


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 Optum. 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: <input type="radio"/> Male <input type="radio"/> Female
PRESENT CLASSIFICATION:		CLASS CODE:	EMPLOYEE ID:
HOURLY SALARY:	SUPP'L ADD ON:	START DATE CONTINUOUS SERVICE:	ADJUSTED DATE:
PAYROLL SYSTEM: <input type="checkbox"/> STAR (EXEC, LEG, COURTS) <input type="checkbox"/> UW SYSTEM <input type="checkbox"/> UWHC <input type="checkbox"/> WHEDA <input type="checkbox"/> WEDC		SCHEDULE-RANGE:	
PAY FREQUENCY: <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> MONTHLY		LAST DAY ON PAYROLL:	

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 should reach out to OFETFSupport@optum.com and cc: [Dana Gehrman](#) to confirm the enrollment information that Payroll Center A provided to Optum such as coverage type(s), annual election amount(s), and remaining contributions for the participant. Payroll Center B records the remaining contribution amounts on the form as "Annual Employee or Employer Contributions. All transferring enrollment elections must be

sent to Optum 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:** If the total annual election amount under Payroll Center B is less than the amount for Payroll Center A, Optum's system will ignore the total annual election from Payroll Center B if the updated record is processed by Optum within 14 days from the termination occurring under Payroll Center A; thus, allowing continued coverage without overriding the true total annual election amount. To ensure this process is managed appropriately, it is important timely census and enrollment information is passed to Optum 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.