To:	All School Business System Payroll Users
From:	Cindy Patterson, Technology Services Branch
Date:	December 12th, 2014
Subject:	Benefit Only Payroll Quick Guide

This bulletin is an updated version of Bulletin 29 that was issued in 2003 and updated through the years. It is meant as a quick reference guide to settings required for a benefits only payroll and not intended to explain the full breadth of the benefits only payrolls and the variables referenced. Payroll system training is available through TSB and provides in-depth explanation for the concepts referenced in this bulletin.

TSB recommends that employee's system records be updated to reflect the separation when the employee separates. QSS has functionality that supports having an employee's status as terminated but continuing to issue pay for a set number of payrolls. I have included an excerpt from the QSS Enhanced Payroll Manual for your reference. The screen graphics have not been updated in the manual to the new system, but the field descriptions are useful. *Note: SCCOE/TSB does not support the "pay forever" flag that is described in the manual.*

Benefits-only payroll is designed to produce health and welfare benefits/postings for those employees who are retired or are in a non-paid status. We have outlined possible scenarios with the specific screen setups. Benefits-only payroll includes:

    a) Retirees with paid benefits,
    b) Employees who are no longer working for the district but are entitled to paid benefits,
    c) Terminated employees who have been rehired and have paid benefits
    d) Retirees who are back working intermittently, and have paid benefits.

Each of the employee scenarios are described below along with the appropriate screen changes that you will need to make. We have included this in a chart format, too.

Case A- Normal employee who retires with paid benefits

TE

        Termination reason code

        Termination date

        OK to rehire? Y or N

        OK to pay? Y- pay one more time then code will change to Nor B- benefits only

W4

        Pay code=99 (this will trigger the benefits charged to 37XX)

        Ret system=03 or 04

        Pay schedule=BEN

PR

        Rate=1.00   Unit=1.00

        R=L   S=P

        Type=NML

        Pay Sched=BEN;

        Percent=Total 100.00 for all lines with applicable account strings

PD

        Ded Schedule=98 for employer-paid benefits

Case B- Normal employee who terminates with paid benefits

TE

        Termination reason code

        Termination date

        OK to rehire? Y or N

        OK to pay? Y- pay one more time then code will change to N, orB- benefits only

W4

        Pay code=01, 02, 11,12 (this will trigger the benefits charged to 34XX)

        Ret system=01 <u>or</u> 02

        Pay schedule=BEN

PR

        Rate=1.00   Unit=1.00

        R=L   S=P

        Type=NML

        Pay Sched=BEN

        Percentage=Total 100.00 for all lines with applicable account strings

PD

        Ded Schedule=98 for employer-paid benefits

Case C- Terminated employee who returns to work

Note: This will remove the employee from the benefits only payroll.

TE

        Remove termination reason code

        Termination date

        OK to rehire? Y/N

        OK to pay? Y/N

        Optional- enter the record change date and comments

W4

        Pay code= 01,02,11,12 (this will trigger the benefits charged to 34XX)

        Ret system=01 to 05

        Pay schedule="regular" type

PR

        Inactivate BEN payline and add new payline to generate pay

PD

        Ded Schedule 98 change to 12 to 71 as applicable for employer-paid benefits

Case D - Retired employee who returns to intermittent work, but district also wants to maintain paid benefits

TE

Remove termination reason code, termination date, OK to rehire? Y/N and OK to pay? Y/N.

Optional- enter the record change date and comments

W4

Pay code 99 (this will trigger the benefits charged to 37XX)
Ret system=03 <u>or</u> 04
Pay schedule="supplemental" type, i.e. EOMSUP or TENSUP

PR

Make no changes to BEN payline. Add a new payline to generate pay, but be sure to code the pay type as NML or NML-like AND enter a supplemental pay schedule, EOMSUP, for example. This coding will assure the benefits will only be charged to the district once.

PD

Ded Schedule=98 for those employer-paid benefits

Note: If the employee has deductions or benefits related to their intermittent pay, those vol-deds must have deduction schedule=97.

In order to verify if your benefits-only employees are coded correctly, you can run a group of reports from the Pay Prelists Reports menu.

Guide to Benefits-only Entries

Employee Scenarios

A Normal Employee who retires with paid benefits

B Normal employee wo terminates with paid benefits

C Terminated employee who returns to work

D Retired employee who returns to intermittent work - district also maintains paid benefits

	TE	W4	PR	PD
A	Termination reason code	Pay code= 99 (triggers benefits charged to 37xx)	Rate = 1.00	Ded Schedule = 98 (for employer- paid benefits)
	Termination date	Ret system = 03 or 04	Unit = 1.00	
	OK to rehire? Y or **N**	Pay schedule = BEN	R=L S=P	
	OK to pay? **B** *(if a final payment is required, enter Y, or a #, then after the payroll runs, change to*		Type= NML	
			Pay Sched = BEN Pent = 100.00	
B	Termination reason code	Pay code = 01, 02, 11, 12 (triggers benefits	Rate = 1.00	Ded Schedule = 98 (for employer- paid benefits)
	Termination date		Unit = 1.00	
	OK to rehire? Y or N OK to pay? B *(if a final payment is required, enter Y, then after the payroll runs, change to B)*	Ret system = 01 or 02	R=L s = p	
		Pay schedule = BEN	Type= NML	
			Pay Sched = BEN Pent = 100.00	
C	Remove Termination reason code Termination date	Pay code = 01, 02, 11, 12 (triggers benefits charged to 34xx)	Inactivate BEN payline	Ded Schedule = change to 12 to 71 as applicable for employer-paid benefits
	OK to rehire? flag OK to pay? flag Optional: enter the record change date and comments	Ret system = 01 to 05	Add new payline to generate pay	
		Pay schedule = "regular" type		
D	Remove Termination reason code Termination date	Pay code= 99 (triggers	No changes to BEN payline	Ded Schedule = 98
	OK to rehire? flag	benefits charged to 37xx)	Add new payline to generate pay Type= NML or	(for employer- paid benefits)
	OK to pay? flag	Ret system = 03 or 04	NML-like	Use Ded Sched 97 if intermittent pay has related deductions or benefits.
	Optional: enter the record change date and comments	Pay schedule = "supplemental" (i.e. EOMSUP, TENSUP)	Enter supplemental pay schedule (i.e. EOMSUP)	

Name Window - TE Screen

```
District: 07              QSS UNIFIED SCHOOL DISTRICT              QSS/OASIS
                              Employee Maintenance                Mode: Change
DI/SSN: 07/000-00-0000 JANE DOE                      Sc: TE Termination
Next Screen: ▮
```

Figure 8-64: Name Window - TE Screen

DI (D)	Displays the number of the District you selected on the Select Employee Record Screen.

☞ This **DI** field only appears if you have multi-district access.

SSN: (D)	Displays the Social Security Number and Name of the employee you selected on the Select Employee Record Screen.
Sc: (D)	Displays the two-character code of the current screen selection from the Select Employee Record Screen, in this case, the TE Screen.
Next Screen: (O)	To change screens, type the two-character code of the next screen you want to process for this employee and press <ENTER>.

Termination Window - TE Screen

```
=> Termination reason: 01 MOVED
      Termination date: 06/30/2000   Use termination date to end
                                     open assignments in fy 00? Y
          OK to rehire? Y
             OK to pay? Y
```

Figure 8-65: Termination Window - TE Screen

Termination reason: (R)	Type the two-character Termination Code that best describes the reason this person is no longer employed at the District.
	This code must be defined in the Termination Codes (TE) Master File (PP0010) as described in Chapter 5 of this manual.
	You can use the Look-Up Fields function to view a listing of the codes that have been defined in this master file. See *Appendix B: Master File Look-Up Fields* for instructions.

Termination date: Type the date the employee's termination took place.
(R)

Type the date in six-digit or eight-digit format, and the system will format the field when you press <ENTER>. For example, if you type <u>011900</u> or <u>01192000</u>, the system will format the field as
<u>01/19/2000</u> when you press <ENTER>.

Use termination date Type <u>Y</u> or <u>N</u> to indicate whether or not the date in the
to end open **Termination date** field is used as the "End date" for the
assignment employee's position records in the specified fiscal year.
in fy ##? (O)

<u>Y</u> = Yes, use the date in the **Termination date** field as the "End date" for the employee's position records in the specified fiscal year.

The **Termination date** will be used as the **End Date** on the employee's Position Assignment (PO) Screen.

<u>N</u> = No, do not use the date in the **Termination date** field as the "End date" for the employee's position records in the specified fiscal year. (A blank space is the same as <u>N</u>.)

Use this option if the **Termination date** and **End Date** are different. The **End Date** on the employee's Position Assignment (PO) Screen will remain blank until you complete it manually.

The "##" symbols in this field refer to the current fiscal year. In Figure 8-65, the current FY is <u>00</u> for FY 2000. The date displayed will change with each new fiscal year.

OK to rehire? (R) Type <u>Y</u> or <u>N</u> to indicate whether the employee can be rehired.

<u>Y</u> = The former employee may be rehired.

<u>N</u> = The former employee may *not* be rehired.

☞ This field is informational only. Entering <u>N</u> will not cause the software to prevent you from rehiring this person.

OK to pay? (R)   Type a code to indicate whether the employee is to receive a final check.

> Y = The former employee may receive a final check. The next time a payroll that includes this employee is processed, the Y will be changed to N by the payroll update process.
>
> N = The former employee is *not* to receive any further paychecks. This will prevent the normal payroll production process from producing a pay check for this employee, even if a valid pay line still exists.
>
> B = The former employee is not to receive any further pay checks, but may be processed on benefits-only payroll runs. The B flag is not reset, so an employee can be processed on any number of benefit-only payroll runs. (See the Payroll Manual for more about benefit-only payroll runs.)
>
> F = Pay the former employeee for ever.
>
> 1 - 9 = The former employee can be paid the number of times indicated by this decrementing counter. After each payroll update, the system subtracts 1 from the counter. The flag changes to N when the counter hits 0.

For the F flag and decrementing counter to be available, your system administrator must set up the PP02TE user security described on .

Comment Window - TE Screen

Press <Next Window> to move the => pointer from the Termination Window to the Comment Window.

                      Copyright © *QSS*, 2011   02/2011
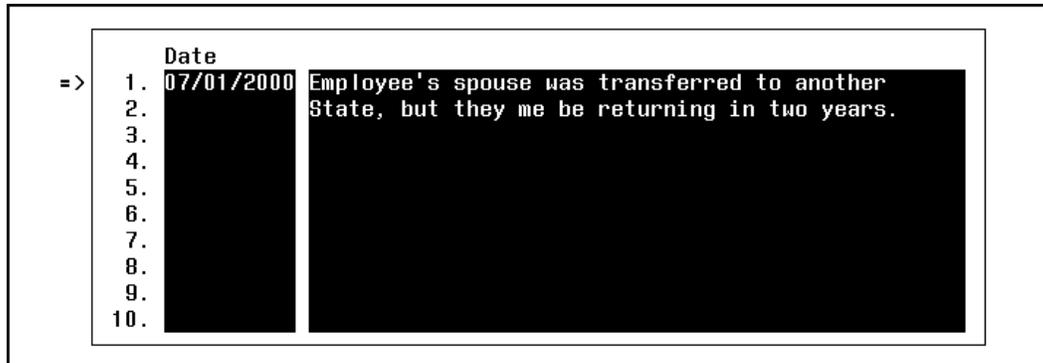
Figure 8-66: Comment Window - TE Screen

☞ **Scrolling Comment Lines:**

Only 10 lines display at a time in this window. To scroll through additional lines:

- If necessary, press <Next Window> to move the => pointer into the Comment Window as shown in Figure 8-66.
- Press <Page Forward> and <Page Backward> to scroll through the available lines. Each employee can have up to 30 lines of comments.

Line Number (D)	The comment line numbers show your location within the Comment Window. There are 30 comment lines available. Each comment line may hold up to 50 characters in free-form text.
Date (O)	Type the date of the comment. This can be the date the comment was entered or the date the incidents described in the comment line took place. Whatever the choice, your usage should be consistent for all TE records.
	Type the date in six-digit or eight-digit format, and the system will format the field when you press <ENTER>. For example, if you type 011900 or 01192000, the system will format the field as 01/19/2000 when you press <ENTER>.
[comment field] (O)	The field to the right of the **Date** field is where you enter any comments relevant to the employee's termination.
	Type up to 50 characters per line.
	Comments can be more than one line long. In that case, the second line should not be dated.
	You can change previously entered comments.

Function Keys - TE Screen

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ███████████████████████████████████████████████████████████████████████   │
│ Start    Print           Next          Page      Page     Update   Return │
│ Over     Screen          Window         Backward  Forward  Data     to Menu│
└──────────────────────────────────────────────────────────────────────────┘
```

Figure 8-67: Function Keys - TE Screens

<Start Over>	Returns you to the Select Employee Record Screen.
<Print Screen>	Prints a copy of the screen on your local printer.
<Next Window>	Moves the => pointer between the Termination Window and the Comment Window.
<Page Backward> <Page Forward>	When the => pointer is in the Comment Window, press <Page Forward> and <Page Backward> to scroll through the available lines. Each employee can have up to 30 lines of comments.
<Update Data>	Press <ENTER>, then press <Update Data> to save your entries.
<Return to Menu>	Returns to your Main Menu System.