

Quick Reference Guide - Complete the Review for Retro Adjustments Step In EWC Benefit Events

CONTENTS

Purpose	1
Determine If Adjustments Need To Be Made To Correct Previously-Completed Payrolls.....	1
Example #1.....	2
Example #2.....	2
PDBA History Screenshots	3
Health Insurance Employee Portion	3
Dental Insurance.....	4
Vision Insurance.....	4
Health Insurance State Portion.....	5
Pay stub for First Pay Period in May.....	5
Pay stub for Second Pay Period in May	6
Benefits Contact Information	6
Link Help Desk Contact Information	6

PURPOSE

This is to assist HR Partners to determine / calculate Retro Adjustments.

DETERMINE IF ADJUSTMENTS NEED TO BE MADE TO CORRECT PREVIOUSLY-COMPLETED PAYROLLS

This employee has had a change in benefits, the HR Partner will need to determine whether any adjustments need to be made to correct previously completed payrolls. Depending on when the change is completed in EWC (Employee Work Center/Workday), the employee and Agency may need to make up or be refunded premiums.

1. In E1 (Payroll and Financial Center), review PDBA History (State of Nebraska > Payroll > Inquiries > PDBA History) for premium payment history (Amount column). DBA codes and premium payment amounts per pay period are found in Employee DBA Instructions in E1.

ORACLE[®] JD Edwards

PDBA History - Work with DBAs History (Payroll Month)

✓ 🔍 + 🗑️ ✖️ 📄 Form 📄 Row ⚙️ Tools

Employee Identification * Company *
 PDBA Code * Year *

No records found.

Employee No	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type	PDBA Description	Company	Year
					D			21

Quick Reference Guide - Complete the Review for Retro Adjustments Step In EWC Benefit Events

2. Review EWC to see what plans/tiers are going into effect and/or changing, and the Effective Date of the change.
3. Based on the Effective Date, and when the Benefit Change event is completed, a One Time Override may need to be processed to make up or refund benefit premiums.

EXAMPLE #1

A Bi-Weekly (BW) Employee (EE) gets married February 10 and submits a Benefit Change-Marriage event to change from Single to 2Pty (Employee and Spouse) Medical, Dental and Vision, and enrolls in Dependent Life. The change/enrollment is effective March 1.

If the Benefit event is not initiated and completed timely, and the first BW payroll cycle for March has already been completed, the premiums for the first half of March will be paid at single rates for Medical, Dental and Vision, and no premium will be paid for the Dependent Life plan.

The difference between the rates paid on the first March payroll cycle should be added to the new BW 2pty premiums due, and that amount (with the correct DBA code) needs to be entered in E1 via a One Time Override (OTO) to be processed during the second payroll cycle in March. The DBA codes and new 2pty premium rates can be found in the EE's DBA Instructions in E1 once they have fed over from EWC.

As the dependent life plan is effective March 1st, the EE will need to pay the dependent life premium not paid on the first payroll cycle in March in addition to what is due for the second payroll cycle in March. The total due for dependent life for March needs to be entered in E1 via a One Time Override (OTO) to be processed during the second payroll cycle in March.

1. HR Partner will need to review the deductions on the 2nd March payroll cycle when it runs to ensure that the premiums were paid correctly. Also review the employee's DBA instructions to ensure the new rates have been successfully updated from EWC to E1.

EXAMPLE #2

This employee had a tier change effective 5/1/21 and went from single to 2pty (Employee and Spouse) coverage for Medical, Dental and Vision. The first payroll cycle for May was completed before the Benefit Change event was finalized. As such, the employee and Agency paid single rates.

See the steps in #1 above to access PDBA History. By completing the Review for Retro Adjustments process, the HR Partner would have determined that an OTO was needed. However, as the Review for Retro Adjustments process was not completed timely, the difference in tiers was not found until late June, and the OTO was not processed until the B13.

The PDBA History screenshots below were taken before the OTO was processed on the B13. The HR Partner included notes on what happened for reference.

When the Review for Retro Adjustments process is not completed timely, especially when employees terminate, we run the risk that premiums will not be paid for the last half of the month in which they terminate.

Quick Reference Guide - Complete the Review for Retro Adjustments Step In EWC Benefit Events

Below is a screenshot of the OTO that was processed, and the PDBA History screenshots. Employee Medical DBA 2010, Dental DBA 2561, Vision DBA 2717, and Agency Medical DBA 4010.

1. B-13 2021 – status change 5/1/2021; making up difference in what the employee and the State owe for May 2021.
 - a. DBA 2010 BW HLTH INS Employee Portion Amount 110.49
 - b. DBA 2561 BW DENT INS Amount 12.30
 - c. DBA 2717 BW VIS INS Amount 2.49
 - d. DBA 4010 BW HLTH INS State Portion Amount 415.64

Address Number	Employee Name	DBA Code	DBA Description				
		2010	BW HLTH INS				
		2561	BW DENT INS	D	12.30	12.30	06/20/2021
		2717	BW VIS INS	D	2.49	2.49	06/20/2021
		4010	BW HLTH INS	B	415.64	415.64	06/20/2021

PDBA HISTORY SCREENSHOTS

HEALTH INSURANCE EMPLOYEE PORTION

1. Amount owed \$354.90; amount paid \$244.41.
2. Making up the difference, employee owes \$110.49.

Month	Amount	Pay Basis	Pieces
January	133.92	133.92	
February	133.92		
March	133.92		
April	133.92		
May	244.41		
June	354.90		

Quick Reference Guide - Complete the Review for Retro Adjustments Step In EWC Benefit Events

DENTAL INSURANCE

1. Amount owed \$49.16; amount paid \$36.86.
2. Making up the difference, employee owes \$12.30.

ORACLE JD Edwards EPPERLY, LORAIN S [JPD920]

STATE OF NEBRASKA > Payroll > Inquiries

PDBA History - PDBAs by Payroll Month

Work with DBAs History (Payroll Month) PDBAs by Payroll Month

Employee No. Year 13
 PDBA Code 2561 D BW DENT INS Tax History Ty...
 Company 10000 NEBRASKA GENERAL FUND Tax ID 470491233

Month	Amount	Pay Basis	Pieces
January	24.56	24.56	
February	24.56		
March	24.56		
April	24.56		
May	36.86		
June	49.16	49.16	

Processed on B13 2021 - status change effective 5/1/2021; should be \$49.16; employee owes \$12.30.

VISION INSURANCE

1. Amount owed \$13.28; amount paid \$10.79.
2. Making up the difference, employee owes \$2.49.

ORACLE JD Edwards EPPERLY, LORAIN S [JPD920]

STATE OF NEBRASKA > Payroll > Inquiries

PDBA History - PDBAs by Payroll Month

Work with DBAs History (Payroll Month) PDBAs by Payroll Month

Employee No. Year 11
 PDBA Code 2717 D BW VIS INS Tax History Ty...
 Company 10000 NEBRASKA GENERAL FUND Tax ID 470491233

Month	Amount	Pay Basis	Pieces
January	8.30	8.30	
February	8.30		
March	8.30		
April	8.30		
May	10.79		
June	13.28	13.28	

Processed on B13 2021 - status change effective 5/1/2021; should be \$13.28; employee owes \$2.49.

Quick Reference Guide - Complete the Review for Retro Adjustments Step In EWC Benefit Events

HEALTH INSURANCE STATE PORTION

1. Amount owed \$1335.10; amount paid \$919.46.
2. Making up the difference, the State owes \$415.64.

ORACLE JD Edwards EPPERLY, LORAINE S [JPD920]

STATE OF NEBRASKA > Payroll > Inquiries

PDBA History - PDBAs by Payroll Month

Work with DBAs History (Payroll Month) PDBAs by Payroll Month

Employee No. [REDACTED] Year 13

PDBA Code 4010 B BW HLTH INS Tax History Ty... [REDACTED]

Company 10000 NEBRASKA GENERAL FUND Tax ID 470491233

Month	Amount	Pay Basis	Pieces
January	503.82	503.82	
February	503.82		
March	503.82		
April	503.82		
May	919.46		
June	1,335.10	1,335.10	

Processed on B13 2021 - status change effective 5/1/2021; should be \$1335.10; State owes \$415.64.

PAY STUB FOR FIRST PAY PERIOD IN MAY

- Premiums paid at Single Rates.

Pay Stub History - Pay Stub History Information

Address Number [REDACTED] Route [REDACTED] Pay Period From 04/12/2021

Check Date 05/05/2021 Pay Period Ending Date 04/25/2021 Check No. 87291201 Pay Period Thru 04/25/2021

Pay Stub Review / Print

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	REGULAR PAY	70.00	25.585	1,790.95	16,630.25		GROSS WAGES	2046.80	18,421.20
2	P	VACATION PD.	10.00	25.585	255.85	562.87		FEDERAL INCOME TAX	138.40	1,246.35
3	P	SICK PAID				204.68		FEDERAL SOC SEC WITHHELD	121.73	1,095.58
4	P	HOLIDAY				1,023.40		FEDERAL MEDICARE WITHHELD	28.47	256.23
5	B	HEALTH INS			251.91	2,267.19		NEBRASKA STATE INCOME TAX	74.14	667.26
6	B	RETIREMENT			153.27	1,379.43		RETIREMENT	98.25	884.25
7	A	VACATION HOURS EARNED			3.70	33.30		HEALTH INS	66.96	602.64
8	A	SICK HOURS EARNED			3.70	33.30		DEPENDENT LIFE INS	.77	6.93
9		* SICK TAKEN/AVAILABLE *	8.00		66.28			DENTAL INS	12.28	110.52
10		* VACATION TAKEN/AVAILABLE *	22.00		70.28			VISION INS	4.15	37.35

Gross Pay 2,046.80 - Deductions 545.15 = Net Pay 1,501.65

Quick Reference Guide - Complete the Review for Retro Adjustments Step In EWC Benefit Events

PAY STUB FOR SECOND PAY PERIOD IN MAY

- Premiums paid at two party Rates.

Pay Stub History - Pay Stub History Information

Address Number [REDACTED] Pay Period From 04/26/2021
Check Date 05/19/2021 Pay Period Ending Date 05/09/2021 Check No. 87306463 Pay Period Thru 05/09/2021

Pay Stub Review / Print

Records 1 - 10

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	REGULAR PAY	64.00	25.585	1,637.44	18,267.69		GROSS WAGES	2046.80	20,468.00
2	P	VACATION PD.				562.87		FEDERAL INCOME TAX	123.36	1,369.71
3	P	SICK PAID	8.00	25.585	204.68	409.36		FEDERAL SOC SEC WITHHELD	113.97	1,209.55
4	P	HOLIDAY	8.00	25.585	204.68	1,228.08		FEDERAL MEDICARE WITHHELD	26.65	282.88
5	B	HEALTH INS			667.55	2,934.74		NEBRASKA STATE INCOME TAX	65.88	733.14
6	B	RETIREMENT			153.27	1,532.70		RETIREMENT	98.25	982.50
7	A	VACATION HOURS EARNED				3.70		HEALTH INS	177.45	780.09
8	A	SICK HOURS EARNED				3.70		DEPENDENT LIFE INS	.77	7.70
9		* SICK TAKEN/AVAILABLE *	16.00		61.98			DENTAL INS	24.58	135.10
10		* VACATION TAKEN/AVAILABLE *	22.00		73.98			VISION INS	6.64	43.99

Gross Pay 2,046.80 - Deductions 637.55 = Net Pay 1,409.25

BENEFITS CONTACT INFORMATION

Benefits-related questions

Email as.employeebenefits@nebraska.gov, or call 402-471-4443 (Lincoln) 877-721-2228 (Outside Lincoln).

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

1. Workday (Employee Work Center)
2. Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234