



STATE OF ARKANSAS
**Department of Finance
And Administration**

**OFFICE OF PERSONNEL MANAGEMENT
State Payroll Systems**
1509 West Seventh Street, Suite 202
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1821
Fax: (501) 682-5094
<http://www.state.ar.us/dfa>

MEMORANDUM

TO: AASIS Participating User Agencies

**FROM: Vicki Mills
State Payroll Systems Manager**

SUBJECT: Employee Annual Benefits Statements for 2013

DATE: April 29, 2014

The Annual Employee Benefits Statements for 2013 are ready for creation and distribution to employees. The statements contain a summary of benefits provided to the employee in 2013, including employer contributions. Use transaction ZEMP_BEN_STMT to create the statements. The required security access role for this transaction is Agency Payroll Systems Management Role.

Please create, print and distribute the statements to your employees as soon as possible. To assist you in distributing the statements, they now contain the employee address. You can also run your statements by Personnel Area, as well as, Business Area.

The statement is not intended to be a summary of current benefits, but rather a summary of total compensation provided by the State. The annual salary shown on the statement does not reflect actual earnings; it is the employee's annual rate of pay as of December 31, 2013 and therefore, may not match the employee's earnings shown on their Form W2 or remuneration statement. The instructions that are attached explain how to run the statements and define the data that is included on the statements. This information can also be used to assist you in answering questions from your employees.

Should you have questions regarding the printing of the statements, you may call the AASIS help desk at 683-2255. For questions regarding the benefits data contained in the statements, you may call the DFA Employee Benefits Division, at 682-9656. Please do not refer your employees to OPM or DFA Employee Benefits Division with questions they may have. Make sure they have a contact name and number within your agency to answer questions.

INSTRUCTIONS FOR RUNNING AND INTERPRETING THE ANNUAL EMPLOYEE BENEFITS STATEMENTS

TO CREATE STATEMENTS:

- TRANSACTION NAME: ZEMP_BEN_STMT
- CHOOSE PAYROLL PERIOD BUTTON
- PAYROLL AREA: 11 = BI-WEEKLY
- CHOOSE "OTHER PERIOD", KEY IN: 26 2013
- TO RUN ALL STATEMENTS DO NOT KEY IN PERSONNEL NUMBER(S) *
- CHOOSE PRINT IMMEDIATELY

***(IF YOU WISH TO RUN ONE STATEMENT, YOU CAN KEY IN THE PERSONNEL NUMBER AND EITHER PRINT IMMEDIATELY OR VIEW.)**

CHECKING THE BENEFITS STATEMENT:

ANNUAL SALARY: The annual salary in IT0008 (Basic Pay) of the master data as of December 31st of the reporting year. This is not the actual amount paid by December 31st. It is the employee's annual salary amount.

FICA: Employer amount is the accumulation of the following wage types:

- 1. /404 (TX ER Social Security Tax)
- 2. /406 (TX ER Medicare Tax) and if applicable,
- 3. 9500 (FICA SVG ARBEN ER) FICA savings

These amounts can be taken from the TCRT (Tax Accumulated Results Table) of the payroll cluster for pay period 26 of the reporting year.

FICA: Employee amount is the accumulation of the following wage types:

- 1. /403 (TX EE Social Security Tax)
- 2. /405 (TX EE Medicare Tax)

These amounts can be taken from the TCRT (Tax Accumulated Results Table) of the payroll cluster for pay period 26 of the reporting year.

RETIREMENT: Employer and employee amount is taken from the CRT (Cumulated Results Table) for pay period 26 of the reporting year. The employee's retirement record may be found in Infotype 0169 (Savings Plan).

HEALTH INSURANCE: Employee amount is taken from the CRT for pay period 26 of the reporting year. For Arkansas State Employee (ASE), the employer amount is provided by EBD. The ASE employee's health insurance record may be found in Infotype 0377 (Miscellaneous Plans).

For Arkansas State Police (ASP), the employer amount is provided by ASP. The ASP employee's health insurance record may be found in Infotype 0167 (Health Plans).

BASIC LIFE/CONTRIB INSURANCE: BASIC LIFE portion - For ASE, the employer amount is provided by EBD. There is no employee contribution for Basic Life. The employee's life insurance record may be found in Infotype 0168 (Insurance Plans).

BASIC CONTRIBUTORY portion - For ASE, there is no employer contribution for BASIC CONTRIBUTORY LIFE. Employee amount is taken from the CRT pay period 26 of the reporting year (starting with year 2013). The employee's life insurance record may be found in Infotype 0168 (Insurance Plans).

BASIC LIFE portion - For ASP uniform and non-uniform commissioned officers, there is no employer contribution. Employee amount is taken from the CRT pay period 26 of the reporting year (starting with year 2013). The employee's life insurance record may be found in Infotype 0168 (Insurance Plans).

OPTIONAL LIFE: There is no employer contribution toward optional life. Employee contributions are taken from the CRT pay period 26 of the reporting year (starting with year 2013). The employee's life insurance record may be found in Infotype 0168 (Insurance Plans).

OPTIONAL LIFE INFORMATION: There is no employer contribution toward optional life. Employee contributions are taken from the CRT pay period 26 of the reporting year (starting with year 2013). The employee's life insurance record may be found in Infotype 0168 (Insurance Plans).

EAP: Amount is provided by EBD.

TOTAL COMPENSATION: Employer paid is the sum of all the employer contributions listed in the box including the annual salary. Employee paid is the sum of all the employee contributions listed in the box.

DEPENDENT LIFE INFORMATION: Employee contributions are taken from the CRT for pay period 26 of the reporting year (starting with year 2013). The employee's life insurance record may be found in Infotype 0168 (Insurance Plans).

DEFERRED COMPENSATION: Employee contributions are taken from the CRT for pay period 26 of the reporting year (starting with year 2013). The employee's deferred compensation record may be found in Infotype 0169 (Savings Plans).

CAFETERIA PLAN: Employee contributions are taken from the CRT for pay period 26 of the reporting year. The employee's flex spending account record may be found in Infotype 0170 (Flex Spending Accounts).

HEALTH INSURANCE CURRENT YEAR: For Arkansas State Employees (ASE) this information is taken from IT0377 Miscellaneous Plans master data. The information should reflect 'PARTICIPATING' if the employee has an 'ARBENEFITS' record and 'NOT-PARTICIPATING' if the employee does not have an 'ARBENEFITS' record.

For ASP uniform commissioned and non-commissioned officers, this information is taken from IT0167 Health Plans master data. The information should reflect 'PARTICIPATING' if the employee has as an 'ASP Health Plan' record and 'NOT-PARTICIPATING' if the employee does not have an 'ASP Health Plan' record.

ARBENEFITS: Employee contributions are taken from the CRT for pay period 26 of the reporting year (starting with year 2013). The employee's dental record may be found in Infotype 0377 (Miscellaneous Plans).

Tips

1. This benefits summary is a PDF document.
2. The employee benefits summary is designed to be ran in the current year for the previous plan year (i.e. ran in 2014 for plan year 2013).