

## Non-tax Dependents – CPPS Process

After determining which employees have non-tax dependents in BAS, HR will need to set up an additional line on the current job screen or a new job screen using earnings code NTD (non-tax dependent) in CPPS. Generally, you should use the same CERT code or primary CERT code the employee is paid from. While the employee will not receive pay from the NTD earnings code, there will be an expense to the state due to the PERA and Medicare contributions required by this earnings code. The amount of NTD is determined by the employee's health and dental insurances and number of non-tax dependents. Please refer to the Agency NTD chart for the amounts (on the Central Payroll website). This process is the same if the employee has a commuting (COM) set up on their job screen.

If the employee is a biweekly employee, please set it up the same as below using half of the amount to be taxed. Please make sure to use the "P-pay period amount" in the "Rate Code" field and the "T-exception by time; listed" in the "Time Report Code". Using this information, the amount will be added correctly to each biweekly payroll for the employee.

**Job Assignments**

**ENTER YOUR CHANGES.**

Employee ID	997077040	Employee Name	TESTER, ABE
Effective Date	04/21/2009	Organization Name	TEST/TEST
Actions	80 - Pay Adjustment		

  

Job No	1	Total Jobs	1	User Field	
Begin Date	02/02/2009	End Date	99/99/9999	Class Entry Date	02/02/2009
Position No	02001	Job Class	H6G8XX	Grade	H99
Pay Rate	8000.000	Rate Code	P - Pay period amount	Contract Date	
% Full-Time	100.00	Pay Cycle	M1 - Monthly 1	Job Seniority Date	
Job Department	ACA	Time Report Code	T - Exception by time; Listed	Adjusted Seniority Date	
Seasonal Indicator		Shift Indicator		Retro Effective Date	
Supervisor				Save Pay Date	
Job Title	MANAGEMENT				
Check 100 %					

  

Cert. Code	F	User	Earnings	Rate/Amount	Percent	Start	Stop
100ACA1000	Y	02001	REG	8000.000	100.00	02/02/2009	99/99/9999
100ACA1000	Y	02001	NTD	500.000	100.00	04/01/2009	06/30/2009

The start date should be the date that the non-tax dependent began as a non-tax dependent or the beginning of the plan year (July 1) and the stop date should be the end of the plan year (June 30). At the beginning of each plan year, the report will need to be run in BAS to identify which employees need to be taxed for their non-tax dependent. This report should also be run on a monthly basis to see any changes.

If an employee is terminating, the stop date should be the end of the month in which they terminate. This amount should NOT prorate like the salary amount should. If an employee is transferring between departments, the agency that deducts the benefits should tax the entire amount and not have it split between agencies. If the old agency is

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not deducting the benefits, the NTD earnings code should be stop dated for the end of the month before the transfer date (i.e. 4/30/09 for a 5/11/09 transfer date).

In HRDW, the Job Listing report can be run by earnings code NTD to verify that all employees are set up correctly and for the correct amount.

### Job Listing

Select Output:

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Select an Org:   
AAA  
ARA  
BAA  
BSF  
CAA  
DAA  
DBA  
EAA  
EBA  
ECA

Select an Earnings Type:   
ALL  
ADM  
ANL  
ANR  
APX  
AWD  
BCK  
BEN  
BNS  
CBO

Select Job Status:

Select Sort Order:

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\*\* To select multiple values from a drop down list:  
Hold the 'ctrl' or 'shift' key down while clicking on the selection.

The Payroll Total Earnings should also be run to verify the correct amounts processed through payroll processing. This report should run monthly to verify the correct amounts were deducted and the correct employees are were taxed.

### Payroll Total by Earnings

Select Output:

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Select an Org:   
ALL  
AAA  
ARA  
BAA  
BSF  
CAA  
DAA  
DBA

Select an Earnings Type:   
ALL  
ADM  
ANL  
ANR  
APX  
AWD  
BCK  
BEN

Select a Pay Period End Date Range (yyyy/mm/dd):  
Begin Date:    
End Date:

Select Sort Order:

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