

**LCTCS CENTRALIZED PEOPLESOFT PAYROLL
MEMORANDUM
#2008-31**

TO: All PeopleSoft Users

FROM: Lura A. Kamiya
LCTCS Human Resources Director

DATE: April 23, 2008

RE: Annual Enrollment Changes in PeopleSoft

The new benefit programs for the 2008-2009 plan year have been activated in PeopleSoft.

New Benefit Programs Established

The new benefit programs effective May 19, 2008 have been established for the GEN, 9ME, PTR, and NON benefit programs. Benefit plans for the 2008-2009 plan year have been attached to these benefit programs and **only those benefit plans and deductions with effective dates of May 19, 2008 forward will be processed under these benefit programs for the 2008-2009 plan year.** **As of April 24, 2008, you may begin entering changes for the new plan year** as described below, and these changes must be completed by May 30, 2008. **Be careful with your effective dates.** Note: if there is no need for a plan/coverage change and the plan is still active, no action is necessary since the rates for group plans will change automatically once the new benefit program is activated.

Group Medical and Group Life Changes

Any group medical and/or life benefit plan action with an effective date of May 19, 2008 or after will refer to the new benefit programs and the new rates for the 2008-2009 plan year. There are no additions or deletions of group medical and life plans for plan year 2008-2009

Remember, the group vision plan (through Starmount) will not have deductions made a month in advance, so the first deductions for this benefit plan will begin the first pay of July and will need an effective date of June 16, 2008. This is not a general deduction, it is attached to the record in a similar fashion to group medical. Plan Type 14-vision is actually located under medical. There is both a basic and an enhanced vision plan.

Deduction codes for group vision are as follows:

- **VSBAT – vision basic after tax**
- **VSBBT – vision basic before tax**
- **VSEAT – vision expanded after tax**
- **VSEBT – vision expanded before tax**

Coverage options for vision are 1= employee; 2= employee and spouse, 3= employee and one dependent; 4= family

Flexible Spending Accounts – Both Dependent Care and Health Care

Due to complexity of spending account processing, you are required to check in with payroll prior to setting up/changing any flexible spending accounts. The goal amount for these accounts must be re-established every plan year and the 2008-2009 plan year will begin with an effective date of June 16, 2008 to apply to the first pay of July. Payroll will notify when you may begin set up of the spending accounts and provide documentation for you at that time. **DO NOT BEGIN ENTRY UNTIL NOTIFIED.** Remember, an administrative fee applies to each type of spending account and these fees are set up under general deduction.

Retirement Plan Changes

Any retirement plan action with an effective date of June 16, 2008 and after will refer to the new retirement plan rates for 2008-2009. 2007-2008 retirement rates remain effective through the last paycheck of June 2008. These rates were released in payroll memo 2008-30.

General Deduction Plan Changes

General deduction plan actions with an effective date of June 16, 2008 and after will refer to the new benefit program approved vendors and products for the 2008-2008 plan year (refer to Memo 2008-28 and 2008-29).

General deduction products not approved for plan year 2009-2009 will not be available after the last pay period of June 2008. **You will need to insert a row with a termination date effective June 16, 2008, and zero out the deduction amount, for any general deduction plans no longer approved and/or deductions the employee has elected to terminate for the plan year 2008-2009.** For general deductions that the employee elects to terminate, you must have a new SED-4 showing \$0 for the deduction.