

Other Post-Employment Benefits (OPEB)

Version 1.0 | Updated May 8, 2015

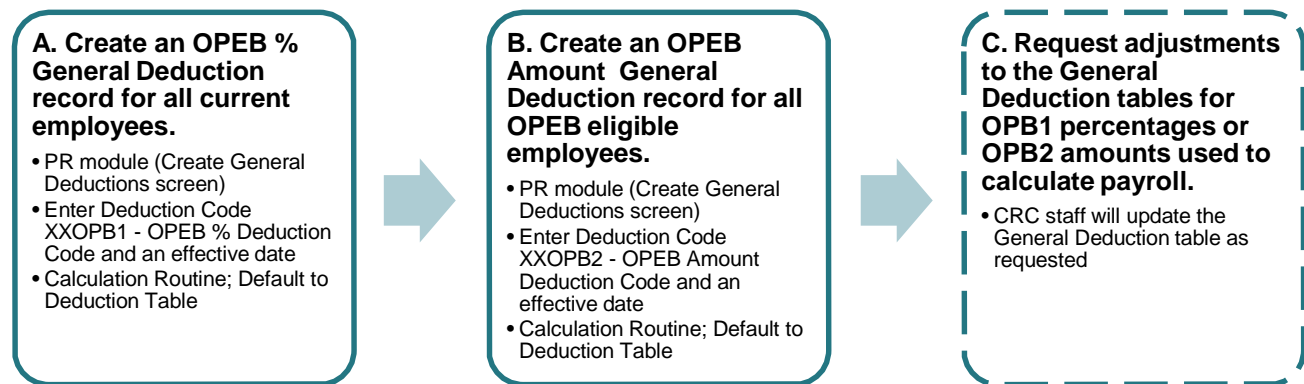
Overview

This document covers the OPEB setup for the allocation of retired employees health benefits cost and active employees past unfunded costs, and the direct-charging of active employees normal cost for retirement health benefits.

OPEB are benefits (other than pensions) that governments provide to their retired employees. These benefits principally involve health care benefits, but also may include life insurance, disability, legal and other services.

PeopleSoft OPEB Process

To set up employees for OPEB, you need to complete Part A for all current employees. Complete Part B for all OPEB eligible employees. If you need adjustments made to the General Deduction table percentages or amounts, contact the CRC.



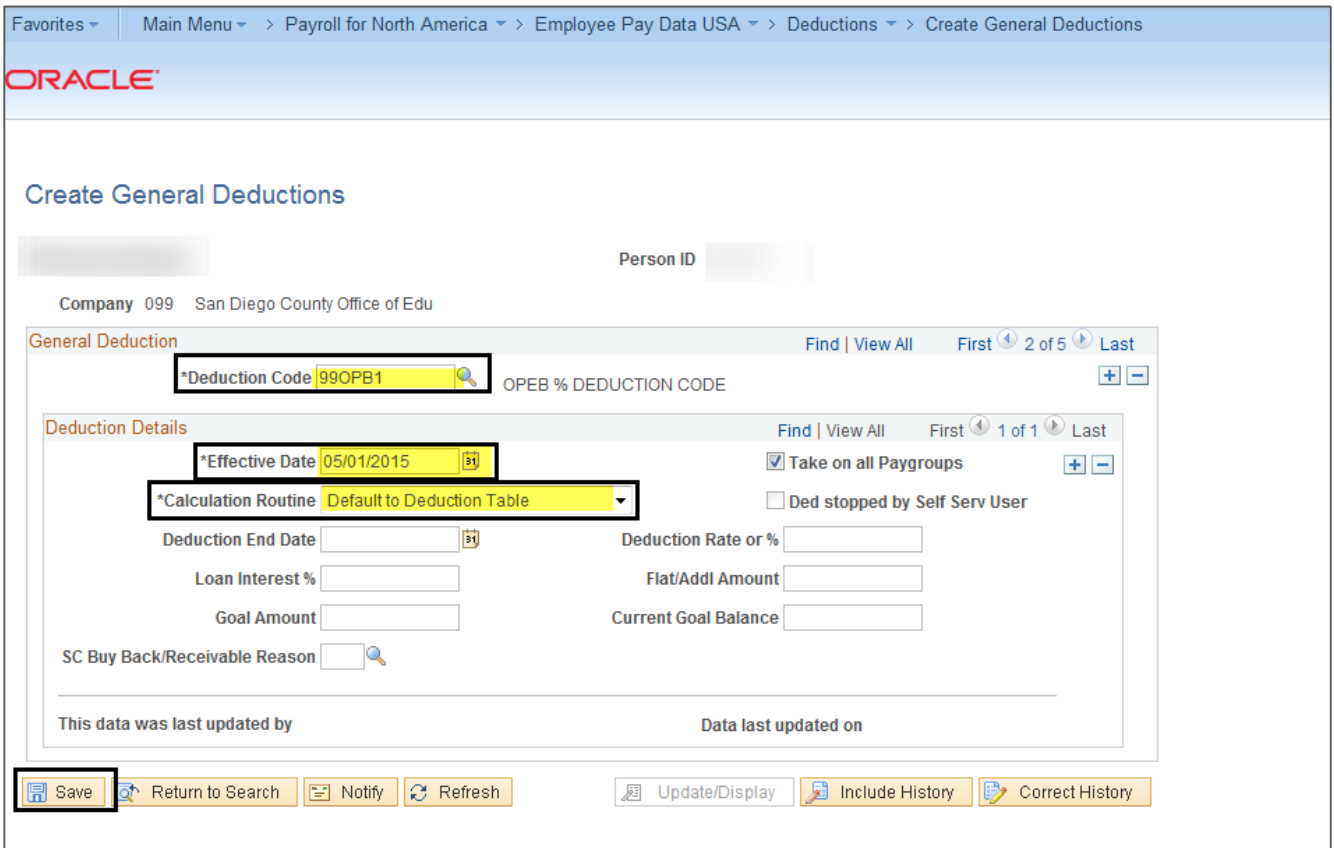
Directions begin on the next page.

A. Allocation for Retired Employees Health Benefits Cost and Active Employees Past Unfunded Costs.

You will need to create an **OPEB % General Deduction** record for **all current active employees**. The system will calculate and expense the OPEB deduction using the percentage of gross pay indicated on the General Deduction Table.

Navigation: Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions.

1. Navigate to **Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions**.
2. Search for and select the appropriate employee.
3. Enter the following on the Create General Deductions page:



- **Deduction Code:** Enter XXOPB1 where X = District #. *Example: 99OPB1.*
- **Effective Date:** Enter the deduction begin date, normally the employee's Date of Hire. *Example: 01/01/2015.*
- **Calculation Routine:** Enter Default to Deduction Table.

NOTE: An **OPEB % General Deduction** record must be established for **all current active employees**.

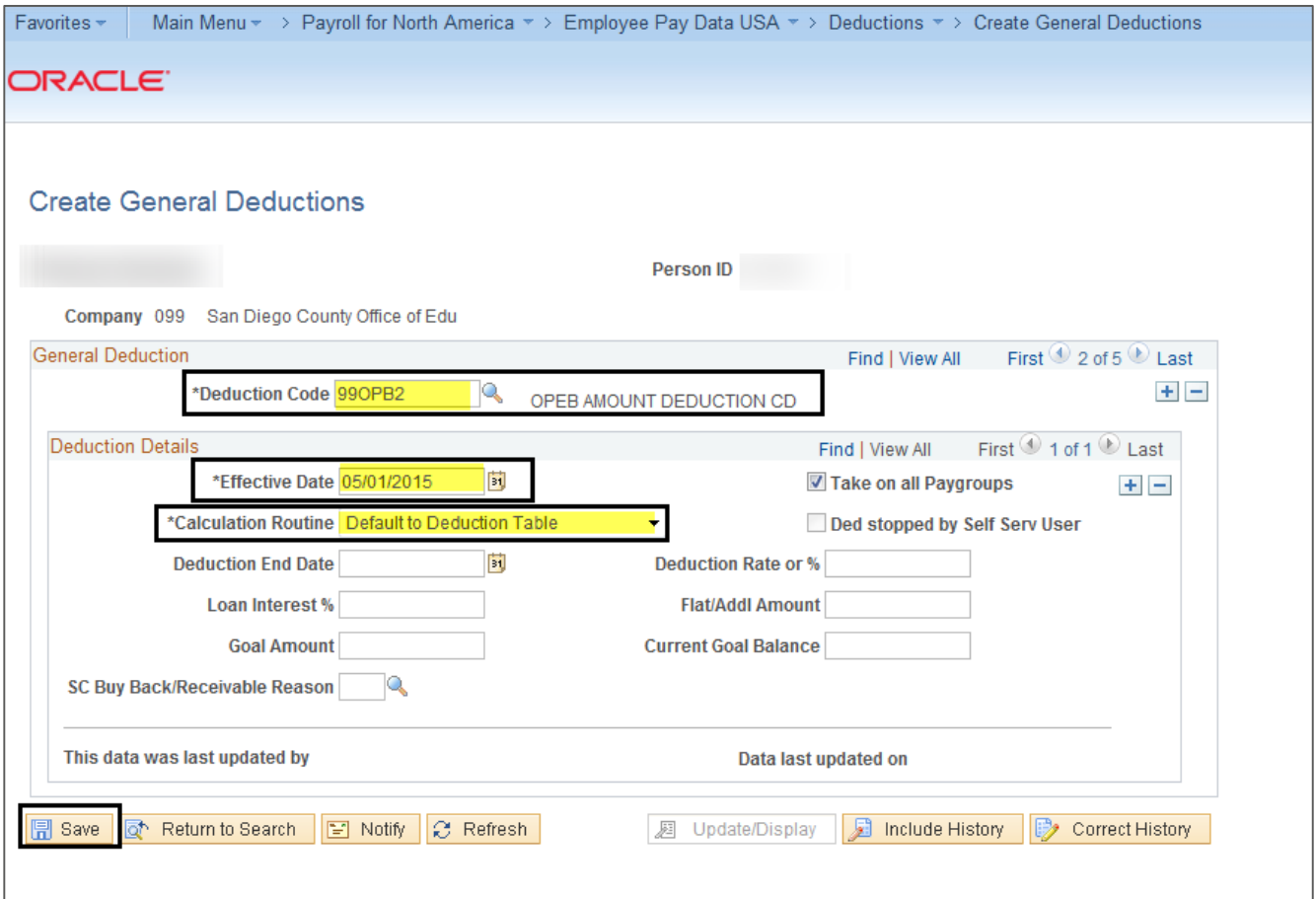
4. Click **Save**.

B. Direct-charging Active Employees Normal Cost for Retirement Health Benefits.

Now you need to create an **OPEB Amount General Deduction** record for **all OPEB eligible employees**. The system will expense the OPEB amount indicated on the General Deduction Table.

Navigation: Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions.

1. Navigate to **Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions**.
2. Search for and select the appropriate employee.
3. Enter the following on the **Create General Deductions** page::



The screenshot shows the Oracle 'Create General Deductions' page. The breadcrumb trail is: Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions. The page title is 'Create General Deductions'. The company is '099 San Diego County Office of Edu'. The 'General Deduction' section has a search bar with '99OPB2' and 'OPEB AMOUNT DEDUCTION CD'. The 'Deduction Details' section has a search bar with '05/01/2015' and 'Default to Deduction Table'. The 'Save' button is highlighted with a red box.

Deduction Code: Enter XXOPB2 where X = District #. *Example: 99OPB2.*

- **Effective Date:** Enter the deduction begin date, normally the employee's Date of Hire. *Example: 01/01/2015.*
- **Calculation Routine:** Enter Default to Deduction Table.

NOTE: An **OPEB Amount General Deduction** record must be established for **all OPEB eligible employees**.

4. Click **Save**.

C. Request adjustments to General Deduction Tables.

You may request that the CRC make adjustments to the OPEB percentage or amount on the General Deduction Tables.

General Deduction Tables: General Deduction Tables contain calculation routines, percentages, and flat dollar amounts used to calculate payroll employee or employer deductions.

Your district will determine the percentage for OPB1 and the amount for OPB2, and request that the CRC update the General Deduction Tables when desired.

NOTE: The General Deduction table, percentages and amounts, should be updated before the first calc of the monthly payroll cycle.