

Determining a difference noted on the OGB invoice

Use this procedure to research differences on **OGB** invoices or deduction/refund amounts on an employee's remuneration statement that do **not** match the normal expected deduction.

Scenario:

EE received a credit of \$24.61, WT2340, PP 19/2006. Can you tell what the credit is for? I need this to reconcile our **OGB** group contributions invoice.

Research:

1) From PA20, access the active record and document current deduction amounts via (corresponding infotype) IT167 (health), IT168 (life) and/or IT14 (misc.). The deduction amount can be found on the "Costs" tab. "Calculation Date" may have to be changed in order to capture a change in deduction amounts. (The rate may be different today compared to the rate on June 1, 2006.)

The screenshot shows the SAP Infotype IT168 'Display Insurance Plans (0168)'. The main data area includes:

Personnel No	75021	Name	Monday	Status	Active
EE group	A Full Time Salary	Personnel ar	0300	DHH-Jeff Parish Human Srv Auth	
EE subgroup	04 Class NE				
Start	12/01/2005	to	12/31/9999	Chng	09/04/2006 OGB_UPT
Plan	LIFN LIFE (OGB) - NON-FLEX				

Below this is a tabbed interface with 'Costs' selected. A 'Calculated costs' window is open, showing:

Period	2 Semi-monthly	Calculation Date	10/17/2006
Employee post-tax	4.37 USD		
Employer costs	4.37 USD	<input type="checkbox"/> Credits allowed	
Provider Cost	8.74 USD		

Callouts in the image provide the following instructions:

- Review the benefit record that has discrepancy. (Points to the 'Display Insurance Plans (0168)' title)
- Make sure to select the "costs" tab. Select "semi-monthly" in the "Period" field to see the amount to be deducted each pay period. (Points to the 'Costs' tab and the '2 Semi-monthly' value)
- It may be necessary to change the "calculation date" to see rate changes. (Points to the '10/17/2006' date)

2) Also note any recent changes by checking the "Chng" field on the IT record. Look for records recently updated by **OGB_UPT** and note the begin date of the record changed. It might be necessary to check records that immediately precede this record to verify any changes made to them.

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Display Insurance Plans (0168)

Personnel No: 75021 Name: Monday Status: Active

EE group: A Full Time Salary Personnel ar: 0300 DHH-Jeff Parish Human Srv Auth

EE subgroup: 04 Class NE

Start: 12/01/2005 to 12/31/9999 Chng: 09/04/2006 06B_UPDT

Plan: LIFN LIFE (OGB) - NON-FLEX

Plan data Administration Insurance cov. Costs Beneficiaries

This field will show when the last change was made to the record and who made the change.

Begin date of the affected period.

3) Using the amounts from **Step 1**, calculate the total amount owed for all periods effected in **Step 2**. (Example: If the active record is dated between 07/01/2006 – 12/31/9999 and there was **no** change to the record that ended 6/30/2006, then calculate the amount owed from 7/1/2006 thru the last processed pay period.)

From 12/01/05 – 12/31/9999, \$4.37 should have been deducted.

December 2005's first premium was deducted pp23/05. We are currently in pp22/06. Therefore, there should have been 23 deductions at \$4.37 totaling \$100.51 from pp23/05 to current (pp21/06).

4) Run ZP64, using wage type grouping OGBI and sort by wage type. Select all pay periods affected and the off cycles for those periods in **Step 2**. Retrieve the total amount paid for the corresponding wage type.

Employee Wage Type Results Report

Data Parameter

Last Period Run

Other Period 23 2005 to 22 2006
10/24/2005 to 10/22/2006

Include Off-Cycle Runs 10/24/2005 to 10/22/2006

Selection Criteria

Personnel Area to

Employee Group to

Employee Subgroup to

Personnel Subarea to

Employee Number 75021 to

Wage Type to

Wage Type Groups 06BI to

Org. Structure

Select Display Variant

Display Variant

Select "Other Period" and enter the payperiod range. Make sure to select "Include Off Cycle Runs" and enter the date range that coincides with the pp's selected.

Make sure to select the "OGBI" wage type group to run report.

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Run Date: 10/17/2006
Run Time: 13:22:31
Report ID: ZP64

Employee Wage Type Results Report

Org Unit	Organization Unit Text	PersNo	Last name	Emp F Name	Pay Date	Cycle	Wage ty...	Wage Type	Σ Amount	Hours
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	01/06/2006	R	2340	Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	01/20/2006	R		Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	02/03/2006	R		Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	02/17/2006	R		Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	03/03/2006	R		Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	03/17/2006	R		Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	04/14/2006	R		Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	04/29/2006	R		Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	05/12/2006	R		Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	05/26/2006	R		Life Insurance-Atax	6.44	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	06/09/2006	R		Life Insurance-Atax	4.37	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	06/23/2006	R		Life Insurance-Atax	4.37	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	07/07/2006	R		Life Insurance-Atax	4.37	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	07/21/2006	R		Life Insurance-Atax	4.37	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	08/04/2006	R		Life Insurance-Atax	4.37	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	08/18/2006	R		Life Insurance-Atax	4.37	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	09/01/2006	R		Life Insurance-Atax	4.37	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	09/15/2006	R		Life Insurance-Atax	24.61	0.00
50010548	WEST JEFFERSON MENTAL HEA	75021	July	Monday	10/13/2006	R		Life Insurance-Atax	4.37	0.00
									100.51	

5) Compare amount owed (**Step 3**) to amount paid (**Step 4**).

Step 3: TOTAL OWED: \$100.51

Step 4: TOTAL PAID: \$100.51

You can also tell by the “amount” column that the original deductions per payperiod were \$6.44. The recent changes to the benefit record has changed the deduction from \$6.44 to \$4.37, which is why the refund occurred.

--If there is a **difference**, contact the help desk.

--If there is **no difference**, the shortage or overage indicated on the invoice/remuneration statement was an adjustment of premiums as a result of a recent change. If necessary, the amount owed vs. amount paid can be calculated for each pay period to determine the exact period(s) affected.

If you should have questions about IT167, IT168, IT14 as to:

- why a record was changed
- the amount indicated on the record
- the effective dates of the record

Contact the OGB Helpdesk.