

Bowling Green State University
BG@100 Information Item
ESC Submission: January 10, 2005

Identification Information:

<i>Reference Number</i>	HCM-0023
<i>Functional Area</i>	Benefits
<i>Title</i>	Deductions for 10 Month Faculty and Administrative Staff

Background Information:

Currently, for administrative staff and faculty who are categorized as 10 month, we have a deduction policy that deducts the amount for benefits (health care, life insurance, health care spending account) from 10 pays. If the 10 month employee works from August through May we stop the deductions for June and July. If the employee works from September through June we stop the deductions for July and August. This requires manual data entry in order to stop the deductions.

Information Item:

In PeopleSoft, each benefit offering has to have options set up to accommodate a 9 month employee, a 10 month employee, a 12 month employee and a 19 pay (classified 9 month) employee. For each plan, a separate flat rate table was set up so that the system automatically stops the deduction during the months the employee is not working.

For example, for the 9 month faculty member and administrative staff member, the PPO medical plan was set up and the associated flat rate table has deductions coming out of the employee's check from September through May and then nothing coming out for June, July or August. The majority of our 9 month employees work the academic year.

However, since our 10 month employees are scheduled to work different 10 month periods over the course of the year, manual intervention needs to be done to make sure that deductions come out of the months they are working and getting paid. However, they all seem to work September through May.

Therefore, starting 2006, deductions for the benefit plan for administrative and faculty will be either 9 month or 12 month. For 10 month employees, they will be placed into the 9 month plan with the associated flat rate table for deductions from September through May. This will reduce the number of plans that need to be maintained and updated as well as the number of flat rate tables for deductions that need to be maintained.