

Keying salary adjustments in PAY1 for employer groups

The employee's monthly salary, which is used to calculate the employee-paid LTD premium, needs to be updated in PAY1 when there is a change in salary.

Keying salary adjustments requires that **both** of the following steps be completed.

Step 1: Update the monthly salary on the A.41 *Subscriber Data* screen

1. Log into Pay1. Access the employee's record.
2. On the command line, enter "A.41" in the Next Function field, then enter "U" in the Type field and press "Enter". The A.41 screen will display in update mode.
3. Tab to the "MONTHLY SALARY" field and enter the new salary amount.
4. On the command line, enter "A.41" in the Next Function field. Enter "I" in the Type field. Press the "F10" key. Verify the changes were accepted.
5. Continue to step 2.

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***** A.41 - SUBSCRIBER DATA ***** MAPA411

SOC SEC NBR:          ID#:          NAME          :
HOME AGENCY          :          HOME SUB AGENCY :
TRANSFER REASON      :          TRANSFER EFF DT  :
HOME PHONE           :          BUSINESS/MSG PH  :
MAIL STOP            :          COUNTY          : 31 SNOHOMISH
ELIGIBILITY CODE     : N INELIGIBLE    ELIG EFF DATE:
ELIGIBILITY REASON   : 01 NEWLY ELIGIBLE MEMBER LIFE INS: N
DT REGAIN ELIG       :          DT ELIG TO APPLY: 18 01 2021
QUALIFY REASON       :          COBRA/SELF END DT:
PENDING ELIG CODE    : Y ACTIVE        PENDING EFF DATE: 18 01 2021
ORIG SOC SEC NUM     :          ORIG AGENCY      :
APPT STATUS          :          AGY EFF/END DATE: 09 30 2010
PAY METHOD            : D PAYROLL DUCT  MONTHLY SALARY : 3792.00
MARITAL STATUS       : M (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE: 04 23 1999   DECEASED DATE:
                                RETIRED DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE:          TERM REASON:
ELECTION PERIOD END DATE          :          60-DAY:
BASIC LIFE/LTD DATE:          SUPP LIFE:          OPT LTD:
NEXT FUNCTION: A 43 TYPE: I SSA:          AGY:          SUB:          PAY ACTION:
INQUIRY ONLY          ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
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Step 2: Update the salary effective date on the A.46 LTD Coverage screen

1. On the command line, enter "A.46" in the Next Function field, then enter "U" in the Type field and press "Enter". The A.46 screen will display in update mode.
2. Tab to the OPTIONAL "ENR" field under the "DESIRED" column.
 - a. In the COV field, enter "090" for the waiting period.
 - b. In the EFF DATE field, enter the effective date of the salary change. The effective date is the first of the month following the date of the salary change. If the salary change occurred on the first day of the month, then the salary change is effective that day.
3. On the command line, enter "A.46" in the Next Function field. Enter "I" in the Type field. Press the "F10" key. Verify the changes were accepted.

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

SOC SEC NUMBER:          ID#:          NAME :
AGENCY      :          LTD ENROLLED   : Y
SUB AGENCY  :          ENR EFF/END DATE: 01 01 2018

== PART ==  ===== CURRENT =====  ===== DESIRED =====  == PEND/APPROVAL ==
           ENR COV  EFF DATE           ENR COV  EFF DATE           IND      DATE
BASIC    :   Y           01 01 2018
OPTIONAL  :   D   090   01 01 2022      090   04 01 2022

PREMIUM EMPLOYEE:    25.00      ELIM. PERIOD PERCENT:    .600
RETIREMENT SYSTEM:  OTHERS

NEXT FUNCTION:  A 41 TYPE:  U SSA:          AGY:      SUB:      PAY ACTION:
INQUIRY ONLY   ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
  
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Note: After updating, 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 column in the next process month.