Process	*Agency Sponsored Plan Changes - Discontinuations*
Process Number	*BEN 0152* *Revised 03/28/01*

Description of Process

This process is used to record the discontinuation of employee deductions for Agency Sponsored benefit and savings plans (e.g. Colonial Life, AFLAC insurance, non-Statewide 401(k) and 403b plans). The goal of this process is to obtain the correct change in the employee's payroll deduction.

Input to Process

Proper change in election form, which has been completed and signed by the employee.

Output of Process

Record of the discontinuation of an employee's deduction for an Agency Sponsored Plan.

PeopleSoft Panel Groups being Used

Window/Function	Panel Group/Mode
Go	
Compensate Employees	
Maintain Payroll Data U.S.	
Use	
	General Deduction Data
	Update/Display All

BEN 0152 – Agency Sponsored Plan Changes-Discontinuations

Process Description	Responsibility (Company/Centralized)
Step 1 – Receipt of the appropriate change form which has been completed by the employee reflecting the discontinuation of the deduction code.	Company
Step 2 - Go to Go, Compensate Employees, Maintain Payroll Data U.S., Use, General Deduction Data, Update/Display All.	Company
Step 3 - Enter *Empl ID* and select *OK.*	Company
Step 4 – Follow sub-step A. or B. depending on your security profile: A. **NO CORRECTION MODE**: Use the outer scroll bar to find the *Deduction Code* for the benefit coverage that is to stop. With the cursor on the *Effective Date* or the inner scroll bar, insert a new row (Icon on the Menu Bar or F7). Input the *Effective Date* (the first day of the pay period during which the employee will no longer have this deduction); in the *Deduction End Date* field, enter the first day of the pay period during which the deduction is to stop. B. **CORRECTION MODE**: Return to Step 1 and access the record in Correction mode. Follow steps 2-3. Use the outer scroll bar to find the *Deduction Code* for the benefit coverage that is to stop; then enter the last day that a deduction should be taken in the *Deduction End Date* field.	Company
Step 5 - If there are changes to more than one *Deduction Code*, repeat step 5 for each *Deduction Code*.	
Step 6 - Click the *Save* icon.	Company

In PeopleSoft, the "Agency Sponsored Plans", e.g., various insurances (Colonial Life, AFLAC), non-Statewide 401(k) and 403b are setup as General Deductions. A record of the amount for payroll deduction is stored with the Effective Date for each participating individual. Payroll uses the Effective Date for the date to start the deductions in the amount stated on the panel for each employee for the Deduction Code specified.