

PS0005 – Benefits Screen

Description

Use this screen to define an employee's overall eligibility for benefit plans. For the eligible employee, you can enter the effective date and other information about the employee's health insurance, life insurance, long term disability, and retirement plans.

If the medical, dental, or retirement plan fields are left blank, they will be filled by the default plans selected on the Employee Type Table (PS9026).

See below for an example of the Benefits Screen:

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PS0005-009                                BENEFITS SCREEN
EMPLOYEE ID [      ]  EMPLOYEE NAME [      ]
                                BIRTH DATE [ / / ]  INSURANCE ELIG [ ]

                                HEALTH INSURANCE
PLANS: MEDICAL [ ]  DENTAL [ ]  EFF DATE [ / / ]
ENROLLED: SPOUSE [ ] # DEPEND [ ]  MEDICARE: EMP [ ]  SPOUSE [ ]
HEALTH REDUCTION INDICATOR [ ]  CO-PAY AGENCY [ ] [ ] [ ]

                                LIFE INSURANCE
LIFE PLAN [ ]  EMP A [ ]  EMP D [ ]  SPOUSE B1 [ ]
DEPENDENT [ ]  SPOUSE B2 [ ]  AD&D E1 [ ]  AMOUNT E2 [ ]
                                                EFF DATE [ / / ]

                                LONG TERM DISABILITY
LTD PLAN [ ]  WAIT PER [ ]  MO SAL BASE [ ]  EFF DATE [ / / ]

                                RETIREMENT
RETIRE PLAN [ ]  EFF DATE [ / / ]  TIAA MODE [ ]
PRIOR RETIRE PLAN [ ]  PRIOR SVC [ / ]  MAXIMUM REDUCTIONS [ ]
RETIREE TYPE [ ]  DRS OPTION [ ]  DRS OPTION DATE [ / / ]
RETIRE DED IND [ ]
NEXT: FUNC [I]  SCREEN [PS0005 ]  KEY1 [      ]  KEY2 [      ]  KEY3 [      ]
9031:Key data missing or is incomplete

[CANCEL] [NEXT SCREEN] [PRINT] [REFRESH] [      ] [      ] [HELP] [MENU]
    
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User Functions and Key Fields

- Func A (Add); C (Change); I (Inquire)
- Key1 Employee ID
- Key2 Leave blank
- Key3 Leave blank

Data Fields

Employee ID (display only)	Spouse B2
Employee Name (display only)	AD&D E1
Birth Date	Amount E2
Insurance Elig	Eff Date
Health Insurance	Long Term Disability
Plans: Medical	LTD Plan
Plans: Dental	Wait Per
Eff Date	Mo Sal Base

Enrolled: Spouse	Eff Date
# Depend	Retirement
Medicare: Emp	Retire Plan
Medicare: Spouse	Eff Date
Health Reduction Indicator	TIAA Mode
Co-Pay Agency	Prior Retire Plan
Life Insurance	Prior Svc
Life Plan	Maximum Reductions
Emp A	Retiree Type
Emp D	PERS Option
Spouse B1	PERS Option Date
Dependent	Retire Ded Ind

Employee ID (EMP-ID)

Definition	Display only. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Edits	The employee ID cannot contain spaces and must be entered in the Employee database.
Data Sets	EMP-M EMP-JOB-D

Employee Name (EMP-NAME)

Definition	Display only. The full name of an employee. The name was initially entered in the Employee Status Screen (PS0001).
Length	30 characters
Data Sets	EMP-M

Employee Birth Date (EMP-BIRTH-DATE)

Definition	The date on which an employee was born.
Length	6 digits
Format	mmddyy
Edits	If the Insurance Eligibility Indicator value is E (eligible), a value must be entered in the Employee Birth Date field.
Data Sets	EMP-M

Insurance Eligibility Indicator (INSUR-ELIG-IND)

Definition	A code indicating an employee's eligibility for insurance for the current payroll process.
Length	1 character
Values	Defined by SBCTC-ITD as follows: D On self-pay, with payroll deduction E Eligible for employer-paid composite plans N Not eligible (default for Add function) S On self-pay, no payroll deduction

Data Sets	EMP-YRQ-D EMP-M
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Medical Plan (HE-MEDICAL-PLAN)

Definition	A code identifying a medical plan in which employees can enroll.
Length	2 characters
Values	Defined by SBCTC-ITD on the Health Plan Table (PS9008). For a complete list of valid medical plan codes, run DataExpress procedure PS9008R from Inform group, PLIB account.
Edits	If the Insurance Eligibility Indicator value is E (eligible), the Medical Plan field must not be blank.
Data Sets	EMP database: EMP-BENE-D TBL5 database: EMP-TYP-TBL-M (stored in the DL-MEDICAL-PLAN field) HEALTH-TBL-D HEALTH-TBL-M

Dental Plan (HE-DENT-PLAN)

Definition	A code identifying a dental plan in which employee can enroll.
Length	1 character
Values	Defined by SBCTC-ITD on the Health Plan Table (PS9008). For a complete list of valid dental plan codes, run DataExpress procedure PS9008R from Inform group, PLIB account.
Edits	If the Insurance Eligibility Indicator value is E (eligible), the Dental Plan field must not be blank.
Data Sets	EMP database: EMP-BENE-D TBL5 database: EMP-TYP-TBL-M (stored in the DL-DENT-PLAN field) HEALTH-TBL-D HEALTH-TBL-M

Health Plan Effective Date (HEALTH-EFF)

Definition	The date on which an employee enrolled in his or her current health insurance plans.
Length	6 digits
Format	mmddyy
Edits	If a value is entered in the Medical Plan field, a date must be entered in this field.
Data Sets	EMP-BENE-D

Spouse's Health Enrollment Indicator (SPOUSE-HEALTH)

Definition	A code indicating whether an employee's spouse is covered under the employee's health insurance plans.
Edits	1 character
Values	Defined by SBCTC-ITD as follows: Y The employee's spouse will be covered under the employee's health plan.

	<p>N The employee's spouse will not be covered under the employee's health plan.</p> <p>1 Certification is non-qualified. Domestic partner only is covered.</p> <p>2 Certification is non-qualified. Domestic partner and only the partner's children are covered.</p> <p>3 Certification is non-qualified. Domestic partner waived but the partner's children are covered.</p> <p>4 Certification is non-qualified. Domestic partner and only the subscriber's children are covered.</p> <p>5 Certification is non-qualified. Domestic partner and both the partner's and subscriber's children are covered.</p> <p>6 Certification is non-qualified. Domestic partner waived but both partner's and subscriber's children are covered.</p> <p>7 Certification is qualified. Domestic partner only is covered.</p> <p>8 Certification is qualified. Domestic partner and any of the partner's or subscriber's children are covered.</p> <p>9 Certification is qualified. Domestic partner waived but any of the partner's or subscriber's children are covered.</p> <p>W Certification is either qualified or non-qualified. Domestic partner waived.</p>
Edits	If a value is entered in the Medical Plan field, a value must be entered in this field.
Data Sets	EMP-BENE-D TBL5 database HEALTH-TBL-D

Health Plan - Number of Dependents Enrolled (DEP-HEALTH)

Definition	The number of dependents covered under the employee's health insurance plans. A spouse does not count as a dependent.
Length	2 digits
Data Sets	EMP-BENE-D TBL5 database: HEALTH-TBL-D

Employee Medicare Coverage Indicator (EMP-MEDICARE)

Definition	A code indicating whether an employee is covered by Medicare.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, employee is covered by Medicare. N, blank No, employee is not covered by Medicare (default).
Data Sets	EMP-BENE-D TBL5 database: HEALTH-TBL-D

Spouse Medicare Coverage Indicator (SPOUSE-MEDICARE)

Definition	A code indicating whether an employee's spouse is covered by Medicare.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, spouse is covered by Medicare. N, blank No, spouse is not covered by Medicare (default).

Edits	If a value is entered in the Medical Plan field, a value must be entered in this field.
Data Sets	EMP-BENE-D TBL5 database: HEALTH-TBL-D

Health Reduction Indicator (EMP-RED-IND)

Definition	A code indicating whether an employee's health deduction co-payment amount is a reduction or deduction.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y, blank Yes, the co-payment is a reduction (default). N No, the co-payment is a deduction.
Data Sets	EMP-BENE-D

Health Co-Payment Agency (COPAY-AGNCY)

Definition	A code representing another college or agency with which your college has a health contribution co-payment agreement for the employee. Three fields are available.
Length	3 characters for each field
Values	Defined by SBCTC-ITD on the College Code Table (SM5014).
Data sets	EMP-BENE-D

Life Plan (LIFE-PLAN)

Definition	A code indicating the life insurance plan in which an employee is enrolled.
Length	2 characters
Values	Defined by SBCTC-ITD on the Life Insurance Table (PS9027) as follows: NS Non-smoker plan SM Smoker plan
Edits	If an entry is made in any of the following fields, you must enter a value in the Life Plan field: <ul style="list-style-type: none"> • Life Insurance Employee Supplemental D • Life Insurance Spouse Basic B1 • Life Insurance Dependent • Life Insurance Spouse Supplemental B2 • Life Insurance AD&D E1 • Life Insurance AD&D Coverage Amount E2
Data Sets	EMP database: EMP-BENE-D TBL5 database: LIFE-INSUR-D LIFE-INSUR-M

Life Insurance Employee Basic A (LIFE-PART-A)

Definition	A code indicating whether the employee is eligible for basic life insurance coverage.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, the employee is eligible.

	N No, the employee is not eligible.
Edits	If an entry is made in the Life Plan field, the entry in this field must be Y (yes). If the Insurance Eligibility Indicator is not eligible, then Life Insurance Employee Basic A must not be Y-Yes
Data Sets	EMP-BENE-D

Life Insurance Employee Supplemental D (LIFE-PART-D)

Definition	The amount of supplemental life insurance coverage that an employee has chosen.
Length	3 digits
Format	Values are expressed in thousands of dollars. For example, \$100,000 would be expressed as 100 .
Edits	The amount in this field must not be greater than the amount defined by parameter number 0010, (Maximum Life Insurance Part D Coverage (MAX-LIFE-D), on the Institution Parameter Table (PS9001).
Data Sets	EMP-BENE-D

Life Insurance Spouse Basic B1 (LIFE-PART-B1)

Definition	A code indicating whether the employee has chosen basic life insurance coverage for his or her spouse/domestic partner.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, the employee has covered his or her spouse/domestic partner. N No, the employee has not covered his or her spouse/domestic partner.
Edits	If an entry is made in the Life Insurance Spouse Supplemental B2 field, the entry in this field must be Y (yes).
Data Sets	EMP-BENE-D

Life Insurance Dependent Basic (LIFE-PART-C)

Definition	A code indicating whether the employee has chosen basic life insurance coverage for his or her children.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes, the employee has covered his or her children. N No, the employee has not covered his or her children.
Data Sets	EMP-BENE-D

Life Insurance Spouse Supplemental B2 (LIFE-PART-B2)

Definition	The amount of spouse/domestic partner supplemental life insurance coverage that the employee has chosen.
Length	3 digits
Format	Values are expressed in thousands of dollars. For example, \$100,000 would be expressed as 100 .
Edits	The entry in this field must not be greater than 50% of the sum of the entries in the Life Insurance Employee Supplemental D field.

Data Sets	EMP-BENE-D
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Life Insurance Supplemental AD&D E1 (LIFE-PART-E1)

Definition	A code indicating whether an employee has chosen supplemental accidental death and dismemberment coverage, and if so, for whom.
Length	1 character
Values	Defined by SBCTC-ITD as follows: E Employee only F Employee and dependent N No coverage Blank No coverage
Data Sets	EMP-BENE-D

Life Insurance Supplemental AD&D Coverage Amount E2 (LIFE-PART-E2)

Definition	The amount of optional accidental death and dismemberment insurance coverage that the employee has chosen.
Length	3 digits
Format	Values are expressed in thousands of dollars. For example, \$100,000 would be expressed as 100 .
Edits	If the Life Insurance Supplemental AD&D E1 value is E (employee only) or F (employee and dependent), a value must be entered in this field. The amount in this field must not be greater than the amount defined by parameter number 0011, Maximum Life Insurance Part E2 Coverage (MAX-LIFE-E2), on the Institution Parameter Table (PS9001).
Data Sets	EMP-BENE-D

Life Insurance Effective Date (LIFE-EFF-DATE)

Definition	The date when an employee's enrollment in a life insurance plan is first effective.
Length	6 characters
Format	mmddyy
Edits	If the Life Insurance EMP A value is Y -Yes, a date must be entered in the Life Insurance Effective Date field.
Data Sets	EMP-BENE-D

Long Term Disability Plan (LTD-PLAN)

Definition	A code indicating whether an employee elects to participate in the state's optional long-term disability (LTD) insurance plan.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Blank No coverage S State coverage
Edits	If a value is entered in this field, the entry in the Insurance Eligibility Indicator field

	cannot be S (self-pay, no payroll deduction).
Data Sets	EMP database: EMP-BENE-D TBL5 database: LTD-PLAN-TBL-A LTD-PLAN-TBL-D

Long Term Disability Waiting Period (LTD-WAIT-PER)

Definition	The number of days of total disability that must occur before long term disability (LTD) benefits begin for an employee enrolled in the optional state LTD plan.
Length	3 characters
Values	Defined by SBCTC-ITD on the Long Term Disability Plan Table (PS9010) as follows: 030 30-day waiting period 060 60-day waiting period 090 90-day waiting period 120 120-day waiting period 180 180-day waiting period 240 240-day waiting period 300 300-day waiting period 360 360-day waiting period
Edits	If a value is entered in the Long Term Disability Plan field, a value must be entered in this field.
Data Sets	EMP-BENE-D TBL5 database: LTD-PLAN-TBL-D

Long Term Disability Salary Base (LTD-SAL-BASE)

Definition	The amount used to establish the employee's level of benefits for long term disability insurance.
Length	6 digits
Edits	If a value is entered in the Long Term Disability Plan field, a value must be entered in this field. The value in this field must not be greater than the amount defined by parameter number 0009, Maximum LTD Salary Base (MAX-LTD-BASE), on the Institution Parameter Table (PS9001).
Data Sets	EMP-BENE-D

Long Term Disability Effective Date (LTD-EFF-DATE)

Definition	The date on which long term disability coverage is first effective for an employee.
Length	6 digits
Format	mmddyy
Edits	If a value is entered in the Long Term Disability Plan field, a date must be entered in this field.
Data Sets	EMP-BENE-D

Retirement Plan (RETIRE-PLAN)

Definition	A code identifying the retirement plan in which an employee is enrolled.
Length	2 characters
Values	Defined by SBCTC-ITD on the Retirement Plan Table (PS9041). To obtain a complete listing of retirement plan codes, including codes added for PERS III (April 2002), run DataExpress procedure PS9041R (from the Group Inform and Account PLIB).
Data Sets	EMP database: EMP-BENE-D TBL5 database: EMP-TYP-TBL-M (stored in the DFLT-RETIRE field) RETIRE-TBL-M

Retirement Plan Effective Date (RETIRE-EFF-DATE)

Definition	The month and year in which an employee's membership in a retirement plan is first effective.
Length	6 digits
Format	mmddyy
Data Sets	EMP-BENE-D

TIAA/CREF Mode (TIAA-MODE)

Definition	A code used for reporting to TIAA/CREF when an employee is being paid.
Length	3 digits
Values	Defined by SBCTC-ITD as follows: 100 Employees paid 12 months of the year 208 Employees paid 11 months (skip August) 209 Employees paid 11 months (skip September) 308 Employees paid 10 months of the year (skip August and September) 309 Employees paid 10 months of the year (skip September and October) 407 Employees paid 9 months (skip July, August, and September)
Data Sets	EMP-BENE-D

Prior Retirement Plan (PRIOR-RETIRE)

Definition	A code identifying the employee's prior retirement plan associated with the employee's prior retirement years of service.
Length	2 characters
Values	Defined by SBCTC-ITD on the Retirement Plan table (PS9041). To obtain a complete listing of retirement plan codes, including codes added for PERS III (April 2002), run DataExpress procedure PS9041R (from the Group Inform and Account PLIB). If an employee is transferring from Plan 2 to PERS III, enter P2 in this field.
Data Sets	EMP-BENE-D

Prior Retirement Years of Service (PRIOR-YR-SVC)

Definition	The number of years and months of service credited to an employee in a prior retirement plan.
Length	4 digits
Format	yymm
Data Sets	EMP-BENE-D

Employee Maximum Reductions (EMP-MAX-RED)

Definition	The maximum amount an employee is allowed to reduce his or her federal withholding tax gross amount in a calendar year.
Length	9 digits, including two decimal places
Format	9999999.99
Data Sets	EMP-BENE-D

Retiree Type (RETIREE-TYP)

Definition	A code identifying an employee's eligibility for post-retirement work based on retirement plan and position eligibility. Used for reporting to Department of Retirement Systems (DRS).
Length	2 characters
Values	Defined by SBCTC-ITD as: 97 Anyone who has retired from TRS1, whether eligible or ineligible 98 Eligible for post-retirement work with: PERS Plan 1 or PERS and TRS Plans 2 & 3 99 Not eligible for post-retirement work with: PERS Plan 1 or PERS and TRS Plans 2 & 3 DRS retirees who are currently working in a HERP-eligible position must be reported to DRS using Retiree Type 98 .
Data Sets	EMP-BENE-D

DRS Option (PERS-OPTION)

Definition	A code indicating whether a PERS or TRS retirement plan is to be Plan 2 or Plan 3. Use this code only after an employee's 90 day period for deciding which PERS or TRS plan to use has expired.
Length	2 characters
Values	Defined by SBCTC-ITD as: 2C New member chooses PERS or TRS Plan 2. 3C New member chooses PERS or TRS Plan 3. 3D New member is defaulted into PERS or TRS Plan 3. 3X Current PERS or TRS Plan 2 member transfers to Plan 3.
Data Sets	EMP-BENE-D

DRS Option Date (PERS-OPT-DATE)

Definition	The date an employee signs a Member Information Form indicating the beginning of the 90-day period that the employee has for deciding between PERS or TRS Plan 2 or PES or TRS Plan 3.
Length	6 digits
Format	mmddy
Data Sets	EMP-BENE-D

Retirement Deduction Indicator (RETIRE-DED-IND)

Definition	A code indicating whether retirement deductions should be taken if an employee does not have sufficient service credit hours.
Length	1 digit
Values	Defined by SBCTC-ITD as follows: <ol style="list-style-type: none">1 If the employee falls below the service credit hours requirement, retirement deductions will not be taken.2 This is an academic year employee. Retirement deductions should always be taken.3 Retirement deductions should always be taken.
Data Sets	EMP-BENE-D

Data Sets

Additions and changes made on this screen may update the following data sets:

- Employee Benefits Detail (EMP-BENE-D)