

9.2 PrePay Deduction Setup

Purpose: Use this document as a reference for how to setup PrePay deductions in ctcLink.

Audience: Benefits Administrators and Payroll Administrators.

! You must have at least one of these local college managed security roles:

- ZC Benefits Maintain PrePay
- ZC Payroll Data Maintenance
- ZD Benefits PrePay Inquiry
- ZD HR Local Config Vw
- ZZ HR Local Configuration
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing
- ZZ SS Payroll

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

The Pre-Pay setup process is done typically for employees who are entitled to health benefits coverage for the full year, but only receive a paycheck for part of the year. This process allows for a one-time lump sum deduction using the pre-pay deduction code associated with the original deduction code. On the paycheck where the one-time pre-pay deduction is taken, you will see the regular deduction amount plus the pre-pay lump sum deduction amount. After that, you will not see any deductions until the pre-pay balance is reduced to zero, at which point, the original deduction will begin automatically.

All employees should have a "Pay Cycle" assigned to them, which you can see in the Employee PrePay page (Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > Employee PrePay). The Pay Cycle should be assigned to the employee as part of the New Hire process, but can also be done after hire.

NOTE: PrePay deductions are taken based on the PrePay calendar set up schedule. PrePay payments to the vendor are sent when the deduction is not withheld from the employees paycheck or the employee is not paid but still in an active HR Status.

There are 3 key parts to setting up the PrePay Deductions:

1. Verify PrePay Deduction Mapping
2. Create the PrePay Calendar
3. Assign the PrePay Pay Cycle to the employee

PrePay Deduction Setup

Part 1 - View PrePay Deduction Mapping

Navigation: NavBar > Navigator > Set Up HCM > CTC Custom > PrePay Deduction Mapping

1. The **PrePay Deduction Mapping** search page displays.
2. On the **Find an Existing Value** tab, enter a company.
3. Select the **Search** button.

PrePay Deduction Mapping

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

▼ **Search Criteria**

Search by: Company begins with

☐ Include History ☐ Correct History

Search [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. The **PrePay Deduction Mapping** page displays.
5. The **PrePay Deduction Mapping** table should already have deduction codes applied. Check to make sure the deduction code you need to add to your PrePay Calendar is included in the PrePay Deduction Mapping. If not included, contact ERP Support to have it added to the Mapping Table.

PrePay Deduction Mapping

Company 220 Tacoma Community College

Deduction to PrePay Deduction Mapping Find | View All First 1 of 3 Last

*Effective Date 03/16/2017

Deduction to PrePay Deduction Mapping			Personalize Find 1-14 of 14		First	Last
*Plan Type	*Deduction	Description	*PrePay Deduction	Description		
1 10	000040	Uniform Classic	900040	Prepay - Uniform Classic	+	-
2 10	000050	Group Health Classic	900050	Prepay - Group Health Classic	+	-
3 10	000052	Kaiser Classic	900052	Prepay - Kaiser Classic	+	-
4 31	000070	Long Term Disability	900070	Prepay - Long Term Disability	+	-
5 00	000088	Liberty Mutual	900088	PrePay - Liberty Mutual	+	-
6 10	000383	Group Health CDHP	900383	Prepay - Group Health CDHP	+	-
7 10	000385	Kaiser CDHP	900385	Prepay - Kaiser CDHP	+	-
8 10	000387	Uniform CDHP	900387	Prepay - Uniform CDHP	+	-
9 10	000389	Group Health Value	900389	Prepay - Group Health Value	+	-
10 10	000392	Group Health SoundChoice	900392	Prepay GH SoundChoice	+	-
11 10	000394	UMP + UW Medicine ACN	900394	PrePay UMP+UW Medicine ACN	+	-
12 10	000396	UMP+PS High Value Network	900396	PrePay UMP+PS High Network	+	-
13 A3	000992	Spousal Medical Surcharge	900992	Prepay - Spousal Med Surcharge	+	-
14 A4	000993	Tobacco User Medical Surcharge	900993	Prepay-Tobacco User Med Surchg	+	-

6. Part 1 is now complete.

Part 2: Create the PrePay Calendar

! You must have at least one of these local college managed security roles:

- ZC Benefits Maintain PrePay
- ZC Payroll Data Maintenance
- ZD Benefits PrePay Inquiry
- ZD HR Local Config Vw
- ZZ HR Local Configuration
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing
- ZZ SS Payroll

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

i NOTE: It is likely you will only need one PrePay Calendar for the year. One PrePay calendar can accommodate many Pay Cycles/PrePay Schedules. PrePay calendars do not need to be recreated each year. If an employee has a Pay Cycle assigned then the PrePay calendar will be applied automatically each year based on the PrePay Calendar Schedule.

If you don't want the PrePay calendar to be applied to an employee, assign a Pay Cycle that does not have an associated pay schedule (ex: 06A) to that individual employee.

Navigation: NavBar > Navigator > Set Up HCM > CTC Custom > PrePay Calendars

1. The **PrePay Calendars** search page displays.
2. Select the **Add a New Value** tab.
3. Enter the **Company**.
4. Enter the **Calendar ID** you want to create.
5. Select the **Add** button.

PrePay Calendars

[Find an Existing Value](#) **[Add a New Value](#)**

Company

Calendar ID

Add

[Find an Existing Value](#) | [Add a New Value](#)

6. The **PrePay Calendar** displays.
7. Enter the **Description** of the Pay Calendar (ex: 2017 PrePay Calendar).
8. In the **PrePay Calendar Deductions** section, select the **Plan Type** and **Deduction Code** you need to attach to this calendar.
9. **NOTE:** You can assign all plan types and deduction codes to one calendar.
10. Select the **[+] Add a Row** button to add another deduction code to this calendar until all deduction codes are added.
11. Select the **Save** button.

PrePay Calendar PrePay Schedule

PrePay Calendar

Company 220 Tacoma Community College

Calendar ID 01

Description TF Summer Prepay

PrePay Calendar Deductions Personalize Find First 1-12 of 12 Last

	*Plan Type	*Deduction	Description	PrePay Deduction	Description		
1	00	000065	MetLife	900065	PrePay MetLife	+	-
2	10	000040	Uniform Classic	900040	Prepay - Uniform Classic	+	-
3	10	000050	Kaiser WA Classic	900050	Prepay - Kaiser WA Classic	+	-
4	10	000383	Kaiser WA CDHP	900383	Prepay -Kaiser WA CDHP	+	-
5	10	000387	Uniform CDHP	900387	Prepay - Uniform CDHP	+	-
6	10	000389	Kaiser WA Value	900389	Prepay -Kaiser WA Value	+	-
7	10	000392	Kaiser WA SoundChoice	900392	Prepay -Kaiser WA Soundchoice	+	-
8	10	000394	UMP + UW Medicine ACN	900394	PrePay UMP+UW Medicine ACN	+	-
9	10	000396	UMP+PS High Value Network	900396	PrePay UMP+PS High Network	+	-
10	31	000070	Long Term Disability	900070	Prepay - Long Term Disability	+	-
11	A3	000992	Spousal Medical	900992	Prepay - Spousal Med Surcharge	+	-

12. Select the **PrePay Schedule** tab.
13. The **PrePay Schedule** tab displays.
14. Enter the **Pay Cycle**.

 **NOTE:** Pay cycles have been established outside of ctcLink; your benefits administrator can provide the list.

Pay Cycles are used to apply a prepay calendar schedule to an individual employee or group of employees, i.e.:

- Pay Cycle F1 could be used for all Full Time Faculty;
- C1 could be used for all Classified employees.

Each college has already established Pay Cycle codes so use those or create new ones as needed. Pay Cycles will determine the Schedule and PrePay Factor for the row you are creating.

15. Enter the **Effective Date** (effective date should align with the beginning of a pay cycle).
16. In the **PrePay Calendar Schedules** section, enter the **Schedule** (this is the pay period in which the one time, lump sum PrePay deduction will be taken for the Pay Cycle assigned to this calendar).
17. Enter the **PrePay Factor** (this is the number of pay periods that the one time, lump sum PrePay deduction will cover for the Pay Cycle assigned to this calendar).
18. Select the **Save** button.

 **NOTE:** You can set up multiple Pay Cycles with PrePay Schedules on one PrePay Calendar.

In this example there are two pay cycle rows, but you could add a row for each pay cycle in your company. This will allow you to only have to create one Pay Calendar for the year.

In this example, row 1 of 2 is for Pay Cycle P1, which will apply the one time, lump sum PrePay deduction on the 06A, this amount will cover 2 pay periods.

PrePay Calendar

Company 220 Tacoma Community College

Calendar ID 01 FTF Summer Prepay

PrePay Calendar Pay Cycles

Find | View All First 1 of 7 Last

*Pay Cycle	08B	Description	prepay for fall quarter
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PrePay Calendar Schedules

Find | View All First 1 of 1 Last

*Effective Date	08/01/2017
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PrePay Calendar Schedules

Personalize | Find | View All First 1 of 1 Last

*Schedule	*PrePay Factor
1 08B	7.00

 Save

 Return to Search

 Notify

 Add

 Update/Display

 Include History

 Correct History

[PrePay Calendar](#) | [PrePay Schedule](#)

 **NOTE:** You can set up more than one PrePay Schedule on the PrePay Calendar.

On Row 2 of 2, Pay Cycle S2 will apply the one time, lump sum PrePay deduction on the 05B payroll. This amount will cover for 5 pay periods.

The screenshot shows the 'PrePay Calendar' interface. At the top, there are tabs for 'PrePay Calendar' and 'PrePay Schedule'. Below the tabs, the 'Company' is listed as '220 Tacoma Community College' and the 'Calendar ID' is '01 2017 PrePay Calendar'. The main section is titled 'PrePay Calendar Pay Cycles' and includes a 'Find | View All' link and navigation buttons 'First', '2 of 2', and 'Last'. Below this, there is a table with columns '*Pay Cycle' and 'Description'. The first row shows '*Pay Cycle' as 'S2'. Below this table, there is another section titled 'PrePay Calendar Schedules' with a 'Find | View All' link and navigation buttons 'First', '1 of 1', and 'Last'. Below this, there is a table with columns '*Schedule' and '*PrePay Factor'. The first row shows '*Schedule' as '05B' and '*PrePay Factor' as '5.00'.

19. This completes Part 2.

Part 3: Assign the PrePay Pay Cycle to the Employee

! You must have at least one of these local college managed security roles:

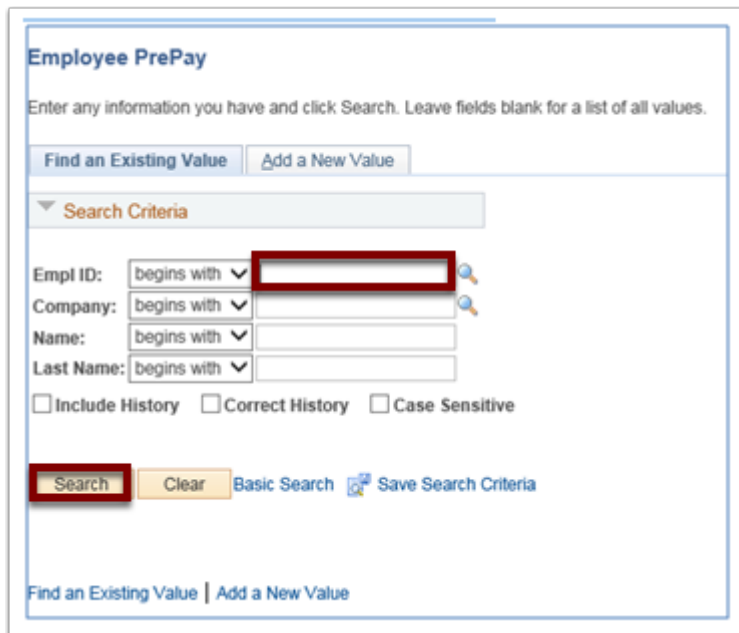
- ZC Benefits Maintain PrePay
- ZC Payroll Data Maintenance
- ZD Payroll Inquiry
- ZD Benefits PrePay Inquiry
- ZZ Payroll Processing
- ZZ Payroll Data Maintenance
- ZZ SS Payroll

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > Employee PrePay

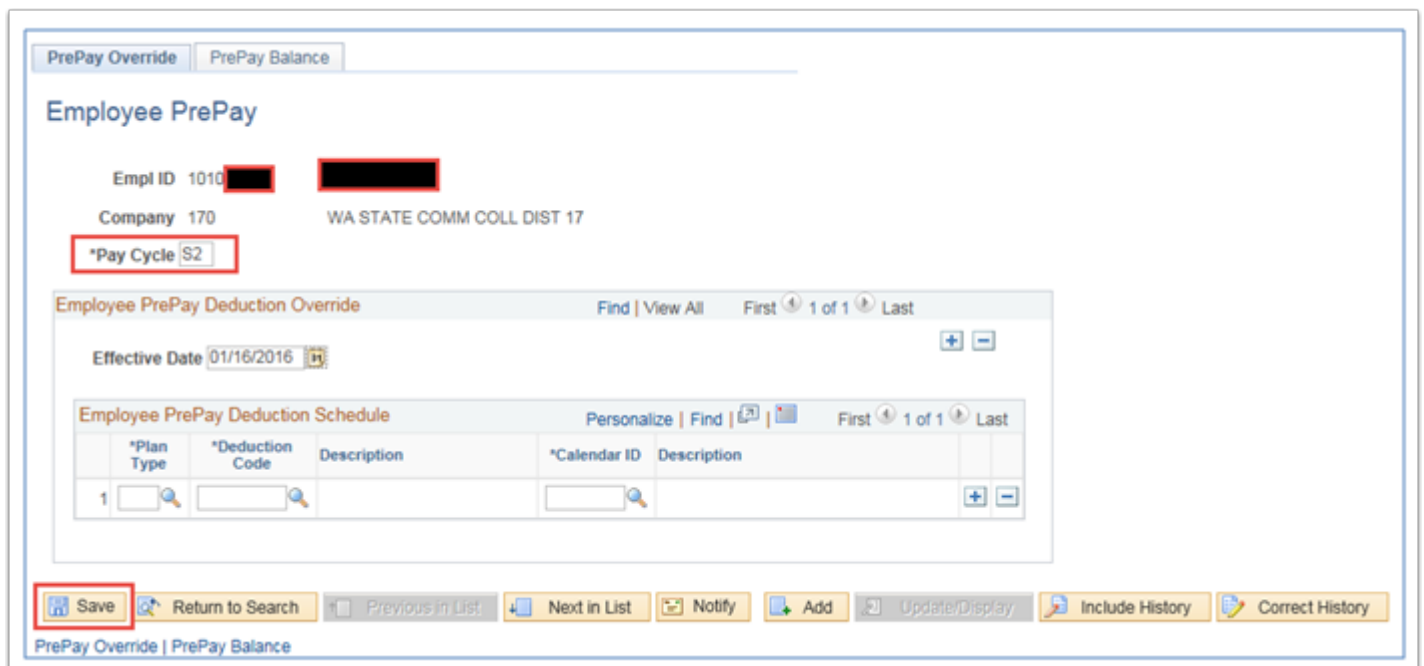
1. The **Employee PrePay** search page displays.
2. Enter an **Empl ID**.

3. Select the **Search** button.



The screenshot shows the 'Employee PrePay' search interface. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'Empl ID:' with a dropdown set to 'begins with' and an input field; 'Company:' with a dropdown set to 'begins with' and an input field; 'Name:' with a dropdown set to 'begins with' and an input field; and 'Last Name:' with a dropdown set to 'begins with' and an input field. Below these are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria section are four buttons: 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the form are two more tabs: 'Find an Existing Value' and 'Add a New Value'.

4. The **Employee PrePay** page displays.
5. From the **PrePay Override** tab, enter the **Pay Cycle** associated with the PrePay for this employee.
6. Select the **Save** button.



The screenshot shows the 'Employee PrePay' page with the 'PrePay Override' tab selected. The page displays the following information: 'Empl ID 1010' followed by a redacted field; 'Company 170' followed by 'WA STATE COMM COLL DIST 17'; and '*Pay Cycle S2' (highlighted with a red box). Below this is the 'Employee PrePay Deduction Override' section, which includes a 'Find | View All' link, 'First 1 of 1 Last' navigation, and an 'Effective Date' of '01/16/2016'. Below the effective date is the 'Employee PrePay Deduction Schedule' section, which includes a 'Personalize | Find | [Print Icon] | [Refresh Icon]' link, 'First 1 of 1 Last' navigation, and a table with the following columns: '*Plan Type', '*Deduction Code', 'Description', '*Calendar ID', and 'Description'. The table has one row with the value '1' in the '*Plan Type' column. At the bottom of the page is a row of buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. At the very bottom are two tabs: 'PrePay Override' (selected) and 'PrePay Balance'.

NOTE: You also have the option to override the prepay deductions in the Employee PrePay Deduction Override section. You might elect to override a specific deduction for the employee if that deduction does not need to be included in the prepay setup.

Below is an example of a prepay override. In this example, the override is to prevent the Uniform Classic deduction from being applied as a prepay deduction.

7. In the **PrePay Override** tab, select the **Plan Type** and **Deduction Code** where the override is to be applied.
8. To prevent the specific deduction from being applied, select the **Calendar ID of 00 "Bypass Prepay Process"**.
9. Select the **Save** button.
10. Based on this override, all prepay deductions that are tied to the **S2** pay cycle will be applied for this employee **except** the **Uniform Classic** deduction.

PrePay Override PrePay Balance

Employee PrePay

Empl ID
Company
*Pay Cycle S3

Employee PrePay Deduction Override Find | View All First 1 of 1 Last

Effective Date 05/10/2019

Employee PrePay Deduction Schedule Personalize Find First 1 of 1 Last					
	*Plan Type	*Deduction Code	Description	*Calendar ID	Description
1	00	000065	MetLife	00	Bypass PrePay Process

NOTE: You can also apply a different prepay calendar to the employee prepay record by selecting the calendar that you wish to override with.

The "Create Pre Pay Deductions" process needs to be run during the payroll processing day, for the pre-pay deductions to reflect on the paycheck.

11. The process to setup prepay deductions is now complete.
12. End of procedure.