General:

This procedure establishes guidelines for recording fringe benefit costs.  The primary objective is to record fringe benefit activity in a separate series of organization codes in order to make the information more readily available to human resource, payroll and finance staff.

In general, costs for health care and other benefits are accumulated in separate orgs and combined to provide total staff benefit cost information.  Leave benefit information is also accumulated in a separate fund and series of orgs.  Workers' compensation activity and labor relations activity is accumulated in the Statewide unrestricted fund (101010) and funded by transfers from the staff benefit fund.  Liability accounts that contain employee deductions will use the Statewide unrestricted fund (101010).  Liability Accounts that are funded solely by staff benefit expense accounts will use the Staff Benefit fund (187010).

Accounting:

The accounting is illustrated by a series of sample entries for recording staff benefit activity; see appendix A for the index.  The activity is generated by Banner Human Resources (BHR), Accounts Receivable and Accounts Payable systems, which feed to Banner, and by journal vouchers processed through Statewide Finance.

**Intermittent Entries:**                                      **Dr.**          **Cr.**

**Entry #1:  Employee Tuition Waivers**

Campuses record employee tuition waivers thru the Banner Student Information (BSI) system using a dept code, which records the charge for the waiver:

| | | | |
|---|---|---|---|
| Tuition waivers | 90003-1985-187010 | x,xxx.xx | |
| Tuition revenue | xxxxx-91xx-xxxxxx | | x,xxx.xx |

To record employee tuition waivers.

### Entry # 2: Dependent / Spouse Tuition Waivers

Campuses record dependent/spouse tuition waivers thru the BSI system using a detail code, which records the charge for the waiver:

| | | | |
|---|---|---|---|
| Dependent /spouse | 90003-1986-187050 | x,xxx.xx | |
| Adjunct dependent/ spouse | 90003-1987-187050 | x,xxx.xx | |
| Tuition revenue | xxxxx-91xx-xxxxxx | | x,xxx.xx |

To record dependent/ spouse tuition waivers.

### Entry #3: Jury Duty and Worker's Compensation Sick Leave Receipts

Payments received from employees for jury duty and from workers' compensation program for sick leave are deposited and recorded through the cash receipts process:

| | | | |
|---|---|---|---|
| Cash | xxxxx-xxxx-xxxxxx | x,xxx.xx | |
| Jury duty payback | 90102-1866-187020 | | x,xxx.xx |
| Sick leave payback - W/C | 90104-1836-187020 | | x,xxx.xx |

To record receipt of payments from employees for jury duty fees and workers' compensation payments for sick leave restoration.

### Entry #4: Labor Relations' Cost of Operations

Labor relations' invoices and other operational costs incurred are paid through the accounts payable system or by Procard and charged to the Labor Relations Org (80132).

Sample activity is:

| | | | |
|---|---|---|---|
| Travel | 80132-2010-101010 | x,xxx.xx | |
| Consulting | 80132-3005-101010 | x,xxx.xx | |
| Various costs | 80132-xxxx-101010 | x,xxx.xx | |
| Accounts payable | 00000-0607-101010 | | x,xxx.xx |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record labor relations invoices and other operational costs normally recorded through accounts payable or Procard.

### Entry #5:  University Staff Benefit Invoices and Operational Costs

Benefit invoices and other operational costs incurred are paid through the accounts payable system or by Procard and charged to staff benefit account codes:

| | | | |
|---|---|---|---|
| Consulting/other | 90003-1950-187010 | x,xxx.xx | |
| Duplicating & office costs | 90003-1951-187010 | x,xxx.xx | |
| Empl. ben. travel | 90003-1952-187010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |
| Accounts payable | 00000-0607-103010 | | x,xxx.xx |

To record staff benefits invoices and other operational costs normally recorded through accounts payable or Procard.

### Entry #6:  Worker's Compensation Activity

Workers' compensation direct costs, operating costs and cost of employee physicals are managed and paid by the Statewide Risk Management (SWRM) department.  These costs are accumulated in the unrestricted fund:

| | | | |
|---|---|---|---|
| Workers comp time loss | 80113-3983-101010 | x,xxx.xx | |
| Insurance premiums | 80113-3975-101010 | x,xxx.xx | |
| Travel | 80113-2010-101010 | x,xxx.xx | |
| Consulting | 80113-3005-101010 | x,xxx.xx | |
| Employee req. physicals | 80113-1927-101010 | x,xxx.xx | |
| Accounts payable | 00000-0607-103010 | | x,xxx.xx |

To record workers' compensation activity in Risk Management org.

### Entry #7:  Health Care Payments by LWOP Participants

The payments received from current employees on LWOP for health care coverage are deposited and recorded in the cash receipts system by SW Fund Accounting.

| | | | |
|---|---|---|---|
| SW Cash Acct. | 00000-0030-101010 | x,xxx.xx | |
| Dependent Health Recovery | 90001-1977-187010 | | x,xxx.xx |
| Employee Defined Contrib. | 90001-1978-187010 | | x,xxx.xx |

To record receipt of payments from LWOP participants.

### Entry #8:  Life and/or Long-term Disability Insurance Payment made by LWOP Employees

Payments for life and/or long-term disability (LTD) insurance made by employees on leave without pay (LWOP) are deposited as follows in the cash receipts system:

| | | | |
|---|---|---|---|
| Cash | 00000-0140-SDEP | x,xxx.xx | |
| Life insurance | 00000-0693-101010 | | x,xxx.xx |
| LTD insurance | 00000-0691-101010 | | x,xxx.xx |

To record receipt of payments from employees for life insurance and/or long term disability coverage while on LWOP.

### Entry #9:  NSF Checks from LWOP Participants

Checks returned for non-sufficient funds by the bank and SW Fund Accounting records the associated bank charges.

| | | | |
|---|---|---|---|
| Dependent Health Recovery | 90001-1977-187010 | x,xxx.xx | |
| Employee Defined Contrib. | 90001-1978-187010 | x,xxx.xx | |
| Life insurance | 00000-0693-101010 | x,xxx.xx | |
| LTD insurance | 00000-0691-101010 | x,xxx.xx | |
| Staff Ben. Dupl & Office Costs | 90001-1951-187010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record returned checks from the bank for LWOP participants.

### Entry #10:  Redeposit and Bank Charges from LWOP NSF Checks

Redeposit's and/or replacement checks plus payments for the bank fee are deposited and recorded in the cash receipts system by SW Fund Accounting.

| | | | |
|---|---|---|---|
| SW Cash Acct | 00000-0030-101010 | x,xxx.xx | |
| Dependent Health Recovery | 90001-1977-187010 | | x,xxx.xx |
| Employee Defined Contrib. | 90001-1978-187010 | | x,xxx.xx |
| Life insurance | 00000-0693-101010 | | x,xxx.xx |
| LTD insurance | 00000-0691-101010 | | x,xxx.xx |
| Staff Ben. Dupl & Office Costs | 90001-1951-187010 | | x,xxx.xx |

To record the redeposit plus bank charges from LWOP participants whose checks were returned by the bank.

**Weekly Entries:**                                                **Dr.**          **Cr.**

**Entry #11:  Health Care Claims Draw**

The health claim processor makes draws on the university health bank account, which are recorded by the SW Cash Management department.

| | | | |
|---|---|---|---|
| Health Care Claims | 90001-1920-187010 | x,xxx.xx | |
| Zero Bal. Health Account | 00000-0080-187010 | | x,xxx.xx |

To record draw by health care provider for claims.

**Bi-weekly Entries:**                                             **Dr.**          **Cr.**

**Entry #12:  Labor Relations' Labor Cost**

Labor costs for Labor Relations operations are managed and paid in the unrestricted funds and orgs depending on location of staff.  Sample activity is:

| | | | |
|---|---|---|---|
| Salaries | 89016-1xxx-101010 | x,xxx.xx | |
| Payroll clearing | 00000-0463-101010 | | x,xxx.xx |

To record labor relations labor costs in unrestricted funds and orgs.

**Entry #13:  Tax Withholding and Deductions**

The generation of payroll with taxes withheld and deductions taken from paychecks (except for health and reimbursable accounts) is processed by BHR and generates the following entry:

| | | | |
|---|---|---|---|
| Payroll clearing | 00000-0463-101010 | x,xxx.xx | |
| Federal taxes withheld | 00000-0631-101010 | | x,xxx.xx |
| Medicare | 00000-0640-101010 | | x,xxx.xx |
| AD&D  & survivor income | 00000-0623-101010 | | x,xxx.xx |
| ORP | 00000-063x-101010 | | x,xxx.xx |
| PERS | 00000-0642-101010 | | x,xxx.xx |
| TRS | 00000-0643-101010 | | x,xxx.xx |
| TSA's | 00000-067x-101010 | | x,xxx.xx |
| Garnishments/other | 00000-06xx-101010 | | x,xxx.xx |
| Cash | 00000-0038-PAYCHK | | x,xxx.xx |

To record payroll, tax withholdings and other deductions through the payroll process.

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### Entry #14:  Employee and Dependent Health Care Deductions

The payroll deduction for employee defined contribution, supplemental health coverage and dependent health coverage from paychecks prepared on BHR generates the following entry:

| | | | |
|---|---|---|---|
| Payroll Clearing | 00000-0463-101010 | x,xxx.xx | |
| Dependent Health Recovery | 90001-1977-187010 | | x,xxx.xx |
| Employee Defined Contrib. | 90001-1978-187010 | | x,xxx.xx |

To record employee and dependent health care deductions paid to the university through the payroll deduction process.

### Entry #15:  Health and Dependent Care Reimbursable Account Deductions

The salary reduction for health and dependent care reimbursable accounts is made as a reduction to the gross pay by the BHR system.  This generates:

| | | | |
|---|---|---|---|
| Payroll clearing | 00000-0463-101010 | x,xxx.xx | |
| Reimb. acct. - depend. care | 00000-0628-187010 | | x,xxx.xx |
| Reimb. acct. - health | 00000-0629-187010 | | x,xxx.xx |

To record employee payroll deductions for reimbursement dependent care and health spending accounts.

### Entry #16:  Staff Benefit Accrual Charge and Recovery

During payroll processing, the BHR system generates departmental charges for staff benefits and offsetting staff benefit recovery:

| | | | |
|---|---|---|---|
| Staff benefit expense | xxxxx-1970-xxxxxx | x,xxx.xx | |
| Staff benefit recovery | 90003-1972-187010 | | x,xxx.xx |

To record staff benefit accrual charges and recovery through the BHR labor distribution.

### Entry #17:  Leave Accrual Charges and Recoveries

During payroll processing, the BHR system generates leave accrual recoveries and offsetting departmental charge entries which are consolidated in the staff benefit fund and org:

| | | | |
|---|---|---|---|
| Annual leave charge | xxxxx-1811-xxxxxx | x,xxx.xx | |
| Sick leave charge | xxxxx-1831-xxxxxx | x,xxx.xx | |
| Holiday leave charge | xxxxx-1841-xxxxxx | x,xxx.xx | |
| Annual leave recovery | 90100-1812-187020 | | x,xxx.xx |
| Sick leave recovery | 90102-1832-187020 | | x,xxx.xx |
| Holiday leave recovery | 90102-1842-187020 | | x,xxx.xx |

To record annual, sick, and holiday leave accrual charges and recoveries through the BHR labor distribution based on negotiated leave rates for each job group (ECLS) applied to applicable earnings codes.

### Entry #18:  Leave Taken

The BHR system accounts for leave taken as follows:

| | | | |
|---|---|---|---|
| Holiday leave taken | 90102-1845-187020 | x,xxx.xx | |
| Military leave taken | 90102-1855-187020 | x,xxx.xx | |
| Search/Rescue leave | 90102-1860-187020 | x,xxx.xx | |
| Jury duty leave | 90102-1865-187020 | x,xxx.xx | |
| CEA Bus. leave taken | 90106-1885-187030 | x,xxx.xx | |
| Sick leave taken | 90104-1835-187020 | x,xxx.xx | |
| Sick leave (UAFT Bank) | 90106-1875-187030 | x,xxx.xx | |
| Annual leave taken | 90100-1815-187020 | x,xxx.xx | |
| Wages payable | xxxxx-xxxx-xxxxxx | | x,xxx.xx |

To record sick, annual, holiday and other leave usage under regular account codes to separate orgs through the BHR labor distribution based on actual leave taken for the pay period.  Other leave is recorded in the holiday leave orgs. under a separate account code.

**Entry #19:  Staff Benefit Costs**

The BHR system records the benefit costs related to earnings in the staff benefit accounts and accrues the payables to the vendors.

| | | | |
|---|---|---|---|
| Pension expense | 90003-1903-187010 | x,xxx.xx | |
| ORP | 90003-1912-187010 | x,xxx.xx | |
| FICA (OASDI) | 90003-1901-187010 | x,xxx.xx | |
| Medicare | 90003-1902-187010 | x,xxx.xx | |
| Benefits payable | 00000-06XX-xxxxxx | | x,xxx.xx |

To record benefit costs charged to specified accounts through BHR.

**Entry #20:  Payroll Liability Remittance**

SWHR prepares payroll remittance forms to pay the various vendors for all payroll liabilities and benefits such as PERS, TRS, payroll taxes withheld etc.  The data is entered in the accounts payable system to produce checks.

| | | | |
|---|---|---|---|
| Federal taxes withheld | 00000-0631-101010 | x,xxx.xx | |
| Medicare | 00000-0640-101010 | x,xxx.xx | |
| FICA OA | 00000-0646-101010 | x,xxx.xx | |
| AD&D | 00000-0623-101010 | x,xxx.xx | |
| Supplemental Life | 00000-0623-101010 | x,xxx.xx | |
| ORP | 00000-063x-101010 | x,xxx.xx | |
| PERS EE | 00000-0642-101010 | x,xxx.xx | |
| PERS ER | 90003-1915-187010 | x,xxx.xx | |
| TRS EE | 00000-0643-101010 | x,xxx.xx | |
| TRS ER | 90003-1910-187010 | x,xxx.xx | |
| TSA's | 00000-067x-101010 | x,xxx.xx | |
| Garnishments/other | 00000-06xx-101010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record payroll liability payments to vendors.

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**Monthly Entries:**                              **Dr.**        **Cr.**

**Entry #21:  Life and/or Long-term Disability Insurance Payment Made by LWOP Employees Remitted to Vendors**

Payments for life and/or long-term disability (LTD) insurance made by employees on leave without pay (LWOP) are remitted to vendors as follows:

| | | | |
|---|---|---|---|
| Life insurance | 00000-0693-101010 | x,xxx.xx | |
| LTD insurance | 00000-0691-101010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record remittance of payments from employees for life insurance and/or long term disability coverage while on LWOP.

**Entry #22:  Life and LTD Administration Cost Remittance**

University Staff Benefit costs are paid by direct pay and charged to staff benefit account codes:

| | | | |
|---|---|---|---|
| Life insurance | 90003-1925-187010 | x,xxx.xx | |
| LTD insurance | 90003-1935-187010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record Life and LTD benefit expenses.

**Entry #23:  Labor Relations' Monthly Cost Allocation to Staff Benefits**

The staff benefit fund and org funds the Labor Relations activity by recording an assessment transfer by journal voucher.

| | | | |
|---|---|---|---|
| Labor relations provision | 90003-1932-187010 | x,xxx.xx | |
| Intercampus revenue | 89016-9904-101010 | | x,xxx.xx |
| Intercampus revenue | 80132-9904-101010 | | x,xxx.xx |

To record monthly internal provision for the labor relations costs of the actual total costs for the month.  Actual total costs include costs paid on purchase orders encumbered in the previous year but paid in the current year.

### Entry #24:  Health Care Plan Administrative Cost

Administrative costs for the health programs are paid by SWHR through cash pay requests.  The administrative costs are based on head counts and the negotiated contract rates.

| | | | |
|---|---|---|---|
| Health program - admin | 90001-1921-187010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record health care costs.

### Entry #25:  Vision Plan Administration Cost

Administrative costs for the vision program are paid by SWHR through cash pay requests.  The administrative costs are based on head counts and the negotiated contract rates.

| | | | |
|---|---|---|---|
| Health premium | 90001-1926-187010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record vision plan premium costs.

### Entry #26:  Health Claims Liability Transfer

SWHR advises Cash Management to transfer a standard monthly amount of cash from the university's consolidated account to the health checking account.  Cash Management records the transfer.

| | | | |
|---|---|---|---|
| Health acct. | 00000-0080-187010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record transfer of funds to health care cash account for estimated monthly claims liability.

### Entry #27:  Administrative Costs of Health and Dependent Care Reimbursable Accounts

Administrative costs of the dependent care and health care reimbursement programs are paid through the accounts payable system.

| | | | |
|---|---|---|---|
| Employee flexible spend. pl. | 90003-1924-187010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record administrative costs of the reimbursement account spending plans.

### Entry #28:  Health and Dependent Care Reimbursable Account Draws

The claim processor makes draws against the "reimbursement" bank account, which are recorded by SW Cash Management department, documented by a JV prepared by the benefits accountant.

| | | | |
|---|---|---|---|
| Reimb. acct. – health care | 00000-0629-187010 | x,xxx.xx | |
| Reimb. acct. - depend. care | 00000-0628-187010 | x,xxx.xx | |
| Reimb. cash accounts | 00000-0082-187010 | | x,xxx.xx |

To record spending (draws) from the reimbursement dependent care and health spending bank account.

### Entry #29:  Allocation of Draws to Appropriate Health or Dependent Care Reimbursable Account

This entry no longer applicable, as of 5/1/2008 draws are being allocated by SW Cash Management based on a JV from benefits accountant documenting actual invoice/withdrawal information from the vendor.

### Entry #30:  Cash Transfer for Health and Dependent Care Reimbursable Account Deductions

SWHR advises SW Cash Management of the required cash transfer to the bank account for health and dependent care reimbursements at the beginning of each month.

| | | | |
|---|---|---|---|
| Reimb. cash accounts | 00000-0082-187010 | x,xxx.xx | |
| Cash | 00000-0030-101010 | | x,xxx.xx |

To record transfer of cash to the "reimbursement" bank account.

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### Entry #31:  Health Care Recovery from COBRA Vendor

The payments received from COBRA vendor for health care coverage of former employees are deposited and recorded by SW Cash Management.

| | | | |
|---|---|---|---|
| SW Cash Acct. | 00000-0030-101010 | x,xxx.xx | |
| COBRA | 90001-1973-187010 | | x,xxx.xx |

To record receipt of payments from COBRA vendor.

### Entry #32:  Pension/ORP Forfeiture Transfer

The employer contributions for former employees that have not met the 3 year vesting requirement.

| | | | |
|---|---|---|---|
| Pension Forfeiture Bank (0686) | 00000-0084-187010 | x,xxx.xx | |
| Pension Forfeiture Bank (0687) | 00000-0084-187010 | x,xxx.xx | |
| Pension Forfeiture Bank (0688) | 00000-0084-187010 | x,xxx.xx | |
| Pension Forfeiture Bank (0689) | 00000-0084-187010 | x,xxx.xx | |
| Orp Forfeiture Bank (0633) | 00000-0084-187010 | x,xxx.xx | |
| ORP Forfeiture Bank (0634) | 00000-0084-187010 | x,xxx.xx | |
| ORP Forfeiture Bank (0635) | 00000-0084-187010 | x,xxx.xx | |
| ORP Forfeiture Bank (0636) | 00000-0084-187010 | x,xxx.xx | |
| Pension Forfeiture Liability | 00000-0690-187010 | | x,xxx.xx |
| ORP Forfeiture Liability | 00000-0637-187010 | | x,xxx.xx |

To record transfer of forfeiture funds from terminated employees that have not vested.

### Entry #33:  Pension/ORP Forfeiture Return for Rehired Employees

The repayment of forfeited funds for terminated employees that are rehired within 12 months.

| | | | |
|---|---|---|---|
| Pension Forfeiture Liability | 00000-0690-187010 | x,xxx.xx | |
| ORP Forfeiture Liability | 00000-0637-187010 | x,xxx.xx | |
| Pension Forfeiture Bank | 00000-0084-187010 | | x,xxx.xx |

To record return of forfeiture funds to rehired employees that have previously forfeited funds.

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**Quarterly Entries:**                                          **Dr.**        **Cr.**

**Entry #34:  Unemployment Claims Remittance**

Unemployment claims are paid by direct pay and charged to staff benefit account codes:

| | | | |
|---|---|---|---|
| Unemployment | 90003-1940-187010 | x,xxx.xx | |
| SW Cash Acct | 00000-0030-101010 | | x,xxx.xx |

To record quarterly unemployment claims expense.

**Entry #35:  Pension/ORP Recording of Interest Earned from Forfeiture Accounts**

Interest is earned quarterly on forfeiture accounts held by the various pension/ORP vendors.

| | | | |
|---|---|---|---|
| Pension Forfeiture Bank | 00000-0084-187010 | xxx.xx | |
| Pension Interest | 00000-0690-187010 | | xxx.xx |
| ORP Interest | 00000-0637-187010 | | xxx.xx |

To record the receipt of interest on the forfeitures from the vendor reports.

**Semi-Annual Entries:**                                        **Dr.**        **Cr.**

**Entry #36:  Transfer of Forfeited Funds to Offset Pension/ORP Expense**

A journal voucher is prepared by SWHR each March and September to record the refund from the vendor of the Pension and ORP employer amounts by those funds that have been forfeited for at least 12 months.

| | | | |
|---|---|---|---|
| Pension Forfeiture Liability | 00000-0690-187010 | x,xxx.xx | |
| Pension Forfeitures | 90003-1906-187010 | | x,xxx.xx |
| ORP Forfeiture Liability | 00000-0637-187010 | x,xxx.xx | |
| ORP Forfeitures | 90003-1913-187010 | | x,xxx.xx |

To record Pension/ORP forfeiture funds received from vendors.

The actual payment to the vendor for the particular payroll run will be:

| | | | |
|---|---|---|---|
| UA Pension Liability | 00000-(0686-0689)-101010 | x,xxx.xx | |
| ORP Liability | 00000-(0686-0689)-101010 | x,xxx.xx | |
| Cash - Payment | 00000-0030-101010 | | x,xxx.xx |
| Pension Forfeiture Bank | 00000-0084-187010 | | x,xxx.xx |

| **Annual Entries:** | **Dr.** | **Cr.** |
|---|---|---|

**Entry #37: Worker's Compensation Funding and Employee Physicals**

Workers' compensation and employee physicals are funded by an assessment to the staff benefit fund and org.

| | | | |
|---|---|---|---|
| Workers comp provision | 90003-1930-187010 | x,xxx.xx | |
| Intercampus revenue | 80113-9904-101010 | | x,xxx.xx |

To record annual internal provision for workers' comp costs of annual provision.

**Entry #38: UAFT Sick Leave Transfer**

SWHR prepares a journal voucher annually to record the transfer of sick leave from members' accounts to the UAFT leave bank:

| | | | |
|---|---|---|---|
| UAFT leave transfer | 90104-1871-187020 | x,xxx.xx | |
| UAFT leave bank | 90106-1872-187030 | | x,xxx.xx |

To record annual transfer of sick leave from UAFT member accruals to a UAFT leave bank based on the number of hours transferred times the members' rates of pay.

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### Entry #39:  LOCAL 6070 Personal Holiday Leave Transfer

SWHR prepares a journal voucher annually to record the transfer of personal holiday leave from member accounts to the LOCAL 6070 business leave bank:

| | | | |
|---|---|---|---|
| LOCAL 6070 leave transfer out | 90102-1881-187020 | x,xxx.xx | |
| LOCAL 6070 leave transfer in | 90106-1882-187030 | | x,xxx.xx |

To record annual transfer of personal holiday leave from LOCAL 6070 member accruals to an LOCAL 6070 business leave bank based on the number of hours transferred times the members' rates of pay.

### Entry #40:  Health Checking and Investment Activity

The banking/investment activity is recorded by SW Cash Management to adjust to actual balances at year-end.

| | | | |
|---|---|---|---|
| Zero Bal. Health Account | 00000-0080-187010 | x,xxx.xx | |
| Investment Account(s) | 00000-02xx-187010 | | x,xxx.xx |
| Investment Account(s) | 00000-02xx-187010 | x,xxx.xx | |
| Zero Bal. Health Account | 00000-0080-187010 | | x,xxx.xx |

To record transfers to and from health checking account and investment accounts (repurchase account).

### Entry # 41:  Health Care Premium Stabilization Reserve Replenishment

The claims processor requires, as part of the contract, a Premium Stabilization Reserve. Cash is transferred to the processor and recorded by journal voucher after the annual accounting is received from the health care vendor following the close of the plan year on 6/30.

| | | | |
|---|---|---|---|
| Stabilization reserve | 00000-0464-101010 | x,xxx.xx | |
| Cash | 00000-0080-101010 | | x,xxx.xx |

To replenish health care stabilization reserve.

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### Entry #42:  Health and Dependent Care Reimbursable Account Forfeiture Transfer

SWHR advises SW Cash Management of the required cash transfer from the bank account for health and dependent care reimbursements for plan forfeitures.  The cash transfer is recorded by journal voucher.  The bank transfer form is completed and submitted to Cash Management for transfer of funds.

| | | Dr. | Cr. |
|---|---|---|---|
| Cash | 00000-0030-101010 | x,xxx.xx | |
| Reimb. cash accounts | 00000-0082-187010 | | x,xxx.xx |

To record transfer of cash from the "reimbursement" bank account to the consolidated bank account.

### Entry #43:  Unused Health and Dependent Care Reimbursable Account Amounts

SWHR records unused portions of the dependent care and health care programs, which are used to offset costs of program administration.

| | | Dr. | Cr. |
|---|---|---|---|
| Reimb. acct. - depend. care | 00000-0628-187010 | x,xxx.xx | |
| Reimb. acct. - health | 00000-0629-187010 | x,xxx.xx | |
| Employee flexible spend. pl. | 90003-1924-187010 | | x,xxx.xx |

To offset flex plan administrative costs with spending plan forfeitures.

### Fiscal Year End Entries (FYE):                         Dr.         Cr.

Please confirm with Finance that any payments or invoices submitted to Finance by 06/30/20XX will be allocated to the previous fiscal year before creating an accrual or reversal.

### Entry #44:  Payroll Accrual and Reversal for Split Payrun

Labor costs that are earned in the previous fiscal year are paid in the following fiscal year through the PAYCHK bank account.  These costs must be accrued in the fiscal year the payroll was earned.  The PHRPRG report for the payroll and adjustment runs is used as backup for the journal voucher.  A journal voucher is prepared by SWHR each fiscal year end to record the accrual and reversal for the payroll liability for these pay runs.

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Accrual in previous FY:

| FNBA Payroll | 00000-0038-PAYCHK | x,xxx.xx | |
| Accrued Payroll | 00000-0746-187010 | | x,xxx.xx |

To record Accrual of Payroll liability for FYXX.

Reversal in current FY:

| Accrued Payroll | 00000-0746-101010 | x,xxx.xx | |
| FNBA Payroll | 00000-0038-PAYCHK | | x,xxx.xx |

To record reversal of payroll liability for FYXX.

### Entry #45:  Annual Leave Accrual Adjustment

A journal voucher is prepared by SWHR each fiscal year end to adjust the balance sheet annual leave accrual to actual.

| Annual leave accrual adj. | 90100-1816-187020 | x,xxx.xx | |
| Annual leave liability | 00000-0751-101010 | | x,xxx.xx |

To adjust the annual leave liability account balance to the calculated annual leave liability balance per BHR after the last pay period recorded for the fiscal year.

### Entry #46:  Post Employment Costs

Entries are made by SWHR to adjust the liability of post employment accrued costs. Currently this applies to the Medicare, pension, social security (if any) and ORP applicable to the annual leave liability.

| Post employment ben. cost | 90003-1819-187010 | x,xxx.xx | |
| Post employment ben liab. | 00000-0754-187010 | | x,xxx.xx |

To record annual cost of post retirement benefits per GASB.

### Entry #47:  Worker's Compensation IBNR

The accrual for the workers' compensation IBNR is made annually by SWRM.

| | | | |
|---|---|---|---|
| Workers comp accrual | 80113-3978-101010 | x,xxx.xx | |
| W/C IBNR reserve | 00000-0614-101010 | | x,xxx.xx |

To record IBNR reserve to actuarial estimate.

### Entry #48:  Year-end Payables Accrual

Year-end payables are set up in cycle 14 as miscellaneous payables by journal voucher and paid in the following fiscal year by check request with reversing journal voucher entries.  Entries are needed for consulting, controlled substance testing services, and flexible spending administration.

| | | | |
|---|---|---|---|
| Benefit costs - various | 90003-xxxx-187010 | x,xxx.xx | |
| Misc. accounts payable | 00000-0616-101010 | | x,xxx.xx |

To record payables at year-end.

### Entry #49:  Year-end Payables Reversal

Year-end payables are set up in cycle 14 as miscellaneous payables by journal voucher and paid in the following fiscal year by check request with reversing journal voucher entries.  Entries are needed for consulting, controlled substance testing services, and flexible spending administration.

| | | | |
|---|---|---|---|
| Misc. accounts payable | 00000-0616-101010 | x,xxx.xx | |
| Benefit costs - various | 90003-xxxx-187010 | | x,xxx.xx |

To record payables at year-end.

### Entry #50:  Unemployment Expense Accrual

Year-end payable for unemployment is set up in cycle 14 by journal voucher and paid in the following fiscal year by check request with reversing journal voucher entries.

| | | | |
|---|---|---|---|
| Benefit costs - various | 90003-1940-187010 | x,xxx.xx | |
| State unemployment liability | 00000-0657-101010 | | x,xxx.xx |

To record unemployment payable at year end.

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### Entry #51:  Unemployment Expense Reversal

Year-end payable for unemployment is set up in cycle 14 by journal voucher and paid in the following fiscal year by check request with reversing journal voucher entries.

| | | | |
|---|---|---|---|
| State unemployment liability | 00000-0657-101010 | x,xxx.xx | |
| Benefit costs - various | 90003-1940-187010 | | x,xxx.xx |

To record unemployment payable at year end.

### Entry # 52:  COBRA Recovery and Pharmacy Rebates Accrual

Year-end receivable for COBRA recovery is set up in cycle 14 by journal voucher and recovered in the following fiscal year by ACH draw request with reversing journal voucher entries.

| | | | |
|---|---|---|---|
| Misc. accounts receivable | 00000-0264-101010 | x,xxx.xx | |
| COBRA health payment | 90001-1973-187010 | | x,xxx.xx |
| Health claims | 90001-1920-187010 | | x,xxx.xx |

To record receivables at year-end for COBRA recovery and pharmacy rebates.

### Entry # 53:  COBRA Recovery and Pharmacy Rebates Reversal

Year-end receivable for COBRA recovery is set up in cycle 14 by journal voucher and recovered in the following fiscal year by ACH draw request with reversing journal voucher entries.

| | | | |
|---|---|---|---|
| COBRA health payment | 90001-1973-187010 | x,xxx.xx | |
| Health claims | 90001-1920-187010 | x,xxx.xx | |
| Misc. accounts receivable | 00000-0264-101010 | | x,xxx.xx |

To record receivables at year-end for COBRA recovery and pharmacy rebates.

### Entry #54: Health IBNR/ELR

SWHR records annual health IBNR/ELR adjustment.

| | | | |
|---|---|---|---|
| Claims liability adj. | 90001-1923-187010 | x,xxx.xx | |
| Health IBNR/ELR reserve | 00000-0645-187010 | | x,xxx.xx |

To record periodic adjustment to health IBNR/Extended Liability Reserve (ELR).

### Entry # 55: Health Care Claims Accrual for June Amounts Paid in July

SWHR records the liability and expense for the final Blue Cross claims of the year. The liability is paid in the following fiscal year by health acct draw.

| | | | |
|---|---|---|---|
| Health Claims | 90001-1920-187010 | xxx,xxx.xx | |
| Misc. accounts payable | 00000-0616-101010 | | xxx,xxx.xx |

To record final Blue Cross claims draw.

### Entry # 56: Health Care Claims Reversal for June Amounts Paid in July

SWHR records the liability and expense for the final Blue Cross claims of the year. The liability is paid in the following fiscal year by health acct draw.

| | | | |
|---|---|---|---|
| Misc. accounts payable | 00000-0616-101010 | xxx,xxx.xx | |
| Health Claims | 90001-1920-187010 | | xxx,xxx.xx |

To record final Blue Cross claims draw.

### Entry #57: Staff Benefit Recovery for Health Coverage

SWHR prepares journal vouchers to internally segregate the annual net recovery of benefits attributed to the health coverage program on an annual basis. Information for this entry is obtained by applying the ratio of the projected health costs / projected recovery to the actual benefit recovery.

| | | | |
|---|---|---|---|
| Staff benefit recovery | 90003-1972-187010 | x,xxx.xx | |
| Staff benefit recovery | 90001-1972-187010 | | x,xxx.xx |

To segregate estimated health care recovery from general staff benefit recovery.

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### Entry #58:  Health Care Premium Stabilization Reserve, adjustment to actual

No longer applicable as of the change to self funded plan on 7/1/2006.  The claims processor requires, as part of the contract, a stabilization reserve.  The Premium Stabilization Reserve is adjusted to actual by recording interest earned during the year and adjusting Health Claims Reimbursement expense.

| | | | |
|---|---|---|---|
| Health Claims | 90001-1920-187010 | x,xxx.xx | |
| Interest earned | 90001-1921-187010 | xxx.xx | |
| Premium Stabilization Res | 00000-0464-101010 | | x,xxx.xx |

To adjust health care stabilization reserve to actual.

### Entry # 59:  Spouse and Dependent Tuition Waiver Allocated Costs

The office of Cost Analysis prepares a journal voucher annually to allocate the charges for dependent and spouse tuition waivers to the appropriate departments and record the associated staff benefit recovery.

| | | | |
|---|---|---|---|
| Staff Benefit Recovery | 90003-1972-187050 | x,xxx.xx | |
| Dep/Spouse Tuition Waivers | xxxxx-1986-xxxxxx | | x,xxx.xx |
| Adj Dep/Spouse Tuition Waiv. | xxxxx-1987-xxxxxx | | x,xxx.xx |

Distribution of charge for Dependent/Spouse Tuition Waiver allocation for FYxx.

### Entry #60:  PERS/TRS Accrual

Year-end payables for PERS and TRS are set up in cycle 14 by journal voucher and paid in the following fiscal year by check request with reversing journal voucher entries.

| | | | |
|---|---|---|---|
| PERS ER | 90003-1915-187010 | x,xxx.xx | |
| PERS ER payable | 00000-0642-101010 | | x,xxx.xx |
| | | | |
| TRS ER | 90003-1910-187010 | x,xxx.xx | |
| TRS ER payable | 00000-0643-101010 | | x,xxx.xx |

To record payables at year-end.

**Entry #61:  PERS/TRS Reversal**

Year-end payables for PERS and TRS set up in cycle 14 by journal voucher are paid in
the following fiscal year by check request with reversing journal voucher entries.

| | | | |
|---|---|---|---|
| PERS ER payable | 00000-0642-101010 | x,xxx.xx | |
| PERS ER | 90003-1915-187010 | | x,xxx.xx |
| | | | |
| TRS ER payable | 00000-0643-101010 | x,xxx.xx | |
| TRS ER | 90003-1910-187010 | | x,xxx.xx |

To reverse PERS/TRS payables recorded at year-end.

## Appendix A:

Entry #
1  Intermittent: Employee tuition waivers
2  Intermittent: Dependent/spouse tuition waivers
3  Intermittent: Jury duty and workers' compensation sick leave receipts
4  Intermittent: Labor relations' costs of operations
5  Intermittent: Staff benefit invoices and operational costs
6  Intermittent: Workers' compensation activity
7  Intermittent: Health care payments by LWOP participants
8  Intermittent: Life and/or long-term disability insurance payments by LWOP
       employees
9  Intermittent: NSF checks from LWOP participants
10  Intermittent: Redeposit and bank charges from LWOP NSF checks
11  Weekly: Health care claims draw
12  Biweekly: Labor relations' labor cost
13  Biweekly: Tax withholding and deductions
14  Biweekly: Employee and dependent health care deductions
15  Biweekly: Health and dependent care reimbursable account deductions
16  Biweekly: Staff benefit accrual charge and recovery
17  Biweekly: Leave accrual charges and recoveries
18  Biweekly: Leave taken
19  Biweekly: Staff benefit costs
20  Biweekly: Payroll liability remittances
21  Monthly: Life and/or long-term disability insurance payments by LWOP
       employees remitted to vendors
22  Monthly: Life and LTD administration cost remittance
23  Monthly: Labor relations' monthly cost allocation to staff benefits
24  Monthly: Health care plan administrative costs
25  Monthly: Vision plan administration costs
26  Monthly: Health claims liability transfer
27  Monthly: Administrative costs of health and dependent care reimbursable
       accounts
28  Monthly: Health and dependent care reimbursable account draws
29  Monthly: Allocation of draws to appropriate health or dependent care
       reimbursable account
30  Monthly: Cash transfer for health and dependent care reimbursable account
       deductions

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31    Monthly:  Health care recovery from COBRA vendor
32    Monthly:  Pension/ORP forfeiture transfer
33    Monthly:  Pension/ORP forfeiture return for rehired employees
34    Quarterly:  Unemployment claims remittance
35    Quarterly:  Pension/ORP recording of interest earned on forfeiture accounts
36    Semi-Annually:  Transfer of forfeited funds to offset Pension/ORP expense
37    Annually:  Workers' compensation funding and employee physicals
38    Annually:  UAFT sick leave transfer
39    Annually:  LOCAL 6070 personal holiday leave transfer
40    Annually:  Health checking and investment activity
41    Annually:  Health care premium stabilization reserve replenishment
42    Annually:  Health and dependent care reimbursable account forfeitures transfer
43    Annually:  Unused health and dependent care reimbursable account amounts
44    FYE:  Payroll accrual and reversal for split payrun
45    FYE:  Annual leave accrual adjustment
46    FYE:  Post employment costs
47    FYE:  Workers' compensation IBNR
48    FYE:  Year-end payables accrual
49    FYE:  Year-end payables reversal
50    FYE:  Unemployment expense accrual
51    FYE:  Unemployment expense reversal
52    FYE:  COBRA recovery and pharmacy rebate accrual
53    FYE:  COBRA recovery and pharmacy rebate reversal
54    FYE:  Health IBNR/ELR
55    FYE:  Health claims accrual for June amounts paid in July
56    FYE:  Health claims reversal for June amounts paid in July
57    FYE:  Staff benefit recovery for health coverage
58    FYE:  Health care premium stabilization reserve, adjustment to actual
59    FYE:  Spouse and Dependent Tuition Waiver allocated costs
60    FYE:  PERS/TRS accrual
61    FYE:  PERS/TRS reversal