

Additional Payment- Additional contribution for Health Insurance

PA20 & PA30

Purpose Use this procedure when it is necessary to create manual entries on *infotype 0015 (Additional Payments)* for collecting additional health insurance payments from the employee and employer, making entries to correct the cost of employer provided health insurance on the W-2 and collecting employee health insurance surcharges..

- Trigger**
- Perform this procedure when a new hire who is eligible for health coverage starts on the **first working day of the month**. Entries need to be made on *Additional Payments infotype (0015)* to take health care deductions for the first half of the month.
 - Some agencies also make health insurance entries on *Additional Payments infotype (0015)* when an employee transfers to a different agency starting on the first working day of the month.
 - Perform this procedure any other time manual entries are needed to collect additional health insurance payments.

Prerequisites The employee is eligible for health insurance.

End User Roles In order to perform this transaction you must be assigned the following role:
Payroll Processor, Benefits Processor

Change History	
Date	Change Description
04/05/2013	User procedure created
05/29/2014	Updated purpose statement and helpful hints to include Tabacco surcharge data. Added steps 12-17 on viewing surcharges

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

Transaction Code PA30

Helpful Hints	<p>These are the entries needed on Infotype (0015):</p> <ol style="list-style-type: none">1. WT 2983 (<i>Health Adjustment Pre-tax</i>) or 2984 (<i>Health Adjustment Post-tax</i>) To collect the employee's premium.2. WT 2550 (<i>Health - ER Share</i>) To collect the employer contribution. This is the "state share", currently \$400/pay period.3. WT 2575 (<i>Health – Provider</i>) *New Requirement To record the actual provider cost of medical and dental premiums for reporting on the W-2. WT 2575 tracks the provider cost of medical and dental coverage for reporting in box 12, code DD of the W-2. <p>The provider cost is the actual amount HCA pays to the insurance carrier for each covered employee.</p> <p> Note that WT 2575 does not take any deductions. It only serves to accumulate the total provider costs for the year for each covered employee.</p> <p>If the employee is subject to health insurance surcharges for tobacco use and/or spouse/DP health coverage, you may also need to make one or more of these entries:</p> <ol style="list-style-type: none">4. WT 2582 Tobacco Use Pretax Adjustment WT 2578 Tobacco Use Post tax Adjustment WT 2583 Spouse/DP HP Pretax Adjustment WT 2579 Spouse/DP HP Post tax Adjustment
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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:

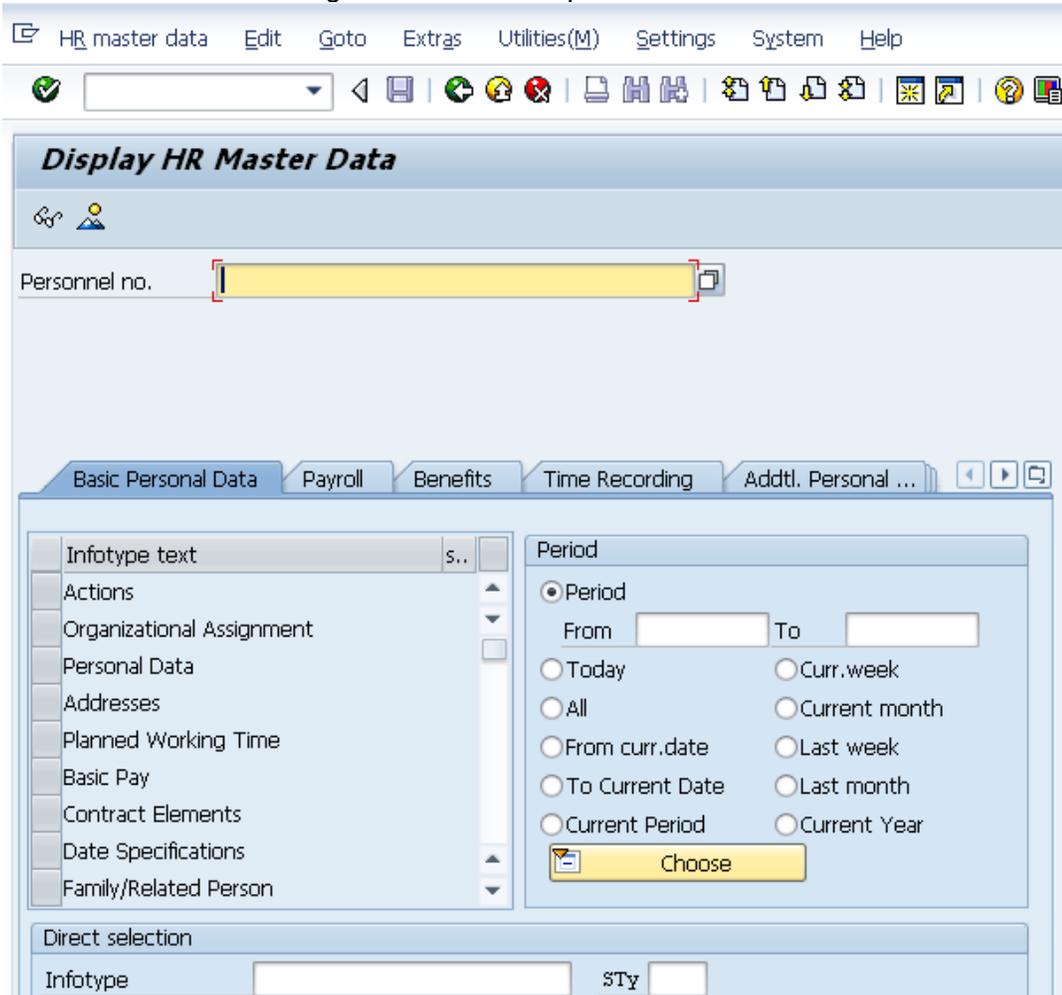
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise,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

Scenario

A new hire who is eligible for health insurance starts work on **June 3, 2013** which is the **first working day of the month**. Manual entries are needed on the employee's *Additional Payments (0015)* to take the health care deductions for the first half of the month.

Procedure

1. Start the transaction using the above menu path or transaction code **PA20**.



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: 40000235

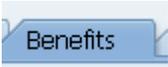
3. Click  (Enter) to validate the information.



You will first need to find the adjustment amounts you will use for:

- **WT 2983 (*Health Adjustment Pre-tax*) or 2984 (*Health Adjustment Post-tax*)**
- **WT 2550 (*Health - ER Share*)**
- **WT 2575 (*Health – Provider*)**
(Provider cost for Medical + Provider cost for Dental = amount you will enter for WT 2575)

4.

Click the  tab to select.

5.

Click the box to the left of  to select.

6.

Click  to view all records.

7.

Click  (Overview) to view all health plans.

Display HR Master Data

Personnel no. 40000235

Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

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

Health Plans Savings Plans Miscellaneous Plans General Benefits Information

Period

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

All Today Curr.week Current month Last week Last month Current Year

Choose

Direct selection

Infotype STy

8. Click the box to the left of the **active** (has the end date of 12/31/9999) **Dental** and **Medical** Records to view.

Infotype Edit Goto Extras System Help

Overview Health Plans (0167)

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

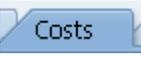
PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

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

Start Date	End Date	Type	Text	Plan	Text
01/16/2006	12/31/9999	DENT	Dental	UNID	Uniform Dental Plan
01/01/2006	01/15/2006	DENT	Dental	UNID	Uniform Dental Plan
01/16/2006	12/31/9999	MEDI	Medical	UMP	Uniform Medical Plan PPO
01/01/2006	01/15/2006	MEDI	Medical	UMP	Uniform Medical Plan PPO

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9. Click  (Choose) to view the records.

10. Click the  Costs Tab.

Personnel No. 40000235 Name PHILLIPS MICHAEL
 PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt
 PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active
 Start 01/16/2006 to 12/31/9999 Chng 01/23/2006 TRANSPP
 Plan UMP Uniform Medical Plan PPO

Plan data Administration **Costs** Dependents Additional data

Calculated costs
 Period 2 Semi-monthly Calculation Date 04/05/2013

Employee costs	67.50	USD	<input checked="" type="checkbox"/> Deduct	
Additional Post-Tax	0.00	USD	<input type="checkbox"/> Credits Allowed	
Employer credit	400.00	USD	Imp.income	0.00 USD
Provider Cost	475.29	USD		

Individual employee costs
 Period 2 Semi-monthly
 Alternative Cost Amt 0.00 Bonus Cost 0.00

10. Click  (Next Record) to view the next Health Plan

Personnel No. 40000235 Name PHILLIPS MICHAEL
 PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt
 PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active
 Start 01/16/2006 to 12/31/9999 Chng 01/23/2006 TRANSPP
 Plan UNID Uniform Dental Plan

Plan data Administration Costs **Dependents** Additional data

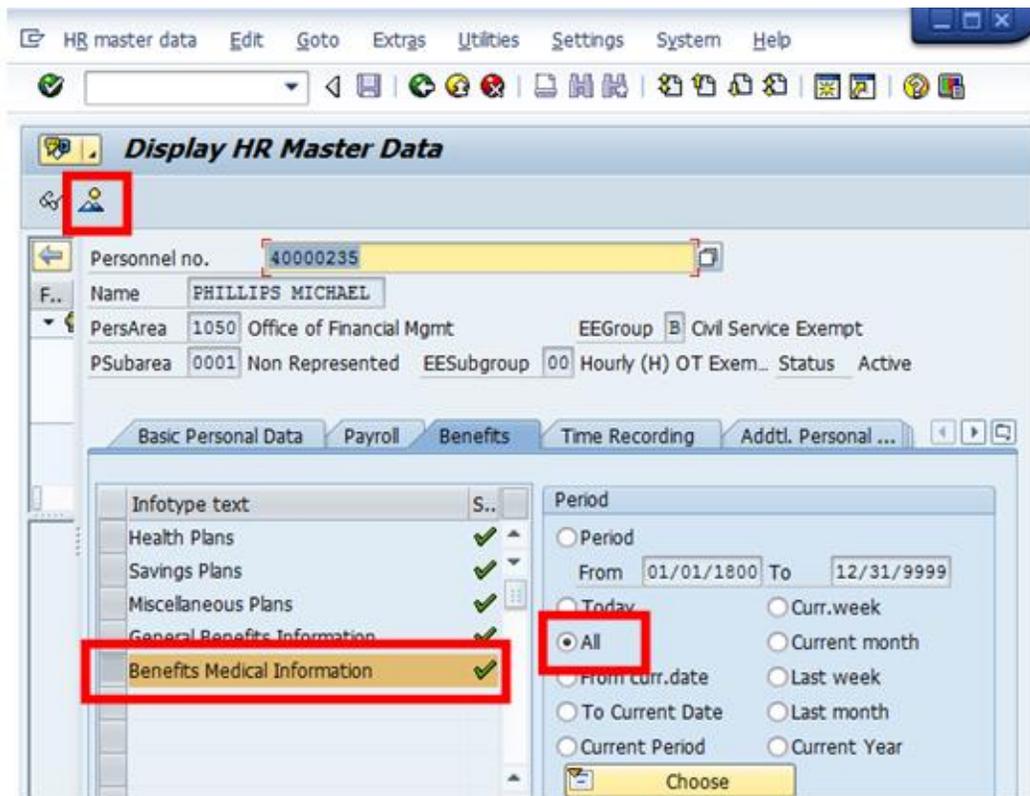
Calculated costs
 Period 2 Semi-monthly Calculation Date 04/10/2013

Employee post-tax	0.00			
Additional Post-Tax	0.00			
Employer credit	0.00	USD	<input type="checkbox"/> Credits Allowed	
Provider Cost	23.17	USD	Imp.income	0.00 USD

Individual employee costs
 Period 2 Semi-monthly
 Alternative Cost Amt 0.00 Bonus Cost 0.00

11. Click  (Back) **twice** to return to the *Display HR Master Data* screen.

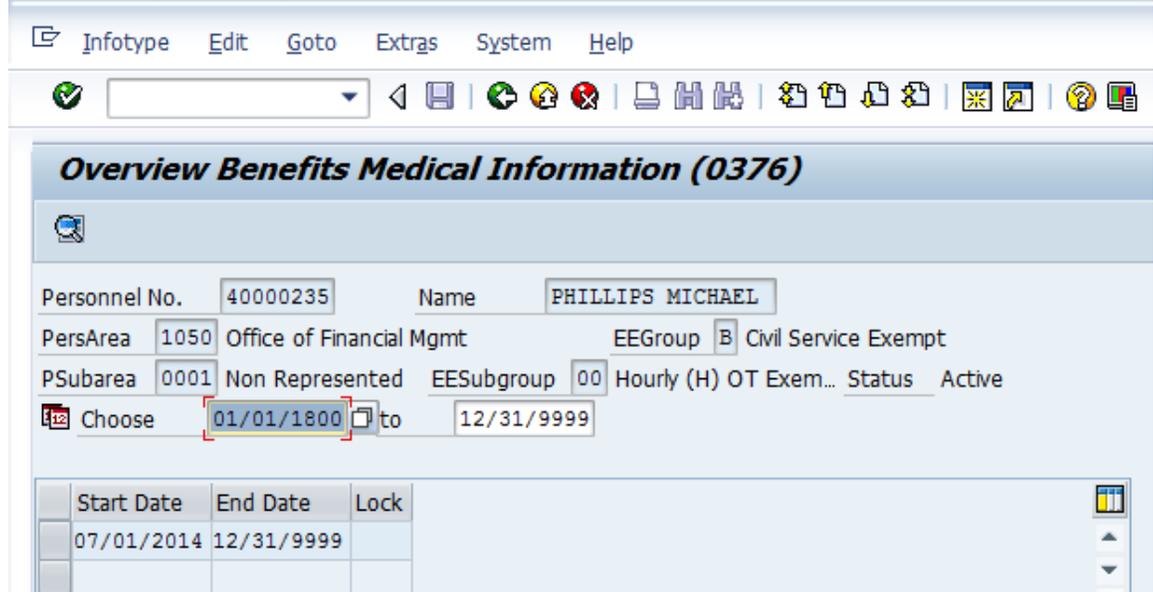
 To determine if you need to make adjustments for medical insurance surcharges, look to see if there is a **green check mark** next to the *Benefits Medical Information*. If your employee does not have a green check mark **skip to step 18**.



12. Click the **Benefits** tab to select.
13. Click the box to the left of **Benefits Medical Information**  to select.
14. Click **All** to view all records.

15.

Click  (Overview) to view the Benefits Medical Information.



Overview Benefits Medical Information (0376)

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exem... Status Active

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

Start Date	End Date	Lock
07/01/2014	12/31/9999	

16. Click the box to the left of the **active** record.

17. Click  (Choose) to view the record

The screenshot shows a software interface for displaying employee benefits information. The title bar reads "Infotype Edit Goto Extras System Help". The main window title is "Display Benefits Medical Information (0376)". The data is organized as follows:

Personnel No.	0000235	Name	PHILLIPS MICHAEL
PersArea	1050	Office of Financial Mgmt	EEGroup B Civil Service Exempt
PSubarea	0001	Non Represented	EESubgroup 00 Hourly (H) OT Exem... Status Active
Start	07/01/2014	to	12/31/9999 Chng 05/29/2014 HOLLYJ

Additional fields:

Tobacco Surcharge	D	Not attested: subject to Tobacco Surcharge
Spouse/DP Surcharge	Y	Attested: subject to Spousal Surcharge

 If either the Tobacco Surcharge or Spouse/DP Surcharge fields have a value of D or Y in the relevant time period, **you will need to create a manual entry on *Additional Payments (0015)*** to collect the surcharge(s) for an employee who was hired on the first working day of the month or who transferred to a different agency on the first of the month.

For the Tobacco surcharge use a per pay period amount of \$12.50.
For the Spouse/DP surcharge use a per pay period amount of \$25.00

Determine which surcharge wage type to use based on the employee's medical premium tax status, which is found on the *Health Plans (0167)*

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Display Health Plans (0167)

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exem. Status Active

Start 01/16/2006 to 12/31/9999 Chng 01/23/2006 TRANSPP

Plan UMP Uniform Medical Plan PPO

Plan data Administration **Costs** Dependents Additional data

Calculated costs

Period Semi-monthly Calculation Date 05/29/2014

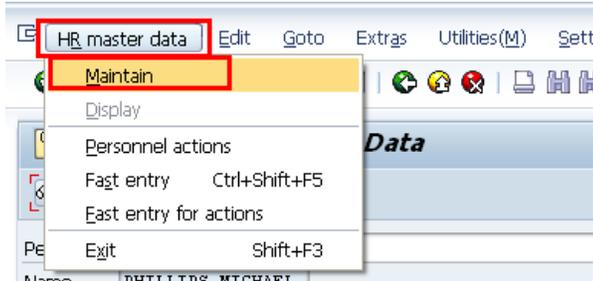
Employee costs	69.00 USD	<input checked="" type="checkbox"/> Deductions Pre-Tax
Additional Post-Tax	0.00 USD	
Employer credit	391.00 USD	<input type="checkbox"/> Credits Allowed
Provider Cost	479.82 USD	Imp.income 0.00 USD

If the Deductions Pre-Tax box is checked, then the employee's tax status is pre-tax. If it is unchecked, the status is post-tax.

Surcharge Type	Employee's Medical Premium Tax Status on 0167 Costs Tab	Surcharge Wage Type
Tobacco Use	Pre-tax	2582 Tobacco Pre-tax adjustment
Tobacco Use	Post-tax	2578 Tobacco Post-tax adjustment
Spouse	Pre-tax	2583 Spouse/DP Pre-tax adjustment
Spouse	Post-tax	2579 Spouse/DP Post-tax adjustment
Non-Qualified Domestic Partner	Pre-tax	2579 Spouse/DP Post-tax adjustment
Non-Qualified Domestic Partner	Post-tax	2579 Spouse/DP Post-tax adjustment

18. Click  (Back) **twice** to return to the *Display HR Master Data* screen.

19. Click **HR Master Data** on the Menu Bar and select **Maintain**.



20. Click the box to left of  to select.

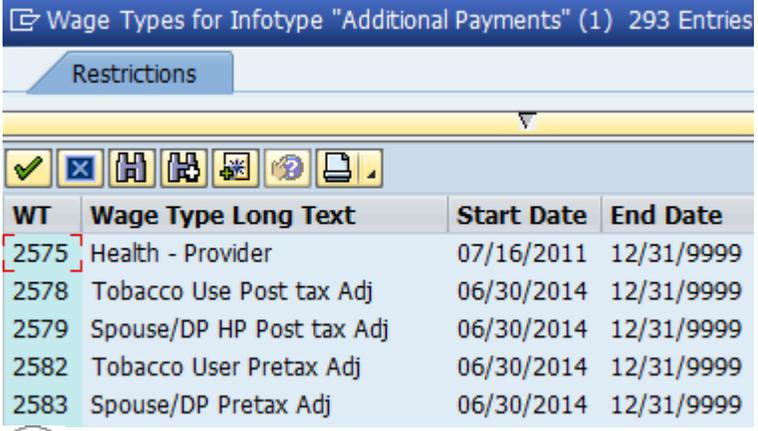
21. Click  (Create) to create the manual entries.

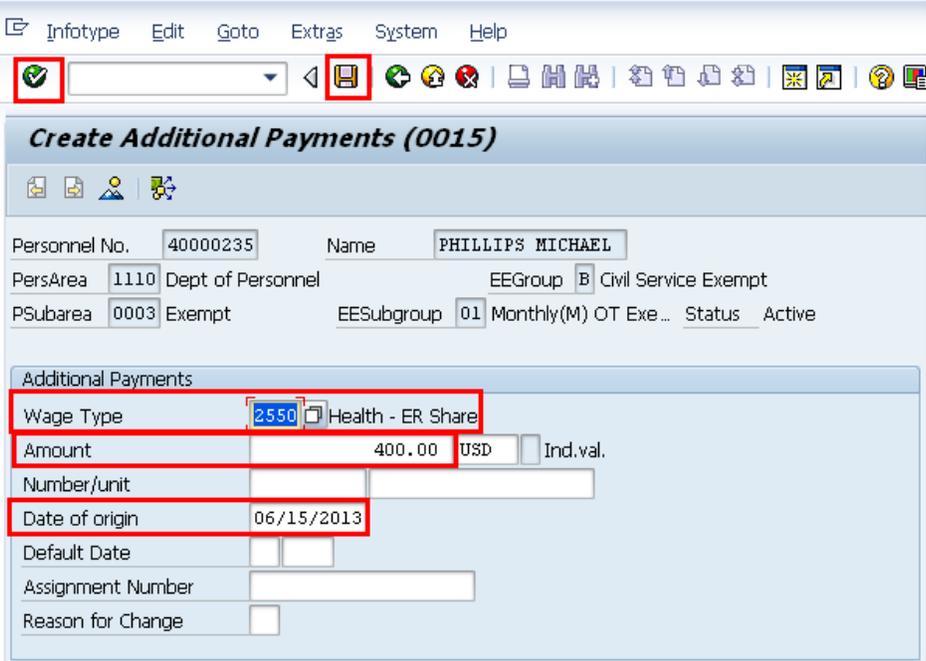
Title: Additional Payment – Additional contributions for Health Insurance

22. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage Type	R	<p>This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.</p> <p> Click on the  (Matchcode) to open the selection list.</p>

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		<p>Wage Types for Infotype "Additional Payments" (1) 293 Entries</p> <p>Restrictions</p>  <p>Tip: If you know the wage type number, you can key it into the Wage Type field.</p> <p>Example: 2550 – Health ER Share</p>
Amount	R	<p>Enter the amount of the cost.</p> <p>Example: 400.00</p>
Date of Origin	R	<p>Enter a day within the current pay period.</p> <p>Example: 6/15/2013</p>



Infotype Edit Goto Extras System Help

Create Additional Payments (0015)

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Additional Payments

Wage Type 2550 Health - ER Share

Amount 400.00 USD Ind.val.

Number/unit

Date of origin 06/15/2013

Default Date

Assignment Number

Reason for Change

23. Repeat step 15 for **both** Health Adjustment amount and Health Provider amount. If applicable, also enter Tobacco and/or Spouse/DP surcharges.



If the employee has waived coverage, the Employee costs and Provider cost on the medical record will be **zero** and surcharges will not apply.

- For waived coverage the only entries needed are the Employer Credit on wage type 2550 and dental provider costs on wage type 2575.



24. Click (Overview) to verify all entries.

W...	Wage type long text	Date	C	Amount	Crcy	Number	Unit
2578	Tobacco Use Post tax ...	07/31/2014	A	12.50	USD	0.00	
2550	Health - ER Share	06/15/2013		400.00	USD	0.00	
2575	Health - Provider	06/15/2013		498.46	USD	0.00	
2984	Health Adjustment Post..	06/15/2013	A	67.50	USD	0.00	
2256	Deferred Comp	01/31/2008	A	991.00	USD	0.00	

25. Run the [Payroll Simulation](#) (PC00_M10_CALC_SIMU) to ensure that accumulators in CRT (Cumulation Results) are as expected.

Results

You have successfully completed the process of adding additional contributions for health insurance.