new union dues type and plan.

Goal Oriented deductions require that a specified amount, or goal, be reached. Goal Oriented deductions can either be cyclical or non-cyclical. Some deductions are Goal Oriented and are no longer deducted after the specified amount (goal amount) is satisfied; these are called the 'Non-cyclical' deductions. Cyclical Goal Oriented deductions start over once the goal amount has been reached. Savings Bonds are examples of cyclical Goal Oriented deductions.

# ONE-TIME DEDUCTION (1DED)

The screenshot displays the 'ADVANTAGE Desktop - 0A134' application window. The main menu includes 'File', 'Edit', 'Display', 'Process', 'Window', and 'Help'. A toolbar with various icons is located below the menu. The central area contains a 'One-Time Deduction' form with the following fields and controls:

- Name: [Text Field]
- Employee ID: [Text Field]
- Appointment ID: [Text Field]
- Agency: [Text Field]
- Document Number: [Text Field]
- Deduction Type: [Text Field]
- Deduction Plan: [Text Field]
- Event Date: [Text Field with slashes]
- Deduction Amount: [Text Field]
- Deduction Rate: [Text Field]
- Number of Installments: [Text Field]
- Recycled Deduction: [Checkbox]
- Deduction Transaction ID: [Text Field with 'One Time Transaction' dropdown]
- Add / Replace ID: [Text Field]
- Include in Supplemental Run: [Checkbox]
- Radio buttons:
  - ☒ Add Deduction
  - ☐ Replace Permanent Deduction

At the bottom, there is a 'Navigator' panel and a status bar showing 'Messages', 'Tran ID:', '7:32 PM', and '07/12/00'.

# CALCULATING DEDUCTION ADJUSTMENTS

## Calculating the Deduction Amount During the Adjustment Pay Period(s)

Once it has been determined that an adjustment needs to be made, the deduction adjustment amount needs to be calculated. This will be dependent upon how much the employee has under/overpaid their deduction and what other deduction plan or type changes are required.

Next, the number of pay periods over which the deduction adjustment will be made needs to be determined. The amount of the deduction adjustment and whether or not the adjustment is positive or negative will impact this decision. Finally, the new (corrected) deduction amount will still need to be taken.

The formula you can use to calculate the Deduction Amount is:

$$\frac{\text{New (Corrected) Deduction Amount} - \text{Deduction Adjustment Amount}}{\text{Number of Pay Periods}}$$

This formula should be used only when replacing permanent deductions on the 1DED.

## ONE TIME DEDUCTIONS

In SAM II HR, the One-Time Deduction (1DED) window is used to make a one-time adjustment to a permanent deduction (i.e. occurs only one time). The 1DED entry can be in addition to the normal permanent deduction amount, or a replacement of the normal permanent deduction amount. Changes to the permanent deduction are made on the original input window (Miscellaneous Deductions (MISC), and Tax Parameters (TAX) as described previously. The 1DED window can be used for adjusting Cafeteria Plans, Pre or Post Tax, and Employee Fringe and Employer Fringe deductions.

Reference tables for each deduction indicate whether a one-time deduction can be taken at all, or only with a permanent deduction established. Reference tables also indicate whether an employee override on the amount or rate of deduction is allowed. Both of these indicators are located on the Deduction Plan (DPLN) window.

Some examples of 1DED usage:

- If there was a \$100 deduction withheld when \$110 should have been withheld, a 1DED for \$10 is entered as an addition to the permanent deduction. The permanent deduction amount is then changed to \$110. SAM II HR will automatically adjust the taxable wages.

- If there was a \$100 deduction withholding when \$75 should have been withheld, a 1DED for \$50 is entered as a one-time replacement to the permanent deduction amount (\$75 correct amount - \$25 adjustment = \$50 one-time deduction amount). The permanent deduction amount should be changed to \$75 for the first day of the subsequent pay cycles. SAM II HR will automatically adjust the taxable wages.
- If there was a deduction taken when there should have been none or the amount of the over-withholding would require a refund to the employee, no 1DED is processed. The permanent deduction amount should be corrected (either through changing the deduction amount or expiring the deduction altogether).

Special conditions may exist for deductions administered through 'Non-Appropriated' accounts. See below:

- **Savings Bonds** – If a refund is due an employee for savings bond deductions, this is processed by the Office of Administration (OA) external to SAM II HR using the external checking account. An External Adjustment (EADJ) is then processed by OA in SAM II HR to record the transaction. Refer to the procedure Entering External Adjustments.
- **Deferred Compensation Section 457-** employee deductions and Section 401 employer contributions – refer to the procedure Entering a One-Time Deduction for Employee Paid Fringes and Employer Fringe Contributions.
- **Cafeteria Plan** – refer to the procedure Entering a One-Time Deduction for a Cafeteria Plan Deduction.
- **OASDI employee share** – SAM II HR automatically adjusts the employee's OASDI and Medicare wages.

**Note:** In situations other than the five described above, it will be the employee's responsibility to contact the vendor and work out any necessary fund transfers and/or refunds.



# DEDUCTION ADJUSTMENTS

## DEDUCTION TYPE (DEDT)

The Deduction Type (DEDT) form is a software window with a title bar. It contains several input fields and radio button groups. At the top, there are fields for Deduction Type, Effective Date, Expiration Date, Short Description, Long Description, Valid Input Window, and Category. To the right of these are fields for Filing Pay Type, Deduction Processing Order #, and Deduction Acceptance Priority #. Below these fields are two tabs: 'Enforcement Options' and 'Deduction Options'. The 'Deduction Options' tab is selected, showing three groups of radio buttons: 'Deduction Goal' (Not Goal Oriented, Goal Oriented, Cyclical Goal Oriented), 'Federal / State Marks Status' (No Associated Status, Federal, State and Local), and 'Deduction Class' (Use Marginal Tax Tables, RICA Deduction, Use Alternate Rate Tables, No Special Processing). There are also checkboxes for 'Recycle Deduction', 'Partial Deduction Report', and 'Take Partial Deduction'.

## ONE-TIME DEDUCTION (1DED)

The One-Time Deduction (1DED) form is a software window with a title bar. It contains several input fields and radio button groups. At the top, there are fields for Name, Employee ID, Appointment ID, Agency, Document Number, Deduction Type, Deduction Plan, Event Date, Deduction Amount, Deduction Rate, Number of Installments, Recycled Deduction, and Deduction Transaction ID. Below these fields are two radio button groups: 'Add / Replace ID' (Add Deduction, Replace Permanent Deduction) and 'Include in Supplemental Plan'.

## MISCELLANEOUS DEDUCTION (MISC)

The Miscellaneous Deductions (MISC) form is a software window with a title bar. It contains several input fields and radio button groups. At the top, there are fields for Name, Employee ID, Appointment ID, Effective Date, Expiration Date, Deduction Type, Deduction Plan, Override Amount, Override Rate, Installment #, Contribution to Goal, EFT Information, Account Type, ABA Routing #, Account #, and Primary Issue Date. Below these fields are two radio button groups: 'Electronic Transfer' (Yes, No, N/A) and 'Account Type' (Savings, Checking, N/A). There are also checkboxes for 'Include in Supplemental Plan' and 'Take Partial Deduction'. At the bottom, there are fields for Recipient Information, including Override Vendor, Last Name, First Name, MI, Address, City, State, Zip Code, and Country.

# DEDUCTION ADJUSTMENTS

Before you complete the transactions necessary to process the deduction adjustment and to establish the deduction correctly, you need to determine whether the deduction is Auto-Terminating and/or Goal Oriented. Let's review the different processes for adjusting deductions.

## **Auto-Terminating, Non Goal Oriented Deduction Adjustments**

- Step 1** Verify that the Type and Plan is Auto-Terminating and Non Goal Oriented on the Deduction Type (DEDT) Table.
- Step 2** Calculate how much the deduction adjustment is, determine how many pay periods the deduction adjustment will impact, and calculate the amount to be entered for the deduction during that time period.
- Step 3** Process a One Time Deduction (1DED) for the deduction adjustment for the pay period through which the adjustment is to be made. The deduction adjustment will be a one time only event (unless installments are being used).
- Step 4** Process a Miscellaneous Deduction (MISC) to establish the deduction correctly. The newly established deduction would automatically expire the previous Miscellaneous Deduction with the same Type and Plan. The new deduction end date would be dependent upon the deduction type and plan. However, the default is 99/99/99. The old record expiration date would be the day before the new effective date.

## **Non Auto-Terminating, Non Goal Oriented Deduction Adjustments**

- Step 1** Verify that the Type and Plan is Non Auto-Terminating and Non Goal Oriented on the Deduction Type (DEDT) Table.
- Step 2** Calculate how much the deduction adjustment is, determine how many pay periods the deduction adjustment will impact, and calculate the amount to be entered for the deduction during that time period.
- Step 3** Process a One Time Deduction (1DED) for the deduction adjustment to be made. The deduction adjustment will be a one time only event (unless installments are being used).
- Step 4** Process a Miscellaneous Deduction (MISC) to expire the current deduction. The deduction expiration date will be the last date of the pay period before the deduction adjustment is to be made.
- Step 5** Process a Miscellaneous Deduction (MISC) to establish the deduction correctly. The new deduction would start the first date of the pay period after the deduction adjustment expired. The deduction expiration date will be dependent upon the deduction type and plan. However, the default is 99/99/99.

# DEDUCTION ADJUSTMENTS

## Auto-Terminating, Goal Oriented Deduction Adjustments

- Step 1** Verify that the Type and Plan is Auto-Terminating and Goal Oriented on the Deduction Type (DEDT) Table.
- Step 2** Calculate how much the deduction adjustment is, determine how many pay periods the deduction adjustment will impact, and calculate the amount to be entered for the deduction during that time period.
- Step 3** Process a One Time Deduction (1DED) for the deduction adjustment to be made. The deduction adjustment will be a one time only event (unless installments are being used).
- Step 4** Process a Miscellaneous Deduction (MISC) to establish the deduction correctly. The newly established deduction would automatically terminate the previous deduction with the same type and plan. The goal amount will need to be reestablished, as well as any existing amount in the Contribution to Goal field. The deduction expiration date will be dependent upon the deduction type and plan. However, the default is 99/99/99.

## Non Auto-Terminating Cyclical Goal Oriented Deduction Adjustments

- Step 1** Verify that the Type and Plan is Non Auto-Terminating and Cyclical Goal Oriented on the Deduction Type (DEDT) Table.
- Step 2** Calculate how much the deduction adjustment is, determine how many pay periods the deduction adjustment will impact, and calculate the amount to be entered for the deduction during that time period.
- Step 3** Process a One Time Deduction (1DED) for the deduction adjustment to be made. The deduction adjustment will be a one time only event (unless installments are being used).
- Step 4** Process a Miscellaneous Deduction (MISC) to expire the current deduction. The deduction expiration date will be the last date of the pay period before the deduction adjustment is to be made. You will also need to write down the current contribution to goal, zero out the contribution to goal amount and reestablish this amount later.
- Step 5** Process Miscellaneous Deduction (MISC) to establish the deduction correctly. The new deduction will start the first date of the pay period after the deduction adjustment expired. The deduction expiration date will be dependent upon the deduction type and plan. However, the default is 99/99/99.

Let's complete some walkthroughs for different deduction adjustment situations.

# DEDUCTION TYPE (DEDT)

**ADVANTAGE Desktop - 0A134**

File Edit Display Modify Window Help

→ [Icons]

**Deduction Type**

Deduction Type: MCU Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: MIZZOU CR UN Fringe Pay Type: [ ]

Long Description: MIZZOU CREDIT UNION Deduction Processing Order #: 70

Valid Input Windows: MISC 1DED [ ] [ ] [ ] Deduction Acceptance Priority #: 70

Category: MCU

Enforcement Options | Deduction Options

Deduction Registers

HAR4100	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

Employee vs Appointment

☐ Employee

☐ Appointment

☒ Both

Employment Status: 12

Deduction Policy Rule

☒ No Restriction

☐ Enforce by Type

☐ Enforce by Type / Plan

☒ Permanent Deduction Allowed

☐ EFT Allowed

☒ Automatic Termination

☒ Include in Supplemental Pay Cycle

Messages 7:35 PM 07/12/00

# AUTO-TERMINATING DEDUCTION ADJUSTMENT

## SCENARIO

An employee wanted to have his credit union deduction amount increased from \$25 to \$50 effective with the last pay period. When he got his paycheck, he noticed that only \$25 had been deducted. He needs to have the deduction changed so that \$75 is taken out for the next pay period (\$50 represents his new regular deduction and \$25 represents an adjustment from the previous pay period). He also needs to have the deduction changed so that \$50 will be deducted regularly effective the pay period after the adjustment is completed.

The first step in adjusting the deduction is to confirm that the deduction is Auto-Terminating. You will do this using the Deduction Type (DEDT) window.

**Step 1** To open the DEDT from the SAM II Desktop Navigator window, click the Go To icon. Type **DEDT** in the "CODE" and click the Open button.

**Step 2** Populate the following field to narrow your search on the DEDT window.

**DEDUCTION TYPE** - Enter the deduction code that is being reviewed. Type **MCU**.

Select **Display: Browse Data**.

**Step 3** Review the following field to confirm you have the desired deduction.

**LONG DESCRIPTION** – Provides a long description of the deduction type.

**Step 4** Review the following fields on the Enforcement Options panel to determine if your deduction is Auto-Terminating.

**AUTOMATIC TERMINATION** – Confirm that Automatic Termination is checked. If it is not checked, you will need to expire the current deduction before processing an adjustment.

**Step 5** Close the DEDT window.

# ONE-TIME DEDUCTION (1DED)

The screenshot displays the 'ADVANTAGE Desktop - OA134' application window. The main menu includes 'File', 'Edit', 'Display', 'Process', 'Window', and 'Help'. A toolbar with various icons is located below the menu. The central area features a 'One-Time Deduction' dialog box with the following fields and options:

- Name: [Empty text box]
- Employee ID: 050 - 41 - 0001
- Appointment ID: [Empty text box]
- Agency: 860
- Document Number: 050410001A
- Deduction Type: MCU
- Deduction Plan: MCU
- Event Date: / /
- Deduction Amount: [Empty text box]
- Deduction Rate: [Empty text box]
- Number of Installments: [Empty text box]
- Recycled Deduction: ☐
- Deduction Transaction ID: One Time Transaction
- Add / Replace ID: ☐ Add Deduction, ☐ Replace Permanent Deduction
- Include in Supplemental Run: ☐

At the bottom of the application window, there is a 'Navigator' button and a status bar showing 'Messages', 'Tran ID:', '7:37 PM', and '07/12/00'.

# AUTO-TERMINATING DEDUCTION ADJUSTMENT

Now that you have confirmed that the deduction is Auto-Terminating, a One Time Deduction (1DED) transaction needs to be processed for a \$75 adjustment to the employee's pay (\$50 that should be taken out plus the extra \$25 that should've been taken out last pay period). A new Miscellaneous Deduction (MISC) then needs to be established to have \$50 deducted per paycheck as the employee wanted.

**Step 1** To open the 1DED from the SAM II Desktop Navigator window, click the Go To icon. Type **1DED** in the "CODE". Click the Open button and begin completing the required fields.

**Step 2** Populate the following fields to process the 1DED transaction you need:

**NAME** – Display Only. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** -Required. Enter the employee's social security number. **SEE STUDENT CARD.**

**APPOINTMENT ID** -Optional. Enter the appointment ID if the employee holds more than one appointment. Enter an asterisk (\*) if this deduction affects all the employee's appointments.

**AGENCY** -Required. Enter the agency code for the agency preparing this transaction. Refer to the Agency Index (AGCY) window for valid values. Type **375**.

**DOCUMENT NUMBER** -Required. Enter a number used to identify this transaction. **SEE STUDENT CARD.**

**Note:** This field is used to track an agency's internal numbering scheme. For training purposes we will use the employee social security number followed by an alpha character.

**DEDUCTION TYPE** -Required. Enter the code for the type of deduction being taken. Refer to the Deduction Type (DEDT) window for valid values. Type **MCU**.

**DEDUCTION PLAN** -Required. Enter a deduction plan code that corresponds to the deduction type code selected. Refer to the Deduction Plan (DPLN) window for valid values. Type **MCU**.

# AUTO-TERMINATING DEDUCTION ADJUSTMENT

**Step 1** Continue to populate the remaining fields on the 1DED window.

**EVENT DATE** -Required. Enter the date on which the one-time deduction should take effect. This date should be the last day of the pay period being processed for the regular pay cycle. If “Include In Supplemental Run” is checked, the event date should be the date of the check. Type **LAST DAY OF CURRENT PAY PERIOD**.

**DEDUCTION AMOUNT** -Conditional. Required if Deduction Rate is blank. Enter the dollar amount of the one-time deduction. Type **75**.

**Note:** Negative amounts cannot be entered on a 1DED. All refunds will be processed through external adjustments or from the vendor. The deduction can be both an amount and a rate.

**DEDUCTION RATE** -Conditional. Required if Deduction Amount is blank. If the one-time deduction is a percentage of gross pay then enter the percentage.

**Note:** The deduction can be both an amount and a rate. If it is both an amount and a rate, the two are added together to get the appropriate deduction amount.

**NUMBER OF INSTALLMENTS** -Optional. If the total deduction is taken in installments, enter the number of installments. For example, a \$200 savings bond deduction can be taken in eight installments.

**RECYCLED DEDUCTION** – Display Only. This field indicates whether a one-time deduction was recycled.

**DEDUCTION TRANSACTION ID** – Display Only. This field displays the transaction identification number associated with the one-time deduction.

**Step 2** Continue to populate the remaining fields on the 1DED window.

**ADD/REPLACE ID** - Required. Select one of the following values:

- Add Deduction - Adds the one-time deduction to the permanent pay period deduction.
- Replace Permanent Deduction - Replaces the one-time deduction for the permanent pay period deduction.

Select **REPLACE PERMANENT DEDUCTION**.

**INCLUDE IN SUPPLEMENTAL RUN** -Optional. Place a check in the box if the one-time deduction is taken in a supplemental pay cycle. Otherwise, leave this box blank if the one-time deduction is taken in the next regular pay cycle.



**Step 3 Select Process: Update.**

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3.

**Step 4 Close the 1DED window.**

# MISCELLANEOUS DEDUCTION (MISC)

**ADVANTAGE Desktop - OA420**

File Edit Display Process Window Help

→ [Icons]

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**Miscellaneous Deductions**

Name:  Effective Date:

Employee ID:  Appointment ID:  Expiration Date:

Deduction Information:

Type: <input type="text" value="MCU"/>	Override Amount: <input type="text" value="50.00"/>	Goal Amt / Installments: <input type="text"/>
Plan: <input type="text" value="MCU"/>	Override Rate: <input type="text" value="0.000000"/>	Contribution to Goal: <input type="text"/>

EFT Information:

Electronic Transfer	Account Type	ABA Routing #
<input type="radio"/> Yes	<input type="radio"/> Savings	Account # <input type="text"/>
<input type="radio"/> No	<input type="radio"/> Checking	Prenote Issue Date <input type="text" value=" / /"/>
<input checked="" type="radio"/> N/A	<input checked="" type="radio"/> N/A	

Recipient Information:

Override Vendor: <input type="text"/>	Address: <input type="text"/>
Last Name: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>
First Name: <input type="text"/>	Zip Code: <input type="text"/> Country: <input type="text"/>
MI: <input type="text"/>	

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UPDATE WAS SUCCESSFUL Messages Tran ID:000713006706 11:34 AM 07/13/00

# AUTO-TERMINATING DEDUCTION ADJUSTMENT

You have now processed the \$75 adjustment for the employee. The next step is to establish the correct deduction so that future deduction adjustments are not necessary.

**Step 1** To open the MISC from the SAM II Desktop Navigator window, click the Go To icon. Type MISC in the "CODE" and click the Open button.

**Step 2** Populate the following fields to access the MISC transaction you need.

**NAME** – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** - Required. Enter the employee's social security number. SEE STUDENT CARD.

**DEDUCTION TYPE** – Required. Enter the appropriate code to specify the type of deduction being adjusted. Type MCU.

**DEDUCTION PLAN** – Required. Enter the code that denotes the deduction plan appropriate for the deduction type. Type MCU.

Select **Display: Browse Data.**

**Step 3** **Modify the following fields in the header to process the deduction adjustment.**

**EFFECTIVE DATE** – Required. Enter the date the new or changed deduction takes effect. Type FIRST DAY OF CURRENT PAY PERIOD.

**OVERRIDE AMOUNT** -Conditional. Enter the dollar amount to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information for the MCU record: Employee Override Allowed radio button is *Yes* or *Required*. Type 50.

**Step 4** Select **Process: Update.**

You have now automatically expired the old MISC transaction (the one with the \$25 deduction for MCU) by establishing a new deduction (\$50 to be deducted for MCU). You have also deducted the \$25 that was supposed to have come out of the employee's check last pay period.

# DEDUCTION TYPE (DEDT)

**ADVANTAGE Desktop - OA134**

File Edit Display Modify Window Help

➔ [Icons]

**Deduction Type**

Deduction Type:  Effective Date:  Expiration Date:

Short Description:  Fringe Pay Type:

Long Description:  Deduction Processing Order #:

Valid Input Windows:     Deduction Acceptance Priority #:

Category:

**Enforcement Options** | **Deduction Options**

Deduction Registers:

<input type="text" value="HAR4100"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Employee vs Appointment:

☐ Employee

☒ Appointment

☐ Both

Deduction Policy Rule:

☒ No Restriction

☐ Enforce by Type

☐ Enforce by Type / Plan

☒ Permanent Deduction Allowed

☐ EFT Allowed

☐ Automatic Termination

☐ Include in Supplemental Pay Cycle

Employment Status:

[Messages] 7:42 PM 07/12/00

# NON AUTO-TERMINATING DEDUCTION ADJUSTMENT

## SCENARIO

An employee needed to have a union dues deduction withheld from his paycheck. The Deduction Type is AFSCM. He should have been set up for the Deduction Plan of L659 (which represents Local 659). The deduction for L659 is \$11.10 per pay period. Instead, he was set up for Deduction Plan L622 (which represents Local 622) which has a deduction of \$11.35 per pay period. He has been enrolled in the wrong Deduction Plan for 3 months. He has paid \$1.50 too much in union dues and needs to have his pay adjusted and his deduction plan corrected.

The first step in adjusting the deduction is to confirm that the deduction is Non Auto-Terminating. You will do this using the Deduction Type (DEDT) window.

**Step 1** To open the DEDT from the SAM II Desktop Navigator window, click the Go To icon. Type **DEDT** in the "CODE" and click the Open button.

**Step 2** Populate the following field to narrow your search on the DEDT window.

**DEDUCTION TYPE** -Required. Enter the code for the type of deduction being taken. Refer to the Deduction Type (DEDT) window for valid values. Type **AFSCM**.

Select **Display: Browse Data**.

**Step 3** Review the following field on the header to confirm you have the desired deduction.

**LONG DESCRIPTION** – Provides a long description of the deduction type.

**Step 4** Review the following field on the Enforcement Options panel to verify your deduction is Non Auto-Terminating.

**AUTOMATIC TERMINATION** – Confirm that Automatic Termination is checked. If it is not checked, you will need to expire the current deduction before processing an adjustment.

**Step 5** Close the DEDT window.

File Edit Display Process Window Help

Miscellaneous Deductions

Name

RAY, JOHNNY

Effective Date

07 / 01 / 00

Employee ID

050 - 42 - 0001

Appointment ID

Expiration Date

99 / 99 / 99

Deduction Information

Type

AFSCM

Override Amount

0.00

Goal Amt / Installments

Plan

L 622

Override Rate

0.000000

Contribution to Goal

EFT Information

Electronic Transfer

☐ Yes  
☐ No  
☒ N/A

Account Type

☐ Savings  
☐ Checking  
☒ N/A

ABA Routing #

Account #

Prenote Issue Date

/ /

Recipient Information

Override Vendor

Address

Last Name

City

State

First Name

Zip Code

Country

MI

END OF SCAN

Messages

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11:36 AM

07/13/00

# NON AUTO-TERMINATING DEDUCTION ADJUSTMENT

Now that you have confirmed that the deduction type is Non Auto-Terminating, 3 actions need to be taken to correct this problem:

1. The old MISC with the wrong plan needs to be expired.
2. A new MISC needs to be established for the correct plan.
3. A 1DED needs to be processed to adjust the extra \$1.50 withheld for the employee.

First, the current Miscellaneous Deductions (MISC) transaction for the employee's union dues needs to be expired.

**Step 1** To open the MISC from the SAM II Desktop Navigator window, click the Go To icon. Type MISC in the "CODE" and click the Open button.

**Step 2** Populate the following fields to access the MISC transaction you need.

**NAME** – Inferred. Confirm that this is the employee for whom you need to process a deduction adjustment.

**EMPLOYEE ID** - Required. Enter the employee's social security number. SEE STUDENT CARD.

**TYPE** – Type AFSCM.

**PLAN** – Type L 622.

**Step 3** Select **Display: Browse Data.** **Note:** Due to the use of effective dating and the MISC window tracking a history of the employee, the first record you browse on for the MISC window may not always be the record you are looking for. In these cases, use the **Display: More Data** command until you find the record with the type, plan, and dates you desire.

**Step 3** **Modify the following fields in the header to expire the current deduction.**

**EXPIRATION DATE** – Optional. Enter the last date of the pay period before the deduction adjustment is to be made. Type LAST DAY OF THE PRIOR PAY PERIOD.

**Step 4** **Now that you have expired the original deduction, you need to update the transaction.**

Select **Process: Update.**

Since the MISC transaction does not require approvals, you have now successfully expired the original deduction. The next step is to establish the correct deduction and its corresponding adjustment.

# NON AUTO-TERMINATING DEDUCTION ADJUSTMENT

After expiring the previous deduction, the next step is to establish the correct deduction with the correct plan on a Miscellaneous Deductions (MISC) transaction.

**Step 1** Without closing the MISC window, select **Display: Browse Data** from the pull-down menus (this will ensure that you are working with a new transaction).

**Step 2** **Modify the following fields in the header to process the new deduction plan.**

**EFFECTIVE DATE** – Type **FIRST DAY OF CURRENT PAY PERIOD.**

**EXPIRATION DATE** – Blank out these fields.

**Step 3** **Continue to modify the following fields in the Deduction Information section to process the deduction adjustment.**

**TYPE** – Verify that the type is still **AFSCM.**

**PLAN** – Type **L 659.**

Note that the **OVERRIDE AMOUNT** field is left alone. The actual dollar amount of the deduction is established on DPLN. This field should only be used if overriding the default amount.

**Step 4** **Now that you have modified the deduction amount, you need to update the transaction.**

Select **Process: Update.**

**Step 5** **Close the MISC window.**

Now that you have established the correct deduction, you need to process a 1DED to adjust the \$1.50 to the employee.



# ONE-TIME DEDUCTION (1DED)

**ADVANTAGE Desktop - 0A420**

File Edit Display Process Window Help

➔ [Icons]

**One-Time Deduction**

Name: RAY, JOHNNY

Employee ID: 050 - 42 - 0001 Appointment ID: [ ]

Agency: 860 Document Number: 050420001A

Deduction Type: AFSCM Deduction Plan: L 659

Event Date: 08 / 15 / 00

Deduction Amount: 9.60 Deduction Rate: 0.0000

Number of Installments: 0 Recycled Deduction: N

Deduction Transaction ID: One Time Transaction

Add / Replace ID ☐ Include in Supplemental Run

☐ Add Deduction

☒ Replace Permanent Deduction

**Navigator**

UPDATE WAS SUCCESSFUL Messages Tran ID:000713000066 11:41 AM 07/13/00

# NON AUTO-TERMINATING DEDUCTION ADJUSTMENT

Now, let's process the One Time Deduction (1DED) transaction to adjust the extra \$1.50 that was deducted from the employee's paychecks over the last 3 months.

**Step 1** To open the 1DED from the SAM II Desktop Navigator window, click the Go To icon. Type **1DED** in the "CODE". Click the Open button and begin completing the required fields.

**Step 2** Populate the following fields to process the 1DED transaction you need:

**EMPLOYEE ID** – **SEE STUDENT CARD.**

**AGENCY** – Type **375.**

**DOCUMENT NUMBER** – **SEE STUDENT CARD.**

**DEDUCTION TYPE** – Type **AFSCM.**

**DEDUCTION PLAN** – Type **L 659.**

**EVENT DATE** – Type **LAST DAY OF CURRENT PAY PERIOD.**

**DEDUCTION AMOUNT** – Type **9.60** (\$11.10 - \$1.50).

**ADD/REPLACE ID** – Select **REPLACE PERMANENT DEDUCTION.**

**Note:** The **DOCUMENT NUMBER** field is used to track an agency's internal 1DED numbering scheme. You may wish to browse on the employee's ID prior to performing this transaction in order to find the last document number used.

**Step 3** Select **Process: Update.**

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3.

**Step 4** Close the 1DED window.

You have now refunded the \$1.50 to the employee by deducting \$1.50 less from the new plan for this pay period.

**Note:** The employee and the vendor must work out the transfer of funds from the wrong local (L 622 in this case) to the right local (L 659 in this case).

## **TOPIC 5: REFERENCE TABLES FOR EMPLOYEE BENEFITS**

SAM II HR uses reference tables to store information on employees and employee benefits. A reference table is actually a table database that contains pertinent information for establishing employee deductions and benefits.

The purpose of this topic is to familiarize you with some of the reference tables associated with employee benefits.

The Office of Administration is responsible for maintaining (adding, changing, deleting and updating) information on master reference tables.

# BENEFITS

Reference tables provide the system with a central source of data used for processing, validating, and reporting employee information. The Introduction to Navigation course provided general information on reference tables and their relevance in completing transactions. This topic will address specific tables supporting employee benefits.

Think of reference tables as files storing pieces of information which you will use when completing transactions. For example, you will establish an employee's health insurance on a transaction called Benefits Enrollment (ENRL). One of the required fields on this transaction is Deduction Type. You will utilize the "Find Code" feature of the system to display the valid values to populate this field. The table behind that particular field, storing all possible choices (codes) for populating that field, is the Employee Fringe Benefit Type or BENT table. The BENT is a reference table.

In working with benefits alone, you will find that there are hundreds of possible benefit types (found on the reference table BENT) and thousands of possible benefit plans (found on reference table BENP) to accommodate the various employee choices. Because of the volume of information on some tables and for ease of the user in finding the appropriate codes on the tables, the system uses coding standards or "smart codes" for ordering the valid choices on reference tables. Valid codes for the various categories, types, and plans relating to employee benefits are available at the following web address: <http://samii.mo.gov/hr/hrp&p/db.html>

The following pages in this topic will include several reference tables that will be important for you to understand in processing employee benefits. Additionally, the coding standards for establishing table information will be provided for the following tables: Employee Fringe Benefit Type (BENT) and Employee Fringe Benefit Plan (BENP).

# EMPLOYEE FRINGE BENEFIT TYPE (BENT)

**ADVANTAGE Desktop - DA134**

File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type: BLA1E Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: BL ADVANT

Long Description: MCHCP BLUE ADVANTAGE - EE Deduction Processing Order #: 15

Valid Input Windows: ENRL 1DED Deduction Acceptance Priority #: 8

Benefit Type Class: MCHCP Sub-class: 1HLTH Category: MCH1E

Enforcement Options | Deduction Options

Deduction Registers:

HAR4100				

Employee vs Appointment

☐ Employee

☒ Appointment

☐ Both

Deduction Policy Rule

☐ No Restriction

☒ Enforce by Type

☐ Enforce by Type / Plan

☒ Permanent Deduction Allowed

☐ EFT Allowed

☒ Automatic Termination

☒ Include in Supplemental Pay Cycle

Employment Status: 12

7:37 PM 05/17/00

# EMPLOYEE FRINGE BENEFIT TYPE (BENT)

The Employee Fringe Benefit Type (BENT) window defines employee deduction types that are considered to be employee fringe benefits. Only employee fringe benefit types can be viewed on this table. Deduction types can only be viewed on the Deduction Type window as we discussed previously in topic two. The Employee Fringe Benefit Type window is comparable to the Deduction Type window except that the Employee Fringe Benefit Type window has two more fields. They are the Benefit Type Class and Benefit Type Sub-Class. Let's review the Employee Fringe Benefit Type (BENT) window.

**Step 1** To open BENT, click on the Go To icon. Type **BENT** in the **CODE** column header. Click on the **<OPEN>** button.

**Step 2** Populate the following field to narrow your search on the BENT window.

**DEDUCTION TYPE** – Enter the employee fringe benefit type code you want to view. Type **MCH2E**

**Step 3** Select **Display: Browse Data**.

**Step 4** Information for the specific Deduction Type you entered in Step 2 should now appear. Let's review the remaining fields

**EFFECTIVE DATE** – This field displays the date the information becomes effective.

**EXPIRATION DATE** – This field displays the last date the information is in effect. The default is 99/99/99.

**SHORT DESCRIPTION** — This field displays the short description of the employee fringe benefit type code.

**LONG DESCRIPTION** – This field displays the long description of the employee fringe benefit type code. The default is the short description entry.

**DEDUCTION PROCESSING ORDER #** -This field displays the number to indicate the order in which this type of deduction should be processed. A deduction with a lower order number is calculated before a deduction with a higher order number.

**VALID INPUT WINDOWS** – This field displays the window identification of each benefit/deduction maintenance window which can be used to establish this type of employer fringe benefit contribution. At least one window identification number must be specified. Between one and five window identification codes may be specified.

**DEDUCTION ACCEPTANCE PRIORITY #** -This field displays the number to indicate the order in which this deduction should be backed out if a negative net condition occurs. A deduction with a higher priority number is backed out before one with a lower priority number.

**BENEFIT TYPE CLASS** – This field displays the benefit type class code to indicate the highest level of aggregation for benefit programs. Refer to the Benefit Type Class (BTCL) window for valid values.

**SUB-CLASS** – This field displays the benefit type sub-class code to indicate a level of aggregation within the benefit type class for benefit programs. Refer to the Benefit Type Sub-Class (BTSC) window for valid values.

**Note:** Benefit Type Class and Sub-Class are used for summary and rollup reporting purposes.

**CATEGORY** – This field displays the category code where this benefit type falls. Refer to the Event Category (CATG) window for valid values.

#### **ENFORCEMENT OPTIONS PANEL**

**DEDUCTION REGISTERS (1-10)** – This field displays the report identification number (up to ten) of the deduction register(s) that deductions of this type should be displayed on.

**EMPLOYEE vs APPOINTMENT** – This field displays a value to indicate whether a deduction of this type is specific to the employee (across all appointments) or to a particular appointment. Valid values are: Employee, Appointment, or Both.

**EMPLOYMENT STATUS** – This field displays up to ten Employment Status codes that are eligible for this type of deduction. Refer to the Employment Status (EMPS) window for valid values. If left blank, all Employment Status codes are eligible.

# EMPLOYEE FRINGE BENEFIT TYPE (BENT)

ADVANTAGE Desktop - OET800

File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type: UHS1E Effective Date: 01 / 01 / 40 Expiration Date: 99 / 99 / 99

Short Description: UN HL CS

Long Description: MCHCP UNTD HLTH CARE SEL-EE Deduction Processing Order #: 15

Valid Input Windows: ENRL 1DED Deduction Acceptance Priority #: 8

Benefit Type Class: MCHCP Sub-class: 1HLTH Category: MCH1E

Enforcement Options | Deduction Options

Deduction Registers

HAR4100

Employee vs Appointment

☐ Employee

☒ Appointment

☐ Both

Deduction Policy Rule

☐ No Restriction

☒ Enforce by Type

☐ Enforce by Type / Plan

☒ Permanent Deduction Allowed

☐ EFT Allowed

☒ Automatic Termination

☒ Include in Supplemental Pay Cycle

Employment Status: 12

ADVANTAGE Desktop - OET800

File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type: UHS1E Effective Date: 01 / 01 / 40 Expiration Date: 99 / 99 / 99

Short Description: UN HL CS

Long Description: MCHCP UNTD HLTH CARE SEL-EE Deduction Processing Order #: 15

Valid Input Windows: ENRL 1DED Deduction Acceptance Priority #: 8

Benefit Type Class: MCHCP Sub-class: 1HLTH Category: MCH1E

Enforcement Options | Deduction Options

Deduction Goal

☒ Not Goal Oriented

☐ Goal Oriented

☐ Cyclical Goal Oriented

Federal / State Marital Status

☒ No Associated Status

☐ Federal

☐ State and Local

Deduction Class

☐ Use Marginal Tax Tables

☐ FICA Deduction

☐ Use Alternate Rate Tables

☒ No Special Processing

Goal Type

☒ Not Applicable

☐ Dollar Amount

☐ Installments

☒ Recycle Deduction

☒ Partial Deduction Report

☒ Take Partial Deduction



# EMPLOYEE FRINGE BENEFIT TYPE (BENT)

**Step 4** Continue to review the remaining fields.

**DEDUCTION POLICY RULE** - This field displays a value to indicate the deduction policy rule used to validate enrollments within this deduction type. Valid values are:

- No Restriction
- Enforce by Type
- Enforce by Type/Plan

**PERMANENT DEDUCTION ALLOWED** – This field is checked to indicate that this deduction type can be used for permanent deductions. Clear if this deduction type can only be used for one-time deductions.

**EFT ALLOWED** – This field will not be used by the State of Missouri.

**AUTOMATIC TERMINATION** – This field is checked to indicate that this deduction should automatically expire when another deduction of the same type is added for the employee. Clear to indicate that the deduction should not expire automatically. For example, the user should expire the deduction via another deduction maintenance transaction.

**INCLUDE IN SUPPLEMENTAL PAY CYCLE** – This field is checked to indicate that this deduction can be taken during a supplemental pay cycle (other than for replacing a regular check). Clear to indicate that it should not be taken during a supplemental pay cycle.

## **DEDUCTION OPTIONS PANEL**

**DEDUCTION GOAL** – This field displays a value to indicate whether a deduction of this type is goal oriented. Valid values are: Not Goal Oriented, Goal Oriented – Stops when deduction goal is reached, and Cyclical Goal Oriented – Restarts when deduction goal is reached.

**FEDERAL/STATE MARITAL STATUS** – This field displays a value to indicate whether the deduction has a tax marital status associated with it. Valid values are: No Associated Status, Federal, and State and Local.

**DEDUCTION CLASS** – This field displays a value to indicate the processing classification of this deduction type. Valid values are: Use Marginal Tax Tables, FICA Deduction, Use Alternate Rate Tables, and No Special Processing.

**GOAL TYPE** – This field displays the value to indicate the type of goal. Valid values are: Not Applicable, Dollar Amount, and Installments.

**RECYCLE DEDUCTION** – This field is checked to indicate that the deduction should be recycled in a subsequent pay cycle if it was rejected due to a negative net condition. Clear to indicate that deduction should not be recycled.

**PARTIAL DEDUCTION REPORT** – This field is checked to indicate that this deduction should be reported on the “Deduction Processing Exceptions Report” if the deduction cannot be taken or is only partially taken. Clear to indicate that the deduction should not be reported.

**TAKE PARTIAL DEDUCTION** – This field is checked to indicate that a partial deduction can be taken if taking the entire deduction would result in a negative net condition. Clear to indicate that a partial deduction cannot be taken.

**NOTE:** Following are the coding standards or “smart coding” for this table:

*State Sponsored Health, Vision and Dental Insurance*

1-3<sup>rd</sup> characters = vendor

4<sup>th</sup> character = “1” for non-cafeteria and “2” for cafeteria

5<sup>th</sup> character = “E” for employee health insurance, “D” for dental insurance, “V” for vision

If the vendor appears multiple times, use alpha only characters for one and numeric beginning with “1” for the second. Both MCHCP and MODOT provide Group Health HMO as a health insurance. The MCHCP deduction would be ***GHHIE*** and the MODOT deduction would be ***GHIIE***.

# EMPLOYEE FRINGE BENEFIT PLAN (BENP)

**ADVANTAGE Desktop - OA134**

File Edit Display Modify Window Help

Employee Fringe Benefit Plan

Deduction Type: BLA1E Deduction Plan: 013MF  
Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99  
Short Description: MEMBR/FAMILY Long Description: MEMBER AND FAMILY  
Benefit Plan Class: Employer Contribution Type / Plan: MCH1R / MCH1R

Deduction Rates Alternate Options

FICA ID ☐ FICA ☐ Medicare ☐ Tier One ☐ Tier Two ☒ None  
One-time Deduction Allowed ☒ Yes ☐ No ☐ Only with Permanent Deduction  
Employee Override Allowed ☒ Yes ☐ No ☐ Required ☒ Use Cash Basis Gross Pay

Periodic Deduction Amount / Frequency

Weekly	0.00	
Biweekly	0.00	
Semi-monthly	76.50	
Monthly	0.00	
Annual	0.00	

Deduction Parameters

Deduction Percent	0.000000
Goal Amount / Installments	0.00
Annual Cap Amount	0.00
Annual Gross Cap Percent	0.000000

7:41 PM 05/17/00

# EMPLOYEE FRINGE BENEFIT PLAN (BENP)

The Employee Fringe Benefit Plan (BENP) window is used to define benefit plans for employee fringe benefits. A benefit type may have one or more benefit plans associated with it. In order to distinguish between benefits and deductions, once defined, employee fringe benefit plans can only be viewed on this window and not on the Deduction Plan (DPLN) window. The reverse is also true: deduction plans can only be viewed on the Deductions Plan (DPLN) window and not on this window. Let's review the Employee Fringe Benefit Plan (BENP).

**Step 1** To open BENP, click on the Go To icon. Type **BENP** in the **CODE** column header. Click on the <**OPEN**> button.

**Step 2** Populate the following field to narrow your search on the BENP window.

**DEDUCTION TYPE** -Enter the employee fringe benefit type code associated with the plan that you wish to view. Valid values are located on the Employee Fringe Benefit Type (BENT) window. Type **MCH2E**.

**DEDUCTION PLAN** -Enter the deduction plan code you wish to view. The code can contain no more than five alphanumeric characters. Type **MCH2E**.

**Step 3** Select **Display: Browse Data**.

**Step 4** Information for the specific Deduction Type and Deduction Plan you entered in Step 2 should now appear. Let's review the remaining fields.

**EFFECTIVE DATE** - This field displays the date the information becomes effective.

**EXPIRATION DATE** – This field displays the last date the information is in effect. The default is 99/99/99.

**SHORT DESCRIPTION** -This field displays the short description of the deduction type code.

**LONG DESCRIPTION** – This field displays the long description of the deduction type code. The default is the Short Description entry.

**BENEFIT PLAN CLASS** – The State of Missouri is not using this field.

**EMPLOYER CONTRIBUTION TYPE** - This field displays the appropriate fringe deduction type to indicate the type of employer contribution that should be associated with this employee fringe benefit plan. Valid values are located on the Employer Contribution Type (EFTB) window.

**EMPLOYER CONTRIBUTION PLAN** -This field displays the appropriate fringe deduction plan to indicate the type of employer contribution that should be associated with this employee fringe benefit plan. Valid values are located on the Employer Contribution Plan (EFBP) window.

## **DEDUCTION RATES PANEL**

**FICA ID** – This field displays the value to indicate whether this is an OASDI (FICA), Medicare, Tier One, or Tier Two deduction. Default is None. The State of Missouri does not use the Tier One and Tier Two options.

**ONE-TIME DEDUCTION ALLOWED** – This field displays the value to indicate whether a one-time deduction is allowed for this employee fringe benefit plan. Valid values are Yes, No and Only With Permanent Deduction. Default is Yes.

**EMPLOYEE OVERRIDE ALLOWED** – This field displays the value to indicate whether the deduction information can be overridden for a particular employee. Valid values are Yes - deduction can be overridden for a particular employee; No – no overrides are allowed and Required – override is required. Default is Yes.

**USE CASH BASIS GROSS PAY** – When this checkbox is cleared, it indicates that Reserve Pay amounts should be subtracted from gross pay before this percent deduction is calculated. This field is checked to indicate earned basis gross pay should be used to calculate this deduction. Default is Clear.

### **Periodic Deduction Amount / Frequency**

**WEEKLY DEDUCTION AMOUNT** - This field displays the amount to be deducted for eligible employees paid on a weekly basis.

**WEEKLY DEDUCTION FREQUENCY** – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for weekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

**BIWEEKLY DEDUCTION AMOUNT** -This field displays the amount to be deducted for eligible employees paid on a biweekly basis.

**BIWEEKLY DEDUCTION FREQUENCY** – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for bi-weekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

**SEMI-MONTHLY DEDUCTION AMOUNT** -This field displays the amount to be deducted for eligible employees paid on a semi-monthly basis.

**SEMI-MONTHLY DEDUCTION FREQUENCY** – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for semi-monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

**MONTHLY DEDUCTION AMOUNT** -This field displays the amount to be deducted for eligible employees paid on a monthly basis.

**MONTHLY DEDUCTION FREQUENCY** – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

**ANNUAL DEDUCTION AMOUNT** -This field displays the amount to be deducted for eligible employees paid on an annual basis.

**ANNUAL DEDUCTION FREQUENCY** – This field displays the two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for annual employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Valid values are located on the Deduction Frequency (DEDF) window.

### **Deduction Parameters**

**DEDUCTION PERCENT** -This field displays the rate to be used in calculating the deduction amount, if this deduction is calculated based on a percentage. For example, enter 15% as .15.

**GOAL AMOUNT/INSTALLMENTS** -If the benefit goal is a dollar amount, this field displays the goal amount. If the benefit goal is in number of installments, this field displays the goal number of installments.

**ANNUAL CAP AMOUNT** -If the total deduction amount for a year cannot exceed a certain dollar amount, this field displays the cap (or ceiling) amount.

**ANNUAL GROSS CAP PERCENT** -If the total deduction amount for a year cannot exceed a certain percentage of the employee's annual gross amount, this field displays the cap (or ceiling) percentage.

### **ALTERNATE OPTIONS PANEL**

#### **Special Routine**

**SPECIAL ROUTINE ID** -This field displays the proper code if a special calculation routine is invoked for this deduction type/plan. If no special calculation routine is to be invoked displays NON. Valid values are: ADTX (Additional Tax), SLRY (Salary Routine), CAPP (Pay Period Cap Amount), GAR (Garnishment Routine), HRLY (Based on Hours Worked Routine), IRS (Tax Levy Routine), PEN (Pension Routine), SAVB (U. S. Savings Bonds).

**AMOUNT/PERCENT** -The Special Routine ID field displays the amounts or percents (.nn) that are to be used in the calculations. Up to five are allowed

### **Alternate Rate Options**

**BEGIN DATE** –This field displays the value that indicates which employee date value is used as a comparison for the number of months for Deduction Alternate Rates (DEDA) window lookups. Valid values are; Birth Date, Appointment Date, Benefit Progression Date, Deduction Parameter Effective Date, Enrollment Date and None. Default is None.

**END DATE** – This field displays the value to indicate the date against which the Begin Date value is compared. Valid values are: Specified, Check Date, Pay Period End Date, Enrollment Date, and None. If you have selected Specified, enter the date (mm dd yy) for the alternate rate in the second field. Default is None.

**NOTE:** Following are the coding standards or “smart coding” for this table.

#### *MCHCP Health Plans*

- 1-3<sup>rd</sup> characters = MCHCP county codes
- 4-5<sup>th</sup> characters = coverage option

## **TOPIC 6: ESTABLISHING EMPLOYEE BENEFITS**

The purpose of this topic is to explain the fringe benefit deductions involving both employer and employee contributions. In the SAM II/HR Payroll System, “benefits” or “fringe benefit deductions” involve a contribution from both the employer and the employee. For example, many health plans have a certain deduction amount withheld from the employee and a separate amount contributed by the employer. This represents a “benefit” to the employee; however, it is processed in the Sam II/HR system as a “deduction”. For a few benefits the state contribution would cover the entire cost of the deduction, and there would be no direct cost to the employee.



# COMPONENTS OF EMPLOYEE BENEFITS

## **Example of Deferred Comp Fringe Benefit**

Category – Event Category (CATG): PDEFC (Deferred Comp Fringe Payment)

Fringe Benefit Type – Employee Fringe Benefit Type (BENT): DEFCE (Employee Share)\*

Fringe Benefit Plan(s) – Employee Fringe Benefit Plan (BENP): DEF M (Deferred Comp with Match (Employee share) DEF X (Deferred Comp – No Match)

## **Example of Health Care Fringe Benefit**

Category - Event Category (CATG): MCH1E (MCHCP Health – Employee)

Fringe Benefit Type - Employee Fringe Benefit Type (BENT): MOA1E (MCHCP Missouri Advantage – Employee)\*

Fringe Benefit Plan(s) - Employee Fringe Benefit Plan (BENP): 005MI (Member Individual)\*\*

\*Associated with the Employee share is the Employer share, which is found on the table Employer Fringe Benefit Type (EFBT).

\*\*Associated with the Employee share is the Employer share, which is found on the table Employer Fringe Benefit Plan (EFBP).

# ESTABLISHING EMPLOYEE BENEFITS

Fringe benefit deductions involve a certain deduction amount withheld from the employee and a separate amount contributed by the employer. Fringe benefit deductions have an associated “Fringe Pay Event” which is needed to balance the deduction amount contributed by the employer. The employee’s side of the fringe deduction will be taken from the employee’s gross pay. SAM II HR will track the employer contribution along with the employee deduction. A fringe pay type is always associated with the employer side of a fringe benefit. The result is an offset that equals zero and does not affect the employee’s net pay.

Similar to establishing employee deductions, employee benefits are set up with the same hierarchical structure of categories, types and plans. The information on the left page illustrates this hierarchy and provides examples of certain reference tables containing the available codes for benefit categories, types and plans.

The Benefits Enrollment (ENRL) transaction will be used by authorized agency staff to actually enroll employees in appropriate benefit programs. When the employee’s identification number is entered, all benefit types and plans for which the employee is eligible are displayed. The following pages provide instructions for using the ENRL.

## **Unemployment Compensation**

If the employee is eligible for Unemployment Compensation they need to be enrolled using the Benefits Enrollment (ENRL) window. The Deduction Type for Unemployment Compensation is UNEMP.

## BENEFITS ENROLLMENT (ENRL)

File Edit Display Process Window Help

### Benefits Enrollment

Name

Employee ID  Appointment ID

Selection Date

Deduction Policy  Pay Frequency

Benefit Type Class

Benefit Type Sub-class

Benefit Plan Class

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1							
2							
3							
4							
5							

Messages Tran ID: 9:16 AM 03/03/00

# BENEFITS ENROLLMENT (ENRL)

The Benefits Enrollment (ENRL) window is used to record and view an employee's benefit information. The ENRL is one of the most widely used windows. When an employee's identification number is entered on the ENRL, all benefit types and plans for which the employee is eligible are displayed. In working with this window, you can narrow the scan by entering a benefit type class, benefit type sub-class, and a benefit plan class.

Although the ENRL only displays employee fringe benefit type and plan information, some employer information associated with an employee fringe benefit type and plan is also shown. Once the employee is enrolled by the ENRL, he or she is automatically enrolled in the employer fringe benefit side as well.

The benefit types and plans available to employees include:

- state-sponsored health
- state-sponsored vision
- state-sponsored dental
- deferred compensation
- state retirement

**NOTE:** When establishing **Health Insurance** for a new employee, you must enter an expiration date of November 15<sup>th</sup> of the current year. If the employee is hired after November 15<sup>th</sup> of the current year then put in November 15<sup>th</sup> of the following year for the expiration date. When establishing **Vision or Dental Insurance** for a new employee, you must enter an expiration date of December 15<sup>th</sup> of the current year. These expiration dates are only applicable to **new hires** and any **changes** made to the **Health, Vision, or Dental Insurance** throughout the year.

In SAM II HR, authorized agency staff enrolls an employee in appropriate benefit programs through the ENRL window. This window will be used for the following:

- View the specific options available to an employee within one or all benefit programs for which he/she is eligible.
- Enroll an employee into a benefit program for which he/she is eligible and establish the appropriate employee deductions.
- Automatically establish employer contributions which correspond to employee deductions, if applicable.
- Modify an employee's participation and/or level of contribution within specific benefit program.
- Terminate an employee's participation in specific benefit programs.

# SCENARIO

Johnny Ray chose the following benefits: Missouri Consolidated Health Care Plan –State provided Health Care Plan – member/family through non-cafeteria plan; United Dental Care (Dental) – member/family; State Provided Vision Care Plan – member only. A Deferred Compensation contribution of \$50.00 per pay period is desired.

Following are instructions for completing the fields on the ENRL window. Each field will be noted as Required, Optional, Conditional, or Inferred

**Step 1** To open ENRL, click on the Go To icon. Type **ENRL** in the **CODE** column header. Click on the <**OPEN**> button.

**Step 2** Populate the following fields to narrow your search on the ENRL window.

**Note:** To browse data, enter the required fields first. To narrow your search, enter information in the **BENEFIT TYPE CLASS** field.

**NAME** – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** -Required. Enter the employee's social security number. **SEE STUDENT CARD**

**APPOINTMENT ID** -Optional. Leave blank if employee holds one appointment. If the employee holds multiple appointments, enter an asterisk (\*) to indicate that the information applies to all of the employee's appointments. If the benefit is appointment specific, enter the correct appointment ID.

**SELECTION DATE** -Optional. Enter the date to display a list of valid benefit options. Default is the current date. [Example: DEFCE (PEBSCO) – State of Missouri required the employee to work 1 year before eligible for PEBSCO Employer Match.]

**DEDUCTION POLICY** – Inferred. The deduction policy code and description is displayed.

**PAY FREQUENCY** – Inferred. The pay frequency code (i.e., monthly, weekly, etc.) is displayed.

# BENEFITS ENROLLMENT (ENRL)

**ADVANTAGE Desktop - 0A134**

File Edit Display Process Window Help

Benefits Enrollment

Name: RAY, JOHNNY

Employee ID: 050 - 31 - 0001 Appointment ID:

Selection Date: 05 / 17 / 00

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UHS1E	UN HL CS	001MC	MEMBR/CHLDN			
2	UHS1E	UN HL CS	001MF	MEMBR/FAMILY			
3	UHS1E	UN HL CS	001MI	MEMBR ONLY			
4	UHS1E	UN HL CS	001MS	MEMBR/SPSE			
5	UHS1E	UN HL CS	004MC	MEMBR/CHLDN			

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# BENEFITS ENROLLMENT (ENRL)

**Step 2** Continue to populate the fields on the ENRL.

**BENEFIT TYPE CLASS** -Optional. Enter the benefit type class to display a list of valid benefit options. If this field is left blank, the

Employee Benefit Subsystem displays all the valid benefit options within all the benefit type classes for which the employee is eligible. Refer to the Benefit Type Class (BTCL) window for valid values. If a code is entered, the benefit type class description is displayed. Type MCHCP.

**BENEFIT TYPE SUB-CLASS** -Optional. Enter the benefit type subclass to display a list of valid benefit options. If this field is left blank, the Employee Benefit Subsystem displays all the valid benefit options within the specified benefit type class or across all benefit type classes (if none is specified) for which the employee is eligible. Refer to the Benefit Type Sub-Class (BTSC) window for valid values. If a code is entered, the benefit type sub-class description is displayed.

**BENEFIT PLAN CLASS** – Not used by the State of Missouri

**DEDUCTION TYPE** -Optional. Enter the full or partial deduction type code to retrieve information on a specific deduction type. If this field is entered, the display begins on the entered deduction type. Refer to the Employee Fringe Benefit Type (BENT) window for valid values. Type UHS.

**Step 3** Select **Display: Browse Data**.

A list of United Health Care benefit options is displayed.

**Step 4** Continue to populate the fields on the ENRL.

**TYPE DESCRIPTION** – Inferred. The short description of the deduction type is displayed.

**DEDUCTION PLAN** -Optional. Enter the full or partial deduction plan code with a deduction type code to retrieve information on a specific deduction type and plan. If this field is entered, the display begins on the entered deduction plan. Refer to the Employee Fringe Benefit Plan (BENP) window for valid values.

**PLAN DESCRIPTION** – Inferred. The short description of the deduction plan is displayed.

# BENEFITS ENROLLMENT (ENRL)

**Step 4** Continue to populate the fields on the ENRL.

**EFFECTIVE DATE** -Conditional. Required for those benefits you wish to enroll an employee in. Enter the date on which the deduction for this benefit plan should take effect. If this field is left blank, the employee is eligible for this benefit option, but is not enrolled. Enter **TODAY'S DATE** on the line for the Member/Family benefit (plan code **001MF**).

**EXPIRATION DATE** -Optional. Enter the last date the information is in effect. Enter **11/15/(Current Year)** (default is **99/99/99**).

**NOTE:** The user must update the effective and expiration dates of the specific benefit plan to enroll the employee. If the effective date field is left blank, the employee is eligible for this benefit option, but is not enrolled.

**ENROLLMENT DATE** -The State of Missouri will not use this field.

**EMPLOYEE OVERRIDE** -Optional. Enter *Y* in this field if the deduction rate for this employee differs from the standard rate. Standard deduction rates are defined on the Employee Fringe Benefit Plan (BENP) window. Enter only if an employee rate may be entered.

**EMPLOYEE RATE** -Conditional. Optional if Employee Override Allowed is *Yes* on Employee Fringe Benefit Plan (BENP), or if it is *Required* and Employee Amount is filled in. Required if Employee Override Allowed on Employee Fringe Benefit Plan (BENP) is *Required* and Employee Amount is blank. Otherwise leave blank. Enter the employee rate (i.e., percentage) to be used. For example, enter 15% as *.15*.

**EMPLOYEE OVERRIDE** -Optional. Enter *Y* in this field if the deduction amount for this employee differs from the standard amount. Standard deduction amounts are defined on the Employee Fringe Benefit Plan (BENP) window. Enter only if an employee rate may be entered.

**EMPLOYEE AMOUNT** -Conditional. Optional if Employee Override Allowed is *Yes* on Employee Fringe Benefit Plan (BENP), or if it is *Required* and Employee Rate is filled in. Required if Employee Override Allowed on Employee Fringe Benefit Plan (BENP) is *Required* and Employee Rate is blank. Otherwise leave blank. If the deduction amount for this employee differs from the standard amount, enter the amount to be used.



# BENEFITS ENROLLMENT (ENRL)

**Step 4** Continue to populate the fields on the ENRL.

**EMPLOYER OVERRIDE** -Optional. Enter *Y* in this field if the deduction rate for this employer differs from the standard rate. Standard deduction rates are defined on the Employer Fringe Benefit Plan (EFBP) window. Enter only if an employer rate may be entered

**EMPLOYER RATE** -Conditional. Optional if Employee Override Allowed is *Yes* on Employer Fringe Benefit Plan (EFBP), or if it is *Required* and Employer Amount is filled in. Required if Employee Override Allowed on Employer Fringe Benefit Plan (EFBP) is *Required* and Employer Amount is blank. Otherwise leave blank. Enter the contribution rate (i.e., percentage) to be used. For example, enter 15% as *.15*.

**EMPLOYER OVERRIDE** -Optional. Enter *Y* in this field if the amount for the fringe benefit associated with this deduction differs from the standard amount. Standard contribution amounts are defined on the Employer Fringe Benefit Plan (EFBP) window. Enter only if an employer rate may be entered.

**EMPLOYER AMOUNT** -Conditional. Optional if Employee Override Allowed is *Yes* on Employer Fringe Benefit Plan (EFBP), or if it is *Required* and Employer Rate is filled in. Required if Employee Override Allowed on Employer Fringe Benefit Plan (EFBP) is *Required* and Employer Rate is blank. Otherwise leave blank. If the contribution amount differs from the standard amount, enter the amount to be used.

**FREQUENCY** -Inferred. The frequency with which the benefit is to be paid, or deduction is to be taken is displayed. Standard frequencies are defined on the Employee Fringe Benefit Plan (BENP) window.

**GOAL AMOUNT** -Conditional. Required if the amount is goal oriented according to the setting on Benefit Type (BENT), and no goal amount is specified on Employee Fringe Benefit Plan (BENP). Optional if the amount is goal oriented and an amount is specified on Employee Fringe Benefit Plan (BENP), but Employee Override Allowed is *Allowed*. Otherwise leave blank. If the deduction is a goal oriented deduction (i.e., the deduction is only taken up to the point that a pre-defined limit is reached), enter the goal amount.

# BENEFITS ENROLLMENT (ENRL)

**Benefits Enrollment**

Name:

Employee:  Appointment ID:

Selection Date:

Deduction Policy:   Pay Frequency:

Benefit Type Class:

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	<input type="text" value="UHS1E"/>	UN HL CS	001MC	MEMBR/CHLDN			
2	UHS1E	UN HL CS	001MF	MEMBR/FAMILY	01 23 01	11 15 01	
3	UHS1E	UN HL CS	001MI	MEMBR ONLY			
4	UHS1E	UN HL CS	001MS	MEMBR/SPSE			
5	UHS1E	UN HL CS	004MC	MEMBR/CHLDN			

# BENEFITS ENROLLMENT (ENRL)

**Step 4** Continue to populate the fields on the ENRL.

**CONTRIBUTION TO GOAL** -Conditional. As specified on the BENT. Optional if the deduction is goal oriented and the SET CONTRIBUTION TO GOAL parameter is *Y*. If the deduction is goal oriented and the SET CONTRIBUTION TO GOAL parameter is set to *N*, the system maintains this field. Enter the amount that the employee has already contributed towards the deduction goal.

**GOAL ID** -Inferred. The goal identification code is displayed. Valid values are: *D* -Dollars, *I* -Installments

**BENEFIT CLASS** -Inferred. The deduction's benefit class is displayed. Refer to the Benefit Type Class (BTCL) window for valid values.

**BENEFIT SUB-CLASS** -Inferred. The deduction's benefit sub-class, if any is displayed. Refer to the Benefit Type Sub-Class (BTSC) window for valid values.

**BENEFIT PLAN CLASS** – Not used by the State of Missouri.

**Step 5** Now that you have entered the employee benefit, you need to update the transaction.

Select **Process: Update**.

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 5.

# BENEFITS ENROLLMENT (ENRL)

**Benefits Enrollment**

Name: RAY, JOHNNY

Employee: 050 - 31 - 0001 Appointment ID: ☐

Selection Date: 03 / 06 / 01

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UDC1D	UN DENT C	BC MF	BAS CNTR M/F	03 06 01	12 15 01	
2							
3							
4							
5							

**Benefits Enrollment**

Name: RAY, JOHNNY

Employee: 050 - 31 - 0001 Appointment ID: ☐

Selection Date: 03 / 06 / 01

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	WSP1V	VIS SER PLAN	ME IN	MEMBER ONLY	03 06 01	12 15 01	
2							
3							
4							
5							

# BENEFITS ENROLLMENT (ENRL)

Now that we've enrolled Johnny in the State Provided Health Care Plan, we need to enroll him in the remaining plans (United Dental Care—member/family, State Provided Vision Plan—member only, and the Deferred Compensation contribution of \$50.00 per pay period).

**Step 1** With your ENRL still open, type **UDC** in the **DEDUCTION TYPE** field.

**Step 2** Blank out the **DEDUCTION PLAN** field.

**Note:** **MCHCP** should still displayed in the **BENEFIT TYPE CLASS** field.

**Step 3** Select **Display: Browse Data**.

A list of United Dental Care benefit options is displayed.

**Step 4** Enter **TODAY'S DATE** in the **EFFECTIVE DATE** field and **12/15/(Current Year)** in the **EXPIRATION DATE** field on the line for the Member/Family benefit (plan code **BC MF**).

**Step 5** Now that you have entered the employee benefit, you need to update the transaction.

Select **Process: Update**.

**Now for the State Provided Vision Plan:**

**Step 1** With your ENRL still open, type **VSP** in the **DEDUCTION TYPE** field.

**Step 2** Blank out the **DEDUCTION PLAN** field

**Note:** **MCHCP** should still displayed in the **BENEFIT TYPE CLASS** field.

**Step 3** Select **Display: Browse Data**.

A list of Vision Service Plan benefit options is displayed.

**Step 4** Enter **TODAY'S DATE** in the **EFFECTIVE DATE** field and **12/15/(Current Year)** in the **EXPIRATION DATE** field on the line for the Member Only benefit (plan code **ME IN**).

**Step 5** Select **Process: Update**.

# BENEFITS ENROLLMENT (ENRL)

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

**Benefits Enrollment**

Name: RAY, JOHNNY

Employee: 050 - 31 - 0001 Appointment ID: ☐

Selection Date: 01 / 12 / 01

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: DEFCO DEFER COMP

Benefit Type Sub-Class:

Benefit Plan Class:

	Effective Date	Expiration Date	Enrollment Date	Employee Override	Employee Rate	Employee Override	Employee Amount	Employer Override	E R
1	05/17/00				0.0000	Y	50		0
2					0.0000		0.00		
3									
4									
5									

**Navigator**

END OF SCAN Messages Tran ID: 10:44 AM 01/12/01

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

**Benefits Enrollment**

Name: RAY, JOHNNY

Employee: 050 - 31 - 0001 Appointment ID: ☐

Selection Date: 01 / 12 / 01

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: DEFCO DEFER COMP

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	DEFER	DEFERRED CMP	DEF M	DCOMP W/MTH	05/17/00	99/99/99	
2							
3							
4							
5							

**Navigator**

UPDATE WAS SUCCESSFUL Messages Tran ID: 011210492055 10:54 AM 01/12/01

## BENEFITS ENROLLMENT (ENRL)

Finally, we have to enroll Johnny in the Deferred Compensation plan for \$50.00 per pay period. Deferred Compensation is appointment-specific, and an employee can only be enrolled in the Deferred Compensation with Match benefit (plan “DEF M”) in one appointment. Usually, the employee will be enrolled in Deferred Compensation with Match in their primary appointment. Although an employee could be enrolled in Deferred Compensation *without* Match (plan “DEF X”) in multiple appointments, this situation is rare. When enrolling a multiple-appointment employee in Deferred Compensation with Match, be sure to verify that this employee is not already enrolled in Deferred Compensation with match in another appointment.

**Step 1** Type **DEFCO** in the **BENEFIT TYPE CLASS** field.

**Step 2** Blank out both the **DEDUCTION TYPE** and **DEDUCTION PLAN** fields.

**Step 3** Select **Display: Browse Data**.

A list of Deferred Compensation benefit options is displayed.

**Step 4** Enter **TODAY'S DATE** in the **EFFECTIVE DATE** field on the line for the Deferred Compensation with Match benefit (plan code **DEF M**).

**Note:** Since this contribution is greater than \$12.50, the “With Match” option is used.

**Step 5** Enter **Y** in the *second* **EMPLOYEE OVERRIDE** field, which corresponds to the employee amount (the one *after* **EMPLOYEE RATE**).

**Step 6** Enter **50** in the **EMPLOYEE AMOUNT** field.

**Step 7** Select **Process: Update**.

## EMPLOYEE BENEFIT TYPE CLASS (QBTC)

**Employee Benefit Type Class Inquiry**

Name: RAY, JOHNNY

Employee ID: 050 - 31 - 0025 Appointment ID: ☐

Selection Date: 09 / 28 / 00 Deduction Policy: STAND STANDARD DED

	Ben Type Class	Benefit Type Description	Ded Type	Deduction Type Description	Ded Plan	Deduction Plan Description	Employee Share
1	DEFCO	DEFER COMP					
2	MCHCP	MCHCPRFRNGS	UDC1D	UN DENT C	BC MF	BAS CNTR M/F	15.76
3	MCHCP	MCHCPRFRNGS	UHS1E	UN HL CS	001MF	MEMBR/FAMILY	80.50
4	MCHCP	MCHCPRFRNGS	VSP1V	VIS SER PLAN	ME IN	MEMBER JNLY	3.79
5	UNEMP	UNEMFL COMP					
6							
7							
8							
9							
10							
11							

## BENEFITS ENROLLMENT (ENRL)

**Benefits Enrollment**

Name: RAY, JOHNNY

Employee: 050 - 31 - 0025 Appointment ID: ☐

Selection Date: 09 / 28 / 00

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCPRFRNGS

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UDC1D	UN DENT C	BC MF	BAS CNTR M/F	09 28 00	09 29 00	<input type="text"/>
2							
3							
4							
5							



# EXPIRING EMPLOYEE BENEFITS

Unexpectedly, Johnny Ray has to terminate his employment with the State of Missouri. We now need to expire all of Johnny Ray's benefits. First, we will need to look up what benefits Johnny Ray is currently enrolled in on the Employee Benefit Type Class (QBTC) inquiry. We can find the Benefit Types and Benefit Plans on this inquiry. You can print the window with all of the benefits or you can write all the benefits down.

Let's walk through looking up the employee's benefits on the QBTC and expiring Johnny Ray's benefits.

**Step 1** To open QBTC from the SAM II Desktop Navigator window, click on the Go To icon. Type **QBTC** in the **CODE** column header. Click on the <**OPEN**> button.

**Step 2** Populate the following fields to narrow your search on the QBTC window.

**EMPLOYEE ID – SEE STUDENT CARD.**

Select **Display: Browse Data.**

You now should have a list of all Johnny Ray's benefits. Now let's expire all of his benefits on the Benefits Enrollment (ENRL) transaction.

**Step 1** To open ENRL, click on the Go To icon. Type **ENRL** in the **CODE** column header. Click on the <**OPEN**> button.

**Step 2** Populate the following fields to narrow your search on the ENRL window.

**Note:** To browse data, enter the required fields first. To narrow your search, enter information in the **BENEFIT TYPE CLASS** field.

**EMPLOYEE ID – SEE STUDENT CARD.**

**BENEFIT TYPE CLASS – Type MCHCP.**

**DEDUCTION TYPE – Type UDC1D.**

**DEDUCTION PLAN – Type BC MF.**

Select **Display: Browse Data.**

# BENEFITS ENROLLMENT (ENRL)

**Benefits Enrollment**

Name: RAY, JOHNNY

Employee: 050 - 31 - 0025 Appointment ID: ☐

Selection Date: 09 / 28 / 00

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UHS1E	UN HL CS	001MF	MEMBR/FAMILY	09 28 00	09 29 00	<input type="text"/>
2							
3							
4							
5							

**Benefits Enrollment**

Name: RAY, JOHNNY

Employee: 050 - 31 - 0025 Appointment ID: ☐

Selection Date: 09 / 28 / 00

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	VSP1V	VIS SER PLAN	ME IN	MEMBER ONLY	09 28 00	09 29 00	<input type="text"/>
2							
3							
4							
5							

# EXPIRING EMPLOYEE BENEFITS

**Step 3** Populate the following field to expire the benefit. **EXPIRATION DATE** – Type **TOMORROW’S DATE**. This will be the employee’s termination date.

You have now expired Johnny Ray’s Dental Insurance. We still need to expire his Health Insurance, Vision Insurance, and his Deferred Compensation.

**Step 4** Select **Process: Update**

**Step 1** With your ENRL still open, type **UHS1E** in the **DEDUCTION TYPE** field.

**Step 2** Type in **001MF** in the **DEDUCTION PLAN** field. **Note:** **MCHCP** should still displayed in the **BENEFIT TYPE CLASS** field.

Select **Display: Browse Data**.

**Step 3** Populate the following field to expire the benefit.

**EXPIRATION DATE** – Type **TOMORROW’S DATE**. This will be the employee’s termination date. You have now expired Johnny Ray’s Health Insurance. We still need to expire his Vision Insurance and his Deferred Compensation.

**Step 4** Select **Process: Update**

**Step 1** With your ENRL still open, type **VSP1V** in the **DEDUCTION TYPE** field.

**Step 2** Type in **ME IN** in the **DEDUCTION PLAN** field. **Note:** **MCHCP** should still displayed in the **BENEFIT TYPE CLASS** field.  
Select **Display: Browse Data**.

**Step 3** Populate the following field to expire the benefit.

**EXPIRATION DATE** – Type **TOMORROW’S DATE**. This will be the employee’s termination date.

**Step 4** Select **Process: Update**

# BENEFITS ENROLLMENT (ENRL)

**Benefits Enrollment**

Name: RAY, JOHNNY

Employee: 050 - 31 - 0025 Appointment ID: \*

Selection Date: 09 / 28 / 00

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: DEFCO DEFER COMP

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	DEFCE	DEFERRED CMP	DEF M	DCOMP W/MTH	09/28/00	09/29/00	
2							
3							
4							
5							

# EXPIRING EMPLOYEE BENEFITS

You have now expired Johnny Ray's Vision Insurance. We still need to expire his Deferred Compensation.

**Step 1** With your ENRL still open, type **DEFECO** in the **BENEFIT TYPE CLASS** field.

**Step 2** Type **DEFCE** in the **DEDUCTION TYPE** field.

**Step 3** Type **DEF M** in the **DEDUCTION PLAN** field.

Select **Display: Browse Data**.

**Step 3** Populate the following field to expire the benefit. **EXPIRATION DATE** – Type **TOMORROW'S DATE**. This will be the employee's termination date.

You have now expired all of Johnny Ray's benefits.

**NOTE:** When an employee terminates their employment with the State of Missouri then the Agency should expire any of the terminating employee's deductions that have been entered on the Benefits Enrollment (ENRL).

## **TOPIC 7: ADJUSTING EMPLOYEE BENEFITS**

In this topic, the circumstances under which a benefit will be adjusted will be discussed. In addition, the methods for processing the benefit adjustment and correcting the benefit set-up to correct for errors that resulted in the need for a benefit adjustment will be covered.

# FRINGE BENEFITS TYPE (BENT)

ADVANTAGE Desktop - OET800

File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type  Effective Date  /  /  Expiration Date  /  /

Short Description

Long Description  Deduction Processing Order #

Valid Input Windows      Deduction Acceptance Priority #

Benefit Type Class  Sub-class  Category

Enforcement Options Deduction Options

Deduction Registers

Employee vs Appointment

☒ Employee

☐ Appointment

☐ Both

Deduction Policy Rule

☒ No Restriction

☐ Enforce by Type

☐ Enforce by Type / Plan

☐ Permanent Deduction Allowed

☐ EFT Allowed

☐ Automatic Termination

☐ Include in Supplemental Pay Cycle

Employment Status

ADVANTAGE Desktop - OET800

File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type  Effective Date  /  /  Expiration Date  /  /

Short Description

Long Description  Deduction Processing Order #

Valid Input Windows      Deduction Acceptance Priority #

Benefit Type Class  Sub-class  Category

Enforcement Options Deduction Options

Deduction Goal

☒ Not Goal Oriented

☐ Goal Oriented

☐ Cyclical Goal Oriented

Federal / State Marital Status

☒ No Associated Status

☐ Federal

☐ State and Local

Deduction Class

☒ Use Marginal Tax Tables

☐ FICA Deduction

☐ Use Alternate Rate Tables

☐ No Special Processing

Goal Type

☒ Not Applicable

☐ Dollar Amount

☐ Installments

☐ Recycle Deduction

☐ Partial Deduction Report

☐ Take Partial Deduction

# BENEFIT ADJUSTMENTS

Benefit adjustments need to be made any time a benefit has been set up incorrectly and resulted in an employee either over-contributing or under-contributing their benefit amount. Once this error is discovered, the benefit adjustment needs to be calculated and the number of pay periods required to either refund an employee for an over-contribution or deduct additional money from an employee's paycheck for under-contribution needs to be determined.

Some common scenarios where you might need to process a benefit adjustment include when:

- The employee has the correct benefit type but the wrong plan. Examples where this could happen include being enrolled in the correct dental type but having a single plan instead of a family plan.
- If there was a permanent deduction for a cafeteria plan and it should have been for a non-cafeteria plan (or vice versa), the correct permanent deduction would be established and a 1DED transaction entered for any 'catch up' amount. This catch up could occur over multiple pay cycles. The refund to the employee for the incorrect deduction would be processed through an external adjustment. Refunds must then be received from the vendor and deposited into the State's non-appropriated checking account by OA.

How a benefit adjustment is processed depends upon whether or not a benefit is Auto-Terminating and/or Goal Oriented. To confirm whether a benefit is Auto-Terminating and/or Goal Oriented, you would use the Employee Fringe Benefits Type (BENT) window.



# BENEFIT ADJUSTMENTS

## Calculating the Benefit Amount During the Adjustment Pay Period(s)

Once it has been determined that an adjustment needs to be made, the benefit adjustment amount needs to be calculated. This will be dependent upon how much the employee has under/overpaid their benefit and what other benefit plan or type changes are required.

Next, the number of pay periods over which the adjustment will be made needs to be determined. The amount of the benefit adjustment and whether or not the adjustment is positive or negative will impact this decision. Finally, the new (corrected) benefit amount will still need to be taken.

The formula you can use to calculate the Benefit Amount is:

$$\frac{\text{New (Corrected) Benefit Amount} - \text{Benefit Adjustment Amount}}{\text{Number of Pay Periods}}$$

This formula should be used only when replacing permanent deductions (benefits) on the 1DED.

**Employee Fringe Benefit Type**

Deduction Type: [ ] Effective Date: [ ] / [ ] / [ ] Expiration Date: [ ] / [ ] / [ ]

Short Description: [ ]

Long Description: [ ] Deduction Processing Order #: [ ]

Valid Input Windows: [ ] [ ] [ ] [ ] [ ] Deduction Acceptance Priority #: [ ]

Benefit Type Class: [ ] Sub-class: [ ] Category: [ ]

**Entitlement Options:** **Deduction Options:**

**Deduction Register:**

[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

**Employee vs Appointment:**

☒ Employee  
☐ Appointment  
☐ Both

**Deduction Policy Rule:**

☒ No Restriction  
☐ Enforce by Type  
☐ Enforce by Type / Plan

☐ Permanent Deduction Allowed  
☐ EFT Allowed  
☐ Automatic Termination  
☐ Include in Supplemental Pay Cycle

Employment Status: [ ]

**Benefits Enrollment**

Name:

Employee:  Appointment ID:

Selection Date:

Deduction Policy:  Pay Frequency:

Benefit Type Class:

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1							
2							
3							
4							
5							

4

**One-Time Deduction**

Name:

Employee ID:  Appointment ID:

Agency:  Document Number:

Deduction Type:  Deduction Plan:

Event Date:

Deduction Amount:  Deduction Rate:

Number of Installments:  Hierarchical Deduction: ☐

Deduction Transaction ID:

Add / Replace ID: ☒ Include in Supplemental Plan: ☐

☒ Add Deduction

☐ Replace Permanent Deduction

# BENEFIT ADJUSTMENTS

Similar to the deduction adjustments discussed earlier, before you complete the transactions necessary to process the benefit adjustment and to establish the benefit correctly, you need to determine whether the benefit is Auto-Terminating.

Let's review the different processes for adjusting benefits.

## **Changing the Plan but Not the Type**

**Step 1** Verify that the Type and Plan is Auto-Terminating on the Employee Fringe Benefits Type (BENT) Table.

**Step 2** Process a Benefits Enrollment (ENRL) to establish the benefit correctly. The new benefit would start the first date of the pay period after the benefit adjustment expired. The benefit end date will be dependent upon the benefit type and plan. However, the default is 99/99/99.

**Step 3** Calculate how much the benefit adjustment is, determine how many pay periods the benefit adjustment will impact, and calculate the amount to be entered for the benefit during that time period.

**Step 4** Process a One-Time Deduction (1DED) for the benefit adjustment for the pay periods through which the adjustment is to be made.

## **Changing the Type and Plan**

**Step 1** Process a Benefits Enrollment (ENRL) to expire the current benefit. The benefit expiration date would be the last date of the pay period before the benefit adjustment is to be made.

**Step 2** Calculate how much the benefit adjustment is, determine how many pay periods the benefit adjustment will impact, and calculate the amount to be entered for the benefit during that time period.

**Step 3** Process a One-Time Deduction (1DED) for the benefit adjustment for the pay periods through which the adjustment is to be made.

**Step 4** Process a Benefits Enrollment (ENRL) to establish the benefit correctly. The new benefit would start the first date of the pay period after the benefit adjustment expired. The benefit expiration date will be dependent upon the benefit type and plan. However, the default is 99/99/99.

# BENEFIT ADJUSTMENT: CHANGING A PLAN

## SCENARIO

An employee was supposed to be enrolled in State Provided Health Care Plan Member Family plan for Boone County (a deduction of \$64.00 per pay period, or \$128.00 per month). He found out that he was enrolled in the State Provided Health Care Plan Member Individual for Boone County instead ( a deduction of \$1.50 per pay period, or \$3.00 per month). This means that his benefit plan needs to be changed. After researching the issue, he discovered that he had been enrolled in the wrong plan for the last four months (8 pay periods) and had therefore already contributed \$12.00 ( $\$1.50 \times 8$ ) towards the wrong plan. He should have already contributed \$512.00 to the Member Family plan ( $\$64.00 \times 8$ ). The net effect of the error is an under-contribution of \$500.00 ( $\$512.00 - \$12.00$ ). He requested that this additional amount be taken from his paycheck over a period of two months (or four pay periods). Process the adjustment over four pay periods, and set up a new benefit for the correct amount to take effect once the adjustment period is completed.

**Note:** If you were processing an adjustment on deferred compensation you would need to access the Employee Fringe Benefits Type (BENT) window to confirm whether or not the benefit was Auto-Terminating (this is similar to the process you used in topic 4 - Refunding Deductions, except you are checking the BENT table in this case instead of the Deductions Type (DEDT) window). If it is not Auto-Terminating, you would need to complete an ENRL first to expire the benefit. This is similar to the process you used in deductions adjustment for Non Auto-Terminating benefits. The only difference is you use the ENRL window for benefits and not the MISC window. In this case, the health insurance we're dealing with is an Auto-Terminating benefit. This means by entering a new plan you will automatically expire the old plan. Remember that if both the type and plan are changing, the old one must be expired before establishing the new one (i.e., it is Non Auto-Terminating).

# EMPLOYEE FRINGE BENEFIT TYPE (BENT)

**ADVANTAGE Desktop - OA420**

File Edit Display Modify Window Help

Employee Fringe Benefit Type

Deduction Type: BLC2E Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: CP-BL CH HMO

Long Description: CP-MCHCP BLUE CHOICE HMO - EE Deduction Processing Order #: 3

Valid Input Windows: ENRL 1DED Deduction Acceptance Priority #: 3

Benefit Type Class: MCHCP Sub-class: 2HLTH Category: MCH2E

Enforcement Options | Deduction Options

Deduction Registers:

HAR4100				

Employee vs Appointment: ☐ Employee ☒ Appointment ☐ Both

Deduction Policy Rule: ☐ No Restriction ☒ Enforce by Type ☐ Enforce by Type / Plan

Employment Status: 12

☒ Permanent Deduction Allowed  
☐ EFT Allowed  
☒ Automatic Termination  
☒ Include in Supplemental Pay Cycle

Messages 11:51 AM 07/13/00

# BENEFIT ADJUSTMENT: CHANGING A PLAN

The first step in adjusting the benefit is to confirm that the benefit is Auto-Terminating. You will do this using the Employee Fringe Benefit Type (BENT) window.

**Step 1** To open the BENT from the SAM II Desktop Navigator window, click the Go To icon. Type **BENT** in the "**CODE**" and click the Open button.

**Step 2** Populate the following field to narrow your search on the BENT window.

**DEDUCTION TYPE** - Enter the code that is being reviewed. Type **MCH2E**. Select **Display: Browse Data**.

**Step 3** Review the following field to confirm you have the desired benefit. **LONG**

**DESCRIPTION** – Provides a long description of the benefit type.

**Step 4** Review the following fields on the Enforcement Options panel to determine if your benefit is Auto-Terminating. **AUTOMATIC TERMINATION** – Confirm that Automatic Termination is checked. If it is not checked, you would need to expire the current benefit before processing an adjustment.

# BENEFITS ENROLLMENT (ENRL)

**Benefits Enrollment**

Name: RAY, JOHNNY

Employee: 050 - 71 - 0001 Appointment ID:

Selection Date: 01 / 23 / 01

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-Class: 2HLTH CARE HEALTH

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	BLDGE	CP-8L CH HMO	010MF	MEMBR/FAMILY	01 16 01	11 15 01	
2							
3							
4							
5							

# BENEFIT ADJUSTMENT: CHANGING A PLAN

Now you need to enroll the employee into the correct plan: **Step 1** To open the ENRL from the SAM II Desktop Navigator window, click the Go To icon. Type **ENRL** in the "CODE" and click the Open button. **Step 2** Populate the following fields to access the ENRL transaction you need.

## **Header**

**NAME** – Inferred. Confirm that this is the employee for whom you need to process a benefit adjustment.

**EMPLOYEE ID** – Enter the employee's social security number. **SEE STUDENT CARD.**

**BENEFIT TYPE CLASS-** Type **MCHCP.**

**BENEFIT TYPE SUB-CLASS** – Type **2HLTH.**

## **Detail Line Section**

**DEDUCTION TYPE** – Type **MCH2E.**

**DEDUCTION PLAN** – Type **MCH2E**

Select **Display: Browse Data.**

The Cafeteria Health type and plan should appear.

Select the line with the desired type and plan. Enter the following fields to process the new benefit. Enter the first day of the pay period for which the new benefit will start to be withheld. .

Type **FIRST DAY OF CURRENT PAY PERIOD** in the **EEFFECTIVE DATE** field, and type **11/15/(Current Year)** in the **EXPIRATION DATE** field.

Blank out the **DEDUCTION TYPE** field on the second line  
(MCH2E/010MI).

Select **Process: Update.** Select *No* in the dialogue box that appears asking if you wish to include both lines.

**Note:** Blanking out the Deduction Type field (Step 4) is only necessary in situations where you wish to auto-expire a benefit in the same plan, *AND* the record for the benefit to expire is displayed on the window at the time of update.



# ONE-TIME DEDUCTION (1DED)

The screenshot shows a software window titled "ADVANTAGE Desktop - OA420" with a menu bar (File, Edit, Display, Process, Window, Help) and a toolbar. The main window is titled "One-Time Deduction" and contains the following fields and controls:

- Name: [Text Field]
- Employee ID: [Text Field] Appointment ID: [Text Field]
- Agency: [Text Field] Document Number: [Text Field]
- Deduction Type: [Text Field] Deduction Plan: [Text Field]
- Event Date: [Text Field]
- Deduction Amount: [Text Field] Deduction Rate: [Text Field]
- Number of Installments: [Text Field] Recycled Deduction: ☐
- Deduction Transaction ID: [Text Field] One Time Transaction: ☐
- Add / Replace ID: ☐ Include in Supplemental Run: ☐
- ☒ Add Deduction
- ☐ Replace Permanent Deduction

At the bottom of the window, there is a "Navigator" button and a status bar showing "Messages", "Tran ID:", "11:56 AM", and "07/13/00".

## BENEFIT ADJUSTMENT: CHANGING A PLAN

You have now enrolled the employee into the State Provided Health Care Plan Member Family health plan for Boone County. Now, you need to make the necessary adjustment. In doing this, you need to determine how much money would have been contributed if this benefit had been set up correctly from the start. Then divide that number by the number of pay periods over which the adjustment will be made. This will add back the amount already contributed as well as any other adjustments that need to be made.

Remember the scenario situation where the employee had already contributed \$12.00 to the wrong plan over the last eight pay periods (4 months)? He also would have needed to contribute an additional \$500.00 to bring him up-to-date for the new plan (\$512 total). When enrolled in the new plan, the \$12.00 needs to be considered as well as the adjustment for the \$500.00. This adjustment needs to be made over four pay periods. Here is how you would calculate what the total employee amount would be:

The new plan requires a payment of \$64.00 per pay period. Multiplied by 8 pay periods this would equal a total of \$512.00. However, he had already contributed \$12.00 in the past 4 months. This means that he needs to contribute \$500.00 ( $\$512 - \$12$ ) over the next 4 pay periods to catch up. This calculates to \$125.00 per pay period. In addition, he still needs the new plan deduction of \$64.00 per pay period, for a total of \$189.00 per period for the next 4 pay periods.

**Note:** For some benefits and deductions, the 1DED can be used to automatically make the deductions in installments. Therefore, four 1DED's must be processed (one for each installment). The 1DED's can all be entered at the same time. Using a future date in the Event Date field will accomplish the installments.

Let's process the 1DED's that would take care of this adjustment.

# BENEFIT ADJUSTMENT: CHANGING A PLAN

**Step 1** To open the 1DED from the SAM II Desktop Navigator window, click the Go To icon. Type **1DED** in the "CODE". Click the Open button and begin completing the required fields.

**Step 2** Populate the following fields to process the 1DED transaction you need:

**EMPLOYEE ID** - Enter the employee's social security number. **SEE STUDENT CARD.**

**AGENCY** – Type **375.**

**DOCUMENT NUMBER** – **SEE STUDENT CARD.**

**DEDUCTION TYPE** – Type **MCH2E.**

**DEDUCTION PLAN** – Type **MCH2E.**

**EVENT DATE** – Enter the last day of the current pay period. Type **LAST DAY OF CURRENT PAY PERIOD.**

**DEDUCTION AMOUNT** – Type **189.00.**

**ADD/REPLACE ID** – Select **REPLACE PERMANENT DEDUCTION** to replace the current permanent deduction.

**Step 3** Select **Process: Update.**

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3.

**Now process the remaining 1DED's for the other 3 installments.**

**Step 1** Without closing the 1DED window, select **Display: Browse Data** from the pull-down menus.

**Step 2** Populate the following fields to process the 1DED transaction you need:

**DOCUMENT NUMBER** – **SEE STUDENT CARD.**

**EVENT DATE** – Enter the last day of the current pay period. Type **LAST DAY OF THE NEXT PAY PERIOD.**

### **Step 3 Select Process: Update.**

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3.

Now process 2 more 1DED's using the steps above for the other 2 installments. In the Event Date fields, enter the last date of the next 2 successive pay periods. See your student card for the document numbers to use.

Using the future dates will ensure that SAM II does not pick up the 1DED's until the correct pay periods.

# **BENEFIT ADJUSTMENT: CHANGING TYPE AND PLAN**

## **SCENARIO**

An employee was enrolled in the State Provided Health Care Plan Member 600 plan for Morgan County but should have been enrolled in the State Provided Health Care Plan Member 300 plan for Morgan County. He discovered this after he received his first paycheck after the open enrollment period. He has paid \$3 for his State Provided Health Care Plan individual plan but should have paid \$12 for his State Provided Health Care Plan. You need to expire the State Provided Health Care Plan type and plan, adjust his benefit one time for \$9 plus his Humana HMO individual plan rate of \$12 and establish the new type and plan.

The screenshot displays the 'ADVANTAGE Desktop - OA420' application window. The title bar includes standard Windows controls (minimize, maximize, close) and a menu bar with options: File, Edit, Display, Process, Window, Help. Below the menu bar is a toolbar with various icons for file operations and navigation.

The main window area is titled 'Benefits Enrollment'. It contains several input fields and dropdown menus for employee information:

- Name:** RAY, JOHNNY
- Employee ID:** 050 - 72 - 0001
- Appointment ID:** [Empty field]
- Selection Date:** 07 / 13 / 00
- Deduction Policy:** STAND (selected), STANDARD DED (available)
- Pay Frequency:** S (selected)
- Benefit Type Class:** MCHCP (selected), MCHCP FRNGS (available)
- Benefit Type Sub-Class:** 2HLTH (selected), CAFE HEALTH (available)
- Benefit Plan Class:** [Two empty fields]

Below the input fields is a table listing enrollment details. The table has eight columns: Deduction Type, Type Description, Deduction Plan, Plan Description, Effective Date, Expiration Date, and Enrollment Date. A vertical scrollbar is visible on the left side of the table.

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	BLCDE	CP-BL CH HMO	071MI	MEMBR ONLY	07 01 00	07 31 00	07 01 00
2							
3							
4							
5							

At the bottom of the window, there is a status bar. On the left, it says 'UPDATE WAS SUCCESSFUL'. In the center, there is a 'Messages' button. On the right, it shows 'Tran ID:000713006601', the time '12:13 PM', and the date '07/13/00'.

# BENEFIT ADJUSTMENT: CHANGING TYPE AND PLAN

## Expiring the employee's current type and plan

**Step 1** Open the ENRL from the SAM II Desktop Navigator window, click the Go To icon. Type ENRL in the "CODE" and click the Open button.

**Step 2** Populate the following fields to access the ENRL transaction you need.

### Header

**NAME** – Inferred. Confirm that this is the employee for whom you need to process a benefit adjustment.

**EMPLOYEE ID** – Enter the employee's social security number. SEE STUDENT CARD.

**BENEFIT TYPE CLASS**- Type MCHCP.

**BENEFIT TYPE SUB-CLASS** – Type 2HLTH.

### Detail Line Section

**DEDUCTION TYPE** – Type MCH1E.

**DEDUCTION PLAN** – Type MCH1E.

Select **Display: Browse Data.** The Group Health Cafeteria Type and Plan should appear. Verify that this is the type and plan you want to expire.

**Step 3** Select the line with the desired type and plan. Enter the following fields to process the new benefit. **EXPIRATION DATE** –Enter the last day of the pay period. Type LAST DAY OF PRIOR PAY PERIOD.

**Step 4** Select **Process: Update.**

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 4. You have now expired the employee's old health insurance enrollment.

# BENEFIT ADJUSTMENT: CHANGING TYPE AND PLAN

Now create an ENRL for the correct type and plan. You can create the new entry now and future-date the transaction.

**Step 1** With the ENRL still open, populate the following fields in the detail line section:

**DEDUCTION TYPE** – Type MCH2E.

**DEDUCTION PLAN** – Type MCH2E.

Select **Display: Browse Data**.

**Step 2** The Cafeteria Health type and plan should appear.

**Step 3** Select the line with the desired type and plan. Enter the following fields to process the new benefit.

**EFFECTIVE DATE** -Enter the first day of the pay period for which the new benefit will be withheld. Type FIRST DAY OF CURRENT PAY PERIOD.

**EXPIRATION DATE** – Type 11/15/(Current Year).

**Step 4** Select **Process: Update**.

You have now enrolled the employee into the correct health insurance type and plan.

**Step 5** Close the ENRL window.



# ONE-TIME DEDUCTION (1DED)

**ADVANTAGE Desktop - OA420**

File Edit Display Process Window Help

➔ [Icons]

**One-Time Deduction**

Name: RAY, JOHNNY

Employee ID: 050 - 72 - 0001 Appointment ID: [ ]

Agency: 860 Document Number: 050720001A

Deduction Type: HUH2E Deduction Plan: 071MI

Event Date: 08 / 15 / 00

Deduction Amount: 21.00 Deduction Rate: 0.0000

Number of Installments: 0 Recycled Deduction: N

Deduction Transaction ID: One Time Transaction

Add / Replace ID ☐ Include in Supplemental Run

☐ Add Deduction

☒ Replace Permanent Deduction

**Navigator** [Icons]

UPDATE WAS SUCCESSFUL Messages Tran ID: 000713000072 12:19 PM 07/13/00

# BENEFIT ADJUSTMENT: CHANGING A PLAN

**Now make the adjustment to correct the amount for the employee.**

**Step 1** To open the 1DED from the SAM II Desktop Navigator window, click the Go To icon. Type **1DED** in the "CODE". Click the Open button and begin completing the required fields.

**Step 2** Populate the following fields to process the 1DED transaction you need:

**EMPLOYEE ID** - Enter the employee's social security number. **SEE STUDENT CARD.**

**AGENCY** – Type **375.**

**DOCUMENT NUMBER** – **SEE STUDENT CARD.**

**DEDUCTION TYPE** – Type **MCH2E.**

**DEDUCTION PLAN** – Type **MCH2E.**

**EVENT DATE** – Enter the last day of the current pay period. Type **LAST DATE OF CURRENT PAY PERIOD.**

**DEDUCTION AMOUNT** – Type **21.00** (\$12.00 represents her new regular benefit and \$9.00 represents the adjustment from the previous pay period).

**ADD/REPLACE ID** – Select **REPLACE PERMANENT DEDUCTION.**

**Step 3** Select **Process: Update.**

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3.

You have now adjusted the incorrect amount from the last pay period and enrolled the employee into the correct type and plan.

## **TOPIC 8: DEDUCTIONS AND BENEFITS INQUIRIES AND REPORTS**

The design of this topic is to familiarize each employee with the use of Deduction and Benefit Inquiries. Deduction and Benefit Inquiries are online management reports that allow for easy viewing of essential deduction and benefit information related to an employee or an employee appointment. These Inquiries provide access to reporting information stored in the database.

# DEDUCTIONS AND BENEFITS INQUIRIES

Inquiries are available on-line in the system and are updated after a transaction has been processed. Usually, this update occurs immediately after processing the transaction. There are two inquiry windows available in the system that will help you track employee deduction summaries and activity.

Like other areas of SAM II HR, Benefits and Deductions has special purpose windows that function solely as Inquiries. These Inquiries are used to look up specific information regarding Employee Withholdings. These Inquiries contain cross-reference information taken from several tables, which allows you to see highlights or information pertaining to a specific topic without having to open additional windows.

Let's review some common Inquiries related to Deductions and Benefits.

- **Employee Deduction Parameters Inquiry (QDPM)** - This window displays all the effective deductions for a selected employee.
- **Employee Deduction Summary Inquiry (QDSM)** - This window displays deduction summary totals at the category level. There are both annual and quarterly deduction totals displayed.
- **The Employee Benefit Type Class (QBTC)** – This window displays all the benefit type classes for which an employee is eligible.

# EMPLOYEE DEDUCTION PARAMETERS (QDPM)

**Employee Deduction Parameters Inquiry**

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID: \*

Selection Date: 09 / 18 / 00 Payment Frequency ID: S

	Effective Date	Expiration Date	Deduction Type	Deduction Plan	Deduction Rate	Deduction Amount
1	09 18 00	99 99 99	FEDTX FED TAX W/H	FEDTX FED TAX W/H		
2	09 18 00	99 99 99	STATX STATE TX W/H	STATX STATE TX W/H		
3	09 18 00	99 99 99	QASIE QASDI EMPEE	QASIE QASDI EMPEE	0.0620	
4	09 18 00	99 99 99	MEDIE MEDIC EMPEE	MEDIE MEDIC EMPEE	0.0145	
5	04 01 00	99 99 99	DEFCE DEFERRED CMP	DEF M DCOMP W/MTH	0.0000	
6	04 01 00	99 99 99	DEFCR DCOMP MTH-ER	DEFCR DCOMP MTH-ER	0.0000	

# EMPLOYEE DEDUCTION PARAMETERS (QDPM)

The Employee Deduction Parameters Inquiry (QDPM) displays all the effective deductions for a selected employee. Selection Criteria include Employee ID, Appointment ID and Selection Date. For each deduction, this window displays effective date and expiration dates, codes and descriptions for deduction types and plans, amount or rate of the deduction plan, and frequency with which the deduction is taken. If the deduction is goal-oriented, the ID for the type of goal is displayed. The goal amount (or number or installments) and the amount contributed to date are also displayed.

**Step 1** To open QDPM from the SAM II Desktop Navigator window, click on the Go To icon. Type **QDPM** in the **CODE** column header. Click on the **<OPEN>** button.

**Step 2** Populate the following fields to narrow your search on the QDPM window.

**NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** -Enter the employee's social security number. Type **070-41-0001.**

**APPOINTMENT ID** -If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment. Type **\***.

**SELECTION DATE** – Default is the **Current Date**. Enter a Selection Date to view the deductions effective at a date other than the current date.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Let's review the remaining fields of the QDPM window.

**PAYMENT FREQUENCY ID** – Displays the code identifying the frequency schedule that an employee is paid.

# EMPLOYEE DEDUCTION PARAMETERS (QDPM)

**Employee Deduction Parameters Inquiry**

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID: \*

Selection Date: 09 / 18 / 00 Payment Frequency ID: S

	Effective Date	Expiration Date	Deduction Type	Deduction Plan	Deduction Rate	Dedu Amt
1	09 18 00	99 99 99	FEDTX FED TAX W/H	FEDTX FED TAX W/H		
2	09 18 00	99 99 99	STATX STATE TX W/H	STATX STATE TX W/H		
3	09 18 00	99 99 99	OASIE OASDI EMPEE	OASIE OASDI EMPEE	0.0620	
4	09 18 00	99 99 99	MEDIE MEDIC EMPEE	MEDIE MEDIC EMPEE	0.0145	
5	04 01 00	99 99 99	DEFCE DEFERRED CMP	DEF M DCOMP W/MTH	0.0000	
6	04 01 00	99 99 99	DEFCR DCOMP MTH-ER	DEFCR DCOMP MTH-ER	0.0000	

**Employee Deduction Parameters Inquiry**

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID: \*

Selection Date: 09 / 18 / 00 Payment Frequency ID: S

	Deduction Rate	Deduction Amount	Goal Deduction Amount	Goal Total to Date Amount	Goal Type ID	Deduction Frequency
1						
2						
3	0.0620	1,507.00	4,501.20	93.43		
4	0.0145	1,507.00	14,500.00	21.85		
5	0.0000	25.00				
6	0.0000	0.00				

# EMPLOYEE DEDUCTION PARAMETERS (QDPM)

**Step 3** Let's continue to review the remaining fields of the QDPM window.

**EFFECTIVE DATE** – Displays the date deduction became effective.

**EXPIRATION DATE** – Displays the date the deduction expires.

**DEDUCTION TYPE** – Displays the code indicating the type of deduction.

**DEDUCTION PLAN** – Displays the code indicating the deduction plan.

**DEDUCTION RATE** – Displays the percentage of the deduction.

**DEDUCTION AMOUNT** – Displays the amount of deduction, if applicable.

**GOAL DEDUCTION AMOUNT** – Displays the goal amount of a goal-oriented deduction.

**GOAL TOTAL TO DATE AMOUNT** – Displays the current total deductions applied toward the goal.

**GOAL TYPE ID** – Displays the code indicating the deduction's goal type.

**DEDUCTION FREQUENCY** – Displays the frequency that deductions are taken.



# EMPLOYEE DEDUCTION SUMMARY INQUIRY (QDSM)

**Employee Deduction Summary Inquiry**

Name:

Employee ID:  Year:  Deduction Category:

	Year	Deduction Category	Short Description	Annual Amount	First Quarter	Second Quarter	Third Quarter
1	00	DEFCE	DEFERRED CMP	50.00	0.00	50.00	0.00
2	00	FEDTX	FEDERAL TAX	103.54	0.00	103.54	0.00
3	00	MCH1E	MCHCP HEALTH	16.00	0.00	16.00	0.00
4	00	MCH1R	MCHCP HLH-ER	98.50	0.00	98.50	0.00
5	00	MEDIE	MEDIC EMP EE	21.85	0.00	21.85	0.00
6	00	MEDIR	MEDIC EMPER	21.85	0.00	21.85	0.00
7	00	MSCU	MO CREDIT UN	200.00	0.00	200.00	0.00
8	00	OASIE	OASDI EMP EE	93.43	0.00	93.43	0.00
9	00	OASIR	OASDI EMPER	93.43	0.00	93.43	0.00
10	00	SAVBD	US SAVING BD	100.00	0.00	100.00	0.00
11	00	STATX	MO STATE TAX	34.00	0.00	34.00	0.00

# EMPLOYEE DEDUCTION SUMMARY INQUIRY (QDSM)

The Employee Deduction Summary Inquiry (QDSM) displays an employee's annual and quarterly deduction amounts for each deduction category. For selection criteria, you have the choice of combining the employee ID and the calendar year and/or deduction category. By indicating a year in **Year**, or a deduction category in **Deduction Category**, you will be able to scan for specific entries. The window defaults to current year/all categories if the selection criteria are not specified.

**Step 1** To open QDSM from the SAM II Desktop Navigator window, click on the Go To icon. Type **QDSM** in the **CODE** column header. Click on the <**OPEN**> button.

**Step 2** Populate the following fields to narrow your search on the QDSM window.

**NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** -Enter the employee's social security number. Type **070-41-0001**.

**YEAR** -You can enter a specific calendar year to see the total and quarterly deductions for that year. The calendar year is displayed. If left blank, all information, beginning with the most current year, is displayed.

**DEDUCTION CATEGORY** -You can enter a specific deduction category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the category of the employee's deduction is displayed. Leave blank to display all the employee's deduction categories.

Select **Display: Browse Data**.

**YEAR** -The calendar year is displayed.

**DEDUCTION CATEGORY** -The code indicating the category of the employee's deduction is displayed.

**SHORT DESCRIPTION** -Displays the description of the selected deduction. This description is taken from the Short Description field of the Event Category (CATG) window.

**ANNUAL AMOUNT** -Displays the total annual amount of the deduction. For the current year the deduction total-to-date is displayed.

**FIRST QUARTER** -Displays the total of the deduction taken in the first quarter (the first three months) of the year.

**SECOND QUARTER** -Displays the total of the deduction taken in the second quarter of the year.

**THIRD QUARTER** -Displays the total of the deduction taken in the third quarter of the year.

**FOURTH QUARTER** -Displays the total of the deduction taken in the fourth quarter (the last three months) of the year.

# EMPLOYEE DEDUCTION SUMMARY INQUIRY (QDSM)

**Employee Deduction Summary Inquiry**

Name:

Employee ID:  Year:  Deduction Category:

	Year	Deduction Category	Short Description	Annual Amount	First Quarter	Second Quarter	Third Quarter
1	00	DEFCE	DEFERRED CMP	50.00	0.00	50.00	0.00
2	00	FEDTX	FEDERAL TAX	103.54	0.00	103.54	0.00
3	00	MCH1E	MCHCP HEALTH	16.00	0.00	16.00	0.00
4	00	MCH1R	MCHCP-HLHER	98.50	0.00	98.50	0.00
5	00	MEDIE	MEDIC EMPER	21.85	0.00	21.85	0.00
6	00	MEDIR	MEDIC EMPER	21.85	0.00	21.85	0.00
7	00	MSCU	MO CREDIT UN	200.00	0.00	200.00	0.00
8	00	OASIE	OASDI EMPER	93.43	0.00	93.43	0.00
9	00	OASIR	OASDI EMPER	93.43	0.00	93.43	0.00
10	00	SAVBD	US SAVING BD	100.00	0.00	100.00	0.00
11	00	STATX	MO STATE TAX	34.00	0.00	34.00	0.00

# EMPLOYEE DEDUCTION SUMMARY INQUIRY (QDSM)

**Step 3** Let's review the remaining fields of the QDSM window.

**YEAR** -The calendar year is displayed.

**DEDUCTION CATEGORY** -The code indicating the category of the employee's deduction is displayed.

**SHORT DESCRIPTION** -Displays the description of the selected deduction. This description is taken from the Short Description field of the Event Category (CATG) window.

**ANNUAL AMOUNT** -Displays the total annual amount of the deduction. For the current year the deduction total-to-date is displayed.

**FIRST QUARTER** -Displays the total of the deduction taken in the first quarter (the first three months) of the year.

**SECOND QUARTER** -Displays the total of the deduction taken in the second quarter of the year.

**THIRD QUARTER** -Displays the total of the deduction taken in the third quarter of the year.

**FOURTH QUARTER** -Displays the total of the deduction taken in the fourth quarter (the last three months) of the year.

# EMPLOYEE BENEFIT TYPE CLASS INQUIRY (QBTC)

**Employee Benefit Type Class Inquiry**

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID:

Selection Date: 09 / 18 / 00 Deduction Policy: STAND STANDARD DED

	Ben Type Class	Benefit Type Description	Ded Type	Deduction Type Description	Ded Plan	Deduction Plan Description	Employee Share
1	DEFCO	DEFER COMP					
2	MCHCP	MCHCP FRNGS	BLA1E	BL ADVANT	011MC	MEMBR/CHLDN	16.00
3	UNEMP	UNEMPL COMP					
4							
5							
6							
7							
8							
9							
10							
11							

# EMPLOYEE BENEFIT TYPE CLASS INQUIRY (QBTC)

The Employee Benefit Type Class (QBTC) inquiry displays all the benefit type classes for which an employee is eligible, the benefits in which the employee is enrolled, and the deduction type(s) and plan(s) of the employee's deduction. Also displayed are the employee and employer (if applicable) contribution for each enrolled benefit. Selection Criteria include Employee ID, Appointment ID, Selection Date and Benefit Type Class.

**Step 1** To open QBTC from the SAM II Desktop Navigator window, click on the Go To icon. Type **QBTC** in the **CODE** column header. Click on the <**OPEN**> button.

**Step 2** Populate the following fields to narrow your search on the QBTC window.

**NAME** -Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** -Enter the employee's social security number. Type **070-41-0001.**

**APPOINTMENT ID** – If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment.

**SELECTION DATE** -The selection date is assumed to be the current date unless another date is entered. The date the employee selected the benefits is displayed.

**DEDUCTION POLICY (1-2)** -Displays the employee's deduction policy.

**BENEFIT TYPE CLASS** -You can enter the benefit type class to begin the display with the entered code. The code denoting the benefit type class is displayed.

**BENEFIT TYPE DESCRIPTION** -Displays the description of the benefit type.

**DEDUCTION TYPE** -Displays the deduction type code.

**DEDUCTION TYPE DESCRIPTION** -Displays the description of the deduction type.

**DEDUCTION PLAN** -Displays the deduction plan code.

**DEDUCTION PLAN DESCRIPTION** -Displays the description of the deduction plan.

**EMPLOYEE SHARE** -Displays the employee's contribution to the benefits, if applicable.

**EMPLOYER SHARE** -Displays the employer's contribution to the employee's benefits, if applicable.



# EMPLOYEE BENEFIT TYPE CLASS INQUIRY (QBTC)

**Employee Benefit Type Class Inquiry**

Name: MEISTER, JOYCE J

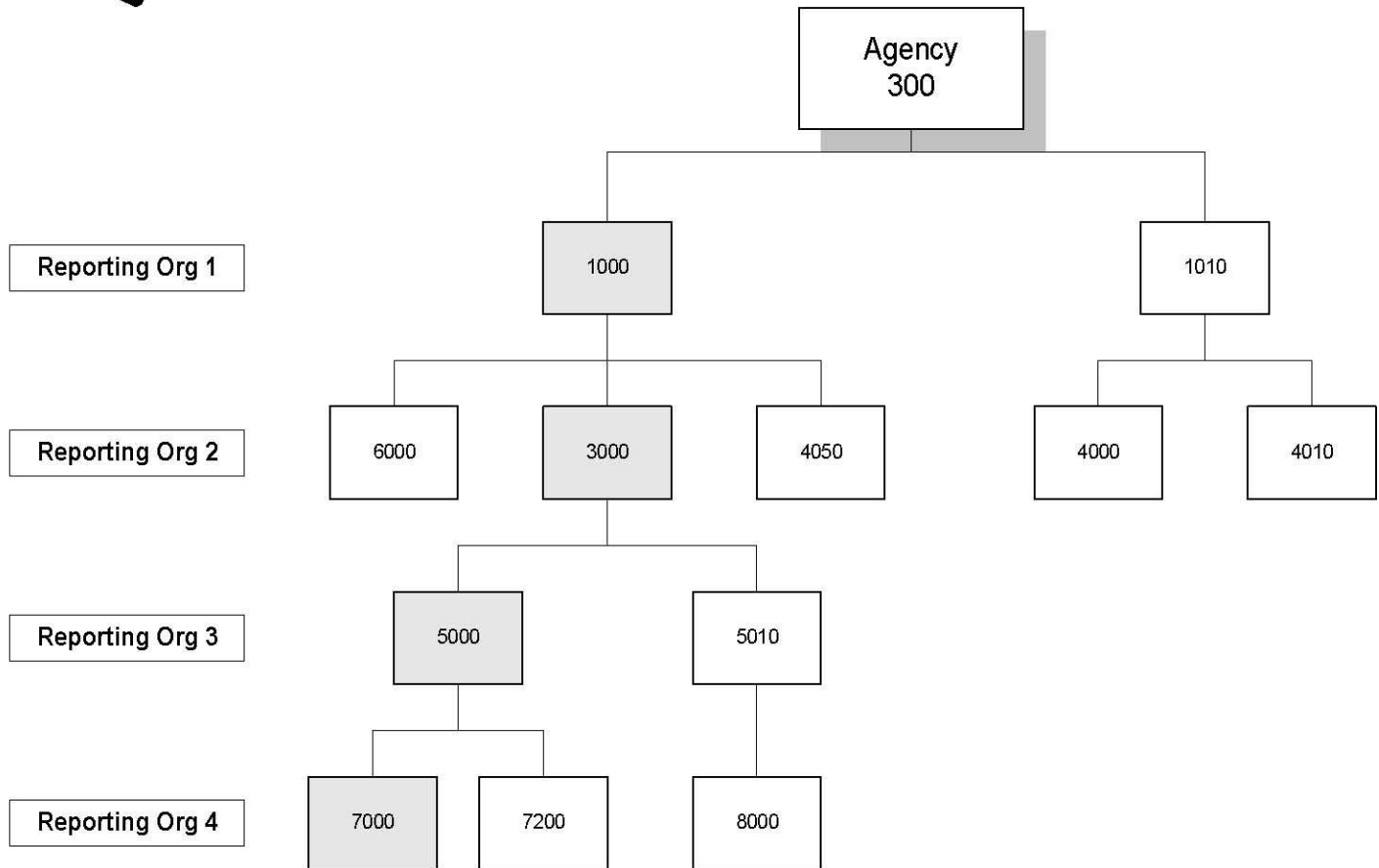
Employee ID: 070 - 41 - 0001 Appointment ID:

Selection Date: 09 / 18 / 00 Deduction Policy: STAND STANDARD DED

	Benefit Type Description	Ded Type	Deduction Type Description	Ded Plan	Deduction Plan Description	Employee Share	Employer Share
1	DEFER COMP						
2	MCHCP FRNGS	BLA1E	BL ADVANT	011MC	MEMBR/CHLDN	16.00	98.50
3	UNEMPL COMP						
4							
5							
6							
7							
8							
9							
10							
11							



## Reporting Organization Example





# REPORT DISTRIBUTION

The offline reports from SAM II HR will currently be distributed among agencies as paper reports, as they have been in the past. All of the reports will be sorted by Agency and Organization. Further breakdown of report sorting may also occur, depending upon the information in the report (i.e. position, employee, payroll group, etc.).

These reports will also be available electronically through MOBIUS (Missouri Bibliographic Information User System). For information on how to obtain access to MOBIUS and a list of available reports go to the following Web site:

<http://samii.mo.gov/hr/mobius/>

## **Report Headers**

All of the Offline Reports will have similar headers. The header will list the title of the report, the report number, the run date and time of the report, the report page number, as well as other information pertaining to the breakdown of the report's sort criteria.

Most offline reports will indicate the Agency and Organization numbers for which information is being reported. In some cases, such as the Payroll Register Report HAR5200, the Payroll Number will be substituted for the Agency Number. The Payroll Number will be equal to the Agency Number.

## **Reporting Organization Structure**

Some of the offline report headers will include information pertaining to the breakdown of Reporting Organizations. These reports will list down to the lowest level Reporting Org and may include up to 12 levels.

The breakdown of the Reporting Org structure is illustrated on the opposite page. In this example, the information being reported for the shaded area is sorted down to fourth level Reporting Org. The Reporting Org at level 4 (7000) rolls up to the third level (5000) which rolls up the second level (3000) and so on.

In cases where the Reporting Organizations are listed on a report header, the lowest level Reporting Org listed will be the Home Agency for which information is being reported.