***Department of Accounts***

***Payroll Bulletin***

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| **Calendar Year 2015** | **May 15, 2015** | **Volume 2015-05** |

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| *In This Issue of the Payroll Bulletin…....* | * **Payroll Processing – FYE 2015** * **Benefit/Deduction Rates** * **FY 16 Healthcare Rate Tables** * **Payroll Operations Calendar – June – November, 2015** | 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**

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

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| Key Payroll Operations Dates forJune 2015 | * **June 10 –** Semi-monthly salary certification deadline for **PPE 6/9**. * **June 15** - Leave keying deadline. * **June 15** - Healthcare reconciliations and related IATs due to DOA for the May coverage month. * **June 22 –** Last day to certify wage/special payrolls charged to **FY 15**. **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 16 and must have July check dates.** * **June 25 -** Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 16.** * **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, 2015, payday) will be charged to FY 2016 without exception.** CARS postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 23, 2015, or later will be charged to FY 2016.  **Non-salaried and special pays certified between June 11 and June 22 will be charged to FY 2015. 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

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| Optional Retirement Rates | The rates for ORPs will not change for FY 16. 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 2016 (checks dated 7/1/2015 – 6/30/2016) is $265,000 for participants with membership dates on or after April 9, 1996. The maximum is $395,000 for employees who became plan members with any VRS-covered employer before April 9, 1996. |

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| July 2015 VRS Retirement Rates | Contribution rates for VRS-administered programs are found below. The rates presented are in the Appropriations Act.Notice will be provided should the final rates differ. The maximum annual compensation for retirement contributions for Plan Year 2016 (pay periods 6/25/2015 – 06/24/2016) is $265,000 for participants with membership dates on or after April 9, 1996. The maximum is $395,000 for **e**mployees who became plan members with any VRS-covered employer 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 | 49.62% | 5.00%\* | 54.62% | 54.62% | | 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 | 49.62% | N/A | 54.62% | 49.62% | | 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 | 46.12% - 48.62% | 1.0% | .5% - 2.5% | 49.62% |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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. |

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

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| August 2015 VRS Retirement Rates – Blended Rates | The revised FY 16 rates are effective August 10th per language in the budget and are **contingent on the revenue forecast** for fiscal year ending June 30, 2015.  If revenues are not met, rates will remain the same as shown for July.  If revenues are met, there will be a blended rate for August since the new rates are effective in the middle of the retirement reporting period. Rates below reflect the blended rate.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Retirement - Plan 1** | **116 – 1111** | **127 - 1165** | **Amt Reported to VRS** | **Total Charged Agency** | | State Employees – Elected Officials | 13.28% | 5.00%\* | 18.28% | 18.28% | | State Employees – All Others | 13.28% | N/A | 18.28% | 13.28% | | State Police (SPORS) | 26.83% | N/A | 31.83% | 26.83% | | Judicial | 49.82% | 5.00%\* | 54.82% | 54.82% | | VaLORS | 18.34% | N/A | 23.34% | 18.34% | | **Retirement - Plan 2** |  |  |  |  | | State Employees | 13.28% | N/A | 18.28% | 13.28% | | State Police (SPORS) | 26.83% | N/A | 31.83% | 26.83% | | Judicial | 49.82% | N/A | 54.82% | 49.82% | | VaLORS | 18.34% | N/A | 23.34% | 18.34% |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Hybrid** | **116-**  **1111** | **105-1166** | **106-**  **1166** | **Total Charged Agency** | | State Employees | 9.78% - 12.28% | 1.0% | .5% - 2.5% | 13.28% | | Judicial | 46.32% - 48.82% | 1.0% | .5% - 2.5% | 49.82% | |

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| September 2015 to June 2016 VRS Retirement Rates | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Retirement - Plan 1** | **116 – 1111** | **127 - 1165** | **Amt Reported to VRS** | **Total Charged Agency** | | State Employees – Elected Officials | 14.22% | 5.00%\* | 19.22% | 19.22% | | State Employees – All Others | 14.22% | N/A | 19.22% | 14.22% | | State Police (SPORS) | 27.83% | N/A | 32.83% | 27.83% | | Judicial | 50.02% | 5.00%\* | 55.02% | 55.02% | | VaLORS | 19.00% | N/A | 24.00% | 19.00% | | **Retirement - Plan 2** |  |  |  |  | | State Employees | 14.22% | N/A | 19.22% | 14.22% | | State Police (SPORS) | 27.83% | N/A | 32.83% | 27.83% | | Judicial | 50.02% | N/A | 55.02% | 50.02% | | VaLORS | 19.00% | N/A | 24.00% | 19.00% |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Hybrid** | **116-**  **1111** | **105-1166** | **106-**  **1166** | **Total Charged Agency** | | State Employees | 10.72% - 13.22% | 1.0% | .5% - 2.5% | 14.22% | | Judicial | 46.52% - 49.02% | 1.0% | .5% - 2.5% | 50.02% | |

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

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| “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. |

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| 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. |

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| 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. |

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

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| 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 2016 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. |

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| Flexible Benefit Admin Fee | The flexible spending account administrative fee (Deduction 023) will continue to be $3.65 per month. 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 06/30/2016. |

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

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| Healthcare Premium Schedules | On July 1, 2015, the new healthcare premiums specified in DHRM’s *Spotlight* Spring 2015 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. |

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| **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 |

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|  | Healthcare premium changes will occur July 1, 2015, 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. |

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| **COVA Care Basic (BES – ACC0)** | | | | | | | |
| **Provider Code: 42/92** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $38.00 | $271.50 | $309.50 |  | $76.00 | $543.00 | $619.00 |
| D - Employee Plus One | $87.50 | $486.50 | $574.00 |  | $175.00 | $973.00 | $1,148.00 |
| F - Family | $117.50 | $713.50 | $831.00 |  | $235.00 | $1,427.00 | $1,662.00 |
| O - Employee Only - Part Time | $309.50 | $0.00 | $309.50 |  | $619.00 | $0.00 | $619.00 |
| T - Employee Plus One - Part Time | $574.00 | $0.00 | $574.00 |  | $1,148.00 | $0.00 | $1,148.00 |
| M - Family - Part Time | $831.00 | $0.00 | $831.00 |  | $1,662.00 | $0.00 | $1,662.00 |
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| **COVA Care OON (BES – ACC1)** | | | | | | | |
| **Provider Code: 43/93** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $45.50 | $271.50 | $317.00 |  | $91.00 | $543.00 | $634.00 |
| D - Employee Plus One | $97.50 | $486.50 | $584.00 |  | $195.00 | $973.00 | $1,168.00 |
| F – Family | $131.50 | $713.50 | $845.00 |  | $263.00 | $1,427.00 | $1,690.00 |
| O - Employee Only - Part Time | $317.00 | $0.00 | $317.00 |  | $634.00 | $0.00 | $634.00 |
| T - Employee Plus One - Part Time | $584.00 | $0.00 | $584.00 |  | $1,168.00 | $0.00 | $1,168.00 |
| M - Family - Part Time | $845.00 | $0.00 | $845.00 |  | $1,690.00 | $0.00 | $1,690.00 |
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| **COVA Care ED** **(BES – ACC2)** | | | | | | | |
| **Provider Code: 44/94** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $51.50 | $271.50 | $323.00 |  | $103.00 | $543.00 | $646.00 |
| D - Employee Plus One | $113.00 | $486.50 | $599.50 |  | $226.00 | $973.00 | $1,199.00 |
| F – Family | $156.50 | $713.50 | $870.00 |  | $313.00 | $1,427.00 | $1,740.00 |
| O - Employee Only - Part Time | $323.00 | $0.00 | $323.00 |  | $646.00 | $0.00 | $646.00 |
| T - Employee Plus One - Part Time | $599.50 | $0.00 | $599.50 |  | $1,199.00 | $0.00 | $1,199.00 |
| M - Family - Part Time | $870.00 | $0.00 | $870.00 |  | $1,740.00 | $0.00 | $1,740.00 |
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| **COVA Care OON/ED (BES – ACC3)** | | | | | | | |
| **Provider Code: 45/95** |  |  |  |  |  |  |  |
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| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $59.00 | $271.50 | $330.50 |  | $118.00 | $543.00 | $661.00 |
| D - Employee Plus One | $123.00 | $486.50 | $609.50 |  | $246.00 | $973.00 | $1,219.00 |
| F - Family | $170.50 | $713.50 | $884.00 |  | $341.00 | $1,427.00 | $1,768.00 |
| O - Employee Only - Part Time | $330.50 | $0.00 | $330.50 |  | $661.00 | $0.00 | $661.00 |
| T - Employee Plus One - Part Time | $609.50 | $0.00 | $609.50 |  | $1,219.00 | $0.00 | $1,219.00 |
| M - Family - Part Time | $884.00 | $0.00 | $884.00 |  | $1,768.00 | $0.00 | $1,768.00 |
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| **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 | $59.50 | $271.50 | $331.00 |  | $119.00 | $543.00 | $662.00 |
| D - Employee Plus One | $126.50 | $486.50 | $613.00 |  | $253.00 | $973.00 | $1,226.00 |
| F - Family | $174.50 | $713.50 | $888.00 |  | $349.00 | $1,427.00 | $1,776.00 |
| O - Employee Only - Part Time | $331.00 | $0.00 | $331.00 |  | $662.00 | $0.00 | $662.00 |
| T - Employee Plus One - Part Time | $613.00 | $0.00 | $613.00 |  | $1,226.00 | $0.00 | $1,226.00 |
| M - Family - Part Time | $888.00 | $0.00 | $888.00 |  | $1,776.00 | $0.00 | $1,776.00 |
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| **COVA Care FULL (BES – ACC5)** | | | | | | | |
| **Provider Code: 47/97** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $67.00 | $271.50 | $338.50 |  | $134.00 | $543.00 | $677.00 |
| D - Employee Plus One | $136.50 | $486.50 | $623.00 |  | $273.00 | $973.00 | $1,246.00 |
| F - Family | $188.50 | $713.50 | $902.00 |  | $377.00 | $1,427.00 | $1,804.00 |
| O - Employee Only - Part Time | $338.50 | $0.00 | $338.50 |  | $677.00 | $0.00 | $677.00 |
| T - Employee Plus One - Part Time | $623.00 | $0.00 | $623.00 |  | $1,246.00 | $0.00 | $1,246.00 |
| M - Family - Part Time | $902.00 | $0.00 | $902.00 |  | $1,804.00 | $0.00 | $1,804.00 |
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| **COVA HealthAware Basic (BES – CHA)** | | | | | | | |
| **Provider Code: 101/151** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $11.50 | $271.50 | $283.00 |  | $23.00 | $543.00 | $566.00 |
| D - Employee Plus One | $39.00 | $486.50 | $525.50 |  | $78.00 | $973.00 | $1,051.00 |
| F - Family | $45.00 | $713.50 | $758.50 |  | $90.00 | $1,427.00 | $1,517.00 |
| O - Employee Only - Part Time | $283.00 | $0.00 | $283.00 |  | $566.00 | $0.00 | $566.00 |
| T - Employee Plus One - Part Time | $525.50 | $0.00 | $525.50 |  | $1,051.00 | $0.00 | $1,051.00 |
| M - Family - Part Time | $758.50 | $0.00 | $758.50 |  | $1,517.00 | $0.00 | $1,517.00 |
|  |  |  |  |  |  |  |  |
| **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 | $29.00 | $271.50 | $300.50 |  | $58.00 | $543.00 | $601.00 |
| D - Employee Plus One | $72.00 | $486.50 | $558.50 |  | $144.00 | $973.00 | $1,117.00 |
| F – Family | $93.50 | $713.50 | $807.00 |  | $187.00 | $1,427.00 | $1,614.00 |
| O - Employee Only - Part Time | $300.50 | $0.00 | $300.50 |  | $601.00 | $0.00 | $601.00 |
| T - Employee Plus One - Part Time | $558.50 | $0.00 | $558.50 |  | $1,117.00 | $0.00 | $1,117.00 |
| M - Family - Part Time | $807.00 | $0.00 | $807.00 |  | $1,614.00 | $0.00 | $1,614.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **COVA HealthAware + ED (BES – CHA2)** | | | | | | | |
| **Provider Code: 103/153** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $24.50 | $271.50 | $296.00 |  | $49.00 | $543.00 | $592.00 |
| D - Employee Plus One | $64.50 | $486.50 | $551.00 |  | $129.00 | $973.00 | $1,102.00 |
| F – Family | $83.50 | $713.50 | $797.00 |  | $167.00 | $1,427.00 | $1,594.00 |
| O - Employee Only - Part Time | $296.00 | $0.00 | $296.00 |  | $592.00 | $0.00 | $592.00 |
| T - Employee Plus One - Part Time | $551.00 | $0.00 | $551.00 |  | $1,102.00 | $0.00 | $1,102.00 |
| M - Family - Part Time | $797.00 | $0.00 | $797.00 |  | $1,594.00 | $0.00 | $1,594.00 |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | $232.50 | $232.50 |  | $0.00 | $465.00 | $465.00 |
| D - Employee Plus One | $0.00 | $432.00 | $432.00 |  | $0.00 | $864.00 | $864.00 |
| F - Family | $0.00 | $631.00 | $631.00 |  | $0.00 | $1,262.00 | $1,262.00 |
| O - Employee Only - Part Time | $232.50 | $0.00 | $232.50 |  | $465.00 | $0.00 | $465.00 |
| T - Employee Plus One - Part Time | $432.00 | $0.00 | $432.00 |  | $864.00 | $0.00 | $864.00 |
| M - Family - Part Time | $631.00 | $0.00 | $631.00 |  | $1,262.00 | $0.00 | $1,262.00 |
|  |  |  |  |  |  |  |  |
| **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 | $13.00 | $232.50 | $245.50 |  | $26.00 | $465.00 | $491.00 |
| D - Employee Plus One | $25.50 | $432.00 | $457.50 |  | $51.00 | $864.00 | $915.00 |
| F - Family | $38.50 | $631.00 | $669.50 |  | $77.00 | $1,262.00 | $1,339.00 |
| O - Employee Only - Part Time | $245.50 | $0.00 | $245.50 |  | $491.00 | $0.00 | $491.00 |
| T - Employee Plus One - Part Time | $457.50 | $0.00 | $457.50 |  | $915.00 | $0.00 | $915.00 |
| M - Family - Part Time | $669.50 | $0.00 | $669.50 |  | $1,339.00 | $0.00 | $1,339.00 |
|  |  |  |  |  |  |  |  |
| **KAISER PERMANENTE HMO (BES – KP)** | | | | | | | |
| **Provider Code: 06/56** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** | | |  | **Monthly** | | |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $29.50 | $257.00 | $286.50 |  | $59.00 | $514.00 | $573.00 |
| D - Employee Plus One | $70.50 | $456.50 | $527.00 |  | $141.00 | $913.00 | $1,054.00 |
| F - Family | $100.50 | $667.50 | $768.00 |  | $201.00 | $1,335.00 | $1,536.00 |
| O - Employee Only - Part Time | $286.50 | $0.00 | $286.50 |  | $573.00 | $0.00 | $573.00 |
| T - Employee Plus One - Part Time | $527.00 | $0.00 | $527.00 |  | $1,054.00 | $0.00 | $1,054.00 |
| M - Family - Part Time | $768.00 | $0.00 | $768.00 |  | $1,536.00 | $0.00 | $1,536.00 |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 2015

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

**July 2015**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  | 1  Payday for  semi-monthly salaried employees | 2  VNAV/CIPPS Interface  TPA Upload | 3  **State Holiday: Independence Day** | 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  New Hire Center Report | 9 | 10  Semi-monthly  salaried certification  deadline  Period #1  (6/25-7/09) | 11  9AM - CIPPS files open - no edits or payruns |
| 12  9AM - CIPPS files open - no edits or payruns | 13  2nd Qtr Recon of taxable wages due to DOA | 14 | 15  Leave keying  deadline  (6/25-7/09) | 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  New Hire Center Report | 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  (7/10-7/24) | 28 | 29 | 30  Leave keying  deadline  (7/10-7/24) | 31  Payday for  semi-monthly salaried employees  June Healthcare Cert Due |  |

**August 2015**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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  TPA Upload | 4  VNAV/CIPPS Interface | 5  Deferred Comp Transaction Upload  New Hire Center Report | 6 | 7 | 8  9AM - CIPPS files open - no edits or payruns |
| 9  9AM - CIPPS files open - no edits or payruns | 10  Semi-monthly salaried certification deadline  Period #1  (7/25-8/09) | 11 | 12 | 13  Leave keying  deadline  (7/25-8/09) | 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  TPA Upload  New Hire Center Report | 20 | 21 | 22  9AM - CIPPS files open - no edits or payruns |
| 23  9AM - CIPPS files open - no edits or payruns | **24** | 25 | 26  Semi-monthly salaried certification deadline  Period #2  (8/10-8/24) | 27 | 28 | 29  9AM - CIPPS files open - no edits or payruns |
| 30  9AM - CIPPS files open - no edits or payruns | 31  Leave keying  deadline  (8/10-8/24)  July Healthcare Cert Due |  |  |  |  |  |

**September 2015**

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

**October 2015**

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

**November 2015**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 1  9AM - CIPPS files open - no edits or payruns | 2  TPA Upload | 3  VNAV/CIPPS Interface | 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  Semi-monthly salaried certification  Period #1  (10/25-11/09) | 10 | 11  **State Holiday: Veterans’ Day** | 12  New Hire Center Report | 13  Leave keying  deadline  (10/25-11/09) | 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  TPA Upload | 17 | 18 | 19 | 20 | 21  9AM - CIPPS files open - no edits or payruns |
| 22  9AM - CIPPS files open - no edits or payruns | 23  Semi-monthly salaried certification deadline  Period #2  (11/10-11/24) | 24 | 25  New Hire Center Report  **Half-Day Holiday**  Files close at noon | 26  **State Holiday: Thanksgiving Day** | 27  **State Holiday:**  **Day After Thanksgiving** | 28  9AM - CIPPS files open - no edits or payruns |
| 29  9AM - CIPPS files open - no edits or payruns | 30  Leave keying  Deadline  (11/10-11/24)  October Healthcare Cert Due |  |  |  |  |  |