

## Job Data

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### PATFA Temporary - Benefits Eligibility

**Description:** This process guide pertains to Part-time TEMPORARY faculty only. The PATFA collective bargaining contract provides eligible Temporary unit members with certain benefits if they are teaching two (2) or more courses in a semester (regardless of the number of credit hours) and have six (6) or more service units.

**Academic Year Appointments and FAC 5** - Unit members with academic year appointments or FAC 5 status must also maintain a minimum of 2 courses in a semester to remain benefits eligible.

**Teaching at Two Universities**- Unit members may reach or maintain their benefits eligibility by teaching at different universities during the same semester - for example, one course taught at one university and a second taught at another university satisfies the two courses taught per semester criteria.

A service credit should be reported on the PATFA page for each of the Universities where the PATFA employee taught, but only one service unit will be counted per semester when calculating total service units for retirement purposes or health benefit eligibility.

**Fewer than Two Courses in a Semester** - For unit members who teach 2 courses in the spring semester when there is an expectation that they will teach 2 courses in the fall semester, benefit premiums will arrear through the summer. When unit members holding *Academic Year* appointments (as defined in Article II, Section N) fall below the 2 course minimum because assigned courses are cancelled by UMS, benefit premiums will also arrear through that semester (please refer to [ERL #2303, dated January 15, 2008](#) for specifics).

More information can be obtained in [ERL Memo # 2391](#).

Follow the appropriate portion of process for each of these actions:

- A. PATFA ineligible for benefits
- B. PATFA eligible for benefits

## A. PATFA Ineligible for Benefits:

**Navigation:** [Home](#) > [University of Maine System](#) > [HRMS](#) > **Monitor And Change (MAC) Review**

1. Review the MAC report which will show a message for Temporary PATFA members who are *not* teaching the required 2 courses for the current semester.

**Navigation:** [Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > **Job Data**

2. Enter employee ID or name and click on Search to find employee record. If multiple employee records are listed, click on the appropriate record.
3. On **Work Location** page, click on the + plus key to insert a new row.

The screenshot shows the 'Work Location' tab selected in a PeopleSoft interface. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. Below these, the employee's name 'Deborah Edwards' and 'EMP' are displayed, along with 'ID: 0018962' and 'Empl Rcd #: 0'. The 'Work Location' section is expanded, showing 'HR Status: Active' and 'Payroll Status: Active'. The '\*Effective Date:' is set to '09/08/2010' and '\*Sequence:' is '0'. The '\*Job Indicator' is 'Primary Job'. Under 'Action / Reason:', 'Data Change' is selected for the action and 'Benefits Ineligible' for the reason. A 'Current' label is at the bottom right of the section.

<b>Effective Date</b>	Effective date <b>MUST BE</b> the day in which HR is informed of ineligibility status. If 9/1 is entered, benefits will terminate effective 9/1.
<b>Effective Sequence</b>	Change if applicable
<b>Action</b>	Data Change
<b>Reason</b>	CBI –Benefits Ineligible

4. On Benefit Program Participation Page

**Benefit Program Participation**

Deborah Edwards EMP ID: 0018962 Empl Rcd #: 0

Benefit Record Number: 0

**Benefit Status** Find First 1 of 1 Last

Effective Date: 09/08/2010 Effective Sequence: 0  
 Action / Reason: Data Change Benefits Ineligible Current

\*Benefits System: Benefits Administration Benefits Employee Status: Active  
 Annual Benefits Base Rate: 10377.000 USD Annual Rate: 10,377.000  
 Manual Override ABBR  
 ABBR Override Date:

**Benefits Administration Eligibility**

BAS Group ID: 001 UMA Employee Group  
 \*Part-Time Status: None \*Eligible: No Work Calendar: PATFA ACAD  
 PATFA Status: Elig Fld 5: Elig Fld 6:  
 Non-Contributory: Elig Fld 8: Cohort:

**Benefit Program Participation** Find View All First 1 of 1 Last

\*Effective Date: 09/01/1994 \*Benefit Program: TMP Temporary EE Benefit Program Currency Code: USD

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) Benefits Program Participation

<b>Eligible</b>	No
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**Results:** Benefits will continue through the end of the month and then COBRA will be offered.

**Check to see if there are arrears balances:**

**Run query:** UMS\_BEN\_DEDUCTION\_ARREARS and send member a notice indicating:

1. Coverage has been canceled as of xx/xx/xxxx
2. Pay this amount \$\$\$ within 30 days
3. Amount owed will automatically be withheld from future paychecks

If payment is not received directly from member or from paycheck deductions – after the 30 day deadline send a 2<sup>nd</sup> notice indicating:

1. Since we did not receive payment for coverage, your coverage has been cancelled retroactively to the last date on which we received payment for coverage.
2. You will be responsible for any claims Anthem may have paid on your behalf.

## B. PATFA Eligible for Benefits

**Navigation:** [Home](#) > [University of Maine System](#) > [HRMS](#) > **Monitor And Change (MAC) Review**

1. Review the MAC report which will show a message for Temporary PATFA members who are teaching the required 2 courses for the current semester who have earned at least 6 service units.

**Navigation:** [Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > **Job Data**

2. Enter employee ID or name and click on Search to find employee record. If multiple employee records are listed, click on the appropriate record.
3. On **Work Location** page, click on the + plus key to insert a new row.

Deborah Edwards EMP ID: 0018962 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Active

\*Effective Date: 09/01/2010 Sequence: 0 \*Job Indicator: Primary Job

Action / Reason: Data Change Benefit Eligible

Current

<b>Effective Date</b>	Effective date <b>should be the first of the semester in which they become eligible</b>
<b>Effective Sequence</b>	Change if applicable
<b>Action</b>	Data Change
<b>Reason</b>	CBE –Benefits Eligible

4. On Benefit Program Participation Page

**Benefit Program Participation**

Deborah Edwards EMP ID: 0018962 Empl Rcd #: 0

Benefit Record Number:

**Benefit Status** Find First 1 of 1 Last

Effective Date: 09/01/2010 Effective Sequence: 0  
Action / Reason: Data Change Benefits Eligible Current

\*Benefits System: Benefits Administration Benefits Employee Status: Active  
Annual Benefits Base Rate: 10377.000 USD Annual Rate: 10,377.000  
 Manual Override ABBR  
ABBR Override Date:

**Benefits Administration Eligibility**

BAS Group ID: 001 UMA Employee Group

\*Part-Time Status: None \*Eligible: Yes Work Calendar: PATFA ACAD  
PATFA Status: Elig Fld 5: Elig Fld 6: Cohort:  
Non-Contributory: Elig Fld 8:

**Benefit Program Participation** Find View All First 1 of 1 Last

\*Effective Date: 09/01/1994 \*Benefit Program: TMP Temporary EE Benefit Program Currency Code: USD

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) Benefits Program Participation

<b>Eligible</b>	Yes
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**Results:**

- Hire (HIR) benefit event will be created and member should be notified of eligibility.

## **QUICK STEPS PATFA BENEFITS ELIGIBILITY**

### **PATFA Ineligible for Benefits:**

1. Review MAC report for message indicating ineligible for benefits
2. Update Job data accordingly
  - a. Action/Reason: Data Change/ Benefits Ineligible
  - b. Effective Date - First day HR informed of ineligibility status.
  - c. Eligible field = No.
3. Send employee notification(s)

### **PATFA Eligible for Benefits:**

1. Review MAC report for message indicating eligible for benefits
2. Update Job data accordingly
  - a. Action/Reason: Data Change/ Benefits Eligible
  - b. Effective Date - First day eligible (first day of semester).
  - c. Eligible field = Yes