

Central Payroll

Agency Prepay Instructions

Introduction

Prepays are payments for payroll deductions that are made directly by the employee to the State.

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Prepays are payments for payroll deductions that are made directly by the employee to the State. This allows employees who are not working or not earning enough to cover deductions to maintain their insurance coverage or to continue making payments towards their loans, flex plans, or bus passes.

Procedures

Each agency will complete a Payroll Adjustment Worksheet (PAW) for the prepayment. We do not accept partial payments.

Important Reminders Regarding Pre-Pays

- The full pay period amount must be paid. (Example: Employee has medical share at \$72.04, so the full amount would need to be paid).
- Partial payments are not accepted; the PAW with the accompanying CR/IT will be returned to the agency.
- Email to central payroll 3 to 4 business days before pay schedule close date.
- Agency must deposit payment and create a CR or IT.

Employment Status

- The employee's status affects how CPPS pulls deductions.
- To find the employment status, go to Personnel Inquiry, then to Personnel Action Data.
- IF the status is **A**ctive, **B**enefits, **S**hort-Term Disability;
 - CPPS pulls both employee & State shares according to employee's deduction cycle.
- IF the status is **I**nactive, **L**WOP, **F**urlough, **T**erminated;
 - CPPS pulls neither employee nor State shares on employee's deduction cycle.
- If employee does not receive pay,
 - Employee shares will not suspend.

Deduction Cycle

To find the deduction cycle, go to CPPS, Personnel Inquiry, then to Payroll and Tax Data.

The deduction cycle tells you on which payrolls the employee's deductions (insurances, etc) will pull.

- The deduction schedule will be either M for monthly or B for biweekly.
- Prepays for current insurances should be entered on the employee's deduction cycle payroll.
- Prepays for current and past or future insurances should be entered on the employee's deduction cycle payroll.
- Prepays for past insurances/suspended balances should be entered off-cycle
 - Example: If the employee is monthly, then enter the prepay on the biweekly or special payroll.
- Employees are not allowed to prepay for the retirement plans 401K and 457.

Employee's Deductions

- Prepays are entered into the payroll system (CPPS) using the applicable payroll deduction code.
- In CPPS the payroll deduction codes are referred to as a GTN.
- For health and dental, go into CPPS; go to Benefits Inquiry, then to Benefits Status.
- Check to see if the employee has pre-tax or after-tax deductions.
- Review employee's deductions to ensure the correct amounts are paid.
- After-tax Deductions:
 - The GTN coverage code will begin with "T" (after-tax).
 - Prepayment Section of the PAW is entered using same GTNs as those on employees benefit screens.
 - One-Time Deduction Section of the Paw is not filled in if the employee has After-tax Deductions.
- Pre-tax Deductions:
 - The GTN coverage code will begin with "P" (pre-tax).
 - Prepays are always entered using the applicable after-tax GTN code, as the prepayment is being paid with the employee's after-tax dollars.
 - You must use the matching after-tax GTNs on the PAW (see GTN code list on next page).
 - One-time deductions will be necessary on the PAW for each pre-tax deduction.

Payroll Deductions and GTN codes

After-tax GTN code	Pretax GTN code	Payroll GTN Description
59	----	PERA Life
110	111	Bus Pass
204	205	UHC CO-PAY Choice
206	----	State Employer Contr. UHC CO-PAY
207	208	UHC HDHP with HAS
209	----	State Employer Contr. UHC HDHP with
216	217	Kaiser HMO HDHP
218	----	State Employer Contr. Kaiser HMO HDHP
219	220	Kaiser HMO CO-PAY
221	----	State Employer Contr. Kaiser HMO CO-Pay
237	238	Delta Dental
239	----	State Employer Contr. Delta Dental
236	248	Flex Dependent
249	247	Flex Health
241	----	Life – Employee
242	----	Life – Spouse
243	----	Life – Dependent
245	----	Long Term Disability
382	----	457 Loan
383	----	401 A Loan

State Shares Employer Contribution Deductions

If you are refunding the employee's deductions then you should also check to see if the State shares need to be refunded.

This will insure that your agency does not pay the employer share of benefits for employees when they should not.

- The State shares' amounts can be found in CPPS,
 - Go to Payroll History,
 - Then to Gross-To-Net Detail.
- They are listed as Employer Contributions.
 - The Employer Contribution GTN codes are always an after-tax deduction.

- IF the employee is paying both employee and State shares,
 - Combine the amounts together entering on PAW using the after-tax GTN code.
 - Example: For dental - GTN 237 \$44.30
- No prepays allowed to following GTN's: 054, 057, and 077.
 - Agency is responsible for entering these.
- To charge One-Time Deductions for the State shares,
 - The agency is responsible for entering these.
 - Central Payroll does not do them.

Suspended Balances & Reports

Suspended balances are created when an employee with A, B, or S status does not receive enough pay on a deduction cycle payroll to cover deductions.

Not all employee-owed balances show on the suspended balance report.

- LWOP: Employee and State shares are owed by employee, but do not appear on report.
- Cancelled advices/warrants: Employee and State shares must be paid, but employee shares do not appear on the report.
- Negative amounts on the suspended balance report are prepay credits.
- If an employee pays for multiple pay periods, the entire prepay amount is entered as a credit on the first payroll.
- On the following payrolls, deductions pull against that credit amount.

Sending prepay money to Central Payroll

- Payments should always be sent in conjunction with a PAW.
- If you only send the PAW, it cannot be processed until the CR or IT is received.

After collecting payment from the employee (cash, check, or money order), the agency has two options:

- Create a CR to deposit the money into Central Payroll's prepay account (Fund 100, Agency 998, Balance Sheet Account 2224), OR
- Deposit the money into an agency account, and
 - Create an IT to transfer the money to Central Payroll's prepay account (Fund 100, Agency 998, and Balance Sheet Account 2224).

To Create a CR or IT in COFRS/CORE (you will need to have access to this system)

- When creating the CR or IT,
 - Use current date, current fiscal period and year.
 - Budget FY: Use the current fiscal year.
 - Bank account code: 0005 (for CR's)
 - Comments: Example (Prepay – employee's name & month paying)
 - Document Total: Must be the total amount
- Do not place a level 3 approval on the document – Central Payroll must approve the CR/IT's.
- Send the employee's check and a copy of the document to Treasury.
- Email the CR/IT and the PAW to Central Payroll.
- Include a copy of the CR or IT, note in the lines area of the Reasons section of the PAW (ex: CR KAA 130005).

Completing the Payroll Adjustment Worksheet (PAW)

Fill out all header boxes, including Schedule.

See examples after this section.

- When completing a (PAW), you must consider the employee's;
 - Employment status,
 - Deduction cycle,
 - Type of insurances (pretax or after-tax) for the employee, and
 - State shares (see pages 1-3 of these instructions).
- One-Time Deduction Section:
 - Complete this section IF prepaying pre-tax deductions,
 - Enter the matching after-tax GTN code using the prepay amount and a +.
 - Example: GTN code 219 \$92.18 +.
 - Complete this section IF employee's prepayment is for current pre-tax insurances, and the status is A, B, or S.
 - This is needed to zero out the regular pre-tax deduction so that the employee is not charged twice.
 - Example: GTN code 220 0.00 R.
 - Complete this section IF charging the employees premiums to the State shares.
 - Complete this section IF paying GTN 245 - Long-term disability (LTD).
 - GTN 245 LTD: While this is an after-tax GTN,
 - CPPS will not pull the deduction automatically.
 - Therefore, you must enter a GTN code 245 using the prepay amount and a +.
 - Example: GTN code 245 \$20.00 +.
 - Do not enter GTN code's 241, 242, and 243 in this section.

- Refunds Section:
 - We cannot refund taxes for federal or state withholding.
 - Refer to the Agency Refund Instructions for more information.

- Prepayments Section:
 - Complete this section entering all prepayment amounts,
 - For Pre-tax Deductions: Enter the matching after-tax GTN code using the prepayment amount.
 - Example: GTN code 219 \$92.18.
 - For After-tax Deductions: Enter the GTN code using the prepayment amount.
 - Example: GTN codes 241 \$5.00, 242 \$2.00, 243 \$1.00

- Partial payments are not accepted;
 - The PAW with the accompanying CR/IT will be returned to the agency.

- The Reason Section lines – detail what the prepay is for.
 - Example: August insurances, May & June insurances,
 - Employee is paying his share & State share, etc.
 - Write the CR/IT number on the lines as well (ex: CR KAA 130005).
 - Sign and date the “Prepared By” box.
 - “Approved By Central Payroll” box leave blank.

- Email the completed PAW with the CR/IT to Central Payroll 3 – 4 days prior to the scheduled Payroll Process date in order to allow time for review and research.

See the examples on the following pages.

PAW AGENCY SAMPLE After Tax 1.pdf - Adobe Reader

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ORG I.D.
ABC

ORGANIZATION NAME
CARTOON'S


CPPS
Colorado Personnel Payroll System

SCHEDULE #

PAYROLL ADJUSTMENT WORKSHEET

EMPLOYEE I.D.
99XXXXXXXX

EMPLOYEE NAME
BETTY BOOP

BATCH #

ONE-TIME DEDUCTIONS

	GTN	AMOUNT	+ / R		GTN	AMOUNT	+ / R		GTN	AMOUNT	+ / R	TOTAL AMOUNT
DS												
DS												
DS												
TOTAL												

REFUNDS

	GTN	AMOUNT		GTN	AMOUNT		GTN	AMOUNT	TOTAL AMOUNT
RF									
RF									
TOTAL									

PREPAYMENTS

	GTN	AMOUNT		GTN	AMOUNT		GTN	AMOUNT	TOTAL AMOUNT
PS	204	289.12		237	43.92		241	5.00	338.04
PS									
TOTAL									338.04

Reason:
Employee paying for July medical and dental

CR ABC140000010

revised 8/15/13

PREPARED BY AGENCY
Captain Jack

DATE

APPROVED BY CENTRAL PAYROLL

DATE

NO ENTRY NEEDED

AFTER-TAX GTN CODES

- THE EXAMPLE ABOVE IS FOR EMPLOYEE WHOSE
- STATUS IS ONE OF THE 3
- **A**ctive, **B**enefits, or **S**hort-Term Disability
- DEDUCTION CYCLE IS MONTHLY
- EMPLOYEE DEDUCTIONS IN BENEFITS SCREEN ARE
 - GTN 204 - Coverage Code T2
 - GTN 237 - Coverage Code T2
 - GTN 241 - Monthly \$5.00

PAW AGENCY SAMPLE WYLIE.pdf - Adobe Reader

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ORG I.D.
ABC

EMPLOYEE I.D.
99XXXXXXX

ORGANIZATION NAME
CARTOON'S

EMPLOYEE NAME
WYLIE COYOTE

CPPS
Colorado Personnel Payroll System

PAYROLL ADJUSTMENT WORKSHEET

SCHEDULE #

BATCH #

ONE-TIME DEDUCTIONS

	GTN	AMOUNT	+ / R		GTN	AMOUNT	+ / R		GTN	AMOUNT	+ / R	TOTAL AMOUNT
DS									245	5.00	+	5.00
DS												
DS												
TOTAL												5.00

REFUNDS

	GTN	AMOUNT		GTN	AMOUNT		GTN	AMOUNT	TOTAL AMOUNT
RF									
RF									
TOTAL									

PREPAYMENTS

	GTN	AMOUNT		GTN	AMOUNT		GTN	AMOUNT	TOTAL AMOUNT
PS	204	1,051.72		237	86.54		245	5.00	1,143.26
PS									
TOTAL									1,143.26

Reason:
Employee on LOP or TERM
Paying empl & state shares for medical and dental
CR ABC140000010

PREPARED BY AGENCY

Captain Jack

DATE

APPROVED BY CENTRAL PAYROLL

DATE

revised 8/15/13

ONLY ENTER
GTN 245

AFTER-TAX
GTN CODES

- THE EXAMPLE ABOVE IS FOR EMPLOYEE WHOSE
- STATUS IS ONE OF THE 4
- **I**nactive, **L**WOP, **F**urlough, or **T**erminated
- DEDUCTION CYCLE IS MONTHLY
- EMPLOYEE DEDUCTIONS IN BENEFITS SCREEN ARE
- GTN 204 - Coverage Code T2 EMP SHARE \$289.12 + STATE SHARE \$762.60 TOTAL \$1051.72
- GTN 237 - Coverage Code T2 EMP SHARE \$43.92 + STATE SHARE \$42.62 TOTAL \$86.54
- GTN 245 - Monthly \$5.00

PAW AGENCY Pretax Flintstone.pdf - Adobe Reader

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ORG I.D. ABC	ORGANIZATION NAME CARTOON'S
EMPLOYEE I.D. 99XXXXXX	EMPLOYEE NAME FRED FLINTSTONE



CPPS
Colorado Personal Payroll System

PAYROLL ADJUSTMENT WORKSHEET

SCHEDULE #
BATCH #

ONE-TIME DEDUCTIONS

	GTN	AMOUNT	+ / R		GTN	AMOUNT	+ / R		GTN	AMOUNT	+ / R	TOTAL AMOUNT
DS	204	72.04	+		237	4.28	+		249	50.00	+	126.32
DS	205	0.00	R		238	0.00	R		247	0.00	R	-
DS	236	225.00	+		248	0.00	R					225.00
TOTAL												351.32

REFUNDS

	GTN	AMOUNT		GTN	AMOUNT		GTN	AMOUNT	TOTAL AMOUNT
RF									
RF									
TOTAL									

PREPAYMENTS

	GTN	AMOUNT		GTN	AMOUNT		GTN	AMOUNT	TOTAL AMOUNT
PS	204	72.04		237	4.28				76.32
PS	236	225.00		249	50.00				275.00
TOTAL									351.32

Reason:
Paying CURRENT MONTH premiums - medical, dental, flex accts

IT ABC 1400000350

revised 8/15/13

PREPARED BY AGENCY

Pebbles Flintstone

DATE

APPROVED BY CENTRAL PAYROLL

DATE

AFTER-TAX
GTN CODES

- THE EXAMPLE ABOVE IS FOR EMPLOYEE WHOSE
- STATUS IS ONE OF THE 3
- **A**ctive, **B**enefits, or **S**hort-Term Disability
- DEDUCTION CYCLE IS MONTHLY
- EMPLOYEE DEDUCTIONS IN BENEFITS SCREENS ARE
- GTN 205 - Coverage Code P1 (Pre-tax)
- GTN 238 - Coverage Code P1A (Pre-tax)
- GTN 247 - Flex Health Monthly \$50.00 (Pre-tax)
- GTN 248 - Flex Dependent Monthly \$225.00 (Pre-tax)

PAW AGENCY Pretax late Wilma Flintstone.pdf - Adobe Reader

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ORG I.D. ABC ORGANIZATION NAME CARTOON'S

EMPLOYEE I.D. 99XXXXXX EMPLOYEE NAME WILMA FLINTSTONE

CPPS
Colorado Personnel Payroll System
PAYROLL ADJUSTMENT WORKSHEET

SCHEDULE #

BATCH #

ONE-TIME DEDUCTIONS

	GTN	AMOUNT	+ / R	GTN	AMOUNT	+ / R	GTN	AMOUNT	+ / R	TOTAL AMOUNT
DS	237	43.92	+	249	75.00	+	245	15.00	+	133.92
DS										
DS										
TOTAL										133.92

REFUNDS

	GTN	AMOUNT	GTN	AMOUNT	GTN	AMOUNT	TOTAL AMOUNT
RF							
RF							
TOTAL							

PREPAYMENTS

	GTN	AMOUNT	GTN	AMOUNT	GTN	AMOUNT	TOTAL AMOUNT
PS	237	43.92	249	75.00	245	15.00	133.92
PS					241	8.00	8.00
TOTAL							141.92

Reason:
Paying LATE MONTH pre-tax premiums - dental & flex health
Paying LATE MONTH premiums - LTD & life

IT ABC 1400000205

revised 8/15/13

PREPARED BY AGENCY DATE
Pebbles Flintstone

APPROVED BY CENTRAL PAYROLL DATE

AFTER-TAX GTN CODES & LTD CODE 245

AFTER-TAX GTN CODES, LTD CODE 245 & LIFE CODE 241

- THE EXAMPLE ABOVE IS FOR EMPLOYEE WHOSE
- STATUS IS ONE OF THE 3
- **A**ctive, **B**enefits, or **S**hort-Term Disability
- DEDUCTION CYCLE IS MONTHLY
- EMPLOYEE DEDUCTIONS IN BENEFITS SCREENS ARE
- GTN 238 – Coverage Code P2B (Pre-tax)
- GTN 247 – Flex Health Monthly \$75.00 (Pre-tax)
- GTN 245 – Monthly \$15.00
- GTN 241 – Monthly \$8.00

PAW AGENCY STATE SHARES PD.pdf - Adobe Reader

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ORG ID. ABC ORGANIZATION NAME CARTOON'S

CPSS
Celebrate Personal Payroll System
PAYROLL ADJUSTMENT WORKSHEET

SCHEDULE #

EMPLOYEE ID. 99XXXXXXXXX EMPLOYEE NAME JESSICA RABBIT

BATCH #

ONE-TIME DEDUCTIONS

	GTN	AMOUNT	+ / R	GTN	AMOUNT	+ / R	GTN	AMOUNT	+ / R	TOTAL AMOUNT
DS	209	939.36	+	239	86.54	+	245	5.00	+	1,030.90
DS							244	45.00	+	45.00
DS										
TOTAL										1,075.90

REFUNDS

	GTN	AMOUNT	GTN	AMOUNT	GTN	AMOUNT	TOTAL AMOUNT
RF							
RF							
TOTAL							

PREPAYMENTS

	GTN	AMOUNT	GTN	AMOUNT	GTN	AMOUNT	TOTAL AMOUNT
PS							
PS							
TOTAL							

Reason:
EMPLOYEE TERMED LATE STATE PAYING FOR BENEFITS TAKEN

IT ABC 1400000555

PREPARED BY AGENCY DATE
Roger Rabbit

APPROVED BY CENTRAL PAYROLL DATE

revised 8/15/13

STATE SHARE
GTN CODES
LTD CODE 245
& LIFE 244

- THE EXAMPLE ABOVE IS FOR EMPLOYEE WHOSE
- STATUS IS ONE OF THE 4
- **I**nactive, **L**WOP, **F**urlough, or **T**erminated
- DEDUCTION CYCLE IS MONTHLY
- EMPLOYEE DEDUCTIONS IN BENEFITS SCREEN ARE
- GTN 208 - Coverage Code P2 EMP SHARE \$176.76 + STATE SHARE \$762.60
TOTAL \$939.36
- GTN 238 - Coverage Code P2B EMP SHARE \$43.92 + STATE SHARE \$42.62
TOTAL \$86.54
- GTN 245 - Monthly \$5.00
- GTN 244 - Monthly \$45.00