

MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll System Support

DATE: October 5, 2016

SUBJECT: Central Payroll System Downtime and New Reports for Custom Benefit Solution

On October 11, 2016 we will be bringing the system (CPS) down at 5:00 p.m. It will not be back up until the following morning, October 12, 2016. This is due to the system changes being made to implement the Custom Benefits Solution (see previous memo for changes).

Also, because we will be getting all deductions and adjustments from Morneau Shepell, we have created several new reports which you will have access to on Mobius. These informational reports are:

- PEPYGNX201 – ALL MISC FIELDS OCCUPIED - this is created if Morneau Shepell provides a post-tax premium for a particular individual but all 20 miscellaneous deduction fields were occupied. The deduction will not be taken.
- PEPYGNX202 – EMP ON PAYROLL/NOT ON GI - this is created if CPS does not receive a deduction record for the employee from Morneau Shepell. The employee will not have insurance deductions.
- PEPYGNX203 – EITHER INS ELIC = 'C' OR FSA INDS = 'N' - this is created for the employees in which CPS did not look for a deduction record due to how the employee was coded on payroll screens.
- PEPYGNX204 – EMPLOYEE ADJUSTMENTS - this is created for the employees which CPS received and processed the adjustments provided by Morneau Shepell.
- PEPYGNX205 – EMP WITH POSTTAX INS - this is created when CPS creates a miscellaneous deduction for an employee's post-tax deduction provided by Morneau Shepell.
- PEPYGNX206 – REIMB ADJUSTMENTS - this is created when CPS receives a reimbursement adjustment(s) from Morneau Shepell.
- PEPYGNX207 – POST TAX MISC DED AMOUNTS WITHOUT CODES – this is created for employees that receive a post-tax deduction record from Morneau Shepell but do not

have carrier codes provided. The deduction will not be taken.

- PEPYGN1X08 – BENEFITS ADJ HAVE BEEN ALTERED – this is created when Morneau Shepell sends an adjustment but CPS cannot take the entire deduction, as that would make deductions exceed gross. CPS will then lower the deduction until a warrant will be issued.

Thank you,

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