

PAY1 Salary Adjustments for Employer Groups

Update the A.41 Subscriber Data Screen

1. Enter the new salary amount in the "Monthly Salary Field" and F10 to update.

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***** A.41 - SUBSCRIBER DATA ***** MAPA411
SOC SEC NBR      :                               NAME      : BUNNY, BUGS B
HOME AGENCY      :                               HOME SUB AGENCY :
TRANSFER REASON  :                               TRANSFER EFF DT :
HOME PHONE       :                               BUSINESS/MSG PH :
MAIL STOP        :                               COUNTY       : 03 BENTON

ELIGIBILITY CODE : Y ACTIVE                     ELIG     EFF DATE:
ELIGIBILITY REASON : 01 NEWLY ELIGIBLE MEMBER
QUALIFY REASON    :                               COBRA/SELF END DT:
PENDING ELIG CODE :                               PENDING EFF DATE:
SUBSIDY END DATE :
ORIG SOC SEC NUM  :                               ORIG AGENCY   :
APPT STATUS       :                               AGY EFF/END DATE: 01 01 2011
PAY METHOD         : D PAYROLL DEDUCT            MONTHLY SALARY : 3542.00
MARITAL STATUS    : M (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE: 06 20 1999                 DECEASED DATE:
RETIRED DATE     :                               TERM REASON:
SPOUSE/PARTNER DIV/DIS/DEC DATE:

NEXT FUNCTION: A 43 TYPE: I SSA:                AGY:      SUB:      PAY ACTION:
INQUIRY ONLY   ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY

:00.1 12/40
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Update A.46 LTD coverage screen

1. Enter the coverage waiting period with the same coverage period the employee currently has (this must stay the same).
2. Enter the coverage salary change effective date. The effective date will be the first or the month if the salary change was effective on the first of the month, or the effective date will be the first of the month following the date the salary changed if the date was not the first day of the month.
3. F10 to update

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***** A.46 - LTD COVERAGE ***** MAPA461
SOC SEC NUMBER: _____ NAME : BUNNY, BUGS B
AGENCY         : _____ LTD ENROLLED : Y
SUB AGENCY     : _____ ENR EFF/END DATE : 01 01 2011

== PART == == CURRENT == == DESIRED == == PEND/APPROVAL ==
ENR COV EFF DATE ENR COV EFF DATE IND DATE
BASIC : Y 01 01 2011
OPTIONAL : Y 090 02 01 2011 090 07 01 2011

PREMIUM EMPLOYEE: .00 ELIM. PERIOD PERCENT: .570
RETIREMENT SYSTEM: OTHERS

NEXT FUNCTION: A 41 TYPE: U SSA: _____ AGY: _____ SUB: _____ PAY ACTION:
UPDATE PENDING PF1 - HELP, PF3 - SYSTEM, PF4 - CANCEL, PF10 - UPDATE

:00.1 14/64
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Picture after update - Coverage moved to "Current"

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SESSION1 - EXTRA! X-treme
File Edit View Tools Session Options Help

***** A.46 - LTD COVERAGE ***** MAPA461

SOC SEC NUMBER:                NAME : BUNNY, BUGS B
AGENCY      :                  LTD ENROLLED : Y
SUB AGENCY  :                  ENR EFF/END DATE: 01 01 2011

== PART ==  == CURRENT ==  == DESIRED ==  == PEND/APPROVAL ==
            ENR COV  EFF DATE  ENR COV  EFF DATE  IND  DATE
BASIC      :  Y      01 01 2011
OPTIONAL   :  Y  090  07 01 2011

PREMIUM EMPLOYEE: .00      ELIM. PERIOD PERCENT: .570
RETIREMENT SYSTEM: OTHERS

NEXT FUNCTION: A 41 TYPE: I SSA:          AGY:      SUB:      PAY ACTION:
INQUIRY ONLY  ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY

:00.4 23/19

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Note: The coverage will move to the current column unless it is a future date. If it is a future date it will move to the current in the next process month.