



# Ohio Department of Administrative Services

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George V. Voinovich  
Governor

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Payroll Letter 663

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Aetna Long Term Care Insurance

Aetna Life and Casualty offered long term care insurance during the recent open enrollment period. Employees who enrolled in this benefit plan did so by submitting enrollment forms directly to Aetna. Aetna reviewed these enrollment forms and subsequently notified employees of their enrollment status. For those employees who were approved for long term care benefits, Aetna will provide DAS Payroll Systems with a computer file of newly enrolled employees. Payroll Systems will match this file against the current payroll file and insert a **B54** deduction and the appropriate premium amount. Long term care deductions will be made the second pay period of the month for biweekly delayed payrolls, and the first pay period of the month for biweekly current payrolls.

The procedure of providing DAS Payroll Systems with a computer file of current Aetna enrollees will continue indefinitely. This will include new enrollees, terminations and changes in premium amounts. After the current deduction is made, a deposit file will be created and forwarded to Aetna Life and Casualty for processing. Aetna will then provide a subsequent tape to DAS for processing the premium for the next month. Therefore, Payroll Officers will not be required to post any entries for processing of long term care benefits.

Aetna will be responsible for issuing refunds of premiums deducted in error directly to employees. In addition, if an adjustment is to be made, Aetna will contact employees and request premiums be paid. If employees have questions regarding their long term care deduction, they should contact the Aetna Long Term Care Hotline at 1-800-537-8521.

DAS Benefits Administration will receive a monthly report of all computer transactions applied to the State's payroll file. An initial enrollment report will be forwarded to each agency as soon as the deductions have been posted to the current payroll file. If you have questions regarding long term care insurance, please contact Benefits Administration at 614-466-3952.

RLC/DRP/drp