



**Ohio Department of
Administrative Services**
DIVISION OF HUMAN RESOURCES
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April 12, 1995

Payroll Letter 682

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: No Health Care Deduction - Ohio Med Only

Due to a large reserve in the health benefits fund, the Office of Benefits Administration is pleased to announce that all employees currently enrolled in the State sponsored Ohio Med PPO and Traditional Plus medical plan, "A11" deduction code **only**, will receive one free month of health insurance coverage. No employee health insurance deduction will occur in April or May, depending on your agency and pay period. The table below identifies the agencies, pay periods and the month of coverage for those affected employees:

Type Of Payroll	Payroll Numbers	Pay Period Ending	Pay Day	Deduction	Coverage
Bi-Weekly Current	005-001, 010-000, 015-000, 018-000, 020-001, 025-001	5/13/95	5/12/95	May	June
Monthly Current	005-000, 005-002	4/30/95	4/28/95	April	May
Monthly Advanced	020-000, 025-000	5/31/95	5/1/95	May	June
Bi-Weekly Delayed	All Others	4/1/95	4/14/95	April	May

All affected employees are to receive notification of this free month of coverage in the form of a mailing announcement directly from Ohio Med. Should an employee question whether they have coverage, you should advise them that their coverage is continued even though no "A11" deduction was printed on their payroll earning statement.

Two special circumstances are to be mentioned regarding newly hired employees and employees receiving disability benefits.

New Hires

For newly hired employees appointed in April for bi-weekly delayed payrolls, or May for bi-weekly current payrolls, who elect Ohio Med as their health plan, it is imperative that you post the "A11" deduction in the normal manner to ensure the employee's enrollment is correctly reported to the insurance provider. Posting the "A11" will not result in the deduction of the employee or employer share of the health insurance premium. You do not need to utilize a make-up health insurance code of "A12" for these employees.

Disability Benefits

This section on disability benefits pertains to bi-weekly delayed payrolls only. If you are not a bi-weekly delayed payroll and you have an employee on disability that is eligible for the free health insurance coverage, please contact Systems Administration at 466-6915 for details. Employees who are receiving disability leave benefits already receive their health insurance free as a portion of the disability computation. Therefore, disability leave benefits approved for the month of April are **not** to include health insurance in the disability calculation. In order to process this correctly, the payroll system will be modified to process disabilities as follows during the payroll periods mentioned for bi-weekly delayed payrolls only:

1. Employees having disability hours posted to the Payroll Disbursement Journal for the payroll period ending April 1, 1995, will have the prorated employee share of health insurance added directly to the disability benefit. We are assuming that all disability hours posted during the payroll period will be for disability benefits approved prior to April 1, 1995.
2. Employees having disability hours posted to the Payroll Disbursement Journal for the payroll period ending April 15, 1995, will have the prorated employee share of health insurance added to the disability benefit, except for the first 80 hours of disability which would have been earned from April 2 through April 15, 1995.
3. Employees having disability hours posted to the Payroll Disbursement Journal for the payroll period ending April 29, 1995, will have the prorated employee share of health insurance added to the disability benefit, except for the first 160 hours of disability which would have been earned from April 2 through April 29, 1995.
4. Disability benefits approved for the month of April which are reported after the payroll period ending April 29, 1995, will have the prorated employee's share of health insurance added to the employee's disability benefits. To keep this from occurring, agencies will need to determine the proper employee share of health insurance, excluding the April disability hours. In addition to posting normal disability hours to the Payroll Disbursement Journal, post a "PLUS 1 ADJ \$\$\$.\$\$ DISA HOSP". The use of DISA HOSP is outlined in Payroll Letter 528, dated June 15, 1989.

If you have questions regarding the employee's eligibility or the free month of coverage in general, please contact the Office of Benefits Administration at 614-466-3952. If your question pertains to processing, please contact the Office of Payroll Processing at 614-466-2831.