

Benefits Administration

Is Your Friend!

Highlights

- Automated Eligibility and Event Verification
- Loads Enrollments/Terminations in Base Benefits
- Default Benefit Enrollments
- Process groups of events at one time
- Open Enrollment
- Helps maintain Job Data integrity

Lowlights

- Manual Events
- Temporary Employees - Multiple Jobs

Manual Events

- Designed to enable an as needed change to benefit elections such as savings plans
 - PRN: As Needed Enrollment
 - PRT: As Needed Termination

Manual Events

- Change Manual Event Date Rules?
 - Coverage Begin/End:
 - On the Event Date
 - Deduction Begin/End:
 - Pay Period Containing the Event Date

Manual Event Date Rules

■ PRN

– Med, Life, FSA, LTD

- Coverage Begin: First of the month after the event date.
- Deduction Begin: Pay period preceding coverage begin date.

– Savings, Leave Plans, Retirement

- Coverage Begin: On the event date
- Deduction Begin: Pay period containing the event date.

■ PRT

– Med, Life, FSA, LTD

- Coverage End: End of the month containing the event date
- Deduction End: End of the pay period containing the event date

– Savings, Leave Plans, Retirement

- Coverage End: On the event date
- Deduction End: Pay period containing the event date

Temporary Employees - Multiple Jobs

- Hourly Earnings Code?
 - Ineligible for benefits
 - Default Earnings for hourly pay group
 - Enter as Regular hours on HE Time Entry
 - Appears on pay check as Hourly Earnings

Highlight In Progress!!



Temporary Employees - Multiple Jobs

Highlight in Progress


- Ben Rcd Numbers
 - Each Temporary Empl Rcd – will have matching Ben Rcd
 - Create a one-time process to:
 - Change the Ben Rcd numbers to match the Empl Rcd for Temporary employees only
 - Update Primary Job Flags Maintenance
 - Delete Multiple Job Trigger Explosion events





Temporary Employees - Multiple Jobs

Highlight in Progress

- Primary Job Flags Maintenance
 - One Primary Job Flag for each Ben Rcd

Effective Date: 02/15/2005  [Insert New Effdt](#)

Primary Job Flags Maintenance							Find View All	First	1-6 of 6	Last
Job Data	Employee Rcd Nbr	*Effective Date	Benefit Record Number	Primary Job	Include Eligibility	Include Deductions				
Detail	0	08/21/1997	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Detail	1	08/21/1997	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Detail	3	08/21/1997	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Detail	4	08/16/2004	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Detail	2	08/21/1997	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Detail	5	02/15/2005	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

 Save  Return to Search

Temporary Employees - Multiple Jobs

Highlight in Progress

- Finalize/Apply Defaults on HA2 Events
 - Develop a process to Finalize/Apply defaults for the Temporary employees.
 - Researching the possibility of a modification that would default the Ben Rcd number to match the Empl Rcd during Add Concurrent Job

Immediate Process Changes

- Temporary Employees
 - Add Concurrent Job
 - Match the Ben Rcd number to the Empl Rcd
 - Terminate
 - Change the Ben Rcd number to match the Empl Rcd – if not used by an active Empl Rcd. Verify the Primary Job Flags.

Very Important

- Regular Employees
 - If more than one Regular position – need to share a Ben Rcd number!

New Process

- Remove Voided/Disconnected Events
 - Home > Compensate Employees > Administer Automated Benefits > Process > HE Purge Void/Disc BA Events

TIPS – TRICKS – TRAPS

Tips – Tricks - Traps

Activity Date: Source: Empl Rcd#: 0
 Pending Activities: 7 Action:

Event ID: 0 Event Date: Status: Class:
 Event Status:

Run Date: Frequency: Deduction Annual
 Entered 0 of 0
 Errors 0 Finalize/Apply Defaults
 Run Date:

Process Indicator: Normal Processing

- Remove events from BAS Activity in On Demand Event Maintenance.

BAS Activity First 1-7 of 7 Last

Sel	ACTY	Empl Rcd#	Action Source	Event Date	Event Effseq	BAS Action	COBRA Action		
<input type="checkbox"/>		1	JobChg	01/01/2006	0	DTA		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		1	JobChg	12/01/2005	0	HIR		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		1	JobChg	07/01/2005	0	TER	TER	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		1	JobChg	05/16/2005	1	DTA		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		1	JobChg	01/01/2005	1	HIR		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		1	JobChg	01/01/2005	0	TER	TER	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		1	JobChg	12/17/2004	0	DTA		<input type="button" value="+"/>	<input type="button" value="-"/>

Tips – Tricks - Traps

■ Term Events

- To stop benefit deductions but allow retirement contribution – change the Deduction Subset to RET on the One-Time Deduction tab on the Pay Sheet.
- Process Term Event after the last pay period worked has been processed.

Tips – Tricks - Traps

- Employee changes to a new position and is eligible for a different retirement plan.
 - Wait to process the Misc Ben Admin event - the employee will remain in the current retirement plan.
 - Process the event after the employee decides to change or remain in the same retirement plan.

Tips – Tricks - Traps

- Adding a Data Change row after an employee has been terminated, will change the Benefits Status to Active.

Work Location First ◀ 1 of 4 ▶ Last

Employee Status: Terminated Date Created: 04/05/2006 + -

*Effective Date: 04/05/2006 Effective Sequence: 0 *Job Indicator: Secondary Job ▼

Action / Reason: Data Change ▼ RED 🔍 Resignation

Current

Benefit Status First ◀ 1 of 4 ▶ Last

Effective Date: 04/05/2006 Effective Sequence: 0

Action / Reason: Data Change Resignation

*Benefits System: Benefits Administration ▼ Benefits Employee Status: Active

Annual Benefits Base Rate: USD

Tips – Tricks - Traps

- One PRN and one PRT event can be created with the same date.
- If two PRNs or PRTs are created with the same date – one will remain trapped in BAS Activity.
- If one doesn't work – create another one? – No! This is a trap.

Tips – Tricks - Traps

- More Tips – Tricks or Traps?

Ben Admin

Questions?