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

Table:

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<th>Job Data</th>
<th>Employee Rcd Nbr</th>
<th>*Effective Date</th>
<th>Benefit Record Number</th>
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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!
Remove Voided/Disconnected Events

- Home > Compensate Employees > Administer Automated Benefits > Process > HE Purge Void/Disc BA Events
Tips - Tricks - Traps

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