

ADOA – General Accounting Office

AGENCY PAYROLL GUIDE:

ADOA SUPPLEMENTAL BENEFITS

PLAN





ADOA SUPPLEMENTAL BENEFITS PLAN

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Overview

The objective of this quick reference guide is to provide general information on the process of calculating an employee's ADOA Supplemental Benefit Plan payment in HRIS as it relates to the Agency Payroll Specialist. The guide is not intended to be all-inclusive and may not offer step-by-step instructions.

Agency Payroll Functions

1. Monitor employees on industrial leave for Supplemental Benefit Plan eligibility
2. Setup, maintain and report eligible employees enrolled in Supplemental Benefit Plan
3. Enter time records to pay the Supplemental Benefit to eligible employees

Deadlines

1. Promptly initiate payments to employees once notified of payments made by ADOA Risk Management
2. GAO-73A due by 12 pm (noon) on compute Tuesday

Helpful Resources and Documents

Policies

Arizona Revised Statute

Arizona Revised Statutes (A.R.S.) [Title 38 – Chapter 6 – Article 1](#) – PSPRS Supplemental Benefits Plan

Step by Step Training

[ADOA Supplemental Benefit Plan Training](#)

[Retirement Rates Table](#) (Look in I.B.2 for appropriate table based on date)

[HRIS Pay Code Listing](#) (Indicates if pay code is included in PSPRS retirement)

Forms

[GAO-73A](#) Request for One-Time Deduction

[GAO-SBP](#) ADOA Supplemental Benefit Plan Calculator

Contacts

Public Safety Personnel Retirement System: (602) 255-5575

<http://www.psprs.com>

Supplemental Industrial Leave Benefit Program

A.R.S. §38-961 – currently enacted to be repealed 10/1/2025. A full time Public Safety employee injured while on duty to the extent they cannot perform the functions of the position becomes eligible for the ADOA Supplemental Benefits Plan.

Employee Evaluation and Plan Overview

1. **Qualification** Must be receiving Worker's Compensation due to a physical injury for 30 days and must apply for the ADOA Supplemental Benefit Plan
2. **Pay** In addition to the benefit payments being paid by the Worker's Compensation Fund, up to the approximately identical base salary of the employee (i.e. For the days eligible, the employee's typical pay, less the Worker's Compensation payments, would determine the amount of the Supplemental benefit)
3. **Insurance** Employee pays their share, Employer pays their share
4. **Retirement** Employer pays Employee & Employer shares
5. **Leave Accrual** Shall not accrue additional sick or annual
6. **Leave Usage** Account shall not be decreased
7. **Disciplinary** Not precluded
8. **Duration** Initial 6 months, possible 6-month extension; 1-year maximum

Process for Qualified Employees

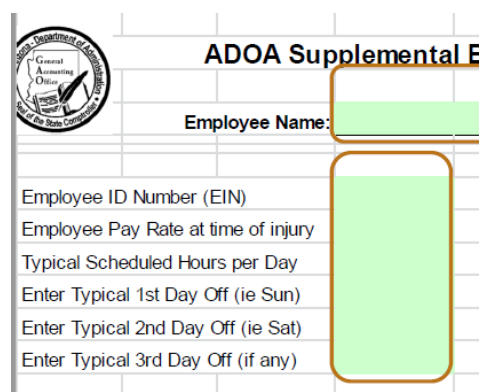
Upon qualification into the Supplemental Benefits Plan, the following actions are taken:

1. The employee's **retirement code** must be updated by agency human resources to one of the **Supplemental Benefit Industrial Leave** retirement plans
 - Refer to the **Retirement Rates** table listing located under section B.2 of the Agency Payroll Guide
 - Updating the retirement code will create an Industrial-Supplemental leave plan for tracking the Supplemental Benefit Plan hours' usage
2. Once the leave plan is created, enter an **LP70 transaction** to add hours
 - Add **1,040** hours for the first 6-month allotment
 - If an extension is granted later, enter another LP70 transaction to add another **1,040** hours (2nd 6-month allotment).
3. Each pay period the employee remains in the Supplemental Benefit Plan, when the Agency is notified that a Worker's Compensation Payment is made, the Agency must complete the **ADOA Supplemental Benefit Plan** calculator
4. Enter time records into HRIS to pay the employee
 - The following Pay Codes must be used to ensure correct accruals, retirement and FMLA treatment

Pay Code	Description	Decrement Leave Plan	Comments
501	Industrial Retirement Calc	None	No Pay. Non-Cash, Non-Taxable. Includes amount paid by Risk Management with 632 and 632F to properly calculate retirement contributions
632	Supplemental Industrial Leave	Industrial - Supplemental	Pay. Is not accrual eligible for Sick or Annual
632F	FMLA - Supplemental Industrial Leave	Industrial-Supplemental & FMLA	Pay.

Supplemental Benefit Calculator

Complete a new **ADOA Supplemental Benefit Plan Calculator** (Form GAO-SBC) for each payment issued by ADOA Risk Management.



1. Complete the Green Cells on the GAO-SBC
 - Use HR11 to obtain **Employee Pay Rate** and **Typical Scheduled Hours per Day**

WORKERS COMPENSATION SUMMARY	Period Begin	Period End	Amount Paid	Date Paid
Workers Compensation Payment #1				
Workers Compensation Payment #2				
Workers Compensation Payment #3				
Workers Compensation Payment #4				
Workers Compensation Payment #5				
Workers Compensation Payment #6				
Workers Compensation Payment #7				
Workers Compensation Payment #8				

2. **Workers Compensation Summary** is the information related to the Indemnity Payment issued by ADOA Risk Management

Employee ID Number (EIN)	123456	Date of Injury:	10/25/2012
Employee Pay Rate at time of injury	\$20.4040	Date Applied for ADOA Supplemental Program	10/25/2012
Typical Scheduled Hours per Day	8.0	First Day Eligible for ADOA Supplemental Program*	2/6/2013
Enter Typical 1st Day Off (ie Sun)	Fri	(*Must be: 30 days from date of injury, covered by WC, and must apply to program)	
Enter Typical 2nd Day Off (ie Sat)	Sat	Last Day paid by Workers Comp:	2/19/2013
Enter Typical 3rd Day Off (if any)		Total Days covered by ADOA Supplemental Program	13
		Regular working days covered by ADOA Supplemental Program	10

WORKERS COMPENSATION SUMMARY	Period Begin	Period End	Amount Paid	Date Paid
Workers Compensation Payment #1	2/6/2013	2/19/2013	\$1,193.92	2/15/2013
Workers Compensation Payment #2				
Workers Compensation Payment #3				
Workers Compensation Payment #4				
Workers Compensation Payment #5				
Workers Compensation Payment #6				
Workers Compensation Payment #7				
Workers Compensation Payment #8				
TOTAL PAID by Workers Compensation:			\$1,193.92	

DAILY ADOA SUPPLEMENTAL BENEFIT CALCULATION				RECORD TO PAYCODE 501			RECORD TO PAYCODE 632 OR 632F			
Date	Day	REGULAR HOURS typically would have worked	BASE PAY typically would have earned	WORKERS COMP PAYMENTS PAID DURING SAME TIME	WC HOURS to be recorded in HRIS	WC RATE	WC WAGES already paid to be recorded in HRIS	STATE HOURS still owed	Applicable Override Rate	STATE WAGES still owed
2/6/2013	Wed	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
2/7/2013	Thu	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
2/8/2013	Fri			\$ 85.28						
2/9/2013	Sat			\$ 85.28						
2/10/2013	Sun	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
2/11/2013	Mon	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
2/12/2013	Tue	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
2/13/2013	Wed	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
2/14/2013	Thu	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
2/15/2013	Fri			\$ 85.28						
2/16/2013	Sat			\$ 85.28						
2/17/2013	Sun	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
2/18/2013	Mon	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
2/19/2013	Tue	8.0	\$ 163.23	\$ 85.28	5.3	22.5264	\$ 119.39	2.7	16.2370	\$ 43.84
		80.0	\$ 1,632.30	\$ 1,193.92	53.0	22.5264	\$ 1,193.90	27.0	16.2370	\$ 438.40

- Date of Injury** and **Date Applied for ADOA Supplemental Program** is obtained from the Approved Application
 - These dates will NEVER change*
- After the green cells are populated, the Daily ADOA Supplemental Benefit Calculation time record detail will appear
- In the example presented on the GAO-SBP above, the **HRIS XR35.2** time record entry for each day the employee typically works would be:

FC	Hours	Pay Code	Date	Rate	Shift
A	5.3	501	02/06/2013	119.39	1
A	2.7	632	02/06/2013	16.2370	1

- Complete daily entries

7. Run the PR135 to validate the time record entries and applicable overrides match the GAO-SBP totals

Employee Ends Program (Returns to Work)

After an employee is released to return to work, complete the following:

1. Pay any outstanding Supplemental Benefit Plan payments
 - Submit a GAO73A for retirement on any outstanding Supplemental Benefit Plan payments
2. Verify HR has changed the retirement code back to the normal CORP or PSPRS Plan
3. Process LP70 transaction to remove any remaining hours in the Industrial-Supplemental Leave Plan

Need Assistance?

View the Central Payroll Directory [click here](#)