

**Benefits – Health for Qualified Domestic Partner**


**PA30**

- Purpose** Use this procedure to update an employee’s dental and/or medical plan for qualified domestic partner status.
- Trigger** Perform this procedure when setting up a qualified domestic partner medical coverage.
- Prerequisites**
  - The dental and/or medical plan must be already set-up on the *Health Plans* (0167) infotype.
- End User Roles** In order to perform this transaction you must be assigned the following role: Benefits Processor










Change History	
Date	Change Description
7/20/2009	New procedure created.
7/9/2010	Converted into new MS Word format. Change all references of ‘ <i>Same Sex Domestic Partner</i> ’ to ‘ <i>Qualified Domestic Partner</i> ’. Updated all screenshots.
03/25/2013	Note added about Same Gender Marriage
9/20/2013	Removed note about Same Gender Marriage. Updated step 7 from copy to change. Updated Step 8 with valid Domestic Partner selections.

**Menu Path** Human Resources → Personnel Management → Administration → HR Master Data → Maintain

**Transaction Code** PA30

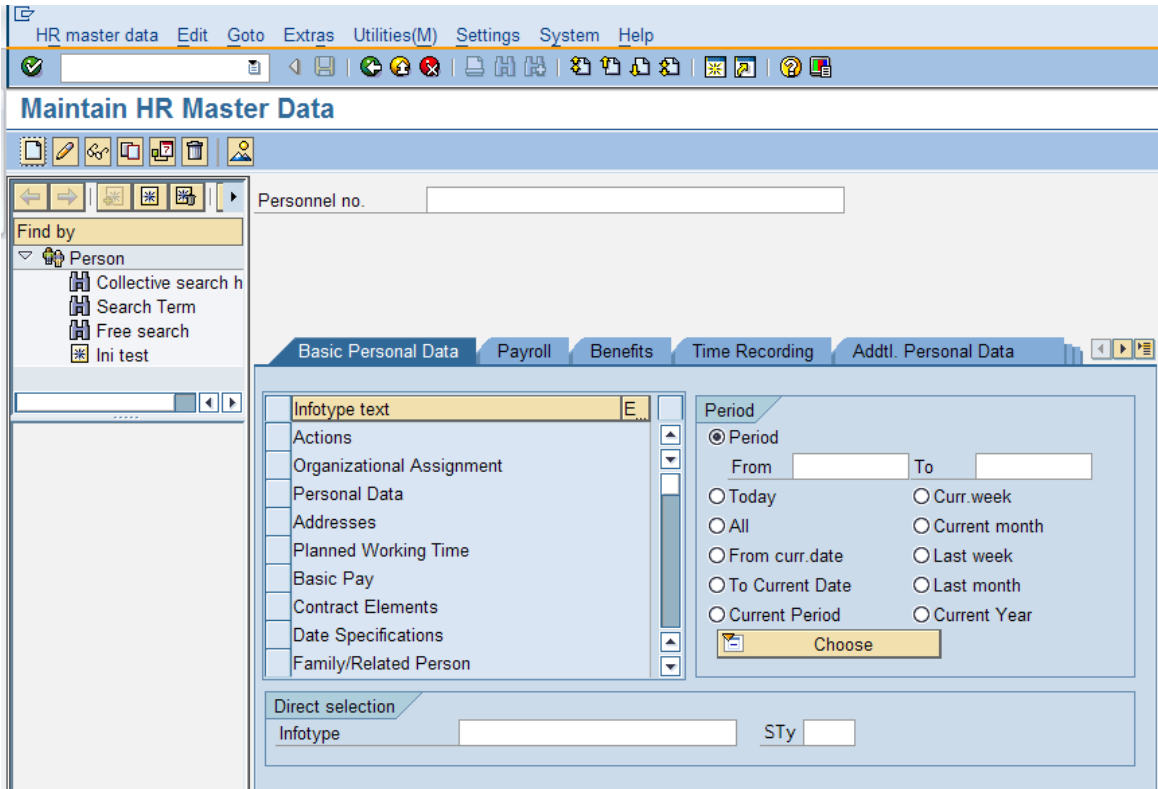
<b>Helpful Hints</b>	 Dental and medical insurance coverage updates will be done by an interface from Health Care Authority (HCA). Changes to the dental and medical insurance coverage should not be done in HRMS except when changing the dependent coverage to Qualified Domestic Partner Status/Children/Family. The HCA interface will only update an employee’s dependent coverage to the following: Employee + Spouse, Employee + Children, or Employee + Family.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.


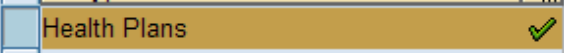

**Procedure**

1. Start the transaction using the above menu path or transaction code **PA30**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 40000313

3. Click the  tab.
4. Click the gray box to the left of  to select.
5. Click  (Overview) for an overview of all action associated with the Health Plans (0167).

**Maintain HR Master Data**

Personnel no. **40000313**

Name **AMOS OLIVIA S**

PersArea **2350** Dept of Labor & Industries EEGGroup **0** Permanent

PSubarea **00HA** WFSE Agencywide EESubgroup **06** M-OT Elig>40hrs/wk Status **Active**

Basic Personal Data Payroll **Benefits** Time Recording Addtl. Personal ...

Infotype text	s..	
<b>Health Plans</b>	✓	
Savings Plans	✓	
Miscellaneous Plans	✓	
General Benefits Information	✓	

Period

Period

From **01/01/1800** To **12/31/9999**

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year


**Choose**

Direct selection




Infotype **Health Plans** \$Ty

- Select the medical or dental record you would like to update by clicking blue box to the left of the record.

<b>09/30/2007</b>	<b>12/31/2010</b>	<b>MEDI</b> Medical	<b>GHC</b> Group Health Coop Classic
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- Click  (Change) to correct and continue.

8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start (date)	R	The effective date of the action.  <b>Example:</b> 8/1/2013
Dependent Coverage	R	This is the type of family composition covered by a dental and/or medical plan.   Click  (Matchcode) to open the selection list.   The only coverage an agency should select is the Domestic Partner selections : ( MED5, MED6, MED7, MED8, DEN1, DEN2, DEN3 or DEN4)  <b>Example:</b> <span style="border: 1px solid black; padding: 2px;">MED5 Emp + NQ DP</span>

Infotype Edit Goto Extras System Help

Change Health Plans (0167)

Personnel No. 40000313 Name AMOS OLIVIA S

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 00BA WFSE Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 08/01/2013 to 12/31/9999 Chng 09/20/2013 KELLYW

Plan GHC Group Health Coop Classic

Plan data Administration Costs Dependents Additional data

General plan data

Benefit area US USA

Plan type MEDI Medical



Benefit plan GHC Group Health Coop Classic

Health Plan Option GHC Group Health Cooperative

Dependent Coverage MED5 Emp + NQ DP

Planning Parameters

Cost Rule Variant GHC4 Employee + NQ DP

9. Click  (Enter) to validate the information.
10. Click  (Save) to save.
11. You will be taken back to the List Health Plans (Overview) screen. You may repeat steps 6-10 to update the medical or dental dependent coverage if needed.

Infotype Edit Goto Extras System Help

**List Health Plans (0167)**

Personnel No. 40000313 Name AMOS OLIVIA S

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 00HA WFSE Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Choose 01/01/1800 to 12/31/9999 STy.

Start Date	End Date	Type	Text	Plan	Text
09/30/2012	12/31/9999	DENT	Dental	UNID	Uniform Dental Plan
06/16/2006	09/29/2012	DENT	Dental	UNID	Uniform Dental Plan
06/01/2006	06/15/2006	DENT	Dental	UNID	Uniform Dental Plan
08/01/2013	12/31/9999	MEDI	Medical	GHC	Group Health Coop Classic
08/31/2007	09/29/2010	MEDI	Medical	GHC	Group Health Coop Classic
06/16/2006	08/30/2007	MEDI	Medical	GHC	Group Health Coop Classic
06/01/2006	06/15/2006	MEDI	Medical	GHC	Group Health Coop Classic

12. You have completed this transaction.

<b>Results</b>
You have successfully changed the employee's medical and/or dental dependent coverage.
<b>Comments</b>
None.