

Entering Deductions, Benefits and Accrual (DBA) Instructions for an Individual Employee

Overview

Enter DBA instructions at the employee level to define and maintain a DBA unique to individual employee deductions that are not associated with a plan. Following are the situations when DBA instructions should be used:

- Retirement make-up when an Employee has been on military leave
- Judges retirement when the judges stop participating in the plan
- Zero one time overrides when a benefit needs to stop calculating for one or more pay periods

The following are important to consider when changing DBA Instructions:

- A DBA assigned at the employee level overrides DBA amounts or rates that are defined at the group or DBA setup level. Example: Enter DBA instructions for employee's retirement due to an employee absence, such as military duty.
- DBAs entered in DBA instructions do not show up in reports that will be run by the Benefits Administration and sent to the insurance carriers.
- DBA's entered in DBA instructions do not show up on the Confirmation Statement.

After DBAs are assigned, the system calculates them during the payroll cycle in the following search sequence:


- One-time DBA override in Time Entry
- Employee DBA instructions
- Group Plan DBAs
- DBA setup

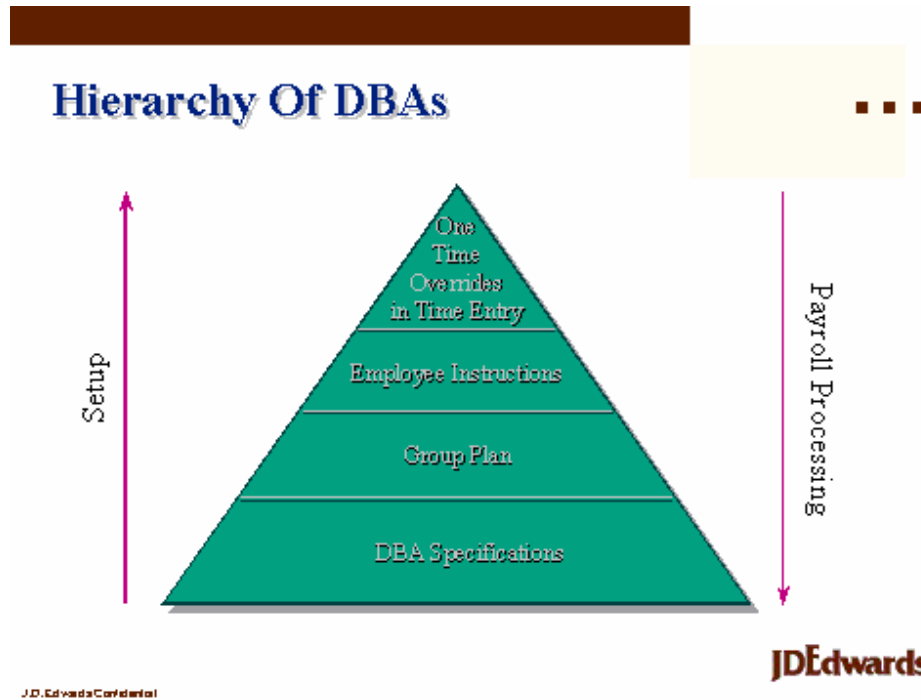
This work instruction shows how to:

[Enter Retirement Make-up Contributions](#)

[Judge Retirement](#)

[Zero One Time Overrides](#)

 The following graphic illustrates the order that you use to set up DBAs and the order that the system uses to process DBAs.



NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation





Click Roles, HR_PR
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information

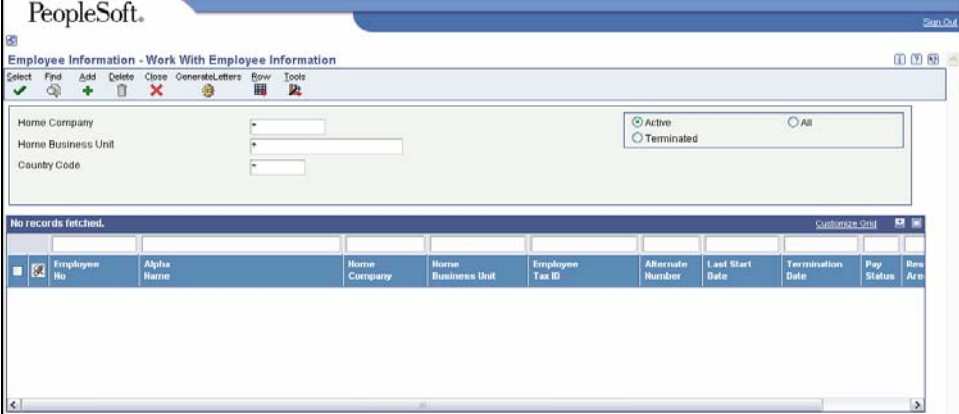
Steps

Retirement Make-up Contributions

Deductions that cannot be attached to an employee via Enrollment with Eligibility are assigned using DBA Instructions. Example: retirement make-up deductions for an employee out on military duty for a period of time, comes back to state employment and wants to make up the retirement deductions not made while he/she was on military duty. The employee wants to make pay period deductions over a period of time until a certain amount is paid.

-  Using DBA Instructions does not allow the deduction to show up in reports that will be run by the Benefits Administration to be sent on to the insurance carriers.
-  Do not use these instructions to establish employee deductions/benefits that would otherwise be setup in Enrollment with Eligibility.
-  In order to use this process, the DBA must be set up as a declining balance DBA.
-  The amounts deducted using 1111 and 4911 **do not** count toward the Employee's regular retirement deduction amounts. These amounts will not be used to determine whether the employee has reached the \$864 threshold which requires the deduction to increase to 4.8% of wages.

Start this instruction from the Employee Information - Work with Employee Information window.



PeopleSoft
Employee Information - Work With Employee Information

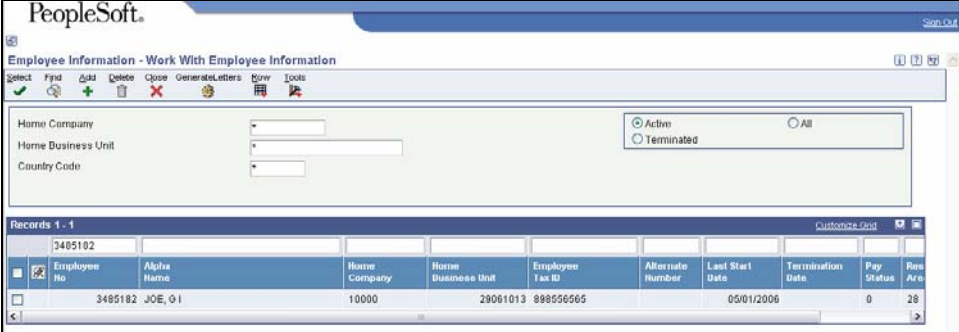
Home Company:
Home Business Unit:
Country Code:

Active All
 Terminated

No records fetched.

Employee No	Alpha Name	Home Company	Home Business Unit	Employee Tax ID	Alternate Number	Last Start Date	Termination Date	Pay Status	Res Amt
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1. Enter the Employee's address book number in the Employee No field in the QBE line and click **Find**.



PeopleSoft
Employee Information - Work With Employee Information

Home Company:
Home Business Unit:
Country Code:

Active All
 Terminated

Records 1 - 1

Employee No	Alpha Name	Home Company	Home Business Unit	Employee Tax ID	Alternate Number	Last Start Date	Termination Date	Pay Status	Res Amt
<input checked="" type="checkbox"/> 3485182	JOE, G I	10000	29061013	898556565		05/01/2006		0	28

2. Choose the Employee by placing a checkmark to the left of the row and click **Row, Employee DBA Inst.** The Employee DBA Instructions - Employee DBA Instructions window appears.

PeopleSoft®

Employee DBA Instructions - Employee DBA Instructions

Work With Employee DBA Instructions Employee DBA Instructions

Employee Identification 107351 TEST, BARBARA A

Effective On 01/09/2006

Barg Unit EDB

Job Code EDB606 VR Senior Rehabilitatio... Cleared Items

Records 1 - 20

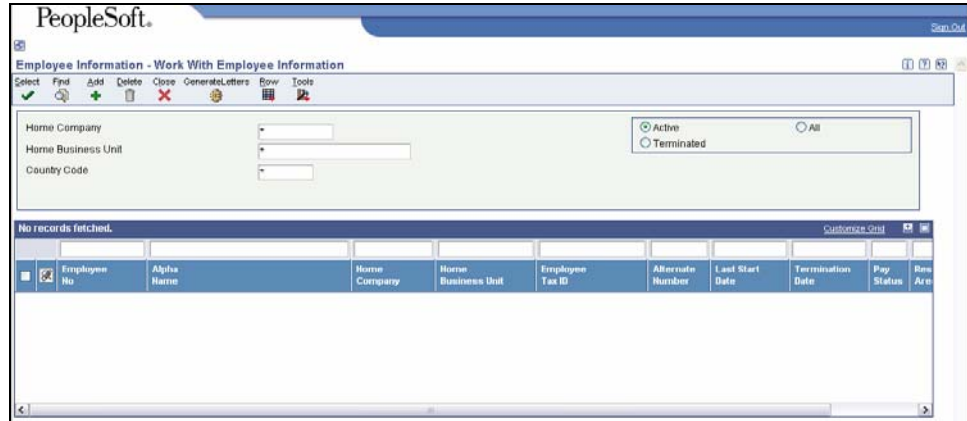
<input type="checkbox"/>	<input type="checkbox"/>	PDBA Code	DBA Type	Calc Method	Description	Assignment Number	Override Flag
<input type="checkbox"/>		1109	A	%	Gross Pay		
<input type="checkbox"/>		1110	D	%	4.33 Retire		
<input type="checkbox"/>		1115	A	%	CalcRetExces		
<input type="checkbox"/>		1116	A	%	CalcBasis4.8		
<input type="checkbox"/>		1117	D	%	4.8 Retire		
<input type="checkbox"/>		2735	D	\$	LngTrmCareEE		
<input type="checkbox"/>		3276	D	\$	Hlth-Monthly		
<input type="checkbox"/>		3412	D	\$	Life - Basic		

3. Scroll down to the first blank line and complete the following information in the grid:
 - PDBA Code - enter "1111" (Ret-St MKUP), use visual assist, if needed.
 - Amt/Rte Level 1 - enter pay period amount
 - Amount Due - enter total amount to be made up
4. If the State's Contribution of the Employee's Deduction also needs to be made up, click on the next blank line and enter the following information:
 - PDBA Code - enter "4911" (Ret-St MKUP)
 - The Amount/Rte Level 1 and Amount Due fields do not need to be completed because 4911 is based upon a percentage of 1111, and will calculate automatically. Also, Pay Start Date field does not need to be completed unless it is a future date.
5. Click **OK** to return to the Employee Information - Work with Employee Information window.
6. Click **Cancel**.
- Click **Select** to verify that 1111 and/or 4911 has been added to the list of DBA's. Click **Cancel** to return to previous window.
7. Click **Close**.

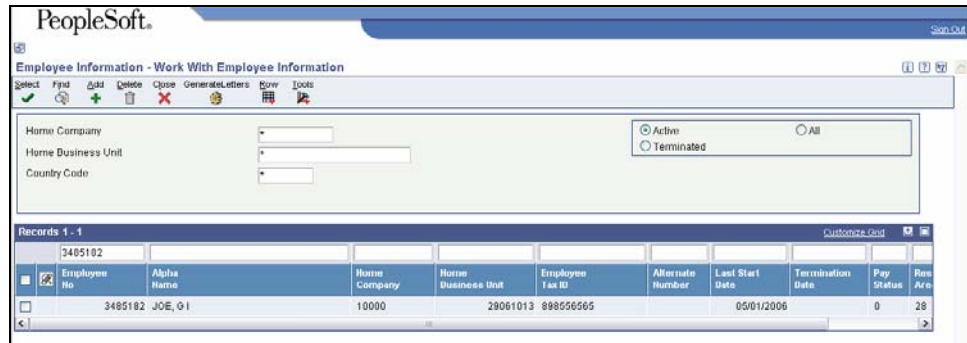
Judges Retirement

Use this work instruction to stop the retirement deductions for Judges who quit participating in the Judges Retirement plan after 20 years.

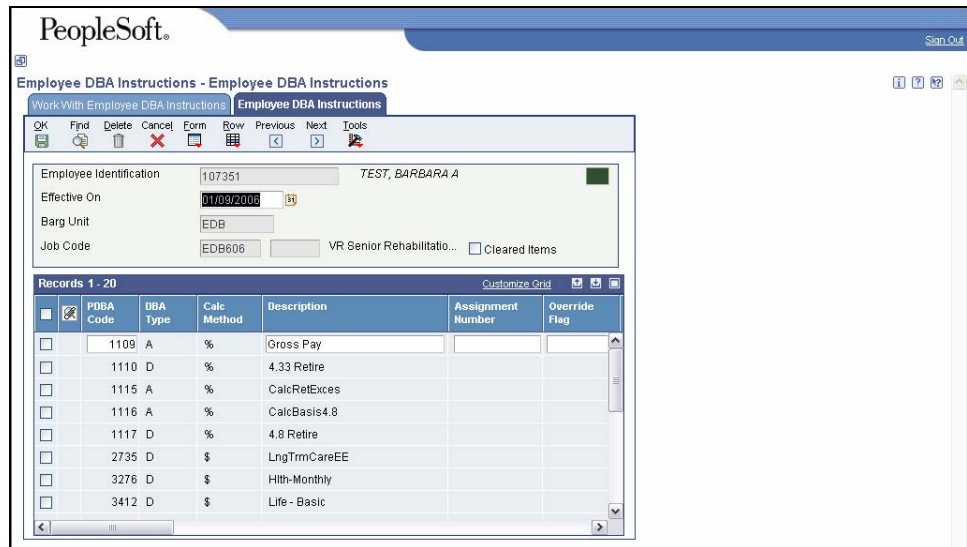
Start this instruction from the Employee Information - Work with Employee Information window.



1. Enter the Employee's address book number in the Employee No field in the QBE line and click **Find**.



2. Choose the Employee by placing a checkmark to the left of the row and click **Row, Employee DBA Inst.** The Employee DBA Instructions - Employee DBA Instructions window appears.




3. Find the row with "1130" (Judges Retirement Plan) in the PDBA Code column and enter "Y" in the Override Flag field.

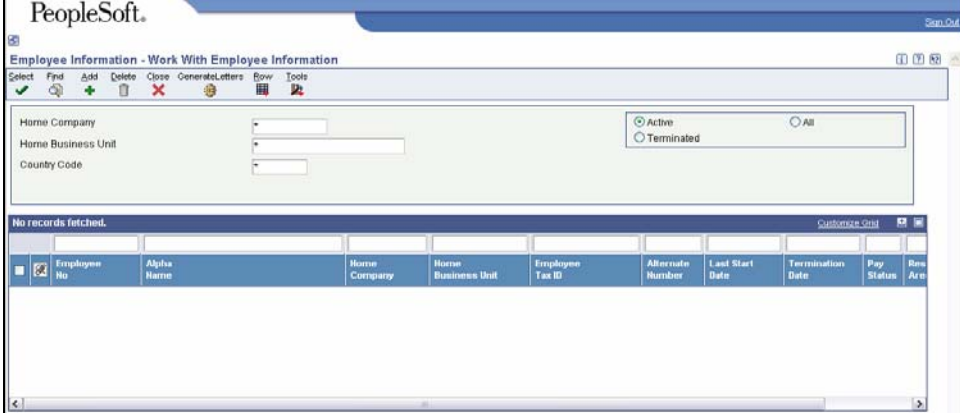
4. Click **OK** to return to the Employee DBA Instructions - Work with Employee DBA Instructions window.
5. Click **Cancel**.
6. Click **Close**.

Zero One Time Overrides

Create zero one time overrides when an employee is part of a group plan (DBA is established in Employee DBA Instructions), yet the DBA is to be stopped from processing.

 This will stop the deductions for the PDBA Code. **If the employee should ever begin the deduction/benefit/accrual at a later time, the "Y" will need to be removed from the Override Flag field.**

Start this instruction from the Employee Information - Work with Employee Information window.



PeopleSoft
Employee Information - Work With Employee Information

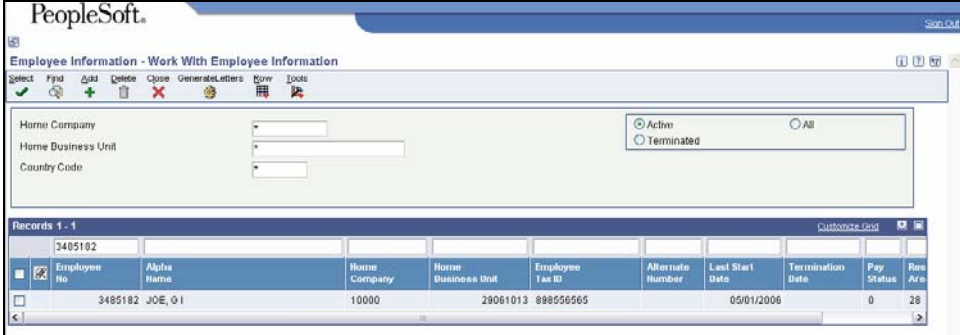
Home Company:
Home Business Unit:
Country Code:

Active All
 Terminated

No records fetched.

Employee No	Alpha Name	Home Company	Home Business Unit	Employee Tax ID	Alternate Number	Last Start Date	Termination Date	Pay Status	Res Arc
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1. Enter the Employee's address book number in the Employee No field in the QBE line and click **Find**.



PeopleSoft
Employee Information - Work With Employee Information

Home Company:
Home Business Unit:
Country Code:

Active All
 Terminated

Records 1 - 1

Employee No	Alpha Name	Home Company	Home Business Unit	Employee Tax ID	Alternate Number	Last Start Date	Termination Date	Pay Status	Res Arc
<input type="checkbox"/> 3485182	JOE, Q I	10000	29061013	898550565		05/01/2006		0	28

2. Choose the Employee by placing a checkmark to the left of the row and click **Row, Employee DBA Inst**. The Employee DBA Instructions - Employee DBA Instructions window appears.

PeopleSoft® Sign Out

Employee DBA Instructions - Employee DBA Instructions

Work With Employee DBA Instructions Employee DBA Instructions

OK Find Delete Cancel Form Row Previous Next Tools

Employee Identification 107351 TEST, BARBARA A


Effective On 01/09/2006 35

Barg Unit EDB

Job Code EDB606 VR Senior Rehabilitatio... Cleared Items

Records 1 - 20 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	PDBA Code	DBA Type	Calc Method	Description	Assignment Number	Override Flag
<input type="checkbox"/>	<input type="checkbox"/>	1109	A	%	Gross Pay		
<input type="checkbox"/>	<input type="checkbox"/>	1110	D	%	4.33 Retire		
<input type="checkbox"/>	<input type="checkbox"/>	1115	A	%	CalcRetExces		
<input type="checkbox"/>	<input type="checkbox"/>	1116	A	%	CalcBasis4.8		
<input type="checkbox"/>	<input type="checkbox"/>	1117	D	%	4.8 Retire		
<input type="checkbox"/>	<input type="checkbox"/>	2735	D	\$	LngTrmCareEE		
<input type="checkbox"/>	<input type="checkbox"/>	3276	D	\$	Hlth-Monthly		
<input type="checkbox"/>	<input type="checkbox"/>	3412	D	\$	Life - Basic		

3. Checkmark the row for the appropriate PDBA Code and enter a "Y" in the Override Flag field.
 -  This will stop the deductions for the PDBA Code. **If the employee should ever begin the deduction/benefit/accrual at a later time, the "Y" will need to be removed from the Override Flag field.**
4. Click **OK** to return to the Employee DBA Instructions - Work with Employee Deductions window.
5. Click **Close**.