Helpful Resources and Documents:
> ADOA Supplemental Benefit Plan Training
> Arizona Revised Statutes (A.R.S.)
> > Title 38 – Chapter 6 – Article 1 – Public Safety Supplemental Benefits Plan
> Federal & State Income Tax Withholding Tables (Look in I.B. for appropriate table based on date)
> HRIS Pay Code Listing (Indicates if pay code is included in PSPRS retirement)

Forms:
> GAO-73A Request for One-Time Deduction
> GAO-SBP ADOA Supplemental Benefit Plan Calculator

Contacts:
> Employee/Retire: (602) 255-5575
> PSPRS Website   http://www.psprs.com

Agency Payroll functions:
1. Monitor employees on industrial leave for Supplemental Benefit Plan eligibility.
2. Setup, maintain and report eligible employees enrolled in Supplemental Benefit Plan.

Deadlines:
Initiate payments to employees promptly once notified of payments made by ADOA Risk Management
GAO-73A due by 12 pm (noon) on compute Tuesday

SUPPLEMENTAL INDUSTRIAL LEAVE BENEFIT PROGRAM (A.R.S. §38-961 – currently enacted to be repealed 10/1/2014). A full time Public Safety employee who is injured while on duty to the extent they cannot perform the functions of the position becomes eligible for the ADOA Supplemental Benefits Plan.

Employee Evaluation and Plan Overview:
1. Qualification: Must be receiving Worker's Compensation due to a physical injury for 30 days and must apply for the ADOA Supplemental Benefit Plan
2. Pay: In addition to the benefit payments being paid by the Worker's Compensation Fund, up to the approximately identical base salary of the employee (i.e. For the days eligible, the employee's typical pay, less the Worker's Compensation payments, would determine the amount of the Supplemental benefit)
3. Insurance: Employee pays their share, Employer pays their share
4. Retirement: Employer pays Employee & Employer shares
5. Leave Accrual: Shall not accrue additional sick or annual
6. Leave Usage: Account shall not be decreased
7. Disciplinary: Not precluded
8. Duration: Initial 6 months, possible 6 month extension; 1 year maximum

Upon qualification into the Supplemental Benefits Plan, the employee's retirement code must be updated:

HR11 Code	PSPRS Plan	Description	ER Deduction Code
S2	CORP	SUPP BENEFIT - JUVENILE CORRECTIONS	7966
S4	PSRS	SUPP BENEFIT - PUBLIC SAFETY	7970
S5	PSRS	SUPP BENEFIT - GAME & FISH	7972
S6	PSRS	SUPP BENEFIT - AG INVESTIGATORS	7974
S7	PSRS	SUPP BENEFIT - FIRE FIGHTERS	7976
S0	CORP	SUPP BENEFIT - CORRECTIONS	7964
SB	PSRS	SUPP BENEFIT - LIQUOR CONTROL OFFICER	7978
SF	PSRS	SUPP BENEFIT - STATE PARKS	7980
SG	PSRS	SUPP BENEFIT - PUBLIC SAFETY DISPATCHERS	7968
SJ	CORP	SUPP BENEFIT - PUBLIC SAFETY DETENTION OFFICERS	7982

Updating the retirement code will also create an Industrial-Supplemental leave plan for tracking the Supplemental Benefit Plan.

Once the leave plan is created, enter an LP70 transaction to add "1,040" hours (first 6 month allotment). If an extension is granted later, enter another LP70 transaction to add another "1,040" hours (2nd 6 month allotment).

Each pay period the employee remains in the Supplemental Benefit Plan, when the Agency is notified that a Worker's Compensation Payment is made, the Agency must complete the ADOA Supplemental Benefit Plan calculator and key time records into HRIS to pay the employee.

The following Pay Codes must be used to ensure correct accruals, retirement and FMLA treatment:

Pay Code	Description	Decrement Leave Plan	Comments
630	Industrial Leave Without Pay	None	No Pay.
630F	FMLA – Industrial Leave Without Pay	FMLA	No Pay.
631	DPS Industrial Leave	DPS - Industrial	Pay.
632	Supplemental Industrial Leave	Industrial - Supplemental	Pay. Is not accrual eligible for Sick or Annual
632F	FMLA - Supplemental Industrial Leave	Industrial-Supplemental & FMLA	Pay.
501	Industrial Retirement Calc	None	No Pay. Non-Cash, Non-Taxable. Includes amount paid by Risk Management with 632 and 632F to properly calculate retirement contributions.

Employee returning to work:
1. Pay any outstanding Supplemental Benefit Plan payments
2. Update retirement code back to the normal CORP or PSRS Plan
3. Process LP70 transaction to remove any remaining hours in the Industrial-Supplemental Leave Plan