***Department of Accounts***

***Payroll Bulletin***

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| **Calendar Year 2016** | **May 11, 2016 REVISED** | **Volume 2016-06** |

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| *In This Issue of the Payroll Bulletin…....* | * **Payroll Processing – FYE 2016**
* **Benefit/Deduction Rates**
* **FY 17 Healthcare Rate Tables**
* **Payroll Operations Calendar – June – November, 2016**
 | 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.govState 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 2016, Fiscal Year 2017 benefit rates (including healthcare rate tables) and the June – November 2016 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 2016 | * **June 10 –** Semi-monthly salary certification deadline for **PPE 6/9**.
* **June 15** - Leave keying deadline for PPE 6/9.
* **June 15** - Healthcare reconciliations and related ATAs due to DOA for the May coverage month.
* **June 22 –** Last day to certify wage/special payrolls charged to **FY 16**. **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 17 and must have July check dates.**
* **June 27 -** Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 17.**
* **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, 2016, payday) will be charged to FY 2017 without exception.** Cardinal postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 23, 2016, or later will be charged to FY 2017.**Non-salaried and special pays certified between June 11 and June 22 will be charged to FY 2016. 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 17. 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 the plan year that begins July 1, 2016, (checks dated 7/1/2016 – 6/30/2017) 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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| VRS Retirement Rates | Contribution rates for VRS-administered programs are found below. The rates presented were approved by the Legislature. The maximum annual compensation for retirement contributions for the plan year that begins July 1, 2016, (pay periods 6/25/2016 – 06/24/2017) 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.

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| **Retirement - Plan 1** | **116 – 5011110** | **127 - 5011650** | **Amt Reported to VRS** | **Total Charged Agency** |
| State Employees – Elected Officials | 13.49% | 5.00%\* | 18.49% | 18.49% |
| State Employees – All Others | 13.49% | N/A | 18.49% | 13.49% |
| State Police (SPORS) | 28.54% | N/A | 33.54% | 28.54% |
| Judicial | 41.97% | 5.00%\* | 46.97% | 46.97% |
| VaLORS | 21.05% | N/A | 26.05% | 21.05% |
| **Retirement - Plan 2** |  |  |  |   |
| State Employees | 13.49% | N/A | 18.49% | 13.49% |
| State Police (SPORS) | 28.54% | N/A | 33.54% | 28.54% |
| Judicial | 41.97% | N/A | 46.97% | 41.97% |
| VaLORS | 21.05% | N/A | 26.05% | 21.05% |

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| **Hybrid** | **116-****5011110** | **105-5011660** | **106-****5011660** | **Total Charged Agency** |
| State Employees | 9.99% - 12.49% | 1.0% | .5% - 2.5% | 13.49% |
| Judicial | 43.47% - 45.97% | 1.0% | .5% - 2.5% | 46.97% |

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| **Group Life Insurance** | **120 - 5011140** | **Amt Reported to VRS** | **Total Charged Agency** |
| 1.31% | 1.31% | 1.31% |
|  |  |  |  |  |
| **Retiree Health Insurance Credit** | **115 - 5011160** |  |  |
| 1.18% | 1.18% | 1.18% |
|  |  |  |  |  |
| **VSDP** | **136/144 - 5011170** |  |  |
| 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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| Default Coding | Even though CARS will be decommissioned effective July 1, 2016, the programmatic coding used on HMBU1 will still follow the CARS format. More information will be forthcoming on a replacement for the NSSA table. |

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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:

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| --- | --- | --- | --- | --- |
| 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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| 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 2017 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).

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| --- | --- | --- | --- | --- |
| 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 06/30/2017. |

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

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| Healthcare Premium Schedules | On July 1, 2016, the new healthcare premiums specified in DHRM’s *Spotlight* Spring 2016 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****And Task** |
| COVA Care Basic (Includes basic dental) | 42 | 92 | AHI100 10 |
| COVA Care Expanded Dental | 44 | 94 | AHI100 10  |
| COVA Care Out-of-Network  | 43 | 93 | AHI100 10 |
| COVA Care Out-of-Network and Expanded Dental  | 45 | 95 | AHI100 10 |
| COVA Care Out-of-Network and Vision, Hearing and Expanded Dental  | 47 | 97 | AHI100 10 |
| COVA Care Vision, Hearing and Expanded Dental  | 46 | 96 | AHI100 10 |
| COVA HDHP (High Deductible Health Plan) | 50 | 90 | AHI300 10 |
| COVA HDHP ED (High Deductible Health Plan Expanded Dental)  | 105 | 155 | AHI300 10 |
| COVA Health Aware Basic | 101 | 151 | AHI200 10 |
| COVA HealthAware and Expanded Dental | 103 | 153 | AHI200 10  |
| COVA HealthAware, Expanded Dental and Vision  | 102 | 152 | AHI200 10 |
| Kaiser Permanente HMO (Available in Northern Virginia Only) | 06 | 56 | AHI810 40 |
| TRICARE | 110 | 160 | AHI820 40 |

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|  | Healthcare premium changes will occur July 1, 2016, 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 or (804) 371-8912. |

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| **COVA Care Basic (BES – ACC0)** |
| **Provider Code: 42/92** |  |  |  |  |  |  |  |
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| **Employee Coverage Code** | **Semi-Monthly** |  | **Monthly** |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $41.00  | $297.50  | $338.50  |   | $82.00  | $595.00  | $677.00  |
| D - Employee Plus One | $94.00  | $533.00  | $627.00  |   | $188.00  | $1,066.00  | $1,254.00  |
| F - Family | $127.00  | $781.50  | $908.50  |   | $254.00  | $1,563.00  | $1,817.00  |
| O - Employee Only - Part Time | $338.50  | $0.00  | $338.50  |   | $677.00  | $0.00  | $677.00  |
| T - Employee Plus One - Part Time | $627.00  | $0.00  | $627.00  |   | $1,254.00  | $0.00  | $1,254.00  |
| M - Family - Part Time | $908.50  | $0.00  | $908.50  |   | $1,817.00  | $0.00  | $1,817.00  |
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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 | $49.00  | $297.50  | $346.50  |   | $98.00  | $595.00  | $693.00  |
| D - Employee Plus One | $105.00  | $533.00  | $638.00  |   | $210.00  | $1,066.00  | $1,276.00  |
| F – Family | $142.00  | $781.50  | $923.50  |   | $284.00  | $1,563.00  | $1,847.00  |
| O - Employee Only - Part Time | $346.50  | $0.00  | $346.50  |   | $693.00  | $0.00  | $693.00  |
| T - Employee Plus One - Part Time | $638.00  | $0.00  | $638.00  |   | $1,276.00  | $0.00  | $1,276.00  |
| M - Family - Part Time | $923.50  | $0.00  | $923.50  |   | $1,847.00  | $0.00  | $1,847.00  |
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| **COVA Care ED** **(BES – ACC2)** |
| **Provider Code: 44/94** |  |  |  |  |  |  |  |
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| **Employee Coverage Code** | **Semi-Monthly** |  | **Monthly** |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $55.50  | $297.50  | $353.00  |   | $111.00  | $595.00  | $706.00  |
| D - Employee Plus One | $121.50  | $533.00  | $654.50  |   | $243.00  | $1,066.00  | $1,309.00  |
| F – Family | $169.00  | $781.50  | $950.50  |   | $338.00  | $1,563.00  | $1,901.00  |
| O - Employee Only - Part Time | $353.00  | $0.00  | $353.00  |   | $706.00  | $0.00  | $706.00  |
| T - Employee Plus One - Part Time | $654.50  | $0.00  | $654.50  |   | $1,309.00  | $0.00  | $1,309.00  |
| M - Family - Part Time | $950.50  | $0.00  | $950.50  |   | $1,901.00  | $0.00  | $1,901.00  |
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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 | $63.50  | $297.50  | $361.00  |   | $127.00  | $595.00  | $722.00  |
| D - Employee Plus One | $132.50  | $533.00  | $665.50  |   | $265.00  | $1,066.00  | $1,331.00  |
| F - Family | $184.00  | $781.50  | $965.50  |   | $368.00  | $1,563.00  | $1,931.00  |
| O - Employee Only - Part Time | $361.00  | $0.00  | $361.00  |   | $722.00  | $0.00  | $722.00  |
| T - Employee Plus One - Part Time | $665.50  | $0.00  | $665.50  |   | $1,331.00  | $0.00  | $1,331.00  |
| M - Family - Part Time | $965.50  | $0.00  | $965.50  |   | $1,931.00  | $0.00  | $1,931.00  |
|  |  |  |  |  |  |  |  |
| **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 | $64.00  | $297.50  | $361.50  |   | $128.00  | $595.00  | $723.00  |
| D - Employee Plus One | $136.00  | $533.00  | $669.00  |   | $272.00  | $1,066.00  | $1,338.00  |
| F - Family | $188.50  | $781.50  | $970.00  |   | $377.00  | $1,563.00  | $1,940.00  |
| O - Employee Only - Part Time | $361.50  | $0.00  | $361.50  |   | $723.00  | $0.00  | $723.00  |
| T - Employee Plus One - Part Time | $669.00  | $0.00  | $669.00  |   | $1,338.00  | $0.00  | $1,338.00  |
| M - Family - Part Time | $970.00  | $0.00  | $970.00  |   | $1,940.00  | $0.00  | $1,940.00  |
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| **COVA Care FULL (BES – ACC5)** |
| **Provider Code: 47/97** |  |  |  |  |  |  |  |
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| **Employee Coverage Code** | **Semi-Monthly** |  | **Monthly** |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $72.00  | $297.50  | $369.50  |   | $144.00  | $595.00  | $739.00  |
| D - Employee Plus One | $147.00  | $533.00  | $680.00  |   | $294.00  | $1,066.00  | $1,360.00  |
| F - Family | $203.50  | $781.50  | $985.00  |   | $407.00  | $1,563.00  | $1,970.00  |
| O - Employee Only - Part Time | $369.50  | $0.00  | $369.50  |   | $739.00  | $0.00  | $739.00  |
| T - Employee Plus One - Part Time | $680.00  | $0.00  | $680.00  |   | $1,360.00  | $0.00  | $1,360.00  |
| M - Family - Part Time | $985.00  | $0.00  | $985.00  |   | $1,970.00  | $0.00  | $1,970.00  |
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| **COVA HealthAware Basic (BES – CHA)** |
| **Provider Code: 101/151** |  |  |  |  |  |  |  |
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| **Employee Coverage Code** | **Semi-Monthly** |  | **Monthly** |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $10.50  | $297.50  | $308.00  |   | $21.00  | $595.00  | $616.00  |
| D - Employee Plus One | $38.00  | $533.00  | $571.00  |   | $76.00  | $1,066.00  | $1,142.00  |
| F - Family | $43.50  | $781.50  | $825.00  |   | $87.00  | $1,563.00  | $1,650.00  |
| O - Employee Only - Part Time | $308.00  | $0.00  | $308.00  |   | $616.00  | $0.00  | $616.00  |
| T - Employee Plus One - Part Time | $571.00  | $0.00  | $571.00  |   | $1,142.00  | $0.00  | $1,142.00  |
| M - Family - Part Time | $825.00  | $0.00  | $825.00  |   | $1,650.00  | $0.00  | $1,650.00  |
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| **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  | $297.50  | $327.00  |   | $59.00  | $595.00  | $654.00  |
| D - Employee Plus One | $73.50  | $533.00  | $606.50  |   | $147.00  | $1,066.00  | $1,213.00  |
| F – Family | $95.50  | $781.50  | $877.00  |   | $191.00  | $1,563.00  | $1,754.00  |
| O - Employee Only - Part Time | $327.00  | $0.00  | $327.00  |   | $654.00  | $0.00  | $654.00  |
| T - Employee Plus One - Part Time | $606.50  | $0.00  | $606.50  |   | $1,213.00  | $0.00  | $1,213.00  |
| M - Family - Part Time | $877.00  | $0.00  | $877.00  |   | $1,754.00  | $0.00  | $1,754.00  |
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| **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  | $297.50  | $322.00  |   | $49.00  | $595.00  | $644.00  |
| D - Employee Plus One | $65.50  | $533.00  | $598.50  |   | $131.00  | $1,066.00  | $1,197.00  |
| F – Family | $85.00  | $781.50  | $866.50  |   | $170.00  | $1,563.00  | $1,733.00  |
| O - Employee Only - Part Time | $322.00  | $0.00  | $322.00  |   | $644.00  | $0.00  | $644.00  |
| T - Employee Plus One - Part Time | $598.50  | $0.00  | $598.50  |   | $1,197.00  | $0.00  | $1,197.00  |
| M - Family - Part Time | $866.50  | $0.00  | $866.50  |   | $1,733.00  | $0.00  | $1,733.00  |
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| **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  | $255.50  | $255.50  |   | $0.00  | $511.00  | $511.00  |
| D - Employee Plus One | $0.00  | $474.50  | $474.50  |   | $0.00  | $949.00  | $949.00  |
| F - Family | $0.00  | $693.50  | $693.50  |   | $0.00  | $1,387.00  | $1,387.00  |
| O - Employee Only - Part Time | $255.50  | $0.00  | $255.50  |   | $511.00  | $0.00  | $511.00  |
| T - Employee Plus One - Part Time | $474.50  | $0.00  | $474.50  |   | $949.00  | $0.00  | $949.00  |
| M - Family - Part Time | $693.50  | $0.00  | $693.50  |   | $1,387.00  | $0.00  | $1,387.00  |
|  |  |  |  |  |  |  |  |
| **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 | $14.00  | $255.50  | $269.50  |   | $28.00  | $511.00  | $539.00  |
| D - Employee Plus One | $27.50  | $474.50  | $502.00  |   | $55.00  | $949.00  | $1,004.00  |
| F - Family | $41.50  | $693.50  | $735.00  |   | $83.00  | $1,387.00  | $1,470.00  |
| O - Employee Only - Part Time | $269.50  | $0.00  | $269.50  |   | $539.00  | $0.00  | $539.00  |
| T - Employee Plus One - Part Time | $502.00  | $0.00  | $502.00  |   | $1,004.00  | $0.00  | $1,004.00  |
| M - Family - Part Time | $735.00  | $0.00  | $735.00  |   | $1,470.00  | $0.00  | $1,470.00  |
|  |  |  |  |  |  |  |  |
| **KAISER PERMANENTE HMO (BES – KP)** |
| **Provider Code: 06/56** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee Coverage Code** | **Semi-Monthly** |  | **Monthly** |
|  |  |  |  |  |  |  |  |
|  | **Employee** | **Agency** | **Total** |  | **Employee** | **Agency** | **Total** |
| S - Employee Only | $32.50  | $265.00  | $297.50  |   | $65.00  | $530.00  | $595.00  |
| D - Employee Plus One | $77.00  | $470.50  | $547.50  |   | $154.00  | $941.00  | $1,095.00  |
| F - Family | $110.00  | $687.50  | $797.50  |   | $220.00  | $1,375.00  | $1,595.00  |
| O - Employee Only - Part Time | $297.50  | $0.00  | $297.50  |   | $595.00  | $0.00  | $595.00  |
| T - Employee Plus One - Part Time | $547.50  | $0.00  | $547.50  |   | $1,095.00  | $0.00  | $1,095.00  |
| M - Family - Part Time | $797.50  | $0.00  | $797.50  |   | $1,595.00  | $0.00  | $1,595.00  |
|  |  |  |  |  |  |  |  |

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| --- |
| **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 2016

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 9AM - CIPPS files open - no edits or payruns  |  |  | 1 Payday for semi-monthlysalaried employees | 2VNAV/CIPPS Interface | 3Deferred Comp Transaction UploadTPA Upload | 49AM - CIPPS files open - no edits or payruns  |
| 59AM - CIPPS files open - no edits or payruns  | 6 | 7 | 8New Hire Center Report | 9 | 10Semi-monthly salaried certification deadlinePeriod #1(5/25-6/09) | 119AM - CIPPS files open - no edits or payruns  |
| 129AM - CIPPS files open - no edits or payruns  | 13 | 14**CHARGE FY 16** | 15May Healthcare Cert DueLeave keying deadlinePost leave accruals(5/25-6/09**CHARGE FY 16** | 16Payday for semi-monthlysalaried employees**CHARGE FY 16** | 17**CHARGE FY 16** | 189AM - CIPPS files open - no edits or payruns  |
| 199AM - CIPPS files open - no edits or payruns  | 20TPA Upload**CHARGE FY 16** | 21**CHARGE FY 16** | 22Last day to certify wage/special forFY 16 – NO EXCEPTIONSNew Hire Center Report**CHARGE FY 16** | 23**CHARGE FY 17 Must have July Check Date** | 24**CHARGE FY 17 Must have July Check Date** | 259AM - CIPPS files open - no edits or payruns  |
| 269AM - CIPPS files open - no edits or payruns  | 27Semi-monthly salaried certification deadlinePeriod #2 (6/10-6/24)**CHARGE FY 17 Must have July****Check Date** | 28**CHARGE FY 17 Must have July Check Date** | 29**CHARGE FY 17 Must have July Check Date** | 30CIPPS close at 2 pm for FYE processingLeave keyingdeadline 2 pm(6/10-6/24)**CHARGE FY 17 Must have July Check Date** |  |  |

 **July 2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |   |  |  |  | 1Payday for semi-monthly salaried employees  | 29AM - CIPPS files open - no edits or payruns  |
| 39AM - CIPPS files open - no edits or payruns  | 4**State Holiday: Independence Day** | 5VNAV/CIPPS Interface | 6Deferred Comp Transaction UploadTPA Upload New Hire Center Report | 7 | 8 | 99AM - CIPPS files open - no edits or payruns  |
| 109AM - CIPPS files open - no edits or payruns  | 11Semi-monthlysalaried certificationdeadlinePeriod #1(6/25-7/09) | 12 | 132nd Qtr Recon of taxable wages due to DOA | 14Leave keyingdeadline(6/25-7/09) | 15Payday for semi-monthly salaried employees | 169AM - CIPPS files open - no edits or payruns  |
| 179AM - CIPPS files open - no edits or payruns  | 18 | 19TPA Upload | 20New Hire Center Report | 21 | 22 | 239AM - CIPPS files open - no edits or payruns  |
| 249AM - CIPPS files open - no edits or payruns  | 25 | 26Semi-monthlysalaried certification deadlinePeriod #2(7/10-7/24) | 27 | 28 | 29Leave keyingdeadline(7/10-7/24)June Healthcare Cert Due | 309AM - CIPPS files open - no edits or payruns  |
| 319AM - CIPPS files open - no edits or payruns  |  |  |  |  |  |  |

**August 2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  | 1Payday forsemi-monthly salaried employees  | 2VNAV/CIPPS Interface | 3Deferred Comp Transaction Upload TPA UploadNew Hire Center Report | 4 | 5 | 69AM - CIPPS files open - no edits or payruns  |
| 79AM - CIPPS files open - no edits or payruns  | 8  | 9 | 10Semi-monthly salaried certification deadlinePeriod #1(7/25-8/09) | 11 | 12 | 139AM - CIPPS files open - no edits or payruns  |
| 149AM - CIPPS files open - no edits or payruns  | 15Leave keyingdeadline(7/25-8/09) | 16Payday forsemi-monthly salaried employees | 17New Hire Center Report | 18 | 19TPA Upload | 209AM - CIPPS files open - no edits or payruns  |
| 219AM - CIPPS files open - no edits or payruns  | 22 | 23 | 24 | 25 | 26Semi-monthly salaried certification deadlinePeriod #2(8/10-8/24) | 279AM - CIPPS files open - no edits or payruns  |
| 289AM - CIPPS files open - no edits or payruns  | 29 | 30 | 31Leave keyingdeadline(8/10-8/24)July Healthcare Cert DueNew Hire Center Report |  |  |  |

**September 2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  |  | 1Payday forsemi-monthly salaried employees | 2VNAV/CIPPS Interface | 39AM - CIPPS files open - no edits or payruns  |
| 49AM - CIPPS files open - no edits or payruns  | 5**State Holiday: Labor Day** | 6Deferred Comp Transaction Upload TPA Upload | 7 | 8 | 9 | 109AM - CIPPS files open - no edits or payruns  |
| **-------------------- NATIONAL PAYROLL WEEK -----------------------** |
| 119AM - CIPPS files open - no edits or payruns  | 12Semi-monthly salaried certification deadline Period #1(8/25-9/9) | 13 | 14New Hire Center Report | 15Leave keyingdeadline(8/25-9/09) | 16Payday for semi-monthly salaried employees | 179AM - CIPPS files open - no edits or payruns  |
| 189AM - CIPPS files open - no edits or payruns  | 19TPA Upload | 20 | 21 | 22 | 23 | 249AM - CIPPS files open - no edits or payruns  |
| 259AM - CIPPS files open - no edits or payruns  | 26Semi-monthly salaried certification deadlinePeriod #2(9/10-9/24) | 27 | 28 New Hire Center Report | 29Leave keyingdeadline(9/10-9/24) | 30Payday for semi-monthly salaried employeesMilitary Leave ResetAugust Healthcare Cert Due |  |

**October 2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  |  |  |  | 19AM - CIPPS files open - no edits or payruns  |
| 29AM - CIPPS files open - no edits or payruns  | 3 | 4VNAV/CIPPS Interface  | 5Deferred Comp Transaction Upload TPA Upload | 6 | 7Semi-monthly salaried certification deadlinePeriod #1(9/25-10/09) | 89AM - CIPPS files open - no edits or payruns  |
| 99AM - CIPPS files open - no edits or payruns  | 10**State Holiday: Columbus Day** | 11 | 12New Hire Center Report | 13Leave keyingdeadline(9/25-10/09) | 14Payday for semi-monthly salaried employees | 159AM - CIPPS files open - no edits or payruns  |
| 169AM - CIPPS files open - no edits or payruns  | 173RD Qtr Recon of Taxable Wages due to DOA | 18 | 19TPA Upload | 20 | 21 | 229AM - CIPPS files open - no edits or payruns  |
| 239AM - CIPPS files open - no edits or payruns  | 24 | 25 | 26Semi-monthly salaried certification deadlinePeriod #2(10/10-10/24)New Hire Center Report | 27 | 28 | 299AM - CIPPS files open - no edits or payruns  |
| 309AM - CIPPS files open - no edits or payruns  | 31Leave keyingdeadline(10/10-10/24)September Healthcare Cert Due |  |  |  |   |  |

**November 2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  | 1Payday forsemi-monthly salaried employees | 2VNAV/CIPPS Interface | 3Deferred Comp Transaction Upload TPA Upload | 4 | 59AM - CIPPS files open - no edits or payruns  |
| 69AM - CIPPS files open - no edits or payruns  | 7 | 8 | 9Semi-monthly salaried certificationPeriod #1(10/25-11/09)New Hire Center Report | 10 | 11**State Holiday: Veterans’ Day** | 129AM - CIPPS files open - no edits or payruns  |
| 139AM - CIPPS files open - no edits or payruns  | 14 | 15Leave keyingdeadline(10/25-11/09) | 16Payday forsemi-monthly salaried employees TPA Upload | 17 | 18 | 199AM - CIPPS files open - no edits or payruns  |
| 209AM - CIPPS files open - no edits or payruns  | 21 | 22 | 23Semi-monthly salaried certification deadlinePeriod #2(11/10-11/24)New Hire Center Report**Half-Day Holiday**Files close at noon | 24**State Holiday: Thanksgiving Day** | 25**State Holiday:****Day After Thanksgiving** | 269AM - CIPPS files open - no edits or payruns  |
| 279AM - CIPPS files open - no edits or payruns  | 28  | 29 | 30Leave keyingDeadline(11/10-11/24)October Healthcare Cert Due |  |  |  |