ADOA Public Safety Officers’ SupPLEMENTAL Benefit Plan

April 4, 2013
ARS §38-961 “...Public Safety employee on a full time basis...who is injured while on duty to the extent they cannot perform the functions of the position....become eligible for the supplemental benefits plan.”

- Qualification: Must be receiving Worker’s Compensation due to a physical injury for 30 days and must apply for this Supplemental Benefit Plan
- Pay: In addition to the benefits being paid by Worker’s Compensation Fund, up to the approximately identical base salary
- Insurance: EE pays their share, ER pays their share
- Retirement: ER pays EE & ER shares
- Leave Accrual: Shall not accrue additional sick or annual
- Leave Usage: Account(s) shall not be decreased
- Disciplinary: Not precluded
- Duration: Initial 6 months, possible 6 month extension; 1 year max
REQUEST FOR ENROLLMENT

- EE is injured
- Agency HR sends injured EE Policy & Application
- EE submits application to Agency HR
- Agency HR requests confirmation from Risk Mgt of Initial Primary Diagnosis and that EE is receiving Workers Comp
- Agency HR denies/approves the EE for Supplemental Benefits Plan
  - Send copies of denial/approval to ADOA Benefits & Risk Mgt
OUTCOME OF REQUEST FOR ENROLLMENT

If Enrollment Denied
- Agency HR notifies employee by sending information regarding appeal process
- Agency HR copies Industrial Commission (ICA) of denial notifications
- All Appeals handled by Industrial Commission (ICA)

If Enrollment Approved
- Approved Form sent to Agency HR, Agency PR, ADOA Benefits
- Agency HR performs Personnel Actions (PA – XP52) to update the employee’s HRIS record
  - Update retirement code - use 1st day eligible as Effective Date
    - Automatically opens the LP Plan – Industrial - Supplemental
- Agency PR adds hours to the LP Plan – LP70
  - Agency PR manually loads 1,040 hours for first 6 month approval (2,080/2 = 1,040)
  - Agency PR manually loads additional 1,040 hours if EE granted 6 month extension
- Agency HR notifies PR that the Industrial is or is not FMLA so correct pay code can be used (632 or 632F)
- Agency HR notifies Risk Mgt of any changes throughout duration of leave
  - i.e. Any changes to Transitional Work Assignment (TWA) or modified duty, separation, transfer, refusal to accept TWA, modified work or regular work.
ADOA SUPPLEMENTAL BENEFIT PLAN
SHORT SUMMARY OF TASKS

**Agency Human Resources**
- Update Retirement Code to SX equivalent (see codes on next slide)
- Notify PR if leave is FMLA or not
- Notify Risk Mgt and PR of any changes immediately
  - TWA, modified duty, separation, transfer, refusal to accept modified duty, etc.
- Monitor each payroll

**Agency Payroll**
- Verify Retirement change is correct – HR11
- Verify dates of Supplemental Industrial Leave Plan
  - Add Hours to LP Plan
- Ensure time records after date of eligibility are appropriate
- Wait/check for Notice of Claim Status from Risk Mgt
  - Risk sends every time a payment is made
- Complete benefit calculator
- Generate payment(s)
- Monitor each payroll
## Supplemental Benefit Plan Retirement Codes

### Retirement Plan Deductions

<table>
<thead>
<tr>
<th>CODE</th>
<th>RETIREMENT PLAN</th>
<th>EMPLOYER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CODE</td>
</tr>
<tr>
<td>S0</td>
<td>CORP SUPP BENEFIT - CORRECTIONS</td>
<td>7964</td>
</tr>
<tr>
<td>S2</td>
<td>CORP SUPP BENEFIT - JUVENILE CORRECTIONS</td>
<td>7966</td>
</tr>
<tr>
<td>S4</td>
<td>PSRS SUPP BENEFIT - PUBLIC SAFETY</td>
<td>7970</td>
</tr>
<tr>
<td>S5</td>
<td>PSRS SUPP BENEFIT - GAME &amp; FISH</td>
<td>7972</td>
</tr>
<tr>
<td>S6</td>
<td>PSRS SUPP BENEFIT - AG INVESTIGATORS</td>
<td>7974</td>
</tr>
<tr>
<td>S7</td>
<td>PSRS SUPP BENEFIT - FIRE FIGHTERS</td>
<td>7976</td>
</tr>
<tr>
<td>SB</td>
<td>PSRS SUPP BENEFIT - LIQUOR CONTROL OFFICER</td>
<td>7978</td>
</tr>
<tr>
<td>SF</td>
<td>PSRS SUPP BENEFIT - STATE PARKS</td>
<td>7980</td>
</tr>
<tr>
<td>SG</td>
<td>PSRS SUPP BENEFIT - PUBLIC SAFETY DISPATCHERS</td>
<td>7968</td>
</tr>
<tr>
<td>SJ</td>
<td>CORP SUPP BENEFIT - PUBLIC SAFETY DETENTION OFFICERS</td>
<td>7982</td>
</tr>
</tbody>
</table>

- These rates are effective 7/1/12
- Rates may be updated each fiscal year
VERIFY RETIREMENT PLAN CODE & DEDUCTION CODE EFFECTIVE DATE

The Retirement Code must be SX.

The effective date of the retirement deduction should be the 1st Day Eligible which will create the deduction effective date.
The Master Entry Date should be the 1st Day Eligible. This date should tie to the benefit calculator. It must be 30 days from the date of injury, they must be covered by WC, and they must have applied for the program. This will allow time records to correctly post.

Once the LP Plan is setup, use LP70 to enter the 1,040 eligible hours. If an extension is granted, you will add another 1,040.
Payment Details from Risk Management

- Risk Management will send a Notice of Claim Status for the payments they generated for employees

Important Items to Note:
- Pay cycle is different than payroll
  - State pays for 14 consecutive days, every 2 weeks on a set schedule
  - Risk pays for 14 consecutive days, but employees can be on different schedules
- Benefit Amount is calculated differently
  - State only pays Supplemental Benefit on Base Pay
  - Risk includes overtime, stipends etc. in their calculation
    - Risk also allocates pay every day including days not normally scheduled to work

- Once the Notice of Claim Status is received from Risk Mgt, Agency PR can complete the Supplemental Benefit Calculator
SUPPLEMENTAL BENEFIT CALCULATOR

ADOA Supplemental Benefit Plan

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date:

Employee Name:

Employee ID Number (EIN)

Date of Injury:

Employee Pay Rate at time of injury

Typical Scheduled Hours per Day

Date Applied for ADOA Supplemental Program

Enter Typical 1st Day Off (ie Sun)

First Day Eligible for ADOA Supplemental Program* 1/30/1900

Enter Typical 2nd Day Off (ie Sat)

(* Must be: 30 days from date of injury, covered by WC, and must apply to program)

Enter Typical 3rd Day Off (if any)

Last Day paid by Workers Comp: 1/0/1900

Total Days covered by ADOA Supplemental Program (30)

Regular working days covered by ADOA Supplemental Program 1

WORKERS COMPENSATION SUMMARY

<table>
<thead>
<tr>
<th>Workers Compensation Payment #1</th>
<th>Period Begin</th>
<th>Period End</th>
<th>Amount Paid</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL PAID by Workers Compensation: $0.00 (Some payments paid before period of ADOA Supplemental Plan eligibility)

Gray cells are calculated based on green cell entries
**Employee Pay/Schedule Data**

Employee ID Number (EIN) 123456
Employee Pay Rate at time of injury $20.4040
Typical Scheduled Hours per Day 8.0 6
Enter Typical 1st Day Off (ie Sun) Fri 7
Enter Typical 2nd Day Off (ie Sat) Sat
Enter Typical 3rd Day Off (if any)

**Drill Explorer**

- Preferred Name: C1
- Status: UNCOVERED FT
- Process Level: DC24D
- Department: 24DL0
- Work Country: US
- User Level: DCDA-24
- Position: SDC00003309
- Job Code: AUN08311
- Supervisor: DC24D90111
- Indirect Supv: Location: PAYROLL
- Bargaining Unit: ADOA MAIN PAYROLL

**Effective Dates and Rates**

- 08/07/2010: 20.4040
- 05/19/2010: 18.7090
- 05/19/2009: 18.3485
- 05/19/2008: 18.0083
- 06/30/2007: 17.6686
- 05/19/2007: 17.1540
- 07/01/2006: 16.8338
- 05/19/2006: 15.4188
- 03/11/2006: 15.1087
- 07/02/2005: 14.3154
- 05/19/2005: 13.6375
- 07/01/2004: 13.0476
- 05/19/2004: 12.5668
- 05/19/2003: 11.9971
**INJURY AND ELIGIBILITY DATA**

- **Date of Injury:** 10/25/2012
- **Date Applied for ADOA Supplemental Program:** 10/25/2012
- **First Day Eligible for ADOA Supplemental Program:** 11/24/2012

(*Must be: 30 days from date of injury, covered by WC, and must apply to program)

- **Last Day paid by Workers Comp:** 1/0/1900
- **Total Days covered by ADOA Supplemental Program:** 41,237
- **Regular working days covered by ADOA Supplemental Program:** -

---

- **Date of Injury:** From Approved Application
- **Date Applied for Program:** From Approved Application
  - Can impact the eligibility date
- *****NOTE:** These dates will NEVER change**
- **Per ADOA Policy:** “An officer begins to accrue benefits under this Plan on the later of:

  1. The date the official application is submitted to the employing agency, or
  2. The date the officer meets all eligibility criteria.”
  - **Example:**
    - Application received on Day 15, and meets all eligibility criteria: Eligible on 31\(^{st}\) day
    - Application received on Day 45, and meets all eligibility criteria: Eligible on 45\(^{th}\) day
## Application for Benefits

- Be sure to answer all questions
- Please type or print
- Return form to your employer

### This form must be returned to your agency’s Human Resource Department for completion.

### THIS SECTION TO BE COMPLETED BY THE EMPLOYEE

1. Full name of employee *(Please print)*
2. EIN
3. Agency

4. Position

5. Date of Injury

6. Description of injury

7. Date of Worker’s Compensation Eligibility Determination

### Employee Responsibilities

- I have received and understand the eligibility guidelines for this benefit.
- I will report to my employer any changes to my eligibility status for this benefit.
- I will comply with any requests for information pertaining to this benefit from ADOA Risk Management and/or Benefit Services Divisions.
- I authorize my agency, and ADOA Risk Management and Benefit Services Divisions to discuss any pertinent information relative to my eligibility for this benefit.

Certification Statement: I certify that the information given on this application is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and I further realize that falsified or fraudulent information may result in the rejection of this application, subsequent termination from the SBP program, or prosecution under the law.

Signature: __________________________ Date: __________________________

### THIS SECTION TO BE COMPLETED BY THE EMPLOYER – Do not write below this grey line

1. Employee Base Salary
2. Amount of Worker’s Compensation Benefit

3. First Date of Absence Due to Injury

4. Date Application Received by Employer

### Employer Responsibilities

- I have verified that the employee was employed by my agency at the time of this injury.
- I have verified the employee was on duty on the date of this injury, and that the injury occurred in the line of duty.
- I have verified that the employee has been absent from duty for 30 consecutive calendar days due to this injury.
- I have verified with ADOA Risk Management that this injury meets the guidelines for this benefit.
- I have verified that the employee meets all eligibility criteria for this benefit.
- I will forward a copy of the approved application to both ADOA Risk Management and ADOA Benefit Services Division.

Name of Agency Representative: __________________________ Contact Number: __________________________

Signature of Agency Representative: __________________________ Date: __________________________

### Copy of Approved Application Must be Sent to both:

- ADOA Benefit Services Division, 100 N. 15th Ave, Suite 103, Phoenix, AZ 85007
- ADOA Risk Management, Worker’s Compensation, 100 N. 15th Ave, Suite 301, Phoenix, AZ 85007

Revised 11/30/12
WORKERS COMPENSATION SUMMARY

WORKERS COMPENSATION SUMMARY

<table>
<thead>
<tr>
<th>Workers Compensation Payment #1</th>
<th>Period Begin</th>
<th>Period End</th>
<th>Amount Paid</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/2013</td>
<td>2/19/2013</td>
<td>$1,193.92</td>
<td>2/15/2013</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL PAID by Workers Compensation: $1,193.92

DAILY ADOA SUPPLEMENTAL BENEFIT CALCULATION

- Notice of Claim Status sent to Agency PR by Risk Mgt
  - Must be listed in sequential order with no gaps in dates
- Period Begin: Used for the 1st Day Eligible date calculation. Used for time record date range.
- Period End: Used for the time record date range
- Amount Paid: Total amount paid by Risk Mgt. Used for calculation of daily rate and conversion to the Amount to be Paid by the Agency
- Date Paid: Date Risk Mgt issued the payment. Used for tracking payments & supplements
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Regular Hours</th>
<th>Base Pay</th>
<th>Workers Comp</th>
<th>WC Hours</th>
<th>WC Rate</th>
<th>WC Wages</th>
<th>State Hours</th>
<th>Applicable Override Rate</th>
<th>State Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/2013</td>
<td>Wed</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
<tr>
<td>2/7/2013</td>
<td>Thu</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
<tr>
<td>2/8/2013</td>
<td>Fri</td>
<td></td>
<td>$85.28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/9/2013</td>
<td>Sat</td>
<td></td>
<td>$85.28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/10/2013</td>
<td>Sun</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
<tr>
<td>2/11/2013</td>
<td>Mon</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
<tr>
<td>2/12/2013</td>
<td>Tue</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
<tr>
<td>2/13/2013</td>
<td>Wed</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
<tr>
<td>2/14/2013</td>
<td>Thu</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
<tr>
<td>2/15/2013</td>
<td>Fri</td>
<td></td>
<td>$85.28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/16/2013</td>
<td>Sat</td>
<td></td>
<td>$85.28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/17/2013</td>
<td>Sun</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
<tr>
<td>2/18/2013</td>
<td>Mon</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
<tr>
<td>2/19/2013</td>
<td>Tue</td>
<td>8.0</td>
<td>$163.23</td>
<td>$85.28</td>
<td>5.3</td>
<td>22.5264</td>
<td>$119.39</td>
<td>2.7</td>
<td>16.2370</td>
<td>$43.84</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Regular Hours</th>
<th>Base Pay</th>
<th>Workers Comp</th>
<th>WC Hours</th>
<th>WC Rate</th>
<th>WC Wages</th>
<th>State Hours</th>
<th>Applicable Override Rate</th>
<th>State Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>80.0</td>
<td>1,632.30</td>
<td>53.0</td>
<td>22.5264</td>
<td>$1,193.90</td>
<td>27.0</td>
<td>16,2370</td>
<td>$438.40</td>
<td>ER Retirement</td>
<td>$319.11</td>
<td></td>
</tr>
</tbody>
</table>

**Validated Amounts**
VALIDATE CALCULATOR AMOUNTS
### Validate Deduction Amounts

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Amount</th>
<th>Taxable</th>
<th>Excess</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>0.00</td>
<td>32.64</td>
<td>0.00</td>
<td>Employee Tax</td>
</tr>
<tr>
<td>Social Security</td>
<td>0.32</td>
<td>5.18</td>
<td>0.00</td>
<td>Employee Tax</td>
</tr>
<tr>
<td>Medicare</td>
<td>0.08</td>
<td>5.18</td>
<td>0.00</td>
<td>Employee Tax</td>
</tr>
<tr>
<td>Arizona</td>
<td>1.18</td>
<td>32.64</td>
<td>0.00</td>
<td>Employee Tax</td>
</tr>
<tr>
<td>Delta</td>
<td>0.00</td>
<td>5.18</td>
<td>0.00</td>
<td>Employee Other</td>
</tr>
<tr>
<td>SupLife</td>
<td>0.00</td>
<td>5.18</td>
<td>0.00</td>
<td>Employee Other</td>
</tr>
<tr>
<td>AMERBEN</td>
<td>0.00</td>
<td>5.18</td>
<td>0.00</td>
<td>Employee Other</td>
</tr>
<tr>
<td>CorpDoc</td>
<td>27.46</td>
<td>0.00</td>
<td>0.00</td>
<td>Employee Other</td>
</tr>
<tr>
<td>SUP LIFE</td>
<td>13.29</td>
<td>0.00</td>
<td>0.00</td>
<td>Employee Other</td>
</tr>
<tr>
<td>Dep Life</td>
<td>11.19</td>
<td>0.00</td>
<td>0.00</td>
<td>Employee Other</td>
</tr>
<tr>
<td>STD HIRD</td>
<td>2.25</td>
<td>0.00</td>
<td>0.00</td>
<td>Employee Other</td>
</tr>
<tr>
<td>SOC S ER</td>
<td>0.32</td>
<td>5.18</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>Medicare</td>
<td>0.00</td>
<td>5.18</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>SUTA ER</td>
<td>0.01</td>
<td>5.18</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>TECH CHG</td>
<td>0.19</td>
<td>0.00</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>PERS CHG</td>
<td>1.02</td>
<td>0.00</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>ACUM SCK</td>
<td>0.38</td>
<td>0.00</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>WORKCOMP</td>
<td>0.19</td>
<td>0.00</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>PBRO CHG</td>
<td>0.38</td>
<td>0.00</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>BLIFE ER</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>LTD ER</td>
<td>1.68</td>
<td>0.00</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>CORP ER</td>
<td>36.37</td>
<td>0.00</td>
<td>0.00</td>
<td>Company</td>
</tr>
<tr>
<td>SUP-CORP</td>
<td>319.11</td>
<td>0.00</td>
<td>0.00</td>
<td>Company</td>
</tr>
</tbody>
</table>
REPORT TO VALIDATE ENTRIES

- **PR135 – Time Record Edit**
  - Can be run on-demand
  - Verify entries and totals
    - Before “Calculate-Add” on ZR80.1
    - After “Add” on XR35.2
PR135 Output

- PR135 – PR135.prt

Confirm these match calculator and recovery amounts (if any)
PR135 OUTPUT

- PR135 – lpreport

If LP balance on PR135 lpreport goes negative, re-evaluate dates eligible to be paid
**Benefit Amount vs. Recovery Amount**

- **Prior Year Recovery Amounts** can only be offset by Benefit Payments for Prior Year
  - If Benefit Amount for TR in 2012 > Recovery Amount for TR already paid in 2012 → **OK**
  - If Benefit Amount for TR in 2012 < Recovery Amount for TR already paid in 2012 → Recover up to benefit amount, then GAO70A for remainder
    - A GAO70A worksheet is needed for each pay period
    - IRS/State does not allow adjustments to Federal/State Taxes for prior years
    - Overpaid Retirement should be credited to reduce amount owed

- **Current Year Recovery Amounts** can be offset by Current Year Benefit Payments
  - If Benefit Amount 201X > Recovery Amount 201X → **OK**
  - If Benefit Amount 201X < Recovery Amount 201X → Depends
    - If EE returns to active duty with State: Offset current wages
    - If EE does not return to active duty with State: GAO70A

- Leave balances should not be restored until the employee repays the amounts by either wage offset or GAO70A adjustment

- There is no need to recover for the 30 day waiting period if the employee used accrued leave balances. This is allowable.
Recovery for Leave Used During Plan Eligibility

- Reconcile Recovery Amounts to HRIS entries
- Submit OTD for EE & ER Retirement
  - These deductions are end dated when SX code is entered
- LTD configuration is being updated to charge/refund on the Supplemental Benefit pay codes
Request & Select OTD’s – For Handwrites

- Request OTD using GAO 73A
- Email with subject – OTD for Handwrite
- Central Payroll enters
- Agency selected using FC “S”
- Contact Benefits for any Insurance arrears
LP Plan Balance Verification

- LP Balances are updated nightly
- The day after the payment is generated, check LP64.3 to ensure amounts are:
  - Deducted from the Industrial Leave Plan
  - Added to the Plan Balances for amounts recovered
    - Annual, Holiday, Sick, Comp etc.
    - Accruals will be removed if the hours recovered warrant it
OTHER CONSIDERATIONS

EE Returning to Work
- HR must change the retirement code back
  - This will end date the SX ER deduction
  - This will end date the Industrial Leave Plan
- If a payment is still due to the employee:
  - Submit a OTD for the SX ER retirement amount
  - Process LP70 to reduce the hours from the LP Plan
- If all benefit payments have been paid to the employee:
  - Process LP70 to eliminate remaining hours from the LP Plan

Payment that covers multiple pay periods
- If EE was on LWOP, they may have paid for benefits directly to HITF
  - Contact Benefits to review the employee’s record. They will enter OTD if insurances are due.
  - Benefits will refund amounts overpaid amounts directly to HITF

Garnishments
- Risk Mgt may receive an Order while the EE still has an active order in HRIS
  - HRIS Order will remain active until a Stop/Release is received
  - If EE is “double deducted” they will have to contact issuing authority for resolution
**Employee Returning to Work**

- Retirement Code update will end date the SX code and activate the EE & ER codes.
- It will also end date the Industrial Leave Plan.
### WORKERS COMPENSATION SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Period Begin</th>
<th>Period End</th>
<th>Amount Paid</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Compensation Payment #1</td>
<td>1/5/2013</td>
<td>1/11/2013</td>
<td>$546.56</td>
<td>3/12/2013</td>
</tr>
<tr>
<td>Workers Compensation Payment #2</td>
<td>1/12/2013</td>
<td>1/15/2013</td>
<td>$309.04</td>
<td>3/12/2013</td>
</tr>
<tr>
<td>Workers Compensation Payment #3</td>
<td>1/16/2013</td>
<td>1/18/2013</td>
<td>$2,163.22</td>
<td>3/12/2013</td>
</tr>
<tr>
<td>Workers Compensation Payment #4</td>
<td>2/3/2013</td>
<td>2/3/2013</td>
<td>$8,018.22</td>
<td>3/15/2013</td>
</tr>
<tr>
<td>Workers Compensation Payment #5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Payment #8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PAID by Workers Compensation:** $3,018.82

(Some payments paid before period of ADOA Supplemental Plan eligibility)

---

### DAILY ADOA SUPPLEMENTAL BENEFIT CALCULATION

**Date** | **Day** | **Regular Hours typically would have worked** | **Base Pay typically would have earned** | **Workers Comp Payments paid during same time** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2/3/2013</td>
<td>Sun</td>
<td>$154.11</td>
<td>$77.26</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/4/2013</td>
<td>Mon</td>
<td>$154.11</td>
<td>$77.26</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/5/2013</td>
<td>Tue</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/6/2013</td>
<td>Wed</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/7/2013</td>
<td>Thu</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/8/2013</td>
<td>Fri</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/9/2013</td>
<td>Sat</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/10/2013</td>
<td>Sun</td>
<td>$154.11</td>
<td>$77.26</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/11/2013</td>
<td>Mon</td>
<td>$154.11</td>
<td>$77.26</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/12/2013</td>
<td>Tue</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/13/2013</td>
<td>Wed</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/14/2013</td>
<td>Thu</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/15/2013</td>
<td>Fri</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/16/2013</td>
<td>Sat</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/17/2013</td>
<td>Sun</td>
<td>$154.11</td>
<td>$77.26</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/18/2013</td>
<td>Mon</td>
<td>$154.11</td>
<td>$77.26</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/19/2013</td>
<td>Tue</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/20/2013</td>
<td>Wed</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/21/2013</td>
<td>Thu</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/22/2013</td>
<td>Fri</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/23/2013</td>
<td>Sat</td>
<td>8.0</td>
<td>$154.11</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/24/2013</td>
<td>Sun</td>
<td>$154.11</td>
<td>$77.26</td>
<td>$77.26</td>
</tr>
<tr>
<td>2/25/2013</td>
<td>Mon</td>
<td>$154.11</td>
<td>$77.26</td>
<td>$77.26</td>
</tr>
</tbody>
</table>

### ISSUE

- **Gaps in Risk Payments**
  - The calculator cannot account for gaps.
  - If payments are not sequential, create a new calculator.
  - **Result:** Overpayment
CONTACTS

Agency Contacts
  • Benefits:
    ○ BenefitsIssues@azdoa.gov
  • HR:
    ○ HumanResources@azdoa.gov
  • Payroll:
    ○ Central.Payroll@azdoa.gov
  • Agency HR Manager/Supervisor:
  • Agency PR Manager/Supervisor:
  • Care Coordinator:

Employee Contacts
  • Benefits:
  • HR:
  • Payroll:
  • Care Coordinator: