



Ohio Department of Administrative Services

HUMAN RESOURCES DIVISION
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BOB TAFT, GOVERNOR

C. SCOTT JOHNSON, DIRECTOR

June 14, 2000

Payroll Letter 780

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: Dental/Vision Codes and Premiums for Benefit Period 7/1/2000 - 6/30/2001

Listed below are dental and vision codes to be used by the HR2K system for processing dental and vision premiums for eligible State employees. To be eligible for dental/vision benefits, an employee must have one year of continuous state service. In addition, only full-time appointment types (01, 08, 11, 17 and 20) and part-time appointment types (04, 13, 18 and 21) are eligible. New dental and vision premiums will be processed beginning with pay period ending June 3, 2000. Please note that the premium for Benefits Trust includes benefits for dental, vision and life insurance.

With this new benefit period, new dental codes have been established, and old dental codes discontinued. Payroll Administration has converted all affected employees into the appropriate new dental plan.

1. Discontinued Dental Codes

PAYU Dental Code	Deduction Code	Description
3	DT3	DMO (Benefits Trust)
P	DEP	Preferred Choice (exempt employees)
Q	DEQ	Quality Dental (exempt employees)

2. New/Existing Dental Codes and Premiums

PAYU Dental Code	Deduction Code	Description	Premium
1	DT1	Preferred Choice PPO (Benefits Trust)	\$46.00
2	DT2	Quality Dental (Benefits Trust)	\$46.00
O	DPO	Delta Preferred Option (exempt employees)	\$17.06 (single)
O	DPO	Delta Preferred Option (exempt employees)	\$49.02 (family)
T	DPT	Delta Premier (exempt employees)	\$15.85 (single)
T	DPT	Delta Premier (exempt employees)	\$45.55 (family)

3. Vision Codes and Premiums

PAYU Vision Code	Deduction Code	Description	Premium
C	VCC	Cole Vision (Benefits Trust)	\$46.00
1	VCT	Vision Service Plan (Benefits Trust)	\$46.00
2	VCE	Vision Service Plan (exempt employees)	\$10.10

4. Processing Make-ups

When processing make-ups for dental/vision, use the appropriate deduction code and premium listed above, and post to employees' PAYU record in the deduction area. If more than one month of coverage is to be processed as a make-up, determine the appropriate premium and enter that amount. All make-up deductions will be removed by the HR2K system after processing for the pay period is complete. Please note that when processing make-ups, the deduction code entered must match the associated PAYU code, i.e., PAYU dental code 2 is associated to deduction code DT2. If you have questions regarding dental/vision make-ups, or employee eligibility, please contact DAS Benefits Administration at (614) 466-8857.

RLC/dp