Process	*Agency Sponsored Plan Enrollment*
Process Number	*BEN 0150* Revised 03/28/01

Description of Process

This process is used to enroll employees into "Agency Sponsored" benefit and savings plans, e.g., Colonial Life, AFLAC insurance, non-Statewide 401(k) and 403b. Proper enrollment will assure correct payroll deductions and participation documentation.

Input to Process

Proper enrollment form, which has been completed and signed by the employee.

Output of Process

Enrollment into the plan selected by the employee and the corresponding payroll deduction.

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 0150 – Agency Sponsored Plan Enrollment

Process Description	Responsibility (Company/Centralized)
Step 1 - Receipt of specific vendor enrollment form which has been completed by the employee.	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 – If the employee has any existing general deductions, insert a row by clicking the outer scroll bar and then clicking the Insert Row toolbar button. If the employee does not have any existing deductions, you may begin on the row that is displayed.	Company
Step 5 - Type in the *Deduction Code* or select it from the drop-down list.	Company
Step 6 – In the *Effective Date* field, enter the first day of the pay period during which the employee's deduction goes into effect (any date used that falls within the pay period will be used by Payroll to begin deductions for that entire pay period).	Company
Step 7 – In the *Deduction Calculation Routine*, select *Flat Amount.*	Company
Step 8 – Enter the payroll deduction amount in the *Flat/Addl Amount* field that will be deducted in each pay period that deductions are scheduled to be taken. This amount will vary by agency depending on the frequency of the deduction that is in place (i.e. 1 deduction per month, 1 deduction per pay period, etc.) and the amount will have to be calculated accordingly prior to entering the amount in PeopleSoft. IF YOUR AGENCY ALLOWS EMPLOYEES TO DETERMINE WHEN A DEDUCTION SHOULD OCCUR, YOU MAY HAVE TO USE THE GENERAL DEDUCTION OVERRIDE PANEL (refer to Payroll Business Process).	Company
Step 9 – To add additional *Deduction Codes*, insert a row for each additional code by clicking in the outer scroll bar and clicking the Insert Row toolbar button. Repeat steps 4 -7 for each additional deduction.	Company
Step 10–Click the *Save* icon.	Company
In PeopleSoft, the State of Georgia sponsored plans for life insurance, 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.	