

# 90 DAY RETRO TRANSACTIONS



## Process Document Template

	PROCESS GROUP			DAY DONE ON
1	MISC		<b>PROCESS NAME</b>	
2			<u>90 Day Retro Transactions</u>	Wednesday
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4			<b>PROCESS OVERVIEW</b>	
5			This process is worked so that the benefits team has an opportunity to review the impact a change in status has on the teammate's benefits including possible refunds, arrears owed, claim reprocessing/denial or new eligibility for benefits.	
6			<b>WORKDAY REPORT NAME</b>	
7			None for initial start – Pay Payroll Result Line - Earning or Deduction – After Process Begins Requires all Benefits Administrator rolls in Workday	
8			<b>INSTRUCTIONS</b>	
9		1	Go into Workday and click on the Inbox icon in the top right corner	
10		2	Scroll through the list of all action items and click on the star icon for all actions that are currently over 90 days from the current day	
11		3	Change the viewing option from All to Favorites - this will consolidate the list of TMs that need your attention this week	
12		4	Go into the drive folder location, create a copy of the template for each teammate and rename it to: TMID - TMName	
13		5	Fill out the template for each TM, following each step until an approval or send back status is reached	
14			<b>ITEMS TO CHECK (ON TEMPLATE)</b>	
15			TMID	
16			TM Name	
17			Effective Date	
18			PYRefund?	
19			Type	
20			FT -> PT / PT -> FT	
21			Status Since Hired or Last Change	
22			Notes in Workday Process	
23			Click the blue link at the top that is next to the word Review and has the Move and TM name to enter into the process	
24			PD or FT Hours Confirmed	
25			Utilize Workday Report: Pay Payroll Result Line - Earning or Deduction	
26			Put all deductions in the deductions tab and check for any open deductions	
27			Utilize Workday: Pay - Input - End Date - Filter for "is empty"	

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28			List all deductions that have taken place since effective date, if TM has been paid Tuition reimbursement or FSA/HSA funds these will need to be paid back by the TM or refunded	
29			If arrears or refunds are owed, calculate them and send them to the TM working Payroll Manual Refunds	
30			Current PTO Balance	
31			Approved or Denied Status	
32			Approved or Send Back Comment	
33			Example Send Back Comment: TM is working PD hours as of PP26 2020 which does not coincide	
34			Example Approval Comment: Confirmed TM working PD hours, transaction approved. If TM had any	
35			Example Approval Comment: Confirmed TM is working PD hours, transaction is approved, TM will	
36			Example Approval Comment: Confirmed TM is working FT hours, transaction is approved, TM will	
37		6	To Approve or Send Back, go to the TM profile directly in Workday - Go to Job, Worker History and select the blue link with the move action item assigned to the Benefits team	
38		7	Click on Review, scroll to the bottom, paste in your comment and then select either Approve or Send Back	
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41			<b>NOTES</b>	
42			Process should be done weekly to minimize financial impact and process delay	
43			We do not review TMs that are currently on LOA	
44			There are roughly 5 TMs to review each week	
45			Some TMs do get sent back so it is possible that you will see a person reappear after they've been sent back for review	
46			As a transfer from full- or part-time to per diem, your benefits will end at the end of the month in which you transfer.	
47			<b>Ex: Benefits would end 1.31.2021</b>	
48			If the TM is switching from FT to PT/PD, any claims that had previously been accepted will be reprocessed	
49			401K is okay to ignore as we do an audit for this at the end of the year	
50			If the new effective date is within the current calendar year Alight will process the refund	
51			If the new effective date is from the previous year, Benefits TM will need to process a manual refund	
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