

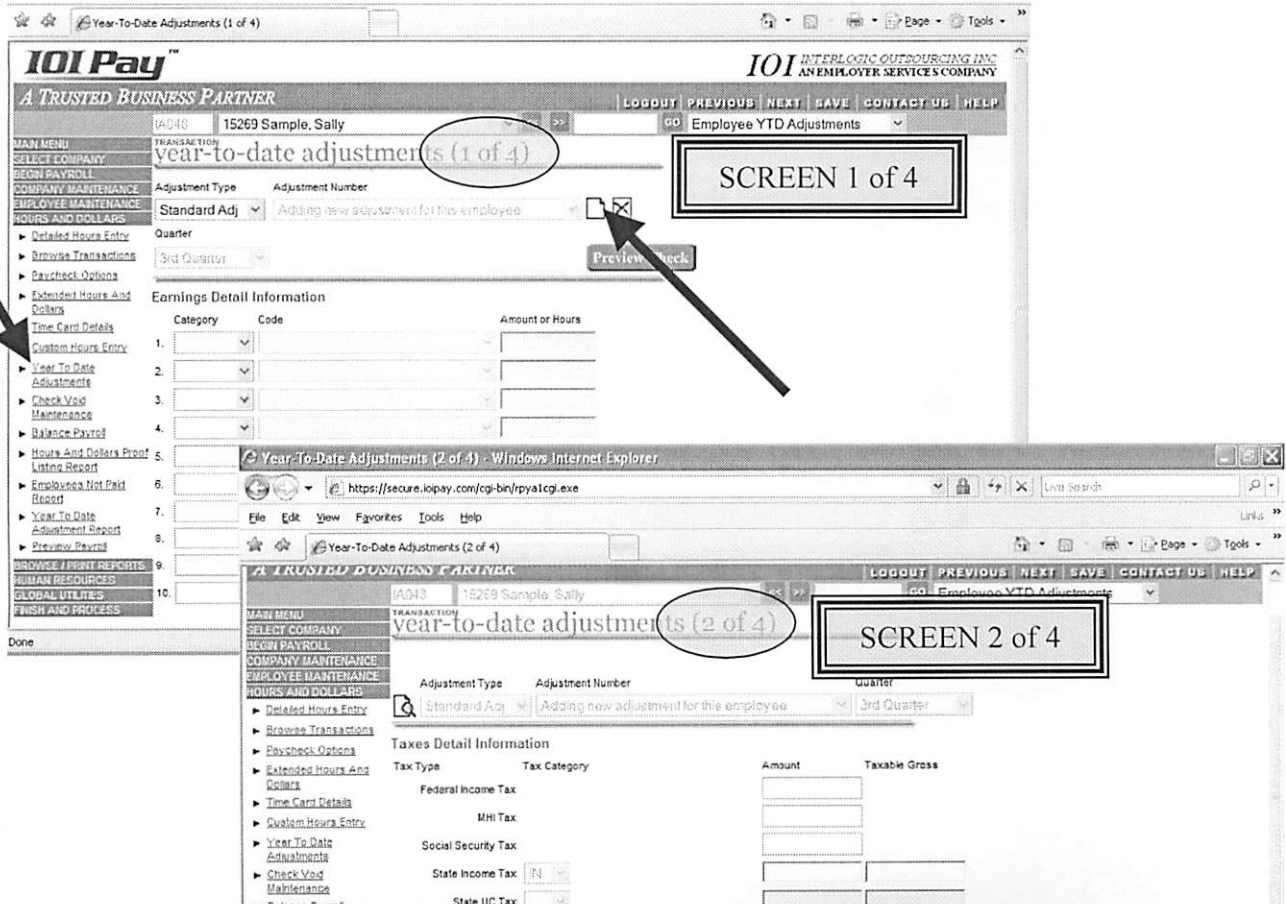
Procedures For Processing Employee Benefit Payments While On Unpaid Status

Employees may experience times when they receive no pay but remain covered under the Archdiocesan benefit plans. The unpaid time is most often due to unpaid leave of absence or other unpaid time off. If the employee is enrolled in a benefit plan requiring employee premium payments, such as voluntary supplemental life insurance, these premiums will continue to be paid to the benefit provider. The following deductions should be handled in this manner:

1. LIFE – voluntary, employee paid supplemental life insurance
2. STD – voluntary, employee paid short term disability insurance
3. ~~LTC – voluntary, employee paid long term care insurance~~

The following process should be followed to ensure that premium payments to the vendor continue when the employee is not being paid.

- STEP 1** Go to the YTD ADJUSTMENT tab found under HOURS AND DOLLARS.
- STEP 2** Select the employee from the drop down menu.
- STEP 3** Click on the blank page to add a new adjustment.
- STEP 4** Click on NEXT to proceed to screen 2, and click NEXT again on screen 2 to arrive at screen 3.



STEP 5

On Screen 3, all voluntary deductions should appear. Find the appropriate deduction, in this example – LIFE. Enter in the premium amount. This entry must be made for each payroll period that the person is unpaid; the premium amount is the same amount as that which is applied with normal payroll runs.

NOTE: Do not change the VENDOR flag; for these deductions, this field is defaulted to YES since the deductions are sent directly to the vendor.

The screenshot shows the 'IOI Pay' interface for 'Year-To-Date Adjustments (3 of 4)'. The main title is 'year-to-date adjustments (3 of 4)'. The 'Adjustment Type' is 'Standard Adj' and the 'Adjustment Number' is 'Adding new adjustment for this employee'. The 'Quarter' is '3rd Quarter'. The 'Voluntary Deduction Information' section contains the following table:

Deduction	Amount	Vendor
LIFE - LIFE	20.00	Yes
MISC - MISCELLANEOUS		Yes

Buttons for 'Cancel', 'Previous', and 'Next' are visible at the bottom of the table.

STEP 6

In processing the YTD Adjustment, there must be an offsetting amount entered to ensure that the payroll balances.

The amount is entered on Screen 4 as a negative amount. When the screen is saved, a notification pop-up box appears indicating that the adjustment was successfully added and the process is finished.

The screenshot shows the 'IOI Pay' interface for 'Year-To-Date Adjustments (4 of 4)'. The main title is 'year-to-date adjustments (4 of 4)'. The 'Adjustment Type' is 'Standard Adj' and the 'Adjustment Number' is 'Adding new adjustment for this employee'. The 'Quarter' is '3rd Quarter'. The 'Balancing Information' section contains the following table:

Total Earnings	Total Taxes	Total Deductions	Total ACH	Net Check Amount	Balance
		\$20.00		-20.00	\$20.00

Buttons for 'Cancel', 'Previous', and 'Save' are visible at the bottom of the table.

If you have any questions, contact IOI's Customer Service Dept.