Service Request 80251
DEPENDENT CARE ASSISTANCE PROGRAM
(DEPCARE)
Table of Contents

I. Purpose 1
II. Background 1
III. Current Process 1
IV. Requested Changes 1
V. EDB Maintenance 2
VI. On-line Screens 3
VII. On-line Help 4
VIII. One-time Programs and Report 4
IX. Interface Files 4
X. Post Authorization Notification (PAN) 5
XI. History 5
XII. Summary of UC Benefits Enrollment 5
XIII. Forms 6
XIV. Vendor File 5

Attachments:

1. Gross-to-Net Table Form
2. One-time Report
I. Purpose
The purpose of this document is to define changes for the Dependent Care Assistance Program (DEPCARE), which will be administered by an external vendor.

II. Background
The University offers employees the option of participating in the DEPCARE program, currently administered by the University of California Retirement System (UCRS). Effective January 1, 2003 this program will be administered by SHPS (official name), INC. a Kentucky-based vendor. UC Benefits is also changing the plan rules to allow employees with core benefits eligibility to enroll in DEPCARE.

III. Current Process
Currently, DEPCARE deduction amounts are deducted from an employee’s pay and the amount is included on the UCRS monthly interface file. There is no minimum dollar amount on what can be deducted. This current process of providing DEPCARE information to UCRS Accounting will not change when the external vendor begins the administration of the DEPCARE program.

IV. Requested Changes
The new DEPCARE program should mirror the current DEPCARE program, although several modifications must be made to the DEPCARE program. These changes include a minimum contribution limit, table changes, revised edits and help text.

- **DEPCARE Deduction Amount**

  Currently, the amount an employee can have deducted for DEPCARE can be as low as $1.00. The PPS should be modified so that the minimum amount an employee could contribute would be $15.00. The maximum annual contribution limit to DEPCARE will remain at $5,000.00.

- **DEPCARE ELIGIBILITY**

  Currently, the base system blocks enrollment in DEPCARE unless the Assigned BELI indicates full or mid-level benefits eligibility (BELI values 1, 2, 3). The PPS should be modified so that employees with core level benefits eligibility (BELI value 4) are not blocked from DEPCARE enrollment.
DEPCARE - Service Request

- **Table Changes**

**Gross-to-Net Table**

The Gross-to-Net (GTN) Table should be updated to reflect the new GTN number and liability account number for DEPCARE.

<table>
<thead>
<tr>
<th>GTN Number</th>
<th>Liability Account</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>335</td>
<td>115446</td>
<td>DEPCARE</td>
</tr>
</tbody>
</table>

The GTN Table should be modified to inactivate GTN number 225 so that enrollment into the old plan after the last compute with December 2002 earnings is no longer allowed.

Attachment 1 contains a copy of the GTN Table form displaying the new GTN number 335 and modifications to the old GTN number 225.

**Code Translation Table (CTT)**

An entry should be added to the CTT to translate the new GTN number 335 as “DEPCARE”. The entry for translating GTN 225 should be retained.

**V. EDB Maintenance**

**Existing Edits**

The edits associated with the following messages should be modified to use the new DEPCARE GTN number 335 instead of the existing DEPCARE GTN number 225:

- 08-308 and 12-330 - Ineligible for DEPCARE due to BELI Deduction not allowed.
- 08-322 and 12-342 – Deduction requires an effective date.

The edits associated with messages 08-308 and 12-330 should also be modified so that these messages are not issued when the Assigned BELI (EDB 0360) is “4”. Employees with BELI 4 should be allowed to enroll in DEPCARE.
DEPCARE - Service Request

New Edits

The following new edit should be established in connection with the minimum amount that can be contributed to DEPCARE:

- In batch and on-line processing, if the minimum amount is less than $15.00, for GTN number 335 the update transaction should be blocked. If it is possible to enforce this minimum amount with GTN Table entries, then the standard error messages issued for an out of range value should be issued. If that is not possible, the following logic should be added to the entry/update process.

In both batch and on-line processing, an employee reject message should be issued in USER08 and USER12. The suggested message text should be:

DEPCARE deduction amount may not be less than $15.00.

In batch, turnaround transactions should be presented for entering the new minimum amount.

- **EDB Periodic Maintenance – Calendar Year End**

DEPCARE agreements expire at the end of each plan year (December 31) and must be renewed through positive enrollment. At year’s end, the current year’s agreement must be removed after the last deduction has been taken for the calendar year and before the 1st deduction for the new calendar year. The DEPCARE Amount and Effective Date should be set to initial values.

VI. **On-line Screens**

**EDB Entry/Update Screens**

The EDB Entry/Update Retirement Information (ERET) and Inquiry Retirement/Savings Programs (IRTR) on-line screens should be modified to accept GTN number 335 instead of GTN number 225.

The EDB Entry/Update screens Misc. Deductions-Central (EGTN) and Misc. Deduction – Mass Entry (EDEM) should be modified to accept GTN number 335 as a valid entry instead of GTN number 225.

**Web EDB Inquiry Benefits Screen**

The web EDB Inquiry Benefits screen should be modified to accept GTN number 335 instead of the existing GTN number 225.

VII. **On-line Help**
The current help text description for GTN number 225 (The deduction associated with the employee's voluntary participation in the University's Dependent Care program) should be modified to reflect the new DEPCARE GTN number 335.

VIII. One-time Program and Report

One-time Program

1. Participation in the DEPCARE program will require positive re-enrollment of all currently enrolled employees during the 2002 Open Enrollment period. A one-time process should be developed for use by the campuses that will cancel participation in the old DEPCARE program (GTN number 225), after the last deduction has been taken for calendar year 2002 and before the 1st deduction for 2003.

   Please note: All employee records should be selected irrespective of their Employment Status Codes (DE 0144); i.e., irrespective of whether the employee is coded as active, on leave with pay, on leave without pay, separated, or inactive.

2. From the one-time program a report should be produced when the GTN number 225 entry is cleared and there is no GTN number 335 indicating enrollment in the new plan. The campus can use this report to respond to employee’s questions on why their DEPCARE deduction was canceled. The report should be produced in alphabetical order. The report should contain the following information: Employee ID Number, Employee Name, Department Name and Address, Deduction Amount, and Employment Status. Attachment 2 contains a sample copy of the report.

IX. Interface Files

UCRS File

- Currently, the DEPCARE deduction amounts are passed to the UCRS via the Monthly Interface File; the interface file should be modified to accept the new DEPCARE GTN number 335 and deduction amounts and continue to reflect any adjustments processed through the old DEPCARE GTN number 225.

- The UCRS Monthly Interface file should be modified to map the GTN number 335 to the new UCRS plan code number 60, which has been established for the new DEPCARE program.
Web/IVR File

The Web/IVR file currently includes the monthly deduction amount, year-to-date deductions, and the effective date for DEPCARE on a deduction record. This must be modified to pass the new DEPCARE GTN number 335 values instead of the existing DEPCARE GTN number 225.

Corporate Personnel System (CPS)/Benefits Counseling System (BCS)

The DEPCARE indicator and year-to-date amounts are currently passed on the CPS/BCS file; those files must be modified to use the new GTN number 335 instead of the existing GTN number 225.

X. Post Authorization Notification (PAN)

Trigger PAN EVENT

The new GTN number 335 should trigger the Benefits (BENE) PAN event instead of the existing GTN number 225.

CICS PAN

DEPCARE is included on the benefits PAN format so CICS formats must be modified to use the GTN number 335 instead of the existing GTN number 225.

Web PAN

DEPCARE is included on the benefits PAN format so the web pan formats must be modified to use the GTN number 335 instead of the existing GTN number 225.

XI. History

There are no changes to the History DataBase.

XII. Summary of UC Benefits Enrollment (IDOC)

The Health and Welfare Benefit Enrollment Information section of the Summary of UC Benefits Enrollment IDOC should be modified to reflect the new DEPCARE GTN number 335.
XIII. Forms

The Salary Reduction Agreement Enrollment, Change, or Cancellation (UPAY 717) form will be revised by HR/Benefits at a later date.

XIV. Vendor File for SHPS

Service Request number 80238 - Health Care Reimbursement Account says that a flat, 800 character enrollment file will be submitted to SHPS following each pay cycle. The file will be produced as a complete replacement. If a payment is made, the file contains the employee contribution. If the employee does not have a contribution in that amount pay cycle, the contribution is zero.

A separate service request will provide the file layout and the specifications for the SHPS file.
DEPCARE - Service Request

Standard University Heading
DEPCARE Cancellation Report

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Department</th>
<th>Name/Address</th>
<th>2002 DEPCARE Deduction Amount</th>
<th>Empl/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td>Accounting</td>
<td>1111 Sallee Hall</td>
<td>150.00</td>
<td>Active</td>
</tr>
<tr>
<td>000121222</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tomas, Rochelle</td>
<td>Mathematics</td>
<td></td>
<td>120.00</td>
<td>Leave without pay</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Footnote:
This report lists participants who did not make a positive re-enrollment into the new DEPCARE plan during the 2002 Open Enrollment period.

Attachment 2