

# Benefits and Payroll Processing

SDBOR

Part I - Training

# Training Objectives

- Understand Basics of Rule Forms Impacting Benefits and Payroll
- Understand Application Forms for Benefits
- Understand Application Forms and Processes of Payroll
- Understand State Interface Forms – Benefits and Expenditures
- Learn about ePrint

# Benefit Rule Forms

# Benefit Rule Forms

- PTRBDCA – Deductions and Benefits
  - Deductions/Benefits Established
- PTRBCAT – Benefit Categories
  - Allows Deductions and Benefits for an Employee Based on PEAEMPL Status
- PTRBDPG – Benefit Deduction Grouping Rules
  - Self Service (SSB)

# PTRBDCA

- Benefit Deduction Categories
  - Rules
  - Options
  - Web Information
  - Plans
  - Precluded
  - Excluded
  - Labor Distributions

# PTRBCAT

- Benefit Categories
  - Categories
  - Deductions
  - Default Values

# PTRBDPG

- Benefit Deduction Grouping Rules
  - MB – Life, LTC, Taxable Benefits, Miscellaneous (bonds, SDSEO, 529)
  - HL – BOP Plans, BOR SUP Plans, Federal Insurance
  - RT – SDRS Retirement, SUPL Retirement (TSA)

# Benefit Application Forms





# Benefit Application Forms

- PDABDSU
  - Technical Tables
    - PDRBCDN
  - Application
    - New Hires Only
- PDADEDN
  - Technical Tables
    - PDRBDED
    - PDRDEDN
  - Application
    - Current Employee
      - Add/Delete
      - Change in Effective Dates
      - Terminate a Benefit

# Benefit SDBOR Processes

- Shared Employees
- Transferred Employees
- LWB
- Sabbaticals
- Special Pay Plan
- Leave Pay Out
- FMLA (will be in Part III of Series)

Highlights Information

# Benefit Inquiry Screens

- PEIDHIS – Employee Deduction History
- PEIDTOT – Employee Deduction Totals
- PDIDLST – Individual Deduction List
- PEIATOT – Aggregate Deduction Totals
- PEIFMLA – Family Medical Leave

# Payroll Rule Forms

# Payroll Rule Forms

- PTRPICT
- PTRCALN
- PTRECLS
- PTREHOL
- PTRINST

# PTRPICT

- Payroll ID
  - MN

# PTRCALN

- Payroll Calendar
  - 2007
  - 2008
  
  - NBAFISC

# PTRECLS

- Employee Class
  - Timekeeping Rules
  - Earnings Rules



# PTREHOL

- Employee Holidays
  - Currently populated through FY07
  - Exempt Employees

# PTRINST

- Installation Rule Forms
  - Payroll Processes

# Payroll Application Forms

# Payroll Processing Application Forms

- NBAJOBS
  - Begins Process
- PHATIME
  - Departmental Time Entry
- PHADSUM
  - Department Summary
  - Can be used to monitor time by TK org
- PHAMTIM
  - WTE Table PHRMTIM
  - Loaded from PHPMTIM
- PHAHOUR
  - Modification of Time Sheets

# Shared Payroll Center

- [Payroll Processes](#)
- [Dispositions at a Glance](#)
- [BPA](#)
- Calendar (March-April 2007)
- [Checklist](#) (Monthly and Correction)

# Payroll Inquiry Screens

- PHICHEK – Check Information
- PEIDTOT – Deduction Totals
- PEIJTOT – Job Totals
- PEIETOT – Employee Totals
- PHIDERR – Error Report
- PHIETIM – Time Sheet Inquiry
- PHITSKY – Time Sheet Keys
- PHITTOT – Time Sheet Totals
- PHIUPDT – Payroll Update Query

# State Interfaces

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- PZRBFMF – Employment and Benefit Records (W, M, C)
- NZRBPED – Payroll Expenditure (M, C)
- NZPSRPT – Expenditure Feed to Finance (M, C)
- PZRSDRS – Monthly SDRS
- PZRUNEM – Quarterly Unemployment
- PZRHIRE – New Hire (Weekly)
- PZRHLTH – In Bound BOP (Weekly)
- PZRTXBL – In Bound BOP (Monthly)



# PZRBFMF

- Weekly, Monthly and Correction
- NBAJOBS
  - Compensation
  - Title
- PEAEMPL
  - Status
  - Dates
  - Job Location

# NZRBPED

- Monthly and Correction
- Payroll Expenditure
  - PHREARN
  - PHRDEDN
- FTE Tracking
  - Calculation based on Hours per FY

# NZPSRPT

- Monthly and Correction
- Revenue Expense
- Valid FOAPS
  - NBRJLBD (NBAJOBS)
  - PTRBDCA

# PZRSDRS

- SDRS Detail
  - PEAEMPL
  - ETOT
  - DTOT
  - PHRDEDN
  - PHRHIST

# PZRUNEM

- Unemployment File – DOL
  - ETOT
  - PEAEMPL

# PZRHIRE

- DOL New Hire
  - PEAEMPL
    - By JBLN

# PZRHLTH

- Health Changes – In Bound (BOP)
  - Still Testing
  - Meeting with BOP to review file
  - Will update PDAEDN

Phase II – PDABENE, PDABCOV

# PZRTXBL

- Taxable Benefits
  - BOP
  - FIS
  - Load into PHPMTIM
  - Populate PHRMTIM, Can View PHAMTIM
  - Load into PHAHOUR



# ePrint

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