**Benefits – Health for Qualified Domestic Partner**          **PA30**

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|---|---|
| **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 '*Same Sex Domestic Partner*' to '*Qualified Domestic Partner*'.  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 |

| **Helpful Hints** | ⚠️  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. |
|---|---|

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:

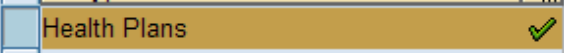| Message Type | Description |
|---|---|
| Error | **Example**: Make an entry in all required fields.<br><br>**Action**: Fix the problem(s) and then click (Enter) to validate and proceed. |
| Warning | **Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.<br><br>**Action**: If an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

State of Washington

**Procedure**

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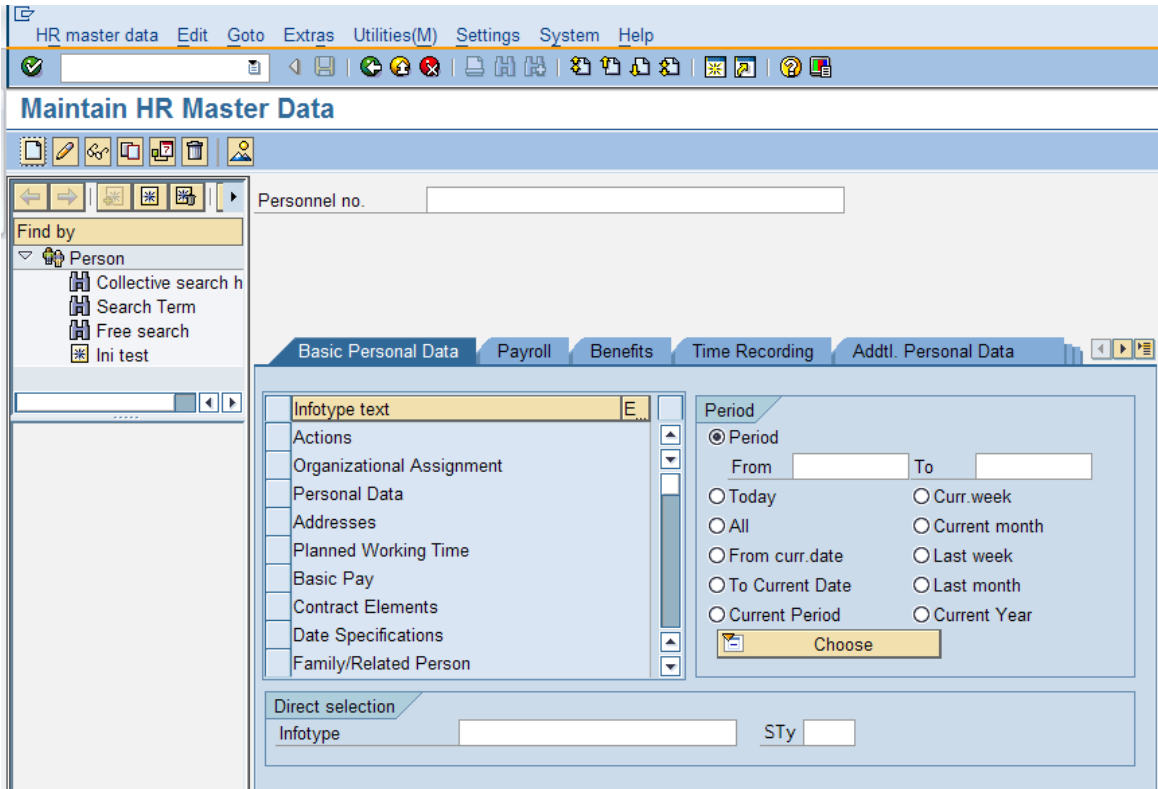


2. Complete the following fields:

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

3. Click the **Benefits** tab.

4. Click the gray box to the left of **Health Plans** to select.

5. Click (Overview) for an overview of all action associated with the Health Plans (0167).

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

| 09/30/2007 | 12/31/2010 | MEDI | Medical | GHC | Group Health Coop Classic |

7.    

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.<br><br>**Example**: 8/1/2013 |
| Dependent Coverage | R | This is the type of family composition covered by a dental and/or medical plan.<br><br>ⓘ  Click ⊡ (Matchcode) to open the selection list.<br><br>⚠  The only coverage an agency should select is the Domestic Partner selections : ( MED5, MED6, MED7, MED8, DEN1, DEN2, DEN3 or DEN4)<br><br>**Example**:  MED5 Emp + 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.

12. You have completed this transaction.

| Results |
|---|
| You have successfully changed the employee's medical and/or dental dependent coverage. |
| **Comments** |
| None. |