PAYROLL TRANSFER GUIDANCE ON PRE-TAX SAVING ACCOUNTS

Instructions on how to handle payroll transfer with Optum

• Payroll Center A = refers to the previous payroll center the participant is from

• Payroll Center B = refers to the new payroll center the participant is transferring to

Steps to take:

1. Payroll Center A submits term record on the census file and cancellation record on the enrollment file one time only to TASC. Additional term/cancellation records for the same employee on future files from Payroll Center A will prevent the transfer processing from working properly.

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL
MANAGEMENT DOA-15504 (R12/2020)

PERSONNEL TRANSFER RECORD

When an employee transfers to another state payroll system, complete this form on the last day of employment. Send one copy immediately to the Payroll Representative of the other agency.

TO: AGENCY NAME				FROM: AGENCY NAME		
PERSON COMPLETING FORM:	EMAIL:			TELEPHONE NUMBER		DATE (MM/DD/YYYY):

1. EMPLOYEE DATA

NAME:		LAST 4 # OF SSN:	BIRTHDATE:	GENDER: ◯ Male ◯ Female		EMPLOYEE ID:
PRESENT CLASSIFICATION:				CLASS CODE:		SCHEDULE-RANGE:
HOURLY SALARY:	SUPP'L ADD ON:	START DATE CONTINOUS SERVICE:		ADJUSTED DATE:	LAST DAY ON PAYROLL:	

PAYROLL SYSTEM: ☐ STAR (EXEC, LEG, COURTS) ☐ UW SYSTEM ☐ UWHC ☐ WHEDA ☐ WEDC
PAY FREQUENCY: ☐ BI-WEEKLY ☐ MONTHLY

2. Payroll Center A submits a Personnel Transfer Record (PTR) to the new agency that the employee is transferring to.

3. Payroll Center B HR/Payroll/Benefit Staff needs to complete the TASC Payroll Transfer Form and send completed form to StateofWI@tasconline.com and cc: Dana Gehrmann to confirm the enrollment information that Payroll Center A provided to TASC such as coverage type(s), annual election amount(s), and remaining contributions for the participant. All transferring enrollment

elections must be sent to TASC by Payroll Center B on the enrollment file, in addition to adding the employee to the census file.

4. Payroll Center B provides the applicable enrollment form(s) to the employee to review and complete.

> a. HSA Enrollment Form

> b. ERA Enrollment Form (includes FSA, Dependent Day Care Account, and Commuter Elections)

Note: If the employee is eligible to transfer benefits coverage over to the new agency, Payroll Center B should have the employee complete any applicable enrollment forms.

If Payroll Center B does not accept a benefit coverage type (such as commuter fringe benefit from Central to UW Hospitals & Clinics), the applicable benefit(s) will be terminated with Payroll Center A. Payroll Center B can only offer new benefits to the employee if it was not offered to the employee at Payroll Center A.

5. Payroll Center B enters the benefit enrollment and contribution elections into their payroll system once the forms have been received and verified.

6. Census and Enrollment data should be sent on the next weekly files by Payroll Center B. The files will override the previous payroll center which allows the employee to be listed under Payroll Center B.

Note: To ensure this process is managed appropriately, it is important timely census and enrollment information is passed to TASC by both Payroll Center A and Payroll Center B.

In the event there is a discrepancy with the election amount or contribution due to a timing issue, Payroll Center B will make the adjustment to reconcile the election amount for the plan year.