**CAPPS PHC/PHC Offset Overrides for OPTOUT**

* **Summary:**

*CAPPS is configured to take 1% of total base salary for the Payroll Health Contribution benefit. However, if an employee’s monthly compensation rate is greater than $6000.00 ($3000.00 part-time), then the OPTOUT benefit plans PHCSTO (PHC offset to STO) and PHC (Payroll Health Contribution) will need to be adjusted to ensure that the maximum of $60.00 ($30.00 part-time) is enforced. Below is an example of an adjustment that would need to be in place for EACH PAYROLL where the specified conditions exist.*

* **Navigation:**

 *Main Menu>Payroll for North America>Payroll Processing USA>Update Paysheets>By Payline*

* **Screen Shot:**

 

* **Steps required:**
* **User will make One Time Deduction Adjustments directly on the Payline**
1. *Benefit Plan = PHCSTO*
	* *Check is calculated to determine the negative amount needed to bring down the PHC Offset amount*
	* *Plan Type = PHC Offset to STO*
	* *Benefit Plan = PHCSTO*
	* *Deduction Code = PHCSTO*
	* *One-Time Code = Additional.*
	* *Flat/Addl Amount = Amount necessary to adjust the negative PHCSTO to $60.00 ($30.00 part-time); $8.30 in this example.*
	* *This adjusts the negative amount calculated ($68.30 in this example), down to $60.00 ($30.00 if part-time).*
2. Benefit Plan = PHC
	* The PHC amount will always be $60.00 for full-time employees ($30.00 part-time)
	* *Plan Type = PHC*
	* *Benefit Plan = PHC*
	* *Deduction Code = PHC*
	* *One-Time Code = Override*
	* *Flat/Addl Amount = $60.00 (full-time), $30.00 (part-time)*
	* This will override the employee’s 1% of base salary to $60.00/$30.00

**NOTES**