Medical Aid Detail Report

Transaction Code:
ZHR_RPTPY394

Purpose	Use this procedure to obtain information on quarterly medical aid payments and file the quarterly reports with Labor and Industries.
Trigger	Perform this procedure at the end of the quarter.
Prerequisites	None
End User Roles	In order to perform this transaction you must be assigned one of the following roles: Financial Reporting Processor, Payroll Analyst, Payroll Inquirer, Payroll Processor, Payroll Supervisor

Change History	Change Description
6/15/2009	Procedure updated to match current system. Note added on how to identify employees working under each risk class
3/2/2011	Helpful hints added

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Helpful Hints:

To find the employees who work under each risk class run the *Flexible Employee Data (ZHR_RPTPAN02)*, selecting the Statewide Variant **SWV MA OVERRIDE-Med Aid Override by Job/PersID**. To run the *Flexible Employee Data report* you must be assigned one of the following roles: Payroll Processor, Personnel Administration (PA) Inquirer, PA processor, PA Supervisor, Time and Attendance Supervisor, Leave Corrections Processor.

For **L&I Quarterly Reconciliation** –Use the following reports to report on the Gross, Hours subject to Medical Aid and Premiums paid for L&I Taxes run

- **Medical Aid Detail Report** (ZHR_RPTPY394)

- Payroll Posting Report (ZHR_RPTPY126, selecting the *SWV Variant for GL5187*

    o See OFM Website for step by step Reconciliation procedures for GL5187.

- Payroll Journal Voucher (ZHR_RPTPY376) Report ID 13 & 14 (For mid period transfer employees).

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY394**.

2.

Under the Periods section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll Area	R	A payroll area groups and designates the employees whose payroll is run on the same date. (i) Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. **Example:** 11
Other Periods	C	This selection option will run a report for a specific quarter: Description of the Other periods: Quarter 1 - Period 1/20xx to 6/20xx Quarter 2 – period 7/20xx to 12/20xx Quarter 3 – period 13/20xx to 18/20xx Quarter 4 – period 19/20xx to 24/20xx Lagged Quarter 1 – period 2/20xx to 7/20xx Lagged Quarter 2 – period 8 /20xx to 13/20xx Lagged Quarter 3 – period 14/20xx to 19/20xx Lagged Quarter 4 – period 20/08 to 01/09 Year – Period 1/20xx to 24/20xx Lagged Year – period 02/20xx to 01/20xx **Example:** Quarter 4 – period 20/2009 to 01/2009 (i) Refer to the **HRMS Payroll and Reports** Job Aid for a list of all pay periods
In Period	C	The current payroll period. **Example:** In Period **2/2011** for period **2/2011.**
For-Period	C	This selection field will appear on the selection screen (SAP requirement). The For-Period is not utilized for this report.

3.

Under the Selections section complete the following fields:

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R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	O	The employee's unique identifying number. Example: **400000129**
Company code	R	The organizational unit within financial accounting. Example: **WA01**
Personnel area	R	A specific agency/sub agency in the State of Washington Example: **2350 Labor and Industries**
Personnel subarea	O	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Example: **0001- Non represented**
Cost Center	O	An object in HRMS that represents a defined location of cost incurrence. Example: **1025000000**
Employee group	O	Status of an employee or position within the State of Washington. **Note:** This is the status of the position only, not the employee. Example: **0 (Permanent)**

3.   Under the Additional Selections complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Organization Key(s)	O	
Medical Aid Code(s)	O	Workers' Compensation Classification Code:

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Workers' Compensation Classification Code (1)   21

Restrictions

Region: WA

WCCC	End Date	WCCC Text
0202	12/31/9999	GeoDuck Divers
4902	12/31/9999	Clerical/Office/Profsnl
4907	12/31/9999	Inmate Work Opportunity
4908	12/31/9999	Inmates Adult Honor Camp
4909	12/31/9999	Inmates Juv Forest Camp
5300	12/31/9999	Admin Field Personnel
5307	12/31/9999	Non Profsnl "Blue Collar"
6103	12/31/9999	Schl: Cler/Sal/Teach/Admn
6104	12/31/9999	Schools: All other Employ
6505	12/31/9999	Welfare Special Work Prgm
6801	12/31/9999	Aircraft NOC Flight Crew
6803	12/31/9999	Flight Instruction
6804	12/31/9999	Airport Operations
6901	12/31/9999	Volunteers
6906	12/31/9999	Volunteer Law Enforcement
7103	12/31/9999	Law Enforcement
7200	12/31/9999	Safe Patient Handling
7201	12/31/9999	Health Care Facilities
7203	12/31/9999	Community Service Workers
7204	12/31/9999	Preferred Workers
7309	12/31/9999	Wrk Actvy Ctr Disabled

Example: **4902 Clerical/Office/Prpfsnl**

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4. Click 🔽 (Execute) to generate the report

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 Medical Aid Detail Report
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 Program  : ZHR_RPTPY394          State of Washington · HRMS        Run Date: 06/16/2009
 User     : KELLYW                 Medical Aid Detail Report         Page    :    1
 Client   : HRT 520                 For Lag Quarter 4/2008           Time    : 08:25:57

 Personnel Area: 2350 Dept of Labor & Industries
 Org. Key:
 Org Code: 30002508 ADMIN SVS\LEGAL SVS\S INS APPL
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   Medical      Payroll       Register
   Aid Code     Date          Number       Gross Salary      Worker Hours        Premium

     4902     10/24/2008     P0820           2,444.00            88.00            31.04
              12/10/2008     P0823           7,332.00           231.00            81.48
                             Sub Total:      9,776.00           319.00           112.52


                             Org Total:      9,776.00           319.00           112.52
                             Personnel Area Total: 422,985.02  12,961.10       10,369.65
     4902                    WC Code Total:  175,034.29         5,832.60         2,057.28
     5307                    WC Code Total:  169,431.72         5,259.00         7,652.98
     5300                    WC Code Total:   78,519.01         1,869.50           659.39
```

ⓘ Report has sub totals and final totals for each worker compensation code assigned to your agency.

ⓘ To find the employees who work under each risk class run the *Flexible Employee Data (ZHR_RPTPAN02)*, selecting the Statewide Variant **SWV MA OVERRIDE-Med Aid Override by Job/PersID**. To run the *Flexible Employee Data report* you must be assigned one of the following roles:
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5. Using the information from the report, go to [Labor & Industries File Quarterly Reports](#) to register and file your quarterly medical aid reports.

6. You have completed this transaction.

Results
You have completed the quarterly medical aid payment reporting.