

**Benefits - Post-tax Premiums**


Transaction Code:  
PA30

- Purpose** Use this procedure to set an employee’s health insurance premium deduction to post-tax.
- Trigger** Perform this procedure when setting an employee’s health insurance premiums to be deducted on a post-tax basis.
- Prerequisites** The employee is active in HRMS.
- End User Roles** In order to perform this transaction you must be assigned the following role: Benefits Processor, Payroll Processor

Change History	Change Description
1/26/2009	Procedure created.
03/25/2013	Note added about Same Gender Marriage

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

**Transaction Code** PA30

<b>Helpful Hints</b>	 <p>Employees can elect this option as a new enrollee or during the open enrollment period.</p> <p>If the employee is manually enrolled into their health care plan, the system automatically defaults as post-tax so the box can be left unchecked.</p> <p>If payroll has been processed after the infotype is created and the record is maintained without changing the start date, the system will trigger a retroactive payroll back to the beginning date of the record and collect the unpaid taxes for those retro periods.</p>
	<p>As of <b>December 6, 2012</b> Washington State recognizes same gender marriage. For PEBB benefits purposes, spouses are eligible regardless of the spouse’s gender.</p> <p>However, federal law has not changed and same-gender marriages are not recognized at the federal level. Therefore, imputed income and additional post-tax premiums apply to same-gender marriages in the same way that they apply to domestic partnerships. The only exception is if the same-gender spouse qualifies as a tax dependent under IRC Section 152, as modified by IRC Section 105(b).</p> <p>Therefore, when coding dependent coverage for same-gender marriages in HRMS, use the existing domestic partnership codes (MED5 – MED8 and DEN1 – DEN4) in</p>

the Dependent Coverage field on infotype 0167










Dep.	Description
MED1	Employee
MED2	Employee + Spouse
MED3	Employee + Children
MED4	Employee + Family
MED5	Emp + NQ DP
MED6	Emp + NQ Children
MED7	Emp + NQ Family
MED8	Emp + Child + NQ DP

Use MED5 – MED8 for same-gender marriages.

Dep.	Description
DEN0	Dental All others
DEN1	Dental + NQ DP
DEN2	Dental + NQ Children
DEN3	Dental+NQ Family
DEN4	Dental+Child+NQ DP
DNT1	Dental Employee
DNT2	Dental EE + Spouse
DNT3	Dental EE + Children
DNT4	Dental EE + Family

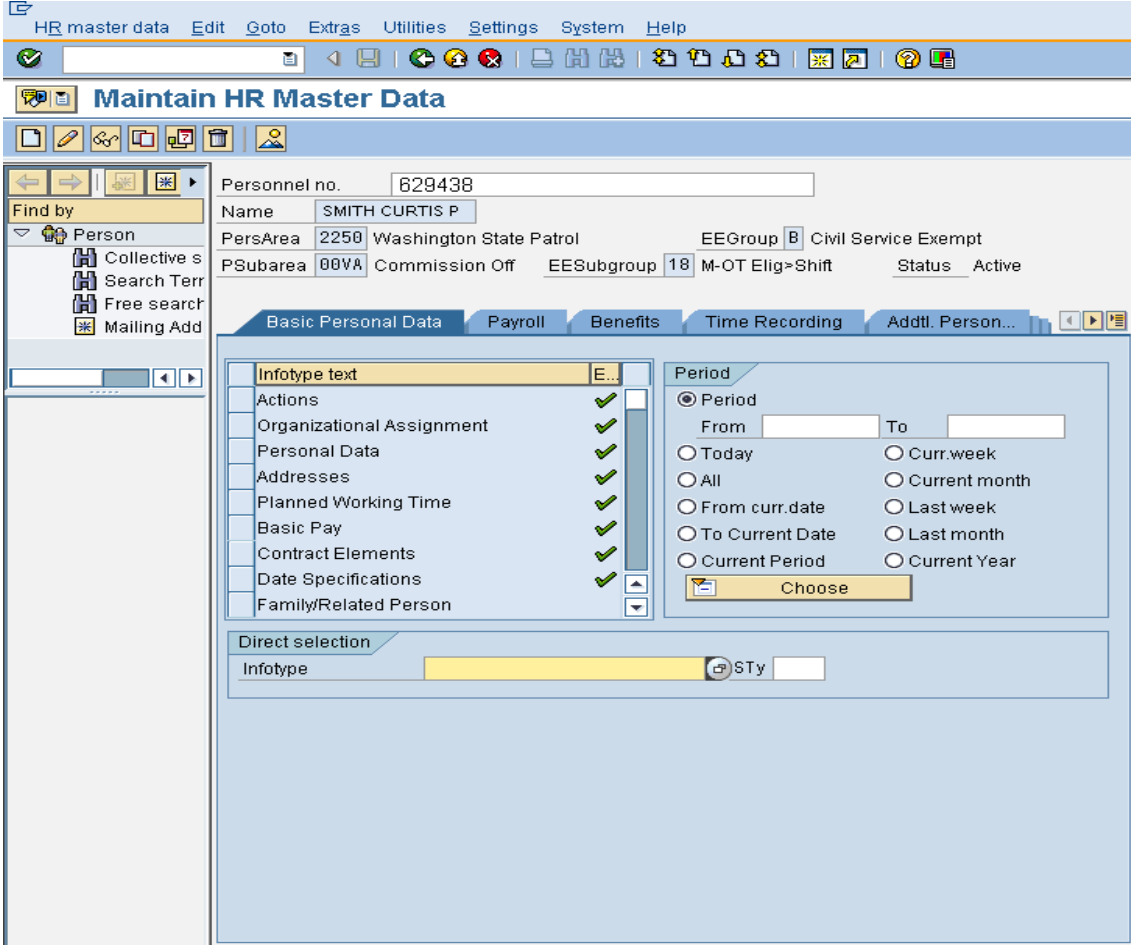
Use DEN1 – DEN4 for same-gender marriages.

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**.

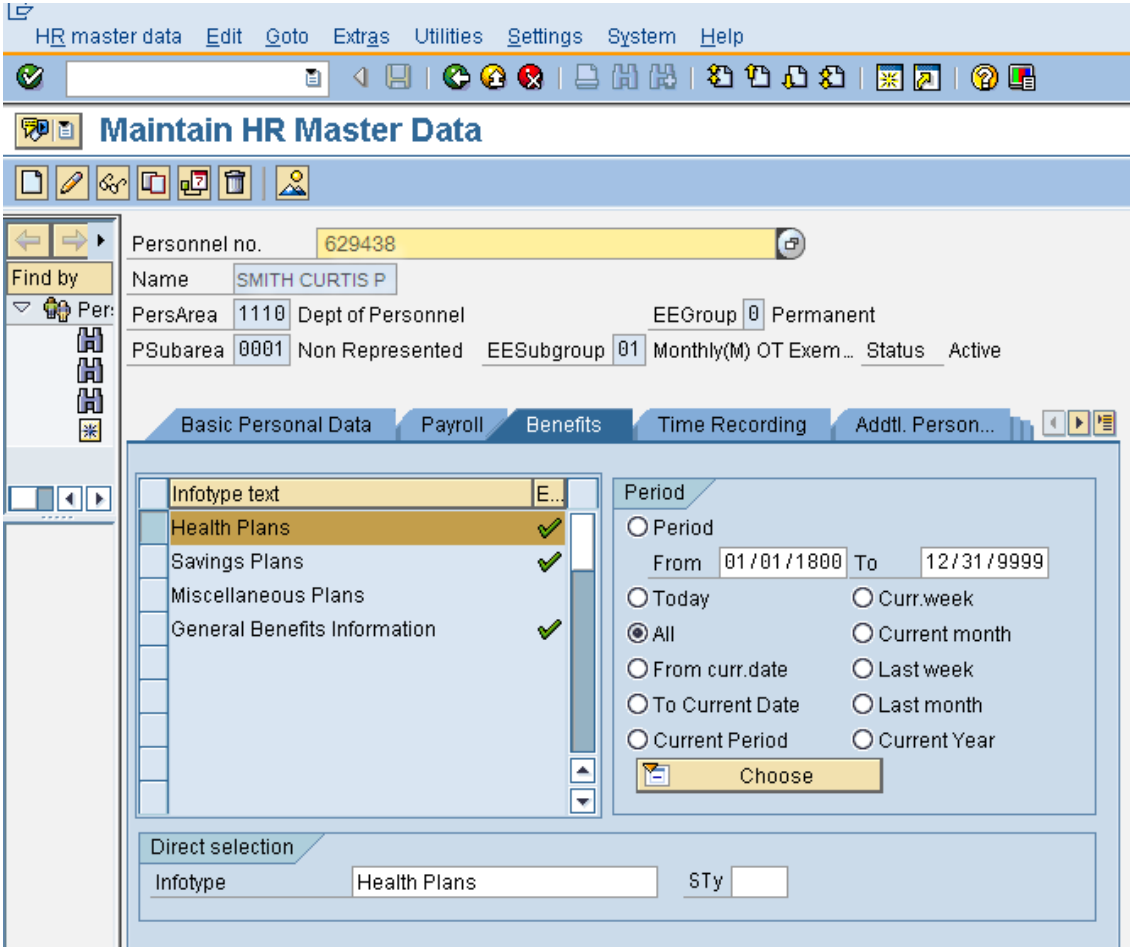



2. Complete the following fields:

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> 629438

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.


- 4. Click the **Benefits** tab to select.
- 5. Select the blue box to the left of  Health Plans  to select.
- 6. Select  All in the Period section.

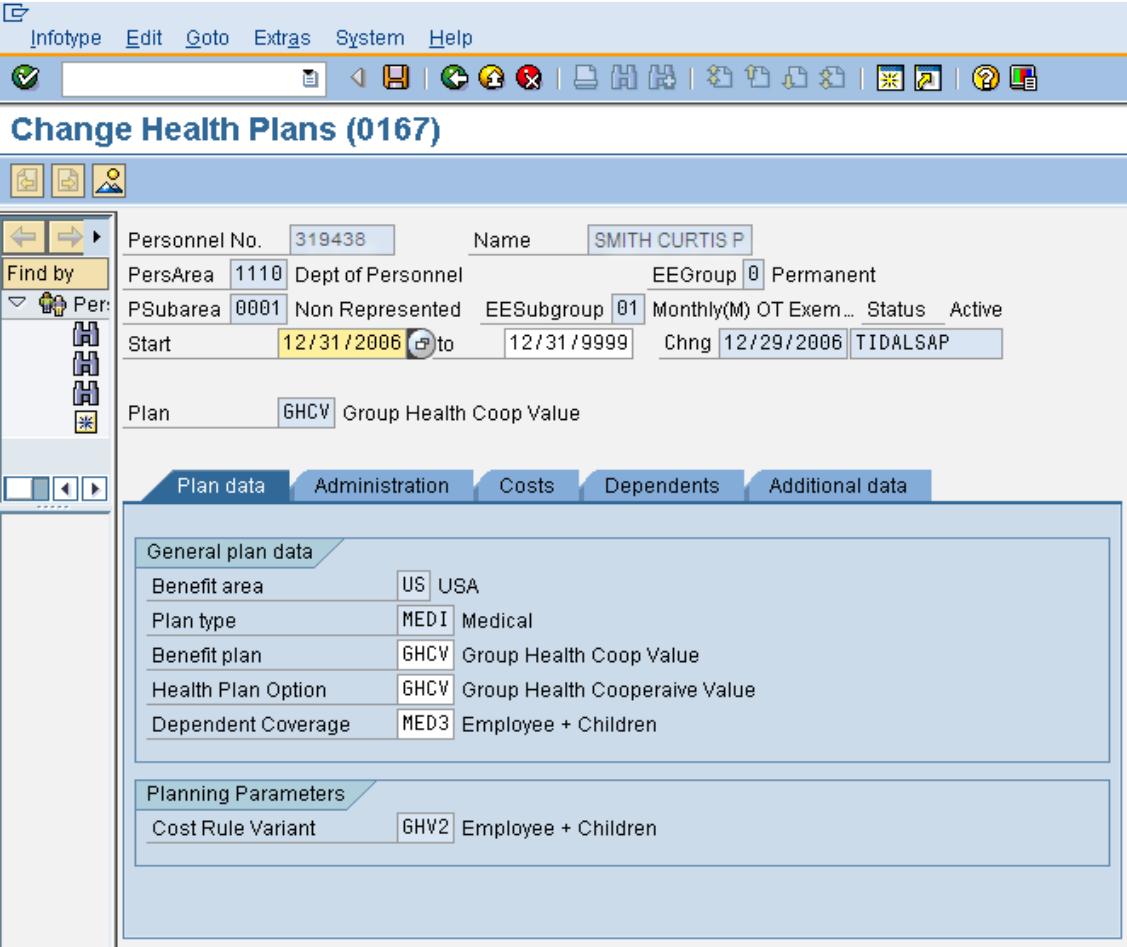


- 7. Click  (Overview) to display a list of all actions associated with Health Plans (0167).

- 8. Select the blue box to the left of current Medical plan to select. The current record will have an end date of 12/31/9999.

Start Date	End Date	Type	Text	Plan	Text
12/31/2007	12/31/9999	DENT	Dental	WLD	Willamette Dental
01/16/2006	12/30/2007	DENT	Dental	REGC	Regence BlueShield Columbia De
01/01/2006	01/15/2006	DENT	Dental	REGC	Regence BlueShield Columbia De
12/31/2006	12/31/9999	MEDI	Medical	GH...	Group Health Coop Value
01/16/2006	12/30/2006	MEDI	Medical	GHC	Group Health Coop Classic
01/01/2006	01/15/2006	MEDI	Medical	GHC	Group Health Coop Classic

- 9. Click  (Change) to change the record.



The screenshot shows the 'Change Health Plans (0167)' window. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form for personnel information: Personnel No. 319438, Name SMITH CURTIS P, PersArea 1110, Dept of Personnel, EEGroup 0, Permanent, PSubarea 0001, Non Represented, EESubgroup 01, Monthly(M) OT Exem..., Status Active, Start 12/31/2006 to 12/31/9999, Chng 12/29/2006, TIDALSAP. The Plan is GHCV Group Health Coop Value. Below the form are tabs for 'Plan data', 'Administration', 'Costs', 'Dependents', and 'Additional data'. The 'Plan data' tab is active, showing 'General plan data' with fields: Benefit area (US USA), Plan type (MEDI Medical), Benefit plan (GHCV Group Health Coop Value), Health Plan Option (GHCV Group Health Cooperaive Value), and Dependent Coverage (MED3 Employee + Children). The 'Planning Parameters' section shows Cost Rule Variant (GHV2 Employee + Children).

- 10. Click the **Costs** tab to select.

11. Click  Deductions Pre-Tax to uncheck the option.



The checked box indicates pre-tax premiums.

Plan data		Administration		Costs		Dependents		Additional data	
Calculated costs									
Period	2 Semi-monthly			Calculation Date	01/26/2009				
Employee costs	22.00	USD	<input type="checkbox"/> Deductions Pre-Tax						
Additional Post-Tax	0.00	USD	<input type="checkbox"/> Credits Allowed						
Employer credit	280.50	USD	Imp.income	0.00	USD				
Provider Cost	302.50	USD							
Individual employee costs									
Period	2 Semi-monthly								
Alternative Cost Amt		USD	Bonus Cost		USD				

12. Click (Enter) to validate entries.

13. Click (Save) to save.



The system displays the message, "Record changed."

14. You have completed this transaction.

<b>Results</b>
You have successfully set the health premiums to deduct on a post-tax basis for an employee.
<b>Comments</b>
None.