Title	**White Paper on Refunds, Double Deducts – Benefits**
Version	1.0
Date	01/28/2010
Created by	Minder
Copyright	South Dakota Board of Regents
Process Owner	Janice Minder, Director – Human Resources, SDBOR
Dept/Division	Human Resources
Processes	**Not Applicable**

Refunding of Benefits for Employee

Employees may receive refunds for various reasons. Typically, it is an overpayment due to a family status change.

Refund New Process:
1. You will not get a voucher from Mary Keeler moving forward (this was an old PayPerS process).

2. You will only get information from BOP or from Janice Minder. Typically, this is in the form of an email.

3. You will need to place the refund on the deduction for which the refund should be entered (for employees less than 12 pay, the refund must be on the Employer Benefits that are paid to the State over 12 months, not the prorate account).
    a. Go to PDADEDN
    b. Select A_ID and Deduction
    c. Next Block
    d. If change in benefit, you will need to modify Plan
        i. Go to Options – Select 'Add a New Effective Date'
        ii. Enter date of beginning pay period
        iii. Change Plan
        iv. Save
    e. Go to Add/Replace
    f. Select Add,
    g. Enter (-) dollar amount for the refund. This will be a negative amount. It is a negative because it will reduce the payment made to BOP (pulls money from BOP and it will be calculated into a refund by the PHPCALC program to the employee).
    h. Save

You will no longer have paper vouchers. Our interfaces will pick this up for BFM and BOP. Since our interfaces do process all refunds, there is no manual paperwork or emails that should be necessary. If you should have questions, please contact the Shared Payroll Center.

Screen 1

Oracle Developer Forms Runtime - Web: Open > PDADEDN

File Edit Options Block Item Record Query Tools Help

Employee Benefit/Deduction PDADEDN 7.1 (DEVL)

ID: A00002962 ▼ Janice Kay Minder
Benefit Category: 02 Eligible
Deduction: 251 ▼ Dental Plan

Last Paid Date: 21-MAR-2007
Query Date: 02-APR-2007

| Deduction | Add or Replace and Arrears | Excluded Payroll ID | Premium History |

Begin Date: 01-JUL-2006   End Date: _____   Calculation Rule: 11   Bond Balance: _____

Effective Date: 01-JUL-2006   Status: Active ▼   Reference: _____

Options

	Title	Value	Entry
1	Plan:	01	Required
2			No Entry
3			No Entry
4			No Entry
5			No Entry

Amounts

	Title	Amount	Entry
1	EE Ded:	29.32	No Entry
2		.00	No Entry
3			No Entry
4			No Entry

Deduction Begin Date; format DD-MON-YYYY.
Record: 1/1   <OSC>   1/30

start   4:37 PM

Screen 2

Oracle Developer Forms Runtime - Web: Open > PDADEDN

File Edit Options Block Item Record Query Tools Help

Employee Benefit/Deduction PDADEDN 7.1 (DEVL)

ID: A00002962 ▼ Janice Kay Minder
Benefit Category: 02 Eligible
Deduction: 251 ▼ Dental Plan

Last Paid Date: 21-MAR-2007
Query Date: 22-MAR-2007

| Deduction | Add or Replace and Arrears | Excluded Payroll ID | Premium History |

Add or Replace

◉ Add   ○ Replace   ○ Neither

Employee Amount: -9.72
Employer Amount: _____
Applicable Gross: _____
Payroll ID: _____ ▼ _____

Arrears

☐ Active Arrear Status
Arrear Balance: _____
Maximum Recover Amount: _____

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1   <OSC>   1/30

start   4:43 PM

Double Deductions of Benefits for Employee

1. If you hire someone during the 22-last day of the month, you will need to pay a double benefits for the ER for the previous month as well as the following month.

2. This is because our payroll period as it is the 22-21st; therefore, there are a period of approximately 6 days where BOR would have missed the previous month cycle payment due to BOP.

3. If you hire someone the 1st of the month through the 21st, then only a single premium is due. You will need to use the ER plan 203 (this is the default 1000 plan for ELER) and plan 220 (this is the HLTH employee default of 1000 plan). This is to ensure that the state receives their payment of dollars.

4. The default plan is required as a process to correct errors that are occurring in reconciling differences between BOP and BOR.

5. Attached is a document for your use in identifying when you must double deduct. Please remember that dependents can be added after the hire date. You will need to validate the BOP Start Date on the PZRHLTW. This is the date that documents the start date for BOP.

Double Premiums.xls

Process Double Deduction

      A. Go to PDADEDN
      B. Select A_ID and Deduction
      C. If New Deduction, Enter Deduction
      D. Next Block
      E. If new benefit, you will need to modify Plan (if not, no action required)
            i. Change Plan
            ii. Save
      F. Go to Add/Replace
      G. Select Add,
      H. If double deduction, to get an employee up to the necessary limit, then the amount will be positive.
      I. Save

***Once employee establishes their benefits, you can terminate the 1000 plan if employee selected a different plan. Nothing else needs to be completed for BOP or BFM. You will need to communicate with the employee that this will be on their record as default but will be changed to the plan of their selection.