# SECTION 15: AKPAY REPORTS
# Health Insurance Error Report

## INTRODUCTION

Health insurance error reports generated each simulation and production payroll identify inconsistencies between employees health insurance plan requirements, their eligibility for health coverage, and the employee and employer contributions taken.

Messages in the health insurance error report fall into three major groups: Errors for employees who are not eligible for payment of benefits, errors for employees who are eligible for payment of benefits, and messages for health insurance adjustments processed in the previous payroll.

Select Benefits employee contributions are entered by Retirement and Benefits, LTC employee and employer contributions are entered by the LTC Trust, and ASEA employee contributions are entered by the ASEA Trust. Each pay period, files from each group are loaded to AKPAY.

**Because amounts may vary depending on an employee's health insurance elections, no attempt is made to report errors regarding the following:**

- All employee Health/Dependent Care Reimbursement contributions
- LTC/Select Benefits missing employee contributions or amounts
- LTC/Select Benefits Voluntary contributions (E550/E501)
- LTC employer deduction amounts
- LTC Cash Back (E340)

## PROCEDURES

**Not Eligible Employee Error Messages**

Employees who are not eligible for health insurance are: new hires who have not yet met eligibility requirements, employees who are on a leave of absence or leave-without pay, and employees in positions such as short term non-permanents. Errors are generated when employee or employer contributions are taken for those employees who are not eligible for benefits.

1. **EE Not Elig. Taken**: This message shows the ETV code for the contribution or adjustment processed, the dollar amount taken or refunded, and the pay period (semi-monthly, bi-weekly, or online warrant pay period) in which the contribution was taken. This message results from a variety of conditions: incorrect A1 screen or late changes made to the 10X or A1X screens (entered after payroll cutoff).

2. **EE Not Elig. Adj Taken**: Adjustment transactions processed to correct health insurance errors are displayed in the error reports. Agencies should verify all adjustment transactions have processed as expected and previously reported health insurance errors have been corrected, and indicate what the adjustments are for on the health insurance error report.

| BU | NAME | EMPNO | ERROR MSG | ETV | AMT | PP |
|---|---|---|---|---|---|---|
| GP | EMPLOYEE, LUCKY | 111-11-1111 | EE NOT ELIG E536 TAKEN | E536 | -72.5 | 50 |
| GP | EMPLOYEE, GOOFY | 222-22-2222 | EE NOT ELIG E537 ADJ TAKEN | E537 | 25 | 50 |
| GP | EMPLOYEE, GOOFY | 222-22-2222 | EE NOT ELIG V807 TAKEN | V807 | 1.54 | 21 |
| GP | EMPLOYEE, GOOFY | 222-22-2222 | EE NOT ELIG V809 ADJ TAKEN | V809 | -1.54 | 50 |
| GP | EMPLOYEE, GOOFY | 222-22-2222 | EE NOT ELIG V867 TAKEN | V867 | 841 | 21 |

**Eligible Employee Error Messages**

Eligible employees are those who are eligible for health insurance but some anomaly related to the health insurance ETV codes has occurred. Anomalies can include such things as:

- An adjustment code was used.
- An expected deduction or negative earnings code is missing.
- Multiple deductions appeared.
- The amounts deducted do not agree with the rates based on the BU.
- One of the two employee contributions (buy ups) is missing.
- No deductions or negative earnings were processed.
- The deduction or negative earnings processed do not match the ETV code that would have been expected for that employee's bargaining unit.
- Employee reported as eligible on A1 screen in error.

1. **Adjustments** were made for an eligible employee. Adjustment transactions processed to correct health insurance errors are displayed in the error reports. Agency/Payroll Sections should verify all adjustment transactions have processed as expected and previously reported health insurance errors have been corrected. The reason for the adjustment should be indicated on the health insurance error report.

| BU | NAME | EMPNO | ERROR MSG | ETV | AMT | PP |
|---|---|---|---|---|---|---|
| XE | EMPLOYEE, GOOD | 333-33-3333 | SELECT BEN F EE ADJUSTMENT | E535 | -143.5 | 51 |
| GP | EMPLOYEE, CRAZY | 444-44-4444 | ASEA F EE ADJUSTMENT | E537 | -72.5 | 22 |

2. **No Deductions** for eligible employees. Message is displayed when no deductions are found for an eligible employee.

| BU | NAME | EMPNO | ERROR MSG | ETV | AMT | PP |
|---|---|---|---|---|---|---|
| GP | EMPLOYEE, GREAT | 555-55-5555 | F ELIG EE NO DEDUCTION TAKEN | | 0 | |

3. **Wrong Amounts** were taken for an eligible employee's BU. Error messages are listed if the Employee/Employer amounts deducted do not match the amount expected for the employee's bargaining unit. This message may also be displayed if one of the two employee contributions (buy ups) is missing, or if two contributions are taken in one pay period due to a final pay online, or a prior pay period replacement online is updating.

| BU | NAME | EMPNO | ERROR MSG | ETV | AMT | PP |
|---|---|---|---|---|---|---|
| GP | EMPLOYEE, AMAZING | 666-66-6666 | ASEA F EE WRONG AMOUNT | E536 | -25 | 51 |

4. **Wrong Codes** were used for an eligible employee's BU. The deduction code or negative earnings code does not match the expected codes for that employee's bargaining unit. The incorrect ETV code and amount taken is listed.

| BU | NAME | EMPNO | ERROR MSG | ETV | AMT | PP |
|---|---|---|---|---|---|---|
| SS | EMPLOYEE, TIRED | 777-77-7777 | SELECT BEN F EE WRONG CODE | E536 | -72.5 | 21 |

5. **Missing deductions** based on the eligible employee's BU and Full Time/Part Time Status. Each month, specific Deduction and Negative earnings codes process for eligible employees. There are different codes based on the employee's Bargaining Unit and Full Time/Part time indicator. The error report will list one ETV code and amount for deductions that **were taken,** although multiple codes taken may display in the error message.

   *If a single ETV code is missing, one of the error messages will be as follows:*

   a. NO SOA EMPLOYER CONTRIB - Employer Health Insurance missing.

   b. NO SOA EMPLOYER CONTRIB – MILITARY LEAVE – Employer Insurance missing for an employee on Military Leave of Absence with Occup code "S" who is eligible for health insurance on the A1 screen.

c. NO TRAVEL/ACCIDENT - Employer Travel/Accident insurance missing.

d. NO EMPLOYEE PT CONTRIB - Part time employee electing to purchase health insurance coverage with PT EE buy up missing.

e. NO EMPLOYEE CONTRIB - Part time or Full time employee missing employee buy up.

f. NO EMPLOYEE CONTRIB – MILITARY LEAVE – Employee buy up missing for an employee on Military Leave of Absence with Occup code "S" who is eligible for health insurance on the A1 screen.

*If multiple codes are missing, the error message will be as follows:*

| BU | NAME | EMPNO | ERROR MSG | ETV | AMT | PP |
|---|---|---|---|---|---|---|
| GP | EMPLOYEE, | 888-88-8888 | BAD CD OR MULT MISSING:807867 | V867 | 841 | 21 |

**Working the Report**

- The simulation HI Error file is available for download on production cutoff. It must be worked and emailed to the Division of Finance (DOF) by noon on payroll cutoff day.

- The production HI Error file is available for download the day following payroll production. It must be worked and emailed to DOF by noon the day after payroll production runs. It must also be sent to R&B or the appropriate trust.

- **Confirm Eligibility**. Is the employee eligible or ineligible on the 1st of the month? Does the active A1 screen have the correct EFF DATE? Does the HI CD RATE have the correct health insurance codes? Does a deduction worksheet need to be submitted to DOF for the employee? Be sure to pay attention to the creation date on the bottom of the Payroll Base screen when checking data to determine the record in effect at that time.

- **Check the A5x & A7x screens** and ensure the appropriate records are established with correct dates. Investigate whether records need to be end dated. Setup dates should be within or prior to the current pay period dates. End dates should be the day before the last day of the month prior to the HI change for BU changes and transfers, and the last day of the month of eligibility for separations. Complete the Employer Charge/Deduction Worksheet and submit it to DOF if a change is needed.

- **Check the A9 (ONLINE CHECK) screen**. Confirm which employee/employer contributions were taken. Based on eligibility status confirmed in Step 1, determine if the employee/employer premiums are to be collected or if they need to be refunded. Note your determination on the error report.

- GGU employees covered for health insurance and also in LWOP will show up on this report for missing employee contributions due to insufficient pay. The employee will need to be notified to pay their contributions directly to the Trust. All covered employees will be on the report if they are eligible for health insurance and the employer charge is not being taken. Note on the error report if the employee is on **family leave, worker's compensation, or military leave of absence (AO 213)** and if they are eligible for health insurance. If an employee does elect health insurance coverage under AO 213, a copy of the form submitted must be submitted to DOF. The employer charges may need to be taken manually by DOF if no pay is processing for the employee.

- While working the error report and determining the actions needed, use the suggested comments from the suggested comments list. Add a note if clarification or additional information is needed.

- If you have **additional health insurance adjustments** that are not included on the report, please add them to the report before transmitting it back to DOF. If you have already sent the file back, you may send an E-mail specifying additional adjustments needed and why.

- Include any additional adjustments or corrections not included on the Offset/Catch-Up Earnings Report. Refer to the Offset/Catch-Up Earnings Processing procedure for additional information.

- Work the simulation health insurance error report as quickly as possible and submit to DOF by noon on simulation day. Send the worked reports and all correspondence regarding possible health insurance adjustments to the payroll group address: DOA DOF PR Reports DOF. The final health insurance reports are available the day after production and must be worked and sent to DOF by noon the day after payroll runs as well as R&B or the appropriate Health Trust.

**Suggested Comments**

**DOF Action Needed**
- ELIG FOR (MONTH) HI - ADJ NEEDED (LIST CODES/AMTS)
- NOT ELIG FOR (MONTH) HI – ADJ NEEDED (LIST CODES/AMTS)
- FMLA LWOP AND ELIG FOR (MONTH) HI. TAKE ER DEDUCTIONS. EE NOTIFIED TO SELF PAY TO TRUST/R&B
- MILITARY LOA, AO 213 ELECTED HI – TAKE ER DEDUCTIONS FOR (MONTH)
- CODE SETUP CORRECTED BY SENDING WORKSHEET TO/NOTIFYING DOF

**No DOF Action**
- OK – ADJUSTMENT - list reason for adjustment (for example, OK ADJUSTMENT EE CHANGED PLANS)
- OK - A1/10 SCREEN CORRECTED
- OK - EE ELIGIBLE FOR (MONTH) HI
- OK - EE TERM'D (DATE), DEDUCTIONS TAKEN/TO BE TAKEN WITH FINAL PAY
- OK - ONLINE PROCESSED/TO BE PROCESSED FOR PP (#)
- OK - BATCH OPEN FOR SIM, CLOSED FOR PROD

**Trust/R&B Action**
- NEEDS EE/ER CONTRIBUTION SET UP BY TRUST
- NEEDS EE CONTRIBUTION SET UP BY R&B