# PeopleSoft.

EnterpriseOne Xe Human Resources - Benefits PeopleBook

## J.D. Edwards World Source Company 7601 Technology Way Denver, CO 80237

Portions of this document were reproduced from material prepared by J.D. Edwards.

Copyright ©J.D. Edwards World Source Company, 2000

All Rights Reserved

SKU XeEAHX

J.D. Edwards is a registered trademark of J.D. Edwards & Company. The names of all other products and services of J.D. Edwards used herein are trademarks or registered trademarks of J.D. Edwards World Source Company.

All other product names used are trademarks or registered trademarks of their respective owners.

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards World Source Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company and/or its subsidiaries. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards World Source Company uses automatic software disabling routines to monitor the license agreement. For more details about these routines, please refer to the technical product documentation.

## **Table of Contents**

## **Overviews**

|          | Industry Overview Industry Environment and Concepts for Benefits Benefits Administration Idea to Action: The Competitive Advantage Benefits Administration Overview System Integration | 1-3<br>1-5<br>1-7<br>1-11 |
|----------|--|---------------------------|
|          | Features   | 1-12<br>1-13              |
| Benefits | Administration   |                           |
|          | Benefits Administration  |                           |
|          | Enrolling Employees Enrolling Employees Using Eligibility  |                           |
|          | Processing Options for Enrollment with Eligibility (P08334)  |                           |
|          | Enrolling Employees Using Overrides  |                           |
|          | Processing Options for Enrollment Overrides (P08330)   |                           |
|          | Enrolling Employees Using Batch Enrollment   |                           |
|          | Processing Options for Batch Enrollment (P083800)  | 2-20                      |
|          | Printing a Confirmation Statement  |                           |
|          | Processing Options for Confirmation Statement (R083440)  | 2-23                      |
|          | Working with Dependents and Beneficiaries  | 2-27                      |
|          | Creating Dependent and Beneficiary Records   | 2-28                      |
|          | Processing Options for Dependent/Beneficiary Entry (P08901)  |                           |
|          | Enrolling Dependents and Beneficiaries in Benefit Plans  |                           |
|          | Entering Supplemental Data for Dependents and Beneficiaries  |                           |
|          | Working with Fund Allocations  |                           |
|          | Adding a New Allocation  |                           |
|          | Changing Fund Allocations  |                           |
|          | Revising Fund Allocations  |                           |
|          | Working with Enrollment Information  |                           |
|          | Working with Enrollment with Eligibility   |                           |
|          | Working with Enrollment Overrides  |                           |
|          | Reviewing Employee Enrollment  |                           |
|          | Reviewing Benefits by Employee   |                           |
|          | Reviewing Employees by Benefit Plan  |                           |
|          | Keviewing the Employee List by Benefit Group Kebort  | Z-01                      |

|          | Reviewing the Benefit Enrollment Outside Group Report   |      |
|----------|---|------|
|          | Processing Options for Benefit Enrollment Outside Group   |      |
|          | (R083470)   |      |
|          | Report  | 2-63 |
|          | Reviewing the Required Elections in Benefits Report  Processing Options for Required Elections in Benefits          | 2-64 |
|          | Report  |      |
|          | Printing a Benefit Enrollment Form  |      |
|          | Processing Options for Benefit Enrollment Form (R083430)  |      |
|          | Reviewing the Dependent / Reposition Property   |      |
|          | Reviewing the Dependent/Beneficiary Exception Report  Processing Options for Dependent/Beneficiary Exception Report |      |
|          | Reviewing the Dep/Ben Missing Tax ID, Gender, or DOB  | 2 07 |
|          | Report  | 2-67 |
|          | Reviewing Dependent Status Reports  |      |
|          | Processing Options for Dependent Status Reports   | 2-69 |
|          | Reviewing the Dependent/Beneficiary Supplemental Data   |      |
|          | Report  | 2-69 |
|          | Processing Options for Dependent/Beneficiary Supplemental   |      |
|          | Data Report   |      |
|          | Report  |      |
|          | Working with Employee Benefit Statements  |      |
|          | Setting Up a Benefit Statement  |      |
|          | Setting Up Benefit Statement Headings  Linking Headings to a Benefit Statement                                      |      |
|          | Printing Benefit Statements   |      |
|          | Processing Options for Benefit Statement Workfile Build   |      |
| Flexible | Benefits  |      |
|          | Flexible Benefits   | 3_1  |
|          | Setting Up a Benefit Group for Flex   |      |
|          | Setting Up an Employee Flex Deduction   |      |
|          | Setting Up a Lump Sum Credit  |      |
|          | Setting Up Flex Benefit Plans   |      |
|          | Enrolling in Flex Benefit Plans   |      |
| Setup    |   |      |
|          | Benefits Administration Setup   |      |
|          | Understanding User Defined Codes for Benefits   |      |

| Setting Up Group Information                               | 4–11 |
|--|------|
| Setting Up Benefit Groups                                  | 4-11 |
| Processing Options for Benefit Group Descriptions          | 4-13 |
| Setting Up Benefit Categories                              | 4-14 |
| Processing Options for Group Category Descriptions         | 4-16 |
| Linking Categories to Benefit Groups                       | 4-16 |
| Setting Up Benefit Plans                                   | 4-19 |
| Adding a New Benefit Plan                                  | 4-20 |
| Processing Options for Plan Master (P08320)                | 4-32 |
| Copying an Existing Benefit Plan                           | 4-32 |
| Setting Up Plan Options                                    | 4-35 |
| Linking Plans to Benefit Categories                        | 4-45 |
| Setting Up Date Codes                                      | 4-49 |
| Setting Up for a Specific Date Following a Particular Date |      |
| of the Month   | 4-49 |
| Setting Up for the Last Day of the Month Following a       |      |
| Particular Date  | 4-51 |
| Setting Up by an Amount of Time after a Specific Date      | 4-53 |
| Setting Up by a Specific Enrollment Date                   | 4-54 |
| Setting Up Pay Type Tables                                 | 4-57 |
| Setting Up Eligibility Tables                              | 4-61 |
| Setting Up Enrollment Parameters                           | 4-67 |
| Example: Search Hierarchy for Enrollment Parameters        | 4-68 |
| Linking Allocation Funds to Plans                          | 4-75 |
| Verifying the Setup of Benefits Administration             | 4-83 |
| Reviewing the Benefit Structure                            | 4-83 |
| Reviewing the Plans/Options By Group and Category Report   | 4-85 |

## Index

## **Overviews**

### **Overviews**

In today's competitive marketplace, companies need to provide a superior benefit package for their employees. J.D. Edwards Benefit system provides an effective way to manage the functions in your benefit program.

This section provides overview information about the industry environment and how the Benefit system operates.

| Overviews consists of the following: |  |
|--------------------------------------|--|
| ☐ Industry overview                  |  |
| ☐ Benefits administration overview   |  |

## **Industry Overview**

To understand how benefits management affects your organization and why tasks are performed in the way that they are, you need to be aware of the critical role that benefits management plays in the business environment.

This chapter introduces the industry concepts associated with benefits. In addition, it describes J.D. Edwards solutions to problems inherent in a benefit system.

| ☐ Industry environment and concepts for benefit |
|---|
| ☐ Idea to Action: The competitive advantage     |

## **Industry Environment and Concepts for Benefits**

The industry overview consists of:

Because the demands of the workforce are increasing and companies want to meet those demands to retain qualified employees, companies must offer a competitive benefit package and a wide variety of options that will satisfy a diverse group of employees and candidates.

Historically, benefits have been very limited. In 1943, benefits averaged less than 5 percent of pay. Most companies provided only specific options that were standard across the workplace. An employer was not responsible for the nonwork needs of employees. Benefits were not considered by federal authorities to be part of an employee's total compensation.

However, in the last 25 years, the workforce has changed dramatically and now requires more extensive benefit packages from employers. In addition to the new benefit expectations of the workforce, legislative acts have forced the benefit arena to evolve rapidly. Benefits have expanded to include Managed Care, Employee Retirement Income Security Act (ERISA), Consolidated Omnibus Reconciliation Act (COBRA), and other legislative acts. Today, benefits average around 35 to 40 percent of an employee's pay.

The emergence of managed care in the U.S. has changed the health insurance industry. Healthcare and prescription costs are increasing. Managed care has brought about the establishment of Health Maintenance Organizations (HMOs), Preferred Provider Organizations (PPOs), Exclusive Provider Organizations (EPOs), and a variety of other health care systems. These systems govern the costs that physicians may charge, the services for which an insurance company

will pay, and the facilities that a patient may use. Although such systems have enabled a larger group of citizens to receive healthcare treatment at low cost, they have also resulted in restrictions on both patients and physicians. These restrictions have prompted Congress to consider additional legislation to remedy the unforeseen problems. Legislative acts in the form of healthcare reform and a patient's bill of rights are currently being considered. The results of these efforts might not be realized for many years.

In 1974, a federal statute, ERISA, was passed to govern the administration of retirement plans in the United States. While this statute is often thought of as governing only retirements plans, ERISA actually sets standards for both retirement and welfare plans (such as health, life, and disability insurance benefit plans). ERISA set forth participant rights and administrator requirements that would prevent the misuse of retirement funds, enable participants to view financial information about their plan, and establish procedures for appealing denied claims. ERISA also requires compliance with specific reporting requirements by employers or plan administrators. This act requires benefit professionals to find ways of obtaining and tracking plan data in order to prove their compliance with ERISA's reporting and fiduciary requirements.

In the meantime, companies are searching for new alternatives to offer their employees for health insurance. Organizations are turning to new healthcare systems that, while still considered managed care, offer greater flexibility, increased customer service, and decreased administrative complexity for those seeking care. Companies commonly offer three to five health insurance plans, each with different costs and levels of flexibility, so employees can choose the option that makes the most sense for their financial and healthcare needs.

Additionally, companies are offering company stock at a discounted price to employees through Employee Stock Purchase Plans (ESPPs) or are using Employee Stock Ownership Plans (ESOPs), so employees feel that they are participating in the success of the company. Benefit administrators must seek out, research, and implement these options as part of a company's benefit offering.

Social Security, Unemployment Insurance, Workers' Compensation Insurance, and COBRA are also the responsibility of benefits administration, in addition to the most commonly known benefits like welfare plans and retirement plans. These benefits are government-mandated and, within certain parameters, must be provided to employees. The Federal Insurance Contribution Act (FICA) is the basis for Social Security coverage in the United States. Both employers and employees contribute to FICA in order to provide retirement, survivor, disability, and health benefits to employees and their dependents, either in the event of disability or upon reaching retirement age. Unemployment insurance is a company-paid benefit, meant to serve employees who separate from employment and are unable to immediately find other work. Unemployment benefits can be paid to those former employees for an interim period until they secure a new job. Workers' Compensation Insurance ensures that employees who are injured during the course of performing their normal job duties can obtain medical and income assistance if they are unable to work as a result of their injury. COBRA enables former employees to maintain benefit coverage for

an interim after a qualifying event, such as separating from employment with a company.

A company can also offer supplemental benefits. These benefit options are not government-mandated, and they might not be standard benefit options offered by companies. Supplemental benefits include tuition assistance, health club reimbursement, cafeteria plans and flexible spending accounts, voluntary term life insurance, supplemental long-term disability insurance, on-site day care, Employee Assistance Plans (EAPs), elder-care assistance, and many other types of assistance. This area of benefits is growing rapidly. Commonly, these supplemental benefits are becoming standard expectations of the workforce. Benefit managers will have to find new, creative benefits to offer employees to distinguish themselves from competitors and meet the changing needs of the workforce. Implementing benefit plans that do not really meet the needs of the workforce is inefficient and costly. An organization can expect to maintain an effective benefit offering that employees view as valuable only through effective communication with employees, frequent surveys, satisfaction analyses, and well-rounded package design.

#### **Benefits Administration**

After a company has determined what standard, government-mandated, and supplemental benefits that it will incorporate into its benefit package, benefit professionals must administer the plans. This task is time-consuming and paper-heavy, and generally requires close interaction with health insurance companies, state unemployment insurance offices, and pension plan administrators. Therefore, many companies hire a third-party administrator (TPA) to assist them in administering the plans, maintaining plan compliance, and submitting regulatory reports to the appropriate administrators.

In addition to maintaining the benefit plans, benefit administrators must enroll employees in these plans. Many factors affect how employee enrollment will be administered, such as eligibility requirements and enrollment periods. All benefit plans have eligibility criteria that employees must meet before they are allowed to participate in the plan, such as age, length of service, and employment status. For example, a pension plan might stipulate that for an employee to be eligible to participate in the plan, he or she must be at least 21 years old, work a minimum of 20 hours per week, and have been employed by the company for at least one year. Sometimes the company determines these eligibility requirements and sometimes the company works with the plan administrator to determine the requirements.

Regardless of how benefit eligibility requirements are determined, these criteria must be applied indiscriminately to the workforce to avoid top-heaviness or discrimination within the plan. Top-heavy refers to a plan (generally a pension plan) that has more than 60% of its assets contributed by or on behalf of key employees, such as owners, executives, or those earning above a certain level of compensation. Plans that are top-heavy are subject to financial remedies that will redistribute plan assets more proportionately.

Another eligibility-related term that generally applies to pension plans is vesting. Vesting refers to the schedule by which employees take ownership of the contributions made to their pension plan by the company on their behalf. Three types of vesting are described as follows:

- Graded vesting. Refers to a schedule whereby for each year that employees remain with the company, they gain a larger percentage of ownership of their employer-contributed account balance. ERISA's minimum requirements for graded vesting are based on at least 20 percent vesting not later than the third year of employment, with an additional 20 percent vesting each year thereafter. Full vesting is required by the seventh year of employment.
- Cliff vesting. Based on a schedule that requires full vesting not later than
  the fifth year of employment but does not require any vesting prior to
  year five.
- Other vesting schedules. Can always be more generous than cliff or graded vesting, but cannot be more restrictive in order to comply with ERISA standards.

By instituting a vesting schedule, employees have an incentive to remain with the company. If they leave the company before being fully vested in the plan, they will forfeit a portion of the contributions made by the employer on their behalf and any earnings associated with those contributions. These funds must be redistributed within the plan.

Some benefit plans contain open enrollment or reenrollment periods. Open enrollment refers to a time when employees can make changes to their benefit coverage or begin enrollment in a plan in which they previously had not been enrolled. If such changes are made outside of the open enrollment period, waiting periods might be required before such changes go into effect, or employees might be prohibited entirely from making changes outside the open enrollment period. Reenrollment occurs when a plan is based on a specific time period, generally one year. Employees must reenroll in that plan annually. During the reenrollment period, employees can sign up for different coverage than they had previously.

Frequently, annual reenrollment periods are associated with cafeteria plans or flexible spending account plans. Cafeteria plans, often referred to as flexible benefit plans, are an effective way of allowing employees to select benefits that are useful to them. Employees pick from a menu of benefit options and pay only for those options that they select. This method of selecting benefits represents a cost savings to both employee and employer because they both are

paying only for benefits that will be used by the employee. Generally, employers will grant a certain number of flex credits that are used by the employee to "pay" for the benefits they select. Each benefit option has a "flex cost," and that cost is deducted from the total number of flex credits granted to the employee. Excess credits are handled in one of the following ways:

- If the employee elects more benefits than she has flex credits for, the excess can be deducted from her paycheck through payroll deductions.
- If the employee elects fewer benefits than he has flex credits for and, therefore has leftover flex credits, some employers allow the employee to receive that excess amount in the form of a taxable addition to his pay.
- If the employee elects fewer benefits than she has credit for, some employers allow employees with leftover credits to use the excess for other life needs such as tuition expenses, weight-loss programs, smoking cessation programs, or financial planning expenses.

Some employers do not permit employees to use excess flex credits. They maintain a "use it or lose it" provision.

Flexible spending accounts (FSAs) are offered to employees under section 125 of the Internal Revenue Code. This benefit enables employees annually to elect a certain amount to be deducted from their paychecks on a pre-tax basis for future use in paying medical-related or dependent-care expenses. The administration of FSA plans is strictly regulated by the IRS in terms of what expenses are eligible for reimbursement and how much money employees may contribute to these FSAs. Additionally, as required by the IRS, any monies remaining in an employee's account after the end of the plan year and reimbursement period are forfeited.

## Idea to Action: The Competitive Advantage

The following table presents typical problems with tracking benefits, the J.D. Edwards business activator that resolves each problem, and the return on investment from using the J.D. Edwards Benefit system:

Your company needs to track separate benefit plans for union and nonunion employees. The Group Plan DBA feature enables your company to group a set of DBAs that are unique to union members, such as union membership dues. Using benefit groups, you can set up a union group so that the eligibility and participation requirements within a union are applied specifically to union members only. You can eliminate errors during data entry using job and union reports. Using this system, benefit plans are clearly organized and easily administered. HR time and resources can be dedicated to other projects.

During consolidations, the merging companies have difficulties managing the consolidation of benefit packages for the employees of each company. By maintaining two sets of benefit packages, your company can track the eligibility of employees under each package separately. Your company can set up different benefit plans and groups for each package. When your company uses Employee Master Mass Changes, the appropriate benefit group can be assigned to many employees at once. To enroll employees in newly consolidated plans or to enroll the acquired employees in existing plans, you can use the Batch Enrollment or Self-Service Open Enrollment features. Using the HR Call Center function, you can route phone calls regarding benefits or information about the consolidation from employees to the appropriate person in the HR department. Plans are better organized and more easily administered. Using web-enabled applications saves HR resources and associated costs.

When a large group of employees is hired at the same time, your company has difficulty gathering all the appropriate information and entering it into the system so that benefits are initiated in a timely manner. Your employees can use Employee Self-Service benefit Enrollment through the company's intranet to learn about company benefits and enroll in the appropriate plans. Using the Self-Service function, employees can view their choices and see what the actual deductions would be. Benefit administrators can use Batch Enrollment to automatically set up a large number of employees for benefits. When employees are empowered to perform HR functions on their own, HR resources can be dedicated to other projects, resulting in increased HR productivity and decreased costs for administrative tasks.

Your company needs to provide information to employees about what benefits they are enrolled in and how much your company contributes toward those benefits. OneWorld provides a simple process by which the HR department can create a benefit statement that contains appropriate information about pay, deductions, benefits, accruals (PDBAs) and taxes. You can run this report as frequently as needed to compile the PDBA and tax totals of your employees, based on payroll history records for a specified time. The system provides accurate and detailed information to employees about their benefits and, thus, saves HR resources from spending time compiling this information manually. Employees can review their statements to ensure that enrollment information is correct. When the employees realize the value of the employee-sponsored benefits, they will have greater company loyalty and higher job satisfaction.

Your company needs to know exactly how much you owe to a benefit provider.

Because the HR, Benefits, Payroll, and Accounts Payable systems are integrated, companies can designate at the benefit plan level that an Accounts Payable voucher should be generated that is based on the employee deductions and employer contributions made for a certain benefit. When you run payroll, all deductions and employer contributions for the benefit are summed up in one total and made into a voucher. The voucher amount is then logged in the Accounts Payable system. Using the benefit system increases the accuracy of monies paid to benefit vendors. HR saves time by not having to compute payment amounts manually.

Your company needs to keep track of dependents and beneficiaries within the plan. Dependents and beneficiaries are tracked on the Dependent/Beneficiary Entry form, which has fields for designating full-time student status and date of birth. Also, dependents and beneficiaries who are attached to specific plans can be listed with the employee with whom they are associated on the Dependent/Beneficiary by Employee form. Several standard reports help determine whether dependents have become ineligible in the plans.

Your company needs to provide information to employees about benefit enrollment. Employees can use the Employee Self-Service feature to learn about their benefits, view their benefit options, enroll in benefit plans, review and make changes to their existing benefit elections, and perform "what if" scenarios to determine the total cost of elections. The Self-Service feature saves HR staff from spending time explaining and distributing enrollment forms and providing enrollment confirmation.

Your company needs a system that accommodates exceptions to standard eligibility requirements.

Using Enrollment with Overrides, you can add to any benefit plan and make the changes effective at any time. If a one-time change in the amount of a deduction or benefit is needed, the change can be reflected in One-time DBA Overrides in Time Entry. The system reduces the time needed to manually override or correct benefits deductions or subsidies during payroll processing. It also eliminates the need to track employees with special circumstances manually.

Your company acts as the plan administrator for your own retirement and pension plans, so you are required to track fund allocations and prove a nondiscriminatory plan. Using Fund Allocation Setup and Allocations by Employee, you can list all funds available within a retirement plan. You can specify whether employees are owners or officers of the company, whether they are considered highly compensated, and whether they should be included in "look-back year" statistics. This information helps ensure that statistics compiled for nondiscrimination testing are accurate. The system makes fund allocation easy to administer and maintain, thus reducing the need for paying third-party administrators for this service. You are also assured that plan and participation data are accurately reported.

Your company needs to know whether employees are eligible for benefits when they are working part time or are on flexible schedules. Using Enrollment Parameters, you can set up the conditions under which time eligibility is tested. If the Continuing Eligibility Tables feature is set up with minimum hours requirements, the system will review an employee's scheduled hours to determine whether he is eligible for the plan. If the employee drops below the hours requirements, he will be placed in a new benefit status based on how the eligibility rules are set up.

When self-administering benefit plans that are based on factors such as income and age, your company needs to ensure that the premiums charged are in accordance with factors associated with the plan.

You can set up your own calculation tables that define the appropriate premiums to charge for each age or income bracket. You can update these tables in one place when rates change, and the system will automatically update all deductions for employees enrolled in the plan. You can increase the accuracy of premiums being deducted for age-based benefit plans. The HR staff no longer needs to rely on manual tracking to determine when age-based rate increases are necessary.

### **Benefits Administration Overview**

You use the Benefits Administration module of the J.D. Edwards Human Resources system to implement and support benefit packages for the employees in your organization. With the Benefits Administration module, you can enroll employees in the benefit plans that your organization offers. You can end enrollment whenever employment ends or your organization changes benefit plans. You can also add new benefit plans, change the cost of current plans, and remove old plans from the system.

The overview of Benefits Administration consists of the following topics:

- System integration
- Features
- Terms and concepts
- Tables and descriptions

## **System Integration**

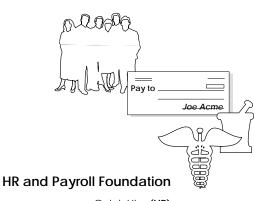
Benefits Administration is one module of the J.D. Edwards Human Resources system. To simplify your processes and facilitate communication within your organization, the Benefits Administration module fully integrates with the other modules in the Human Resources system and with other J.D. Edwards systems, such as Payroll and General Accounting. This integration provides the following advantages:

- Eliminates redundant data entry
- Manages current and accurate information across all your business operations

To prevent unauthorized access to confidential information, you can set up system security that allows users to access only the information they need for their jobs.

The following graphic shows how HR and Payroll Foundation, Human Resources, Benefits, and Payroll are integrated:

#### **HR and Payroll System Integration**



- Quick Hire (HR)
- Pay Types, Deductions, Benefits, and Accrual Set-up (B, P)
  - Time Entry (P)
  - Automatic Accounting Instructions (P)
  - Job Information (B, HR, P)
- Employee Information (B, HR, P)
  - Employee Self-Service
- Employee History and Turnover Tracking



- Benefits Administration
- Benefits Set-up
- Employee Self-Service



#### **Human Resources**

- Applicant Information
- Position Control (GA)
- Requisitions



**Payroll** 

#### Key

**B** = Integrates with Benefits

**HR** = Integrates with Human Resources

**P** = Integrates with Payroll

**GA** = Integrates with General Accounting

#### **Features**

The Benefits Administration module provides you with the tools to manage your organization's benefit plans with online integration to other human resources information and payroll processing. With the Benefits Administration module, you can respond to employees' requests for information about their benefits.

You can also perform the following functions:

- Administer any number of plans with varying amount or rate options
- Separate the employer's and employee's portions of the costs of the plans and options
- Administer both pre-tax and post-tax benefits
- Track non-cash benefits, such as use of a company car or health club dues
- Determine benefit eligibility based on system or user-defined criteria
- Generate payroll deductions

## **Terms and Concepts**

You need to understand the following terms and concepts to administer your benefit program:

| Allocation | An allocation is the distribution of funds over various  |
|------------|--|
|            | investment options. For example, you might allocate half |
|            | of the money you are investing to one fund and the other |

half to another fund.

**Beneficiary** A beneficiary is the individual who will receive the

benefit from an insurance or investment plan in the event of the plan holder's death. For example, you might designate your spouse as the beneficiary of your life

insurance plan.

**Benefit group** A benefit group is a group of employees who, for benefit

purposes, are offered the same set of benefit plans. For example, a benefit group can be salaried, hourly, or

executive.

**Benefit category** A benefit category is a broad description of related

benefit plans. For example, a benefit category can be

medical, dental, or retirement.

**Benefit plan** A benefit plan is a plan that provides a benefit for the

employee. For example, a benefit plan can be traditional medical, medical HMO, vision, dental, and so forth.

**Dependent** A dependent is an individual, such as a spouse or child,

who is supported financially by an employee.

Dependents are often entitled to share in an employee's

benefit plans, such as medical insurance.

OneWorld Xe (09/00) 1–13

## Deductions, benefits, and accruals (DBAs)

A deduction is a monetary amount taken out of an employee's pay. For example, a deduction can contribute toward a benefit, such as life insurance or medical coverage.

A benefit is something employees receive for working for the employer. For example, a benefit can be a medical insurance plan, a 401(k) program, or a life insurance plan.

An accrual is typically sick time, vacation time, or holiday time that can be accumulated by the employee and used at a later date.

#### Flexible Benefit Plan

A flexible benefit plan, also called flex plan, allows employees to select the benefit choices that meet their individual needs. Employers provide employees with flex credits with which they can purchase the benefit plans that they want. Employers can provide flex credits in a lump sum that is based on factors such as length of service or in a lump sum that is the same for all employees. Flex credits can also be awarded upon selection of certain benefit plans.

#### Plan option

A plan option further defines the benefit plan. For example, within a medical plan you might have options for employee, employee plus one, and employee plus family.

Contains information about fund allocations linked to

## **Tables and Descriptions**

(01(lz) Floations

The following tables in the Human resources system are used by the Benefits Administration module:

| (F08346)                                | employees.  |
|---|---|
| 401(k) Elections Setup<br>(F08345)      | Contains information about the accrual DBAs for fund allocations.   |
| Available Plans Work<br>File (F08320WF) | Contains all the active plans and plan options that are available for enrollment within various benefit categories. This table is used for Self-Service Benefits. |

## Parameters (F08500)

**Batch Enrollment** 

Contains information about the eligibility tests and date codes that the system applies when you enroll employees using enrollment with eligibility or batch enrollment.

Benefit Categories by Enrollment Events (F08510)

Contains information about the benefit categories that are eligible for changes during specific enrollment events. This table is used for Self-Service Benefits.

Categories within Benefit Groups (F08350) Contains information regarding categories within benefit groups, as well as category and group rules.

Current Elections Work File (F08330WF)

Contains information about the current benefit enrollment for each employee. This table is used for Self-Service Benefits.

Dep/Ben to Employee Plan X-Reference (F08336) Contains information about dependents and beneficiaries linked to employee records, as well as the benefit plans in which the dependents and beneficiaries are enrolled.

Eligibility (F08390)

Contains the eligibility criteria for a benefit plan and the action to be taken when an employee tests either eligible or ineligible.

Employee Enrollment (F08330)

Contains the detail information for the online enrollment of employee benefits processing.

Employee Master (F060116)

Contains all significant employee information for the Human Resources and Payroll systems.

**Enrollment Date Terms** (F08395)

Contains the date terms that define the effective beginning and effective ending dates of the event enrollment period.

**Enrollment Event Setup** (F08500)

Contains information about the events that justify a change in benefits enrollment. This table is used for Self-Service Benefits.

Pay Type Table (F08393)

Contains the definition of groups of pay type ranges that affect the payment of various benefit amounts.

Payroll Transaction (F069116)

Contains details of deduction, benefit, or accrual (DBA), payroll, and pay type setup specifications.

Participant File (F08901)

Contains information about dependents and beneficiaries.

Plan Additional Options (F083202)

**Plan Additional Options** Contains additional options that are variations of the plan.

OneWorld Xe (09/00) 1–15

Plan DBA/Enrollment
DBA Cross-Reference
(F08515)
Contains information about the current benefit plan DBAs cross-referenced with the DBAs that contain the rates for the new plan year. This table is used for Self-Service Benefits.

Plan Master (F08320)
Contains provider/trustee data, effective dates, payroll DBA integration codes, and eligibility tables for benefit plans.

**Plans within Benefit** Contains information about plans linked to categories, as well as pertinent plan enrollment rules.

## **Benefits Administration**

### **Benefits Administration**

As part of a total compensation package, companies typically provide benefit plans for their employees. Benefit plans vary among companies, organizations, and industries. However, most benefit plans include medical insurance, life insurance, and retirement and investment programs. Additionally, a company might offer various plan options.

| Enrolling employees                       |
|---|
| Working with dependents and beneficiaries |
| Working with fund allocations             |
| Working with enrollment information       |
| Reviewing employee enrollment             |
| Working with employee benefit statements  |

Benefits administration includes the following tasks:

You enroll employees in benefits so that they can participate in the benefit plans that your organization offers. Depending on how you have set up your benefit plans and the eligibility standards that you have set up for employees or groups of employees, you can use one or more of the following methods to enroll employees in the plans:

- Enrollment with eligibility
- Enrollment overrides
- Batch enrollment
- Self-service enrollment

When you need to enroll employees in benefit plans that have eligibility requirements, you typically use the enrollment with eligibility method. When you use this method, the system verifies that the employee meets the eligibility requirements before it enrolls the employee in a plan. You can also use batch enrollment to globally verify and enroll employees who are eligible for enrollment. Batch enrollment is typically used to enroll employees in mandatory and default plans.

OneWorld Xe (09/00) 2–1

In some cases, you might need to waive eligibility requirements for an employee. For example, when you rehire an employee who previously worked for your organization for ten years, you might waive the eligibility requirements for that employee. When you enroll the employee in benefit plans, you use enrollment overrides to waive eligibility requirements of those plans.

You can provide an additional service to employees and reduce your data entry by allowing self-service benefits enrollment. With self-service enrollment, employees can enroll in or change their own benefits through a Web site on your company's intranet during open enrollment, when an employee is hired, or has a life change, such as marriage. The changes that an employee makes are stored in workfiles, which are then updated to the live benefits tables.

You need to maintain accurate and current information to successfully administer benefit plans to all employees throughout your company. After you enroll employees in benefit plans, you can perform the following tasks:

- Correct or change employee and enrollment information
- Manage plan changes and open enrollment

You can produce benefit statements for each employee detailing the amount that both the employee and the company have contributed to their benefits, taxes, and other compensation.

## **Enrolling Employees**

You enroll employees in benefits so that they can participate in the benefit plans that your organization offers. You also enroll employees so that they can pay premiums or make contributions to the benefit plans through payroll deductions. You can choose from the following methods for enrolling employees in benefits:

- Enrollment with eligibility
- Enrollment overrides
- Batch enrollment
- Self-service enrollment

If you offer flex benefit plans, you can enroll employees using enrollment with eligibility or allow employees to enroll themselves using self-service enrollment.

For benefit plans that have eligibility requirements, you can enroll employees using enrollment with eligibility or batch enrollment. You also use these methods when your company requires a certain group of employees to participate in particular plans. For example, you can use batch enrollment to enroll every employee assigned to the management benefit group in a mandatory management medical plan.

When you use enrollment with eligibility or batch enrollment, the system verifies the employee's eligibility against the standards for the plans and plan options available to the benefit group.

To use either enrollment with eligibility or batch enrollment, you must create benefit groups when you set up your system. A benefit group identifies the type of employee who is eligible for a particular set of benefits. Examples of benefit groups might include executives, hourly employees, and part-time employees. You can create benefit categories (broad descriptions of related types of benefit plans) for each benefit group, and you can link multiple benefit plans to each category. For example, you can create a benefit category called medical and link two medical plans, a traditional-style plan and an HMO, to that category.

Additionally, you can set up default plans for some benefit categories. This means that if a category has more than one plan, you can define one of the plans as the default. If an employee does not choose a plan or plan option, the system automatically enrolls the employee in the default plan.

You can use enrollment overrides when you need to waive eligibility requirements for specific employees.

| Enroll          | ing employees in benefit plans includes the following tasks:   |
|-----------------|--|
|                 | Enrolling employees using eligibility  |
|                 | Enrolling employees using overrides  |
|                 | Enrolling employees using batch enrollment   |
|                 | Printing a confirmation statement  |
| you ca<br>For m | alternative to entering each employee's enrollment information yourself, an allow employees to enroll themselves online using self-service benefits. ore information, see <i>Entering Benefits Information Using Employee ervice</i> in the <i>HR and Payroll Foundation Guide</i> . |
| Before You      | Begin  |
|                 | Set up benefit plans and related information. See Setting Up Benefit Plans.  |
| _               | Create an employee record for each employee whom you need to enroll in benefits. See <i>Adding Employee Records One at a Time</i> in the <i>HR and Payroll Foundation Guide</i> .  |
|                 | If you need to enter or change the benefit group selection for a group of employees before you enroll them in benefit plans, see <i>Processing Mass Changes</i> in the <i>HR and Payroll Foundation Guide</i> for instructions on assigning benefit groups globally.                 |
| See Also        |  |
|                 |  |

- Enrolling in Benefit Plans in the HR and Payroll Foundation Guide for information about enrolling in benefit plans through an intranet Web site
- Enrolling in Flex Benefit Plans for more information about the display of flex benefit costs and credits

## **Enrolling Employees Using Eligibility**

To enroll an employee in benefit plans that have eligibility requirements, you can use the enrollment with eligibility feature. For you to use this feature, the employee must be assigned to a benefit group. When you enroll an employee, the system tests for eligibility and assigns the applicable enrollment status and date to the employee's record, depending on which eligibility requirements are met.

The system displays the selected employee's benefit group, benefit group rule, pay frequency, benefit status, and date started. If the employee's benefit group does not offer flex plans, the system also displays the total payroll deduction for

the plans in which the employee is enrolled. The system updates this total as you change the employee's enrollment.

If the selected employee's benefit group offers flex plans, the system displays a Flex Elections tab, which lists the employee's available, spent, and remaining flex credits. The system also displays the employee's non-flex payroll deductions, any flex payroll deduction that results from overspending flex credits, and total payroll deductions.

The system displays a colored box at the top right corner of the enrollment form to indicate the current payroll status of an employee. The box can display any of the following colors and statuses:

- Green Active employee not included in the current payroll cycle
- Fuchsia Active employee included in the current payroll cycle
- Red Terminated employee
- Yellow Employee on leave of absence

For some benefit plans, you can enter variable amounts or rates. For example, when you enroll an employee in a retirement plan, you can enter the percentage of salary that the employee wishes to contribute to the plan. When you enroll an employee in a plan that requires you to enter an amount or rate that is unique to that employee, an additional form appears on which you can enter the information.

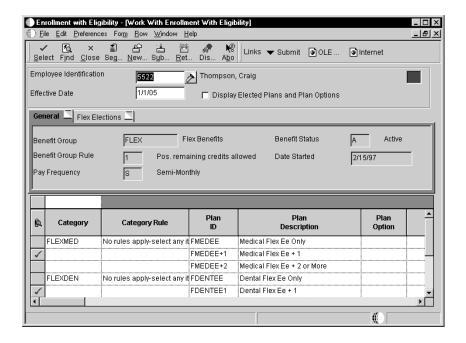
You can set up a default plan for a benefit category in which employees are required to elect a plan. For example, you can a medical benefit category that includes three plans, with a default plan for no coverage. Employees can choose a medical plan in which they want to participate. If an employee does not choose a medical plan in the category, the system automatically enrolls the employee in the default plan for no coverage.

When you are enrolling an employee in benefit plans, you can use the options on the Row menu to access detailed information about individual benefit plans.

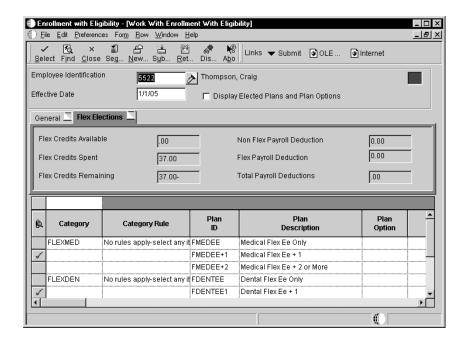
To change an employee's enrollment information for plans that have eligibility requirements, see *Working with Enrollment with Eligibility*.

#### To enroll an employee using eligibility

From the Daily Processing menu (G08BB1), choose Enrollment with Eligibility.



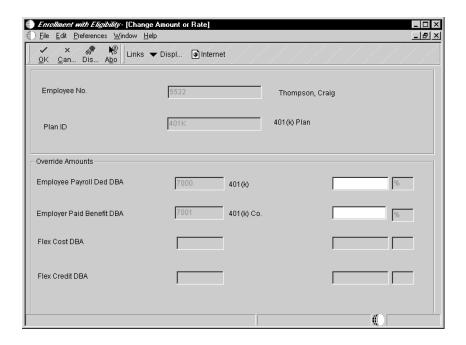
- 1. On Work With Enrollment With Eligibility, complete the following fields and click Find:
  - Employee Identification
  - Effective Date
- 2. Review the information in the following fields:
  - Benefit Group
  - Benefit Status
  - Benefit Group Rule
  - Date Started
  - Pay Frequency



- 3. If the selected employee's benefit group offers flex plans, click the Flex Elections tab and review the information in the following fields as you change the employee's enrollment:
  - Flex Credits Available
  - Non Flex Payroll Deduction
  - Flex Credits Spent
  - Flex Payroll Deduction
  - Flex Credits Remaining
  - Total Payroll Deductions
- 4. In the detail area, choose each row that contains a benefit plan or plan option in which you want to enroll the employee, and choose Elect from the Row menu.

If any of the plans that you choose requires an amount or rate, the Change Amount or Rate form appears.

OneWorld Xe (09/00) 2–7



- 5. On Change Amount or Rate, type the amount or rate that the employee pays in the unlabeled field to the right of the Employee Payroll Ded DBA field.
- 6. If applicable, complete the unlabeled field to the right of the Employer Paid Benefit DBA field.

If your company has set up the employer-paid DBA to calculate from the employee-paid DBA, leave the unlabeled field to the right of the Employer Paid Benefit DBA field blank. For this type of setup, the system calculates the amount or rate based on the value in the employee-paid field. If your company has not set up the employer-paid DBA to calculate on the employee-paid DBA, type the amount or rate in the unlabeled field to the right of the Employer Paid Benefit DBA field.

- 7. When you have entered the amounts or rates, click OK to close Change Amount or Rate.
- 8. On Work with Enrollment With Eligibility, review the amount in the following field on either the General tab or the Flex Elections tab:
  - Total Payroll Deduction:

The system displays the Total Payroll Deduction field on the General tab only if the selected employee's benefit group does not offer flex plans. If the selected employee's benefit group offers flex plans, the system displays the Total Payroll Deduction field on the Flex Elections tab.

Before you click Submit to save the elections, you can undo an incorrect election by double-clicking the checkmark bitmap for that election.

9. Click Submit to save your entries.

**Note:** Every time you submit records in Enrollment with Eligibility, the system recalculates the DBA amounts.

If you discover an incorrect election after you have saved the record, use the Mistaken Enrollment function to remove the election. See *Working with Enrollment with Eligibility* for information about removing elections.

**Caution:** Some of the definitions in the following field table refer to user defined code tables for System 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

| Field              | Explanation   |
|--------------------|---|
| Benefit Group      | The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization.   |
| Benefit Group Rule | A rule assigned to the benefit group that determines whether the benefit group contains flex plans and whether you want to keep track of flex credits that remain after an employee has enrolled in benefit plans. The hard-coded values are:  0 Flex plans are not offered. 1 Flex plans are offered. Positive remaining credits are allowed 2 Flex plans are offered. Positive remaining credits are not allowed. |
| Pay Frequency      | A user defined code (07/PF) that indicates how often an employee is paid. Codes are:  B Biweekly W Weekly S Semimonthly M Monthly A Annually C European Annualized  The system uses the value in the Description-2 field on   |
|                    | user defined codes to calculate the amount per pay period for a salaried employee.  |

OneWorld Xe (09/00) 2–9

| Field                         | Explanation   |
|-------------------------------|---|
| Benefit Status                | A user defined code (06/EA) that specifies the employee action, such as new hire or rehire, for which the system searches as it tests for benefits eligibility. An * indicates that the guidelines refer to all employee actions not otherwise specified.   |
|                               | Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.   |
| Date Started                  | The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker. |
|                               | For the calculation tables in the Payroll system and the eligibility tables and date codes in the Human Resources system, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.   |
| Flex Credits Available        | The total flex benefit credits available to an employee.  |
| Flex Credits Spent            | The total amount of flex benefit credits spent by the employee.   |
| Flex Credits Remaining        | The amount of the remaining flex benefits. The system derives the amount by subtracting the flex benefits spent by an employee from the flex benefits available to that employee.   |
| Non Flex Payroll<br>Deduction | The cost that the system calculates for a plan or plan option.  |
| Flex Payroll Deduction        | The amount of the payroll deduction when the flex benefit deductions for an employee are greater than the flex benefit credits provided by the employer.  |
| Total Payroll Deductions      | An amount that represents the total payroll deductions for<br>an employee for a pay period as a result of enrollment in<br>a benefit plan. This amount is the total of applicable flex<br>and non-flex benefit deductions.  |

| Field                    | Explanation  |
|--------------------------|--|
| Amount or Rate           | A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:  1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.  2 For a pay type, amounts entered in this field override the hourly rate. |
|                          | Form-specific information  |
|                          | The monetary amount or rate that the employee or the employer pay for the employee to participate in a benefit plan.   |
| Total Payroll Deduction: | The cost that the system calculates for a plan or plan option.   |

# Processing Options for Enrollment with Eligibility (P08334)

#### **Dates Tab**

These processing options define the dates that the system uses when it processes enrollments with eligibility.

#### 1. Effective Date

Use this processing option to indicate the effective date. To use the system date as the effective date, leave this processing option blank. The effective date is used in conjunction with the plan's initial and continuing eligibility tests to determine the employee's enrollment status and date. When you enter an effective date on the Enrollment with Eligibility form, that date overrides the date that you enter in this processing option.

#### 2. Eligible Date

Use this processing option to define whether the system automatically calculates and displays eligibility dates for unelected plans and plan options. Valid values are:

0 Do not calculate for unelected plans.

1 Calculate eligibility dates for unelected plans and plan options.

Calculating eligibility for unelected plans and plan options significantly increases the time required to display the employee's plan information.

#### 3. Qualifying Life Event Date

A specific date when a qualifying life event, such as marriage, occurred.

#### **Defaults Tab**

These processing options define the default information for processing enrollments.

#### 1. Future Enrollment Status

Use this processing option to define the value that you are using to indicate that a future enrollment record exists for the plan. The values that you enter in this processing option are not associated with a user defined code table. For this processing option, "future" means that the actual plan enrollment date is greater, or later in the future, than the entered effective date.

#### 2. Mistaken Enrollment Status

Use this processing option to define the user defined code (08/ES) for the enrollment status that you want to assign to mistaken enrollments. If you leave this processing option blank, the system displays an error message when you choose the Mistaken Enrollment option on Enrollment with Eligibility.

#### 3. Ending Enrollment Status

Use this processing option to define the user defined code (08/ES) for the enrollment status that you want to assign to enrollments that have ended. If you leave this processing option blank, the system displays an error message when you choose the Stop – Auto Dt/Sts (Stop – Automatic Date and Status) option on Enrollment with Eligibility.

#### 4. Ending Enrollment Status Based Plan End Dates

This processing option affects enrollments in only those plans for which you entered an ending date in either the Plan Master (P08320) or Plans within Categories (P08351). For example, a flexible spending account plan might have an ending date because employees must re-enroll in the plan each year. Use this processing option to define the user defined code (08/ES) for the ending enrollment status that you want to assign to enrollments in these plans. The system assigns the ending enrollment status when you enroll the employee in the plan.

#### 5. Ending Enrollment Status Based on Rate Change

Use this processing option to select the user defined code (08/ES) that you want to assign to enrollments that have ended because of a rate change to a plan or option.

The system checks for plan and option rate change as of the effective date keyed in. If there is a rate change, the system verifies the existence of DBA history for the plan or option. If DBA history exists, this processing option ends the enrollment. A new enrollment and new Employee DBA Instruction records with the new rates are created. If no DBA history exists, the existing Employee DBA Instruction records are replaced with the new rates.

#### 6. Enrollment Event Code

A code that identifies an enrollment event such as marriage.

#### 7. Call Enrollment Event Form

A code used to determine whether to call the form that is used to enter the enrollment event code and event date. Valid values are:

- 0 Do not call the form.
- 1 Call the form.

#### 8. Plan/Option Description

Use this processing option to specify whether to get the description from table F08320/F083202, Plan/Option Description, or from table F08320B, Self–Service Description. Valid values are:

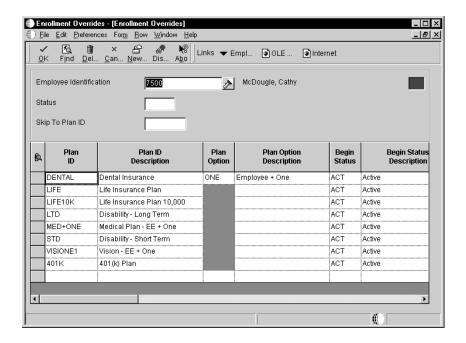
- 0 Get description from F08320 or F083202, Plan/Option Description.
- 1 Get description from F08320B, Self–Service Description.

# **Enrolling Employees Using Overrides**

You can use enrollment overrides when you need to waive eligibility requirements for specific employees. For example, when your organization acquires another company, the acquisition plan might stipulate that you waive the benefits eligibility requirements for the employees in the acquired company. You can use enrollment overrides to enroll these employees in plans for which they would not typically meet the eligibility requirements.

#### To enroll employees using overrides

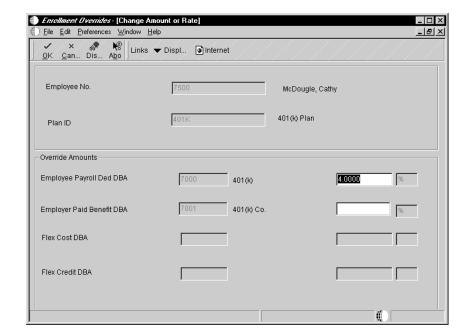
From the Daily Processing menu (G08BB1), choose Enrollment Overrides.



- 1. On Enrollment Overrides, to locate the employee for whom you need to enter plans, complete the following field and click Find:
  - Employee Identification

The system shows all of the plans in which the employee is enrolled.

- 2. To enroll the employee in a plan, complete the following fields in a blank row in the detail area:
  - Plan ID
  - Begin Status
  - Begin Date
  - Eligible Date
  - Participation Date
- 3. If the plan has associated options, complete the following field:
  - Plan Option



If the plan requires an amount or rate, Change Amount or Rate appears.

- 4. On Change Amount or Rate, type the amount or rate that the employee pays in the unlabeled field to the right of the Employee Payroll Ded DBA field:
- 5. If applicable, complete the unlabeled field to the right of the Employer Paid Benefit DBA field.

If your company has set up the employer-paid DBA to calculate from the employee-paid DBA, leave the unlabeled field to the right of the Employer Paid Benefit DBA field blank. For this type of setup, the system calculates the amount or rate based on the value in the employee-paid field. If your company has not set up the employer-paid DBA to calculate on the employee-paid DBA, type the amount or rate in the unlabeled field to the right of the Employer Paid Benefit DBA field.

- 6. When you have entered the amounts or rates, click OK to close Change Amount or Rate.
- 7. To enroll the same employee in another plan, repeat the previous steps.
- 8. To verify changes to an amount or rate for a plan, review the DBA instructions for the employee.

See Assigning DBA Codes in the HR and Payroll Foundation Guide.

**Caution:** Some of the definitions in the following field table refer to user defined code tables for System 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

| Field         | Explanation  |
|---------------|--|
| Plan ID       | An abbreviation or number that identifies a specific employee benefit. Examples are:  • Employee Health Insurance  • Accidental Death and Dismemberment  • Health Club Expense Reimbursement  • Employee Stock Appreciation Rights   |
|               | A benefit plan typically is associated with a deduction, benefit, or accrual. For example, a medical plan is a benefit that might also require a deduction to withhold premiums from an employee's pay.  |
| Begin Status  | <ul> <li>A code that indicates the status of an employee's enrollment in a plan. It is a user defined code (08/ES), and you must use the following restrictions for the definitions: <ul> <li>All statuses indicating active participation in a plan must begin with the letter A.</li> <li>All statuses indicating an ending status that does not result in a new enrollment (such as a termination) must have the letter X in the first position of Description 2 (data item DL02), General User Defined Codes form.</li> <li>A status beginning with the letter X, when used as an ending status, represents a mistaken enrollment. No employee DBA instructions are written.</li> <li>An asterisk (*) indicates all statuses not otherwise specified.</li> </ul> </li> </ul> |
| Begin Date    | The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.  |
|               | Form-specific information  |
|               | The date that the benefit plan goes into effect after the employee's eligibility is verified.  |
| Eligible Date | The date on which the employee is eligible to enroll in<br>the benefit plan. This date is not necessarily the date that<br>the employee begins participating in the plan. For<br>example:  |
|               | The XYZ Company requires that employees work for the company for six months before they are eligible to participate in the 401(k) plan. Employees can enroll in 401(k) two times per year, on January 1 and July 1. Therefore, an employee who begins working for XYZ Company on 03/01/05 has an eligibility date of 01/01/06.   |
|               | The eligibility date is the date on which the employee becomes eligible, provided that eligibility continues. If the employee changes to a non-eligible status, the eligibility date on the new record is set to blank.  |

| Field              | Explanation  |
|--------------------|--|
| Participation Date | The date on which the employee begins participating in the plan for the specified enrollment period. For example:  |
|                    | The XYZ Company requires that employees work for the company for six months before they are eligible to participate in the 401(k) plan. Employees can enroll in 401(k) two times per year, on January 1 and July 1. An employee who begins working for XYZ Company on 03/01/05 is eligible to participate in the plan on 01/01/06. However, if the employee does not enroll in the plan until 07/01/06, the employee's participation date is 07/01/06. |
|                    | The participation date is the first date on which the employee begins participating in the plan, provided that the employee continues to participate. When participation stops, the participation date on the new record is set to blank. If the employee has a break in eligibility, the participation date is the date that participation began for the latest enrollment period.  |
| Plan Option        | A code that identifies any additional options available for<br>a benefit plan that have been defined in the Plan Master<br>Option table (F083202).   |
|                    | Additional options must have the same provider, policy<br>number, and enrollment and eligibility rules as the benefit<br>plan to which they are associated.  |

# **Processing Options for Enrollment Overrides (P08330)**

#### **Defaults Tab**

These processing options specify the defaults that are applied when you enroll employees with overrides.

#### 1. DBA Points Multiplier

Use this processing option to identify a factor to convert Plan DBA Points to a monetary amount. The system multiplies the factor by the DBA points.

The factor can be a whole number and up to four decimal places, or up to four decimal places only without a whole number. For example, 1.4321 would be be the format for a whole number and decimal places, or .9876 would be the format for a factor of less than one.

Blank is a valid value if the Plan DBA Points do not need to be converted to a monetary amount.

OneWorld Xe (09/00) 2–17

#### 2. Plan/Option Description

Use this processing option to specify whether to get the description from table F08320/F083202, Plan/Option Description, or from table F08320B, Self–Service Description. Valid values are:

- 0 Get description from F08320 or F083202, Plan/Option Description.
- 1 Get description from F08320B, Self–Service Description.

#### 3. Enrollment Event Codes

Use this processing option to specify whether the qualifying event code should display on the form. The Enrollment Event Code identifies a life event such as marriage. An enrollment or change by override cannot be made without an enrollment event, but the code does not need to display on the form. Valid values are:

- 0 Do not show the event code.
- 1 Show the event code.

# **Enrolling Employees Using Batch Enrollment**

From the Daily Processing menu (G08BB1), choose Batch Enrollment.

To enroll multiple employees at the same time, use batch enrollment. Batch enrollment is especially efficient to enroll employees in mandatory plans. For example, you can enroll all employees assigned to the management benefit group in a mandatory management medical plan.

You can also use batch enrollment to enroll employees in default plans. That is, if a category has more than one plan, you can set one as the default. If an employee does not make a selection from the category, the system enrolls the employee in the default plan.

In addition, if you have enrolled employees who did not immediately pass the eligibility requirement, you can run a batch enrollment to retest their eligibility. The system retests the employees against the defined effective date and enrolls the employees who meet the test criteria. The system uses the eligibility rules and date codes assigned to the plan in conjunction with the enrollment parameters to test eligibility. See *Setting Up Enrollment Parameters*.

For example, an employee might have a three-month waiting period for active enrollment. You receive the election forms one month after the hire date and enter the elections. The employee does not pass the initial eligibility test, so the system gives the employee an ineligible status. When you run batch enrollment with an effective date three months after the hire date, the program retests the employee against the initial eligibility test. This time the employee passes the

eligibility test, and the system updates the records. You can review both the before and after enrollment record to see what changes the system made.

Depending on how you set the processing options, batch enrollment produces one or more of the following reports:

| <b>Detail By Employee</b> | Use this report to review all employees and their |
|---------------------------|---|
|---------------------------|---|

corresponding enrollment status for each benefit plan.

**Invalid Enrollment** Use this report to identify any employees enrolled in a

benefit plan that is not available for the benefit group.

One Election Required Use this report to identify employees who have not

elected at least one plan within a category that requires

election of a plan.

**Manual Review** Use this report to identify any employees enrolled in a

benefit plan that is not available for the benefit group.

No Action Taken Use this report to review the records that the system did

not change during batch enrollment. The report includes remarks indicating why the enrollment was not made and the action that must occur before the system enrolls the employee. Additionally, the report lists invalid date errors indicating that incorrect dates were included in the plan

setup.

To preview the changes that will take place during batch enrollment, you can run batch enrollment in proof mode. After you review the reports to verify that the enrollments are correct, you can run batch enrollment in final mode.

**Note:** The system recalculates the plan costs every time you run batch enrollment.

## **Before You Begin**

| Assign a benefit status to all employees who are to be processed by batch. |
|--|
| See Entering Additional Benefits Information for Employees in the HR and   |
| Payroll Foundation Guide.  |

Review the setup for the Batch Enrollment Parameters table. See *Setting Up* Enrollment Parameters.

#### See Also

R083800, Batch Enrollment in the Reports Guide for a report sample

# Processing Options for Batch Enrollment (P083800)

#### **Date Tab**

This processing option defines the dates that the system uses when it processes batch enrollments.

#### 1. Effective Date

Use this processing option to enter the effective date of the enrollment. To use the system date as the effective date, leave this field blank. The effective date is used in conjunction with the plan's initial and continuing eligibility tests to define the employee's enrollment status and date.

#### **Process Tab**

These processing options define the type of information that you want to process during a batch enrollment.

#### 1. Mode

Use this processing option to define whether you want to process enrollments in proof mode or final mode. Valid values are:

- Proof mode. The system prints the requested reports without updating the employees' DBA instructions. Use the report to verify enrollment information before you process enrollments in final mode.
- Final mode. The system prints the requested reports and updates the database. Use this mode after you have verified enrollment information and are ready to update the employees' DBA instructions.

#### 2. Category

Use this processing option to define the category for which you want to process enrollments. If you leave this processing option blank, the system processes all categories.

#### 3. Plan

Use this processing option to define a plan to run batch processing. If you leave this processing option blank, the system runs batch processing for all plans.

#### 4. Ending Enrollment Status

Use this processing option to define the user defined code (08/ES) for the enrollment status that you want to assign to enrollments that have ended.

#### **Enrollment Tab**

These processing options define the types of employees that you want to include in the batch enrollment.

#### 1. Mandatory and Default Plans for New Hires

Use this processing option to indicate whether you want the batch enrollment to enroll newly hired employees in all mandatory and default benefit plans. Newly hired employees are employees who have a benefit status of N. Valid values are:

- 0 No. Do not enroll new hires in mandatory and default plans.
- 1 Yes. Enroll new hires in mandatory and default plans.

### 2. Mandatory and Default Plans for Rehires

Use this processing option to indicate whether you want the batch enrollment to enroll rehired employees in all mandatory and default benefit plans. Rehired employees are employees who have a benefit status of R. Valid values are:

- 0 No. Do not enroll rehired employees in mandatory and default plans.
- 1 Yes. Enroll rehired employees in mandatory and default plans.

### 3. Mandatory and Default Plans for Transfers

Use this processing option to indicate whether you want the batch enrollment to enroll recently transferred employees in all mandatory and default benefit plans. Recently transferred employees are employees who have a benefit status of T. Valid values are:

- 0 No. Do not enroll transferred employees in mandatory and default plans.
- 1 Yes. Enroll transferred employees in mandatory and default plans.

#### 4. Mandatory and Default Plans for Active Employees

Use this processing option to indicate whether you want the batch enrollment to enroll active employees in all mandatory and default benefit plans. Active employees are employees who have a benefit status of A. Valid values are:

- 0 No. Do not enroll active employees in mandatory and default plans.
- 1 Yes. Enroll active employees in mandatory and default plans.

#### **Recalculation Tab**

This processing option allows you to specify the ending enrollment status for a date sensitive amount or rate that has changed for an enrolled plan.

#### 1. Ending Enrollment Status

This processing option is used when a date sensitive amount or rate has changed for an enrolled plan. If the DBA within that plan has history attached to it, the system must write the old record with an ending status and a new record with the new amount or rate.

The code entered in this option may be different from the code defined in the option under the Process tab to easily identify why the plan was ended and started again. If the DBA within that plan has no history attached to it, the current record is replaced with the new amount or rate.

### Reports Tab

These processing options define the reports that you want to print when you process a batch enrollment. To print any of these reports, you must enter 1 in the Batch Enrollment processing option on the Enrollment tab.

#### 1. Detail By Employee

Use this processing option to indicate whether you want to print the Detail by Employee report when you process a batch enrollment. Valid values are:

- 0 Do not print the report.
- 1 Print the report.

#### 2. Invalid Enrollment

Use this processing option to indicate whether you want to print the Invalid Enrollment report when you process a batch enrollment. Valid values are:

- 0 Do not print the report.
- 1 Print the report.

#### 3. One Election Required

Use this processing option to indicate whether you want to print the One Election Required report when you process a batch enrollment. Valid values are:

- 0 Do not print the report.
- 1 Print the report.

#### 4. Manual Review

Use this processing option to indicate whether you want to print the Manual Review Requested report when you process a batch enrollment. Valid values are:

0 Do not print the report.

1 Print the report.

#### 5. No Action Taken

Use this processing option to indicate whether you want to print the No Action Taken report when you process a batch enrollment. Valid values are:

- 0 Do not print the report.
- 1 Print the report.

### 6. Changes

Use this processing option to indicate whether you want the reports to include all records or only the records that changed as a result of the batch enrollment. Valid values are:

- 0 Print all records.
- 1 Print changed records only

# **Printing a Confirmation Statement**

From the Periodic Processing menu (G08BB2), choose Confirmation Statement.

After you enroll employees using batch enrollment, you can print a confirmation statement. The confirmation statement shows the benefit plans and benefit plan options in which an employee is enrolled. It also lists all applicable deductions, benefits, and accruals. Employees use this statement to confirm that they have been correctly enrolled according to their choices.

#### See Also

• R083440, Confirmation Statement in the Reports Guide for a report sample

# **Processing Options for Confirmation Statement (R083440)**

### Date Tab

This processing option allows you to specify the date that the system uses when it tests enrollment and selects plans for the report.

#### 1. Effective Date

Use this processing option to enter the effective date for the selection of plans and for testing enrollment. The confirmation statement cannot be processed without a valid date.

#### **Print Tab**

These processing options allow you to specify whether to print certain information on the report.

#### 1. Employee Address

Use this processing option to specify whether to print the employee's address. Valid values are:

1 Print the employee's address. Blank Do not print the employee's address.

### 2. Employee Annual Salary

Use this processing option to specify whether to print the employee's annual salary. Valid values are:

1 Print the employee's annual salary. Blank Do not print the employee's annual salary.

### 3. Employee Age

Use this processing option to specify whether to print the employee's age. Valid values are:

1 Print the employee's age. Blank Do not print the employee's age.

#### 4. Employee Life Insurance Annual Salary

Use this processing option to specify whether to print the employee's life insurance annual salary. Valid values are:

1 Print the employee's life insurance annual salary. Blank Do not print the employee's life insurance annual salary.

#### 5. Benefit Group Description

Use this processing option to specify whether to print the benefit group description. Valid values are:

1 Print the benefit group description. Blank Do not print the benefit group description.

### 6. Benefit Group Category Description

Use this processing option to specify whether to print the benefit category description. Valid values are:

1 Print the benefit category description. Blank Do not print the benefit category description.

# Working with Dependents and Beneficiaries

Some of the benefit plans that your organization offers can include coverage for employees' dependents. For example, the medical and dental plans might have options for spouse and family coverage. Other benefit plans, such as life insurance and retirement plans, require a beneficiary who is entitled to receive benefits from the plan in the event of the employee's death. Before you can enroll an employee's dependents in a benefit plan or enter a person as a beneficiary for a plan, you must create a record for those dependents and beneficiaries. These records include the following types of personal information about the dependents and beneficiaries:

- Birth date
- Disability information
- Student status
- Tax ID number

After you create a record for a dependent or beneficiary, you can link that record to the corresponding employee record. You can also enter supplemental data for dependents and beneficiaries. Supplemental data is any additional information that you want to store in the dependent and beneficiary database. For example, you can use supplemental data to track medical history by dependent.

You can review information about a dependent or beneficiary to verify that it is correct.

| Worki      | ing with dependents and beneficiaries includes the following tasks:  |
|------------|--|
|            | Creating dependent and beneficiary records   |
|            | Enrolling dependents and beneficiaries in benefit plans  |
|            | Entering supplemental data for dependents and beneficiaries  |
| Before You | Begin  |
|            | Enroll the employee in the benefit plans that allow eligible dependents and beneficiaries. See <i>Enrolling Employees</i> .      |
|            | Set up the relationships that can exist in user defined code list 08/RL. See <i>Setting Up User Defined Codes for Benefits</i> . |

# **Creating Dependent and Beneficiary Records**

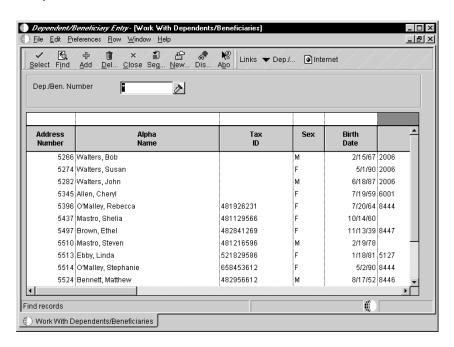
You create dependent records so that employees' dependents can participate in benefit plans, such as medical insurance. You create beneficiary records so that an employee's relative or friend will receive benefits from a plan, such as life insurance, in the event of the employee's death. A person can be both a dependent and a beneficiary for an employee.

**Note:** If you are administering your company's COBRA and HIPAA programs using the J.D. Edwards Benefits system, you must create dependent records for COBRA and HIPAA reporting to comply with government regulations. This applies to WorldSoftware and OneWorld coexistence users only because the COBRA module is available only in WorldSoftware.

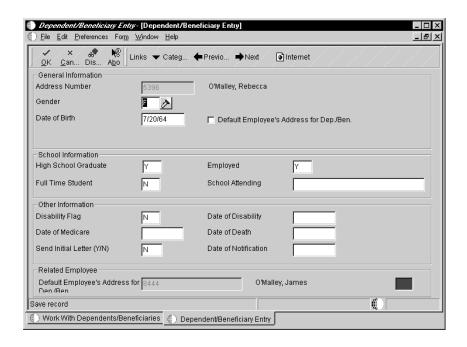
After you create dependent and beneficiary records, you can link them to an eligible employee's record. Dependents are associated with specific benefit plans when their records are linked to the appropriate employee records.

#### To create dependent and beneficiary records

From the Daily Processing menu (G08BB1), choose Dependent/Beneficiary Entry.



1. On Work With Dependents/Beneficiaries, click Add.

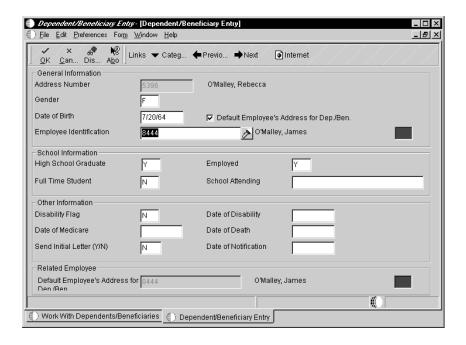


- 2. On Dependent/Beneficiary Entry, complete the following field to assign a specific address number to the person:
  - Address Number

If you leave this field blank, the system assigns the next available number.

- 3. Complete the following fields:
  - Gender
  - Date of Birth
- 4. If the dependent or beneficiary has the same address as the employee, click Default Employee's Address for Dep/Ben.

The Employee Identification field appears.

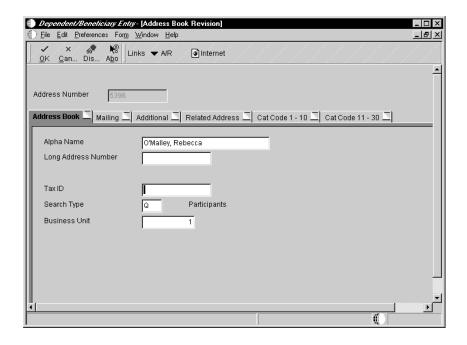


- 5. Complete the following field:
  - Employee Identification

A colored box following the employee's name indicates the current payroll status of the employee. Green indicates an active employee not included in the current payroll cycle. Fuchsia indicates an active employee included in the current payroll cycle. Red indicates a terminated employee, and yellow indicates an employee who is on a leave of absence.

- 6. Complete the following optional fields:
  - Disability Flag
  - Date of Disability
  - Date of Medicare
  - Send Initial Letter (Y/N)
  - Date of Notification
- 7. If the person is a dependent, complete the following fields and click OK:
  - High School Graduate
  - Employed
  - Full Time Student
  - School Attending

When you click OK, Dependent/Beneficiary Entry closes.



- 8. On Address Book Revisions, click the Address Book tab.
- 9. Complete the following fields:
  - Alpha Name
  - Tax ID
- 10. Click the Mailing tab, and then complete the following field:
  - Mailing Name
- 11. If you did not choose the employee's address for the dependent or beneficiary, complete the following fields:
  - Address Line 1
  - City
  - State
  - Postal Code
  - Country
  - County
- 12. Complete the following fields, if necessary, and click OK:
  - Address Line 2
  - Address Line 3
  - Address Line 4

OneWorld Xe (09/00) 2–31

| Field                     | Explanation   |
|---------------------------|---|
| Address Number            | A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.   |
| Employee Identification   | This field may hold the employee number, TAX ID or Alternate number. The value this field holds, depends on the employee number mode setup in the Payroll Constants for Company 00000.  |
| Disability Flag           | A code that indicates whether the participant is currently disabled. Codes are:  Y Yes, the participant is disabled.  N No, the participant is not disabled.  |
|                           | If the participant is currently disabled, you must type a date in the Date of Disability field.   |
| Date of Disability        | The date on which the participant became disabled, if applicable. If the code in the Disability Flag field is Y (Yes), you must type a date in this field.  |
| Date of Medicare          | The date on which the participant elected to receive Medicare Hospital Insurance versus any health insurance supplied by the company, if applicable.  |
| Send Initial Letter (Y/N) | A code that indicates whether the participant was sent the initial notification letter explaining his or her rights under COBRA. Both employees and spouses are required to receive an initial notice. Codes are:  Y Yes, the participant was sent an initial COBRA notice. You should type the date the letter was sent to the participant in the Date Notice Sent field.  N No, the participant was NOT sent an initial COBRA notice (default). |
|                           | This field is informational only.   |
| Date of Notification      | The date the initial COBRA notification letter was sent to the participant.   |
| High School Graduate      | A code that indicates whether the participant is a high school graduate. Codes are:  Y Yes, the participant is a graduate.  N No, the participant is not a graduate.  |
| Employed                  | A code that indicates whether the participant is employed (anywhere). Codes are:  Y Yes, the participant is employed.  N No, the participant is not employed.   |

| Field             | Explanation   |
|-------------------|---|
| Full Time Student | A code that indicates whether the participant is a full time student. Codes are:  Y Yes, the participant is a full time student. The SCA (School Attending) field must contain the name of the school.  N No, the participant is not a full time student. The SCA (School Attending) field cannot contain an entry. |
| School Attending  | The name of the school the participant is attending, if any. This field is used in conjunction with the FTS field. If the FTS field contains a Y (Yes), you must enter the name of the school in this field.  |

# Processing Options for Dependent/Beneficiary Entry (P08901)

#### **Process Tab**

These processing options allow you to automatically delete related records in other tables when you delete a record from the Participant table (F08901). Deleting related records allows you to eliminate records that you do not need for another purpose.

#### 1. Delete related records from the Address Book table (F0101)

Use this processing option to specify whether to automatically delete related Dependent/Beneficiary (Search Type Q) records from the Address Book table (F0101) when you delete a Dependent/Beneficiary record from the Participant table (F08901). Valid values are:

- 0 Do not delete the related records.
- 1 Delete the related records.

# 2. Delete related records from the Dependent /Beneficiary Cross-Reference table (F08336)

Use this processing option to specify whether to automatically delete related Dependent/Beneficiary records from the Dependent/Beneficiary Cross-Reference table (F08336) when you delete a Dependent/Beneficiary record from the Participant table (F08901). The cross-reference table associates a dependent or beneficiary with an employee. The table also identifies the employee's benefit plans that cover the dependent or designate beneficiaries. Valid values are:

- 0 Do not delete the related records.
- 1 Delete the related records.

OneWorld Xe (09/00) 2–33

# 3. Delete related records from the COBRA Qualified Beneficiary table (F08910)

Use this processing option to specify whether to automatically delete related Dependent/Beneficiary records from the COBRA Qualified Beneficiary table (F08910) when you delete a Dependent/Beneficiary record from the Participant table (F08901). This processing option applies to WorldSoftware and OneWorld coexistence users only, because the COBRA module is available only in WorldSoftware. Valid values are:

- 0 Do not delete the related records.
- 1 Delete the related records.

#### **Edit Tab**

These processing options allow you to specify fields as required or optional. Depending on the requirements of your organization, you might not need to gather certain types of information.

#### 1. Gender and Date of Birth fields

Use this processing option to specify whether the Gender and Date of Birth fields are required or optional when entering a record for a dependent or beneficiary. Valid values are:

- 0 Make these fields optional.
- 1 Make these fields required.

#### 2. School Attending field

Use this processing option to specify whether the School Attending field is required or optional when entering a record for a dependent or beneficiary who is a full-time student. Valid values are:

- 0 Make this field optional.
- 1 Make this field required.

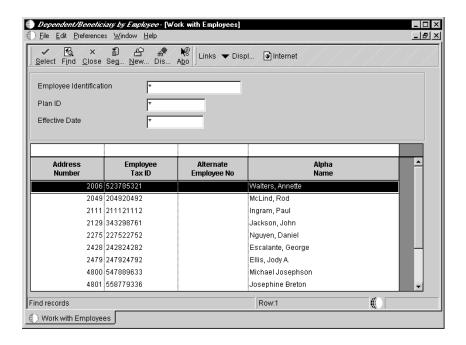
# **Enrolling Dependents and Beneficiaries in Benefit Plans**

After you create records for dependents and beneficiaries, you can enroll the dependents and beneficiaries in benefit plans. You can enroll a dependent or beneficiary in only those plans in which the employee is already enrolled.

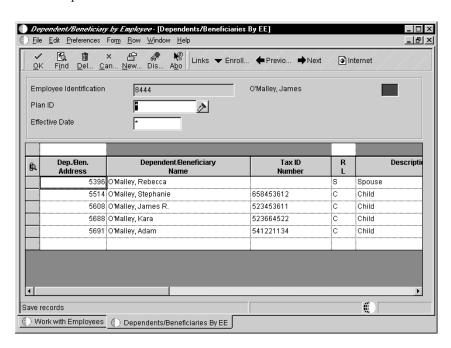
Enrolling dependents and beneficiaries in benefit plans is for documentation purposes only. It does not generate instructions to make payroll deductions for benefits or beneficiary payments.

| Before You | Begin  |
|------------|--|
|            | Enroll the employee in benefit plans. See Enrolling Employees.   |
|            | Set up user defined code list 08/RL to identify the relationships dependents and beneficiaries can have with employees. See <i>Understanding User Defined Codes</i> in the <i>HR and Payroll Foundation Guide</i> .                    |
|            | Set up user defined code list 08/DB to identify beneficiary designations, such as primary and contingent beneficiaries.  |
|            | Set up dependent and beneficiary records. See <i>Creating Dependent and Beneficiary Records</i> .  |
|            | Set up common settings to specify whether dependents or beneficiaries related to an employee must be associated with a plan. See <i>Setting Up Common Settings for Human Resources</i> in the <i>HR and Payroll Foundation Guide</i> . |
| <b>•</b>   | To enroll dependents and beneficiaries in benefit plans  |

From the Daily Processing menu (G08BB1), choose Dependent/Beneficiary by Employee.



- 1. On Work with Employees, complete any of the following fields and click Find:
  - Employee Identification
  - Plan ID
  - Effective Date
- 2. Choose the employee record in the detail area that you want to link dependents or beneficiaries to and click Select.



- 3. On Dependents/Beneficiaries by EE, complete the following fields in the detail area:
  - Dep./Ben Address
  - R L
  - Plan ID
- 4. If the plan has options, complete the following field:
  - Add Opt
- 5. Complete the following optional fields:
  - Effective Date
  - Ending Date

The system displays a D in the DB field if the plan requires dependents, or a B if the plan requires beneficiaries. The system also displays the dependent's or beneficiary's birth date and tax ID number.

- 6. Complete the following field to designate primary or secondary beneficiaries:
  - DB Ty
- 7. For a plan in which the person is a beneficiary, complete the following field:
  - Ben %

The total of the beneficiary percentages for each beneficiary type for a specific plan must equal 100%. For example, the total percentages for all primary beneficiaries of a life insurance plan must equal 100%. The total of contingent beneficiaries for the same plan must also equal 100%.

8. Repeat steps 3 through 7 for each plan for which you want the person to be a dependent or beneficiary.

You might need to enter more than one record for a particular person. For example, you must enter three records for a person who is a dependent for the medical plan, the dental plan, and a beneficiary for the life insurance plan.

9. Click OK.

After you link a dependent or beneficiary record to an employee record, a field at the bottom of the Dependent/Beneficiary Entry form displays the employee's name and employee number. Also, the employee's mailing address can be updated to the dependent's or beneficiary's mailing address. If you chose the Default Employee's Address for Dependent/Beneficiary option, the linked employee's address updates the Dependent/Beneficiary Entry form, if the addresses were different.

OneWorld Xe (09/00) 2–37

| Field          | Explanation  |
|----------------|--|
| R L            | A user defined code (system 08/type RL) that defines the relationship of the dependent or beneficiary to the employee.   |
| Plan ID        | <ul> <li>An abbreviation or number that identifies a specific employee benefit. Examples are:</li> <li>Employee Health Insurance</li> <li>Accidental Death and Dismemberment</li> <li>Health Club Expense Reimbursement</li> <li>Employee Stock Appreciation Rights</li> </ul>   |
|                | A benefit plan typically is associated with a deduction, benefit, or accrual. For example, a medical plan is a benefit that might also require a deduction to withhold premiums from an employee's pay.  |
| Add Opt        | A code that identifies any additional options available for<br>a benefit plan that have been defined in the Plan Master<br>Option table (F083202).   |
|                | Additional options must have the same provider, policy<br>number, and enrollment and eligibility rules as the benefit<br>plan to which they are associated.  |
| Effective Date | The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.  |
|                | Form-specific information  |
|                | The date on which the benefit plan goes into effect.<br>Completing this field and clicking Find displays all<br>enrollments that begin on or after this date.  |
|                | You can limit the form display by typing a date in the Effective Date field in the upper portion of the form. The system displays only the dependent/beneficiary relationships in effect on that date. The system assumes that relationships not limited by effective date are always in effect, so these relationships also appear. |
| Ending Date    | The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.     |
| DB Ту          | A user defined code (table 08/DB) used to further describe a dependent or a beneficiary.   |

| Field | Explanation   |
|-------|---|
| Ben % | The percentage of any proceeds from the benefit that goes to the participant. For example, you can designate that as the primary beneficiary, the participant is to receive 90% of the proceeds from a life insurance policy.   |
|       | This figure must have a value between zero and 100.   |
|       | If you do not type a value in this field, the system inserts 100%.  |
| D B   | A code that indicates whether the person is a dependent or a beneficiary of the employee. Valid codes are:  D The person is a dependent.  B The person is a beneficiary.  blank The system automatically designates the person as a beneficiary or dependent, depending on the benefit plan type. |

# **Entering Supplemental Data for Dependents and Beneficiaries**

From the Periodic Processing menu (G08BB2), choose Dependent Beneficiary Supplemental Data.

Supplemental data is any type of additional information that you want to track about any of the following items or individuals:

- Requisitions
- Applicants
- Employees
- Jobs
- Dependents
- Beneficiaries

When you set up your Human Resources system, you identify the types of supplemental data (data types) that you want to track. Supplemental data is not required by the system.

You might include the following types of supplemental data for dependents and beneficiaries:

- Health information
- Emergency contacts

The method that you use to enter supplemental data is the same for any type of supplemental information that you track.

OneWorld Xe (09/00) 2–39

# See Also

- Working with Supplemental Data in the HR and Payroll Foundation Guide for information about entering, copying, and reviewing supplemental data
- Reviewing Employee Enrollment for information about Dependent and Beneficiary reports

# **Working with Fund Allocations**

Many companies offer employees a variety of investment options for retirement or investment plans, such as 401(k) plans. To set up a retirement or investment plan that includes several investment options, you set up each option as a separate accrual.

When you enroll an employee in a retirement or investment plan, you identify the percentage or amount of the contribution from the employee's wages and any percent or amount contributed by the employer. After you enroll an employee in the retirement or investment plan, you create fund allocations to define how the system should distribute that total contribution among the available investment options.

| Working with fund allocations includes the following tasks:  |
|--|
| ☐ Adding a new allocation  |
| ☐ Changing fund allocations  |
| ☐ Revising fund allocations  |
| You add a fund allocation whenever an employee becomes active in a retirement or investment plan. You can change the fund allocation whenever an employee wants to change the funds in which he or she participates or change the percentage contributed. You can revise the percentage contributed to any fund only if the system has not yet made the deduction during payroll processing. |
| Before You Begin   |
| ☐ Link the accrual codes for each investment program to the Deduction, Benefit, or Accrual (DBA) codes for the retirement or investment plan. See <i>Linking Allocation Funds to Plans</i> .   |
| ☐ Enroll the employee in the retirement or investment plan. See <i>Enrolling Employees</i> .   |
|  |

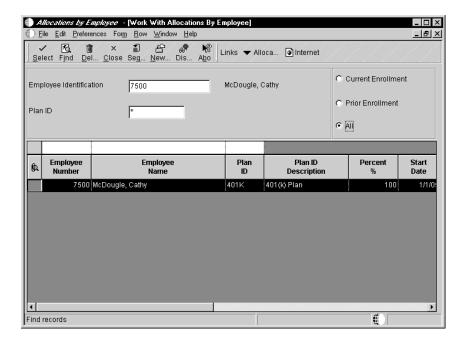
# Adding a New Allocation

To define the way in which an employee wants to distribute funds among investment options, you must add a new allocation. You also define the

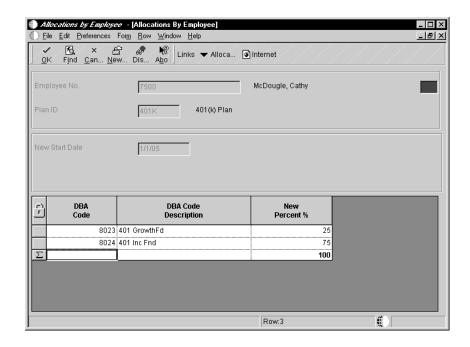
percentage of the total contribution that the employee wants to contribute to each investment program.

#### To add a new allocation

From the Daily Processing menu (G08BB1), choose Allocations by Employee.



- 1. On Work With Allocations By Employee, complete the following fields:
  - Employee Identification
  - Plan ID
- 2. Click one of the following options and then click Find:
  - Current Enrollment
  - Prior Enrollment
  - All
- 3. Choose the row containing the plan for which you are creating allocations, and then choose Allocations by EE from the Row menu.



- 4. On Allocations by Employee, complete the following field:
  - New Percent %
- 5. Click OK, and then click Find.

The system updates the percentage and start date.

| Field         | Explanation   |
|---------------|---|
| New Percent % | The percentage of the total contribution (employee and employer) that the employee has chosen to allot to the various 401(k) investment funds. The percentages, if not 0, must be greater than 5% and total 100%. |

# **Changing Fund Allocations**

You change a fund allocation whenever an employee wants to change his or her allocation among the investment programs that your company offers. The employee can allocate funds among all available investment programs, but the total must equal 100%.

The new allocations begin on the new start date. The previous allocations end one day prior to the new start date.

# To change fund allocations

From the Daily Processing menu (G08BB1), choose Allocations by Employee.

- 1. On Work With Allocations By Employee, to locate the employee information, complete the following fields:
  - Employee Identification
  - Plan ID
- 2. Click one of the following options and then click Find:
  - Current Enrollment
  - Prior Enrollment
  - All
- 3. Choose the row containing the plan for which you are changing allocations, and then choose Allocations by EE from the Row menu.
- 4. On Allocations by Employee, complete the following field:
  - New Start Date

Type a date that is after the last contribution date.

- 5. Type the correct percentage in the following fields:
  - New Percent %
- 6. Click OK, and then click Find.

The system adds the new allocations in a new row.

| Field          | Explanation   |
|----------------|---|
| New Start Date | The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. |

# **Revising Fund Allocations**

You can revise a fund allocation only if the system has not yet made a deduction from the employee's pay. When any pre-payroll processing has occurred, you cannot revise the fund allocation but must change the allocation.

You can revise fund allocations in either of the following ways:

- By revising fund allocation percentages
- By revising fund allocation start dates

### To revise fund allocation percentages

From the Daily Processing menu (G08BB1), choose Allocations by Employee.

- 1. On Work With Allocations By Employee, to locate the employee's allocations, complete the following fields:
  - Employee Identification
  - Plan ID
- 2. Click one of the following options and then click Find:
  - Current Enrollment
  - Prior Enrollment
  - All
- 3. Choose the row containing the allocations that you want to change, and then choose Allocations by EE from the Row menu.
- 4. On Allocations by Employee, complete the following field:
  - New Start Date

Type a date that is the same as the current start date.

- 5. Type the correct percentage in the following field and click OK:
  - New Percent %

#### To revise fund allocation start dates

From the Daily Processing menu (G08BB1), choose Allocations by Employee.

- 1. On Work With Allocations By Employee, to locate the employee's allocations, complete the following fields:
  - Employee Identification
  - Plan ID
- 2. Click one of the following options and then click Find:
  - Current Enrollment
  - Prior Enrollment
  - All
- 3. Choose the row containing the allocation with the incorrect start date and click Delete.
- 4. Choose the row containing the latest allocation for the enrollment, and then choose Allocations by EE from the Row menu.

- 5. On Allocations by Employee, complete the following field:
  - New Start Date

Type the correct start date.

- 6. Type the correct percentage in the following field and click OK:
  - New Percent %

## Working with Enrollment Information

After you enroll employees in benefit plans, you need to ensure that enrollment information is accurate and current. For example, you might need to change enrollment when an employee:

- Leaves your organization, you must end the employee's enrollment in benefit plans
- Marries, the employee might need to change from the Employee Only medical plan to the Employee Plus Spouse plan
- Is enrolled in the wrong plan, you must correct the mistaken enrollment
- Chooses to increase the amount of life insurance coverage, you might need to change the amount or rate of a payroll deduction

Many companies provide an open enrollment period once a year to allow employees to change their benefit elections. Employees can change the type of coverage that they have elected as well as add or remove a benefit plan as part of their coverage.

Working with enrollment information includes the following tasks:

☐ Working with enrollment overrides

☐ Working with enrollment with eligibility

## Working with Enrollment with Eligibility

When you need to change an employee's enrollment information for plans that have eligibility requirements, use Work with Enrollment with Eligibility to make the change. Working with Enrollment with Eligibility includes the following tasks:

- Ending enrollment using eligibility
- Changing an amount or rate using eligibility
- Correcting mistaken enrollment using eligibility
- Verifying continuing eligibility in plans
- Changing enrollment due to a life event

When your organization discontinues a plan or an employee wants to stop participating in a plan, you must end the employee's enrollment in the plan. During an open enrollment period, you might need to end an employee's enrollment in one plan and then enroll the employee in another plan.

You also must end enrollment when you terminate an employee. When you end enrollment for a terminated employee, the system does not re-enroll the employee in required plans.

For plans that require an amount or rate, you occasionally might need to change that amount or rate. For example, an employee might want to change the percentage of salary to contribute to a retirement plan.

When you discover that an employee is enrolled in an incorrect plan or plan option, you must correct the mistaken enrollment. If you have not yet processed payroll for the employee, the system deletes the mistaken enrollment record. If you have already processed payroll for the employee, the system creates an audit record of the mistaken enrollment.

For a plan that has continuing eligibility requirements, you can verify an employee's eligibility in the plan. When an employee fails the continuing eligibility test, the system automatically ends the employee's enrollment in the plan and assigns the employee an ineligible status.

Certain events in an employee's life can change enrollment in one or more plans. Marriage or the birth of a child are examples of life events. You can set the Enrollment with Eligibility processing options to allow these changes.



#### To end enrollment using eligibility

From the Daily Processing menu (G08BB1), choose Enrollment with Eligibility.

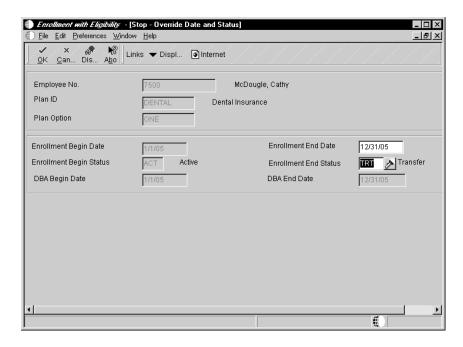
When you end an employee's enrollment in a benefit plan for which employee payroll history exists, the system updates the employee's DBA instructions with an ending date for the associated DBA. Depending on how the enrollment ending date corresponds to the payroll cycle, the ending date for the DBA might differ from the enrollment ending date. Typically, the ending date for the DBA is the date on which the DBA was last recorded in the employee's payroll history. That is, the last time that a deduction was made from the employee's payroll. However, if the enrollment ending date is greater than the DBA history date, the date that the system assigns for the DBA ending date is the enrollment ending date. When you end an employee's enrollment in one plan at the same time that you enroll the employee in another plan, the effective date of the DBA associated with the new plan is equal to the effective enrollment date for the new plan.

1. On Work With Enrollment With Eligibility, to locate the employee's plans, complete the following field and click Find:

- Employee Identification
- 2. To limit the records that appear, click the following option:
  - Display Elected Plans and Plan Options
- 3. In the following field, type a date one day later than the date on which you want to end the enrollment and click Find:
  - Effective Date
- 4. To end enrollment in a plan on the date that you defined in the enrollment parameters, choose the plan and then choose Stop Auto Dt/Sts from the Row menu.

If no enrollment parameters exist, the system ends the enrollment one day prior to the effective date.

5. To end enrollment in a plan on any date other than the date that you defined in the enrollment parameters, choose the plan and then choose Stop - Ovrd Dt/Sts from the Row menu.



- 6. On Stop Override Date and Status, complete the following fields and click OK:
  - Enrollment End Date
  - Enrollment End Status

On Enrollment with Eligibility, the system displays a  $\oslash$  in the row header of the record for which you ended enrollment.

7. To cancel the change, double-click the row header for the plan.

8. To complete the change, click Submit.

After you submit the change, the ⊘ disappears.

| Field                 | Explanation  |
|-----------------------|--|
| Enrollment End Date   | The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. |
|                       | Form-specific information  |
|                       | The date on which the employee ceases to participate in a benefit plan.  |
| Enrollment End Status | A code that indicates the ending status of an employee's enrollment in a plan. This status represents the reason for ending the old enrollment and is used as the beginning status of any resulting new enrollment.  |
|                       | You can define this code using user defined code table 08/ES. See data item XDFS (Status – Enrollment) for restrictions on the allowed values.   |
|                       | Note: An ending status that begins with the letter X represents a mistaken enrollment.   |

#### To change an amount or rate using eligibility

From the Daily Processing menu (G08BB1), choose Enrollment with Eligibility.

- 1. On Work With Enrollment With Eligibility, to locate the employee's plans, complete the following fields and click Find:
  - Employee Identification
  - Effective Date
- 2. To limit the records that appear, click the following option:
  - Display Elected Plans and Plan Options
- 3. Choose the plan for which you need to change the amount or rate, and then choose Change Amt or Rate from the Row menu.

You can change the amount or rate only for plans with a begin status that starts with the letter A and that allow an amount or rate change.

4. On Change Amount or Rate, type the amount or rate that the employee pays in the unlabeled field to the right of the Employee Payroll Ded DBA field.

5. If applicable, complete the unlabeled field to the right of the Employer Paid Benefit DBA field.

If your company has set up the employer-paid DBA to calculate from the employee-paid DBA, leave the unlabeled field to the right of the Employer Paid Benefit DBA field blank. For this type of setup, the system calculates the amount or rate based on the value in the employee-paid field. If your company has not set up the employer-paid DBA to calculate on the employee-paid DBA, type the amount or rate in the unlabeled field to the right of the Employer Paid Benefit DBA field.

- 6. Click OK to close the Change Amount or Rate form and continue with the change.
- 7. On Enrollment with Eligibility, review the new information:
  - An  $\Delta$  in the row header for the record with the change
  - Ending date of one day prior to the effective date for the the record with the change
  - A new record with the new rate
- 8. To complete the change, click Submit.

After you submit the change, the  $\Delta$  disappears.

### To correct mistaken enrollment using eligibility

From the Daily Processing menu (G08BB1), choose Enrollment with Eligibility.

- 1. On Work With Enrollment With Eligibility, to locate the employee's plans, complete the following fields and click Find:
  - Employee Identification
  - Effective Date
- 2. To limit the records that appear, click the following option:
  - Display Elected Plans and Plan Options
- 3. Choose the row containing the mistaken enrollment, and then choose Mistaken Enrollment from the Row menu.

On Enrollment with Eligibility, the system displays either a trash-can icon (no payroll history is associated with the record) or an X (payroll history is associated with the record) in the row header of the record that was a mistaken enrollment.

4. To accept the correction, click Submit.



#### To verify continuing eligibility in plans

From the Daily Processing menu (G08BB1), choose Enrollment with Eligibility.

- 1. On Work With Enrollment With Eligibility, to locate the employee's plans, complete the following fields and click Find:
  - Employee Identification
  - Effective Date
- 2. To limit the records that appear, click the following option:
  - Display Elected Plans and Plan Options
- 3. From the Form menu, choose Retest Eligibility.

For any plan for which the employee is no longer eligible, a grayed-out record appears below the employee's current plans. Any plan for which eligibility information changed appears in blue letters.

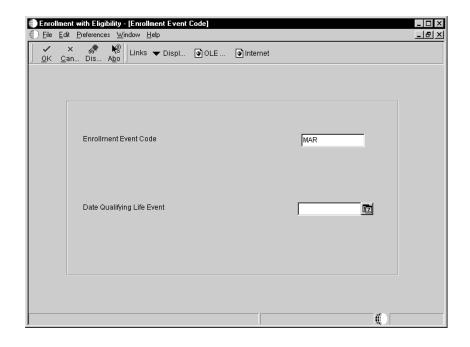


#### To change enrollment due to a life event

From the Daily Processing menu (G08BB1), choose Enrollment with Eligibility.

To change enrollment due to a life event, you must set the Enrollment with Eligibility processing option under the Defaults tab to call up the Enrollment Event form.

- 1. On Work With Enrollment With Eligibility, to locate the employee's plans, complete the following fields and click Find:
  - Employee Identification
  - Effective Date
- 2. In the detail area, choose each row that contains a benefit plan or plan option in which you need to change enrollment options.
- 3. From the Row menu, choose Elect.
- 4. Click Submit.



- 5. On Enrollment Event Code, complete the following fields and click OK:
  - Enrollment Event Code
  - Date Qualifying Life Event

### **Working with Enrollment Overrides**

Use enrollment overrides to make changes to a plan in which you waived the eligibility requirements for an employee.

The enrollment with overrides form requires more manual entry than the enrollment with eligibility form. Therefore, you should use enrollment with overrides primarily for exception cases.

Working with enrollment overrides includes the following tasks:

- Ending enrollment using overrides
- Changing an amount or rate using overrides
- Correcting a mistaken enrollment using overrides

You typically need to use overrides to end an employee's enrollment in a plan when an employee's enrollment extends beyond the normal end date. This situation might occur as part of a severance agreement.

When you end enrollment using overrides, you must enter the actual date that you want to stop the plan for the employee.

For plans that require an amount or rate, you occasionally might need to change that amount or rate. For example, when an employee marries, the employee might change from the Employee Only medical plan to the Employee Plus Spouse plan.

When you discover that an employee has been enrolled in the wrong plan or in the right plan with the wrong option, you must correct the enrollment. After you correct the mistaken enrollment, enroll the employee in the right plan. If you have not yet processed payroll for the employee, the system deletes the mistaken enrollment. If you have processed payroll for the employee, the system creates an audit record of the mistaken enrollment.

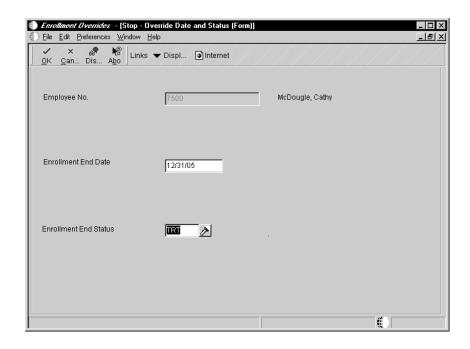
#### To end enrollment using overrides

From the Daily Processing menu (G08BB1), choose Enrollment Overrides.

When you end an employee's enrollment in a benefit plan for which employee payroll history exists, the system updates the employee's DBA instructions with an ending date for the associated DBA. Depending on how the enrollment ending date corresponds to the payroll cycle, the ending date for the DBA might differ from the enrollment ending date. When the enrollment ending date is greater than the DBA history date, the date that the system assigns for the DBA ending date is one day prior to the enrollment ending date. When the enrollment end date precedes the date when the DBA was last recorded in the employee's payroll history, the DBA ending date is the payroll period end date last recorded in the DBA record.

Typically, when you end an employee's enrollment in one plan at the same time that you enroll the employee in another plan, the effective date of the DBA associated with the new plan is equal to the effective enrollment date for the new plan if the enrollment date is after the DBA history date. Otherwise, the new DBA begin date will be one day after the DBA payroll history date, which is different from the enrollment date. This situation generally occurs when there is a mistaken enrollment that is corrected after payroll has been processed.

- 1. On Enrollment Overrides, to locate the employee's plans, complete the following field and click Find:
  - Employee Identification
- 2. To end enrollment in a single plan, complete the following fields for that plan and then click OK:
  - End Status
  - Ending Date
- 3. To end enrollment in all plans, choose End Enrollment from the Form menu.



- 4. On Stop Override Date and Status, complete the following fields and then click OK:
  - Enrollment End Date
  - Enrollment End Status

| Field                 | Explanation  |
|-----------------------|--|
| Enrollment End Date   | The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. |
|                       | Form-specific information  |
|                       | The date on which the employee ceases to participate in a benefit plan.  |
| Enrollment End Status | A code that indicates the ending status of an employee's enrollment in a plan. This status represents the reason for ending the old enrollment and is used as the beginning status of any resulting new enrollment.  |
|                       | You can define this code using user defined code table 08/ES. See data item XDFS (Status – Enrollment) for restrictions on the allowed values.   |
|                       | Note: An ending status that begins with the letter X represents a mistaken enrollment.   |

#### To change an amount or rate using overrides

From the Daily Processing menu (G08BB1), choose Enrollment Overrides.

- 1. On Enrollment Overrides, to locate the employee's plans, complete the following field and click Find:
  - Employee Identification
- 2. Choose the plan for which you need to change the amount or rate and then choose Amount/Rate from the Row menu.
- 3. On Change Amount or Rate, type the amount or rate that the employee pays in the unlabeled field to the right of the Employee Payroll Ded DBA field.
- 4. If applicable, complete the unlabeled field to the right of the Employer Paid Benefit DBA field.

If your company has set up the employer-paid DBA to calculate from the employee-paid DBA, leave this unlabeled field blank. For this type of setup, the system calculates the amount or rate based on the value in the employee-paid field. If your company has not set up the employer-paid DBA to calculate on the employee-paid DBA, type the amount or rate in the unlabeled field to the right of the Employer Paid Benefit DBA field.

Click OK after you enter the applicable amount or rates in the unlabeled fields.

### To correct a mistaken enrollment using overrides

From the Daily Processing menu (G08BB1), choose Enrollment Overrides.

You must refund any incorrect deduction manually when you correct mistaken enrollment. When you correct the information in the Benefits system, the system does not automatically generate a refund.

- 1. On Enrollment Overrides, to locate the employee's plans, complete the following field and click Find:
  - Employee Identification
- 2. Complete the following fields for the incorrect plan:
  - End Status

To enter a begin date for the correct plan that is the same as the begin date for the incorrect plan, you must enter an end status that begins with the letter X. The X end status allows you to enroll the employee in the new plan for the correct enrollment period and still track the incorrect plan for historical purposes.

- Ending Date
- 3. To enroll the employee in the correct plan, complete the steps for enrolling employees.

See Enrolling Employees Using Overrides.

| Field      | Explanation   |
|------------|---|
| End Status | A code that indicates the ending status of an employee's enrollment in a plan. This status represents the reason for ending the old enrollment and is used as the beginning status of any resulting new enrollment. |
|            | You can define this code using user defined code table 08/ES. See data item XDFS (Status – Enrollment) for restrictions on the allowed values.  |
|            | Note: An ending status that begins with the letter X represents a mistaken enrollment.  |

## **Reviewing Employee Enrollment**

Employees often have questions about their enrollment in particular benefits. In addition, organizations frequently need information about total enrollment for specific plans. OneWorld provides easy access to the information that you need in order to answer these types of questions.

You can review the details of the benefit plans in which an employee is enrolled. You can also review information about each plan and the employees enrolled in that plan. Additionally, you can print reports to review the following information:

- Employees who are not enrolled in benefit plans that are defined as mandatory for either the employee's benefit group or for the plan
- Employees who are enrolled in benefit plans that are not available to members of their benefit group
- Employees who are not enrolled in a plan for categories that require participation
- Dependents who are ineligible for benefits because of age or educational status

Reviewing employee enrollment includes the following tasks:

Reviewing benefits by employee

Reviewing employees by benefit plan

Reviewing the Employee List by Benefit Group report

Reviewing the Benefit Enrollment by Plan report

Reviewing the Benefit Enrollment Outside Group report

Reviewing the Mandatory Participation Exception report

Reviewing the Required Elections in Benefits report

Printing a benefit enrollment form

Reviewing the Dep/Ben by Plan ID and Employee report

Reviewing the Dependent/Beneficiary Exception report

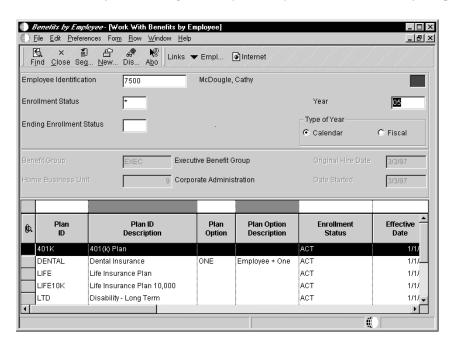
- Reviewing the Dep/Ben Missing Tax ID, Gender, or DOB report
- ☐ Reviewing dependent status reports
- ☐ Reviewing the Dependent/Beneficiary Supplemental Data report
- Reviewing the Dependent/Beneficiary Data by Data Type report

### **Reviewing Benefits by Employee**

You can review benefit information to answer employees' questions about the plans in which they are enrolled.

### To review benefits by employee

From the Daily Processing menu (G08BB1), choose Benefits by Employee.



On Work With Benefits by Employee, complete the following fields and click Find:

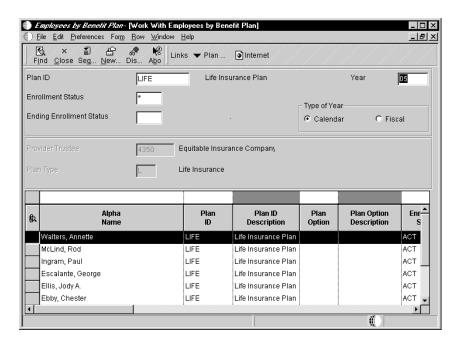
- Employee Identification
- Year

### Reviewing Employees by Benefit Plan

Frequently, you want to review all the information for all the employees enrolled in a specific benefit plan. You can review information by benefit plan and locate all the history and detail information for each employee.

#### To review employees by benefit plan

From the Daily Processing menu (G08BB1), choose Employees by Benefit Plan.



On Work With Employees by Benefit Plan, complete the following fields and click Find:

- Plan ID
- Year

### Reviewing the Employee List by Benefit Group Report

From the Periodic Processing menu (G08BB2), choose Employee List By Benefit Group.

This report lists all of the benefit groups and the employees who are enrolled in those benefit groups. This report includes information about each employee's job type and step, pay frequency and class, and employment status.

#### See Also

• R083492, Employee List by Benefit Group in the Reports Guide for a report sample

### Reviewing the Benefit Enrollment by Plan Report

From the Periodic Processing menu (G08BB2), choose Benefit Enrollment by Plan.

Use this report to review each plan and the employees enrolled in each plan. This report includes previously enrolled employees, the ending status, and the ending date.

#### See Also

• R083493, Benefit Enrollment by Plan in the Reports Guide for a report sample

### Reviewing the Benefit Enrollment Outside Group Report

From the Periodic Processing menu (G08BB2), choose Benefit Enrollment Outside Group.

This report lists all employees who are enrolled in benefit plans that are not available to members of their benefit group. After you identify employees enrolled in the wrong benefit group, you can enroll them in the correct benefit plan.

#### See Also

• R083470, Benefit Enrollment Outside Group in the Reports Guide for a report sample

## Processing Options for Benefit Enrollment Outside Group (R083470)

#### **Edits Tab**

These processing options allow you to specify the effective As Of date and whether to evaluate all enrollments or only active enrollments.

#### 1. Effective "As Of" Date

Use this processing option to specify the effective "As Of" date for determining enrollment statistics. A default of blank will use today's date.

#### 2. Evaluate active enrollments

Use this processing option to specify whether all enrollments or only active enrollments should be evaluated. Valid values are:

- 0 Evaluate all enrollemnts based on the "As Of" date specified in a previous processing option.
- 1 Evaulate only active enrollments.

### **Reviewing the Mandatory Participation Exception Report**

From the Periodic Processing menu (G08BB2), choose Mandatory Participation Exception Report.

Companies often have one or more benefit plans that are mandatory for some or all employees. The Mandatory Participation Exception report lists all employees who, because of their group status or the requirements of the plan, are not enrolled in the mandatory benefit plans but should be. You can use the report to identify the employees who are not enrolled in the mandatory plans and then enroll them.

#### See Also

• R083450, Mandatory Participation Exception in the Reports Guide for a report sample

### **Processing Options for Mandatory Participation Exception Report**

Options

 Enter the "As Of" date to be used for the exception report. All active employees on the selected date will be tested. Default of blank will use today's date.

### Reviewing the Required Elections in Benefits Report

From the Periodic Processing menu (G08BB2), choose Required Elections in Benefits.

This report lists all employees who are not enrolled in any benefit plan within a category that requires plan participation. Also, if you list a single plan in the processing option, you can identify the employees who are missing enrollment in that plan.

### **Processing Options for Required Elections in Benefits Report**

Options

- Enter the effective or "As Of" date for determining enrollment status. A default of blank will use today's date.
- 2. Enter a single plan to verify enrollment. Employees who are not enrolled in this plan will display if the plan is available for their benefit group. A default of blank will evaluate all enrollments using the "As Of" date above.

## Printing a Benefit Enrollment Form

From the Periodic Processing menu (G08BB2), choose Benefit Enrollment Form.

This report creates a personal enrollment form for an individual employee. The form shows all effective plans and plan options for the employee and gives rates for all of the plans and plan options.

#### See Also

• R083430, Benefit Enrollment Form in the Reports Guide for a report sample

### Processing Options for Benefit Enrollment Form (R083430)

#### **Defaults Tab**

These processing options allow you to specify the default dates the system uses for selecting plans, determining employee eligibility, and calculating the

employee's age. You can also specify whether the system uses the employee's identification number or the employee's tax ID number as the default value for the Employee Tax Number.

#### 1. Effective Date

Use this processing option to specify the effective date for the selection of plans and the determination of employee eligibility. To use the system date as the effective date, leave this processing option blank.

#### 2. Age As Of Date

Use this processing option to specify any date of a given year. The system uses this value and the employee's date of birth to calculate the employee's age. Running this process allows the system to update the Employee Age field on the Personal form (W0801EMPD). To use the system date leave this processing option blank.

#### 3. Employee Tax Number

Use this processing option to specify whether to print the employee's tax ID number or the employee's identification number.

- 0 Print the employee's identification number.
- 1 Print the employee's tax ID number.

#### **Print Tab**

These processing options allow you to specify whether to print certain information on the report.

#### 1. Employee Address

Use this processing option to choose whether to print the employee's address. Valid values are:

- 0 Do not print.
- 1 Print.

#### 2. Benefit Group Additional Description

Use this processing option to specify whether to print an additional description for the benefit group. Valid values are:

- 0 Do not print.
- 1 Print.

#### 3. Plan Category Additional Description

Use this processing option to specify whether to print the description for the plan category. Valid values are:

- 0 Do not print.
- 1 Print.

#### 4. Plan Remarks

Use this processing option to specify whether to print plan remarks. Valid values are:

- 0 Do not print.
- 1 Print.

#### 5. Test Eligibility

Use this processing option to specify which benefit plans to print. Valid values are:

- 0 Print all plans in the employee's benefit group.
- 1 Print only plans for which the employee is eligible.

### Reviewing the Dep/Ben by Plan ID and Employee Report

From the Periodic Processing menu (G08BB2), choose Dep/Ben by Plan ID and Employee.

This report lists the employees who have dependents or beneficiaries enrolled in each benefit plan. It includes information on each dependent, such as the relationship to the employee and the dependent/beneficiary type.

#### See Also

 R083490, Dep/Ben by Plan ID and Employee in the Reports Guide for a report sample

## Reviewing the Dependent/Beneficiary Exception Report

From the Periodic Processing menu (G08BB2), choose Dep/Ben Exception Report.

Some benefit plans require that employees designate dependents or beneficiaries. Run the Dependent/Beneficiary Exception report to identify employees who are actively enrolled in benefit plans but who have not provided the required information about dependents or beneficiaries. You should notify these employees so that they can provide this information.

Plans that are not active on the "as of" date and employees who are not enrolled on the "as of" date are not included in the report.

#### See Also

• R083460, Dependent/Beneficiary Exception in the Reports Guide for a report sample

### Processing Options for Dependent/Beneficiary Exception Report

Options

- Enter the "As Of" date to be used for the exception report. All employees enrolled in the selected plans on this date will be tested. Default of blank will use today's date.
- Enter a '1' to print active enrollment records only. Default of blank will print all enrollment records.

## Reviewing the Dep/Ben Missing Tax ID, Gender, or DOB Report

From the Periodic Processing menu (G08BB2), choose Dep/Ben Missing Tax ID, Gender or DOB.

Use this report to locate dependent or beneficiary records that do not contain a tax ID, gender, or date of birth. You should notify the appropriate employees so that they can provide this information.

#### See Also

• R083491, Dep/Ben Missing Tax ID, Gender, or DOB in the Reports Guide for a report sample

### **Reviewing Dependent Status Reports**

From the Periodic Processing menu (G08BB2), choose one of the following reports:

Non-Qualifying Dependents

- All Dependents Over Maximum Age
- Check Student Institutions

Use any of the three dependent status reports to determine whether dependents are eligible for benefits according to their age and student status.

You can choose from the following reports:

#### Non-Qualifying Dependents

Use this report to list all dependents who are over the maximum age for all dependents and are not enrolled as full-time students. This report also lists all dependents who are over the maximum age for full-time students, regardless of student status.

#### All Dependents Over Maximum Age

Use this report to list all dependents over the maximum age for all dependents. Dependents who are full-time students are listed with the names of the schools in which they are enrolled.

# **Check Student Institutions**

Use this report to list the schools in which all dependents between the maximum age for all dependents and the maximum age for full-time students are enrolled. You can use this list to verify that the schools are accredited institutions.

#### See Also

- R083496, Non-Qualifying Dependents in the Reports Guide for a report sample
- R083496, *All Dependents Over Maximum Age* in the *Reports Guide* for a report sample
- R083496, *Check Student Institutions* in the *Reports Guide* for a report sample

### **Processing Options for Dependent Status Reports**

| General  |  |
|--|--|
| Calculate the dependent's age as of the specified date range:  |  |
| <ol> <li>Beginning Date (A default of blank will use today's date):</li> <li>Ending Date (A default of blank will use one day after the Begining Date):</li> </ol> |  |
| Max. Age Range   |  |
| <ol> <li>Enter the maximum age for which all<br/>dependents are eligible.</li> </ol>   |  |
| A default of blank will use an age of 17.  |  |
| <ol> <li>Enter the maximum age for which full<br/>time students are eligible as<br/>dependents.</li> </ol>   |  |
| A default of blank will use an age of 22.  |  |

### Reviewing the Dependent/Beneficiary Supplemental Data Report

From the Dependent Beneficiary Supplemental Data menu (G08BSDD2), choose Dep/Ben Supplemental Data Report.

To review complete supplemental information for one or more dependents or beneficiaries, print the Dependent/Beneficiary Supplemental Data report. This report compiles all of a dependent's and beneficiary's supplemental information into an easy-to-read format.

#### See Also

• R080415, Dependent/Beneficiary Supplemental Data in the Reports Guide for a report sample

# Processing Options for Dependent/Beneficiary Supplemental Data Report



| 1. Enter a '1' to bypass printing |  |
|-----------------------------------|--|
| the Tax ID on the report. A       |  |
| default of blank will print the   |  |
| Tax ID.                           |  |
| 2. Enter a '1' to bypass printing |  |
| text information on the report. A |  |
| default of blank will print the   |  |
| text.                             |  |

## Reviewing the Dependent/Beneficiary Data by Data Type Report

From the Dependent Beneficiary Supplemental Data menu (G08BSDD2), choose Dep/Ben Data by Data Type.

To review a list of all dependents and beneficiaries who have information entered in a particular supplemental data type, you can print the Dependent/Beneficiary Data by Data Type report.

### See Also

• R080405, Dependent/Beneficiary Data by Data Type in the Reports Guide for a report sample

## **Working with Employee Benefit Statements**

Employers in the United States typically pay a significant portion of an employee's total compensation for benefit and tax payments that are nearly invisible to the employee. You can create a benefit statement that shows employees the funds spent on their behalf. The benefit statement can include specific information about an employee's compensation and benefits such as:

- Base salary or regular earnings
- Specific additional earnings, such as bonuses
- Employee and employer contributions to specific insurance benefits
- Paid time off such as holiday or vacation time
- Taxes such as FICA, unemployment, and workers' compensation

When you create a benefit statement, you create benefit statement headings that correspond to the categories of information that you want to display on the benefit statement. For example, you might have benefit statement headings such as medical insurance, vacation pay, taxes, and so on. For each benefit statement heading, you select the PDBAs or tax types that will provide the amount spent on each type of compensation.

After you have gathered information for the benefit statement using benefit statement headings, you can merge a benefit statement form with a list of employees who should receive a benefit statement. You use the MailMerge feature of Microsoft Word to combine the benefit statement form and list of employees to create a customized benefit statement for each employee.

Working with employee benefit statements includes the following tasks:

| Ц | Setting up a benefit statement          |
|---|---|
|   | Setting up benefit statement headings   |
|   | Linking headings to a benefit statement |
|   | Printing benefit statements             |

### Setting Up a Benefit Statement

When you set up a benefit statement, you assign a code and description that will identify the benefit statement. You might set up different benefit statements for different groups of employees, depending on the kind of compensation and benefits that each group receives.

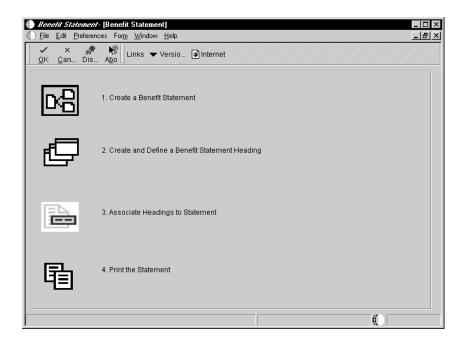
You also need to specify the MailMerge document that you will use to create the benefit statement. The MailMerge document is a Microsoft Word document that contains the structure of the benefit statement.

### **Before You Begin**

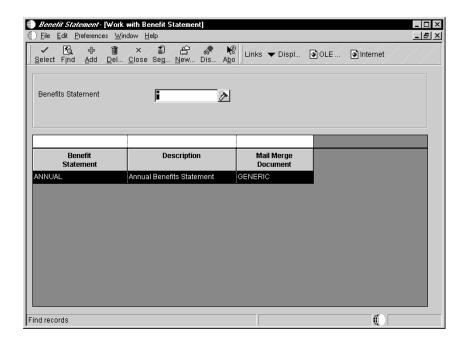
Set up a MailMerge document for the benefit statement using the data structure name D083305. For more information, see *Adding MailMerge Documents* in the *OneWorld Foundation Guide*.

### To set up a benefit statement

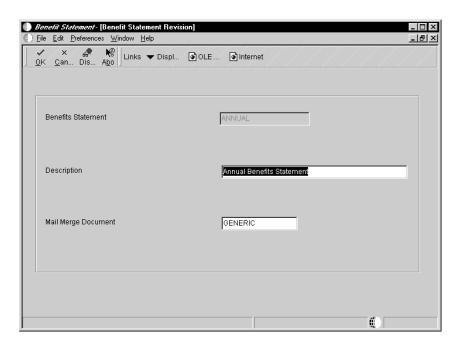
From the Periodic Processing menu (G08BB2), choose Benefit Statement.



1. On Benefit Statement, click Create a Benefit Statement.



2. On Work with Benefit Statement, click Add.



- 3. On Benefit Statement Revision, complete the following fields and click OK:
  - Benefits Statement Name
  - Description
  - Mail Merge Document

### **Setting Up Benefit Statement Headings**

Benefit statement headings correspond to the categories of information that will appear on a benefit statement. You need to set up a benefit statement heading for each type of earnings, benefits, or tax amounts that you want to appear on the benefit statement. For example, you could set up a benefit statement for each type of insurance provided, for each significant type of pay (regular earnings, vacation pay, and so on), and for specific taxes.

When you create a benefit statement heading, you specify whether the heading corresponds to benefits or earnings. For example, company-paid insurance and taxes are all benefit-type headings, but regular pay types are earnings-type headings. The system uses the totals of the benefit-type headings and earnings-type headings to calculate the percentage of benefits that were company-paid.

Cross-reference each heading to either a PDBA or a tax type that will supply the amounts of employee and employer contributions for that heading, and indicate whether the amount is employer or employee paid. If the heading corresponds to a type of pay or a benefit plan, cross-reference a PDBA. If the heading corresponds to a tax, cross-reference a tax area and tax type. You must cross-reference either a PDBA or a tax area and type to each heading that you want to include on the benefit statement.

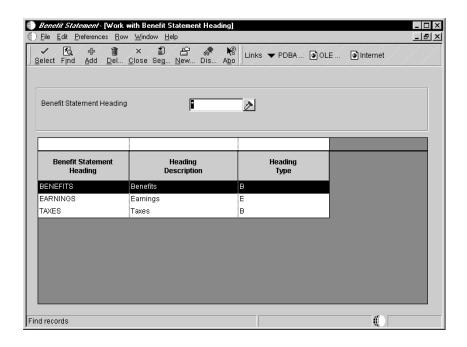
Setting up benefit statement headings includes the following tasks:

- Adding a benefit statement heading
- Cross-referencing PDBAs
- Cross-referencing tax information

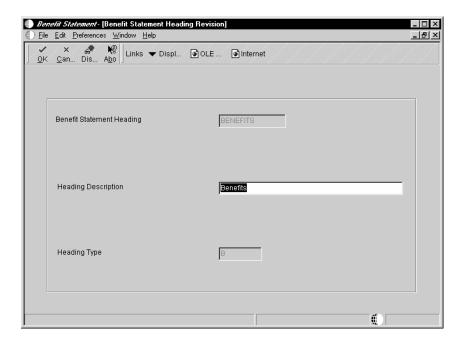
### To add a benefit statement heading

From the Periodic Processing menu (G08BB2), choose Benefit Statement.

1. On Benefit Statement, click Create and Define a Benefit Statement Heading.

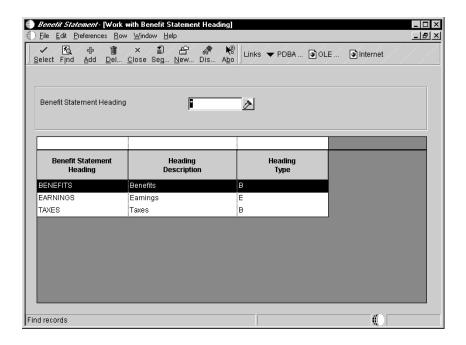


2. On Work with Benefit Statement Heading, click Add.

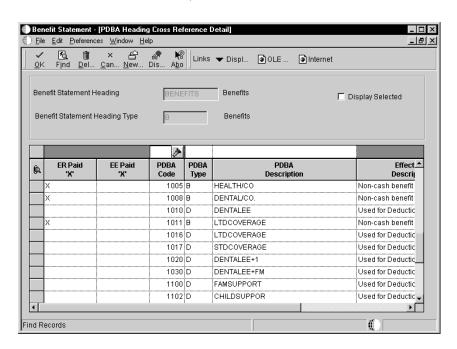


- 3. On Benefit Statement Heading Revision, complete the following fields and click OK:
  - Benefit Statement Heading
  - Heading Description
  - Heading Type

#### To cross-reference PDBAs



- 1. On Work with Benefit Statement Heading, complete the following field and click Find:
  - Benefit Statement Heading
- 2. Choose a row in the detail area.
- 3. From the Row menu, choose PDBA Ref.



- 4. On PDBA Heading Cross Reference Detail, complete either of the following fields and click Find:
  - PDBA Code
  - PDBA Type
- 5. If you want to cross-reference a benefit, type an X in the following field:
  - ER Paid 'X'

The system does not allow you to put an X in the ER Paid field for a deduction code because deductions can only be employee paid.

- 6. If this is a deduction that you want to cross-reference, type an X in the following field:
  - EE Paid 'X'

The system does not allow you to put an X in the EE Paid field for a PDBA code, such as a pay type code, that can only be employer paid.

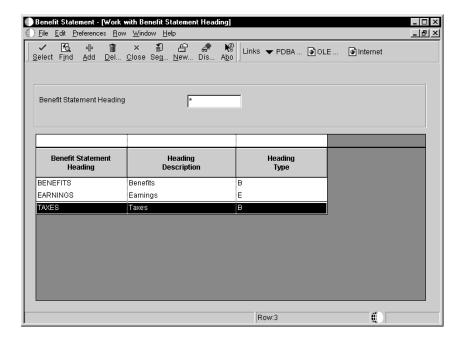
The employer-paid and employee-paid amounts from all the PDBAs that you cross-reference to a single heading will be totaled to produce total employer and employee contributions for that heading.

- 7. To review your cross-references, choose Display Selected on the PDBA Heading Cross Reference Detail form.
- 8. When you have cross-referenced all the PDBAs that you want, click OK.

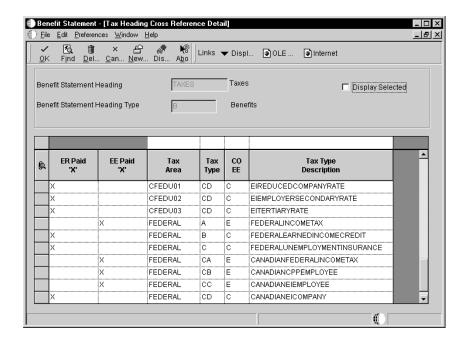
| Field     | Explanation  |
|-----------|--|
| PDBA Code | A code that defines the type of pay, deduction, benefit, or accrual.   |
|           | Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.  |
| PDBA Type | A code used to distinguish between the following types of payroll entries:  P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth |
|           | Note: These codes may only be changed by J.D. Edwards  |
|           | If you enter an * in this field the system displays all four types of PDBAs.   |

| Field       | Explanation   |
|-------------|---|
| ER Paid 'X' | A value that specifies whether the employer (not the employee) pays a pay type, deduction, benefit, or accrual (PDBA). Enter an X in this field if the employer pays the PDBA. If you enter an X in both the Paid by Employer and Paid by Employee fields, the system generates an error message. If you leave both the Paid by Employer and Paid by Employee fields blank, the system does not store the record. |
| EE Paid 'X' | A value that specifies whether the employer (not the employee) pays a pay type, deduction, benefit, or accrual (PDBA). Enter an X in this field if the employer pays the PDBA. If you enter an X in both the Paid by Employer and Paid by Employee fields, the system generates an error message. If you leave both the Paid by Employer and Paid by Employee fields blank, the system does not store the record. |

### To cross-reference tax information



- 1. On Work with Benefit Statement Heading, complete the following field and click Find:
  - Benefit Statement Heading
- 2. Select TAXES from the detail area and choose Tax Ref. from the Row menu.



- 3. On Tax Heading Cross Reference Detail, complete either of the following fields and click Find:
  - Tax Area
  - Tax Type
- 4. Type an X in either of the following fields for each tax area you want to cross-reference, and click OK:
  - ER Paid 'X'
  - EE Paid 'X'

The amounts from all the tax areas that you cross-reference to a single heading will be added to produce total employer and employee contributions for that heading.

5. To review your cross-references, choose Display Selected on the Tax Heading Cross Reference Detail form.

| Field    | Explanation   |
|----------|---|
| Tax Area | A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In the payroll-tax calculation software made by Vertex, the tax-area code is synonymous with GeoCode. To determine the valid codes for your location, refer to the documentation for the tax-calculation software that you are using. |
|          | For WorldSoftware: If you are using the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in this field before you can exit the form. You use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area.  |
| Tax Type | A user defined code (06/TX) that identifies the type of payroll tax being processed.  |
|          | Refer to the associated user defined code records for the current descriptions of these codes.  |
|          | The values and meanings associated with this user defined code are preset by J.D. Edwards. You should not alter the values or their meanings.   |

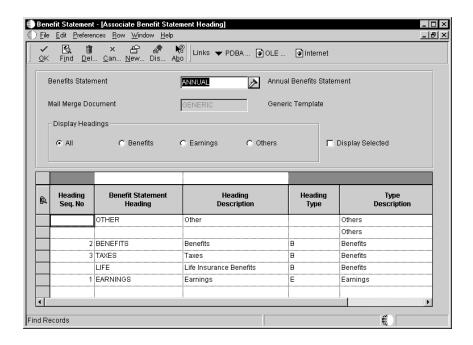
### Linking Headings to a Benefit Statement

You link headings to a benefit statement to select which of the benefit statements that you have created should appear on a particular benefit statement. You also use sequence numbers to indicate the order in which you want the headings to appear on the benefit statement. You can link as many as ten headings of each heading type (benefit, earnings, or other).

#### To link headings to a benefit statement

From the Periodic Processing menu (G08BB2), choose Benefit Statement.

1. On Benefit Statement, click Associate Headings to Statement.



- 2. On Associate Benefit Statement Heading, complete the following field:
  - Benefits Statement
- 3. To narrow your search, click an option in the following area and click Find:
  - Display Headings
- 4. Complete the following field in the detail area for each heading that you want to include on the benefit statement and click OK:
  - Heading Seq. No

| Field            | Explanation  |
|------------------|--|
| Display Headings | An option that allows you to specify the information that the program displays. You can display benefits headings, earnings headings, or all headings.   |
| Heading Seq. No  | This number is used to control the sequence of Processing Options, DDS Selection values and DDS Key sequences.   |
|                  | The sequence number is relative, meaning that the sequence need not start 001, 002, etc. A sequence of 003 and 005 sorts the report with the 003 field before the 005 field.                             |
|                  | For Financial Reports, company MUST be sequence 001 in order to access the specific company Automatic Accounting Instruction (AAI) records. If company is not sequence 001, company 00000 AAIs are used. |

### **Printing Benefit Statements**

When you print benefit statements, the system uses the data selection on a version of the Benefit Statement Workfile Build program (R083305) to generate the list of employees who will receive a benefit statement. The system merges this list with the MailMerge document that you specified when you set up the benefit statement to create a customized benefit statement for each employee.

You must specify the name of the benefit statement in the processing options of the Benefit Statement Workfile Build program. You also specify the date range for the benefit statement in these processing options. The system uses the dates that you enter in the processing options along with the PDBAs and tax areas that you have cross-referenced to headings to produce total employer and employee contributions for each heading for each employee. The system retrieves the amounts of employer and employee contribution from the Payroll History table (F06146).

**NOTE**: Benefit statements are produced as Microsoft Word documents. You must have Microsoft Word in order to print benefit statements.

### Before You Begin

| Set up a version of the Benefit Statement Workfile Build program         |
|--|
| (R083305) with the data selection defined to select the employees for    |
| whom you want to create benefit statements. See Creating a Batch Version |
| and Accessing Data Selection and Sequencing for Batch Versions in the    |
| OneWorld Foundation Guide.   |
|  |
| Enter the name of your benefit statement and specify the date range for  |

the benefit statement in the processing options for your version of the Benefit Statement Workfile Build program (R083305). You can access the version list for the Benefit Statement Workfile Build program by choosing Versions from the Form menu on the Benefit Statement form.

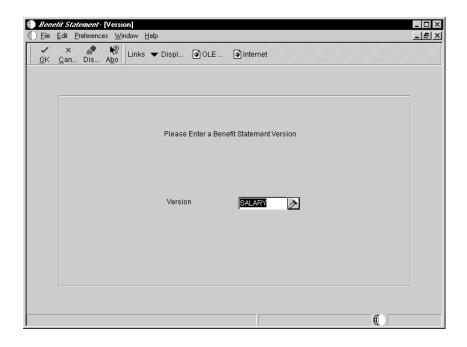
#### See Also

• R08305, Benefit Statement in the Reports Guide for a report sample

### To print benefit statements

From the Periodic Processing menu (G08BB2), choose Benefit Statement.

1. On Benefit Statement, click Print the Statement.



- On Version, complete the following field and click OK:
  - Version

As with other reports, you can print your benefit statements directly or display them online. If you choose to display the benefit statement online, the system creates a read-only Word document of the benefit statements in the MailMerge Workbench. You can print the benefit statements from the MailMerge Workbench.

| Field   | Explanation  |
|---------|--|
| Version | A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version. |

### **Processing Options for Benefit Statement Workfile Build**

Define

- 1. Benefits Statement Name
- 2. Month From 3. Year From
- 4. Month Through 5. Year Through

OneWorld Xe (09/00) 2-83

# Flexible Benefits

### Flexible Benefits

Flexible benefit plans, also called flex plans, allow employees to select the benefit choices that meet the employees' needs. Employers provide employees flex credits with which they can "purchase" the benefit plans that they want. Flex credits can be provided in a lump sum that is based on factors such as length of service or in a lump sum that is the same for all employees. Flex credits can also be awarded upon selection of certain benefit plans.

Each benefit plan has corresponding costs or credits. Plans that are less costly to the employer have a lower flex cost to the employee. For example, a medical plan that includes family coverage might cost an employee 15 flex credits while an employee-only medical plan might cost only 5 flex credits. A plan that is particularly inexpensive might carry a flex credit to encourage employees to choose that plan over a more costly plan.

If an employee selects a combination of benefit plans for which the cost exceeds the credits available to the employee, the difference is deducted from the employee's pay through a pretax payroll deduction.

Benefits administrators can enroll employees in flex benefit plans through Enrollment with Eligibility. Employees can also enroll themselves through the self-service benefits applications. In both cases, the system maintains a running total of flex credits available, spent, and remaining for each employee.

Maintaining flexible benefit plans includes the following tasks:

| Setting up a benefit group for flex   |
|---------------------------------------|
| Setting up an employee flex deduction |
| Setting up a lump sum credit          |
| Setting up flex benefit plans         |
| Enrolling in flex benefit plans       |

# Setting Up a Benefit Group for Flex

Flex benefits are enabled at the benefit group level by assigning a benefit group rule in the Categories by Benefit Group program. The benefit group rule lets you specify whether a benefit group offers flex plans and if so, whether you want to require the employee to use all of the available credits on flex plans.

When an employee uses more flex credits than he or she has available, the system automatically generates a pretax flex deduction for the amount of the negative remaining balance. An employee may have positive remaining credits if the benefit group rule allows it. The benefits administrator can manually allocate these remaining credits to other plans. The system will not automatically reallocate positive remaining credits.

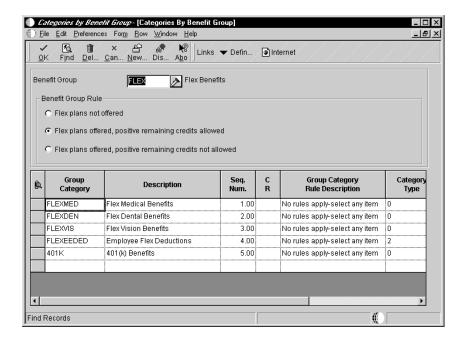
Within each benefit group that offers flex plans, you must set up a single category with a single plan for employee flex deductions. The system uses this category and plan to track any amounts that an employee spends on benefits in excess of what the employer allowed. This amount is deducted from the employee's pay. If you are offering employees an initial lump sum of flex credits, you must set up a single category with a single plan to hold the lump sum credits. You can also identify the credits for each category or plan, such as, 100 credits to spend on medical, 50 credits to spend on dental, and so forth.

#### See Also

- Setting Up Group Information for complete information about setting up benefit groups
- Setting Up an Employee Flex Deduction and Setting Up a Lump Sum Credit for information about setting up special plans for flex benefits

## To set up a benefit group for flex

From the Benefits Administration Setup menu (G08BB4), choose Categories by Benefit Group.



- 1. On Categories by Benefit Group, complete the following field:
  - Benefit Group
- 2. Select an option under the following heading and click OK:
  - Benefit Group Rule

| Field              | Explanation   |
|--------------------|---|
| Benefit Group      | The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization.   |
| Benefit Group Rule | A rule assigned to the benefit group that determines whether the benefit group contains flex plans and whether you want to keep track of flex credits that remain after an employee has enrolled in benefit plans. The hard-coded values are:  0 Flex plans are not offered. 1 Flex plans are offered. Positive remaining credits are allowed 2 Flex plans are offered. Positive remaining credits are not allowed. |

# **Setting Up an Employee Flex Deduction**

Each benefit group that offers flex plans must contain an employee flex deduction category and plan. The employee flex deduction plan is the mechanism for deducting a negative flex balance from an employee's pay.

You do not set up the employee flex deduction plan as a flex plan because it does not have a predetermined flex cost or credit. Instead, you set it up as a regular plan and assign it a pretax deduction DBA that requires entry of a flat amount. The system calculates the flat amount by subtracting the flex costs of the plans that an employee selects from the employee's available credits. If the resulting amount is negative, that amount is deducted from the employee's pay on a pretax basis.

The employee flex deduction category and plan do not appear on self-service forms because employees cannot change their enrollment in this plan. Also, you cannot change the amount of the employee flex deduction on the Enrollment With Eligibility form because the system automatically updates the plan DBA with the employee's negative flex balance.

Setting up an employee flex deduction includes the following tasks:

- Setting up a flex deduction category
- Setting up a flex deduction plan

#### **Before You Begin**

| Set up a code and description for the flex deduction category. See Setting   |
|--|
| Up Benefit Categories.   |
| Set up a flex deduction DBA with a method of calculation of \$ (Flat Amount). See <i>Setting Up Essential DBA Information</i> in the <i>HR and Payroli</i> |
| Foundation Guide   |

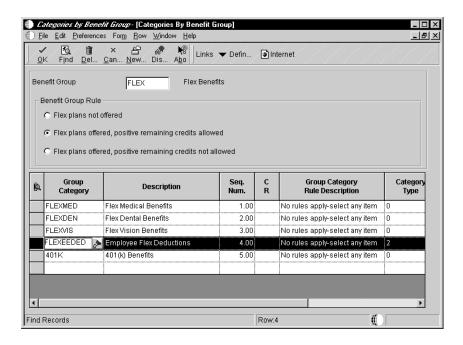
#### See Also

- Setting Up Benefit Categories for complete information about setting up benefit categories
- Setting Up Benefit Plans for complete information about setting up benefit plans



### To set up a flex deduction category

From the Benefits Administration Setup menu (G08BB4), choose Categories by Benefit Group.



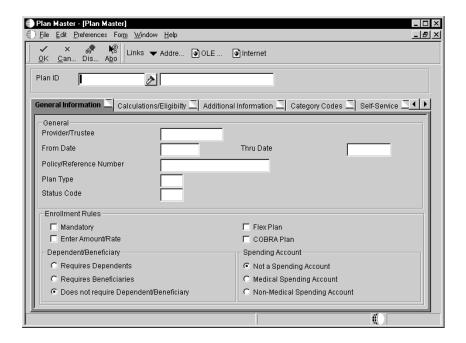
- 1. On Categories by Benefit Group, complete the following field with the name of a benefit group that has been set up for flex:
  - Benefit Group
- 2. On a blank row in the detail area, complete the following fields:
  - Group Category
  - Seq Num.
- 3. Enter 2 for employee flex deduction in the following field and click OK:
  - Category Type

| Field          | Explanation  |
|----------------|--|
| Group Category | The category of a benefit group. The category is used to group benefit plans according to the type and rule. For example:  Medical - Required Medical Selections Dental - Optional Dental Selections Life - Required Life Insurance Selections |
|                | Valid categories are set up in the Generic Rate and Message table (F00191) for user defined code list 08/SG. Associated text for categories is stored in the General Message Detail table (F00192). For more information, see program P00191.  |
| Seq Num.       | A number used to sequence information for review purposes only.  |
|                | Form-specific information  |
|                | Use this field to specify the order in which categories appear on the Enrollment with Eligibility form.  |
| Category Type  | A code that identifies categories for DBAs that use special flex calculation plans, such as lump sum employer flex credits and employee flex deductions when remaining flex credits are negative.  |

### To set up a flex deduction plan

From the Benefits Administration Setup menu (G08BB4), choose Plan Master.

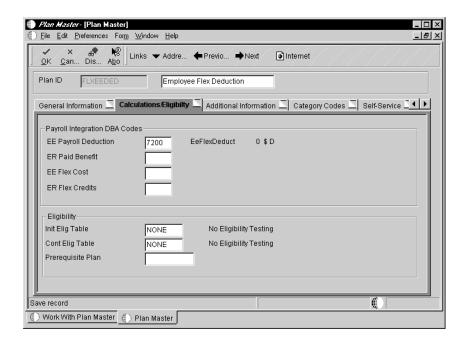
1. On Work With Plan Master, click Add.



- 2. On Plan Master, complete the following field:
  - Plan ID
- 3. In the unlabeled field following the Plan ID field, type the title, or name, of the plan.
- 4. Enter the address book number of your company in the following field:
  - Provider/Trustee
- 5. Complete the following field:
  - Status Code
- 6. If all employees are required to choose this plan, select the following option:
  - Mandatory
- 7. Select the following option:
  - Enter Amount/Rate

Do not select Flex Plan because the flex deduction plan does not have a predetermined flex cost or credit.

8. Click the Calculations/Eligibility tab.



- 9. Enter the flex deduction DBA in the following field:
  - EE Payroll Deduction
- 10. Complete the following mandatory fields:
  - Init Elig Table
  - Cont Elig Table
- 11. If you are using Employee Self-Service, click the Self-Service tab.
- 12. Turn on the following option:
  - Allow Enrollment at Plan Level

Allow Enrollment at Plan Level must be turned on in order for the flex deduction plan to be included in the self-service workfile build.

#### 13. Click OK

After you set up the flex deduction category and plan, you must link the plan to the category. See *Linking Plans to Benefit Categories*.

| Field                | Explanation   |
|----------------------|---|
| Plan ID              | An abbreviation or number that identifies a specific employee benefit. Examples are:  • Employee Health Insurance  • Accidental Death and Dismemberment  • Health Club Expense Reimbursement  • Employee Stock Appreciation Rights  |
|                      | A benefit plan typically is associated with a deduction, benefit, or accrual. For example, a medical plan is a benefit that might also require a deduction to withhold premiums from an employee's pay.   |
| Provider/Trustee     | The address book number for the supplier who receives the final payment.  |
|                      | In Benefits administration, this is the address book<br>number of the company that issues the plan and receives<br>premium payments for it.   |
|                      | For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.  |
| Status Code          | A user defined code (system 08/type ST) that defines the current state of the benefit plan. For example, you can use A to define the plan as active.  |
| Mandatory            | A code that indicates whether the plan is required for all employees. Valid codes are:  Y Yes, all employees must participate in this plan. You should not use this code unless all employees are required to participate in the plan.  N No, all employees are not required to participate in this plan. It is optional. |
| Enter Amount/Rate    | A code that indicates whether you can enter an amount or rate when you enroll an employee in a benefit plan.  Typically, you enter Y (yes) when the employee determines the amount of a deduction or a benefit.  Examples include 401(k) percentages, dependent care, and health care reimbursements.                     |
| EE Payroll Deduction | The DBA defined in the Payroll Transactions Constants table (F069116) that is used to calculate the dollar amount that the employee contributes by enrolling in the plan. In most cases, this DBA is defined to deduct pay from the enrolled employee's check.  |
| Init Elig Table      | The table used to specify the rules, if any, for the employee's initial enrollment in the plan.   |
|                      | Even when a plan has no eligibility criteria, J. D. Edwards recommends that you set up a table, such as "None," for initial eligibility testing.  |

| Field           | Explanation  |
|-----------------|--|
| Cont Elig Table | A code used to specify the rules, if any, for an employee's continuing enrollment in the plan.   |
|                 | Even when a plan has no eligibility criteria, J.D. Edwards recommends that you set up a table, such as None, for continuing eligibility testing. |

# Setting Up a Lump Sum Credit

You can provide employer credits in a lump sum amount that has been determined based on factors such as length of service, or a lump sum amount that is the same for all employees. You can also award credits at the plan level for selection of less costly benefit plans.

If you are providing a lump sum of employer credits, you must set up a lump sum credit category and plan within each benefit group that offers a lump sum credit. The lump sum credit plan is the mechanism for awarding the lump sum credit. The lump sum credit is awarded through either a benefit or accrual DBA.

The lump sum credit category and plan do not appear on self-service forms because employees cannot change their enrollment in this plan.

The lump sum credit plan must be set up as a mandatory plan so that all employees will automatically be enrolled in the plan.

Setting up a lump sum credit includes the following tasks:

- Setting up a lump sum credit category
- Setting up a lump sum credit plan

#### Before You Begin

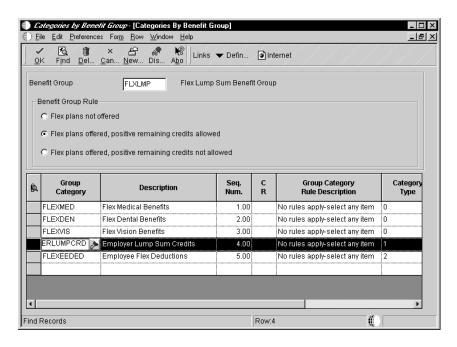
- Set up a code and description for the lump sum credit category. See *Setting Up Benefit Categories*.
- Set up a lump sum credit benefit or accrual DBA that has no effect on gross or net pay and that has a positive amount. See *Setting Up Essential DBA Information* in the *HR and Payroll Foundation Guide*.

#### See Also

- Setting Up Benefit Categories for complete information about setting up benefit categories
- Setting Up Benefit Plans for complete information about setting up benefit plans
- Setting Up Flex Benefit Plans for information about awarding credits at the plan level

#### To set up a lump sum credit category

From the Benefits Administration Setup menu (G08BB4), choose Categories by Benefit Group.

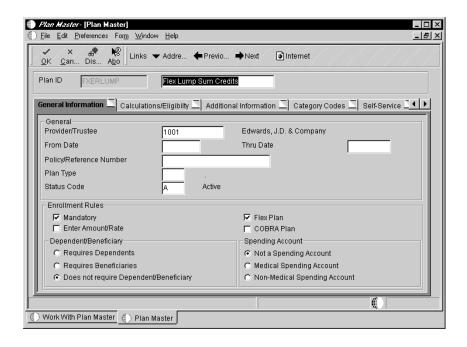


- 1. On Categories by Benefit Group, complete the following field with the name of a benefit group that has been set up for flex:
  - Benefit Group
- 2. On a blank row in the detail area, complete the following fields:
  - Group Category
  - Seq Num.
- 3. Enter 1 for employer lump sum credits in the following field and click OK:
  - Category Type

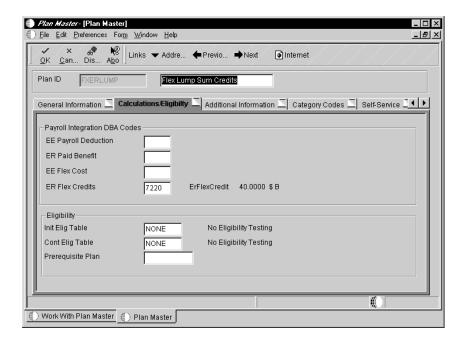
#### To set up a lump sum credit plan

From the Benefits Administration Setup menu (G08BB4), choose Plan Master.

1. On Work With Plan Master, click Add.



- 2. On Plan Master, complete the following field:
  - Plan ID
- 3. In the unlabeled field following the Plan ID field, type the name of the plan.
- 4. Enter the address book number of your company in the following field:
  - Provider/Trustee
- 5. Select the following options:
  - Mandatory
  - Flex Plan
- 6. Click the Calculations/Eligibility tab.



- 7. Enter the lump sum credit benefit or accrual DBA in the following field:
  - ER Flex Credits
- 8. Complete the following mandatory fields:
  - Init Elig Table
  - Cont Elig Table
- 9. If you are using Employee Self-Service, click the Self-Service tab.
- 10. Turn on the following option:
  - Allow Enrollment at Plan Level

Allow Enrollment at Plan Level must be turned on in order for the flex deduction plan to be included in the self-service workfile build.

#### 11. Click OK

After you set up the lump sum credit category and plan, you must link the plan to the category. See *Linking Plans to Benefit Categories*.

| Field     | Explanation  |
|-----------|--|
| Flex Plan | A code that identifies the plan as a flex plan. When the plan is defined as a flex plan, the system will display the EE Flex Cost (PDDP) and the ER Flex Credit (PDCP) PDBA fields on the Enrollment with Eligibility and the Employee Self-Service benefit forms. |

| Field           | Explanation   |
|-----------------|---|
| ER Flex Credits | The DBA defined in the Payroll Transactions Constants table (F069116) that will be used to calculate the points amount that the employer contributes to an employee enrolled in a flexible spending environment.  |
|                 | <ol> <li>DBAs used for points in a benefit plan or option must meet two requirements:         <ol> <li>The DBA must have blanks in the specification for gross effect and net effect (see data items PAYG and PAYN) so that the use of (non-dollar) points does not add or subtract dollars from employee pay.</li> </ol> </li> <li>The DBA must have an M in the specification for Journal Entry (Y/N/M) (see data item NMTH) so that the use of (non-dollar) points does not</li> </ol> |
|                 | that the use of (non-dollar) points does not affect the G/L system.   |

# **Setting Up Flex Benefit Plans**

Every benefit plan or plan option can have one or more of the following associated DBA values:

# Employee payroll deduction

The employee payroll deduction DBA calculates the amount associated with selecting a particular benefit plan. If the plan is available at no cost to the employee, this DBA should be left blank. This DBA is normally associated with non-flex plans.

The employee payroll deduction DBA is set up as a deduction type DBA.

#### **Employer paid benefit**

The employer paid benefit DBA is the cost (or portion of the cost) incurred by the company to provide a particular benefit plan. If the plan incurs no cost for the company, this DBA should be left blank. This DBA can be used for flex or non-flex plans.

The employer paid benefit is not displayed on any interactive enrollment forms. It is simply the company cost that is recorded in the G/L and does not affect the enrollment process.

The employer paid benefit DBA is set up as a benefit or accrual type DBA.

#### **Employee flex cost**

The employee flex cost DBA is the value of the flex credits that an employee must spend in order to select a particular benefit plan. When the benefit group rule indicates that flex plans are offered, the value generated by the employee flex cost DBAs is displayed on interactive enrollment forms and is used to calculate an employee's total flex cost.

The employee flex cost DBA is a benefit or accrual type DBA.

#### **Employer flex credits**

The employer flex credits DBA is the value of the flex credits given to an employee as a result of selecting a particular benefit plan. Flex credits are sometimes assigned to less expensive benefit plans as an incentive for employees to select those plans. You can use this DBA to award lump sum credits or to award credits at the plan level. When the benefit group rule indicates that flex plans are offered, the value generated by the employer flex credit DBAs is displayed on interactive enrollment forms and is used to calculate an employee's available flex credits.

The employer flex credit DBA is a benefit or accrual type DBA.

You set up flex benefit plans in the same way that you set up other benefit plans, except that you click an option on the Plan Master to indicate that the plan is a flex plan. If you click this option, you should assign the plan either an employee flex cost DBA or an employer flex credits DBA.

Flex plans are normally set up to use the employee flex cost and employer flex credit DBAs. However, the system lets you enter an employee payroll deduction DBA for flex plans as well. You can also set up a plan to require entry of an amount or rate. When a plan requires an amount or rate entry, the system displays a column for amount or rate entries on self-service forms. How the system applies the amount or rate that is entered depends on which DBAs are assigned to the plan. The following rules apply to amount and rate entries for flex plans:

- For plans with both the employee flex cost DBA and the employee payroll deduction DBA, amount or rate entries are applied to the employee payroll deduction DBA.
- For plans with the employee flex cost DBA only, amount or rate entries are applied to that DBA.
- For non-flex plans, amount or rate entries only apply to the employee payroll deduction DBA.

**Caution:** On self-service forms, amount or rate entries can never apply to the employer flex credit DBA.

#### See Also

• Setting Up Benefit Plans for complete information about setting up benefit plans

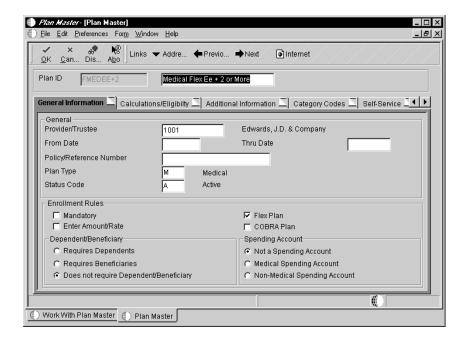
#### **Before You Begin**

☐ Set up DBAs to represent the employee flex cost that is required to participate in the plans or the employer flex credits that are awarded for enrollment in the plans. See Setting Up Deductions, Benefits, and Accruals in the HR and Payroll Foundation Guide.

## To set up a flex benefit plan

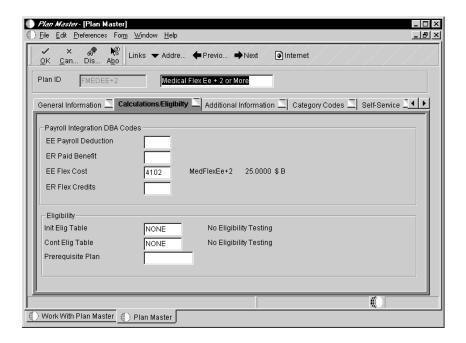
From the Benefits Administration Setup menu (G08BB4), choose Plan Master.

1. On Work With Plan Master, click Add.



- 2. On Plan Master, complete the following fields:
  - Plan ID
- 3. In the unlabeled field following the Plan ID field, type the name of the plan.
- 4. On the General Information tab, complete the following field:
  - Provider/Trustee
- 5. Complete the following optional fields:
  - Policy/Reference Number
  - Plan Type
  - Status Code

- 6. Select the following option:
  - Flex Plan



- 7. Click the Calculations/Eligibility tab and complete any of the following fields:
  - ER Paid Benefit
  - EE Flex Cost
  - ER Flex Credits
- 8. Complete the following mandatory fields and click OK:
  - Init Elig Table
  - Cont Elig Table

You can complete other fields on the Plan Master form as necessary.

| Field   | Explanation  |
|---------|--|
| Plan ID | An abbreviation or number that identifies a specific employee benefit. Examples are:  • Employee Health Insurance  • Accidental Death and Dismemberment  • Health Club Expense Reimbursement  • Employee Stock Appreciation Rights |
|         | A benefit plan typically is associated with a deduction, benefit, or accrual. For example, a medical plan is a benefit that might also require a deduction to withhold premiums from an employee's pay.                            |

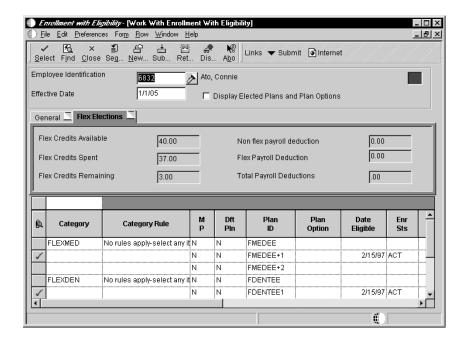
| Field                   | Explanation  |
|-------------------------|--|
| Provider/Trustee        | The address book number for the supplier who receives the final payment.   |
|                         | In Benefits administration, this is the address book<br>number of the company that issues the plan and receives<br>premium payments for it.  |
|                         | For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.   |
| Policy/Reference Number | The certificate or policy number of the benefit plan.  |
| Plan Type               | A user defined code (system 08/type PT) that identifies the specific type of plan. For example, L can be used to identify a life insurance plan.   |
| Status Code             | A user defined code (system 08/type ST) that defines the current state of the benefit plan. For example, you can use A to define the plan as active.   |
| ER Paid Benefit         | The DBA defined in the Payroll Transactions Constants table (F069116) that the system uses to calculate the dollar amount that the employer contributes to the employee enrolled in the plan. In most cases, this DBA is defined as a benefit to add pay to the enrolled employee's check.   |
| Flex Plan               | A code that identifies the plan as a flex plan. When the plan is defined as a flex plan, the system will display the EE Flex Cost (PDDP) and the ER Flex Credit (PDCP) PDBA fields on the Enrollment with Eligibility and the Employee Self-Service benefit forms.   |
| EE Flex Cost            | The DBA defined in the Payroll Transactions Constants file (F069116) that is used to calculate the points amount that the employee contributes by enrolling in the plan in a flexible spending environment.  |
|                         | DBAs used for points in a benefit plan or option must meet two requirements:  1. The DBA must have blanks in the specification for Gross Effect and Net Effect (see data items PAYG and PAYN) so that the use of (non-dollar) points does not add or subtract dollars from employee pay.  2. The DBA must have an M in the specification for Journal Entry (Y/N/M) (see data item NMTH) so that the use of (non-dollar) points does not affect the G/L system. |

| Field           | Explanation  |
|-----------------|--|
| ER Flex Credits | The DBA defined in the Payroll Transactions Constants table (F069116) that will be used to calculate the points amount that the employer contributes to an employee enrolled in a flexible spending environment.   |
|                 | <ol> <li>DBAs used for points in a benefit plan or option must meet two requirements:         <ol> <li>The DBA must have blanks in the specification for gross effect and net effect (see data items PAYG and PAYN) so that the use of (non-dollar) points does not add or subtract dollars from employee pay.</li> </ol> </li> <li>The DBA must have an M in the specification for Journal Entry (Y/N/M) (see data item NMTH) so that the use of (non-dollar) points does not affect the G/L system.</li> </ol> |
| Init Elig Table | The table used to specify the rules, if any, for the employee's initial enrollment in the plan.  |
|                 | Even when a plan has no eligibility criteria, J. D. Edwards recommends that you set up a table, such as "None," for initial eligibility testing.   |
| Cont Elig Table | A code used to specify the rules, if any, for an employee's continuing enrollment in the plan.   |
|                 | Even when a plan has no eligibility criteria, J.D. Edwards recommends that you set up a table, such as None, for continuing eligibility testing.   |

# **Enrolling in Flex Benefit Plans**

You can enroll employees in flex benefit plans using the Enrollment with Eligibility program. You can also let employees enroll themselves in benefit plans using the self-service applications. In either case, enrolling in flex plans follows the same process as enrolling in non-flex plans.

The only visible difference between flex and non-flex enrollment is the information that appears on the enrollment form. If a benefit group does not offer flex plans, the system displays the total employee payroll deduction as plan elections are made. If a benefit group offers flex plans, the system dynamically updates various flex amounts on the enrollment form.



The following table identifies how the system calculates the information in the fields on the enrollment forms for flex benefit plans:

**Flex Credits Available** Flex credits available are calculated as the total of flex

credits awarded in a lump sum and flex credits awarded

as a result of enrolling in specific plans.

**Flex Credits Spent** Flex credits spent are calculated as the total of flex credits

spent to enroll in selected plans.

#### **Flex Credits Remaining**

Flex credits remaining are calculated as the flex credits spent subtracted from the flex credits available. If the remaining flex credits is a negative amount, the system displays a message that the employee has overspent flex credits, which will result in a flex payroll deduction. The system automatically updates the DBA referenced in the employee flex deduction plan with the amount of the negative remaining balance.

If you choose to track and reward positive remaining credits, the benefits administrator must manually enter that amount in the appropriate plan DBA.

# Non-Flex Payroll Deduction

The non-flex payroll deductions amount represents the total cost of non-flex plans in which an employee has enrolled. This amount is displayed for enrollment in groups that offer flex plans.

#### **Flex Payroll Deduction**

The flex payroll deduction is the amount that results from an employee overspending flex credits. This amount is displayed only if the remaining flex credits amount is negative.

#### **Total Payroll Deductions**

The total payroll deductions are the total amount that will be deducted from an employee's pay per pay period to pay for benefit plans. This amount is the total of non-flex payroll deductions and the flex payroll deduction.

#### See Also

- Enrolling Employees Using Eligibility for information about enrolling employees in benefit plans
- Enrolling in Benefit Plans in the HR and Payroll Foundation Guide for information about enrolling in benefit plans through an intranet Web site

# Setup

# **Benefits Administration Setup**

Before you can use the Benefits Administration module of your Human Resources system, you must define certain information that the system uses when it processes benefits administration functions.

When you set up the benefits administration information, you define all the benefit plans your company uses. Benefit plans include medical coverage, and retirement plans. Before you can enroll employees in benefit plans, you must set up benefit plan information.

When you set up a benefit plan, you include the associated deductions, benefits, and accruals (DBAs) and define the following information:

- Effective dates
- Provider or trustee
- Payroll deduction and benefit information
- Eligibility tables

In some cases, the coverage for a plan can vary from employee to employee. For example, in a medical plan, employees might be allowed to choose between individual coverage (employee only) or family coverage (employee plus family). For plans such as these, you can either set up separate plans for each variation, or create a single plan and set up plan options for each variation.

To simplify the process of enrolling employees in benefit plans, you can set up group information, which includes benefit groups and benefit categories. For example, you could set up a benefit group for all management personnel. Your organization might have several benefit categories that apply to the management group, such as medical, dental, and life insurance. You can also link the benefit categories to the benefit groups. After you set up the benefit plans, groups, and categories, you can link the benefit plans and options to the benefit categories.

Employees' eligibility for benefit plans might depend on various factors, such as length of service or age. After you set up a benefit plan, you must set up tables that define the eligibility rules for the benefit plan. Typically, eligibility rules are based on the following criteria:

- Age
- Length of service
- Number of hours worked

When you enroll an employee in a benefit plan, the system uses eligibility rules to verify that the employee meets the criteria required to participate in the plan. You can also use eligibility rules to verify that employees continue to meet the criteria after they are enrolled in a plan.

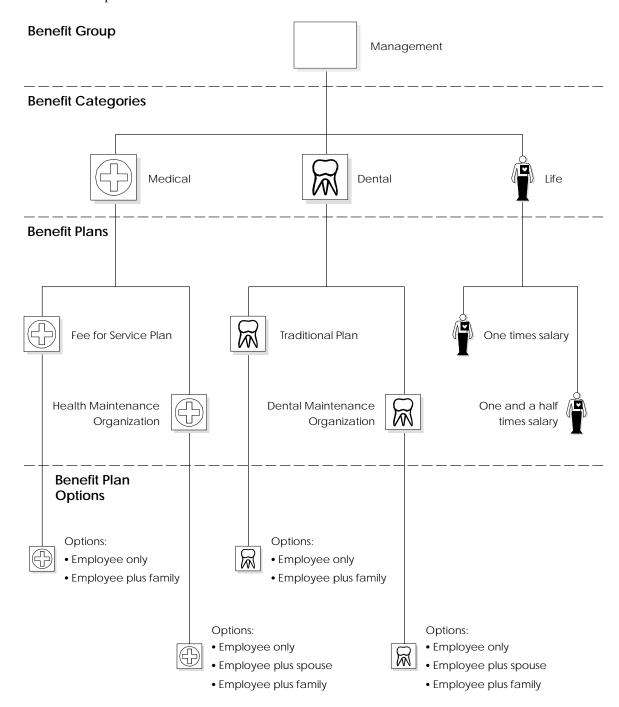
If you have set up any eligibility tables based on hours worked (method H), you must set up pay type tables. The system uses pay type tables to calculate the number of hours that an employee worked, which determines the employee's eligibility.

To define the dates on which employees can be enrolled in a benefit plan after they have passed or failed the eligibility tests, you set up date codes. You can set up date codes in one of the following ways:

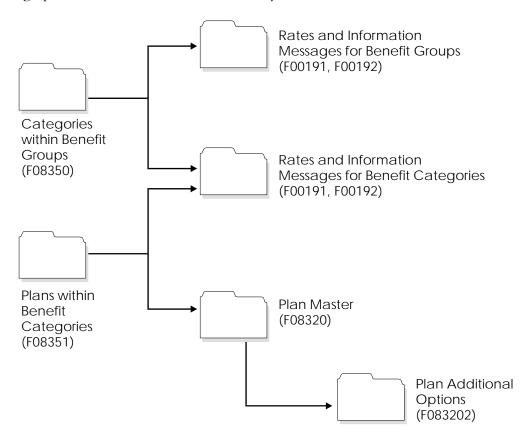
- By a specific day of the month
- By amount of time after a specific date
- By a specific enrollment date

When you set up the enrollment parameters, you define which action the system uses to determine eligibility when you enroll employees using the enrollment with eligibility feature.

The following graphic illustrates how benefit groups, categories, plans, and plan options are linked:



The system stores the information you set up in various tables. The following graphic illustrates in which tables the system stores the benefits information:



Setting up benefits administration includes the following tasks:

- ☐ Setting up user defined codes for benefits
- ☐ Setting up group information
- ☐ Setting up benefit plans
- ☐ Setting up plan options
- ☐ Linking plans to benefit categories
- ☐ Setting up date codes
- ☐ Setting up pay type tables
- ☐ Setting up eligibility tables
- ☐ Setting up enrollment parameters

| ☐ Linking allocation funds to plans              |
|--|
| ☐ Verifying the setup of benefits administration |

# **Understanding User Defined Codes for Benefits**

Many fields throughout the Human Resources Benefits system accept only user defined codes. You can customize fields in your system by setting up user defined codes to meet the needs of your business environment.

User defined codes are stored in tables that relate to a specific system and code type. For example, 08/EA represents system 8 (Human Resources) and user defined code list EA (Employee Benefit Status). User defined code tables define which codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error message. For example, in the Employee Benefit Status field, you can enter only those codes included in user defined code table 08/EA.

You can access all user defined code tables through a single user defined code form. After you choose a user defined code form from a menu, you can change the system code and user defined code type to access another user defined code table. The system stores user defined codes in the User Defined Codes table (F0005).

You can also print a list of all user defined code tables to review. To do this, choose Print User Defined Codes from the Job Specifications Setup menu (G05BJ4).

**Caution:** User defined codes are central to J.D. Edwards systems. You must be thoroughly familiar with user defined codes before you change them.

You also might need to set up some additional user defined codes that are specific to the countries in which you do business.

#### See Also

- *User Defined Codes* in the *OneWorld Foundation Guide* for complete instructions on setting up user defined codes
- The global solutions guide for your country for country-specific information about user defined codes
- Setting Up User Defined Codes for Benefits for a list of additional user defined codes that apply to benefits

## **Setting Up User Defined Codes for Benefits**

## Data Items Based From (08/D1)

You use data items based from codes to define the date from which eligibility is calculated. For example, if you want an employee to be eligible for a benefit plan 30 days after he or she begins employment with the company, you would use code DST, which refers to the data item for the Date Started field. The allowed codes coincide with the dates that are on the Dates, Eligibility, and EEO form.

## Dates to Follow (08/D2)

You use dates to follow codes to identify the date that you want the system to use, in conjunction with either the Date of Month field or the End of Month field on the Define Date Codes form, to enroll the employee in a benefit plan after he or she has passed eligibility testing. The codes allowed coincide with the dates that are on the Dates, Eligibility, and EEO form. An asterisk (\*) indicates a fixed effective date, which is the date when the employee either passes or fails eligibility.

## Dependent/Beneficiary Relationship (08/RL)

You use dependent/beneficiary relationship codes to define the relationship of the dependent or beneficiary to the employee. Examples of dependent/beneficiary relationship codes are spouse, parent, child, or other relationship.

Use the special handling field in this code to limit a relationship to one of the following:

- Dependent only
- Beneficiary only
- Both a dependent and a beneficiary

For example, using the special handling code a spouse relationship could qualify as both a dependent and a beneficiary, but a friend relationship could qualify a friend to be only a beneficiary.

## Dependent/Beneficiary Type (08/DB)

You use dependent/beneficiary type codes in conjunction with dependent/beneficiary relationship codes to further define the relationship of the dependent or beneficiary to the employee. For example, when determining beneficiaries for life insurance, you might designate a primary beneficiary to collect the benefit. You might also designate a secondary beneficiary to collect the life insurance benefit in the event that the primary beneficiary is no longer

living. Examples of dependent/beneficiary type codes are primary and secondary.

## Employee Benefit Status (08/EA)

You use employee benefit status codes to define an employee's benefit status when testing for benefit eligibility. An asterisk (\*) indicates that the guidelines refer to all employee actions not otherwise specified. Do not change the codes that are hard coded, such as A (Active) and X (Terminated). These are required codes in the system.

## **Enrollment Status (08/ES)**

You use enrollment status codes to indicate the status of an employee's enrollment in a plan. When setting up enrollment status codes, you must use the following restrictions for the definitions:

- All statuses indicating active participation in a plan must begin with the letter A.
- All statuses indicating an ending status that does not result in a new enrollment (such as a termination) must have the letter X in the first position of Description 2 on the General User Defined Codes form.
- A status beginning with the letter X, when used as an ending status, represents a mistaken enrollment. No employee DBA instructions are written.
- An asterisk (\*) indicates all statuses not otherwise specified.

## Event Codes (08/BE)

You use event codes to define events that occur for which employees are allowed to change their benefit information using benefits self-service. Examples of event codes include marriage, birth of a child, new hire, and open enrollment.

## Pay Type Table (08/TT)

You use pay type table codes to define different groups of pay types. These pay type tables are used to identify which pay types should be used for calculating certain benefit eligibility information. For example, if employees must work 160 hours before they are eligible for medical benefits, you must define which pay types count towards the 160 hours. If sick, vacation, or leave time should not be included in calculating the employees' accumulated hours for the purposes of testing eligibility, you would not include sick, vacation, or leave pay types in the pay type table associated with the eligibility table for your medical plan.

## Plan Status (08/ST)

You use plan status codes to define the current state of a benefit plan. For example, you can use A to define the plan as active or N to define the plan as nonactive. This code is used for informational purposes only and does not affect any system calculations or processes.

## Plan Types (08/PT)

You use plan type codes to identify and group specific types of benefit plans. For example, L can be used to identify life insurance plans, or M can be used to identify medical plans.

# **Setting Up Group Information**

A benefit group identifies a set of benefits that is available to a particular group of employees. For example, you might have a benefit group for executives, another for salaried employees, and another for hourly employees.

Within each benefit group are benefit categories. Benefit categories identify a type of benefit that is available to the members of the benefit group to which the benefit category belongs. For example, you can have a medical category that contains a variety of medical plans from which an individual in the Executive group could choose. You can have a different medical category for your Salaried group that offers them different medical plans.

| Setting | up | group | in | format | ion | incl | lud | es | the | fol | lowi | ing | tasl | KS: |
|---------|----|-------|----|--------|-----|------|-----|----|-----|-----|------|-----|------|-----|
|         |    |       |    |        |     |      |     |    |     |     |      |     |      |     |

| Setting | up | benefit | groups |
|---------|----|---------|--------|
|         |    |         |        |

|  | Setting | up | benefit | categories |
|--|---------|----|---------|------------|
|--|---------|----|---------|------------|

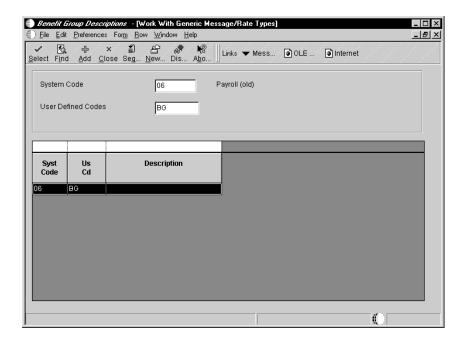
☐ Linking categories to benefit groups

# **Setting Up Benefit Groups**

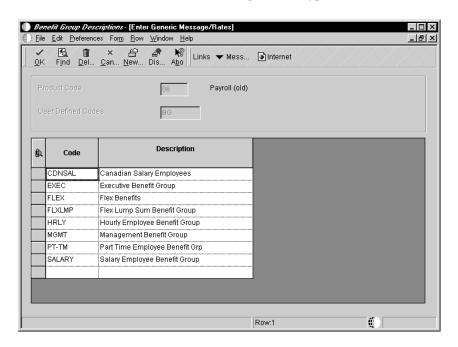
To save time and reduce data entry errors when you assign benefit plans to employees, you can set up benefit groups and benefit categories. You set up benefit groups to assign the same benefit plans to a specific group of employees, such as executives, hourly employees, or part-time employees. A benefit group identifies the type of employee who is eligible for a particular set of benefits that you define.

#### To set up benefit groups

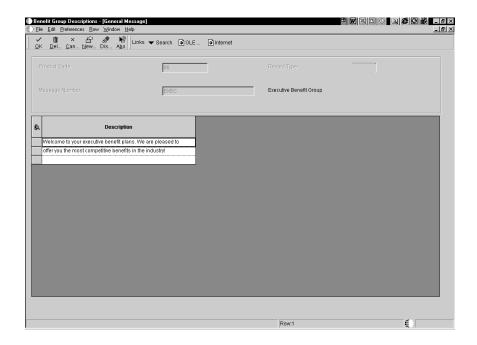
From the Benefits Administration Setup menu (G08BB4), choose Benefit Group Descriptions.



1. On Work With Generic Message/Rate Types, click Add.



- 2. On Enter Generic Message/Rate Types, to set up a benefit group complete the following fields:
  - Code
  - Description
- 3. Choose the row you just created, and then choose General Message from the Row menu.



- 4. On General Message, type the description for this benefit group that you want to appear on the Generic Message/Rate form and on the employee's enrollment form.
- 5. Click OK to return to Enter Generic Message/Rates.
- 6. Complete steps 2 through 5 for each benefit group that you need to set up.

After you finish setting up your benefit groups, complete the steps for setting up benefit categories.

## **Processing Options for Benefit Group Descriptions**

### Defaults

1. Enter the desired System Code.

System Code
Tax Authority 5
Record Type

#### Display

 Enter a '1' to display Rate Text or a '2' to display Message Text.

Text Type

 Enter a '1' for 60 column display or a '2' for 80 column display.

Text Column Display

# **Setting Up Benefit Categories**

After you set up a benefit group, you can create benefit categories to organize the plans within the group. Benefit categories are broad descriptions of related types of benefit plans. For example, your organization might offer two medical plans, a traditional-style plan and an HMO. You can define a benefit category called medical and link those two medical plans to that category.

Use benefit categories to associate the different categories of benefits that your company offers to a benefit group. Examples of benefit categories include medical, dental, life, and disability insurance, as well as flexible spending accounts.

When you set up a benefit group or benefit category, the system stores the information in the Generic Rate Message table (F00191). Any additional, or detail, information that you include is stored in the General Message Detail table (F00192). You cannot access these tables from a user defined codes window or form.

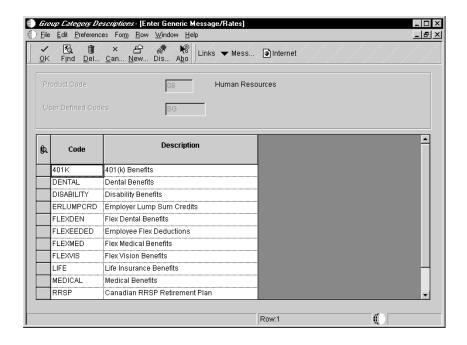
**Caution:** In self-service benefits enrollment, employees can enroll in only one plan per category. Therefore, if you are using Employee Self-Service for benefits enrollment, set up a separate category for each type of plan. Do not set up a single category that will include more than one plan in which an employee is likely to enroll. For example, do not set up a single category for both employee life insurance and dependent life insurance plans because an employee is likely to enroll in both.

### ▶

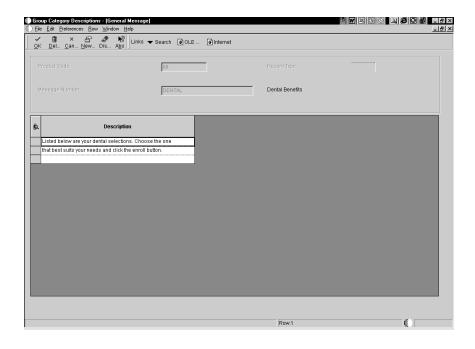
### To set up benefit categories

From the Benefits Administration Setup menu (G08BB4), choose Group Category Descriptions.

1. On Work With Generic Message/Rate Types, click Add.



- 2. On Enter Generic Message/Rate Types, to set up a benefit category complete the following fields:
  - Code
  - Description
- 3. Choose the row you just created, and then choose General Message from the Row menu.



4. On General Message, type the description for this benefit category that you want to appear on the Generic Message/Rates form and on the employee's enrollment form.

This message will also appear on self-service benefits forms. See *Entering Benefits Information Using Employee Self-Service* in the *HR and Payroll Foundation Guide*.

- 5. Click OK to return to Enter Generic Message/Rates.
- 6. Complete steps 2 through 5 for each benefit category that you need to set up.

After you finish setting up your benefit categories, complete the steps for linking categories to benefit groups.

## **Processing Options for Group Category Descriptions**

Defaults

1. Enter the desired System Code.

System Code

Tax Authority 5

Record Type

Display

1. Enter a '1' to display Rate Text or a '2' to display Message Text.

Text Type

2. Enter a '1' for 60 column display or a '2' for 80 column display.

Text Column Display

# **Linking Categories to Benefit Groups**

After you set up benefit groups and benefit categories, you can link categories to each benefit group. For example, you can link the benefit categories for medical, dental, and life to the management benefit group. When you link a category to a benefit group, all of the employees in that group are eligible for all of the benefit plans in that category.

When you link categories to groups, you can also include the following information:

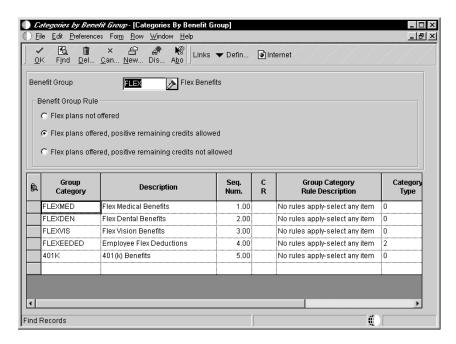
- Whether the group has flex plans
- The sequence in which the categories appear on the enrollment form

- The election criteria for a benefit category
- The category type for special flex plans

If a benefit group has flex plans, you must set up a benefit category for employee flex deductions (category type 2). This benefit category is the mechanism for deducting a negative flex balance from an employee's pay. If the employer is awarding members of the benefit group a lump sum of flex credits, you must set up a benefit category for those lump sum credits (category type 1).

### To link categories to benefit groups

From the Benefits Administration Setup menu (G08BB4), choose Categories by Benefit Group.



- 1. On Categories By Benefit Group, complete the following field:
  - Benefit Group
- Click an option under the Benefit Group Rule heading to indicate whether the benefit group offers flex plans and if so, how it treats positive remaining credits.
- Complete the following fields and click OK:
  - Group Category
  - · Seq Num.
  - C R
  - Category Type

| Field              | Explanation   |  |  |  |
|--------------------|---|--|--|--|
| Benefit Group      | The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization.   |  |  |  |
| Benefit Group Rule | A rule assigned to the benefit group that determines whether the benefit group contains flex plans and whether you want to keep track of flex credits that remain after an employee has enrolled in benefit plans. The hard-coded values are:  0 Flex plans are not offered. 1 Flex plans are offered. Positive remaining credits are allowed 2 Flex plans are offered. Positive remaining credits are not allowed. |  |  |  |
| Group Category     | The category of a benefit group. The category is used to group benefit plans according to the type and rule. For example:  Medical - Required Medical Selections  Dental - Optional Dental Selections  Life - Required Life Insurance Selections  |  |  |  |
|                    | Valid categories are set up in the Generic Rate and Message table (F00191) for user defined code list 08/SG. Associated text for categories is stored in the General Message Detail table (F00192). For more information, see program P00191.   |  |  |  |
| Seq Num.           | A number used to sequence information for review purposes only.   |  |  |  |
|                    | Form-specific information   |  |  |  |
|                    | Use this field to specify the order in which categories appear on the Enrollment with Eligibility form.   |  |  |  |
| C R                | A rule that defines the election criteria for a benefit category. Valid codes are:  O Optional. The enrollee may choose one.  R Required. The enrollee must choose one.  blank No rule applies. The enrollee may choose any item or items.  |  |  |  |
| Category Type      | A code that identifies categories for DBAs that use special<br>flex calculation plans, such as lump sum employer flex<br>credits and employee flex deductions when remaining flex<br>credits are negative.  |  |  |  |

# **Setting Up Benefit Plans**

Before you can enroll employees in benefits, you must set up every benefit plan that your company offers. To deduct benefit payments from employees' pay, you must also assign the DBAs that integrate the benefit plan with the Payroll system. The system stores benefit plan information in the Plan Master table (F08320).

For some benefits, coverage can vary from employee to employee. For example, employees might be allowed to purchase medical insurance for their dependents, as well as for themselves. Typically, the cost of insuring dependents is greater than the cost of insuring only the employee. In this case, you can do either of the following:

- Set up Employee Only, Employee Plus One, and Employee Plus Family as separate medical plans and link each of these plans to the medical category.
- Set up a medical plan, such as MED-HMO, that has options for Employee Only, Employee Plus One, and Employee Plus Family. When you link MED-HMO to the medical category, the system also links the options.

You can use either of the above methods to administer your benefit plans. The following table lists the main features of each method:

#### Separate plans

- Allows you to apply mandatory or default rules
- Must be used for a plan that has another plan as a prerequisite

#### Single plan with options •

Provides flexibility in that you can add options or make an option invalid instead of ending an entire plan and creating a new one

When you set up a benefit plan, you assign one or more DBAs to the plan. You can assign a deduction-type DBA to automatically withhold the cost or a portion of the cost of a benefit plan from an employee's pay. You can use a benefit-type DBA to track the cost or portion of the cost incurred by the company to provide a particular benefit plan.

If you are providing flex benefit plans, you use an employee flex cost DBA to represent the value of the flex credits that an employee must use to enroll in the plan. Use an employer flex credits DBA to award employees with flex credits for selection of a particular plan. The flex DBAs are also used to calculate remaining

credits when an employee enrolls in flex plans. If an employee has negative remaining credits, an employee flex deduction DBA subtracts the overspent amount from the employee's pay.

After you set up a benefit plan, you might need to periodically update the amounts or rates associated with the DBAs and options for the plan. For example, when a benefit carrier raises its rates, you typically need to increase the employee- and employer-paid deductions for the plan. When you need to update DBAs or plan options, you can access the forms that you need from the master record for the plan or plan options.

After you attach an employee record to a plan, you cannot delete the plan. Even when employees are not active, their records remain attached to the plan. Also, you cannot change the dependent or beneficiary status of a plan if dependents or beneficiaries are enrolled in the plan or if the plan has options with a conflicting dependent or beneficiary type.

| Settin     | g up benefit plans includes the following tasks:   |
|------------|--|
|            | Adding a new benefit plan  |
|            | Copying an existing benefit plan   |
| Before You | Begin  |
|            | Set up the pay types, deductions, benefits, and accruals (PDBAs) that you assign to the plan. See <i>Setting Up Pay Types</i> and <i>Setting Up Deductions</i> , <i>Benefits, and Accruals</i> in the <i>HR and Payroll Foundation Guide</i> . |
|            | In the Address Book system, set up the provider or trustee for the plan.   |
|            | Set up eligibility tables associated with the plan (optional). See <i>Setting Up Eligibility Tables</i> .  |
|            |  |

## See Also

- Setting Up Plan Options
- Setting Up Flex Benefit Plans for more information about flex plans and benefit plan DBAs
- Entering Benefits Information Using Employee Self-Service in the HR and Payroll Foundation Guide for information about allowing employees to enroll themselves in benefits through your company's intranet

## Adding a New Benefit Plan

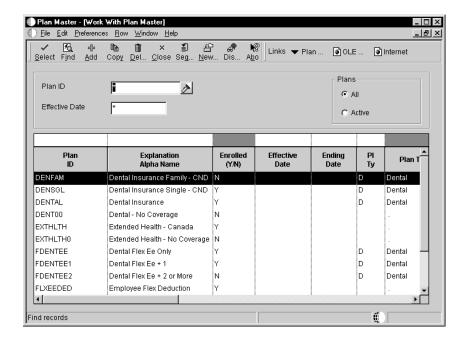
Before you can enroll employees in a benefit plan, you must set up the plan. You add a new benefit plan when you need to set up a unique plan or when

you are setting up a plan for the first time. When you set up a plan, you define the following types of information:

- Effective dates
- Provider or trustee
- Enrollment rules
- Eligibility tables

## To add a new benefit plan

From the Benefits Administration Setup menu (G08BB4), choose Plan Master.



Plan Master - [Plan Master] \_ 🗆 × <u>File Edit Preferences Form Window Help</u> \_ I라 × 
 ✓
 ×

 oK
 Can...

 Dis...
 Abo

Links ▼ Addre...
← Previo...
♠ Next (internet Medical Plan - EE + One General Information 🔲 Calculations/Eligibilty 🔟 Additional Information 🔲 Category Codes 🔲 Self-Service 🔟 🕨 General Provider/Trustee Equitable Insurance Company 4350 From Date Thru Date Policy/Reference Number Plan Type Medical Status Code Active Enrollment Rules Flex Plan ☐ Enter Amount/Rate COBRA Plan Dependent/Beneficiary Spending Account Requires Dependents Not a Spending Account C Requires Beneficiaries C Medical Spending Account O Does not require Dependent/Beneficiary C Non-Medical Spending Account Ű

1. On Work With Plan Master, click Add.

- 2. On Plan Master, complete the following field:
  - Plan ID

Work With Plan Master 
 ● Plan Master 
 ■ Plan Master 

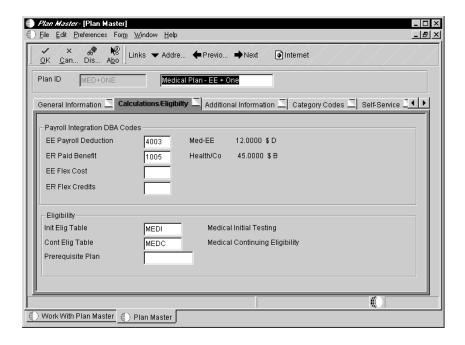
 ■ Plan Master 

 ■ Plan Master 

 ■ Plan

- 3. In the unlabeled field to the right of the Plan ID field, type the name of the plan.
- 4. Click the General Information tab and complete the following field:
  - Provider/Trustee
- 5. Complete the following optional fields or accept the default values:
  - From Date
  - Thru Date
  - Policy/Reference Number
  - Plan Type
  - Status Code
  - Mandatory
  - Flex Plan
  - Enter Amount/Rate
  - COBRA Plan

- 6. Choose one of the options in the Dependent/Beneficiary area.
- 7. Choose one of the options in the Spending Account area.

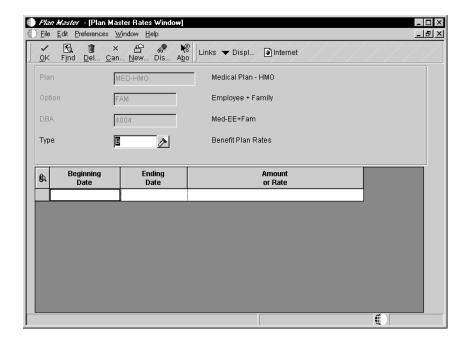


- 8. Click the Calculations/Eligibility tab and complete any of the following DBA fields:
  - EE Payroll Deduction
  - ER Paid Benefit
  - EE Flex Cost
  - ER Flex Credits

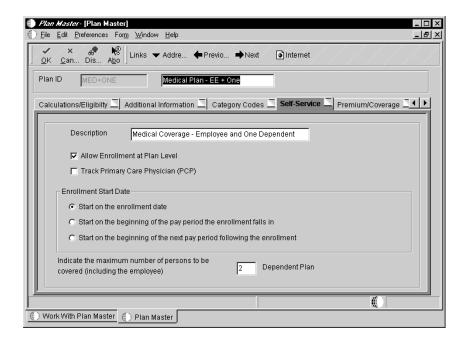
If the plan is a flex plan, you should complete either the EE Flex Cost or EE Flex Credits field.

9. To enter the amount or rate for the employee contribution to the option, click one of the DBA fields for the option and choose Plan Rates from the Form menu.

**Note:** You must have already completed the DBA field in order to enter amounts or rates. You cannot enter an amount or rate for a DBA field that is blank.



- 10. On Plan Master Rates Window, complete the following fields and click OK:
  - · Beginning Date
  - Ending Date
  - Amount or Rate
- 11. On Plan Master, Calculations/Eligibility tab, complete the following fields:
  - Init Elig Table
  - Cont Elig Table
- 12. Complete the following optional field:
  - Prerequisite Plan
- 13. To enter information about the plan, click the Additional Information tab.
- 14. To track supplemental data, click the Category Codes tab and complete the relevant information.



- 15. If you will be using Self-Service Benefits, click the Self-Service tab and complete the following field:
  - Description

If you do not enter a description, the plan description will be used on self-service forms.

For more information about the setup for self-service, see *Setting Up Common Settings for Human Resources* in the *HR and Payroll Foundation Guide*.

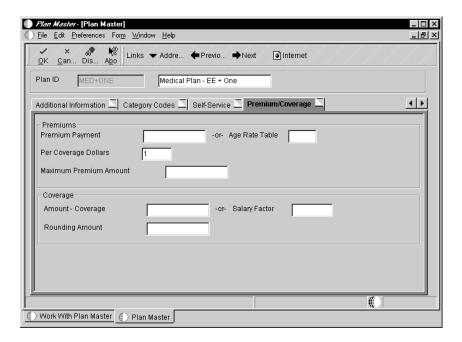
- 16. Accept or change the default values for the following options:
  - Allow Enrollment at Plan Level
  - Track Primary Care Physician (PCP)

If you choose to track primary care physicians for a specific plan, the system will display a field for the physician's ID number when employees enroll in that plan through self-service.

- 17. Choose one of the options in the following area:
  - Enrollment Start Date

If the plan is a dependent plan, the system displays a field on the bottom of the form to allow you to enter the number of dependents who can enroll in the plan.

- 18. If the plan is a dependent plan, complete the following field:
  - Indicate the maximum number of persons to be covered (including the employee)



- 19. Click the Premium/Coverage tab and complete either of the following fields to specify premium information:
  - Premium Payment
  - Age Rate Table
- 20. Complete the following optional fields:
  - Per Coverage Dollars
  - Maximum Premium Amount
- 21. To enter coverage information, complete either of the following fields:
  - Amount Coverage
  - Salary Factor
- 22. Complete the following optional field:
  - Rounding Amount
- 23. Click OK to save the record.

| Field                   | Explanation  |  |  |  |
|-------------------------|--|--|--|--|
| Plan ID                 | An abbreviation or number that identifies a specific employee benefit. Examples are:  • Employee Health Insurance  • Accidental Death and Dismemberment  • Health Club Expense Reimbursement  • Employee Stock Appreciation Rights   |  |  |  |
|                         | A benefit plan typically is associated with a deduction, benefit, or accrual. For example, a medical plan is a benefit that might also require a deduction to withhold premiums from an employee's pay.  |  |  |  |
| Provider/Trustee        | The address book number for the supplier who receives the final payment.   |  |  |  |
|                         | In Benefits administration, this is the address book<br>number of the company that issues the plan and receives<br>premium payments for it.  |  |  |  |
|                         | For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.   |  |  |  |
| Policy/Reference Number | The certificate or policy number of the benefit plan.  |  |  |  |
| Plan Type               | A user defined code (system 08/type PT) that identifies the specific type of plan. For example, L can be used to identify a life insurance plan.   |  |  |  |
| Status Code             | A user defined code (system 08/type ST) that defines the current state of the benefit plan. For example, you can use A to define the plan as active.   |  |  |  |
| From Date               | The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.  |  |  |  |
|                         | Form-specific information  |  |  |  |
|                         | The date on which the benefit plan goes into effect.   |  |  |  |
|                         | This date determines whether the plan appears on the enrollment form when you enroll an employee in benefit plans. For example, if the plan has an effective date that is after the employee's effective date on the enrollment form or in the batch enrollment, the employee cannot enroll in the plan. |  |  |  |

| Field             | Explanation  |  |  |  |
|-------------------|--|--|--|--|
| Thru Date         | The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. |  |  |  |
|                   | Form-specific information  |  |  |  |
|                   | The date that the benefit plan ends.   |  |  |  |
|                   | If this date exists on the Plan Master Information form prior to an employee's enrollment, the effective through date becomes the employee's ending enrollment date when you enroll the employee.  |  |  |  |
| Mandatory         | A code that indicates whether the plan is required for all employees. Valid codes are:  Y Yes, all employees must participate in this plan. You should not use this code unless all employees are required to participate in the plan.  N No, all employees are not required to participate in this plan. It is optional.        |  |  |  |
| Enter Amount/Rate | A code that indicates whether you can enter an amount or rate when you enroll an employee in a benefit plan. Typically, you enter Y (yes) when the employee determines the amount of a deduction or a benefit. Examples include 401(k) percentages, dependent care, and health care reimbursements.                              |  |  |  |
| Flex Plan         | A code that identifies the plan as a flex plan. When the plan is defined as a flex plan, the system will display the EE Flex Cost (PDDP) and the ER Flex Credit (PDCP) PDBA fields on the Enrollment with Eligibility and the Employee Self-Service benefit forms.   |  |  |  |
| COBRA Plan        | <ul> <li>A code that specifies one of the following:</li> <li>Whether the system should place an employee being terminated from the plan in COBRA</li> <li>Whether a benefit is also a COBRA plan</li> </ul>   |  |  |  |
|                   | Valid codes are: Y The plan is a COBRA plan. N The plan is not a COBRA plan.   |  |  |  |
|                   | Note: If you enter a Y in this field, you must define each DBA with the COBRA plan equivalent equal to 1. This field is found on DBA Additional Information.   |  |  |  |
|                   | In OneWorld this field is a checkbox, not a yes/no field. If you check that this plan is a COBRA plan, then you must also check the Valid for COBRA checkbox located on the US Leg/Reg form in the DBA setup.  |  |  |  |

| Field                | Explanation  |  |  |
|----------------------|--|--|--|
| Spending Account     | A code that indicates whether the plan is defined as a spending account. This code can also designate whether a spending account is for medical or other types of expenses.  |  |  |
| EE Payroll Deduction | The DBA defined in the Payroll Transactions Constants table (F069116) that is used to calculate the dollar amount that the employee contributes by enrolling in the plan. In most cases, this DBA is defined to deduct pay from the enrolled employee's check.   |  |  |
| ER Paid Benefit      | The DBA defined in the Payroll Transactions Constants table (F069116) that the system uses to calculate the dollar amount that the employer contributes to the employee enrolled in the plan. In most cases, this DBA is defined as a benefit to add pay to the enrolled employee's check.   |  |  |
| EE Flex Cost         | The DBA defined in the Payroll Transactions Constants file (F069116) that is used to calculate the points amount that the employee contributes by enrolling in the plan in a flexible spending environment.  |  |  |
|                      | <ol> <li>DBAs used for points in a benefit plan or option must meet two requirements:         <ol> <li>The DBA must have blanks in the specification for Gross Effect and Net Effect (see data items PAYG and PAYN) so that the use of (non-dollar) points does not add or subtract dollars from employee pay.</li> </ol> </li> <li>The DBA must have an M in the specification for Journal Entry (Y/N/M) (see data item NMTH) so that the use of (non-dollar) points does not affect the G/L system.</li> </ol> |  |  |
| ER Flex Credits      | The DBA defined in the Payroll Transactions Constants table (F069116) that will be used to calculate the points amount that the employer contributes to an employee enrolled in a flexible spending environment.   |  |  |
|                      | DBAs used for points in a benefit plan or option must meet two requirements:  1. The DBA must have blanks in the specification for gross effect and net effect (see data items PAYG and PAYN) so that the use of (non-dollar) points does not add or subtract dollars from employee pay.  2. The DBA must have an M in the specification for Journal Entry (Y/N/M) (see data item NMTH) so that the use of (non-dollar) points does not affect the G/L system.   |  |  |

| Field   | Explanation   |  |  |
|---|---|--|--|
| Init Elig Table   | The table used to specify the rules, if any, for the employee's initial enrollment in the plan.   |  |  |
|   | Even when a plan has no eligibility criteria, J. D. Edwards recommends that you set up a table, such as "None," for initial eligibility testing.  |  |  |
| Cont Elig Table  A code used to specify the rules, if any, for an er continuing enrollment in the plan. |   |  |  |
|   | Even when a plan has no eligibility criteria, J.D. Edwards recommends that you set up a table, such as None, for continuing eligibility testing.  |  |  |
| Prerequisite Plan   | The benefit plan, if any, in which the employee must be enrolled before the employee is eligible to participate in this plan.   |  |  |
| Description   | Use this field to enter a 50-character description.   |  |  |
| Allow Enrollment at Plan<br>Level   | The Elect Plan Flag specifies whether an employee may enroll in the plan when plan options are available. Valid values include:  O The plan may not be elected if plan options are available  The plan may be elected if plan options are available |  |  |
| Track Primary Care<br>Physician (PCP)   | Click this option for plans and plan options that track numbers for primary care physicians.  |  |  |
| Indicate the maximum number of persons to be covered (including the employee)                           | This variable denotes the maximum number of dependents that may be enrolled in a benefit plan.  |  |  |

| Field                     | Explanation   |  |  |  |  |
|---------------------------|---|--|--|--|--|
| Enrollment Start Date     | This field specifies when the deduction for the plan or plan option enrollment will begin. The choices are:  • Start on the enrollment date  • Start at the beginning of the pay period the enrollment date falls in  • Start at the beginning of the next pay period following the enrollment date   |  |  |  |  |
|                           | If you choose to start at the beginning of either pay period, the following rules apply to changed plan enrollment categories that either require one or allow one enrollment:  1. If the enrollment date is before the beginning date of an employee's current pay period, the plan or plan option enrollment will be adjusted to the beginning date of the current pay period.  2. If the enrollment date falls on or between the employee's current pay period begin and end dates:  a. If you have chosen the second option above, the plan or plan option enrollment will be adjusted to the beginning date of the current pay period.  b. If you have chosen the third option above, the plan or plan option enrollment will be adjusted to the beginning date of the employee's next pay period.  3. If the enrollment date is after the end date of an employee's current pay period:  a. If you have chosen the second option above, the plan or plan option enrollment will be adjusted to the beginning date of the pay period the event falls in.  b. If you have chosen the third option above, the plan or plan option enrollment will be adjusted to the beginning date of the next pay period following the enrollment. |  |  |  |  |
| Premium Payment           | The premium payment amount that applies to this plan.   |  |  |  |  |
| Age Rate Table            | The table used if the calculation requires table values.  |  |  |  |  |
| Per Coverage Dollars      | The amount of coverage that is paid for by the amount in the Monthly Premium field (data item PREP). For example, a premium charge can be defined as thirty dollars for every thousand dollars of coverage. In this case, the monthly premium is 30, and the number in the Per Coverage Dollars field is 1000.  |  |  |  |  |
| Maximum Premium<br>Amount | The maximum premium amount permitted.   |  |  |  |  |
| Amount – Coverage         | The dollar amount of coverage that this plan provides to every employee enrolled in the plan.   |  |  |  |  |

| Field           | Explanation   |
|-----------------|---|
| Salary Factor   | A multiplier (factor) that the system uses to calculate the amount of coverage provided to an employee, based on the employee's salary.   |
|                 | For example, a salary factor of 2.0 indicates coverage for<br>an employee in the amount of twice the employee's<br>salary.  |
| Rounding Amount | The amount that the system uses to round the coverage dollars to the nearest whole number. For example, if the coverage dollars are 15,250 and you enter 1,000 in this field, the system rounds the coverage dollars to 16,000. |

# **Processing Options for Plan Master (P08320)**

## **Display Tab**

This processing option specifies whether the fields for flexible benefits appear on the Plan Master form.

#### 1. EE Flex Cost PDBA and the ER Flex Credits PDBA fields

Use this processing option to specify whether the system should display the Employee Flex Costs field and the Employer Flex Credits DBAs field. Valid values are:

- 0 Do not display these fields.
- 1 Display these fields.

## Copying an Existing Benefit Plan

You can copy an existing benefit plan when you need to set up a plan that is very similar to a plan that you have already set up. For example, you have a dental plan already set up that has an effective date of January 1 and an ending date of December 31 of this year. The dental plan that your organization will offer for next year will be basically the same as this current plan, with only a few minor changes. To save time and reduce data entry errors when you set up the dental plan for next year, you can copy the current dental plan and then enter only the appropriate changes.

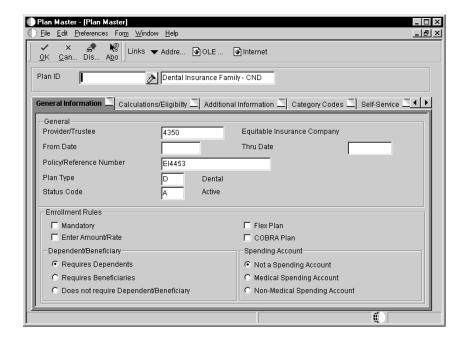
## To copy an existing benefit plan

From the Benefits Administration Setup menu (G08BB4), choose Plan Master.

1. On Work With Plan Master, complete the following optional fields:

- Plan ID
- Effective Date
- 2. To specify whether to display only active plans or all plans, click one of the options in the Plans area.
- 3. In the detail area, choose the plan that you want to copy and click Copy.

**Note:** If the plan that you chose to copy has associated plan options, the system displays the Plan Option Copy Confirmation message. To copy both the chosen plan and its associated plan options, click OK. To copy only the plan, click Cancel.



- 4. On Plan Master, complete the following field:
  - Plan ID
- 5. Review and change, if necessary, the name of the plan in the unlabeled field to the right of the Plan ID field.

To complete any of the fields or change the default values, see *Adding a New Benefit Plan*.

- 6. Click the General Information tab. Review and change, if necessary, the fields that were copied from the original plan.
- 7. Click the Calculations/Eligibility tab. Review and change, if necessary, the fields that were copied from the original plan.
- 8. Click the Self-Service tab. Review and change, if necessary, the fields that were copied from the original plan.
- 9. Click the Premium/Coverage tab. Review and change, if necessary, the fields that were copied from the original plan.

# **Setting Up Plan Options**

When the coverage for a plan can vary from employee to employee, you can either set up a separate plan for each variation or set up a plan with several options. For example, your organization might offer a dental plan to employees. The cost for this plan varies depending on whether employees elect coverage for themselves only or for themselves plus their dependents. You can set up this dental plan in either of the following ways:

- Set up Employee Only, Employee Plus One, and Employee Plus Family as separate dental plans and link each of these plans to the dental category.
- Set up a dental plan, such as DEN-01, for an employee and include options such as DEN-01 Plus One and DEN-01 Plus Family. When you link DEN-01 to the dental category, the system also links the options.

When you set up options as separate plans, you can enter different coverage costs for each option. For example, the Employee Only option might cost 20.00, the Employee Plus One option 40.00, and the Employee Plus Family option 80.00. You can indicate the cost of an option in either of the following ways:

- Assign a separate DBA that has an associated amount or rate to the option.
- Assign the DBA associated with the plan to the option, and enter the amount or rate for the option in the Plan Master Rates Window.

In either case, the amount or rate that you enter for the option overrides the amount or rate entered for the DBA associated with the plan. Therefore, this amount or rate must include the full cost of the option plus the cost of the plan, if any.

When the employee enrolls in an additional option, the system updates the employee's DBA instructions with the amount or rate that you entered for the option.

When you set up options for a single benefit plan, use the option rule to determine how the system calculates additional coverage costs. You can include one or more of the following in the calculation:

- Benefit plan
- DBA for the option
- Additional amount

When the employee enrolls in an additional option, the system uses this information to either add the additional cost or replace the amount in the DBA identified in the Plan Master table. For example, the plan DBA identifies the amount that the employee pays for coverage when enrolled in DEN-01 only. If the employee enrolls in DEN-01 Plus One, you can add an amount to deduct for the additional coverage. If the employee enrolls in the DEN-01 Plus Family option, you can set up an even greater amount to deduct for the coverage for an entire family.

You can use one of three option rules for a single plan with options. Depending on the value that you select for the option rule, you can include additional factors that the system uses in the calculation, such as DBAs and additional amounts or rates.

The following table illustrates the DBA and additional amounts or rates allowed with each rule:

| Option<br>Rule | DBA for Plan ID | DBA for Option | Additional<br>Amount |
|----------------|-----------------|----------------|----------------------|
| 1              | X               |                | X                    |
| 2              | X               | X              | X                    |
| 3              |                 | X              | X                    |

You use the rules for any of the DBA codes used for the plan, including the employee payroll deduction and the employer-paid deduction.

After you set up a plan with options, you might need to periodically update the amounts or rates associated with those options. For example, if you have set up a medical plan with three options (employee only, employee plus spouse, and employee plus family) and you have entered an amount for each of those options, you must update those amounts whenever the benefit carrier raises its rates.

When you enter plan options, the system stores the information in the Plan Additional Options table (F083202).

You cannot delete a benefit-plan option if an employee is enrolled in that option. Even when employees are not active, their records are considered to be attached to the plan option. Also, you cannot change the dependent or beneficiary status of the plan option while dependents or beneficiaries are enrolled in the plan option.

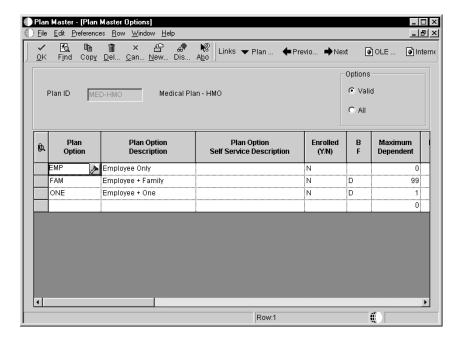
## See Also

- Setting Up Benefit Plans for information that can help you decide whether to set up benefit plans with options
- Enrolling in Benefit Plans in the HR and Payroll Foundation Guide for information about allowing employees to enroll themselves in benefits through your company's intranet

## To set up plan options

From the Benefits Administration Setup menu (G08BB4), choose Plan Master.

- 1. On Work With Plan Master, complete the following field and click Find:
  - Plan ID
- 2. Choose a plan.
- 3. Choose Plan Options from the Row menu.

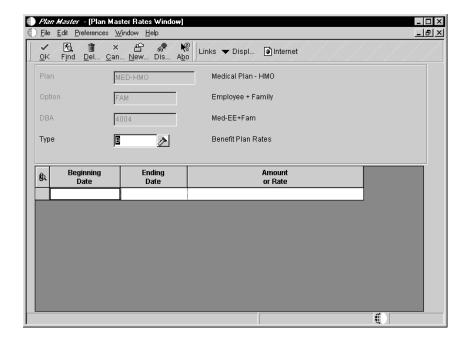


- 4. On Plan Master Options, complete the following fields:
  - Plan Option
  - Plan Option Description
  - B F
  - Additional Premium Payment
  - V O
- 5. If you will be using self-service benefits, you need to set up the plan option for self-service. Complete the following fields:
  - Plan Option Self Service Description
  - Maximum Dependent
  - PCP Flag

If you do not enter a description, the plan description will be used on self-service forms.

- 6. To set up the employee contribution information, complete the following fields:
  - Payroll Ded Option Rule
  - Payroll Ded DBA
  - Payroll Ded Add'l or Override Rate
- 7. To set up the employer-paid information, complete the following fields:
  - Paid Benefit Option Rule
  - Paid Benefit DBA
  - Paid Benefit Add'l or Override Rate
- 8. To set up the employee flex cost information, complete the following fields:
  - Flex Cost Option Rule
  - Flex Cost DBA
  - Flex Cost Add'l or Override Rate
- 9. To set up the flex credits information, complete the following fields:
  - Flex Credit Option Rule
  - Flex Credit DBA
  - Flex Credit Add'l or Override Rate
- 10. To enter the amount or rate for the employee contribution to the option, click one of the DBA fields for the option and choose Plan Rates from the Form menu.

You must first select an employee DBA in order to enter amounts or rates.



- 11. On Plan Master Rates Window, complete the following fields:
  - Beginning Date
  - Ending Date
  - Amount or Rate
- 12. Click OK to save the amount or rate record. Then click Cancel to return to Plan Master Options.
- 13. Click OK to save the plan record.

**Caution:** Some of the definitions in the following field table refer to user defined code tables for System 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

| Field                   | Explanation   |
|-------------------------|---|
| Plan Option             | A code that identifies any additional options available for<br>a benefit plan that have been defined in the Plan Master<br>Option table (F083202).          |
|                         | Additional options must have the same provider, policy<br>number, and enrollment and eligibility rules as the benefit<br>plan to which they are associated. |
| Plan Option Description | A user defined name or remark.  |

| Field                                   | Explanation   |  |
|---|---|--|
| B F                                     | A code that indicates whether beneficiary information is required for employees participating in the plan or plan additional option. Valid codes are:  Blank No dependent or beneficiary information is required  D Dependent information is required  B Beneficiary information is required  |  |
| Additional Premium<br>Payment           | The premium payment amount that applies to this plan.   |  |
| V O                                     | A code to indicate whether an option is valid for the plan. This code allows you to cancel options when they are no longer valid. Valid values are:  Y Yes, this is a valid plan option.  N No, this is not a valid plan option.  |  |
|   | When you make an option invalid, that option does not appear on any enrollment form, print or online, and no employee can enroll in that option.  |  |
| Plan Option Self Service<br>Description | Use this field to enter a 50-character description.   |  |
| Maximum Dependent                       | This variable denotes the maximum number of dependents that may be enrolled in a benefit plan.  |  |
| PCP Flag                                | Click this option for plans and plan options that track numbers for primary care physicians.  |  |
| Payroll Ded – Option Rule               | A rule that indicates the specific DBA to add to the employee's DBA instructions when an employee is enrolled in a plan.  |  |
|   | This rule also includes the amount or rate to use. Valid rules are:  1 Plan DBA The system uses the employee share from the DBA for the specified plan. You can also include an additional amount or rate that the system adds in the calculation. You cannot use a DBA for the option.  2 Plan and Option DBAs The system uses both the DBA for the plan and the DBA for the option. The two DBAs must have different code numbers. You can also include an additional amount or rate that the system adds in the calculation.  3 Option DBA The system uses the employee share from the DBA. You can also include an additional amount or rate that the system adds in the calculation. |  |

| Field                                    | Explanation   |
|--|---|
| Payroll Ded DBA                          | The DBA defined in the Payroll Transactions Constants table (F069116) that is used to calculate the dollar amount that the employee contributes by enrolling in the plan. In most cases, this DBA is defined to deduct pay from the enrolled employee's check.  |
| Payroll Ded – Add'l or<br>Override Rate  | The employee's additional payroll deduction (employee share amount) for optional coverage.  |
| Paid Benefit - Option Rule               | A rule that indicates the specific DBA to add to the employee's DBA instructions when an employee is enrolled in a plan.  |
|  | This rule also includes the amount or rate to use. Valid rules are:  1 Plan DBA - The system uses the DBA for the specified plan. You can also include an additional amount or rate that the system adds in the calculation. You cannot use a DBA for the option.  2 Plan and Option DBAs The system uses both the DBA for the plan and the DBA for the option. The two DBAs must have different code numbers. You can also include an additional amount or rate that the system adds in the calculation.  3 Option DBA - The system uses DBA for the plan option. You can also include an additional amount or rate that the system adds in the calculation. |
| Paid Benefit DBA                         | The DBA defined in the Payroll Transactions Constants table (F069116) that the system uses to calculate the dollar amount that the employer contributes to the employee enrolled in the plan. In most cases, this DBA is defined as a benefit to add pay to the enrolled employee's check.  |
| Paid Benefit – Add'l or<br>Override Rate | An additional amount that the employer contributes toward the cost of a benefit option. For example, an employer might pay 100.00 toward the cost of the option for family medical coverage.  |

| Field                                 | Explanation   |
|---------------------------------------|---|
| Flex Cost – Option Rule               | A rule that indicates the specific DBA to add to the employee's DBA instructions when an employee is enrolled in a plan.  |
|                                       | This rule also includes the amount or rate to use. Valid rules are:  1 Plan DBA - The system uses the DBA for the specified plan. You can also include an additional amount or rate that the system adds in the calculation. You cannot use a DBA for the option.  2 Plan and Option DBAs The system uses both the DBA for the plan and the DBA for the option. The two DBAs must have different code numbers. You can also include an additional amount or rate that the system adds in the calculation.  3 Option DBA - The system uses DBA for the plan option. You can also include an additional amount or rate that the system adds in the calculation. |
| Flex Cost DBA                         | The DBA defined in the Payroll Transactions Constants file (F069116) that is used to calculate the points amount that the employee contributes by enrolling in the plan in a flexible spending environment.   |
|                                       | <ol> <li>DBAs used for points in a benefit plan or option must meet two requirements:         <ol> <li>The DBA must have blanks in the specification for Gross Effect and Net Effect (see data items PAYG and PAYN) so that the use of (non-dollar) points does not add or subtract dollars from employee pay.</li> </ol> </li> <li>The DBA must have an M in the specification for Journal Entry (Y/N/M) (see data item NMTH) so that the use of (non-dollar) points does not affect the G/L system.</li> </ol>  |
| Flex Cost – Add'l or<br>Override Rate | The additional points or credits the employee contributed for optional coverage.  |

| Field                                   | Explanation  |
|---|--|
| Flex Credit – Option Rule               | A rule that indicates the specific DBA to add to the employee's DBA instructions when an employee is enrolled in a plan.   |
|   | This rule also includes the amount or rate to use. Valid rules are:  1 Plan DBA - The system uses the DBA for the specified plan. You can also include an additional amount or rate that the system adds in the calculation. You cannot use a DBA for the option.  2 Plan and Option DBAs The system uses both the DBA for the plan and the DBA for the option. The two DBAs must have different code numbers. You can also include an additional amount or rate that the system adds in the calculation.  3 Option DBA - The system uses DBA for the plan option. You can also include an additional amount or rate that the system adds in the calculation.                    |
| Flex Credit DBA                         | The DBA defined in the Payroll Transactions Constants table (F069116) that will be used to calculate the points amount that the employer contributes to an employee enrolled in a flexible spending environment.  DBAs used for points in a benefit plan or option must meet two requirements:  1. The DBA must have blanks in the specification for gross effect and net effect (see data items PAYG and PAYN) so that the use of (non-dollar) points does not add or subtract dollars from employee pay.  2. The DBA must have an M in the specification for Journal Entry (Y/N/M) (see data item NMTH) so that the use of (non-dollar) points does not affect the G/L system. |
| Flex Credit – Add'l or<br>Override Rate | The additional points or credits the employer contributed for optional coverage.   |
| Beginning Date                          | The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to appear. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.   |

| Field          | Explanation  |
|----------------|--|
| Ending Date    | The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.   |
| Amount or Rate | A value that is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:  1 For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.  2 For a pay type, amounts entered in this field override the hourly rate. |

# **Linking Plans to Benefit Categories**

To streamline data entry when you enter benefit information for employees, you can link plans to categories within a benefit group. Benefit categories are broad descriptions of related types of benefit plans. For example, your organization might offer two medical plans, a traditional-style plan and an HMO. You can define a benefit category called medical and link those two medical plans to that category.

You can link specific plans for each benefit, or you can link a plan with attached options. For example, you can set up a benefit category for medical and link the following three plans to it:

- MED for the employee only
- MED+ONE for the employee plus one other person
- MED+FAM for the employee and the employee's family

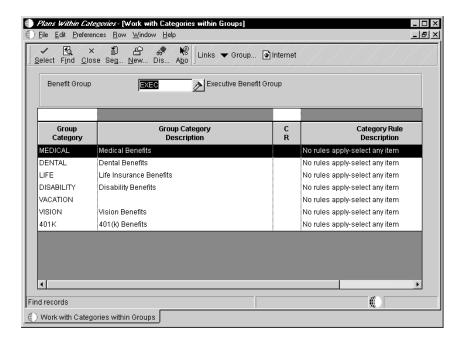
Alternatively, you can set up a benefit category called medical and link to it a single medical plan with options for the Plus One and Family coverages.

When you link plans to categories, you can also enter effective beginning and ending dates. These dates default to the employees' records when you enroll employees in the specific plan.

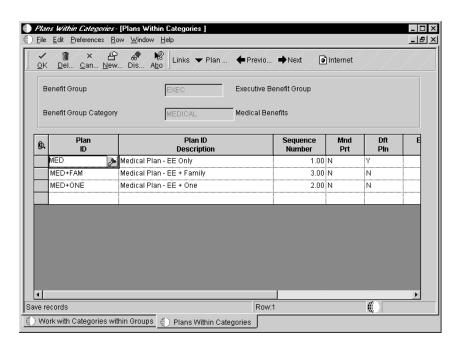
#### ▶

#### To link plans to benefit categories

From the Benefits Administration Setup menu (G08BB4), choose Plans Within Categories.



- 1. On Work With Categories Within Groups, complete the following field and click Find:
  - Benefit Group
- 2. Choose a record and click Select.



- 3. On Plans Within Categories, complete the following fields:
  - Plan ID
  - Sequence Number

The sequence number field determines the order that the plans are listed in the self-service applications. It does not affect the order of plans in Plans within Categories.

- Mnd Prt
- Dft Pln
- 4. Complete the following optional fields:
  - Effective Begin
  - Effective End
- 5. Click OK to save the record.

| Field           | Explanation   |
|-----------------|---|
| Plan ID         | An abbreviation or number that identifies a specific employee benefit. Examples are:  • Employee Health Insurance  • Accidental Death and Dismemberment  • Health Club Expense Reimbursement  • Employee Stock Appreciation Rights  |
|                 | A benefit plan typically is associated with a deduction, benefit, or accrual. For example, a medical plan is a benefit that might also require a deduction to withhold premiums from an employee's pay.   |
| Sequence Number | A number used to sequence information for review purposes only.   |
| Mnd Prt         | A code that indicates whether the plan is required for all employees. Valid codes are:  Y Yes, all employees must participate in this plan. You should not use this code unless all employees are required to participate in the plan.  No, all employees are not required to participate in this plan. It is optional. |
| Dft Pln         | A code that specifies if the plan is a default plan in the category. An employee is automatically enrolled in this plan if no other plans within the category are selected. Valid codes are:  Y Yes, this is a default plan.  N No, this is not a default plan.   |

| Field           | Explanation  |
|-----------------|--|
| Effective Begin | The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.  |
|                 | Form-specific information  |
|                 | The date on which the benefit plan is included in the benefit category.  |
| Effective End   | The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. |
|                 | Form-specific information  |
|                 | The last date on which the benefit plan is included in the benefit category.   |

# **Setting Up Date Codes**

To determine eligible and ineligible enrollment dates for a benefit plan, you set up date codes. You must set up the date codes that you need to include on the eligibility table for the benefit plan.

Eligibility tables and date codes work together. For example, an eligibility table can test for 30 days from the date of hire, and the date code can assign the enrollment date to the first of the month following eligibility.

You can set up date codes in any of the following ways:

| Set up for a specific date following a particular date of the month |
|---|
| Set up for the last day of the month following a particular date    |
| Set up by an amount of time after a specific date                   |
| Set up by a specific enrollment date                                |

## Setting Up for a Specific Date Following a Particular Date of the Month

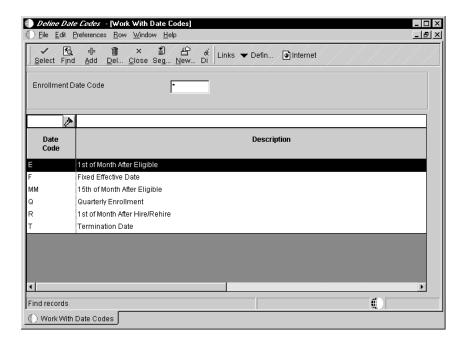
Use this method to set up a date code when you want enrollment to occur on a specific date that immediately follows a particular date within the month.

For example, when you want enrollment to occur on the 15th of any month after date of hire, enter 15 as the day of the month and the code for hire date as the date to follow. If an employee begins work on May 30th, eligibility for enrollment in the benefit plan begins on June 15th (the first 15th of a month after the employee's hire date).

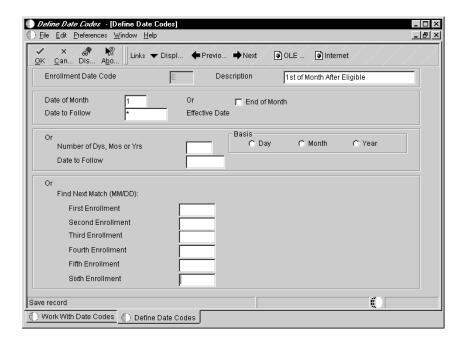
In another example, if you want enrollment to occur on the 1st of the month after passing eligibility, enter 1 in the Date of Month field and \* as the date to follow. When an employee passes eligibility on June 1st, enrollment in the plan occurs on June 1st. If the employee passes eligibility on June 2nd, enrollment in the plan occurs on July 1st.

# To set up for a specific date following a particular date of the month

From the Benefits Administration Setup menu (G08BB4), choose Define Date Codes.



1. On Work With Date Codes, click Add.



- 2. On Define Date Codes, complete the following fields and click OK:
  - Enrollment Date Code
  - Description
  - Date of Month
  - Date to Follow

| Field                | Explanation   |
|----------------------|---|
| Enrollment Date Code | A code that identifies the terms for beginning and ending enrollment dates.   |
| Date of Month        | The date during any month on which you want plan enrollment to begin or end. You can use either this field or the End of Month field in conjunction with the Date to Follow field. You cannot use both.   |
|                      | For example, a value of 05 in this field means that enrollment either begins or ends on the fifth of the month following the date specified in the Date to Follow field. If you enter 05 in this field, you cannot also enter Y in the End of Month field.  |
| Date to Follow       | This field works in conjunction with the Number of Days, Months, Years field and the Basis (D, M, Y) field to define an enrollment date that is a certain number of days, months, or years after a particular date.   |
|                      | An asterisk (*) in this field indicates the fixed effective date. The fixed effective date is the date the employee either passes or fails eligibility.   |
|                      | For example, if you want the effective date of enrollment to be one year after the employee's original hire date, define these fields as follows:  1. Enter 1 in the Number of Dys, Mos, Yrs field. 2. Specify Year for the Basis. 3. Enter the user defined code (08/D2) that indicates original hire in the Date to Follow field. |
|                      | When you run an eligibility test, the system searches the Employee Master table for employees who are eligible to enroll in the plan because they meet these requirements.  |

## Setting Up for the Last Day of the Month Following a Particular Date

Use this method to set up a date code when you want enrollment to occur on the last day of the month immediately following a particular date.

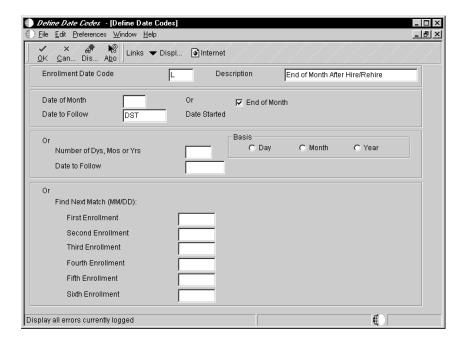
For example, when you want enrollment to occur on the last day of the month of the date of hire, click the End of Month field and enter the code for the start date as the date to follow. In this case, an employee becomes eligible for enrollment on the last day of the month after being hired. If an employee begins work on May 30th, eligibility for enrollment in the benefit plan begins May 31st. If an employee is hired on the 31st, then enrollment begins on that day.



## To set up for the last day of the month following a particular date

From the Benefits Administration Setup menu (G08BB4), choose Define Date Codes.

1. On Work With Date Codes, click Add.



- 2. On Define Date Codes, complete the following fields and click OK:
  - Enrollment Date Code
  - Description
  - End of Month
  - Date to Follow

| Field        | Explanation   |
|--------------|---|
| End of Month | A code that defines whether you want plan enrollment to begin or end at the end of any month. You can use either this field or the Date of Month field in conjunction with the Date to Follow field. You cannot use both.                                 |
|              | For example, activating this field means that enrollment either begins or ends at the end of the month following the date specified in the Date to Follow field. When you activate this field, you cannot also enter a number in the Date of Month field. |

## Setting Up by an Amount of Time after a Specific Date

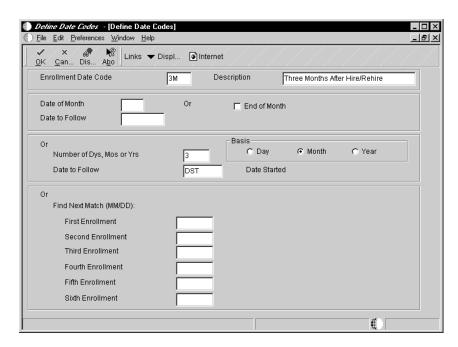
Use this method to set up a date code when you want enrollment to occur a certain number of days, months, or years after a particular date.

For example, you can define an enrollment date in a particular stock option plan as being two years after the employee's hire date.

### To set up by an amount of time after a specific date

From the Benefits Administration Setup menu (G08BB4), choose Define Date Codes.

1. On Work With Date Codes, click Add.



- 2. On Define Date Codes, complete the following fields:
  - Enrollment Date Code
  - Description
  - Number of Dys, Mos or Yrs
  - Date to Follow
- 3. Click one of the following options and then click OK:
  - Day
  - Month
  - Year

| Field                        | Explanation  |
|------------------------------|--|
| Number of Dys, Mos or<br>Yrs | This field works in conjunction with the Basis (Day, Month, Year) field and the Date to Follow field to define an enrollment date that is a certain number of days, months, or years after a particular date.  |
|                              | For example, if you want the effective date of enrollment to be one year after the employee's original hire date, define these fields as follows:  1. Enter 1 in this field. 2. Specify Year for the basis. 3. Type the user defined code (system 08, type D2) that indicates original hire in the Date to Follow field.                                 |
|                              | When you run an eligibility test, the system searches the Employee Master table for employees eligible to enroll in the plan because they meet these requirements.   |
| Day Month Year               | This field works in conjunction with the Number of Days, Months, Years field and the Date to Follow field to define an enrollment date that is a certain number of days, months, or years after a particular date.   |
|                              | For example, if you want the effective date of enrollment to be one year after the employee's original hire date, define these fields as follows:  1. Enter 1 in the Number of Days, Months, Years field.  2. Specify Year for the basis.  3. Enter the user defined code (system 08, type D2) that indicates original hire in the Date to Follow field. |
|                              | When you run an eligibility test, the system searches the Employee Master table for employees who are eligible to enroll in the plan because they meet these requirements.   |

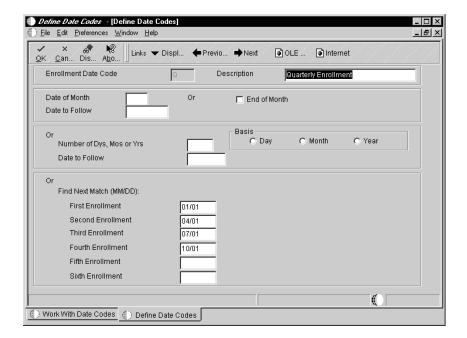
## Setting Up by a Specific Enrollment Date

Use this method to set up date codes by an enrollment date. You can enter up to six different enrollment opportunities for a date code.

For example, you can enter the first day of each fiscal quarter as an enrollment date so that the system enrolls any employee who meets the other eligibility requirements on the first day of the next quarter. Conversely, if you want enrollment to occur on only one particular date each year, enter only that date.

### To set up by a specific enrollment date

From the Benefits Administration Setup menu (G08BB4), choose Define Date Codes.



1. On Work With Date Codes, click Add.

- 2. On Define Date Codes, complete the following fields:
  - Enrollment Date Code
  - Description
- 3. Enter a month and day in one or more of the following fields and then click OK:
  - First Enrollment
  - Second Enrollment
  - Third Enrollment
  - Fourth Enrollment
  - Fifth Enrollment
  - Sixth Enrollment

# **Setting Up Pay Type Tables**

If you are going to set up any eligibility tables based on the hours worked (method H), you must set up a pay type table for each eligibility requirement that you will define for that eligibility table.

When you set up a pay type table, you enter a range of pay type numbers. The system uses this range to calculate the number of hours that an employee worked, which determines the employee's eligibility.

For example, if you want to include all pay types in the eligibility test, you could enter pay type 001 through 999. If you want to exclude certain pay types, you could set up a table with more than one range. For example, to exclude pay type 450 only, you could set up two ranges as follows:

- 001 through 449
- 451 through 999

On each table, you can set up as many ranges as necessary, but you cannot overlap any of the ranges within a table. For example, the system will *not* accept the following two ranges in one table:

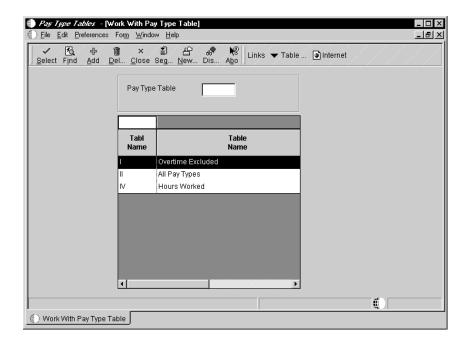
- 001 through 449
- 445 through 999

### **Before You Begin**

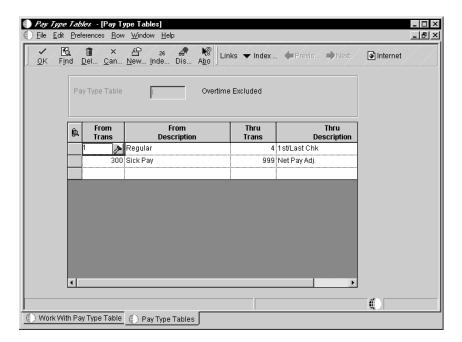
☐ Set up the user defined codes (08/TT) for the pay type tables. See *Understanding User Defined Codes* in the *HR and Payroll Foundation Guide*.

#### To set up pay type tables

From the Benefits Administration Setup menu (G08BB4), choose Pay Type Tables.



1. On Work With Pay Type Table, click Add.



- 2. On Pay Type Tables, complete the following fields:
  - Pay Type Table
  - From Trans
  - Thru Trans

- 3. To set up additional ranges, complete the following fields as many times as necessary:
  - From Trans
  - Thru Trans
- 4. Click OK to save the records.

| Field          | Explanation   |
|----------------|---|
| Pay Type Table | The name of the table you defined on user defined code table 08/TT.   |
| From Trans     | The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.                                  |
|                | Form-specific information   |
|                | When you are defining the range of pay types, and the range includes only one pay type, the from and thru fields must contain the same pay type number.   |
| Thru Trans     | The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.                                     |
|                | Form-specific information   |
|                | When you are defining the range of pay types, the thru value must be greater than or equal to the value in the from field. If the range includes only one pay type, the from and thru fields must contain the same pay type number. |

# **Setting Up Eligibility Tables**

Some benefit plans require that employees meet certain eligibility requirements before they qualify for or maintain enrollment in a benefit plan. If a benefit plan requires eligibility rules, you enter the name of the eligibility table on the master plan for the benefit.

You must set up an eligibility table to define each of the requirements that you use to determine eligibility. You can use the same table for more than one benefit plan if the eligibility requirements are the same for both. For example, your organization can require that employees be employed with your company full time for six months and have worked a minimum of 40 hours in the past week before they qualify for medical insurance and dental insurance. In this case, you could set up an eligibility table and associate that table with both plans.

You can also set up an eligibility table to verify employees' continuing eligibility in a plan. For example, your organization might require that employees continue to work at least 35 hours per week to participate in your organization's medical plan.

After you have set up an eligibility table and included it in the master plan for a benefit, the system can test an employee's eligibility for enrollment in a benefit plan. When the system tests for eligibility, one of the following occurs:

- When an employee passes the eligibility test, the system assigns an eligible status and a beginning enrollment status date based on the date code to the enrollment record. When the enrollment status begins with an A (for *active*), the system passes the DBA code to the Payroll system so that the system can make the necessary deductions or contributions. The system also assigns a participation date and an eligibility date.
- If an employee does not pass the eligibility test, the system assigns an ineligible enrollment status to the enrollment record and a beginning enrollment status date based on the date code. The system does not pass the DBA code to the Payroll system. In this case, the system does not assign eligibility and participation dates.

You should also set up an eligibility table that you use to indicate that a plan has no eligibility requirements. Use this eligibility table for all benefit plans that do not require employees to meet or maintain eligibility requirements to participate in the plan.

Setting up eligibility tables for benefit plans includes the following tasks:

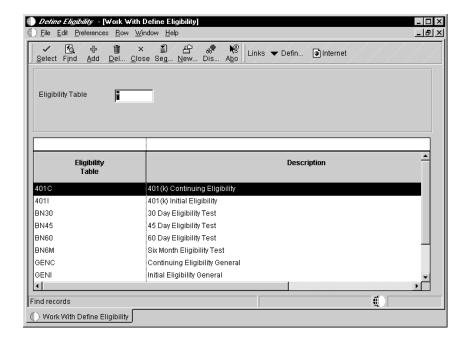
- Setting up a typical eligibility table
- Setting up an eligibility table for no eligibility requirements

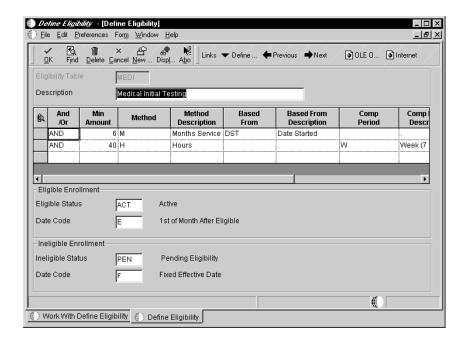
### **Before You Begin**

- ☐ Set up the user defined codes (08/ES) to define the enrollment status. See *Understanding User Defined Codes* in the *HR and Payroll Foundation Guide*.
- ☐ Set up pay type tables to include in any table based on hours worked. See *Setting Up Pay Type Tables*.
- Set up the date codes to define eligible and ineligible enrollment dates. See *Setting Up Date Codes*.

# To set up a typical eligibility table

From the Benefits Administration Setup menu (G08BB4), choose Define Eligibility.





1. On Work With Define Eligibility, click Add.

- 2. On Define Eligibility, complete the following fields to name the table:
  - Eligibility Table
  - Description
- 3. To define the parameters or standards of the plan, complete the following fields:
  - And /Or
  - Min Amount
  - Method
  - Eligible Status
  - Eligible Enrollment Date Code
  - Ineligible Status
  - Ineligible Enrollment Date Code
- 4. If eligibility is not based on hours worked, complete the following field:
  - Based From
- 5. If eligibility is based on hours worked, complete the following fields:
  - · Comp Period
  - Number Periods
  - Pay Type Table
- 6. Click OK to save the records.

**Caution:** Some of the definitions in the following field table refer to user defined code tables for System 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

| Field                            | Explanation   |
|----------------------------------|---|
| Eligibility Table                | A code (table) used to identify the specific table of eligibility rules that determine whether the employee is eligible for enrollment in a plan.   |
| And /Or                          | A code that designates whether the test parameters or criteria are based on an AND condition or an OR condition.  |
| Min Amount                       | The minimum requirement that must be met to satisfy the eligibility requirements. The minimum is associated with the method that you use to calculate eligibility.  |
|                                  | See the Method field (data item MTHD) for more information.   |
| Method                           | A code that the system uses to calculate eligibility. Use this field in conjunction with the Amount field (data item ELMH).   |
|                                  | For example, if the eligibility criteria for a plan includes<br>minimum age, you enter AM (Minimum Age) in this field<br>and the specific age in the Amount field.  |
|                                  | J.D. Edwards provides codes for six of the most common methods. These codes are hard-coded and cannot be changed or deleted:  H Hours of service D Days of service M Months of service Y Years of service AM Minimum age AX Maximum age |
|                                  | For World: If you use a user defined eligibility program, you can add different methods to user defined code list 08/EL.  |
| Eligible Status                  | The status to be assigned to the enrollment record after the employee becomes eligible for a plan.  |
|                                  | You can define this code using user defined code list 08/ES. See Enrollment Status (data item XDFS) for restrictions on the allowed values for this field.  |
| Eligible Enrollment Date<br>Code | A code that indicates the date that the employee's new enrollment record should begin after it is determined that the employee is eligible for a plan. You define these codes in the Define Date Codes table (F08395).                  |

| Field                              | Explanation   |
|------------------------------------|---|
| Ineligible Status                  | The status to be assigned to the enrollment record after it is determined that an employee is not eligible for a plan.  |
|                                    | You can define this code using user defined code list 08/ES. See Enrollment Status (data item XDFS) for restrictions on the allowed values for this field.  |
|                                    | Form-specific information   |
|                                    | If the Eligible or Ineligible Enrollment Status code begins with an A, such as ACT or AC2, the system writes the DBA code from the Plan Master table to the Employee DBA Instructions table. When a begin enrollment status code begins with a letter other than A, no record is written to the Payroll system.   |
|                                    | To indicate an ending status that does not result in a new enrollment, such as termination, you must define the code with an X in the first position in the Description 2 field of the General User Defined Codes form.   |
|                                    | Use a status that begins with an X as an ending status to indicate a mistaken enrollment. The system does not write instructions to the Employee DBA Instructions table when the status begins with X.  |
| Ineligible Enrollment Date<br>Code | A code that indicates the date that the employee's new enrollment record should begin after it is determined that the employee is not eligible for a plan. These codes are defined in the Define Date Codes table (F08395).   |
| Based From                         | A code that defines the date from which eligibility is calculated. The allowed codes coincide with the dates that are on the Dates, Eligibility, and EEO form (P060190) and that are defined in user defined code list 08/D1. If you do not enter a code in this field, the system uses the employee's hire date. |
| Comp Period                        | The computation period used to calculate if a person has the minimum number of hours necessary to be eligible for a plan. Valid codes are:  W Week (seven days prior to effective date)  M Previous calendar month  Y Year (previous year to effective date)  |
| Number Periods                     | The number of consecutive periods used to calculate eligibility.  |
| Pay Type Table                     | The pay type table that the system uses to calculate the hours an employee worked to determine plan eligibility. You can define this table using user defined code list 08/TT.  |



## To set up an eligibility table for no eligibility requirements

From the Benefits Administration Setup menu (G08BB4), choose Define Eligibility.

- 1. On Work With Define Eligibility, click Add.
- 2. On Define Eligibility, complete the following fields to name the table:
  - Eligibility Table
  - Description
- 3. Type any valid value in the following field:
  - Method
- 4. Type a code that begins with the letter A in the following fields:
  - Eligible Status
  - Ineligible Status
- 5. Type a code that indicates a fixed effective date in the following fields and click OK:
  - Eligible Enrollment Date Code
  - Ineligible Enrollment Date Code

In the Eligibility Table that is set up for no eligibility requirements, you must still set up an "and/or" criterion within the grid. You cannot set up an Eligibility Table with no information in the grid.

# **Setting Up Enrollment Parameters**

To define which eligibility test and date code that the system applies when you enroll employees using enrollment with eligibility or batch enrollment, you can set up enrollment parameters. Enrollment parameters define which action the system takes when it tests for eligibility. The system compares the employee enrollment information to each enrollment parameter to determine which eligibility test and date code to use. The system then uses the eligibility test and the date code to calculate when to enroll an employee in a benefit plan or whether to terminate the employee's participation.

You base each enrollment parameter on the following search items:

- Plan ID
- Benefit Status
- Enrollment Status
- Valid Plan

After you create enrollment parameters, the Batch Enrollment Parameters table (F08392) organizes the parameters based on level of detail. The least detailed parameter appears at the top of the table and the most detailed parameter is at the bottom of the table. When you enroll an employee in benefits or test for continuing eligibility, the system first compares the employee's enrollment information to the most detailed enrollment parameter (the parameter at the bottom of the table). When the employee's enrollment information does not match the criteria of this enrollment parameter, the system searches on the second most-detailed parameter. The system continues searching, from the most detailed parameter to the least detailed parameter, until it identifies the parameter to use.

When the system locates a parameter that matches the enrollment information for which it is searching, the system conducts the eligibility test or assigns the date code and status specified in that parameter.

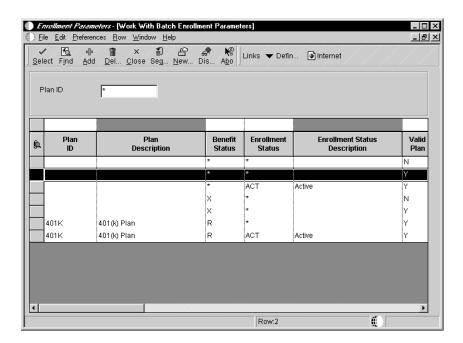
If you do not set up enrollment parameters, the system does the following:

- When an employee is enrolled in a benefit plan and has an eligible enrollment status as defined by the eligibility test, the system tests continuing eligibility in a plan.
- In all other cases, the system tests initial eligibility for employees.

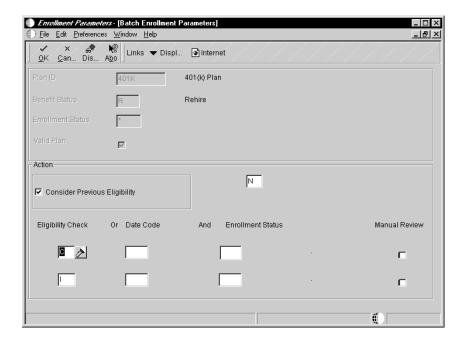
If you set up parameters for a specific plan, you must also set up the basic parameters for initial and continuing eligibility.

## **Example: Search Hierarchy for Enrollment Parameters**

Work With Batch Enrollment Parameters lists parameters in order of detail. Notice that the most restrictive (most detailed) parameter is at the bottom of the list.



The following form illustrates sample enrollment parameters for a 401(k) plan.

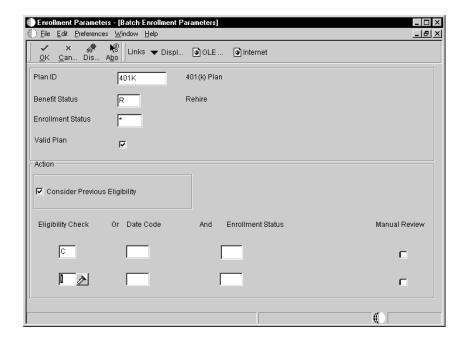


## Before You Begin

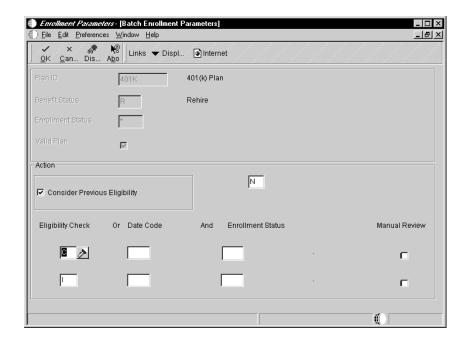
- ☐ Set up your benefit plans. See Setting Up Benefit Plans.
- ☐ Set up the eligibility tables. See *Setting Up Eligibility Tables*.
- Set up the date codes that control when an employee becomes eligible or ineligible for a benefit plan. See *Setting Up Date Codes*.

# To set up enrollment parameters

From the Benefits Administration Setup menu (G08BB4), choose Enrollment Parameters.



1. On Work With Batch Enrollment Parameters, click Add.



- 2. On Batch Enrollment Parameters, complete the following fields for the most detailed parameter:
  - Plan ID
  - Benefit Status
  - Enrollment Status
  - Valid Plan
- 3. Complete either of the following fields:
  - Eligibility Check
  - Date Code
- 4. To use a status that corresponds to a date code, complete the following field in the Action group box:
  - Enrollment Status
- 5. To specify that the enrollments in the plan be printed on a manual review request report and processed manually instead of being processed automatically by the system, click the following option to turn it on:
  - Manual Review
- 6. To specify that the system include an employee's previous eligibility information when it tests for eligibility, click the following option to turn it on:
  - Consider Previous Eligibility

When you click this option, a second row of eligibility fields appears on the form.

7. Complete steps 3 through 5 for the second row of eligibility fields.

When you set up a parameter to consider previous eligibility, the first row of eligibility fields applies when previous eligibility is met. The second row applies when previous eligibility is not met.

- 8. Click OK.
- 9. For each additional enrollment parameter that you want to set up, repeat steps 1 through 8, completing only the relevant fields.

**Caution:** Some of the definitions in the following field table refer to user defined code tables for System 07. For software releases prior to A8.1 or B8.1, these system codes are 06, not 07. When you revise user defined code tables, you must use the system code that corresponds to the software release that you are using.

| Field             | Explanation  |
|-------------------|--|
| Benefit Status    | A user defined code (06/EA) that specifies the employee action, such as new hire or rehire, for which the system searches as it tests for benefits eligibility. An * indicates that the guidelines refer to all employee actions not otherwise specified.  |
|                   | Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.  |
| Enrollment Status | <ul> <li>A code that indicates the status of an employee's enrollment in a plan. It is a user defined code (08/ES), and you must use the following restrictions for the definitions: <ul> <li>All statuses indicating active participation in a plan must begin with the letter A.</li> <li>All statuses indicating an ending status that does not result in a new enrollment (such as a termination) must have the letter X in the first position of Description 2 (data item DL02), General User Defined Codes form.</li> <li>A status beginning with the letter X, when used as an ending status, represents a mistaken enrollment. No employee DBA instructions are written.</li> <li>An asterisk (*) indicates all statuses not otherwise specified.</li> </ul> </li> </ul> |
| Valid Plan        | A code that indicates whether the specified plan is a valid<br>plan for the employee. A valid plan is one that is available<br>within the employee's benefit group.  |

| Field             | Explanation   |
|-------------------|---|
| Eligibility Check | A code that tells the system which eligibility test to run. Valid codes are: Blank Do not test for eligibility. I Test for initial eligibility. C Test for continuing eligibility.  |
|                   | For OneWorld: The system uses this field to test for eligibility when previous eligibility has been met.  |
| Date Code         | A code that indicates the date that the employee's new enrollment record should begin after it is determined that the employee is not eligible for a plan. These codes are defined in the Define Date Codes table (F08395). |
|                   | Form-specific information   |
|                   | The system uses this field to test for eligibility when previous eligibility has been met.  |
| Enrollment Status | A code that indicates the ending status of an employee's enrollment in a plan. This status represents the reason for ending the old enrollment and is used as the beginning status of any resulting new enrollment.         |
|                   | You can define this code using user defined code table 08/ES. See data item XDFS (Status – Enrollment) for restrictions on the allowed values.  |
|                   | Note: An ending status that begins with the letter X represents a mistaken enrollment.  |
|                   | Form-specific information   |
|                   | The system uses this field to test for eligibility when previous eligibility has been met.  |
| Manual Review     | A code that indicates whether the enrollment being processed should be printed on the Manual Review Requested report so the record can be handled manually rather than through the batch process.                           |

| Field                            | Explanation  |
|----------------------------------|--|
| Consider Previous<br>Eligibility | A code that indicates whether the employee was previously eligible for the plan.   |
|                                  | For World:   |
|                                  | Valid codes are:    blank Do not check for previous eligibility.    Y Yes, the employee was previously eligible.    N No, the employee was not previously eligible.  If the system finds a code in this field, it then searches the detail area for further information.   |
|                                  | For OneWorld: Click this option to turn it on when you want the system to check for previous eligibility. When you turn on this option, a second row of eligibility fields appears on the form. Complete these fields to indicate how the system tests for eligibility when previous eligibility has not been met. |

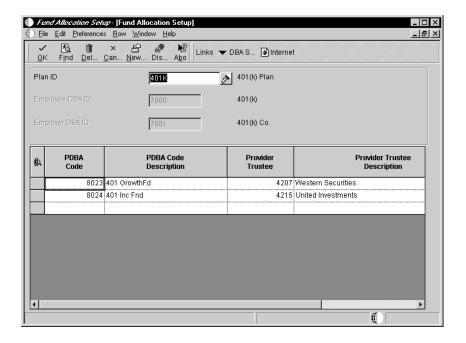
# **Linking Allocation Funds to Plans**

If your organization offers a retirement or investment plan as a benefit to employees, you can link it to the investment programs, or funds, to which employees can allocate their deductions. You must set up all allocation funds as accrual DBAs that are a percentage of the employee and employer contributions. For example, if your 401(k) offers employees several different investment programs from which they can choose for their 401(k) deduction, you can link each investment program to the plan.

## **Before You Begin**

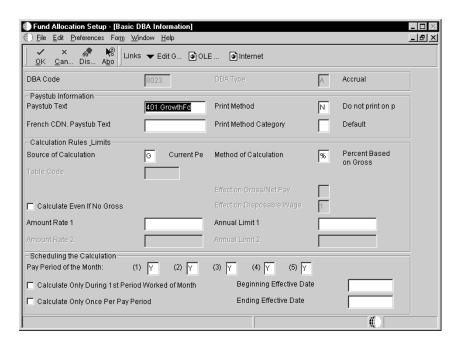
|   | Set up the funds as payees in the Address Book system. See Working with Address Book Records in the Address Book Guide.  |
|---|--|
|   | Set up the deduction DBA for the employee-paid deduction and the benefit DBA for the employer-paid contribution to the investment or retirement plan. See <i>Setting Up Deductions, Benefits, and Accruals</i> in the <i>HR and Payroll Foundation Guide</i> . |
| • | To link allocation funds to plans  |

From the Daily Processing menu (G08BB1), choose Fund Allocation Setup.

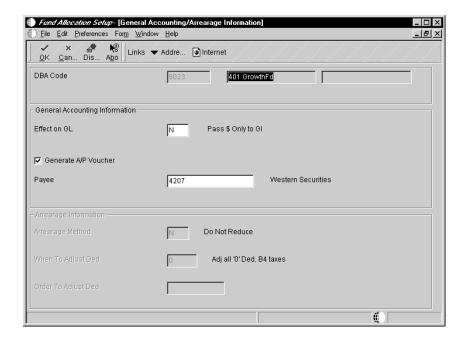


- 1. On Fund Allocation Setup, to locate the retirement or investment plan, complete the following field and click Find:
  - Plan ID
- 2. Choose a blank row in the detail area, and then choose DBA Setup from the Row menu.
- 3. Click Accrual and then click Add.

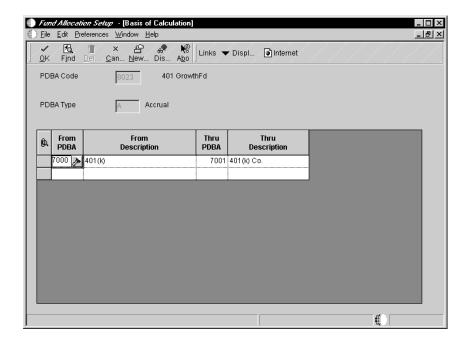
The Basic DBA Information form appears.



- 4. In the following field in the header area, enter a number that is greater than both the employee-paid deduction DBA and the employer-paid benefit DBA:
  - DBA Code
- 5. Complete the following field:
  - Paystub Text
- 6. Enter G in the following field:
  - Source of Calculation
- 7. Enter % in the following field:
  - Method of Calculation
- 8. Make sure the following option is *not* turned on:
  - Calculate Even If No Gross
- 9. Enter the same values that you entered for the DBA for the employee-paid retirement or investment deduction in the following fields:
  - Pay Period of the Month:
  - Calculate Only During 1st Period Worked of Month
  - Calculate Only Once Per Pay Period
- 10. Click OK.



- 11. On General Accounting/Arrearage Information, complete the following fields and click OK:
  - Effect on GL
  - Payee



- 12. On Basis of Calculation, type the codes for the employee-paid and employer-paid DBAs in the following fields and click OK:
  - From PDBA
  - Thru PDBA
- 13. On Basic DBA Information, click Cancel.
- 14. On Work with PDBAs, click Close.
- 15. On Fund Allocation Setup, type the new PDBA code in the following field, and then press Tab:
  - PDBA Code

The new PDBA appears in the detail area.

16. Click OK to save the new PDBA.

| Field    | Explanation   |
|----------|---|
| DBA Code | A code that defines the type of pay, deduction, benefit, or accrual.                          |
|          | Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. |

| Field                 | Explanation  |  |
|-----------------------|--|--|
| Paystub Text          | The text that you want the system to print on the employee's paystub.  For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the PDBA.        |  |
|                       |  |  |
| Source of Calculation | A user defined code (07/DB) that specifies the basis of a deduction, benefit, or accrual. When the system calculates the gross amount for disposable net wages, it does not use the basis of calculation. The gross amount includes all earnings that have a positive effect on the gross and net payment. |  |
|                       | For wage attachments use one one of the following codes:  1-8 Garnishment, tax levy, wage assignment (child support and maintenance)  R Loan, interest  0 Fees   |  |
| Method of Calculation | A user defined code (07/DM) that specifies the method that the system uses to perform certain calculations. For example, the system uses a method of calculation to calculate deductions, benefits, and accruals (DBAs) and workers' compensation insurance.   |  |
|                       | Form-specific information  |  |
|                       | The method values are pre set by J.D. Edwards. If you use methods $0-6$ , $8$ , $9$ , or $G$ , you must also enter a value in the Table Code field.  |  |
|                       | For wage attachments use one of the following methods:  C Wage assignment (child support and maintenance)  G Garnishment  K Loan  L Tax levy  A Fees  % Interest   |  |

OneWorld Xe (09/00) 4–79

| Field                           | Explanation   |  |  |
|---------------------------------|---|--|--|
| Calculate During<br>Pre–Payroll | A code specifying whether a benefit or accrual is calculated during pre-payroll processing. Valid codes are:  Y Yes, calculate during pre-payroll processing.  No, calculate during the journal entry step of the payroll cycle.  |  |  |
|                                 | In general, all benefits and accruals are calculated during the processing of journal entries because they do not affect the gross-to-net calculation. However, certain benefits, such as group life insurance and the corresponding excess life insurance benefit, must be calculated in pre-payroll because they affect the gross-to-net calculation. |  |  |
|                                 | If you want the benefit or accrual to print on the employee's paystub, use Y and complete the Method of Printing field.   |  |  |
| Calculate Even If No Gross      | This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are:  Y This deduction is calculated when there is no gross pay.  N This deduction is not calculated when there is no gross pay.  |  |  |
|                                 | <ul> <li>NOTE: Even if the employee has no gross pay, payroll processing always calculates the DBA if:</li> <li>Source of Calculation = G</li> <li>Method of Calculation = A</li> <li>Calculate if No Gross = Y</li> </ul>  |  |  |
|                                 | The system puts the amount in arrears, if specified, and either creates an overpayment for a deduction or calculates it if it is a benefit or accrual.  |  |  |

| Field   | Explanation   |  |
|---|---|--|
| Pay Period of the Month:                            | A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are:  Y Take the DBA or auto deposit during the current period.  N Do not take the DBA or auto deposit during the current period.  * Take the DBA or auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.  blank Continue to look for a code at the lower level.  The system searches for DBA or auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period.  M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field. |  |
| Calculate Only During 1st<br>Period Worked of Month | An option that identifies a processing flag for an event.   |  |
| Calculate Only Once Per<br>Pay Period               | A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.   |  |
| Effect on GL  | A code that you use to indicate whether you want the system to write journal entries from the Payroll system to the general ledger, and the method you want to use.   |  |
|   | Valid values are:  N Write only dollars to the general ledger  M Do not write dollars or hours to the general ledger. Use this value to track accruals in employee payroll history and the dollars to be omitted from the general ledger.   |  |

OneWorld Xe (09/00) 4–81

| Field     | Explanation  |
|-----------|--|
| Payee     | The address book number for the supplier who receives the final payment.   |
|           | In Benefits administration, this is the address book<br>number of the company that issues the plan and receives<br>premium payments for it.  |
|           | For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.   |
|           | Form-specific information  |
|           | For fund allocations, this is the address book number of the investment program.   |
| From PDBA | The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation. |
| Thru PDBA | The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.    |

# Verifying the Setup of Benefits Administration

After you set up benefit information, you can review the benefit structure, which shows the relationship between benefit groups, categories, and plans. You can also print a report that gives more detail about benefits plans and plan options within benefit groups and categories. Both methods let you easily discern which plans are associated with a particular benefit group and which plans are associated with multiple benefit groups.

To verify the setup of benefits administration, complete either of the following tasks:

|   | Reviewing | the | henefit | structure |
|---|-----------|-----|---------|-----------|
| ш | Reviewing | me  | Denem   | structure |

☐ Reviewing the Plans/Options By Group and Category report

# Reviewing the Benefit Structure

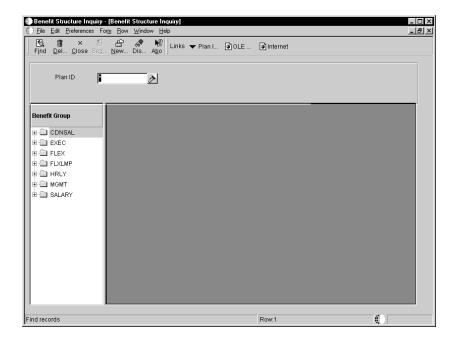
Use Benefit Structure Inquiry to review the organization of your benefit plans. Benefit Structure Inquiry shows benefit categories and plans within each benefit group.



#### To review the benefit structure

From the Benefits Administration Setup menu (G08BB4), choose Benefit Structure Inquiry.

OneWorld Xe (09/00) 4–83

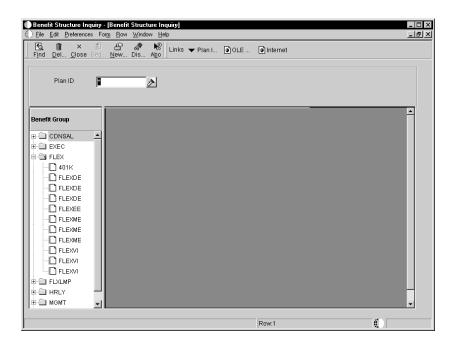


- 1. On Benefit Structure Inquiry, complete the following field and click Find:
  - Plan ID

The system displays information about the benefit groups associated with the plan.

You can type \* in the Plan ID field to list all plans in all benefit groups.

2. To review a list of the plans and plan options, click the + next to Benefit Group that you want to review.



Benefit Structure Inquiry - [Benefit Structure Inquiry] <u>File Edit Preferences Form Bow Window Help</u> Plan ID Effective Date Benefit Groun DENTAL DE EXEC 401K - 🔄 FLEX 401k - □ 401K 40 FLEXDE FLEXDEN Flex Dental Benefits FLEXDE FLEXDE FLEXDEN Flex Dental Benefits FLEXEEDED Employee Flex Deductions TLEXEE FLEXME FLEXMED Flex Medical Benefits ☐ FLEXME FLEXMED Flex Medical Benefits N N ☐ FLEXME FLEXMED Flex Medical Benefits - Ti FLEXVI FLEXVIS Flex Vision Benefits N Z Z - FLEXVI ELEXVIS Flex Vision Benefits N I FLEXVI FLEXVIS Flex Vision Benefits E- FLXLMP ERI UMPORD HRLY 401K

3. To review information about the plans and plan options within a benefit group, click any selection on the list.

- 4. Click the + sign next to another Benefit Group to display the information about the plan and plan options within that Benefit Group.
- 5. Cl;ck the sign next to any Benefit Group to close all plan and option information.

Row 4

# Reviewing the Plans/Options By Group and Category Report

From the Periodic Processing menu (G08BB2), choose Plans/Options By Group and Category.

This report lists all benefit groups and benefit categories assigned to each group. It also lists the benefit plans and options assigned to each benefit category.

In addition, this report includes the plan ID and description for each benefit plan that you set up. It also includes information from the plan master, including the employee and employer DBA codes.

#### See Also

• R083494, Benefit Plans/Options by Group and Category in the Reports Guide for a report sample

# Index

# Index

| Benefit category assigning plans to, 4–45   |  |
|---|--|
| defined, 1–13 linking to benefit groups, 4–16 Benefit Enrollment by Plan report, 2–62 Benefit Enrollment Form, 2–64 Benefit Enrollment Form (R083430), Processing options, 2–64 Benefit Enrollment Outside Group, report, 2–62 Benefit Enrollment Outside Group R083470), processing options, 2–62 Benefit group, setting up for flex benefits, 2–3 Benefit Group Descriptions, processing options, 4–13 Benefit Group Descriptions (P00191), 4–11 Benefit groups, 2–3 assigning benefit categories to, 4–16 defined, 1–13                                    |  |
| setting up, 4–11<br>Benefit plan<br>defined, 1–13   |  |
| designating beneficiary, 2–35 for employee flex deductions, 3–5 options, setting up, 4–35 reviewing employees enrolled in, 2–61 setting up for lump sum credits, 3–13 Benefit plans amount or rate, change, 2–50 benefit groups, 4–1 default, 2–5 eligibility rules, 4–2 enrolling employees with eligibility, 2–4 with overrides, 2–13 enrolling multiple employees, 2–18 enrollment, confirmation statement, 2–23 enrollment parameters, 4–2 linking to benefit categories, 4–45 set up, DBAs, 4–19 setting up, 4–19 setting up DBAS, 4–23 tables used, 4–4 |  |
| 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3   |  |

| Benefit setup, verifying, 4–83               | Categories within Benefit Groups table,     |
|--|---|
| Benefit statement                            | 1–15  |
| creating, 2–71                               | Change Amount or Rate form, 2–7, 2–15       |
| linking headings, 2–80                       | Changing fund allocations, 2–43             |
| printing, 2–82                               | Check Student Institutions report, 2–68     |
| setting up, 2–72                             | COBRA, dependent and beneficiary            |
| Benefit Statement (P083300), 2-72            | information, 2–28                           |
| Benefit Statement form, 2–72                 | Colored status box, 2–5                     |
| Benefit Statement Heading Revision form,     | Confirmation Statement, processing options, |
| 2–75   | 2–23  |
| Benefit statement headings                   | Confirmation Statement (R083440), 2-23      |
| cross-referencing PDBAs, 2–76                | Confirmation Statement report, 2–23         |
| cross-referencing taxes, 2–78                | Copying an existing benefit plan, 4–32      |
| setting up, 2–74                             | Creating dependent and beneficiary records, |
| Benefit Statement Workfile Build, processing | 2–28  |
| options, 2–83                                | Current Elections work file, 1–15           |
| Benefit Statement Workfile Build (R083305),  |   |
| 2–82   |   |
| Benefit structure, reviewing, 4–83           | D   |
| Benefit Structure Inquiry (P083204), 4–83    |   |
| Benefit Structure Inquiry form, 4–84         |   |
| Benefits                                     | Date codes, setting up, 4–49                |
| enrolling in flex plans, 3–25                | by a specific enrollment date, 4-54         |
| Idea to Action: the competitive              | by an amount of time after a specific       |
| advantage, 1–7                               | date, 4–53                                  |
| industry environment and concepts, 1–3       | for a specific date following a particular  |
| industry overview, 1–3                       | date of the month, 4–49                     |
| reviewing by employee, 2–60                  | for the last day of the month following a   |
| Benefits administration                      | particular date, 4–51                       |
|  | DBA   |
| about, 2–1                                   | employee flex cost, 3-19                    |
| enrolling employees, 2–3                     | employee flex credits, 3-20                 |
| features, 1–12                               | employee payroll deduction, 3-19            |
| information structure, 1–14                  | employer paid benefit, 3-19                 |
| overview, 1–11                               | DBAs  |
| setting up, 4–1                              | for benefit plans, 4–23                     |
| system integration, 1–11                     | for flex plans, 3–19                        |
| tables and descriptions, 1–14                | Deductions, benefits, and accruals (DBAs),  |
| terms and concepts, 1–13                     | defined, 1–14                               |
| Benefits administration setup, about, 4–1    | Default benefit plan, 2–5                   |
| Benefits by Employee (P08335), 2–60          | Define Date Codes (P08395), 4–49            |
| Benefits enrollment, reviewing, 2–59         | Define Date Codes form, 4–50                |
|  | Define Eligibility (P08390), 4–62, 4–66     |
| •  | Define Eligibility form, 4–63, 4–66         |
| C  | Dep/Ben by Plan ID and Employee report,     |
|  | 2–66  |
| Categories by Benefit Group (P08350), 3-3,   | Dep/Ben to Employee Plan X–Reference        |
| 3–6, 3–14, 4–17                              | table, 1–15                                 |
| Categories by Benefit Group form, 3–4, 3–6,  | Dependent, 2–28                             |
| 3–14, 4–17                                   | defined, 1–13                               |
| J 11, 1 1/                                   | acinica, 1–1)                               |

| enrolling in benefit plans, 2–35                              | Employee List by Benefit Group report,     |
|---|--|
| reports, 2–59   | 2–61                                       |
| supplemental data, 2–39                                       | Employee Master table, 1–15                |
| Dependent records, COBRA and HIPAA                            | Employee payroll deduction DBA, 3–19       |
| reporting, 2–28   | Employees, reviewing benefits, 2–60        |
| Dependent Status Reports, processing                          | Employees by Benefit Plan (P08333), 2-61   |
| options, 2–69   | Employer flex credits DBA, 3–20            |
| Dependent/Beneficiary by Employee                             | Employer paid benefit DBA, 3–19            |
| (P08336), 2–35  | Employer–paid benefits, statement of, 2–71 |
| Dependent/Beneficiary Data by Data Type                       | Ending enrollment                          |
| report, 2–70  | using overrides, 2–54                      |
| Dependent/beneficiary entry, processing                       | with payroll history, 2-54                 |
| options, 2–33   | Enrolling employees, 2–3                   |
| Dependent/Beneficiary Entry (P08901), 2–28                    | Enrolling in flex benefit plans, 3–25      |
| Dependent/Beneficiary Entry form, 2–29                        | Enrollment                                 |
| Dependent/Beneficiary Exception Report,                       | batch enrollment, 2-18                     |
| 2–66  | confirmation statement, 2–23               |
| processing options, 2–67                                      | overrides                                  |
| Dependent/Beneficiary Missing Tax ID,                         | changing an amount or rate, 2-56           |
| Gender, or DOB report, 2–67                                   | correcting mistakes, 2–57                  |
| Dependent/Beneficiary Supplemental Data                       | ending enrollment, 2–54                    |
| Report, 2–69  | enrolling employees, 2–13                  |
| processing options, 2–70                                      | working with, 2–53                         |
| Dependents and beneficiaries, 2–27                            | parameters, setting up, 4-67               |
| Dependents/Beneficiaries by EE form, 2–37                     | search hierarchy, 4–68                     |
| Detail by Employee report, 2–19                               | with eligibility                           |
| Dialog Boxes. See Forms                                       | change due to a life event, 2-52           |
| Displays. See Forms   | correcting mistakes, 2-51                  |
|   | ending, 2–48                               |
|   | enrolling employees, 2-4                   |
| E   | verifying continuing eligibility, 2-52     |
|   | working with, 2–47                         |
| Eligibility rules, 4–2  | Enrollment Date Terms table, 1-15          |
| Eligibility tables, 1–15, 4–2                                 | Enrollment dates, defining, 4–49           |
| setting up, 4–61  | Enrollment Event Setup table, 1-15         |
| setting up, 1 01 setting up a typical eligibility table, 4–62 | Enrollment information, 2–47               |
| setting up for no eligibility requirements,                   | Enrollment Overrides, processing options,  |
| 4–66  | 2–17                                       |
| Employee, designating dependents and                          | Enrollment Overrides (P08330), 2–14, 2–54  |
| beneficiaries, 2–35   | Enrollment Overrides form, 2–14, 2–54      |
| Employee benefit statement, creating, 2–71                    | Enrollment with Eligibility, processing    |
| Employee enrollment, reviewing, 2–59                          | options, 2–11                              |
| Employee Enrollment table, 1–15                               | Enrollment with eligibility, 2–3           |
| Employee flex cost DBA, 3–19                                  | Enrollment with Eligibility (P08334), 2–6, |
| Employee flex deduction plan, setting up,                     | 2–48                                       |
| 3–5   | Entering dependent and beneficiary records |
|   | 2–28                                       |
|   |  |

Entering supplemental data for dependents Define Date Codes, 4-50 and beneficiaries, 2-39 Define Eligibility, 4-63 Define Eligibility form, 4-66 Dependent/Beneficiary Entry, 2-29 F Dependents/Beneficiaries by EE, 2-37 Enrollment Overrides, 2-14, 2-54 Fund Allocation Setup, 4–76 Files. See Tables General Accounting/Arrearage form, 4–78 Flex benefits, 3-1 General Message form, 4–13 concepts, 3-1 Pay Type Tables, 4-58 enrollment, 3-25 PDBA Heading Cross Reference Detail, setting up an employee flex deduction 2 - 77plan, 3-5 Plan Master, 3-8, 3-15, 3-21, 4-22, 4-33 setting up benefit groups, 3-3 Plan Master Options, 4–37 setting up plans, 3–19 Plans Within Categories, 4-46 Flex cost, calculating, 3-25 Stop - Override Date and Status, 2-49 Flex credits Tax Heading Cross Reference Detail, 2-79 awarding a lump sum, 3-13 Work with Allocations by Employees, calculating available, 3-25 2 - 42setting up a lump sum credit, 3-13 Work with Benefits by Employee, 2–60 Flex credits available, display during Work with Categories within Groups, enrollment, 3-25 Flex credits remaining, display during Work with Employees by Benefit Plan, enrollment, 3-26 2 - 61Flex credits spent, display during Work With Enrollment With Eligibility, enrollment, 3–25 Flex deduction category, setting up, 3-6 Work with Enrollment with Eligibility, Flex deduction plan, setting up, 3-5 2 - 48Flex payroll deduction, display during Work with PDBAs, 4-76 enrollment, 3-26 Fund Allocation Setup (P08345), 4–75 Flex plans Fund Allocation Setup form, 4–76 defined, 1-14 Fund allocations, 2-41 employee flex cost DBA, 3-19 adding, 2-41 employee flex credits DBA, 3-20 changing, 2–43 employee payroll deduction DBA, 3-19 linking to plans, 4–75 employer paid benefit DBA, 3-19 revising, 2-44 enrollment, 3-25 Fund Allocations Setup table, 1–14 setting up, 3-19 Fund Allocations table, 1-14 **Forms** Allocations by Employee, 2–43 Associate Benefit Statement Heading, G 2 - 81Basic DBA Information, 4–76 Batch Enrollment Parameters, 4-70 General Accounting/Arrearage Information Benefit Statement, 2-72 form, 4-78 Benefit Statement Heading Revision, 2–75 General Messages form, for benefit groups, Benefit Structure Inquiry, 4-84 Categories by Benefit Group, 3-4, 3-6, Group Category Descriptions, processing 3-14, 4-17 options, 4-16 Change Amount or Rate, 2-7, 2-15

Group Category Descriptions (P00191), 4–14 Groups, benefit, 4–11

## Н

Headings for benefit statements, 2–74 linking to benefit statements, 2–80 HIPAA, dependent and beneficiary information, 2–28

#### I

Information structure, 1–14
Invalid Enrollment report, 2–19
Investment plan, fund allocations, 2–41
adding, 2–41
changing, 2–43
revising, 2–44
setting up, 4–75

## L

Linking categories to benefit groups, 4–16 Linking dependent and beneficiary records to an employee, 2–35 Linking fund allocations to plans, 4–75 Linking headings to benefit statements, 2–80 Linking plans to benefit categories, 4–45 Lump sum credit plan, setting up, 3–13

#### M

Mandatory Participation Exception Report, 2–63
processing options, 2–63
Manual Review report, 2–19
Mistaken enrollment, correcting
using eligibility, 2–51
using overrides, 2–57

### Ν

No Action Taken report, 2–19 Non-Qualifying Dependents report, 2–68 Non-flex payroll deduction, display during enrollment, 3–26

### 0

One Election Required report, 2-19

#### P

Participant file, 1–15 Pay type tables, 1-15 setting up, 4–57 Pay Type Tables (P08393), 4-57 Pay Type Tables form, 4–58 Payroll Transaction table, 1–15 PDBA Heading Cross Reference Detail form, 2 - 77PDBAs, cross-referencing to benefit statement headings, 2-76 Plan Additional Options table, 1–15 Plan Additional Options table (F083202), 4-36 Plan DBA/Enrollment DBA Cross Reference table, 1-16 Plan Master, processing options, 4–32 Plan Master (P08320), 3-7, 3-14, 3-21, 4-21, 4-32, 4-37 Plan Master form, 3–8, 3–15, 3–21, 4–22, 4 - 33calculation/eligibility information, 4-23 Plan Master Options form, 4–37 Plan Master table, 1-16 Plan options, defined, 1-14 Plans within Benefit Categories table, 1–16 Plans Within Categories (P08351), 4-45 Plans within Categories form, 4-46 Plans/Options By Group and Category (R083494), 4-85 Plans/Options by Group and Category report, 4-85 Printing benefit statements, 2-82

| Processing options                         | P08395 (Define Date Codes), 4–49        |
|--|---|
| Batch Enrollment, 2-20                     | P08901 (Dependent/Beneficiary Entry),   |
| Benefit Enrollment Form (R083430), 2-64    | 2–28                                    |
| Benefit Enrollment Outside Group           | R080405 (Dependent/Beneficiary Data by  |
| (R083470), 2–62                            | Data Type report), 2–70                 |
| Benefit Group Descriptions, 4–13           | R080415 (Dependent/Beneficiary          |
| Benefit Statement Workfile Build, 2-83     | Supplemental Data report), 2-69         |
| Confirmation Statement, 2-23               | R083305 (Benefit Statement Workfile     |
| Dependent Status Reports, 2-69             | Build), 2–82                            |
| Dependent/Beneficiary Entry, 2-33          | R083430 (Benefit Enrollment Form), 2-64 |
| Dependent/Beneficiary Exception Report,    | R083440 (Confirmation Statement), 2–23  |
| 2–67                                       | R083450 (Mandatory Participation        |
| Dependent/Beneficiary Supplemental         | Exception report), 2–63                 |
| Data Report, 2–70                          | R083460 (Dependent/Beneficiary          |
| Enrollment Overrides, 2–17                 | Exception report), 2-66                 |
| Enrollment with Eligibility, 2–11          | R083470 (Benefit Enrollment Outside     |
| Group Category Descriptions, 4–16          | Group report), 2–62                     |
| Mandatory Participation Exception          | R083480 (Required Elections in Benefits |
| Report, 2–63                               | report), 2–64                           |
| Plan Master, 4–32                          | R083490 (Dep/Ben by Plan ID and         |
| Required Elections in Benefits Report,     | Employee report), 2-66                  |
| 2–64                                       | R083491 (Dependent/Beneficiary Missing  |
| Programs and IDs                           | Tax ID, Gender, or DOB report), 2-67    |
| See also specfic program name              | R083492 (Employee List by Benefit Group |
| P00191 (Benefit Group Descriptions),       | report), 2–61                           |
| 4–11                                       | R083493 (Benefit Enrollment by Plan     |
| P00191 (Group Category Descriptions),      | report), 2–62                           |
| 4–14                                       | R083494 (Plans/Options By Group and     |
| P08320 (Plan Master), 3-7, 3-14, 3-21,     | Category), 4–85                         |
| 4-21, 4-32, 4-37                           | R083496 (All Dependents Over Maximum    |
| P083204 (Benefit Structure Inquiry), 4–83  | Age report), 2–67                       |
| P08330 (Enrollment Overrides), 2-14,       | R083496 (Check Student Institutions     |
| 2–54                                       | report), 2–67                           |
| P083300 (Benefit Statement), 2-72          | R083496 (Non-Qualifying Dependents      |
| P08333 (Employees by Benefit Plan),        | report), 2–67                           |
| 2–61                                       | R083800 (Batch Enrollment), 2-18        |
| P08334 (Enrollment with Eligibility), 2-6, |   |
| 2–48                                       | _                                       |
| P08335 (Benefits by Employee), 2-60        | R                                       |
| P08336 (Dependent/Beneficiary by           |   |
| Employee), 2–35                            | Reports                                 |
| P08345 (Fund Allocation Setup), 4-75       | All Dependents Over Maximum Age         |
| P08346 (Allocations by Employee), 2–42     | report, 2–68                            |
| P08350 (Categories by Benefit Group),      | batch enrollment reports, 2–19          |
| 3-3, 3-6, 3-14, 4-17                       | Detail by Employee report, 2–19         |
| P08351 (Plans Within Categories), 4-45     | Invalid Enrollment report, 2–19         |
| P08390 (Define Eligibility), 4–62, 4–66    | Manual Review report, 2–19              |
| P08392 (Batch Enrollment Parameters),      | No Action Taken report, 2–19            |
| 4–69                                       | One Election Required report, 2–19      |
| P08393 (Pay Type Tables), 4–57             | one medanea report, 2 1)                |

| Benefit Enrollment by Plan report, 2–62<br>Benefit Enrollment Form, 2–64  | S  |
|---|--|
| Benefit Enrollment Outside Group report,                                  |  |
| 2–62  | Screens. See Forms                                   |
| Benefit Statement report, 2–82  | Setting up a benefit group for flex, 3–3             |
| Check Student Institutions report, 2–68                                   | Setting up a benefit statement, 2–72                 |
| Confirmation Statement report, 2–23                                       | Setting up a lump sum credit plan, 3-13              |
| Dep/Ben by Plan ID and Employee   | Setting up an employee flex deduction, 3–5           |
| report, 2–66  | Setting up benefit categories, 4–14                  |
| dependent and beneficiary reports, 2–59                                   | Setting up benefit groups, 4–11                      |
| dependent status reports, 2–67  | Setting up benefit plans, 4–19                       |
| * '   | Setting up benefit statement headings, 2–74          |
| All Dependents Over Maximum Age   | Setting up date codes, 4–49                          |
| report, 2–68  | Setting up eligibility tables, 4–61                  |
| Check Student Institutions report, 2–68 Non–Qualifying Dependents report, | Setting up enrollment parameters, 4–67 example, 4–68 |
| 2–68  | Setting up flex benefit plans, 3–19                  |
| Dependent/Beneficiary Data by Data  | Setting up group information, 4–11                   |
| Type report, 2–70   | Setting up pay type tables, 4–57                     |
| Dependent/Beneficiary Exception report,                                   | Setting up plan options, 4–35, 4–37                  |
| 2–66  | Setting Up User Defined Codes, 4–7                   |
| Dependent/Beneficiary Missing Tax ID,                                     | Stop – Override Date and Status form, 2–49           |
| Gender, or DOB report, 2–67   | Supplemental data, entering, for dependents          |
| Dependent/Beneficiary Supplemental  | and beneficiaries, 2–39                              |
| Data report, 2–69   | System Integration, 1–11                             |
| Detail by Employee report, 2-19   | System setup   |
| Employee List by Benefit Group report,                                    | benefit categories, 4–14                             |
| 2–61  | benefit groups, 4–14                                 |
| Invalid Enrollment report, 2–19   |  |
| Mandatory Participation Exception report,                                 | benefit plan options, 4–35                           |
| 2–63  | benefit plans, 4–19                                  |
| Manual Review report, 2-19  | benefits administration, 4–1                         |
| No Action Taken report, 2-19  | date codes, 4–49                                     |
| Non-Qualifying Dependents report, 2-68                                    | eligibility tables, 4–61                             |
| One Election Required report, 2-19  | enrollment parameters, 4–67                          |
| Plans/Options by Group and Category                                       | fund allocations, 4–75                               |
| report, 4–85  | linking categories to benefit groups, 4–16           |
| Required Elections in Benefits report,                                    | linking plans to benefit categories, 4–45            |
| 2-64  | pay type tables, 4–57                                |
| reviewing employee reports, 2-59  |  |
| Required Elections in Benefits Report, 2–64                               | <b>-</b>   |
| processing options, 2–64  | T  |
| Retirement plan, fund allocations, 2–41                                   |  |
| adding, 2–41  | Tables   |
| changing, 2–43  | F0005 (User Defined Codes), 4–7                      |
| revising, 2–44  | F083202 (Plan Additional Options), 4–36              |
| Reviewing employee enrollment, 2–59                                       | list of benefit administration tables, 1–14          |
| Reviewing employee reports, 2–59  | Tax Heading Cross Reference Detail form,             |
| Reviewing employees by benefit plan, 2–61                                 | 2–79   |
| Reviewing the benefit structure, 4–83                                     | Taxes, cross-referencing to benefit statement        |
| Revising fund allocations, 2–44   | headings, 2–78                                       |

Terms and concepts, 1–13 Total payroll deductions, display during enrollment, 3–26

## U

User Defined Codes, setting up, 4-7

## V

Verifying the setup of benefits administration, 4–83

### W

Windows. See Forms Work with Allocations by Employee form, Work with Benefits by Employee form, 2-60 Work with Categories within Groups form, 4-46 Work with Employees by Benefit Plan form, 2-61 Work with Enrollment with Eligibility form end enrollment, 2-48 enroll an employee, 2-6 Work with PDBAs form, 4-76 Working with dependents and beneficiaries, 2 - 27Working with employee benefit statements, 2 - 71Working with enrollment information, 2–47 Working with enrollment overrides, 2-53 Working with fund allocations, 2-41