



**Ohio Department of
Administrative Services**
DIVISION OF HUMAN RESOURCES
30 EAST BROAD STREET
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November 27, 1995

Payroll Letter 694
Supersedes Payroll Letter 625

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

From: Robert L. Cruse, State Payroll Administrator

Subject: Retroactive Dental

Approximately two months in advance of the accumulation of one year of service required for dental care insurance, a list is prepared to assist agencies in requesting that each employee complete form ADM 4720, Dental Enrollment and Change Form. This form indicates the employee's choice of R.E. Harrington or Community Choice as their dental care provider. Payroll Officers are to post the proper code to the Payroll Disbursements Journal or enter the code directly to the Payroll File via computer terminal based on each employee's choice. Sometimes these codes are entered too late for the first premium payment, which is deducted the first pay period of each month, resulting in no dental insurance for the employee. The Benefits Section of the Division of Human Resources has requested that retroactive dental be reinstated for the purpose of providing prior coverage for employees when applicable.

When an Agency is unable to enter the required dental information in time to get coverage for the first month of eligibility, they may enter the dental code later, however an additional entry will be necessary to pay for any prior premiums. The entry of dental coverage for prior months must be written in the area where employee's payroll deductions are shown. The deduction will not affect the employee's net pay because it is charged to the agency. Enter deduction code "DD" and the cost of the insurance to generate a payment to Community Choice. Enter deduction code "DC" and the cost of the insurance to generate a payment for R.E. Harrington. Adjustments between Single and Family coverages are also allowed. Simply compute the difference in dental rates and enter the amount with the proper deduction code ("DD" or "DC").

Payroll Officer's can indicate the employee's choice of dental care and type of coverage at any time during the employee's first year of service or during any open enrollment period. The Payroll System will not provide coverage until the employee has one year

of continuous service even though the company and coverage type has been added to the employee's payroll record. Code the dental information to the Payroll Disbursements Journal or the Payroll File via computer terminal using the following codes:

- "SC" - Single - R.E. Harrington
- "FC" - Family - R. E. Harrington
- "SD" - Single - Community Choice
- "FD" - Family - Community Choice
- "NW" - Not Wanted - Disbursements Journal only
- " N" - Not Wanted - Computer Terminal only

RLC/JAM/ogs