***Department of Accounts***

***Payroll Bulletin***

|  |  |  |
| --- | --- | --- |
| **Calendar Year 2014** | **May 14, 2014** | **Volume 2014-08** |

|  |  |  |
| --- | --- | --- |
| *In This Issue of the Payroll Bulletin…....* | * **Payroll Processing – FYE 2014** * **Benefit/Deduction Rates** * **FY 15 Healthcare Rate Tables** * **Payroll Operations Calendar – June – November, 2014** | 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](mailto:cathy.mcgill@doa.virginia.gov)  State Payroll Operations  **Director Lora L. George**  Assistant Director Cathy C. McGill |

**PAYROLL PROCESSING - FISCAL YEAR-END**

|  |  |
| --- | --- |
| Introduction | This Payroll Bulletin addresses payroll processing for Fiscal Year End 2014, Fiscal Year 2015 benefit rates (including healthcare rate tables) and the June – November 2014 payroll operations calendars. Please provide a copy of this bulletin to all appropriate personnel within your agency**.** |

|  |  |
| --- | --- |
| Key Payroll Operations Dates forJune 2014 | * **June 10 –** Semi-monthly salary certification deadline for **PPE 6/9**. * **June 13** - Leave keying deadline. * **June 13** - Healthcare reconciliations and related IATs due to DOA for the May coverage month. * **June 20 –** Last day to certify wage/special payrolls charged to **FY 14**. **You must use a June check date, no July check dates will be allowed.** * **June 23** – First day to certify semi-monthly salary for PPE 6/24, Payday **July 1**. **All payrolls certified on or after June 23 will be charged to FY 15 and must have July check dates.** * **June 25 -** Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 15.** * **June 30 –** Leave keying deadline. **CIPPS files close at 2:00 pm** for fiscal year end processing. |

|  |  |
| --- | --- |
| Payroll Expenditures | **Salaried payroll expenditures for the June 10 - 24 pay period (July 1, 2014, payday) will be charged to FY 2015 without exception.** CARS postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 23, 2014, or later will be charged to FY 2015.  **Non-salaried and special pays certified between June 11 and June 20 will be charged to FY 2014. 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.* |

Continued on next page

**PAYROLL PROCESSING - FISCAL YEAR-END,** continued

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FY 15 VRS Retirement Rates | Contribution rates for VRS-administered programs are found below. The rates presented are in the Appropriations Act, but have not yet been approved.Notice will be provided should the final rates differ. The maximum annual compensation for retirement contributions for Plan Year 2015 (pay periods 6/25/2014 – 06/24/2015) is $260,000 for participants with membership dates on or after April 9, 1996. The maximum is $385,000 for **e**mployees who became plan members before April 9, 1996.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Retirement - Plan 1** | **116 – 1111** | **127 - 1165** | **Amt Reported to VRS** | **Total Charged Agency** | | State Employees – Elected Officials | 12.33% | 5.00%\* | 17.33% | 17.33% | | State Employees – All Others | 12.33% | N/A | 17.33% | 12.33% | | State Police (SPORS) | 25.82% | N/A | 30.82% | 25.82% | | Judicial | 51.66% | 5.00%\* | 56.66% | 56.66% | | VaLORS | 17.67% | N/A | 22.67% | 17.67% | | **Retirement - Plan 2** |  |  |  |  | | State Employees | 12.33% | N/A | 17.33% | 12.33% | | State Police (SPORS) | 25.82% | N/A | 30.82% | 25.82% | | Judicial | 51.66% | N/A | 56.66% | 51.66% | | VaLORS | 17.67% | N/A | 22.67% | 17.67% |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Hybrid** | **116-**  **1111** | **105-1166** | **106-**  **1166** | **Total Charged Agency** | | State Employees | 8.83% - 11.33% | 1.0% | .5% - 2.5% | 12.33% | | Judicial | 48.16% - 50.66% | 1.0% | .5% - 2.5% | 51.66% |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Group Life Insurance** | **120 - 1114** | | **Amt Reported to VRS** | **Total Charged Agency** | | 1.19% | | 1.19% | 1.19% | |  |  |  |  |  | | **Retiree Health Insurance Credit** | **115 - 1116** | |  |  | | 1.05% | | 1.05% | 1.05% | |  |  |  |  |  | | **VSDP** | **136/144 - 1117** | |  |  | | 0.66% | | 0.66% | 0.66% |   \* 5% member-portion continues to be paid for Plan 1 elected officials and Judicial coverage by the employer. All other Plan 1 employees pay the member portion. |

|  |  |
| --- | --- |
| Optional Retirement Rates | The rates for ORPs will not change for FY 15. 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.  The maximum annual compensation for retirement contributions for Plan Year 2015 (checks dated 7/1/2014 – 6/30/2015) is $260,000 for participants with membership dates on or after April 9, 1996. The maximum is $385,000 for employees who became plan members before April 9, 1996. |

Continued on next page

**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 | Effective July 1, 2014 (July 16, 2014 payday) the Optional Group Life rates for the age brackets shown below will be reduced. The rates will continue to be based on the salary of the member and the age of the member or spouse as of January 1, 2014. Rates for coverage of dependent children remain unchanged.  Age 30 – 34 Reduced $0.01 from $0.06 to $0.05, per month, per $1,000 of coverage  Age 35 – 39 Reduced $0.01 from $0.07 to $0.06, per month, per $1,000 of coverage  Age 55 – 59 Reduced $0.01 from $0.34 to $0.33, per month, per $1,000 of coverage  Age 60 – 64 Reduced $0.01 from $0.66 to $0.65, per month, per $1,000 of coverage  Age 65 – 69 Reduced $0.12 from $1.27 to $1.15, per month, per $1,000 of coverage  Reports documenting the coverage and premium amounts will be distributed around the middle of June. The file to change the Deduction 035 amounts will be loaded on June 30. Be sure to review the Report U024, OPTIONAL GROUP LIFE PREMIUM LISTING, and Report U025, OPTIONAL GROUP LIFE ERROR REPORT, in sufficient time to identify and make any necessary adjustments prior to certification.  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/PAT Masking and CIPPS FINDS access may be necessary. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Deferred Comp and Annuity Cash Match | The maximum amount of Supplemental Plan cash match that may be made for eligible employees continues to be $20 per pay period. Based on the number of pay periods, maximum deduction amounts per pay period are as follows:     |  |  |  |  |  | | --- | --- | --- | --- | --- | | No Pays | Max. Match Amt |  | No Pays | Max. Match Amt | | 9 | $53.34 |  | 18 | $26.67 | | 10 | $48.00 |  | 20 | $24.00 | | 11 | $43.64 |  | 22 | $21.82 | | 12 | $40.00 |  | 24 | $20.00 |   Note: Hybrid employees contributing less than 4% voluntary contribution to the hybrid plan are not eligible for this supplemental cash match. |

Continued on next page

**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 deduction amounts for Plan Year 2015 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) will be $3.65 per month effective July 1, 2014 (July 16 check date). This is an employee-paid, pre-tax fee withheld the first pay period of each month. The annual fee of $43.80 is pro-rated based on the employee’s number of pays (see fee schedule below).   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Number of Pays | 12/24 | 11/22 | 10/20 | 9/18 | | Fee Amount (Ded 023) | $3.65 | $3.99 | $4.38 | $4.87 | | YTD Amount (Goal) | $43.80 | $43.80 | $43.80 | $43.80 |   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 06/30/2015. |

Continued on next page

**PAYROLL PROCESSING - FISCAL YEAR-END,** continued

|  |  |
| --- | --- |
| Healthcare Premium Schedules | On July 1, 2014, the new healthcare premiums specified in DHRM’s *Spotlight* Spring 2014 Open Enrollment Issue will take effect. All codes and rates for CIPPS processing are provided on the following pages. These rates do not include the premium reward and are subject to final state budget approval. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | **Active Provider Code** | **Involuntary Separation Provider Code** | **Project Code** |
| COVA Care Basic (Includes basic dental) | 42 | 92 | 93002 |
| COVA Care Expanded Dental | 44 | 94 | 93002 |
| COVA Care Out-of-Network | 43 | 93 | 93002 |
| COVA Care Out-of-Network and Expanded Dental | 45 | 95 | 93002 |
| COVA Care Out-of-Network and Vision, Hearing and Expanded Dental | 47 | 97 | 93002 |
| COVA Care Vision, Hearing and Expanded Dental | 46 | 96 | 93002 |
| COVA HDHP (High Deductible Health Plan) | 50 | 90 | 93005 |
| COVA HDHP ED (High Deductible Health Plan Expanded Dental) | 105 | 155 | 93005 |
| COVA Health Aware Basic | 101 | 151 | 93033 |
| COVA HealthAware and Expanded Dental | 103 | 153 | 93033 |
| COVA HealthAware, Expanded Dental and Vision | 102 | 152 | 93033 |
| Kaiser Permanente HMO (Available in Northern Virginia Only) | 06 | 56 | 93003 |
| TRICARE | 110 | 160 | 93038 |

|  |  |
| --- | --- |
|  | Healthcare premium changes will occur July 1, 2014, with the BES to CIPPS automated update. If you have any questions about the schedules, contact Denise Halderman, via e-mail at [denise.halderman@doa.virginia.gov](mailto:denise.halderman@doa.virginia.gov) or (804) 371-8912. |

|  |  |
| --- | --- |
| **LWOP and Health Insurance** | Effective December 1, 2012, codes used on HMCU1 to indicate employees in a LWOP status were discontinued in CIPPS. Previously these codes established the employee-paid deduction for health insurance premiums at a rate of zero ($0) and the employer-paid deduction at the full premium amount. In lieu of LWOP health care codes the automated reconciliation between BES and CIPPS will ensure that the Health Insurance Fund (HIF) receives all the funds due. The automated recon provides a clear audit trail for audit/fiscal staff to identify employees whose entire health insurance premium is paid by the agency due to LWOP or insufficient pay situations. It is the agency’s responsibility to collect the funds from the identified employee in accordance with DHRM’s guidelines. |

*Continued on next page*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COVA Care Basic (BES – ACC0)** | | | | | | | |
| **Provider Code: 42/92** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $37.50 | $264.50 | $302.00 |  | $75.00 | $529.00 | $604.00 |
| D - Employee Plus One | $85.50 | $474.00 | $559.50 |  | $171.00 | $948.00 | $1,119.00 |
| F - Family | $115.00 | $695.00 | $810.00 |  | $230.00 | $1,390.00 | $1,620.00 |
| O - Employee Only - Part Time | $302.00 | $0.00 | $302.00 |  | $604.00 | $0.00 | $604.00 |
| T - Employee Plus One - Part Time | $559.50 | $0.00 | $559.50 |  | $1,119.00 | $0.00 | $1,119.00 |
| M - Family - Part Time | $810.00 | $0.00 | $810.00 |  | $1,620.00 | $0.00 | $1,620.00 |
|  |  |  |  |  |  |  |  |
| **COVA Care OON (BES – ACC1)** | | | | | | | |
| **Provider Code: 43/93** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $44.50 | $264.50 | $309.00 |  | $89.00 | $529.00 | $618.00 |
| D - Employee Plus One | $95.00 | $474.00 | $569.00 |  | $190.00 | $948.00 | $1,138.00 |
| F – Family | $128.00 | $695.00 | $823.00 |  | $256.00 | $1,390.00 | $1,646.00 |
| O - Employee Only - Part Time | $309.00 | $0.00 | $309.00 |  | $618.00 | $0.00 | $618.00 |
| T - Employee Plus One - Part Time | $569.00 | $0.00 | $569.00 |  | $1,138.00 | $0.00 | $1,138.00 |
| M - Family - Part Time | $823.00 | $0.00 | $823.00 |  | $1,646.00 | $0.00 | $1,646.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **COVA Care ED** **(BES – ACC2)** | | | | | | | |
| **Provider Code: 44/94** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $50.00 | $264.50 | $314.50 |  | $100.00 | $529.00 | $629.00 |
| D - Employee Plus One | $109.50 | $474.00 | $583.50 |  | $219.00 | $948.00 | $1,167.00 |
| F – Family | $151.50 | $695.00 | $846.50 |  | $303.00 | $1,390.00 | $1,693.00 |
| O - Employee Only - Part Time | $314.50 | $0.00 | $314.50 |  | $629.00 | $0.00 | $629.00 |
| T - Employee Plus One - Part Time | $583.50 | $0.00 | $583.50 |  | $1,167.00 | $0.00 | $1,167.00 |
| M - Family - Part Time | $846.50 | $0.00 | $846.50 |  | $1,693.00 | $0.00 | $1,693.00 |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COVA Care OON/ED (BES – ACC3)** | | | | | | | |
| **Provider Code: 45/95** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $57.00 | $264.50 | $321.50 |  | $114.00 | $529.00 | $643.00 |
| D - Employee Plus One | $119.00 | $474.00 | $593.00 |  | $238.00 | $948.00 | $1,186.00 |
| F - Family | $164.50 | $695.00 | $859.50 |  | $329.00 | $1,390.00 | $1,719.00 |
| O - Employee Only - Part Time | $321.50 | $0.00 | $321.50 |  | $643.00 | $0.00 | $643.00 |
| T - Employee Plus One - Part Time | $593.00 | $0.00 | $593.00 |  | $1,186.00 | $0.00 | $1,186.00 |
| M - Family - Part Time | $859.50 | $0.00 | $859.50 |  | $1,719.00 | $0.00 | $1,719.00 |
|  |  |  |  |  |  |  |  |
| **COVA Care V/H/ED (BES – ACC4)** | | | | | | | |
| **Provider Code: 46/96** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $57.50 | $264.50 | $322.00 |  | $115.00 | $529.00 | $644.00 |
| D - Employee Plus One | $122.00 | $474.00 | $596.00 |  | $244.00 | $948.00 | $1,192.00 |
| F - Family | $168.50 | $695.00 | $863.50 |  | $337.00 | $1,390.00 | $1,727.00 |
| O - Employee Only - Part Time | $322.00 | $0.00 | $322.00 |  | $644.00 | $0.00 | $644.00 |
| T - Employee Plus One - Part Time | $596.00 | $0.00 | $596.00 |  | $1,192.00 | $0.00 | $1,192.00 |
| M - Family - Part Time | $863.50 | $0.00 | $863.50 |  | $1,727.00 | $0.00 | $1,727.00 |
|  |  |  |  |  |  |  |  |
| **COVA Care FULL (BES – ACC5)** | | | | | | | |
| **Provider Code: 47/97** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $64.50 | $264.50 | $329.00 |  | $129.00 | $529.00 | $658.00 |
| D - Employee Plus One | $131.50 | $474.00 | $605.50 |  | $263.00 | $948.00 | $1,211.00 |
| F - Family | $181.50 | $695.00 | $876.50 |  | $363.00 | $1,390.00 | $1,753.00 |
| O - Employee Only - Part Time | $329.00 | $0.00 | $329.00 |  | $658.00 | $0.00 | $658.00 |
| T - Employee Plus One - Part Time | $605.50 | $0.00 | $605.50 |  | $1,211.00 | $0.00 | $1,211.00 |
| M - Family - Part Time | $876.50 | $0.00 | $876.50 |  | $1,753.00 | $0.00 | $1,753.00 |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COVA HealthAware Basic (BES – CHA)** | | | | | | | |
| **Provider Code: 101/151** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $13.00 | $264.50 | $277.50 |  | $26.00 | $529.00 | $555.00 |
| D - Employee Plus One | $40.50 | $474.00 | $514.50 |  | $81.00 | $948.00 | $1,029.00 |
| F - Family | $48.00 | $695.00 | $743.00 |  | $96.00 | $1,390.00 | $1,486.00 |
| O - Employee Only - Part Time | $277.50 | $0.00 | $277.50 |  | $555.00 | $0.00 | $555.00 |
| T - Employee Plus One - Part Time | $514.50 | $0.00 | $514.50 |  | $1,029.00 | $0.00 | $1,029.00 |
| M - Family - Part Time | $743.00 | $0.00 | $743.00 |  | $1,486.00 | $0.00 | $1,486.00 |
|  |  |  |  |  |  |  |  |
| **COVA HealthAware + ED & Vision (BES – CHA1)** | | | | | | | |
| **Provider Code: 102/152** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $29.50 | $264.50 | $294.00 |  | $59.00 | $529.00 | $588.00 |
| D - Employee Plus One | $71.50 | $474.00 | $545.50 |  | $143.00 | $948.00 | $1,091.00 |
| F – Family | $94.00 | $695.00 | $789.00 |  | $188.00 | $1,390.00 | $1,578.00 |
| O - Employee Only - Part Time | $294.00 | $0.00 | $294.00 |  | $588.00 | $0.00 | $588.00 |
| T - Employee Plus One - Part Time | $545.50 | $0.00 | $545.50 |  | $1,091.00 | $0.00 | $1,091.00 |
| M - Family - Part Time | $789.00 | $0.00 | $789.00 |  | $1,578.00 | $0.00 | $1,578.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **COVA HealthAware + ED (BES – CHA2)** | | | | | | | |
| **Provider Code: 103/153** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $25.50 | $264.50 | $290.00 |  | $51.00 | $529.00 | $580.00 |
| D - Employee Plus One | $64.50 | $474.00 | $538.50 |  | $129.00 | $948.00 | $1,077.00 |
| F – Family | $84.50 | $695.00 | $779.50 |  | $169.00 | $1,390.00 | $1,559.00 |
| O - Employee Only - Part Time | $290.00 | $0.00 | $290.00 |  | $580.00 | $0.00 | $580.00 |
| T - Employee Plus One - Part Time | $538.50 | $0.00 | $538.50 |  | $1,077.00 | $0.00 | $1,077.00 |
| M - Family - Part Time | $779.50 | $0.00 | $779.50 |  | $1,559.00 | $0.00 | $1,559.00 |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COVA HIGH DEDUCTIBLE HEALTH PLAN (BES – CHD)** | | | | | | | |
| **Provider Code: 50/90** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $0.00 | $228.00 | $228.00 |  | $0.00 | $456.00 | $456.00 |
| D - Employee Plus One | $0.00 | $423.50 | $423.50 |  | $0.00 | $847.00 | $847.00 |
| F - Family | $0.00 | $618.50 | $618.50 |  | $0.00 | $1,237.00 | $1,237.00 |
| O - Employee Only - Part Time | $228.00 | $0.00 | $228.00 |  | $456.00 | $0.00 | $456.00 |
| T - Employee Plus One - Part Time | $423.50 | $0.00 | $423.50 |  | $847.00 | $0.00 | $847.00 |
| M - Family - Part Time | $618.50 | $0.00 | $618.50 |  | $1,237.00 | $0.00 | $1,237.00 |
|  |  |  |  |  |  |  |  |
| **COVA HIGH DEDUCTIBLE HEALTH PLAN ED (BES – CHD1)** | | | | | | | |
| **Provider Code: 105/155** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $12.50 | $228.00 | $240.50 |  | $25.00 | $456.00 | $481.00 |
| D - Employee Plus One | $24.00 | $423.50 | $447.50 |  | $48.00 | $847.00 | $895.00 |
| F - Family | $36.50 | $618.50 | $655.00 |  | $73.00 | $1,237.00 | $1,310.00 |
| O - Employee Only - Part Time | $240.50 | $0.00 | $240.50 |  | $481.00 | $0.00 | $481.00 |
| T - Employee Plus One - Part Time | $447.50 | $0.00 | $447.50 |  | $895.00 | $0.00 | $895.00 |
| M - Family - Part Time | $655.00 | $0.00 | $655.00 |  | $1,310.00 | $0.00 | $1,310.00 |
|  |  |  |  |  |  |  |  |
| **KAISER PERMANENTE HMO (BES – KP)** | | | | | | | |
| **Provider Code: 06/56** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $29.00 | $245.50 | $274.50 |  | $58.00 | $491.00 | $549.00 |
| D - Employee Plus One | $68.50 | $436.50 | $505.00 |  | $137.00 | $873.00 | $1,010.00 |
| F - Family | $98.00 | $638.00 | $736.00 |  | $196.00 | $1,276.00 | $1,472.00 |
| O - Employee Only - Part Time | $274.50 | $0.00 | $274.50 |  | $549.00 | $0.00 | $549.00 |
| T - Employee Plus One - Part Time | $505.00 | $0.00 | $505.00 |  | $1,010.00 | $0.00 | $1,010.00 |
| M - Family - Part Time | $736.00 | $0.00 | $736.00 |  | $1,472.00 | $0.00 | $1,472.00 |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TRICARE (BES – TRC)** | | | | | | | |
| **Provider Code: 110/160** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $30.50 | $0.00 | $30.50 |  | $61.00 | $0.00 | $61.00 |
| D - Employee Plus One | $60.00 | $0.00 | $60.00 |  | $120.00 | $0.00 | $120.00 |
| F - Family | $80.50 | $0.00 | $80.50 |  | $161.00 | $0.00 | $161.00 |
| O - Employee Only - Part Time | $30.50 | $0.00 | $30.50 |  | $61.00 | $0.00 | $61.00 |
| T - Employee Plus One - Part Time | $60.00 | $0.00 | $60.00 |  | $120.00 | $0.00 | $120.00 |
| M - Family - Part Time | $80.50 | $0.00 | $80.50 |  | $161.00 | $0.00 | $161.00 |

June 2014

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

**July 2014**

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

**August 2014**

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

**September 2014**

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

**October 2014**

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

**November 2014**

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