

MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll Support

DATE: September 21, 2016

SUBJECT: CPS changes for Custom Benefit Solution

Effective October 11, 2016, certain employee benefit elections will be handled by Morneau Shepell and fed directly to the Central Payroll system. At that time, you will no longer be responsible for entering these deductions into Central Payroll. Due to this change, modifications are being made to the Central Payroll screens that will be put into production on October 11, 2016. Attached is an updated user manual which covers these changes and following is a brief overview of the modifications.

The screens affected are 03, 06, 07, 09, and 91.

Screen 03 - INS ELIG CD will only have two (2) valid values, 'C' which will tell the system **not** to take the deduction amounts provided by Morneau Shepell or 'A' which will tell the system to take the deduction amounts provided by Morneau Shepell. If you forget to add a value to this field it will default to 'A'. Screen 03 will no longer have the following fields: INSURANCE %, INS PAY PER, or EST ANN SALARY.

Screen 06 - FSA CHILD and FSA MEDICAL will become DCAP IND and MCAP IND. The valid values for these two (2) indicators will be 'Y' which tells the system to take the deduction amounts provided by Morneau Shepell and 'N' which tells the system **not** to take the deduction amounts provided by Morneau Shepell. If you forget to add a value the system will interpret a blank space as a 'Y'. Screen 06 will no longer have: OPT LIFE CODES, ST HLTH CR/OPT, DENTAL CR/PL, or SAVINGS BOND.

Screen 07 - will no longer have: OPT HEALTH, OPT LIFE, DENTAL, FSA CHILD, FSA MEDICAL, SAVINGS BOND, or TAXABLE LIFE.

Screen 09 - will no longer have the Code Field for: EMPL OPTIONAL HEALTH. The amount field will still be there for entry. Also EMPL OPT LIFE will be re-named to EMPL LIFE CD.

Screen 91 - will no longer have the DENTAL PL field. So it was re-named from DENTAL CR/PL to DENTAL CARRIER.

Note on supplemental payrolls: Morneau Shepell will not be providing insurance or flex spending deductions for supplemental payrolls. Therefore, these types of deductions will not be taken on supplemental payrolls.

Thank you,

Central Payroll Support Team – doit.ebas.payroll.support.team@illinois.gov