



May 22, 2003

Payroll Letter 836
Supersedes Payroll Letter 780

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

From: Dan R. Parks, State Payroll Administrator

Subject: Dental/Vision Codes and Premiums for the Benefit Plan Year 7/1/2003 thru 6/30/2004

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 and 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 14, 2003. Please note that the premium for OCSEA Benefits Trust employees include benefits for dental, vision and life insurance.

1. Dental Codes and Premiums

PAYU Dental Code	Deduction Code	Description	Premium
1	DT1	Preferred Choice PPO (OCSEA Benefits Trust)	\$50.00
2	DT2	Quality Dental (OCSEA Benefits Trust)	\$50.00
O	DPO	Delta Preferred Option USA (exempt employees)	\$22.89 (single)
O	DPO	Delta Preferred Option USA (exempt employees)	\$61.91 (family)
T	DPT	Delta Premier USA (exempt employees)	\$20.62 (single)
T	DPT	Delta Premier USA (exempt employees)	\$56.30 (family)

2. Vision Codes and Premiums

PAYU Vision Code	Deduction Code	Description	Premium
1	VCT	Vision Service Plan (OCSEA Benefits Trust)	\$50.00
C	VCC	Cole Vision (OCSEA Benefits Trust)	\$50.00
2	VCE	Vision Service Plan (exempt employees)	\$11.36
B	VCB	Cole Vision (exempt employees)	\$6.82

3. Processing Make-ups

When processing make-ups for dental or vision, use the appropriate Deduction Code and Premium listed above, and post to the employees' PAYU record in the deductions area. If more than one month of coverage is to be processed, determine the appropriate premium and enter that amount. When processing make-ups, the Deduction Code entered must match the associated PAYU Dental or Vision Code that exists in the employee's payroll record. For example, PAYU Dental Code "T" is associated with make-up deduction code "DPT".

For employees covered under OCSEA Benefits Trust, use dental codes DT1 or DT2 to make-up dental and vision benefits. For exempt employees, use the appropriate dental or vision deduction codes listed above. All make-up deductions will be automatically removed after processing for the pay period is complete.

If you have questions regarding dental/vision make-ups or employee eligibility, please contact Customer Service at Benefits Administration at 1-800-409-1205. You may also send email to Benefits Administration at benefits@das.state.oh.us.

DRP/dp