

Department of Accounts

Payroll Bulletin

Calendar Year 2011

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the Payroll
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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

Director Lora L. George

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PAYROLL PROCESSING - FISCAL YEAR-END

Introduction

This Payroll Bulletin addresses payroll processing for Fiscal Year-End 2011, Fiscal Year 2012 benefit rates (including healthcare rate tables), and the June 2011 payroll operations calendar. Calendars for the remainder of 2011 will be distributed later. **Please provide a copy of this bulletin to all appropriate personnel within your agency.**

Key Payroll Operations Dates for June 2011

- **June 10** – Semi-monthly salary certification deadline for **PPE 6/9**.
 - **June 15** - Healthcare reconciliations and related IATs due to DOA for the May coverage month. Leave keying deadline.
 - **June 21** – Last day to certify wage/special payrolls charged to **FY 11**. **You must use a June check date, no July check dates will be allowed.**
 - **June 22** – First day to certify Semi-monthly salary for PPE 6/24, Payday **July 1**. **All payrolls certified on or after June 22 will be charged to FY 12 and must have July check dates.**
 - **June 27** - Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 12.**
 - **June 30** – Leave keying deadline. **CIPPS files close at 2:00 pm** for fiscal year end processing.
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Payroll Expenditures

Salaried payroll expenditures for the June 10 - 24 pay period (July 1, 2011 payday) will be charged to FY 2012 without exception. CARS postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 22, 2011 or later will be charged to FY 2012.

Non-salaried and special pays certified between June 11 and June 21 will be charged to FY 2011. These payruns are for non-salaried (e.g., hourly) and special payrolls only. Salaried payroll certifications for the period ending June 24th will not be permitted on these dates.

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PAYROLL PROCESSING - FISCAL YEAR-END, Continued

FY 12 VRS Retirement Rates

Effective with the June 25 – July 9 pay period (July 16 payday) contribution rates for VRS administered programs are scheduled to change to the rates listed below. **No action is required by agencies; DOA will adjust the rates in CIPPS.**

Employer-Paid Benefit Name

	Deduction # - Object Code				Total Charged Agency
	116 – 1111*	127 - 1165	Amt Reported to VRS	117 – 1111*	
Retirement - Plan 1					
State Employees – Elected Officials	2.08%	5.00%**	7.08%	4.50%	11.58%
State Employees – All Others	2.08%	N/A	7.08%	4.50%	6.58%
State Police (SPORS)	7.73%	N/A	12.73%	13.43%	21.16%
Judicial	28.65%	5.00%**	33.65%	13.93%	47.58%
VaLORS	5.07%	N/A	10.07%	8.02%	13.09%
Retirement - Plan 2					
State Employees	2.08%	N/A	7.08%	4.50%	6.58%
State Police (SPORS)	7.73%	N/A	12.73%	13.43%	21.16%
Judicial	28.65%	N/A	33.65%	13.93%	42.58%
VaLORS	5.07%	N/A	10.07%	8.02%	13.09%
Group Life Insurance					
	120 - 1114		Amt Reported to VRS	102 - 1114	Total Charged Agency
	0.28%		0.28%	0.74%	1.02%
Retiree Health Insurance Credit					
	115 - 1116			105 - 1116	
	0.10%		0.10%	0.89%	0.99%
VSDP					
	136/144 - 1117			106/104 - 1117	
	0.00%		0.00%	0.66%	0.66%

* These rates will change again for the 4th quarter of FY 12 starting with the 3/25/12 to 4/9/12 pay period, but the total charged to the agency will remain the same.
 ** 5% member-portion for Plan 1 elected officials and Judicial coverages continues to be paid by the employer. All other Plan 1 employees will have the member-portion paid by the employee.

New Codes for Elected Officials

As elected officials are exempt from contributing the 5% “member-portion” from pay but are still considered “Regular VRS” participants two new codes have been added.

EO – Elected Official Regular VRS and BE – Elected Official Buyback

Optional Retirement Rates

The rates for ORPs will not change for FY 12. The employer-contribution rates will be 10.4% and 8.5% for existing “Plan 1” and “Plan 2” participants, respectively. Plan 2 participants continue to contribute 5% from pay.

PAYROLL PROCESSING - FISCAL YEAR-END, Continued**“P” and “N”
Vouchers**

Agencies are not required to use the “P” or “N” on payroll vouchers processed through CIPPS. CIPPS payrolls post to CARS as a batch type 9, which does not require the “P/N” voucher process.

**Optional Group
Life Premium
Update**

The Optional Group Life premium rates remain the same. The premiums are based on the salary of the member and the age of the member or spouse on January 1, 2011.

Questions regarding coverage or premiums should be directed to Joe Chang at Minnesota Life at:

Joe Chang, Richmond Branch Office
joseph.chang@minnesotalife.com
Phone: 1-800-441-2258, ext. 101
Fax: 804-644-2460

CIPPS Security

If you make changes to the individuals authorized to approve payroll expenditures on the Authorized Signatories Form (DA-04-121), be sure that you also complete the CIPPS Security Authorization form to add or remove that person’s access to CIPPS. Also keep in mind that updates to Payline Masking and CIPPS FINDS access may be necessary.

**Deferred Comp
and Annuity
Cash Match**

The maximum amount of cash match that may be made for eligible employees has been returned to \$20 per pay period effective July 1, 2011. DOA will systematically change the amounts in CIPPS to reflect the increased match to ensure that the cash match does not exceed the maximum per pay period as shown in the table below or 50% of the deferred comp or annuity deduction, whichever is less. Based on the number of pay periods, new maximum deduction amounts are as follows:

Max. Match		Max. Match	
<u>No Pays</u>	<u>Amt</u>	<u>No Pays</u>	<u>Amt</u>
9	\$53.34	18	\$26.68
10	\$48.00	20	\$24.00
11	\$43.64	22	\$21.82
12	\$40.00	24	\$20.00

The goal amount will also be changed to incorporate the increased contributions. The new goal amount will be \$380. This amount was derived taking into account all potential contribution/match amounts during 2011 for those individuals on other than a 12 or 24 pay schedule.

Please note that the new cash match rates are effective for the June 10 – June 24th pay period – July 1, 2011 check date. The rate changes will be made in CIPPS on or about the 16th of June.

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PAYROLL PROCESSING - FISCAL YEAR-END, Continued

Flexible Benefits

Mass transactions to deactivate the flexible benefit deductions (Deduction 021, Dependent Care, Deduction 022, Medical Reimbursement and Deduction 023, Administration Fees) and zero the amount and goal fields will be executed by DOA on June 30.

DOA will then establish the new plan year deduction amounts and administrative fees from data provided through BES. No data entry will be required by agency personnel for flexible benefit deductions, unless an employee is listed on the REPORT U130, **BES/CIPPS TRANSACTION ERROR LISTING**. Please review all transactions for accuracy.

Flexible Benefit Admin Fee

The flexible spending account administrative fee (Deduction 023) remains the same for Plan Year 2012 (July 1, 2011 – June 30, 2012). This is an employee-paid, pre-tax fee withheld the first pay period of each month. The fee is \$3.67 per month for employees paid over 12 months (see fee schedule below).

Number of Pays	12/24	11/22	10/20	9/18
Fee Amount (Ded 023)	\$3.67	\$4.01	\$4.41	\$4.90
YTD Amount (Goal)	\$44.04	\$44.04	\$44.04	\$44.04

The deduction goal will be set to decrement (a value of "1" in the eighth position in the utility field) with a deduction end date of 06/30/2012.

5% Salary Increase Effective 6/25/2011

The salary increase that is effective with the June 25 – July 9, 2011 pay period (July 16, 2011 pay day) will be handled systematically on or around June 30th. DOA will receive a file from DHRM for the increase in the same manner as has been used in the past when we were afforded annual pay increases. Keep in mind that the increase will only be effective for those Plan 1 individuals that are not in Judicial plans nor are Elected Officials.

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PAYROLL PROCESSING - FISCAL YEAR-END, Continued**Healthcare
Premium
Schedules**

On July 1, 2011, the new healthcare premiums specified in DHRM's *Spotlight* Spring 2011 Open Enrollment Issue will take effect. All codes and rates for CIPPS processing are provided on the following pages.

The new Healthcare Premium schedules distributed by DHRM are divided into two sections. The first section applies to active employees, the second to employees on LWOP. All healthcare providers are listed below.

Provider	Active Provider Code	Involuntary Separation Provider Code	Project Code
COVA Care Basic (Includes basic dental)	42	92	93002
COVA Care Out-of-Network	43	93	93002
COVA Care Expanded Dental	44	94	93002
COVA Care Out-of-Network and Expanded Dental	45	95	93002
COVA Care Vision, Hearing and Expanded Dental	46	96	93002
COVA Care Out-of-Network and Vision, Hearing and Expanded Dental	47	97	93002
COVA HDHP (High Deductible Health Plan)	50	90	93005
Kaiser Permanente HMO (Available in Northern Virginia Only)	06	56	93003
COVA Connect Basic (Includes basic dental)	142	192	93012
COVA Connect Out-of-Network	143	193	93012
COVA Connect Expanded Dental	144	194	93012
COVA Connect Out-of-Network and Expanded Dental	145	195	93012
COVA Connect Vision, Hearing and Expanded Dental	146	196	93012
COVA Connect Out-of-Network and Vision, Hearing and Expanded Dental	147	197	93012

DOA will enter premium changes into CIPPS to become effective with the 6/25-7/9 pay period (July 16, 2011 payday) on June 30, 2011. DOA will automatically change these deductions for active employees. If you have any questions about the schedules, contact Denise Halderman, via e-mail at denise.halderman@doa.virginia.gov or (804) 371-8912.

Reserves from the health benefits program will again be used to absorb some of the increase in employee and employer monthly premium costs. Part-time employees pay the full amount of the premium. More information can be found at:

<http://www.dhrm.virginia.gov>

COVA Care/Connect Basic

Provider Code: 42/92/142/192

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	<u>Employee</u>	<u>Agency</u>	<u>Total</u>	<u>Employee</u>	<u>Agency</u>	<u>Total</u>
S - Employee Only	\$21.50	\$191.50	\$213.00	\$43.00	\$383.00	\$426.00
D - Employee Plus One	\$51.00	\$343.00	\$394.00	\$102.00	\$686.00	\$788.00
F - Family	\$75.00	\$501.00	\$576.00	\$150.00	\$1,002.00	\$1,152.00
O - Employee Only - Part Time	\$250.00	\$0.00	\$250.00	\$500.00	\$0.00	\$500.00
T - Employee Plus One - Part Time	\$462.50	\$0.00	\$462.50	\$925.00	\$0.00	\$925.00
M - Family - Part Time	\$676.00	\$0.00	\$676.00	\$1,352.00	\$0.00	\$1,352.00

COVA Care/Connect Out of Network

Provider Code: 43/93/143/193

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	<u>Employee</u>	<u>Agency</u>	<u>Total</u>	<u>Employee</u>	<u>Agency</u>	<u>Total</u>
S - Employee Only	\$27.50	\$191.50	\$219.00	\$55.00	\$383.00	\$438.00
D - Employee Plus One	\$59.00	\$343.00	\$402.00	\$118.00	\$686.00	\$804.00
F - Family	\$86.00	\$501.00	\$587.00	\$172.00	\$1,002.00	\$1,174.00
O - Employee Only - Part Time	\$256.00	\$0.00	\$256.00	\$512.00	\$0.00	\$512.00
T - Employee Plus One - Part Time	\$470.50	\$0.00	\$470.50	\$941.00	\$0.00	\$941.00
M - Family - Part Time	\$687.00	\$0.00	\$687.00	\$1,374.00	\$0.00	\$1,374.00

COVA Care/Connect Expanded Dental

Provider Code: 44/94/144/194

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	<u>Employee</u>	<u>Agency</u>	<u>Total</u>	<u>Employee</u>	<u>Agency</u>	<u>Total</u>
S - Employee Only	\$29.00	\$191.50	\$220.50	\$58.00	\$383.00	\$441.00
D - Employee Plus One	\$66.00	\$343.00	\$409.00	\$132.00	\$686.00	\$818.00
F - Family	\$97.00	\$501.00	\$598.00	\$194.00	\$1,002.00	\$1,196.00
O - Employee Only - Part Time	\$257.50	\$0.00	\$257.50	\$515.00	\$0.00	\$515.00
T - Employee Plus One - Part Time	\$477.50	\$0.00	\$477.50	\$955.00	\$0.00	\$955.00
M - Family - Part Time	\$698.00	\$0.00	\$698.00	\$1,396.00	\$0.00	\$1,396.00

COVA Care/Connect Out of Network/Expanded Dental

Provider Code: 45/95/145/195

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	<u>Employee</u>	<u>Agency</u>	<u>Total</u>	<u>Employee</u>	<u>Agency</u>	<u>Total</u>
S - Employee Only	\$35.00	\$191.50	\$226.50	\$70.00	\$383.00	\$453.00
D - Employee Plus One	\$73.50	\$343.00	\$416.50	\$147.00	\$686.00	\$833.00
F - Family	\$107.50	\$501.00	\$608.50	\$215.00	\$1,002.00	\$1,217.00
O - Employee Only - Part Time	\$263.50	\$0.00	\$263.50	\$527.00	\$0.00	\$527.00
T - Employee Plus One - Part Time	\$485.00	\$0.00	\$485.00	\$970.00	\$0.00	\$970.00
M - Family - Part Time	\$708.50	\$0.00	\$708.50	\$1,417.00	\$0.00	\$1,417.00

COVA Care/Connect Vision/Hearing/Expanded Dental

Provider Code: 46/96/146/196

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	<u>Employee</u>	<u>Agency</u>	<u>Total</u>	<u>Employee</u>	<u>Agency</u>	<u>Total</u>
S - Employee Only	\$34.50	\$191.50	\$226.00	\$69.00	\$383.00	\$452.00
D - Employee Plus One	\$75.50	\$343.00	\$418.50	\$151.00	\$686.00	\$837.00
F - Family	\$110.00	\$501.00	\$611.00	\$220.00	\$1,002.00	\$1,222.00
O - Employee Only - Part Time	\$263.00	\$0.00	\$263.00	\$526.00	\$0.00	\$526.00
T - Employee Plus One - Part Time	\$487.00	\$0.00	\$487.00	\$974.00	\$0.00	\$974.00
M - Family - Part Time	\$711.00	\$0.00	\$711.00	\$1,422.00	\$0.00	\$1,422.00

COVA Care/Connect FULL

Provider Code: 47/97/147/197

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	<u>Employee</u>	<u>Agency</u>	<u>Total</u>	<u>Employee</u>	<u>Agency</u>	<u>Total</u>
S - Employee Only	\$40.00	\$191.50	\$231.50	\$80.00	\$383.00	\$463.00
D - Employee Plus One	\$83.00	\$343.00	\$426.00	\$166.00	\$686.00	\$852.00
F - Family	\$120.00	\$501.00	\$621.00	\$240.00	\$1,002.00	\$1,242.00
O - Employee Only - Part Time	\$268.50	\$0.00	\$268.50	\$537.00	\$0.00	\$537.00
T - Employee Plus One - Part Time	\$494.50	\$0.00	\$494.50	\$989.00	\$0.00	\$989.00
M - Family - Part Time	\$721.00	\$0.00	\$721.00	\$1,442.00	\$0.00	\$1,442.00

COVA Care High Deductible

Provider Code: 50/90

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$0.00	\$163.50	\$163.50	\$0.00	\$327.00	\$327.00
D - Employee Plus One	\$0.00	\$303.00	\$303.00	\$0.00	\$606.00	\$606.00
F - Family	\$0.00	\$443.00	\$443.00	\$0.00	\$886.00	\$886.00
O - Employee Only - Part Time	\$200.50	\$0.00	\$200.50	\$401.00	\$0.00	\$401.00
T - Employee Plus One - Part Time	\$371.50	\$0.00	\$371.50	\$743.00	\$0.00	\$743.00
M - Family - Part Time	\$543.00	\$0.00	\$543.00	\$1,086.00	\$0.00	\$1,086.00

KAISER PERMANENTE HMO

Provider Code: 06/56

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>			<u>Monthly</u>		
	Employee	Agency	Total	Employee	Agency	Total
S - Employee Only	\$29.50	\$203.00	\$232.50	\$59.00	\$406.00	\$465.00
D - Employee Plus One	\$64.00	\$364.00	\$428.00	\$128.00	\$728.00	\$856.00
F - Family	\$92.50	\$531.50	\$624.00	\$185.00	\$1,063.00	\$1,248.00
O - Employee Only - Part Time	\$269.50	\$0.00	\$269.50	\$539.00	\$0.00	\$539.00
T - Employee Plus One - Part Time	\$496.50	\$0.00	\$496.50	\$993.00	\$0.00	\$993.00
M - Family - Part Time	\$724.00	\$0.00	\$724.00	\$1,448.00	\$0.00	\$1,448.00

Leave Without Pay (LWOP)

Medical LWOP For employees on LWOP due to medical leave, agency convenience, or layoffs, the employee is responsible for paying the employee share and the agency is responsible for paying the agency share of the healthcare premium. These employees will be identified as being on *Medical LWOP* on the following healthcare schedules.

Other LWOP For employees on LWOP for other reasons (e.g., personal, education), the employee is responsible for the entire healthcare premium. These employees will be identified as being on *Non-Medical LWOP* on the following healthcare schedules.

Employees on Military LWOP should contact DHRM's Office of Health Benefits for guidance.

Continued Coverage For employees on LWOP electing to continue healthcare coverage, the agency is responsible for entering the appropriate Employee Coverage Code (See pages 9 – 10) on the HMCU1 screen in CIPPS. The agency will then pay the entire healthcare premium every month, with the employee reimbursing the agency for the amount determined by the employee's LWOP type (e.g., Medical or Non-Medical), provider code, and employee coverage code.

LWOP Healthcare Tables On the following LWOP healthcare schedules, the **Agency Payment** refers to the amount initially paid by the agency (i.e. the full premium due) either through payroll deduction or the automated healthcare reconciliation process. **Employee Cost** refers to the amount the LWOP employee will reimburse the agency every month.

COVA Care/Connect Basic

Provider Code: 42/92/142/192

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP/ Inv Sep (No Pay)	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$43.00	\$426.00	\$191.50	\$383.00
DD - Employee Plus One	\$102.00	\$788.00	\$343.00	\$686.00
FF - Family	\$150.00	\$1,152.00	\$501.00	\$1,002.00
OO - Employee Only - Part Time	\$500.00	\$500.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$925.00	\$925.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,352.00	\$1,352.00	\$0.00	\$0.00

COVA Care/Connect Out of Network

Provider Code: 43/93/143/193

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP/ Inv Sep (No Pay)	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$55.00	\$438.00	\$191.50	\$383.00
DD - Employee Plus One	\$118.00	\$804.00	\$343.00	\$686.00
FF - Family	\$172.00	\$1,174.00	\$501.00	\$1,002.00
OO - Employee Only - Part Time	\$512.00	\$512.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$941.00	\$941.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,374.00	\$1,374.00	\$0.00	\$0.00

COVA Care/Connect Expanded Dental

Provider Code: 44/94/144/194

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP/ Inv Sep (No Pay)	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$58.00	\$441.00	\$191.50	\$383.00
DD - Employee Plus One	\$132.00	\$818.00	\$343.00	\$686.00
FF - Family	\$194.00	\$1,196.00	\$501.00	\$1,002.00
OO - Employee Only - Part Time	\$515.00	\$515.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$955.00	\$955.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,396.00	\$1,396.00	\$0.00	\$0.00

COVA Care/Connect Out of Network/Expanded

Provider Code: 45/95/145/195

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP/ Inv Sep (No Pay)	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$70.00	\$453.00	\$191.50	\$383.00
DD - Employee Plus One	\$147.00	\$833.00	\$343.00	\$686.00
FF - Family	\$215.00	\$1,217.00	\$501.00	\$1,002.00
OO - Employee Only - Part Time	\$527.00	\$527.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$970.00	\$970.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,417.00	\$1,417.00	\$0.00	\$0.00

COVA Care/Connect Vision/Hearing/Expanded Dental

Provider Code: 46/96/146/196

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP/ Inv Sep (No Pay)	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$69.00	\$452.00	\$191.50	\$383.00
DD - Employee Plus One	\$151.00	\$837.00	\$343.00	\$686.00
FF - Family	\$220.00	\$1,222.00	\$501.00	\$1,002.00
OO - Employee Only - Part Time	\$526.00	\$526.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$974.00	\$974.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,422.00	\$1,422.00	\$0.00	\$0.00

COVA Care/Connect Full

Provider Code: 47/97/147/197

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP/ Inv Sep (No Pay)	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$80.00	\$463.00	\$191.50	\$383.00
DD - Employee Plus One	\$166.00	\$852.00	\$343.00	\$686.00
FF - Family	\$240.00	\$1,242.00	\$501.00	\$1,002.00
OO - Employee Only - Part Time	\$537.00	\$537.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$989.00	\$989.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,442.00	\$1,442.00	\$0.00	\$0.00

COVA Care High Deductible

Provider Code: 50/90

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP/ Inv Sep (No Pay)	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$0.00	\$327.00	\$163.50	\$327.00
DD - Employee Plus One	\$0.00	\$606.00	\$303.00	\$606.00
FF - Family	\$0.00	\$886.00	\$443.00	\$886.00
OO - Employee Only - Part Time	\$401.00	\$401.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$743.00	\$743.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,086.00	\$1,086.00	\$0.00	\$0.00

KAISER PERMANENTE

Provider Code: 06/56

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment - Med LWOP</u>	
	Medical LWOP/ Inv Sep (No Pay)	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$59.00	\$465.00	\$203.00	\$406.00
DD - Employee Plus One	\$128.00	\$856.00	\$364.00	\$728.00
FF - Family	\$185.00	\$1,248.00	\$531.50	\$1,063.00
OO - Employee Only - Part Time	\$539.00	\$539.00	\$0.00	\$0.00
TT - Employee Plus One - Part Time	\$993.00	\$993.00	\$0.00	\$0.00
MM - Family - Part Time	\$1,448.00	\$1,448.00	\$0.00	\$0.00

June 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Payday for semi-monthly salaried employees Deferred Comp Transaction Upload	2	3 TPA Upload	4 9AM - CIPPS files open - no edits or payruns
5 9AM - CIPPS files open - no edits or payruns	6 Deferred Comp Transaction Upload	7	8	9	10 Semi-monthly salaried certification deadline Period #1 (5/25-6/09)	11 9AM - CIPPS files open - no edits or payruns
12 9AM - CIPPS files open - no edits or payruns	13 CHARGE FY 11	14 CHARGE FY 11	15 Leave keying deadline Post leave accruals (5/25-6/09) May Healthcare Cert Due CHARGE FY 11	16 Payday for semi-monthly salaried employees CHARGE FY 11	17 CHARGE FY 11	18 9AM - CIPPS files open - no edits or payruns
19 9AM - CIPPS files open - no edits or payruns	20 Deferred Comp Transaction Upload TPA Upload CHARGE FY 11	21 Last day to certify wage/special for FY 11 CHARGE FY 11	22 CHARGE FY 12 Must have July Check Date	23 Deferred Comp Transaction Upload CHARGE FY 12 Must have July Check Date	24 CHARGE FY 12 Must have July Check Date	25 9AM - CIPPS files open - no edits or payruns
26 9AM - CIPPS files open - no edits or payruns	27 Semi-monthly salaried certification deadline Period #2 (6/10-6/24) CHARGE FY 12 Must have July Check Date	28 CHARGE FY 12 Must have July Check Date	29 CHARGE FY 12 Must have July Check Date	30 CIPPS close at 2pm Fiscal Year End Leave Processing (Leave Liability) Leave keying Deadline Post leave accruals (6/10-6/24)		

July 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payday for semi-monthly salaried employees Deferred Comp Transaction Upload TPA Upload	2 9AM - CIPPS files open - no edits or payruns
3 9AM - CIPPS files open - no edits or payruns	4 State Holiday: Independence Day	5	6	7 Deferred Comp Transaction Upload	8	9 9AM - CIPPS files open - no edits or payruns
10 9AM - CIPPS files open - no edits or payruns	11 Semi-monthly salaried certification deadline Period #1 (6/25-7/09)	12 2nd Qtr Recon of taxable wages due to DOA	13	14 Leave keying deadline (6/25-7/09)	15 Payday for semi-monthly salaried employees	16 9AM - CIPPS files open - no edits or payruns
17 9AM - CIPPS files open - no edits or payruns	18	19 TPA Upload	20 Deferred Comp Transaction Upload	21	22 Deferred Comp Transaction Upload	23 9AM - CIPPS files open - no edits or payruns
24 9AM - CIPPS files open - no edits or payruns	25	26 Semi-monthly salaried certification deadline Period #2 (7/10-7/24)	27	28	29 Leave keying deadline (7/10-7/24) June Healthcare Cert Due	30 9AM - CIPPS files open - no edits or payruns
31 9AM - CIPPS files open - no edits or payruns						

August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Payday for semi-monthly salaried employees Deferred Comp Transaction Upload	2	3 TPA Upload	4 Deferred Comp Transaction Upload	5	6 9AM - CIPPS files open - no edits or payruns
7 9AM - CIPPS files open - no edits or payruns	8	9	10 Semi-monthly salaried certification deadline Period #1 (7/25-8/09)	11	12	13 9AM - CIPPS files open - no edits or payruns
14 9AM - CIPPS files open - no edits or payruns	15 Leave keying deadline (7/25-8/09)	16 Payday for semi-monthly salaried employees	17	18 Deferred Comp Transaction Upload	19 TPA Upload	20 9AM - CIPPS files open - no edits or payruns
21 9AM - CIPPS files open - no edits or payruns	22	23	24 Deferred Comp Transaction Upload	25	26 Semi-monthly salaried certification deadline Period #2 (8/10-8/24)	27 9AM - CIPPS files open - no edits or payruns
28 9AM - CIPPS files open - no edits or payruns	29	30	31 Leave keying deadline (8/10-8/24) July Healthcare Cert Due			

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payday for semi-monthly salaried employees Deferred Comp Transaction Upload	2 TPA Upload	3 9AM - CIPPS files open - no edits or payruns
4 9AM - CIPPS files open - no edits or payruns	5 State Holiday: Labor Day NATIONAL PAYROLL WEEK	6	7 Deferred Comp Transaction Upload	8	9	10 9AM - CIPPS files open - no edits or payruns
11 9AM - CIPPS files open - no edits or payruns	12 Semi-monthly salaried certification deadline Period #1 (8/25-9/9)	13	14	15 Leave keying deadline (8/25-9/09)	16 Payday for semi-monthly salaried employees	17 9AM - CIPPS files open - no edits or payruns
18 9AM - CIPPS files open - no edits or payruns	19 TPA Upload	20 Deferred Comp Transaction Upload	21	22	23	24 9AM - CIPPS files open - no edits or payruns
25 9AM - CIPPS files open - no edits or payruns	26 Semi-monthly salaried certification deadline Period #2 (9/10-9/24)	27	28	29 Leave keying deadline (9/10-9/24) Military Leave Reset	30 Payday for semi-monthly salaried employees TPA Upload August Healthcare Cert Due	

October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 9AM - CIPPS files open - no edits or payruns
2 9AM - CIPPS files open - no edits or payruns	3 Deferred Comp Transaction Upload	4	5	6 Deferred Comp Transaction Upload	7 Semi-monthly salaried certification deadline Period #1 (9/25-10/09)	8 9AM - CIPPS files open - no edits or payruns
9 9AM - CIPPS files open - no edits or payruns	10 State Holiday: Columbus Day	11	12 3RD Qtr Recon of Taxable Wages due to DOA	13 Leave keying deadline (9/25-9/09)	14 Payday for semi- monthly salaried employees	15 9AM - CIPPS files open - no edits or payruns
16 9AM - CIPPS files open - no edits or payruns	17	18	19 Deferred Comp Transaction Upload TPA Upload	20	21	22 9AM - CIPPS files open - no edits or payruns
23 9AM - CIPPS files open - no edits or payruns	24 Deferred Comp Transaction Upload	25	26 Semi-monthly salaried certification deadline Period #2 (10/10-10/24)	27	28	29 9AM - CIPPS files open - no edits or payruns
30	31 Leave keying deadline (10/10-10/24) September Healthcare Cert Due					

November 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payday for semi-monthly salaried employees Deferred Comp Transaction Upload	2 TPA Upload	3	4 Deferred Comp Transaction Upload	5 9AM - CIPPS files open - no edits or payruns
6 9AM - CIPPS files open - no edits or payruns	7	8	9 Semi-monthly salaried certification Period #1 (10/25-11/09)	10	11 State Holiday: Veterans' Day	12 9AM - CIPPS files open - no edits or payruns
13 9AM - CIPPS files open - no edits or payruns	14	15 Leave keying deadline (10/25-11/09)	16 Payday for semi-monthly salaried employees TPA Upload	17	18 Deferred Comp Transaction Upload	19 9AM - CIPPS files open - no edits or payruns
20 9AM - CIPPS files open - no edits or payruns	21 Deferred Comp Transaction Upload	22	23 Half-Day Holiday Files close at noon Semi-monthly salaried certification deadline Period #2 (11/10-11/24)	24 State Holiday: Thanksgiving Day	25 State Holiday: Day After Thanksgiving	26 9AM - CIPPS files open - no edits or payruns
27 9AM - CIPPS files open - no edits or payruns	28	29	30 Leave keying Deadline (11/10-11/24) October Healthcare Cert Due			