

NONINDUSTRIAL DISABILITY INSURANCE - NDI

Module 3 – NDI PAR Transactions

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(Sidebar menu items: Home, NDI Reference (NDI) - Training Program, NDI Reference (NDI) - Personal Leave Program, NDI Reference (NDI) - Personal Leave Program/Furlough Toolkit)

Take Away Resources and Links

PRINTABLE RESOURCES

- NDI References
- NDI Claim Initiation
- NDI PAR Transactions – most common transaction series

LINKS

- Personnel Letter #20-012
Re: July 1, 2020 Personal Leave Program/Furlough 2020 Implementation
- California Department of Human Resources (CalHR) HR Manual
Section 1711 – Furlough Program
Section 2113 – Personal Leave Program (PLP)
- SCO 2020 Personal Leave Program (PLP)/Furlough Toolkit

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- Module 3 Take Away Resources
- PAM Section 2
- PAM Section 5



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NDI PAR TRANSACTIONS

To determine which PAR transactions to process when putting an employee on or off NDI, refer to **PAM Section 5.29 – 5.32.1**. The following PAR transactions are commonly used in processing Nonindustrial Disability Insurance.

PAR	TITLE	USE	PAM SECTION
A03	Civil Service Eligibility Mandatory	Return employee to pay status from NDI	3-42
715	Service Pay Period	Qualify/Disqualify pay period	3-136
SPC	Special Change	Employee eligible for NDI but still on payroll or report an end to NDI benefits	3-152
S49	Leave of Absence, NDI Leave	Put employee on Leave of Absence for NDI	3-230
S50	Leave of Absence, Regular	Put employee on a regular leave of absence	3-232
S54	Leave of Absence Temporary 30 days or less	Put employee on a temporary leave of absence immediately following NDI	3-240
S57	Temporarily Off Payroll Pending Investigation of injury or illness	Put employee off pay status while NDI claim is pending	3-246

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PAR	TITLE	USE	PAM SECTION
A03	Civil Service Eligibility Mandatory	Return employee to pay status from NDI	3-42

- > Appointment Transaction
- > Returns employee to pay status from NDI

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PAR	TITLE	USE	PAM SECTION
715	Service Pay Period	Qualify/Disqualify pay period	3-136

- > Miscellaneous Change Transaction
- > Qualify/Disqualify pay period

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PAR	TITLE	USE	PAM SECTION
SPC	Special Change	Employee eligible for NDI but still on payroll or report an end to NDI benefits	3-152

- > Miscellaneous Change Transaction (Special Change) – not a Separation Transaction
- > Employee on Annual Leave – 100% Supplementation
- > Employee is on pay status - master warrant issues automatically
- > SCO Payroll Letter #97-009

Update Employment History using SPC Transaction with 957-22 completed (employee is eligible for NDI benefit but not on NDI Leave (S49 Transaction))

Submit a form 674D Industrial/Non-industrial Disability Pay/Adjustment Request for each pay period requesting "Transfer of Funds" from regular pay to NDI pay (PPM Section E 113)

Update CLAS for the amount of Leave usage needed to achieve 100% Supplementation

When NDI benefits end, update Employment History by using SPC Transaction with 957-23 completed (employee's NDI benefits terminate)

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PAR	TITLE	USE	PAM SECTION
S49	Leave of Absence, NDI Leave	Put employee on Leave of Absence for NDI	3-230

- > Separation Transaction
- > Employee is off pay status
- > Master warrant does not issue
- > Employee is vacation/sick
- > Employee is on Annual Leave receiving NDI benefit only (50% of gross salary) – or – 75% Supplementation

S49

- Separation Transaction
- Off Pay Status
- Vacation/Sick – maximum \$135/week
- Annual Leave – 50% gross benefit only or 75% supplementation

SPC

- Miscellaneous Change Transaction
- On Pay Status – Master Warrant Issues
- Annual Leave – 100% supplementation

PAR	TITLE	USE	PAM SECTION
S50	Leave of Absence, Regular	Put employee on a regular leave of absence	3-232

- > Separation Transaction – Regular leave of absence
- > Employee off pay status
- > May follow NDI
- > Example: NDI leave ends and employee is unable to return to work
- > Approved formal leave request

PAR	TITLE	USE	PAM SECTION
S54	Leave of Absence Temporary 30 days or less	Put employee on a temporary leave of absence immediately following NDI	3-240


- Separation Transaction – Temporary leave of absence up to 30 days
- Employee off pay status
- Use only to place employee on temporary leave effective immediately after an S49 transaction

PAR	TITLE	USE	PAM SECTION
S57	Temporarily Off Payroll Pending Investigation of Injury or Illness	Put employee off pay status while NDI claim is pending	3-246

- Separation Transaction
- Employee off pay status
 1. Temporarily off payroll pending investigation of injury or illness
Employee off pay status pending NDI approval from EDD
Must be voided (S57V) when EDD approval/denial received
 2. Involuntary leave pending disability retirement

NDI – FCL

- See CalHR Manual for instructions. Section -



1411 - Non-Industrial Disability Insurance (NDI)

NDI PAR Transactions on PLP/VPLP

See Personnel Letter #20-012 or Personnel Letter #03-021 for instructions

1	350 Delete earnings ID from employment history. Per Personnel Letter #20-012 or #03-021	S49 On NDI Off Pay Status	A03 Return to work Add PLP/VPLP EID On Pay Status	
2	350 Delete earnings ID from employment history. Per Personnel Letter #20-012 or #03-021	S49 On NDI Off Pay Status	A03 – 957-22 Return to work part-time Add PLP/VPLP EID Still receiving NDI On Pay Status*	SPC – 957-23 Return to work full-time Return to Pay Status
3	SPC – 957-22 Reduced work schedule while receiving NDI or <u>100% Supplementation</u> On Pay Status		SPC – 957-23 Return to work full-time No longer receiving NDI On Pay Status	

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NDI PAR Transactions on PLP/VPLP

See Personnel Letter #20-012 or Personnel Letter #03-021 for instructions

1	350 Delete earnings ID from employment history. Per Personnel Letter #20-012 or #03-021	S49 On NDI Off Pay Status	674D Return to work Add PLP/VPLP EID On Pay Status	
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3	SPC – 957-22 Reduced work schedule while receiving NDI or <u>100% Supplementation</u> On Pay Status		SPC – 957-23 Return to work full-time No longer receiving NDI On Pay Status	

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➢ Off Pay Status – warrant does not issue automatically

➢ Not 100% supplementation

NDI PAR Transactions on PLP/VPLP

See Personnel Letter #20-012 or Personnel Letter #03-021 for instructions

2	350 Delete earnings ID from employment history. Per Personnel Letter #20-012 or #03-021	S49 On NDI Off Pay Status	A03 – 957-22 Return to work part-time Add PLP/VPLP EID Still receiving NDI On Pay Status*	SPC – 957-23 Return to work full-time Return to Pay Status
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➢ Full warrant issues automatically when employee is back on pay status (A03)

➢ * On or prior to cut-off, a STD 603 (Absence w/o Leave) OR a 715 Service Pay Period transaction **MUST BE** processed to ensure correct regular pay issues

➢ Alternative: Series 1

NDI PAR Transactions on PLP/VPLP

See Personnel Letter #20-012 or Personnel Letter #03-021 for instructions

<p>3 SPC – 957-22</p> <p>Reduced work schedule while receiving NDI or 100% Supplementation</p> <p>On Pay Status</p>		<p>SPC – 957-23</p> <p>Return to work full-time</p> <p>No longer receiving NDI</p> <p>On Pay Status</p>
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2 **On Pay Status – full warrant issues automatically**

** Can go directly from an SPC to an S49 if employee no longer has enough leave credits to maintain the level of supplementation chosen.

<p>3 SPC – 957-22</p> <p>Reduced work schedule while receiving NDI or 100% Supplementation</p> <p>On Pay Status</p>		<p>SPC – 957-23</p> <p>Return to work full-time</p> <p>No longer receiving NDI</p> <p>On Pay Status</p>
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Knowledge Check

References: NDI References – Module 1
PAM Section 3
Personnel Letter #20-012

1. Match the NDI characteristics with the transaction

<p>S49</p> <p>SPC</p>	<p>Separation Transaction</p> <p>Miscellaneous Change Transaction</p> <p>On Pay Status</p> <p>Off Pay Status</p> <p>Vacation/Sick – maximum \$135/week</p> <p>Annual Leave – 100% supplementation</p> <p>Annual Leave – NDI benefit only (50% gross) or 75% supplementation</p>
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2. Your employee has a non-work related injury. You have completed all forms and you are waiting for approval/denial from EDD. What PAR transaction would you use to temporarily take the employee off pay status?

3. Is disability pay subject to the PLP or Furlough reduction?

4. If the employee is working while on NDI, is the pay for time worked by the employee while on disability leave subject to the PLP reduction?

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PAM Section 5 – Special Instructions

Documentation procedures for NDI

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PAM DOCUMENTATION

Section 5.9 – Pending Investigation of Injury/Illness (see v.040)

The following documentation procedures may be used to temporarily take an employee off the payroll pending approval of a WCTD/DL or NDI injury or illness when an employee has an injury or illness not yet been fully investigated.

Condition	Process Transaction	Additional Information
WCTD/DL or NDI approval is pending	557	Refer to R/C Chart

Condition	Process Transaction	Additional Information
WCTD approval pending for CCC employee covered by Federally Funded WCTD and pay period is nonqualifying	715	Refer to R/C Chart Item 715 – Leave Blank Item 715 – Enter “ND” pp.

Employee on 557 or CCC Employee Pending Federally Funded WCTD and Determination is Made
 * All time covered by the 557 must now be covered in some other manner.

Condition	Process Transaction	Additional Information
WCTD/DL approved	Package: 557V and 549	See Section 9, appropriate R/C Chart and if necessary, Section 6.
NDI approved	Package: 557V and 549	
WCTD/DL or NDI denied	Package: 557V and appropriate Leave of Absence or Separation Transaction.	

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PAM DOCUMENTATION

Section 5.9 – Pending Investigation of Injury/Illness (see v.040)

The following documentation procedures may be used to temporarily take an employee off the payroll pending approval of a WCTD/DL or NDI injury or illness when an employee has an injury or illness not yet been fully investigated.


Condition	Process Transaction	Additional Information
NDI approved	Package: 557V and 549	See Section 9, appropriate R/C Chart and if necessary, Section 6.

Condition	Process Transaction	Additional Information
WCTD approval pending for CCC employee covered by Federally Funded WCTD and pay period is nonqualifying	715	Refer to R/C Chart Item 715 – Leave Blank Item 715 – Enter “ND” pp.

Employee on 557 or CCC Employee Pending Federally Funded WCTD and Determination is Made
 * All time covered by the 557 must now be covered in some other manner.

Condition	Process Transaction	Additional Information
WCTD/DL approved	Package: 557V and 549	See Section 9, appropriate R/C Chart and if necessary, Section 6.
NDI approved	Package: 557V and 549	
WCTD/DL or NDI denied	Package: 557V and appropriate Leave of Absence or Separation Transaction.	

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Thanks and have a great day!

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