

**PPS Requirements  
Dependent Reporting Changes**

**Service Request 80783**

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**Final**  
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## 1.0 Background

UC Human Resources and Benefits have requested changes to various Payroll/Personnel System (PPS) reports related to dependent enrollment in the employee's medical, dental, vision, and legal plans. When Coverage End Dates for employees and dependents were added to the Employee Data Base (EDB) in Release 1281, some reports were not modified to include dependent coverage end dates in the selection criteria. Other reports were modified to include dependent end dates, but did not first check the employee's coverage end dates.

These requirements specify changes to the selection criteria to ensure that dependents are selected for the Other Child Verification report, Duplicate Insurance Coverage report, and Missing Dependent SSN report only when the employee and dependent are covered for a given plan as of the current month. No changes to the format of the reports are being requested.

4/12/04: Based on campus input, UC HR&B requested that two additional modifications be made: 1) that the Other Child Verification report include only Dependent Relationship Code 'O', and 2) that the Duplicate SSN report be separated into two different reports, so that adult dependents with missing SSN can be reviewed separately

## 2.0 PPS Modifications

### 2.1 Other Child Verification Report – PPP881

Program PPP881 produces two versions of the Other Child Verification Report. PPP8811 is in Employee Name Order, and PPP8812 is in Home Department Order.

This report selects dependent records where the Dependent Relationship to Employee Code (EDB 0635) is 'O' or 'K' or 'P' or 'W' or 'G', and where the dependent is currently enrolled in Medical, Dental, Vision, or Legal. The program considers the dependent currently enrolled if the Dependent Coverage Effective Date (DCED) (EDB 639, 640, 641, 642) for a given plan is not initial values, and there is either no Dependent Coverage End Date (EDB 659, 656, 657, 658) for that plan or the Dependent Coverage End Date is later than the current month.

The selection should be further refined so that the program determines if the Employee has a current enrollment in the corresponding plan before determining if the dependent is currently enrolled, as follows:

- If there is a Coverage End Date (EDB 300, 271, 346, 380) in the current month or prior,
- and either no Future Coverage Effective Date (EDB 681, 684, 687, 690) or the Future Coverage Effective Date is more than one day after the Coverage End Date,

then no dependents should be selected as having current enrollment in that plan.

For example, with the data shown below, the dependent would not be reported on the February 2004 report PPP8811 even though there are no dependent coverage end dates, because the employee's coverage in all plans has ended.

#### Employee

Plan	Coverage	Eff Date	End Date	Future Eff Date/Plan
HN	UC	01/01/00	12/31/03	None
D1	UC	01/01/00	12/31/03	None
VI	UC	01/01/00	12/31/03	None

J1	UAC	01/01/00	12/31/03	None
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**Dependent**

Plan		Dep Eff Date	Dep End Date
Medical		01/01/00	None
Dental		01/01/00	None
Vision		01/01/00	None
Legal		01/01/00	None

In the following example, there are end dates on the employee's coverages, but there is a future enrollment for medical in effect with no break. Each plan must be evaluated separately, so the dependent would be selected for the report, but would only show as enrolled in medical.

**Employee**

Plan	Coverage	Eff Date	End Date	Future Eff Date/Plan
HN	UC	01/01/00	01/31/04	02/01/04 CM
D1	UC	01/01/00	01/31/04	None
VI	UC	01/01/00	01/31/04	None
J1	UAC	01/01/00	01/31/04	None

**Dependent**

Plan		Dep Eff Date	Dep End Date
Medical		01/01/00	
Dental		01/01/00	
Vision		01/01/00	
Legal		01/01/00	

The 'Other Child' report produced by program PPP881 currently displays dependents with the following Dependent Relationship to Employee codes:

- 'G' – grandchild
- 'K' – child/grandchild of domestic partner
- 'O' – other child
- 'P' – stepchild
- 'W' – legal ward

This program should be modified so that the 'Other Child' report only displays dependents with Dependent Relationship to Employee code of 'O', other child.

**2.2 Duplicate Insurance Coverage Reports – PPP882**

Program PPP882 produces two reports: PPP8821, Duplicate Insurance Coverage Report - Employees, and PPP8822, Duplicate Insurance Coverage Report – Dependents.

An employee record is selected for reporting on PPP8821 if there is a current enrollment in the Medical, Dental, Vision, or Legal plans, and if the SSN of that employee record is also the SSN of a dependent with a current enrollment in the same plan.

Dependent data is selected for reporting on PPP8822 if there is a current enrollment in the Medical, Dental, Vision, or Legal plans, and if the SSN of that dependent is also the SSN of a different dependent with current enrollment in the same plan.

The program correctly considers employee-level coverage end dates when determining a current enrollment for an employee. However, the program may report an employee as having duplicate coverage if the employee has the same SSN as a dependent who was previously covered by an employee who has ended coverage.

The program considers the dependent to have a current enrollment if the Dependent Coverage Effective Date (DCED) for a given plan is not initial values, and there is either no Dependent Coverage End Date for that plan or the Coverage End Date is later than the current month.

The selection should be further refined so that it first checks the employee-level Coverage End Date and any Future Coverage Effective Date for the corresponding plan before determining if the dependent is currently enrolled, as follows:

- If the employee has a Coverage End Date that is in the current month or prior,
- and there is no Future Coverage Effective Date, or the Future Coverage Effective Date is more than one day later than the Coverage End Date,

then no dependents should be selected as being enrolled in that plan.

In the following example, Employee A has the same SSN as Employee B's dependent. However, this should not be reported as duplicate coverage because all of Employee B's coverages have end dates in the past, so Employee B's dependent should not be considered to be enrolled on the February 2004 report.

**Employee A - SSN 111222333**

Plan	Coverage	Eff Date	End Date	Future Eff Date/Plan
HN	UC	01/01/00		None
D1	UC	01/01/00		None
VI	UC	01/01/00		None
J2	UC	01/01/04		None

**Employee B**

Plan	Coverage	Eff Date	End Date	Future Eff Date/Plan
HN	UC	01/01/00	01/31/04	None
D1	UC	01/01/00	01/31/04	None
VI	UC	01/01/00	01/31/04	None
J1	UAC	01/01/00	12/31/03	None

**Dependent of Employee B – SSN 111222333**

Plan	Dep Eff Date	Dep End Date
Medical	01/01/00	
Dental	01/01/00	
Vision	01/01/00	
Legal	01/01/00	

**2.3 Missing SSN Report – PPP883**

Program PPP883 produces two versions of the “Dependent Missing Social Security Number Report”, PPP8831 in Employee Name order and PPP8832 in Home Department order.

The program selects dependents for the reports if the Dependent SSN is initial values and there is one or more Dependent Coverage Effective Date that is not an initial date. The program does not currently check for Dependent Coverage End Date or employee-level Coverage End Date to determine if the dependent should be selected for the report.

The program should be modified to only report dependents with a current enrollment in a plan, as follows:

- If there is an employee-level Coverage End Date (EDB 300, 271, 346, 380) in the current or a prior month,
- and either no corresponding Future Coverage Effective Date (EDB 681, 684, 687, 690) or a Future Coverage Effective Date that is more than one day later than the Coverage End Date.

then no dependents should be considered enrolled in that plan.

- If there is a Dependent Coverage End Date (EDB 659, 656, 657, 658) that is prior to the current month

then the dependent should not be considered enrolled in that plan.

In the following example, all three dependents have no SSN recorded. For the 02/2004 report:

- Dependent 01 should not be reported because the employee has ended coverage in dental, vision, and legal;
- Dependent 02 should be reported because there is a Medical DCED and the Medical Dependent Coverage End Date is in the future;
- Dependent 03 should not be reported because he has a Dependent Coverage End Date on Medical.

#### Employee

Plan	Coverage	Eff Date	End Date	Future Eff Date/Plan
HN	UC	01/01/00		None
D1	UC	01/01/00	12/31/03	None
VI	UC	01/01/00	12/31/03	None
J1	UAC	01/01/00	12/31/03	None

#### Dependent 01 – no SSN

Plan	Dep Eff Date	Dep End Date
Medical		
Dental	01/01/00	
Vision	01/01/00	
Legal	01/01/00	

#### Dependent 02 – no SSN

Plan	Dep Eff Date	Dep End Date
Medical	01/01/00	03/31/04
Dental		
Vision		
Legal		

#### Dependent 03 – no SSN

Plan	Dep Eff Date	Dep End Date

Medical		01/01/00	12/31/03
Dental			
Vision			
Legal			

Dependent enrollment is indicated on the PPP8831 and PPP8832 reports by displaying the Dependent Coverage Effective Date (DCED) value. When the dependent is not currently enrolled because of the employee's or dependent's Coverage End Date values, as specified above, the DCED on the report should be displayed as blank, even when there is a value in the DCED on the EDB.

A specification record allows the campus to request this report in either Employee Name order, Home Department order, or both. This program should be modified to produce two separate reports.

The first report should list all adult dependents with a blank Dependent SSN value. This report should include dependents with the following Dependent Relationship to Employee codes:

'S' – spouse

'D' – domestic partner

'A' – adult dependent relative

The second report should list all child dependents with a blank Dependent SSN value. This report should include dependents with the following Dependent Relationship to Employee codes:

'C' – child

'G' – grandchild

'K' – child/grandchild of domestic partner

'O' – other child

'P' – stepchild

'W' – legal ward

The specification record should allow the selection of any one or all of the following reports:

Adult Dependents Missing SSNs by Employee Name

Adult Dependents Missing SSNs by Home Department

Child Dependents Missing SSNs by Employee Name

Child Dependents Missing SSNs by Home Department