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

**PA ABLE – A New Treasury Sponsored program**

* Information regarding PA ABLE, a new Treasury sponsored program

Treasury is sponsoring a new program called [PA ABLE](http://www.paable.gov/). A PA ABLE account gives individuals with qualified disabilities, and their families and friends, a tax-free way to save for disability related expenses, while maintaining government benefits.

To enroll in the program, an employee must first set up an account with Treasury by either contacting Treasury directly or registering for the program via Treasury’s website <http://www.paable.gov/>. Once the employee has provided the required information to enroll in the program, the employee will be issued a bank account and routing number. This information will be used to set up the payroll deduction in SAP. The payroll deduction will appear on infotype 0009 – Bank Details.

The following options are available to commonwealth employees to create their payroll deduction for enrollment in the PA ABLE program:

* Create a new Other Bank account through Employee Self Service ([ESS](https://www.myworkplace.state.pa.us))
* For agencies served by the HR Service Center, contact the HR Service Center’s Employee Services Division at 866.377.2672 or submit the required information to set up the payroll deduction via fax at 717.425.7190
* For agencies not served by the HR Service Center, employees should contact their Human Resource Office

Users who are creating the payroll deduction in SAP should follow the below steps:

* Access PA30 – Maintain HR Master Data
* Enter the personnel number
* Enter the start date
* Infotype – enter “0009”
* Select subtype “1” (Other Bank)
* Select the “Create” icon
* Enter the “Bank Key” which is the routing number provided
* Enter the “Bank Account” which is the bank account provided
* Enter “01” (checking) as the bank control key
* Select “Green Check”
* Save

**Questions?**
If you have any questions regarding the processing of the payroll deduction for PA ABLE – A New Treasury Sponsored program, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the benefits category. All other questions about this program should be directed to Treasury.