**INFORMATIONAL CIRCULAR NO.:** 16-P-005

**DATE:** October 01, 2015

**SUBJECT:** New Deduction Codes for Dependent Child Group Life Payroll Deductions

**EFFECTIVE DATE:** January 1, 2016

**OFCO CONTACT:** Heather DeBusk (785) 296-2434 ([heather.debusk@da.ks.gov](file:///%5C%5Cadmin%5Cdofa%5Cdaar%5CPAYROLL%5CSYSTEMS%5CINFOCIRC%5Cheather.debusk%40da.ks.gov%20))

**APPROVAL:**

**SUMMARY:** New General Deduction Codes for Dependent Child Group Life

The KPERS Board has approved the implementation of Dependent Child Group Life through payroll deduction. In order for employees to be eligible for Dependent Child Group Life, the employee needs to be employed in a KPERS covered position. However, for KPERS KP&F (Kansas Police and Fireman) members only, employees need to be enrolled in Optional Group Life **before** they are eligible for Dependent Child Group Life. Regent employees covered by the Death and Disability plan or the Deferred Compensation employees who are covered by the Death and Disability plan would also be eligible for Dependent Child Group Life. Open enrollment for this new benefit will be conducted in October 2015.

For this type of coverage, Minnesota Life will not be collecting any information on the covered children. Therefore, since no child information will be stored in SHaRP, these deductions will be processed on employee paychecks as general deductions.

Coverage for Dependent Child Group Life will be effective January 1, 2016. The new general deduction codes will be added to SHaRP October 25, 2015. The first deduction will be processed effective for the payroll period beginning January 3, 2016, ending January 16, 2016, paid January 29, 2016.

The new Dependent Child Group Life after-tax deduction codes are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PLAN** **TYPE** | **DEDUCTION CODE** | **DESCRIPTION** | **SHORT DESCRIPTION** | **COVERAGE** | **MONTHLY PREMIUM** |
| 00 | CHLIF1 | Dep Child Group Life 1 | CHGL1 | $10,000 | $1.00 |
| 00 | CHLIF2 | Dep Child Group Life 2 | CHGL2 | $20,000 | $2.00 |

These general deduction codes will be set up on the Deduction Table to only deduct on the second paycheck of the month, similar to the other OGL deduction codes. There will not be an administrative fee associated with these deduction codes.

The Office of the Chief Financial Officer, Payroll Systems Team is responsible for making the necessary updates to the SHaRP payroll system. Regents’ institutions are responsible for ensuring that these changes are reflected in their individual systems.

Questions regarding the system set-up/interfaces for this new payroll deduction can be directed to Earl Brynds (Earl.Brynds@da.ks.gov or 785.296.5376) or to Heather DeBusk (Heather.DeBusk@da.ks.gov or 785.296.2434).

Questions regarding the child group life benefit should be directed to Minnesota Life at:

Email: topekabranchoffice@securian.com

In Topeka: (785) 354-0783

Toll Free: 1-877-215-1476

Or contact the KPERS Info line at 1-888-275-5737 or in Topeka at (785) 296-6166 and they will direct calls for help with Dependent Child OGL questions.

DH:EWB:ckw