

PeopleSoft®

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EnterpriseOne JDE5  
Human Resources - Benefits  
PeopleBook

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EnterpriseOne JDE5  
Human Resources -Benefits PeopleBook  
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## Overviews

In today's competitive marketplace, companies need to provide a superior benefit package for their employees. J.D. Edwards Benefits Administration 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 Benefits Administrative system operates.

### 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 Benefits

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 United States 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 retirement 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 and work a minimum of 20 hours per week, and have been employed by the company for at least one year. Sometimes the company decides these eligibility requirements and sometimes the company works with the plan administrator to decide 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 or 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 5.
- 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 he has flex credits for, the excess can be deducted from his 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 he 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.

## The Competitive Advantage

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

<b>Your company needs to track separate benefit plans for union and nonunion employees.</b>	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.
<b>During consolidations, the merging companies have difficulties managing the consolidation of benefit packages for the employees of each company.</b>	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.**

The J.D. Edwards Benefits system provides a simple process by which the HR department can create a benefit statement that contains appropriate information about pay, deductions, benefits, and 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**

Employees can use the Employee Self-Service feature to learn about their benefits, view their benefit options, enroll in

**benefit enrollment.**

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.

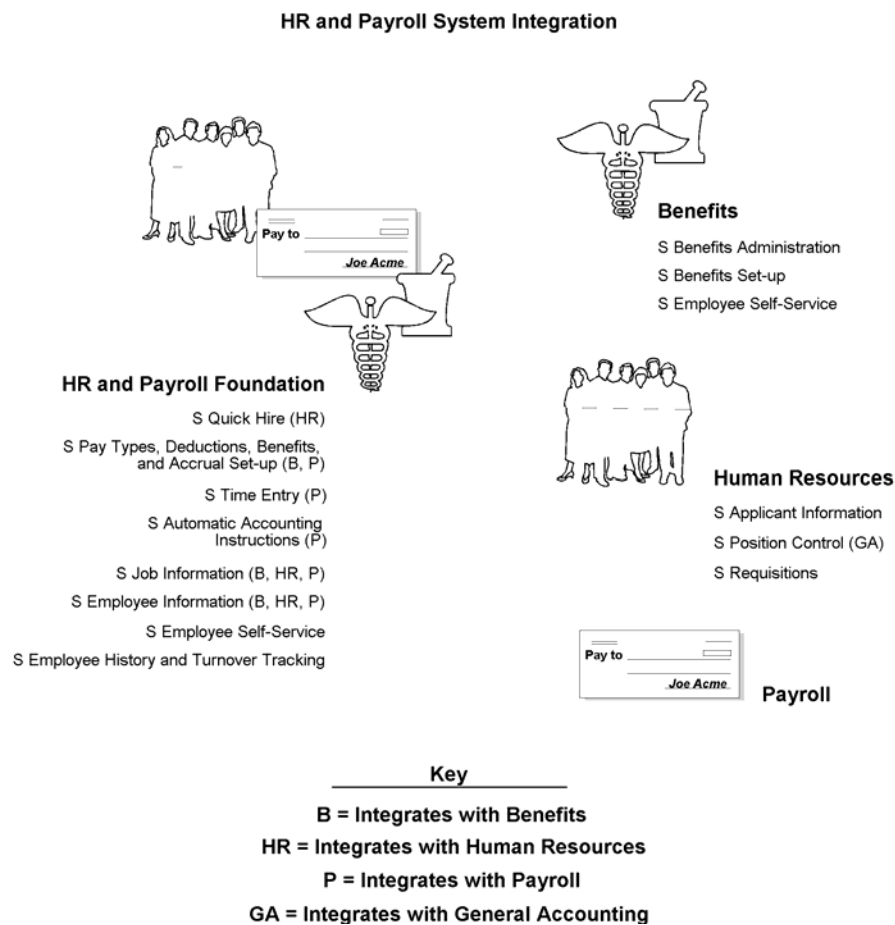
## System Integration

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:

- It eliminates redundant data entry
- It 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 Workforce Management Foundation, Human Resources, Benefits, and Payroll are integrated:



## 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

<b>Allocation</b>	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.
<b>Beneficiary</b>	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.
<b>Benefit group</b>	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.
<b>Benefit category</b>	A benefit category is a broad description of related benefit plans. For example, a benefit category can be medical, dental, or retirement.
<b>Benefit plan</b>	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.
<b>Dependent</b>	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.
<b>Deductions, benefits, and accruals (DBAs)</b>	<p>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.</p> <p>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.</p>

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

<b>Flexible Benefit Plan</b>	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.
<b>Plan option</b>	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.

## Tables and Descriptions

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

<b>401(k) Elections (F08346)</b>	Contains information about fund allocations linked to employees.
<b>401(k) Elections Setup (F08345)</b>	Contains information about the accrual DBAs for fund allocations.
<b>Available Plans and Plan Options by Employee Work Table (F08320WF)</b>	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.
<b>Enrollment Event Setup (F08500)</b>	Contains information about the eligibility tests and date codes that the system applies when you enroll employees using enrollment with eligibility or batch enrollment.
<b>Benefit Categories by Enrollment Events (F08510)</b>	Contains information about the benefit categories that are eligible for changes during specific enrollment events. This table is used for Self-Service Benefits.
<b>Categories within Benefit Groups (F08350)</b>	Contains information regarding categories within benefit groups, as well as category and group rules.
<b>Employee Current/Pending Elections Work Table (F08330WF)</b>	Contains information about the current benefit enrollment for each employee. This table is used for Self-Service Benefits.
<b>Dep/Ben to Employee Plan X-Reference (F08336)</b>	Contains information about dependents and beneficiaries linked to employee records, as well as the benefit plans in which the dependents and beneficiaries are enrolled.
<b>Eligibility (F08390)</b>	Contains the eligibility criteria for a benefit plan and the action to be taken when an employee tests either eligible or ineligible.

<b>Employee Enrollment (F08330)</b>	Contains the detail information for the online enrollment of employee benefits processing.
<b>Employee Master Information (F060116)</b>	Contains all significant employee information for the Human Resources and Payroll systems.
<b>Enrollment Date Terms (F08395)</b>	Contains the date terms that define the effective beginning and effective ending dates of the event enrollment period.
<b>Enrollment Event Setup (F08500)</b>	Contains information about the events that justify a change in benefits enrollment. This table is used for Self-Service Benefits.
<b>Pay Type Tables (F08393)</b>	Contains the definition of groups of pay type ranges that affect the payment of various benefit amounts.
<b>Payroll Transaction Constants (F069116)</b>	Contains details of deduction, benefit, or accrual (DBA), payroll, and pay type setup specifications.
<b>Participant file (F08901)</b>	Contains information about dependents and beneficiaries.
<b>Plan Additional Options (F083202)</b>	Contains additional options that are variations of the plan.
<b>Plan DBA/Enrollment DBA Cross Reference (F08515)</b>	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.
<b>Benefits Plan Master (F08320)</b>	Contains provider/trustee data, effective dates, payroll DBA integration codes, and eligibility tables for benefit plans.
<b>Plans within Benefit Categories (F08351)</b>	Contains information about plans linked to categories, as well as pertinent plan enrollment rules.



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# Benefits Administration

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## Benefits Administration

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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.

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.

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 or 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.

As an alternative to entering each employee's enrollment information yourself, you can allow employees to enroll themselves online using self-service benefits. For more information, see *Entering Benefits Information Using Employee Self-Service* in the *Workforce Management Foundation Guide*.

### 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 *Adding Employee Records One at a Time* in the *Workforce Management Foundation Guide*.
- ❑ If you need to enter or change the benefit group selection for a group of employees before you enroll them in benefit plans, see *Processing Mass Changes* in the

*Workforce Management Foundation Guide* for instructions on assigning benefit groups globally.

### See Also

- ❑ *Enrolling in Flex Benefit Plans* for more information about displaying 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, based 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 wants 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 set up 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.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Enrollment with Eligibility - Work With Enrollment With Eligibility

Employee Identification: 5522 Thompson, Craig

Effective Date: 01/01/00

Display Elected Plans and Plan Options

General Flex Elections

Benefit Group: FLEX Flex Benefits Benefit Status: A Active

Benefit Group Rule: 1 Pos. remaining credits allowed Date Started: 02/15/97

Pay Frequency: S Semi-Monthly

Records 1 - 10

Category	Category Rule	Plan ID	Plan Description	Plan Option	Plan Option Description	M	P
<input type="checkbox"/> FLEXMED	No rules apply-select any flex	FMEDEE	Medical Flex Ee Only				N
<input checked="" type="checkbox"/>		FMEDEE+1	Medical Flex Ee + 1				N
<input type="checkbox"/>		FMEDEE+2	Medical Flex Ee + 2 or More				N
<input type="checkbox"/> FLEXDEN	No rules apply-select any flex	FDENTEE	Dental Flex Ee Only				N
<input checked="" type="checkbox"/>		FDENTEE1	Dental Flex Ee + 1				N
<input type="checkbox"/>		FDENTEE2	Dental Flex Ee + 2 or More				N
<input checked="" type="checkbox"/> FLEXVIS	No rules apply-select any flex	FVISEE	Vision Flex Ee Only				N
<input type="checkbox"/>		FVISEE1	Vision Flex Ee + 1				N
<input type="checkbox"/>		FVISEE2	Vision Flex Ee + 2 or More				N
<input checked="" type="checkbox"/> FLEXDEED	No rules apply-select any flex	FLXDEED	Employee Flex Deduction				Y

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

**Enrollment with Eligibility - [Work With Enrollment With Eligibility]**

File Edit Preferences Form Row Window Help

Select Find Close Seg... New... Sub... Ret... Dis... Abo Links Submit OLE ... Internet

Employee Identification  Thompson, Craig

Effective Date  ☐ Display Elected Plans and Plan Options

General **Flex Elections**

Flex Credits Available	<input type="text" value="0.00"/>	Non Flex Payroll Deduction	<input type="text" value="0.00"/>
Flex Credits Spent	<input type="text" value="37.00"/>	Flex Payroll Deduction	<input type="text" value="0.00"/>
Flex Credits Remaining	<input type="text" value="37.00-"/>	Total Payroll Deductions	<input type="text" value="0.00"/>

	Category	Category Rule	Plan ID	Plan Description	Plan Option
	FLEXMED	No rules apply-select any it	FMEDEE	Medical Flex Ee Only	
<input checked="" type="checkbox"/>			FMEDEE+1	Medical Flex Ee + 1	
			FMEDEE+2	Medical Flex Ee + 2 or More	
	FLEXDEN	No rules apply-select any it	FDENTEE	Dental Flex Ee Only	
<input checked="" type="checkbox"/>			FDENTEE1	Dental Flex Ee + 1	

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 Deduction:
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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Enrollment with Eligibility - Change Amount or Rate

OK Cancel Tools

Employee No. 5522 Thompson, Craig  
Plan ID 401K 401(k) Plan

**Override Amounts**

Employee Payroll Ded DBA	7000	401(k)	5.0000	%
Employer Paid Benefit DBA	7001	401(k) Co.		%
Flex Cost DBA				
Flex Credit DBA				

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 check mark 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 option from the Row menu to remove the election. See *Working with Enrollment with Eligibility* for information about removing elections.

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**Processing Options for Enrollment with Eligibility (P08334)****Dates Tab**

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

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**1. Effective Date**

**A specific date**

**Blank = the system 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**

**0 = Do not calculate**

**for unelected plans**

**1= Calculate for**

**unelected plans**

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**

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

---

### **Defaults Tab**

These processing options specify the default information for processing enrollments.

---

#### **1. Future Enrollment Status**

**Any 3 alphanumeric  
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  
A valid code**

Use this processing option to define the user defined code (08/ES) for the

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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**

#### **A valid code**

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 on Plan End Date(s)**

#### **A valid code**

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**

#### **A valid code**

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

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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 valid UDC Code**

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

#### **7. Call Enrollment Event Form**

**0 = No**

**1 = Yes**

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**

**0 = Plan/Option Description (30 char)**

**1 = Plan/Option Self Service Description (50 char)**

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.*

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Enrollment Overrides

Employee Identification: 7500 McDougle, Cathy

Status: Lock = BI-WEEKLY

Skip To Plan ID:

Plan ID	Plan ID Description	Plan Option	Plan Option Description	Begin Status	Begin Status Description	Begin Date	End Status
401K	401(k) Plan	ONE	Employee + One	ACT	Active	01/01/05	
DENTAL	Dental Insurance			ACT	Active	01/01/05	
LIFE	Life Insurance Plan			ACT	Active	01/01/05	
LIFE10K	Life Insurance Plan 10,000			ACT	Active	01/01/05	
LTD	Disability - Long Term			ACT	Active	01/01/05	
MED+ONE	Medical Plan - EE + One			ACT	Active	01/01/05	
STD	Disability - Short Term			ACT	Active	01/01/05	
VISIONE1	Vision - EE + One			ACT	Active	01/01/05	

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.

**Enrollment Overrides - [Change Amount or Rate]**

File Edit Preferences Window Help

OK Cancel Dismiss Abort Links Displ... Internet

Employee No. 7500 McDougle, Cathy

Plan ID 401K 401(k) Plan

**Override Amounts**

Employee Payroll Ded DBA	7000	401(k)	4.0000	%
Employer Paid Benefit DBA	7001	401(k) Co.		%
Flex Cost DBA				
Flex Credit DBA				

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 be calculated based on information in 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 be calculated based on information in 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. When you are finished entering the plans, click OK.

9. To verify changes to an amount or rate for a plan, review the DBA instructions for the employee.

See *Assigning DBA Codes* in the *Workforce Management Foundation Guide*.

## **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**

##### **Factor or Blank**

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 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.

#### **2. Plan/Option Description**

**0 = Plan and Option Description**

**1 = Self Service 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**

**0 = Do Not Show**

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**1 = Show**

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.
<b>Invalid Enrollment</b>	Use this report to identify any employees enrolled in a benefit plan that is not available for the benefit group.
<b>One Election Required</b>	Use this report to identify employees who have not elected at least one plan within a category that requires election of a plan.
<b>Manual Review</b>	Use this report to identify any employees enrolled in a benefit plan that is not available for the benefit group.
<b>No Action Taken</b>	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 *Workforce Management 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 (R083800)**

### **Date Tab**

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

---

#### **1. Effective Date**

**A specific date**

**Blank equals system 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 specify the type of information to process during a batch enrollment.

---

#### **1. Mode**

**0 = Proof**

**1 = Final**

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

- 0 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.
  - 1 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**

### **A specific category**

**Blank = All**

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**

### **A specific plan**

**Blank = All**

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**

### **Based on Plan End**

**Date(s). A valid code**

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.

## **Enrollment Tab**

These processing options specify the types of employees to include in the batch enrollment.

---

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

#### **Hires**

**0 = Do Not Enroll**

**1 = Enroll**

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**

**0 = Do Not Enroll**

**1 = Enroll**

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**

**0 = Do Not Enroll**

---

---

**1 = Enroll**

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****0 = Do Not Enroll****1 = Enroll**

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 specifies the ending enrollment status for a date sensitive amount or rate that has changed for an enrolled plan.

---

**1. Ending Enrollment Status****A specific 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 specify the reports that the system prints 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**

**0 = Do Not Print**

**1 = Print**

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**

**0 = Do Not Print**

**1 = Print**

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**

**0 = Do Not Print**

**1 = Print**

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

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are:

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

#### **4. Manual Review**

**0 = Do Not Print**

**1 = Print**

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**

**0 = Do Not Print**

**1 = Print**

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**

**0 = Print all records**

**1 = Print changes only**

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 specifies the date that the system uses when it tests enrollment and selects plans for the report.

---

#### 1. Effective Date

##### A Specific 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 specify whether to print certain information on the report.

---

#### 1. Employee Address

**0 = Name Only**

**1 = Name and Address**

Use this processing option to specify whether to print the employee's address. If you leave this processing option blank, the system does not print the employee's address. Valid values are:

---

---

0 or Blank

Do not print the employee's address.

1

Print the employee's address.

## **2. Employee Annual Salary**

**0 = Do Not Print**

**1 = Print**

Use this processing option to specify whether to print the employee's annual salary. If you leave this processing option blank, the system does not print the employee's annual salary. Valid values are:

0 or Blank

Do not print the employee's annual salary.

1

Print the employee's annual salary.

## **3. Employee Age**

**0 = Do Not Print**

**1 = Print**

Use this processing option to specify whether to print the employee's age. If you leave this processing option blank, the system does not print the employee's age. Valid values are:

0 or Blank

Do not print the employee's age.

1

Print the employee's age.

---

#### **4. Employee Life Ins. Annual Salary**

**0 = Do Not Print**

**1 = Print**

Use this processing option to specify whether to print the employee's life insurance annual salary. If you leave this field blank, the system does not print the employee's life insurance annual salary. Valid values are:

0 or Blank

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

1

Print the employee's life insurance annual salary.

#### **5. Benefit Group Description**

**0 = Do Not Print**

**1 = Print**

Use this processing option to specify whether to print the benefit group description. If you leave this processing option blank, the system does not print the benefit group description. Valid values are:

0 or Blank

Do not print the benefit group description.

1

Print the benefit group description.

#### **6. Benefit Group Category Description**

**0 = Do Not Print**

**1 = Print**



---

Use this processing option to specify whether to print the benefit category description. If you leave this processing option blank, the system does not print the benefit group description. Valid values are:

0 or Blank

Do not print the benefit category description.

1

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.

### Before You Begin

- ☐ Enroll the employee in the benefit plans that allow eligible dependents and beneficiaries. See *Enrolling Employees*.
- ☐ Set up the relationships that can exist in UDC 08/RL. See *Setting Up User Defined Codes for Benefits*.

## 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 of 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.

---

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.*

Address Number	Alpha Name	Tax ID	Sex	Birth Date	
5266	Walters, Bob		M	2/15/67	2006
5274	Walters, Susan		F	5/1/90	2006
5282	Walters, John		M	6/18/87	2006
5345	Allen, Cheryl		F	7/19/59	6001
5396	O'Malley, Rebecca	481926231	F	7/20/64	8444
5437	Mastro, Shelia	481129566	F	10/14/60	
5497	Brown, Ethel	482841269	F	11/13/39	8447
5510	Mastro, Steven	481216596	M	2/19/78	
5513	Ebby, Linda	521829586	F	1/18/81	5127
5514	O'Malley, Stephanie	658453612	F	5/2/90	8444
5524	Bennett, Matthew	482956612	M	8/17/52	8446

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Dependent/Beneficiary Entry

OK Cancel Form Tools

**General Information**

Address Number  Walters, Bob

Gender

Date of Birth  ☐ Employee Identification

**School Information**

High School Graduate  Employed

Full Time Student  School Attending

**Other Information**

Disability Flag  Date of Disability

Date of Medicare  Date of Death

Send Initial Letter (Y/N)  Date of Notification

**Related Employee**

Employee Identification  Walters, Annette ☒

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 Employee Identification.

The Employee Identification field appears.

**Dependent/Beneficiary Entry - [Dependent/Beneficiary Entry]**

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Categ... Previo... Next Internet

**General Information**

Address Number 5398 O'Malley, Rebecca

Gender F

Date of Birth 7/20/64 ☒ Default Employee's Address for Dep./Ben.

Employee Identification 8444 O'Malley, James

**School Information**

High School Graduate Y Employed Y

Full Time Student N School Attending

**Other Information**

Disability Flag N Date of Disability

Date of Medicare Date of Death

Send Initial Letter (Y/N) N Date of Notification

**Related Employee**

Default Employee's Address for 8444 O'Malley, James

Dep/Ben

Work With Dependents/Beneficiaries Dependent/Beneficiary Entry

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.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

**Address Book Revision**

OK Cancel Form Tools

Address Number 5266

**Address Book** Mailing Additional Related Address Cat Code 1 - 10 Cat Code 11 - 30

Alpha Name Walters, Bob

Long Address Number

Tax ID 221498989

Search Type Q Participants

Business Unit 1 Financial/Distribution Company

- On Address Book Revision, click the Address Book tab.
- Complete the following fields:
  - Alpha Name
  - Tax ID
- Click the Mailing tab, and then complete the following field:
  - Mailing Name
- 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

### **Processing Options for Dependent/Beneficiary Entry (P08901)**

#### **Process Tab**

These processing options specify whether to automatically delete related records in other tables when you delete a record from the Participant file 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)**

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

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

---

#### **Edit Tab**

These processing options specify whether certain fields are 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**

**2. School Attending field**

---

### **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 UDC 08/RL to identify the relationships that dependents and beneficiaries can have with employees. See *Understanding User Defined Codes for Workforce Management Systems* in the *Workforce Management Foundation Guide*.
- ❑ Set up UDC 08/DB to identify beneficiary designations, such as primary and contingent beneficiaries.
- ❑ Set up dependent and beneficiary records. See *Creating Dependent and Beneficiary Records*.
- ❑ Set up common settings to specify whether dependents or beneficiaries related to an employee must be associated with a plan. See *Setting Up Common Settings for Human Resources* in the *Workforce Management Foundation Guide*.

### ► To enroll dependents and beneficiaries in benefit plans

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

Address Number	Employee Tax ID	Alternate Employee No	Alpha Name
2006	523785321		Walters, Annette
2049	204920492		McLind, Rod
2111	211121112		Ingram, Paul
2129	343298761		Jackson, John
2275	227522752		Nguyen, Daniel
2428	242824282		Escalante, George
2479	247924792		Ellis, Jody A.
4800	547889633		Michael Josephson
4801	558779336		Josephine Breton

1. On *Work with Employees*, complete any of the following fields and click **Find**:
  - Employee Identification
  - Plan ID
  - Effective Date

- Choose the employee record in the detail area that you want to link dependents or beneficiaries to and click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Dependents/Beneficiaries By EE

Employee Identification: 8444 O'Malley, James

Plan ID: \*

Effective Date: \*

	Dep./Ben. Address	Dependent/Beneficiary Name	Tax ID Number	R L	Description	Plan ID
<input checked="" type="checkbox"/>	5396	O'Malley, Rebecca	481926231	S	Spouse	
<input type="checkbox"/>		5514 O'Malley, Stephanie	658453612	C	Child	
<input type="checkbox"/>		5608 O'Malley, James R.	523453611	C	Child	
<input type="checkbox"/>		5688 O'Malley, Kara	523664522	C	Child	
<input type="checkbox"/>		5691 O'Malley, Adam	541221134	C	Child	

- On Dependents/Beneficiaries By EE, complete the following fields in the detail area:

- Dep./Ben. Address
- R L
- Plan ID

- If the plan has options, complete the following field:

- Add Opt

- 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.

- Complete the following field to specify 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 and the dental plan and is 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 turned on 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.

## Entering Supplemental Data for Dependents and Beneficiaries

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

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.

### See Also

- ❑ *Working with the Supplemental Database in the Workforce Management Foundation Guide*

- ❑ *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.

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 *Linking Allocation Funds to Plans*.
- ❑ Enroll the employee in the retirement or investment plan. See *Enrolling Employees*.

## 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 specify 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.*

**Allocations by Employee - [Work With Allocations By Employee]**

File Edit Preferences Form Row Window Help

Select Find Del... Close Seq... New... Dis... Abo Links ▼ Alloca... Internet

Employee Identification  McDougle, Cathy

Plan ID

☐ Current Enrollment  
☐ Prior Enrollment  
☒ All

Employee Number	Employee Name	Plan ID	Plan ID Description	Percent %	Start Date
7500	McDougle, Cathy	401K	401(k) Plan	100	1/1/04

Find records

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.

Employee No. 7500 McDougle, Cathy

Plan ID 401K 401 (k) Plan

New Start Date 1/1/05

DBA Code	DBA Code Description	New Percent %	
8023	401 GrowthFd	25	
8024	401 Inc Fnd	75	
Σ		100	

Row:3

4. On Allocations By Employee, complete the following field:

- New Percent %

5. Click OK.

6. On Work With Allocations By Employee, click Find.

The system updates the percentage and start date.

## 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. Type the correct percentage in the following field:
  - New Percent %
5. Click OK.
6. On Work With Allocations By Employee, click Find.

The system adds the new allocations in a new row.

## 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. 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. On Delete Confirmation, click Yes.
5. Choose the row containing the latest allocation for the enrollment, and then choose Allocations by EE from the Row menu.
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 as follows 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 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.

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**

---

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.

*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 field:
  - 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:
  - Effective Date
4. Click Find.

5. 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.

6. 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.

The screenshot shows the PeopleSoft interface for the 'Enrollment with Eligibility - Stop - Override Date and Status' window. The window has a title bar with the PeopleSoft logo and navigation icons. Below the title bar is a 'Select Workspace' dropdown menu set to 'Active Foundation'. The main content area is divided into two sections. The top section contains fields for 'Employee No.' (7500), 'Plan ID' (DENTAL), and 'Plan Option' (ONE). The bottom section contains fields for 'Enrollment Begin Date' (01/01/05), 'Enrollment End Date' (12/30/05), 'Enrollment Begin Status' (ACT), 'Enrollment End Status' (TR), 'DBA Begin Date' (01/01/05), and 'DBA End Date'. The window also includes a toolbar with 'OK', 'Cancel', and 'Tools' buttons.

7. 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 circle with a line through it in the row header of the record for which you ended enrollment.

8. To cancel the change, double-click the row header for the plan.
9. To complete the change, click Submit.

After you submit the change, the circle with a line through it disappears.



### ► 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:
  - Employee Identification
  - Effective Date
2. To limit the records that appear, click the following option:
  - Display Elected Plans and Plan Options

3. Click Find.

4. 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 that have a "begin" status starting with the letter A and that allow an amount or rate change.

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 be calculated based on information in 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 be calculated based on information in the employee-paid DBA, type the amount or rate in the unlabeled field to the right of the Employer Paid Benefit DBA field.

7. Click OK to close the Change Amount or Rate form and continue with the change.
8. On Work With Enrollment With Eligibility, verify the following information:
  - A value of D in the row header for the record with the change
  - A triangle displayed in the row header for the record with the change
  - An ending date of one day prior to the effective date for the record with the change
  - A new record with the new rate
9. To complete the change, click Submit.

After you submit the change, the D and the triangle disappear.

### ► 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:

- Employee Identification
  - Effective Date
2. To limit the records that appear, click the following option:
    - Display Elected Plans and Plan Options
  3. Click Find.
  4. Choose the row containing the mistaken enrollment, and then choose Mistaken Enrollment from the Row menu.
 

On Work With 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.
  5. 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:
  - Employee Identification
  - Effective Date
2. To limit the records that appear, click the following option:
  - Display Elected Plans and Plan Options
3. Click Find.
4. 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**

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

*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. 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.

The screenshot shows the PeopleSoft Active Foundation interface. At the top, there's a 'Select Workspace' dropdown set to 'Active Foundation'. Below this is a navigation bar with 'Active Foundation', 'Personalize', 'Change Role', and 'Sign Out'. The main content area is titled 'Enrollment with Eligibility - Enrollment Event Code'. It contains a form with two fields: 'Enrollment Event Code' with the value 'MAR' and 'Date Qualifying Life Event' with the value '02/14/05'. There are 'OK', 'Cancel', and 'Tools' buttons at the top left of the form area.

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

## Working with Enrollment Overrides

You use the Enrollment Overrides form to make changes to a plan in which you waived the eligibility requirements for an employee.

The Enrollment Overrides form requires more manual entry than the Enrollment with Eligibility form. Therefore, you should use the Enrollment Overrides form primarily for exception cases.

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 by using overrides, you must enter the actual date on which 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

---

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 on which 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 the same as 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.

*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. To end enrollment in a single plan, complete the following fields for that plan and click OK:
  - End Status
  - Ending Date
3. To end enrollment in all plans, choose End Enrollment from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Enrollment Overrides - Stop - Override Date and Status (Form)

OK Cancel Tools

Employee No. 7500 McDougle, Cathy

Enrollment End Date 12/30/05

Enrollment End Status TRT

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

#### ► 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 be calculated base on information 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 be calculated based on information in the employee-paid DBA, type the amount or rate in the unlabeled field to the right of the Employer Paid Benefit DBA field.

5. Click OK.

#### ► To correct a mistaken enrollment using 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.

*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. Complete the following fields for the incorrect plan and click OK:
  - 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](#).

## 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 run reports that list the following:

- 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 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.*

Plan ID	Plan ID Description	Plan Option	Plan Option Description	Enrollment Status	Effective Date
401K	401(k) Plan			ACT	1/1/
DENTAL	Dental Insurance	ONE	Employee + One	ACT	1/1/
LIFE	Life Insurance Plan			ACT	1/1/
LIFE10K	Life Insurance Plan 10,000			ACT	1/1/
LTD	Disability - Long Term			ACT	1/1/

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.*

Alpha Name	Plan ID	Plan ID Description	Plan Option	Plan Option Description	Enr S
Walters, Annette	LIFE	Life Insurance Plan			ACT
McLind, Rod	LIFE	Life Insurance Plan			ACT
Ingram, Paul	LIFE	Life Insurance Plan			ACT
Escalante, George	LIFE	Life Insurance Plan			ACT
Ellis, Jody A.	LIFE	Life Insurance Plan			ACT
Ebby, Chester	LIFE	Life Insurance Plan			ACT

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 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:

**1 - Evaluate only active enrollments**

**0 - Evaluate all enrollments**

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

- 0 Evaluate all enrollments based on the "As Of" date specified in a previous processing option.
  - 1 Evaluate 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 (R083450)**

---

##### **Options**

1. 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 specify a particular plan in the processing option, you can identify the employees who are missing enrollment in that plan.

#### **Processing Options for Required Elections in Benefits (R083480)**

---

##### **Options**

1. 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 shows 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 specify the default dates that the system uses for selecting plans, determining employee eligibility, and calculating the employee's age. They 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**

**A specific date**

**Blank = system 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**

**A specific date**

**Blank will not show age**

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 Id Number**

**0 = Print Employee Id Number**

**1 = Show Tax Id 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 specify whether to print certain information on the report.

---

#### **1. Employee Address**

**0 = Do not print**

**1 = Print**

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**

**0 = Do not print**

**1 = Print**

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**

**0 = Do not print**

**1 = Print**

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**

**0 = Do not print**

**1 = Print**

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

0 Do not print.

1 Print.

#### **5. Test Eligibility**

**0 = Do not test**

**1 = Test**

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 about 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 specify 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 Dep/Ben Exception Report (R083460)

---

#### Options

1. 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.
  2. 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

*Use one of the following navigations:*

*From the Periodic Processing menu (G08BB2), choose Non-Qualifying Dependents.*

*From the Periodic Processing menu (G08BB2), choose All Dependents Over Maximum Age.*

*From the Periodic Processing menu (G08BB2), choose 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:

<b>Non-Qualifying Dependents</b>	This report lists all dependents 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.
<b>All Dependents Over Maximum Age</b>	This report lists 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.
<b>Check Student Institutions</b>	This report lists 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 Non-Qualifying Dependents (R083496)

---

##### General

Calculate the dependent's age as of the specified date range:

##### 1. Beginning Date

A default of blank will use today's date

##### 2. Ending Date

A default of blank will use one day after the Beginning Date

##### Max. Age Range

1. Enter the maximum age for which all dependents are eligible.

A default of blank will use an age of 17.

2. Enter the maximum age for which full time students are eligible as dependents.

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, run 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 Dep/Ben Supplemental Data Report (R080415)

---

### Processing

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. These payments made by the employer 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.

## 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.

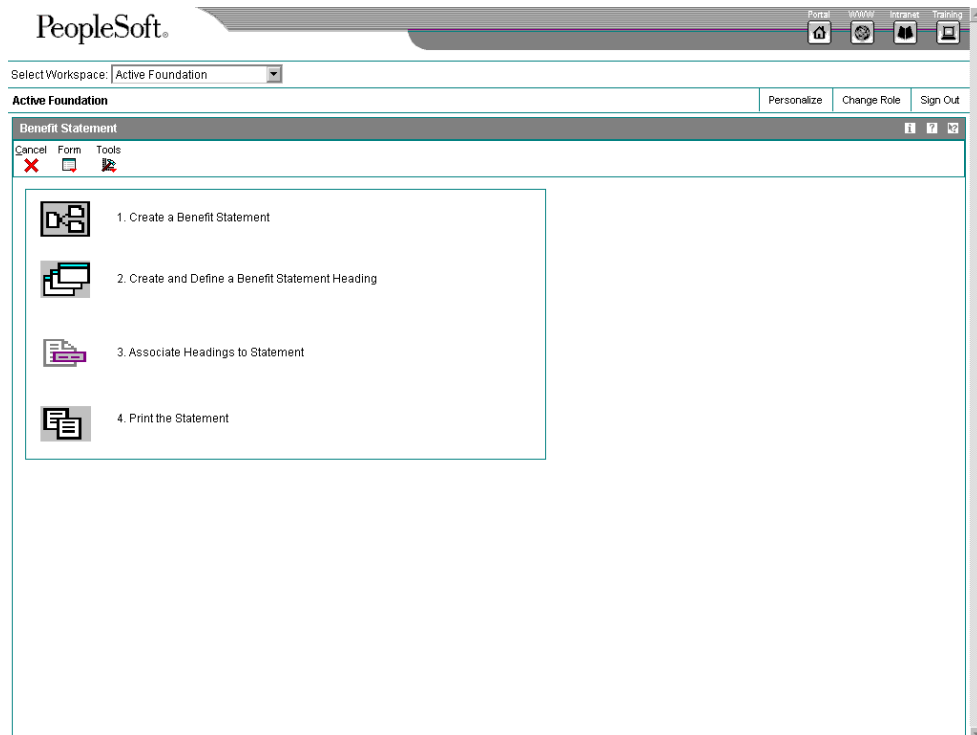
### Before You Begin

- ❑ 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*.

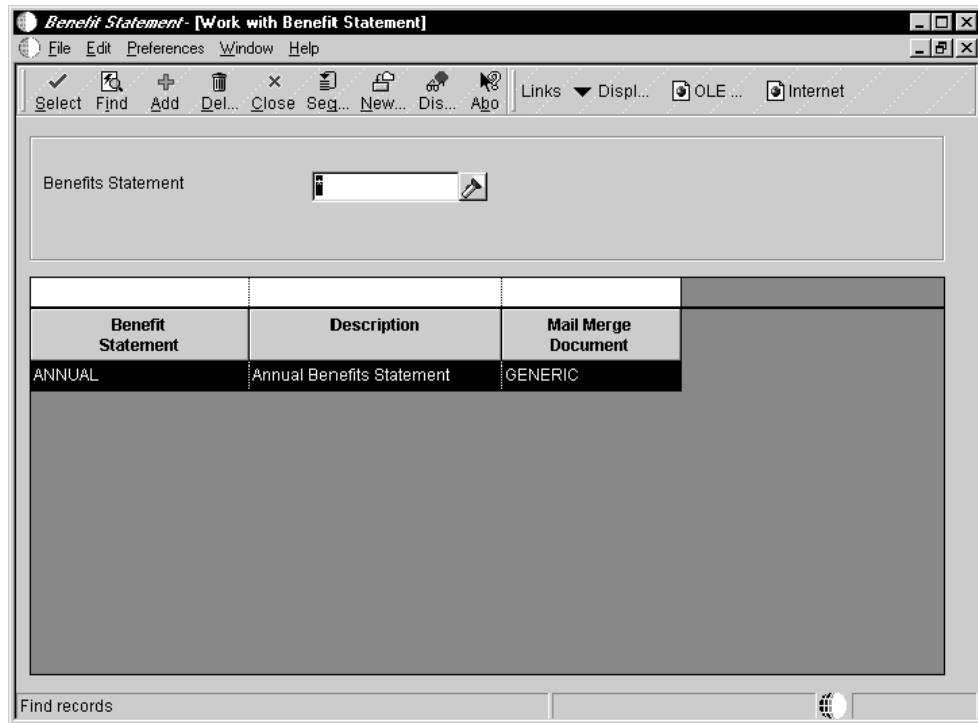
### ► To set up a benefit statement

---

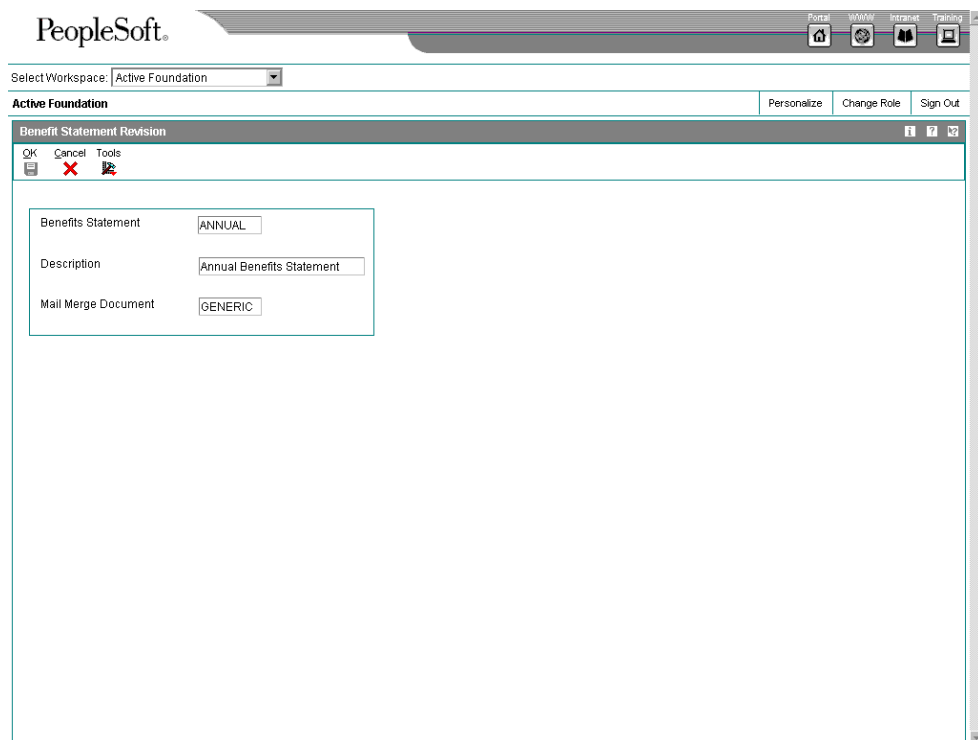
*From the Periodic Processing menu (G08BB2), choose Benefit Statement.*



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
- 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.

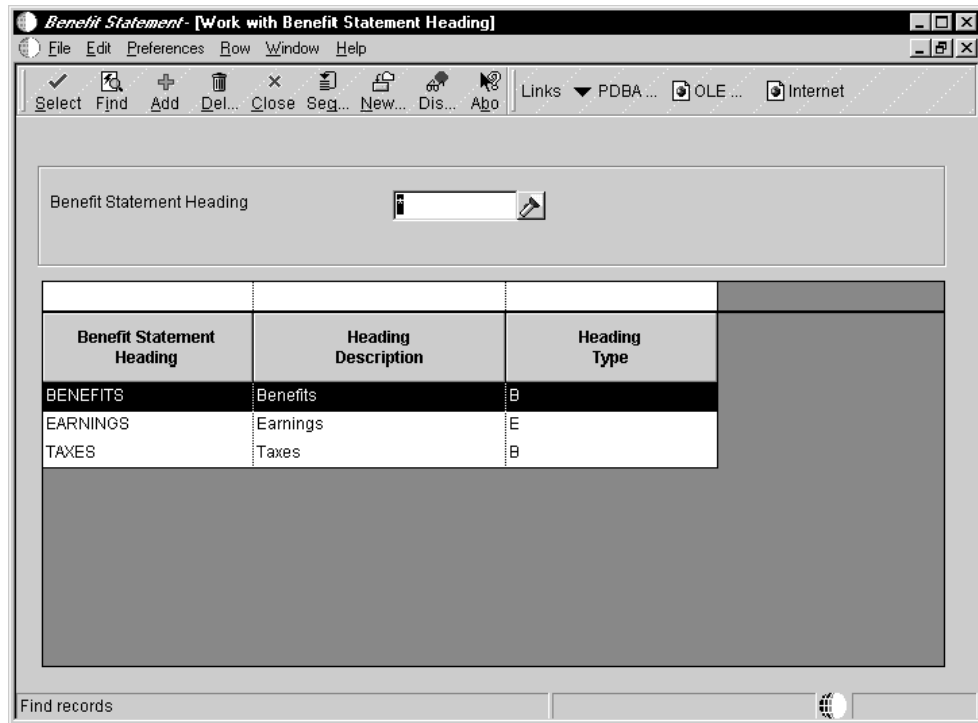
You need to cross-reference each heading to either a PDBA or a tax type that will supply the amounts of employee and employer contributions for that heading, and indicate whether the amount is employer or employee paid. If the heading corresponds to a type of pay or a benefit plan, cross-reference a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

### ► To add a benefit statement heading

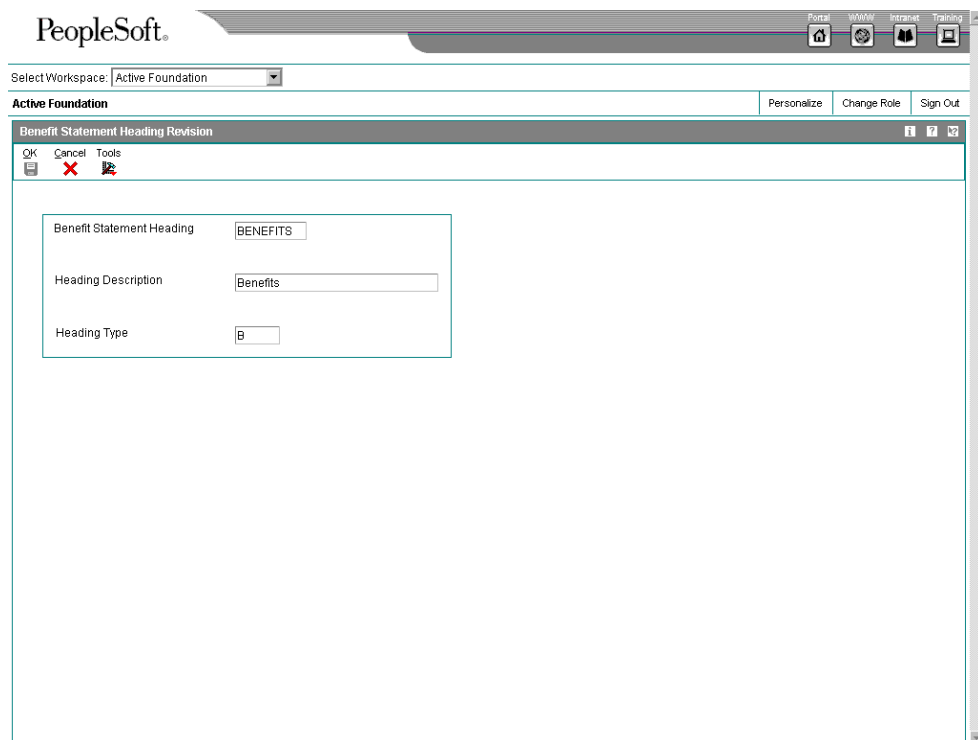
---

*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**

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

Benefit Statement Heading	Heading Description	Heading Type
BENEFITS	Benefits	B
EARNINGS	Earnings	E
TAXES	Taxes	B

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

PDBA Heading Cross Reference Detail

OK Find Delete Cancel Tools

Benefit Statement Heading BENEFITS Benefits ☐ Display Selected

Benefit Statement Heading Type B Benefits

Records 1 - 10 ☒ Customize Grid

	ER Paid 'X'	EE Paid 'X'	PDBA Code	PDBA Type	PDBA Description	Effect On Description
<input checked="" type="checkbox"/>			1	P	REGULAR	Used for Deductions & Accruals <input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>		4	P	1STLASTCHK	Used for Deductions & Accruals
<input type="checkbox"/>	<input checked="" type="checkbox"/>		15	P	RETROPAY	Used for Deductions & Accruals
<input type="checkbox"/>	<input checked="" type="checkbox"/>		35	P	PIECERATE	Used for Deductions & Accruals
<input type="checkbox"/>	<input checked="" type="checkbox"/>		100	P	OVERTIME15	Used for Deductions & Accruals
<input type="checkbox"/>	<input checked="" type="checkbox"/>		110	P	OVERTIME20	Used for Deductions & Accruals
<input type="checkbox"/>	<input checked="" type="checkbox"/>		204	P	TUITREIM-NTX	Used for Deductions & Accruals
<input type="checkbox"/>	<input checked="" type="checkbox"/>		205	P	TUITREIM-TAX	Used for Deductions & Accruals
<input type="checkbox"/>	<input checked="" type="checkbox"/>		250	P	RELOCATION	Used for Deductions & Accruals
<input type="checkbox"/>	<input checked="" type="checkbox"/>		300	P	SICK PAY	Used for Deductions & Accruals

5. On PDBA Heading Cross Reference Detail, complete either of the following fields in the QBE row and click Find:

- PDBA Code
- PDBA Type

6. 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 enter an X in the ER Paid field for a deduction code because deductions can only be employee paid.

7. 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 enter 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.

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

► **To cross-reference tax information**

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

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

Benefit Statement Heading	Heading Description	Heading Type
BENEFITS	Benefits	B
EARNINGS	Earnings	E
TAXES	Taxes	B

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Tax Heading Cross Reference Detail

OK Find Delete Cancel Tools

Benefit Statement Heading: TAXES Taxes ☐ Display Selected

Benefit Statement Heading Type: B Benefits

Records 1 - 10 Customize Grid

	ER Paid 'X'	EE Paid 'X'	Tax Area	Tax Type	CO EE	Tax Type Description
<input checked="" type="radio"/>			01	F	E	ALDEPARTMENTOFREVENUE
<input type="radio"/>			02	F	E	AKDEPARTMENTOFREVENUE
<input type="radio"/>			03	F	E	AZDEPARTMENTOFREVENUE
<input type="radio"/>			04	F	E	ARDEPARTMENTOFREVENUE
<input type="radio"/>	X		05	C	C	CAFUI
<input type="radio"/>		X	05	F	E	CAEMPLOYMENTDEVELOPMENTDEPT
<input type="radio"/>	X		05	H	C	CAUNEMPLOYEMENTINSURANCE
<input type="radio"/>		X	05	I	E	CASDIEMPLOYEEPAID
<input type="radio"/>			05	MW	C	CAMINIMUMWAGE
<input type="radio"/>	X		05	W	C	CAWORKERSCOMPENSATION

4. On Tax Heading Cross Reference Detail, complete either of the following fields in the QBE row and click Find:
  - Tax Area
  - Tax Type
5. Type an X in either of the following fields for each tax area that 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.

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

## Linking Headings to a Benefit Statement

You link headings to a benefit statement to specify which benefit statements that you have created should appear on a particular benefit statement. You also use sequence numbers to specify the order in which the headings 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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Associate Benefit Statement Heading

OK Find Delete Cancel Row Tools

Benefits Statement: ANNUAL Annual Benefits Statement

Mail Merge Document: GENERIC Benefits Statement

Display Headings

☒ All ☐ Benefits ☐ Earnings ☐ Others ☐ Display Selected

Heading Seq. No	Benefit Statement Heading	Heading Description	Heading Type	Type Description
2	BENEFITS	Benefits	B	Benefits
3	TAXES	Taxes	B	Benefits
1	EARNINGS	Earnings	E	Earnings

2. On Associate Benefit Statement Heading, complete the following field:
  - Benefits Statement
3. To narrow your search, click one of the following options in the Display Headings area, and then click Find:
  - All
  - Benefits
  - Earnings
  - Others
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

## 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 Employee Transaction History Summary 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

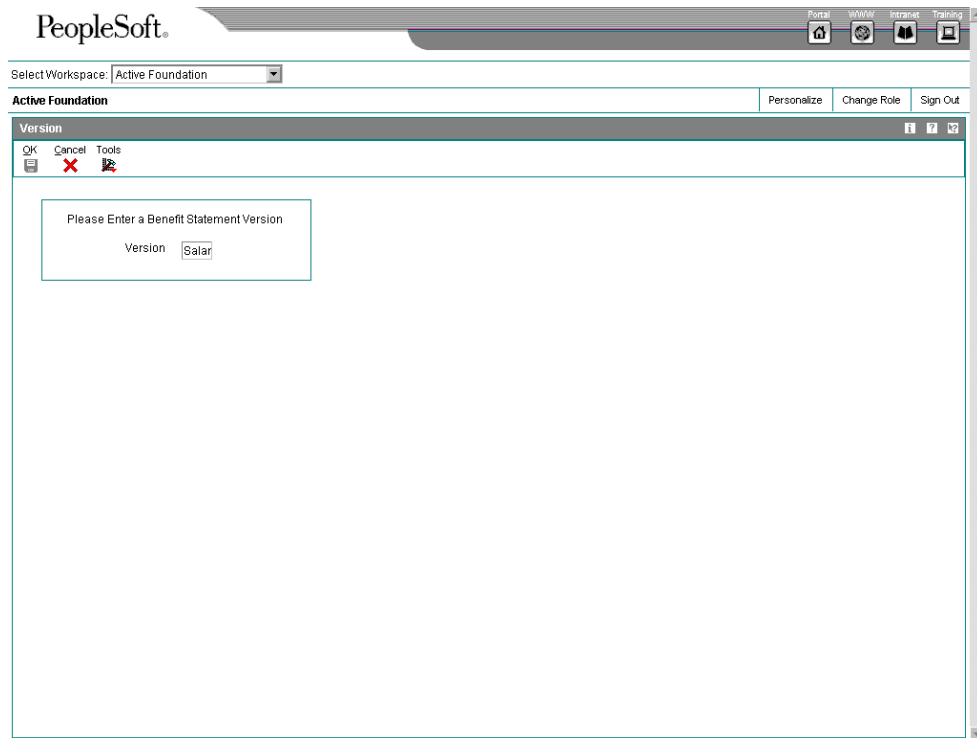
- ❑ R08305, *Benefit Statement* in the *Reports Guide* for a report sample

### ► To print benefit statements

---

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

1. On Benefit Statement, click Print the Statement.



2. 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.

### **Processing Options for Benefit Statement Workfile Build (R083305)**

---

#### Define

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

---

## Flexible Benefits

Flexible benefit plans, also called flex plans, allow employees to select the benefit choices that meet their 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.

### 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.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Enrollment With Eligibility

Select Find Submit Close Retest Eligibility Form Row Tools

Employee Identification 6832 Ato, Connie

Effective Date 01/01/00 ☐ Display Elected Plans and Plan Options

General Flex Elections

Flex Credits Available 40.00 Non Flex Payroll Deduction

Flex Credits Spent 37.00 Flex Payroll Deduction 0.00

Flex Credits Remaining 3.00 Total Payroll Deductions 0.00

Records 1 - 10 ☒ Customize Grid

	Category	Category Rule	Plan ID	Plan Description	Plan Option	Plan Option Description	M P
<input type="checkbox"/>	FLEXMED	No rules apply-select any iter	FMEDEE	Medical Flex Ee Only			N
<input checked="" type="checkbox"/>			FMEDEE+1	Medical Flex Ee + 1			N
<input type="checkbox"/>			FMEDEE+2	Medical Flex Ee + 2 or More			N
<input type="checkbox"/>	FLEXDEN	No rules apply-select any iter	FDENTEE	Dental Flex Ee Only			N
<input checked="" type="checkbox"/>			FDENTEE1	Dental Flex Ee + 1			N
<input type="checkbox"/>			FDENTEE2	Dental Flex Ee + 2 or More			N
<input checked="" type="checkbox"/>	FLEXVIS	No rules apply-select any iter	FVISEE	Vision Flex Ee Only			N
<input type="checkbox"/>			FVISEE1	Vision Flex Ee + 1			N
<input type="checkbox"/>			FVISEE2	Vision Flex Ee + 2 or More			N
<input checked="" type="checkbox"/>	ERLUMPCRD	No rules apply-select any iter	FXERLUMP	Flex Lump Sum Credits			Y

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

<b>Flex Credits Available</b>	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.
<b>Flex Credits Spent</b>	Flex credits spent are calculated as the total of flex credits spent to enroll in selected plans.
<b>Flex Credits Remaining</b>	<p>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.</p> <p>If you choose to track and reward positive remaining credits, the benefits administrator must manually enter that amount in the appropriate plan DBA.</p>
<b>Non-Flex Payroll Deduction</b>	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.
<b>Flex Payroll Deduction</b>	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.
<b>Total Payroll Deductions</b>	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

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# Setup

## Benefits Administration Setup

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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 that 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) and 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.

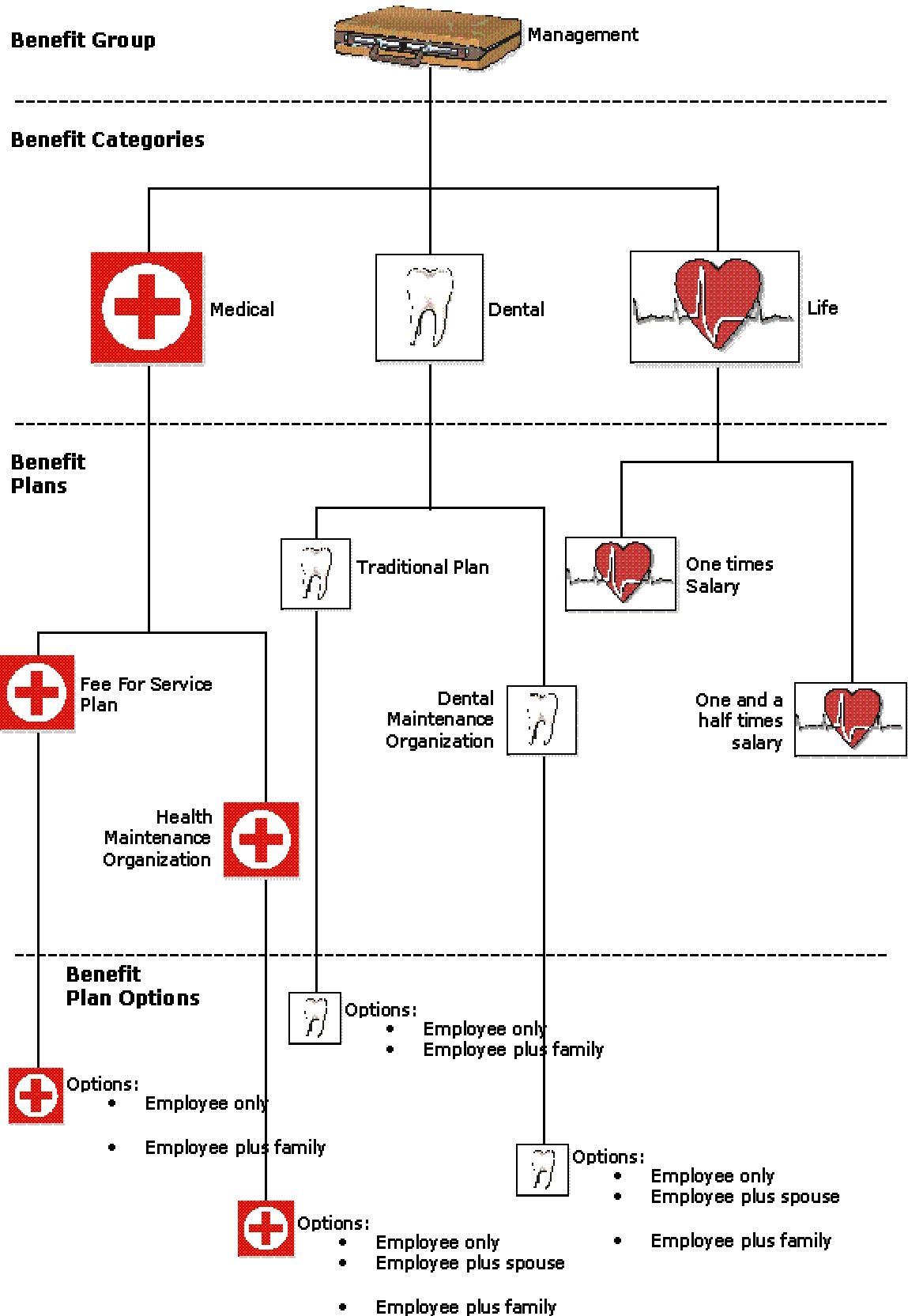
To define the dates on which employees can be enrolled in a benefit plan after they have passed or failed the eligibility tests, you set up date codes. You can set up date codes in one of the following ways:

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

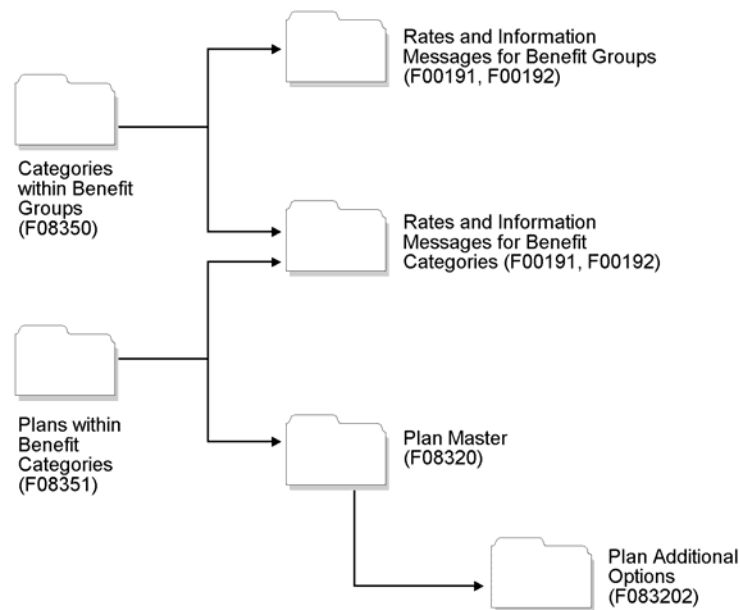
When you set up the enrollment parameters, you define which action the system uses to determine eligibility when you enroll employees using the enrollment with eligibility feature.

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





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



## Understanding User Defined Codes for Workforce Management Systems

Many fields throughout the Workforce Management systems 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, 07/PY represents system 07 (Payroll) and user defined code type PY (Pay Cycle Codes). 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 Pay Cycle field, you can enter only those codes that are included in user defined code table 07/PY.

You can access all of the 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 task, 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
- ❑ *Understanding User Defined Codes for Workforce Management Systems* in the *Workforce Management Foundation Guide* for a list of additional user defined codes

## Setting Up User Defined Codes for Benefits

The user defined codes described in the following sections are specific to the J.D. Edwards Benefits System.

### Data Items Based From (08/D1)

You use these codes to specify 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 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 these codes to specify the date for 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. A \* specifies a fixed effective date, which is the date when the employee either passes or fails eligibility.

### Dependent/Beneficiary Relationship (08/RL)

You use these codes to define the relationship of the dependent or beneficiary to the employee. Examples of these 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, you can specify that a spouse relationship qualify as both a dependent and a beneficiary, but that a friend relationship 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 these codes to indicate an employee's benefit status when testing for benefit eligibility. A \* 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 codes indicating active participation in a plan must begin with the letter A.
- All codes 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 code beginning with the letter X, when used as an ending status, represents a mistaken enrollment. No employee DBA instructions are written.
- An \* indicates all statuses not otherwise specified.

### **Event Codes (08/BE)**

You use event codes to indicate 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 non-active. 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, and 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 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.*

The screenshot shows a software window titled "Benefit Group Descriptions - [Work With Generic Message/Rate Types]". The window has a menu bar (File, Edit, Preferences, Form, Row, Window, Help) and a toolbar with icons for Select, Find, Add, Close, Seg..., New..., Dis..., and Abo... There are also buttons for Links, Mess..., OLE..., and Internet. Below the toolbar, there are two input fields: "System Code" with the value "06" and "Payroll (old)" next to it, and "User Defined Codes" with the value "BG". Below these fields is a table with three columns: "Syst Code", "Us Cd", and "Description". The table contains one row with the values "06", "BG", and an empty description field.

Syst Code	Us Cd	Description
06	BG	

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

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Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Enter Generic Message/Rates

OK Find Delete Cancel Form Row Tools

Product Code 06 Payroll (old)

User Defined Codes BG

Customize Grid

<input checked="" type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	CDNSAL	Canadian Salary Employees
<input type="checkbox"/>	EXEC	Executive Benefit Group
<input type="checkbox"/>	FLEX	Flex Benefits
<input type="checkbox"/>	FLXLMP	Flex Lump Sum Benefit Group
<input type="checkbox"/>	HRLY	Hourly Employee Benefit Group
<input type="checkbox"/>	MGMT	Management Benefit Group
<input type="checkbox"/>	PT-TM	Part Time Employee Benefit Grp
<input type="checkbox"/>	SALARY	Salary Employee Benefit Group

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

General Message

OK Delete Cancel Row Tools

Product Code 06 Record Type BO

Message Number EXEC Executive Benefit Group

Customize Grid

Description
<input checked="" type="checkbox"/> Welcome to your executive benefit plans. We are pleased to
<input checked="" type="checkbox"/> offer you the most competitive benefits in the industry.

4. On General Message, type the description for this benefit group that you want to appear on the Enter Generic Message/Rates 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. See *To set up benefit categories*.

### Processing Options for Benefit Group Descriptions (P00191)

#### Defaults

1. Enter the desired System Code.

System Code

2. Enter the desired Record Type.

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

### 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 descriptions of groups 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 Message/Rates 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.



PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Enter Generic Message/Rates

OK Find Delete Cancel Form Row Tools

Product Code 08 Human Resources

User Defined Codes SG

Records 1 - 10 Customize Grid

<input checked="" type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	401K	401(k) Benefits
<input checked="" type="checkbox"/>	DENTAL	Dental Benefits
<input checked="" type="checkbox"/>	ERLUMPCRD	Employer Lump Sum Credits
<input checked="" type="checkbox"/>	FLEXDEN	Flex Dental Benefits
<input checked="" type="checkbox"/>	FLEXDEED	Employee Flex Deductions
<input checked="" type="checkbox"/>	FLEXMED	Flex Medical Benefits
<input checked="" type="checkbox"/>	FLEXVIS	Flex Vision Benefits
<input checked="" type="checkbox"/>	LIFE	Life Insurance Benefits
<input checked="" type="checkbox"/>	LIFEADDTL	Life Insurance Additional
<input checked="" type="checkbox"/>	LIFEBASIC	Life Insurance Basic

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

General Message

OK Delete Cancel Row Tools

Product Code 08 Record Type SO

Message Number DENTAL Dental Benefits

Customize Grid

<input checked="" type="checkbox"/>	Description
<input checked="" type="checkbox"/>	Listed below are your dental selections. Choose the one that best suits your needs and click the enroll button.
<input checked="" type="checkbox"/>	

4. On General Message, type the description for this benefit category that you want to appear on the Enter 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 *Workforce Management 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. See *To link categories to benefit groups*.

### Processing Options for Group Category Descriptions (P00191)

#### Defaults

1. Enter the desired System Code.

System Code

2. Enter the desired Record Type.

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 benefit group has flex plans
- The sequence in which the benefit categories appear on the enrollment form
- The election criteria for a benefit category
- The benefit category type for special flex plans
- The benefit category classification
- An employee option to print a form for declining benefit coverage
- Whether employees must stay within the current benefit group options or within a current group of benefit 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 employee 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 Work With Benefit Groups, complete the following field and then click Find:
  - Benefit Group
2. Choose the benefit group record and then click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Categories By Benefit Group

OK Find Delete Cancel Form Row Tools

Benefit Group: FLEX

Benefit Group Rule

☐ Flex plans not offered  
☒ Flex plans offered, positive remaining credits allowed  
☐ Flex plans offered, positive remaining credits not allowed

Group Category	Description	Short Category Description	Seq. Num.	C R	Group Category Rule Description	Category Type	Category
<input checked="" type="checkbox"/> FLEXMED	Flex Medical Benefits	MED	1.00		No rules apply-select any item	0	Not Use
<input type="checkbox"/> FLEXDEN	Flex Dental Benefits	DENT	2.00		No rules apply-select any item	0	Not Use
<input type="checkbox"/> FLEXVIS	Flex Vision Benefits	VIS	3.00		No rules apply-select any item	0	Not Use
<input type="checkbox"/> FLEXDEDED	Employee Flex Deductions		4.00		No rules apply-select any item	2	Employee
<input type="checkbox"/> 401K	401(k) Benefits		5.00		No rules apply-select any item	0	Not Use
					No rules apply-select any item		

3. On Categories By 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.
4. Complete the following fields and click OK:
  - Group Category
  - Seq. Num.
  - C R
  - Category Type
  - Benefit Category Classification
  - Decline Coverage Notification
  - Stay In Group

## 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 Benefits 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:

<b>Separate plans</b>	<ul style="list-style-type: none"><li>• Allows you to apply mandatory or default rules</li><li>• Must be used for a plan that has another plan as a prerequisite</li></ul>
<b>Single plan with options</b>	<ul style="list-style-type: none"><li>• Provides flexibility in that you can add options or make an option invalid instead of ending an entire plan and creating a new one</li></ul>

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.

### **Before You Begin**

- ❑ Set up the pay types, deductions, benefits, and accruals (PDBAs) that you assign to the plan. See *PDBA Setup* in the *Workforce Management Foundation Guide*.
- ❑ In the Address Book system, set up the provider or trustee for the plan.
- ❑ Set up eligibility tables associated with the plan (optional). See *Setting Up Eligibility Tables*.

### **See Also**

- ❑ *Setting Up Plan Options*

- ❑ *Setting Up Flex Benefit Plans* for more information about flex plans and benefit plan DBAs

## 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.*

1. On Work With Plan Master, click Add.

**Plan Master - [Plan Master]**

File Edit Preferences Form Window Help

OK Cancel Dis... Abort Links Address... OLE ... Internet

Plan ID: MEDICAL Medical Plan for EE + One

**General Info** Calc./Eligibility Addl. Info Cat. Codes Self-Service Premium/Coverage

**General**

Provider/Trustee: 4350 Equitable Insurance Company

From Date: Thru Date:

Policy/Reference Number:

Plan Type: M Medical

Status Code: A Active

☐ Mandatory ☐ Enter Amount/Rate ☐ COBRA Plan

**Enrollment Rules**

Enrollment Start Date: Start on enrollment date

☒ Allow Enrollment at Plan Level ☐ Flex Plan

**Dependent/Beneficiary**

☒ Requires Dependents ☐ Requires Beneficiaries ☐ Does not require Dependent/Beneficiary

**Spending Account**

☒ Not a Spending Account ☐ Medical Spending Account ☐ Non-Medical Spending Account

2. On Plan Master, complete the following field:
  - Plan ID
3. In the unlabeled field to the right of the Plan ID field, type the name of the plan.
4. On the General Info tab, 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

---

**Note**

You need to assign the same benefit plan type to every plan within a benefit category. For example, all health and welfare plans should be assigned to Medical, Dental, and so forth.

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- Status Code

6. Click any of the following options:

- Mandatory
- Enter Amount/Rate
- COBRA Plan

7. In the Enrollment Rules area, click an option for the Enrollment Start Date.

8. Click one or both of the following options:

- Allow Enrollment at Plan Level
- Flex Plan

9. Click one of the following options in the Dependent/Beneficiary area:

- Requires Dependent
- Requires Beneficiary
- Does Not Require Dependent/Beneficiary

The Dependent/Beneficiary options define whether a plan is designated as a dependent plan or a beneficiary plan.

10. Click one of the following options in the Spending Account area:

- Not a Spending Account
- Medical Spending Account
- Non-Medical Spending Account

You use the Spending Account options to associate the account with medical or other types of expenses.

Plan Master - [Plan Master]

File Edit Preferences Form Window Help

OK Cancel Dismiss Help

Links Address... OLE ... Internet

Plan ID MEDICAL Medical Plan for EE + One

General Info **Calc./Eligibility** Addl. Info Cat. Codes Self-Service Premium/Coverage

Payroll Integration DBA Codes

EE Payroll Deduction	4003	Med-EE+1	15.5000 \$ D
ER Paid Benefit	1005	Health/Co	45.0000 \$ B
EE Flex Cost			
ER Flex Credits			

Eligibility

Init Elig Table	MEDI	Medical Initial Testing
Cont Elig Table	MEDC	Medical Continuing Eligibility
Prerequisite Plan		

11. Click the Calc./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.

12. To enter a date-sensitive override amount or rate for the employee contribution to one of the displayed items, click one of the DBA fields and then choose Plan Rates from the Form menu.

#### Note

A plan rate or amount that you enter on this form is a date-sensitive override to the rate that exists in the DBA. The DBA field must be completed prior to entering override amounts or rates. You cannot enter an amount or rate for a DBA field that is blank.



Entering new rates does not change existing benefit plan information for employees. To recalculate the new premium costs, the employee must re-enroll or a Workforce Management administrator must process batch enrollment.

---

The screenshot shows the 'Plan Master - [Plan Master Rates Window]' interface. It has a menu bar with 'File', 'Edit', 'Preferences', 'Window', and 'Help'. Below the menu is a toolbar with icons for 'OK', 'Find', 'Del...', 'Can...', 'New...', 'Dis...', and 'Abo'. To the right of the toolbar are 'Links', 'Displ...', and 'Internet' buttons. The main area contains four input fields: 'Plan' (MED-HMO), 'Option' (FAM), 'DBA' (4004), and 'Type' (Benefit Plan Rates). Each field has a corresponding label to its right. Below these fields is a table with three columns: 'Beginning Date', 'Ending Date', and 'Amount or Rate'. The table is currently empty.

Beginning Date	Ending Date	Amount or Rate
----------------	-------------	----------------

13. On the Plan Master Rates Window, complete the following override fields as necessary and click OK:

- Type
- Beginning Date
- Ending Date
- Amount or Rate

14. On the Plan Master, Calc./Eligibility tab, complete the following fields:

- Init Elig Table
- Cont Elig Table

15. Complete the following optional field:

- Prerequisite Plan

16. To enter information about the plan, click the Addl. Info tab.

17. To track additional data, click the Cat. Codes tab and complete the relevant information.

The screenshot shows the 'Plan Master - [Plan Master]' window. The 'Cat. Codes' tab is selected. The 'Plan ID' is 'MEDICAL' and the 'Medical Plan for EE + One' is entered. The 'Description' is 'Medical Coverage - Employee and One Dependent' and the 'Short Plan/Plan Option Description' is 'Med EE + 1'. The 'Plan Grouping Code' is empty. The 'Track Primary Care Physician (PCP)' checkbox is checked. The 'Indicate the minimum number of persons to be covered (including the employee)' is '1'. The 'Indicate the maximum number of persons to be covered (including the employee)' is '2' with the label 'Dependent Plan'.

18. If you use 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. This description field allows a long representation of the benefit plan.

- Short Plan/Plan Option Description

This description field allows only a short description that is used when benefit plans appear as column titles on self-service forms.

- Plan Grouping Code

J.D. Edwards recommends that you use the Plan Master Options program (P083202) instead of Plan Grouping.

You can use plan grouping to associate benefit plans if you do not use benefit plan options. For example, if you create separate benefit plans for employee only, employee plus 1, employee plus family, and employee opt out, you can set up a plan grouping code in UDC 08/PG. You can then assign the plan grouping code to each plan master record.

J.D. Edwards recommends that you set up a non-participating plan for each benefit category so that employees can elect this plan to choose no coverage.

19. If you want to track the primary care physician number and the item appears on the form, click the following option:

- Track Primary Care Physician (PCP)

20. If the purpose of the benefit plan is to indicate that an employee is declining coverage, click the following option:

- Non-Participating Plan Flag

The system displays this option only if the plan is set up as a non-participating plan.

---

**Note**

J.D. Edwards recommends that you set up a non-participating benefit plan for every benefit category.

---

21. If the plan is a dependent plan, specify the range of persons to be covered (including the employee) by completing the following fields:

- Minimum Dependents
- Maximum Dependent

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

The screenshot shows a software window titled "Plan Master - [Plan Master]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Address", "OLE", and "Internet". The main area of the window is divided into several tabs: "General Info", "Calc./Eligibility", "Addl. Info", "Cat. Codes", "Self-Service", and "Premium/Coverage". The "Premium/Coverage" tab is currently selected. Within this tab, there are two main sections: "Premiums" and "Coverage". The "Premiums" section contains fields for "Premium Payment", "Per Coverage Dollars" (with a value of "1"), and "Maximum Premium Amount". The "Coverage" section contains fields for "Amount - Coverage", "Rounding Amount", and "Salary Factor". The "Plan ID" field at the top left of the main area is set to "MEDICAL", and the "Medical Plan for EE + One" field is also visible.

22. Click the Premium/Coverage tab and complete either of the following fields to specify premium information:

- Premium Payment
- Age Rate Table

23. Complete the following optional fields:

- Per Coverage Dollars
- Maximum Premium Amount

24. To enter coverage information, complete either of the following fields:

- Amount - Coverage
- Salary Factor

25. Complete the following optional field:

- Rounding Amount

26. Click OK to save the record.

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

---

#### **Display**

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

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
- From Date

2. To specify whether to display only active plans or all plans, click one of the options in the Plans area.

3. Click Find.
4. 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.

The screenshot shows the 'Plan Master - [Plan Master]' window. The 'Plan ID' field is set to 'Dental Insurance Family - CND'. The 'General Information' tab is active, displaying the following fields:

- Provider/Trustee: 4350
- Equitable Insurance Company
- From Date: [empty]
- Thru Date: [empty]
- Policy/Reference Number: EI4453
- Plan Type: D (Dental)
- Status Code: A (Active)

The 'Enrollment Rules' section contains the following options:

- ☐ Mandatory
- ☐ Enter Amount/Rate
- ☐ Flex Plan
- ☐ COBRA Plan

The 'Dependent/Beneficiary' section has the following radio button options:

- ☒ Requires Dependents
- ☐ Requires Beneficiaries
- ☐ Does not require Dependent/Beneficiary

The 'Spending Account' section has the following radio button options:

- ☒ Not a Spending Account
- ☐ Medical Spending Account
- ☐ Non-Medical Spending Account

5. On Plan Master, complete the following field:
  - Plan ID
6. 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*.
7. On the General Information tab, review and, if necessary, change the fields that were copied from the original plan.
8. Click the Calc./Eligibility tab.
9. Review and, if necessary, change the fields that were copied from the original plan.
10. Click the Self-Service tab.
11. Review and, if necessary, change the fields that were copied from the original plan.
12. Click the Premium/Coverage tab.

13. Review and, if necessary, change the fields that were copied from the original plan.
14. Click OK.

## 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 might vary 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 benefit plan options, 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. You can enter an override amount or rate for the option in the Plan Master Rates Window.
- Use the benefit plan DBA and the benefit plan options DBA. The DBAs must be separate in this case.

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 a benefit plan 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:

- DBA for the benefit plan
- DBA for the option
- Additional amount

When the employee enrolls in a benefit plan option, the system uses the option rule 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 Rule	DBA for Plan ID	DBA for Option	Additional 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 periodically. 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 or 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

#### ► 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.

Plan Master - [Plan Master Options]

File Edit Preferences Row Window Help

OK Find Copy Del... Can... New... Dis... Abo Links Plan ... Previo... Next OLE ... Interr

Plan ID: MED-HMO Medical Plan - HMO

Options:  
☒ Valid  
☐ All

Plan Option	Plan Option Description	Plan Option Self Service Description	Short Plan/Option Description	Enrolle (Y/N)
EMP	Employee Only			Y
FAM	Employee + Family			Y
ONE	Employee + One			Y

Row:1

Work With Plan Master Plan Master Options

4. On Plan Master Options, complete the following fields:
  - Plan Option
  - Plan Option Description
  - Trans. Code Ben. Flag
  - Additional Premium Payment
  - V O
5. If you are using self-service benefits, you need to set up the plan option for self-service. Complete the following fields:
  - Plan Option Self Service Description
  - Short Plan/Option Description
  - Minimum Dependents
  - Maximum Dependent
  - PCP Flag
  - Non-Participating Flag

If you do not enter a self-service description, the system uses the benefit plan option description 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 a date-effective override amount or rate for the employee contribution to the DBA item, click one of the DBA fields and choose Plan Rates from the Row menu.  
You must first select an employee DBA in order to enter amounts or rates.

The screenshot shows the 'Plan Master - [Plan Master Rates Window]' interface. It includes a menu bar (File, Edit, Preferences, Window, Help) and a toolbar with icons for OK, Find, Del..., Can..., New..., Dis..., and Add. The main area contains four input fields: Plan (MED-HMO), Option (FAM), DBA (4004), and Type (Benefit Plan Rates). Below these fields is a table with three columns: Beginning Date, Ending Date, and Amount or Rate. The table is currently empty.

Beginning Date	Ending Date	Amount or Rate

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.

## 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 descriptions of groups 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 are supplied as defaults 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.*

The screenshot shows a software window titled "Plans Within Categories - [Work with Categories within Groups]". It has a menu bar (File, Edit, Preferences, Row, Window, Help) and a toolbar with icons for Select, Find, Close, Seq..., New..., Dis..., and Ago. Below the toolbar is a "Benefit Group" field containing "EXEC" and a button labeled "Executive Benefit Group". The main area contains a table with four columns: "Group Category", "Group Category Description", "C R", and "Category Rule Description".

Group Category	Group Category Description	C R	Category Rule Description
MEDICAL	Medical Benefits		No rules apply-select any item
DENTAL	Dental Benefits		No rules apply-select any item
LIFE	Life Insurance Benefits		No rules apply-select any item
DISABILITY	Disability Benefits		No rules apply-select any item
VACATION			No rules apply-select any item
VISION	Vision Benefits		No rules apply-select any item
401K	401(k) Benefits		No rules apply-select any item

At the bottom of the window, there is a "Find records" field and a "Work with Categories within Groups" button.

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Plans Within Categories

OK Delete Cancel Form Row Tools

Benefit Group: EXEC *Executive Benefit Group*  
 Benefit Group Category: MEDICAL *Medical Benefits*

	Plan ID	Plan ID Description	Sequence Number	Mnd Prt	Dft Pln	Effective Begin	Effective End	
<input checked="" type="radio"/>	MED	Medical Plan - EE Only	1.00	N	Y			<input checked="" type="checkbox"/>
<input type="radio"/>	MED+FAM	Medical Plan - EE + Family	3.00	N	N			<input type="checkbox"/>
<input type="radio"/>	MED+ONE	Medical Plan - EE + One	2.00	N	N			<input type="checkbox"/>

Customize Grid

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.

## 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.

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

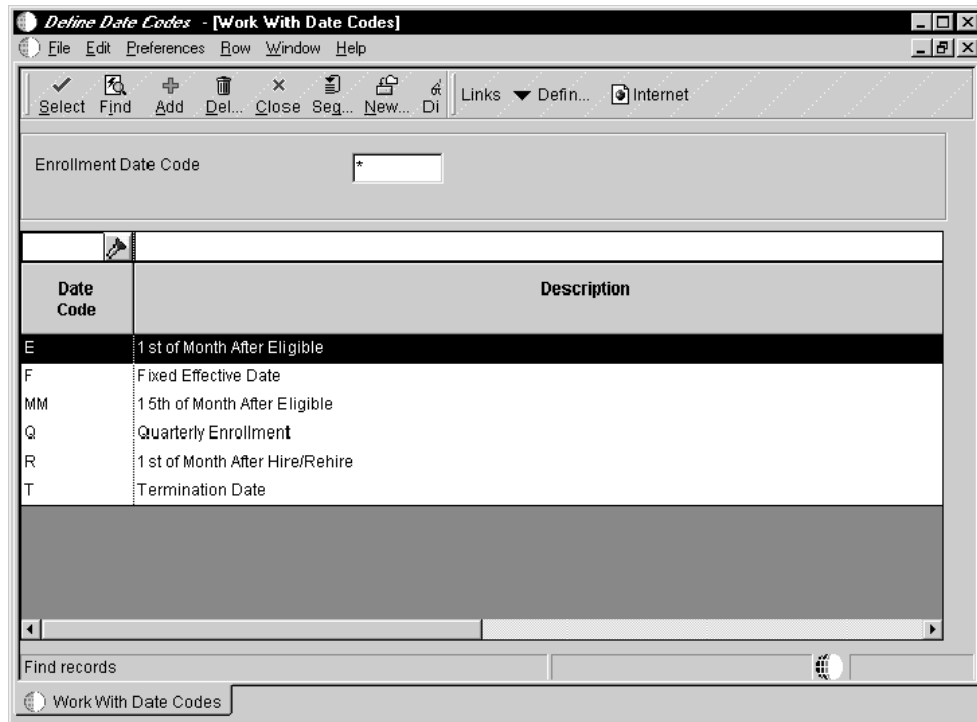
Use this method to set up a date code when you want enrollment to occur on a specific date that immediately follows a particular date within the month.

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.*



The screenshot shows a software window titled "Define Date Codes - [Work With Date Codes]". It has a menu bar with "File", "Edit", "Preferences", "Row", "Window", and "Help". Below the menu bar is a toolbar with icons for "Select", "Find", "Add", "Del...", "Close", "Seg...", "New...", and "Di...". To the right of the toolbar are "Links" and "Defin..." buttons. The main area contains a form with "Enrollment Date Code" and a text box containing an asterisk (\*). Below this is a table with two columns: "Date Code" and "Description".

Date Code	Description
E	1st of Month After Eligible
F	Fixed Effective Date
MM	15th of Month After Eligible
Q	Quarterly Enrollment
R	1st of Month After Hire/Rehire
T	Termination Date

At the bottom of the window, there is a "Find records" field and a "Work With Date Codes" button.

1. On Work With Date Codes, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Define Date Codes

OK Cancel Tools

Enrollment Date Code E Description 1st of Month After Eligible

Date of Month 1 Or End of Month  
Date to Follow \* Effective Date

Or  
Number of Dts, Mos or Yrs Day Month Year  
Date to Follow

Or  
Find Next Match (MM/DD):  
First Enrollment  
Second Enrollment  
Third Enrollment  
Fourth Enrollment  
Fifth Enrollment  
Sixth Enrollment

2. On Define Date Codes, complete the following fields and click OK:

- Enrollment Date Code
- Description
- Date of Month
- Date to Follow

## 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*.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Define Date Codes

OK Cancel Tools

Enrollment Date Code	Description
L	End of Month After Hire/Rehire

Or

Date of Month ☐ Or ☒ End of Month

Date to Follow DST Date Started

Or

Number of Dys, Mos or Yrs  ☐ Day ☐ Month ☐ Year

Date to Follow

Or

Find Next Match (MM/DD):

First Enrollment	<input type="text"/>
Second Enrollment	<input type="text"/>
Third Enrollment	<input type="text"/>
Fourth Enrollment	<input type="text"/>
Fifth Enrollment	<input type="text"/>
Sixth Enrollment	<input type="text"/>

2. On *Define Date Codes*, complete the following fields:

- Enrollment Date Code
- Description
- Date to Follow

3. Choose the following option and click *OK*:

- End of Month

## 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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Define Date Codes

OK Cancel Tools

Enrollment Date Code: 3M Description: Three Months After Hire/Rehire

Date of Month: [ ] Or [ ] End of Month

Date to Follow: [ ] Date Started: [ ]

Or

Number of Dys, Mos or Yrs: 3 [ ] Day [ ] Month [x] Year [ ]

Date to Follow: DST

Or

Find Next Match (MM/DD):

First Enrollment: [ ]

Second Enrollment: [ ]

Third Enrollment: [ ]

Fourth Enrollment: [ ]

Fifth Enrollment: [ ]

Sixth Enrollment: [ ]

2. On Define Date Codes, complete the following fields:
  - Enrollment Date Code
  - Description
  - Number of Dys, Mos or Yrs
  - Date to Follow
3. Choose one of the following options in the Basis area, and then click OK:
  - Day
  - Month
  - Year

## 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.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Define Date Codes

OK Cancel Tools

Enrollment Date Code: Q Description: Quarterly Enrollment

Date of Month: Or: End of Month

Date to Follow:

Or

Number of Dys, Mos or Yrs: Day Month Year

Date to Follow:

Or

Find Next Match (MM/DD):

First Enrollment: 01/01

Second Enrollment: 04/01

Third Enrollment: 07/01

Fourth Enrollment: 10/01

Fifth Enrollment:

Sixth Enrollment:

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:

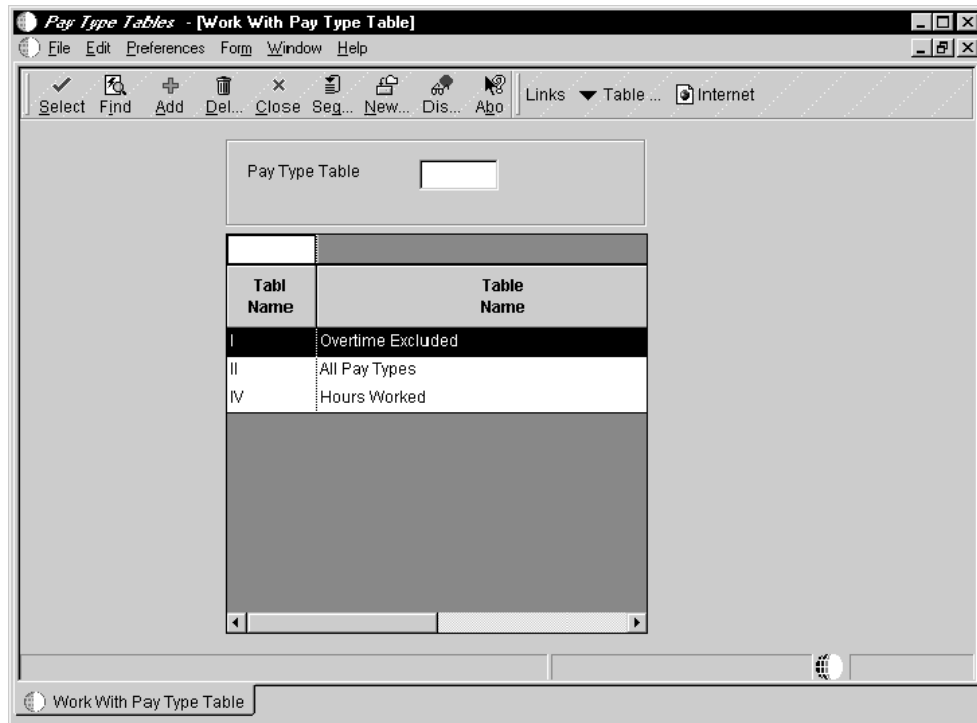
- 001 through 449
- 445 through 999

### Before You Begin

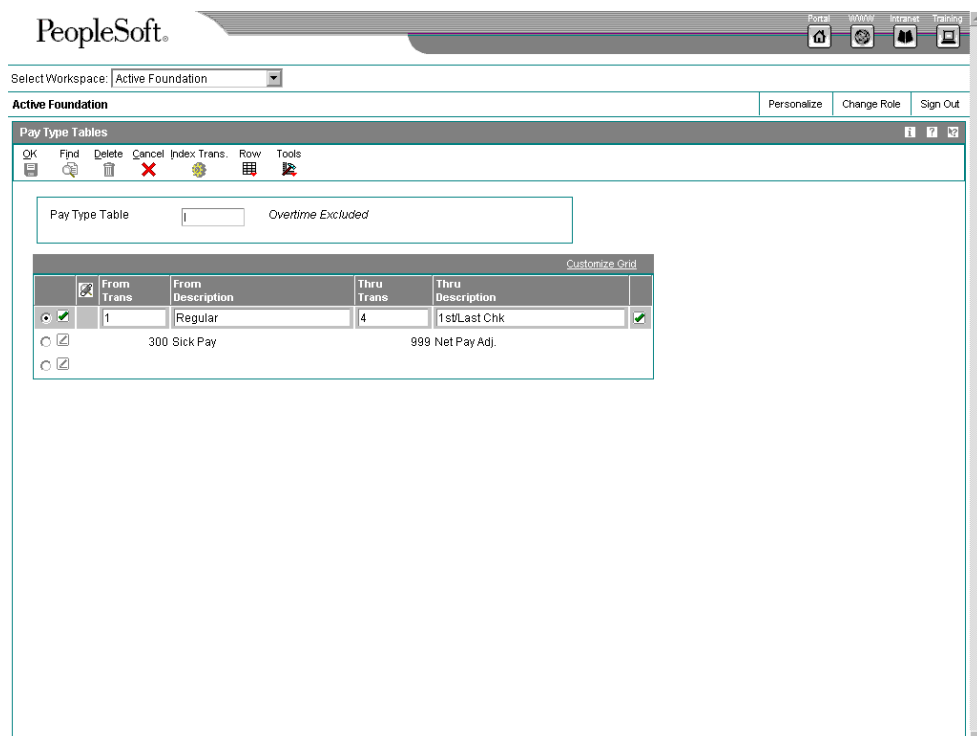
- ❑ Set up the user defined codes (08/TT) for the pay type tables. See *Understanding User Defined Codes for Workforce Management Systems* in the *Workforce Management Foundation Guide*.

► 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.

## 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.

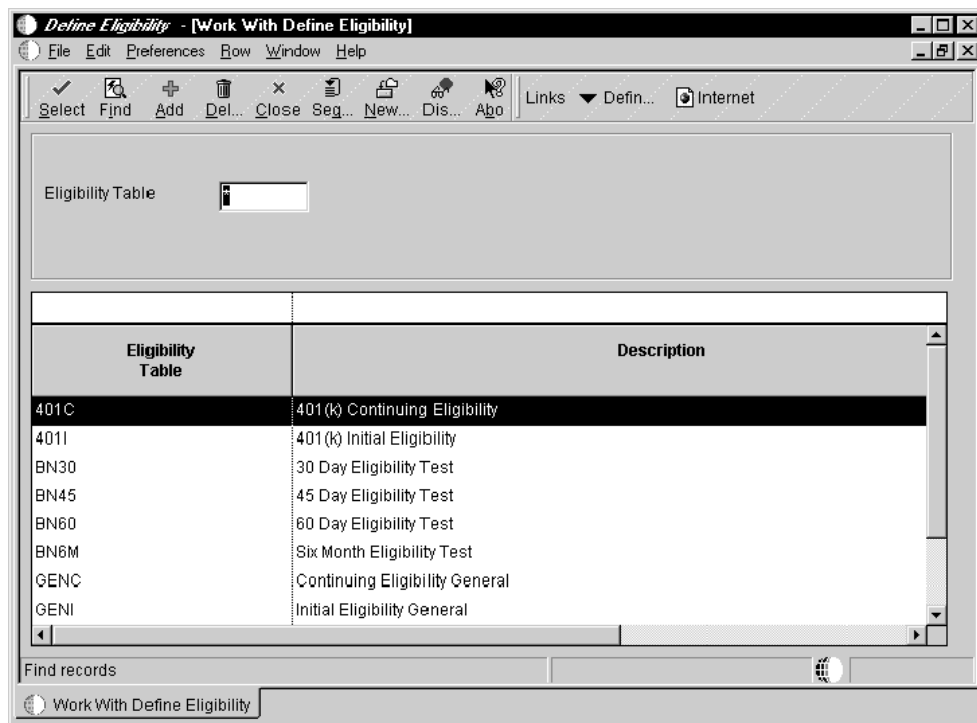
You should also set up an eligibility table that you use to indicate that a plan has no eligibility requirements. Use this eligibility table for all benefit plans that do not require employees to meet or maintain eligibility requirements to participate in the plan.

## Before You Begin

- ❑ Set up the user defined codes (08/ES) to define the enrollment status. See *Understanding User Defined Codes for Workforce Management Systems* in the *Workforce Management 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*.

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Define Eligibility

OK Find Delete Cancel Form Tools

Eligibility Table: MEDI  
Description: Medical Initial Testing

	And /Or	Min Amount	Method	Method Description	Based From	Based From Description	Comp Period	Comp Period Description	Number Periods	Pay Type Table
<input checked="" type="checkbox"/>	AND	6	M	Months Service	DST	Date Started				
<input type="checkbox"/>	AND	40 H		Hours			W	Week (7 days prior)	1	

Eligible Enrollment

Eligible Status: ACT Active  
Date Code: E 1st of Month After Eligible

Ineligible Enrollment

Ineligible Status: PEN Pending Eligibility  
Date Code: F Fixed Effective Date

User Defined Programs

Eligibility:   
Maintenance:

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
  - Date Code
  - Ineligible Status
  - 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.

► **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:

- Date Code
- 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 detail area. 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 with 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 with 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

The Work With Batch Enrollment Parameters form lists parameters in order of detail. Notice that the most restrictive (most detailed) parameter is at the bottom of the list.

Plan ID	Plan Description	Benefit Status	Enrollment Status	Enrollment Status Description	Valid Plan
		*	*		N
		*	*		Y
		*	ACT	Active	Y
		X	*		N
		X	*		Y
401K	401(k) Plan	R	*		Y
401K	401(k) Plan	R	ACT	Active	Y

The following form illustrates sample enrollment parameters for a 401(k) plan.

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Work With Batch Enrollment Parameters

Select Find Add Delete Close Row Tools

Plan ID \*

Plan ID	Plan Description	Benefit Status	Enrollment Status	Enrollment Status Description	Valid Plan	Previous Eligibility	Eligibility Test	Date Code
401K	401(k) Plan	R	ACT	Active	Y	Y	C	

### 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.*

**Enrollment Parameters - [Batch Enrollment Parameters]**

File Edit Preferences Window Help

OK Cancel Dis... Add Links Displ... OLE... Internet

Plan ID: 401K 401(k) Plan

Benefit Status: R Rehire

Enrollment Status: \*

Valid Plan: ☒

**Action**

☒ Consider Previous Eligibility

Eligibility Check	Or	Date Code	And	Enrollment Status	Manual Review
<input type="text" value="C"/>		<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text" value="I"/>		<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

1. On Work With Batch Enrollment Parameters, click Add.

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**Batch Enrollment Parameters**

OK Cancel Tools

Plan ID: 401K 401(k) Plan

Benefit Status: R Rehire

Enrollment Status: \*

Valid Plan: ☒

**Action**

☒ Consider Previous Eligibility

Eligibility Check	Or	Date Code	And	Enrollment Status	Manual Review
<input type="text" value="C"/>		<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text" value="I"/>		<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

2. On Batch Enrollment Parameters, complete the following fields for the most detailed parameter:
  - Plan ID
  - Benefit Status
  - Enrollment Status
3. Choose the following option:
  - Valid Plan
4. Complete either of the following fields:
  - Eligibility Check
  - Date Code
5. To use a status that corresponds to a date code, complete the following field in the Action group box:
  - Enrollment Status
6. 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 (Y/N)
7. 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.
8. Repeat 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.
9. Click OK.
10. For each additional enrollment parameter that you want to set up, repeat steps 1 through 9, completing only the relevant fields.

## 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 *Setting Up Deductions, Benefits, and Accruals* in the *Workforce Management Foundation Guide*.

### ► To link allocation funds to plans

From the *Daily Processing* menu (G08BB1), choose *Fund Allocation Setup*.

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Fund Allocation Setup

OK Find Delete Cancel Row Tools

Plan ID 401K 401(k) Plan

Employee DBA ID 7000 401(k)

Employer DBA ID 7001 401(k) Co.

	PDBA Code	PDBA Code Description	Provider Trustee	Provider Trustee Description
<input checked="" type="checkbox"/>	8023	401 GrowthFd	4207	Western Securities
<input type="checkbox"/>	8024	401 Inc Fnd	4215	United Investments

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.

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### Basic DBA Information

OK Cancel Form Tools

DBA Code	8023	DBA Type	A
----------	------	----------	---

### Paystub Information

Paystub Text	401 GrowthFd	Print Method	N
		Print Method Category	

### Calculation Rules Limits

Source of Calculation	G	Method of Calculation	%
Table Code			
<input checked="" type="checkbox"/> Calculate During Pre-Payroll		Effect on Gross/Net Pay	<input type="checkbox"/>
<input type="checkbox"/> Calculate Even If No Gross		Effect on Disposable Wage	1
Amount Rate 1		Annual Limit 1	
Amount Rate 2		Annual Limit 2	
History Retrieval Flag	0		

### Scheduling the Calculation

Pay Period of the Month:	(1) <input checked="" type="checkbox"/> (2) <input checked="" type="checkbox"/> (3) <input checked="" type="checkbox"/> (4) <input checked="" type="checkbox"/> (5) <input checked="" type="checkbox"/>
<input type="checkbox"/> Calculate Only During 1st Period Worked of Month	Beginning Effective Date
<input type="checkbox"/> Calculate Only Once Per Pay Period	Ending Effective Date

4. In the following field in the header area, type 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. Type G in the following field:
  - Source of Calculation
7. Type % in the following field:
  - Method of Calculation
8. Make sure the following option is *not* turned on:
  - Calculate Even If No Gross
9. Type 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:
10. Choose one of the following options:

- Calculate Only During 1st Period Worked of Month
- Calculate Only Once Per Pay Period

11. Click OK.

The screenshot shows the PeopleSoft web interface. At the top, there's a navigation bar with the PeopleSoft logo and links for Portal, WWW, Intranet, and Training. Below this is a 'Select Workspace' dropdown menu set to 'Active Foundation'. A secondary bar contains 'Active Foundation', 'Personalize', 'Change Role', and 'Sign Out' buttons. The main content area is titled 'General Accounting/Arrearage Information' and includes a toolbar with 'OK', 'Cancel', 'Form', and 'Tools' icons. The form is divided into two main sections: 'General Accounting Information' and 'Arrearage Information'. In the 'General Accounting Information' section, there are fields for 'DBA Code' (containing '8023') and '401 GrowthFd'. Below this, 'Effect on GL' is set to 'N', 'Generate AP Voucher' is checked, and 'Payee' is '4207 Western Securities'. The 'Arrearage Information' section contains 'Arrearage Method' set to 'N', 'When To Adjust Ded' set to '0', and an empty 'Order To Adjust Ded' field.

12. On General Accounting/Arrearage Information, complete the following fields and click OK:

- Effect on GL
- Payee

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Basis of Calculation

OK Find Cancel Tools

PDBA Code: 8023 401 GrowthFd

PDBA Type: A Accrual

From PDBA	From Description	Thru PDBA	Thru Description
7000	401(k)	7001	401(k) Co.

Customize Grid

13. 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

14. On Basic DBA Information, click Cancel.

15. On Work with PDBAs, click Close.

16. 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.

17. Click OK to save the new PDBA.

## 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 benefit 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.



## 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*.

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 and click Find to list all plans in all benefit groups.

2. To review a list of the plans and plan options, click the + next to the benefit group that you want to review.
3. To review information about the plans and plan options within a benefit group, click any selection in the list.

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Benefit Structure Inquiry

Find Delete Close Form Row Tools

Plan ID \*

Benefit Group	Group Category	Category Description	Effective Date	Ending Date	P	Plan ID	Plan Description	Effective Date	Ending Date	P
CDNSAL										
EXEC										
FLEX										
401K		401(k) Benefits			N	N	401K	401(k) Plan		N
FLEXDEN		Flex Dental Benefits			N	N	FDENTEE	Dental Flex Ee Only		N
FLEXDEN		Flex Dental Benefits			N	N	FDENTEE1	Dental Flex Ee + 1		N
FLEXDEN		Flex Dental Benefits			N	N	FDENTEE2	Dental Flex Ee + 2 or More		N
FLEXDEDED		Employee Flex Deductions			Y	N	FLXDEDED	Employee Flex Deduction		Y
FLEXMED		Flex Medical Benefits			N	N	FMEDEE	Medical Flex Ee Only		N
FLEXMED		Flex Medical Benefits			N	N	FMEDEE+1	Medical Flex Ee + 1		N
FLEXMED		Flex Medical Benefits			N	N	FMEDEE+2	Medical Flex Ee + 2 or More		N
FLEXVIS		Flex Vision Benefits			N	N	FVISEE	Vision Flex Ee Only		N
FLEXVIS		Flex Vision Benefits			N	N	FVISEE1	Vision Flex Ee + 1		N
FLEXVIS		Flex Vision Benefits			N	N	FVISEE2	Vision Flex Ee + 2 or More		N
FLXLMP										
HRLY										

4. Click the + sign next to another benefit group to display the information about the plan and plan options within that benefit group.
5. Click the – sign next to any benefit group to close all plan and option information.

## 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

## Flexible Benefits Setup

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Before you can use the flexible benefits features, you need to define the critical information that the system uses for processing. You set up this information to meet the specific needs of your organization.

### Setting Up a Benefit Group for Flex

You enable flex benefits 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* for information about setting up special plans for flex benefits
- ❑ *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*.

Group Category	Description	Seq. Num.	C R	Group Category Rule Description	Category Type
FLEXMED	Flex Medical Benefits	1.00		No rules apply-select any item	0
FLEXDEN	Flex Dental Benefits	2.00		No rules apply-select any item	0
FLEXVIS	Flex Vision Benefits	3.00		No rules apply-select any item	0
FLEXEEDED	Employee Flex Deductions	4.00		No rules apply-select any item	2
401K	401(k) Benefits	5.00		No rules apply-select any item	0

1. On *Work With Benefit Groups*, complete the following field and click **Find**:
  - Benefit Group
2. Choose a benefit group and click **Select**.
3. On *Categories By Benefit Group*, click one of the following options under the **Benefit Group Rule** heading and click **OK**:
  - Flex plans not offered
  - Flex plans offered, positive remaining credits allowed
  - Flex plans offered, positive remaining credits 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.

### 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 *Setting Up Essential DBA Information* in the *Workforce Management 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*.

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Categories By Benefit Group

Benefit Group: FLEX

Benefit Group Rule

☐ Flex plans not offered  
☒ Flex plans offered, positive remaining credits allowed  
☐ Flex plans offered, positive remaining credits not allowed

Group Category	Description	Short Category Description	Seq. Num.	C R	Group Category Rule Description	Category Type	Category
<input checked="" type="checkbox"/> FLEXMED	Flex Medical Benefits	MED	1.00		No rules apply-select any item	0	Not Use
<input checked="" type="checkbox"/> FLEXDEN	Flex Dental Benefits	DENT	2.00		No rules apply-select any item	0	Not Use
<input checked="" type="checkbox"/> FLEXVIS	Flex Vision Benefits	VIS	3.00		No rules apply-select any item	0	Not Use
<input checked="" type="checkbox"/> FLEXEDED	Employee Flex Deductions		4.00		No rules apply-select any item	2	Employe
<input checked="" type="checkbox"/> 401K	401(k) Benefits		5.00		No rules apply-select any item	0	Not Use

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

► **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. Type 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, click the following option:
  - Mandatory
7. Click 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. Turn on the following option:
  - Allow Enrollment at Plan Level

This option must be turned on in order for the flex deduction plan to be included in the self-service workfile build.

9. Click the Calc./Eligibility tab.

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Personalize Change Role Sign Out

Plan Master

OK Cancel Form Tools

Plan ID: FLXEEDED Employee Flex Deduction

General Info **Calc./Eligibility** Add. Info Cal. Codes Self-Service Premium/Coverage

**Payroll Integration DBA Codes**

EE Payroll Deduction	7200	EeFlexDeduct.0000 \$ D
ER Paid Benefit		
EE Flex Cost		
ER Flex Credits		

**Eligibility**

Init Elig Table	NONE	No Eligibility Testing
Cont Elig Table	NONE	No Eligibility Testing
Prerequisite Plan		

10. Type the flex deduction DBA in the following field:

- EE Payroll Deduction

11. Complete the following mandatory fields:

- Init Elig Table
- Cont Elig Table

12. 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*.

## 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.

### 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 *Workforce Management 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

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

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Categories By Benefit Group

OK Find Delete Cancel Form Row Tools

Benefit Group: FLXLMP

Benefit Group Rule

☐ Flex plans not offered  
☒ Flex plans offered, positive remaining credits allowed  
☐ Flex plans offered, positive remaining credits not allowed

	Group Category	Description	Short Category Description	Seq. Num.	C R	Group Category Rule Description	Category Type	Category
<input checked="" type="checkbox"/>	FLEXMED	Flex Medical Benefits	MED	1.00		No rules apply-select any item	0	Not Use
<input type="checkbox"/>	FLEXDEN	Flex Dental Benefits	DENT	2.00		No rules apply-select any item	0	Not Use
<input type="checkbox"/>	FLEXVIS	Flex Vision Benefits	VIS	3.00		No rules apply-select any item	0	Not Use
<input type="checkbox"/>	ERLUMPCRD	Employer Lump Sum Credits		4.00		No rules apply-select any item	1	Employee
<input type="checkbox"/>	FLEXDEED	Employee Flex Deductions		5.00		No rules apply-select any item	2	Employee
<input type="checkbox"/>						No rules apply-select any item		

- On Work With Benefit Groups, complete the following field with the name of a benefit group that has been set up for flex and click Find:
  - Benefit Group
- Choose the benefit group and click Select.
- On Categories By Benefit Group, complete the following fields on a blank row in the detail area:
  - Group Category
  - Seq. Num.
- Type 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.

- On Work With Plan Master, click Add.



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Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Plan Master

OK Cancel Form Tools

Plan ID: FXERLUMP Flex Lump Sum Credits

General Info Calc./Eligibility Add. Info Cat. Codes Self-Service Premium/Coverage

**General**

Provider/Trustee: 1001 J.D. Edwards & Company

From Date: Thru Date:

Policy/Reference Number:

Plan Type:

Status Code: A Active

☒ Mandatory ☐ Enter Amount/Rate ☐ COBRA Plan

**Enrollment Rules**

Enrollment Start Date: Start in the beginning of next

☒ Allow Enrollment at Plan Level ☒ Flex Plan

**Dependent/Beneficiary**

☐ Requires Dependents ☐ Requires Beneficiaries ☒ Does not require Dependent/Beneficiary

**Spending Account**

☒ Not a Spending Account ☐ Medical Spending Account ☐ Non-Medical Spending Account

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. Turn on the following options:
  - Mandatory
  - Flex Plan
6. 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.

7. Click the Calc./Eligibility tab.

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Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Plan Master

OK Cancel Form Tools

Plan ID: FXERLUMP Flex Lump Sum Credits

General Info **Calc. Eligibility** Add. Info Cat. Codes Self-Service Premium/Coverage

**Payroll Integration DBA Codes**

EE Payroll Deduction	<input type="text"/>
ER Paid Benefit	<input type="text"/>
EE Flex Cost	<input type="text"/>
ER Flex Credits	7220 <i>ErFlexCredit 40.0000 \$ B</i>

**Eligibility**

Init Elig Table	NONE	<i>No Eligibility Testing</i>
Cont Elig Table	NONE	<i>No Eligibility Testing</i>
Prerequisite Plan	<input type="text"/>	

8. Type the lump sum credit benefit or accrual DBA in the following field:

- ER Flex Credits

9. Complete the following mandatory fields:

- Init Elig Table
- Cont Elig Table

10. 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*.

## Setting Up Flex Benefit Plans

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

<b>Employee payroll deduction</b>	<p>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.</p> <p>The employee payroll deduction DBA is set up as a deduction type DBA.</p>
<b>Employer paid benefit</b>	<p>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.</p> <p>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.</p> <p>The employer paid benefit DBA is set up as a benefit or accrual type DBA.</p>
<b>Employee flex cost</b>	<p>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.</p> <p>The employee flex cost DBA is a benefit or accrual type DBA.</p>
<b>Employer flex credits</b>	<p>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.</p> <p>The employer flex credit DBA is a benefit or accrual type DBA.</p>

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 specify 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 in order 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 *Workforce Management 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.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Plan Master

OK Cancel Form Tools

Plan ID: FMEDEE+2 Medical Flex Ee + 2 or More

General Info Calc. Eligibility Add. Info Cat. Codes Self-Service Premium/Coverage

**General**

Provider/Trustee: 1001 J.D. Edwards & Company

From Date: Thru Date:

Policy/Reference Number:

Plan Type: M Medical

Status Code: A Active

☐ Mandatory ☐ Enter Amount/Rate ☒ COBRA Plan

**Enrollment Rules**

Enrollment Start Date: Start in the beginning of next

☒ Allow Enrollment at Plan Level

**Dependent/Beneficiary**

☒ Requires Dependents ☐ Requires Beneficiaries ☐ Does not require Dependent/Beneficiary

**Flex Plan Spending Account**

☒ Not a Spending Account ☐ Medical Spending Account ☐ Non-Medical Spending Account

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. On the General Info tab, complete the following field:
    - Provider/Trustee
  5. Complete the following optional fields:
    - Policy/Reference Number
    - Plan Type
    - Status Code
  6. Turn on the following option:
    - Flex Plan

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Plan Master

OK Cancel Form Tools

Plan ID: FMEDEE+2 Medical Flex Ee + 2 or More

General Info **Calc./Eligibility** Add. Info Cat. Codes Self-Service Premium/Coverage

**Payroll Integration DBA Codes**

EE Payroll Deduction

ER Paid Benefit

EE Flex Cost 4102 MedFlexEe+ 2 25.0000 \$ B

ER Flex Credits

**Eligibility**

Init Elig Table NONE No Eligibility Testing

Cont Elig Table NONE No Eligibility Testing

Prerequisite Plan

7. Click the Calc./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 any other necessary fields, and then click OK:

- Init Elig Table
- Cont Elig Table