***Please distribute this alert to any users within your agency who are responsible for benefit enrollments.***

**Automation for Employee Reimbursement When Paying More than the Premium for Benefit Enrollment**

* Information regarding automation for employee reimbursement when paying more than the premium for benefit enrollment

Under federal law, employees cannot be charged more than 100% of the actuarial premium for their health benefits. These actuarial premiums are determined by the Pennsylvania Employees Benefits Trust Fund (PEBTF) each calendar year. Each payroll processing, if an employee’s contributions and/or buy-ups exceed the actuarial premium for their health plan enrollment (medical, supplemental, and or/prescription), the employee is reimbursed the difference between the premium and the employee cost.

Currently, this is a manual process that is performed by the Bureau of Commonwealth Payroll Operations (BCPO) and impacted employees have the following line item on their remuneration statement to reflect this reimbursement.



This line item can be viewed by users on the Infotype 0015 (Additional Payments) shown below.



Effective for the pay dates outlined below, this process has been automated.

* Z1/Z2/T2 – Pay date 4/14/2023
* Z3/T3 – Pay date 4/21/2023

In addition, the employee’s remuneration statement will show the following:



The EE PreTx M/H Adj Amt AA line item will not appear on the Infotype 0015 (Additional Payments) due to automation. Users may view this reimbursement by viewing the employee’s remuneration statement or by utilizing the PC\_PAYRESULTS transaction. The following steps should be utilized by users to view the adjustment utilizing PC\_PAYRESULTS.

Step 1

Select the PC\_PAYRESULT transaction in SAP.



Step 2

Enter the employee’s personnel number.



Step 3

Double-click on the pay period to be viewed.



Step 3

Double-click on the RT\_ Results Table (Collapsed Display)



Step 3

Scroll down to wage type 6E7A – EE PreTx M/ to view the amount of the reimbursement.



**Note:** There will be minimal cases in which the reimbursement will need to be manually entered on the Infotype 0015 (Additional Payments) by the Bureau of Commonwealth Payroll (BCPO). In these cases, the reimbursement will be present on the Infotype 0015 (Additional Payments) as in the past and the reimbursement on the remuneration statement line item will appear as EE PreTx M/H Adj Amount.

**Questions?**

Any Policy-related questions regarding the Automation for Employee Reimbursement when Paying More than the Premium for Benefit Enrollment should be sent to the OA, BENHELP email account at **ra-benhelp@pa.gov**.

Any system questions regarding the Automation for Employee Reimbursement when Paying More than the Premium for Benefit Enrollment, can be submitted via an
[Ask HR Help Desk Ticket](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) via Service Now in the benefits category.