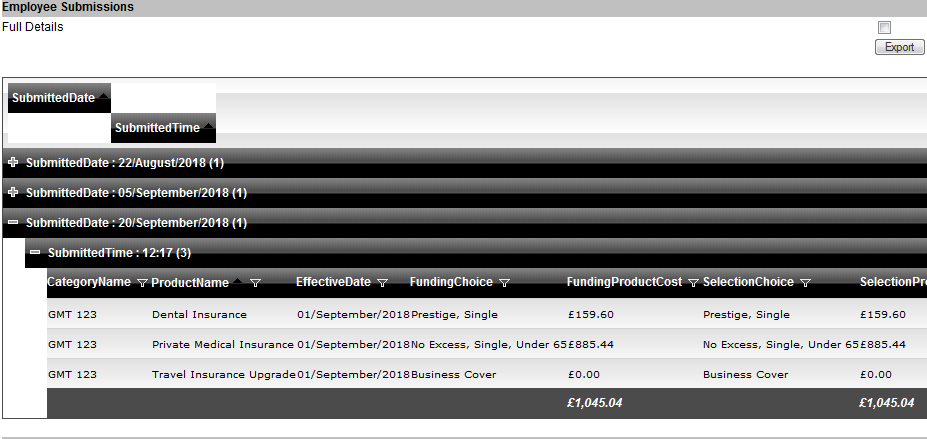
**Pro-Rated Costs**

**Intro**

The system needs to be able to handle pro-rating of costs for mid-year joiners or employees making lifestyle event changes. As part of this it should also be able to cater for contract benefits that have costs going beyond the scheme year.

Currently the system always uses the annual costs from the rates to display and report on. Monthly costs are also derived from this value.

The current Future & History tab submission records could be used as a starting point for this functionality:



**Requirements Summary**

**Client Config**

* User should be able to add/amend mandatory field “Scheme Start Date” in the client configuration screen.
* User should be able to add/amend mandatory field “Scheme End Date” in the client configuration screen.
* User should be able to add/amend mandatory field “Cut-Off Date” for each month in the client configuration screen.

[**Tatvasoft**] Add 3 new fields:

1. Scheme Start Date (mandatory filed)
2. Scheme End Date (mandatory filed)
3. Cut-Off Date (mandatory filed)

on “Client Registration” screen (i.e. Admin – Client - Details)

Yes this is correct.

**[TatvaSoft 30/11/2018]** Okay.

**[CW20181211] Just want to confirm the cut-off dates will be per month? And thinking of transition from the current way it works to using BSR, is it possible to make this configurable per client, or maybe we’ll need a script to convert current selection data to BSR?**

**Benefit Config**

* User should be able to add/amend mandatory field “Benefit Cost Type” in the benefit configuration screen drop-down with options One-off Cost, Fixed Cost, Monthly Cost or Contract.
* User should be able to add/amend field “Contract Length (Months)” in benefit configuration screen should be an integer.

[**Tatvasoft**] Add 2 new fields:

1. Benefit Cost Type (mandatory filed)
2. Contract Length

on “Create/Modify Benefit Details” screen (i.e. Admin – Products - **Configure**)

**[TatvaSoft 30/11/2018]** Okay. So these fields would be consider for particular product.

**[CW20181211] Correct**

Currently “Create/Modify Benefit Details” screen contains “**Fixed Cost**” field. Do you want to replace this field with “**Benefit Cost Type**”?

What does the fixed cost field on the Admin – Products – Benefits page do?

**[TatvaSoft 30/11/2018]** This field contains Y/N value and based on the value system perform different calculation. FYI. There is existing code which mostly check this configuration value before start calculation.

**[CW20181211] Ok, thanks**

**Benefit Selection Record (BSR)**

* When the user submits changes, is landmarked or has a leave date entered relating to a benefit selection or the benefit doesn’t already have a BSR for the scheme year the system should create a benefit selection record. For always open benefits the BSR will have to be checked/updated anytime the user saves a new selection.

[**Tatvasoft**]

**Our understanding**: BSR means current employee benefit selection process….

System create new record while there is no any previous benefit selection for relevant employee and employee select any choice option.

**Case 2:** Update record if record exists

**Case 3**: No any change with data if nothing select with benefit option

**Please correct me if I am wrong?**

**Query**:

1. BSR is a new feature of functionality like TRS where employee’s selection related calculation/management perform separately or it means employee benefit selection process which currently works with BenefitSummaryUI page.
2. Do you want the BSR functionality to work for all employee states? (***i.e. Open, Submitted, Renewal, Lifestyle and Landmark***)

The Benefit Selection Record is to store employee selections in the database. It will either have to be a new table or use references to existing tables to hold a history of an employee’s selections. We need this stored so we can use it for pro-rating cost calculations.

e.g. if an employee selects a benefit in March and changes selection in April. We should see BSR records in the database for the selection in March and the selection in April which we can then use to calculate pro-rating.

**[TatvaSoft 30/11/2018]** Okay. We can create a new database table for capturing BSR details.

Initially, I think following columns are require to capture field value. We will add further column(s) if require.

1. BSRID
2. EmployeeID
3. ProductID
4. Benefit Selection Choices
5. Benefit Funding Choices
6. Selection Submission Date
7. Projected Scheme Year Cost (i.e. Annual Cost)
8. Scheme Cost
9. Monthly Cost
10. Funding Cost
11. Already Paid
12. IsDeclined
13. Selection Effective Date
14. Months Remaining
15. Contract End Date
16. CreatedOn
17. UpdateOn
18. UpdatedBy
19. CreatedBy

**Correct?**

**[CW20181211] Yes this looks right, are benefit selection choices and funding choices going to be split into choice 1, choice 2 and choice 3? (this is preferred)**

For now can we have this working on Open and Lifestyle (when user submits) and in the Landmark process?

**[TatvaSoft 30/11/2018]** Okay we can implement this change for Open & lifestyle but we need to check for the landmark employee state.

Currently, BenefitSummaryUI screen displays “Funding Cost”, “Benefit Cost” and “Cost to you” based on the values with tblEmployeeProduct (i.e. values calculated based on existing business logic which uses rate tables.). But as per new requirement, BenefitSummaryUI screen will display “Funding Cost”, “Benefit Cost” and “Cost to you” based on the values with new BSR table.

**Correct?**

**[CW20181211] Yes that’s right**

* System generated BSR should store Benefit Choice, Projected Scheme Year Cost, Outstanding Cost, Monthly Cost, Selection Effective Date, Months Remaining, Contract Length and Contract End Date.

[**Tatvasoft**] For this, we have to store all values in database. FYI. Currently, we are storing only “Selection Effective Date” & “Benefit Choice” fields. So, we have to add other fields in existing “**tblEmployeeProduct**” table.

**Query**:

1. Can you please elaborate on **outstanding cost** and the **calculation** for the same?

Would it be helpful to have a separate Benefit Selection Record table that is linked to the Employee Product table? Or is it better to just update the Product Table?

I don’t think we actually need **outstanding cost**.

**[TatvaSoft 30/11/2018]** Yes it would be good to manage it in separate table. We are going to use newly created BSR table to capture above mentioned values.

* System generated BSR should replace any existing record for the associated benefit that has the same effective date.
* System generated BSR shouldn’t be generated for a contract benefit if there is already an existing record and the contract end date of that record is after the new selection effective date.

[**Tatvasoft**] Can you please elaborate with example?

For example :

Employee selects a £1200 Gym membership on **1st February 2018** this should create a BSR database entry holding this data –

Benefit Choice = **£1200**

Projected Scheme Year Cost = **£1200**

Monthly Cost = **£100**

Selection Effective Date = **01/03/2018**

Months Remaining = **12**

Contract Length = **12**

Contract End Date = **28/02/2019**

If the employee comes back on **1st July 2018** the **Selection Effective Date** for that record would be **1st August 2018** to try and change that selection the system should not generate a new BSR because there is an existing BSR record for that benefit/employee with a **Contract End Date** that is after **1st August 2018**.

If the employee tries to make a new selection on **1st February 2019** the **Selection Effective Date** would be **1st March 2019** so a new BSR record would be created since this is after the **Contract End Date** of the existing record.

**[TatvaSoft 30/11/2018]** Okay

* Fixed cost BSR should have their values calculated according to examples below and the examples in ‘Pro-Rate Calcs and Fields.xlsx’.
* Monthly cost BSR should have their values calculated according to examples below and the examples in ‘Pro-Rate Calcs and Fields.xlsx’.
* Contract BSR should have their values calculated according to examples below and the examples in ‘Pro-Rate Calcs and Fields.xlsx’.
* Annual Costs should be calculated using the values in BSR.

[**Tatvasoft**] Can you please elaborate with example? I checked excel files but cannot identify the calculation for Annual Costs.

‘Projected scheme year cost’ in the excel file is the Annual Cost. I called it ‘Projected scheme year cost’ because if the employee changes selection then that value will also change.

**[TatvaSoft 30/11/2018]** Okay

* Monthly Costs should be calculated using the values in BSR.
* Funding Costs should be calculated using the values in the BSR.

[**Tatvasoft**] Can you please elaborate with example?

Funding costs should be calculated in the same way as costs in the excel file.

**[TatvaSoft 30/11/2018]** Okay

* Costs used in reports should be calculated using the values in the BSR.
* Costs displayed to users should be calculated using the values in the BSR see example in ‘Pro-Rate Calcs and Fields.xlsx’ *Benefit Options* tab.
* AJAX functions that return benefit costs should return values based on the BSR.

[**Tatvasoft**] You want to implement this new business logic with BenefitSummaryUI screen and AJAX functions. **Right**?

Yes that’s right

**[TatvaSoft 30/11/2018]**

This is to confirm with you that, as per new requirement, we need to update only “Funding value”, “Benefit Choice cost” and “Cost to you” fields values with current benefit summary grid under BenefitSummaryUI screen and need to update AJAX web methods according to BSR.

**[CW20181211] Correct**

**Admin**

* Admin users should be able to edit BSRs when they view/edit employees.

[**Tatvasoft**] As you know, currently Admin user can view/edit employee(s) related benefit information and also able to load data for the same. Do you want to use existing screen (i.e. BenefitsummaryUI)

Or

Do you want a new screen where employee’s BSRs would be editable?

If yes then do you want all the fields to be editable in this screen?

(i.e. Benefit Choice, Projected Scheme Year Cost, Outstanding Cost, Monthly Cost, Selection Effective Date, Months Remaining, Contract Length and Contract End Date)

This will need to be a new tab when you click view/edit on an employee. For now yes we would like to have all the fields editable…we may want to restrict it in the future though so might be useful to have that logic ready as well.

**[TatvaSoft 30/11/2018]** Admin user have access of BenefitSummaryUI screen. So, Admin user can change choice option value for relevant employee form BenefitSummaryUI screen.

Creating a new screen means we have to make duplicate screen like BenefitSummaryUI and which would not be recommendable. For BSR, most of the fields are calculated fields means values for the field is calculate based on selection or through business logic which never update manually. So, Instead of providing replicate screen, we will design new screen without any editable fields with screen. This screen would only be used to show list of all the BSRs with above mentioned fields.

**More details**: If we provide the new screen as editable then we need to provide available benefit choices for changing the selection (i.e. same as implemented with BenefitSummaryUI page). Also most of the fields with BSR are calculated based on Annual Cost value thus those fields cannot be provided as editable.

**[CW20181211] The requirement for this is so that if an admin needs to correct a data error or backdate some change they can edit old BSR records to reflect that.**

**If an employee selects ‘Single Cover’ on 1/1 then ‘Couple Cover’ on 1/4 and then ‘Family Cover’ on 1/7 then the admin finds out they actually should have had ‘Couple Cover’ from 1/1 they should be able to change the BSR from 1/1 to ‘Couple Cover’. That should also re-calculate the costs to correct them. I think in these kind of scenarios just allowing the admin to change Benefit Selection Choices and Submission Date should allow them to make these kind of corrections?**

* Admin users should be able to upload BSR data.

[**Tatvasoft**] I think Admin user can upload data through “Load new employee” or “Employee renewal” screen **Right**?

Yes a new Upload type will need to be created for this.

**[TatvaSoft 30/11/2018]** Can you please elaborate your views on creating a new upload type for BSR? As currently system does not require upload type for “Load new Employee”. System uses upload type only with “Employee Renewal” screen.

**Also to get clear idea about BSR data upload functionality, can you please let me know the field names that you are planning to upload with this functionality?**

**[CW20181211] Can we have a new upload for BSR data I think the fields we’d need are:**

**System ID,**

**Employee Ref 1,**

**First Name,**

**Last Name,**

**Product Name,**

**BSRID,**

**Submission Date,**

**Choices**

**…this should be a Tall report i.e. one row per BSR. The expectation is admin users will be able to add/update BSR data using this upload. Would it be possible to also have an upload to delete BSR data?**

* Admin users should be able generate a report of BSR data.

[**Tatvasoft**] You want to make changes with all report(s) – Dynamic/Static **Right**?

For now a set system report like the Full Report, Other Report etc. would be good

**[TatvaSoft 30/11/2018] Currently full and other report contains employee benefit selection choice and employee funding choices.**

**Do you want to introduce new fields for BSR data with these existing full and other reports? Or you want new report for BSR data? Also can you please specify the field names for BSR data?**

**[CW20181211] Can we have a new report using the upload specs above for fields? This will need to have a date range specified and then pull out BSR with the selection effective date in that date range.**

* Changes to BSRs should be logged in the audit trail.

[**Tatvasoft**] Need to add audit event for the changes made by admin from new BSR screen.

Please correct me if I am wrong.

Yes that’s correct **[TatvaSoft 30/11/2018]** Okay

also is it possible to add audit events for employee triggered changes?

**[TatvaSoft 30/11/2018]** Means, an audit event should be logged when the user changes the choices? If yes then we already have an audit event for the same. (i.e. action type name = Save Benefit selection)

**[CW20181211] Ok that should be fine then, thanks**

**Descriptions and Examples**

To handle the pro-rating of costs new fields need to be added to the client configuration:

* Scheme start date – the date the scheme year starts
* Scheme end date – the date the scheme year ends
* Monthly cut-off date – Selections before this date each month will be effective the following month, selections after this date will be valid for the month after that.

New fields will also need to be added to the benefit configuration page:

* Benefit cost type – whether the benefit is fixed cost, monthly cost or contract
* Contract length – Length of the benefit contract in months

For each benefit selection we need to store the following data:

* Benefit Choice – the benefit selection the user has made.
* Projected Scheme Year Cost – how much the benefit selection will cost in total at the end of the scheme year if all selections remain the same.
* Scheme Cost – the annual selection costs at that point in time i.e. with any deductions from previous selections taken into account.
* Monthly Cost – the monthly cost of the selection at that point in time
* Selection Effective Date – the date on which the selection should take effect or date on which employee leaving should take effect.
* Months remaining – months remaining in the scheme or in the case of contract benefits till the contract ends
* Contract length – the duration of a contract in months
* Contract end date – if it is a contract benefit the date at which the selection is set to end

This should happen for relevant benefits when a submission occurs. If there is already a benefit selection with the same effective date this should be replaced with the new one. For fixed cost and monthly cost benefits this should only occur if the benefit choice has changed. For a contract benefit this should only happen if the contract end date is in the past.

[**Tatvasoft**] Please refer “***Pro-Rate Calcs and Fields\_TatvaSoft Understanding.xlsx***” document. I would like to request you to verify the test cases added for all benefit cost types.

The calculations seem to be correct in that spreadsheet. In terms of the date queries leave the calculation unchanged for now…we’ll see if it works as we expect in testing.

**[TatvaSoft 30/11/2018]** Okay

**Selection Values**

(see Pro-Rate Calcs and Fields.xlsx *Benefit Selection Costs* tab)

**Fixed Cost Benefits**

* Projected scheme year cost = scheme cost + total paid
* Scheme cost = annual rate cost – total paid, for leavers this should be 0
* Monthly cost = scheme cost / months remaining
* Selection effective date = if the date the selection is submitted is <= monthly cut-off date 1st of the following month otherwise it should first of the month after that. If a leave date is entered for the user the selection effective date is the 1st of the same month as the leave date (See date charts below):

e.g.

**Submission before cut-off**

monthly cut-off date = 10

selection submission date = 09/04/2018

selection effective date = 01/05/2018

**Submission after cut-off**

monthly cut-off date = 10

selection submission date = 19/04/2018

selection effective date = 01/06/2018

* Months remaining = difference between selection effective date and scheme end date

*NOTE: this includes the month the benefit is effective from*

e.g.

selection effective date = 01/05/2018

scheme end date = 31/12/2018

months remaining = 8

* Contract length = for a fixed cost benefit this can default to 0
* Contract end date = for a fixed cost benefit this can default to blank (null)

**Monthly Cost Benefits**

* Projected scheme year cost = (monthly cost \* months remaining) + total paid
* Scheme cost = annual rate cost, for leavers this should be 0
* Monthly cost = scheme cost / 12
* Selection effective date = if the date the selection is submitted is <= monthly cut-off date 1st of the following month otherwise it should first of the month after that. If a leave date is entered for the user the selection effective date is the 1st of the same month as the leave date (See date charts below):

e.g.

**Submission before cut-off**

monthly cut-off date = 10

selection submission date = 09/04/2018

selection effective date = 01/05/2018

**Submission after cut-off**

monthly cut-off date = 10

selection submission date = 19/04/2018

selection effective date = 01/06/2018

* Months remaining = difference between selection effective date and scheme end date

*NOTE: this includes the month the benefit is effective from*

e.g.

selection effective date = 01/05/2018

scheme end date = 31/12/2018

months remaining = 8

* Contract length = for a monthly cost benefit this can default to 0
* Contract end date = for a monthly cost benefit this can default to blank (null)

**Contract Benefits**

* Projected scheme year cost = annual rate cost
* Scheme cost = annual rate cost – total paid
* Monthly cost = scheme cost / months remaining, for leavers this would be scheme cost
* Selection effective date = if the date the selection is submitted is <= monthly cut-off date 1st of the following month otherwise it should first of the month after that. If a leave date is entered for the user the selection effective date is the 1st of the same month as the leave date (See date charts below):

e.g.

**Submission before cut-off**

monthly cut-off date = 10

selection submission date = 09/04/2018

selection effective date = 01/05/2018

**Submission after cut-off**

monthly cut-off date = 10

selection submission date = 19/04/2018

selection effective date = 01/06/2018

* Months remaining = difference between selection effective date and contract end date

*NOTE: this includes the month the benefit is effective from*

e.g.

selection effective date = 01/05/2018

contract end date = 30/04/2019

months remaining = 8

* Contract length = input in benefit configuration by admin user, this is contract length in months
* Contract end date = (selection effective date + contract length) – 1 day

e.g.

selection effective date = 01/05/2018

contract length = 12

contract end date = 30/04/2019

**One-off Cost Benefits**

* Projected scheme year cost = annual rate cost + total paid
* Scheme cost = annual rate cost
* Monthly cost = annual rate cost
* Selection effective date = if the date the selection is submitted is <= monthly cut-off date 1st of the following month otherwise it should first of the month after that. If a leave date is entered for the user the selection effective date is the 1st of the same month as the leave date (See date charts below):

e.g.

**Submission before cut-off**

monthly cut-off date = 10

selection submission date = 09/04/2018

selection effective date = 01/05/2018

**Submission after cut-off**

monthly cut-off date = 10

selection submission date = 19/04/2018

selection effective date = 01/06/2018

* Months remaining = 1
* Contract length = for a monthly cost benefit this can default to 0
* Contract end date = for a monthly cost benefit this can default to blank (null)

[**Tatvasoft 23.10.2018**] I would like to request you to verify the test cases added for all benefit cost types for leavers in spreadsheet “***Pro-Rate Calcs and Fields\_TatvaSoft Understanding for leavers.xlsx***”

I didn’t explain the leave date stuff well…the selection effective date should be the start of the month that the leave date is set in **IF** that date is before what the selection effective date would normally be e.g.

Case 1 :

Monthly Cut-off Date = 10

Selection Submitted Date = 01/02/2018

Leave Date = 23/05/2018

Selection Effective Date = 01/03/2018

Case 2 :

Monthly Cut-off Date = 10

Selection Submitted Date = 11/02/2018

Leave Date = 23/05/2018

Selection Effective Date = 01/04/2018

Case 3 :

Monthly Cut-off Date = 10

Selection Submitted Date = 11/03/2018

Leave Date = 23/05/2018

Selection Effective Date = 01/05/2018

Case 4 :

Monthly Cut-off Date = 10

Selection Submitted Date = 01/04/2018

Leave Date = 23/05/2018

Selection Effective Date = 01/05/2018

Case 5 :

Monthly Cut-off Date = 10

Selection Submitted Date = 24/04/2018

Leave Date = 23/05/2018

Selection Effective Date = 01/05/2018

Case 6 :

Monthly Cut-off Date = 10

Selection Submitted Date = 04/05/2018

Leave Date = 23/05/2018

Selection Effective Date = 01/05/2018

Hope that makes more sense?

**[TatvaSoft 30/11/2018]** Okay

**Already Paid**

In order to show accurate costs for employees changing selections mid-year we will need to account for the amount the employee has already paid. For each type of benefit we would expect:

**Fixed Cost Benefits**

Mid-year selection change

Initial Selection (selection rate cost = £600)

* Selection effective date = 01/01/2018
* Projected scheme year cost = £600
* Annual cost = £600
* Monthly cost = £50
* Months remaining = 12
* Contract length = 0
* Contract end date = null

Mid-year selection (selection rate cost = £300)

*Deductions of £50, previous selection’s monthly cost…*

*…have been made for 4 months, difference between previous selection’s months remaining and the new selection’s months remaining*

* Selection effective date = 01/05/2018
* Projected scheme year cost = £300
* Annual cost = £100
* Monthly cost = £12.50
* Months remaining = 8
* Contract length = 0
* Contract end date = null

[**Tatvasoft 23.10.2018**]

1. To calculate “Selection effective date”, “Projected scheme year cost”, “Monthly cost”, “Months remaining” and “Contract end date” we need to use same equations as shown above. Right? However, we are unable to identify the calculation for “**selection rate cost**” and “**Annual Cost**”. Hence ***can you please provide an example for Mid-year selection change(s)?*** (Note:- For all other Benefit Cost Types)
2. Will there be any restriction on number of mid-year selection(s) or employee can change selection for (n) number of times during the scheme period?

Selection Rate Cost is the cost from the benefit’s rate tables that are uploaded, Annual cost is the ‘Projected scheme year cost’.

**[TatvaSoft 30/11/2018] As per your latest comment, “annual cost” is the “projected scheme year cost” then why there is deduction in value for both in mid-year selection example above.**

**[CW20181211] OK so in the example above the employee chooses e.g. health screen cover which costs £600 for the year (That cost would be from the rate table).**

**The idea of fixed cost benefit is whenever you join in the year you pay that amount by the end of the year. If it’s over the full 12 month scheme year it’ll be 600/12 = £50 to cover the cost, if the employee joins with only 6 months it’ll be 600/6 = £100 per month to cover the cost.**

**Back to the example above the employee starts the year with Annual Cost £600 which must be paid in 12 months so £50 a month. At the end of that year we expect them to have paid £600 pounds so that is the “projected scheme year cost”.**

**Mid-year if the employee changes their selection to health screen cover which costs £300 for the year (Again cost from rate table) we are now expecting them to pay £300 in the year as it’s a fixed cost benefit so “projected scheme year cost” is £300.**

**As the employee already paid £50 a month for 4 months they’ve already paid £200. So to pay the full £300 by the end of the year they only have to pay £100 over the remaining 8 months (£12.50 a month).**

**Where to use “Selection rate cost”?**

**[CW20181211] As in the example above some benefits currently use the rate table to store costs for different cover levels. Selection rate cost is just referring to that cost from the rate table.**

**[TatvaSoft 30/11/2018] In order to get a clear idea about Mid-year selection change(s), can you please provide an example with excel sheet for the same?**

There will be no restriction on the number of times an employee can make changes during the scheme period. We should only have one Benefit Selection Record per month though so in theory there should only be 12 per scheme year (Assuming a 12 month scheme). If a Benefit Selection Record already exists for a particular month it should be replaced another one shouldn’t be added. So basically in terms of what we store in the database (n) = number of months in the scheme period.

**[TatvaSoft 30/11/2018] Okay**

Mid-year new selection

Initial Selection (selection rate cost = £0)

* Selection effective date = 01/01/2018
* Projected scheme year cost = £0
* Annual cost = £0
* Monthly cost = £0
* Months remaining = 12
* Contract length = 0
* Contract end date = null

Mid-year selection (selection rate cost = £300)

*Deductions of £0, previous selection’s monthly cost…*

*…have been made for 4 months, difference between previous selection’s months remaining and the new selection’s months remaining*

* Selection effective date = 01/05/2018
* Projected scheme year cost = £300
* Annual cost = £300
* Monthly cost = £37.50
* Months remaining = 8
* Contract length = 0
* Contract end date = null

**[TatvaSoft 30/11/2018] In order to get a clear idea about Mid-year selection change(s), can you please provide an example with excel sheet for the same?**

Two mid-year selection changes

Initial Selection (selection rate cost = £0)

* Selection effective date = 01/01/2018
* Projected scheme year cost = £0
* Annual cost = £0
* Monthly cost = £0
* Months remaining = 12
* Contract length = 0
* Contract end date = null

Mid-year selection (selection rate cost = £600)

*Deductions of £0, previous selection’s monthly cost…*

*…have been made for 2 months, difference between previous selection’s months remaining and the new selection’s months remaining*

* Selection effective date = 01/03/2018
* Projected scheme year cost = £600
* Annual cost = £600
* Monthly cost = £60
* Months remaining = 10
* Contract length = 0
* Contract end date = null

Mid-year selection (selection rate cost = £300)

*Deductions of £60, previous selection’s monthly cost…*

*…have been made for 2 months, difference between previous selection’s months remaining and the new selection’s months remaining*

* Selection effective date = 01/05/2018
* Projected scheme year cost = £300
* Annual cost = £180
* Monthly cost = £22.50
* Months remaining = 8
* Contract length = 0
* Contract end date = null

**[TatvaSoft 30/11/2018] In order to get a clear idea about Two Mid-year selection change(s), can you please provide an example with excel sheet for the same?**

**Monthly Cost Benefits**

Mid-year selection change

Initial Selection (selection rate cost = £600)

* Selection effective date = 01/01/2018
* Projected scheme year cost = £600
* Annual cost = £600
* Monthly cost = £50
* Months remaining = 12
* Contract length = 0
* Contract end date = null

Mid-year selection (selection rate cost = £300)

*Deductions of £50, previous selection’s monthly cost…*

*…have been made for 4 months, difference between previous selection’s months remaining and the new selection’s months remaining*

* Selection effective date = 01/05/2018
* Projected scheme year cost = £400
* Annual cost = £300
* Monthly cost = £25
* Months remaining = 8
* Contract length = 0
* Contract end date = null

**[TatvaSoft 30/11/2018] In order to get a clear idea about Mid-year selection change(s), can you please provide an example with excel sheet for the same?**

Mid-year new selection

Initial Selection (selection rate cost = £0)

* Selection effective date = 01/01/2018
* Projected scheme year cost = £0
* Annual cost = £0
* Monthly cost = £0
* Months remaining = 12
* Contract length = 0
* Contract end date = null

Mid-year selection (selection rate cost = £300)

*Deductions of £0, previous selection’s monthly cost…*

*…have been made for 4 months, difference between previous selection’s months remaining and the new selection’s months remaining*

* Selection effective date = 01/05/2018
* Projected scheme year cost = £200
* Annual cost = £300
* Monthly cost = £25
* Months remaining = 8
* Contract length = 0
* Contract end date = null

**[TatvaSoft 30/11/2018] In order to get a clear idea about Mid-year selection change(s), can you please provide an example with excel sheet for the same?**

Two mid-year selection changes

Initial Selection (selection rate cost = £0)

* Selection effective date = 01/01/2018
* Projected scheme year cost = £0
* Annual cost = £0
* Monthly cost = £0
* Months remaining = 12
* Contract length = 0
* Contract end date = null

Mid-year selection (selection rate cost = £600)

*Deductions of £0, previous selection’s monthly cost…*

*…have been made for 2 months, difference between previous selection’s months remaining and the new selection’s months remaining*

* Selection effective date = 01/03/2018
* Projected scheme year cost = £500
* Annual cost = £600
* Monthly cost = £50
* Months remaining = 10
* Contract length = 0
* Contract end date = null

Mid-year selection (selection rate cost = £300)

*Deductions of £50, previous selection’s monthly cost…*

*…have been made for 2 months, difference between previous selection’s months remaining and the new selection’s months remaining*

* Selection effective date = 01/05/2018
* Projected scheme year cost = £300
* Annual cost = £300
* Monthly cost = £25
* Months remaining = 8
* Contract length = 0
* Contract end date = null

**[TatvaSoft 30/11/2018] In order to get a clear idea about Mid-year selection change(s), can you please provide an example with excel sheet for the same?**

**Contract Benefits**

Start of year selection

Initial Selection (selection rate cost = £600)

* Selection effective date = 01/01/2018
* Projected scheme year cost = £600
* Annual cost = £600
* Monthly cost = £50
* Months remaining = 12
* Contract length = 12
* Contract end date = 31/12/2018

Mid-year new selection

Initial Selection (selection rate cost = £600)

* Selection effective date = 01/05/2018
* Projected scheme year cost = £400
* Annual cost = £600
* Monthly cost = £50
* Months remaining = 8
* Contract length = 12
* Contract end date = 30/04/2019

*NOTE: contract benefits cannot be changed until after the contract end date*

**[TatvaSoft 30/11/2018] In order to get a clear idea about Mid-year new selection change(s), can you please provide an example with excel sheet for the same?**

**One-off Cost Benefits**

Start of year selection

Initial Selection (selection rate cost = £600)

* Selection effective date = 01/01/2018
* Projected scheme year cost = £600
* Annual cost = £600
* Monthly cost = £600
* Months remaining = 1
* Contract length = 0
* Contract end date = null

Mid-year new selection

Initial Selection (selection rate cost = £600)

* Selection effective date = 01/05/2018
* Projected scheme year cost = £1200
* Annual cost = £600
* Monthly cost = £600
* Months remaining = 1
* Contract length = 0
* Contract end date = null

**[TatvaSoft 30/11/2018] In order to get a clear idea about Mid-year new selection change(s), can you please provide an example with excel sheet for the same?**

**Example Submit Date Charts**

Employee submits

Selection effective

*Employee submits before monthly cut-off :*

HR report in

Internal Reporting Cut-off

HR report in

Internal Reporting Cut-off

HR report in

Internal Reporting Cut-off

March

April

May

*Employee submits after monthly cut-off :*

HR report in

Internal Reporting Cut-off

HR report in

Internal Reporting Cut-off

HR report in

Internal Reporting Cut-off

March

April

May

**Example Leave Date Charts**

Employee leave date

Selection effective

*Employee leave date before monthly cut-off :*

HR report in

Internal Reporting Cut-off

HR report in

Internal Reporting Cut-off

HR report in

Internal Reporting Cut-off

March

April

May

*Employee leave date after monthly cut-off :*

HR report in

Internal Reporting Cut-off

HR report in

Internal Reporting Cut-off

HR report in

Internal Reporting Cut-off

March

April

May