

Entering Benefit Elections

There are two classifications of benefits: 12 Pay Employees those employees paid over 12 factors; 8 Pay Employees those employees with less than 12 factors. The first group reflects the 12 pay employees and the second group reflects the 8 Pay (Less than 12 Factors). If employees are on a deferred schedule, then they are considered as 12 Pay Employees.

All employees must have both an ELER and a HLTH. This requirement is so the state receives EE and ER health benefits.

Note – The 8 Pay EE Receivable collects the employee benefit dollars over the academic calendar year. The 8 Pay Premium EE Payment to State sends the premium dollars to the state in 12 equal installments. You will need to assign both to the less than 12 pay employees so we can collect the dollars and submit over 12 payments. In addition, during the summer period, if additional dollars need to be sent to the state, you will do that on the EE Payment to State with a one-time Add to the EE Amount (Amount 1). If you need to correct an overpayment of a EE Receivable, this shall be done on a correction run for a past pay period during the academic year. If you need to refund the 8 pay employee from the Bureau of Personnel, it must be on the BDCA that pays the state.

Description	12 Pay Premium		Plan Year		
	ER Paid	EE Paid			
12 Pay Employees – Employees paid over 12 factors					
Health Insurance Opt Out	208 ELER	200 HLTH	Sept - Aug		
ER 500 Latitude Health Plan	202 ELER	210 HLTH	Sept - Aug		
ERHealth \$1000 Deductible (HC)	203 ELER	220 HLTH	Sept - Aug		
ER 1800 HSA Compatible Plan	204 ELER	230 HLTH	Sept - Aug		
Smoker Fee		205 HLTU	Sept - Aug		
Dental		251 DNLT	July - June		
Vision		252 VISN	July - June		
Major Injury		253 MJIN	July - June		
Hospital Income Protection		254 HOSP	July - June		
Disability Income Plan		255 DIST	July - June		
Medical Reimbursement - Opt Out,1000,2000 NOT USED		*201 MEDC	Sept - Aug		

	12 Pay Premium			
Description	ER Paid	EE Paid	Plan Year	
12 Pay Employees – Employees paid over 12 factors (continued)				
Medical Reimbursement		256 MEDR	July - June	
Dependent Care Reimbursement		257 DEPR	July - June	
Old Dependent Life		270 DLSU	Sept - Aug	
State Extra Life		271 ELSU	Sept - Aug	
State Dependent Life		272 DLSU	Sept - Aug	
State Extra Life AD&D - Opt Out		291 ELSO	Sept- Aug	
Long Term Care Insurance		275 LTC	Sept - Aug	
Reliastar Triterm Life Insurance		280 RTTL	July - June	

Description			Plan Year	EE Receivable – Paid to Employer	EE Payment to State Paid by Employer to State
8 Pay Employees – Employees paid less than 12 factors					
Health Insurance Opt Out	208 ELER		Sept - Aug		200 HLTH
ER 500 Latitude Health Plan	202 ELER		Sept - Aug	211 HLTH	212 HLTH
ERHealth \$1000 Deductible (HC)	203 ELER		Sept - Aug	221 HLTH	222 HLTH
ER 1800 HSA Compatible Plan	204 ELER		Sept - Aug	231 HLTH	232 HLTH
Smoker Fee			July - June	206 HLTU	207 HLTU
Dental			July - June	241 DNLT	261 DNLT
Vision			July - June	242 VISN	262 VISN
Major Injury			July - June	243 MJIN	263 MJIN
Hospital Income Protection			July - June	244 HOSP	264 HOSP

Description			Plan Year	EE Receivable – Paid to Employer	EE Payment to State Paid by Employer to State
8 Pay Employees – Employees paid less than 12 factors (continued)					
Disability Income Plan			July - June	245 DIST	265 DIST
Medical Reimbursement - Opt Out,1000,2000 NOT USED			Sept - Aug	298 MEDC	299 MEDC
Medical Reimbursement			July - June	246 MEDR	266 MEDR
Dependent Care Reimbursement			July - June	247 DEPR	267 DEPR
Old Dependent Life			Sept - Aug	276 DLSU	286 DLSU
State Extra Life			Sept - Aug	277 ELSU	287 ELSU
State Dependent Life			Sept - Aug	278 DLSU	288 DLSU
State Extra Life AD&D – Opt Out			Sept – Aug	292 ELSO	293 ELSO
Long Term Care Insurance			Sept - Aug	279 LTC	274 LTC
Reliastar Triterm Life Insurance			July - June	281 RTTL	283 RTTL

On PEIDTOT, you can select Plan Year for HEALTH which includes the plan year of September through August for the following BDCA Codes: 200, 201, 202, 203, 204, 205, 206, 207, 208, 210, 211, 212, 220, 221, 222, 230, 231, 232, 270, 271, 272, 275, 276, 277, 278, 279, 286, 287, 288, 274, 298, 299, 291, 292 and 293.