BDCA CODE: ____________

CHECKLIST FOR SETUP & TESTING OF NEW BENEFIT/DEDUCTION CODES

1. Code name and description: ____

2. Database used for testing: ____

3. Effective date for testing: ______________ For go-live (after testing): __________________

4. Deduction priority: __________________ Deduction type (if any): ____________________

5. Is this a life insurance deduction? Y N Calc Rule: ______________________________

6. Pays of the month: 1 2 3

7. Are plan codes used for this deduction? Y N (If Y, add screen shots of options & amounts for each.)

8. Do maximum annual limits apply to this deduction code? If so, circle Fiscal Yr Calendar Yr

9. Do maximum life-to-date limits apply to this deduction code? Y N

10. Circle all job types to which this deduction should apply: Primary Secondary Overload

11. Preclusions: are other BDCA codes precluded from this one, so employees may not have both at the same time? If so, list all preclusions: ____

12. Associations: are other BDCA codes associated with this one, so their contribution amounts are added together to calculate maximums? If so, list: ____

13. Are any other BDCA codes "core" for this one (required before setup)? Y N __________________

14. Is this code included with others for applicable gross? Y N ________________________________

15. Are other codes excluded from the applicable gross of this one? Y N ______________________

16. List all excluded earnings: ____

17. Check all eligible employee classes. (Used for labor distribution overrides)

___ A1 Administrative full-time
___ A2 Administrative part-time
___ C1 Custodial
___ D1 Student
___ EX Executive
___ F1 Faculty full-time
___ F2 Faculty part-time
___ F4 Faculty adjunct
___ M1 Maintenance
___ P1 Professional full-time
___ P2 Professional part-time
___ R1 Retiree
___ S1 Support Staff full-time
___ S2 Support Staff part-time
___ T1 Technical/Paraprofessional full-time
___ T2 Tech/Para part-time
___ U1 Supplemental

18. List fund and account for labor distribution overrides:

Employee liability: ____
Employer expense: ____
Employer liability: ____

19. Is this code part of a chain? If so, list all others in the chain: ________________________________

20. Check all eligible benefit categories (for setup in PTRBCAT)

    ___ 01 Full-time faculty, administrative, professional, and technical/paraprofessional
    ___ 02 Part-time faculty, administrative, professional, and technical/paraprofessional
    ___ 03 Adjunct and supplemental
    ___ 04 Maintenance and custodial
    ___ 05 Full-time support staff
    ___ 06 Part-time support staff
    ___ 07 Student employees
    ___ 08 Retirees in **non-regular** positions
    ___ 10 Retirees in **regular** positions
    ___ 11 Executive staff
    ___ Other(s): ____

21. Should this deduction code print on check stubs/direct deposit statements in a specific order? If so, enter the Check Print Sequence here: _____ Generally, the check print sequences are: TFM (1), TFO (2), TFE (3), TMI (4), ROG/RMB (5), Other MPSERS Deductions (6), then all others in alphabetical order (print sequence blank).

22. Should it show on the web pay stub/deduction history? Y N

23. Is this code "core" for any others? Y N ____

24. Is this code excluded from applicable gross of others (i.e., taxes)? Y N ____________________

25. Should this code be checked for in PZRAUDT? Y N If so, notify ITS. (Will not prevent further testing, but should be working correctly before go-live.)

26. Is this code paired with an earning like BH3 is paired with OP3? Y N ____________________

27. Should the tests include specific pay period(s)? Y N If so, list: ________________________

TESTING

HR: Attach a spreadsheet listing members of the test group. As a general template, the columns should usually contain: NMC ID, Name, Position (and suffix if needed), EClass, BCat, Applicable Gross, Employee Amount, Employer Amount. Add columns if multiple pays will be tested, showing results for each pay.

List all members of the test group in the spreadsheet. It should include members from each eligible employee class and benefit category.

Add notes as needed: What is expected from this test? What should it prove will happen? What should it prove will not happen?

List all special circumstances such as late enrollment, part-year contracts, workers' compensation or other unpaid leave, etc., to be included in tests.

Payroll: discuss the test with HR to be sure you are both clear on how it should work. Notify ITS and HR of planned testing times to minimize downtime if something doesn't work right away.

28. Does the code show properly in PZRBDFN? If not, notify ITS.

29. Can it be set up in PDADEDN for all eligible benefit categories and employee classes? Is it requiring entry where it should and prohibiting entry in fields we're not using?

30. Does PDADEDN enforce cores and preclusions the way it should? Try to set up something that shouldn't be allowed.

31. For life insurance deductions, run PDPLIFE for the first pay of the month and be sure it's showing the numbers you expect. (See life insurance setup documentation for more info.)

32. Start payroll. Enter hours if needed for web or department time entry employees and continue through PHPPROF. At this point the expected applicable gross can be determined from existing earnings.

33. Continue through PHPCALC. Check the following for each member of the test group:

    ___ Applicable gross
    ___ Employee deduction amounts
    ___ Employer deduction amounts

34. Be sure that appropriate limits are enforced where they apply. (May need to run through a couple of test payrolls and/or set artificial limits.)

35. Run a check/direct deposit and be sure the code shows up if there is an employee amount, does not show up if it is employer-only.

36. Feed to Finance. * Does it feed into the correct accounts? Does the transaction have any suspended records?

    *If it does not appear to have fed and is not suspended either, you may need to run the "posting processes" FGRTRNI and FGRACTG manually. They don't have any parameters; just run them as if you're running any other report and be sure the "save parameters" box at the bottom is NOT checked. (If you check it, you'll get an error.) Remember that a full payroll can take awhile to post.

37. How will this code affect W-2s? Set up and test if needed. ____

Other scenarios/points to check:

AFTER TESTING COMPLETED: Rule is copied over by ITS into production. If a different go-live date is needed than the one in test, that will need to be modified before people are set up with the new code.