**Oregon Statewide Payroll Services: PEBB Benefits Arrears Invoice**

Arrears Invoice Worksheet Tab

**Required Information**: These are the only cells in this worksheet that allow for data entry.

* Requestor Name
* AGY Number
* BT#
* BT Amount

There is also a cell for AGY notes. Not required.

* Please provide the BT Number and Amount for each employee listed on the invoice.
* Please use the provided SFMA Description when entering the BT in SFMA
	+ This will allow for easier data verification in SFMA.
	+ Use of other description formats **will** delay processing.
* Please submit a copy of the completed workbook via Workday case management
	+ Case Type: Workday | Central Payroll Support
	+ Case Title: Arrears Invoice AGY (name, initials, or number) Mon (first 3 letters of current month) ex. Arrears Invoice DAS Nov

Is the BT balanced with the Arrears due? See Balance Column

* + Negative Balance: Funds will be returned to employee via Pay Input
	+ Positive Balance: Will remain in Arrears account and invoiced monthly until paid in full.

Arrears Composite Detail Tab

This information is a copy of the current Arrears Composite report for your agency.

This information is locked and cannot be altered.

* For the November 2023 billing of Arrears
	+ Selected employees are listed as pending. These employees accounts are still being assessed at the time of invoicing.
	+ DUE DATE. Monday November 20, 2023 by 3:00 pm.
		- Sooner is better. If the workbook is completed, you can submit to Workday.
		- Invoice workbooks received after the due date may not be accepted for processing during this pay period and will delay December invoicing for your agency.