

PeopleSoft®

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**EnterpriseOne 8.10  
Benefits  
PeopleBook**

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**May 2004**



EnterpriseOne 8.10  
Benefits PeopleBook  
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# About These EnterpriseOne PeopleBooks

## Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

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### Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

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## EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

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## Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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**Note**

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

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**See Also**

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.jsp>

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## Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

### Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
<i>Italics</i>	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading “See Also” or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

# Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

## Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

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### Note

Example of a note.

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## Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

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### Caution

Example of a caution.

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# Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

# Overviews for Benefits

In today's competitive marketplace, companies need to provide a superior benefits package for their employees. The Benefits Administration feature of the PeopleSoft EnterpriseOne system provides an effective way to manage the functions in your benefits program.

This section provides overview information about the industry environment and how the Benefits Administration feature operates.

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## Industry Overview for Benefits

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

This chapter introduces the industry concepts that are associated with benefits. In addition, it describes how PeopleSoft EnterpriseOne software solves typical problems that are inherent in the benefits administration processes.

## 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 benefits package and a wide variety of options that will satisfy a diverse group of employees and candidates.

Companies are also searching for new health insurance alternatives to offer their employees. 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 that employees can choose the option that is most applicable to their financial and healthcare needs.

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, 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 to 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 comprehensive 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 can be time-consuming and require a lot of paperwork. It generally requires close interaction with health insurance companies, 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. Most benefit plans have eligibility criteria, such as age, length of service, and employment status, that employees must meet before they are allowed to participate in the plan. For example, a pension plan might stipulate that for an employee to be eligible to participate in the plan, he or she must be at least 21 years old, work a minimum of 20 hours per week, and have been employed by the company for at least one year. Sometimes the company decides these eligibility requirements and sometimes the company works with the plan administrator to decide the requirements.

Some benefit plans contain open enrollment or re-enrollment periods. Open enrollment refers to a time during which employees can change their benefit coverage or begin enrollment in a plan in which they were not previously enrolled. If an employee makes such changes outside of the open enrollment period, waiting periods might be required before the changes take effect, or employees might be prohibited entirely from making changes outside the open enrollment period. Re-enrollment occurs when a plan is based on a specific time period, generally one year. Employees must re-enroll in that plan annually. During the re-enrollment period, employees can sign up for different coverage than they had previously.

Frequently, annual re-enrollment 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 choose benefits that are useful to them. Employees pick from a group of benefit options and pay only for those options that they choose. This method of selecting benefits represents a cost savings to both employee and employer because they both are paying only for benefits that the employee uses. Generally, employers grant employees a certain number of flex credits that they used to pay for the benefits that they choose. Each benefit option has a flex cost, and that cost is deducted from the total number of flex credits granted to the employee.

When an employee does not have enough flex credits to pay for the benefits that the employee chose, the excess amount can be deducted from the employee's payment through payroll deductions.

When an employee has more than enough flex credits to pay for the benefits that the employee chose, some employers allow the employee to use the excess credits in one of the following ways:

- Receive the excess amount in the form of a taxable addition to the employee's pay.
- Use the excess amount 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.

## Benefits - The Competitive Advantage

The following table presents typical problems with tracking benefits, the PeopleSoft EnterpriseOne solution that resolves each problem, and the return on investment from using PeopleSoft EnterpriseOne software:

**Your company needs to track separate benefit plans for union and nonunion employees.**

Your company can use the group plan DBA feature 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. The human resources staff can dedicate time and resources to other projects.

**During consolidations, the merging companies have difficulties managing the consolidation of benefit packages for the employees of each company.**

By maintaining two sets of benefit packages, your company can track the eligibility of employees under each package separately. Your company can set up different benefit plans and groups for each package. When your company uses the employee master mass changes feature, you can assign the appropriate benefit group 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 human resources call center function, you can route employee phone calls regarding benefits or the consolidation to the appropriate person in the human resources department. Plans are better organized and more easily administered. Using Web-enabled applications saves 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.**

From the company's intranet site, your employees can use employee self-service to learn about company benefits and enroll in the appropriate plans. Using the self-service function, employees can view their choices and see the amounts of the actual deductions. Benefit administrators can use the batch enrollment feature to automatically set up a large number of employees for benefits. When employees are empowered to perform human resources functions on their own, the human resources staff can be dedicated to other projects, resulting in increased 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.**

Your human resources department can create a benefit statement report 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, therefore, saves human resources staff 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 often have greater company loyalty and higher job satisfaction.

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

Because the Human Resources, Payroll, and Accounts Payable systems are integrated, your company can designate at the benefit plan level that the system generate an Accounts Payable voucher that is based on the employee deductions and employer contributions for a certain benefit. When you process payroll, the system sums all deductions and employer contributions for the benefit and creates a voucher for the total amount. The system then logs the voucher amount in the Accounts Payable system. Using the PeopleSoft EnterpriseOne Benefits Administration feature helps ensure that benefit vendors receive the correct payments. The human resources department saves time because no one has to compute payment amounts manually.

**Your company needs to keep track of dependents and beneficiaries within the plan.**

You can use the Dependent/Beneficiary Entry form to track information about dependents and beneficiaries, such as full-time student status and date of birth. Also, dependents and beneficiaries who are enrolled in specific plans can be listed with the employee with whom they are associated on the Dependent/Beneficiary by Employee form. Several standard reports help you determine whether dependents have become ineligible for the plans.

**Your company needs to provide information to employees about benefit enrollment.**

Employees can use the employee self-service feature to learn about their benefits, view their benefit options, enroll in benefit plans, review and make changes to their existing benefit elections, and perform *what if* analysis to determine the total cost of elections. The self-service feature saves the human resources staff from spending time explaining and distributing enrollment forms and providing enrollment confirmations.

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

You can add to any benefit plan and make the changes effective at any time. When you need to make a one-time change to the amount of a deduction or benefit, you can use the one-time DBA overrides feature in time entry to enter the change. The system reduces the time needed to manually override or correct benefits deductions or subsidies during payroll processing. It also eliminates the need to manually track employees with special circumstances.

**Your company needs to know whether employees are eligible for benefits when they are working part time or are on flexible schedules.**

You can use the enrollment parameters feature to specify the conditions under which time eligibility is tested. If you set up minimum hours requirements in the continuing eligibility tables feature, the system reviews an employee's scheduled hours to determine whether he or she is eligible for the plan. If the employee works fewer than the required hours, the employee's benefit status changes, 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 then the system automatically updates all deductions for employees who are enrolled in the plan. You can increase the accuracy of the premiums that you deduct for age-based benefit plans. The human resources staff no longer needs to manually track age-based rate increases.

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## Benefits Administration Overview

You use the Benefits Administration feature of the PeopleSoft EnterpriseOne Human Resources system to implement and support benefit packages for the employees in your organization. With Benefits Administration, 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 for Benefits

Benefits Administration is a feature of the PeopleSoft EnterpriseOne Human Resources system. To simplify your processes and facilitate communication within your organization, the Benefits Administration feature fully integrates with the other features within the Human Capital Management product suite and with other PeopleSoft EnterpriseOne systems, such as General Accounting. This integration provides the following advantages:

- It eliminates redundant data entry
- It manages current and accurate information throughout all of your business operations

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

The following table shows how the Benefits Administration feature integrates with other features within the Human Capital Management product suite:

Feature	Benefits Administration	Human Resources	Payroll
• Quick Hire		X	
• Pay Types, Deductions, Benefits, and Accrual Setup	X		X
• Time Entry			X
• Automatic Accounting Instructions			X
• Job Information	X	X	X
• Employee Information	X	X	X
• Employee Self-Service	X	X	X
• Employee History and Turnover Tracking		X	

## Benefits Features

The Benefits Administration feature provides you with the tools to manage your organization's benefit plans with online integration with other human resources information and payroll processing. With Benefits Administration, 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 and employee portions of the costs of the plans and options
- Administer both pretax and posttax benefits
- Track noncash benefits, such as use of a company car or health club dues
- Determine benefits eligibility based on system or user-defined criteria
- Generate payroll deductions

# Benefits 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 throughout various investment options. For example, you might allocate half of the money that 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, you might create separate benefit groups for salaried employees, hourly employees, or executives.
<b>Benefit category</b>	A benefit category is a broad description of related benefit plans. For example, a benefit category might 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, whom an employee supports financially. Dependents are often entitled to share in an employee's benefit plans, such as medical insurance.
<b>Deductions, benefits, and accruals (DBAs)</b>	A deduction is a monetary amount taken out of an employee's pay. For example, a deduction can contribute toward a benefit, such as life insurance or medical coverage.  A benefit is something employees receive for working for the employer. For example, a benefit can be a medical insurance plan, a 401(k) program, or a life insurance plan.  An accrual is typically sick time, vacation time, or holiday time that can be accumulated by the employee and used at a later date.
<b>Flexible benefit plan</b>	A flexible benefit plan, also called a flex plan, allows employees to choose the benefits 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.

# Benefits Administration

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

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 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 enroll employees who are eligible for enrollment. You typically use batch enrollment 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 the 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 use a Web site on your company's intranet to enroll in or change their own benefits during an open enrollment period or when an employee is hired or has a life change, such as marriage. The system stores the changes that an employee makes in workfiles, which it then updates 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

For each employee, you can produce a benefits statement that indicates the amount that both the employee and the company have contributed to the employee's benefits, taxes, and other compensation.

## See Also

- ❑ *Employee Self-Service* in the *Human Capital Management Self-Service Guide* for more information about self-service applications

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# 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

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 that the employee's eligibility meets the standards for the plans and plan options that are 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, when a category has more than one plan, you can define one of the plans as the default plan. 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.

## Prerequisite

- ❑ Set up benefit plans and related information. See *Setting Up Benefit Plans* in the *Benefits Guide*.
- ❑ Create an employee record for each employee whom you need to enroll in benefits. See *Adding Employee Records One at a Time* in the *Human Capital 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 *Human Capital Management Foundation Guide* for instructions for assigning benefit groups globally.

## **See Also**

- ❑ *Enrolling in Flex Benefit Plans* in the *Benefits Guide* for more information about displaying flex benefit costs and credits
- ❑ *Employee Self-Service Benefits Setup* in the *Human Capital Management Self-Service Guide* for more information about using self-service for benefits administration functions

## **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 nonflex 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.

## **See Also**

- ❑ *Working with Enrollment with Eligibility* in the *Benefits Guide* to change an employee's enrollment information for plans that have eligibility requirements.

## ► To enroll an employee using eligibility

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

1. On Work With Enrollment With Eligibility, complete the following fields and click Find:

- Employee Identification
- Effective Date

The screenshot shows the PeopleSoft interface for 'Enrollment with Eligibility - Work With Enrollment With Eligibility'. The 'General' tab is active. In the top section, 'Employee Identification' is set to 5522 and 'Effective Date' is 01/01/00. Below this, the 'Benefit Group' is listed as 'FLEX'. Other settings include 'Flex Benefits' (Pos. remaining credits allowed), 'Benefit Status' (Active), 'Benefit Group Rule' (1), 'Date Started' (02/15/97), and 'Pay Frequency' (Semi-Monthly). A grid titled 'Records 1 - 11' displays benefit categories and their associated plans. The columns are: Category, Category Rule, Plan ID, Plan Description, Plan Option, and Plan Option Description. The data includes:

Category	Category Rule	Plan ID	Plan Description	Plan Option	Plan Option Description
FLEXMED	No rules apply-select any item	FMEDEE	Medical Flex Ee Only		
		FMEDEE+1	Medical Flex Ee + 1		
		FMEDEE+2	Medical Flex Ee + 2 or More		
FLEXDEN	No rules apply-select any item	FDENTEE	Dental Flex Ee Only		
		FDENTEE1	Dental Flex Ee + 1		
		FDENTEE2	Dental Flex Ee + 2 or More		
FLEXVIS	No rules apply-select any item	FVISEE	Vision Flex Ee Only		
		FVISEE1	Vision Flex Ee + 1		

2. Review the information in the following fields:

- Benefit Group
- Benefit Status
- Benefit Group Rule
- Date Started
- Pay Frequency

3. If the selected employee's benefit group offers flex plans, click the Flex Elections tab and review the information in the following fields as you change the employee's enrollment:

- Flex Credits Available
- Non Flex Payroll Deduction
- Flex Credits Spent
- Flex Payroll Deduction
- Flex Credits Remaining
- Total Payroll Deductions

- In the detail area, choose each record for a benefit plan or plan option in which you want to enroll the employee, and then 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.

The screenshot shows a PeopleSoft dialog box titled "Enrollment with Eligibility - Change Amount or Rate". The window has standard Windows-style buttons at the top: OK, Cancel, Tools, and a Help button. Below the title, there are two input fields: "Employee No." containing "5522" and "Thompson, Craig"; and "Plan ID" containing "401K" and "401(k) Plan". A section titled "Override Amounts" contains four rows of data:

Category	Value	Description	Unlabeled Field
Employee Payroll Ded DBA	7000	401(k)	5.0000 %
Employer Paid Benefit DBA	7001	401(k) Co.	(empty)
Flex Cost DBA	(empty)		(empty)
Flex Credit DBA	(empty)		(empty)

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

If your company has set up the system to calculate the employer-paid DBA based on information 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 system so that it calculates the employer-paid DBA based on the employee-paid DBA, type the amount or rate in the unlabeled field to the right of the Employer Paid Benefit DBA field.

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

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

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

9. Click Submit to save your entries.

---

**Note**

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

If you discover an incorrect election after you have saved the record, choose the Mistaken Enrollment option from the Row menu to remove the election. See *Working with Enrollment with Eligibility* in the *Benefits Guide* 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 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**

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---

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 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.

The Enrollment Overrides form includes the following date fields, which allow you to review and record the dates that are associated with employee enrollment:

- Begin Date
- Ending Date
- Eligible Date
- Participation Date
- DBA Begin Date
- DBA End Date
- User Def Date

Because the reasons for overriding existing eligibility requirements might differ by organization, you can use the User Def Date field to record date information that is specific to your organization's business needs. For example, your organization might want to track the date on which the employee was hired when overriding eligibility. Or, you might want to track the date on which an employee would have been eligible for the benefit, had the eligibility requirement not been overridden.

You can use vocabulary overrides to rename this field with a name that fits your organization's needs. For example, you can change the name of the User Def Date field to Hire Date or True Eligibility Date. You can use this field to track any date that you want to associate with an employee's benefit enrollment.

### ► To enroll employees using overrides

---

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

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

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

Records 1 - 9									Customize Grid
	<input checked="" type="checkbox"/> Plan ID	Plan ID Description	Plan Option	Plan Option Description	Begin Status	Begin Status Description	Begin Date	End Status	
<input type="checkbox"/>	401K	401(k) Plan			ACT	Active	01/01/05		
<input type="checkbox"/>	DENTAL	Dental Insurance	ONE	Employee + One	ACT	Active	01/01/05		
<input type="checkbox"/>	LIFE	Life Insurance Plan			ACT	Active	01/01/05		
<input type="checkbox"/>	LIFE10K	Life Insurance Plan 10,000			ACT	Active	01/01/05		
<input type="checkbox"/>	LTD	Disability - Long Term			ACT	Active	01/01/05		
<input type="checkbox"/>	MED+ONE	Medical Plan - EE + One			ACT	Active	01/01/05		
<input type="checkbox"/>	STD	Disability - Short Term			ACT	Active	01/01/05		
<input type="checkbox"/>	VISIONE1	Vision - EE + One			ACT	Active	01/01/05		
<input type="checkbox"/>					.				

2. To enroll the employee in a plan, complete the following fields in a blank record in the detail area:
    - Plan ID
    - Begin Status
    - Begin Date
    - Eligible Date
    - Participation Date
  3. If you have chosen to track a user-defined date, complete the following field:
    - User Def Date
  4. 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.
  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 system so that it calculates the employer-paid DBA 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 system to calculate the employer-paid DBA 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. When you have entered the amounts or rates, click OK to close Change Amount or Rate.

8. To enroll the same employee in another plan, repeat the previous steps.
9. When you are finished entering the plans, click OK.
10. To verify changes to an amount or rate for a plan, review the DBA instructions for the employee.

## See Also

- Assigning DBA Codes* in the *Human Capital Management Foundation Guide*
- Vocabulary Overrides* in the *System Administration Guide* for instructions about changing the name of a field. Contact your system administrator or PeopleSoft technical support for additional assistance.

## Processing Options for Enrollment Overrides (P08330)

### Defaults Tab

These processing options specify the default values that the system applies 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 when 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 the Plan/Option Description field in the Benefits Plan Master (F08320) and Plan Additional Options (F083202) tables, or from the Self-Service Description field in the Plan/Plan Option Tag Table (F08320B). Valid values are:

---

Get the description from the Plan/Option Description field in table F08320 or F083202.

1

Get the description from the Self-Service Description field in the F08320B table.

### 3. Enrollment Event Codes

**0 = Do Not Show**

**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 the Batch Enrollment program (R083800). To use the Batch Enrollment program, the plan must be either a mandatory or default plan. Batch Enrollment is an especially efficient program for enrolling employees in mandatory plans. For example, you can enroll all employees who are assigned to the management benefit group in a mandatory management medical plan.

You can also use the Batch Enrollment program to enroll employees in default plans. That is, if a category has more than one plan, you can set up one plan 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 the Batch Enrollment program to retest their eligibility. The system uses the defined effective date to retest the employees and enrolls the employees who meet the test criteria. To test for eligibility, the system uses the eligibility rules and date codes that are assigned to the plan in conjunction with the 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 the Batch Enrollment program with an effective date that is three months after the hire date, the program retests the employee using 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 records to review the changes that the system made.

If you use data selection criteria for the version of Batch Enrollment that you run, you must include Benefit Status in the data selection criteria.

Depending on how you set the processing options, the Batch Enrollment program generates 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 the 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 and indicates that incorrect dates were included in the plan setup.

To preview the changes that will take place during batch enrollment, you can run the Batch Enrollment program in proof mode. After you review the reports to verify that the enrollments are correct, you can run the Batch Enrollment program in final mode. To verify enrollment for the employees that you selected, from the Daily Processing menu (G08BB1), choose Enrollment with Eligibility or Enrollment Overrides.

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#### Note

The system recalculates the plan costs every time that you run the Batch Enrollment program.

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## Prerequisites

- ❑ Assign a benefit status to all employees whose records are to be processed by batch. See *Entering Additional Benefits Information for Employees* in the *Human Capital Management Foundation Guide*.
- ❑ Review the setup for the Batch Enrollment Parameters table (F08392). See *Setting Up Enrollment Parameters* in the *Benefits Guide*.

## **See Also**

- Setting Up Enrollment Parameters* in the *Benefits Guide* for information about how the system uses the eligibility rules and date codes that are assigned to the plan with the enrollment parameters to test for eligibility

## **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 specify 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.

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#### **2. Category**

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**A specific category****Blank = All**

Use this processing option to specify 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 enroll employees in a specific plan. If you leave this processing option blank, the system runs batch enrollment for all plans.

**4. Plan Additional Option****A specific plan additional  
option**

Use this processing option to specify a Plan Additional Option to run batch processing. If you leave this processing option blank, the system runs batch processing for all Plan Additional Options. This processing option must be a valid Plan Additional Option and must be used with the Plan Id processing option.

**5. 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.

**6. Benefit Status****0 = Status changed to****Active****1 = Status remains  
unchanged**

---

Use this processing option to indicate the change of benefit status of the employees in the

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report. Valid values are:

0

Status changed to Active

1

Status remains unchanged

---

## **Enrollment Tab**

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

---

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

#### **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 specify whether you want the batch enrollment to enroll rehired employees in all mandatory and default benefit plans.

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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 specify 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 specify 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**

Use this processing option 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 next to the report name on the Reports tab.

---

### **1. Detail By Employee**

**0 = Do Not Print**  
**1 = Print**

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

0

Do not print the report.

1

Print the report.

## **4. Manual Review**

**0 = Do Not Print**

**1 = Print**

Use this processing option to specify whether you want to print the Manual Review

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---

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 specify 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 specify 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

## Unenrolling Employees Using Batch Enrollment

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

To unenroll multiple employees from a benefit plan at the same time, use the Batch Enrollment program (R083800). If you add additional data selection criteria for the version that you create, you must include Benefit Status.

To preview the changes that will take place when you run the version that you have created, you can run the Batch Enrollment program in proof mode. After you review the reports to verify that the information is correct, you can run the Batch Enrollment program in final mode. To verify that the employees you selected are unenrolled, from the Daily Processing menu (G08BB1) choose Enrollment with Eligibility or Enrollment Overrides.

When you have successfully unenrolled the selected employees, you no longer need the enrollment parameters that you created for each plan from which employees were unenrolled. PeopleSoft recommends that you delete them from the Enrollment Parameters program (P08392).

### Prerequisites

- Determine the plans or categories from which you need to unenroll employees.
- To create enrollment parameters for each plan from which you are unenrolling employees, enter the following information in the Enrollment Parameters program (P08392):
  - Benefit Status = \*
  - Enrollment Status = ACT
  - Valid Plan = Y
  - Date Code = F
  - New Status = TRT

See *Setting Up Enrollment Parameters* in the *Benefits Guide* for more information.

## 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 report (R083440) 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.

### 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. 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.

##### 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.

### **Prerequisites**

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

## **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.

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

### **► To create dependent and beneficiary records**

---

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

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

# PeopleSoft.

Dependent/Beneficiary Entry - Dependent/Beneficiary Entry

Work With Dependents/Beneficiaries Dependent/Beneficiary Entry

OK Cancel Form Previous Next Tools

**General Information**

Address Number	5266	Walters, Bob
Gender	M	
Date of Birth	02/15/67	<input type="checkbox"/> Use Employee's Address

**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**

Employee Identification	2006	Walters, Annette	<input checked="" type="checkbox"/>
-------------------------	------	------------------	-------------------------------------

2. On Dependent/Beneficiary Entry, complete the following field to assign a specific address number to the person:
  - Address NumberIf 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 the Employee Identification option.  
The Employee Identification field appears.
5. Complete the following field:
  - Employee Identification

A colored box following the employee's name indicates the current payroll status of the employee. Green indicates an active employee who is not included in the current payroll cycle. Fuchsia indicates an active employee who is 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.

The screenshot shows a PeopleSoft application window titled "Dependent/Beneficiary Entry - Address Book Revision". The window has a blue header bar with the PeopleSoft logo. Below the header is a toolbar with buttons for "OK", "Cancel", "Form", and "Tools". The main area contains several input fields and tabs. The "Address Book" tab is selected and highlighted in blue. Other tabs include "Mailing", "Additional", "Related Address", "Cat Code 1 - 10", and "Cat Code 11 - 30". The input fields include:

Address Number	5266
Alpha Name	Walters, Bob
Long Address Number	(empty)
Tax ID	221498989
Search Type	<input type="text"/> Q <input type="radio"/> Participants
Business Unit	1 <input type="text"/> Financial/Distribution Company

8. On Address Book Revision, click the Address Book tab.

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

## **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)**

**0 = Do not delete the related record**

**1 = Delete the related record**

Use this processing option to specify whether to automatically delete related dependent or beneficiary (search type Q) records from the Address Book Master table (F0101) when you delete a dependent or beneficiary record from the Participant file table (F08901). Valid values are:

---

Do not delete the related records.

1

Delete the related records.

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

**0 = Do not delete the related records**

**1 = Delete the related records**

Use this processing option to specify whether to automatically delete dependent or beneficiary (search type Q) records from the Dep/Ben to Employee Plan X-Reference table (F08336) when you delete a dependent or beneficiary record from the Participant file table (F08901). The cross-reference table associates a dependent or beneficiary with an employee. The table also identifies the employee's benefit plans that cover the dependent or designated beneficiaries. Valid values are:

0

Do not delete the related records.

1

Delete the related records.

## **3. Do you want a generic F08336 record to be created when a dependent/beneficiary record is added?**

**0 = Do not add generic record**

**1 = Add generic record**

Use this processing option to specify whether the system creates a generic record in the Dep/Ben to Employee Plan X-Reference table (F08336) when a new record is entered in the Participant file table (F08901).

---

## **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**

**0 = Make these fields required**

**1 = Make these fields optional**

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

0

Make these fields required.

1

Make these fields optional.

### **2. School Attending field**

**0 = Make this field required**

**1 = Make this field optional.**

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

0

Make this field optional.

1

Make this field required.

# Enrolling Dependents and Beneficiaries in Benefit Plans

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

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

## Prerequisites

- ❑ Enroll the employee in benefit plans. See *Enrolling Employees in the Benefits Guide*.
- ❑ Set up UDC 08/RL to identify the relationships that dependents and beneficiaries can have with employees. See *Understanding User Defined Codes for Human Capital Management Systems* in the *Benefits 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* in the *Benefits Guide*.
- ❑ Set up common settings to specify whether the dependents or beneficiaries who are related to an employee must be associated with a plan. See *Setting Up Common Settings for Human Capital Management* in the *Human Capital Management Foundation Guide*.

## ► To enroll dependents and beneficiaries in benefit plans

---

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

1. On Work with Employees, complete any of the following fields and click Find:
  - Employee Identification
2. In the detail area, choose the employee record to which you want to link dependents or beneficiaries, and then click Select.

The screenshot shows the PeopleSoft interface for managing dependents and beneficiaries. At the top, there's a blue header bar with the PeopleSoft logo. Below it, a toolbar with icons for OK, Find, Delete, Cancel, Form, Row, Previous, Next, and Tools. The main window title is "Dependent/Beneficiary by Employee - Dependents/Beneficiaries By EE". Underneath the title, there are tabs: "Work with Employees" (selected) and "Dependents/Beneficiaries By EE". The search area contains fields for Employee Identification (8444), Plan ID (\*), and Effective Date (\*). Below this is a grid titled "Records 1 - 6" showing six rows of data:

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

3. On Dependents/Beneficiaries By EE, complete the following fields in the detail area:
  - Dep./Ben. Address
  - R L
  - Plan ID
4. If you want to add a new dependent or beneficiary at this time, highlight a blank row in the grid and choose Dep/Ben Entry from the Row menu.
5. If the plan has options, complete the following field:
  - Add Opt
6. 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.

7. For a plan in which the person is a beneficiary, complete the following field:
  - DB Ty
  - Ben %
8. Repeat steps 3 through 6 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 Employee Identification option on Dependent/Beneficiary Entry form (W08901D), the linked employee's address updates the Dependents/Beneficiaries by EE Entry form (W08336B) if the addresses are 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
- Health safety administration

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 *Human Capital Management Foundation Guide* for information about entering supplemental data
- ❑ *Reviewing Employee Enrollment* in the *Benefits Guide* 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 that the employer contributes. After you enroll an employee in the retirement or investment plan, you create fund allocations to define how the system distributes that total contribution among the available investment options.

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.

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.

An employee might request that you revise fund allocation percentages or start dates. You can revise this information for the upcoming pay period 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 make a new allocation.

## **Prerequisite**

- 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* in the *Benefits Guide*.
- Enroll the employee in the retirement or investment plan. See *Enrolling Employees* in the *Benefits Guide*.

### **► 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 record that contains 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 record that contains the allocation with the incorrect start date and click Delete.
4. On Delete Confirmation, click Yes.
5. Choose the record that contains 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, when any of the following events occur, you might need to change enrollment as described:

- An employee leaves your organization. You must end the employee's enrollment in benefit plans.
- An employee marries. The employee might need to change from the Employee Only medical plan to the Employee Plus Spouse plan.
- An employee is enrolled in the wrong plan. You must correct the mistaken enrollment.
- An employee 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 the Enrollment with Eligibility program (P08334) 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 might require that the employee change enrollment in one or more plans. Marriage or the birth of a child are examples of life events. You can set the processing options for the Enrollment with Eligibility program to allow these changes.

## ► **To end 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 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.

# PeopleSoft

## Enrollment with Eligibility - Stop - Override Date and Status

OK	Cancel	Tools														
<table><tr><td>Employee No.</td><td>7500</td><td>McDougle, Cathy</td></tr><tr><td>Plan ID</td><td>DENTAL</td><td>Dental Insurance</td></tr><tr><td>Plan Option</td><td>ONE</td><td></td></tr></table>			Employee No.	7500	McDougle, Cathy	Plan ID	DENTAL	Dental Insurance	Plan Option	ONE						
Employee No.	7500	McDougle, Cathy														
Plan ID	DENTAL	Dental Insurance														
Plan Option	ONE															
<table><tr><td>Enrollment Begin Date</td><td>01/01/05</td><td>Enrollment End Date</td><td>12/31/05</td></tr><tr><td>Enrollment Begin Status</td><td>ACT</td><td>Active</td><td>Enrollment End Status</td><td>TRT</td><td>Transfer</td></tr><tr><td>DBA Begin Date</td><td>01/01/05</td><td>DBA End Date</td><td>12/31/05</td></tr></table>			Enrollment Begin Date	01/01/05	Enrollment End Date	12/31/05	Enrollment Begin Status	ACT	Active	Enrollment End Status	TRT	Transfer	DBA Begin Date	01/01/05	DBA End Date	12/31/05
Enrollment Begin Date	01/01/05	Enrollment End Date	12/31/05													
Enrollment Begin Status	ACT	Active	Enrollment End Status	TRT	Transfer											
DBA Begin Date	01/01/05	DBA End Date	12/31/05													

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.

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.

### ► 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 beginning status that starts 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 system to calculate the employer-paid DBA 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 system to calculate the employer-paid DBA 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 appears in the row header for the record with the change
  - A triangle appears in the row header for the record with the change
  - The ending date is one day prior to the effective date for the record with the change
  - The system created 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 trashcan 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 disabled 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

---

To change enrollment due to a life event, you must enter 1 in the Call Enrollment Event Form processing option on the Defaults tab.

*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 record that contains a benefit plan or plan option for which you need to change enrollment options, and then choose Elect from the Row menu.
3. Click Submit.

The screenshot shows a PeopleSoft dialog box titled "Enrollment with Eligibility - Enrollment Event Code". The window has standard operating system controls (OK, Cancel, Tools) at the top left. Below the title, there are two input fields: "Enrollment Event Code" containing "MAR" and "Date Qualifying Life Event" containing "02/14/05".

Enrollment Event Code	MAR
Date Qualifying Life Event	02/14/05

4. 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 program (P08330) to make changes to a plan in which you waived the eligibility requirements for an employee.

The Enrollment Overrides program requires more manual entry than the Enrollment with Eligibility program (P08334). Therefore, you should use the Enrollment Overrides program 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, an employee might want to change the amount contributed to the 401(k) plan.

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

### ► To end enrollment using overrides

---

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

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.

The screenshot shows a software interface titled "Enrollment Overrides - Stop - Override Date and Status (Form)". At the top, there are buttons for "OK", "Cancel", and "Tools", along with icons for "Print", "Close", and "Copy". Below these are three input fields: "Employee No." with value "7500", "Enrollment End Date" with value "12/30/05", and "Enrollment End Status" with value "TRT". To the right of each field is its corresponding label: "McDougle, Cathy", "Transfer", and "Transfer" respectively. The entire form is contained within a light gray border.

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

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 that was 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 that is 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 you correct a mistaken enrollment after payroll has been processed.

## ► 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 system to calculate the employer-paid DBA based 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 system to calculate the employer-paid DBA 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

---

*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.

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

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

#### See Also

- *Enrolling Employees Using Overrides* in the *Benefits Guide*

---

## 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. The system 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.*

1. On Work With Benefits by Employee, complete the following fields and click Find:
  - Employee Identification
  - Year
2. Review the information in the detail area.

## Reviewing Employees by Benefit Plan

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

### ► To review employees by benefit plan

---

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

1. On Work With Employees by Benefit Plan, complete the following fields and click Find:
  - Plan ID
  - Year
2. Review the information in the detail area.

## Reviewing the Employee List by Benefit Group Report (R083492)

*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, job step, pay frequency, pay class, and employment status.

## **Reviewing the Benefit Enrollment by Plan Report (R083493)**

*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.

## **Reviewing the Benefit Enrollment Outside Group Report (R083470)**

*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 who are enrolled in the wrong benefit group, you can enroll them in the correct benefit plans.

### **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 (R083450)**

*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 you can enroll them.

### **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 (R083480)**

*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 (R083430)**

*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.

## **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 (R083490)**

*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 or beneficiary type.

## **Reviewing the Dep/Ben Exception Report (R083460)**

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

Some benefit plans require that employees specify dependents or beneficiaries. Run the Dep/Ben 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.

### **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 (R083491)**

*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.

## **Reviewing Dependent Status Reports (R083496)**

*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 who are over the maximum age for all dependents and are not enrolled as full-time students. This report also lists all dependents who are over the maximum age for full-time students, regardless of student status.
<b>All Dependents Over Maximum Age</b>	This report lists all dependents who are 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.

## **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 (R080415)**

*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 the supplemental data for a dependent or beneficiary into an easy-to-read format.

### **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 Dep/Ben Data by Data Type Report (R080405)**

*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 Dep/Ben Data by Data Type report.

---

## **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 identifies 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.

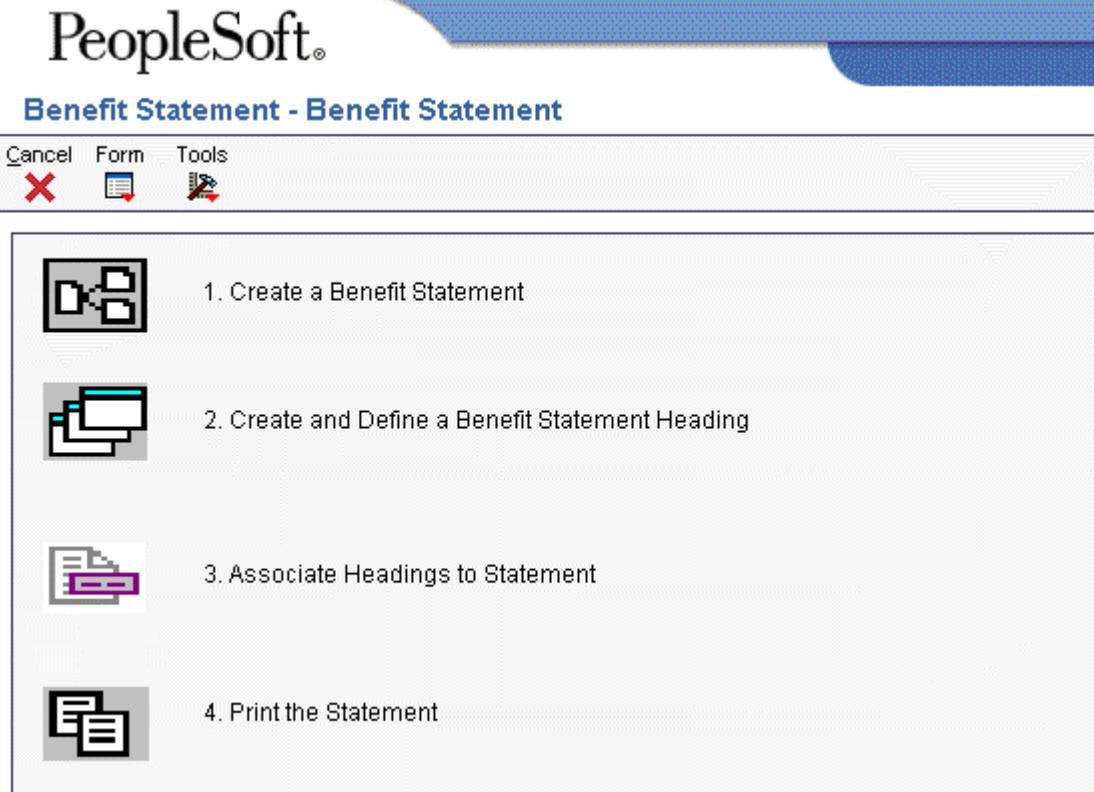
### Prerequisite

- Set up a MailMerge document for the benefit statement using the Benefit Statement MailMerge Data Structure (D083305). For more information, see *Adding MailMerge Documents* in the *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.



### Benefit Statement - Benefit Statement Revision

OK Cancel Tools

Benefits Statement	ANNUAL
Description	Annual Benefits Statement
Mail Merge Document	GENERIC

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 earning, benefit, or tax that you want to appear on the benefit statement. For example, you can 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.

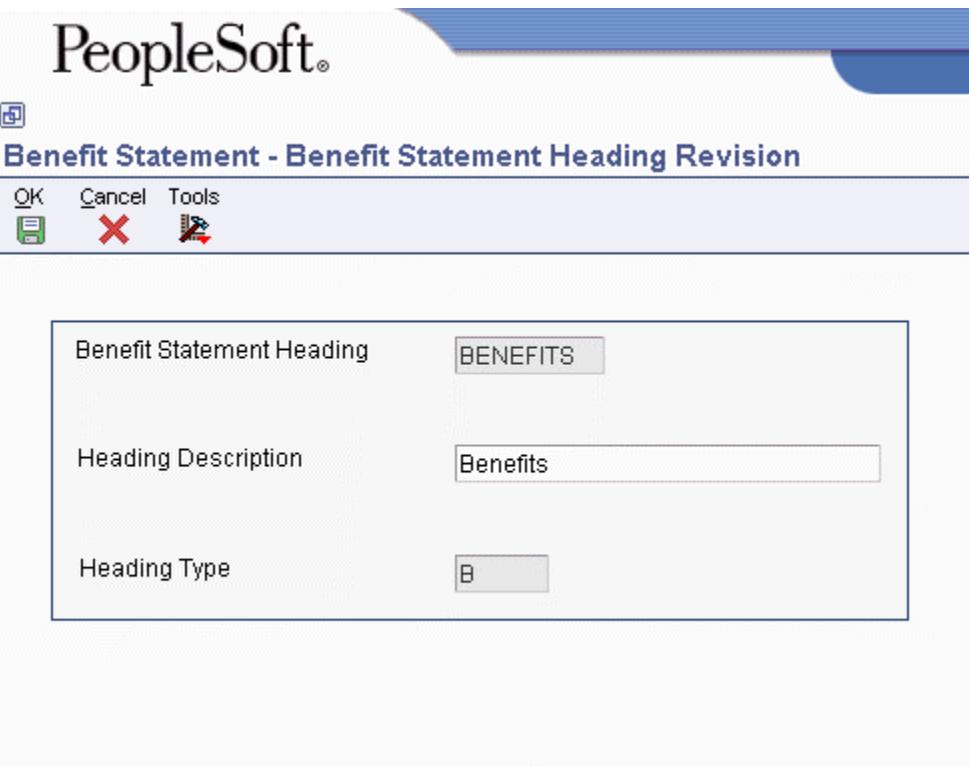
When you create a benefit statement heading, you specify whether the heading corresponds to benefits or earnings. For example, company-paid insurance and taxes are all benefit-type headings, but regular pay types are earnings-type headings. The system uses the totals of the benefit-type headings and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

You need to cross-reference each heading to either a PDRA or a tax type that supplies 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 PDRA. If the heading corresponds to a tax, cross-reference a tax area and tax type. You must cross-reference either a PDRA 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.*

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 Benefits or Earnings in the detail area.
4. From the Row menu, choose PDBA Ref.

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**Benefit Statement - PDBA Heading Cross Reference Detail**

OK Find Delete Cancel Tools

Benefit Statement Heading	BENEFITS	Benefits	<input type="checkbox"/> Display Selected
Benefit Statement Heading Type	B	Benefits	

Records 1 - 10

	ER Paid 'X'	EE Paid 'X'	PDBA Code	PDBA Type	PDBA Description	Effect On Description
<input checked="" type="radio"/>				1 P	REGULAR	Used for Deductions & Accruals
<input type="radio"/>				4 P	1STLASTCHK	Used for Deductions & Accruals
<input type="radio"/>				15 P	RETROPAY	Used for Deductions & Accruals
<input type="radio"/>				35 P	PIECERATE	Used for Deductions & Accruals
<input type="radio"/>				100 P	OVERTIME15	Used for Deductions & Accruals
<input type="radio"/>				110 P	OVERTIME20	Used for Deductions & Accruals
<input type="radio"/>				204 P	TUITREIM-NTX	Used for Deductions & Accruals
<input type="radio"/>				205 P	TUITREIM-TAX	Used for Deductions & Accruals
<input type="radio"/>				250 P	RELOCATION	Used for Deductions & Accruals
<input type="radio"/>				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. To indicate that 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, click the following option to turn it on:
  - Display Selected
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.
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.

The screenshot shows a PeopleSoft application window titled "Benefit Statement - Tax Heading Cross Reference Detail". The window has a toolbar with buttons for OK, Find, Delete, Cancel, and Tools. Below the toolbar, there are two input fields: "Benefit Statement Heading" containing "TAXES" and "Taxes", and "Benefit Statement Heading Type" containing "B" and "Benefits". A checkbox labeled "Display Selected" is also present. At the bottom, a grid displays records 1-10 of tax areas. The grid columns are: ER Paid 'X', EE Paid 'X', Tax Area, Tax Type, CO EE, and Tax Type Description. The data in the grid is as follows:

	ER Paid 'X'	EE Paid 'X'	Tax Area	Tax Type	CO EE	Tax Type Description
1			01	F	E	ALDEPARTMENTOFFREVENUE
2			02	F	E	AKDEPARTMENTOFFREVENUE
3			03	F	E	AZDEPARTMENTOFFREVENUE
4			04	F	E	ARDEPARTMENTOFFREVENUE
5	X		05	C	C	CAFUI
6		X	05	F	E	CAEMPLOYMENTDEVELOPMENTDEPT
7	X		05	H	C	CAUNEMPLOYMENTINSURANCE
8		X	05	I	E	CASDIEMPLOYEEPAID
9			05	MW	C	CAMINIMUMWAGE
10	X		05	W	C	CAWORKERSCOMPENSATION

4. On Tax Heading Cross Reference Detail, complete either of the following fields in the QBE line 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 then click OK:
  - ER Paid 'X'
  - EE Paid 'X'

To produce the total of the employer and employee contributions for a heading, the system adds together the amounts from all of the tax areas that you cross-reference to a single heading.

- To review your cross-references, click the following option to turn it on:
  - Display Selected

## 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.*

- On Benefit Statement, click Associate Headings to Statement.

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

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

---

### Prerequisite

- Set up a version of the Benefit Statement File Creation Mail Merge program (R083305) with a data selection that selects 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 *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 File Creation Mail Merge program. You can access the version list for the Benefit Statement File Creation Mail Merge program by choosing Versions from the Form menu on the Benefit Statement form.

---

### ► 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 takes you to a Microsoft Word document of the benefit statements. You can review or print the benefit statements.

### **Processing Options for Benefit Statement File Creation Mail Merge (R083305)**

---

#### Define

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

# Flexible Benefits Overview

Flexible benefit plans, also called flex plans, allow employees to select the benefit choices that meet their needs. Employers provide employees with flex credits that they can use to "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.

Organizations typically use one of the following methods to administer flexible benefit plans:

- The employer provides a single lump sum of flex credits that employees can use to purchase any benefits covered, including medical, dental, and certain disability plans.
- The employer provides a single lump sum or multiple lump sums of flex credits that can be used only to purchase a specific *category* of benefits. For example, an employer might provide a 200.00 USD per month flex credit that the employee uses to purchase medical coverage, as well as a 50.00 USD per month flex credit that can be used to purchase dental insurance.

When 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 the Enrollment with Eligibility program (P08334). Employees can also enroll themselves through the self-service benefits programs. In both cases, the system maintains a running total of flex credits that are 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 (P08334). 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 plans that are not flex plans.

The only visible difference between flex and nonflex 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.

**Enrollment with Eligibility - Work With Enrollment With Eligibility**

Select Find Submit Close Retest Eligibility Form Row Tools

Employee Identification	2275	Nguyen, Daniel	<input type="checkbox"/>
Effective Date	01/01/00	<input type="checkbox"/> Display Elected Plans and Plan Options	

**General Flex Elections**

Flex Credits Available	40.00	Non Flex Payroll Deduction	<input type="text"/>
Flex Credits Spent	0.00	Flex Payroll Deduction	0.00
Flex Credits Remaining	40.00	Total Payroll Deductions	0.00

**Records 1 - 11**

<input type="checkbox"/>		Category	Category Rule	Plan ID	Plan Description	Plan Option
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FLEXMED	No rules apply-select any item	FMEDEE	Medical Flex Ee Only	
<input type="checkbox"/>	<input type="checkbox"/>			FMEDEE+1	Medical Flex Ee + 1	
<input type="checkbox"/>	<input type="checkbox"/>			FMEDEE+2	Medical Flex Ee + 2 or More	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FLEXDEN	No rules apply-select any item	FDENTEE	Dental Flex Ee Only	
<input type="checkbox"/>	<input type="checkbox"/>			FDENTEE1	Dental Flex Ee + 1	
<input type="checkbox"/>	<input type="checkbox"/>			FDENTEE2	Dental Flex Ee + 2 or More	
<input type="checkbox"/>	<input type="checkbox"/>	FLEXVIS	No rules apply-select any item	FVISEE	Vision Flex Ee Only	
<input type="checkbox"/>	<input type="checkbox"/>			FVISEE1	Vision Flex Ee + 1	

The following table describes how the system calculates the information in the fields on the Flex Elections tab for flex benefit plans:

- Flex Credits Available** Flex credits available are calculated as the total of the flex credits that are awarded in a lump sum and the flex credits that are awarded as a result of enrolling in specific plans.
- Flex Credits Spent** Flex credits spent are the total flex credits that an employee used to enroll in selected plans.
- Flex Credits Remaining** Flex credits remaining are the flex credits spent subtracted from the flex credits that are available. If the remaining flex credits are a negative amount, the system displays a message that indicates that the employee has overspent flex credits, which results in a flex payroll deduction. The system automatically updates the DBA that is referenced in the employee flex deduction plan with the amount of the negative remaining balance.
- If your organization tracks and rewards positive remaining credits, the benefits administrator must manually enter that amount in the appropriate plan DBA.

<b>Non Flex Payroll Deduction</b>	The nonflex payroll deductions amount represents the total cost of nonflex plans in which an employee has enrolled. The system displays this amount 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. The system displays this amount only if the remaining flex credits amount is negative.
<b>Total Payroll Deductions</b>	The total payroll deductions represent 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 nonflex payroll deductions and the flex payroll deduction.

## See Also

- *Enrolling Employees Using Eligibility* in the *Benefits Guide* for information about enrolling employees in benefit plans

# Benefits Administration Setup

Before you can use the Benefits Administration feature 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.

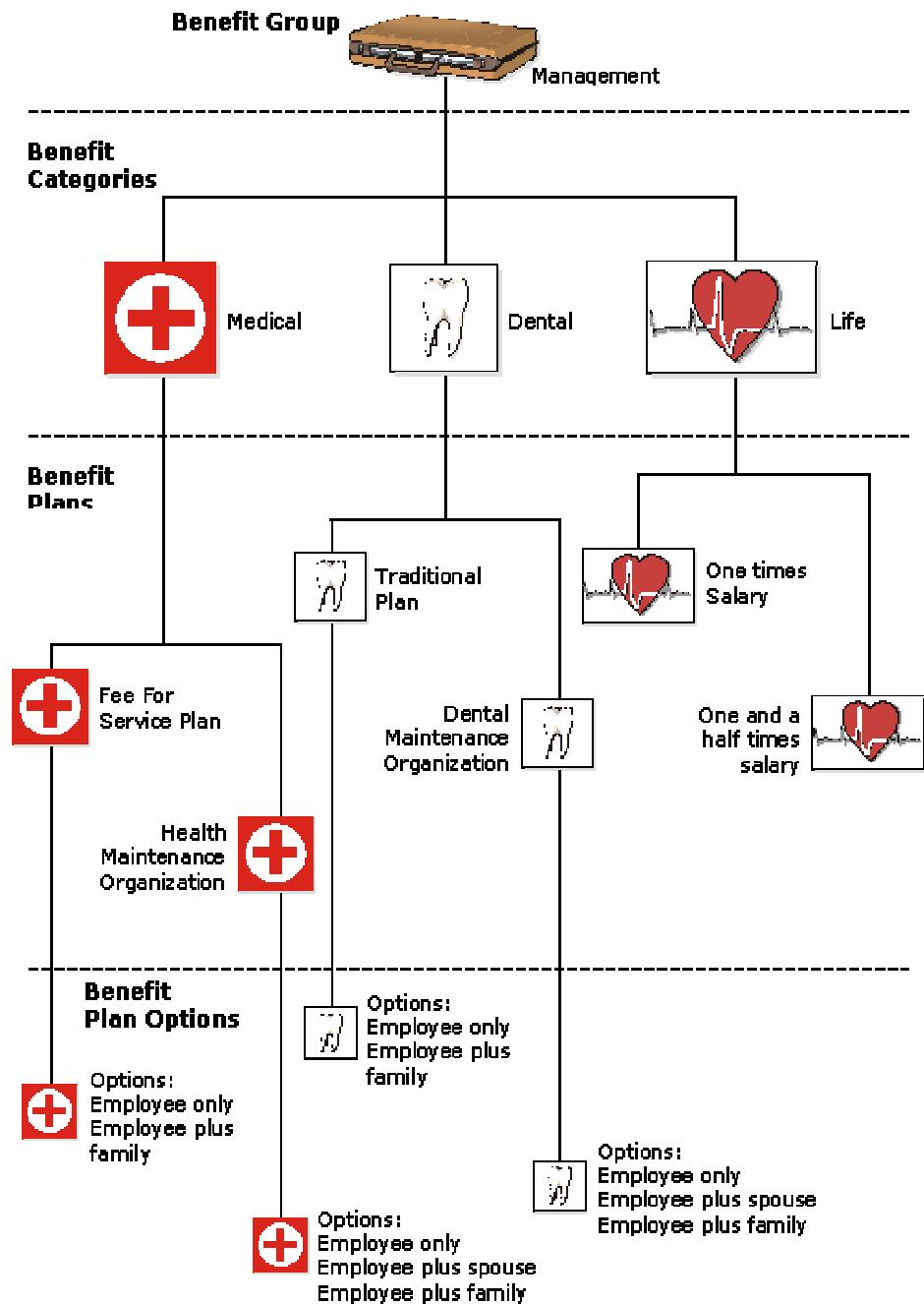
If you have set up any eligibility tables that are based on hours worked (method H), you must set up pay type tables. The system uses pay type tables to calculate the number of hours that an employee worked, which determines the employee's eligibility.

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 related:



The system stores the information that you set up in various tables, as shown in the following list:

1. Categories within Benefit Groups (F08350)
  - Generic Message/Rates (F00191)
  - General Message Detail (F00192)
2. Plans within Benefit Categories (F08351)
  - Generic Message/Rates (F00191)
  - General Message Detail (F00192)
  - Benefits Plan Master (F08320)
  - Plan Additional Options (F083202)

#### **See Also**

- Employee Self-Service Benefits Setup* in the *Human Capital Management Self-Service Guide* for more information about setting up self-service applications

---

## **Understanding User Defined Codes for Human Capital Management Systems**

Many fields throughout the EnterpriseOne Human Capital 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.

---

#### **Note**

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

---

#### **Caution**

User defined codes are central to PeopleSoft EnterpriseOne systems. You must be thoroughly familiar with user defined codes before you change them.

---

## **See Also**

- User Defined Codes* in the *Foundation Guide* for complete instructions for setting up user defined codes
- The global solutions guide for your country for country-specific information about user defined codes

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

The user defined codes described in the following sections are specific to the Benefits Administration feature of the PeopleSoft EnterpriseOne Human Resources 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.

## **Data Items for 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. A \* specifies the date on which 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:

- D - Dependent only
- B - Beneficiary only
- A - Both a dependent and a beneficiary

For example, using the special handling code, you can specify that a spouse relationship qualifies as both a dependent and a beneficiary, but that a friend relationship qualifies 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 (06/EA)**

You use these codes to indicate an employee's status when you test for benefit eligibility. A \* indicates that the guidelines refer to all employee actions that are 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 you set up enrollment status codes, you must use the following restrictions for the definitions:

- All codes that indicate active participation in a plan must begin with the letter A.
- All codes that indicate 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 field on the User Defined Codes form.
- A code that begins 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 that is 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 inactive. This code is used for informational purposes only and does not affect any system calculations or processes.

## **Plan Type (08/PT)**

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

---

# Setting Up Common Settings for Human Capital Management

You use the common settings for human resources to control specific features of several human resources processes, such as benefits enrollment, compensation management, and self-service programs.

Setting up the common settings updates the Common Settings for HR Employee Self Service Programs table (F05004).

## Common Settings for Benefits Enrollment

Setting up the common settings for benefits enrollment allows you to specify whether to link dependents and beneficiaries to benefit plans and whether to require date of birth and tax ID when adding a new dependent or beneficiary.

The table that follows this paragraph describes the common settings for data items that appear on the Work With HRM Common Display Settings form (W05004A). On the System Control - Revisions form (W05004B), you can specify the current setting for each of these data items for enrolling dependents and beneficiaries in benefit plans.

<b>Associate Beneficiaries to Plans?</b>	This common setting indicates whether to associate beneficiaries with benefit plans. To require that beneficiaries be associated with a plan when you enroll beneficiaries in benefit plans, set this setting to Yes.
<b>Associate Dependents To Benefit Plans?</b>	This common setting indicates whether to associate dependents with benefit plans. To require that dependents be associated with a plan when you enroll dependents in benefit plans, set this setting to Yes.
<b>Date of Birth Required for Dep/Ben?</b>	This common setting indicates whether date of birth is required for dependents and beneficiaries. To require that you enter the date of birth when you add a new dependent or beneficiary, set this setting to Yes.
<b>Tax ID Required for Dep/Ben?</b>	This common setting indicates whether tax ID is required for dependents and beneficiaries. To require that you enter the tax ID when you add a new dependent or beneficiary, set this setting to Yes.

### ► **To set up common settings for benefits enrollment**

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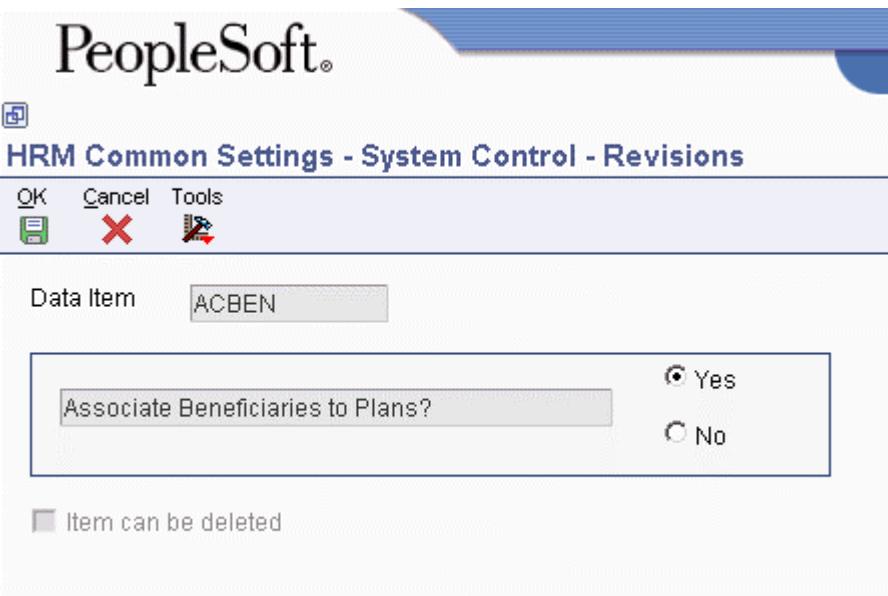
*Use one of the following navigations:*

*From the Self Service Setup menu (G05BESS4), choose Common Settings for EE Self Service Appl.*

*From the Compensation Mgmt System Setup menu (G08CM14), choose HRM Common Settings.*

1. On Work With HRM Common Display Settings, choose the record that contains the data item for which you want to change the current setting, and then click Select.

You cannot delete these data items from the system.



2. On System Control – Revisions, click one of the following options to specify the current setting, and then click OK.
  - Yes
  - No
3. To add another data item, on Work With HRM Common Display Settings, click Add.
4. On System Control – Revisions, complete the following field:
  - Data Item
5. Click one of the following options to specify the current setting, and then click OK:
  - Yes
  - No
6. If you need to delete a data item that you have added, on Work With HRM Common Display Settings, choose the data item and click Delete.

You cannot delete system-supplied data items.

---

## 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 can choose. You can have another medical category for your Salaried group that offers 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.*

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

The screenshot shows a PeopleSoft application window titled "Benefit Group Descriptions - Enter Generic Message/Rates". The window has a toolbar with "Cancel", "Form", "Row", and "Tools" buttons. Below the toolbar, there are two input fields: "Product Code" with value "06" and "Payroll (old)" and "User Defined Codes" with value "BG". The main area is a grid titled "Records 1 - 9" containing a list of benefit groups. The grid has columns for "Code" and "Description". The data is as follows:

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

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 record that you just created, and then choose General Message from the Row menu.



Benefit Group Descriptions - General Message

OK	Delete	Cancel	Row	Tools

Product Code	06	Record Type	BG
Message Number	EXEC	Executive Benefit Group	

Records 1 - 3      Customize Grid

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

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 Also

- ❑ To set up benefit categories in the *Benefits Guide* to complete the steps for setting up benefit categories

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

---

#### Defaults

1. System Code

2. Record Type

Display

1. Text Type

1 = Display Rate Text

2 = Display Message Text

2. Text Column Display

1 = 60 Column Display

2 = 80 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 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, click Add.

# PeopleSoft.

Group Category Descriptions - 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

	Code	Description
<input checked="" type="radio"/>	401K	401(k) Benefits
<input type="radio"/>	DENTAL	Dental Benefits
<input type="radio"/>	ERLUMPCRD	Employer Lump Sum Credits
<input type="radio"/>	FLEXDEN	Flex Dental Benefits
<input type="radio"/>	FLEXEDED	Employee Flex Deductions
<input type="radio"/>	FLEXMED	Flex Medical Benefits
<input type="radio"/>	FLEXVIS	Flex Vision Benefits
<input type="radio"/>	LIFE	Life Insurance Benefits
<input type="radio"/>	LIFEADDTL	Life Insurance Additional
<input type="radio"/>	LIFE BASIC	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 record that you just created, and then choose General Message from the Row menu.



Group Category Descriptions - General Message

OK	Delete	Cancel	Row	Tools

Product Code	08	Record Type	SG
Message Number	DENTAL	Dental Benefits	

Records 1 - 3      Customize Grid

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

- ❑ To link categories to benefit groups in the *Benefits Guide*

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

---

##### Defaults

1. System Code

2. Record Type

Display

1. Text Type

1 = Display Rate Text

2 = Display Message Text

2. Text Column Display

1 = 60 Column Display

2 = 80 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 awards 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.

The screenshot shows the 'Categories by Benefit Group - Categories By Benefit Group' window. At the top, there's a toolbar with buttons for OK, Find, Delete, Cancel, Form, Row, and Tools. Below the toolbar, the 'Benefit Group' field contains 'FLEX'. Under 'Benefit Group Rule', the radio button for 'Flex plans offered, positive remaining credits allowed' is selected. The main area displays a table titled 'Records 1 - 6' with columns: Group Category, Description, Short Category Description, Seq. Num., C R, Group Category Rule Description, and Category Type. The table data is as follows:

Group Category	Description	Short Category Description	Seq. Num.	C R	Group Category Rule Description	Category Type
FLEXMED	Flex Medical Benefits	MED	1.00		No rules apply-select any item	0
FLEXDEN	Flex Dental Benefits	DENT	2.00		No rules apply-select any item	0
FLEXVIS	Flex Vision Benefits	VIS	3.00		No rules apply-select any item	0
FLEXEDED	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
					No rules apply-select any item	

3. On Categories By Benefit Group, click one of the following options in the Benefit Group Rule group box to indicate whether the benefit group offers flex plans, and if so, how it treats positive remaining credits:
  - Flex plans not offered
  - Flex plans offered, positive remaining credits allowed
  - Flex plans offered, positive remaining credits not allowed
4. Complete the following fields and click OK:
  - Group Category
  - Seq. Num.
  - C R
  - Category Type

---

## 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 previous 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 that the company occurs when it provides 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 selecting a particular plan. You also use the flex DBAs to calculate remaining credits when an employee enrolls in flex plans. When an employee has negative remaining credits, you use an employee flex deduction DBA to subtract 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 that are 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.

### Prerequisite

- Set up the pay types, deductions, benefits, and accruals (PDBAs) that you assign to the plan. See *PDBA Setup* in the *Human Capital 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* in the *Benefits Guide*.

### See Also

- Setting Up Plan Options* in the *Benefits Guide*
- Setting Up Flex Benefit Plans* in the *Benefits Guide* 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

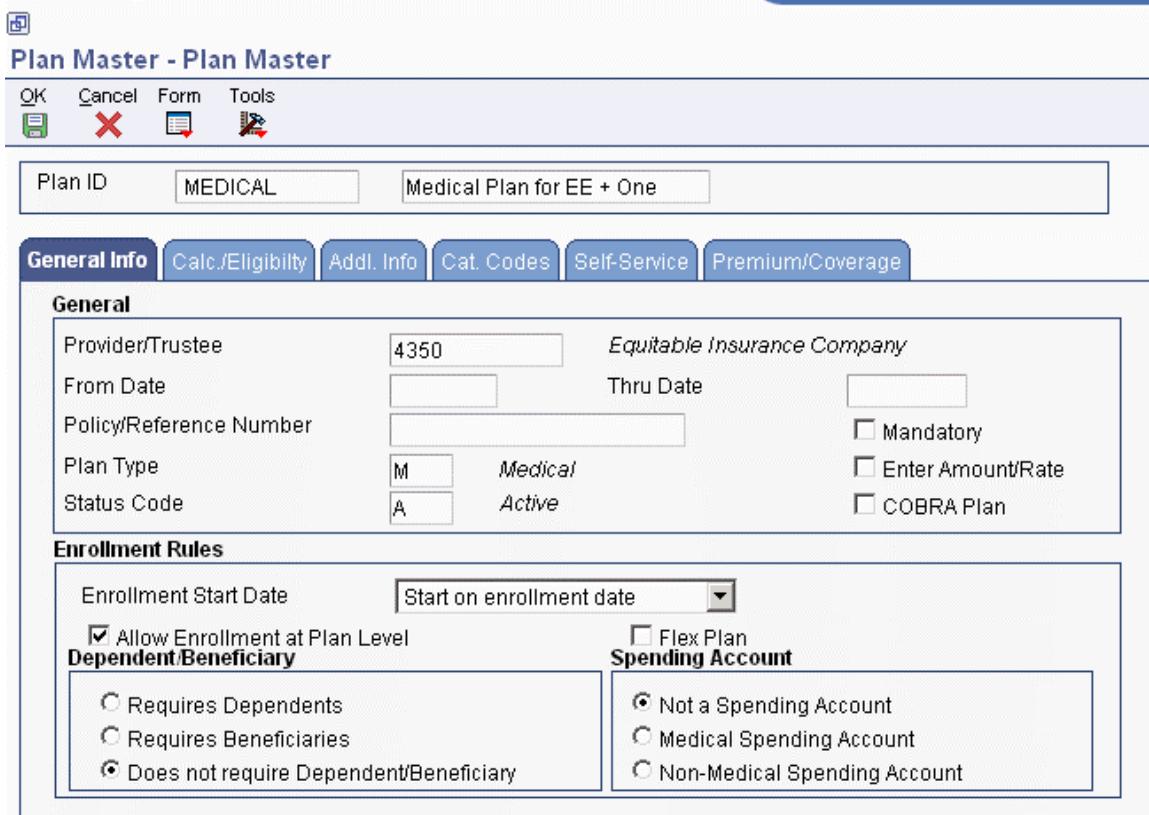
### ► To add a new benefit plan

---

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

1. On Work With Plan Master, click Add.

# PeopleSoft.

A screenshot of the PeopleSoft Plan Master application window. The title bar says "Plan Master - Plan Master". The menu bar includes "OK", "Cancel", "Form", and "Tools". Below the menu is a toolbar with icons for "New", "Edit", "Delete", "Save", and "Print". The main area has a "Plan ID" field containing "MEDICAL" and an unlabeled field to its right containing "Medical Plan for EE + One". A tab bar at the top of the main area includes "General Info" (selected), "Calc./Eligibility", "Addl. Info", "Cat. Codes", "Self-Service", and "Premium/Coverage". The "General" section contains fields for Provider/Trustee (4350), From Date, Thru Date, Policy/Reference Number, Plan Type (M Medical), Status Code (A Active), and checkboxes for Mandatory, Enter Amount/Rate, and COBRA Plan. The "Enrollment Rules" section includes fields for Enrollment Start Date (dropdown menu "Start on enrollment date"), a checked checkbox "Allow Enrollment at Plan Level", and radio buttons for "Dependent/Beneficiary" (Requires Dependents, Requires Beneficiaries, Does not require Dependent/Beneficiary) and "Spending Account" (Flex Plan, 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 medical plans should be assigned to the medical plan type.

- 
- Status Code

6. Click any of the following options, if necessary:
  - Mandatory
  - Enter Amount/Rate
  - COBRA Plan

7. In the Enrollment Rules group box, choose 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 group box:

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

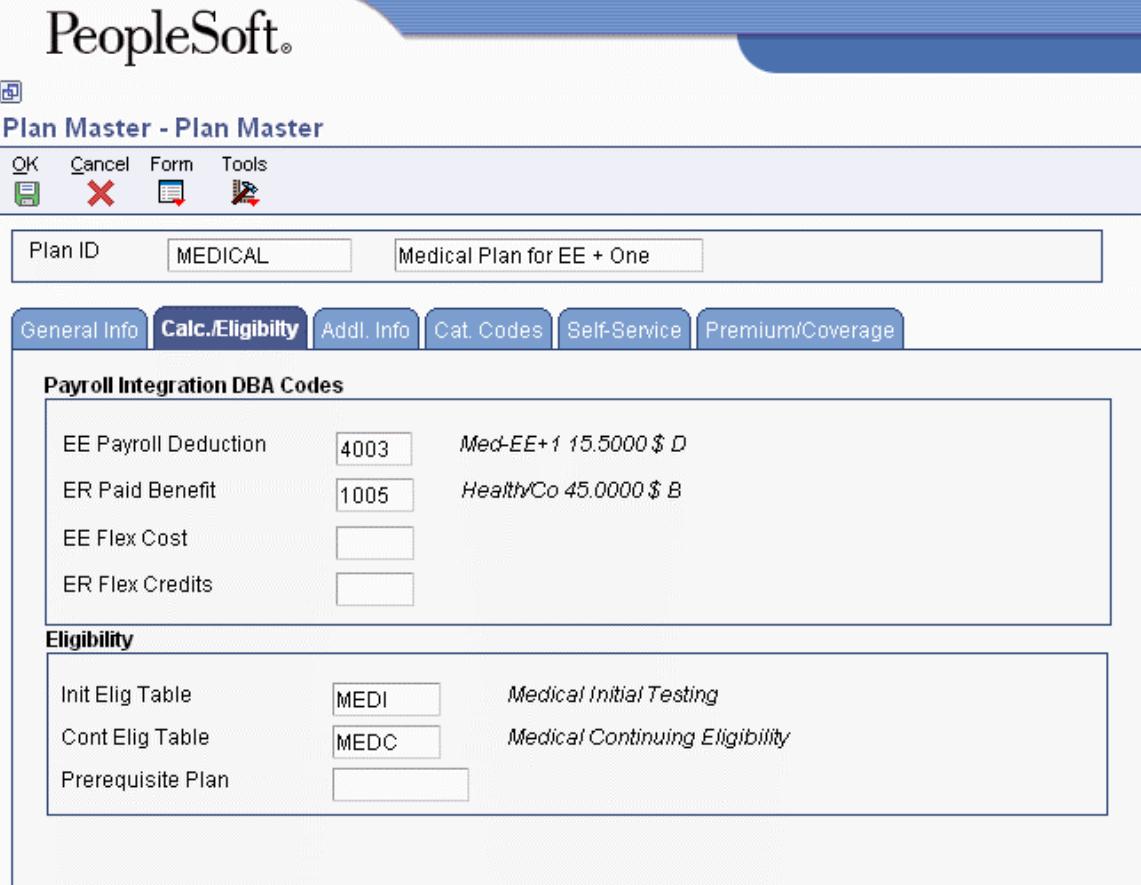
The Dependent/Beneficiary options define whether a plan is designated as a dependent plan or a beneficiary plan.

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

- 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.

PeopleSoft.


 A screenshot of the PeopleSoft Plan Master - Plan Master window. The title bar shows "Plan Master - Plan Master". The menu bar includes "OK", "Cancel", "Form", and "Tools". Below the menu is a toolbar with icons for "New", "Delete", "Edit", and "Print". The main area has tabs: "General Info" (selected), "Calc./Eligibility" (highlighted in blue), "Addl. Info", "Cat. Codes", "Self-Service", and "Premium/Coverage". A sub-section titled "Payroll Integration DBA Codes" contains fields for EE Payroll Deduction (4003) and ER Paid Benefit (1005). Another section titled "Eligibility" contains fields for Init Elig Table (MEDI) and Cont Elig Table (MEDC). The status bar at the bottom shows "Medical Plan for EE + One".

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, choose Plan Rates from the Form menu.

#### Note to Windows Client users

If you are using the Windows client, you must select a PDBA before you choose Plan Rates from the Form menu. The menu option is disabled until you select a PDBA. Additionally, the Plan Rates menu option displays the Plan Master Rates Window form, therefore, if you are using the Windows client, skip step 13.

13. On PDBA Detail, choose the PDBA record for which you want to enter a rate, and then click Select.

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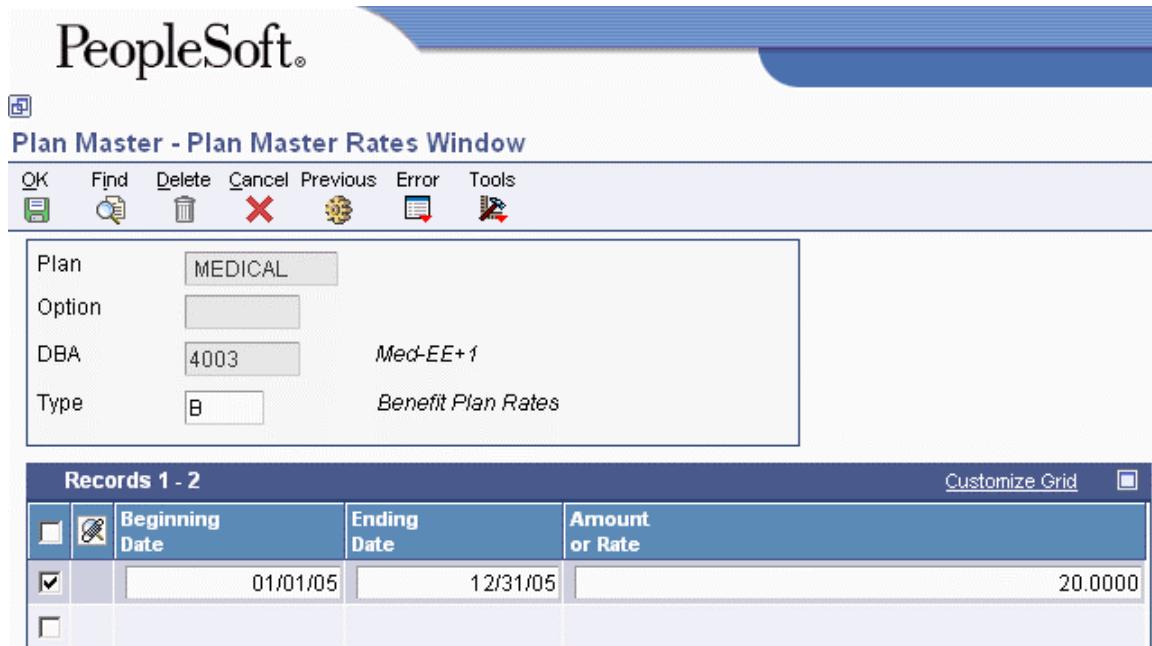
**Note**

The plan rate or amount that you enter on this form is a date-sensitive override to the rate that exists in the DBA. You must complete the DBA field before you enter 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 in the plan, or a human resources administrator must process batch enrollment.

---

14. On the Plan Master Rates Window, complete any of the following override fields, click OK, and then click Cancel:
  - Type
  - Beginning Date
  - Ending Date
  - Amount or Rate



PeopleSoft.

Plan Master - Plan Master Rates Window

OK Find Delete Cancel Previous Error Tools

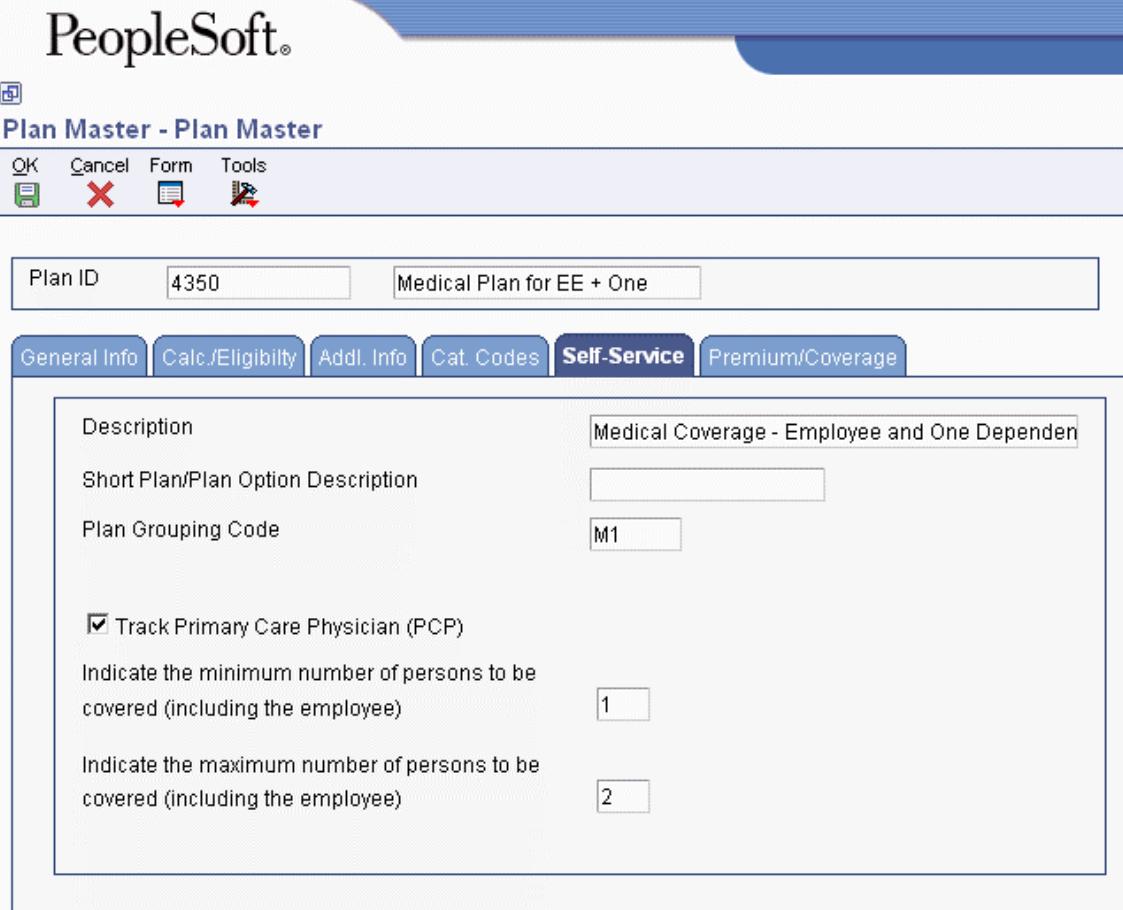
Plan	MEDICAL	
Option		
DBA	4003	Med-EE+1
Type	B	Benefit Plan Rates

Records 1 - 2

	Beginning Date	Ending Date	Amount or Rate
<input checked="" type="checkbox"/>	01/01/05	12/31/05	20.0000
<input type="checkbox"/>			

15. On the Calc./Eligibility tab of Plan Master, complete the following fields:
  - Init Elig Table
  - Cont Elig Table
16. Complete the following optional field:
  - Prerequisite Plan
17. To enter information about the plan, click the Addl. Info tab, and then enter the information.
18. To track additional data, click the Cat. Codes tab and complete the relevant information.

PeopleSoft.


 A screenshot of a PeopleSoft application window titled "Plan Master - Plan Master". The window has a blue header bar with the title. Below the title is a toolbar with icons for "OK", "Cancel", "Form", and "Tools". The main area shows a form for a plan record. At the top of the form is a row with "Plan ID" and "4350" in a dropdown, followed by the text "Medical Plan for EE + One". Below this is a horizontal navigation bar with tabs: "General Info", "Calc./Eligibility", "Addl. Info", "Cat. Codes", "Self-Service" (which is highlighted in blue), and "Premium/Coverage". The main content area contains several input fields and checkboxes. 
 

- Description:** Medical Coverage - Employee and One Dependent
- Short Plan/Plan Option Description:** (empty text box)
- Plan Grouping Code:** M1
- Track Primary Care Physician (PCP):**
- Indicate the minimum number of persons to be covered (including the employee):** 1
- Indicate the maximum number of persons to be covered (including the employee):** 2

19. If you use Self-Service Benefits, click the Self-Service tab and complete the following fields:

- Description

If you do not enter a description, the plan description appears on self-service forms. This description field allows you to enter a longer 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

PeopleSoft recommends that you use the Plan Master Options program (P083202) instead of the plan grouping code.

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.

PeopleSoft recommends that you set up a nonparticipating plan for each benefit category so that employees can elect this plan to choose no coverage.

20. If you want to track the primary care physician number, click the following option:
- Track Primary Care Physician (PCP)
21. 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 nonparticipating plan.

---

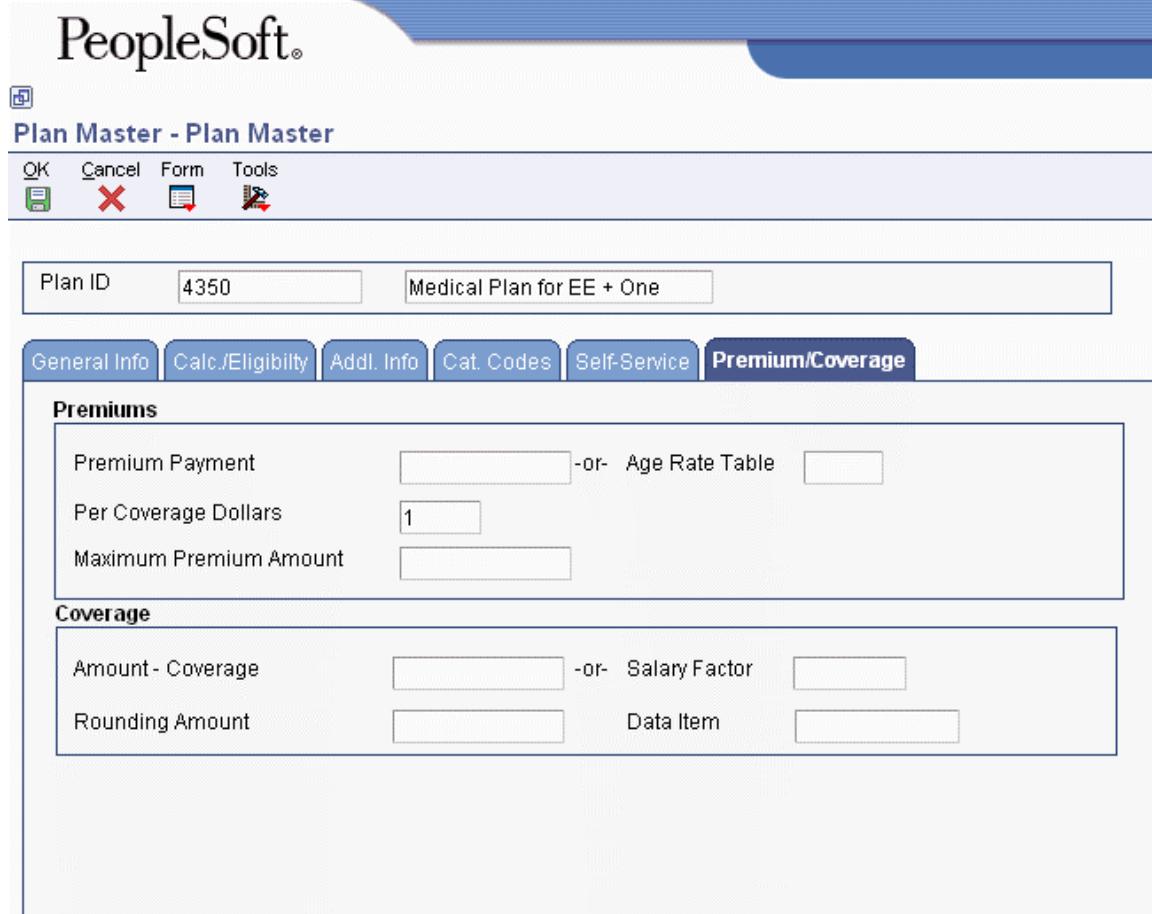
**Note**

PeopleSoft recommends that you set up a nonparticipating benefit plan for every benefit category.

---

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

22. If the plan is a dependent plan, specify the number of people to be covered (including the employee) by completing the following field:
- Maximum Dependent



The screenshot shows the PeopleSoft Plan Master - Plan Master application window. The title bar reads "Plan Master - Plan Master". The menu bar includes "OK", "Cancel", "Form", and "Tools". Below the menu is a toolbar with icons for New, Open, Save, and Print. The main area contains a form with the following fields:

Plan ID	4350	Medical Plan for EE + One		
General Info				
Calc./Eligibility				
Addl. Info				
Cat. Codes				
Self-Service				
Premium/Coverage				
<b>Premiums</b>				
Premium Payment	<input type="text"/>	-or-	Age Rate Table	<input type="text"/>
Per Coverage Dollars	<input type="text"/> 1			
Maximum Premium Amount	<input type="text"/>			
<b>Coverage</b>				
Amount - Coverage	<input type="text"/>	-or-	Salary Factor	<input type="text"/>
Rounding Amount	<input type="text"/>		Data Item	<input type="text"/>

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

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

### **Display Tab**

This processing option specifies whether certain fields appear on the Plan Master form.

---

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

0 = Do not display these fields.

1 = Display these fields.

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

0 Do not display these fields.

1 Display these fields.

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

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

---

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.
7. Review and, if necessary, change any of the remaining information on the form that the system copied from the original plan, and then click OK.

### **See Also**

- *Adding a New Benefit Plan* in the *Benefits Guide* for information about completing any of the fields or changing the default values in the Plan Master program (P08320)

---

## 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 USD, the Employee Plus One option 40.00 USD, and the Employee Plus Family option 80.00 USD. You can indicate the cost of an option in either of the following ways:

- Assign to the option a separate DBA that has an associated amount or rate.
- Assign to the option the DBA that is associated with the plan. You can enter an override amount or rate for the option in the Plan Master Rates Window program (P083203).
- Use the benefit plan DBA and the benefit plan options DBA. The DBAs must be separate in this case.

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 that you identified in the Plan Master program (P08320). 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 choose for the option rule, you can include additional factors that the system uses in the calculation, such as DBAs and additional amounts or rates. When you enter plan options, the system stores the information in the Plan Additional Options table (F083202).

The following table illustrates the DBA and additional amounts or rates that are 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 that are used for the plan, including the employee payroll deduction and the employer-paid deduction.

---

#### Note

You cannot delete a benefit plan or plan option when employees are enrolled in that option. Even when employees are not active, their records remain attached to the plan option. Also, you cannot change the dependent or beneficiary status of the plan option when dependents or beneficiaries are enrolled in the plan option.

---

#### See Also

- *Setting Up Benefit Plans* in the *Benefits Guide* 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**

Work With Plan Master Plan Master Options

OK Find Delete Cancel Row Previous Next Tools

Plan ID: MED-HMO Medical Plan - HMO

Options:

- Valid
- All

Records 1 - 5

Plan Option	Plan Option Description	Plan Option Self Service Description	Short Plan/Option Description	Enrolled (Y/N)	Dep Ben	Minimum Dependents	Maximum Depender
<input checked="" type="radio"/> DP	Employee + Partner			N	D	2	
<input type="radio"/> EMP	Employee Only			N			
<input type="radio"/> FAM	Employee + Family			Y	D	3	
<input type="radio"/> ONE	Employee + One			Y	D	2	
<input type="button" value="New"/>							

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

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.
11. On PDBA Detail choose a record and then click Select.

**PeopleSoft®**

**Plan Master - Plan Master Rates Window**

OK	Find	Delete	Cancel	Previous	Error	Tools																				
<table border="1"> <tr> <td>Plan</td> <td>MED-HMO</td> <td>Medical Plan - HMO</td> </tr> <tr> <td>Option</td> <td>DP</td> <td>Employee + Partner</td> </tr> <tr> <td>DBA</td> <td>4003</td> <td>Med-EE+1</td> </tr> <tr> <td>Type</td> <td>B</td> <td>Benefit Plan Rates</td> </tr> </table>							Plan	MED-HMO	Medical Plan - HMO	Option	DP	Employee + Partner	DBA	4003	Med-EE+1	Type	B	Benefit Plan Rates								
Plan	MED-HMO	Medical Plan - HMO																								
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<table border="1"> <thead> <tr> <th colspan="4">Records 1 - 2</th> <th>Customize Grid <input type="checkbox"/></th> </tr> <tr> <th><input type="checkbox"/></th> <th></th> <th>Beginning Date</th> <th>Ending Date</th> <th>Amount or Rate</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>01/01/05</td> <td>12/31/05</td> <td>75.0000</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Records 1 - 2				Customize Grid <input type="checkbox"/>	<input type="checkbox"/>		Beginning Date	Ending Date	Amount or Rate	<input type="checkbox"/>		01/01/05	12/31/05	75.0000	<input type="checkbox"/>				
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<input type="checkbox"/>		Beginning Date	Ending Date	Amount or Rate																						
<input type="checkbox"/>		01/01/05	12/31/05	75.0000																						
<input type="checkbox"/>																										

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

---

## Recalculating Plan Option Costs

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

After you set up a plan with options, you might need to update the amounts or rates that are associated with those options. For example, if your benefit carrier raises its rates for family medical coverage, you must update the option cost of the family option of the medical benefit plan.

The system uses the Batch Enrollment program (R083800), and the Recalculate Option Costs program (R083810) to recalculate the option costs and update employee DBA instructions with the new costs. To update option costs, you must complete the following steps:

1. Change the rate of the option using the Plan Master Options program (P083202).
2. Create a new version of the Batch Enrollment program. Enter the following information when you set up this version:
  - Enter the date on which the new option costs will take effect in the Effective Date processing option on the Date tab.
  - Initially, enter 0 in the Mode processing option on the Process tab. This allows you to process this report in proof mode.

---

### Note

After you have processed this version in proof mode and verified that the information is correct, you can change this processing option to run the Batch Enrollment program in final mode. This will update employee DBA instructions with the new enrollment records for the updated option costs.

---

- Enter the Plan ID to which the option is attached in the Plan processing option on the Process tab.
  - Enter TRT in the Ending Enrollment Status processing options on the Process tab and on the Recalculation tab.
  - Verify that the data selection for this version selects employees whose benefit status is not equal to blank. You can use additional data selection to narrow your selection criteria.
3. Process the newly created version of the Batch Enrollment program in proof mode. The system automatically generates the Recalculate Option Costs report (R083810).
  4. Review the Recalculate Option Costs report and verify that the stop dates, start dates, and new rates are correct.
  5. Process the Batch Enrollment program in final mode.
  6. To verify that the updates were successful, review the DBA instructions of an employee who was included in the Batch Enrollment process.

---

**Note**

In order to update option costs for an employee, you must ensure the following:

- The benefit plan and benefit option must be set up.
  - The employee must be enrolled in the plan and the option.
  - The employee must have history for the DBA that is associated with the plan option.
  - The employee must not be locked to a payroll ID at the time that you update plan option costs.
- 

**See Also**

- ❑ *Enrolling Employees Using Batch Enrollment* in the *Benefits Guide* for additional information about processing the Batch Enrollment program
  - ❑ *Setting Up Plan Options* in the *Benefits Guide* for additional information about changing the cost of an option
- 

## 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.*

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

	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 type="radio"/>	MED+FAM	Medical Plan - EE + Family	3.00	N	N		
<input type="radio"/>	MED+ONE	Medical Plan - EE + One	2.00	N	N		
<input type="radio"/>							

3. On Plans Within Categories, complete the following fields:

- Plan ID
- Sequence Number

The sequence number field determines the order in which 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 Date Codes 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 an employee's date of hire, enter 15 as the day of the month and the code for hire date as the date to follow. Then, when 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 an employee passes 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 a date code for a specific date following a particular date of the month**

---

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

1. On Work With Date Codes, click Add.

Define Date Codes - Define Date Codes

Work With Date Codes Define Date Codes

OK Cancel Previous Next Tools

Enrollment Date Code  Description  1st of Month After Eligible

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

Or  
Number of Dys, Mos or Yrs   
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 Date Codes 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 a date code 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.

The screenshot shows the 'Define Date Codes - Define Date Codes' dialog box from PeopleSoft. The window title is 'Define Date Codes - Define Date Codes'. It has standard Windows-style buttons for OK, Cancel, and Tools. The main area contains fields for defining a date code:

- Enrollment Date Code:** A text input field containing 'L' and a description field to its right labeled 'End of Month After Hire/Rehire'.
- Date of Month:** An input field with a dropdown arrow, followed by an 'Or' button and a checked checkbox labeled 'End of Month'.
- Date to Follow:** An input field containing 'DST' and a label 'Date Started'.
- Or:** A section for specifying dates based on days, months, or years.
  - Number of Dys, Mos or Yrs:** An input field with a dropdown arrow, followed by radio buttons for 'Day', 'Month', and 'Year'.
  - Date to Follow:** An input field.
- Or:** A section for finding the next match by enrollment number.
  - Find Next Match (MM/DD):** A label followed by six input fields, each labeled with a enrollment number: 'First Enrollment', 'Second Enrollment', 'Third Enrollment', 'Fourth Enrollment', 'Fifth Enrollment', and 'Sixth Enrollment'.

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 Date Codes 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 a date code 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.

Define Date Codes - Define Date Codes

OK Cancel Tools

Enrollment Date Code  Description

Date of Month  Or  End of Month  
Date to Follow

Or  
Number of Dys, Mos or Yrs   Day  Month  Year  
Date to Follow  *Date Started*

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 group box, and then click OK:
  - Day
  - Month
  - Year

## Setting Up Date Codes 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 a date code by a specific enrollment date**

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

1. On Work With Date Codes, click Add.

The screenshot shows the 'Define Date Codes - Define Date Codes' window in PeopleSoft. The title bar has tabs for 'Work With Date Codes' and 'Define Date Codes', with 'Define Date Codes' being the active tab. The menu bar includes 'OK', 'Cancel', 'Previous', 'Next', and 'Tools'. Below the menu are standard toolbar icons. The main area contains fields for defining a date code:

- Enrollment Date Code:** A text input field containing 'Quarterly Enrollment'.
- Date of Month:** An input field with a dropdown arrow.
- Description:** A label next to the Enrollment Date Code field.
- Or**:
  - Date to Follow:** An input field with a dropdown arrow.
  - End of Month:** A checkbox.
- Or**:
  - Number of Dys, Mos or Yrs:** An input field with a dropdown arrow.
  - Day:** A radio button.
  - Month:** A radio button.
  - Year:** A radio button.
  - Date to Follow:** An input field with a dropdown arrow.
- Or**:
  - Find Next Match (MM/DD):** A section containing six entries for enrollment dates:
    - First Enrollment:** 01/01
    - Second Enrollment:** 04/01
    - Third Enrollment:** 07/01
    - Fourth Enrollment:** 10/01
    - Fifth Enrollment:** (empty)
    - Sixth Enrollment:** (empty)

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

When you plan to set up eligibility tables that are based on the hours on the timecard (method H), you must set up a pay type table for each hours 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 for each pay type that determines the employee's eligibility.

For example, to include all pay types in the eligibility test, enter pay type 001 through 999. To exclude certain pay types, set up a table with more than one range. For example, to exclude pay type 450 only, set up the following two ranges:

- 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 does *not* accept the following two ranges in one table:

- 001 through 449
- 445 through 999

### Prerequisite

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

Records 1 - 3				Customize Grid
	From Trans	From Description	Thru Trans	Thru Description
<input checked="" type="radio"/>	1	Regular	4	1st/Last Chk
<input type="radio"/>	300	Sick Pay	999	Net Pay Adj.
<input type="radio"/>				

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 plan master 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 plan master 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 to the enrollment record an eligible status and a beginning enrollment status date based on the date code. 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.
- When an employee does not pass the eligibility test, the system assigns to the enrollment record an ineligible enrollment status 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.

## Prerequisites

- ❑ Set up the user defined codes (08/ES) to define the enrollment status. See *Understanding User Defined Codes for Human Capital Management Systems* in the *Human Capital Management Foundation Guide*.
- ❑ Set up pay type tables to include in any table based on hours worked. See *Setting Up Pay Type Tables* in the *Benefits Guide*.
- ❑ Set up the date codes to define eligible and ineligible enrollment dates. See *Setting Up Date Codes* in the *Benefits Guide*.

### ► 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.

PeopleSoft®

Define Eligibility - Define Eligibility

Work With Define Eligibility | Define Eligibility

OK Find Delete Cancel Form Previous Next Tools

Eligibility Table: MED1  
Description: Medical Initial Testing

Records 1 - 3

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

Customize Grid

**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 detail area.

---

## **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 can base each enrollment parameter on any combination of the following search items:

- Plan ID
- Benefit Status
- Enrollment Status
- Valid Plan

After you create enrollment parameters, the system searches the records in the Batch Enrollment Parameters table (F08392) based on level of detail. The least detailed parameter appears at the top of the table, and therefore, is searched last. The most detailed parameter is at the bottom of the table, and therefore, is searched first. 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 for 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 that is 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.

### **Default Enrollment Parameters**

If you use batch enrollment to enroll employees in benefit plans, you should set up default enrollment parameters. When you set up default parameters, you do not identify a plan ID. Therefore, the parameter can be used to determine eligibility for any plan. If your eligibility testing is the same for all benefit plans, you can set up only default enrollment parameters.

The following tables illustrate examples of default enrollment parameters, and the actions that the system takes when the parameter is used. The system uses the most detailed enrollment parameter that meets the employee enrollment record. For example, parameter 1 is the least detailed; therefore, the system uses it only if it does not find a more detailed parameter that specifies how to test the employee's eligibility. Parameter 5 is the most detailed. The system tests this parameter first and uses the information to determine employee eligibility for each employee benefit record that matches its criteria. If the system uses this parameter, it determines the eligibility status for the current benefit enrollment record and then moves to the next enrollment record. The parameter search begins again, starting with parameter 5, and continues through the list of parameters in order of decreasing detail until it finds a valid enrollment parameter. The system then uses that parameter to calculate the employee's new benefit status.

#### **Parameter 1**

Field	Plan ID	Benefit Status	Enroll Status	Valid Plan	Prev Elig	Elig Test	Date Code	New Status	Man Rev iew
Value		*	*	N					Y

Using parameter 1, the system requires a manual review for any plans that are not valid for the employee. The system considers any plan that is not attached to the employee's benefit group to be invalid.

## Parameter 2

Field	Plan ID	Benefit Status	Enroll Status	Valid Plan	Prev Elig	Elig Test	Date Code	New Status	Man Review
Value		*	*	Y		I			N

Using parameter 2, the system tests for initial eligibility for all valid plans for each employee.

## Parameter 3

Field	Plan ID	Benefit Status	Enroll Status	Valid Plan	Prev Elig	Elig Test	Date Code	New Status	Man Review
Value		*	ACT	Y		C			N

Using parameter 3, the system tests for continuing eligibility for all employees who are currently enrolled in valid plans (that is, employees who have a benefit status of Active).

## Parameter 4

Field	Plan ID	Benefit Status	Enroll Status	Valid Plan	Prev Elig	Elig Test	Date Code	New Status	Man Review
Value		X	*	N			T	TRX	N

Using parameter 4, the system assigns the terminated status (TRX) to plans that are not valid for employees whose benefit status is X (terminated) at the time that batch enrollment is processed.

## Parameter 5

Field	Plan ID	Benefit Status	Enroll Status	Valid Plan	Prev Elig	Elig Test	Date Code	New Status	Man Review
Value		X	*	Y			T	TRX	N

Using parameter 5, the system assigns the terminated status (TRX) to plans that are valid for employees whose benefit status is X (terminated) at the time that batch enrollment is processed. The system searches parameter 5 first. If the employee benefit enrollment record matches the criteria in this parameter, the system uses this parameter to determine the employee's new benefit status. If the criteria in this parameter do not match the benefit enrollment record for the employee, the system then searches parameter 4. The system continues searching enrollment parameters, in order of decreasing detail, until it finds a match. The system then uses the matching parameter to determine the employee's new benefit status.

## Example: Search Hierarchy for Enrollment Parameters

The Work With Batch Enrollment Parameters form (W08392B) lists parameters in order of detail. Notice that the most restrictive (most detailed) parameter is at the bottom of the list.

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

The screenshot shows a PeopleSoft application window titled "Enrollment Parameters - Work With Batch Enrollment Parameters". The toolbar includes standard buttons for Select, Find, Add, Delete, Close, Row, and Tools. A search bar at the top right contains the text "401K Plan". The main area displays a grid of data with the following columns: Plan ID, Plan Description, Benefit Status, Enrollment Status, Enrollment Status Description, Valid Plan, Previous Eligibility, Eligibility Test, and Date Code. Two rows of data are visible:

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

### Prerequisites

- ❑ Set up your benefit plans. See *Setting Up Benefit Plans* in the *Benefits Guide*.
- ❑ Set up the eligibility tables. See *Setting Up Eligibility Tables* in the *Benefits Guide*.
- ❑ Set up the date codes that control when an employee becomes eligible or ineligible for a benefit plan. See *Setting Up Date Codes* in the *Benefits Guide*.

### ► To set up enrollment parameters

---

*From the Benefits Administration Setup menu (G08BB4), choose Enrollment Parameters.*

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

# PeopleSoft®

**Enrollment Parameters - Batch Enrollment Parameters**

OK Cancel Tools

Plan ID	401K	401(k) Plan
Benefit Status	R	Rehire
Enrollment Status	*	
Valid Plan	<input checked="" type="checkbox"/>	

**Action**

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

2. On Batch Enrollment Parameters, complete the following fields for the most detailed parameter:
  - Plan ID
  - Benefit Status
  - Enrollment Status
3. Click 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 4 through 6 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) plan 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.

### Prerequisites

- ❑ Set up the funds as payees in the Address Book system. See *Entering Address Book Information* 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 *Human Capital Management Foundation Guide*.

### ► To link allocation funds to plans

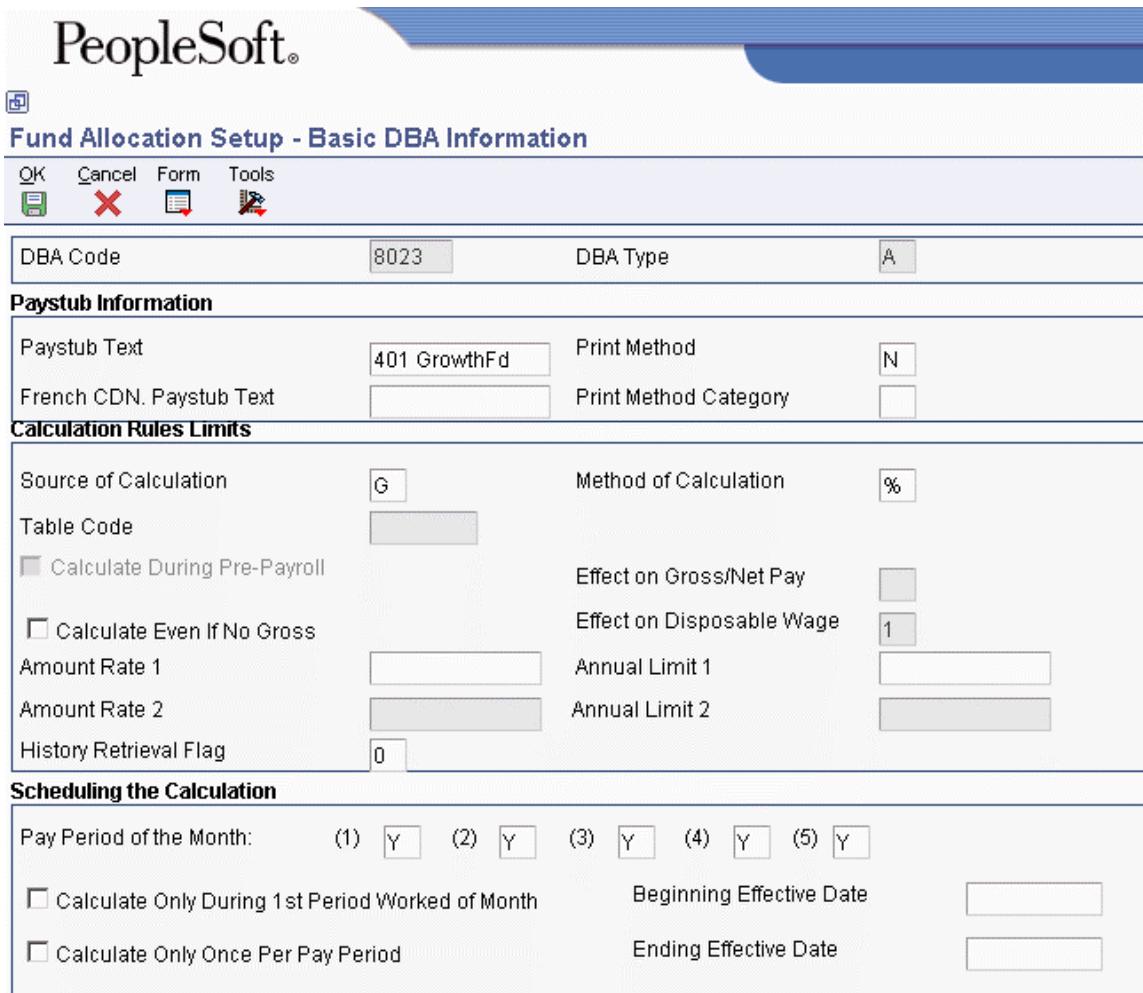
*From the Daily Processing menu (G08BB1), choose Fund Allocation Setup.*

The screenshot shows the PeopleSoft Fund Allocation Setup interface. At the top, there's a toolbar with buttons for OK, Find, Delete, Cancel, Row, and Tools. Below the toolbar, there's a detail area with three input fields: Plan ID (401K), Employee DBA ID (7000), and Employer DBA ID (7001). To the right of these fields are descriptions: 401(k) Plan, 401(k), and 401(k) Co. respectively. Below the detail area is a grid titled "Records 1 - 3". The grid has columns for PDBA Code, PDBA Code Description, Provider Trustee, and Provider Trustee Description. There are three rows in the grid, each corresponding to a fund record. The first fund record has a PDBA Code of 8023 and a Description of 401 GrowthFd, with a Provider Trustee of 4207 and a Description of Western Securities. The second fund record has a PDBA Code of 8024 and a Description of 401 Inc Fnd, with a Provider Trustee of 4215 and a Description of United Investments.

Records 1 - 3				Customize Grid
	PDBA Code	PDBA Code Description	Provider Trustee	Provider Trustee Description
<input type="checkbox"/>	8023	401 GrowthFd	4207	Western Securities
<input type="checkbox"/>	8024	401 Inc Fnd	4215	United Investments
<input type="checkbox"/>				

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 record in the detail area, and then choose DBA Setup from the Row menu.

3. On Work With PDBAs, click Accrual and then click Add.

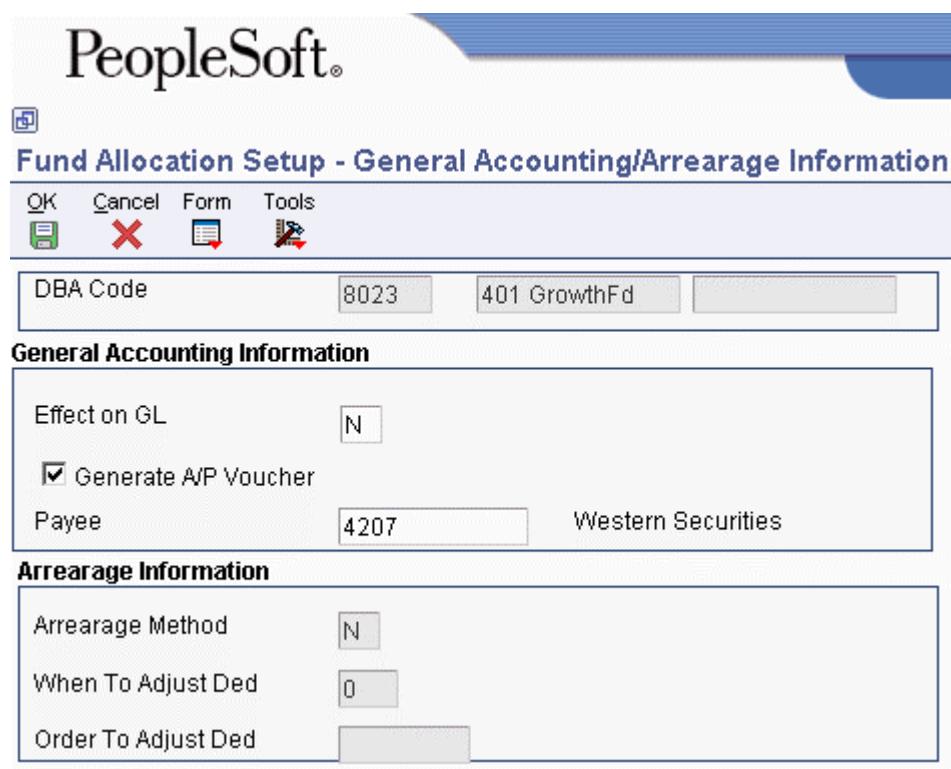


The screenshot shows the 'Fund Allocation Setup - Basic DBA Information' window in PeopleSoft. The window has a toolbar with OK, Cancel, Form, and Tools buttons. The DBA Code field contains '8023' and the DBA Type field contains 'A'. The 'Paystub Information' section includes fields for Paystub Text ('401 GrowthFd'), Print Method ('N'), and French CDN. Paystub Text. The 'Calculation Rules Limits' section includes fields for Source of Calculation ('G'), Method of Calculation ('%'), Table Code, and various checkboxes and dropdowns for calculating during pre-payroll, effect on gross/net pay, and annual limits. The 'Scheduling the Calculation' section includes fields for pay period selection (1-5), calculate only during 1st period, beginning effective date, calculate only once per pay period, and ending effective date.

4. On Basic DBA Information, 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. Verify that the following option is turned off:
- 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.
12. On General Accounting/Arrearage Information, complete the following fields and click OK:
  - Effect on GL
  - Payee

**PeopleSoft.**

The screenshot shows a PeopleSoft application window titled "Fund Allocation Setup - General Accounting/Arrearage Information". The window has a toolbar with icons for OK, Cancel, Form, and Tools. The main area is divided into two sections: "General Accounting Information" and "Arrearage Information". In the "General Accounting Information" section, there is a field for "DBA Code" containing "8023" and a dropdown menu showing "401 GrowthFd". Under "Effect on GL", there is a radio button labeled "N". A checked checkbox labeled "Generate A/P Voucher" is also present. The "Payee" field contains "4207" and the label "Western Securities". In the "Arrearage Information" section, there is a field for "Arrearage Method" with a radio button labeled "N". A dropdown menu for "When To Adjust Ded" shows the value "0". A dropdown menu for "Order To Adjust Ded" is also visible.

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

# PeopleSoft.

Fund Allocation Setup - Basis of Calculation

OK Find Cancel Tools

PDBA Code	8023	401 GrowthFd
PDBA Type	A	Accrual

	From PDBA	From Description	Thru PDBA	Thru Description
<input checked="" type="radio"/>	7000	401(k)	7001	401(k) Co.
<input type="radio"/>				

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 CodeThe 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 provides 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 program (P083204) to review the organization of your benefit plans. This program 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 that are 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.

Records 1 - 18								
	Benefit Group	Group Category	Category Description	Effective Date	Ending Date	M P	Dft Pln	Plan ID
<input checked="" type="radio"/>	+ CDNSAL							
<input type="radio"/>	+ EXEC							
<input type="radio"/>	+ FLEX							
<input type="radio"/>	+ 401K	401K	401(k) Benefits			N	N	401K
<input type="radio"/>	+ FLEXDEN	FLEXDEN	Flex Dental Benefits			N	N	FDENTEE
<input type="radio"/>	+ FLEXDEN	FLEXDEN	Flex Dental Benefits			N	N	FDENTEE1
<input type="radio"/>	+ FLEXDEN	FLEXDEN	Flex Dental Benefits			N	N	FDENTEE2
<input type="radio"/>	+ FLEXEEDED	FLEXEEDED	Employee Flex Deductions			Y	N	FLXEEDED
<input type="radio"/>	+ FLEXMED	FLEXMED	Flex Medical Benefits			N	N	FMEDEE
<input type="radio"/>	+ FLEXMED	FLEXMED	Flex Medical Benefits			N	N	FMEDEE+1
<input type="radio"/>	+ FLEXMED	FLEXMED	Flex Medical Benefits			N	N	FMEDEE+2
<input type="radio"/>	+ FLEXVIS	FLEXVIS	Flex Vision Benefits			N	N	FVISEE
<input type="radio"/>	+ FLEXVIS	FLEXVIS	Flex Vision Benefits			N	N	FVISEE1
<input type="radio"/>	+ FLEXVIS	FLEXVIS	Flex Vision Benefits			N	N	FVISEE2
<input type="radio"/>	+ FLXLMP							

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

## **Reviewing the Plans/Options By Group and Category Report (R083494)**

*From the Periodic Processing menu (G08BB2), choose Plans/Options By Group and Category.*

This report lists all benefit groups and benefit categories that are assigned to each group. It also lists the benefit plans and options that are 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 program (P08320), including the employee and employer DBA codes.

# Flexible Benefits Setup

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.

The setup of flexible benefits varies depending upon the method that you choose to administer the flex plan. Typically, you can choose to set up a lump sum credit that can be used for all benefit plans, or you can set up multiple lump sum credits so that each credit is used for a specific category of benefits, such as medical or dental.

## Setting Up DBA Information for Flexible Benefits

You might want to set up the DBAs that you will use in flexible benefits before you complete the other setup steps. You complete DBA setup information in the PDBA Setup program (P059116). Flex benefits setup typically requires the following DBAs:

<b>Employee flex deduction</b>	<p>The employee flex deduction is the total cost to the employee for all the selected flexible benefit plans. When an employee elects a flexible benefit plan, the amount in the employee flex deduction is updated with the cost of the selected plan.</p> <p>When you set up the employee flex deduction DBA, be sure to include the following information:</p> <ul style="list-style-type: none"><li>• Deduction DBA type</li><li>• Flat dollar amount method of calculation</li><li>• Blank value in the Amount/Rate 1 field</li></ul>
<b>Employer flex credits</b>	<p>Use the employer flex credits DBA to provide employees with a lump sum amount used to purchase flexible benefits. Flexible benefit costs that exceed the lump sum credit typically results in an employee payroll deduction using the employee flex deduction DBA.</p> <p>When you set up the employer flex credit DBA, be sure to include the following information:</p> <ul style="list-style-type: none"><li>• Benefit or accrual DBA type</li><li>• Flat dollar amount method of calculation</li><li>• Amount/Rate 1 = the amount of employer provided credits</li><li>• Calculate during pre-payroll</li></ul>

<b>Employee flex cost</b>	<p>The employee flex cost DBA is the amount that an employee must spend in order to select a particular benefit plan. You must set up an employee flex cost DBA for each flex benefit plan for which there is an associated employee cost.</p> <p>When you set up the employee flex cost DBA, be sure to include the following information:</p> <ul style="list-style-type: none"> <li>• Benefit DBA type</li> <li>• Flat dollar amount method of calculation</li> <li>• Amount or Rate 1 = The cost to the employee for the benefit</li> <li>• Calculate during pre-payroll</li> </ul>
<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. Some companies provide employer paid-benefits in addition to or instead of employer flex credits. This DBA can be used for flex or non-flex plans. The setup is the same for both.</p> <p>The employer-paid benefit does not appear on any interactive enrollment forms. It is simply the company cost that is recorded in the general ledger, and it does not affect the enrollment process.</p> <p>The employer-paid benefit DBA is set up as a benefit type or accrual DBA type.</p>

## See Also

- ❑ *Setting Up Deductions, Benefits, and Accruals* in the *Human Capital Management Foundation Guide* for more information about DBA setup

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## Setting Up a Benefit Group for Flex

If you are using flexible benefits, you must set up a benefit group for flex. You cannot use an existing benefit group that is used for nonflex benefits.

You enable flex benefits at the benefit group level by assigning a benefit group rule in the Categories by Benefit Group program (P08350). 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 the benefit group rule indicates that flex plans are offered, the value generated by the employer flex credit DBAs appears on interactive enrollment forms and is used to calculate an employee's available flex credits.

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 does 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* in the *Benefits Guide* for complete information about setting up benefit groups
- ❑ *Setting Up an Employee Flex Deduction* in the *Benefits Guide* for information about setting up special plans for flex benefits
- ❑ *Setting Up a Lump Sum Credit* in the *Benefits Guide* for information about setting up special plans for flex benefits

### ► To link categories to benefit groups for flex

---

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

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.

Records 1 - 6							Customize
	Group Category	Description	Short Category Description	Seq. Num.	C R	Group Category Rule Description	Category Type
<input type="checkbox"/>	FLEXMED	Flex Medical Benefits	MED	1.00		No rules apply-select any item	0
<input type="checkbox"/>	FLEXDEN	Flex Dental Benefits	DENT	2.00		No rules apply-select any item	0
<input type="checkbox"/>	FLEXVIS	Flex Vision Benefits	VIS	3.00		No rules apply-select any item	0
<input type="checkbox"/>	ERLUMPCRD	Employer Lump Sum Credits		4.00		No rules apply-select any item	1
<input type="checkbox"/>	FLEXEDED	Employee Flex Deductions		5.00		No rules apply-select any item	2
<input type="checkbox"/>						No rules apply-select any item	

3. On Categories By Benefit Group, complete the following fields on a blank record in the detail area:
  - Group Category
  - Seq. Num.

4. Type 1 for employer lump sum credits in the following field and click OK:
  - Category Type

---

## 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.

When you provide 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.

### Prerequisite

- ❑ Set up a code and description for the lump sum credit category. See *Setting Up Benefit Categories in the Benefits Guide*.
- ❑ 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 Human Capital Management Foundation Guide*.

### See Also

- ❑ *Setting Up Benefit Plans* in the *Benefits Guide* for complete information about setting up benefit plans
- ❑ *Setting Up Flex Benefit Plans* in the *Benefits Guide* for information about awarding credits at the plan level

---

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

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

1. On 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.

# PeopleSoft.

**Categories by Benefit Group - Categories By Benefit Group**

OK Find Delete Cancel Form Row Tools

Benefit Group	FLXLMP
<input type="radio"/> Flex plans not offered <input checked="" type="radio"/> Flex plans offered, positive remaining credits allowed <input type="radio"/> Flex plans offered, positive remaining credits not allowed	

Records 1 - 6      Customize

Group Category	Description	Short Category Description	Seq. Num.	C R	Group Category Rule Description	Category Type
FLEXMED	Flex Medical Benefits	MED	1.00		No rules apply-select any item	0
FLEXDEN	Flex Dental Benefits	DENT	2.00		No rules apply-select any item	0
FLEXVIS	Flex Vision Benefits	VIS	3.00		No rules apply-select any item	0
ERLUMPCRD	Employer Lump Sum Credits		4.00		No rules apply-select any item	1
FLEXEDED	Employee Flex Deductions		5.00		No rules apply-select any item	2
					No rules apply-select any item	

- On Categories By Benefit Group, select an option under the following heading:

- Benefit Group Rule

The Benefit Group Rule determines whether the benefit group contains flex plans, and whether you want to keep track of flex credits that remain after an employee has enrolled in benefit plans.

- 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.

# PeopleSoft.

## Plan Master - Plan Master

Work With Plan Master **Plan Master**

OK Cancel Form Previous Next Tools

Plan ID **FXERLUMP** Flex Lump Sum Credits

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

**General**

Provider/Trustee	1001	J.D. Edwards & Company
From Date		Thru Date
Policy/Reference Number		<input checked="" type="checkbox"/> Mandatory
Plan Type		<input type="checkbox"/> Enter Amount/Rate
Status Code	A	<input type="checkbox"/> COBRA Plan

**Enrollment Rules**

Enrollment Start Date	Start in the beginning of next
<input checked="" type="checkbox"/> Allow Enrollment at Plan Level	
<b>Dependent/Beneficiary</b>	
<input type="radio"/> Requires Dependents	
<input type="radio"/> Requires Beneficiaries	
<input checked="" type="radio"/> Does not require Dependent/Beneficiary	
<b>Flex Plan Spending Account</b>	
<input checked="" type="radio"/> Not a Spending Account	
<input type="radio"/> Medical Spending Account	
<input type="radio"/> 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. Click the following options to turn them on:
  - Mandatory
  - Flex Plan
  - 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.

6. Click the Calc./Eligibility tab.

The screenshot shows the PeopleSoft Plan Master interface. The 'Active Foundation' workspace is selected. The 'Plan Master' window is open, with the 'Calc. Eligibility' tab active. In the 'Payroll Integration DBA Codes' section, the 'ER Flex Credits' field is populated with '7220'. In the 'Eligibility' section, both 'Init Elig Table' and 'Cont Elig Table' are set to 'NONE'.

7. Type the lump sum credit benefit or accrual DBA in the following field:
  - ER Flex Credits
8. Complete the following required fields:
  - Init Elig Table
  - Cont Elig Table
9. Click OK

After you set up the lump sum credit category and plan, you must link the plan to the category.

### **See Also**

- ❑ *Linking Plans to Benefit Categories* in the *Benefits Guide*

---

## **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 in the Enrollment With Eligibility program (P08334) because the system automatically updates the plan DBA with the employee's negative flex balance.

## Prerequisite

- ❑ Set up a code and description for the flex deduction category. See *Setting Up Benefit Categories* in the *Benefits Guide*.
- ❑ Set up a flex deduction DBA with a method of calculation of \$ (Flat Amount). See *Setting Up Essential DBA Information* in the *Human Capital Management Foundation Guide*.

## See Also

- ❑ *Setting Up Benefit Plans* in the *Benefits Guide* for complete information about setting up benefit plans

### ► To set up a flex deduction category

---

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

1. On 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.

Records 1 - 6							Customize
	Group Category	Description	Short Category Description	Seq. Num.	C R	Group Category Rule Description	Category Type
<input type="checkbox"/>	FLEXMED	Flex Medical Benefits	MED	1.00		No rules apply-select any item	0
<input type="checkbox"/>	FLEXDEN	Flex Dental Benefits	DENT	2.00		No rules apply-select any item	0
<input type="checkbox"/>	FLEXVIS	Flex Vision Benefits	VIS	3.00		No rules apply-select any item	0
<input type="checkbox"/>	FLEXEEDED	Employee Flex Deductions		4.00		No rules apply-select any item	2
<input type="checkbox"/>	401K	401(k) Benefits		5.00		No rules apply-select any item	0
<input type="checkbox"/>						No rules apply-select any item	

3. On Categories By Benefit Group, complete the following fields on a blank row in the detail area:
  - Group Category
  - Seq. Num.
4. Type 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 enroll in this plan, click the following option:

- Mandatory

7. Click the following options to turn them on:

- Enter Amount/Rate
- Allow Enrollment at Plan Level

You set up Employee Flex Deduction plans without plan options, therefore you must allow enrollment at the plan level.

8. Choose the Calc./Eligibility tab.

The screenshot shows the PeopleSoft Plan Master - Plan Master window. The title bar says "Plan Master - Plan Master". The top menu bar has tabs for "Work With Plan Master" and "Plan Master", with "Plan Master" being the active tab. Below the menu is a toolbar with icons for OK, Cancel, Form, Previous, Next, and Tools. The main area has a "Plan ID" field containing "FLXEEDED" and a label "Employee Flex Deduction". Below this is a navigation bar with tabs: General Info, Calc./Eligibility (which is highlighted in blue), Addl. Info, Cat. Codes, Self-Service, and Premium/Coverage. The main content area is divided into sections: "Payroll Integration DBA Codes" and "Eligibility". In the "Payroll Integration DBA Codes" section, there are four fields: "EE Payroll Deduction" (value 7200, label "EeFlexDeduct.0000 \$ D"), "ER Paid Benefit" (empty), "EE Flex Cost" (empty), and "ER Flex Credits" (empty). In the "Eligibility" section, there are three fields: "Init Elig Table" (value NONE, label "No Eligibility Testing"), "Cont Elig Table" (value NONE, label "No Eligibility Testing"), and "Prerequisite Plan" (empty).

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

- EE Payroll Deduction

10. Complete the following mandatory fields:

- Init Elig Table
- Cont Elig Table

11. Click OK.

---

## Setting Up Flex Benefit Plans

You set up flex benefit plans in the same way that you set up other benefit plans, except that you turn on an option in the Plan Master program (P08320) to specify that the plan is a flex plan. When you turn on 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.

---

### Note

For each flex benefit plan that you set up, you must link the plan to the appropriate category within the flexible benefit group.

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The following rules apply to amount and rate entries for flex plans:

- For plans with the employee flex cost DBA only, amount or rate entries are applied to that DBA.
  - 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 nonflex plans, amount or rate entries apply only 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* in the *Benefits Guide* for complete information about setting up benefit plans
- ❑ *Linking Plans to Benefit Categories* in the *Benefits Guide*

### Prerequisite

- ❑ 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 *Human Capital 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.



## Plan Master - Plan Master

Work With Plan Master | **Plan Master**

OK Cancel Form Previous Next Tools

Plan ID

FMEDEE+2

Medical Flex Ee + 2 or More

**General Info**

Calc./Eligibility

Addl. Info

Cat. Codes

Self-Service

Premium/Coverage

### General

Provider/Trustee

1001

Recipient 1

From Date

Thru Date

Policy/Reference Number

Mandatory

Plan Type

M

Medical

Enter Amount/Rate

Status Code

A

Active

COBRA Plan

### Enrollment Rules

Enrollment Start Date

Allow Enrollment at Plan Level

Flex Plan

### Dependent/Beneficiary

### Spending Account

Requires Dependents

Not a Spending Account

Requires Beneficiaries

Medical Spending Account

Does not require Dependent/Beneficiary

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. Choose the General Info tab and complete the following field:

- Provider/Trustee

5. Complete the following optional fields:

- Policy/Reference Number
- Plan Type
- Status Code

6. Click the following option to turn it on:

- Flex Plan

**Plan Master - Plan Master**

Work With Plan Master		Plan Master																	
OK	Cancel	Form																	
FMEDEE+2	Medical Flex Ee + 2 or More																		
<input type="button" value="General Info"/> <input checked="" type="button" value="Calc./Eligibility"/> <input type="button" value="Addl. Info"/> <input type="button" value="Cat. Codes"/> <input type="button" value="Self-Service"/> <input type="button" value="Premium/Coverage"/>																			
<b>Payroll Integration DBA Codes</b> <table border="1"> <tr> <td>EE Payroll Deduction</td> <td><input type="text"/></td> </tr> <tr> <td>ER Paid Benefit</td> <td><input type="text"/></td> </tr> <tr> <td>EE Flex Cost</td> <td><input type="text"/> 4102 <i>MedFlexEe+2 25.0000 \$ B</i></td> </tr> <tr> <td>ER Flex Credits</td> <td><input type="text"/></td> </tr> </table> <b>Eligibility</b> <table border="1"> <tr> <td>Init Elig Table</td> <td><input type="text"/> NONE</td> <td><i>No Eligibility Testing</i></td> </tr> <tr> <td>Cont Elig Table</td> <td><input type="text"/> NONE</td> <td><i>No Eligibility Testing</i></td> </tr> <tr> <td>Prerequisite Plan</td> <td><input type="text"/></td> <td></td> </tr> </table>			EE Payroll Deduction	<input type="text"/>	ER Paid Benefit	<input type="text"/>	EE Flex Cost	<input type="text"/> 4102 <i>MedFlexEe+2 25.0000 \$ B</i>	ER Flex Credits	<input type="text"/>	Init Elig Table	<input type="text"/> NONE	<i>No Eligibility Testing</i>	Cont Elig Table	<input type="text"/> NONE	<i>No Eligibility Testing</i>	Prerequisite Plan	<input type="text"/>	
EE Payroll Deduction	<input type="text"/>																		
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Cont Elig Table	<input type="text"/> NONE	<i>No Eligibility Testing</i>																	
Prerequisite Plan	<input type="text"/>																		

7. Choose the Calc./Eligibility tab and complete any of the following fields:
  - ER Paid Benefit
  - EE Flex Cost
  - ER Flex Credits
8. Complete the following required fields and any other optional fields, and then click OK:
  - Init Elig Table
  - Cont Elig Table

# EnterpriseOne PeopleBooks Glossary

<b>“as of” processing</b>	A process that is run at a specific point in time to summarize item transactions.
<b>52 period accounting</b>	A method of accounting that uses each week as a separate accounting period.
<b>account site</b>	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
<b>active window</b>	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
<b>ActiveX</b>	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each other in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
<b>activity</b>	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
<b>activity driver</b>	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
<b>activity rule</b>	The criteria by which an object progresses from a given point to the next in a flow.
<b>actual cost</b>	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
<b>adapter</b>	A component that connects two devices or systems, physically or electronically, and enables them to work together.
<b>add mode</b>	The condition of a form where a user can enter data into it.
<b>advanced interactive executive</b>	An open IBM operating system that is based on UNIX.
<b>agent</b>	A program that searches through archives or other repositories of information on a topic that is specified by the user.

<b>aging</b>	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
<b>aging schedule</b>	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
<b>allegato IVA clienti</b>	In Italy, the term for the A/R Annual VAT report.
<b>allegato IVA fornitori</b>	In Italy, the term for the A/P Annual VAT report.
<b>application layer</b>	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
<b>application programming interface (API)</b>	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
<b>AS/400 Common</b>	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
<b>assembly inclusion rule</b>	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
<b>audit trail</b>	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
<b>automatic return</b>	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
<b>availability</b>	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
<b>available inventory</b>	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
<b>back office</b>	The set of enterprise software applications that supports the internal business functions of a company.
<b>backhaul</b>	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
<b>balance forward</b>	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.

<b>balance forward receipt application method</b>	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
<b>bank tape (lock box) processing</b>	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
<b>base location</b>	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
<b>basket discount</b>	A reduction in price that applies to a group or "basket" of products within a sales order.
<b>basket repricing</b>	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
<b>batch job</b>	A job submitted to a system and processed as a single unit with no user interaction.
<b>batch override</b>	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
<b>batch process</b>	A type of process that runs to completion without user intervention after it has been started.
<b>batch program</b>	A program that executes without interacting with the user.
<b>batch version</b>	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
<b>batch/lot tracking</b>	The act of identifying where a component from a specific lot is used in the production of goods.
<b>batch/mix</b>	A manufacturing process that primarily schedules short production runs of products.
<b>batch-of-one processing</b>	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
<b>binary large object (BLOB)</b>	A collection of binary data stored as a single entity in a [file].
<b>binder clip</b>	See paper clip.
<b>black products</b>	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
<b>blend note</b>	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.

<b>blend off</b>	Reworking off-specification material by introducing a small percentage back into another run of the same product.
<b>blind execution</b>	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
<b>boleto</b>	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
<b>bolla doganale</b>	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
<b>bookmark</b>	A shortcut to a location in a document or a specific place in an application or application suite.
<b>bordero &amp; cheque</b>	In Brazil, bank payment reports.
<b>broker</b>	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
<b>BTL91</b>	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
<b>budgeted volume</b>	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
<b>bunkering</b>	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
<b>business function</b>	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
<b>business function event rule</b>	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
<b>business object library</b>	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
<b>business unit</b>	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.

<b>business view</b>	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
<b>business view design aid (BDA)</b>	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
<b>buy-back crude</b>	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
<b>CAB</b>	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
<b>cadastro de pessoas físicas</b>	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
<b>category code</b>	A code that identifies a collection of objects sharing at least one common attribute.
<b>central object</b>	A software component that resides on a central server.
<b>central objects merge</b>	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
<b>central server</b>	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
<b>certificate input</b>	See direct input.
<b>certificate of analysis (COA)</b>	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
<b>change management</b>	[In software development] A process that aids in controlling and tracking the evolution of software components.
<b>change order</b>	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
<b>chargeback</b>	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
<b>chart</b>	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
<b>check-in location</b>	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\\release\\path_code\\package\\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.

<b>checksum value</b>	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
<b>class</b>	[In object-oriented programming] A category of objects that share the same characteristics.
<b>clean cargo</b>	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
<b>client access</b>	The ability to access data on a server from a client machine.
<b>client machine</b>	Any machine that is connected to a network and that exchanges data with a server.
<b>client workstation</b>	A network computer that runs user application software and is able to request data from a server.
<b>ClieOp03</b>	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
<b>ClieOp2</b>	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
<b>cluster</b>	Two or more computers that are grouped together in such a way that they behave like a single computer.
<b>co-existence</b>	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
<b>cold test</b>	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
<b>commitment</b>	The number of items that are reserved to fill demand.
<b>common object request broker architecture</b>	An object request broker standard that is endorsed by the Object Management Group.
<b>compa-ratio</b>	An employee's salary divided by the midpoint amount for the employee's pay grade.
<b>component changeout</b>	See component swap.
<b>component object model (COM)</b>	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.

<b>component swap</b>	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
<b>conference room pilot environment</b>	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
<b>configurable network computing (CNC)</b>	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
<b>configurable processing engine</b>	Handles all “batch” processes, including reporting, Electronic Data Exchange (EDI) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
<b>configuration management</b>	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
<b>configured item segment</b>	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
<b>consuming location</b>	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
<b>contra/clearing account</b>	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
<b>contribution to profit</b>	Selling price of an item minus its variable costs.
<b>control table</b>	A table that controls the program flow or plays a major part in program control.
<b>control table workbench</b>	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.

<b>control tables merge</b>	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
<b>corrective work order</b>	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
<b>corrective work order</b>	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
<b>cost assignment</b>	Allocating resources to activities or cost objects.
<b>cost component</b>	An element of an item's cost—for example, material, labor, or overhead.
<b>cost object</b>	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
<b>cost rollup</b>	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
<b>costing elements</b>	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
<b>credit memo</b>	A negative amount that is used to correct a customer's statement when he or she is overcharged.
<b>credit notice</b>	The physical document that is used to communicate the circumstances and value of a credit order.
<b>credit order</b>	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
<b>cross segment edit</b>	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
<b>crude oil assay</b>	A procedure for determining the distillation curve and quality characteristics of a crude oil.
<b>cumulative update</b>	A version of software that includes fixes and enhancements that have been made since the last release or update.
<b>currency relationships</b>	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
<b>currency restatement</b>	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

<b>current cost</b>	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
<b>customer pricing rules</b>	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
<b>D.A.S. 2 Reporting (DAS 2 or DADS 1)</b>	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
<b>data dictionary</b>	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
<b>data source workbench</b>	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
<b>data structure</b>	A description of the format of records in a database such as the number of fields, valid data types, and so on.
<b>data types</b>	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
<b>datagram</b>	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
<b>date pattern</b>	A period of time that is set for each period in standard and 52-period accounting and forecasting.
<b>DCE</b>	See distributed computing environment.
<b>DEB</b>	See déclaration d'échange de biens.
<b>debit memo</b>	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
<b>debit memo</b>	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
<b>debit statement</b>	A list of debit balances.
<b>de-blend</b>	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
<b>déclaration d'échange de biens (DEB)</b>	The French term that is used for the Intrastat report.
<b>delayed billing</b>	The invoicing process is delayed until the end of a designated period.

<b>delta load</b>	A batch process that is used to compare and update records between specified environments.
<b>denominated-in currency</b>	The company currency in which financial reports are based.
<b>deployment server</b>	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
<b>detail</b>	The specific information that makes up a record or transaction. Contrast with summary.
<b>detail information</b>	Information that primarily relates to individual lines in a sales or purchase order.
<b>direct connect</b>	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
<b>direct input</b>	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
<b>direct ship orders</b>	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
<b>direct usage</b>	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
<b>director</b>	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
<b>dirty cargo</b>	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
<b>dispatch planning</b>	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.

<b>displacement days</b>	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
<b>display sequence</b>	A number that the system uses to re-order a group of records on the form.
<b>distributed computing environment (DCE)</b>	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
<b>distributed data processing</b>	Processing in which some of the functions are performed across two or more linked facilities or systems.
<b>distributed database management system (DDBMS)</b>	A system for distributing a database and its control system across many geographically dispersed machines.
<b>do not translate (DNT)</b>	A type of data source that must exist on the AS/400 because of BLOB restrictions.
<b>double-byte character set (DBCS)</b>	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
<b>downgrade profile</b>	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
<b>DTA</b>	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (PayServ).
<b>dual pricing</b>	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
<b>dynamic link library (DLL)</b>	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
<b>dynamic partitioning</b>	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
<b>economy of scale</b>	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
<b>edit mode</b>	A processing mode or condition where the user can alter the information in a form.
<b>edit rule</b>	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.

<b>embedded event rule</b>	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
<b>employee work center</b>	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
<b>Emulator</b>	An item of software or firmware that allows one device to imitate the functioning of another.
<b>encapsulation</b>	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
<b>engineering change order (ECO)</b>	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
<b>enhanced analysis database</b>	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
<b>enterprise server</b>	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
<b>EnterpriseOne object</b>	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
<b>EnterpriseOne process</b>	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
<b>EnterpriseOne web development computer</b>	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.

<b>environment workbench</b>	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
<b>equivalent fuel</b>	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
<b>escalation monitor</b>	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
<b>ESR</b>	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
<b>event rule</b>	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
<b>exit bar</b>	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
<b>facility</b>	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
<b>fast path</b>	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
<b>file handle</b>	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
<b>file server</b>	A computer that stores files to be accessed by other computers on the network.
<b>find/browse</b>	<p>A type of form used to:</p> <p>Search, view, and select multiple records in a detail area.</p> <p>Delete records.</p> <p>Exit to another form.</p> <p>Serve as an entry point for most applications.</p>
<b>firm planned order (FPO)</b>	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
<b>fiscal date pattern</b>	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
<b>fix/inspect</b>	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.

<b>fixed quantity</b>	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
<b>flexible account numbers</b>	The format of account numbers for journal entries. The format that you set up must be the three segments:  Business unit.  Object.  Subsidiary.
<b>form design aid (FDA)</b>	The EnterpriseOne GUI development tool for building interactive applications and forms.
<b>form exit</b>	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
<b>form interconnection</b>	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
<b>form type</b>	The following form types are available in EnterpriseOne:  Find/browse.  Fix/inspect.  Header detail.  Headerless detail.  Message.  Parent/child.  Search/select.
<b>form-to-form call</b>	A request by a form for data or functionality from one of the connected forms.
<b>framework</b>	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
<b>frozen cost</b>	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
<b>frozen update program</b>	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
<b>globally unique identifier (GUID)</b>	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
<b>handle</b>	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.

<b>hard commitment</b>	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
<b>hard error</b>	An error that cannot be corrected by a given error detection and correction system.
<b>header</b>	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
<b>header information</b>	Information that pertains to the entire order.
<b>hover help</b>	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
<b>ICMS</b>	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
<b>ICMS Substituto</b>	Imposto sobre circulação de mercadoria e serviços substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
<b>ICMS Substituto-Markup</b>	See imposto sobre circulação de mercadoria e serviços substituto-markup.
<b>imposto de renda (IR)</b>	Brazilian income tax.
<b>imposto sobre produtos industrializados</b>	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
<b>imposto sobre services (ISS)</b>	In Brazil, tax on services.
<b>inbound document</b>	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
<b>indented tracing</b>	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
<b>indexed allocations</b>	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
<b>indirect measurement</b>	Determining the quantity on-hand by:  Measuring the storage vessels and calculating the content's balance quantity.  or  Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
<b>indirect usage</b>	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
<b>in-process rework</b>	Recycling a semi processed product that does not meet acceptable standards.

	<p>Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials).</p> <p>Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.</p>
<b>INPS withholding tax</b>	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
<b>inscrição estadual</b>	ICMS tax ID. In Brazil, the state tax ID.
<b>inscrição municipal</b>	ISS tax ID. In Brazil, the municipal tax ID.
<b>integrated toolset</b>	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
<b>integrity test</b>	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
<b>interbranch sales order</b>	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
<b>Interoperability</b>	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
<b>inventory pricing rule</b>	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectiveness dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
<b>inventory turn</b>	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
<b>invoice</b>	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
<b>IP</b>	See imposto sobre produtos industrializados.
<b>IR</b>	See imposto de renda.
<b>IIServer Service</b>	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
<b>ISS</b>	See imposto sobre servicios.

<b>jargon</b>	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
<b>java application server</b>	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
<b>JDBNET</b>	A database driver that allows heterogeneous servers to access each other's data.
<b>jde.ini</b>	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
<b>JDE.LOG</b>	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
<b>JDEBASE Database Middleware</b>	PeopleSoft proprietary database middleware package that provides two primary benefits: <ol style="list-style-type: none"> <li>1. Platform-independent APIs for multidatabase access. These APIs are used in two ways:               <ol style="list-style-type: none"> <li>a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request.</li> <li>b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL.</li> </ol> </li> <li>2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).</li> </ol>
<b>JDECallObject</b>	An application programming interface that is used by business functions to invoke other business functions.
<b>JDEIPC</b>	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
<b>JDENET</b>	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
<b>JDENET communications middleware</b>	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
<b>just in time installation (JITI)</b>	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
<b>just in time replication (JITR)</b>	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.

<b>Kagami</b>	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
<b>latitude</b>	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
<b>laytime (or layhours)</b>	<p>The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.</p> <p>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.</p>
<b>leading zeros</b>	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
<b>ledger type</b>	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
<b>level break</b>	The position in a report or text where a group of similar types of information ends and another one begins.
<b>livro IVA</b>	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
<b>line of business</b>	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
<b>linked service type</b>	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
<b>livro razao</b>	In Brazil, a general ledger report.
<b>load balancing</b>	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
<b>location workbench</b>	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in

	the Planner data source to the System data source.
<b>log files</b>	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
<b>logic data source</b>	Any code that provides data during runtime.
<b>logical compartment</b>	<p>One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially.</p> <p>For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.</p>
<b>logical file</b>	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
<b>logical shelf</b>	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
<b>logical warehouse</b>	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
<b>longitude</b>	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
<b>LSV</b>	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
<b>mail merge</b>	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
<b>mailmerge workbench</b>	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
<b>main fuels</b>	Usually refers to bulk fuel products, but sometimes includes packaged products.
<b>maintenance loop</b>	See maintenance route.
<b>maintenance route</b>	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.

<b>maintenance work order</b>	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
<b>manufacturing and distribution planning</b>	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
<b>mapping</b>	A set of instructions that describes how one data structure passes data to another.
<b>master business function</b>	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
<b>master business function</b>	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
<b>master table</b>	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
<b>matching document</b>	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
<b>media object</b>	An electronic or digital representation of an object.
<b>media storage objects</b>	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
<b>memory violation</b>	An error that occurs as the result of a memory leak.
<b>menu selection</b>	An option on a menu that initiates a software function directly.
<b>message center</b>	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
<b>messaging application programming interface (MAPI)</b>	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
<b>metal content</b>	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
<b>metals management</b>	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
<b>mobile inventory</b>	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.

<b>modal</b>	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
<b>model work order</b>	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
<b>modeless</b>	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
<b>multiple stocking locations</b>	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
<b>multitier architecture</b>	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
<b>named event rules (NER)</b>	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
<b>national language support (NLS)</b>	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
<b>natureza da operação</b>	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
<b>negative pay item</b>	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
<b>net added cost</b>	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
<b>next status</b>	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
<b>node</b>	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.

<b>non-inventory items</b>	See non-stock items.
<b>non-list price</b>	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
<b>non-prime product</b>	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
<b>non-stock items</b>	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
<b>nota fiscal</b>	In Brazil, a legal document that must accompany all commercial transactions.
<b>nota fiscal fatura</b>	In Brazil, a nota fiscal and invoice information.
<b>notula</b>	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
<b>object configuration manager (OCM)</b>	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
<b>object embedding</b>	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
<b>object librarian</b>	A repository of all versions, applications, and business functions that are re-usable in building applications.
<b>object linking</b>	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
<b>object linking and embedding (OLE)</b>	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
<b>object management workbench (OMW)</b>	The change management system that is used for EnterpriseOne development.

<b>object-based technology (OBT)</b>	A technology that supports some of the main principles of object-oriented technology:
<b>object-oriented technology (OOT)</b>	Brings software development past procedural programming into a world of reusable programming that simplifies development of applications. Object orientation is based on the following principles:  Classes. Polymorphism. Inheritance. Encapsulation.
<b>offsetting account</b>	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
<b>open database connectivity (ODBC)</b>	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
<b>open systems interconnection (OSI)</b>	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
<b>order detail line</b>	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
<b>order hold</b>	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
<b>order-based pricing</b>	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
<b>outbound document</b>	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.

<b>outturn</b>	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage.
<b>overhead</b>	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
<b>override conversion method</b>	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
<b>package / package build</b>	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
<b>package location</b>	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\\release\\path_code\\package\\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
<b>package workbench</b>	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
<b>packaged products</b>	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
<b>pane/panel</b>	A resizable subarea of a window that contains options, components, or other related information.
<b>paper clip</b>	An icon that is used to indicate that a media object is attached to a form or record.

<b>parent/child form</b>	A type of form that presents parent/child relationships in an application on one form:
<b>parent/child relationship</b>	See parent/component relationship.
<b>parent/component relationship</b>	<p>1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components.</p> <p>2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows.</p> <p>Sometimes referred to as parent/child relationship.</p>
<b>partita IVA</b>	In Italy, a company fiscal identification number.
<b>pass-through</b>	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
<b>pay on consumption</b>	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
<b>payment group</b>	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
<b>PeopleSoft database</b>	See JDEBASE Database Middleware.
<b>performance tuning</b>	The adjustments that are made for a more efficient, reliable, and fast program.
<b>persistent object</b>	An object that continues to exist and retains its data beyond the duration of the process that creates it.
<b>pervasive device</b>	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
<b>planning family</b>	A means of grouping end items that have similarity of design or manufacture.
<b>plug-in</b>	A small program that plugs into a larger application to provide added functionality or enhance the main application.
<b>polymorphism</b>	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.

<b>portal</b>	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
<b>Postfinance</b>	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
<b>potency</b>	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement ( $100 / 80 = 1.25$ ).
<b>preference profile</b>	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
<b>preflush</b>	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
<b>preventive maintenance cycle</b>	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
<b>preventive maintenance schedule</b>	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
<b>primary service type</b>	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
<b>pristine environment</b>	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
<b>processing option</b>	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
<b>product data management (PDM)</b>	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
<b>product line</b>	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.

<b>product/process definition</b>	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
<b>production environment</b>	An EnterpriseOne environment in which users operate EnterpriseOne software.
<b>program temporary fix (PTF)</b>	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
<b>project</b>	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
<b>projected cost</b>	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
<b>promotion path</b>	The designated path for advancing objects or projects in a workflow.
<b>protocollo</b>	See registration number.
<b>PST</b>	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
<b>published table</b>	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
<b>publisher</b>	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
<b>pull replication</b>	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne’s data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
<b>query by example (QBE)</b>	Located at the top of a detail area, this area is used to search for data to display in the detail area.
<b>rate scheduling</b>	A method of scheduling product or manufacturing families, or both.  Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
<b>rate type</b>	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
<b>real-time</b>	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.

<b>receipt routing</b>	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
<b>referential integrity</b>	Ensures that a parent record cannot be deleted from the database when a child record exists.
<b>regenerable</b>	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
<b>register types and classes</b>	In Italian VAT Summary Reporting, the classification of VAT transactions.
<b>relationship</b>	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
<b>rélevé d'identité bancaire (RIB)</b>	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
<b>remessa</b>	In Brazil, the remit process for A/R.
<b>render</b>	To include external data in displayed content through a linking mechanism.
<b>repasse</b>	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
<b>replenishment point</b>	The location on or near the production line where additional components or subassemblies are to be delivered.
<b>replication server</b>	A server that is responsible for replicating central objects to client machines.
<b>report design aid (RDA)</b>	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
<b>repost</b>	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
<b>resident</b>	Pertaining to computer programs or data while they remain on a particular storage device.
<b>retorno</b>	In Brazil, the receipt process for A/R.
<b>RIB</b>	See rélevé d'identité bancaire.
<b>ricevute bancarie (RiBa)</b>	In Italy, the term for accounts receivable drafts.
<b>riepilogo IVA</b>	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
<b>ritenuta d'aconto</b>	In Italy, the term for standard withholding tax.

<b>rollback</b>	[In database management] A feature or command that undoes changes in database transactions of one or more records.
<b>rollup</b>	See cost rollup.
<b>row exit</b>	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
<b>runtime</b>	The period of time when a program or process is running.
<b>SAD</b>	The German name for a Swiss payment format that is accepted by Postfinance.
<b>SAR</b>	See software action request.
<b>scalability</b>	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
<b>scripts</b>	A collection of SQL statements that perform a specific task.
<b>scrub</b>	To remove unnecessary or unwanted characters from a string.
<b>search/select</b>	A type of form that is used to search for a value and return it to the calling field.
<b>selection</b>	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
<b>serialize</b>	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
<b>server map</b>	The server view of the object configuration mapping.
<b>server workbench</b>	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
<b>service interval</b>	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
<b>service type</b>	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
<b>servlet</b>	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
<b>share path</b>	The network node under which one or more servers or objects reside.

<b>shop floor management</b>	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
<b>silent mode</b>	A method for installing or running a program that does not require any user intervention.
<b>silent post</b>	A type of post that occurs in the background without the knowledge of the user.
<b>simulated cost</b>	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
<b>single-byte character set (SBCS)</b>	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
<b>single-level tracking</b>	Finding all immediate parents where a specific lot has been used (consumed).
<b>single-voyage (spot) charter</b>	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
<b>slimer</b>	A script that changes data in a table directly without going through a regular database interface.
<b>smart field</b>	A data dictionary item with an attached business function for use in the Report Design Aid application.
<b>SOC</b>	The Italian term for a Swiss payment format that is accepted by Postfinance.
<b>soft commitment</b>	The number of items that is reserved for sales orders or work orders in the primary units of measure.
<b>soft error</b>	An error from which an operating system or program is able to recover.
<b>software action request (SAR)</b>	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
<b>SOG</b>	The French term for a Swiss payment format that is accepted by Postfinance.
<b>source directory</b>	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
<b>special period/year</b>	The date that determines the source balances for an allocation.

<b>specification merge</b>	The Specification merge is comprised of three merges:
<b>specification table merge workbench</b>	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
<b>specifications</b>	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
<b>spot charter</b>	See single-voyage charter.
<b>spot rates</b>	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
<b>stamp tax</b>	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
<b>standalone</b>	Operating or capable of operating independently of certain other components of a computer system.
<b>standard cost</b>	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
<b>standard costing</b>	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
<b>subprocess</b>	A process that is triggered by and is part of a larger process, and that generally consists of activities.
<b>subscriber table</b>	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
<b>summary</b>	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
<b>super backflush</b>	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.

<b>supersession</b>	Specification that a new product is replacing an active product on a specified effective date.
<b>supplemental data</b>	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
<b>supplying location</b>	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
<b>system code</b>	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
<b>system function</b>	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
<b>table access management (TAM)</b>	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
<b>table conversion workbench</b>	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
<b>table design aid (TDA)</b>	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
<b>table event rules</b>	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
<b>table handle</b>	A pointer into a table that indicates a particular row.
<b>table space</b>	[In relational database management systems] An abstract collection of containers in which database objects are stored.
<b>task</b>	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
<b>task view</b>	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.

<b>termo de abertura</b>	In Brazil, opening terms for the transaction journal.
<b>termo de encerramento</b>	In Brazil, closing terms for the transaction journal.
<b>three-tier processing</b>	The task of entering, reviewing, approving, and posting batches of transactions.
<b>three-way voucher match</b>	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
<b>threshold percentage</b>	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
<b>throughput agreement</b>	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
<b>throughput reconciliation</b>	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
<b>token</b>	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
<b>tolerance range</b>	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
<b>TP monitor</b>	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
<b>tracing</b>	The act of researching a lot by going backward, to discover its origin.
<b>tracking</b>	The act of researching a lot by going forward, to discover where it is used.
<b>transaction set</b>	An electronic business transaction (EDI Standard document) composed of segments.
<b>transclude</b>	To include the external data in the displayed content through a linking mechanism.

<b>transfer order</b>	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
<b>translation adjustment account</b>	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
<b>translator software</b>	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.
<b>tree structure</b>	A type of graphical user interface that displays objects in a hierarchy.
<b>trigger</b>	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers:  Calculator.  Calendar.  Search form.
<b>two-way voucher match</b>	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
<b>universal batch engine (UBE)</b>	[In EnterpriseOne] A type of application that runs a noninteractive process.
<b>unnormalized</b>	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
<b>user overrides merge</b>	The User Overrides merge adds new user override records into a customer's user override table.
<b>user-defined code (UDC)</b>	A value that a user has assigned as being a valid entry for a given or specific field.
<b>utility</b>	A small program that provides an addition to the capabilities which are provided by an operating system.
<b>variable numerator allocations</b>	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
<b>variable quantity</b>	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.

<b>variance</b>	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates.
<b>versions list merge</b>	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
<b>VESR</b>	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
<b>visual assist</b>	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
<b>voucher logging</b>	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
<b>wareki date format</b>	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
<b>wash down</b>	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
<b>wchar_t</b>	An internal type of a wide character. Used for writing portable programs for international markets.
<b>web server</b>	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
<b>work order life cycle</b>	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
<b>workfile</b>	A system-generated file that is used for temporary data processing.
<b>workflow</b>	According to the Workflow Management Coalition, workflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
<b>workgroup server</b>	A network server usually containing subsets of data that are replicated from a master network server.

<b>WorldSoftware architecture</b>	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
<b>write payment</b>	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
<b>write-off</b>	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
<b>Z file</b>	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
<b>z-process</b>	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
<b>zusammenfassende melding</b>	In Germany, the term for the EU Sales Listing.

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