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March 3, 2006

Payroll Letter 895

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

From: Dan R. Parks, State Payroll Administrator

Subject: Ohio Tuition Trust Authority – CollegeAdvantage 529 Program
Enhancements

At the request of Ohio Tuition Trust Authority (OTTA), changes were implemented last December to begin electronic data exchange of information between OTTA and DAS HRD Payroll Administration for the processing of CollegeAdvantage payroll deductions. At this same time, the frequency for processing employee contributions was changed from once a month, to biweekly (please note that deductions will be taken the first and second pay period of a month, not a third pay period of a month). Each respective pay period, OTTA will provide a file of all contributor deduction information. This data will be posted to employee payroll (PAYU) records as "TUV" deductions. A prior step to performing this process will be the removal of all employee "TUV" deductions. Please note that whatever information is provided, will replace any previously reported information. This will ensure the most current information is received and processed for "TUV" deductions.

If employees contact their respective agency to question the amount deducted, employees should be directed to contact OTTA to verify their contribution amounts. Agencies will no longer be permitted to alter the employee "TUV" deduction amount on the PAYU screen. We will be dependent on receiving the correct information from OTTA for payroll processing.

At the end of the payroll reporting period, Payroll Administration will provide OTTA a file of all employee contributions. This file will be used by OTTA to update employee contributions. In addition, OTTA will also be provided a file of all current employees eligible to participate in the CollegeAdvantage program.

CollegeAdvantage Payroll Deduction Authorization Form

When employees wish to enroll or change their existing contribution amount, they will complete a CollegeAdvantage Payroll Deduction Authorization Form. This form may be obtained online at www.collegeadvantage.com or upon request at 1-800-233-6734. When employees complete this form, they will use 4189 as the Company Payroll Deduction Number. Completed forms are to be forwarded to OTTA for processing.

CollegeAdvantage in the Workplace

In addition, OTTA has regional field staff available to educate employees about these changes and the overall CollegeAdvantage program. They are available to offer free, employee presentations or to participate in benefit fairs, particularly during the upcoming open enrollment period. For further information or to schedule a representative, please contact Ben Gibbons at (614) 728-2859 or bgibbons@otta.state.oh.us.

Refund Requests for TUV Deductions

When it becomes necessary to request a refund for a “TUV” deduction, please submit the attached “Refund/Adjustment Form” to DAS HRD Payroll Accounting. In order to provide a refund to employees, we first need to bill OTTA for the requested employee contribution amount. When OTTA provides DAS Payroll Accounting with the returned funds, we will then continue the refund request by creating the associated employee PADJ record in the HR2K system. The agency will then be provided the employee refund check for distribution.

Should you have any questions regarding these program improvements, please contact HRD Payroll Support at (614) 466-2944.

DRP/drp
Attachment

**DAS-HRD PAYROLL ACCOUNTING
REFUND / ADJUSTMENT FORM**

NAME _____ SSN _____ - _____ - _____
or HRID# _____

PAYROLL # _____ PPE _____ REC TYPE _____

CASAGY _____ FUND _____ SPRC _____ SAC _____ ADRC _____ GRANT _____ RCAT _____ ACT _____

GROSS WAGES	_____	MD1	_____
+ MOVING EXPENSE	_____	MD0	_____
+ CAR BENEFIT	_____	HEALTH	1 _____
+ GLI BENEFIT TAX	_____	HEALTH	0 _____
= GROSS INCOME	_____	CODE	_____
DEFERRED COMP	_____	CODE	_____
RETIREMENT	_____	CODE	_____
SAVINGS BONDS	_____	CODE	_____
FEDERAL TAX	_____	CODE	_____
STATE TAX	_____	CODE	_____
SDIT V	_____	CODE	_____
NET WAGES	_____	CODE	_____
PERS CODE	_____	CODE	_____
PERS	_____	CODE	_____
TERS	_____		
HERS	_____	MEDICARE GROSS	_____
LEERS	_____	CITY GROSS	_____

Reason for Request: _____

Prepared By: _____ Phone No: _____

Date Submitted: _____