

**PAYROLL  
INSURANCE  
REFUNDS  
FOR  
SALARY  
OVERPAYMENT  
FLEX ONLY**

These refund instructions cover:

- Single coverage - No longer works for State of AL
- Single + Dependent coverage - No longer works for State of AL
- Dependent/Family coverage - Drops Dependent/Family Coverage
- Wellness Premium &
- Tobacco Usage Premium

[\(See appropriate section\)](#)

# INSURANCE REFUND CODES

## BALANCE SHEET ACCOUNT CODES:

1001 CAS Cash

1005 AFNS Cash

\*(During 13<sup>th</sup> accounting period for Prior Period Adjustments:  
Use BS 2901, instead of 1005, for regular JV's only)

7941 Employee share non-flex

7947 Employer Insurance Refund

9051 Employee share flex

9903 Employee & employer share FICA &  
Medicare

## OBJECT/SUB-OBJECT CODE:

0200 01 Employer share of FICA and Medicare

## REVENUE SOURCE CODE:

0684 Prior Period Adjustment

0745 Health Insurance Premiums

Change effective 7-22-09 per SEIB:  
**Employer Refunds ONLY**

**Current Year Refunds with Single Fund**

Netted against current year billings on the monthly supplemental health insurance invoice:

***If debit balance:*** agency will pay SEIB the amount of the debit balance with the invoice number listed on the original supplemental invoice and Sandy George will enter the Invoice to post to the IFSH table in CAS.

***If credit balance:*** agency will enter an invoice (IN transaction) into AFNS in order for SEIB to pay. A blank invoice form will be in the envelope with the original supplemental invoice, agency will need to fill out invoice form and send it to SEIB - Sandy George.

**Current Year Refunds with Multiple Funds**

**Scenario 1:** This would be a supplemental invoice with a credit balance that the agency would enter in as an IN transaction (Interfund invoice) for SEIB to pay. The invoice would be coded to Balance Sheet 7947 for a single fund. After the invoice is paid, the agency will do a JV to move the amounts from the BS code 7947 to the appropriate funds and object and sub-object 0200-03. ***\*Remember for Journal Vouchers, for each change in funds there should be an offsetting cash line entry.***

**Scenario 2:** If SEIB owes an agency for one employee that posts to one fund and the agency owes SEIB for another employee that posts to a different fund, SEIB will net the difference and no funds will be exchanged with SEIB. However, to correct the expenditures in agency's accounting system and CAS, a JV will need to be entered reducing the expenditure in one fund and increasing the expenditure in the other fund. There will need to be an offsetting cash line entry for each change in funds. The JV will need to print and integrate up to CAS.

**Prior Year Refunds**

Agency will need to enter an IN transaction (Interfund invoice) in AFNS coded to Revenue Source Code 0684 (prior period adjustment). Agency will then need to email Sandy George to notify her of the invoice number to pay at [sgeorge@alseib.org](mailto:sgeorge@alseib.org), or call at (334) 263-8374 or fax (334) 263-8720.

Please contact Sandy George (334) 263-8374 with any questions or concerns.

\*\*\*See the following pages for refund instructions for FLEX ONLY.\*\*\*

**EXAMPLE: INDIVIDUAL EMPLOYEE CONTRIBUTION - - FLEX**

STATE OF ALABAMA  
 DEPARTMENT OF FINANCE  
 State Comptroller  
 Montgomery, AL 36130

J1 000 INSXXXXXXXX

Batch

Date XX XX XX

Accounting Period XX XX Budget FY XX

JOURNAL VOUCHER

AC	TP	Fund	Agcy	Org	Appr	Acti- vity	Obj/ Rev	Sub O/R	BS Acct	Description	V/ P	Vendor/ Provider	Debit Amount	Credit Amount
31	0457	310					0745						15.00	
01	0457	310							1001					15.00
01	XXXX	XXX							1001				12.70	
02	XXXX	XXX							9051					13.85
22	XXXX	XXX			XXX	XXXX	0200	01					1.15	
01	0900	000							1001				2.30	
02	0900	000							9903					2.30

Explanation: Insurance refunds from SEIB.

New...Effective 10-1-09 Individual Employee Contribution: 15.00

**INDIVIDUAL EMPLOYEE CONTRIBUTION - FLEX**

Refund due for *Individual Employee Contribution* to individual that is no longer employed with the State of AL.

**Steps taken to refund insurance premium to the employee:**

Agency fills out a ‘STATE EMPLOYEES’ INSURANCE BOARD’ (SEIB) refund form (IB10) and sends it to SEIB who does an audit. The following is a link to the refund form on the SEIB website: <http://www.alseib.org/PDF/SEHIP/SEHIPRefundRequest.pdf>.

SEIB sends form to the GHRIS office and after their audit the GHRIS’s staff enters only **one** JV in CAS that includes entries for each of the following agency codes:

- SEIB’s Records (Agency 310)
- Agency’s Records (Agency XXX)
- GHRIS’s Records (Payroll Agency 000)

GHRIS staff sends a copy of the CAS JV to the Agency. A portion of this JV **must** be entered in AFNS as an OT JV to increase BS 1005 (AFNS Code). Do **not** enter information on the OT JV for agency codes 310 or 000.

Balance Sheet Codes used on the Journal Voucher

- BS 1001** - CAS’s Cash
- BS 9051** - FLEX Plan Refund Payable (the amount that will be paid to the employee)

The following information explains every line of the example JV entered by GHRIS, debit/credits, account coding, amounts, and OT JVs and/or JVs that must be entered in AFNS. GHRIS uses the agency’s payroll default account coding; therefore it is the agency’s responsibility to verify the coding is correct for the employee (see agency’s instructions on **page 7**).

**(Lines 1 & 2)** Agency does **NOT** enter the information below in AFNS.

<i>Reduces SEIB’s Revenue Source Code</i>										
<i>Decreases SEIB’s cash</i>										
AC					ACTI-	OBJ/	SUB	BS	DEBIT	CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT	AMOUNT
=====										
31	0457	310				0745			15.00	
01	0457	310						1001		15.00

On the same CAS JV

**(Line 3)**

*Increases Agency's cash in **CAS ONLY***  
*Include this entry on the OT JV*

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
01	XXXX	XXX						1001	12.70		

15.00  
 - 1.15 Employee's Share of FICA and Medicare  
 - 1.15 Employer's Share of FICA and Medicare  
 12.70

**(Line 4)**

*Increases Agency's BS in **CAS ONLY** (Amount due the employee)*  
*Include this entry on the OT JV*

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCU	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
02	XXXX	XXX						9051			13.85

15.00  
 - 1.15 Employee's share of FICA and Medicare  
 13.85

**(Line 5)**

*Increases Agency's Expenditure in **CAS ONLY** (Employer's Share)*  
*Include this entry on the OT JV*

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
22	XXXX	XXX		XXX	XXXX	0200	01		1.15		

Continuing the same CAS JV

(Lines 6 & 7) Agency does **NOT** enter the information below in AFNS.

*Increases the Payroll Fund's Cash  
Increases BS 9903 = Retains the employer and employee share of  
FICA and Medicare until the cash is transferred to the Federal  
Government.*

AC	FUND	AGCY	ACTI-	OBJ/	SUB	BS			
TP		ORG	APPR	VITY	REV	O/R	ACCT	DEBIT	CREDIT
01	0900	000					1001	2.30	
02	0900	000					9903		2.30

**Steps agency must take to complete the process:**

**STEP ONE**

**PART A:** Agency **MUST** enter an OT JV for the above entries (lines 3 – 5 only). The OTJV updates AFNS so the department's accounting system will be in sync with CAS.

**NOTE:** AFNS BS code for cash is 1005.  
Use AFNS Fund Number and the AFNS Agency Code  
Key in the 'description field': **SINGLE - Employee Name**

The OTJV must be entered whether the GHRS default coding is correct or not. If the GHRS default coding is incorrect, the agency must enter the OTJV in AFNS with the incorrect coding & proceed to **PART B**.

**PART B:** THIS STEP IS DONE ONLY IF THE GHRS DEFAULT CODING IS INCORRECT. Default account coding that is not correct; Agency **must** enter a JV.

1. Decrease incorrect coding with a credit.
2. Increase correct coding with a debit.
3. Key in the 'description field': **SINGLE - Employee Name**

**STEP TWO**

Agency creates a PV payable to the employee in the amount of \$13.85. The following coding will be used on the PV:

AFNS Agency's Fund  
AFNS Agency's Agency Code  
BS Code 9051 (reduces the BS to zero)  
Key in the 'description field' the following: **SINGLE COVERAGE**

**EXAMPLE: DEPENDENT COVERAGE + INDIVIDUAL EMPLOYEE CONTRIBUTION**  
**- - FLEX**

STATE OF ALABAMA  
 DEPARTMENT OF FINANCE  
 State Comptroller  
 Montgomery, AL 36130

J1 000 INSXXXXXXXX

Batch

Date XX XX XX

Accounting Period XX XX Budget FY XX

JOURNAL VOUCHER

=====														
AC	TP	Fund	Agcy	Org	Appr	Acti- vity	Obj/ Rev	Sub O/R	BS Acct	Description	V/ P	Vendor/ Provider	Debit Amount	Credit Amount
-----														
31	0457	310					0745						205.00	
01	0457	310							1001					205.00
01	XXXX	XXX							1001				173.64	
02	XXXX	XXX							9051					189.32
22	XXXX	XXX		XXX	XXXX	0200	01						15.68	
01	0900	000							1001				31.36	
02	0900	000							9903					31.36
=====														

Explanation: Insurance refunds from SEIB.

Dependent (Family) Coverage + Employee Contribution: \$190.00 + 15.00 = 205.00

**DEPENDENT COVERAGE + INDIVIDUAL EMPLOYEE CONTRIBUTION -FLEX**

Refund if individual is no longer employed with the State of AL and both premiums were deducted from the employee's salary.

**Steps taken to refund insurance premium to the employee:**

Agency fills out a 'STATE EMPLOYEES' INSURANCE BOARD' (SEIB) refund form (IB10) and sends it to SEIB who does an audit. The following is a link to the refund form on the SEIB website: <http://www.alseib.org/PDF/SEHIP/SEHIPRefundRequest.pdf>.

SEIB sends form to the GHRs office and after their audit the GHRs's staff enters only **one** JV in CAS that includes entries for each of the following agency codes:

- SEIB's Records (Agency 310)
- Agency's Records (Agency XXX)
- GHRs's Records (Payroll Agency 000)

GHRs staff sends a copy of the CAS JV to the Agency. A portion of this JV **must** be entered in AFNS as an OT JV to increase BS 1005 (AFNS Code). Do **not** enter information on the OT JV for agency codes 310 or 000.

Balance Sheet Codes used on the Journal Voucher

- BS 1001** - CAS's Cash
- BS 9051** - FLEX Plan Refund Payable (the amount that will be paid to the employee)

The following information explains every line of the example JV entered by GHRs, debit/credits, account coding, amounts, and OT JVs and/or JVs that must be entered in AFNS. GHRs uses the agency's payroll default account coding; therefore it is the agency's responsibility to verify the coding is correct for the employee (see agency's instructions on **page 11**).

**(Lines 1 & 2) Agency does NOT enter the information below in AFNS.**

*Reduces SEIB's Revenue Source Code*  
*Decreases SEIB's cash*

AC	TP	FUND	AGCY	ORG	APPR	ACTI- VITY	OBJ/ REV	SUB O/R	BS ACCT	DEBIT AMOUNT	CREDIT AMOUNT
31	0457	310					0745			205.00	
01	0457	310						1001			205.00

On the same CAS JV

**(Line 3)**

*Increases Agency's cash in **CAS ONLY***  
*Include this entry on the OT JV*

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
01	XXXX	XXX						1001	173.64		

205.00  
~~- 15.68~~ Employee's Share of FICA and Medicare  
~~- 15.68~~ Employer's Share of FICA and Medicare  
 173.64

**(Line 4)**

*Increases Agency's BS in **CAS ONLY** (Amount due the employee)*  
*Include this entry on the OT JV*

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCU	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
02	XXXX	XXX						9051			189.32

205.00  
~~- 15.68~~ Employee's share of FICA and Medicare  
 189.32

**(Line 5)**

*Increases Agency's Expenditure in **CAS ONLY** (Employer's Share)*  
*Include this entry on the OT JV*

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
22	XXXX	XXX		XXX	XXXX	0200	01		15.68		

Continuing the same CAS JV

(Lines 6 & 7) Agency does **NOT** enter the information below in AFNS.

*Increases the Payroll Fund's Cash  
Increases BS 9903 = Retains the employer and employee share of  
FICA and Medicare until the cash is transferred to the Federal  
Government.*

AC	FUND	AGCY	ACTI-	OBJ/	SUB	BS			
TP		ORG	APPR	VITY	REV	O/R	ACCT	DEBIT	CREDIT
01	0900	000					1001	31.36	
02	0900	000					9903		31.36

**Steps agency must take to complete the process:**

**STEP ONE**

**PART A:** Agency **MUST** enter an OT JV for the above entries (lines 3 – 5 only). The OTJV updates AFNS so the department's accounting system will be in sync with CAS.

**NOTE:** AFNS BS code for cash is 1005.  
Use AFNS Fund Number and the AFNS Agency Code  
Key in the 'description field': **DEPENDENT - Employee Name**

The OTJV must be entered whether the GHRS default coding is correct or not. If the GHRS default coding is incorrect, the agency must enter the OTJV in AFNS with the incorrect coding & proceed to **PART B**.

**PART B:** THIS STEP IS DONE ONLY IF THE GHRS DEFAULT CODING IS INCORRECT. Default account coding that is not correct; Agency **must** enter a JV.

1. Decrease incorrect coding with a credit.
2. Increase correct coding with a debit.
3. Key in the 'description field': **DEPENDENT - Employee Name**

**STEP TWO**

Agency creates a PV payable to the employee in the amount of \$189.32. The following coding will be used on the PV:

AFNS Agency's Fund  
AFNS Agency's Agency Code  
BS Code 9051 (reduces the BS to zero)  
Key in the 'description field' the following: **DEPENDENT COVERAGE**

**EXAMPLE: DEPENDENT COVERAGE DROPPED - - FLEX**

STATE OF ALABAMA  
 DEPARTMENT OF FINANCE  
 State Comptroller  
 Montgomery, AL 36130

J1 000 INSXXXXXXXX

Batch

Date XX XX XX

Accounting Period XX XX Budget FY XX

JOURNAL VOUCHER

AC	TP	Fund	Agcy	Org	Appr	Acti- vity	Obj/ Rev	Sub O/R	BS Acct	Description	V/ P	Vendor/ Provider	Debit Amount	Credit Amount
31	0457	310					0745						190.00	
01	0457	310							1001					190.00
01	XXXX	XXX							1001				160.92	
02	XXXX	XXX							9051					175.46
22	XXXX	XXX		XXX	XXXX		0200	01					14.54	
01	0900	000							1001				29.08	
02	0900	000							9903					29.08

Explanation: Insurance refunds from SEIB.

Dependent (Family) Coverage only dropped...being reimbursed for dependent coverage only: \$190.00

**DEPENDENT/FAMILY COVERAGE RATE CHANGES:**

10-1-09 thru 9-30-10 \$190.00 Employee Receives Refund of \$175.46  
 10-1-06 thru 9-30-09 \$180.00 Employee Receives Refund of \$166.23

## DEPENDENT COVERAGE DROPPED - FLEX

Refund for dependent/family premium when it was deducted from the employee's salary.

### Steps taken to refund insurance premium to the employee:

Agency fills out a 'STATE EMPLOYEES' INSURANCE BOARD' (SEIB) refund form (IB10) and sends it to SEIB who does an audit. The following is a link to the refund form on the SEIB website: <http://www.alseib.org/PDF/SEHIP/SEHIPRefundRequest.pdf>.

SEIB sends form to the GHRs office and after their audit the GHRs's staff enters only **one** JV in CAS that includes entries for each of the following agency codes:

- SEIB's Records (Agency 310)
- Agency's Records (Agency XXX)
- GHRs's Records (Payroll Agency 000)

GHRs staff sends a copy of the CAS JV to the Agency. A portion of this JV **must** be entered in AFNS as an OT JV to increase BS 1005 (AFNS Code). Do **not** enter information on the OT JV for agency codes 310 or 000.

Balance Sheet Codes used on the Journal Voucher

- BS 1001** - CAS's Cash
- BS 9051** - FLEX Plan Refund Payable (the amount that will be paid to the employee)

The following information explains every line of the example JV entered by GHRs, debit/credits, account coding, amounts, and OT JVs and/or JVs that must be entered in AFNS. GHRs uses the agency's payroll default account coding; therefore it is the agency's responsibility to verify the coding is correct for the employee (see agency's instructions on [page 15](#)).

**(Lines 1 & 2)** Agency does **NOT** enter the information below in AFNS.

<i>Reduces SEIB's Revenue Source Code</i>										
<i>Decreases SEIB's cash</i>										
AC					ACTI-	OBJ/	SUB	BS	DEBIT	CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT	AMOUNT
=====										
31	0457	310				0745			190.00	
01	0457	310						1001		190.00

On the same CAS JV

**(Line 3)**

*Increases Agency's cash in **CAS ONLY***  
*Include this entry on the OT JV*

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
01	XXXX	XXX						1001	160.92		

190.00  
~~- 14.54~~ Employee's Share of FICA and Medicare  
~~- 14.54~~ Employer's Share of FICA and Medicare  
160.92

**(Line 4)**

*Increases Agency's BS in **CAS ONLY** (Amount due the employee)*  
*Include this entry on the OT JV*

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCU	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
02	XXXX	XXX						9051			175.46

190.00  
~~- 14.54~~ Employee's share of FICA and Medicare  
175.46

**(Line 5)**

*Increases Agency's Expenditure in **CAS ONLY** (Employer's Share)*  
*Include this entry on the OT JV*

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
22	XXXX	XXX		XXX	XXXX	0200	01		14.54		

Continuing the same CAS JV

(Lines 6 & 7) Agency does **NOT** enter the information below in AFNS.

*Increases the Payroll Fund's Cash  
Increases BS 9903 = Retains the employer and employee share of  
FICA and Medicare until the cash is transferred to the Federal  
Government.*

AC	FUND	AGCY	ACTI-	OBJ/	SUB	BS			
TP		ORG	APPR	VITY	REV	O/R	ACCT	DEBIT	CREDIT
01	0900	000					1001	29.08	
02	0900	000					9903		29.08

**Steps agency must take to complete the process:**

**STEP ONE**

**PART A:** Agency **MUST** enter an OT JV for the above entries (lines 3 – 5 only). The OTJV updates AFNS so the department's accounting system will be in sync with CAS.

**NOTE:** AFNS BS code for cash is 1005.  
Use AFNS Fund Number and the AFNS Agency Code  
Key in the 'description field': **DEPENDENT - Employee Name**

The OTJV must be entered whether the GHRS default coding is correct or not. If the GHRS default coding is incorrect, the agency must enter the OTJV in AFNS with the incorrect coding & proceed to **PART B**.

**PART B:** THIS STEP IS DONE ONLY IF THE GHRS DEFAULT CODING IS INCORRECT. Default account coding that is not correct; Agency **must** enter a JV.

1. Decrease incorrect coding with a credit.
2. Increase correct coding with a debit.
3. Key in the 'description field': **DEPENDENT - Employee Name**

**STEP TWO**

Agency creates a PV payable to the employee in the amount of \$175.46. The following coding will be used on the PV:

AFNS Agency's Fund  
AFNS Agency's Agency Code  
BS Code 9051 (reduces the BS to zero)  
Key in the 'description field' the following: **DEPENDENT COVERAGE**

# EXAMPLE: TOBACCO USAGE PREMIUM - FLEX

STATE OF ALABAMA  
 DEPARTMENT OF FINANCE  
 State Comptroller  
 Montgomery, AL 36130

J1 000 INSXXXXXXXX

Batch

Date XX XX XX

Accounting Period XX XX Budget FY XX

## JOURNAL VOUCHER

AC	TP	Fund	Agcy	Org	Appr	Acti- vity	Obj/ Rev	Sub O/R	BS Acct	Description	V/ P	Vendor/ Provider	Debit Amount	Credit Amount
31	0457	310					0745						30.00	
01	0457	310							1001					30.00
01	XXXX	XXX							1001				25.40	
02	XXXX	XXX							9051					27.70
22	XXXX	XXX			XXX	XXXX	0200	01					2.30	
01	0900	000							1001				4.60	
02	0900	000							9903					4.60

Explanation: Insurance refunds from SEIB.

### TOBACCO USAGE PREMIUM RATE CHANGES:

- 10-1-09 thru 9-30-10 \$30.00 Employee Receives Refund of \$27.70
- 10-1-08 thru 9-30-09 \$25.00 Employee Receives Refund of \$23.09
- 10-1-07 thru 9-30-08 \$24.00 Employee Receives Refund of \$22.16
- 10-1-06 thru 9-30-07 \$22.00 Employee Receives Refund of \$20.32
- 10-1-05 thru 9-30-06 \$20.00 Employee Receives Refund of \$18.47

# TOBACCO USAGE PREMIUM - FLEX

Under this program, employees and retirees can obtain a discount off their monthly premium by certifying that they (and their spouse if covered as a dependent) have not used tobacco products within the last 12 months. Employees will be required to certify their non-tobacco use status each year in order to qualify for the premium discount.

**Steps taken to refund insurance premium to the agency:**

Agency fills out a ‘STATE EMPLOYEES’ INSURANCE BOARD’ (SEIB) refund form (IB10) and sends it to SEIB who does an audit. The following is a link to the refund form on the SEIB website: <http://www.alseib.org/PDF/SEHIP/SEHIPRefundRequest.pdf>.

SEIB sends form to the GHRs office and after their audit the GHRs’s staff enters only **one** JV in CAS that includes entries for each of the following agency codes:

- SEIB’s Records (Agency 310)
- Agency’s Records (Agency XXX)
- Statewide Payroll System (Agency 000)

GHRs staff sends a copy of the CAS JV to the Agency. A portion of this JV **must** be entered in AFNS as an OT JV to increase BS 1005 and 9051(AFNS Code). Do **not** enter information on the OT JV for agency codes 310 or 000.

Balance Sheet Codes used on the Journal Voucher

- BS 1001** – CAS’s Cash
- BS 9051** – Flex Plan Refund Payable = 27.70

The following information explains every line of the example JV entered by GHRs, debit/credits, account coding, amounts, and OT JVs and/or JVs that must be entered in AFNS. GHRs uses the agency’s payroll default account coding; therefore it is the agency’s responsibility to verify the coding is correct for the employee (see agency’s instructions on **page 18**).

**(Lines 1 & 2) Agency does NOT enter the information below in AFNS.**

<i>Reduces SEIB’s Revenue Source Code</i>										
<i>Decreases SEIB’s cash</i>										
AC					ACTI-	OBJ/	SUB	BS	DEBIT	CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT	AMOUNT
=====										
31	0457	310				0745			30.00	
01	0457	310						1001		30.00

(Lines 3, 4 & 5)

*Increases Agency's BS in CAS ONLY*  
**Include this entry on the OT JV**

AC				ACTI-	OBJ/	SUB	BS		DEBIT	CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT	AMOUNT
01	XXXX	XXX						1001	25.40	
02	XXXX	XXX						9051		27.70
22	XXXX	XXX		XXX	XXXX	0200	01		2.30	

**Steps agency must take to bring AFNS in agreement with CAS:**

**STEP ONE**

**PART A:** Agency **MUST** enter an OT JV for the above entries (lines 3 – 5 only). The OTJV updates AFNS so the department's accounting system will be in sync with CAS.

**NOTE:** AFNS BS code for cash is 1005.  
Use AFNS Fund Number and the AFNS Agency Code  
Key in the 'description field' the following: **TOBACCO - Employee Name**

The OTJV must be entered whether the GHRs default coding is correct or not. If the GHRs default coding is incorrect, the agency must enter the OTJV in AFNS with the incorrect coding & proceed to **PART B**.

**PART B:** THIS STEP IS DONE ONLY IF THE GHRs DEFAULT CODING IS INCORRECT. Default account coding that is not correct; Agency **must** enter a JV.

- 1. Decrease incorrect coding with a credit.
- 2. Increase correct coding with a debit.
- 3. Key in the 'description field' the following: **TOBACCO - Employee Name**

**STEP TWO**

After receiving the copy of the GHRs's JV & entering the above OTJV, agency then creates a PV payable to the employee in the amount of \$27.70. The following coding will be used on the PV:

AFNS Agency's Fund  
AFNS Agency's Agency Code  
BS Code 9051 (reduces the BS to zero)  
Key in the 'description field' the following: **TOBACCO COVERAGE**

# EXAMPLE: WELLNESS PREMIUM - FLEX

STATE OF ALABAMA  
 DEPARTMENT OF FINANCE  
 State Comptroller  
 Montgomery, AL 36130

J1 000 INSXXXXXXXX

Batch

Date XX XX XX

Accounting Period XX XX Budget FY XX

## JOURNAL VOUCHER

AC	TP	Fund	Agcy	Org	Appr	Acti- vity	Obj/ Rev	Sub O/R	BS Acct	Description	V/ P	Vendor/ Provider	Debit Amount	Credit Amount
31	0457	310					0745						25.00	
01	0457	310							1001					25.00
01	XXXX	XXX							1001				21.18	
02	XXXX	XXX							9051					23.09
22	XXXX	XXX			XXX	XXXX	0200	01					1.91	
01	0900	000							1001				3.82	
02	0900	000							9903					3.82

Explanation: Insurance refunds from SEIB.

New...Effective January 1, 2010

# WELLNESS PREMIUM - FLEX

**Effective January 1, 2010**, all active employees will be eligible for a \$25 per month wellness premium discount off the single coverage provided the employee has submitted baseline readings for the following health risk factors: Blood pressure, Cholesterol, Glucose, and Body mass index.

## Steps taken to refund insurance premium to the agency:

Agency fills out a ‘STATE EMPLOYEES’ INSURANCE BOARD’ (SEIB) refund form (IB10) and sends it to SEIB who does an audit. The following is a link to the refund form on the SEIB website: <http://www.alseib.org/PDF/SEHIP/SEHIPRefundRequest.pdf>.

SEIB sends form to the GHRIS office and after their audit the GHRIS’s staff enters only **one** JV in CAS that includes entries for each of the following agency codes:

- SEIB’s Records (Agency 310)
- Agency’s Records (Agency XXX)
- Statewide Payroll System (Agency 000)

GHRIS staff sends a copy of the CAS JV to the Agency. A portion of this JV **must** be entered in AFNS as an OT JV to increase BS 1005 and 9051(AFNS Code). Do **not** enter information on the OT JV for agency codes 310 or 000.

Balance Sheet Codes used on the Journal Voucher

- BS 1001** – CAS’s Cash
- BS 9051** – Flex Plan Refund Payable = 23.09

The following information explains every line of the example JV entered by GHRIS, debit/credits, account coding, amounts, and OT JVs and/or JVs that must be entered in AFNS. GHRIS uses the agency’s payroll default account coding; therefore it is the agency’s responsibility to verify the coding is correct for the employee (see agency’s instructions on **page 21**).

**(Lines 1 & 2) Agency does NOT enter the information below in AFNS.**

<i>Reduces SEIB’s Revenue Source Code</i>										
<i>Decreases SEIB’s cash</i>										
AC					ACTI-	OBJ/	SUB	BS	DEBIT	CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT	AMOUNT
=====										
31	0457	310				0745			25.00	
01	0457	310						1001		25.00

(Lines 3, 4 & 5)

*Increases Agency's BS in CAS ONLY*  
**Include this entry on the OT JV**

AC				ACTI-	OBJ/	SUB	BS		DEBIT		CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT		AMOUNT
01	XXXX	XXX						1001	21.18		
02	XXXX	XXX						9051			23.09
22	XXXX	XXX		XXX	XXXX	0200	01		1.91		

**Steps agency must take to bring AFNS in agreement with CAS:**

**STEP ONE**

**PART A:** Agency **MUST** enter an OT JV for the above entries (lines 3 – 5 only). The OTJV updates AFNS so the department's accounting system will be in sync with CAS.

**NOTE:** AFNS BS code for cash is 1005.  
Use AFNS Fund Number and the AFNS Agency Code  
Key in the 'description field' the following: **WELLNESS - Employee Name**

The OTJV must be entered whether the GHRs default coding is correct or not. If the GHRs default coding is incorrect, the agency must enter the OTJV in AFNS with the incorrect coding & proceed to **PART B**.

**PART B:** THIS STEP IS DONE ONLY IF THE GHRs DEFAULT CODING IS INCORRECT.

Default account coding that is not correct; Agency **must** enter a JV.

1. Decrease incorrect coding with a credit.
2. Increase correct coding with a debit.
3. Key in the 'description field' the following: **WELLNESS - Employee Name**

**STEP TWO**

After receiving the copy of the GHRs's JV & entering the above OTJV, agency then creates a PV payable to the employee in the amount of \$23.09. The following coding will be used on the PV:

AFNS Agency's Fund  
AFNS Agency's Agency Code  
BS Code 9051 (reduces the BS to zero)  
Key in the 'description field' the following: **WELLNESS PREMIUM**