



# PeopleSoft 8.00.01 Benefits Administration PeopleBook

PeopleSoft 8.00.01 Benefits Administration PeopleBook

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## ABOUT THIS PEOPLEBOOK

This book provides you with the information you will need for implementing and using PeopleSoft Benefits Administration. You can order the online version by requesting SKU HRB8SP1R0, or the hard-copy version by requesting SKU MABAr8SP1B 1200.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

### Before You Begin

To benefit fully from the information covered in this book, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

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

Because we assume you already know how to navigate around the PeopleSoft system, much of the information in this book is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. This book expands on the material covered in PeopleSoft training classes.

### PeopleSoft Application Fundamentals

The *PeopleSoft Benefits Administration PeopleBook* provides you with implementation and processing information for your PeopleSoft *Benefits Administration* system. However, there is additional, essential information describing the setup and design of your system that is contained in a companion volume of documentation called *PeopleSoft Application Fundamentals*.

*PeopleSoft Application Fundamentals* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing only PeopleSoft *Benefits Administration* some combination of products within the product line (for example, PeopleSoft Base Benefits, Stock Administration, Time & Labor, and Pension Administration), or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals* PeopleBook, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've

removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Below you'll find a list of those *PeopleSoft Application Fundamentals* sections that apply specifically to PeopleSoft *Benefits Administration*.

**Introduction to PeopleSoft HRMS** introduces you to the basic concepts of PeopleSoft Human Resources and reviews the various activities involved in using the system, including setting up system-wide and HR information, performing daily processes, working with PeopleSoft Human Resources menus, and generating reports.

**Regulating HRMS System Data** reviews the Business Unit/SetID feature which allows you to organize your businesses by dividing them into logical units other than Companies and Departments, and also allows you to control how your organizational data is shared among those organizational units.

**Setting Up Control Tables** discusses the different ways you can run PeopleSoft Human Resources and helps you decide which way it should be used. Setting Up Controls Tables also instructs how to set up data that serves as the foundation of your organization's human resource system. These tables are the basis not only for Human Resources, but all your PeopleSoft HRMS applications.

**Using Workflow** discusses, at a high level, how workflow is used in HRMS and shows you how to set up approvals workflow for self-service transactions in collaborative applications such as PeopleSoft eRecruit and PeopleSoft eDevelopment. We also include detail information on some of the workflow processes delivered in PeopleSoft 8.

**Working With Multiple Jobs** explains how several PeopleSoft HRMS applications enable you to process information for employees who hold multiple, concurrent jobs within an organization.

## Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection ([www.peoplesoft.com](http://www.peoplesoft.com)). We post updates and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.



**Important!** Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

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## Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs

through the Documentation section of the PeopleSoft Customer Connection Web site:  
<http://www.peoplesoft.com/>

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

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## Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.00.01 HRMS* and *PeopleTools 8.12 PeopleBooks*, SKU CD HRB8SP1R0.



Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

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The CD includes the following PeopleBooks (presented in HTML format) that you can print in whole or in part:

- PeopleSoft 8.00.01 Application Fundamentals for PeopleSoft HRMS
- PeopleSoft 8.00.01 Base Benefits
- PeopleSoft 8.00.01 Benefits Administration
- PeopleSoft 8.00.01 eBenefits
- PeopleSoft 8.00.01 eCompensation
- PeopleSoft 8.00.01 eDevelopment
- PeopleSoft 8.00.01 eEquity
- PeopleSoft 8.00.01 ePay
- PeopleSoft 8.00.01 eProfile
- PeopleSoft 8.00.01 eRecruit
- PeopleSoft 8.00.01 eTime
- PeopleSoft 8.00.01 FSA Administration
- PeopleSoft 8.00.01 Global Payroll
- PeopleSoft 8.00.01 Human Resources
- PeopleSoft 8.00.01 Payroll for North America
- PeopleSoft 8.00.01 Payroll Interface
- PeopleSoft 8.00.01 Pension Administration

- PeopleSoft 8.00.01 Stock Administration

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## Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order.  PeopleSoft Internet site: <a href="http://www.peoplesoft.com/">http://www.peoplesoft.com/</a> .
Telephone	Contact Consolidated Publishing Incorporated (CPI) at 800 888 3559.
Email	Email CPI at <a href="mailto:callcenter@conpub.com">callcenter@conpub.com</a> .

## PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions.

<b>Field</b>	<b>Definition</b>
<b>Address 1, Address 2, Address 3</b>	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
<b>Annual Pledge</b>	For a plan year, this is the amount an employee has elected to contribute to a health care or dependent care flexible spending accounts.
<b>As of Date</b>	The last date for which a report or process includes data.
<b>Benefit Plan</b>	A specific benefit offering within a plan type.
<b>Benefit Plan Type</b>	Also known as Plan Type, it is a two digit code that identifies a benefit category, such as health, life, or savings.

<b>Field</b>	<b>Definition</b>
<b>Benefit Program</b>	A collection of benefit plans your company offers to a group of employees.
<b>Block (Bloque)</b>	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
<b>Business Unit</b>	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
<b>City</b>	Name of city for address.
<b>Comment(s)</b>	Freeflow text entry that enables you to add comments.
<b>Company</b>	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.
<b>County (also Prefecture and Parish)</b>	Name of county (prefecture/parish) for address, if applicable.
<b>Deduction</b>	Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.
<b>Deduction Code</b>	The code assigned to a benefit deduction.
<b>Description</b>	Freeflow text up to 36 characters that describes what you are defining.
<b>Door (Puerta)</b>	In Spanish addresses, identifies the door name or number.
<b>Effective Date</b>	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row.  For more information about effective dates, see <i>Learning about Effective Dates</i> .
<b>Email</b>	The email address for a person or organization.

<b>Field</b>	<b>Definition</b>
<b>Empl Rcd# (Employee Record Number)</b>	A system-assigned number that indicates an employee has more than one record in the system.
<b>EmplID (employee ID)</b>	Unique identification code for an individual associated with your organization.
<b>Fax (also Fax Number)</b>	The fax number for a person or organization.
<b>Floor (Piso)</b>	In Spanish addresses, identifies the floor name or number.
<b>FSA Maximum Annual Pledge</b>	For a plan year, this is the total maximum an employee can pledge for a health care or dependent care flexible spending accounts.
<b>FSA Minimum Check Amount</b>	This is the minimum amount for which a check will be printed.
<b>House</b>	Identifies the type of house.
<b>Initials</b>	Initials of individual.
<b>Language</b>	Language spoken by employee/applicant/non-employee.
<b>Language or Language Code</b>	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them.  Language also refers to the language spoken by an employee, applicant, or non-employee.
<b>Last Run On</b>	The date that a report or process was last run.
<b>Locality</b>	A tax location within an organization.
<b>Name</b>	Name of individual.
<b>National ID</b>	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
<b>Number</b>	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
<b>Phone Extension</b>	The phone extension number for a person or organization.

<b>Field</b>	<b>Definition</b>
<b>Phone Type</b>	Identifies the type of phone number entered in the Telephone field. Valid values are <i>Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2,</i> or <i>Telex.</i>
<b>Plan Type</b>	Also known as Benefit Plan Type, it is a two digit code that identifies a benefit category, such as health, life, or savings.
<b>Post Code (also Postal)</b>	Postal code for address.
<b>Prefix</b>	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
<b>Process Frequency group box</b>	Designates the appropriate frequency in the <b>Process Frequency</b> group box:  <b>Once</b> executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to <b>Don't Run</b> .  <b>Always</b> executes the request every time the batch process runs.  <b>Don't Run</b> ignores the request when the batch process runs.
<b>Process Monitor</b>	This button takes you to the Process List page, where you can view the status of submitted process requests.
<b>Report ID</b>	Identifies a report.
<b>Report Manager</b>	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
<b>Request ID</b>	A request identification that represents a set of selection criteria for a report or process.
<b>Run</b>	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.  <hr/> For more information about the Report List page, the Process List page, and the Process Scheduler, see PeopleSoft Payroll PeopleBooks. <hr/>
<b>Run Control ID</b>	Identifies specific run control settings for a panel.

<b>Field</b>	<b>Definition</b>
<b>Run Date</b>	The date that a process was run or a report was generated.
<b>Run Time</b>	The time that a process was run or a report was generated.
<b>SetID</b>	An identification code that represents a set of control table information. SetIDs enable the sharing of a set of control table information across two or more Business Units.
<b>Short Description</b>	Freeflow text up to 15 characters.
<b>Stair (Escalera)</b>	In Spanish addresses, identifies the stair name or number.
<b>State (also Province)</b>	State (Province) for address.
<b>Street Type</b>	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
<b>Status</b>	Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> .
<b>Telephone (Phone)</b>	The telephone number for a person or organization.
<b>User ID</b>	Identifies the individual that generated the transaction.

## Required Fields on Pages

When you see a field on a page with an asterisk ( \* ) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

\*Description:

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

## Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

(monospace font)

## **Bold**

Indicates PeopleCode.

Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in boldface).

We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).

## *Italics*

Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: ***Field Value***. When we cite a field value elsewhere in the documentation, we use this style: *italics*.

We also use italics when referring to words as words or to letters as letters, as in the following: Enter the number *0*, not the letter *O*.

## KEY+KEY

Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.

## Jump links

Indicates a jump (also called a link, hyperlink, or hypertext link). Click a jump to move to the jump destination or referenced section.

## Cross-references

The phrase For more information indicates where you can find additional documentation about the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in *italics* indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Cross-references typically begin with a jump link. Here's an example:

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For more information, see [Documentation on CD-ROM](#) in *About These PeopleBooks: Additional Resources*.

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## Topic list

Contains jump links to all the topics in the section. Note that these correspond to the heading levels you'll find in the Contents window.



Name of Page

Opens a pop-up window containing the named page. Click the button to display the page. Some screen shots may also appear inline (directly in the text).



Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.



Text in this bar indicates For more information cross-references to related or additional information.



Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

## Page Introductory Table

In the documentation, each page or panel description in the application will include an introductory table with pertinent information about the page. Not all of the information will be available for all pages.

Usage	Describes how you would use the page or process.
Object Name	GIVES THE SYSTEM NAME OF THE PAGE OR PROCESS AS SPECIFIED IN THE PEOPLETOLS APPLICATION DESIGNER. FOR EXAMPLE, THE OBJECT NAME OF THE DETAIL CALENDAR PAGE IS DETAIL_CALENDAR1.
Navigation	Provides the path for accessing the page or process.
Prerequisites	Specifies which objects must have been defined before you use the page or process.
Access Requirements	Specifies the keys and other information necessary to access the page. For example, <b>SetID</b> and <b>Calendar ID</b> are required to open the Detail Calendar page.

## USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a Note or within text, if appropriate.

## E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a Note or within text, if appropriate.

## Comments and Suggestions

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

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

Or send comments by email to the authors of the PeopleSoft documentation at:

<mailto:DOC@PEOPLESOFT.COM>

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.



## CHAPTER 1

# Introduction to PeopleSoft Benefits Administration

For any organization with a sizable workforce, the task of tracking and responding to changes in employee benefits eligibility over the course of the year can be quite complicated, time consuming, and expensive, especially if you have to manually process each employee's benefits information on an individual by individual basis. And when you add to that responsibility the special complications inherent in the staging of an annual Open Enrollment for your employees, the burden on your organization's benefits department can increase dramatically.

But this burden is now a thing of the past. The automated Open Enrollment and Event Maintenance processing features of PeopleSoft Benefits Administration take the hard labor out of benefits management and free up your time to deal with specific benefits issues by *automating* the processes of event maintenance and Open Enrollment.

## Overview of Benefits Administration

You can use PeopleSoft Benefits Administration's Open Enrollment processing feature, for example, to automate the administration of annual benefits enrollment periods for your organization's workforce, for both new hires and existing employees. When you run Open Enrollment, the system starts by determining employee benefit program and plan eligibility and finishes by validating and enrolling them into the benefit elections they've chosen.

You can use the Event Maintenance aspect of the Benefits Administration process to manage the event-driven fluctuations in benefits eligibility that occur for your employees at other times during the year. The Event Maintenance process will take note of the events that your employees have encountered, reevaluate their benefits eligibility based on these events, and give your employees the opportunity to update their benefits enrollments. Once your employees' benefits updates have been entered into the system, you'll use the Benefits Administration process to validate and finalize their elections.

*Both* of these aspects of Benefits Administration use eligibility and event rules that you define when you set up your benefit programs. And they *both* have the capability to process and administer the flexible benefit credits that you've also associated with your organization's benefit programs.

With PeopleSoft, it's easy to manage benefits in today's complex business environment. Using our systems, you'll streamline, simplify, and strengthen your benefits administration, while implementing a cost-effective system that can change along with your organization.

In this section we'll introduce you to PeopleSoft Benefits Administration. We'll describe the basic concepts behind the system and discuss the steps involved in managing automated benefit processes. We'll cover:

- Installing Benefits Administration.
- Defining eligibility and event processing rules for the automatic enrollment of employees.
- Defining and assigning flexible credit deductions to programs, plan types, and plan options.
- Setting up benefit programs that include cross-plan validation checking.
- Running the Benefits Administration process for Open Enrollment and Event Maintenance schedules.
- Performing "on-demand" Event Maintenance for individual employees.



PeopleSoft Benefits Administration is designed to be a supplement to PeopleSoft Human Resources Base Benefits. You will not be able to run the processes and procedures detailed in this book before you have first set up your Base Benefits system.

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For more information about setting up and running your PeopleSoft Base Benefits system, see your PeopleSoft 8 Base Benefits.

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## PeopleSoft Benefits Administration

When you build on PeopleSoft Human Resources by adding PeopleSoft Benefits Administration, you'll:

- Automate eligibility checking and enrollment management, based on your eligibility rules.
- Administer multiple, simultaneous plan years, according to enrollment rules you define.
- Define and process a variety of flexible credits, both general and plan-based.

When you build on PeopleSoft Human Resources by adding PeopleSoft Benefits Administration for the U.S. Federal Government, you:

- Administer multiple, simultaneous Open Seasons for different benefit plan types, such as the Federal Employee Health Benefits plan and the Savings Plan.

## Why PeopleSoft?

PeopleSoft Human Resources Base Benefits and Benefits Administration share the advantages of all PeopleSoft applications. They're easy to use and simple to modify, yet powerful enough to meet even your most demanding business needs.

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## Everything Works Together

Our benefit solutions are part of a larger, more comprehensive system: PeopleSoft Human Resources. We built an integrated Human Resources Management System because we know that getting your benefits job done means working with PeopleSoft Human Resources for personnel, employment, and job data, and with PeopleSoft Payroll for payroll information.

Using PeopleSoft Human Resources, you not only have access to current human resource and payroll information—such as personal data, family status changes, and the most recent benefit deduction information. Not only do you have access to data, but you'll find it's easy to work with your human resources and payroll departments to set up benefit-related personnel administration data and the payroll data.

To implement your HRMS, each department contributes its area of expertise and shares information managed by the others. Human Resources designs human resource information and enters personnel administration data. Payroll sets up benefit-related payroll information. And you design your benefit system with Base Benefits, using Benefits Administration to automatically enroll participants. During your regular processing cycles, your PeopleSoft Payroll system automatically performs benefit-related calculations and deductions.

With PeopleSoft you won't need to schedule extra time and resources to maintain information in more than one place or worry that one part of your system isn't as up-to-date as another. You'll administer benefits in a timely and efficient manner and have what you need to ensure efficient communication with employees.

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## Flexibility to Meet Your Needs

Whether your company offers a few standard benefits or a smorgasbord of options, with PeopleSoft you'll design your system and process benefits in a way that makes sense to you. And you'll easily keep your system current, too. For example, with PeopleSoft you'll no longer be dependent upon in-house programmers to modify the system when you add a new rate structure, or, for that matter, when you add a new benefit.

Not only can you implement the system in accordance with your requirements, you can easily modify it with *PeopleTools*. PeopleTools is an application development environment that allows you to create or modify application tables and pages, pull-down menus, and field-level calculations, edits, and defaults.

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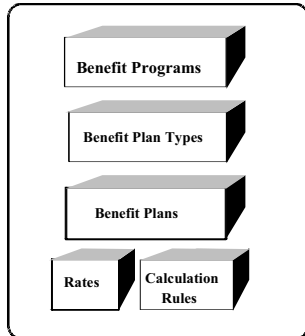
## Table-Driven Design

You might be wondering how the PeopleSoft system can provide so much flexibility. The answer is because it's *table-driven*. How the system operates—the way it looks and feels—isn't hard-coded into computer programs, but stored on a series of tables. A well-designed table-driven system puts *you* in control, as opposed to more traditional designs, which tend to require extensive programming when you want to make changes. Storing information in tables also ensures data integrity and minimizes data redundancy.

To give you an idea of what our table-driven design can do for you, let's define some terms and take a look at how you can use Benefits Administration to automate your benefit system.

## Preparing To Automate Benefit Information

When you implement PeopleSoft Benefits Administration, your first area of focus will be your benefit information. Using PeopleSoft terminology, benefit information includes programs, plan types, plans, rates, and calculation rules. All of this information is defined with PeopleSoft Human Resources Base Benefits.



The Benefit Building Blocks

A *benefit program* is a collection of benefit plans your company offers to a group of employees. For example, you might have one benefit program for hourly employees, another for salaried employees, and a third for executives.

PeopleSoft Benefits Administration enables you to link eligibility and event processing rules to your benefit programs. These rules enable the system to automate benefits processing at the program level, meaning that the system can combine employee data with eligibility and event rules to determine whether to create, keep, or terminate employee benefit program assignments. With event maintenance, existing employees will have their benefit eligibility change in response to certain events that ordinarily require a revision of personal benefit information, such as divorce, a transfer in location, or a switch from part-time to full-time employment.

A *benefit plan type* is any benefit category, such as health, life, or savings. A *benefit plan option* is a specific benefit option within a plan type. For example, for a life plan type you might set up three benefit plan options—one times salary, two times salary, and three times salary. Benefit plans are associated with benefit programs. Any benefit plan can be linked to any number of benefit programs.

PeopleSoft Benefits Administration also enables you to link eligibility and event rules to plan types and benefit plan options.

You set up rates as age-graded, flat, percentage-of-salary, or service-related, depending on your requirements. Calculation rules include as-of dates for age, service, premium, and coverage calculations, rounding rules, and minimum/maximum coverage amounts.

With PeopleSoft Benefits Administration, you can attach your rates and calculation rules to your benefit programs by including them in flexible credits as well as the general credits supplied by Base Benefits.

You use PeopleSoft Benefits Administration tables to set up and run your automated benefit system—the event maintenance, open enrollment, and flexible benefits processes that take the hard labor out of benefits information management. Once your event rules, eligibility rules, and flexible credits are defined, you can combine and recombine them with your current

benefit information to produce the automated system that best fits the specific needs of your company.

For federal users of PeopleSoft Benefits Administration, you'll link eligibility and event rules to the benefit programs offered by your organization, thus automating your benefit system at the program level. The system can combine employee data with these rules to determine whether to create, keep, or terminate employee benefit program assignments. In this way, new hires and existing employees can be automatically enrolled during Federal benefits Open Seasons in the benefit programs for which they are eligible. And with the Event Maintenance process, the system adjusts the benefit eligibility of existing employees in response to certain events that ordinarily require a revision of personal benefit information, such as divorce, a transfer in location, or a switch from part-time to full-time employment.

PeopleSoft Benefits Administration for U.S. Federal Government also allows you to link eligibility and event rules to plan types and benefit plan options within benefit programs, providing another level of automation.

When the time comes to redefine your Benefits Administration system, you won't have to redefine your entire set of event rules, eligibility rules, and flexible credits. You'll just modify the rules and credits in question with the same page that you used to create them. That's the advantage of PeopleSoft tables—you define information only once and then use it over and over.

For example, suppose your organization offers two benefit programs. These programs have eligibility rules attached to them that differentiate between employees based upon their age and length of service. At the same time, each program consists of options and plan types to which additional eligibility and event rules are linked.

It's possible that two plan types use the same set of event rules in one program and different event rules in another. Once you define the two sets of event rules, you simply link the appropriate set of event rules with each benefit program and plan type combination.

## **Maintaining Benefit Information**

Tables make it easy to keep information current, too, because they eliminate redundancy. Since they are used to validate data, tables also help to eliminate data entry errors. Consider, for example, how you'll set up an event maintenance process using this system. You'll enter information for each of your event rules with the Event Class Table and the two Event Rules Tables. These tables store *all* of your information on an event rule, such as its description and effective date, its default methods and coverage begin and end date details, so you won't need to enter this information each time you link an event rule to a plan type.

When you connect an event rule to a plan type, the system checks the information in the Event Rules Table to verify that the rule you've identified has the proper effective date. And when you want to "look up" event rule information—to check on the default method specified by the rule, perhaps—you won't need to search through your benefit plans. You'll simply look in the Event Rules Table. Best of all, if it turns out that you need to change the default method, you'll update the default method in only *one* place, no matter how many plan types you've associated the event rule with.

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## What's in a Name?

In the realm of the database, a table can be many things. On one hand are the tables you work with directly in benefits; on the other are tables that store control information or prompts. To further complicate matters, vendors of relational databases, such as SQLBase and DB2, use the terms *tables*, *rows*, and *columns* to denote how data is stored, as opposed to *files*, *records*, and *fields*.

Most people tend to refer to database-related tables as Structured Query Language (SQL) tables. Application data, like employee information, is stored in SQL tables, as are system definitions for entities such as pages and record definitions for tables and views.

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## Effective-Date Design

The effective-date design of the PeopleSoft system gives you a complete view of all your participant data and benefit table information—whether you changed it two years ago or want it to go into effect in three months. With the information at your fingertips, you can easily “roll back” your system to a particular point in time from which to perform analyses or projections.

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## Security

You dictate the benefit information you want Benefit staff and others to access. For example, to restrict certain users to updating information within a specific department, you'll use PeopleSoft Organizational Security. Alternatively, using PeopleSoft Operator Class Security you'll limit their access to specific pages within the system.

---

## Consistency

Unlike other systems where you must learn to work with a variety of screen displays, all PeopleSoft pages reflect the same table- and date-driven design. Once you've become familiar with our approach, you may discover that you are able to intuitively understand and use pages you've never seen before.

---

## Portability

As your company changes, you may find that you need a larger computer to store all your information. With PeopleSoft you can trade up from a small database engine like SQLBase to a bigger database engine, such as DB2. And if your company decides to decentralize information processing, you can downsize along with it. Although the operating environments used by your company may differ over the years, your PeopleSoft benefit system will remain the same.

## Working with Benefit Administration Menus

You design your automated benefits system and perform benefits administration processes using the Administer Automated Benefits menu.

Because benefit processing is dependent on personnel administration and payroll information, you might sometimes work with other PeopleSoft Human Resources menus. These include Administer Workforce and Manage Payroll Process. We assume your Human Resources department will enter and maintain personnel administration information and that your payroll department will enter and maintain benefit-related payroll information. However, becoming familiar with these tables and pages will help you understand how they affect your benefit system.



**Note.** In Organizing Payroll Information for Base Benefits in this PeopleBook, you'll find an overview of the payroll tables of concern to Benefits Administration. The overview emphasizes tables that deal with the setup of flexible credits and the arrangement of default benefit programs.

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### Using Multiple Currencies

When you work with multiple currencies for an employee, be aware that PeopleSoft Benefits Administration doesn't support the multiple currency conversion required to perform premium calculations. For example, if you pay employees in Swiss francs and enroll them in a benefit program that uses U.S. dollars, PeopleSoft Benefits Administration cannot perform a currency conversion to any base currency. If you don't use multiple currencies—for example, you pay employees in francs and enroll them in a benefit program that uses francs—you can easily process them using PeopleSoft Benefits Administration.



For more information about how to set the system up to handle international currencies, see Working with Currencies *PeopleSoft Application Fundamentals for HRMS*.

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### Setting Up Automated Benefits

You'll rely on several PeopleSoft Benefits Administration tables to define the eligibility and enrollment rules that drive automated enrollment processing.

As you begin working with PeopleSoft tables, keep in mind that even as you're defining the myriad pieces of information that automate your benefit system, your goal is to build the automated benefits system that best fits the needs of your company. That's because benefit programs "tie together" the event maintenance and open enrollment data that you'll be entering.

### Activating Benefits Administration

We won't explain everything about the Products page of the Installation Table here, as it applies to many PeopleSoft applications. However, before you can build your benefit

programs with PeopleSoft Benefits Administration, you'll need to go to Installation Table - Products and select Benefits Administration.

The screenshot shows a software configuration window with several tabs: Products, HRMS Options, Product Specific, Country Specific, Last ID Assigned, and Third Party/System. The 'Product Specific' tab is active, displaying several configuration panels:

- Benefits Functions:** Includes checkboxes for FFLA Administration, COBRA Administration, Benefits Billing, and Retroactive Benefits Deduction. A 'Start Date for BenAdmin' field is set to 01/01/1999.
- NA Payroll / Payroll Interface:** Includes checkboxes for Concurrent Calc/Confirm and Automatic Employee Tax Data.
- Human Resources:** Includes checkboxes for Multi-Company Organization and Multiple Jobs Allowed. Fields for 'Application Status Date' (01/01/1996) and 'Temporary SSN' Mask' (999) are present.
- Federal Functionality:** Includes a dropdown for 'Default Pay Basis' set to 'Per Annum'.
- T&L / NA Payroll Paysheet Opt:** Includes checkboxes for Change Final Check, Change Online Check, Change Reversal Adjustments, Refresh on Job Change, and Load in Preliminary Calc.
- AP Invoice Number Prefix:** Includes a field for 'AP Inv. Prefix' set to 'H'.

### Activating Benefits Administration

If your organization has PeopleSoft Benefits Administration, select **Benefits Administration**. When you do, fields that you'll use to define flexible credits and automated enrollment processing will become available on the Benefit Program Table. In addition, all new benefit programs that you create after Benefits Administration is selected will be identified with a Program Type of *Automated* on the Benefit Program page of the Benefit Program Table.

### Setting the Benefits Administration Start Date

You'll also use the Products page of the Installation Table to define the start date for your benefit programs. The benefits administration start date is used for Event Maintenance. Employee events with a job effective date greater than or equal to the Benefits Administration Start Date will be identified for processing by the Benefits Administration option preparation system.

The start date serves several purposes:

Event Qualification	The system will only flag changes to job data, birthdate, service date, state, postal code, and union code if the job record that is being inserted, corrected, or deleted has an effective date greater than or equal to the Benefits Administration Start Date. The system will also not trigger event flags for passive events that occur before the Start Date.
Event Maintenance Scheduling	When scheduling Event Maintenance, Benefits Administration will only review event records with an effective date greater than or equal to the Benefits Administration Start Date. This review includes potentially flagging these event records for your review and determining the proper events to leave open for processing (BAS_PARTIC.EVENT_STATUS = 'O').

Pay Calendar Access	For Event Maintenance, while setting coverage and deduction begin dates, Benefits Administration will load pay calendar data starting with pay period end dates greater than or equal to the Benefits Administration Start Date.
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## Preparing for Open Enrollment and Event Maintenance with PeopleSoft Benefits Administration

PeopleSoft Benefits Administration automates open enrollment and event maintenance processing. Open Enrollment is the process you use to enroll and reenroll participants in appropriate benefit programs and plans during your open enrollment period. Event Maintenance is the process you use to track and react to employee benefit changes during the plan year, such as those resulting from a marriage or termination of employment, and to enroll new employees.

PeopleSoft Benefits Administration for U.S. Federal Government automates Open Season and employee benefit changes with the Open Enrollment and Event Maintenance processes. Open Enrollment is the process you use to enroll (or re-enroll) participants in appropriate benefit programs and plans during the Open Season periods for Health Benefits, Life Plans, and Savings Plans. Event Maintenance, on the other hand, is the process you use to maintain employee benefit changes during the plan year, such as those resulting from marriage or the termination of employment, and to enroll new employees.

### Using Eligibility Rules to Determine Benefit Program and Option Eligibility

To prepare for Open Enrollment and Event Maintenance, you'll first define the eligibility rules that drive benefit determination. These eligibility rules can be based on job information (such as pay group or department) and geographic location (such as home or work address).

For example, suppose you have three benefit programs—hourly, salaried, and executive. You would define the rules you want the system to use to determine eligibility for participants in each benefit program, and for options within benefit programs.

Because you define PeopleSoft table information using an effective date, you can easily define different eligibility rules for each plan year. You'll simply associate an effective date with each set of rules. The system will apply the correct rules according to the effective date.



For more information about the tables you use to define eligibility rules, see *Defining Eligibility Rules* in this PeopleBook.

---

### Setting Up Event Rules To Determine What the Employee Can Choose

While your eligibility rules determine what programs and plan options your employees are inherently *eligible for*, you'll also need event rules to determine what your employees *can choose*, based on the type of event that has triggered the change in eligibility. For example, when an employee divorces their spouse, that act does not enable them to change *all* of their benefits elections—that's an opportunity most employees should only get to do during Open Enrollment or for federal users, Open Season. Instead, you will probably want to design the

system to only give them the opportunity to change their health and life plan enrollments and update their dependent and/or beneficiary information.

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For more information about setting up event rules, see the section [Creating Event Rules](#) in this PeopleBook.

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### **Designing Automated Benefits Programs**

PeopleSoft Benefits Administration enables you to create benefit programs using the benefit plans and plan type options that you set up with the PeopleSoft Base Benefits application. Once the benefit program framework is defined, you can flesh it out with eligibility rules, event rules, rates, calculation rules, and flexible credits. PeopleSoft Benefits Administration also enables you to set up automated cross-plan validation checking, which you can use to set up prerequisites for plan enrollment.

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For more information about setting up benefit programs, see the section [Building Automated Benefit Programs](#) in this PeopleBook.

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### **Preparing Your System for Benefits Administration**

PeopleSoft Benefits Administration provides a variety of tools to help you prepare your system for automated benefit processing, from audits to pages that enable you to set up specialized schedules of employees for processing.

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For more information, see the section [Preparing for Open Enrollment and Event Maintenance](#) in this PeopleBook.

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## CHAPTER 2

# Organizing Payroll Information for Benefits Administration

By the nature of benefits processing, your work is closely tied to payroll—you define benefit information and enroll participants—and payroll uses benefit data for its processing. You won't need to be a payroll expert, but whether you're planning benefit deductions, organizing a 401(k) plan, or organizing a Savings Plan, some familiarity with payroll will help you get your job done.

If you browse through the information in this section, you may be surprised to find that you already know something about PeopleSoft Payroll (North American). That's because payroll is like benefits in an important way: It's table-driven. As with benefits, your organization can tailor your payroll system to fit your business rules and operational schedules.

In this section, we'll discuss the PeopleSoft Payroll pages and tables that specifically affect PeopleSoft Benefits Administration, focusing on fields you'll want to be aware of. We won't describe everything here because the full details may be found in our PeopleSoft Payroll documentation.



For more information about setting up payroll information for PeopleSoft Base Benefits, see [Organizing Payroll Information for Base Benefits](#).

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## Overview of Benefits Administration and Payroll

PeopleSoft HRMS applications share table information and data, assuring you that all your benefit data—the elections and enrollment data you communicate to participants, the benefit-related data participants see on pay stubs, and the benefit reports you forward to carriers—is accurate, current, and easily reconcilable. For example, you can be assured that your payroll deductions will match current enrollments and that you will be able to track benefit costs accurately.

After you define your benefit system and enroll participants into benefit plans, PeopleSoft North American Payroll, will use all pertinent human resource and benefit data when performing payroll calculations and applying benefit deductions. And you can always view the most current deduction data for each employee.

## Defining Flexible Credit Earnings

Flexible credits are a type of earnings. If you implement PeopleSoft Benefits Administration and offer flexible credits, you'll use the Earnings Table to define flexible credit earnings.

Your benefit system passes flexible credit totals to your payroll system, where they are treated as additional pay.

The Earnings Table stores the business rules that define how to calculate employee earnings based on the earnings types you set up. For example, you define an earnings type, such as flexible credits, and define how to calculate it, tax it, and, when needed, make adjustments to it. During regular payroll processing, your payroll system calculates benefit earnings for employees.

You can set up general credits—credits that apply to a complete benefit program—or general "plan-based" credits—credits that apply to a specific plan type. You'll need to define a different flexible credit earnings type for each benefit program and plan type offered by your organization. You tie the earnings type to a flexible credit, either general or plan-based, using Earnings Code entries on the Cost page of the Benefit Program Table.



For more information about creating benefit programs that utilize flexible credits, see [Defining Flexible Credit Earnings](#).

---

PeopleSoft Benefits Administration calculates flexible credits for each earnings code for a participant. The totals are then transferred by Earnings Code to PeopleSoft Payroll. PeopleSoft Payroll treats flexible credit earnings as additional pay. You must use a different Earnings Code for each plan type.



The Earnings Code for each benefit plan type within a benefit program must be unique. Otherwise, flexible credits might not start and end correctly during open enrollment and event maintenance processing. For example, if you offer five medical benefit plans in a benefit program, each with credits; you can use the same Earnings Code for all medical credits. If you also offer dental, life, and general credits in that benefit program, you'll have to set up a unique earnings code for each benefit Plan Type. Medical would have one Earnings Code, dental another, life another, and general credits yet another.

---

## Designing Flexible Credit Deductions

If you implement PeopleSoft Benefits Administration and offer flexible credits, you can report salary conversion and cash back on pay stubs. *Salary conversion* refers to any benefit costs incurred by an employee in excess of the employee's flexible credits. *Cash back* refers to cash compensation for an employee in lieu of additional benefits based on the employee's flexible credits. Keep in mind that the way you set up deductions will affect the way the pay stubs look.

For example, let's say that CCB offers flexible credits and reports the deduction for *each benefit plan* on pay stubs. CCB uses *HMO* as a medical benefit plan deduction code, *MET* as a life deduction code, and *DD* as a dental plan deduction code.

Mark Larsen is a CCB employee who has enrolled in benefit plans that use the *HMO*, *MET*, and *DD* Deduction Codes. He receives \$200 in flexible credits. His deductions total \$20 more than his flexible credits.

Mark's pay stub might look like this, reporting total flexible credits by an Earnings Type of *FLX*, and actual deductions for each benefit plan.

\$200.00	FLX
-170.00	HMO
-30.00	MET
-20.00	DD



Flexible Credits are not generally used in the U.S. Federal Government.

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To set up flexible credits

1. Name the flexible credit earning using the Earnings Table – Setup page. The short description prints on the employee's pay stub, so you might want something more descriptive to distinguish this flexible credit for other types of credits.
2. Define the calculation and tax rules for the flexible credit using the Earnings Table – Tax Class and Tax Effect pages. Complete this page according to your organization's business practices. Make sure to clear the *Eligible for Shift Differential* check box in the **Earning Allocation** group box.



For more information about filling out the rest of the earnings table, see PeopleSoft Payroll for North America: Establishing Earnings Codes.

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## Setting Up Earnings Programs

PeopleSoft Benefits Administration uses the Earnings Program Table and Pay Group Table to define flexible credit earnings and then attach them to earnings programs. Earnings programs are like benefit programs: they allow you to group items together. In this case, you'll be grouping together flexible credit earnings with earnings types that were defined with PeopleSoft Human Resources Base Benefits. This way you'll have the convenience of being able to refer to an earnings program rather than all of the separate earnings for an employee.

You'll group earning types into an earnings program using the Earnings Program Table, and associate it with a pay group using the Pay Group Table. A *pay group* is a group of employees you pay together. Typically, the earnings programs within a pay group all belong to the same organization and have the same pay frequency.

To set up an Earnings Program:

1. Group earnings types into earnings programs. You'll use the Earning Program Table to do this. That way, instead of working with all the separate earnings an employee is eligible for—regular, holiday, sick, vacation, flexible credits, and so on—you can work with one earnings program that incorporates all of these earnings types.

Employees are linked to earnings programs through pay groups. During new hire processing, employees are assigned to pay groups, making them eligible for all the Earnings Types in the earnings program.

Earnings Program Table

Earnings Program ID: KU1

**Earnings Program** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1980 \*Status: Active + -

\*Description: US Earnings Program

Short Description: US Emns

**Earnings Code(s)** Find | View All First 1-7 of 50 Last

*Earnings Code	Description		
AAL	Automobile Allowance	+	-
ADJ	Adjustments	+	-
ADV	Advance	+	-
ALL	Allocated Tips	+	-
AUT	Automobile Allowance	+	-
AWA	Award -- Cash	+	-
AWD	Award - Non Cash	+	-

### Adding Flexible Credits to Earnings Programs



The process of setting up earnings programs is not complete until you've used the Pay Calendar table to define when employees are paid, and the Company Table to establish a default earnings program.



For more information about the operation of the Company table, see PeopleSoft HRMS Application Fundamentals Entering Company Information.

For more information about the operation of the Pay Calendar table, see PeopleSoft Payroll for North America Using Calendars.

For more information about the operation of the Earnings Program Table, see PeopleSoft Payroll for North America: Establishing Earnings Codes.

You may recall that when you're working with "manual" benefit programs, where all employee benefits elections are entered by hand, it often pays to use the Pay Group Table to save time on data entry. This is because the Pay Group Table provides a way to set up *default benefit programs*. If you set up a default benefit program for each pay group you've defined, you won't need to enter the benefit program when you process new hires.

Instead, the system will look at the pay group you've assigned to the new hire and automatically enroll that employee into the default benefit program associated with that pay group. And, as with any default you set up, you can always change an employee's benefit program assignment later on.

But organizations using PeopleSoft Benefits Administration *don't* necessarily need to use default benefit programs. That's because the Benefits Administration process automatically determines the appropriate benefit program for a participant, according to eligibility rules you define beforehand.

To facilitate new hire data entry and payroll processing, however, users of PeopleSoft Benefits Administration might also want to set up pay group defaults. We advise this because there may be times when your payroll department will process new hires before you can run Open Enrollment, and the payroll system can't process your new employees until they are enrolled in a benefit program of some sort. Setting up a pay group default will ensure that new hires will *always* start out with a default benefit program.

The default benefit program won't necessarily be the actual enrollment for your participants, however. During automated Open Enrollment processing, PeopleSoft Benefit Administration will assess your participants' eligibility, and if necessary, it will override their default benefit program enrollments and replace them with appropriate benefit program, plan, and option enrollments.

To set up a default benefit program for a pay group:

1. Enter a default benefit program on the Pay Group Table – Calc Parameters Page.

Linking Benefit Programs to Pay Groups

## Setting Up Benefit Deductions

*Deductions* are amounts taken from employee pay during regular payroll processing. There are two types of deductions: benefit-related and general. An example of a benefit-related deduction is medical insurance—an employee pays an amount, usually each pay period, toward the cost of medical insurance. An example of a general deduction is union dues.

With PeopleSoft Benefits Administration, you can set up the system to make flexible credit deductions. This will give your benefit system the ability to report salary conversion and cash back based on employees' flexible credits. The way you set up these deductions will affect the way your employees' pay stubs look.

You link a deduction to an employee by entering a deduction for each appropriate benefit plan, using the Benefit Program Table. After you enroll employees into plans with flexible credit deductions, payroll processes the deductions during the next payroll cycle.



For more information about setting up benefit deductions and demonstrations of the use of the Deduction Table, see Defining Benefit Deductions.

## Designing Benefit Deductions

You'll need to make some basic decisions about your strategy before you set up deduction rules, and these decisions depend in part upon how you want to report deductions to employees.

From an accounting viewpoint, you can use a deduction for more than one benefit plan if both plans are the same. For example, if you are processing characteristics for all medical plans, such as general ledger expense and liability accounts and tax implications, you might consider using the same deduction rules in order to reduce data entry.

However, besides accounting considerations, you'll want to consider how benefit deduction amounts and descriptions appear on employee paycheck stubs. Do you want pay stubs to show the amount deducted for *each benefit plan*, such as the amount for medical insurance and the amount for dental insurance? Or do you want pay stubs to show the total deduction *for a plan type*, such as the total of all health plan type deductions? Or do you want stubs to show the total *for more than one plan type*?

Here's a quick reference chart that shows the basic options and how to make them happen:

<b><i>If You Want . . .</i></b>	<b><i>Do This:</i></b>	<b><i>Result on Pay Stubs:</i></b>
To report the amount for each benefit plan.	Define a deduction code for <i>each benefit plan</i> —such as one for each medical, dental plan, and savings plan.	Itemized descriptions and deduction amounts appear for each chosen plan type.
To report one total for a plan type.	Define a deduction code for <i>a specific plan type</i> —such as one deduction code for medical.	The total of all deductions for the chosen plan type appears, along with the plan type's generic description.

<p>To report one total for all deductions.</p>	<p>Modify your pay check print program to print the total deduction for a <i>set of several plan types</i>. For example, you might print the total deductions for all health and life plan type series, while still showing a separate deduction for a savings plan, like 401(k).</p> <p>You must modify your system because you can't automatically "roll up" to a higher level than plan type.</p>	<p>The total deduction of all plan types you modified appears.</p>
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## CHAPTER 3

# Defining Eligibility Rules

Once you've defined your payroll information and set up your benefit plans, rates, and calculation rules, you'll begin to build the foundation of your PeopleSoft Benefits Administration processing system: a set of eligibility rules. The Benefits Administration application cannot function without a proper, well-defined set of eligibility rules. It needs eligibility rules to help it determine employee benefit eligibility during Open Enrollment and Event Maintenance processing.

## Overview of Eligibility Rules

During Benefits Administration processing, the system first uses eligibility rules to determine the benefit program for which each employee is eligible. Once an employee's benefit program is known the system again uses eligibility rules to determine the range of benefit plan options in which the employee can opt to enroll.

When you plan your eligibility rules, you can define one set of rules to guide benefit program eligibility and a group of others that determine eligibility for each plan option within the benefit program. This means that the eligibility rules you define for one plan option can be different from those of the benefit program and from those of other plan options.

You must set up your system so that a participant can be eligible for only one benefit program at a time. If you create overlapping eligibility rules and a participant is eligible for more than one benefit program, an error will be noted during the Benefits Administration process.

You can define eligibility based on a wide range of personal and job information, as well as geographic location. You can even create your own eligibility criteria with our user configurable eligibility fields. If your organization includes employees with multiple jobs, you can set up eligibility rules that take into account all of the hours they work between those jobs.

Once you've defined the eligibility rule, you'll attach it to your benefit program at the program or plan option level using the Benefit/Deduction Program Table.



For TSP plans, if you want to link an eligibility rule to a TSP option, create a separate eligibility rule to be used exclusively for TSP plans.

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As you work with PeopleSoft Benefits Administration, there will occasionally be times when eligibility rules are improperly configured and things go awry during Open Enrollment or Event Maintenance processing. Some employees will be assigned to programs or plans that they shouldn't be eligible for, while others will fail eligibility checks for plans into which they should be able to easily enroll. You can troubleshoot eligibility problems like this by using Benefit Administration's Eligibility Debugging tool, which shows you exactly where an

individual employee fails and passes program and plan option eligibility checks during the Benefits Administration process.

## Understanding How Changes in Job Data Affects Eligibility

In the course of time, actions occur that change an employee's job status, and these changes to employee status can affect their benefits eligibility. PeopleSoft defines these actions as changes to employee job data, such as hire, the taking of FMLA leave, or a termination.

When employee actions occur, two employee status values can be affected: Employee Status and Benefits Status. PeopleSoft Human Resources and PeopleSoft Payroll use Employee Status for a variety of functions. Benefits Status, on the other hand, is used only by PeopleSoft Benefits Administration, and does not conflict with HR and Payroll (North American) operations. This enables you to define employee status in benefits terms without being constrained by HR or Payroll (North American) requirements.

You can tell the system how to set Benefits Status through the Benefits Employee Status field on the Action Reason table, which is part of the PeopleSoft Human Resources system. The Action Reason table will give you the freedom to determine what status values you need and what action changes will trigger a change to Benefits Status values. Once you've defined your Benefits Employee Status values, you can set Benefits Status on the Eligibility Rules Table. You can also change the available Benefits Status values directly through the Translate Table.

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### Setting Benefit Status

The system will set Benefits Employee Status by matching the Action and Action Reason on the Job row to the Action and Action Reason in the Action Reason table. If the Job row does not have an Action Reason, the system will match to the entry in the Action Reason table that has a matching Action and the lowest Action Reason value within that Action. The following examples will illustrate this.

Assume the Action Reason table has only the following entries entered into it:

<b>Action</b>	<b>Action Reason</b>	<b>Description</b>	<b>Benefits Employee Status</b>
HIR	NPS	Hire - New Position	Active
LOA	FML	Leave of Absence - FMLA	Leave with Benefits
LOA	MIL	Leave of Absence - Military	Leave with Partial Benefits
LOA	PER	Leave of Absence - Personal	Leave of Absence - No Benefits
PAY	MER	Pay Change - Merit	Active
RFL	RFL	Return From Leave	Active

When the following Actions and Action Reasons are entered into your employees' Job records through the Job Data pages, the system will set the Benefits Employee Status according to the rules defined in the previous Action Reason table:

<b><i>If Action is:</i></b>	<b><i>And Action Reason is:</i></b>	<b><i>Benefits Employee Status will be:</i></b>
LOA	MIL	Leave with Partial Benefits
LOA	PER	Leave of Absence - No Benefits
HIR	NPS	Active
HIR	Blank	Active
RFL	Blank	Active
LOA	Blank	Leave With Benefits

In the last case, Benefits Employee Status is set to Leave with Benefits only because FML is alphabetically the first Action Reason associated with LOA. This may or may not be the proper setting, depending on the type of leave being taken. You need to make sure that Action Reason codes are set properly and not left out if the determination of eligibility is dependent upon the Action Reason code.

The system will carry Benefits Employee Status forward from the preceding Job row if the Benefits Employee Status field on the Action Reason table is blank, or if there are no entries in the Action Reason table that match the Action on the Job row. Thus, certain Action values and Action Reason values, such as Hire, Terminate, and Leave of Absence, explicitly affect the Employee Status while others, such as Transfer, Job Reclassification and Demotion, do not.

Using the previous example, a new Job row with an Action of XFR or PAY would carry forward the Benefits Employee Status from the previous Job row. The system carries forward the previous status on the XFR row because there is no corresponding entry for an XFR Action on the Action Reason table. The system carries forward the previous status on the PAY row because the Benefits Employee Status field is blank.



For more information about the operation of the Action Reason table, see *Defining Reasons for Personnel Actions*.

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## Setting Up Eligibility Rules

You'll use the Eligibility Rules Table to define the eligibility rules. The system uses these rules to determine employee eligibility for benefit programs and plan options during Benefits Administration processing.

Once you have named the Eligibility Rule and entered the basic information, you are ready to define the criteria that will make up the rule. PeopleSoft provides 19 different criteria, nine of which you may customize.

<b>Field Name</b>	<b>Field Name</b>
Age	Officer Code
Benefit Status	Pay Group
Eligibility Config 1 – 9	Regular/Temporary
Emplid Override	Regulatory Region
Employee Class	Retirement Plan
Employee Type	Salary Grade
FLSA Status	Service Months
FTE	Standard Hours
Full/Part Time	State
Location	Union Code

In order to set up the criteria that make up the rule, you need to think about how you want to rule to work. Rules can be used to allow an employee to participate in a benefit program or it can be used to exclude the employee from the program.

Another consideration occurs when an organization uses multiple jobs. Let's say the person has more than one job. Do you want all the employee's jobs looked at when determining eligibility or just the primary job? If you do look at more than one job, do all the jobs have to meet the criteria or just one of them in order to be eligible for the benefit program? These are all factors that must be considered when setting up the each parameter that belongs to the eligibility rule.



For more information about Multiple Jobs, see Setting Up and Managing Multiple Jobs.

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## Understanding Eligibility and Ineligibility

In order for an employee to be deemed eligible for participation in a plan or program covered by an eligibility rule, the employee must satisfy all of the eligibility parameters that you've set for that rule.

Let's say you want to define an eligibility rule for a program that is available to employees in the 48 contiguous states, but not Hawaii or Alaska. You would select the location criteria to set up the parameter. We want the system to look at each employee's home address and if they live in one of the 48 contiguous states make them eligible for the benefit program.

To set that up another way and save some keystroke time, you can use the reverse logic. Rather than enter all 48 eligible states, we simply say that if the employee lives in Hawaii or Alaska they are ineligible for the benefit program.

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## Using Customized Eligibility Parameters

You can add customized eligibility parameters for your company. We offer nine configurable fields for your use. These fields are delivered blank. It's up to you to decide how to use them. You'll set them up by using PeopleTools and PeopleCode.

Following are some examples of ways to use the Eligibility Configuration Fields. The purpose of these examples is to help get your mind working on different ways you can use the Eligibility Configuration Fields to solve your eligibility issues.

### Grandfathering In Coverage

A company signs a new contract with the union. Under the new agreement, existing employees can continue their benefits at the existing rates. New employees, hired after the signing date, will pay higher premiums.

We start by copying the existing benefit program to create a program for the "new" employees. We put the new, higher rates on the new program. Existing employees will stay in the old program, and new employees will be in the new program. We could use "months of service" for eligibility, but we would have to keep adjusting the eligibility rules every month.

To solve this problem, we will make Eligibility Config Field 1 the "grandfather" flag. We set it to *Y* for all existing employees. New hires have the flag set to *N*. We can use the default on the record definition to make this work automatically.

We then set eligibility in the benefit programs. We set the old benefit program to only include employees with *Y* in Eligibility Configuration Field 1. We set the new benefit program to only include employees with *N* in Eligibility Configuration Field 1. This allows us to segregate the populations and keep them separate going forward.

### Handling Mergers

The Conglomerate Corporation buys Companies A, B, and C and merges the common departments. To make the merger easier on the newly merged employees, Conglomerate Corporation allows them to retain their old benefits for the first three years.

This example is just a variation of the Grandfathering example. We set up separate benefit programs that emulate the different companies' benefit offerings. We then put the employees into the appropriate benefit programs. Unfortunately there is no way to differentiate employees, as they have all been merged together. Employees who used to work for Company A work side by side in the same jobs with employees from Companies B and C.

To resolve this problem, we will make Eligibility Configuration Field 1 the "company" flag. We will set it to *A* for former Company A employees, *B* for former Company B employees, and *C* for former Company C employees. We do this as part of the merger conversion. We'll also set Eligibility Configuration Field 1 to *Z* (or some other value) for all existing Conglomerate Corp. employees, and make the default *Z* for all future employees. The final step is to change the program eligibility so those employees fall into the appropriate benefit programs.

### Configuring Eligibility Based on Values of a Single Field

This type of example refers to situations where the Eligibility Configuration Field emulates data that is not currently part of delivered eligibility.

A manufacturing company wants to use "Shift" in the determination of STD eligibility. People on the company's third shift do plant maintenance work that is more hazardous than the assembly work performed by employees on the first and second shifts. The company wants to offer third shift workers a plan with higher benefits.

Unfortunately, "Shift" is not part of the delivered eligibility process. We can solve this problem by setting Eligibility Configuration Field 1 equal to the Shift value. We can keep the fields in synch using Field Change PeopleCode. Anytime the Shift field value changes, the PeopleCode will move the new Shift value to Eligibility Configuration Field 1. Now the Shift value can participate in eligibility.

### **Configuring Eligibility Based on the Values of Multiple Fields**

This type of example refers to situations where the Eligibility Configuration Field emulates data that is not currently part of delivered eligibility.

A company determines LTD eligibility using a combination of Salary Plan, Grade, and Shift. The calculation is complex, because the values of Salary Plan and Shift influence what Grades will qualify for benefits. Even if we could get the fields into the eligibility process, we would then have to change the COBOL programs to evaluate the three fields together.

Instead, we will use PeopleCode to do the evaluation. The PeopleCode we design looks at the three fields and puts a *Y* in Eligibility Configuration Field 1 if the employee should have LTD. It puts *N* in Eligibility Configuration Field 1 if the employee should not have LTD. We set the eligibility table for LTD to only include employees with *Y* in Eligibility Configuration Field 1. Now we have a complex eligibility formula in an easy to maintain place with no changes to the COBOL programs.

### **Using Existing Fields to Reduce the Number of Values**

A convenience store chain bases dental eligibility on an employee's location, but they have hundreds of locations across the country. Putting all the locations into the eligibility tables is quite a job, and it means constant maintenance, as the company is opening new locations all the time.

The company has created a naming scheme that would allow them to group many locations together based on the first two characters in the Location code. This results in only 20 different values. Unfortunately, the eligibility process looks at the whole Location code not just a part of it.

We can use PeopleCode to parse the location code and put the relevant two characters into Eligibility Configuration Field 1. We then base dental eligibility using Eligibility Configuration Field 1, not Location. This greatly reduces the number of entries in the eligibility table. It also simplifies maintenance of the tables since new locations will automatically fit right into the eligibility scheme.

### **Using Existing Eligibility Fields to Delay Job Data Changes**

An organization uses both Location and home Postal Code to determine medical eligibility. An employee transfers from one location to another in February, but does not want to move the family until summer, when school is out. During this time the employee wishes to keep the old medical coverage. The organization will allow this and will not change the employee's home address until the summer. But the organization can not delay the change of Location, and changing the location makes the employee ineligible for the old coverage.

This type of situation happens often enough that the organization is constantly fighting the system or keeping special manual records. To solve this dilemma, we implement the following procedure:

We add a new field to the Job table called Manual Location Override. This is a Yes/No field. We put it on the Job pages near the Location field.

We add Save Edit PeopleCode to the Location field. The PeopleCode copies the value of Location to Eligibility Configuration Field 1 when Manual Location Override is *N*. It leaves the value in Eligibility Configuration Field 1 alone when Manual Location Override is *Y*. We then set eligibility to use Eligibility Configuration Field 1 instead of Location.

Under most circumstances, the value of Eligibility Configuration Field 1 matches Location. When the employee transfers, the user changes the Location code to the new location and clicks the Manual Location Override option. The PeopleCode leaves Eligibility Configuration Field 1 alone and the employee can remain in the old coverage. When the employee finally moves the family, the user inserts a new row and clears the Manual Location Override check box. The PeopleCode copies the location to Eligibility Configuration Field 1. This changes eligibility and the system solicits the employee for the medical plans at the new location.

If you leave a field blank, the system will assume that all possible categories are eligible for that field and will not allow Ineligible to be selected. For example, in our example of Eligibility Parameters 2, above, we've left Officer Code blank. This means that the system will assume that all selections—Chairman, Director, None, Officer, President, Secretary, Treasurer, and Vice President—are covered by Eligibility Rules ID FLEX.

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## Changing Eligibility Flags

At the processing level, the Eligibility Rules Table is actually made up of a set of tables: a primary table and many secondary tables. The primary table is linked to the Eligibility Rules Table. It consists of the eligibility rule effective date, status, and descriptions. The secondary tables are linked to the eligibility field scroll bars list on the Eligibility Rules Table page. There is a separate subordinate table for each listed eligibility field.

The primary table has a "flag" for each of the secondary tables. The flag tells the system whether there is data in the secondary table. The batch system uses this flag to tell whether or not to read the subordinate table. For example, let's say that this is all that we need to define an eligibility rule that includes Benefit Status, Full/Part Time and Regular/Temporary parameters.

The system will select the Benefits Status, Full/Part Time and Regular/Temporary options and clear the rest. The batch system reads these flags and knows it only has to read three tables to get all the eligibility information for the BAS rule instead of checking 23 tables only to find data in three of them. This saves a lot of time when there can be hundreds of eligibility rules.

The system will properly maintain these flags when you use the supplied pages. Some customers, however, use custom programs and scripts to populate their eligibility rules. In cases like these the flags may be set incorrectly, resulting in slower performance or, even worse, inaccurate eligibility.

We supply a script that sets all the flags correctly. It is called BAELIGLD.DMS. You can run this script in Data Mover anytime you update the eligibility rules outside of the delivered pages. You can run this script as often as you like.



**Warning!** If you plan to use custom programs and scripts to populate the tables that the pages in the Eligibility Rules Table are linked to, you will need to run BAELIGLD.DMS to reset the eligibility processing flags on the primary eligibility table.



For more information about PeopleTools and PeopleCode, see your PeopleTools documentation.

### BenAdmn Eligibility Parameters Page

Usage	Use the BenAdmn Eligibility Parameters page to define the parameters that make up an eligibility rule.
Object Name	BAS_ELIG_RULES1
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Eligibility Rules Table, BenAdmn Eligibility Parameters</b>
Access Requirements	Enter an Eligibility Rules ID.

BenAdmn Eligibility Parameters

Eligibility Rules ID: KMED

Eligibility Parameters Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1980

\*Status: Active

\*Description: Medical Eligibility

Short Description: Med Elig

Eligibility Field	View All	First	1-10 of 27	Last
Age				<input checked="" type="checkbox"/>
Benefits Status				<input type="checkbox"/>
Eligibility Config 1				<input type="checkbox"/>
Eligibility Config 2				<input type="checkbox"/>
Eligibility Config 3				<input type="checkbox"/>
Eligibility Config 4				<input type="checkbox"/>
Eligibility Config 5				<input type="checkbox"/>
Eligibility Config 6				<input type="checkbox"/>
Eligibility Config 7				<input type="checkbox"/>
Eligibility Config 8				<input type="checkbox"/>

Benefits Status

\*Group Method: Primary Consider Active Jobs Only

\*Evaluation Method: 1 or More Eligible

Criteria View All First 1 of 1 Last

\*Benefits Employee Status

**BenAdmn Eligibility Parameters page**

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description, and Short Description.**

**Standard Field Definitions for Eligibility Field Group Boxes**

The following fields are common to Eligibility Fields group boxes that relate to the job and employment tables.

**Group Method**

This field displays if you have activated Multiple Jobs. This allows you to choose which jobs to include when the system evaluates the employee's benefit eligibility. Your choices are:

**AllFlagged:** Group all jobs for all benefit record numbers.

**Flagged BR:** Group all jobs within the current benefit record number.

**Primary:** Look at only the primary job within the current benefit record number.

**Consider Active Jobs Only**

This field displays if you have activated Multiple Jobs. If selected, the system will not look at a job that has a terminated employee status when evaluating the employee's benefit eligibility.

If the **Group Method** is **Primary**, this field is automatically checked and cannot be changed.

<b>Evaluation Method</b>	<p>This field displays if you have activated Multiple Jobs. This field allows you to define how the jobs selected from the grouping method will be evaluated against the eligibility field. Your choices are:</p> <p><b><i>One or More:</i></b> At least one job must satisfy the rule.</p> <p><b><i>All:</i></b> All jobs must satisfy the rule.</p> <p><b><i>Sum:</i></b> The sum of the field values for all jobs in the group must satisfy the rule. This applies to numeric information such as standard hours or FTE.</p>
<b>Eligible/Ineligible</b>	<p>This flag tell the system how to interpret a match with the criteria. If the employee's data matches the criteria, it will make the employee <b><i>eligible</i></b> or <b><i>ineligible</i></b> for benefits</p>
<b>Eligibility Field</b>	<p>This group box displays a list of all eligibility fields available that can make up this eligibility rule. Click an eligibility field button to display the associated eligibility field group box.</p>
<b>Age</b>	
<b>Age As Of</b>	<p>Use age to define an employee's benefit eligibility based on the employee's age. You select how the system will calculate the employee's age during eligibility processing. Choose from:</p> <p><b><i>CurrentDate:</i></b> The date on which the benefits event occurred.</p> <p><b><i>This Year On:</i></b> A specific day and month that you enter in the current year.</p> <p><b><i>Last Year On:</i></b> A specific <b><i>Month</i></b> and <b><i>Day</i></b> you enter.</p>
<b>Minimum Age</b>	Enter the <b>Minimum Age</b> for participation.
<b>Maximum Age</b>	Enter the <b>Maximum Age</b> for participation.
	<p>The system determines eligibility based on inclusive age ranges. For example, if the participant were eligible until they reach age 65, you would enter age <b>64</b> as the <b>Maximum Age</b>. That way, participants are eligible through age 64, until their 65th birthday.</p> <p>The system always looks at the age eligibility field. If you don't want age to be a factor in determining eligibility, leave the default values in place.</p>
<b>Benefit Status</b>	
<b>Benefits Employee Status</b>	<p>Select the benefit status that the employee must have in order to meet the eligibility rule. You can add more than one status by inserting a row.</p>

## Eligibility Config 1 – 9

### Eligibility Config Field

Use the Eligibility Config 1 through 9 pages to define an employee's benefit eligibility based on a customized factor. You can create nine separate factors to meet your organizations needs.

To use these fields, you must set them up using People Tools and PeopleCode.

### Emplid Override

#### Criteria

Use this group box to enter specific employees that you want to pass the eligibility process regardless of meeting the eligibility rules. You can enter more than one employee by adding a row.

#### EmplID

Enter the employee ID.

#### Ben Rcd# (benefit record number)

Enter the benefit record number.

### Employee Class

#### Criteria

Use this group box to define an employee's benefit eligibility based on the employee's employee class. You can add more than one classification by inserting a row.

#### Employee Class

Enter the **Employee Classification**.

### Employee Type

#### Criteria

Use this group box to define an employee's benefit eligibility based on whether the employee is salaried or hourly. You can add more than one by inserting a row.

#### Employee Type

Select the **Employee Type**.

### FLSA Status

#### Criteria

Use this group box to define an employee's benefit eligibility based the employee's FLSA Status. You can add more than one by inserting a row.

#### FLSA Status

Select the status from the list.

### FTE

#### Minimum FTE

Use this group box to define an employee's benefit eligibility based on the employee's full time equivalency. Enter the minimum amount the employee must meet to fulfill the requirement.

<b>Maximum FTE</b>	Enter the maximum amount the employee must meet in order to fulfill the requirement.  The system always looks at the FTE eligibility field. If you don't want full time equivalency to be a factor in determining eligibility, leave the default values in place.
<b>Full/Part Time</b>	
<b>Criteria</b>	Use this eligibility field to determine an employee's benefit eligibility based on the employee's full time or part time status.
<b>Full/Part Time</b>	Select either <i>Full Time</i> or <i>Part Time</i> .
<b>Location</b>	
<b>Criteria</b>	Use this group box to define an employee's benefit eligibility based on the location of the employee's home or office. You can enter more than one set ID and location code by adding a row.
<b>SetID</b>	Enter a set ID.
<b>Location</b>	Enter a location.
<b>Officer Code</b>	
<b>Criteria</b>	Use the group box to define an employee's benefit eligibility based on the employee's position within the organization. You can enter more than one officer code by adding a row.
<b>Criteria</b>	Select an officer code.
<b>Pay Group</b>	
<b>Criteria</b>	Use this group box to define an employee's eligibility based on the pay group associated with the employee. You can enter more than one code by adding a row.
<b>Company</b>	Select the company code.
<b>Pay Group</b>	Select the pay group code.
<b>Regular/Temporary</b>	
<b>Criteria</b>	Use this group box to define an employee's benefit eligibility based on whether the employee is a regular or temporary employee.
<b>Regular/Temporary</b>	Select either <i>Regular</i> or <i>Temporary</i> .

## Regulatory Region

**Criteria** Use this group box to define an employee's benefit eligibility based on the regulatory region associated with the employee. You can enter more than one region by inserting a row.

**Regulatory Region** Select a region.

## Salary Grade

**Criteria** Use this group box to define benefit eligibility based on the employee's salary grade. You can enter more than one salary grade by adding a row.

**SetID** Enter a Set ID.

**Sal Plan** (salary plan) Enter a Salary Plan.

**Salary Grade** Enter a Salary Grade.

## Service Months

**Service As Of** Use this field to define an employee's benefit eligibility based on the employee's months of service. You select how the system will calculate years of service during eligibility processing. Choose from:

***Current Date:*** The date on which the benefits event occurred.

***This Year On:*** A specific day and month that you enter in the current year.

***Last Year On:*** A specific ***Month*** and ***Day*** you enter in the previous year.

**Minimum Service Months** Enter the **Minimum Age** for participation.

**Maximum Service Months** Enter the **Maximum Age** for participation. The system determines eligibility based on inclusive age ranges.

The system always looks at the **Service Months** eligibility field. If you don't want service to be a factor in determining eligibility, leave the default values in place.

## Standard Hours

**Minimum Standard Hours** Use Standard Hours to determine an employee's benefit eligibility based on the standard hours the employee works. Enter the **Minimum Standard Hours** the employee must meet in order to fulfill the requirement.

**Maximum Standard Hours** Enter the **Maximum Standard** the employee must meet in order to fulfill the requirement.

The system always looks at the **Standard Hours** eligibility field. If you don't want hours to be a factor in determining eligibility, leave the default values in place.

## State

### Based On

This field is used to determine benefit eligibility based on a where the employee works or lives. Select the location that you want evaluated:

**Home:** The employee must reside in the displayed postal code(s) or postal code ranges to be eligible

**Location:** The employee must work in the postal code(s) or postal code ranges to be eligible.

**Both:** The employee must both work and live in the displayed postal code(s) or postal code ranges to be eligible.

**Either:** The employee must either work or live in the displayed postal code(s) or postal code ranges to be eligible.

### Criteria

Use this group box to define benefit eligibility based on the country and state associated with the employee. You can enter more than one by inserting a row.

### Country

Enter a country.

### State

Enter a state.

## Union Code

### Criteria

Use this group box to define an employee's benefit eligibility based on the union to which the employee belongs. You can enter more than one by inserting a row.

### Union Code

Enter a union code from the list.

## Setting Up Geographic Location Eligibility Rules

You can also define eligibility for a benefit program or plan according to the postal code of the employee's home and work location. For example, let's say your organization offers an HMO medical plan option that is restricted to participants that live within a particular geographic area. To handle this, you could set up a geographic eligibility rule that restricts eligibility to employees who live or work within the postal code range that defines that geographic area.

<b><i>If the employee</i></b>	<b><i>The employee is</i></b>
Lives within the postal range, and works within the postal range.	Eligible

Lives within the postal range, but works outside the postal range.	Eligible
Lives outside the postal range, but works within the postal range.	Eligible
Lives outside the postal range and works outside the postal range.	Ineligible

If you include the employee’s work location as part of the criteria, the system starts its eligibility check with the home state or Postal Code. If the employee fails the eligibility check for the home state, the system moves on to a check of the work state or Postal Code. If the employee fails that check as well, then the employee is ineligible.

### Geographic Location Table Page

Usage	Use the Geographic Location Eligibility Tbl (Geographic Location Eligibility Table) page to define postal code ranges for employee home or work locations, most typically to refine eligibility criteria for health plans.
Object Name	GEOG_LOCN_TABLE
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Geographic Location Elig Tbl, Geographic Location Table</b>
Access Requirements	Enter a Location Table ID.

### Geographic Location Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date** and **Status**.

<b>Location Table ID</b>	The system displays the location ID you entered to access the page.
<b>Based On</b>	<p>Select the location that you want evaluated by this set of postal code ranges. You can select from:</p> <p><b>Home:</b> The employee must reside in the displayed postal code(s) or postal code ranges to be eligible.</p> <p><b>Location:</b> The employee must work in the displayed postal code(s) or postal code ranges to be eligible.</p> <p><b>Both:</b> The employee must both work and live in the displayed postal code(s) or postal code ranges to be eligible.</p> <p><b>Either:</b> The employee must either work or live in the displayed postal code(s) or postal code ranges to be eligible.</p>
<b>Eligible/Ineligible</b>	This flag tell the system how to interpret a match with the criteria. If the employee's data matches the criteria, it will make the employee eligible or ineligible for benefits.
<b>Group Method</b>	<p>This field displays if you have activated Multiple Jobs. This allows you to choose which jobs to include when the system evaluates the employee's benefit eligibility. Your choices are:</p> <p><b>AllFlagged:</b> Group all jobs for all benefit record numbers.</p> <p><b>Flagged BR:</b> Group all jobs within the current benefit record number.</p> <p><b>Primary:</b> Look at only the primary job within the current benefit record number.</p>
<b>Evaluation Method</b>	<p>This field displays if you have activated Multiple Jobs. This field allows you to define how the jobs selected from the grouping method will be evaluated against the eligibility field. Your choices are:</p> <p><b>One or More:</b> At least one job must satisfy the rule.</p> <p><b>All:</b> All jobs must satisfy the rule.</p> <p><b>Sum:</b> The sum of the field values for all jobs in the group must satisfy the rule. This applies to numeric information such as standard hours or FTE.</p>

**Consider Active Jobs Only**

This field displays if you have activated Multiple Jobs. If selected, the system will not look at a job that has a terminated employee status when evaluating the employee's benefit eligibility.

If the **Group Method** is *Primary*, this field is automatically checked and cannot be changed.



## CHAPTER 4

# Creating Event Rules

Once you've set up your system's eligibility rules, you'll define *event rules*. Event rules are complex processing tools that take into account the type of event that has occurred, the plan types affected by the event, and your employees' benefit election history to determine which benefit options your employees will be able to choose. Event rules also determine how the system compensates when employees *neglect* to make certain benefit elections. In addition, the system uses event rules to manage enrollments into Benefits Billing.

## Overview of Event Rules

It is very important to understand the distinction between event rules and eligibility rules. They are not interchangeable. Eligibility rules help the system to answer the question of what benefit program and benefit plan options an employee *can have*. They tell the system that because of changes to employee data, Employee X is no longer eligible for certain plan options, but is eligible for others. And that's it.

Event rules, on the other hand, work at the plan type level, and tell the system which of these eligible options Employee X can actually *choose*, based on the type of event that has occurred, the plan types it affects, and when new coverage will begin. The event rules also determine when the plans that Employee X is now ineligible for will be terminated, and use default rules to determine which plan options Employee X will be enrolled into if they neglect to specify their new enrollments themselves.



COBRA Administration uses Benefit Administration's event maintenance processes to trigger COBRA events.

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## Before You Begin

To set up event rules:

1. Create action/action reason combinations and link them to specific event classes through the Benefits Administration Action field. Events with action/action reasons that are covered by a specific event class will be processed according to that event class; other action/action reasons will be processed according to the rules set up for the default event class. Examples of specific event classes are family status change (FSC), new hire (HIR), and termination (TER). The delivered default event class is MSC. You can also use the Action Reason Table to associate action/action reason combinations to COBRA Administration's event classes.

2. You use the Event Class Table to assign the types or classes of events that you want the system to recognize, and to control how the system processes event classes. Event classes can be defined as specific event classes on this table. Event classes that are defined as "specific event classes" can be linked to action/action reason combinations via the Benefits Administration Action field on the Action Reason Table. All event classes are linked to event rules through the Event Classification field on the Event Rules Table.
3. BAS Activity enables you to manually insert certain classes of events to the list of unprocessed events that will be processed by the system when you pass through the Benefits Administration processing cycle. You'll use this table to handle the insertion of certain events that weren't triggered by the update of data entry fields on other pages. You can also use BAS Activity to view pending Benefits Administration event activity and delete unprocessed events as necessary. The table only enables the entry of event classes that have been designated as having *Manual Events Allowed* on the Event Class Table. As delivered, the system only allows the entry of FSC (Family Status Change) and MSC (Miscellaneous) event classes into the BAS Activity page. Keep in mind that BAS Activity is *not* a setup table; you do not need to consult it before running either Open Enrollment or Event Maintenance. We do recommend that if you intend to insert events for processing that you do this through BAS Activity before you run the Benefits Administration Process.
4. You'll use the Passive Event Definition page to tell the system how you want it to handle the processing of "passive" events. Passive events are events that may affect eligibility and occur over time, which means that once you set them up, they are triggered automatically by the system when the conditions of the passive event are fulfilled. As delivered, PeopleSoft Benefits Administration supports the following two types of passive events: Employee's age reaches a specified limit (for example, the age of retirement) Employee's service date reaches a specified threshold (for example, some companies grant certain benefits after the first year of employment).



For more information about using the Passive Event Definition page to define passive events, see [Passive Event Definition Page](#).

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5. The Event Rules Table component enables you to determine how the system manages events for benefit plan types. Each event rule you define typically includes a different set of processing rules for each defined event class. You link the Event Rule IDs that you define here to benefit programs at the program and benefit plan type level. You use Event Rules Table 1 to specify basic event rules for each event class associated with a particular Event Rules ID. You use Event Rules Table 2 to define the start and end dates for coverage, deductions, and flex credits. You use Event Rules Table 3 to define how the event rule enables Benefits Administration to manage the enrollment of Benefits Billing participants, if at all.

## USF Setting Up Multiple, Concurrent Open Seasons: An Overview

In the Federal Government, Open Seasons for various plan types are usually scheduled independently of each other and their solicitation periods often overlap. In other words, a FEGLI open season may begin after a FEHB Open Season solicitation period has started.

In PeopleSoft Benefits Administration for U.S. Federal Government, the ability to successfully run multiple and concurrent Open Enrollment processes for the various Open Season periods scheduled for your employees depends upon two fields you learn how to set up in this section: Event Class and Event Rules ID. Use these fields to accomplish the setup of multiple, concurrent Open Seasons in seven steps:

To set up multiple, concurrent open seasons:

1. Define Open Enrollment Event Classes for each Open Season scheduled for your employees. You will use the BenAdmin Event Class Table Page.
2. Define Open Enrollment processes for each scheduled Open Season and link to them the appropriate Open Season Event Classes. Use the Open Enrollment Definitions Page.
3. Define individual Event Rule IDs for each Plan Type available to your employees. Use Event Rules Table – Event Rules Page.
4. To each Event Rule ID, associate the *entire set* of Open Enrollment Event Classes you defined in Step 1 using Event Rules Table – Date Rules Page.
5. For each Event Rule ID, use Ignore Plan and Default Method functionality to disable Benefits Administration processing for all Event Classes linked to Open Seasons for Plan Types other than the one linked to the Event Rule ID.

For example, if an Event Rule ID is associated with the FEHB Plan Type, select Ignore Plan for all Event Classes *not* associated with FEHB Open Season events. Also, use the proper Default Method to insure that your employees are not automatically moved in and out of plans that are not part of the Open Season. The suggested Default Method is *Assign Current Coverage Else None*.

6. Once you've finished defining your Event Rule IDs, link them to their corresponding Plan Types using the Completing the Benefit Program Page. Place FEHB Event Rule IDs with FEHB Plan Types, TSP Event Rule IDs with TSP Plan Types, and so on.
7. Run Open Enrollment processes as planned for your various Open Season events. If you set up the system correctly, Open Enrollment for a FEGLI Open Season only processes Plan Types linked to the FEGLI Event Rule ID, Open Enrollment for a TSP Open Season only processes Plan Types linked to a TSP Event Rule ID, and so on. Your Open Enrollment processes can run concurrently as long as each process is associated with a different Plan Type or set of Plan Types.

## Defining Benefits Administration Actions for Event Rules

In PeopleSoft Human Resources, *personnel actions* such as promotions, transfers, terminations, salary increases and leaves of absence are connected with a variety of *action reasons* that explain why a specific personnel action took place. After all, not everyone takes a leave of absence for the same reason—one person may be going on maternity leave while another may be going on military leave and a third may be going on leave for health reasons. Each defined action/action reason combination allows the system to classify and track the events that cause changes to your employees' employment and benefit coverage status.



When they update employee information, your organization's Human Resources administrators must enter Action/Reason Code combinations into the Job Data page to explain the reason for the change. The Action/Reason Code combinations they have a choice of entering are defined on the Action Reason Table.

You'll use the Benefits Administration Action field on the Action Reason Table to link action/action reason combinations that may affect employee benefits to event classes that have been defined on the Event Class table.

The Action Reason Table also allows you to set up event classifications for COBRA Administration through the COBRA Action field. These fields will only appear when you have selected Benefits Administration and/or COBRA Administration on the Products page of the Installation Table.

The default event class will cover Action/action reason combinations that affect benefits eligibility, but are not linked to a specific event class. In our delivered set of event classes, the default event class is *MSC* (Miscellaneous Change). Once again, the default event class is defined on the Event Class Table. There can only be one default event class at any given time.

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### Action Reason Table Page

Usage	Use this page to define reasons for performing personnel actions for employees.
Navigation	<b>Administer Workforce, Administer Workforce (GBL), Setup, Action Reason Table</b>
Access Requirements	Enter the action and reason code Ids.

**Action Reason Table page**

For Benefits Administration processing, the following fields define how events will be handled:

**COBRA Action** If this action is to cause a COBRA event, enter a code.

**Benefits Employee Status** This field is used by the eligibility rules when determining benefit eligibility, see Defining Eligibility Rules.

**Benefit Administration Action** If a particular Action/Reason Code combination affects benefits in some way, you'll enter the Benefits Administration event classification for that combination in the **Benefits Administration Action** field.

If the action/action reason combination has a **Benefits Administration Action** value that corresponds to an event class that has been defined as a "specific event class" on the Event Class table, it will be handled by that event class. For example, the *HIR* (Hire) event class is a specific event class. The system will cover all action/reason code combinations that have a **Benefits Administration Action** value of *HIR* by the *HIR* event class.



For more information about setting up the Action Reason Table, see Defining Reasons for Personnel Actions.

## Specifying Event Classes

Event classes group the types of events the Benefits Administration system recognizes for event processing. You use the Event Class Table to define the types or classes of events you

want the Benefits Administration system to recognize, and to control how event classes are handled. The following table is a list of event classes delivered by PeopleSoft.

<i><b>Event Class</b></i>	<i><b>Description</b></i>	<i><b>Event Class Use</b></i>	<i><b>Event Priority</b></i>	<i><b>Manual Events Allowed?</b></i>
<i><b>FSC</b></i>	Family status change	Specific event class	300	Y
<i><b>HIR</b></i>	New hire	Specific event class	100	N
<i><b>MSC</b></i>	Miscellaneous	Default event class	400	Y
<i><b>OE</b></i>	Open Enrollment	Open Enrollment event class	900	N
<i><b>SNP</b></i>	Snapshot	Snapshot Event Class	50	N
<i><b>TER</b></i>	Termination	Specific event class	200	N

## BenAdmin Event Class Table Page

Usage	Use the Event Class Table to define the types or classes of events you want the Benefits Administration system to recognize, and to control how event classes are handled. You can also use the Event Class Table to define additional event classes.
Object Name	BAS_EVENT_CLASS
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Event Class Table, BenAdmin Event Class Table</b>
Access Requirements	Enter an event classification.

BenAdmin Event Class Table

**Event Class:** TER

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**Status:**

**\*Description:**

**Short Description:**

**Event Class Use**

**Specific Event Class**       **Open Enrollment Event Class**

**Default Event Class**       **Snapshot Event Class**

**\*Event Priority:**        **Manual Events Allowed**

**Available through Self Service**

### BenAdmin Event Class Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Status**, **Description**, and **Short Description**.

**Event Class**

The system displays the Event Class code you entered to access the page.

**Event Class Use**

In **Event Class Use**, you identify the processing category that defines your event class:

***Specific Event Class:*** Designates an event class that is designed to match with event actions that all have specific processing rules. HIR, TER and MSC are specific event classes. This is a specific event class, which means that all HIR actions with a Benefit Administration Action value of HIR will be covered by that event class.

For example: All HIR actions, with a Benefit Administration Action value of HIR, will be covered by that event class. This means that if an employee experiences an HIR/New Assignee action/action reason, they will be processed according to the event rules set up for the HIR event class.

***Default Event Class:*** Indicates that the event class is a default event class. Benefit Administration Actions that do not match a specific event class would use this default class. Only one event class can be defined as a default event class at any given time. The delivered default event class is MSC, or Miscellaneous.

For example, say an employee undergoes a LOA/MIL (Leave of Action/Military Leave) action/action reason, and the Benefit Administration Action value for that combination is either MIL or LOA. The system will process him according to the event rules for the MSC event class, because it will not recognize MIL as a specific event class, as long as you have not defined LOA or MIL as Specific Event Class.

***Open Enrollment Event Class:*** Indicates that this event class is used for open enrollment events. Only one event class can be defined as an open enrollment class at any given time. Open Enrollment events are triggered for all employees associated with a particular Open Enrollment process.

***Snapshot EventClass:*** Indicates that this event class is used for snapshot event processing. Only one event class can be defined as a snapshot event class at any given time. Snapshot events are triggered for all employees associated with a particular Snapshot process.

**Event Priority**

In **Event Priority**, you'll enter the priority in which the system will process the event in situations where two or more events take place on the same event date. The system will process events associated with event classes with lower **Event Priority** values ahead of events associated with event classes with higher **Event Priority** values. So if you have a situation where an employee experiences a *FSC* event and a *MSC* event on the same day, the system will process the *FSC* event first because it has an **Event Priority** of *300* while the *MSC* event has an **Event Priority** of *400*.

**Manual Events Allowed**

Select **Manual Events Allowed** if events associated with the event class can be inserted manually for an employee via the BAS Activity page. As delivered, only *FSC* and *MSC* events are marked as allowable manual events, but you can change this to set up the selection of manual events that best works for your organization.

**Available for Self Service**

**Available for Self Service** is linked to the Enroll In Benefits eBenefits application. Select this option if you want to allow employees to elect or change benefit information based on the eligibility determinations that result from the processing of events in the selected event class. For example, you may not want employees to be able to enter or update election information after they experience a *TER* (Termination) event.



**For technical information** about event class and event rules, see [A Technical Look at Event Rules](#).

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## Understanding Triggering Events

Before we show you how to define event rules, it is important that you understand the various ways events can be triggered. When you know how events originate, you'll have a better idea of how you'll want to set up the event rules that your system will use to process those events.

In brief, there are three main categories of events: events that are triggered through a *direct change* to employee data, events that are *manually inserted* into the system through the BAS Activity page, and *passive* events. The BAS Activity table holds these unprocessed events.

In this section we'll describe these three event categories, and we'll show you how you can insert events manually and define passive events.



**For more information** about how the system schedules triggered events during Benefits Administration processing for both Open Enrollment and Event Maintenance, see [Scheduling Events and Assigning Benefit Programs](#).

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## Events Triggered Through Employee Data Changes

The most common category of events that are recognized by the Benefits Administration process are those that are triggered through direct changes to employee information. An event of this sort is triggered when an administrator opens an employee data page such as the Personal Data page and enters a change to employee information.

To increase the efficiency of the Event Maintenance process, we've set up the system to trigger "job" and "non-job" events from a variety of different tables. "Job" events are actions that are relevant to your employees' employment, such as hires, transfers and terminations. "Non-job" events, on the other hand, are actions that cause changes in your employees' personal or demographic information and which have an impact on benefits eligibility or elections.

Here is a breakdown of the various types of "non-job" employee data changes we deliver, the employee data updates that identify these changes, and the processing result of the identification:

<b>Type of Non-Job Event:</b>	<b>Identified By:</b>	<b>Processing Result:</b>
Date of birth change	Update to the non-effective-dated birthdate field on the Personal Data: Eligibility/Identity page.	System generates a workflow notice to Benefits Administrator.
Postal code change	Update to the effective-dated Postal Code field on the Personal Data: Name/Address page.	System generates BAS_ACTIVITY trigger.
Service date change	Update to the non-effective-dated Service Date field on the Job Data: Employment Data page.	System generates a workflow notice to Benefits Administrator.
State code change	Update to the effective-dated State field on the Personal Data: Name/Address page.	System generates BAS_ACTIVITY trigger.
Union code change	Update to the effective-dated Union Code information on the Job Data: Job Labor page.	System generates BAS_ACTIVITY trigger.



You'll note that changes to birth and service dates generate a workflow notice. That is because these changes occur to fields that are not effective-dated under a *correction* action, and as such must be handled very carefully. The system-generated workflow notice advises the Benefits Administrator about changes to either the Birthdate or Service Date of a particular employee. The appropriate action, if applicable, may be to reprocess an existing event.



Although family status change (FSC) events like divorce and death are of course "non-job" events, you can't trigger them by changing employee data. FSC events are inserted into the system through the BAS Activity page. For more information about using the BAS Activity page to manually insert events see [Manually Inserting Events into BAS Activity Table](#).

Data changes that are recorded in the Job Table include changes to these fields in the Job Data component:

<i>Job Data Field</i>	<i>Job Data Field</i>	<i>Job Data Field</i>
Action/Action Reason	Employee Status	Paygroup
Benefits Status	FLSA Status	Regulatory Region
Business Unit/SetID	Full/Part-time Status	Salary Administration Plan
Company	Grade	Regulatory Region
Employee Class	Location	
Eligibility Config Field 1 – 9	Officer Code	



As delivered, PeopleSoft Benefits Administration for the U.S. Federal Government uses the Trigger JOB BAS Activity check box to designate all action/action reason combinations related to changes to address or union information as "job" activities. If you clear this check box for these action/action reason combinations, they are treated as "non-job" changes to employee information.



For more information about how action/action reason combinations are related to events, and how the Trigger JOB BAS Activity check box is set, see [Defining Benefits Administration Actions for Event Rules](#) in this section.

## Manually Inserting Events into BAS Activity Table

You can only insert event classes into the BAS Activity table that have the **Manual Event Allowed** check box selected in the Event Class Table. In the system we deliver, there are two types of events that you can insert into the system manually: Family status change (*FSC*) events like divorce, marriage or dependent, or the birth of a child, and miscellaneous (*MSC*) events that weren't triggered through ordinary data entry changes. However, you can review and delete *any* type of unprocessed event with this page.



Keep in mind that BAS Activity only displays *unprocessed* events. As soon as Benefits Administration successfully processes an event, the system will *delete* it from BAS Activity.



For more information about using the BAS Activity page in the context of running the Benefits Administration process for an Event Maintenance schedule, see Using BAS Activity for Event Maintenance.

### BAS Activity – BenAdmin Activity Page

Usage	You'll use the BAS Activity page to manually insert events into the system for processing. Once you insert an event into BAS Activity, it will be processed according to the event rules that map to the BAS Action you enter for the manual event when you run the Benefits Administration process.
Object Name	BAS_ACTIVITY
Navigation	<b>Compensate Employees, Administer Automated Benefits, Use, BAS Activity, BenAdmin Activity</b>

*EmpIID	Name	*Action Source	All Jobs	Ben Rcd#	Empl Rcd#	*Event Date	Event Effseq	*BAS Action	COBRA Action
KU0098	Sierra, Hubert	Manual	<input checked="" type="checkbox"/>	0	0	06/01/2000	0	FSC	
KU0119	Hoinck, Susan	JobChg		0	0	05/01/2000	0	HIR	

#### BAS Activity - BenAdmin Activity page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmpIID** and **Name**.

#### Action Source

This identifies whether the event is due to a change in job data, personal data, multiple job flags, or passive event. Possible action sources are:

**Manual.** Manual event

**PasBirthDt.** Passive event - birthdate

**PasSvcDt.** Passive event - service date

**JobChg.** Job data change

**MJChg.** Multiple job indicator change

**AddressChg.** Address (state and postal) change

<b>Event Date</b>	This is the date the event occurred. If a job, address, or multiple job change triggers the activity, the event date is the effective date of the change. If a passive event triggers the activity, the event date will be the date on which the limit represented by the event (a limit related to age or years of service, for example) was reached. And the Event Date for a manually entered event will be the date the activity record for the event was inserted into the table through the BAS Activity page.
<b>Event Effseq</b> (event effective sequence)	If you are entering more than one manual event for an employee for the same effective date, enter unique sequence numbers for each event.
<b>BAS Action</b>	This identifies the Benefits Administration action associated with this event as defined on the Action Reason Table. Events triggered by job, address, multiple job indicators, and passive events are assigned codes from the Action Reason table. Manual events are given a code that is selected by the user entering the manual event record.
<b>COBRA Action</b>	This field is populated if the trigger associated with a change that may qualify the participant for COBRA coverage. This identifies the COBRA Action code associated with this event as defined on the Action Reason Table.



For more information about how the **COBRA Action** field is used by the system to administer COBRA benefits through the Benefits Administration process, see *Defining Benefits Administration Actions for Event Rules*. For more information about how the PeopleSoft Human Resources system handles multiple jobs with the benefit record number and the Employment Record Number, see *Working with Multiple Jobs*.

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## Passive Event Definition Page

Usage	<p>Use the Passive Event Definition page to define the passive events that the Benefits Administration system will recognize. Passive events are events that are not initiated by data entry of any sort, as they take place over time.</p> <p>Two type of passive event processing are delivered with PeopleSoft Benefits Administration:</p> <ul style="list-style-type: none"> <li>• Passive events that occur when the employee's age reaches a specified length (such as the age of retirement).</li> <li>• Passive events that take place when the employee's service date reaches a specified threshold (such as a benefit that is granted after an employee has been in service for a year).</li> </ul>
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	<b>Note.</b> Passive event processing functionality is not applicable to most U.S. Federal Government agencies.
Object Name	BAS_PASSIVE_EVENT
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Passive Event Definition, Passive Event Definition</b>
Access Requirements	Enter the passive event Id

Passive Event Definition

Passive Event Id: A65

Passive Event Definition

\*Status: Active

\*Description: Age 65

Short Description: Age 65

\*Passive Event Type: Birthdate

\*Event Classification: A65

COBRA Event Class:

Event Limit - Months: 780      Event Limit - Days: 0

**Passive Event Definition page**

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Status**, **Description**, and **Short Description**.

**Passive Event Id**

The system displays the passive event ID you entered to access the page.

**Passive Event Type**

We deliver PeopleSoft Benefits Administration with two passive **Event Types**: events based on an *Employee's Birthdate* and events based on an *Employee's Service Date*.

**Event Classification**

This is the **Event Classification** the system will enter for processing when the conditions for the event are met. You can select from the following delivered event classes: **FSC** (Family Status Change), **HIR** (New Hire), **MSC** (Miscellaneous), and **TER** (Termination), or use a specific event class you have defined yourself. **OE** (Open Enrollment) and **SNP** (Snapshot) are not available for passive events.

<b>COBRA Event Class</b>	If the passive event is also used for determining eligibility for COBRA processing, enter the event's <b>COBRA Event Classification</b> . For example, you may set up a passive event where, when an employee reaches their 65th birthday, they might lose their health coverage. This would be a <i>MED</i> (Medical) <b>COBRA Event Classification</b> , which means they may qualify for COBRA coverage.
<b>Event Limit - Months</b>	This tells the system how long after the birthdate or service date the event will take place.
<b>Event Limit - Days</b>	This tells the system how long after the birthdate or service date the event will take place.



For more information about processing passive events, and instructions in the use of the Run Control – Passive Event Processing Page. For more information about the Passive Event History page, see Reviewing Passive Event Processing History.

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### Example of Passive Event Definition

You might want to set up a passive event that, when processed, can determine which employees are eligible for certain benefits once they've worked for your organization for a year. To do this, you'd define a passive event with an Employee's Service Date Event Type and an Event Limit - Months value of 12. The Event Classification (for this example) would be *MSC*.

After you set this passive event up, the system will calculate the difference between your employees' service dates and the process date, and it will trigger the event for any employees with a difference of twelve months within the date range you specify on the Benefits Administration process run control. The system will process the passive event as an *MSC* event.

So, for example, let's say you have an employee, named Arthur Stewart whose service date is 2/15/97, which means that he would undergo this passive event on 2/15/98. Let's say you run Event Maintenance on 3/1/98 (that is the process date) and set the range on the process run control from 2/1/98 to 2/28/98. The result would be that the system would flag the passive event for Arthur.

On the other hand, if you had instead run the Event Maintenance process for a date range that did not include 2/15/98, the passive event would not have been triggered for Arthur. By the same logic, if Arthur's one year service date had come up in January or March, the process would not have triggered the passive event, because it occurred out of the processing date range.

## Defining Event Rules

The Event Rules Table components define how events are managed for benefit programs and benefit plan types. You'll link an Event Rule ID to each benefit program and benefit plan type your organization offers through the Benefit/Deduction Program Table.

In general, you'll only be linking event rules to benefit programs to determine when the benefit program takes effect, and when flexible credits begin and end. You'll set more complicated event rules up at the plan type level to help the system determine how to process the various classes of events for each plan type you offer.



You'll set up event rules at the program level by setting up rules for Plan Type *01* (the program level).



For more information about linking your event rules with benefit programs and benefit plan types, see *Building Automated Benefit Programs* in this PeopleBook.

You'll also use the Event Rules Table component to set up event rules for the enrollment of employees and their dependents into Benefits Billing.

### Applying Defaults

The system applies defaults during the Benefits Administration process as it validates, loads, or finalizes participant elections. When you post a participant's election information for Open Enrollment and other events, you might not have elections for all plan types. Plan type defaults are used as substitutes for a participant's election when you finalize the event.

If you have selected Finalize for the participant, election defaults will be validated and loaded for the plan types without elections and the plan types that are still in error.

Participants who have reached a process status of at least Prepared will be finalized unless Benefits Administration encounters major errors in the final preparation. The finalizing of the process would be prevented, for example, if Benefits Administration encounters pay calendar issues while attempting to determine deduction end dates.

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### Event Rules Table – Event Rules Page

Usage	Use the Event Rules Table to specify basic event rules for each event class associated with the Event Rules ID.
Object Name	BAS_EVENT_RULES1
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Event Rules Table, Event Rules</b>
Access Requirements	Enter the Event Rules ID.

The screenshot displays the 'Event Rules' configuration interface. At the top, there are tabs for 'Event Rules', 'Date Rules', and 'Billing Rules'. The 'Event Rules' tab is active, showing the ID 'KU1X'. Below this, there are search and navigation options. The main configuration area includes:
 

- Event Rules ID:** KU1X
- Effective Date:** 01/01/2000
- Status:** Active
- Description:** Medical/Dental/Vision Rules
- Short Descr:** Med/Den
- Event Class:** FSC (Family Status Change)
- Event Classification:** FSC
- Options:**
  - Ignore Plan
  - Pre-enter
  - Elect Required
  - Ignore Dep/Ben Edits
  - Ignore Investment Edits
  - Provide FlexCR Upon Default
  - Use History
- \*Default Method:** Assign Cur Covrg Else Low Opt
- \*Select Allowed:** Coverage Code + Waive
- If currently Enrolled, or not participating:**
  - Max Number of Change Levels: 99
  - Levels of Change w/o Proof: 99
  - Proof Required at Plan Level: 99
  - Amt. Proof Required: 99,999,999
- If currently Waived:**
  - Max Number of Change Levels: 99
  - Proof Required at Plan Level: 99
  - Amt. Proof Required: 99,999,999
- Self-Service Configuration:**
  - Collect Dep/Ben
  - Collect Fund Allocations

### Event Rules Table – Event Rules page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**, **Description**, and **Short Descr** (short description).

#### Event Rules ID

The system displays the Event Rules ID code you entered to access the page.

#### Event Class

Use the Event Class group box to define a set of processing rules for each event class that might apply to the event rule.

#### Event Classification

Select the **Event Classification** for which you want to define processing rules. You can have more than one event classification for an Event Rule.

## Ignore Plan

The **Ignore Plan** option will allow you to designate the plan types linked to this Event Rules ID/Event Classification combination as being unaffected by Benefits Administration processing. This comes in handy in situations where you want to be able to make changes to plan information without restrictions as to how often or when the changes are made. You can use this option to arrange for specific plan types to have automatic event processing only for major Event Classifications such as hires, terminations, and open enrollment, while leaving them unaffected by lesser Event Classifications.

When you select **Ignore Plan**, the feature will be unavailable for selection and/or reset most of the page to effectively stop the system from changing participant elections for the selected Event Rules ID/Event Classification combination. The system will select and make unavailable for selection Ignore Dependent/Beneficiary Edits and Ignore Investment Edits. The system will also set Select Allowed to *None*, and all Participate and Waive level values to **99**.

**Ignore Plan** does not interfere with eligibility rule processing. It will not bend the rules and allow employees to stay in or enroll in plans for which they are no longer eligible, as that may cause problems later on during payroll processing.

When you are using **Ignore Plan** and a participant's plan eligibility does not change, the system will simply give them their current coverage. But if participant plan eligibility does change—if they lose eligibility to their current plan—the system needs to know what to do with the enrollment. To plan ahead for this type of situation, you will need to set a **Default Method** of *Assign Current Coverage Else Option*, *Assign Current Coverage Else Low Option*, or *Assign Current Coverage Else None*.

Ignore Plan will cause the system to skip information edits that, when skipped, do not cause problems later on in the Benefits Administration process. The system will ignore edits for:

- Change level maximums and proof required for changing levels.
- Plan specific edits (life insurance settings, individual FSA maximums, vacation limits, and so on.)
- Edits on dependent or beneficiary information.
- Edits on investment elections.

However, the system does not stop all edits. The system will still:

- Flag errors generated due to invalid setup, such as missing table entries or pay calendars.
- Require that the option code entered through data entry be a valid choice from the eligible plans on the

**Ignore Dep/Ben Edits**  
(ignore dependent/beneficiary edits)

**Ignore Dependent/Beneficiary Edits** causes the system to skip all checks for the presence of dependents or beneficiaries. It also bypasses all edits on dependents or beneficiaries already present or entered with elections. You can use this feature to force the system to ignore dependent and beneficiary edits without going the entire **Ignore Plan** route.

**Ignore Investment Edits**

**Ignore Investment Edits** causes the system to skip all checks for the presence of investments on savings plans. It also bypasses all edits on investment elections already present or entered with elections. You can use this feature to force the system to ignore edits of investment information without going the entire **Ignore Plan** route.

**Pre-Enter**

If you select **Pre-Enter**, PeopleSoft Benefits Administration will load the Benefits Administration data entry pages with the participant's current elections for the plan type associated with the event rule. As a result, you will be able to view current elections during data entry, and change them as necessary.

Current elections include the option code of the enrolled benefit plan and the coverage code—as well as dependent, beneficiary, and 401(k) investment elections. The system will only pre-enter current elections if the participant's current option is in the participant's current eligible list of options.

You should avoid selecting **Pre-Enter** for plan types 4x (Savings), 6x (FSA), and 9x (Vacation Buy/Sell) during Open Enrollment.

**Elect Required** (election required)

If you select **Elect Required** (election required), the system will note the absence of elections for this plan type as errors in the Benefits Administration Messages Table.

**Use History**

When **Use History** is selected, the system will review the participant's benefit plan option eligibility history and the participant's current benefit plan option eligibility to determine whether or not the participant will be allowed to change an election. If the lists of eligible options are the same, the participant is not allowed to make plan option changes. If, after processing, the participant has gained eligibility to new options, Benefits Administration will prepare the event for further processing and enable new enrollment elections. And if the participant has lost eligibility for one or more of his current elections, he will be allowed to make a new election.

**Provide Flex Credits Upon Default**

When participants default into a plan type, the participant still receives credits for the plan type if **Provide Flex Credits Upon Default** is selected for that plan type and there are eligible credits for the default.

When **Provide Flex Credits Upon Default** is cleared for **Plan Types 1x** through **3x** (**Plan Types 1x** through **2x** for federal users) participants who default into their elections will *not* receive any credits for those plan types—both general plan type credits and option-based credits.

## Default Method

Use **Default Method** to indicate what should happen when an employee does not choose an election for a given plan type.

**Assign Cur Covrg Else Option:** Selecting this option tells the system to assign the participant's current coverage. If the participant does not have current coverage, or has lost eligibility to current coverage, they will default to the option defined as the default for the specific plan type. You define the default in the Benefit/Deduction Program Table. The participant must be eligible for the current election in order for it to be used as the default.

**Assign Cur Covrg Else None:** Assign Current Coverage or Else Assign No Coverage is related to the **Ignore Plan** option (see previous). If the employee loses eligibility for the current plan, this selection will not set up another plan to replace the old one. The result will be a termination of the current plan election.

**Assign Cur Covrg Else Low Opt:** Selecting this option tells the system to assign the participant's current coverage. If there is no current coverage, or if the participant has lost eligibility to current coverage, the system will assign the lowest level option available. The lowest option for the participant is defined by plan type by the lowest Display Option Sequence within the lowest eligible Option Level. You define Display Option Sequence and Option Level on the Benefit/Deduction Program Table. This option is not recommended for Savings, FSA, and Vacation Buy/Sell plan types.

**Default to Lowest Elig Option:** This option tells the system to assign the lowest level option for which the employee is eligible. This option is *not* recommended for Savings, FSA, and Vacation Buy/Sell plan types.

**Default to Option and Coverage:** Selecting this option tells the system to assign the option marked for default on the Benefit Program Definition page. The participant must be eligible for the option in order for it to be used as the default. This option is *not* recommended for Savings, FSA, and Vacation Buy/Sell plan types.

**Terminate Coverage:** Selecting this option tells the system to insert a termination entry for the plan type covered by this event rule. This default method is commonly used for FSA and Vacation Buy/Sell plan types, as employees are usually required to reenroll in them each year or lose their coverage.

## Select Allowed

Use **Select Allowed** (selections allowed) to indicate the extent of the post-event changes you'd like the event rule to allow for this **Event Classification**. You can allow changes in:

**All Options:** All options are eligible to the employee,

**Coverage Code Only:** Only changes in coverage code are eligible to the employee. For example, from Employee coverage to Employee Plus Spouse coverage.

**Coverage Code plus Waive:** Changes in coverage code or change to waive enrollment is available. For example, this allows an employee the option to waive coverage, if the employee gets married and the spouse has better coverage.

**None:** No changes are allowed.

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**Note.** In addition, **Use History** takes precedence over your **Selections Allowed** settings. If an employee gains eligibility in a plan type and **Use History** is selected, the system will display all eligible options in that plan type, even if **Selections Allowed** indicates **None**.

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## Participate

In the **Participate** group box, you'll enter the rules that apply to an employee's participation in a benefit option following an event. These rules commonly apply to Life & AD/D and Disability plan types and are used to indicate the types of changes an employee can make.

**Max Number of Change Levels:** Indicates how many levels to which a participant can change or "jump."

**Levels of Change w/o Proof:** Indicates how many levels a participant can change without proof of good health or insurability.

**Proof Required at Plan Level:** Indicates the initial level at which proof of good health or insurability is required.

**Amt Proof Required:** Enter the amount of coverage for which proof of good health or insurability is required.

## Waive

In the **Waive** group box, you'll define the set of rules for employees who had previously waived coverage. These rules commonly apply to Life & AD/D and Disability plan types and are used to indicate the types of changes an employee can make.

**Max Number of Change Levels:** Indicates how many levels a participant can change or "jump" to.

**Proof Required at Plan Level:** Indicates the initial level at which proof of good health or insurability is required.

**Amt Proof Required:** Enter the amount of coverage for which proof of good health or insurability is required.

## Self-Service Configuration

In the Self-Service Confirmation group box, you define the rules for the information displayed on the PeopleSoft eBenefits application pages.

**Collect Dep/Ben:** When the box is checked, the system displays dependent/beneficiary grids and collects dependent/beneficiary elections. For 1x plans on the enrollment form, the system collects elections at the plan level when the box is checked. The system derives the coverage code based on the dependents covered.

When the box is left blank, the system hides the dependent or beneficiary sections and does not collect dependent or beneficiary elections. For 1x plans on the enrollment form, the system collects elections at the coverage code level when the box is left blank.

**Collect Fund Allocations:** When the box is checked, the system displays funds and collects fund allocations. The system hides the fund sections when the box is left blank.

## Applying Defaults

The system applies defaults during the Benefits Administration process as it validates, loads, or finalizes participant elections. When you post a participant's election information for Open Enrollment and other events, you might not have elections for all plan types. Plan type defaults are used as substitutes for a participant's election when you finalize the event.

If you have selected **Finalize** for the participant, election defaults will be validated and loaded for the plan types without elections and the plan types that are still in error.

Participants who have reached a process status of at least **Prepared** will be finalized unless Benefits Administration encounters major errors in the final preparation. The finalizing of the process would be prevented, for example, if Benefits Administration encounters pay calendar issues while attempting to determine deduction end dates.

## USF Using Ignore Plan Functionality to Define Multiple, Concurrent Open Seasons

PeopleSoft Benefits Administration for the U.S. Federal Government uses the Ignore Plan functionality of Event Rules Table – Event Rules page to set up Event Rules that enable the processing of specific plan types while preventing the processing of others during a particular run of Open Enrollment. This is the key to setting up multiple, concurrent Open Seasons.

In order to set up your event rules to take advantage of this functionality, you follow the steps listed below.

To set up Event Rules for Multiple, Concurrent Open Seasons:

1. Set up an event rule for each plan type offered by your organization: Health/FEHB, Life, Option A Life, Option B Life, Option C Life, FEGLI Living Benefits, Savings Plans, Retirement Plans, and so on.
2. For each event rule, attach all of the event classifications you defined on the Event Class table that correspond to pre-scheduled Open Season benefit plan solicitation periods.
3. Use the Event Rules Table to define an open season event rule. Add additional event classifications as needed. The description for each Open Season event classification should have the plan type associated with the Open Season and the start and end dates of the Open Season, like *TSP: 11/15-1/31/96*, for example.
4. For each plan-specific event rule, scroll through the complete list of event classifications. Select Ignore Plan for each Open Season event classification that does not correspond with the plan type with the event rule.

For each event rule ID – event classification combination that has Ignore Plan turned on, set a default method of Assign Current Coverage Else None.

5. Give the "active" Event Rule/Event Classification for each Open Season a Default Method of Assign Current Coverage Else None so that employees are not automatically moved in and out of Plan Types that are not associated with the Open Season that the Event Rule ID is linked to.
6. Set up the Event Rules Table pages for each active Event Rule/Event Classification combination according to the rules defined by your agency for an Open Enrollment event class.

When you select Ignore Plan for a particular Event Rule ID/Event Classification combination and set the Default Method to Assign Current Coverage Else None, the system does not allow data entry or print enrollment statements for the plan type associated with that combination.

For example, for the Fed Thrift Savings Plan Event Rule ID, all Open Season Event Classifications should have Ignore Plan selected except for those Event Classifications associated with TSP Open Seasons. This sets up the Benefits Administration system so it only processes plans and programs associated with the Fed Thrift Savings Plan Event Rule ID when you run the Open Enrollment process for the TSP Open Season.



For more information about defining and linking Open Season event classifications, see Open Enrollment Definitions Page.

### Event Rules Table – Date Rules Page

Usage	Use Date Rules to define the start and end dates for coverage, deductions, and flex credits.
Object Name	BAS_EVENT_RULES2
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Event Rules Table, Date Rules</b>
Access Requirements	Enter the Event Rules ID.

The screenshot displays the 'Date Rules' tab of the 'Event Rules Table' page. At the top, there are three tabs: 'Event Rules', 'Date Rules', and 'Billing Rules'. The 'Date Rules' tab is active. Below the tabs, the 'Event Rules ID' is set to 'KU1X'. There are navigation links for 'Find | View All' and 'First 1 of 1 Last'. The 'Effective Date' is '01/01/2000' and the 'Status' is 'Active'. The 'Description' is 'Medical/Dental/Vision Rules'. Below this, the 'Event Class' is 'FSC'. There are two main sections: 'Coverage Begins' and 'Coverage Ends'. Each section has a dropdown menu set to 'On the Event Date', a 'Waiting Period...' section with 'Use Exist?' checkbox and 'Days' and 'Months' input fields, and 'Grace Period Days' and 'Grace Period Months' input fields. At the bottom, there are two more sections: 'Deduction + Flex Credits Begin' and 'Deduction + Flex Credits End', each with a dropdown menu set to 'On Covg Begin Date' and 'On Covg End Date' respectively.

#### Event Rules Table – Date Rules page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**, **Description**, and **Short Descr** (short description).

- Event Rules ID**                      The system displays the event rule you entered to access the page.
  
- Event Classification**              The system displays the event classification you assigned on the Event Rules page.

## Coverage Begins

Under **Coverage Begins**, indicate when coverage will begin following an event.

***Month-Begin After Event Dt:*** Coverage begins on the first day of the month following the date of the event unless the event date is equal to the first of the month. If the event date equals the first of the month, coverage will begin on the event date.

***Month-Begin On/Aft Event Dr:*** This is new field. Need definition.

***On Pay Pd Begin after Event Dt:*** Coverage begins on the first day of the pay period following the date of the event unless the event date is equal to the first day of the pay period. If the event date equals the first day of the pay period, coverage begins on the event date.

***On the Event Date:*** Coverage begins on the date of the event.

## Waiting Period

If you want to establish a waiting period before coverage begins, indicate the number of **Waiting Period Days** and/or **Waiting Period Months**.

To calculate the date that coverage begins when there is a waiting period, the system will:

1. Begin with the event date.  
For example, March 1.
2. Add the number of months.  
There is 3 month, 15 day waiting period. The system adds the 3 months, giving June 1.
3. Add the number of days.  
The system adds the 15 days giving June 15.
4. Apply the Coverage Begins selection.  
Coverage begins the month after the event date. So coverage begins on July 1.

**Use Exist?**

**Use Exist?** tells the system to look for the waiting periods on prior events. If **Use Exist?** is selected, and a waiting period is found, the system honors the prior event's waiting period if the prior event's **Coverage Begins** date is later than the **Coverage Begins** date normally associated with the current event.

For example, let's suppose there is an organization where new hires have a 3 month period before their benefits become effective. Under this rule, an employee hired on 11/1 would have a health benefit election with a **Coverage Begin Date** and **Deduction Begin Date** of 2/1.

Now, let's say you've scheduled an Open Enrollment for January 1. During that time the employee was processed for an Open Enrollment event. If the event rules for the Open Enrollment specify that the **Coverage Begin Date** equals the **Event Date**, January 1, the employee would have a health benefit election posted with a **Coverage** and **Deduction Begin Date** that is *earlier* than the health benefit **Coverage** and **Deduction Begin Date** the employee originally received when she was hired.

Selecting the **Use Exist?** flag for the *OE* event rule would prevent this from happening: the system would preserve the waiting period from the employee's previous *HIR* (Hire) event.

**Coverage Ends**

Under **Coverage Ends**, indicate when coverage will begin following an event.

**On Month-End After Event Dt:** Coverage ends on the last day of the month following the date of the event.

**On Pay Pd End after Event Dt:** Coverage ends on the last day of the pay period following the date of the event.

**On the Event Date:** Coverage ends on the date of the event.

If you use either **On Month - End After Event Date** or **On Pay Pd - End After Event Date**, the system adds one day to the calculated coverage end date. When benefit coverage ends, a new row is inserted with **Coverage Election** set to *Terminated*.

If you want to establish a grace period before coverage is terminated, enter the appropriate number of **Grace Period Days** and **Grace Period Months**. Follow the same method you used to complete **Coverage Begins**.

**Deduction + Flex Credits Begin**

Use **Deduction + Flex Credits Begin** to indicate when deductions and flexible benefit credits should be started:

***1st Full PayPd After Covg BgDt:*** If you select this option, credits and deductions will be started on the first day of the pay period following the coverage begin date—regardless of when the coverage begin day occurs within the pay period.

***On CovgBegin Date:*** If you select this option, credits and deductions will be started on the coverage begin date—the date that benefit coverage for the plan type begins.

***Pay Pd Containing Covg BgDt:*** If you select this option, credits and deductions will be started on the first day of the pay period **containing** the coverage begin date—regardless of when the coverage begin date occurs within the pay period.

**Deduction + Flex Credits End**

Use **Deduction + Flex Credits End** to indicate when deductions and flexible benefit credits should end.

***1st Full PayPd After Event Dt:*** If you select this option, credits and deductions will end on the first day of the pay period following the coverage end date.

***On Covg End Date:*** If you select this option, credits and deductions will stop on the coverage end date.

***Pay Pd Containing Event Date:*** If you select this option, credits and deductions will stop on the first day of the pay period **containing** the coverage end date.

When the system ends deductions and flexible credits for a participant's benefit plan option(s), a new row is inserted with Coverage Election set to **Terminated**.

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**Event Rules Table – Billing Rules Page**

Usage	Use Billing Rules to define event rules for the processing of Benefits Billing enrollments.
Object Name	BAS_EVENT_RULES3
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Event Rules Table, Billing Rules</b>
Access Requirements	Enter the Event Rules ID.

The screenshot displays the 'Billing Rules' configuration page. At the top, there are tabs for 'Event Rules', 'Date Rules', and 'Billing Rules'. The main content area is titled 'Event Rules' and shows the following information:

- Event Rules ID:** KU1X
- Effective Date:** 01/01/2000
- Status:** Active
- Description:** Medical/Dental/Vision Rules
- Event Class:** FSC
- Effect on Billing:** Radio buttons for Start Billing, End Billing, and None.
- Rate Qualifier:** Radio buttons for Percent Calculation (with a value of 0) and Flat Amount of (with a value of 0.00). It also includes radio buttons for Employee Rate and Total Rate.
- Billing Takes Effect:** Radio buttons for On the Event Date and 1st Full Bill Pd After Event. It also includes fields for Delay Billing Days (0) and Delay Billing Months (0).

### Billing Rules page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**, **Description**, and **Short Descr** (short description).

### Event Classification

You can define a different set of Benefits Billing enrollment event rules for each Event Classification.

### Effect on Billing

**Effect On Billing** tells the system whether the event should *Start Billing*, *End Billing* or have no effect (*None*) upon the Benefits Billing status of a given employee or dependent. *None* is the default value for **Effect on Billing**. When it is selected, all the other sections of this page are unavailable for data entry.

### Rate Qualifier

**Rate Qualifier** tells the system how to modify the deduction calculation for billing purposes. You can select **Percent Calculation**, **Flat Amount**, or both. The **Percent Calculation** radio buttons will indicate whether the billing charge calculation programs should use the *Employee Rate* or the *Total Rate* to calculate the amount owed. The system will multiply the result by the percentage entered into the **Percent Calculation** field. The percentage can be more than 100%. When you select **Flat Amount**, you can specify a dollar amount that the system should use as the charge amount. If you enter both a **Percent Calculation** and a **Flat Amount**, the system will add the **Flat Amount** to the **Percent Calculation** to determine the total charge.

## Billing Takes Effect

If you selected **Start Billing** or **End Billing**, you need to tell the system when **Billing Takes Effect**. You can arrange for the system to start or stop billing *On the Event Date* or on the *First Full Billing Period After Event Date*.

If you want to delay billing for a specified number of days after the event occurs, you can enter the number of days the system will add to the event date before applying the **Billing Takes Effect** rules.

If you want to delay billing for a specified number of months after the event occurs, you can enter the number of months the system will add to the event date before applying the **Billing Takes Effect** rules.

## A Technical Look at Event Rules

PeopleSoft Benefits Administration processes all flagged participant events with the processing rules for the appropriate Event Rule/Event Classification for each covered plan type. Depending on the results of this evaluation, Benefits Administration will either set the participant event up for further processing or close the event.

The system runs through the following sequence—for each plan type—to evaluate participant events:



For more information about how Ignore Plan works, see Event Rules Table – Event Rules Page.

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- PeopleSoft Benefits Administration calculates benefit plan type and option eligibility for the participant based on the new event. Benefits Administration uses the eligibility rules you have defined to determine the participant's eligibility as of the effective date of the event. For example, if the participant has moved from full-time to part-time status, the participant may lose eligibility to their current options and be required to select from the part-time plan options.
- If the event causes the participant to lose eligibility to current election, the event will be prepared for further processing, regardless of how you defined your event rule. At a minimum, the system will terminate the participant's newly ineligible elections. If the participant selects a new election within the plan type, the prior election will be replaced as of the new election coverage and deduction begin dates.
- If the event rule has Use History selected, the eligible options as of the event date will be compared to the prior eligible options. If the participant has *gained* eligibility to new options, Benefits Administration will prepare the event for further processing and enable new enrollment elections.
- If the event rule does not have Use History selected, the Selection Allowed setting will control the further processing of the event. For example, for a family status change, plan type 10 (Medical), Select Allowed could be set to *Coverage Code Only*. Only coverage code can change. The options prepared by the system are only those within the same benefit plan as the current enrollment.

Loss of eligibility to a current election takes priority over event rule selection for both Use History and Selection Allowed. The system's selection for Use History takes priority over Selection Allowed.

### Recommended Event Rule Definitions for FSC and HIR Events

<b>Fields</b>	<b>FSC Event Class (Commonly used for plan types 1x-3x, 6x)</b>	<b>HIR Event Class</b>
Pre-Enter	Yes	No
Use History	No—You would typically want the event to be controlled by Selection Allowed.	No
Elect Required	Depends on your company policy	Depends on your company policy
Provide Flex Credits Upon Default	Depends on your company policy	Depends on your company policy
Default Method	Assign Cur Covrg Else Option or Assign Cur Covrg Else Low Option would be the typical selections.	Default to Lowest Elig Option or Default to Option and Coverage would be the typical selections.  If your organization processes employees with multiple jobs, use Current Else Low or Current Else Option.
Selections Allowed	Coverage Code Only would be the typical selection for plan type 1x. For plan types 2x, 3x, and 6x, you would typically want All Options.	All Options
<b>Participate</b>  Max Number of Change Levels	You might follow the same setting as open enrollment. This maximum number would vary by plan type and defaults to 99.	Not applicable for new hires—no current elections. Defaults to 99.  You can set levels for hire; the system will restrict what employees can choose.

Levels of Change without Proof	You might follow the same setting as open enrollment. This value would vary by plan type and defaults to 99.	Not applicable for new hires—no current elections.
Proof Required at Plan Level	You might follow the same setting as open enrollment. This value would vary by plan type and defaults to 99. Proof required at plan level would typically be used for life & AD/D plans.	You would typically follow the same setting as open enrollment.
Amt. Proof Required	Used for life & AD/D plans—limit is linked to coverage amounts. The same limit by plan type would typically be used across all event classes.	Same as open enrollment
<b>Waive</b> Max Number of Change Levels	Follow same selection as open enrollment.	Not applicable for new hires—no current elections (including waive)
Proof Required at Plan Level	Follow same selection as open enrollment.	Follow same selection as open enrollment.
Amt. Proof Required	Follow same selection as open enrollment.	Follow same selection as open enrollment.
<b>Coverage Begins</b> On Event Dt / On Month Begin After Event Dt / On Pay Pd Begin After Event Dt	Depends on company policy. For FSC events, On the Event Date is the common selection.	Depends on company policy
Wait Period Days / Wait Period Months	On the Event Date is common selection for FSC events	Depends on company policy

<b>Coverage Ends</b> On Event Date / On Month Begin After Event Date / On Pay Pd Begin After Event Date	Depends on company policy.	Not applicable for new hires. Defaults to On Event Date.
Grace Period Days / Grace Period Months	Depends on company policy.	Not applicable for new hires. Defaults to 0 (Zero).
<b>Deduction + Flex Credits Begin</b> First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgD On Coverage Begin Date	Depends on company policy.	We recommend that people do not use Pay Period Containing for HIR events. This can result in enrollments where the benefits coverage begin date precedes the hire date. Use On the Coverage Begin Date instead.
<b>Deduction + Flex Credits End</b> First Full Pay Pd After Coverage Event Dt / Pay Pd Containing Event Date	Depends on company policy.	Depends on company policy.

### Recommended Event Rule Definitions for MSC, OE, and SNP Events

<b>Fields</b>	<b>MSC Event Class</b>	<b>OE Event Class</b>	<b>SNP Event Class</b>
Pre-Enter	Yes—common for MSC events, saves data entry effort.	Yes—common for OE events, saves data entry effort.	No
Use History	Yes—common for MSC events.	No	No
Elect Required	Depends on your company policy	Depends on your company policy	No
Provide Flex Credits Upon Default	Depends on your company policy	Depends on your company policy	Yes

Default Method	Assign Cur Covrg Else Option or Assign Cur Covrg Else Low Option would be the typical selections.	Assign Cur Covrg Else Option or Assign Cur Covrg Else Low Option would be the typical selections, except for Plan Types 6x and 9x, in which the selection would be Terminate Coverage.	Assign Current Coverage else Low Option
Selections Allowed	None - Use History will control whether the enrollment is allowed for event.	All Options	All Options
<b>Participate</b> Max Number of Change Levels	You might follow the same setting as open enrollment. This maximum number would vary by plan type and defaults to 99.	This maximum number would vary by plan type and defaults to 99.	This maximum number would vary by plan type and defaults to 99.
Levels of Change Without Proof	You might follow the same setting as open enrollment. This value would vary by plan type and defaults to 99.	This value would vary by plan type and defaults to 99.	This value would vary by plan type and defaults to 99.
Proof Required at Plan Level	You might follow the same setting as open enrollment. This value would vary by plan type and defaults to 99. Proof required at plan level would typically be used for Life & AD/D plans.	This value would vary by plan type and defaults to 99. Proof required at plan level would typically be used for Life & AD/D plans.	This value would vary by plan type and defaults to 99.
Amt. Proof Required	Used for life & AD/D plans –limit is linked to coverage amounts. The same limit by plan type would typically be used across all event classes.	Used for life & AD/D plans–limit is linked to coverage amounts. The same limit by plan type would typically be used across all event classes.	Used for life & AD/D plans–limit is linked to coverage amounts. The same limit by plan type would typically be used across all event classes.
<b>Waive</b> Max Number of Change Levels	Follow same selection as open enrollment.	This max number would vary by plan type and defaults to 99.	This max number would vary by plan type and defaults to 99.

Proof Required at Plan Level	Follow same selection as open enrollment.	This value would vary by plan type and defaults to 99. Proof required at plan level would typically be used for Life & AD/D plans.	This value would vary by plan type and defaults to 99. Proof required at plan level would typically be used for Life & AD/D plans.
Amt. Proof Required	Follow same selection as open enrollment.	Used for Life & AD/D plans—limit is linked to coverage amounts. The same limit by plan type would typically be used across all event classes.	Used for Life & AD/D plans—limit is linked to coverage amounts. The same limit by plan type would typically be used across all event classes.
<b>Coverage Begins</b> On Event Date / On Month Begin After the Event Dt / On Pay Pd Begin After the Event Dt	Depends on company policy. For MSC events, On Event Date is the common selection.	On Event Date would be the common selection for OE events. The event date for OE events is equal to the period begin date for the Open Enrollment definition.	On Event Date would be the common selection for SNP events. The event date for SNP events is equal to the period begin date for the Snapshot definition.
Wait Period Days / Wait Period Months	On Event Date is common selection for FSC events.	On Event Date is common selection for OE events.	Zero days and months.
<b>Coverage Ends</b> On Event Date / On Month Begin After the Event Dt / On Pay Pd Begin After the Event Dt	Depends on company policy.		Depends on company policy.
Grace Period Days / Grace Period Months	On Event Date is common selection for FSC events.	On Event Date is common selection for OE events.	On Event Date is common selection for SNP events.

<p><b>Deduction + Flex Credits Begin</b>                  First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgDt On Coverage Begin Date</p>	<p>Depends on company policy.</p>	<p>Depends on company policy.</p>	<p>First full pay period after Coverage Begin Date.</p>
<p><b>Deduction + Flex Credits End</b>                  First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgDt</p>	<p>Depends on company policy.</p>	<p>Depends on company policy.</p>	<p>First Full Pay Period After Coverage Begin Date.</p>

**Recommended Event Rule Definitions for TER Events**

<p><b>Fields</b></p>	<p><b>TER Event Class</b>  <i>(Assuming the participant is not eligible for any benefit programs. COBRA enrollment, in this example, would be managed outside of Benefits Administration.)</i></p>
<p>Pre-Enter</p>	<p>No</p>
<p>Use History</p>	<p>No</p>
<p>Elect Required</p>	<p>No</p>
<p>Provide Flex Credits Upon Default</p>	<p>No</p>
<p>Default Method</p>	<p>Terminate Coverage</p>
<p>Selections Allowed</p>	<p>None</p>
<p><b>Participate</b></p>	
<p>Max Number of Change Levels</p>	<p>Not applicable, default to 99</p>
<p>Levels of Change without Proof</p>	<p>Not applicable, default to 99</p>
<p>Proof Required at Plan Level</p>	<p>Not applicable, default to 99.</p>
<p>Amt. Proof Required</p>	<p>Not applicable, default to 99,999,999.</p>

<b>Waive</b>	
Max Number of Change Levels	Not applicable, default to 99.
Proof Required at Plan Level	Not applicable, default to 99.
Amt. Proof Required	Not applicable, default to 99,999,999.
<b>Coverage Begins</b>	
On Event Date / On Month Begin After the Event Dt / On Pay Pd Begin After the Event Dt On Coverage Begin Date	Not applicable, default to On Event Date.
Wait Period Days / Wait Period Months	Not applicable, default to 0.
<b>Coverage Ends</b>	
On Event Date / On Month Begin After the Event Dt / On Pay Pd Begin After the Event Dt	Depends on company policy. Selection would typically be based on benefit claims processing agreements with both carriers and participants.
Grace Period Days / Grace Period Months	Depends on company policy.
<b>Deduction + Flex Credits Begin</b>	
First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgDt	Not applicable, default to 1st Full Pay Pd After Covg BgDt.
<b>Deduction + Flex Credits End</b>	
First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgDt	Depends on company policy.

## Event Processing for COBRA Administration

COBRA Administration employs Benefits Administration processing for the identification and processing of qualified COBRA participants. In order to qualify for COBRA, a potential participant must have experienced:

- A qualified COBRA event.
- A loss in health plan coverage due to the qualified COBRA event.

COBRA Administration uses the Benefits Administration processes to identify and process initial COBRA events, which provide *initial* COBRA coverage to qualified COBRA participants and their dependents, and secondary COBRA events, which *extend coverage* for COBRA participants and their dependents.

The initiation of a COBRA event will differ depending upon whether or not you currently implement Benefits Administration. If you are currently working only with PeopleSoft HRMS Base Benefits, the COBRA event will be initiated by online PeopleCode. When you use Benefits Administration, however, the COBRA event will be initiated by Benefits Administration when a recognized COBRA Action event is finalized. The only exception to this rule is the Overage Dependent event, which is initiated by the COBRA process for both Base Benefits and Benefits Administration clients.



For more information about how users of COBRA Administration will also use Benefits Administration eligibility processing for the analyzing of option eligibility, see Event Maintenance and COBRA Administration.

The following table describes the various qualified COBRA events delivered by PeopleSoft, the actions that will trigger Benefits Administration to recognize them as qualified COBRA events, and the potential COBRA beneficiaries of the events.

<b>Qualifying COBRA Event</b>	<b>User Action Trigger</b>	<b>Potential COBRA Beneficiaries</b>
Loss of eligibility due to termination	Employee Status changes to Terminated or Suspended	Employee and dependents
Loss of eligibility due to reduction in hours	Employee Status remains Active; Standard Hours decreases	Employee and dependents
Loss of eligibility due to retirement	Employee Status changes to Retired	Employee and dependents
Loss of eligibility due to military leave	Leave of Absence/Military Leave Action/Action Reason entered for employee	Employee and dependents
Death of employee	Employee Status changes to Deceased or FSC/DEA entered as Action/Reason Code on Job Table.	All dependents

Divorce	a) Change in Marital Status of employee to Divorced; b) Change in status of spouse to Ex-Spouse  Family Status Change/Divorce Action/Action Reason entered for employee	Spouse
Marriage of dependent	Marital status of dependent changes to Married.  Family Status Change/Married Dependents Action/Action Reason entered for employee	Individual dependent
Dependent reaches coverage age limit (Overage dependent)	Not identified by Benefits Administration. [Benefits Administration does not automate “passage of time” events for dependents]	Individual dependent
Employee becomes entitled to Medicare	Medicare Entitlement Date is reached.  Family Status Change/Medicare Entitlement Action/Action Reason is entered	All dependents

Note that Overage Dependent events cannot be detected by Benefits Administration processes. If you want to identify overage dependent events within your organization, you’ll have to run the COBRA process.



For more information about COBRA Event Rules pages and other aspects of the COBRA Administration setup process, see [Setting Up COBRA Administration](#).

## Event Processing for Benefits Billing

The application of the event rules for Benefits Billing enrollment is not absolute. The system will not start billing if the employee is not enrolled in a plan or has waived coverage. The system will not insert a billing termination if the employee is not actively enrolled in billing to begin with. The system will terminate active billing if the employee loses or waives coverage, regardless of the settings on this page.

### Enrolling Participants into Benefits Billing

The Benefits Administration system will insert active Billing Enrollment records when the Effect On Billing field of Event Rules Table 3 is *Start Billing* and the employee has active coverage. The system *will not* insert a record for coverage that has been waived or terminated.

The system uses the event rules processing to determine the following information for Benefits billing calculations:

- The billing Effective Date (based on the Billing Takes Effect fields of Event Rules Table 3).
- The Rate Qualifier percentage and/or Flat Amount.
- Whether the Rate Qualifier is determined by the *Employee Rate* or the *Total Rate*.

When the system inserts a record into the Billing Enrollment tables, the system sets the:

- Emplid to the Employee's ID.
- Employee Record Number to the Employee's Employment Record Number.
- Plan Type to the plan type to bill.
- COBRA Event ID to zero.
- Billing Status to *Active*.
- Billing Reason to *Ben Admin*.

The system will overlay existing billing enrollments if it encounters duplicate effective dates. The system will insert new active billing records even if the employee is already being billed. The system will carry forward a hold status from a previous billing enrollment.



For more information about billing enrollments, see [Implementing Benefits Billing](#).

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Billing records will be inserted during the close and finalization of the event. The system will back out billing records if Benefits Administration reprocesses an event to a point prior to the insertion of the billing enrollments. Billing records *will not* be inserted for general deductions, benefit programs, leave plans, or vacation buy/sell plans (plan types 00, 01, 5x and 9x).

The system will insert flat amount billing rows for Savings, FSA, Retirement and Pension plans (plan types 4x, 6x, 7x and 8x). The way the system calculates deductions for these plans is not compatible with billing where there are no gross wages and no updating of payroll deduction balances. The system will issue a message to the client telling them that they need to update the billing enrollments.

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## Unenrolling Participants out of Benefits Billing

The system deactivates Billing Enrollment records if the Effect on Billing field of the event rules is *End Billing*, if the employee loses eligibility to the plan type, or if the employee waives or terminates coverage. The system inserts a new enrollment row for the participant when the Billing Status is set to *Inactive* and the Effective Date is based on the date set for the event rules Billing Ends field. In the case of a loss of eligibility or a waive of coverage, if the system lacks explicit billing instructions that state otherwise, it will set the billing end date to be the date coverage ends. The system will not insert an inactive benefits billing enrollment record if the employee is already designated inactive for billing.



# Building Automated Benefit Programs

When you build your benefit programs, you'll tie the benefit system information you defined through PeopleSoft Human Resources Base Benefits together with the eligibility rules, event rules, and flexible credits that PeopleSoft Benefits Administration uses to automate your organization's benefits system.

Once you've completed the fundamental structure of your benefit program (or programs), you'll set it up for automated Benefits Administration processing. You'll start by linking it to the eligibility and event rules that you learned to define in the preceding sections of this PeopleBook. You'll determine the various types of flexible credits that your employees can apply to their benefit charges. And you'll set up cross-plan validation rules to add further levels of eligibility processing to your benefit program.

## Overview of Benefit Programs

You'll use the Benefit Program Table to bring together all of the information that relates to a benefit program. With this set of pages (Benefit Program, Plan Type and Option, and Cost), you'll "collect" the plan types and benefit plan options—including their associated deduction codes, rates, and calculation rules—for which a group of employees is eligible. For example, if your organization offers a benefit program specific to your salaried employees, you'll use the Benefit Program Table to bring together all the benefit plan types and benefit plan options you'll offer to the employees who take part in that program.

But that's just the beginning. Once you've planned out the basic structure of your benefit program (the plan types, options, deduction codes, rates, and calculation rules involved), you'll use the Benefit Program Table component to set up your benefit programs for automatic enrollment processing through the Benefits Administration process. With the Benefit Program Table, you'll:

- Associate eligibility rules with benefit programs and benefit plan options.
- Link event rules with benefit programs and benefit plan types.
- Set up cross-plan validation checks based on participant and dependent enrollment prerequisites, and percentage limits on life plan coverage.
- Define plan-based or option-based credits for a benefit program.

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## Synchronizing Effective Dates

The system tracks effective dates for benefit programs and benefit plan options. During Benefits Administration processing, the system checks the effective dates for your benefit plans and the benefit plan options within them. The system will only consider a specific

benefit program/benefit plan option combination to be effective if *both* plan and program are in effect.

If a benefit program and benefit plan option combination is not effective when you think it should be, or if you press F4 for a list of valid benefit plan options and your plan is not there, check the effective date of the benefit program option *and* the benefit plan. The effective date of the benefit plan option must be less than or equal to the effective date of the benefit program.

To review the effective date for a particular benefit plan option, you'll have to go to the benefit plan table for the plan type series the benefit plan option belongs to. So, for example, if you want to review the effective date for a particular disability plan option, you'll have to bring up the data on that option in the Disability Plan Table.



For more information about the importance of effective dating when building benefit programs, see Understanding Effective Dates.

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## Before You Begin

You'll begin creating your benefit programs by using the Base Benefits information you've assembled for your organization—the benefit providers, benefit plan options, deduction codes, rates, and calculation rules—to build the architectural framework of your benefits system. This framework will include all of the benefit programs, plan types, and plan options for which your employees may be eligible.

To set up your base benefit information:

1. Define benefit deductions using the Deduction Table - Setup Page.
2. Identify benefit plans using the Benefit Plan Table Page.
3. Identify benefit providers using the Provider/Vendor Table - Vendor Information Page.
4. Define benefit coverages using the Coverage Codes - Coverage Code Tbl Page.
5. Establish rate tables using the Age-Graded Rate Table Page, the Salary Rate Table Page, the Service Rate Table Page, and the Flat Rate Table Page.
6. Establish calculation rules using the Calculation Rules Table - Calculation Rules Page.

Once you've completed the fundamental structure of your benefit program (or programs), you'll set it up for automated Benefits Administration processing. You'll start by linking it to the eligibility and event rules that you learned to define in the preceding sections of this PeopleBook. You'll determine the various types of flexible credits that your employees can apply to their benefit charges. And you'll set up cross-plan validation rules to add further levels of eligibility processing to your benefit program.

## Building Benefit Programs with the Benefit Program Table

After you plan your benefit programs, you'll use the Benefit Program Table to build them. There are three Benefit Table pages:

<b>Benefit Program</b>	You'll use Benefit Program to define high level information about the benefit program. On this page you'll define the program's name and status, and the way its excess credits are dealt with by Benefits Administration during default processing. You'll also use this page to define high level COBRA, FSA, and FMLA processing information.
<b>Plan Type and Option</b>	On Plan Type and Option, you'll associate plan types and benefit plan options with the program, along with their attendant coverage codes, deduction codes, event rules, and eligibility rules. You'll use this information to set up general flexible credits for your benefit programs and plan types. You'll also use this page to set up cross-plan validation checking rules for your benefit program.
<b>Cost</b>	On Cost, you'll associate rates, earnings codes, and calculation rules with your benefit plan options. You'll also use this information to set up option-based flexible credits.

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### Completing the Benefit Program Page

When you create a benefit program through Benefits Administration, the program type will be *Automated* and a number of fields will be available for use that would otherwise (in the case of a *Manual* benefit program) be closed to the entry of data. This indicates that this program is designed for automatic benefits eligibility and enrollment processing by PeopleSoft Benefits Administration.



If you're planning to set up an *Automated* benefit program that will be used for automatic benefits eligibility and enrollment processing, you need to go to Installation Table - Products and select Benefits Administration before creating the program. You can't create an *Automated* benefits program until Benefits Administration is selected.

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Benefit Program		Plan Type and Option		Cost	
Benefit Program:	KU1	Status as of Effective Date:	Active	Program Type:	Automated
Effective Date:	01/01/1980	Short Description:	GBI US Pgm	Currency Code:	USD
Description:	GBI Master US Benefit Program				
<b>Dependent Limits</b>			<b>Benefits Administration</b>		
Dependent Age Limit:	19	Apply Excess Credits to:	Cash		
Student Age Limit:	24				
<input checked="" type="checkbox"/> Exclude Disabled from Age Lmt.		<b>FSA</b>			
<input checked="" type="checkbox"/> Dep Ineligible if Married		Flexible Spending Acct Run ID:		FSA Minimum Check Amount:	5.00
			FSA Maximum Annual Pledge:	7000.00	
<b>COBRA</b>			<b>Self-Service Configuration</b>		
COBRA Surcharge %:	2	<input checked="" type="checkbox"/> Show Credits on Enrollment Form			
COBRA Disabled Surcharge %:	50	Cost Freq on Enrollment Form:	Annual		
<b>FMLA</b>			Handbook URL ID:		
FMLA Plan ID:	KUF	Roll-Fwd			

### The Benefit Program Page of the Benefit Program Table



For more information about building your benefit programs, see [Building Base Benefit Programs](#).

## Completing the Plan Type and Option Page

On Plan Type and Option, you'll associate plan types and benefit plan options with a benefit program, along with their attendant coverage codes, deduction codes, event rules, and eligibility rules. You'll use this information to set up general flexible credits for your benefit programs and plan types. You'll also use this page to set up cross-plan eligibility checking rules for your benefit program.

Plan Type and Option is a complicated page that controls benefit program information at both the *plan type* and the benefit plan *option* level. Because of this complexity, we have broken down the Plan Type and Option setup instructions into three primary topics. In the first topic, we'll show you how to configure the Plan Type level of the Plan Type and Option page. In the second topic, we'll discuss the basic functions of the page's Option grid and show you how you'll use the Option grid to attach options to each of your program's plan types.

In the third topic, we'll demonstrate how you might set up the Plan Type and Option page for the two main plan type categories: the Benefit Program Row [Plan Type *01*] and the benefit Plan Type rows [Plan Types *1x-9x*]. We'll also show you the required fields and field values for the Plan Type and Option page according to your Plan Type entry.

We'll also discuss the option types you can enter and show you how to enter option information for the various categories of Plan Type rows.

### Configuring the Plan Type Level of the Plan Type and Option Page

The table below displays the field requirements for the Plan Type level of the Plan Type and Option page for the Benefit Program Row (**Plan Type 01**) and the Benefit Plan rows (**Plan Types 1x-9x**).

Field	Values	Values	Values
Plan Type	01	1-5x, 7-9x	6x
Display Sequence	Required, will default to <b>Plan Type</b> . Must be unique within the benefit program.	Required, will default to <b>Plan Type</b> . Must be unique within the benefit program.	Required, will default to <b>Plan Type</b> . Must be unique within the benefit program.
Event Rules ID	Required	Required	Required
Min Annual Contribution	Not available for selection	Not available for selection	Allowed
Max Annual Contribution	Not available for selection	Not available for selection	Allowed
Waive Coverage	Not available for selection	Allowed, but will default to 'N'—Not allowed	Allowed, but will default to 'N'—Not allowed

After you set up a **Plan Type** on the Plan Type and Option page, you can use the *Option* section to enter information for each of the plan options you want to associate with the Plan Type.

### Setting Up Plan Type 01

In this topic, we discuss how you use the **Option** grid to first associate plan options with your program's plan types and then define those options with coverage codes, deduction codes, eligibility rules, and cross-plan validation information.

The screenshot shows the 'Plan Type and Option' page for Benefit Program KU1, effective 01/01/1980. The 'Plan Type' section is active, showing details for Plan Type 01. Below this is the 'Option' grid, which is currently empty of new entries, showing only two existing rows. The grid columns include Option ID, Option Type, Benefit Plan, Covrg Code, Deductn Cd, Option Default Code, Option, Option Level Seq, Geog Locn, and Elig ID.

Option ID	Option Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option	Option Level Seq	Geog Locn	Elig ID
1	P						1		K01U
2	G			KUOCRED			2		

#### The Option Grid of the Plan Type and Option Page

When you create a new option row (using the **Insert Row** toolbar button), the system automatically assigns the option a unique **Option ID** value. You may not update this value.

The first value you'll enter for a new option row is the **Option Type**. Choose from one of the following option types:

- P (Program)** Required for automated benefit programs. It is allowed for the Benefit Program Row (Plan Type 01) only, and only one is allowed per benefit program.
- G (General Credit)** Optional, allowed for most Plan Types (except 00 and 4x-9x). Only one General Credit Option Type allowed per Plan Type.
- O (Option)** At least one Option Type is required per Plan Type except for the Benefit Program Row (Plan Type 01), where it is not allowed.
- W (Waive)** Only one allowed per Plan Type. Follows the waive coverage rule set up at the Plan Type level.



The manner in which you fill out the rest of a given option row depends upon the Plan Type the row belongs to and the Option Type of that row.

The following three tables present guidelines on how the Plan Type and Option page should be filled out for various **Program Type/Plan Type/Option Type** combinations.

#### Field Requirements for the Option Grid by Plan and Option Type

<b>Field</b>	<b>Values</b>	<b>Values</b>	<b>Values</b>	<b>Values</b>
<b>Option Type</b>	'P'–Program	'G'–General Credit	'W'– Waive Controlled by waive coverage.	'O'–Option
<b>Plan Type</b>	01	01–3x	1x–9x	1x–9x
<b>Benefit Plan</b>	Not allowed	Not allowed for <b>Plan Types</b> 01–1x, 4x–9x Required for <b>Plan Types</b> 2x–3x	Required for <b>Plan Types</b> 2x–3x, when you want a credit for the waive election. Not allowed for <b>Plan Types</b> 1x, 4x–9x	Required
<b>Coverage Code</b>	Not allowed	Not allowed	Not allowed	Required for <b>Plan Type</b> 1x. Not allowed for <b>Plan Types</b> 2x–9x.

<b>Default Option Indicator</b>	Not allowed	Not allowed	Allowed	Allowed for <b>Plan Types</b> 1x–3x, 5x, 7x, and 8x. For 2x, you cannot define options as defaults that require coverage to be specified at the employee level. Only the Waive option is allowed as default for <b>Plan Types</b> 4x, 6x, and 9x. Options requiring proof are not allowed as defaults.
<b>Deduction Code</b>	Not allowed	Required	Required for <b>Plan Types</b> 1x–3x, if you want a credit for the waive election.  Not allowed for <b>Plan Types</b> 4x–9x.	Required
<b>Option Sequence</b>	Required	Required	Required	Required
<b>Option Code</b>	Not allowed	Not allowed	Required	Required
<b>Option Level</b>	Not allowed	Not allowed	Not allowed	Required
<b>Geographic Location Table ID</b>	Allowed	Not allowed	Not allowed	Allowed
<b>Eligibility Rules ID</b>	Required	Not allowed	Not allowed	Required

**Option Type Designations Allowed Per Plan Type**

<i>Plan Type</i>	<i>Option Type Allowed</i>
01	G, P
1x - 3x	G, W, O
4x - 9x	W, O

### Setting Up the Benefit Program Row (Plan Type 01)

A Benefit Program Row is required for all automated Benefit Programs. The eligibility rules established for Plan Type 01 govern the entire benefit program.

Benefit Program: KU1 Effective Date: 01/01/1980

Plan Type: 01 Benefit Program Minimum Annual Contribution: 0.00  
 DispPlnSeq: 02 Maximum Annual Contribution: 0.00  
 Event Rules ID: KU01 Program-level Event Rules  HIPAA Plan  
 Waive Coverage:  Not Applicable  COBRA Plan

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option	Opt Level	Option Seq	Geog Locn	Elig ID
1	P					<input type="checkbox"/>		1		K01U
2	G			KUCRED		<input type="checkbox"/>		2		

### Setting Up Options for a Health Plan Type

Subsequent rows allow you to set up plan coverage for the various benefit-related plan types. Here is an example of a Health plan with four levels of coverage.

Benefit Program: KU1 Effective Date: 01/01/1980

Plan Type: 10 Medical Minimum Annual Contribution: 0.00  
 DispPlnSeq: 10 Maximum Annual Contribution: 0.00  
 Event Rules ID: KU1X Medical/Dental/Vision Rules  HIPAA Plan  
 Waive Coverage:  Allowed with Proof  COBRA Plan

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option	Opt Level	Option Seq	Geog Locn	Elig ID
1	G			KUMED9		<input type="checkbox"/>		1		
2	W			KUMED9	W	<input type="checkbox"/>		2		
3	O	KUMED1	1	KUMED9	11	<input type="checkbox"/>	1	3	KMID	KMED
4	O	KUMED1	2	KUMED9	12	<input type="checkbox"/>	1	4	KMID	KMED
5	O	KUMED1	3	KUMED9	13	<input type="checkbox"/>	1	5	KMID	KMED

Plan Type and Option: Example of Option Setup for a Medical Plan Type

### Setting Up Options for a Life and AD/D Plan Type

Here's how you might complete the page for a Life and AD/D Plan Type row with four levels of optional coverage.

Benefit Program: KU1      Effective Date: 01/01/1980

**Plan Type** Find | View All    First 7 of 25 Last

\*Plan Type: 22 AD/D      Minimum Annual Contribution: 0.00 + -  
 DispPlnSeq: 22      Maximum Annual Contribution: 0.00  
 Event Rules ID: KU2X Life and ADD Event Rules     HIPAA Plan  
 Waive Coverage: Y Always Allowed     COBRA Plan    Load Cross Plan Values

Self-Service Configuration

**Option** Find | View All    First 1-5 of 5 Last

Eligibility    Cross Plan

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Code	Default Option	Opt Level	Option Seq	Geog Locn	Elig ID
1	W				W	<input checked="" type="checkbox"/>	1	1		
4	O	KUAD3X		KUAD9X	3	<input type="checkbox"/>	2	2	KHRS	
5	O	KUAD4X		KUAD9X	4	<input type="checkbox"/>	3	3	KHRS	
6	O	KUAD5X		KUAD9X	5	<input type="checkbox"/>	4	4	KHRS	
47	O	KUAD25		KUAD99	25	<input type="checkbox"/>	1	5	KHRS	

Plan Type and Option: Example of Option Setup for a Life and AD/D Plan Type

### Completing the Benefit Program Table – Cost Page

You use the Cost page to link a Benefit Program and its Plan Types to rate and calculation rules and define flexible credits and earnings codes.

Benefit Program: KU1      Effective Date: 01/01/1980

**Plan Type** Find | View All    First 7 of 25 Last

Plan Type: 22 AD/D

**Option** Find | View All    First 2 of 5 Last

Option Id: 4    Option Type: O    Benefit Plan: KUAD3X    Coverage Code:

**Cost**

Cost Type	Cost ID	Rate Type	Rate TblID	Earn Code	Calc TblID
Price	83	Age Graded	KA03		KAG1

#### Benefit Program Table – Cost page

When you enter a new Cost row, the **Cost ID** will be assigned automatically by the system. You cannot update this value.

If you are working with a general credit (for either programs or Plan Types) you will enter a Cost Type of Credit. If you are dealing with an option-based credit you have a choice of entering either a Cost Type of Price, a Cost Type of Credit, or both at once.

Here’s how the system handles your **Cost Type** selection:

<b>Code</b>	<b>Description</b>
<b>Price</b>	The system calculates deductions for employees who select this option according to the Deduction Code you identify for this benefit option.
<b>Credit</b>	The system calculates earnings for employees who select this option according to the Earnings Code you identify for this benefit option. The system assigns the frequency of the additional pay based on the Deduction Code you identify for this benefit option.



You can also go to the Benefit Program Row (Plan Type *01*) and use the Cost page to define general flexible credits for the Benefit Program.

Enter a **Rate Type** to specify which table should be used to determine rates for the flexible credit or plan. Use **Rate TblID** (rate table ID) to indicate the appropriate rate table. You need the identification number because you might have established multiple tables—for example, more than one Flat Rate Table. In the case of credits, only the **Employee Portion** will be picked up and reflected as the credit amount.

You don't have to indicate rate type and calculation rules for all **Plan Types**. The following tables specify rate and calculation rules requirements by **Plan Type**:

<b>Plan Type</b>	<b>Rates Type Required</b>	<b>Rates Available</b>	<b>Calculation Rules</b>
01	Yes	Flat Rate Age Graded Service Rate Percent of Salary	Dependent on rate type. Age Graded, Salary, and Service rates <i>require</i> calculation rules. Flat Amount rates <i>do not</i> require calculation rules.
1x	Yes	Flat Percent of Salary	Dependent on rate type
2x	Yes	Flat Rate Age Graded Service Rate Percent of Salary	Required
3x	Yes	Flat Rate Age Graded Service Rate Percent of Salary	Required
4x – 9x	Not Used	Not Used	Required

When you define a **Cost Type** as a **Credit**, you must enter the appropriate **Earn Code** (earnings code). The **Earnings Code** tells the system how to calculate the flexible credit

earnings for a participant. You must use a different **Earnings Code** for each benefit **Plan Type** within a benefit program.

---



The Earnings Code for each benefit Plan Type within a benefit program *must* be unique. Otherwise, flexible credits might not start and end correctly during Benefits Administration processing. As an example, if you offer five medical benefit plans in a benefit program, each with flexible credits, you would use the same Earnings Code for each medical flexible credit. But if you also offer Dental, Life, and Benefit Program level (Plan Type *01*) general credits in that benefit program, you would have to set up a unique Earnings Code for each of those benefit Plan Types. Medical would have one Earnings Code, Dental another, Life another, and the Benefit Program level general credits yet another.

---



In almost all cases, agencies in the U.S. Federal Government *do not* use general credits, and do not use the cost type of Credit when designing benefit programs.

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For more information about defining flexible credits for benefit plans, plan types, and plan options, see Working with Flexible Credits appearing later in this section.

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For more information about rate types (including how to define them) see Establishing Rate Tables and Calculation Rules.

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## Linking Eligibility and Event Rules to Benefit Programs

In order to create an automated benefits system, you must associate your event and eligibility rules with your benefit programs. You can link eligibility rules at the program and option level, and you can link event rules at the benefit program and benefit plan type level.

---

### Linking Eligibility Rules

You use Benefit Table - Plan Type and Option page to link benefit programs and benefit plan options to eligibility rules.

### Linking Eligibility Rules at the Program Level

Here's how you link benefit programs to program-level eligibility rules.

Benefit Program		Plan Type and Option		Cost					
Benefit Program:	KU1	Effective Date:	01/01/1980						
Plan Type <span style="float:right">Find   View All First 1 of 25 Last</span>									
*Plan Type:	01	Benefit Program	Minimum Annual Contribution:	0.00	+ -				
DispPlnSeq:	02		Maximum Annual Contribution:	0.00					
Event Rules ID:	KU01	Program-level Event Rules	<input type="checkbox"/>	HIPAA Plan					
Waive Coverage:	<input checked="" type="checkbox"/>	Not Applicable	<input type="checkbox"/>	COBRA Plan					
<a href="#">Load Cross Plan Values</a>									
Self-Service Configuration									
Option <span style="float:right">Find   View All First 1-2 of 2 Last</span>									
Eligibility <span style="float:right">Cross Plan</span>									
Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option Level Seq	Geog Locn	Elig ID	
1	P				<input type="checkbox"/>	1		K01U	+ -
2	G			KUCRED	<input type="checkbox"/>	2			+ -

Using Benefit Program Table - Plan Type and Option to Link Eligibility Rules at the Program Level

In this example, **Eligibility Rules ID** *FLEX* applies to the entire benefit program, because it has been applied to the **Program Option Type** of the Benefit Program Row (**Plan Type 01**). The **Eligibility Rules ID** points to a set of eligibility rules that have been defined on the Eligibility Rules Table. An employee who met the eligibility requirements for *FLEX*, for example, would be eligible for the *FLEX* benefit program.



For more information about eligibility rules and the Eligibility Rules Table, see Defining Eligibility Rules in this PeopleBook.

## Linking Eligibility Rules at the Option Level

You'll link eligibility rules at the option level by going to a benefit plan Type and attaching the eligibility rules directly to the benefit plan options.

Benefit Program: KU1      Effective Date: 01/01/1980

Plan Type      Find | View All      First 5 of 25 Last

\*Plan Type: 20 Life      Minimum Annual Contribution: 0.00

DispPlnSeq: 20      Maximum Annual Contribution: 0.00

Event Rules ID: KU2X Life and ADD Event Rules       HIPAA Plan

Waive Coverage: N Not Allowed       COBRA Plan

Load Cross Plan Values

Self-Service Configuration

Option      Find | View All      First 1 of 1 Last

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option	Opt Level	Option Seq	Geog Locn	Elig ID
3	0	KUBLIF	KUBLIF	1	<input checked="" type="checkbox"/>	1	1			KNUL

**Using Benefit Program Table - Plan Type and Option to Link Eligibility Rules at the Option Level**

In this example, the *BLIFE*, *LIF1X*, and *LIF2X* life plan options are linked to the eligibility rule *FTLF*, while the entire benefit program is linked to the eligibility rule *FLEX*. During processing, the system would check to see if employees met the eligibility tests of both rules. In our example, if they were to fail the tests for one set of benefit plan options, they might pass the tests for one of the other sets of options.



For TSP plans, if you want to link an eligibility rule to a TSP option, create a separate eligibility rule to be used exclusively for TSP plans.



For more information about eligibility rules, see [Setting Up Eligibility Rules](#).

**Linking Event Rules**

You also use the Plan Type and Option page to link event rules to benefit programs and/or plan types.

**Linking Event Rules at the Program Level**

You'll link event rules to benefit programs at the Benefit Program Row (**Plan Type 01**). Event rules are used at the program level for flexible credit begin and end dates.

Benefit Program: KU1      Effective Date: 01/01/2000

**Plan Type**      Find | View All      First 1 of 25 Last

\*Plan Type: 01      Benefit Program      Minimum Annual Contribution: 0.00      + -

DispPlnSeq: 02      Maximum Annual Contribution: 0.00

Event Rules ID: KU01      Program-level Event Rules       HIPAA Plan

Waive Coverage: X      Not Applicable       COBRA Plan      Load Cross Plan Values

▶ Self-Service Configuration

**Option**      Find | View All      First 1-2 of 2 Last

Eligibility      Cross Plan

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option	Opt Level Seq	Geog Locn	Elig ID		
1	P						1		K01U	+ -	
2	G			KUCRED			2			+ -	

### Linking Event Rules at the Program Level

The benefit program is linked to **Event Rules ID FLEX**.



For more information about event rules and the Event Rule Table, see [Creating Event Rules](#) in this PeopleBook.

### Linking Event Rules at the Benefit Plan Type Level

You'll link an event rule to a benefit plan type by going to the benefit plan type and entering the event rule's **Event Rule ID**.

Benefit Program: KU1      Effective Date: 01/01/2000

**Plan Type**      Find | View All      First 2 of 25 Last

\*Plan Type: 10      Medical      Minimum Annual Contribution: 0.00      + -

DispPlnSeq: 10      Maximum Annual Contribution: 0.00

Event Rules ID: KU1X      Medical/Dental/Vision Rules       HIPAA Plan

Waive Coverage: P      Allowed with Proof       COBRA Plan      Load Cross Plan Values

▶ Self-Service Configuration

**Option**      Find | View All      First 1-5 of 26 Last

Eligibility      Cross Plan

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option	Opt Level Seq	Geog Locn	Elig ID		
1	G			KUMED9			1			+ -	
2	W			KUMED9	W		2			+ -	
3	O	KUMED1	1	KUMED9	11		1	3	KMID	KNUL	+ -
4	O	KUMED1	2	KUMED9	12		1	4	KMID	KNUL	+ -
5	O	KUMED1	3	KUMED9	13		1	5	KMID	KNUL	+ -

### Linking Event Rules at the Plan Type Level

In this case, the Medical **Plan Type** is linked to **Event Rules ID KNUL**.

Event rules at the **Plan Type** level enable you to define specific event processing rules for each **Plan Type**. For example, the **Proof Required at Plan Level** value for Open Enrollment can be different for Medical and Supplemental Life plans.



For more information about event rules and the Event Rule Table, see *Creating Event Rules* in this PeopleBook.

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## Working with Flexible Credits

With PeopleSoft Benefits Administration you can define two kinds of credits for your employees—general plan-based credits and option-based credits.

**General plan-based credits** Apply to individual plan types. All employees who enroll in a benefit plan that falls within the plan type receive the general credits that you define for that benefit plan type.

**Option-based credits** Credits that employees receive because they have chosen a specific benefit plan option. You might use this type of credit to give employees choosing different levels of Supplemental Life coverage different credits. Only employees who make a selection for a specific option receive the option-based credits associated with it.

When you run the Open Enrollment and Event Maintenance process, the system will calculate the value of the credits using the earnings codes that are associated with them. It will then sum all the credits by earnings type for each employee, regardless of whether the credits are general credits or option-based credits, and pass the total credits by earnings type to payroll. PeopleSoft Payroll treats these credits as additional earnings for an employee.



Be aware that you must associate the earnings types you set up with the earnings program an employee belongs to before they can be processed by your payroll system.

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For more information about creating earnings programs, see *Establishing Earnings Programs*.

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### General "Plan-Based" Credits vs. Option-Based Credits

You can define both general "plan-based" and option-based credits for *Health*, *Life*, and *Disability* Plan Types (1x through 3x). If you set up a plan-based credit, all participants who select an option within the Plan Type will receive the general credit—unless they select *Waive*. If they select *Waive*, they will receive only the waive option-based credit (if you define one).

You can only set up one general credit per Plan Type, regardless of whether the general credit is for the entire benefit program (Plan Type 01) or for a specific Plan Type (Plan Types 1x-3x). General credits are always identified with an Option Type of G. During Benefits Administration processing, the system calculates the general credit and generates an additional earnings for each eligible employee. Any employee enrolled in an option in that plan type, or any employee who has waived coverage as long as the Provide Flex Credits Upon Default check box is selected in the Event Rules Table.

You can set up option-based credits for each benefit plan option you offer. The employee only receives the option-based credit(s) if they have enrolled in that option.

---

## Linking General Credits for Benefit Programs and Plan Types

In this topic, we'll show you how to use the Benefit Program Table group to establish general credits for both benefit programs and plan types.



It is important to understand that before general credits for certain Plan Types can be set up, the general credit amounts must be arranged first. To establish the general credit amount, you'll use one or a combination of the four rate tables: Age-Graded, Service Rate, Flat Rate, and Salary Rate. You may also have to set up calculation rules for certain rate types. Once defined, the general credit amount is linked to the benefit program or Plan Type through the Rate Type designation on Benefit Program Table - Cost page.



For more information about the operation of the rate and calculation rule tables, see Establishing Rate Tables and Calculation Rules.

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## Linking Flexible Credits to Specific Benefit Options

You define option-based credits on the Benefit Program Table - Cost page. You'll attach these credits directly to the benefit plan option for which you would like to offer a credit.

The screenshot shows the 'Benefit Program Table - Cost' page. The 'Benefit Program' is 'KU1' and the 'Effective Date' is '01/01/1980'. The 'Plan Type' is '10 Medical'. The 'Option' is '1' with 'Option Type' 'G'. The 'Benefit Plan' is 'Coverage Code:'. The 'Cost' section shows a table with columns: Cost Type, Cost ID, Rate Type, Rate TblID, Earn Code, and Calc TblID. The 'Cost Type' is 'Credit', 'Cost ID' is '3', 'Rate Type' is 'Flat', 'Rate TblID' is 'KFMX', 'Earn Code' is 'C10', and 'Calc TblID' is 'Med Cred'. There are search icons and '+' and '-' buttons for the Rate TblID and Calc TblID fields.

Setting Up a Flexible Credit for a Medical Benefit Plan Option

For each option-based credit, you'll follow this set of steps to define the flexible credit.

1. Enter a Cost Type of Credit and then select the Rate Type for the rate table you're going to use.
2. Enter the Rate Table ID. This must match the rate type specified.
3. Enter the appropriate Earnings Code you set up for this plan type.
4. If you defined the flexible credit as a Percent of Salary, identify the Calculation Rule Table ID that describes the salary base for the percent of salary calculation. If you defined a flexible credit based on age, identify the set of calculation rules that describe the Age As Of selection.



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For more information about calculation rules and how they may be defined on the Calculation Rules Table, see *Establishing Rate Tables and Calculation Rules*.

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## Using Flexible Credits to Achieve Your Benefits Administration Goals

Each level of flexible credit that we provide—general, plan-based, and option-based—gives you a different set of benefits system setup options. You'll choose to employ different types of flexible credits to get a different set of results from your benefits system. Each flexible credit level we provide gives you a different degree of freedom and control over how your flexible credits are administered and used.

For example, if you want to leave the disposition of benefits credits *entirely* to your employees, you can simply set up a single general credit that covers your entire benefit program. The credit that your employees receive can be applied to their benefit plan enrollments as they see fit.

On the other end of the flexible credit scale, you can use option-based credits to carefully administer credits at the plan option level. Option-based credits allow you to "fine-tune" your flexible credits scenario to achieve a variety of aims. You might use option-based credits to make certain plan options more inviting to employees than others, to provide credits for employees who choose to waive benefits in a certain plan type, or to provide credits for life plans based on the level of coverage they provide.

In this section we'll provide you with a few flexible credit setup scenarios that show you how to use general "plan-based" and option-based flexible credits to achieve different goals. We'll show you how to use flexible credits to:

- Provide credit for employees who enroll in a particular plan type.
- Encourage employees to elect one type of plan option over another.
- Define credits for participants who waive coverage.
- Define credits for participants based on their level of Health coverage.
- Define credits for participants based on their level of Life coverage.
- Set up Life plan credits based on a flat dollar amount.

**Example 1: Defining a Credit for All Employees Who Enroll in the Plan Type**

Suppose you want to give all your employees a general "plan-type" credit to help offset the cost of coverage, regardless of the benefit plan option within that plan type in which they elect to enroll.

Benefit Program: KU1 Effective Date: 01/01/1980

Plan Type: 10 Medical Minimum Annual Contribution: 0.00 Maximum Annual Contribution: 0.00

Event Rules ID: KU1X Medical/Dental/Vision Rules HIPAA Plan

Waive Coverage: P Allowed with Proof COBRA Plan

Self-Service Configuration

Option ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option	Opt Level	Option Seq	Geog Locn	Elig ID
1	G			KUMED9				1		
2	W			KUMED9	W			2		
3	O	KUMED1	1	KUMED9	11		1	3	KMID	KMED
4	O	KUMED1	2	KUMED9	12		1	4	KMID	KMED
5	O	KUMED1	3	KUMED9	13		1	5	KMID	KMED

Using Benefit Program Table - Plan Type and Option to Define A General Credit for All Employees

Start by adding a new rate schedule to specify the credit amount on the rate table. Then insert a G row for the plan type credit in the **Benefit** Program Table - Plan Type and Option page.

Benefit Program: KU1 Effective Date: 01/01/1980

Plan Type: 10 Medical

Option: 1 Option Type: G Benefit Plan: Coverage Code:

Cost Type	Cost ID	Rate Type	Rate TblID	Earn Code	Calc TblID
Credit	3	Flat	KFMX	C10	Med Cred

Using Benefit Program Table - Cost to Define a General Credit for All Employees

Then go to the Cost page, set up a Credit row, and reference the new rate schedule for the **Medical** plan-type general option. In this case, the new rate schedule is **KFMX**, and it was created in the Flat Rate Table.

**Example 2: Encouraging Employees to Elect Employee-Only Coverage**

Suppose that you want to encourage employees to elect employee-only coverage in an **MDBC** benefit option. One way to do this is to give your employees an option-based credit equal to the cost of coverage, effectively making the benefit plan employer-paid.

Benefit Program Plan Type and Option Cost

Benefit Program: KU1 Effective Date: 01/01/1980

Plan Type Find | View All First 2 of 25 Last

Plan Type: 10 Medical

Option Find | View All First 3 of 26 Last

Option Id: 3 Option Type: 0 Benefit Plan: KUMED1 Coverage Code: 1

Cost

Cost Type	Cost ID	Rate Type	Rate TblID	Earn Code	Calc TblID
Credit	5	Flat	KFMA	C10	Med Cred
Price	6	Flat	KFMA		

Using Benefit Program Table - Cost to Encourage Employee-Only Coverage

You'll do this by setting up a row with a **Cost Type** of *Credit* and indicate the same **Rate Type** and **Rate Table ID** as you used for the *Price* row. The system will calculate the credit using the same rates and calculation rules it used for the price row, making the amount credited exactly equal to the amount deducted.

*Example 3: Defining Credits Specifically for Participants who Waive Coverage*

Suppose you want to give a credit to your employees who waive coverage in any Health benefit plan—for example, employees who opt out because they're covered under their spouse's Health benefit plan. Here's what you'd do:

Flat Rate Table

Flat Rate Table ID: KFMA

Flat Rate Table Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1980

\*Premium Pay Frequency: M Monthly

\*Rate per Unit: None

[Specify Limit](#)

Coverage Rates

Total:	110.0000
Employer:	55.0000
Employee:	55.0000
Provider:	110.0000

Using the Flat Rate Table to Define Credit for Waived Coverage

First, define the amount of the credit for waive coverage on the Flat Rate Table, which is part of PeopleSoft Human Resources Base Benefits.

**Benefit Program:** KU1      **Effective Date:** 01/01/2000

**Plan Type** Find | View All    First 2 of 25 Last

\*Plan Type: 10 Medical      Minimum Annual Contribution: 0.00 + -

DispPlnSeq: 10      Maximum Annual Contribution: 0.00

Event Rules ID: KU1X Medical/Dental/Vision Rules     HIPAA Plan

Waive Coverage: P Allowed with Proof     COBRA Plan    Load Cross Plan Values

---

**Option** Find | View All    First 1-5 of 26 Last

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option	Opt Level	Option Seq	Geog Locn	Elig ID
1	G			KUMED9			1			
2	W			KUMED9	W		2			
3	O	KUMED1	1	KUMED9	11		1	3	KMID	KNUL
4	O	KUMED1	2	KUMED9	12		1	4	KMID	KNUL
5	O	KUMED1	3	KUMED9	13		1	5	KMID	KNUL

Using Benefit Program Table - Plan Type and Option to Define Credit for Waive Coverage

Then insert a row on the **Benefit** Program Table - Plan Type and Option page for the waive coverage credit.

**Benefit Program:** KU1      **Effective Date:** 01/01/2000

**Plan Type** Find | View All    First 2 of 25 Last

Plan Type: 10 Medical

**Option** Find | View All    First 2 of 26 Last

Option Id: 2    Option Type: W    Benefit Plan:    Coverage Code:

**Cost**

Cost Type	Cost ID	Rate Type	Rate TblID	Earn Code	Calc TblID
Credit	1	Flat	KFMW	C10	Med Cred

Using Benefit Program Table - Cost to Define Credit for Waive Coverage

Finally, making sure you're looking at the **Waive Option Type** row, complete a row with a **Cost Type of Credit** on **Benefit** Program Table - Cost, referencing the appropriate rate schedule. This will be the flexible credit that employees taking the waive option will receive.

**Example 4: Defining Credit Amounts Based on Employee Coverage**

Suppose your company offers **Employee Only** medical coverage at a cost of \$50 per month and **Family** coverage at a cost of \$100 per month under the **MDBC** medical benefit plan. And suppose you want to give all employees, regardless of whether they choose **Employee Only** or **Family** coverage, a credit equal to the cost of **Employee Only** coverage. Here's what you would do:

Using Benefit Program Table - Cost to Define Credits Based on Employee Coverage

When you set up the option-level flexible credit for the *Family* coverage **KUMED1** benefit plan option, use the rate schedule (the **Rate Table ID**) designed for the *Employee Only* benefit (**KFMA**).

This credit will calculate the same \$50 option-level flexible credit that employees receiving *Employee Only* coverage receive, while the *Price* row's rate schedule of **KFMB** calculates the proper *Family* coverage deduction for the benefit plan option.

**Example 5: Setting Up Life or Disability Plan-Based Credits According to Level of Coverage**

You can use plan-type options to set up flexible credits for Life and Disability plan types that provide the same credit no matter which coverage level an employee chooses. For example, suppose you have three Life benefit plans: a basic life plan, a one times salary plan, and a two times salary plan. You want to define option-based credits that will provide the same credit as the one times salary option regardless of the coverage level the employee chooses.

Using Benefit Program Table - Plan Type and Option to Define Life Plan-Based Credits

To do this, you'll set up a **General Option Type** row on the Plan Type and Option page with the Benefit Plan code for the one times salary option entered. You'll give it the same **Deduction Code** as the other life plans.

Benefit Program		Plan Type and Option		Cost	
Benefit Program: KU1		Effective Date: 01/01/2000			
Plan Type		Find   View All		First 8 of 25 Last	
Plan Type: 20 Life					
Option		Find   View All		First 1 of 2 Last	
Option ID: 119		Option Type: G		Benefit Plan: KUBLIF	
Coverage Code:					
Cost					
Cost Type	Cost ID	Rate Type	Rate TblID	Earn Code	Calc TblID
Credit	60	Age Graded	KA00	C01	Gen Cred
					KAG1 + -

Using Benefit Program Table - Plan Type and Option to Define Life Plan-Based Credits

Then you'll go to the Cost page and insert a **Credit** cost row for the general credit. You'll give it the same **Rate Type** and **Rate Table ID** as the one times salary life plan option.

### *Example 6: Setting Up Life Plan-Based Credits According to Flat-Dollar Coverage Amounts*

Suppose you want to define a plan-based credit equivalent to \$40,000 of coverage regardless of the life coverage level the employee selects. You would set this coverage up as a General "plan-type" credit for **Plan Type 20**. That way, it applies to all employees who enroll in a **Plan Type 20** option. To accomplish this, you'll follow four steps. You'll use setup pages from the Base Benefits application along with benefit plan setup pages in Benefits Administration.

Benefit Plan Table	
Plan Type: 20	Life
Benefit Plan: KUBLIF	
Benefit Plans Find   View All First 1 of 1 Last	
*Effective Date:	01/01/1980
*Description:	Basic Life Plan
SetID:	SHARE
Group Number:	
Default Deduction Code:	KUBLIF Basic Life Premiums
Minimum Spousal Allocation %:	50.00
Pay Mode	
Pay Mode:	Pay as Deducted
AP Payment Date Type:	Check Date
<input type="checkbox"/> Separate AP Payment	

Step 1: Using the Benefit Plan Table to Define a "Credit Plan"

The first step is to define a special "\$50,000 Basic Life" benefit plan on the Benefit Plan Table.

Life/Accidental

**Plan Type:** 20 Life  
**Benefit Plan:** KUBLIF Basic Life Plan

Life/ADD Plans Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1980 + -

\*Coverage: Flat Amount Only Amount: 50,000

Coverage Group Code: KUE1

Step 2: Using the Life and AD/D Plan Table to Define the Coverage Amount for the Credit Calculation

The second step is to finish the definition of the \$50,000 Life Benefit Plan on the Life and AD/D Benefit Plan Table. It's here that you will specify the \$50,000 of life benefit coverage.

Benefit Program Plan Type and Option Cost

**Benefit Program:** KU1 **Effective Date:** 01/01/2000

Plan Type Find | View All First 8 of 25 Last

\*Plan Type: 20 Life Minimum Annual Contribution: 0.00 + -  
 DispPlnSeq: 20 Maximum Annual Contribution: 0.00  
 Event Rules ID: KU2X Life and ADD Event Rules  HIPAA Plan  
 Waive Coverage: N Not Allowed  COBRA Plan Load Cross Plan Values

Self-Service Configuration

Option Find | View All First 1-2 of 2 Last

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Code	Default Option	Opt Level	Option Seq	Geog Locn	Elig ID	
3	O	KUBLIF	KUBLIF	KUBLIF	1	<input checked="" type="checkbox"/>	1	1		KNUL	+ -
119	G	KUBLIF	KUBLIF	KUBLIF		<input type="checkbox"/>		2			+ -

Step 3: Using Plan Type and Option to Define the Coverage Amount for the Credit Calculation

The third step is to insert the \$40,000 Life Benefit plan as a General "Plan-Type" option on the **Benefit Program Table - Plan Type and Option** page. Don't forget to give it the same Deduction Code as the other benefit plan options.

Benefit Program Plan Type and Option Cost

**Benefit Program:** KU1 **Effective Date:** 01/01/2000

Plan Type Find | View All First 8 of 25 Last

**Plan Type:** 20 Life

Option Find | View All First 1 of 2 Last

**Option Id:** 3 **Option Type:** O **Benefit Plan:** KUBLIF **Coverage Code:**

Cost

Cost Type	Cost ID	Rate Type	Rate TblID	Earn Code	Calc TblID	
Price	1	Age Graded	KA00		KAG1	+ -

Step 4: Using the Cost Page to Define the Coverage Amount for the Credit Calculation

And finally, the fourth step is to go to the Cost page and define a **Cost Type** of *Credit* for the General credit. The *Credit* Cost row should reference the appropriate rate schedule (this is used to calculate the cost of the \$40,000 worth of coverage which becomes the flexible credit), earnings code, and set of calculation rules.

## Setting Up Cross-Plan Validation

In the sometimes complicated world of benefits administration, there are situations where an employee or dependent's ability to elect one type of plan coverage is dependent upon their enrollment in another plan. For example, in your organization, you might offer a dental plan that is only eligible to employees or dependents who are concurrently enrolled in a specific medical plan type and/or medical plan option. This plan eligibility "prerequisite" is set up on the Benefit Program Table - Plan Type and Option page through a feature that we call *cross-plan validation*.

PeopleSoft Benefits Administration enables you to define *four* types of cross-plan validation when you create your benefit plans. To begin with, you can determine cross-plan validation prerequisites based on combinations of *plan types* and *benefit plans*. In addition, you can set up cross-plan validation prerequisites for *dependent enrollments*, and you can arrange *coverage percentage limits* for life and AD/D benefit plan enrollments. You can define cross-plan validation parameters option by option, or you can set cross-plan values for all of the options belonging to a specific plan type with the push of a button through the Load Cross Plan Values page.

After you define your cross-plan validation parameters, the system will use them to validate employee elections for new plans during Benefits Administration processing.



The system will not allow you to enter Cross-Plan Validation rules for the Benefit Program (Plan Type 01).

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## Setting Up Cross-Plan Validation Checks for Plan Types

When you set up cross-plan validation rules, you'll always start by entering the Cross-Plan Type. This is because during processing, the cross-plan validation feature must look at the Plan Type prerequisite *first* before checking details like benefit plan enrollments or life plan coverage percentages. So, for example, if you wanted to set up a cross-plan check for enrollment in the *BMED* Medical benefit plan for a Plan Type *14* vision plan option, the system will force you to first designate a prerequisite Cross-Plan Type of *10*.

When you attach a Cross-Plan Type check to a particular benefit plan option, you're telling the system that any employee wanting to enroll in that option must first be enrolled in a plan belonging to the plan type indicated in the Cross-Plan Type field. For example, you might want to set up a program that would not allow employees to enroll in dental plans until they are also enrolled in medical plans. To facilitate this goal, you would simply designate a Cross-Plan Type of *10* for all of the dental plan options offered in that program.

Benefit Program Plan Type and Option Cost

Benefit Program: KU1 Effective Date: 01/01/1980

Plan Type Find | View All First 3 of 25 Last

\*Plan Type: 11 Dental Minimum Annual Contribution: 0.00 + -

DispPlnSeq: 11 Maximum Annual Contribution: 0.00

Event Rules ID: KU1X Medical/Dental/Vision Rules  HIPAA Plan

Waive Coverage: Y Always Allowed  COBRA Plan Load Cross Plan Values

Self-Service Configuration

Option Find | View All First 3-7 of 14 Last

Eligibility Cross Plan

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Code	Default Option	Opt Level	Option Seq	Geog Locn	Elig ID
3	0	KUDEN1	1	KUDEN9	11	<input checked="" type="checkbox"/>	1	3	KMED	+ -
4	0	KUDEN1	2	KUDEN9	12	<input type="checkbox"/>	1	4	KMED	+ -
5	0	KUDEN1	3	KUDEN9	13	<input type="checkbox"/>	1	5	KMED	+ -
6	0	KUDEN1	4	KUDEN9	14	<input type="checkbox"/>	1	6	KMED	+ -
7	0	KUDEN2	1	KUDEN9	21	<input type="checkbox"/>	2	7	KMED	+ -

Setting Up Cross-Plan Type Eligibility Checks for Dental Plan Options

You'll enter the plan type in the Cross-Plan Type In this example, we've set up the DDDD series of Dental plan options to require eligible participants to be enrolled in MDBC Medical plans.

After you associate a **Cross-Plan Type** with a benefit plan option, the Cross Benefit Plan field will open up for value entries. The Coverage Limit Pct (percentage) field and the Check Dependents field only becomes available when you attach a Cross-Plan Type to a benefit plan.

**Arranging Cross-Plan Validation Checks for Dependent Enrollments**

If you are working with a health plan option (an option in the **ix Plan Type** range), you can add dependent enrollment cross-plan validation checks to the cross-plan type and cross-plan benefit plan validation checks you've already defined. When you turn the Cross-Plan Dependent field on for a particular health benefit option, only dependents enrolled in the Cross-Plan Type and Cross-Plan Benefit Plan you've associated with the benefit plan will be able to enroll in the health benefit plan option.

Benefit Program		Plan Type and Option		Cost							
Benefit Program:	KU1	Effective Date:	01/01/1980								
Plan Type <span style="float:right">Find   View All   First ◀ 3 of 25 ▶ Last</span>											
*Plan Type:	11	Dental	Minimum Annual Contribution:	0.00	<input type="button" value="+"/> <input type="button" value="-"/>						
DispPlnSeq:	11		Maximum Annual Contribution:	0.00							
Event Rules ID:	KU1X	Medical/Dental/Vision Rules	<input type="checkbox"/> HIPAA Plan								
Waive Coverage:	Y	Always Allowed	<input checked="" type="checkbox"/> COBRA Plan	<input type="button" value="Load Cross Plan Values"/>							
Self-Service Configuration											
Option <span style="float:right">Find   View All   First ◀ 3-7 of 14 ▶ Last</span>											
Eligibility <span style="float:right">Cross Plan</span>											
Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Option	Opt Level	Option Seq	Geog Locn	Elig ID	
3	<input type="checkbox"/>	KUDEN1	1	KUDEN9	11	<input checked="" type="checkbox"/>	1	3		KMED	<input type="button" value="+"/> <input type="button" value="-"/>
4	<input type="checkbox"/>	KUDEN1	2	KUDEN9	12	<input type="checkbox"/>	1	4		KMED	<input type="button" value="+"/> <input type="button" value="-"/>
5	<input type="checkbox"/>	KUDEN1	3	KUDEN9	13	<input type="checkbox"/>	1	5		KMED	<input type="button" value="+"/> <input type="button" value="-"/>
6	<input type="checkbox"/>	KUDEN1	4	KUDEN9	14	<input type="checkbox"/>	1	6		KMED	<input type="button" value="+"/> <input type="button" value="-"/>
7	<input type="checkbox"/>	KUDEN2	1	KUDEN9	21	<input type="checkbox"/>	2	7		KMED	<input type="button" value="+"/> <input type="button" value="-"/>

### Setting Up Cross-Plan Dependent Checks For Dental Plan Options

To indicate that a cross-plan dependent check should be made for a particular benefit plan option, select Check Dependents. In the example above, we've turned on **Cross-Plan Dependent** for all *DDDD* Dental plans. During processing, the system will check to ensure that potential *DDDD* plan dependents are currently enrolled as dependents in *MDBC* Medical plans before enrolling them for *DDDD* dental coverage.

Now, let's say you've got an employee named Jan Gregory who is covered under the benefit program displayed above. Jan has three dependents: her husband, her son, and her daughter. Before Benefits Administration processing, Jan only signs up her son and daughter for enrollment in her *MDBC* Medical plan, because her husband is already has his own medical insurance coverage. But Jan's husband does not have dental coverage, so when she assigns dependents to her *DDDD* dental plan, she signs up her entire family.

After Benefits Administration processing, the system would allow Jan's dependent assignments for her Medical plan to be enrolled. But, because of the Cross-Plan Dependent check on her dental plan, the system would find Jan's husband to be *invalid* for enrollment as a dependent in her dental plan, simply because he is not enrolled into her medical plan.

---

## Defining Cross-Plan Validation Checks for Life and AD/D Coverage Limit Percentages

If you are working with a Life benefit plan option, you can use the Cross-Plan Validation feature to design a cross-plan coverage limit percentage linked to another Life plan enrollment. For example, you could use the coverage limit percentage feature to set up a dependent life plan with a coverage limit that is 50% of the employee's basic life coverage.

Benefit Program: KU1      Effective Date: 01/01/1980

**Plan Type**      Find | View All      First ◀ 9 of 25 ▶ Last

\*Plan Type: 25 Dependent Life      Minimum Annual Contribution: 0.00 + -

DispPlnSeq: 25      Maximum Annual Contribution: 0.00

Event Rules ID: KU2X Life and ADD Event Rules       HIPAA Plan

Waive Coverage: Y Always Allowed       COBRA Plan

**Load Cross Plan Values**

---

Self-Service Configuration

**Option**      Find | View All      First ◀ 1-5 of 6 ▶ Last

Eligibility      Cross Plan

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Code	Cross Plan Type	Cross Benefit Plan	Coverage Limit (Pct)	Check Dependents
1	W				W				<input type="checkbox"/>
2	0	KUDLF1		KUDLF9	1	21		50.00	<input type="checkbox"/>
3	0	KUDLF2		KUDLF9	2	21		50.00	<input type="checkbox"/>
4	0	KUDLF3		KUDLF9	3	21		50.00	<input type="checkbox"/>
5	0	KUDLFE		KUDLFE	4	21		50.00	<input type="checkbox"/>

Setting Up Coverage Limit Percentage Checks for Life Plan Options

You enter the coverage limits in the Coverage Limit Pct (percent) field. In the example above, we've entered a cross plan type of 20 and limit percentage of 50. These Cross-Plan Validation rules will cause the system to check for two prerequisites before approving the any enrollments into this dependent life plan:

- To be able to enroll in this plan, employees must first be enrolled in a basic Life plan (Plan Type 20).
- For a dependent to be eligible for coverage under this plan, the dependent's coverage amount cannot exceed 50% of the employee's total basic Life coverage amount. So, if the employee's basic Life coverage comes to \$100,000, dependents in this plan will receive a maximum coverage of \$50,000.



During Benefits Administration validation processing, the system will check to ensure that the Coverage Limit percentage does not exceed the maximum life coverage that would ordinarily be allowable for the plan. The system will apply the *lower* of the two values when determining maximum coverage amounts.

**Using the Load Cross Plan Values Page**

You may want to design your benefit so that all of the benefit plan options within a certain plan type have the same Cross-Plan Validation values. You could do this by entering the values into each option, row by row. Or you can use the Load Cross Plan Values to save you data entry time.

In Load Cross Plan Values, you can enter cross-plan values for Plan Type and—depending upon the Plan Type you're working with—Dependent Enrollment or Coverage Limit Percentage. You will still have to enter values for the Cross-Plan Benefit Plan field by hand.

## Load Cross Plan Values Page

Usage	Use the Load Cross Plan Values page to create codes that will automatically populate the Cross Plan Type, Coverage Limit (Pct), and Check Dependents fields on the Benefit Program Table – Plan Type and Option page.
Object Name	BEN_PROG_XLOAD
Navigation	Click the <b>Load Cross Plan Values</b> button on the Benefit Program Table – Plan Type and Options page

### Load Cross Plan Values page

#### Cross Plan Type

Identifies the benefit plan the employee or dependent must be enrolled in before they are eligible for enrollment in the specified benefit plan or option. This field is available to all plan types.

#### Cross Limit (Pct) (Percent)

Place a limit on the amount of the coverage the dependent can receive. This is available to only 2x plan types.

#### Check Dependent

When selected, tells the system to check that potential dependents for the specified benefit plan or option are also enrolled as dependents for the specified Cross Benefit Plan. This only available to 1x plan types.

#### OK

Click the **OK** button to save the information and close the page.

#### Cancel

Click the **Cancel** button to close the page and not save any information.



You can also use Load Cross Plan Values to *clear* the Cross-Plan Validation values for a plan type. Simply bring up the Load Cross Plan Values page, select blank values for the fields you want to clear and/or turn off Cross-Plan Dependent Enrollment, and click **OK**. The system will respond by clearing and/or turning off the fields you selected.

---

## Setting Up Cross-Plan Validation for Domestic Partners

Today, many employers offer benefit programs that extend dependent/beneficiary benefits to domestic partners, their children, and other people designated as "non-qualified dependents" by IRS Section 152. While all the functionality you need to help you offer health and life benefits to your employees' domestic partners and other non-qualified dependents is available, you can use the Cross-Plan Validation feature of PeopleSoft Benefits Administration to streamline the administration and processing of your non-qualified dependent benefit plans.

The Cross-Plan Validation feature comes in handy if your organization offers (or is planning to offer) health coverage to non-qualified dependents. Employees wanting to cover non-qualified dependents must enroll in both a regular health plan for themselves and their qualified dependents *and* a special Non-Qualified dependent health plan for their non-qualified dependents. You can use the Cross-Plan Validation fields to set up rules that only allow employees to enroll in non-qualified dependent health plans if they've previously enrolled in a regular health plan.

In this section, we'll briefly cover the other steps you'll have to take to properly set up non-qualified dependent benefit plans, and then we'll demonstrate how you might use the Cross-Plan validation feature when you create benefit programs that utilize non-qualified dependent plans.

### Setting Up Non-Qualified Dependent Plans: An Overview

In order to create a benefits system that accommodates and processes benefits for non-qualified dependents, you'll need to set up separate health plan types and identify them as "non-qualified" health plans. PeopleSoft delivers the following three sample "non-qualified" dependent plans:

Plan Type	Description
15	NQ Medical (Non-Qualified Medical)
16	NQ Dental (Non-Qualified Dental)
17	NQ Vision (Non-Qualified Vision)

If you're setting up a life plan for domestic partners and other non-qualified dependents, you'll use a Dependent Life plan type.



Keep in mind that the IRS considers all of the benefits received by non-qualified dependents to be taxable income. This means that the IRS will tax employees for the employer-paid portions of non-qualified health benefits, and it will also tax *all* of the benefits that non-qualified dependents receive from dependent life plans. In both cases, the system will perform imputed income calculations.



For more information about domestic partner benefit plan taxation, imputed income, and how imputed income is calculated for domestic partner benefits, see [Working with Imputed Income](#).

---

We've set up a handy chart to help you put together the pieces of your non-qualified dependent coverage. For each step, we show you how to get to the spot where you'll find more information on how to fulfill it.

<b>Setup Step</b>	<b>Where to Go</b>
Create special deduction rules for non-qualified dependent health and life plans.	Organizing Payroll Information: Setting Up Benefit Deductions: Working with Imputed Income
Set up specialized non-qualified dependent health plans, if necessary. For life coverage, employees will enroll non-qualified dependents in Dependent Life plans, but the system will process those plans differently when non-qualified dependents are enrolled in them.	Defining Providers and Benefit Plans: Defining Benefit Plans: Setting Up Health Plans for Domestic Partners  Defining Providers and Benefit Plans: Setting Up Life Plans for Domestic Partners
Set up unique flat-rates and calculation rules. Contact your provider for information on rates to use for non-qualified dependent plans.	Establishing Rate Tables and Calculation Rules
Non-qualified dependent health plans have special coverage codes that are pre-defined in the Coverage Code Table. You can use the coverage codes we provide or define new ones.	Building Benefit Programs: Coverage Codes - Coverage Code Tbl Page

Employees can, if they want, enroll both qualified and non-qualified beneficiaries into a dependent life plan. However, when non-qualified beneficiaries are mixed with qualified beneficiaries in a dependent life plan the IRS will tax *all* of the beneficiaries as if they were non-qualified, which means that they will all lose the "2000 or less" *de minimus* fringe benefit.



For more information about the "\$2000 or less" *de minimus* fringe benefit and life benefits for non-qualified beneficiaries, see Working with Imputed Income

### **Adding Cross-Plan Validation Rules to Domestic Partner Plans**

When you design a benefit program that will allow employees to offer health and life benefits to domestic partners and other non-qualified dependents or beneficiaries, the only thing you'll do differently is set up rows for non-qualified dependent health plan types—such as *NQ Medical* and *NQ Vision*. These plans complement the Medical and Vision plan types that are already present in your program. You do this because your employees *must* elect in both an ordinary health plan type to provide health coverage for themselves and their qualified dependents and a complimentary "NQ" health plan type to provide health coverage for their non-qualified dependents.

You can use the Cross-Plan Validation feature to set up a Cross-Plan Type check on your *NQ Medical*, *NQ Vision*, and *NQ Dental* plan types that prevents employees from enrolling in an "NQ" health plan type if they are not enrolled in a regular health plan type.

The screenshot shows the 'Benefit Program' configuration window. At the top, there are tabs for 'Benefit Program', 'Plan Type and Option', and 'Cost'. The 'Benefit Program' tab is active, showing 'Benefit Program: FLX' and 'Effective Date: 01/01/1998'. Below this is the 'Plan Type' section with fields for 'Plan Type' (15), 'DispPlnSeq' (15), 'Event Rules ID' (NGR), and 'Waive Coverage' (Y). It also includes 'Minimum Annual Contribution' and 'Maximum Annual Contribution' both set to 0.00, and checkboxes for 'HIPAA Plan' and 'COBRA Plan'. A 'Load Cross Plan Value' button is present. Below the 'Plan Type' section is a 'Self-Service Configuration' section with an 'Option' tab. The 'Option' section has a 'Cross Plan' sub-tab and a table with the following data:

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Code	Cross Plan Type	Cross Benefit Plan	Coverage Limit (Pct)	Check Dependents
92	O	NGMED	5	NGMED	1	10	MDBC		<input type="checkbox"/>
96	O	NGMED	6	NGMED	2	10	MDBC		<input type="checkbox"/>
97	O	NGMED	7	NGMED	3	10	MDBC		<input type="checkbox"/>
101	W				4				<input type="checkbox"/>

### Setting Up a Non-Qualified Dependent Medical Plan with Cross-Plan Validation Rules

In this example, we've defined a set of non-qualified medical plan options that use Cross-Plan Validation. Each plan option has a *Plan Type 10* prerequisite; an employee wanting to enroll a non-qualified dependent in one of non-qualified medical plan must already be enrolled in a Plan Type 10 benefit plan option. This use of Cross-Plan Validation ensures that during the Benefits Administration election validation process, the system will check to ensure that the employee is enrolled in a Medical plan type before allowing him or her to enroll dependents in the NQ Medical plan type.



## CHAPTER 6

# Handling Canadian Credit Allocations

Canadian organizations can set up benefit programs that provide the most tax-effective allocation of flexible credits available to the employees that subscribe to them. PeopleSoft Benefits Administration enables Canadian employers to set up benefit plans that *automatically* provide the best tax advantage to their employees by allocating flexible credits to those benefits that would be taxable unless paid for by credits. In the following section, we'll walk you through the steps you'll take to set up these variable taxation benefit plans. We'll then show you how you'll use the Credit Allocation Table to:

- Define the process by which your system will allocate flexible credits and associate benefit plan deductions with tax alteration deduction codes to change the tax status of a benefit plan premium.
- Automatically generate a taxable benefit general deduction option during benefits administration processing to accommodate each variable taxation benefit plan.
- Create a credit allocation hierarchy by benefit program, plan type, deduction code, and sequence number.
- Utilize a tax optimization process based upon a hierarchical order that you define.

## Setting Up Variable Taxation Benefit Plans

Under Canadian rules, some common benefit plans have a premium cost tax status under which all employer-paid portions are nontaxable and all employee-paid portions are taxable. We refer to these types of benefit plans as variable taxation plans, because the tax status is dependent upon whether the payer of the premium is the employer or the employee. In this section, we'll show you how to use PeopleSoft Benefits Administration to set up variable taxation benefit plans that will automatically apply the correct tax status during payroll processing.

To set up variable taxation benefit plans for your system:

1. Define your employer-paid flexible credits for each plan type as taxable earnings.
2. Define the premium deductions for each of your variable taxation benefit plans as before-tax deductions.

In this section, we refer to these deductions as variable taxation benefit plan deductions.

3. Create a set of taxable benefit deductions that complement existing (or new) variable taxation benefit plan deductions.

In this section, we refer to these taxable benefit deductions as tax alteration deductions. They will be utilized only when there are insufficient credits to cover the entire premium cost.

4. Set up the variable taxation benefit plan and tax alteration deduction codes.

You'll associate variable taxation benefit plan deductions with the plans to which they correspond.

5. Link your benefit plan deduction codes to your tax alteration deduction codes through the Credit Allocation Table, to prepare them for Benefits Administration and Payroll for North America) processing.

In the topics that follow, we'll summarize how to perform these tasks, step by step. If you need further information on the creation of earnings, deductions, benefit plans, and benefit programs, we'll refer you to the PeopleSoft 8 Payroll for North America PeopleBook documentation.

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## Defining Flexible Credits as Taxable Earnings

If you implement PeopleSoft Benefits Administration and offer employer-paid flexible credits, you'll use the Earnings Table to define your flexible credit earnings code for each plan type.

You'll define the flexible credits as taxable earnings. Complete the fields according to your business practices.



For more information on the setup of benefits earnings and flexible credits, see Organizing Payroll Information for Benefits Administration..

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## Setting Up Deduction Codes

Before you can process plans as variable taxation benefit plans, you must first create deductions for those plans. Each variable taxation benefit plan will need to be associated with two deduction codes:

- A benefit plan deduction with a *Before-Tax* classification, which we will refer to as the *variable taxation benefit plan deduction*.
- A general deduction with a *Taxable Benefit* classification, which we will refer to as the *tax alteration deduction*.



For more information and a detailed explanation of the process by which deduction codes are created and defined for benefit plans, see Defining General Deductions.

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## Creating Benefit Plan Deductions

You'll create variable taxation benefit plan deductions for your variable taxation benefit plans in the same way that you create deductions for your other plans - through PeopleSoft North American Payroll's Deduction Table pages. You'll start by defining codes for the variable taxation benefit plan deductions. Define the variable taxation benefit plan's deduction code with a deduction classification of *Before Tax*.

### Using Deduction Table to Create a Variable Taxation Benefit Plan Deduction



For more information on the deduction table, see [Defining Deductions](#).

## Creating Tax Alteration Deductions

So far, our setup methods haven't diverged that much from the basic benefits setup routine. But to use the variable taxation functionality, in addition to creating benefit plan deductions (as you normally would for any of your plans), you'll also create a set of tax alteration deduction codes.

Tax alteration deduction codes are designed specifically to accommodate the system processing of taxable benefit amounts on an *exception* basis. Tax alteration deductions will automatically be calculated and applied to employees' paycheques, but *only if there are insufficient flexible credits available* to offset the cost of the variable taxation benefit plan premiums.

The tax alteration deductions you create should be easily identifiable as deductions that have been designed for use with variable taxation benefit plans. You can create an individual deduction for each benefit plan or create a single deduction to be used for all plans, depending on your preference. For example: a tax alteration deduction for a dental plan might be given a deduction code of *DENTAX* to identify it as a taxable benefit for dental plan premiums, while a tax alteration deduction code representing all benefit plans might be named *BENTAX*.

### Creating a Tax Alteration Deduction Code for a Dental Plan

Define the tax alteration deduction with a **Deduction Classification** of *Taxable Benefit*. Once you've finished, you'll go to the General Deduction Table to further define your tax alteration deductions.

The screenshot shows the 'Tax Class' configuration screen. At the top, there are tabs for 'Setup', 'Tax Class', 'Tax Effect', 'Process', and 'Schedule'. The 'Tax Class' tab is selected. Below the tabs, the following information is displayed:

- Plan Type:** 00 General Deduction
- Deduction Code:** KUPYAJ Payback Adjustment

Below this is the 'Deduction Information' section, which includes an 'Effective Date' of 01/01/1980. The 'Tax Classifications' section is expanded, showing two panels:

- Deduction Classification:**
  - After-Tax
  - Before-Tax
  - Nontaxable Benefit
  - Nontaxable Btax Benefit
  - Taxable Benefit
  - QC Taxable Benefit
- Canadian Sales Tax:**
  - None
  - Goods and Services Tax
  - Harmonized Sales Tax
  - Provincial Sales Tax
  - Provincial Sales Tax Insurance
  - Provincial Premium Tax

Creating A Tax Alteration General Deduction

### Defining General Deduction Rules for Tax Alteration Deductions

Tax alteration deductions are general deductions. You'll define your general deduction rules with the General Deduction Table. For each deduction you've created that is associated with a company code, you'll need to create a matching entry on the General Deduction Table with a matching deduction code.

From the General Deduction table, you'll be prompted to enter the deduction code for the tax alteration deduction defined through the Deduction Table. The **Deduction Calculation Routine** will default to *Flat Amount*, which is the correct routine for the tax alteration deduction.

To indicate that the tax alteration deduction is a taxable benefit general deduction for use with the Credit Allocation Table, select **Ben Admin Taxable Benefits (Canada)**.

General Deduction Table

**Deduction Code:** KCPYS1 Canada Payroll Savings

---

**General Deduction** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1980

\*Deduction Calculation Routine: Flat Amount

Deduction Rate or %:

Special Accumulator Code:

SetID:

Vendor ID:

Pay Mode:

AP Payment Date Type: Check Date  Separate AP Payment

Loan Processing (Canada)

Ben Admin Taxable Ben (Canada)

Allow update via Emp Self Serv

---

**Amount Per Pay Period** Find | View All First 1 of 1 Last

Flat/Additional Amount:

\*Pay Frequency: D Daily

General Deduction Table



For more information about the General Deduction Table, see Defining General Deductions.

**Associating Variable Taxation Benefit Plans with Benefit Programs**

Variable taxation benefit plans must consist of the following components: flexible credits defined as taxable earnings, variable taxation benefit plan deductions (defined as before-tax deductions), and tax alteration deductions (general deductions defined as taxable benefits).

As part of the setup process, in addition to defining the credits and benefit plans for a benefit program as you normally would, you will also need to associate the tax alteration general deductions with a company. To do this, you'll use the General Deduction Table.

General Deduction Table	
<b>Deduction Code:</b>	KUCRUN Credit Union
<b>General Deduction</b> Find   View All First 1 of 1 Last	
*Effective Date:	01/01/1980
*Deduction Calculation Routine:	Flat Amount
Deduction Rate or %:	
Special Accumulator Code:	
SetID:	
Vendor ID:	
Pay Mode:	
AP Payment Date Type:	Check Date
	<input type="checkbox"/> Loan Processing (Canada)
	<input type="checkbox"/> Ben Admin Taxable Ben (Canada)
	<input type="checkbox"/> Allow update via Emp Self Serv
	<input type="checkbox"/> Separate AP Payment
<b>Amount Per Pay Period</b> Find   View All First 1 of 1 Last	
Flat/Additional Amount:	
*Pay Frequency:	D Daily

Linking Tax Alteration General Deductions with a Benefit Program

## Setting Up The Credit Allocation Table

You'll use the Credit Allocation Table to:

- Identify your variable taxation benefit plans
- Associate variable taxation benefit plan deductions with their corresponding tax alteration deductions.
- Create a credit allocation hierarchy that the system will use to prioritize the allocation sequence of credits to your employees' benefit plans.

---

### Credit Allocation Tbl Page

Usage	Use the Credit Allocation Table to enter credit allocation hierarchy records to assign the priority sequence order of the allocation of flexible credits to benefit plans and to link benefit plan deduction codes with their corresponding tax alteration deduction codes.
Object Name	CAN_BA_HIER_TBL
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Credit Allocation Tbl (Can), Canadian Benefits Hierarchy</b>
Prerequisites	Set up plan types, deduction codes, and tax alteration deduction code.
Access Requirements	Enter the benefit program ID.

Canadian Benefits Hierarchy				
Credit Allocation Table				
Benefit Program: CAN		Effective Date: 01/01/1998		
Tax Application Hierarchy				
*Seq No.	*Plan Type	*Deduction Code		Tax Alteration Deduction Code
1	Flex Spending Health	HCCAN	Health Care CAN Spending Acct	
2	Retirement Counselir	RCCAN	Retirement Counseling CANADA	
3	Dental	DENTAL	Dental Plan	DENTAX
4	Major Medical	MMAJOR	Major Medical	EHBTAX
5	AD/D	AD/D	AD/D Deduction	ADDTAX

Canadian Benefits Hierarchy page

**Seq No.** (sequence number)

The system’s tax optimization feature will assess the credit usage of the deductions in the order they are listed in this table. Use the **Seq No.** to order the credit allocation records.

In the example we’ve provided, credits will be applied first to the variable taxation **Plan Type Dental**, second to the variable taxation **Plan Type Medical/Dental**, third to the variable taxation **Plan Type AD/D**, and so on. If there are insufficient credit earnings available during payroll processing to cover the entire premium costs of the **Dental, Medical/Dental, or AD/D Plan Types**, taxable benefit deduction amounts will automatically be processed for the amounts of the shortages, using the applicable **Tax Alteration Deduction Code**.

**Plan Type**

Select a plan type.

**Deduction Code**

Enter a deduction code associated with that plan type. The deduction code that you enter will be one of the before-tax benefit plan deduction codes that you defined earlier.

**Tax Alteration Deduction Code**

Assign the appropriate **Tax Alteration Deduction Code**. The **Tax Alteration Deduction Code** refers to the taxable benefit general deduction that you defined earlier on Deduction Table and the General Deduction Table. The system will use this deduction to calculate taxable benefit amounts when there are insufficient credits available to cover the cost of the benefit plan premiums.

## Benefits Administration and Variable Taxation Benefit Plans

When you run the Open Enrollment process, the system will create a taxable benefit General Deduction Data record for each individual tax alteration deduction code specified on the Credit Allocation Table. It will do this for each employee assigned to the benefit program for which the Open Enrollment has been run. You can review this information on the General Deduction Data page in the Maintain Payroll Data (CAN) component.

- The deduction code reflects the tax alteration deduction code defined on the Credit

### Allocation Table.

- The effective date will correspond with the period begin date on the Open Enrollment Definition page.
- The deduction calculation routine will be set to *Flat Amount* as defined on the General Deduction Table.

There are no amounts specified on this record. This record exists solely to facilitate the payroll processing of taxable benefit deduction amounts to the paysheets only in the event that sufficient credit earnings are not available to cover the entire cost of variable taxation benefit plans.

General Deduction Data	
Davies,Craig R	ID: KC0021
Company: GBI Global Business Institute	
General Deduction <span style="float:right">Find   View All First 1 of 4 Last</span>	
*Deduction Code: KCAGRN <input type="text"/> Garnishment <span style="float:right">+ -</span>	
Deduction Details <span style="float:right">Find   View All First 1 of 1 Last</span>	
*Effective Date: 04/05/1999 <input type="text"/>	Take on all Paygroups <input type="checkbox"/> <span style="float:right">+ -</span>
*Deduction Calculation Routine: Default to Deduction Table <input type="text"/>	
Deduction End Date: <input type="text"/>	Deduction Rate or %: <input type="text"/>
Loan Interest %: <input type="text"/>	Flat/Addl Amount: <input type="text"/>
Goal Amount: <input type="text"/>	Current Goal Balance: <input type="text"/>
Ded. stopped by Self Serv User <input checked="" type="checkbox"/>	
This data was last updated by Online Opr on 05/18/2000	

Taxable Benefit Record in General Deduction Data

## Payroll Calculations and Variable Taxation Benefit Plans

The system will perform the following actions through the payroll calculation processes:

- Pay flexible credit earnings amounts.
- Calculate and apply benefit plan premiums.
- Determine whether or not there are sufficient credits available to cover the entire cost of variable taxation benefit premiums.
- Calculate taxable benefit deduction amounts, only if sufficient credits are not available to cover the entire premium costs. The amount of the deduction will represent the portion of the premium that is not covered by credit earnings.
- Some benefit deductions are subject to sales tax (GST, HST, PST, PSTI, or PPT) and can be defined on the deduction table.



For more information on the Deduction Table component, see Defining Deductions in your PeopleSoft Payroll for North America documentation. If your benefit deduction is paid for by credits and also attracts sales tax, the sales tax amount for that deduction will be included when calculating the amount of credits used.

- In addition, you can choose to define sales tax to be calculated on the tax alteration deduction generated if there are insufficient credits. Again, you would define this through the Deduction Table component as indicated in step five.

Taxable benefit deduction amounts will be calculated and applied to employees' paycheques with the tax alteration deduction codes, during the payroll calculation process. You can review paycheque deduction information on the Paycheque Deduction page in the Manage Payroll Process Canada components.

Paycheque Earnings		Paycheque Taxes		Paycheque Deductions				
<b>Company:</b>	VNB	<b>Pay Group:</b>	BW	<b>Pay Period End:</b>	02/05/1994	<b>Page:</b>	3	
<b>EmplID:</b>	8786	<b>Name:</b>	Smith,Daphne	<b>Line:</b>			3	
Confirmed	Check	<input type="checkbox"/>	Off Cycle ?	<input type="checkbox"/>	Reprint	<input type="checkbox"/>	Adjustment	
				<b>Sep Chk #:</b>				
<b>Cheque#</b>	<b>Issue Date</b>	<b>Earnings</b>	<b>Taxes</b>	<b>Deductions</b>	<b>Net Pay</b>			
300207	02/09/1994	1,030.72	55.28	69.25	906.19			
<b>Deductions</b>							<a href="#">Find</a>   <a href="#">View All</a>	First <input type="button" value="4"/> 1-3 of 4 <input type="button" value="Last"/>
Plan	Code	Class	Ben Rcd# Type	Amount	Amt Not Taken/ Calculated Base	Payback Amt/ Refund Amt	A/P Stat	
Major Medical Deduction			0	69.23				
MAJMED	MMAJOR	After-Tax	Med/Den					
Life After-tax Deduction			0	7.98				
LIFBAS	LIFEA	Nontaxable	Life		54,000.00			
Life After-tax Deduction			0	4.28				
LIFBAS	LIFEA	Taxable	Life		54,000.00			
<b>Garnishments</b>								
<b>Net Pay Distribution</b>								

Paycheque Deductions page



For more information on PeopleSoft Payroll processes, see your PeopleSoft 8 Payroll for North America PeopleBook documentation.



# Preparing for Open Enrollment and Event Maintenance

Whether your organization has a workforce of 500 or 50,000, the task of tracking employee benefits eligibility and enrolling them into their elected benefit programs and plans can be a challenging undertaking. At least once a year, you'll set up an open enrollment period for your current and new employees, so they can have an opportunity to review their elections and change them. At other times during the year, your employees' benefits eligibility will change due to events in their personal and work lives, and you will have to manage those situations by informing them of the eligibility change and processing their new elections.

PeopleSoft Benefits Administration removes the toil and strife from the task of tracking, managing, and solving employee benefits eligibility issues. You'll use the two aspects of our Benefits Administration process—Open Enrollment and Event Maintenance—to determine changes in benefits eligibility, notify employees of their current benefits choices, validate their elections, and enroll employees in new benefits and programs as appropriate. You'll find that the Benefits Administration process will enable you to follow through the various stages of Open Enrollment and Event Maintenance with speed, ease, and a maximum of accuracy. We've even designed our Benefits Administration system so that errors, when they occur will be easy to locate and fix.

But before you can run the Benefits Administration process, you'll need to perform a number of actions to prepare for them. To begin with, you'll need to build the architecture of your PeopleSoft Benefits Administration system by setting up appropriate eligibility rules, event rules, and benefit programs as we've described in the previous sections of this PeopleBook. Once you've completed that stage, you'll be ready to prepare the system to actually run Open Enrollment and Event Maintenance for your workforce.

In this section, we'll show you how to prepare your system for Open Enrollment and Event Maintenance. Before running either aspect of the Benefits Administration process, you'll create pay calendars, run the Base Benefits audit, define benefits administration processing groups, and create Benefits Administration processing schedules. And if you are preparing to process Open Enrollment, you'll also need to define the open enrollment ID.

## Overview of the Benefits Administration Preparation Process

In the following chart, we outline the steps you'll need to follow to prepare your system for open enrollment and event maintenance processing. Keep in mind that you should only follow these steps after you have designed your eligibility and event rules and created your benefit programs.

## Preparing for Benefits Administration (Open Enrollment and Event Maintenance): Step by Step

<b>Step</b>	<b>Purpose</b>	<b>Go To</b>
Double-check benefit program setup	Look over the benefit programs that you'll be enrolling employees into. Check to see that your event rules and eligibility rules are configured as well.	Building Automated Benefit Programs Setting Up Eligibility Rules Creating Event Rules
Build pay calendars	Build pay calendars for the new plan year.	Building Pay Calendars (If needed)
Run the base benefit audit	Ensure that benefit information is accurate.	BEN733 Base Benefit Audit
Define PeopleSoft Benefits Administration group IDs	Determine which groups of participants are processed by a particular Open Enrollment or Event Maintenance schedule.	Identifying Benefits Administration Groups
Define open enrollment IDs and/or snapshot IDs (only used for open enrollment and snapshot processing).	Identify the benefit program and plan types to be included in open enrollment or snapshot processing.	Defining Open Enrollment and Snapshot IDs (use if defining Open Enrollment process) Setting Up A Snapshot ID (use if defining Snapshot process)
Create schedules for PeopleSoft Benefits Administration processes.	Define schedules for your Open Enrollment and Event Maintenance processes and associate a group ID and/or a company with each one to define the groups of employees they will process.  If you are defining an Open Enrollment or a Snapshot process, you'll also associate an appropriate open enrollment ID or snapshot ID to the processing schedule.	Establishing a Processing Schedule

## Reviewing Your Benefit Program Architecture

You can save time troubleshooting your system later on if you double-check your system for setup errors now. After you've finished building or updating your benefit program(s), take day or two off from them. When you return to them, you may have a fresh perspective that will enable you to catch errors in your benefit system setup before they trouble you during open enrollment or event maintenance processing.

During your review, make sure you check the design of your benefit program(s), along with the setup for all of the related benefit plans, event rules, and eligibility rules.



Although this step is especially important when you are starting out with PeopleSoft Benefits Administration, or when you've updated the architecture of your benefits system, it's a good idea to follow it whenever you are preparing to run a Benefits Administration process.

## Building Pay Calendars

PeopleSoft Payroll uses a pay calendar to determine when employees are paid. If your organization has produced a payroll, you've already set up a table with pay calendar information because payroll can't work without it. That information is for the current year.

Before starting Open Enrollment, pay calendars must be set up for the new plan year for each pay group to be included. And if you're planning on running Event Maintenance, you should make sure pay calendars are set up for the period during which events will be processed.

PeopleSoft Benefits Administration needs the information to calculate flexible credits and benefit costs by participant pay frequency. Benefits Administration also uses the pay calendars to calculate coverage and deduction begin and end dates.

Pay Calendars are built by using the Process Scheduler.



For more information on the use of the Process Scheduler, see Working with Processes and Reports. For more information about the creation of pay calendars, see Using Calendars

## Running the Base Benefits Audit

You use this audit during implementation, before you enroll participants, and periodically during the plan year at the appropriate time. The purpose is to catch errors that would otherwise show up when you try to process enrollments or changes.

If you take a minute to look through the audit, you'll see why it's important to audit your data and make corrections before you process enrollments.

Here are the audits that the Base Benefit audit performs and their corrective actions. You perform these audits regardless of whether you use PeopleSoft Human Resources Base Benefits or PeopleSoft Benefits Administration to enroll participants.

<b>PeopleSoft Base Benefits Audit</b>	<b>Audit Functions</b>	<b>Corrective Actions</b>
Benefit Tables	Identifies vacation plans on the Benefit/Deduction Program Table with an associated calculation rules code where rounding rules are defined on the Calculation Rules Table.	Set up the Calculation Rules Table information without rounding rules.

	Identifies health plans on the Benefit/Deduction Program Table with rate per unit not set to <i>None</i> on the Flat Rate Table.	Correct the information on the Flat Rate Table.
Employee Data	Identifies employees with personal data but with no employment data.	Enter employee employment data.
	Identifies employees with personal and employment data but with no job data.	Enter employee job data.
	Identifies employees with birth dates less than or equal to 16 years from the current date.	Verify that employee should be 16 years old or less or correct the error, probably an incorrectly entered birth date.
Enrollment Data	Identifies participants with a nonstandard dependent—not a spouse, son, daughter, father, or mother—enrolled in standard health benefits.	Verify that the person should be a dependent or correct the error.
	Identifies participants that: work in the same company as their dependent(s), elect the same health coverage in the same plan type as their dependent(s), and cover the health benefits of their dependent(s). For the system to make this check you must enter both SSNs—on employee personal data and on dependent data.	Verify that the enrollments are correct or correct the error.
	Identifies participants with dependents enrolled in health benefits where the dependent is older than 25 (or older than 19 and not a student), not a spouse, and not handicapped. In other words, the audit identifies persons who typically are not dependents.	Correct the dependent information.

## Identifying Benefits Administration Groups

You can use benefits administration groups to control which groups of participants are processed when you run a specific Open Enrollment or Event Maintenance schedule. With benefits administration groups, you can place your entire participant population into a single

benefits group, or you can process specific groups of participants. You can only associate one benefits administration group with a scheduled Benefits Administration process.

Benefits administration groups are not required for the operation of Benefits Administration processes, but they are helpful. When you use them, you'll have more control over how you manage open enrollment and event maintenance for your workforce. For example, you could use benefits administration groups to decentralize your benefits administration processing by setting up separate Open Enrollment schedules for different companies or regional offices.

If you divide your participant population into benefits administration groups, you'll have more control over processing—you won't have to process all benefits groups at the same time—you could even decentralize processing by assigning different BAS group IDs for different locations.

There are three steps involved in the identification of benefits administration processing groups:

1. Defining the group's unique BAS group ID through the Group ID table.
2. Assigning participants to the group through the Job Data - Benefit Program Participation page.
3. Assigning the group to a specific Benefits Administration processing schedule.



For more information about apply the benefits administration group IDs to Benefits Administration processing schedules on the Schedule Table and defining Open Enrollment and Event Maintenance schedules with this table, see the topic Establishing a Processing Schedule, later in this section.

---

### BenAdmin Group ID Table page

Usage	You'll use the Group ID Table to define BAS group IDs.
Object Name	BAS_GROUP
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Group ID Table, BenAdmin Group ID Table</b>
Access Requirements	Enter the BAS group ID.

BenAdmin Group ID Table

**BAS Group ID:** FLX

---

**\*Description:** USA Automated Benefits Plan

**Short Description:** USA Flex

BenAdmin Group ID Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description** and **Short Description**.

**Assigning Participants to a Benefits Group**

Usage	You use the Benefit Program Participation page to assign participants to a benefits group.
Navigation	<b>Administer Workforce, Administer Workforce (GBL), Use, Job Data</b>
Access Requirements	Click <b>Benefit Program Participation</b> from the Job Data – Compensation page.

Benefit Program Participation

Espinosa, Carmichael Employee ID: KU0015 Empl Rcd#: 0

---

**Benefit Record Number:** 0 **Deductions Taken:** Deduction **Deduction Subset ID:**

**Benefit Eligibility** View All First 1 of 1 Last

**Effective Date:** 11/02/1980 **Effective Sequence:** 0 **Job Indicator:** Primary Job

**Action / Reason:** Hire Current

**\*Benefits System:** Benefits Administration **Benefits Employee Status:** Active

**BAS Group ID:** KU1 Basic US BAS Group

**Elig Fld 1:**  **Elig Fld 2:**  **Elig Fld 3:**

**Elig Fld 4:**  **Elig Fld 5:**  **Elig Fld 6:**

**Elig Fld 7:**  **Elig Fld 8:**  **Elig Fld 9:**

---

**Benefit Program Participation** View All First 1 of 1 Last

**\*Effective Date:** 11/02/1980 **\*Benefit Program:** KU1 GBI Master US Benefit Program **Currency Code:** USD

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Benefit Program Participation page

To assign a participant to a benefits group, enter the appropriate ID in the BAS Group ID field. Later, when you want to process benefits for an employee within a specific BAS group, you'll enter the BAS group ID in the Open Enrollment or Event Maintenance processing schedule and then run the Benefits Administration process for that schedule.

## USF Assigning Participants to a Benefits Group

Usage	You use the Benefits/FEHB Data page to assign participants to a benefits group
Navigation	<b>Administer Workforce, Administer Workforce (USF), Use, HR Processing</b>
Access Requirements	Click Benefits/FEHB from the HR Processing – Job page.

The screenshot shows the 'Benefits/FEHB Data' page with the following sections:

- Benefits Control:**
  - Benefits Employee Status: Active
  - BAS Group ID: [BAS] [Search]
  - Benefit Program: [F02] [Search] Federal Base Benefits Program
- FEHB Eligibility:**
  - Permanent
  - Continuing Coverage
  - Temporary Appointment > 1 yr
  - Temp Appt < 1yr + FedSvc > 1yr
  - Not Eligible
- FEHB Date:**
  - FEHB Date: [ ]
- Eligibility:**
  - Elig Fld 1: [ ]
  - Elig Fld 2: [ ]
  - Elig Fld 3: [ ]
  - Elig Fld 4: [ ]
  - Elig Fld 5: [ ]
  - Elig Fld 6: [ ]
  - Elig Fld 7: [ ]
  - Elig Fld 8: [ ]
  - Elig Fld 9: [ ]
- Benefits System:**
  - Benefits System: [Base Benefits] [v]

Job Data – Benefits/FEHB Data page

## Defining Open Enrollment and Snapshot IDs

As you may recall, when you define event rules for your benefit system, you always need to define one Open Enrollment (*OE*) event rule for your benefit program. The system uses the Open Enrollment event rule to process employees through Open Enrollment and give them their reenrollment opportunities at the end of the year, midyear, or whenever you happen to run Open Enrollment for your organization.

The coordination of open enrollments by open enrollment IDs is part of the structure that allows the PeopleSoft Benefits Administration system to classify open enrollment as an event. You'll associate the open enrollment IDs you define with an Open Enrollment processing schedule; every employee associated with that processing schedule (through a group ID) will be processed according to the associated OE event rule, resulting in their being given the opportunity to reenroll or change their benefit elections.

The fact that all employees undergoing open enrollment are processed according to the rules for the open enrollment event is one of the primary differences between the Open Enrollment and Event Maintenance processes. In Event Maintenance, employees will only undergo event rule processing for the unprocessed events that are associated with them. Employees that have no unprocessed events will not be affected by Event Maintenance.

For users just going live with PeopleSoft Benefits Administration: If you're just starting out with Benefits Administration, you'll want to set up a snapshot ID through the Snapshot Definition page. You'll run the Snapshot process only once, when you're going live with Benefits Administration, and only if you aren't planning to run Open Enrollment as your first Benefits Administration process when you go live. The Snapshot process establishes a "starting picture" of your employee's eligibility, which you'll need to properly process Event Maintenance later.



For more information about the Snapshot process and setting up a snapshot ID, see [Setting Up A Snapshot ID](#) that appears later in this section.

## Open Enrollment Definitions Page

Usage	Use the Open Enrollment Definitions page to set up the parameters of the open enrollment.
Object Name	BAS_OE_DEFINITION
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Open Enrollment Definition, Open Enrollment Definition</b>
Access Requirements	Enter the ID for the open enrollment definition.

Open Enrollment Definition

OE Defn ID: KU99

\*Period Begin Date: 01/01/1999      \*Period End Date: 12/31/1999

\*Description: US Open Enrollment 1999      Short Description: US OE1999

Self-Service Configuration

Enrollment Begin Date:      Enrollment End Date:

Benefit Programs      Find | View All      First 1 of 1 Last

*Benefit Program	Description
KU1	GBI Master US Benefit Program

### Open Enrollment Definition page

Indicate the **Open Enrollment Definition ID**, the **Period Begin Date**, and the **Period End Date**. The **Period Begin Date** should equal the first day that coverage becomes effective for this Open Enrollment (or Snapshot) process. The **Period End Date** defines the end of the plan year and is for information purposes only.

When establishing an open enrollment ID, it is not possible to specify plan types associated with a particular benefit program.

### Self-Service Configuration

The **Enrollment Begin Date** is the actual date open enrollment begins and the **Enrollment End Date** is the date on which open enrollment closes.

## Benefit Programs

Enter each **Benefit Program** that will be processed during the open enrollment cycle. The system will assume that all plan types are eligible for the program.

---

## USF Defining Multiple, Concurrent Open Enrollment IDs

With PeopleSoft Benefits Administration for the Federal Government, you define open enrollment for each scheduled open season benefits solicitation period offered to your employees. When open seasons for different benefit plan types overlap, you set up the system to run their corresponding Open Enrollments concurrently with each other.

The coordination of open enrollments by open enrollment IDs is part of the structure that allows the system to classify Open Enrollment as an event. Having Open Enrollment treated by the system as an event simplifies integration of Open Enrollment with Event Maintenance. With this integration of Open Enrollment and Event Maintenance, open enrollments (reenrollments) for programs and plan types can be processed on a flexible schedule.

For example, the TSP Open Season has a benefits solicitation period that extends past the point that elections become effective, which means that employees can make elections after the start date. When this occurs, the employee's election becomes effective with the next pay period and the employee is not retro-enrolled back to the normal start date. On the Open Enrollment Definition page you can set up open enrollment schedules with open season end dates that extend past the period begin date.

## Setting Up Floating Event Dates for TSP Open Seasons

You define the floating event date that marks the start of the solicitation period for a TSP Open Season with the Open Season Begin Date and Open Season End Date fields, which should correspond to the actual begin and end dates of the open season for the open enrollment ID. The open season begin date is used mainly for documentation purposes and does not come into play during any system processing. The open season end date, on the other hand, is used as an upper boundary when determining the effective dates for coverage and deductions.



The floating event date takes the place of the normal event date in the calculation of coverage begin dates for TSP Open Season events and when the system is getting the current elections from the base benefit tables. The system defines this event date either by the elect date you enter in the Data Entry - Option Election page or the system date. See the chart below for more information on how this works.

During open enrollment processing, the system calculates the floating event date according to the following rules:

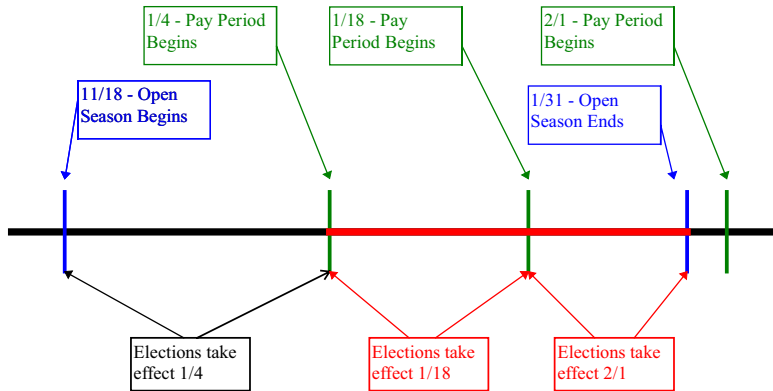
<i>Open Season Processing Setup</i>	<i>Floating Event Date Outcome</i>
System date or elect date is less than the period begin date	Floating event date is the period begin date.
System date or elect date is greater than the open season end date	Floating event date is the open season end date.

<b>Open Season Processing Setup</b>	<b>Floating Event Date Outcome</b>
System date or elect date is between the period begin start date and open season end date	Floating event date is the first day of the next pay period.
You are in the final run of open enrollment (the Finalize/Apply Defaults check box on the Open Enrollment Run Control is turned on)	Floating event date is the open season end date.

The system uses the elect date on the Data Entry - Option Election page instead of the system date if the event is in Elections Entered or later status. The Elect Date field only appears on the Data Entry - Option Election page for Open Enrollment events. The Elect Date field is used to enter the date that employees return elections.

**Floating Event Dates: An Example**

As an example, let's assume that the first pay period of the new year starts January 4 (the elections start with the first pay period of the new year). The open season solicitation period runs from November 18 to January 31.



When open season begins, the system uses the period begin date, January 1, as the floating event date and gets current coverage as of 1/1. Here are the results of elections received between or by certain dates:

<b>If elections are received...</b>	<b>...the Event Date is...</b>	<b>...and coverage starts...</b>
Between November 18 and January 1	January 1 (the period begin date)	January 4.
On January 4.	The date elections are received (the system date)	January 4.
Between January 5 and January 18	The date elections are received (the system date)	January 18, the second full pay period.

Between January 19 and January 31	The date elections are received (the system date)	February 1, the third full pay period.
After January 31	January 31 (the open season end date)	February 1, the start of the last full pay period.

In this example, when the user finalizes open season, the system uses January 31 as the floating event date. Coverage starts for any remaining employees effective February 1.

### Defining Multiple, Concurrent Open Enrollments

The Event Classification field on the Open Enrollment Definition Table is used to associate the open enrollment ID with an Open Enrollment event classification that has been defined specifically for a particular open season. This allows you to set up open enrollments for plan-specific open seasons that you can then run concurrently with each other if the need arises. Concurrent open enrollment periods have overlapping begin and end dates.



For more information on defining event classifications and open enrollment definitions and setting up multiple, concurrent open enrollments, see [Creating Event Rules](#).

### Setting Up A Snapshot ID

To set up a snapshot ID, you'll use the Snapshot Definition page, which operates in a fashion identical to that of the Open Enrollment Definition page.

You'll use the snapshot ID to set the system up to run the Snapshot process, which is used only once before going live with PeopleSoft Benefits Administration, to take a snapshot of the current benefits eligibility of your employees. You do not need to run the Snapshot process if you are planning to go live with a run of the Open Enrollment process, but it is essential if you plan to go live with an Event Maintenance run.



For more information about the Snapshot process, please refer to the topic on snapshot processing in [PeopleSoft Base Benefits Business Processes](#).

The snapshot definition ID is linked to the Snapshot event rule (or SNP event rule) in the same way that the open enrollment definition ID is linked to the Open Enrollment event rule. When you process an employee through the Snapshot process, the SNP event is triggered for that employee, just as OE events are automatically triggered for employees going through an open enrollment.

### BenAdmin Snapshot Definition Page


Usage	You'll use the snapshot ID to set the system up to run the Snapshot process.
Object Name	BAS_SNAP_DEFINITN

Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Snapshot Definition, BenAdmin Snapshot Definition</b>
Access Requirements	Enter the ID for the snapshot process.

BenAdmin Snapshot Definition

**Snap Defn ID:** SNPU

---



**\*Period Begin Date:** 04/01/1998 

**\*Description:** Snapshot for USA Benefits

**Short Description:** Snap USA

**Validate Current Elections**    **Calculate Option Prices**    **Allow Finalization**

**Benefit Programs**   Find | View All   First ◀ 1 of 1 ▶ Last

*Benefit Program	Description
FLX	Flexible Automated Benefit Pln  

### BenAdmin Snapshot Definition page

In **Period Begin Date**, enter the starting date for the snapshot. The system will use this date as an "as of" date for gathering employee information and benefit definitions. In **Description**, and **Short Description**, enter descriptive information for the snapshot ID.

Select **Validate Current Elections** if, during snapshot processing, the system should read in the employees' current elections from the Base Benefit tables and check to see if the employees are eligible for their elected options. The system writes an error message any time it finds an employee ineligible for one of their current elections.

Select **Calculate Option Prices** if you want the system to calculate of the prices and credits for benefit plan options. The system writes the results to the BAS\_PARTIC\_COST table, just like for any other event. If **Calculate Option Prices** is *cleared*, the system will *bypass* price and credit calculation for all employees.

Select **Allow Finalize** to make the Snapshot process behave exactly like Open Enrollment. The events will stop at a "prepared" state rather than immediately finalizing. You can use the Data Entry page group for last minute corrections and changes. When you finalize the snapshot, the system will update the Base Benefit tables appropriately.



Snapshot will work fastest if **Validate Current Elections**, **Calculate Option Prices**, and **Allow Finalize** are *cleared*. Since running Snapshot with **Allow Finalize** selected is just like running Open Enrollment, you might wonder why you would not just run Open Enrollment. The truth is that you *can* just run the Open Enrollment process and get the same results. But you might want to use the Snapshot process anyway when going live with PeopleSoft Benefits Administration to avoid changing Open Enrollment event rules. For a snapshot run you probably do not want to have proof levels set and you want the default to always be the current election. This might not always be the case with Open Enrollment. Using Snapshot allows you to keep your rules separate.

In the **Benefit Programs** group box, enter the benefit programs that will participate in the Snapshot process. In most cases, you will want to include all of your benefit programs.

## Establishing a Processing Schedule

All Benefits Administration processes are grouped and identified by schedules. This includes the Run Control process, enrollment statements, data entry, and confirmation statements.

You will need to define at least one schedule for Open Enrollment and another for Event Maintenance. Typically, you will define only one schedule for Open Enrollment, although you might set up more Open Enrollment schedules to enhance system performance or to split up processing by location, regulatory region, or a similar differentiator.

### BenAdmin Schedule Table Page

Usage	Use the Schedule Table to control your processing schedule—whomever is processed during the run and how they are processed
Object Name	BAS_SCHEDULE
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Schedule Table, BenAdmin Schedule Table</b>
Access Requirements	Enter the schedule ID.

BenAdmin Schedule Table

**Schedule ID:** KUEM

---

**\*Description:**

**Short Description:**

**\*Ben Admin Type:**

**Company:**

**BAS Group ID:**   Basic US BAS Group  Available through Self Service

**Open Enrollment Only**

**Open Enrollment Definition ID:**

**Open Enrollment Status Flag:** U Unprocessed

**Snapshot Only**

**Snapshot Definition ID:**

**Snapshot Status Flag:** U Unprocessed

#### Ben Admin Schedule Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description, Short Description, and Company.**

For the **Benefits Administration Type**, you can select *Open Enrollment*, *Event Maintenance*, or *Snapshot*, depending on the type of benefits administration process this schedule is for. Specify the appropriate **Company** and/or **BAS Group ID**. If the **Company** field is left blank, all companies will qualify. If the **BAS Group ID** is blank, all benefits groups will qualify.



If you are using the PeopleSoft Benefits Administration for U.S. Federal Government product and this is for an open season period, the **Schedule ID** should match the **Open Enrollment Definition ID** for that open season period.

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Select **Available Through Self Service** if employees will be allowed to enter elections for this Benefits Administration process through the PeopleSoft eBenefits application. If **Available Through Self Service** is *cleared*, benefits administrators will have to update the employee elections resulting from this process through the Data Entry pages.

In the **Open Enrollment Only** group box, you can enter the **Open Enrollment Definition ID** that you've defined, if this is to be an Open Enrollment processing schedule. The **Open Enrollment Status Flag** displays the current processing status of the Open Enrollment process represented by the **Open Enrollment Definition ID**.

In the **Snapshot Only** group box, you can enter the **Snapshot Definition ID** you've defined, if this is to be a Snapshot processing schedule. The **Snapshot Status Flag** displays the current processing status of the Snapshot process represented by the **Snapshot Definition ID**.

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For more information about defining open enrollment definition IDs and snapshot definition IDs, see Defining Open Enrollment and Snapshot IDs, appearing earlier in this section.

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## CHAPTER 8

# Understanding the Benefits Administration Process

In this section, we'll describe how the Benefits Administration process works, provide step-by-step instruction on how to run Open Enrollment and Event Maintenance, and explain exactly how the two processes differ at a technical level.

We assume that you have already set up benefit programs that will work in a benefits administration system, and that you have prepared your system for benefits administration processing. If you have not defined your PeopleSoft Benefits Administration benefit programs, plans, eligibility rules, event rules, flexible credits, and Benefits Administration processing schedules.

## Overview of Open Enrollment and Event Maintenance

The Benefits Administration process can be used to perform both Open Enrollment and Event Maintenance for your organization. In this section, we'll sketch out for you the basic concepts behind Open Enrollment and Event Maintenance. We'll also discuss the Snapshot procedure, which operates in a fashion quite similar to Open Enrollment but is only used once, when you first install your PeopleSoft Benefits Administration system.

Both Open Enrollment and Event Maintenance involve a similar cycle of procedures:

- Determination of participant benefits eligibility.
- Calculation of benefit costs and flexible credits.
- Creation and delivery of participant enrollment forms.
- Data entry of participant election choices.
- Validation of employee elections.
- Viewing and analyzing processing, enrollment, and election data.
- Loading elections to the database.
- Creation and delivery of election confirmation forms.



For more information about how the Benefits Administration process works for Open Enrollment, Event Maintenance, and the Snapshot procedure, see the topic Overview of the Benefits Administration Process, later in this section.

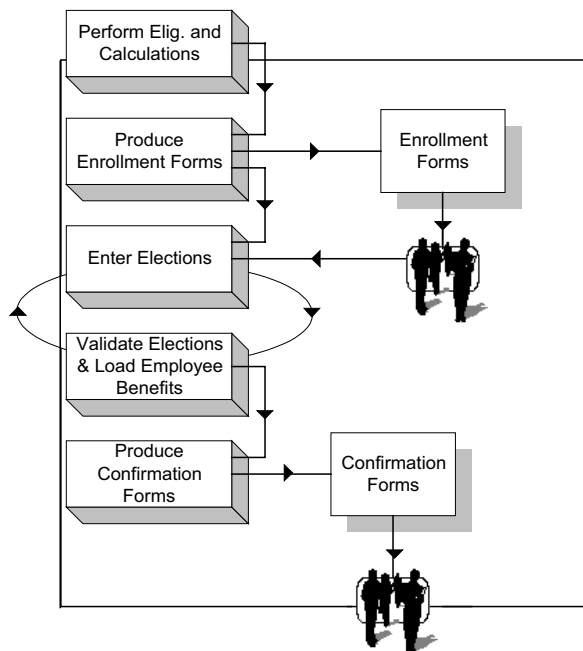
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## Using Open Enrollment

The Open Enrollment aspect of the Benefits Administration process is generally used for annual or midyear benefits reenrollment and the enrollment of new hires. Typically, most organizations would run an Open Enrollment process in the last quarter of the current year for the next plan year.

The Open Enrollment process begins by determining the choices available to participants. For each participant, PeopleSoft Benefits Administration identifies all benefit options each participant is eligible for, including associated prices and flexible credits. It also identifies default enrollments for participants, such as new hires, who have no current elections, but who are eligible for a benefit program.

Elections are loaded as they are successfully validated or at the point of finalizing Open Enrollment. With reprocessing at the participant level, participant elections can be rolled back, updated, and reloaded. The process for the group ends when Open Enrollment is finalized—during the final load of elections for participants in the Open Enrollment schedule.



For example, the company Continental Commerce and Banking (CCB) has a flexible benefits program that includes cafeteria-style plans, credits, and flexible spending accounts. Susan Andrews, the benefits manager, schedules open enrollment to begin on October 1 of the current year for the next plan year. When she runs Open Enrollment, the system uses eligibility rules to determine what the employees can have, calculates prices and credits for their coverage options, and prepares enrollment statements, which Susan sends to the participants by October 15. The enrollment statements display the election options, prices, and credits that the employees can choose.

Once participants start returning their enrollment statements with their elections, Susan and her staff enter, validate, and load them during November and December. During this time, they also review any problems with participant elections and make sure that all election data is valid. Once they've finalized participant elections, they send out confirmation statements to those participants to confirm their choices. CCB finalizes elections by mid-December—prior to the first payroll of the new year, when the new benefit deductions will be taken. Finally, Susan verifies the load and prepares carrier interface data.

## Using Event Maintenance

The Event Maintenance cycle is similar to Open Enrollment. However, you'll schedule Event Maintenance to process changes during the plan year, at intervals based on your operational requirements. For example, you might perform Event Maintenance every day, twice a week, or three times a month—whatever arrangement you think is necessary to properly react to changes in employee eligibility, process new hires, and update payroll benefit deductions.

Event Maintenance identifies participant events that have occurred since the last run of the process that may (or may not) change the benefits eligibility of the participant associated with the event. These events can include family status events (such as divorce), job-related information changes (such as changes to pay frequency), passive events (like the reaching of the age of retirement), and the act of being hired or terminated.



For more information on events, event rules, and their definition, see *Creating Event Rules*.

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After Event Maintenance identifies employees who are associated with these events, it determines their current benefits eligibility according to the event and eligibility rules you've defined (defaulting them into new programs or plans as appropriate), and calculates benefit prices and flexible credits for their eligible options.

From this point on, the event maintenance processing flow follows the same track as Open Enrollment. For those participants who are eligible to make new benefits elections, you'll produce enrollment statements. When the enrollment statements are returned, you'll enter the elections into the system by using our data entry page. Then, you'll have the system validate and load your participants' new selections. You'll finish Event Maintenance by having the system produce confirmation statements for fully processed employees and deliver them.

For an example of Event Maintenance at work, let's go back to Susan Andrews. Susan Andrews schedules Event Maintenance for employees twice weekly to determine benefit election options for new hires and for current participants who are associated with unprocessed events. During an average run of Event Maintenance in February of the last plan year, the system determined eligibility and calculated costs and flexible credits for a set of new hires and current participants who had other events associated with them. One of these current participants, for example, triggered a passive event when he reached one year of service, with the result being that he was now eligible for enrollment in 401(k) plan. Another participant moved from the main office in Chicago to the satellite office in Miami, and as a result lost eligibility for the health benefits she was enrolled in but gained eligibility for another set of health benefits.

Susan Andrews reviewed the results of her first run of Event Maintenance for errors and reprocessed participants that had errors. She printed out benefit election forms for the participants with changes to their benefits eligibility and mailed them. As the participants returned the completed enrollment statements, Susan's staff used the Benefits Administration Data Entry pages to enter the participant elections into the system. Once they were entered, Susan ran the Benefits Administration process again to validate the elections, made enrollment corrections, and loaded the elections into the system. After all corrections were made and all data was loaded, Susan's staff prepared and delivered confirmation documents to the participants to give them a updated record of their benefits elections.

## Using the Snapshot Process

The Snapshot process is actually a third aspect of the Benefits Administration process that we don't discuss as often as Open Enrollment and Event Maintenance. It is used *primarily* when you are first installing PeopleSoft Benefits Administration and you are not planning to run Open Enrollment as your first Benefits Administration process.

Before you go live with PeopleSoft Benefits Administration, it is important that you establish within the system a "starting picture" of your employees' current benefits eligibility. If you are planning on going live with open enrollment, the Open Enrollment process will establish this starting picture. But if you are planning to go live with a run of Event Maintenance, you'll need to use the Snapshot process to set up the "starting picture" of your employees' eligibility.

We do this because the Open Enrollment and Snapshot processes evaluate eligibility for your entire workforce, while Event Maintenance only evaluates eligibility for participants who have unprocessed events associated with them. In addition, after certain events occur to participants, Event Maintenance needs to be able to refer to the participants' *past* eligibility to properly define the participants' *new* eligibility, post event. If you do not establish a starting eligibility reference before you first run Event Maintenance, the system will assume that your participants are newly eligible for benefits and will solicit them for elections in all benefits they might be eligible for, almost as if they were all new hires.

The Snapshot process is essentially a trimmed down Open Enrollment process. *In its simplest form*, all it does is compare the employees' current data to the eligibility rules. It then creates a record of which options the participant can have, based on this comparison. The process completes in a single run of the Benefits Administration batch process, and does not calculate costs or change current benefit enrollment information. It assigns all employees a "snapshot" event that it closes with a finalized status at the end of processing.

### Other Uses of the Snapshot

Because the Snapshot process looks at your entire workforce, you can use the snapshot for additional purposes:

- As a final test of your eligibility rule setup.

You can use the Snapshot process to find participants who are considered ineligible for their current benefits. This use of the Snapshot process would occur as a test prior to conversion to PeopleSoft Benefits Administration.

- To establish default coverages and/or credits.

You can use the Snapshot process to set the initial benefit program enrollment or other settings for which the employees' input is unnecessary.

- To perform a final check of cost calculations.

You can randomly select participants and coverages and use the Snapshot process to make sure the system is calculating the correct costs and credits.

We have created extensions to the Snapshot process that will aid you in accomplishing these tasks. You can easily specify which features you want when you define your Snapshot process on the Snapshot Definition page. If you have limited time for your conversion

activity, then you can use these features on a test database and then go to the basic version when you make your actual conversion to PeopleSoft Benefits Administration.

## Overview of the Benefits Administration Process

The act of scheduling and processing a set of participants through Open Enrollment or Event Maintenance can be a complex undertaking because the events you process can follow a variety of different paths as you process them. Some employees will have number of events that require processing, others will have events that don't change their benefits eligibility, and in the case of Open Enrollment, many employees won't be picked up for event processing at all. In addition, you'll run into situations where events process erroneously, which means that you'll want to reprocess them until you get the right result.

For example, when you run Event Maintenance, you could have an employee who has two events waiting to be processed: an address change from two weeks ago and a divorce that occurred a month ago. The Benefits Administration process will assign both events to a schedule and a program, but it can only process one event at a time for a particular participant, so it will close the newer one (the address change) and start moving the older event (the divorce) through the process.

From there, you'll process the address change from option preparation to election validation and employee confirmation. At many of these stages, processing errors can occur that you will want to correct.

It's important to keep in mind that what the Benefits Administration process really does is process *events*, not *participants*. This is because at any given time, a participant may be associated with several unprocessed events that are of different event classes and/or which occurred on different event dates. During a particular run of the Benefits Administration process, the system uses a set of rules to decide which event to process first and then processes that event from scheduling to finalization before continuing with the next one. While you're running the process and correcting processing errors, it may be helpful to consider that you're processing events, not people.

In the simplest of all possible benefits administration processing worlds, after you've prepared your system for processing and set up your Open Enrollment or Event Maintenance schedule, you would run the Benefits Administration two to three times to complete the processing of a participant event:

*During the first run*, the system assigns participant events to a Benefits Administration processing schedule, and scheduled events are, in turn, assigned to a benefit program. In addition, Benefits Administration determines benefit program eligibility, options, and defaults; and calculates credits and rates for the participant associated with the event.

*During the second run*—after you've generated enrollment statements for your participants and entered their election choices into the system through special Data Entry pages—the system validates and loads updated participant plan, dependent, and investment election information.

*During the final Open Enrollment run*, you would have Benefits Administration finalize elections for participants who did not return their enrollment statements and for participants with errors in their records.

Of course, benefits administration processing won't always run that simply. The initial Benefits Administration run might result in some errors—for example, some participants

might be assigned to more than one benefit program. In that case, you would review and correct the errors, and the next time you run Benefits Administration, the system will move the participants who had errors further along in the process.

Each time you run Benefits Administration, the participant events you process are assigned a process status designation that lets you and the system know where they are in the process at any given point in time. For example, during the first phase of the process, you'll know if a participant's event has successfully made it through the process without processing errors if its process status is PR (prepared), FA (Finalized Program None), or FP (Finalized Prepared None). On the other hand, if the event receives a process status of AE (Assigned Error), or PE (Prepare Error), you'll want to find out why the event received that error, correct it, and rerun the process so it makes it through correctly.



For more information about how the system moves events through the Benefits Administration process, see the topic [Understanding the Process Status](#), appearing later in this section.

For more information about the way the Benefits Administration creates and schedules events for the three different aspects of the process (Open Enrollment, Event Maintenance, and Snapshot), see the topic [Scheduling Events and Assigning Benefit Programs](#), appearing later in this section.

For more information about process status designations, see the topic [Understanding the Process Status](#) section.

For more information about the review and correction of processing errors, see the topic [Reviewing Benefits Administration Process Results](#).

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## The Benefits Administration Overview Chart

The following set of charts describes the general flow of the Benefits Administration process, broken up into three parts:

- The steps you'll take to set up your Benefits Administration process.
- The steps you'll take during the first phase of the process (scheduling and preparing participants).
- The steps you'll take during the second and final phase of the process (validating, loading, and finalizing participants).

The chart breaks down each step by providing broad details about what the step involves, links to pages and processes used for the step, and an indication of the process status changes that can result when the step is completed.

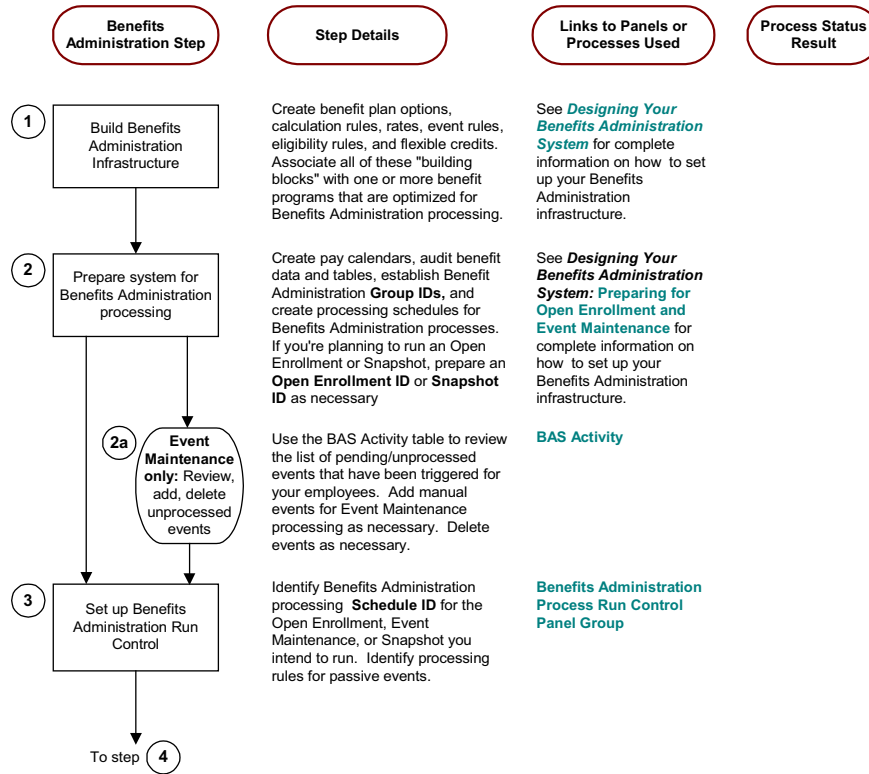


These overview charts include *embedded hypertext links* to further documentation. Simply *click* the link to read detailed information on the various steps, features, and process status values that are summarized in these flowcharts.

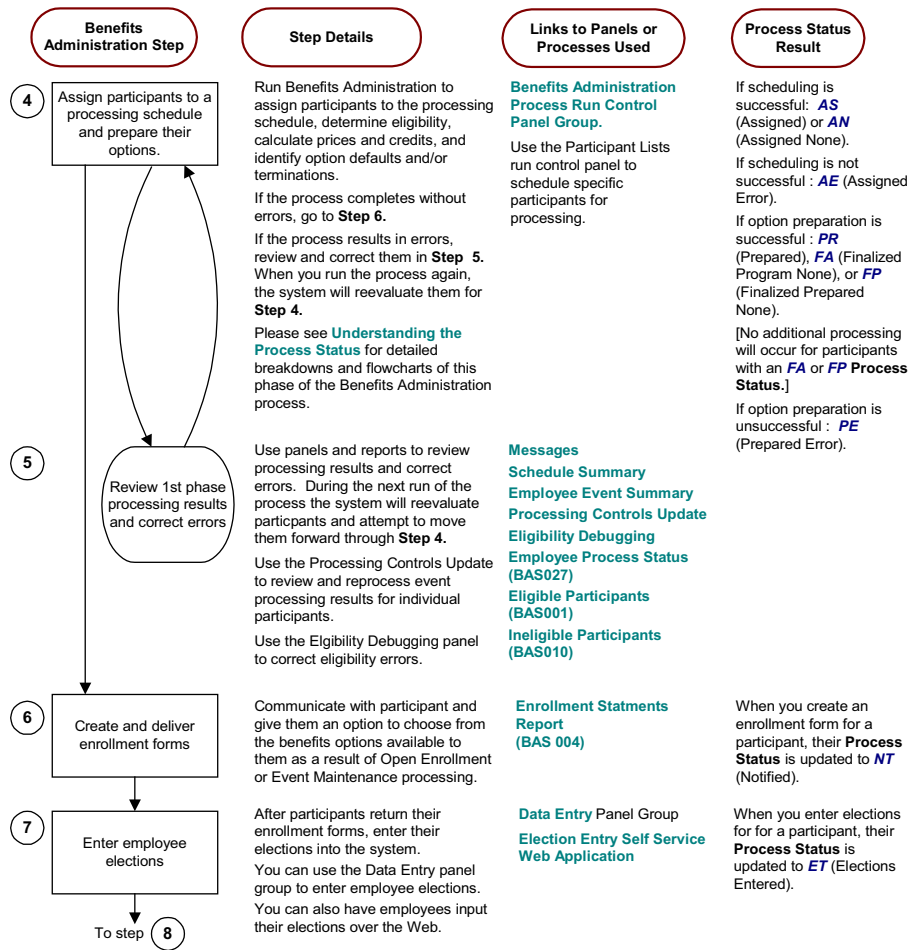
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Please keep in mind that while we list eleven steps in total, many of these steps are actually composed of a variety of complex actions within themselves.

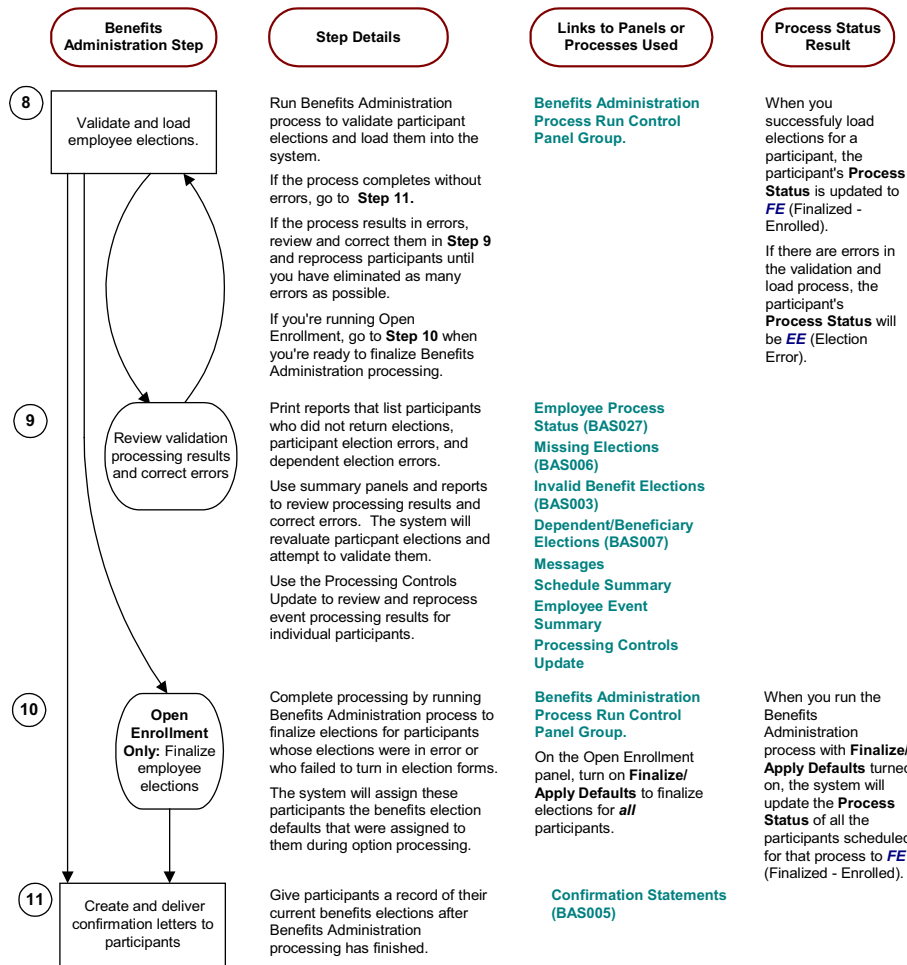
## Before Running Benefits Administration



### Phase 1 of the Benefits Administration Process: Scheduling, Assigning Benefit Programs, Preparing Options, and Entering Elections



## Phase 2 of the Benefits Administration Process: Validating, Loading, and Finalizing Elections



## Understanding the Process Status

As participant events are moved from processing step to processing step by the Benefits Administration process, the system updates the event's process status. The process status is an indicator that tells the system where each event is at in the processing routine for a particular event, and it is associated with processing rules that determine where the event can go next in the process.

For example, when you run a participant event through the Benefits Administration process for the first time, the system will first attempt to assign that event to a processing schedule and assign the participant associated with the event to a benefit program. Depending upon how the scheduling and program assignment portion of this run works out, the event can receive a process status of AS (assigned), AE (Assigned Error), and AN (Assigned None). Each of these process status values is associated with a set of rules that the system follows to properly process the participant event.

In the following section, we break up the Benefits Administration process into four parts, and for each part, we'll define the process status values involved and describe how they are interconnected. As a result, you should get a better overall understanding of the Benefits Administration process flow as a whole.

## Process Status: Processing Schedule Assignment

When you run the Benefits Administration process, its first objective is schedule assignment. It needs to locate the employees that can be included in the process, determine if they have any unprocessed events, and assign all of those unprocessed events to the processing schedule. Then it needs to determine which of those assigned events should be open for processing. The Benefits Administration process can only actively process one event per participant at a time, but it can have several events scheduled "in waiting" for processing at a later time.



At this stage of processing, process status is not an issue, because process status is associated with a specific event being processed. The scheduling stage of the Benefits Administration process is where the system determines which event (if any) will be initiated for a specific employee in that run of the process.

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When you run a particular Benefits Administration process, the system will locate the unprocessed events belonging to the employees within that subset and it will assign those events to the schedule. The Open Enrollment and Event Maintenance processes differ most in the schedule assignment stage of the Benefits Administration process; after this point their processing routines are almost identical.

If you are running Open Enrollment or Snapshot, the system will open an OE or SNP event for all employees with the correct Company and/or BAS Group affiliation. If you run Event Maintenance, the system will create events for changes to employee job, labor code, and address information. It will also create events for employees who have fulfilled the trigger conditions for a passive event, and it will take note of unprocessed events that were manually inserted through the BAS Activity page. The system will attempt to assign all unprocessed events to the schedule, but it will leave only one event open for processing because it can only process one event at a time.



For more information on the manner in which the Benefits Administration process creates events and the order in which it processes assigned events in greater detail, see the topic Scheduling Events and Assigning Benefit Programs, appearing earlier in this section.

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For more information about assigning employees to a processing schedule, see Establishing a Processing Schedule.

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## Process Status: Benefit Program Assignment

After participant events are assigned to a schedule and the open event is identified, the system must use event and eligibility rules to assign the participants associated with them to a benefit program.

This is where process status first comes in. Participant events will receive a different process status depending upon whether their evaluation results in the system assigning the participant event to a single program, multiple programs, or no program at all. Here are the details about these initial process status designations:

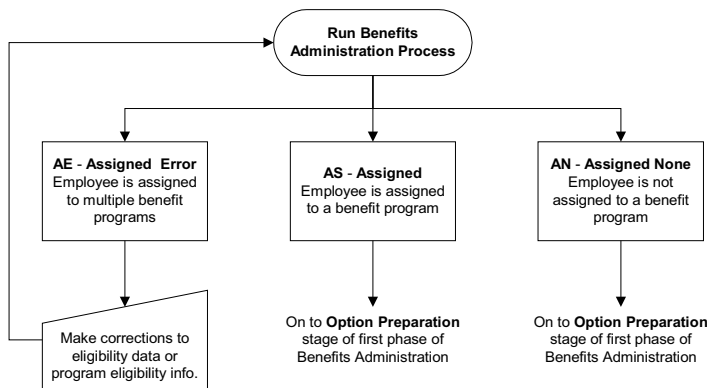
<b>Process Status</b>	<b>Description</b>	<b>Next Processing Steps</b>
AE - Program Eligibility Assigned Error	Participant event is assigned to multiple programs.	The system cannot process the participant event through the next stage (Option Preparation) until you correct the errors. You'll most likely need to make corrections to participant personal/employment/job information or to program eligibility information. Each time you run Benefits Administration, the system will reevaluate events with an AE designation and (try to) move them along in the process.
AN - Program Eligibility Assigned None	Participant event is not assigned to a benefit program.	<p>During the Option Election phase of the process the system will determine if the AN participant associated with the event has current elections. If they don't, the event will be assigned to FA (Finalized - Assigned None) status and processing for them will end. If they do have elections, the system will update their process status to PR (prepared). Before the system can terminate this event, you will have to acknowledge it on the Data Entry pages.</p> <p>We deliver PeopleSoft Benefits Administration with a workflow process called Find Terminations that locates participant events at a PR (prepared) status that require termination.</p> <p>For more information, see Finding Prepared Participants Who Qualify for Termination appearing later in this section.</p> <p>For more information about the Data Entry pages, see Entering Participant Benefit Elections, appearing later in this section.</p>
AS - Program Eligibility Assigned	Participant event is assigned to a benefit program.	Event will continue on to a process status of FP (Finalized - Prepared None), PE (Prepare Error), or PR (prepared) depending on the associated participant's eligibility for benefit options.



You should not see the AN (Program Eligibility Assigned None) process status associated with participant events when the system completes the first run of the Benefits Administration process. The system only uses this process status value during the Schedule and Program Assignment stage of the process. In Option Preparation, the next stage of the first run of Benefits Administration, the system will move events with an AN process status on to subsequent process status values like FA (Finalized - Benefit Program None) or PR (prepared).

In addition, if you see a set of events at the AS (Program Eligibility Assigned) process status after Event Maintenance processing, that means that there are employees being processed who have more than one event assigned to them. In Event Maintenance, the system can assign and schedule all unprocessed events to a status of AS, but because Benefits Administration can only process one event per participant at a time through option preparation and election validation, it must close those events and leave them behind at AS status until the open events are processed.

The following flowchart describes in visual terms how the system assigns process status during the Schedule and Program Assignment phase of Benefits Administration processing:



Process Status Flow for Scheduling and Program Assignment

### Process Status: Option Preparation

During the Option Preparation phase of the first phase of the Benefits Administration process, the system uses eligibility and event rules to determine which benefit options (if any) the employee is eligible to elect as a result of Open Enrollment or Event Maintenance event processing.

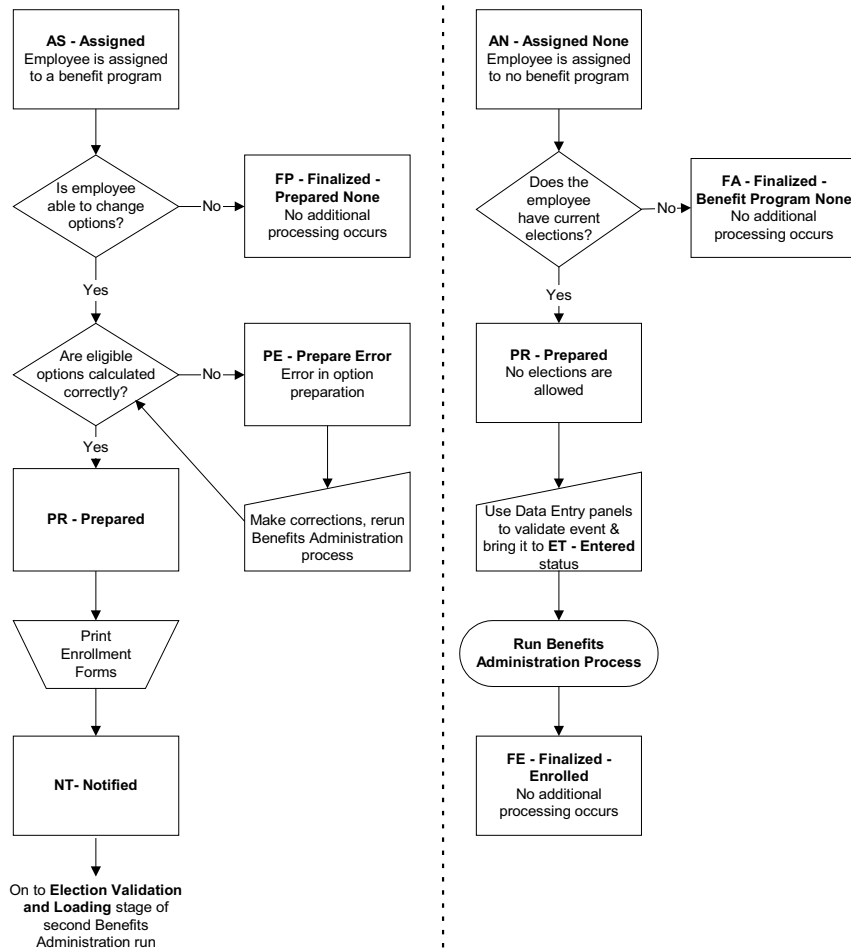
In the following chart, we describe the various process status values you'll encounter in the Option Preparation stage of the first phase of the Benefits Administration process.

<b><i>Process Status</i></b>	<b><i>Description</i></b>	<b><i>Next Processing Steps</i></b>
FA - Finalized - Benefit Program None	Participant event has no program assignment and no current elections. Events that were assigned an AN (Program Eligibility - Assigned None) process status during the Scheduling and Program Assignment stage of the first phase of the Benefits Administration process and whose associated participants do not have current benefit elections are assigned a process status of FA.	There is no further processing for this event. The online page description for this process status (on the Schedule Summary page, for example) is Program None.
FP - Finalized - Prepared None	System has assigned participant event to a benefit program, but the associated participant is ineligible to elect any new options.	No further processing will occur for this participant event. The online page description for this process status (on the Schedule Summary page, for example) is Prepare None.
PE - Prepare Error	The system has encountered an error during option preparation for the participant associated with the event. Events are given a PE process status during option eligibility determination or calculation of credits.	To correct, you should make corrections to the personal/employment/job information of the associated participant or to plan and option eligibility information. Each time you run Benefits Administration, the system will reevaluate events with a PE designation and (attempt to) move them along in the Benefits Administration process.

<p>PR - Prepared</p>	<p>The system has calculated eligible options, credits, rates, and proof requirements for the participant associated with the event, and current elections have been identified for proof, eligibility level, and default processing.</p> <p>An event with a process status of AN (Program Eligibility Assigned None) and that has current elections can also be brought to a status of PR.</p>	<p>For participant events coming from a process status of AS (Program Eligibility Assigned) or PE (Prepare Error)</p> <p>Enrollment processing will stop, ending the first phase of Benefits Administration processing for this event. Enrollment forms should be created for and delivered to the participant associated with the event to bring the event to a process status of NT (notified).</p> <p>For participant events coming from a process status of AN (Program Eligibility Assigned None):</p> <p>Enrollment processing will stop. When you run the Benefits Administration process for the second phase of processing, after you perform data entry for the event and the event is brought to a process status of ET (Entered), the system will bring the event to a process status of FE (Finalized - Enrolled) and automatically insert termination rows for each of the associated participant's current elections.</p> <p><b>Note.</b> If you run an Open Enrollment process with Finalize selected, events with a PR Process Status will be brought to a FE (Finalized Enrolled) status, and the system will follow event rules to determine if current elections or defaults should be loaded into the associated participant's records.</p>
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<p>NT - Notified</p>	<p>Election enrollment form has been distributed to the participant associated with the event. The system will update the event's process status to NT when you generate election forms for that participant.</p> <p>Participants can only advance to NT if their previous process status was PR (prepared).</p>	<p>Participants will complete their election forms and return them to the HR/Benefits department. When you enter them into the system with the Data Entry page, the system will advance them to an ET (entered) process status.</p> <p><b>Note.</b> If you run an Open Enrollment process with Finalize selected, events with a NT Process Status will be brought to a FE (Final Enroll) status, and the system will follow event rules to determine if current elections or defaults should be loaded into the associated participant's records.</p>
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The following two flowcharts describe in visual terms how the system assigns process status values during the Option Preparation phase of the Benefits Administration process. The flowchart on the left shows the process status flow for events coming from a process status value of AS (Program Eligibility Assigned), while the flowchart on the right shows the process status flow for events coming from a process status value of AN (Program Eligibility Assigned None).



Process Status Flow for Option Preparation

**Process Status: Entering, Validating, and Loading Elections**

In the second phase of Benefits Administration you enter participant elections into the system through the Data Entry page and then run the Benefits Administration to validate those elections and load them to the benefits tables and to PeopleSoft Payroll for North America. During this phase, a number of process status values will be assigned to the associated participant events to take them from the NT (notified) process status to the FE (Finalized - Enrolled) process status. Along the way, you can run into an EE (election error) process status, which indicates that you need to fix errors in entered election information for the participant or force system finalization of their elections.

In the following chart, we describe the various process status values you'll encounter in the second phase of the Benefits Administration process.

<b>Process Status</b>	<b>Description</b>	<b>Next Processing Steps</b>
ET - Entered	<p>A benefits administrator has entered the participant's new elections into the system and they are ready for validation by the Benefits Administration process.</p> <p>Participant events with a process status of ET can have a prior process status of PR (prepared), NT (notified), or RE (Reentered).</p> <p>For more information on the RE Process Status, see Process Status: Reprocessing Finalized Events.</p>	<p>If there are no errors with the elections, the elections will be posted to the appropriate benefit and payroll tables, and the system will update the process status to FE (Finalized - Enrolled).</p> <p>On the other hand, if there are errors with the elections, the system will set the process status to EE (Elections Error).</p> <p>If you run the Benefits Administration process with Finalize selected, participant events with a ET process status will be brought to a FE (Finalized - Enrolled) status, and the system will go through the normal validation and load procedure for all elections. If any of the employee's choices are invalid, event rules will be consulted to determine whether current elections or defaults should be loaded.</p>

<p>EE - Election Error</p>	<p>System encountered an error in processing the elections for the participant associated with the event. No elections are posted to the Base Benefits tables.</p> <p>Errors are posted to the Message table and are identified by participant and event.</p> <p>The previous process status was either ET (entered) or EE (election error).</p>	<p>No further processing will occur for this participant event. You will need to correct the errors by reentering employee elections and run the Benefits Administration process again to try to carry the event's process status forward to FE (Finalized - Enrolled).</p> <p>Alternatively, you can arrange to "force finalize" this participant event (or the entire set of participant events in the Benefits Administration Open Enrollment schedule) to finalize it with errors. The system will load the default value(s) for the associated participant's erroneous benefit option election(s). If a dependent/beneficiary or investment choice is in error, the system will load the employee's option choice but will not load the dependent/beneficiary or investment choice.</p> <p>You can generate confirmation statements for participants whose events have an EE process status; the form will indicate the plan information in error along with the valid plan choices.</p>
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<p>FE - Finalized - Enrolled</p>	<p>Benefits administration processing is complete for the participant event. All elections have been validated and loaded to the appropriate Benefits and Payroll (North American) tables.</p> <p>Events will reach this status either from a process status of ET, EE, or PR, or if you "force finalize" the participant.</p> <p>If the participant came from a process status of PR due to a loss of all eligibility, the system will insert a termination row for each of the participant's current elections.</p>	<p>Generate and deliver a confirmation form to the participant associated with the event informing them of their current elections.</p> <p>If you want to change a participant's elections after they've been finalized (for example, in a situation where a participant wants to correct information on the confirmation statement), you can reprocess them by giving the associated event a process status of RE (reentered) in the Event Status Update page and rerunning the Benefits administration process.</p> <p>For more information, see the following section, Process Status: Reprocessing Finalized Events.</p>
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### Process Status: Reprocessing Finalized Events

After you complete benefits administration processing for a particular participant event and bring it to a final process status of FE (Finalized - Enrolled), you may discover that you need to roll back or reprocess that event. For example, some of your participants might discover errors in their confirmation statements that need to be corrected, or you might discover that an error with one of your eligibility rules is placing certain participants into an inappropriate benefit program.

The Benefits Administration process supports a wide variety of reprocessing options, both at the individual and the schedule levels. You can reprocess events at almost every stage of the Benefits Administration process, from scheduling to election entry. In many cases, event reprocessing does not involve process status values other than the ones we've described above, but when you're planning to reenter participant benefit option elections, the system will use the special RE (reentered) process status as an interim status before rolling the event back to the ET (elections entered) value.

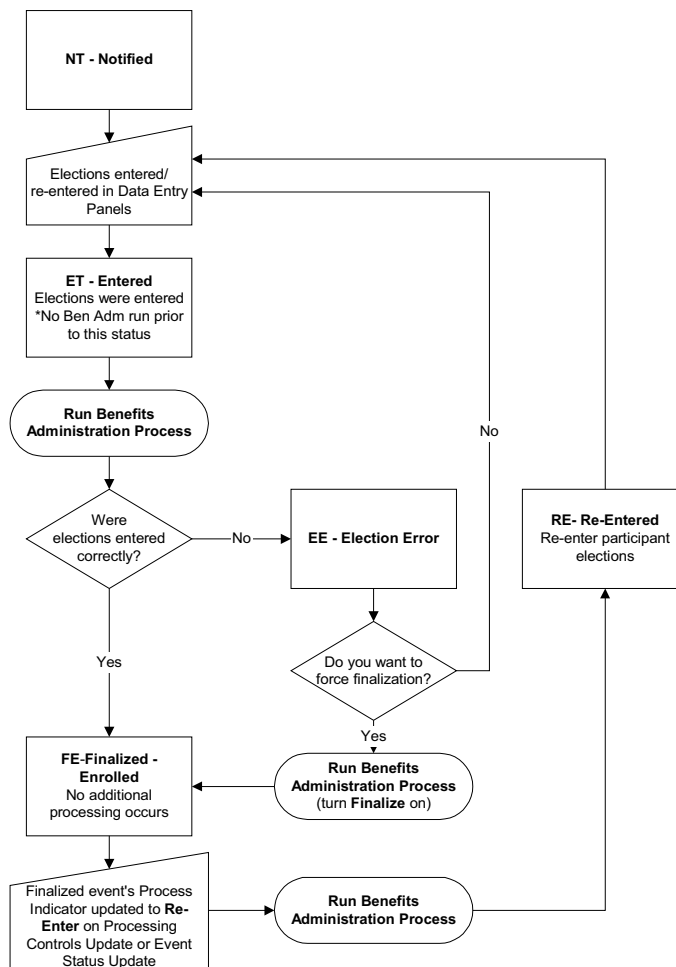


For more information about reprocessing events at all levels of the Benefits Administration process, see the topic Process Status: Reprocessing Finalized Events.

In the following chart, we describe the **RE** (reentered) process status value.

<b>Process Status</b>	<b>Description</b>	<b>Next Processing Steps</b>
RE - Re-Entered	<p>Enables elections associated with processing for the participant event to be reentered after the participant event has been brought to a process status of FE (Finalized - Enrolled).</p> <p>Events are updated to RE status through the Event Status Update page.</p>	<p>After you update the elections in the Data Entry page, the system updates the process status from RE to ET (entered).</p> <p>Refer to the proceeding topic, process status, for more information about how to process events at the ET (entered) process status.</p> <p>For more information about reprocessing events at all levels of the Benefits Administration process, see process status.</p>

The following flowchart describes in visual terms how the system assigns process status values during the second phase of the Benefits Administration process. The flowchart shows the process status flow for events coming from a process status value of ET (entered), and follows them through to the final process status of FE (Finalized - Enrolled). It also describes how the system uses the RE (reentered) process status is used when reprocessing events to the ET status.



Process Status Flow for Election Entry, Validation, Loading, and Re-Entry

## Event Coordination

PeopleSoft Benefits Administration provides you with the facilities to manage a wide variety of event coordination scenarios. Event coordination is the management of two or more events for a specified participant. Typical scenarios include:

- Open Enrollment participant event is in process and a family status change occurs for the associated participant.
- A new hire event is in process and the new hire moves to a new address (change in postal code).
- An event is retroactively entered into the system, affecting eligibility for current or future dated closed events.

Benefits Administration performs the key functions required for event coordination. The Benefits Administration process will manage the opening and closing of events following the rules identified below. There will be scenarios where you will need to make choices on how to proceed with a participant's set of events. In these cases, you will control how PeopleSoft Benefits Administration manages these events through both the Event Status Update and Processing Controls Update pages.



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For more information about the Event Status Update page, see the topic Reprocessing Events: Reprocessing for Individuals and Selected Groups, appearing later in this section.

For more information about the Processing Controls Update page, see the topic Reviewing Benefits Administration Process Results appearing later in this section.

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Benefits Administration follows the process below for coordination of participant events.

### **Start of processing**

During Benefits Administration processing, the system either identifies participant event triggers for Event Maintenance or participants for Open Enrollment processing schedules. It then creates participant events for them by entering rows in the BAS\_PARTIC table. As the Benefit Administration process creates participant events, the system reviews the list of participant events with event dates greater than or equal to the installation start date. The system initially gives all of these participant events a Closed Event Status (excluding events with an Event Status of Void and disconnected events).

Next, the system will determine which event to open for each participant being processed. If two events have the same event date, the system will Open the event with the lowest Event Priority value. If two triggers have identical event dates and Event Priority values, the system will merge the triggers into one event.

The event from this group with the earliest event date and a process status not equal to FA (Finalized - Benefit Program None), FE (finalized-enrolled) or FP (Finalized - Prepare None,) is given an Event Status of Open. If this event is part of the schedule currently being processed by the Benefits Administration process, the system will continue processing the Open event.



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When an event is retroactively entered into the system that has an earlier event date than the event currently open and in process, the system will stop processing the current event and change its Event Status from Open to Closed. It will then open the retroactively entered event and begin processing it. Once that event has finished processing, the system will start processing the stopped event again.

When this happens, the system flags the event that was initially in process as being processed Out of Sequence, which means it may require reprocessing later.

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For more information about scheduling multiple events for participants, see the topic Scheduling Events and Assigning Benefit Programs: Scheduling Multiple Events for Participants and Event Dates, appearing later in this section.

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### **Close of processing**

If the system processes a participant to a process status of FE (finalized-enrolled) and its Event Status is changed from Open to Closed or Void, the Benefits Administration process

will review the events following the flow noted above and find the next event to open for processing.

If an event qualifies to be moved to an Event Status of Open, the Benefits Administration process will set the event's Event Status to Open, and this event will be picked up for processing with the next run of Benefits Administration for the event schedule.

In general, these rules will manage most events. The exception occurs when a new event requires that an event in process have assignment, eligibility, or rate recalculations. You will need to use the Event Status page to queue those events for reprocessing.



For more information about the way events are opened and closed by the Benefits Administration process at the start of processing, see the topic Scheduling Events and Assigning Benefit Programs, appearing later in this section.

For more information, about reprocessing events that need to be recalculated, see the topic in this section entitled Reprocessing Events.

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## Setting Up the Benefits Administration Run Control

To run the Benefits Administration process for Open Enrollment, Event Maintenance, or Snapshot, you need to set up Benefits Administration run control and use the PeopleTools Process Scheduler to run the process. There are four run control pages, which work together to give you complete control over how you'll run the Benefits Administration process:

On the Checkpoint and Schedule Restart page, you'll identify the schedule ID of the Open Enrollment, Event Maintenance, or Snapshot process you want to run. You can use this page to define checkpoint intervals, which are used by the system to restart processing if the processing job terminates abnormally. You'll also use this page to tell the system to record eligibility checks for eligibility debugging purposes.

You'll use the Participant Lists page to add specific participants to the schedule of the Benefits Administration process that you are running or to run the process for specific participant/event combinations.

The Open Enrollment/Snapshot page enables you to set up specific processing routines that you'll use when running the Benefits Administration process for Open Enrollment or Snapshot. The page displays information about the Open Enrollment/Snapshot process that you've scheduled; gives you Open Enrollment/Snapshot reprocessing options; and enables you to schedule new Open Enrollment/Snapshot participants or finalize/apply default benefit choices at will.

The Passive Event Processing page gives you the ability to manage how the system will process passive events (events that occur as time passes, such as an employee reaching the age of retirement) during Event Maintenance. You also identify particular passive events that you want the system to process, while having it exclude all others.



To enter these pages, you'll need to create a run control code or use an existing one. The COBOL program used by the system to run the Benefits Administration process, PSPBARUN, will delete this run control only after the process is successfully completed.

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## Run Control - Schedule and Checkpoint Restart Page

Usage	Use this page to identify the Open Enrollment, Event Maintenance, or Snapshot schedule for which you're planning to run the Benefits Administration process.
Object Name	BAS_RUNCTL1
Navigation	<b>Compensate Employees, Administer Automated Benefits, Process, Run Control, Schedule and Chkpt Restart</b>
Access Requirements	Enter the run control ID.

Screenshot of the 'Schedule and Chkpt Restart' page. The page has tabs for 'Participant Lists', 'QE/Snapshot', and 'Passive Event Processing'. The 'Run Control ID' is 1. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Process Date' is 09/01/2000. The '\*Schedule ID' is KUEM, which is linked to 'US Event Maintenance'. The '\*EM Process Mode' is 'Schedule and Process Events'. The 'BAS Type' is E, linked to 'Event Maintenance'. The 'Company' and 'BAS Group ID' (KU1) are linked to 'Basic US BAS Group'. The 'Restart/Debug Information' section includes 'Chk Point Interval in Minutes' (0), 'BAS Processing Phase' (R Ready), and a checkbox for 'Record Eligibility Results'. The 'Restart Position' section includes 'Benefit Program', 'Passive Event Id:', 'Event Date:', 'EmpID:', 'Ben Rcd#: 0', and 'Event ID:' with a 'Clear' button.

### Run Control - Schedule and Chkpt Restart page

The system will prompt you to enter an existing **Run Control ID** or add a new one. After you choose an ID, you'll be brought to a parameters page where you can enter the process parameters.

Enter the **Schedule ID** that you want to process in this Benefits Administration run. The **Schedule ID** identifies the **BAS Type**: the type of Benefits Administration process (Open Enrollment, Event Maintenance, or Snapshot) that you'll be running. It also displays the **Company** and/or **BAS Group ID** that was linked to the schedule in the Schedule Table. The **Company** and **BAS Group ID** codes identify for the system which employees (and benefit programs if you are running Open Enrollment or Snapshot) will be included in the process.

If you selected an event maintenance schedule, you can choose to **Process Existing Events Only**, **Schedule New Events Only**, or **Schedule and Process Events** (all events).

The **BAS Type** you choose (Open Enrollment, Event Maintenance, or Snapshot) will determine which features of the Benefits Administration Run Control you can access on other pages. For example, if you enter an Open Enrollment or Snapshot schedule in this page, you will be able to enter information on the Open Enrollment/Snapshot run control page but not on the Passive Event Processing page. This situation is reversed if you enter an Event Maintenance schedule on this page.

Use **Check Point Interval in Minutes** to indicate the appropriate number of minutes between commits to the database. This enables you to restart processing if the job should terminate abnormally. The system will display the values for the last record processed in the **Restart Position** group box. A reasonable time period between commits is 60 minutes or more.

If the Benefits Administration run control has aborted for any reason, **Restart Position** indicates where reprocessing should begin. Reprocessing will begin at the displayed **Benefit Program, Event Date, EmplID** (employee ID), **Benefit Record Number**, and **Event Identification**.

You'll want to use **Record Eligibility Results** when you're trying to troubleshoot benefits processing errors that may be related to eligibility. When you select **Record Eligibility Results** the system will perform the full battery of eligibility checks for each participant, and it will record the results of these checks on the Eligibility Debugging page. The system will record the results of eligibility checking for all benefit programs and for all the options within the benefit programs for which the participant is eligible. This is unlike normal processing, in which the system stops checking eligibility the first time a participant fails an eligibility check.

When **Record Eligibility Results** is selected, the system will record the participant employee ID, the rule table ID, the field being checked, the participant's value for the field, and whether the participant passed or failed the eligibility check. It will also show at the rule level the **Benefit Program, Schedule ID, Run Date**, and whether the rule was applied at the program or plan level.

The system will only record rows for fields that actively participate in the eligibility check. For example, if a certain rule table only checks whether an employee is full time, then the system will only create a row for the **Full/Part Time** field.

The system will also only record eligibility results if the event is at the appropriate process status. For example, the system will not record program eligibility results for an event at a process status of AS (assigned) or later, since program eligibility is determined before events reach AS status.



You should only run processes with Record Eligibility Results selected for small processing populations because the act of checking and recording all types of eligibility can result in long process run times.

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For more information about setting up a Schedule ID, see Establishing a Processing Schedule.

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For more information about the Eligibility Debugging page, see Debugging Participant Eligibility Processing Issues, appearing later in this section.

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## Run Control - Participant Lists Page

Usage	You use this page if you want to add a specific set of employees to the schedule you're processing, or if you want to process a specific set of employees.
Object Name	BAS_RUNCTL2
Navigation	<b>Compensate Employees, Administer Automated Benefits, Process, Run Control, Participant Lists</b>
Prerequisites	Complete the Schedule and Chkpt Restart page.
Access Requirements	Click the Participants Lists tab.

### Run Control - Participant Lists page

Select **Process From Participant List** if you want to use the fields in the **Schedule Only Employee(s)** and **Process Only Employee(s)** group boxes.

### Schedule Only Employee(s)

Use **Schedule Only Employee(s)** to indicate which participants should be added to the Open Enrollment or Event Maintenance schedule. If an employee has not been scheduled during the initial run process for a particular schedule, you'll need to get them into the schedule during a subsequent run of the process. In the example above, we've added Gladys Jones by entering her employee IDs.

### Process Only Participants

If you want the system to process a specific participant event—instead of processing all participants and their associated events—use **Process Only Participant(s)** to process a list of participant events, sorted by benefit record number (for employees with multiple jobs) and **Event ID**. For processing, you enter the employee ID and the **Event ID**. You may need to go to the Event Status Update page (under the Use menu) and indicate the phase you want to process for this employee before you proceed (update the Processing field).

## Run Control – OE/Snapshot Page

Usage	You'll use this page to enter reprocessing information for Open Enrollment or Snapshot schedules. You'll also use this page to tell the system to schedule new participants for a specific Open Enrollment or Snapshot schedule, or to finalize and/or apply defaults for participants in the schedule who have been processed with errors.
Object Name	BAS_RUNCTL3
Navigation	<b>Compensate Employees, Administer Automated Benefits, Process, Run Control, Open Enrollment/Snapshot</b>
Prerequisites	Complete the Schedule and Chkpt Restart page.
Access Requirements	Click the Participants Lists tab.

### Run Control – OE/Snapshot page

If you have a schedule for an *Open Enrollment* or *Snapshot* BAS Type selected on the Run Control - Schedule and Check Point Restart page, the upper part of the Run Control - Open Enrollment page will be populated with further information about the Open Enrollment or Snapshot schedule you're planning to run. It will display the **Open Enrollment Definition ID**, the **Open Enrollment Status Flag**, the **Period Begin Date**, and the **Period End Date** for the Open Enrollment or Snapshot process.



The system brings this information over from the Schedule Table. For more information about setting up Open Enrollment and Snapshot schedules, see *Establishing a Processing Schedule*.



If you've selected for an *Event Maintenance* BAS Type on the Run Control - Schedule and Check Point Restart page, the upper part of the Run Control - Open Enrollment page will be blank. The options in the **Reprocess** group box and the **Schedule New Participants** check box will also be unavailable for data entry.

Select a **Reprocess** option to reset the entire population in your Open Enrollment schedule to the selected action:

<i>None</i>	This is the default <b>Reprocess</b> action.
<i>Schedule</i>	Use this option if you need to reset the population back to the point of assigning them to the participant event scheduling and benefit program eligibility determination phases of the Open Enrollment process. This is, in essence, starting over.  <b>Note.</b> You can only use this option if the participants that you are reprocessing have not already been processed beyond the <i>ET</i> (entered) <b>Process Status</b> .
<i>Assign Benefit Program</i>	Use this option if you've made changes to eligibility rules for benefit program assignment and need to run through the Open Enrollment process again, beginning with that step.
<i>Prepare Options</i>	Use this option if you've made changes to eligibility rules, event rules, or the rate schedules that have an effect on how the system determines the eligible options, the defaults, and the costs associated with each option. Any elections posted are deleted. All data entry for affected participants will also be deleted. Closed and voided participant events will be excluded.
<i>Elect Options</i>	Use this option if you've made changes to the validation rules stored on the Event Rules Table. If you select this option, all the participants will be set back to a process status of <i>PR</i> (prepared), but any completed data entry on them will be preserved. Any elections posted are deleted.



For more information about reprocessing events other than Open Enrollment events, or about reprocessing for individual participants (rather than all participants associated with a Open Enrollment schedule), see the topic *Reprocessing Events*, which appears later in this section.

Select **Schedule New Participants** if you have missed a large group of participants in your initial run of Open Enrollment—participants who did not get scheduled and therefore do not have records on the participant file for this schedule. Rather than use the Run Control - Participant Lists page to add the employee IDs one at a time, this check box forces the system to reevaluate all employees against the schedule parameters. If the participant fits that selection, and if the participant does not have a record on the participant file for this schedule, the system creates the record.



Schedule New Participants should not be used for the initial Open Enrollment run.

Select **Finalize/Apply Defaults** when you are ready to *complete* Open Enrollment processing. The system will perform the same validations against participant election information but will also assign defaults for participants who still have errors or who have not returned their election forms. This will close Open Enrollment for data entry. To reopen it, you will need to reprocess selected participants.



Finalize/Open Enrollments is not typically used for the initial Open Enrollment run.

## Processing Passive Events

You'll use the Passive Event Processing run control page to manage passive event processing for Event Maintenance schedules. Passive events are events that are not initiated by data entry of any sort, but rather as a result of the passing of a predefined period of time. For example, you might have an eligibility rule set up that enables employees to enroll in a benefit after ten years of service.

Once you set up the parameters for Passive Event Processing, the system looks at the employee's job data to determine if a passive event has occurred, or, in this case, the employee has been employed for ten years. If a passive event is found, an entry is made to the BAS Activity Table. If the employee has multiple jobs, an entry will be made into the BAS Activity Table for each job that meets the eligibility criteria.

To control mistakes with scheduling passive events multiple times and creating redundant data, history records are created that record passive event processing. When scheduling passive events on the run control, the history is referenced and warning messages are displayed if there is overlap with a prior passive event process. It is possible to ignore the warning and schedule the same passive event request. But the Benefits Administration process will only trigger passive events for those employees who were not picked up previously.

You can review the results of passive event processing with the Passive Event History page.



For more information about the Passive Event History page, see the topic Reviewing Passive Event Processing History, appearing later in this section.

## Run Control – Passive Event Processing Page

Usage	Use the Passive Event Processing page to identify the passive events that have occurred between a defined period of time and create an entry of that event in the BAS_ACTIVITY table.
Object Name	BAS_RUNCTL4
Navigation	<b>Compensate Employees, Administer Automated Benefits, Process, Run Control, Passive Event Processing</b>
Prerequisites	You must have selected a schedule with a BAS Event Type of Event Maintenance on the Schedule and Check Point Restart run control page.
Access Requirements	Enter the run control ID.

### Run Control - Passive Event Processing page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

#### Passive Events Processing

In the **Passive Events Processing** group box, you can tell the system how you want it to handle the processing of passive events during a particular Event Maintenance run.

#### Do Not Process

When you select **Do Not Process**, the system will not process passive events at all.

#### Trigger Passive Events Only

Select **Trigger Passive Events Only** to have the system trigger the passive event types indicated in the **Passive Events To Process** group box for the specified date range. The system will trigger all passive events currently in your database for that period, but will not process any events. You can then review the triggered events in BAS Activity and delete any erroneously triggered events.

#### Process

Select **Process** after you have run the passive event processing using **Trigger Passive Events Only** and have reviewed the triggered passive events in the BAS Activity table. When **Process** is selected, the system will trigger the passive event types selected by the **Trigger Passive Events Only**, and process the passive events that belong to the schedule you selected on the Schedule and Checkpoint Restart page. Any passive events not belonging to the schedule will remain in the BAS Activity table.

#### Passive Events To Process

The fields in the **Passive Events To Process** group box only appear if you have selected **Process** or **Trigger Passive Events Only**. In **Passive Events To Process** you must tell the system which passive event types you want it to process.

For example, you can arrange to have the system process an event that is triggered when employees reach the age of retirement and exclude all other passive event types

#### Event ID and Description

Select the type of passive event you want to process in the **Event ID** field; the event **Description** will automatically appear. You can enter more than one.

**From Date/To Date**

In **From Date** and **To Date**, create the timeframe during which you want to have the system look for passive events. The system will warn you if you create a timeframe for a particular passive **Event ID** that overlaps a previously recorded timeframe for the same **Event ID**.

**Run**

Once you have entered the Run Control process parameters you can choose to activate the Process Scheduler Request page by clicking the **Run** toolbar button. You can use the Process Scheduler to specify where and when you want to run the process and print the report.



For more information about Process Scheduler, see Process Scheduler.

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## Reviewing Benefits Administration Process Results

Each time you run the Benefits Administration process, you'll want to review the results of the process. PeopleSoft Benefits Administration provides a wide range of pages that enable you to do this in a number of different ways, with degree of detail that varies from a schedule-wide view to pages that provide intimate processing information for individual participants and the events associated with them. We even provide pages that will help you locate the source of processing errors, making it that much easier to debug them before the next round of processing.



We discuss these pages before we discuss the details of Benefits Administration process because you'll be referring to them several times as you run and rerun the process for a given schedule. If you've not worked with PeopleSoft Benefits Administration before, it would be a good idea to study this section to get a good understanding of the processing result review options available to you.

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## Reviewing Error Messages

Whenever you run the Benefits Administration process and you get a message telling you to "Check Messages!" That's the system's way of telling you to check the Messages page. The Messages page saves up the system error messages that can be generated when you run the Benefits Administration process for a particular schedule. You'll use these messages to help you locate the source of the error(s) so you can correct them before rerunning the process.

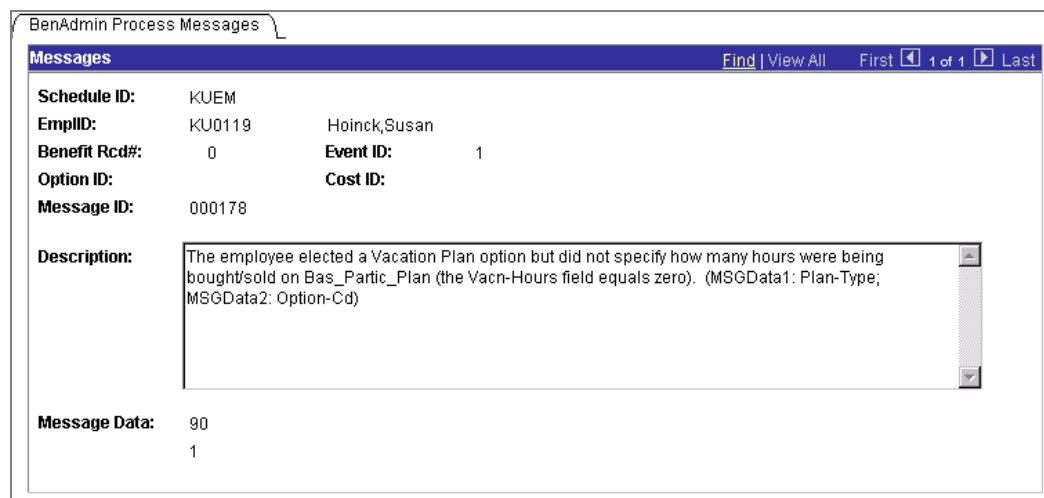
The system sorts error messages by the schedule ID, employee ID, and event ID they're associated with. Each time you run the Benefits Administration process for a specific schedule ID, the system refreshes the set of error messages associated with that schedule ID. Participants who still have errors from previous runs will be reviewed and flagged as errors. In addition, any new errors associated with the schedule will be listed.



You can also run the following reports to review Benefits Administration processing errors: Invalid Benefit Elections, Missing Elections, and Ineligible Participant (for Open Enrollment schedules only).

### Messages – BenAdmin Process Messages Page

Usage	Use this page to identify and explain errors that occur during the last BenAdmin processing.
Object Name	BAS_MESSAGES
Navigation	<b>Compensate Employees, Administer Automated Benefits, Inquire, Messages, BenAdmin Process Messages</b>
Prerequisites	Run the Benefits Administration process.
Access Requirements	Enter the schedule ID.



#### Messages – BenAdmin Process Messages page

Errors are grouped by **Schedule ID**, **Employee ID**, and **Event ID**. You will also be able to identify errors by benefit record number, **Option ID**, and **Cost ID**. For many plan type errors (for example, errors from deduction calculation), the option and cost identification number will direct you to the specific **Option ID** and **Cost ID** in error within the plan type.



The **Event ID** for Open Enrollment processes will always be **0**, because the system opens one Open Enrollment event for all participants in the Open Enrollment schedule during the initial run of the OE process.

If the error is specific to a plan type or benefit option, the plan type number and or option code associated with the error will be displayed in the **Message Data** group box.

If an employee is associated with more than one error message, you'll use the scroll bar on the right to scroll between the various messages.

## Categories of Errors

When you run the Benefits Administration process, you might expect the following categories of errors:

<i><b>Error Category</b></i>	<i><b>Description</b></i>	<i><b>To Correct</b></i>
Program Assignment	Participant events assigned to multiple benefit programs.  Occurs during first phase of Benefits Administration processing.	Review eligibility rules and benefit program setups for errors. The system will review participant's program assignment during the next Benefits Administration run.
Option Preparation (occurs during first phase)	Participant is eligible for a benefit program, but there is an error in the determination of option eligibility, credit, or deduction calculations. Typical errors would result from deduction calculations—for example, omitting the age from an age-graded rate table.  Occurs during first phase of Benefits Administration processing.	Adjust the participant's personal/employment/job information or program eligibility/deduction information.
Election Validation	System cannot validate participant benefit option elections, dependent/beneficiary assignments, or investment allocations.  Occurs during second phase of Benefits Administration processing.	Return to the Data Entry pages and ensure that correct election information has been entered into the system.

## Using the Schedule Summary to Review Processing Results for Schedules

When you run the Benefits Administration process for Open Enrollment or Event Maintenance, it tracks participant events through `BAS_PARTIC`, the Participant Event table. This table uses nine fields to track and manage a participant event from initial eligibility evaluation through final enrollment. These fields are process status, **Event Status**, **Process Indicator**, **Eligibility Change Address**, **Eligibility Change Union**, **Eligibility Change Job**, **Out of Sequence**, **Disconnect**, and **Finalize Enrollment**.



Only one event per participant/**Benefit Record Number** combination can be open for processing at a time. For more information, see the topic Scheduling Events and Assigning Benefit Programs: Scheduling Multiple Events for Participants and Event Dates, appearing later in this section.



The Schedule Table shows the state of the schedule population at the current moment, so if you have participant events marked for finalization but have not run the process, they will show up in **Finalize Totals**. Once you run the process for that schedule, all events marked for finalization will be finalized and will not appear in **Finalize Totals** when you next review that schedule with the Schedule Table.

### BenAdmin Schedule Summary Page

Usage	Use the Schedule Summary page to review employee counts for all the available status values, to get a big picture of where your schedule population is at in processing terms  After a run of the Benefits Administration process, you can refer to the Schedule Summary page to review employee counts for all the available status values, to get a big picture of where your schedule population is at in processing terms.
Object Name	BAS_PARTIC_SUM
Navigation	<b>Compensate Employees, Administer Automated Benefits, Inquire, Schedule Summary, BenAdmin Schedule Summary</b>
Prerequisites	Run the Benefits Administration process.
Access Requirements	Enter the schedule ID.

Process Status Totals			Event Status Totals			Finalize Totals		
<b>Assn Error:</b>	0	0.00%	<b>Open:</b>	7	58.33%	<b>Finalize:</b>	0	0.00%
<b>Assn None:</b>	0	0.00%	<b>Closed:</b>	5	41.67%	<b>Elig Changed Totals</b>		
<b>Assigned:</b>	1	8.33%	<b>Voided:</b>	0	0.00%	<b>Address:</b>	0	0.00%
<b>Prep Error:</b>	0	0.00%	<b>Process Indicator Totals</b>			<b>Job:</b>	0	0.00%
<b>Prepared:</b>	7	58.33%	<b>Normal:</b>	12	100.00%	<b>MultiJob:</b>	0	0.00%
<b>Notified:</b>	0	0.00%	<b>Assign:</b>	0	0.00%	<b>Out of Sequence Totals</b>		
<b>Re-Enter:</b>	0	0.00%	<b>Prepare:</b>	0	0.00%	<b>Seq:</b>	0	0.00%
<b>Entered:</b>	0	0.00%	<b>Re-Enter:</b>	0	0.00%	<b>Disconnected Event Totals</b>		
<b>Elect Err:</b>	0	0.00%	<b>Elect:</b>	0	0.00%	<b>Disc:</b>	0	0.00%
<b>Enrolled:</b>	2	16.67%	<b>Void:</b>	0	0.00%			
<b>Pgm None:</b>	1	8.33%						
<b>Prep None:</b>	1	8.33%						

### BenAdmin Schedule Summary page

#### Schedule ID

The system displays the schedule ID, the description, and the number of participates for the schedule ID you entered to access the page.

## Process Status Totals

In the **Process Status Totals** group box, you'll find counts that tell you how many participant events you have at a given process status after a Benefits Administration process run. The process status values are arranged in an approximation of the process sequence used during the full Benefits Administration process, from schedule and program assignment to election enrollment.

**Assn Error (AE).** The participant event is assigned to multiple benefit programs, which is an error condition, and processing will stop.

**Assn None (AN).** The participant event is not eligible for any programs. Participant events with this value can continue to finalization, but they will be unable to elect benefit options, and any current benefits they carry will be terminated.

**Assigned (AS).** The participant event is eligible for one program. If you see this process status after processing is over, it means that the events it is associated with are closed or have been freshly opened after events for the same participant ahead of them have been processed and closed.

Only one event can be open for any one participant/Benefit Record Number combination at a time during Benefits Administration Processing. For more information see Scheduling Multiple Events for Participants and Event Dates.

**Prep Error (PE).** The participant's event was eligible for a program but an error occurred in the determination of eligibility for options. Processing will stop for this participant event until this error is corrected.

**Prepared (PR).** The participant is eligible to make changes in elections or has current elections that need to be terminated for this event.

**Notified (NT).** The last action for this participant's event was the generation of an enrollment statement.

**Re-Enter (RE).** The participant's elections for this event have been rolled back from the Base Benefit tables and positioned for corrections and then revalidation. See Understanding the Process Status for more information.

**Entered (ET).** Elections have been posted, but not validated, for the participant's event.

**Elect Err (EE).** Elections for the participant event have failed validation. You will have to debug the errors or force finalization for this event to move it to **Entered**.

**Enrolled (FE).** Elections for the participant event have passed validation and have been loaded to the Base Benefit enrollment tables.

**Pgm None (FA).** The participant is not eligible for a program and does not have any current elections with this

## Event Status Totals

**Event Status Totals** identifies the status of a participant event.

***Open.*** The number and percentage of events open for processing.

***Closed.*** The number and percentage of events closed for processing.

***Voided.*** The number and percentage of events voided. This event will not be considered for any further processing.

## Process Indicator Totals

The **Process Indicator Totals** group box indicates the participant event totals that currently have been requested to go through reprocessing at one of the many different reprocessing stages.

For example, if you selected a set of participant events for reprocessing to Assign status using the Processing Controls Update – Controls page, those events will be included here in the total number of events.

When the system actually reprocesses events, the system will remove them from these lists of totals as appropriate.

**Normal.** Indicates participant events that are in standard (normal) status. You have no pending requests for reprocessing.

**Assign.** Indicates the participant events that you have requested the system to reprocess back to the point of program assignment.

**Prepare.** Indicates the participant events that you have requested the system to reprocess back to the point of option preparation.

**Re-Enter.** Indicates the participant events that you have requested the system to reprocess back to the point of election entry. Elections for the participant will be rolled back from the Base Benefit enrollment tables.

**Elect.** Indicates the participant events that you have requested the system to reprocess back to the point of election validation and loading. Elections will be rolled back from the Base Benefit enrollment tables. The participant's elections for the event will be revalidated and loaded to the Base Benefit enrollment tables, pending the results of the validation.

**Void.** Indicates that you would like to block this event from further processing. Elections for the event will be rolled back from the Base Benefit enrollment tables.

For more information on reprocessing, see the following topics in this section: Setting Up the Benefits Administration Run Control: Run Control – OE/Snapshot Page (for reprocessing Open Enrollment or Snapshot schedules) and Reprocessing Events (for reprocessing individual employees).

## Finalize Totals

**Finalize Totals** displays the number of participant events that are currently marked to be finalized or to have defaults applied to them, but which have not yet been run through the Benefits Administration process.

You can flag individual events to be finalized and/or to have option defaults applied to them by turning on the **Final** check box for those events in the Controls page of the Processing Controls Update page.

The system will attempt to finalize flagged participant events the next time you run the Benefits Administration process.

For more information about the Controls page of the Processing Controls Update page group (where the **Final** check box is located), see the Using the Processing Controls Update Pages To Review Processing Results for Participant Events appearing later in this section.

For more information about finalizing events and loading elections, see the topic Validating and Loading Elections, appearing later in this section.

## Elig Changed Totals (eligibility changed totals)

**Elig Changed Totals** displays counts of participant events that may need to be reprocessed.

The system flags these events when the HR data used for processing event eligibility is changed, a new row affecting eligibility is inserted, or the row used for eligibility is deleted.

The system breaks these flags down into three categories of eligibility changes: **Address** (state or postal code), **Job** information, or **Multiple Jobs** (changes to primary job flags).

For more information on eligibility changes that require review for possible reprocessing, see the topic Reprocessing Events, appearing at the end of this section.

For more information on multiple jobs, see PeopleSoft 8 Application Fundamentals for HRMS, “Working with Multiple Jobs”.

**Out of Sequence Totals**

Events that have been flagged as out of sequence will show up in the **Out of Sequence Totals** count.

An event that has been marked as **Out of Sequence** is a participant event that the system began processing but then closed when an earlier event for the same participant was detected in a subsequent run of the Benefits Administration process.

The **Out of Sequence** flag indicates that you might need to reprocess the event because the earlier, opened event might have changed the eligibility and event rule processing results for the later, closed event.

For more information on out of sequence events and examples of how they might occur during processing, see the topic Reprocessing Events, appearing at the end of this section.

**Disconnect Event Totals**

**Disconnected Event Totals** indicates the number of disconnected events detected by the system during processing for the selected schedule.

Disconnected events are events that have lost rows in one of the following tables:

PERS\_DATA\_EFFDT (as a result of state or postal code deletions or corrections)

JOB\_LABOR (as a result of union code deletions or corrections)

JOB (as a result of job data deletions or corrections). Events can also be disconnected when one or more of the HR records needed for eligibility processing for the event have been deleted. Event disconnections are usually detected during the scheduling and assignment phase of Benefits Administration processing.

For more information on event disconnection, see the topic Event Disconnection, which appears later in this section.

**Using the Processing Controls Update Pages To Review Processing Results for Participant Events**

You can use the Processing Controls Update component to locate and review the event processing status of individual participant events. The Processing Controls Update pages enable you to search for participant event records based on a variety of criteria. For example, you could simply select the set of participant events that belong to a particular schedule or benefit program. On the other hand, if you know from looking at the Schedule Summary

page that a certain set of participant events in a schedule have been assigned a process status of **EE** (election error) and you want to examine their information, you can perform a search for all the events in that schedule that share an **EE** process status.

You'll enter your search criteria for the set of participant event records that you want to view. You'll initiate a search, and the system displays the results page to review the process status information of the participant event records that match your search criteria.



You may want to use the Schedule Summary page to get an idea of the overall processing status of your schedule before using the Processing Controls Update pages. The Schedule Summary page will give you a good idea of where your events are in the process so you don't have to hunt for them through Processing Controls Update searches.



For more information about the Schedule Summary Page, see the topic Using the Processing Controls Update Pages To Review Processing Results for Participant Events appearing earlier in this section. For more information about using the Processing Controls Update component as part of event reprocessing, see the topic Reprocessing Events, set towards the end of this section.

### Processing Controls Update – BenAdmin Processing Controls Page

Usage	You'll use the BenAdmin Processing Controls to enter search criteria for participant event records.
Object Name	BAS_PARTIC_PRC1
Navigation	<b>Compensate Employees, Administer Automated Benefits, Use, Processing Controls Update, BenAdmin Processing Controls</b>
Prerequisites	Run Benefits Administration process.
Access Requirements	Schedule ID, EmplID.

Processing Controls Update – BenAdmin Processing Controls page

### Required Search Fields

You must include either a **Schedule ID** or **Employee ID** as part of your selection criteria. This will focus your search on either a participant or a schedule. From this point, you can enter additional **Selection Values** to further refine your search.



Keep in mind that, because the system tracks participant events, selecting a particular **Employee ID** does not mean the system will necessarily only locate one record. The system will locate all participant event records associated with that employee that also have a **Process Status** value assigned to them.

When you enter your selection values, you can enter a specific entry for each prompt or leave the field blank. If you leave a selection value blank, the page will search for all possible values for that selection.

### Optional Search Fields

To further refine your search can select additional fields to limit the focus of the search. You can search on the **Benefit Program** affiliation of the participant event. In **Event Classification** you'll enter the type of event you'd like to review.

You can also select **Event Status** to locate events that are Closed for Processing (**C**), Open to Processing (**O**), or Void (**V**). The system can only process one event per participant at a time, so participants with several events assigned to them will have one open event assigned to them, and the others will be closed or void. In the example above, we have set up the system to search for events that are open to processing.

In **Process Status** enter the process status of the participant events you'd like to view. In **Process Indicator** enter the "reprocessing request" of the event you'd like to review. In the example above, we've set up the system to search for events that the system has assigned to a schedule and a benefit program (process status **AS**).

If you select **Finalize/Apply Defaults**, the system will search for all participant events that have been flagged to be finalized or to have option defaults applied to them the next time the Benefits Administration process is run. You can flag an event in this manner by selecting the Final check box for the event on the Processing Controls Update - Controls page.

If you select **Event Out of Sequence**, the system will search for events that were processed out of sequence. This happens when a participant event is started through the Benefits Administration process and then another event associated with the same participant is triggered with an event date earlier than the first event. The system closes the first event and opens and runs the second event through the process because the Benefits Administration process can only process one event per participant at a time and it always tries to process the events with the earliest event dates first. If two or more participant events have the same event date, the system processes the events with the lowest event priority values first.

If you select **Event Disconnected**, the system will search for participant events that have been disconnected because their rows in the PERS\_DATA\_EFFDT, JOB\_LABOR, or JOB tables were deleted or updated after processing began, or because one or more of the HR records needed for eligibility processing no longer exist.

If you select **Address Eligibility Changed, MultiJob Indicator Changed, or Job Eligibility Changed**, the system will search for events that that may need to be reprocessed because information affecting eligibility was changed, inserted, or deleted after the event had begun processing. The system breaks these flagged events down into events that may be affected by a change to the employee's address (state or postal code), multiple job indicators, or job information.



For more information about **Event Status**, see the topic Scheduling Events and Assigning Benefit Programs: Scheduling Multiple Events for Participants and Event Dates, appearing later in this section. For more information on reprocessing and the **Process Status**, see the following topics in this section: Setting Up the Benefits Administration Run Control: Run Control – OE/Snapshot Page(for reprocessing Open Enrollment or Snapshot schedules) and Reprocessing Events (for reprocessing individual employees). For more information about issues that may involve reprocessing, see Reprocessing Events, appearing at the end of this section. For more information about disconnected events, see the topic Event Disconnection,. For more information about the **Event Out of Sequence** flag see the topic Scheduling Events and Assigning Benefit Programs: Scheduling Multiple Events for Participants and Event Dates: When Retroactive Events Are Inserted Into the System (Understanding Event Status) appearing later in this section. For more information about multiple jobs, see Setting Up and Managing Multiple Jobs.

### Processing Controls Update – BenAdmin Processing Controls Page

Usage	You'll use the Search Results portion of the Processing Control Update page to review and update the status the status of the events to queue reprocessing and finalize actions for the system.
Object Name	BAS_PARTIC_PRC2
Navigation	<b>Compensate Employees, Administer Automated Benefits, Use, Processing Controls Update, BenAdmin Processing Controls</b>
Access Requirements	Click Search from the Processing Controls Update – BenAdmin Processing Controls page.

BenAdmin Processing Controls								
Search Results								
Sched ID	EmplID	Ben Rcd#	Name	Event Date	Event Class	Event ID	Pgm	Event Status
KUEM	KU0010	0	Santos, Antonio	05/01/2000	Fam Status	1	KU1	Open
<b>Process Status:</b>	Prepared	<b>*Process Indicator:</b>	Normal Prc	<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Final/Dflt		
				<input type="checkbox"/> Mult.JobChg	<input checked="" type="checkbox"/> Disconnected			
				<input type="checkbox"/> Job Elig Chg				
KUEM	KU0081	0	Gasse, Alain	05/15/2000	Misc Chang	1	KU1	Open
<b>Process Status:</b>	Prepared	<b>*Process Indicator:</b>	Normal Prc	<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Final/Dflt		
				<input type="checkbox"/> Mult.JobChg	<input checked="" type="checkbox"/> Disconnected			
				<input type="checkbox"/> Job Elig Chg				
KUEM	KU0105	0	Adler, Vicky	06/05/2000	Misc Chang	1	KU2	Open
<b>Process Status:</b>	Prepared	<b>*Process Indicator:</b>	Normal Prc	<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Final/Dflt		
				<input type="checkbox"/> Mult.JobChg	<input checked="" type="checkbox"/> Disconnected			
				<input type="checkbox"/> Job Elig Chg				

#### Processing Controls Update - Participant Selection page

For each participant event displayed, the system will show the **Sched ID** (schedule ID), **Empl ID** (employee ID), **Ben Rcd#** (benefit record number), **Event Date**, **Event Class**, **Event ID**, **Pgm** (benefit program), process status, and **Event Status**. These fields are for review only.

When you open this page and find the **Elig Chg** (eligibility change) check boxes selected for **Address**, **Union Code**, or **Job** event eligibility changes, insertions, or deletions, the participant event may need to be reprocessed. These check boxes, along with the **Out of Seq** (out of sequence event) check box, refer to changes that occur during event scheduling. If you determine that the event does not need reprocessing, you can clear these check boxes to indicate this fact.



These check boxes will remain selected until you clear them. We recommend that, after you reprocess the event or otherwise take action to correct the problem that caused the system to select the flag, you should return to this page to clear the check box(es).

The **Disc** (disconnected event) check box refers to events that have been disconnected and which no longer can be processed, with the exception of finalized and disconnected events, which can be reprocessed to a void status. Disconnected events are events that have lost rows in one of the following tables:

- PERS\_DATA\_EFFDT (as a result of State or Postal Code deletions or corrections)
- JOB (as a result of Job data deletions or corrections). Events can also be disconnected when one or more of the HR records needed for eligibility processing for the event have been deleted. Event disconnections are usually detected during the scheduling and assignment phase of Benefits Administration processing.

You'll use the **Process Indicator** to tell the system the event status to which you want the system to reprocess a specific participant event on the next run of the Benefits Administration process. The **Process Indicator** default is *N* for *Normal* processing. For example, if you want to reprocess a particular participant to the *AS* (assigned) process status, you'll set the

**Process Indicator** to *Assgn Pgm* (assign benefit program). When you next run the Benefits Administration process, the system will attempt to reprocess this event to the **AS** status.

You'll use the **Final** check box indicate to the system that you want the system to finalize and/or apply default benefit option elections to a specific participant event. When you select the **Final** check box, the system will attempt to finalize/apply defaults for the participant event on the next run of the Benefits Administration process for the schedule to which that the participant event is assigned.



Events that have been flagged with the **Final** check box will be counted for the **Finalize Totals** group box on the Schedule Summary page.

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For more information about event scheduling, see the topic Scheduling Events and Assigning Benefit Programs, appearing later in this section. For more information about disconnected events, see the topic Event Disconnection, which appears later in this section. For more information about reprocessing events (and using this page as a tool for reprocessing events), see the following topics in this section: Setting Up the Benefits Administration Run Control: Run Control – OE/Snapshot Page (for reprocessing Open Enrollment or Snapshot schedules) and Reprocessing Events (for reprocessing individual employees). For more information about multiple jobs, see Setting Up and Managing Multiple Jobs. For more information about finalizing events and loading elections, see the topic Validating and Loading Elections, appearing later in this section.

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## Preparing Eligibility Reports to Review Option Preparation Results

You can use the Eligible Participants and Ineligible Participants reports to review the results of the Option Preparation process. Eligible Participants lists eligible participants by Schedule ID and Benefit Program. In other words, it lists employees who have been given a process status of *AN* (program eligibility assigned none). Ineligible Participants lists all participants who have been found to be ineligible for any program, or in other words, employees who have been given a process status of *AS* (program eligibility assigned).



For more information about these reports, see Benefits Administration Reports.

---

## Using the Employee Event Summary to Review Election Validation Results for Individuals

You can use the Employee Event Summary pages to review detailed information on a participant's benefit program and benefit plan option elections of individual participants before, during, and after Benefits Administration participant event processing. These pages display basic information about the participant event and display the current option elections, dependent enrollments, savings investments, and system-calculated credits and costs of the participant associated with the event. These pages are inquiry only and do not allow updates.

At the end of this topic is a subtopic that explains how the system derives the information that is displayed in the Employee Event Summary pages from records stored in the BAS\_PARTIC "table family" (BAS\_PARTIC, BAS\_PARTIC\_PLAN, BAS\_PARTIC\_OPTN, BAS\_PARTIC\_COST, BAS\_PARTIC\_DPND, and BAS\_PARTIC\_INVT).

### Employee Event Summary – Participant Page

Usage	The Participant page displays event status, event processing, and eligibility information for a selected participant and participant event.  This page displays the participant event information in the BAS_PARTIC table. There is one BAS_PARTIC record per employee per event. The records in BAS_PARTIC are the parent records to which the other BAS_PARTIC records are linked.
Object Name	BAS_PARTIC_INQ1
Navigation	<b>Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Summary, Participant</b>
Prerequisites	None.
Access Requirements	Enter the schedule ID and employee ID.

Participant		Plan Type		Option and Cost	
<b>Sched ID:</b>	KUEM	US Event Maintenance			
<b>EmplID:</b>	KU0010	Santos, Antonio			
					<b>Benefit Rcd#:</b> 0
<b>Event Information</b>					
<b>ID:</b>	1	<b>Empl Rcd#:</b>	0	<b>Date:</b>	05/01/2000
<b>Status:</b>	Open for Processing		<b>Effseq:</b>	0	
<b>Class:</b>	FSC Family Status Change		<b>Priority:</b>	300	
<b>Source:</b>	Manual Event		<input type="checkbox"/> <b>Multi-Activity Indicator</b>		
<b>Eligibility Information</b>					
<b>Empl Rcd#:</b> 0		<b>COBRA Action:</b>			
<b>Addr Effdt:</b> 09/12/1997					
<b>Job Effdt:</b> 09/12/1997		<b>Effseq:</b> 0			
<b>Processing Information</b>					
<b>Benefit Program:</b>	KU1 GBI US Fulltime Benefit Pgm		<input type="checkbox"/> <b>Address Eligibility Changed</b>		
<b>Process Status:</b>	Prepared		<input type="checkbox"/> <b>MultiJob Indicator Changed</b>		
<b>Status Date:</b>	07/27/2000		<input type="checkbox"/> <b>Job Eligibility Changed</b>		
<b>Process Indicator:</b>	Normal Processing		<input type="checkbox"/> <b>Event Out of Sequence</b>		
<b>Election Source:</b>	None Entered		<input type="checkbox"/> <b>Event Disconnected</b>		
<b>Excess Credit:</b>	Cash		<input checked="" type="checkbox"/> <b>Available through Self Service</b>		
<b>Option Notify:</b>			<b>Election Rcvd:</b>		
<b>Confirm Notify:</b>			<b>Confirm Rcvd:</b>		
<b>Finalize/Apply Defaults</b>		<input type="checkbox"/>			

Employee Event Summary – Participant page (1 of 2)

Eligibility Source							
Empl Rcd#	Effdt	Effseq	Pri	Incl Job	Incl Elig	Incl Ded	Eligibility Source
	09/12/1997						PERS_DATA_EFFDT
0	09/12/1997	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		JOB

Employee Event Summary – Participant page (2 of 2)

**Event Information**

The **Event Information** group box displays the event's **ID** (event ID), **Status** (event status), **Class** (event class), **Source** (event source), **Date** (event date), **Effseq** (event effective sequence), and **Priority** (event priority).

In **Status**, the system displays a status code that indicates whether the participant event is *Open for Processing*, *Closed for Processing*, or *Void*.

In **Source**, the system will display the source of the event: whether it was triggered by a change to an employee's address, union code, or job information, a passive event, or the insertion of a manual event.

**Event Priority** is the priority level of the event class. The system uses **Event Priority** to determine the order of processing for events that occur for the same benefit record number on the same event date, but which have different event classes.

When the system selects the **Multi-Activity Indicator** check box, it means that this participant event is the result of a situation where the system located multiple activity records from **BAS\_ACTIVITY** that had the same benefit record number, event date, and event class and merged them into a single participant event.

## Eligibility Information

The **Eligibility Information** group box displays information the system uses for determining eligibility for the event. The **Employment Record Number** is the employment record number of the address, job, and union code records used for eligibility. If the event is associated with an action that may make the employee eligible for COBRA coverage, the system will display that action code in **COBRA Action**. If the event originated from (or is associated with) a **Job**, **Union** code, or **Address** (state or postal code) change, it will display the **Effdt** (effective date) and identifies the **Effseq** (effective sequence) of that event (or set of events).

## Processing Information

The **Processing Information** group box displays information about the current processing status of this participant event. You can review the Benefit Program to which the event is assigned, the event's current process status, the **Process Indicator** (the event's reprocessing status), the **Election Source** (how the system received the employee's elections), and the dates that you sent the employee his or her notification and confirmation letters (**Option Notify** and **Confirmation Notify**) as well as the dates those letters were received (**Election Rcvd** and **Confirm Rcvd**). And you'll find the method the system uses to deal with **Excess Credits** displayed in this group box as well.

In the **Processing Information** group box, you'll also find check boxes that indicate whether the participant event is a candidate for reprocessing. The system will select the **Address**, **MultiJob**, or **Job Eligibility Changed** check boxes if there were changes, insertions, or deletions to address (State and Postal Code), multiple job indicators, or job information. If the event was processed out of sequence because a retroactively entered event preceded it, the system will select the **Out of Sequence** check box. And if the event was disconnected because the event triggered or one or more of the HR records used for eligibility were deleted, the system will select the **Disconnected** check box.

If the **Available through Self Service** check box is selected, that means that the participant can enter their elections for the option processing results of this event through PeopleSoft eBenefits application.

## Eligibility Source

Eligibility Source shows the source of eligibility data that was used when the event was last processed. The first line is always the effective date of the PERS\_DATA\_EFFDT that contributed address data to the eligibility processing. The remaining rows show each job that may have contributed eligibility information and the **Pri Job** (primary job), **Incl Elig** (include for eligibility), **Incl Ded** (include for deductions) flags. These flags are used primarily in multiple job processing.



For more information about events, and **Event Classes** in Benefits Administration, see Creating Event Rules. For more information about event status, see Scheduling Multiple Events for Participants and Event Dates, appearing later in this section. For more information about **Event Priority** and how the system schedules multiple events that occur on the same event date, see the topic Scheduling Events and Assigning Benefit Programs: Scheduling Multiple Events for Participants and Event Dates: When Multiple Events Occur on the Same Event Date (Understanding Event Priority). For more information on multiple jobs, see Setting Up and Managing Multiple Jobs. For more information about event disconnection see the topic Event Disconnection, appearing later in this section.

---

### Employee Event Summary - Plan Type Page

Usage	<p>Use Plan Type to displays detail information on the benefit plan types assigned to a particular participant and participant event. The option elections information displayed will change depending on the plan type that is displayed.</p> <p>This page displays the plan type information related to the participant event that is stored in the table BAS_PARTIC_PLAN. There is one BAS_PARTIC_PLAN record per employee per event per benefit plan type.</p> <p>The option election information of the benefit plan is stored in the table BAS_PARTIC_OPTN. There is one record in BAS_PARTIC_OPTN per employee per event per benefit plan type per option (in other words, it relates directly to BAS_PARTIC_PLAN, which in turn relates to BAS_PARTIC).</p>
Object Name	BAS_PARTIC_INQ2
Navigation	<b>Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Summary, Plan Type</b>
Prerequisites	None.
Access Requirements	Enter the schedule ID and employee ID.

Participant
Plan Type
Option and Cost

Sched ID: KU00
EmpID: KU0015
Ben Rcd#: 0
Event ID: 0

Plan Types
Find | View All
First 1 of 28 Last

**Plan Seq:**

**Option Code:**

**Curr Election:** Only

**Enroll Action:** Terminate

**Ignore Plan:** No

**Coverage Elect:** Term

**Plan Type:** 70 PERS

**Benefit Plan:**

Elections Allowed

BAS Error

Proof Received

**Coverage Code:**

**Coverage Begin:** 01/01/2000

**Deduction Begin:** 01/01/2000

**Coverage Elect:** 06/23/2000

**Addl Pay Eff:**

**Billing**

**Effdt:** 01/01/2000      **Billing Action:** E End

#### Employee Event Summary - Plan Type page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Sched ID, EmpID, Ben Rcd#, Event ID.**

#### Plan Types

**Curr Election** (current election) is an indicator that explains why coverage might be terminated after event processing has occurred. If **Current Election** is set to **Yes**, the employee had coverage in this **Plan Type** as of the **Event Date**. If **Current Election** is set to **No**, the employee did not have coverage in this **Plan Type** as of the **Event Date**. If **Current Election** is set to **Only**, the employee had coverage in this **Plan Type** as of the **Event Date**,

but the employee is no longer eligible for coverage in this **Plan Type** as a result of the event, leading the system to terminate the employee's coverage. And if the **Current Election** is set to **Future**, the employee has a future dated election in this **Plan Type** that the system will terminate.

When the **Elections Allowed** check box is selected, it means the employee can elect options in this plan type. If it is cleared, the employee cannot elect options in this plan type.

When the system finalizes the participant, the **Enroll Action** and **Coverage Elect** fields are set. Until that time, they are populated with an **Enroll Action** default value of *None* and a **Coverage Elect** default value of *Elect*.

After finalization, **Enroll Action** is set by plan type, and will reflect what action occurred with that plan type. The possible values for **Enroll Action** are *None*, *Enroll*, and *Terminate*. The results of the following **Enroll Action** values are as follows:

- **None.** No action occurred for this plan type and none is taken.
- **Enroll.** Coverage Elect will be set to *Waive* or *Elect*.
- **Term.** Coverage Elect will be set to *Terminate*.

A participant may receive an **Enroll Action** of *None* if the election for the given plan type matches the participant's current election. This way, if the participant stays in the same benefit plan for twenty years, there will be only one enrollment record rather than twenty. Participants will also receive an **Enroll Action** of *None* if there is an error with the election, no current election, and the participant is finalized.



If **BAS Error** is selected, the system has encountered an error during eligibility and event rule processing for this plan type.

---

**Ignore Plan** action that the system followed to process this plan type, if any. **Ignore Plan** values can be *Yes* (processing is allowed), *No* (processing is not allowed), and *Excess Credit Only*.



**Ignore Plan** is related to your Event Rule setup. For more information, see the section **Defining Benefits Administration: Creating Event Rules: Defining Event Rules: Event Rules Table 1: Applying Defaults**.

---

In the **Dates** group box, the system displays the **Coverage Begin** date, the **Deduction Begin** date (the effective date of the coverage), and the **Coverage Elect** date (the date the election was processed).

## Dependents

Click the **Dependents** link to display the Dependents page.

## Billing

In the Billing group box, the system displays whether or not the participant is enrolled in Benefits Billing for a particular plan type, along with other information.

**Life Insurance**

This group box displays additional employee election detail related to the specific plan type.

**Savings Plans**

This group box displays additional employee election detail related to the specific plan type.

**Investments**

Click the **Investments** link to display the Investments page.

**Rollover Options**

This group box displays additional employee election detail related to the specific plan type.

**Flexible Spending Account**

This group box displays additional employee election detail related to the specific plan type.

**Vacation Buy/Sell**

This group box displays additional employee election detail related to the specific plan type.

*Dependents page*

Usage	<p>Use the Dependents page to review detailed information about the employee’s dependent and beneficiary assignments.</p> <p>This page displays the dependent/beneficiary information contained in BAS_PARTIC_DPND. For BAS_PARTIC_DPND there is one record per employee per event per dependent/beneficiary election and relates directly back to BAS_PARTIC_PLAN, which in turn relates to BAS_PARTIC.</p>
Object Name	BAS_PARTIC_INQ_DEP
Access Requirements	Click the <b>Dependents</b> link from the Employee Event Summary - Plan Type page.

Dependents						
Dep/Benef	Enroll Action	BAS Error	Pct Paid	Flat Amt	Excess	Contingent
01	Santos,Megan	None	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
02	Santos,Marguerite	None	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03	Santos,Sean	None	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

First 1-3 of 3 Last

OK Cancel

Dependents page

**Investments Page**

Usage	Use the Investments page to review detailed  This page displays the saving investment information contained in the BAS_PARTIC_INVNT. For BAS_PARTIC_INVNT there is one record per employee per event per savings investment election and relates directly back to BAS_PARTIC_PLAN, which in turn relates to BAS_PARTIC.
Object Name	BAS_PARTIC_INQ_INV
Access Requirements	Click the <b>Investments</b> link from the Employee Event Summary - Plan Type page.

Investments				
Investment Option	Enroll Action	BAS Error	Percent	
1 Money Market	Enroll	<input type="checkbox"/>	25.00	
2 Asset Allocation Fund	Enroll	<input type="checkbox"/>	25.00	

View All First 1-2 of 4 Last

OK Cancel

**Employee Event Summary - Option and Cost Page**

Usage	The Option and Cost page displays data on the system-calculated cost and credit information for each plan type option in the participant/participant event’s benefit plan elections. It will only display option and cost information for the options in which the participant/participant event is enrolled.  This page displays the price and credit information contained in the BAS_PARTIC_COST table. There is one record in BAS_PARTIC_COST per employee per event per option cost component (in other words, it relates directly to BAS_PARTIC_PLAN, which in turn relates to BAS_PARTIC).
Object Name	BAS_PARTIC_INQ4
Navigation	<b>Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Summary, Option and Cost</b>
Access	Enter the schedule ID and employee ID.

Requirements			
Participant Plan Type Option and Cost			
Sched ID:	KU00	EmplID:	KU0010
Ben Rcd#:	0	Event ID:	0
Plan Types		Find   View All First 9 of 26 Last	
Plan Seq:	20	Plan Type:	20 Life
Options		Find   View All First 1 of 1 Last	
Option Seq:	1	ID:	3
Type:	Option		
Benefit Plan:	KUBLIF	Coverage Code:	
Option Code:	1	Option Level:	1
<input checked="" type="checkbox"/> Default Election	<input type="checkbox"/> Proof Required	<input type="checkbox"/> History Only	
Coverage Base:	50000.00	Premium Base:	50000.00
Ded Class:	Before-Tax		
Pay Periods:	<input checked="" type="checkbox"/> First	<input checked="" type="checkbox"/> Second	<input checked="" type="checkbox"/> Third
	<input checked="" type="checkbox"/> Fourth	<input checked="" type="checkbox"/> Fifth	
Option Cost			
Cost ID	Cost Type	Annual Amt	Deduct Amt
1	Price		

Employee Event Summary - Option Elections page

If the **Default Election** check box is selected, it means that the option is a default option that can be assigned as a default to participants who fail to make their elections. It does *not* necessarily mean that this option was assigned to the participant as a default option.

**Proof Required** is generally used for life and retirement plans. When **Proof Required** is selected, it means the participant must pass proof rules to legitimately enroll in the plan. These proof rules are stored in the event rules you have defined for your Benefits Administration system.

The **History Only** check box identifies options which the employee is *eligible* for, but which the employee cannot *choose*. For example, when a participant undergoes a FSC (family status change) event such as a marriage, her eligibility for certain options will be unchanged, but the event rules associated with FSC events will only allow the participant to choose between the different options available to them as a direct result of the change in their coverage status. Later, when the participant enters Open Enrollment, she will have the ability to choose between the many different options for which she is eligible.



For more information about event rule design, see Creating Event Rules.

**Creating a Participant Processing Status Audit Trail**

Usage	You can run the Employee process status report after each run of the Benefits Administration process to create an audit trail of processing statuses for each employee
Object Name	RUNCTL_BAS027
Navigation	<b>Compensate Employees, Administer Automated Benefits, Report, Employee Process Status, BAS Employee Processing Status</b>

Prerequisites	Run Benefits Administration process.
Access Requirements	Enter the run control ID.

BAS Employee Processing Status

Run Control ID: BENADMIN [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

---

Schedule ID:   (Leave blank for all schedules)

**Process Status to Include:**  
(Leave all boxes unchecked to include all)

<input type="checkbox"/> Assign None	<input type="checkbox"/> Elections Entered
<input type="checkbox"/> Assign Error	<input type="checkbox"/> Election Error
<input type="checkbox"/> Assigned	<input type="checkbox"/> Re-Enter
<input type="checkbox"/> Prepare Error	<input type="checkbox"/> Finalized - Benefit Pgm None
<input type="checkbox"/> Prepared	<input type="checkbox"/> Finalized - Prepare None
<input type="checkbox"/> Notified	<input type="checkbox"/> Finalized - Enrolled

#### BAS Employee Processing Status page

If you want to print an Employee Status Report that is limited to participants of a specific schedule, enter the **Schedule ID** for that schedule. Leave **Schedule ID** blank if you want to print an Employee Status Report that includes participants from all of your organization's Benefits Administration schedules.

The Employee Status Report lists employees and the current process status values associated with those employees. In the **Process Status to Include** group box, you can enter selection criteria that narrow down the range of employees displayed in the report. For example, if you select the **Assigned** and **Prepared** check boxes, the system will print an Employee process status Report that lists only the participants in the selected employee population that have process status values of **AS** (assigned) and **PR** (prepared).



Leave all of the **Process Status to Include** check boxes cleared to include all **Process Status** values in the report.



For more information about the **Process Status** designation, see the topic Understanding the Process Status, appearing earlier in this section.

### Reviewing Passive Event Processing History

Usage	You can review the results of passive event processing with the Passive Event History page. This page will display all events picked up for a specific Benefits Administration Process Run Date. You can narrow down the list of events selected by telling the system to print events with a specific <b>Passive Event ID</b> and/or which took place within a specified date range.
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Object Name	PASSIVE_EVENT_HIST
Navigation	<b>Compensate Employees, Administer Automated Benefits, Inquire, Passive Event History, BenAdmin Passive Event History</b>
Access Requirements	Process Run Date, Passive Event ID, From Date, To Date.

Passive Event History – BenAdmin Passive Event History page

For each record found, the system will display the passive event's **Process Date, Event ID,** and **Description.**

The system will display a **From Date** and **To Date** for each passive event history record. This date range is the period during which the system searched to find that particular passive event during the run of the Benefits Administration process. This secondary date range was originally set on the Passive Event Processing page of the Benefits Administration run control component.

The system also displays the passive event's **Event Sequence** to help you track passive events that were triggered on the same effective date.



For more information about the Passive Event Processing page, see the topic Setting Up the Benefits Administration Run Control: Run Control – Passive Event Processing Page, which appeared earlier in this section.



When the system processes passive events and you have set up **From** and **To Date** ranges for particular **Event IDs** on the Passive Event Processing Run Control page, it will only find events that fall within those date ranges. After processing is over and you go to the Passive Event History page, the system will only bring up passive event history records for records found within the **From** and **To Date** range you set at the top of the page (or you can leave the **From** and **To Date** range blank to have the system display all available passive event history records).

## Identifying Participants Flagged for Reprocessing Consideration or Disconnection

When you run the Flagged Participants report, the system will print out a list of the participant events it flagged during processing because the events were disconnected, or because the events were determined to be potential candidates for reprocessing. The system may flag a participant event for reprocessing if the event was processed out of sequence or if the address, union, or job eligibility associated with the event was changed.

You can choose to have the Flagged Participants report display information about each flag that helps you troubleshoot the reason the event was flagged, or you can have the system print a summary version of the report that provides a minimum of information about each listed event.

You can use the Flagged Participants report parameters page to set up reports that print out flagged participants from particular schedules and you can search for participants that were flagged for events that transpired within a particular date range. You can also enter flag search criteria, so the system will only list employees with the flags you designate.

### Flagged Participants – BenAdmin Flagged Participants Page

Usage	The Flagged Participant report prints out a list of the participant events it flagged during processing because the events were disconnected, or because the events were determined to be potential candidates for reprocessing. The system may flag a participant event for reprocessing if the event was processed out of sequence or if the address, union, or job eligibility associated with the event was changed.
Object Name	RUNCTL_BAS008
Navigation	<b>Compensate Employees, Administer Automated Benefits, Report, Flagged Participants, BenAdmin Flagged Participants</b>
Access Requirements	Enter the run control ID.

BenAdmin Flagged Participants

Run Control ID: BENADMIN [Report Manager](#) [Process Monitor](#)

Language:

---

Schedule ID:   (Leave blank for all schedules)

From Date:   Thru Date:

Include Summary

Report Participants Flagged for

Address Eligibility Changed  Event Disconnected

MultiJob Indicator Changed  Event Out of Sequence

Job Eligibility Changed

### Flagged Participants – BenAdmin Flagged Participants page

When you run the Flagged Participants report, the system will print out a list of the participant events it flagged during processing because the events were disconnected, or

because the events were determined to be potential candidates for reprocessing. The system may flag a participant event for reprocessing if the event was processed out of sequence or if the address, union, or job eligibility associated with the event was changed.

You can choose to have the Flagged Participants report display information about each flag that helps you troubleshoot the reason the event was flagged, or you can have the system print a summary version of the report that provides a minimum of information about each listed event.

You can use the Flagged Participants report parameters page to set up reports that print out flagged participants from particular schedules and you can search for participants that were flagged for events that transpired within a particular date range. You can also enter flag search criteria, so the system will only list employees with the flags you designate.

Enter the **Schedule ID** for the participant population that you want the system to search for reprocessing flags. If you want the system to print a list of the employees with reprocessing flags in all schedules, leave **Schedule ID** blank.

In **From Date** and **Thru Date**, enter the date range in which that you want the system to use when searching for flagged participants. The system will only list participants who were flagged for events with event dates within the date range you specify.

In the **Report Participants Flagged For** group box, select the flags that you want the system to select when it compiles the report. In our example above, we have selected *Address Eligibility Changed*, *MultiJob Indicator Changed*, *Job Eligibility Change*, *Event Disconnected*, or *Event Out of Sequence*.

You can also select the **Include Summary** check box to have the system include summary information on all flagged participant events found by the system. If you select **Include Summary** and leave the other check boxes cleared, the system will print summaries of all flagged events that the system found for the indicated date range and selected schedule. If no schedule has been selected, the system will display data for flagged events in all available schedules for the indicated date range.



You *must* select one or more of the five check boxes in the **Report Participants Flagged For** group box and/or the **Include Summary** check boxes before you can save the page and print the Flagged Participants report.

---

The system will divide up the report into six sections: five sections for each type of event flag and a sixth section for the event summary. The sections specific to each event flag will display general information about each flagged participant event and troubleshooting information that you can use to determine why the event was flagged. The summary section will display summary information about each flagged event found in the search.

---



For more information on event disconnection, see the topic Event Disconnection, appearing later in this section. For more information on reprocessing and the Address Eligibility Changed, Union Eligibility Changed, Job Eligibility Changed, and Event Out of Sequence system flags, see the topic Reprocessing Events, at the end of this section.

---

## Debugging Participant Eligibility Processing Issues

When you run the Benefits Administration process, with the Record Eligibility Results check box selected on the Schedule and Checkpoint Restart page of the Benefits Administration Run Control component, the system will perform an eligibility check for all employees who have not yet had their options prepared. The results of that eligibility check are recorded and displayed on the Eligibility Debugging page.

The system will only record benefits eligibility appropriate to the process status of the event. For example, if the event is at *AS* (assigned) or later, the system will not record program eligibility checks because program eligibility is determined before events are assigned. And if the event is at a process status of *PR* (prepared) or later, the system will not record option eligibility for that event because its options have already been prepared.

You can use the Eligibility Debugging page to review eligibility processing for specific employees to see exactly where they pass or fail eligibility checks. You can then use this information as an aid in the correction of eligibility processing issues.

Unlike normal Benefits Administration processing, when Record Eligibility Results is selected, the system will not stop checking eligibility for a program or option the first time a participant fails a check for a particular eligibility field associated with that program or option. It will continue through all the eligibility checks associated with the program or option so you can see all of the fields the employee passes or fails.

The system will follow these procedures when it makes eligibility checks and records their results:

- The system will start by checking eligibility for eligibility rules associated with benefit programs. If a benefit program *fails* the eligibility check, the system will record that eligibility check but will then move on to the next benefit program in the sequence.
- After all benefit program eligibility has been processed, and if eligibility for one and only one program has been met, the system begins testing eligibility for all of the option-level eligibility rules associated with that benefit program.

Based on the eligibility processing results you review on the Eligibility Debugging page, you may want to review and correct errors in your eligibility rule or benefit program setup.



For more information, about setting up eligibility rules, see Defining Eligibility Rules or Building Automated Benefit Programs.

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For more information about the Benefits Administration run control pages and the Record Eligibility Results check box, see the topic Setting Up the Benefits Administration Run Control.

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### BenAdmin Eligibility Debugging Page

Usage	Use the Eligibility Debugging page to review the results of the eligibility processing for specific employees to see exactly where they pass or fail
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	eligibility checks. You can use this information as an aid in the correction of eligibility processing issues.
Object Name	BAS_ELIG_DEBUG
Navigation	<b>Compensate Employees, Administer Automated Benefits, Inquire, Eligibility Debugging, BenAdmin Eligibility Debugging</b>
Prerequisites	Run Benefits Administration process with Record Eligibility Result selected.
Access Requirements	Enter the employee ID.

BenAdmin Eligibility Debugging

**EmpID:** KU0010      Santos, Antonio      **Ben Rcd#:** 0

**Eligibility Rule** Find | View All    First 1 of 12 Last

**Rule ID:** K01C    Program-Level Eligibility (CN)      **Option Type:** Program      **Benefit Program:** KC1

**Type:** Eligibility Rule      **Rule Effective Date:** 01/01/2000

**Sched ID:** KUEM      **Event ID:** 1      **Process Date:** 07/27/2000      **Rule Result:** Ineligible

Eligibility Fields				
Field Compared	Field Result	Active Only	Group Method	Evaluation Method
<a href="#">Age</a>	Eligible	<input type="checkbox"/>	Primary	1 or More
<a href="#">Service Months</a>	Eligible	<input type="checkbox"/>	Primary	1 or More
<a href="#">Standard Hours</a>	Eligible	<input type="checkbox"/>	Primary	1 or More
<a href="#">FTE</a>	Eligible	<input checked="" type="checkbox"/>	AllFlagged	Sum
<a href="#">Pay Group</a>	Ineligible	<input type="checkbox"/>	Primary	1 or More
<a href="#">Benefits Status</a>	Eligible	<input type="checkbox"/>	AllFlagged	1 or More

**BenAdmin Eligibility Debugging page**

**EMPLID**      The system displays the employee ID and name being evaluated against the eligibility rule.

**Ben Rcd#**      The system displays the benefit record number for the displayed employee that is being evaluated against the eligibility rule.

**Rule ID**      The system displays the ID and description for the eligibility rule the employee was evaluated against.

**Option Type**      This tells you whether the eligibility check was for a benefit program or a benefit option.

**Benefit Program**      The system displays the name of the benefit program that the program or option eligibility check is associated with.

**Type**      This tells you whether this is a standard eligibility rule or a geographic rule.

**Eligibility Rule**      The system displays detailed information about the eligibility rule that is being evaluated.

<b>Rule Effective Date</b>	This is the date on which the eligibility rule went into effect.
<b>Sched ID</b>	The system displays the ID for the Benefits Administration schedule for which you are processing eligibility.
<b>Event ID</b>	The system displays the ID for the assigned to the event.
<b>Process Date</b>	The system displays the date on which the eligibility check was performed.
<b>Rule Result</b>	This tells you whether the participant is eligible or ineligible for the benefit program or option according to the eligibility rule check.
<b>Eligibility Fields</b>	This section displays each eligibility field tied to the eligibility rule and whether the participant failed or passed the eligibility check for that field.
<b>Field Compared</b>	The system displays the name of the eligibility field. Each field is a link to the corresponding Job Eligibility Evaluation page. Click on the compared field name to display the page.
<b>Field Result</b>	This tells you whether the employee passed or failed the criteria set within this eligibility field.  You may notice <i>Location Postal Code</i> displayed next to the result, if the eligibility field is State, Postal, or Geographic Location. This means the criteria for the eligibility field was set up to match on either the employee's home or work address.
<b>Active Only</b>	If selected, this check box indicates that the eligibility check was made on only the employee's active jobs.
<b>Group Method</b>	If multiple jobs are active, the system displays the grouping method set up for the eligibility field.
<b>Evaluation Method</b>	If multiple jobs are active, the system displays the evaluation method set up for the eligibility rule.

### Job Eligibility Evaluation Page

Usage	Use the Jobs Eligibility Evaluation page to review the detailed results for individual eligibility fields within the eligibility rule.
Object Name	BAS_ELIG_DEBUG
Navigation	<b>Compensate Employees, Administer Automated Benefits, Inquire, Eligibility Debugging, BenAdmin Eligibility Debugging</b>

**Job Eligibility Evaluation**

**EmplID:** KU0010      Santos, Antonio      **Ben Rcd#:** 0

**Rule ID:** K01C      Program-Level Eligibility (CN)  
**Field Compared:** Age  
**Field Result:** Eligible

**If Criteria Met:** Eligible

Employee Values						Eligibility Rule					
Ben Rcd#	Empl Rcd#	Empl Status	Pri Job	Incl Elig	Field Value	Job Result	Age As Of	Month	Day	Min Age	Max Age
0	0		<input type="checkbox"/>	<input type="checkbox"/>	27	Eligible	Cur/Chk Dt			0	99

OK      Cancel

**Job Eligibility Evaluation page**  
**EMPLID**

The system displays the employee ID and name being evaluated against the eligibility rule.

**Ben Rcd#**

The system displays the benefit record number for the displayed employee that is being evaluated against the eligibility rule.

**Rule ID**

The ID and description for the eligibility rule the employee was evaluated against.

**Group Method**

If multiple jobs are active, the system displays the grouping method set up for the eligibility field.

**Field Compared**

This identifies the field you selected to access this page.

**Evaluation Method**

If multiple jobs are active, the system displays the evaluation method set up for the eligibility rule.

**Field Result**

This tells you whether the employee passed or failed the criteria set within this eligibility field.

**Consider Active Jobs Only**

If selected, this check box indicates that the eligibility check was made on only the employee's active jobs.

**If Criteria Met**

This tells you whether the participant is eligible or ineligible according to the eligibility rule check.

**Job Values**

This group box displays the specific employee information that was evaluated against the eligibility field.

**Ben Rcd#**

The system displays the benefit record number.

**Empl Rcd#**

The system displays the employee job record.

**Empl Status**

The system displays the employee status for employee job record.

**Pri Job**

If multiple jobs are active, this indicates whether this employee job record for the listed benefit record is the primary job.

<b>Incl Elig</b>	If multiple jobs are active, this indicates whether the Include for Eligibility flag is on or off for the listed employee job record.
<b>Field Value</b>	The system displays the value that the participant possesses in that field that is being compared against the eligibility rule.
<b>Job Result</b>	<p>The system displays the results of the eligibility check. You can have the following valid values:</p> <p><b><i>Eligible.</i></b> The job passed the eligibility check.</p> <p><b><i>Ineligible.</i></b> The job did not pass the eligibility check.</p> <p><b><i>Not evaluated.</i></b> The job did not contribute any data to the eligibility check. This could be because the group method was set to Primary and this was not the primary job for the benefit record, or the Include for Eligibility flag was not set for this job, or job status was set to Active Jobs Only and the job status was inactive.</p>
<b>Eligibility Rule</b>	This group box displays the parameters set up for the eligibility field on the Eligibility Rules Table.

## Finding Prepared Participants Who Qualify for Termination

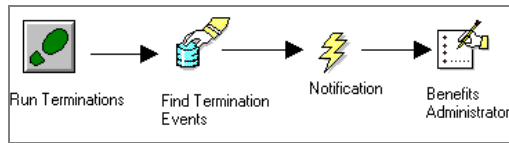
When the Event Maintenance process is run, participants can be identified as qualifying for termination when their participant events reach a process status of *PR* (prepared), but these participants cannot be terminated automatically through the Event Maintenance process, as they must still be moved through the process cycle. The Benefits Administrator must terminate these employees manually by force-finalizing them.

The Find Terminations Workflow process locates participant events at a process status of *PR* that qualify for termination after Event Maintenance processing but who have not yet been manually terminated. It then makes a list of these participant events and sends it to the Benefits Administrator.



You can set this workflow in action through the Process Scheduler by selecting Process, Find Terminations to Finalize in the Administer Automated Benefits menu.

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Find Terminations



For more information about designing and using workflow processes, see *Using Workflow*. For more information about force-finalizing participant events, see the topic *Validating and Loading Elections: Force Finalizing Participant Events*, appearing later in this section.

**Reviewing Basic Employee Information**

You can use the Employee Data Summary pages to review basic participant information at any time during, before, or after processing Benefits Administration.

You can use the Benefits Summary pages to review detailed information about a participant's current benefits elections, including their current coverage, credits, and deductions.

**Employee Data Summary – Employee Data Summ Page**

Usage	Use the Employee Data Summary page to review personnel administration data.
Object Name	EMPLOYEE_SUMMARY1
Navigation	<ul style="list-style-type: none"> <li>• <b>Compensate Employees, Administer Automated Benefits, Inquire, Employee Data Summary, Employee Data Summary</b></li> <li>• <b>Compensate Employees, Administer Base Benefits, Inquire, Employee Data Summary, Employee Data Summary</b></li> <li>• <b>Define Business Rules, Define General Data (NLD), Inquire, Employee Data Summary, Employee Data Summary</b></li> <li>• <b>Develop Workforce, Plan Careers, Inquire, Employee Summary, Employee Data Summary</b></li> </ul>
Access Requirements	Enter the employee ID.

Employee Data Summ		
Santos, Antonio	ID: KU0010	Empl Rcd#: 0
<b>Employee Summary Data</b>		
<b>Employee Status:</b>	Active	
<b>Benefits Employee Status:</b>	Active	
<b>Full/Part Time:</b>	Full-Time	
<b>Regular/Temporary:</b>	Regular	
<b>Standard Hours:</b>	40.00	
<b>Work Period:</b>	Weekly	
<b>Pay Group:</b>	US Weekly	
<b>Company:</b>	Global Business Institute	
<b>Employee Type:</b>	Hourly	
<b>Business Unit:</b>	US006	GBI BU for US006
<b>Job Code:</b>	KU051	Administrative Assistant
<b>Department:</b>	KU001	Human Resources
<b>Location Code:</b>	KUNY00	Corporation Headquarters
<b>Annual Benefits Base Rate:</b>		

Employee Data Summary – Employee Data Summ page (1 of 2)

<b>National ID</b>					
<b>Country:</b>	USA	<b>NID Type:</b>	PR	<b>SSN</b>	<b>National ID</b> 578-29-0482
<b>Gender:</b>	Male				
<b>Marital Status:</b>	Married				
<b>Significant Dates</b>					
<b>Hire Date:</b>	09/12/1997	<b>Service Date:</b>	09/12/1997		
<b>Company Seniority Date:</b>	09/12/1997	<b>Rehire Date:</b>			
<b>Termination Date:</b>		<b>Date of Birth:</b>	08/09/1972		
<b>Effective Date:</b>	09/12/1997	<b>Date of Death:</b>			

Employee Data Summary – Employee Data Summ page (2 of 2)

**Employee Summary Data**

**Employee Status**, **Pay Group**, and **Benefits Base Rate** directly affect benefit processing. **Benefits Base Rate** will be blank if your organization uses a benefits base different from regular pay. You set up the **Benefits Base Rate** on the Compensation page of the Job Data component, in the **Annual Benefits Base Rate** field.

**National ID**

This group box displays personal data, such as **Social Security #** (number), **Gender**, **National ID** information, and **Marital Status**.

The date information that Employee Data Summary - Profile/Significant Dates displays in the **Significant Dates** group box, like **Hire Date** or **Service Date**, directly affects benefit calculations.

**Benefits Summary (Pay Dedns) – Benefit Summary Page**

Usage	The Benefits Summary pages are inquiry-only pages that provide detailed summaries of current participant benefit elections, including
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	payroll deduction information for each elected benefit. The Benefits Summary component includes pages that display global benefits election information, as well as benefits election information specific to organizations located in the U.S, Canada, and non-North American countries. The information displayed is dependent upon the number of benefits plans in which the employee is enrolled.
Navigation	<b>Compensate Employees, Administer Automated Benefits, Inquire, Benefits Summary (Pay Dedns)</b>
Access Requirements	Enter the employee ID.

Benefits Summary

ID: KU0010 Santos, Antonio Empl Rcd#: 0

Employee Status: Active

Health Coverage								
Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
Medical	E	KUMED1	Family	01/01/1999	04/30/2000	B	B	25.38
Dental	E	KUDEN2	Family	01/01/1999	04/30/2000	B	B	7.79
Vision	E	KUVIS1	Family	01/01/1999	04/30/2000	B	B	4.00

Life AD/D Coverage								
Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
Life	E	KUBLIF	50,000.00	01/01/1999	04/30/2000	N	B	0.58
Supp Life	E	KUSL2X	37,000.00	01/01/1999	04/30/2000	A	B	0.26
AD/D	E	KUAD25	25,000.00	01/01/2000	04/30/2000	N	B	0.46

Disability Coverage								
Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
STD	E	KUSTD5		01/01/1999	04/30/2000	A	B	0.20
LTD	E	KULTD1		01/01/1999	04/30/2000	A	B	1.42

Benefits Summary (Pay Dedns) – Benefit Summary page (1 of 3)

Savings Plans								
Plan Type	Elect	Benefit Plan	Participation	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
401(k)	E	KU401M	3.000%	01/01/2000	04/30/2000	B	B	10.68
			\$200.00		04/30/2000	A	B	24.92
Profit Shr	E	KUSVGS		01/01/2000		B		

Leave Plans			
Plan Type	Elect	Benefit Plan	Effective Date
Sick	E	KUSICK	01/01/2000
Vacation	E	KUVACN	01/01/2000

FSA Plans								
Plan Type	Elect	Benefit Plan	Annual Pledge	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
FSA Health	E	KUHFSFA	2,000.00	01/01/2000	04/30/2000	B	B	37.74
FSA Depnd	E	KUDFSFA	2,400.00	01/01/2000	04/30/2000	B	B	45.29

Benefits Summary (Pay Dedns) – Benefit Summary page (2 of 3)

Pension Plans									
Plan Type	Elect	Benefit Plan	Add'l Amount	Add'l Percent	Deduction Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
US Pensn 1	E	KUPENS	100.00		01/01/1999	04/30/2000	B	B	42.97

Vacation Buy/Sell Hours									
Plan Type	Elect	Benefit Plan	Vacation Hours	Deduction Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction	
Vacn Buy	E	KUVCBY	8.00	01/01/2000	04/30/2000	B	B	1.37	

Benefits Summary (Pay Dedns) – Benefit Summary page (3 of 3)

The data displayed is representative of the information that you may see. The information that you will see depends on the benefit plans the employee is enrolled in. For each benefit plan, the **Plan Type**, **Elect** (election), **Plan**, **Participation** amount, Coverage Begin and End Dates, **Pay End Date**, **Class**, **STax** (sales tax class), and **Last Deduction** amount will be displayed.



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The Benefits Summary pages are covered in your PeopleSoft Human Resources Base Benefits documentation. For more information about the Benefit Summary pages, see *Reviewing Enrollments and Benefit Calculations*.

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## Scheduling Events and Assigning Benefit Programs

The first processing phase of the Benefits Administration is perhaps the most complex part of the Benefits Administration process as a whole. In this phase, the system identifies the processing population, processes `BAS_ACTIVITY` triggers (if you are running Event Maintenance), assigns them to an appropriate Benefits Administration schedule, determines their program eligibility, and prepares their options. And, as we've already explained in the overviews of the Benefits Administration process and the process status flow, there are many ways that an unprocessed participant event can be diverted from its journey to the *PR* (prepared) process status. But the first processing phase of the Benefits Administration process is also important for a number of other reasons, which we'll discuss in this topic.

To begin with, it's in the *event scheduling and program assignment stages* of the Benefits Administration process that the Open Enrollment and Event Maintenance processes differ the most. After participant events in both types of Benefits Administration make it through those stages, the process flow from option preparation to election finalization is pretty much the same (with the exception that you will be able to force finalize entire Open Enrollment schedules at the end of that process). In this topic, we'll discuss exactly how the scheduling and program assignment stages differ for Open Enrollment and Event Maintenance.

We'll also cover the BAS Activity page in this topic. The BAS Activity page can be very useful when you're running or preparing to run the Benefits Administration process for an Event Maintenance schedule. BAS Activity enables the review and deletion of unprocessed participant events and it gives you the ability to manually insert events such as *FSC* (family status change) and *MSC* (miscellaneous) events into the system for processing at any time.

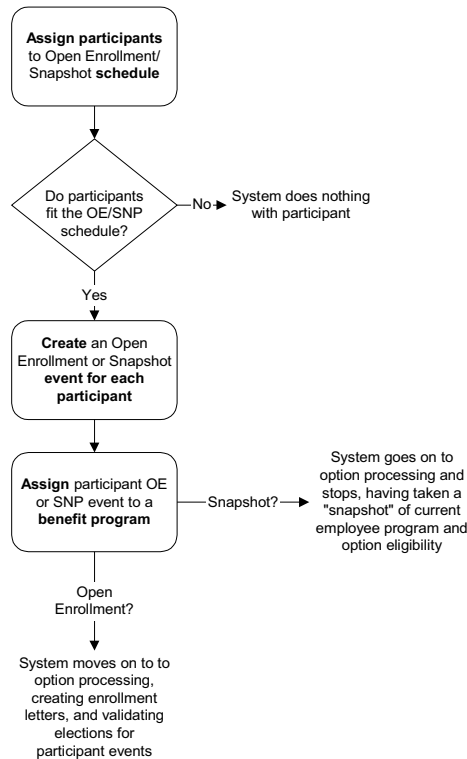
We'll finish this discussion by discussing a few scenarios that can occur when multiple events are entered for a participant. We'll explain how the system handles situations where several events with the same event date are triggered for a single participant. We'll also explain how the system uses **Event Status** to manage situations where a participant has an event in process and another event with an earlier effective date than the first event is retroactively entered into the system through means such as the BAS Activity page.

### Scheduling Events and Assigning Programs for Open Enrollment

When you process Open Enrollment, the system gives all of the participants in the Open Enrollment schedule the same type of event for processing. This event, which has an **Event Classification** of Open Enrollment, is designed to be processed in such a way as to cause the system to reevaluate the participant's current benefits eligibility and give the participant the

option to keep their current elections or enroll in the other elections for which they are currently eligible.

The scheduling and benefit program assignment phase of Open Enrollment, then, is pretty simple. First, the system basically finds all participants who fit the designated schedule and then assigns them to that schedule. Then it creates an event with an Open Enrollment event classification for each of these participants. Lastly, it evaluates their benefit program eligibility based on the HR data associated with the employee and the eligibility and event rules for the program. And from there it's on to the processing of option eligibility.



Open Enrollment Scheduling and Program Assignment Flowchart



For more information about scheduling events using the BAS, see the topic [Using BAS Activity for Event Maintenance](#). When the system schedules and processes eligibility for participant events in an Open Enrollment schedule in a multiple job environment, it always searches for the lowest active **Employment Record Number** within a **Benefit Record Number**. If all of the **Employee Record Numbers** within a **Benefits Record Number** are associated with terminated jobs, the system will pick the lowest terminated **Employment Record Number**.

## Scheduling Events and Assigning Programs for Event Maintenance

The scheduling and program assignment phase for Event Maintenance is a bit more complicated than that of Open Enrollment. When you run Event Maintenance, the system begins by selecting event triggers. Event triggers can be changes to employee address, labor, and job information, passive events, and events that were entered into the system manually on

the BAS Activity page. The system creates rows for each event trigger in the BAS\_ACTIVITY table. Each event trigger in BAS\_ACTIVITY represents an *unprocessed activity* that has the potential to be processed into a participant event row on BAS\_PARTIC.

---



When you use the BAS Activity page to enter a manual event, you are literally entering a row into the BAS\_ACTIVITY table.

---

Once the system selects an unprocessed activity, it evaluates the activity to determine what it should do next. The system can choose one or more of the following courses of action, depending on the nature of the activity being evaluated:

- The system can create a new participant event for the activity in BAS\_PARTIC.
  - If the creation of the new participant event affects the eligibility processing for an existing event, it can flag that event to indicate that it may need reprocessing.
  - If the trigger information for the event has been deleted or changed, the system can create a new participant event and flag it as being disconnected.
- 



For more information on event disconnection, see the topic Event Disconnection, appearing later in this section.

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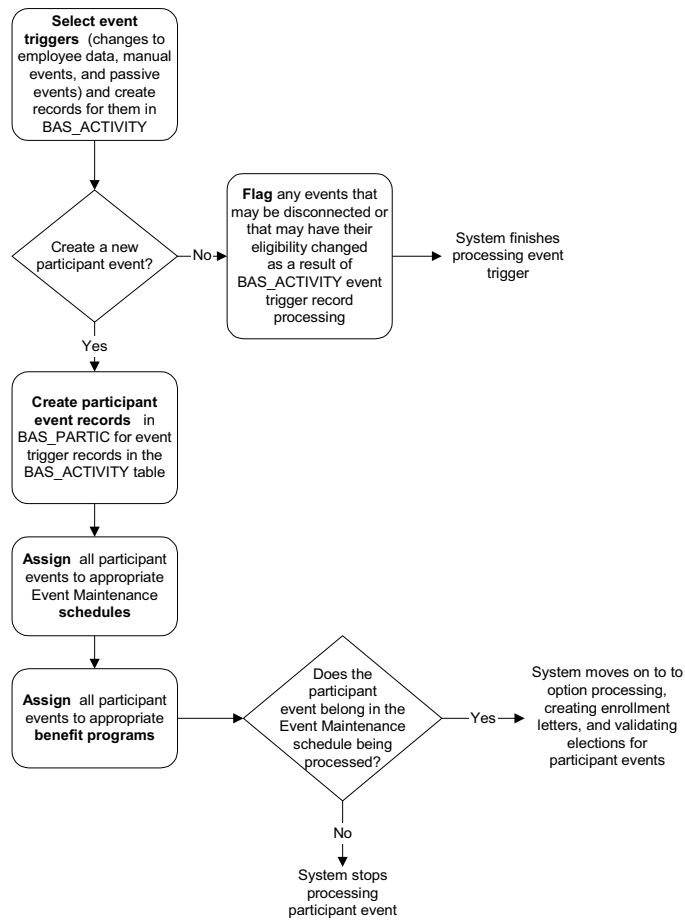
During the Event Maintenance process, when the system creates a new event, it assigns the event to the processing schedule that is most appropriate for the participant associated with the event. After scheduling the event, the system goes on to determine the event's benefit program eligibility, whether or not it's been assigned to the specific schedule for which you're processing Event Maintenance.

---



This means that at this stage of Event Maintenance, the system might assign participant events to schedules other than the one you're processing, but don't be confused. It saves time in the long run for the system to assign events to other schedules and programs whenever it has the opportunity to do so. This way, when you run Event Maintenance for one of those other schedules, you'll already have a set of participant events that have been assigned to benefit programs and are ready to go on to option processing.

---



Event Maintenance Scheduling and Program Assignment Flowchart

The scheduling and program assignment phase of Event Maintenance ends when participant events are assigned to a schedule and a benefit program. The system locates all of the events that have been fit to the Event Maintenance schedule that you're processing and goes on to the Option Processing stage of the process.



For more information scheduling events, see the topic Using BAS Activity for Event Maintenance. When the system schedules participant events in an Event Maintenance schedule that have multiple jobs, it always searches for the lowest active Employment Record Number within a benefit record number. If all the Employee Record Numbers within a Benefits Record Number are terminated, the system will pick the lowest terminated Employment Record Number.

## Using BAS Activity for Event Maintenance

The BAS Activity page displays the unprocessed activity records that are currently held in the system's BAS\_ACTIVITY table for eventual Benefits Administration processing. You'll use the BAS Activity page when you run the Benefits Administration process for an Event Maintenance schedule. Before you run the Benefits Administration, you'll use the BAS Activity page to:

- Review the unprocessed activities that are currently triggered for your employees.
- Insert manual events for Event Maintenance processing.
- Delete unprocessed activities—a capability you'll only want to use on a very exceptional basis.

After you've begun processing your participants, you can continue to use the BAS Activity page to insert manual events.



For more information about manually adding event to the BAS Activity table, see [Manually Inserting Events into BAS Activity Table](#).

---

### Deleting Unprocessed Activities

You can delete any activity trigger record that shows up in the BAS Activity page; if it shows up there, that means that it hasn't been processed by the system yet. You should *only* delete an activity after careful consideration.



When an activity is processed without error during the Benefits Administration processing cycle, the system deletes it from the BAS\_ACTIVITY table, which means it no longer shows up on the BAS Activity page.

*Keep in mind* the fact that events are often triggered that have no effect on benefits, and that the system is designed to handle these sorts of events, so it's better to leave them in the system. One example of this type of event is an annual raise that has no effect on benefits but which affects a great number of employees.

---

### Scheduling Multiple Events for Participants and Event Dates

One of the primary rules of the Benefits Administration process is that the system can only process one event at a time for an individual participant. Another rule is that the system will always try to process events in a logical sequence for each participant; usually this simply means that the system will try to process events in the order that they occur, with earlier events being processed ahead of newer ones.

If the world were as straightforward as those two rules, it would be quite easy to understand how the system handles the processing of multiple events for individual participants: one at a time, in the order the events occur. But of course, the world is not always that simple. In this topic, we'll answer the following questions:

- What happens when multiple events for a single participant occur on the same event date?
- How does the system determine which events should be processed first?
- What happens when the events are all of the same event classification?
- What happens when a participant has an event in process and another event with an earlier

effective date is triggered for the same participant?

- How does the system shut down the first event and allow the second event to process first?
- How does the system inform the Benefits Administrator that events may require reprocessing because they were processed out of order?

### When Multiple Events Occur on the Same Event Date (Understanding Event Priority)

In general, the system tries to process events as they are triggered, according to their event date. But when multiple events are triggered on the same event date, the system must use another method of determining event priority.

To solve this problem, we've set up a field called Event Priority that is associated with each Event Class in the system. The system uses this Event Priority to determine the order in which multiple events triggered for the same date will be processed; the system will process event classes with lower event priority values ahead of event classes with higher values.

For example, as delivered, *HIR* (new hire) events have an Event Priority of 100, while *FSC* (family status change) event classes have an Event Priority of 300. So when an *FSC* and a *HIR* event are triggered for a participant on the same day, the system will process the *HIR* event first.

Here are the Event Class/Event Priority values we deliver:

<b>Event Class</b>	<b>Event Priority</b>
SNP	50
HIR	100
TER	200
FSC	300
MSC	400
OE	900



You can set or change event priority values through the Event Priority field on the Event Class table. For more information about the Event Class table, see *Designing Your Benefits Administration System: Creating Events: Creating Event Rules*

### *Same Day Multiple Events of the Same Event Class*

When multiple events from different sources with the same Event Date and Event Class are triggered for a participant, the system will *merge* the events into one event. For example, say an employee transfers to a new job and a new union on the same day, causing the insertion of two unprocessed activity records into the BAS\_ACTIVITY table. When you run Event Maintenance for this participant, the system will determine the appropriate event class for

each BAS Activity row. In our example, the system assigns both the job change and the union change activities the *MSC* (miscellaneous) event classification.

The system will then create one row for these two activities in the *BAS\_PARTIC* table (which holds participant event records that are in process) and thereafter process them as one event. The system will indicate that a merging of events occurred in the *BAS\_PARTIC* row by setting the *MULTI\_ACTIVITY\_IND* field on that row to *Y* (yes). The Action Source for the activity will be set to the first event read from the *BAS\_ACTIVITY* table. The order that the system reads events from *BAS\_ACTIVITY* will differ depending upon the database engine you're using.

**When Retroactive Events Are Inserted Into the System (Understanding Event Status)**

When you first run a participant through Event Maintenance, the system will find all the unprocessed activity records in *BAS Activity* that are currently associated with the participant, schedule them, and assign them to programs. Then it will determine the order in which it will process these events according to the event's Event Date and/or Event Priority.

While a participant event is in process, the system will continue to recognize new events as they are triggered. For example, say you have an event at a process status of *PR* (prepared) for a particular participant, and while you're printing notification letters, another event is triggered for the same participant. If the Event Date of the second event is *later* than the Event Date of the first event, when you next run the Benefits Administration process the system will simply schedule and assign the second event to a benefit program and close it with a process status of *AS* (assigned). In the meantime, it will continue to process the first event through election validation and finalization.

But what happens when an event is in process and a new event is triggered or inserted that should, according to its Event Date and/or Event Priority, be processed *ahead* of the event in process? The answer is simple: the system closes the event in process and opens the new event for processing. How does it do this? By changing the first participant event's Event Status value from *Open* to *Closed*.

Each participant event is assigned an Event Status. There are three possible Event Status values: *Open*, *Closed*, and *Void*. Here is how each of these values work:

<b>Current Event Status</b>	<b>Options</b>
<i>Open</i>	<p>Events with an <i>Open</i> Event Status will be processed by the system on the next run of the Benefits Administration process. Only one event can be <i>Open</i> for an Employee ID/Benefit Record Number combination at any given time.</p> <p>Event Status can be updated to <i>Closed</i> naturally by the system, or manually on the Event Status Update page.</p>

<i>Closed</i>	<p>The Benefits Administration process will not process events with a <i>Closed</i> Event Status.</p> <p>Events with a <i>Closed</i> Event Status can be updated to <i>Open</i> if no other events for the Employee ID/Benefit Record Number combination are <i>Open</i>. Events can be updated to an <i>Open</i> status naturally by the system, or manually on the Event Status Update page.</p>
<i>Void</i>	<p>An event with a <i>Void</i> Event Status has been backed out of the system and all eligibility processing related to it has been reversed. In effect, it is as if the event never occurred. To change an event's Event Status to <i>Void</i>, you must indicate that you want to void the event on the Processing Controls Update - Controls page or Event Status Update page and reprocess the event.</p> <p>For more information about voiding events and reprocessing, see Reprocessing Events, at the end of this section.</p> <p>Events with an Event Status of <i>Void</i> can be updated to <i>Open</i> or <i>Closed</i> through event reprocessing, following the rules for open and closed events stated above.</p>

When a participant event is processed ahead of other events with earlier Event Dates or lower Event Priority values, the system marks that event with an Event Out of Sequence flag. This flag appears on the Schedule Summary, Processing Controls Update - Control, and Employee Event Summary - Participant pages. The Event out of Sequence flag indicates that the eligibility information for this event may have changed and therefore the event might need to be reprocessed.



For more information about event reprocessing, see the topic Reprocessing Events, at the end of this section.

### Manually Updating Event Status using the Event Status Update Page

Usage	You can manually change the order in which the system processes events by closing the open event and opening a closed event. You can do this manually through the Event Status Update page.
Object Name	BAS_PARTIC_STS
Navigation	<b>Compensate Employees, Administer Automated Benefits, Use, Event Status Update, BenAdmin Event Status Update</b>
Prerequisites	An event occurred that created a record in the BAS Activity table.
Access Requirements	Enter the employee ID.

BenAdmin Event Status Update									
EmpID: KU0010		Santos, Antonio			Ben Rcd#: 0				
Event Status Update									
Sched ID	Event ID	Pgm	Process Status	Eligibility Change	Disc	Out of Seq	*Process Indicator	Final	
Event Date	Event Class	Priority	Action Source	Addr / MultiJob / Job			*Event Status		
KUEM	1	KU1	Prepared	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>	
05/01/2000	Fam Status	300	Manual Event				Open		
KU00	0	KU1	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>	
01/01/2000	Opn Enroll	900	Open Enrollment				Closed		
KU99	0	KU1	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>	
01/01/1999	Opn Enroll	900	Open Enrollment				Closed		

**Event Status Update – BenAdmin Event Status Update page**

The Event Status Update page displays all of the participant event records currently associated with a specific participant and Benefit Record Number combination.

The event that is currently open for processing will have an **Event Status** of *Open*. All other events will have an **Event Status** of *Closed*. To open another event for processing, change the **Event Status** of the currently open event to *Closed*. Then change the **Event Status** of the event you would like to process to *Open*. The *Open* event will become the event currently in process by the system.



Keep in mind that when you do this, the system will flag the event that was in process as being processed **Out of Sequence**, which means that that event may require reprocessing later. You cannot *manually* change an event's **Event Status** to *Void*. You can only change an event's **Event Status** to *Void* when you reprocess the event.



**For detailed information** about the Event Status Update page, see the topic Reprocessing Events, at the end of this section.

## Preparing Options

The option preparation stage of the Benefits Administration process is one of the busiest portions of the Benefits Administration cycle. During this stage of the Benefits Administration process, the system evaluates participant events with eligibility and event rules to determine the appropriate benefit plan options that are available to the participant associated with the participant event as of the event's Event Date. The system determines the following things for the participant linked to a participant event during option preparation:

- Plan eligibility.
- Plan pricing.
- Available options.

- Default options.
- Proof of coverage limits for life and AD/D plans.
- Coverage terminations (as appropriate).

The results of the participant event evaluation are entirely dependent upon the event and eligibility rules you set up for the event classifications, benefit plan types, and benefit plan options involved.

If there are processing errors, it generally means that there is a problem with the design of the eligibility rules, event rules, or benefit program involved. It could also mean that there is a problem with the HR information of the participant associated with the event. You will need to evaluate the error in order to determine what (if anything) needs to be fixed. After you correct errors, you will need to reprocess the events.



Whether the event is linked to an Event Maintenance or an Open Enrollment schedule is not an issue at this point in the Benefits Administration process. During Option Preparation, the system processes participant events according to the event and eligibility rules you have set up and nothing more.

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For more information about reviewing option processing results, see *Reviewing Benefits Administration Process Results*, appearing later in this section.

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For more information on eligibility rules, see *Defining Eligibility Rules*. For more information on event rules, see *Creating Event Rules*. For more information about how event and eligibility rules are linked with benefit programs, benefit plan types, and benefit plan options, see *Building Automated Benefit Programs*.

---

When your participant events reach a process status of *PR* (prepared), you may want to create enrollment statements for the participants associated with those events.

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For more information about creating enrollment statements, see the topic *Creating Enrollment Statements*, appearing later in this section. For more information on the Benefits Administration process, see the topic *Overview of the Benefits Administration Process*, appearing earlier in this section.

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## **Event Maintenance Only: Prepared Participant Events that Qualify for Termination**

During Event Maintenance processing, participant events that qualify for termination with a process status of *PR* cannot be terminated automatically by the system. You must terminate them manually by force-finalizing them.

PeopleSoft provides a workflow process called Find Terminations that searches for and delivers a list of participant events with a *PR* process status that qualify their associated participants for termination.



For more information about the Find Terminations workflow process, see *Reviewing Benefits Administration Process Results: Finding Prepared Participants Who Qualify for Termination*. For more information about force-finalizing participant events, see the topic *Validating and Loading Elections: Force Finalizing Participant Events*, appearing later in this section.

---

## Event Disconnection

When the system flags a participant event as being disconnected, it means that information that the system uses to track and/or process the event was deleted at some point after the event was triggered. Once an event is disconnected, it can no longer be processed by the system, except to be voided. There are two ways a participant event can become disconnected: when the changed HR record that previously triggered the event is deleted, and when one or more HR records needed for eligibility processing do not exist.

Generally, once a participant event becomes disconnected, it will no longer be picked up by the system. The disconnection needs to be analyzed to determine what impact it might have on the benefit processing of the participant associated with the event. However, if an event is disconnected after it is finalized, you may want to void the event through reprocessing. We'll explain how you can void events at the end of this topic.

### Disconnection Due to Loss of Event Trigger

When you make changes to an employee's state, postal code, union code, or job-related information, you trigger an activity. The system creates a record for this activity trigger in the `BAS_ACTIVITY` table. This record basically represents an unprocessed activity.



For more information reviewing BAS Activity records, see *Scheduling Events and Assigning Benefit Programs: Using BAS Activity for Event Maintenance*.

---

Later, when you run Benefits Administration, the system processes the `BAS_ACTIVITY` record. When it processes the `BAS_ACTIVITY` record, it does two things. *First*, it checks to see if the record was triggered by a change to address, union, or job information. If so, it checks to see if the HR source data for that change still exists. If it has been lost through deletion or change, the system flags existing participant events that depend on that HR source information as being *disconnected*. If the HR source data still exists, the system may turn on eligibility change flags for participant events that depend on that HR source information.

*Second*, it looks to see if `BAS_PARTIC` records associated with the activity trigger already exist. If they do, it will turn on eligibility change flags for those events. If they do not, it will create a new `BAS_PARTIC` event for the activity trigger record.

Here's another way to look at it: For the system, the first step of this analysis is to look at the source of the triggered activity. If the triggered activity results from the change of address, union code, or job information, the system needs to determine what type of change occurred to trigger the activity record: an information *insert*, a data *change*, or a *deletion* of information.

When you *update* employee state, postal code, union code, or job information by inserting new records for that information into the system, the system will create a new participant event in BAS\_PARTIC. If the trigger was a *correction* of those same types of information, the system creates an eligibility flag for any participant event that was dependent upon that trigger, indicating that future reprocessing for the flagged event may be necessary. And if the trigger was a *deletion* of participant state, postal code, union code, or job information, the system will disconnect the participant event(s) associated with that trigger.



When you *correct the effective date* of a particular address, union code, or job information record, the system will simultaneously create a new participant event and disconnect any participant events that were triggered by that address, union code, or job record.

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## Disconnection Due to Loss of Eligibility Information

Each participant event in the Benefits Administration system is represented by a record in the BAS\_PARTIC table. There are five other tables that store information that relates to each individual BAS\_PARTIC record, comprising the BAS\_PARTIC family of data. This group of tables includes BAS\_PARTIC\_PLAN (which stores rows of participant event benefit plan type information), BAS\_PARTIC\_OPTION (which stores rows of participant event benefit plan option information), BAS\_PARTIC\_COST (which stores rows of participant event benefit price and credit information), BAS\_PARTIC\_DPND (which stores rows of participant event dependent/beneficiary information), and BAS\_PARTIC\_INVNT (which stores rows of participant event investment information). The records in these tables are all children of individual BAS\_PARTIC participant event records, which means the system can't run them through the Benefits Administration process independently of the participant event record to which they are linked.

When the system prepares options or validates elections for participant events, it selects participant event records from the BAS\_PARTIC table that are eligible for option processing and links each participant event record with the HR records in effect as of the event date that provide the event's eligibility parameters. The selection of the associated records from the other BAS\_PARTIC tables are selected independently of the HR eligibility data.

When the system encounters a situation where eligibility data has been deleted or no longer exists as of the event date (because the effective date of the eligibility data was changed), it will be unable to select the participant event record(s) associated with that data for option processing. But the system *will* be able to select records *associated* with the participant event from BAS\_PARTIC\_PLAN, BAS\_PARTIC\_OPTION, and the other child BAS\_PARTIC tables. As a result, child BAS\_PARTIC records will be selected but their parent BAS\_PARTIC record won't. Benefits Administration is designed to detect situations where the parent BAS\_PARTIC record is not selected due to missing HR eligibility data. It will disconnect these events, preventing them from being processed further by the system.

## Voiding Disconnected Events

Under most circumstances, when you find you have a disconnected event, you should verify that the disconnection did not occur due to a data entry error in the HR data associated with the event. The action you take when you find that an event has been disconnected is dependent upon how far the event has gone in the Benefits Administration cycle. For any disconnected event, you may want to review the impact of the event's disconnection as well as the impact of the *correction* of the event disconnection. For example, if the disconnection takes place because HR data was inadvertently deleted, the correction of that mistake will most likely cause the system to create new BAS\_ACTIVITY records and possibly a new participant event.

If a participant event is disconnected after it has been finalized (also because eligibility information related to the event was lost), you may have to take action to reverse the enrollment changes it has made to a participant record. To do this, you'll void the disconnected event to back out any election information entered by the event.

Voiding a disconnected event involves bringing up the record of the finalized, disconnected event on the Processing Controls Update - Controls page or Event Status Update page, selecting a Process Indicator value of *Void* (if you are working with a disconnected event, *Void* will be the only Process Indicator value the system will allow you to choose), and reprocessing the event. When you do this, the system backs out elections associated with the event, sets the event's Event Status to *Void*, and the event's process status to *RE* (reentered).



For more information about the *RE* Process Status, see the topic Overview of the Benefits Administration Process: Understanding the Process Status: Process Status: Reprocessing Finalized Events, appearing earlier in this section.

For more information about reprocessing events, see the topic Reprocessing Events, appearing at the end of this section.

---

## Reconnection of Open Enrollment Events

There is a special circumstance whereby disconnected Open Enrollment or Snapshot events can be reconnected by the system. This circumstance revolves around the use of the Schedule New Participants feature, which enables the automatic scheduling of participants who were added to the system after Open Enrollment or Snapshot processing for a selected schedule has begun.



For more information about the Schedule New Participants check box, see the topic Setting Up the Benefits Administration Run Control: Run Control – OE/Snapshot Page appearing earlier in this section.

---

The following example sequence illustrates how a disconnected Open Enrollment participant event can be reconnected:

1. During scheduling and assignment for an Open Enrollment schedule, the system processes Open Enrollment events for three participants with the following Employee IDs: 8001, 8002, and 8003.
2. The system ends up disconnecting the Open Enrollment event for 8003 because job eligibility information associated with the event has been lost. Only employees 8001 and 8002 are scheduled, assigned, and have their options prepared.
3. While Employees 8001 and 8002 are reviewing their enrollment forms and making their new elections, you fix the event trigger information for participant 8003, resulting in a reinsertion of a record for 8003 in the job row. Also, a new employee, with an Employee ID of 8012, is hired.
4. When you next run the Benefits Administration process for this Open Enrollment schedule with Schedule New Participants selected, the system picks up the new employee, 8012 and assigns an Open Enrollment event to him. The system also picks up the reinserted record for participant 8003, resulting in a reconnection of the disconnected Open Enrollment event for that employee.

## Creating Enrollment Statements

When a participant event reaches a process status of *PR* (prepared), you will need to create an enrollment statement for that event in order to bring it to a process status of *NT* (notified). You'll then deliver this enrollment statement to the participant associated with the event so that he or she can enter their election changes and return the statement to you for data processing.



You can also print enrollment statements for employees with a Process Status of *ET* (entered) and *EE* (election error).

---

The enrollment statements you create will provide participants with a report of their current elections; eligible options; the prices and credits that are associated with those options; and their current dependent, beneficiary, and savings investment information. You can modify the Enrollment Statement forms to meet your organization's needs.



Remember, to retain ease of data entry when you get your Enrollment Statement forms back from participants you'll want the order of options displayed on the statements to be the same as the order in which you'll enter them into the Data Entry pages.

---



For more information about the Benefits Administration Data Entry pages, see the topic Entering Participant Benefit Elections, appearing later in this section.

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You have two options in printing enrollment statements:

- Print statements for all participants who are eligible for them, for participants belonging to a specific schedule, and for individual participants

- Reprint statements for a selected group of participants.

During your initial run of the Benefits Administration process, you would typically print statements for all participants who are eligible for them. If enrollment statements are lost in the mail, you might need to print them for a selected group.

## Running Enrollment Statements

The system will print original/new enrollment statements for participant events that have a **Process Indicator** value of *Normal*, an **Event Status** of *Open*, a process status of *PR* (prepared), *ET* (entered), or *EE* (election error), and a blank **Option Notification Date**. After the system prints an enrollment statement for a participant/participant event combination, the system will update the participant event's process status to *NT* (notified), and **Option Notification Date** to the date the statement was printed.

### Enrollment Statements – BenAdmin Enrollment Form Page

Usage	Use the Enrollment Statements page to enter the parameters for the process the system uses to print benefits enrollment statements for participants linked with eligible participant events
Object Name	RUNCTL_BAS004
Navigation	<b>Compensate Employees, Administer Automated Benefits, Report, Enrollment Statements, BenAdmin Enrollment Form</b>
Access Requirements	Enter the run control ID.

BenAdmin Enrollment Form

Run Control ID: BENADMIN [Report Manager](#) [Process Monitor](#)

Language:   Specified  Recipient's

---

Schedule ID:   (Leave blank for all schedules)

EmpID:   (Leave blank for all employees)

Name:

**Cost Frequency**

Deduction Frequency

Annual Frequency

**Reprint Options**

Reprint Report

Print ID:

### Enrollment Statements – BenAdmin Enrollment Form page

If you want to print the enrollment statements in a specified language, select **Specified**, and indicate the language in which you want them to print in **Language**. If you want the enrollment statements to automatically print in the language of the recipient, select **Recipient's**.

In the **Frequency** group box, you can indicate how you want the system to display benefit option cost information on the enrollment statement. For example, if you select **Deduction Frequency**, the system will print, for each available option, the cost of the benefit per pay period. And if you select **Annual Frequency**, the system will display the annual cost of the

benefit option. The system calculates the annual frequency by multiplying the option's deduction frequency by the number of pay periods the employee will experience in a year.

To print statements for *all* eligible participants in your system, leave **Schedule ID** and **EmpIID** (employee ID) blank when you run the enrollment statements.

To print out statements for eligible participants that belong to a specific schedule, enter the **Schedule ID** before running the enrollment statements.

To print enrollment statements for an individual (and eligible) participant, enter the participant's **Employee ID** before running the enrollment statement. Keep in mind that some participants may have events scheduled in more than one schedule. An employee can only be in one schedule at a time, but may have been in different schedules in the past.

In the **Reprint Options** group box you can enter information for reprinting reports. To reprint a report or set of reports, select **Reprint Report** and enter the **Print ID** for the report or set of reports.



For more information defining print IDs and the list of employees for each print ID, see [Creating Print IDs for Enrollment Statement Reprinting](#).



You can use the reprint feature to print selected groups of participants that have already had their enrollment statements printed. When enrollment statements are printed for these participants, the system will update their **Option Notification Date** to the date the statements were reprinted.

## Creating Print IDs for Enrollment Statement Reprinting

The system will only reprint enrollment and confirmation statements for participant/participant event combinations that are *eligible* for statement reprinting. In order to be eligible, the participant event must have a Process Indicator value of *Normal*, and a process status value of *PR* (prepared), *NT* (notified), *RE* (reentered), *ET* (entered), *EE* (election error), or *FE* (finalized-enrolled).

### Statement Reprint – BenAdmin Statement Reprinting Page

Usage	You use the Statement Reprint page to set up <b>Print IDs</b> that you'll use when you reprint enrollment statements and confirmation statements.  When the system finishes reprinting a set of enrollment or confirmation statements, it will delete the associated <b>Print ID</b> .
Object Name	BAS_PRINT
Navigation	<b>Compensate Employees, Administer Automated Benefits, Report, Statement Reprint, BenAdmin Statement Reprinting</b>
Prerequisites	You must have already run Enrollment Statements – BenAdmin Enrollment Form.

Access Requirements	Enter the print ID.
---------------------	---------------------

BenAdmin Statement Reprinting

**Print ID:** BENADM

**\*Schedule ID:**

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**Participant(s) to Print** View All First 1 of 1 Last

*EmpID	Name	Ben Rcd#	Event ID	
<input type="text"/> <input type="button" value="Q"/>		0 <input type="button" value="Q"/>	0 <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

**Statement Reprint – BenAdmin Statement Reprinting page**

Enter the **Schedule ID**. This field is required. The system uses the **Schedule ID** to narrow down the set of eligible participant/participant event combinations for which enrollment or confirmation statements can be reprinted. In the example above, the set of participants listed in the **Participant(s) to Print** group box are all members of the **BASEM** Event Maintenance schedule and are all eligible for report reprinting.

In the **Participant(s) to Print** group box, enter or edit the set of participants that you want to associate with the **Print ID** that you're defining. Use the **Insert Row** and **Delete Row** toolbar buttons to insert and delete rows in this group box.

For each row in the **Participant(s) to Print** group box, you must enter the **EmpID** (employee ID) and **Event ID** of the participant/participant event that you'd like to reprint an enrollment statement for. Each employee ID must be associated with an **Event ID** of **1** or higher if you are processing for an Event Maintenance schedule. An **Event ID** of **0** is only acceptable when you are processing for an Open Enrollment schedule. If the participant is associated with multiple **Event IDs**, you can enter records for each **Event ID** or select the ones for which you'd like to reprint enrollment or confirmation statements.

If the participant has multiple jobs with different sets of benefit elections associated with them you can enter the benefit record number in **Ben Rcd #**. It is acceptable to have a benefit record number of **0**.



For more information on the benefit record number and its use in the processing of multiple jobs, see *PeopleSoft Human Resources Business Processes: Administering Your Workforce: Updating Workforce Information: Working with Multiple Jobs*.

The **Schedule ID** must match the Benefits Administration schedule (Open Enrollment or Event Maintenance) that you are currently processing. As you enter the **Schedule ID**, the system identifies the participants on the schedule that are eligible to have forms reprinted for them.

## Entering Participant Benefit Elections

You'll use the Data Entry pages to enter benefit elections that your participants make after they have reviewed the options that are available to them after the first phase of Benefits Administration processing has successfully completed. In most circumstances, you will

gather up the enrollment statement forms that your participants return to you and enter their elections directly on the Data Entry pages. Once you (or a team of benefits administration personnel) have entered this election information into the system, you can have the system validate the elections to ensure that they have been entered correctly, without leaving the Data Entry component.



The validation process that we have built into the Data Entry pages *only checks to ensure that data has been entered into the Data Entry pages correctly*. It does not validate employee elections for participant events using eligibility and event rules. You will have to *run the Benefits Administration process* to validate benefit information updates and finalize participant events.

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In addition, we have designed two different data entry components to answer different data entry needs: data entry by Benefits Administration schedule, and data entry by individual participant. Both components enable the entry of all of the benefits election information that a participant might make on their enrollment forms. You'll begin by entering their option election choices; continue by entering or updating their option-related information (like changes to savings and FSA contribution amounts); and finish up by updating their dependent, beneficiary, and investment allocation data.

## Data Entry by Schedule Versus Data Entry By Participant

Data entry needs can differ depending upon the type of Benefits Administration schedule that you're processing and the volume of participants for whom you're entering benefits election data. To provide for these different needs, we have designed two different data entry components. These two data entry components enable you to choose between entering election information by *schedule* or by *participant*. When you first select the Election Entry component, you are automatically placed in participant mode. You can switch to schedule mode by clicking the *Select by Schedule* link.

For example, you may want to utilize the Data Entry (By Schedule) component when you're processing Open Enrollment. This component is entered with a Schedule ID and enables rapid data entry. The Data Entry (By Schedule) component has been designed so that a team of benefits clerks with a minimal amount of training in the Benefits Administration process can use it to quickly enter employee elections in the order that they receive them. Validation of the entered employee elections would be performed only on demand, through a button that we provide on the first page of the component.

The Data Entry (By Participant) component, on the other hand, might best be used by HR representatives who are processing Event Maintenance. This component enables the user to process participants on an employee-by-employee basis, and election validations would be performed as the user saves the page before moving on to the next employee. The reasoning behind this component is that it would be used by a Benefits administrator with more in-depth knowledge of the Benefits Administration process and a smaller stack of employees to process than that usually generated by Open Enrollment.



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In both components, there are no functional edits or changes to employee information during data entry. Functional edits are made only when validation is performed (either with the Validate Elections button or by saving the page when entering data by participant), and all data entry errors are presented as warnings so the pages can be saved without loss of data.

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## Entering Election Data

To begin, you must first identify the employee(s) that needs elections entered. After selecting, Election Entry from the menu, you are immediately brought to the Event/Participant Selection page.

### Selecting Participants and Displaying Event Information

After you successfully select a valid Employee ID, move forward to bring the options that have been prepared for that participant into the Data Entry component. You will automatically be brought to the Option Election page.

In a situation where a participant holds down multiple jobs in a company, the participant can be associated with more than one open event (one event for each Employment Record Number/Benefit Record Number combination, for example). In this case, after entering the Employee ID, the user remains on the Participant Selection page and each open event is displayed in the scroll area. Each open participant event record have a *Select Event* button. You have to select an event to enter data for it on the Option Election and Dependent/Beneficiary pages.

The system populates the data entry pages with the selected participant's option information. You can return to the Participant Selection page to review information about the participant/participant event record that you have selected; change the destination of the excess credit rollover; validate the data entry on demand with the *Validate Elections* button; and select a new employee for data entry processing.

### Entering Benefit Plan Option Elections

You'll use the Option Election page to enter the benefit plan option election information for your participants. The Option Election page is designed to enable the entry of benefit option information on a plan type by plan type fashion. You can also use the Option Election page to change dependent/beneficiary information associated with the participant's plan enrollments.



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The Option Election page is functionally identical whether you are accessing it through the Data Entry (By Schedule) component or the Data Entry (By Participant) component. The only difference is in the way validations of data entry are performed. On the Data Entry (By Schedule) component, you will need to return to the Participant Selection page to validate the data entry you have performed. On the Data Entry (By Participant) component, you can validate data entry at any time by saving the page.

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The Option Election page has been designed for rapid data entry. The pages facilitate "heads-down" keyboard-based data entry with minimal reliance on the mouse and a minimum of

keystrokes. You can use the TAB button to cycle the cursor through the page, and the ↑, ↓, PAGE UP, and PAGE DOWN buttons to navigate the cursor through scrolls of information.

For many plan types, you will be able to enter or update plan information that is displayed in the Plan Details group box that appears under the Option Code field. For example, on the Option Election page shot above, the Plan Details group box displays the Health Provider ID associated with the participant's medical plan and indicates that the participant has Previously Seen the identified provider.

The Plan Details group box displays detail information for *Health* (1x), *Life* (2x), *Savings* (4x), *FSA* (6x), *Pension* (8x), and *Vacation* (9x) Plan Types. In the following subtopics, we'll discuss how you'll fill out the Plan Details group box for these Plan Types.



*Disability* (3x), *Leave* (5x), and *Retirement* (7x) Plan Types do not involve the entry of additional plan-specific information. The Plan Details group box will be blank for these Plan Types.

## Entering Dependent and Beneficiary Enrollments

The Dependent/Beneficiary page serves as a one-stop information management page for participant dependent and beneficiary enrollment information. It consolidates all dependent and beneficiary data entry activity that might be performed for a particular participant, and it parallels the manner in which the Enrollment Form is laid out.

The Dependent/Beneficiary page features a section that displays all of the dependents and beneficiaries currently associated with the participant in question. It also displays all of the plan types currently open for data entry after participant event processing that involve dependent or beneficiary enrollments, and it enables you to add, update, or delete dependent/beneficiary enrollment data for each of those plans.



The Dependent/Beneficiary page is functionally identical whether you are accessing it through the Data Entry (By Schedule) component or the Data Entry (By Participant) component. The only difference is in the way validations of data entry are performed. In the Data Entry (By Schedule) component, you will need to return to the Participant Selection page to validate the data entry you have performed. In the Data Entry (By Participant) component, you can validate data entry at any time by saving the page. When data entry is successfully validated, the participant's Process Status is updated to *ET* (entered).

The Dependent/Beneficiary page has been designed for rapid data entry. The pages facilitate "heads-down" keyboard-based data entry with minimal reliance on the mouse and a minimum of keystrokes. You can use the TAB button to cycle the cursor through the page, and the ↑, ↓, PAGE UP, and PAGE DOWN keys to navigate the cursor through scrolls of information.

## Election Entry – Event/Participant Selection Page

Usage	Use the Event/Participant Selection page to select schedule or participant mode and if a participant has multiple jobs, to select the events in order to enter a participant's benefit elections.
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Object Name	BAS_ELECT_EVENT
Navigation	<b>Compensate Employees, Administer Automated Benefits, Use, Election Entry, Event / Participant Selection</b>
Prerequisites	To be qualified, participants must: <ul style="list-style-type: none"> <li>• Belong to the Benefits Administration schedule you've selected.</li> <li>• Be associated with a participant event with an Open Event Status.</li> <li>• Be associated with a participant event with a Process Status of PR (prepared), NT (notified), ET (entered), EE (election error), or RE (reentered).</li> </ul>
Access Requirements	To enter elections by participant, enter the schedule ID, the employee ID, benefit record number and event ID.  To enter elections by schedule, click <b>Select by Schedule</b> and enter the schedule ID and employee ID.

Election Entry – Event/Participant Selection page

**Select By Participant**

- Schedule ID** Used by both the participant and schedule modes, select a Schedule ID.
- EmplID** (employee ID) Used by both the participant and schedule modes, select an employee ID.
- Ben Rcd#** (benefit record #) Used by the participant mode, select a benefit record number.
- Event ID** Used by the participant mode, select a event.
- Search** Click **Search** to locate event information for this participant.

**Excess Credit Rollover To** Use this field to indicate the destination of excess benefit credits for the participant, or to forfeit excess credits for the participant. Your available values for this field are *Cash, Forfeit Excess Credits, FSA - Dependent Care, FSA - Health Care, and Savings - 401K Plan.*

### Available Events

Once the system has found the event associated with the selected schedule ID and employee ID, the event is displayed in this group box. For multiple jobs, more than one event might be found. You must select the event you want processed.

### Election Entry – Option Election Page

Usage	Use the Option Election page to enter a participant's benefit elections.
Object Name	BAS_ELECT_ENROLL
Navigation	<b>Compensate Employees, Administer Automated Benefits, Use, Election Entry, Option Election</b>
Prerequisites	To be qualified, participants must: <ul style="list-style-type: none"> <li>• Belong to the Benefits Administration schedule you've selected.</li> <li>• Be associated with a participant event with an Open Event Status.</li> <li>• Be associated with a participant event with a Process Status of PR (prepared), NT (notified), ET (entered), EE (election error), or RE (reentered).</li> </ul>
Access Requirements	Click the <b>Option Election</b> tab.

Event / Participant Selection   Option Election   Dependents / Beneficiaries

Sched ID: KUEM   EmpID: KU0118   Hafferty, Shirley   Ben Rcd#: 0   Event ID: 1  
 Event Data: 05/01/2000 New Hire   Excess Credit Rollover To: Cash

**Available Plans and Options** Find First 1 of 24 Last

Plan Type: 10 Medical  
 Option Code: B4 Medical HMO Plan 2 (KUHMO2) (Family)

**Additional Enrollment Data**  
 Health Provider ID:   
 Previously Seen

**Requirements**  
 Elect Required  
 Proof Received

Enroll All

**Dependents/Beneficiaries**

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

**Election Entry – Option Election page**

At the top of the Option Election page, the system will display the **Schedule ID**, employee ID, name, and **Benefit Record Number** of the participant for whom you are entering benefit option election information. Below that information, the system will display the **Event ID**, **Event Classification**, and **Event Date** of the participant event for which the system prepared the option choices displayed in these pages. The system will also display the rollover destination of excess credit calculations in the **Excess Credit Rollover To:** field.

**Available Plans and Options**

Option information is arranged by **Plan Type**. Use **Option Code** to select or update the benefit plan option currently assigned to the participant.

**Requirements**

The Requirements group box offers information about requirements related to the displayed plan type. When the **Elect Required** (election required) check box is selected, the system is indicating that an election is required for this plan type, based on the results of event rule processing. This is a nonupdatable field.

**Proof Received** tells you whether or not the system requires proof before electing this option. If this check box is available for selection, you can select it to indicate to the system that any required proof of insurability has been received from the employee. Until proof is received the system will not allow the check box to be selected.

The **Requirements** group box also displays information regarding cross-plan dependencies. If there are cross-plan dependencies associated with the selected plan type, these dependencies are noted in this group box.

**Additional Enrollment Data**

You can enter a provider id and use the **Previously Seen** check box to indicate that the participant has been to this physician.

## Enroll All

To enroll all available dependents or beneficiaries in a particular plan type, click the **Enroll All** button. The system will look at the list of dependents and beneficiaries currently associated with the participant and insert rows for them in the dependent/beneficiary scroll.

When you click the **Enroll All** button, the system will *overwrite* all dependent/beneficiary records currently assigned to the benefit plan type in question.

## Entering Plan Details: Life Plans

The screenshot displays the 'Entering Plan Details: Life Plans' form. It includes fields for participant information (Sched ID, EmpID, Name, Ben Rcd#, Event ID), event details (Event Data, Excess Credit Rollover To), and plan selection (Plan Type, Option Code). The 'Additional Enrollment Data' section contains fields for 'Factor x Salary', 'Flat Amount', and '\*Benefits Base' (set to 'Annual Rate'). A 'Requirements' section has checkboxes for 'Elect Required' and 'Proof Received'. An 'Enroll All' button is present. At the bottom, a table header for 'Dependents/Beneficiaries' is visible with columns: \*ID, Name, Relationship to Employee, Percentage Flat Amount, Contingent, and Excess.

### Entering Plan Details: Life Plans

When you're entering benefits election information for life plans (Plan Type 2x), you may be required to enter coverage values and a base benefits factor. The coverage values are **Factor x Salary** and **Flat Amount**. In **Factor x Salary**, you can enter a factor by which the system multiplies the **Benefits Base** to determine coverage. In **Flat Amount**, you can enter a flat monetary amount as the life benefit coverage.

In the **Benefits Base** field, you will determine the salary rate with which the life or AD/D (accidental death and dismemberment) plan calculations will be performed. Select either the **Annual Rate** (the participant's pay rate) or **Annual Benefits Base Rate**.



For more information on your participant's compensation base and how to set it, see *Establishing the Compensation Base*. For more information about designing life and AD/D plans, see *Setting Up Life Insurance Plans*. For more information about enrolling employees in life and AD/D plans, see *Life and AD/D Benefits - Elections Page*.

## Entering Plan Details: Savings Plans

Event / Participant Selection		Option Election		Dependents / Beneficiaries		
Sched ID:	KJEM	EmpID:	KJ0118	Hafferty, Shirley		
Event Data:	05/01/2000 New Hire		Ben Rcd#:	0	Event ID:	1
			Excess Credit Rollover To:	Cash		
<b>Available Plans and Options</b> <span style="float:right">Find First 15 of 24 Last</span>						
Plan Type:	40	401(k)				
Option Code:	<input type="text"/> <input type="button" value="Q"/>					
<b>Additional Enrollment Data</b>						
Before Tax: Flat Amount:	<input type="text"/>	Percent of Earnings:	<input type="text"/>			
After Tax: Flat Amount:	<input type="text"/>	Percent of Earnings:	<input type="text"/>			
<b>Allocation of Investment Funds</b>						
*Investment Option	Description	Percent				
<input type="text"/>		<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		
<b>Requirements</b>						
<input type="checkbox"/> Elect Required						
<input type="checkbox"/> Proof Received						

Entering Plan Details: Savings Plans (1 of 2)

<b>Rollover of Contributions Exceeding Limits</b>					
			Before-Tax Contributions		After-Tax Contributions
Plan Type:	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="Q"/>	
Benefit Plan:	<input type="text"/>		<input type="text"/>		
Deduction Code:	<input type="text"/>		<input type="text"/>		
Deduction Class:	<input type="text"/>		<input type="text"/>		
<input type="button" value="Enroll All"/>					
<b>Dependents/Beneficiaries</b>					
*ID	Name	Relationship to Employee	Percentage		
				<input type="button" value="+"/>	<input type="button" value="-"/>

Entering Plan Details: Savings Plans (2 of 2)

### Additional Enrollment Data

When entering benefits election information for savings plans (Plan Type 4x), you may be able to determine before and after tax matching information and specify savings rollover information for the savings plan, if the plan was set up to allow for the adjustment of these values at the employee level.

Each **Flat Amount** and **% of Gross** combination of fields will only be available if there is an applicable limit entered on the corresponding fields in the Savings Plan Table for before-tax and after-tax contribution percentages. In **Flat Amt** (flat amount) you can enter a flat monetary contribution. **% of Gross** refers to the gross percentage of the employee's earnings that are contributed each paycheck.



You can only define a **Flat Amount** *or* a **% of Gross**, not both at once. When you enter a value in one of these fields, the system deletes the value in the other field.

## Allocation of Investment Funds

You can also allocate investments as long as the participant has not selected a waive option for this plan type. To enter or update savings investment allocation information, select the **Allocate Investments** button to open up the Allocate Savings Investments page. The **Allocate Investments** button will not be available for input if the employee has selected a *Waive* option for their savings plan.

In the Allocate Savings Investments page you can enter or update the employee's Investment Options **Description** and the percentage of savings investment allocated to each listed option. Investment allocation percentages must add up to **100.00**. To insert or delete investment option rows, you'll need to use the F7 and F8 keys.

## Rollover of Contributions Exceeding Limits

This will only be available if the plan has been defined as one that enables rollover options to be specified at the employee level in the Savings Plan Table.

For **Before Tax** and **After Tax** contributions, enter the **Plan Type**, **Benefit Plan**, **Deduction Code**, and **Deduction Class** of the plan to which you want the excess from this savings plan to roll over.



For more information about designing savings plans, see [Setting Up Savings Plans](#). For more information about enrolling employees in savings plans, see [Savings Plans - Elections Page](#).

## Entering Plan Details: FSA Plans

Event / Participant Selection	Option Election	Dependents / Beneficiaries
Sched ID: KUEM	EmpID: KU0118	Hafferty, Shirley
Event Data: 05/01/2000 New Hire	Ben Rcd#: 0	Event ID: 1
Excess Credit Rollover To: Cash		
<b>Available Plans and Options</b> Find First 20 of 24 Last		
Plan Type: 60	Flex Spending Health - U.S.	
Option Code: 1	Healthcare FSA (KUHFSA)	
<b>Additional Enrollment Data</b>		
Annual Pledge:	\$100.00	
Employee Contribution Override:	Monthly	
<b>FSA Contribution Worksheet</b>		
Use this worksheet to calculate the employee's desired Annual Pledge and Contribution Amount.		
Annual Pledge	Contributions Year-to-Date	Pay Periods Remaining
( \$100.00 - \$0.00 )	/ 18	= \$5.56
Employee Contribution		= \$0.00 Monthly
<input type="checkbox"/> Open protected fields for change. (These fields are normally determined by the system).		
<b>Requirements</b>		
<input type="checkbox"/> Elect Required		
<input type="checkbox"/> Proof Received		

## Entering Plan Details: FSA Plans

## Additional Enrollment Data

When you're entering benefits election information for participant FSA plans (Plan Type 6x), you can enter or update some basic FSA information and use a worksheet to determine the correct Annual Pledge amount for the participant.

In **Annual Pledge**, you can enter or update the employee's annual FSA pledge. The **Annual Pledge** field is always required. The second field group box for FSA plans will display differently depending upon whether or not you implement PeopleSoft Payroll for North America. The field will be labeled **Employee Contribution Override** if you utilize PeopleSoft Payroll for North America, or simply **Empl Contribution** (employee contribution), if you do not. When you enter a value in **Employee Contribution Override**, the system will use that to calculate the employee's FSA contribution rather than the **Annual Pledge**.

## FSA Contribution Worksheet

This worksheet can help you to determine the exact amount of money the participant will need to contribute per month and/or pay period in order to reach a desired **Annual Pledge** goal.

When you enter or change a value on the FSA Pledge Worksheet, the system will dynamically calculate the values in the other fields according to the displayed formula.



The **Empl Contribution Amount** (employee contribution amount) represents the amount the employee will be contributing in terms of the FSA plan's frequency as set up on the FSA Benefit Table.

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The available fields will differ depending upon whether or not your organization currently implements PeopleSoft Payroll for North America or if the event in process is an **OE** (open enrollment) or **HIR** (hire) event. *If you do* implement PeopleSoft Payroll for North America and *you are processing* an **OE** or **HIR** event, **Annual Pledge**, **Pay Period Amount**, and **Employee Contribution Amount** will be open for entry.

If you *do not* use PeopleSoft Payroll for North America, or *if you are not processing* an **OE** or **HIR** event, the **Contributions Year-To-Date** field will be open for entry *in addition* to the **Annual Pledge**, **Pay Period Amount**, and **Employee Contribution Amount** fields.

In addition, if you are not currently using PeopleSoft Payroll for North America, the system will set the **Contributions Year-to-Date** field to zero.

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In either situation, *you can open all fields for change* by selecting the **Open Protected Fields for Change** check box. Since the system normally calculates the values in the protected fields dynamically, you should only use this option if you have a specific business need to override the values.

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For more information about designing FSA plans for U.S. and Canadian organizations, see FSA Benefits Table Page. For more information about enrolling employees in FSA plans for U.S. and Canadian organizations, see FSA Benefit Page.

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## Entering Plan Details: Pension Plans

Event / Participant Selection		Option Election		Dependents / Beneficiaries	
Sched ID:	KUEM	EmpID:	KU0118	Hafferty, Shirley	
Event Data:	05/01/2000 New Hire	Ben Rcd#:	0	Event ID:	1
			Excess Credit Rollover To:	Cash	
<b>Available Plans and Options</b> Find First 22 of 24 Last					
Plan Type:	82	Pension Plan 1 - U.S.			
Option Code:	<input type="text"/>				
<b>Additional Enrollment Data</b>					
Voluntary Contr. Pct:	<input type="text"/>	Voluntary Amount:	<input type="text"/>		
Salary for Pension Calculation:	<input type="text"/>				
<b>Requirements</b>					
<input type="checkbox"/> Elect Required					
<input type="checkbox"/> Proof Received					
<input type="button" value="Enroll All"/>					
<b>Dependents/Beneficiaries</b>					
ID	Name	Relationship to Employee	Percentage Flat Amount	Contingent	Excess
				<input type="checkbox"/>	<input type="checkbox"/>

### Entering Plan Details: Pension Plans

The system will only enable you to enter values for the **Voluntary Contr. Pct** (voluntary contribution percentage) and/or **Vol Amt** (voluntary contribution amount) fields if the plan option has been defined on the Pension Plan Table as one that enables voluntary contributions.

The **Salary for Pension Calc** (base salary for pension calculations) field will always be available. You'll use this field if you want the system to calculate the pension using a salary other than the employee pay rate



For more information about designing Canadian and US pension plans Pension Plan Table (CAN) Page and Pension Plan Table (U.S.) Page. For more information about enrolling employees in Canadian and US Pension plans, see Enrolling in Canadian Pension Plans and Enrolling in US Pension Plans.

### Entering Plan Details: Vacation Plans

When you're entering benefits election information for participant Vacation Buy or Sell plans (Plan Type 9x), you can enter Vacation Hours in the Plan Details group box. The value you enter in the Vacation Hours field represents the number of hours an employee buys or sells for the plan year.



For more information about designing vacation buy/sell plans, see Vacation Buy/Sell Table Page. For more information about enrolling employees in vacation buy/sell plans, see Enrolling in Vacation Benefit Plans.

## Using the Dependent/Beneficiary Enrollment Scroll

At the bottom of the Option Election you can enter or delete dependent/beneficiary enrollments for a particular plan. You can also use it to change enrollment information associated with current dependents and beneficiaries, such as Health Provider IDs or life benefit distribution percentages.

As you scroll between plan types on the Option Election page, the dependent/beneficiary scroll will display the dependents or beneficiaries currently enrolled in that plan type.

The dependent/beneficiary enrollment scroll will enable you to enter or update dependent information for health plan types (**Plan Type 1x**), Dependent AD/D plans (**Plan Type 24**), Dependent Life plans (**Plan Type 25**) and "sum of dependents" life plans. It will enable you to enter or update beneficiary information for all other life and AD/D plan types (**Plan Type 2x**), as well as for savings and pension plan types (**Plan Types 4x** and **8x**, respectively).

You can enter or delete dependent or beneficiary rows.



For more information about these fields and about enrolling dependents and beneficiaries into benefit plans in general see Enrolling Participants.

## Election Entry – Dependents and Beneficiaries Page

Usage	Use the Dependents and Beneficiaries page to enroll a participant’s dependents and assign beneficiaries.
Object Name	BAS_ELECT_DEPBENEF
Navigation	<b>Compensate Employees, Administer Automated Benefits, Use, Election Entry, Dependents / Beneficiaries</b>
Prerequisites	To be qualified, participants must: <ul style="list-style-type: none"> <li>• Belong to the Benefits Administration schedule you've selected.</li> <li>• Be associated with a participant event with an Open Event Status.</li> <li>• Be associated with a participant event with a Process Status of PR (prepared), NT (notified), ET (entered), EE (election error), or RE (reentered).</li> </ul>
Access Requirements	Click the <b>Dependents and Beneficiaries</b> tab.

Event / Participant Selection		Option Election		Dependents / Beneficiaries	
Sched ID:	KUEM	EmpID:	KU0118	Hafferty, Shirley	
				Ben Rcd#:	0
				Event ID:	1
Event Data:	05/01/2000 New Hire		Excess Credit Rollover To:	Cash	
<b>Dependent/Beneficiaries Currently on Record</b>					
Name	Relationship to Employee	Dependent Beneficiary Type	Birthdate		
Carlson, Susan	DPAdult	Dep/Benef	06/12/1963		
Carlson, Jenna	DPDaughter	Dep/Benef	04/13/1993		
<a href="#">Change/Add Dependent Data</a>					
<b>Elections Requiring Dependents/Beneficiaries</b>					
<a href="#">Enroll Dependents</a>	Medical				

Election Entry – Dependents and Beneficiaries page

### Dependent/Beneficiaries Currently on Record

In the **Dependents Currently On Record** group box you can review the list of dependents and beneficiaries currently associated with the participant. This list cannot be changed through this page

### Change/Add Dependent Data

Click the **Change/Add Dependent Data** button to open up a version of the PeopleSoft Base Benefits Dependent/Beneficiary information component. When the system opens this page it will already be populated with the dependent and beneficiary records associated with the participant that for whom you are entering data.



For more information about the PeopleSoft Base Benefit Dependent/Beneficiary component, see Entering Dependents and Beneficiaries.

### Election Requiring Dependent/Beneficiaries

Click the **Enroll Dependents** link to access the Dependent/Beneficiary Enrollment page to enroll the dependent or assign the beneficiary for the specific benefit plan.

### *Dependent/Beneficiary Enrollment Page*

Usage	Use the Dependent/Beneficiary page to enroll dependents and assign beneficiaries into benefit plans.
Object Name	BAS_ELECT_DEPBENWK
Access Requirements	Click the <b>Enroll Dependents</b> link from the Election Entry – Dependents and Beneficiaries page.

Dependent/Beneficiary Enrollment for Plan: 10			
Enroll All			
Dependents/Beneficiaries			
Dep/Benef Name	Relationship to Employee	Health Provider ID	Previously Seen
<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
OK		Cancel	

### Dependent/Beneficiary Enrollment page

The **Elections Requiring Dependents** group box displays buttons for all plan types involving dependent or beneficiary information that are open for data entry after participant event option processing. This page mirrors the layout of the Enrollment Forms that employees receive and send back to you, to make it easier to perform dependent and beneficiary related data entry tasks.

The system will display **Enroll Dependents** buttons health plan types (**Plan Type 1x**), Dependent AD/D plans (**Plan Type 24**), Dependent Life plans (**Plan Type 25**) and "sum of dependents" life plans. It will display **Assign Beneficiaries** buttons for all other life and AD/D plan types (**Plan Type 2x**), as well as for savings and pension plan types (**Plan Types 4x** and **8x**, respectively). When you select either of these buttons, the system will open a page that features a dependent/beneficiary scroll that is functionally identical to the dependent/beneficiary enrollment scroll displayed on the Option Election page.



For more information about the dependent/beneficiary enrollment scroll on the Option Election page, see Using the Dependent/Beneficiary Enrollment Scroll that appears earlier in this section.

## Validating Data Entry

Your method of validating the data entries you have made will differ depending upon the version of the Data Entry page you are working with.

If you are using the By Schedule version of the Data Entry pages, validation of data entry will not occur until you select the Validate Elections button on the Participant Selection page.

On the other hand, if you are using the By Participant version of the Data Entry pages, validation will occur when you Save by selecting the Save toolbar button, or pressing the Return key.

You can determine which way the system validates data entry by changing the PeopleCode associated with the Participant Selection page. The BAS\_Entry\_Mode field controls the validation method. If the field has a value of *Y*, the Validate Elections button is hidden, and validations are performed when you save the page. If the field has a value of *N*, the Validate Elections button is made visible, and validations are only performed when requested by selection of the Validate Elections button.

The validation functions performed here only check to ensure that information was entered into the Data Entry pages correctly. They do not perform validation checks that involve eligibility or event rules. That validation is performed in the next step of the Benefits Administration process cycle, when you run the Benefits Administration process again to

validate and load participant elections. To facilitate the large volume of data entry associated with enrollments, the page will always allow you to save your work regardless of whether all entry successfully validates.



For more information about the Benefits Administration process cycle, see the topic Overview of the Benefits Administration Process, appearing earlier in this section.

---

## Validating and Loading Elections

When the Benefits Administration process validates and loads elections associated with participant events, what it is actually doing is reevaluating the participant events in much the same way it did for option election. The difference is that the participants have had a chance to update their benefit election information and their choices have been entered into the system.



For more information about force-finalizing events, see the topic Force Finalizing Participant Events that appears later in this section. You can also force-finalize events at an individual level or by Benefits Administration schedule (Open Enrollment schedules only). When you force-finalize an event, you are causing the system to take the changes you have made to participant benefits information whether or not it is in error.

---

The system will evaluate the updated benefits administration information using the same set of eligibility rules and event rules that it used to determine options. It will also recalculate benefit election *defaults* where appropriate. This is important because it is possible that these defaults may have changed since option processing. This sometimes happens when events are processed out of sequence, or when changes are made to Base Benefit tables in the interim between runs of the Benefits Administration process. When this is the case, the recalculated default may not match the defaults shown on enrollment forms or inquiry pages.

During finalization, the system also assigns excess credits to plans in which the participant is enrolled. And if the participant event processes correctly, it will load the new option elections and related information to the Base Benefits tables that store benefits information for the associated participant. It will create rows for new or changed benefit option enrollments and delete rows for benefit option terminations.

The results of the participant event reevaluation are entirely dependent upon the event rules you set up for the event classifications, benefit plan types, and benefit plan options involved. If there are processing errors it generally means that there is a problem with the new election information that was entered into the system during the election entry phase of the process. It could also have something to do with the HR information that is linked to the participant event, or the design of the related eligibility rules, the event rules, and/or benefit program associated with the event. You will need to evaluate the error in order to determine what (if anything) needs to be fixed. After you correct errors for participant events in the first phase of benefits processing (scheduling, event assignment, or option preparation), you will want to reprocess them in order to move them through the Benefits Administration processing cycle. You do not need to reprocess events that are in the *EE* (election error) process status.



Whether the event is linked to an Event Maintenance or an Open Enrollment schedule is not an issue at this point in the Benefits Administration process. During Election Validation and Loading, the system processes participant events according to the event rules you have set up.

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For more information about reviewing option-processing results, see *Reviewing Benefits Administration Process Results*, appearing later in this section. For more information on event rules, see *Creating Event Rules*. For more information about how event and eligibility rules are linked with benefit programs, benefit plan types, and benefit plan options, see *Building Automated Benefit Programs*.

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When your participant events reach a process status of *FE* (finalized-enrolled), you may want to create confirmation statements for the participants associated with those events.

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For more information about creating confirmation statements, see the topic *Creating Confirmation Statements*, appearing later in this section.

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For more information about the Benefits Administration process and of the Benefits Administration Process Status flow, see the topic *Overview of the Benefits Administration Process*, appearing earlier in this section.

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## Force Finalizing Participant Events

When you tell the system to finalize a participant event, it will bring that event to a *FE* (finalized-enrolled) process status, even if it has been processed with errors. If the event is at a process status of *ET* (entered) or *EE* (election error) it will load the valid elections made by the participant to the Base Benefits tables. If the event is at any other process status, the system will apply the appropriate default elections and load them into the Base Benefit tables. The system will also apply and load default elections to replace elections that have been made in error.

You can request to have the system force-finalize participants at the *individual* participant level through the Processing Controls Update - Controls page or the Event Status Update page. On either pane, you'll select the Final check box for the participants that you want the system to force finalize. On the next run of the Benefits Administration process, the system will automatically force finalize all participants who have Final selected.

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For more information about using the Processing Controls Update component, see the section *Reviewing Benefits Administration Process Results: Using the Processing Controls Update Pages To Review Processing Results for Participant Events* appearing earlier in this section. For more information about the Event Status Update page, see *Reprocessing Events: Reprocessing for Individuals and Selected Groups*, appearing later in this section.

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In addition, if you're processing an Open Enrollment schedule, you also have the opportunity to force-finalize all of the participants within that Open Enrollment schedule. You'll arrange this when you set up the run control for the Benefits Administration process. On the Open Enrollment/Snapshot page of the run control, you can select Finalize/Apply Defaults. When you run the process after turning on Finalize/Apply Defaults, the system will finalize and/or apply default elections for all participants associated with the Open Enrollment schedule and load those elections to the Base Benefits tables.



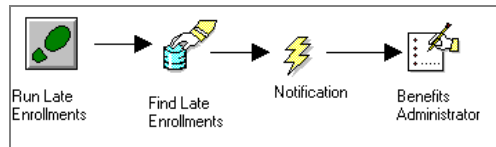
For more information about using the Open Enrollment/Snapshot page of the Benefits Administration run control, see the section Setting Up the Benefits Administration Run Control: Run Control – OE/Snapshot Page appearing earlier in this section.

### Using the Find Late Enrollments Workflow Process

When Event Maintenance is run, a set of notification letters and election forms are sent out to new employees and employees whose coverage has changed due to a specific event. A certain number of these employees may be late in returning these forms with their enrollments. The Find Late Enrollments workflow process employs a database agent which runs at specified intervals or activates upon command to retrieve for you a list of the employees who are currently late in returning their benefits enrollment forms. Find Late Enrollments will bring you to the Event Status Update page where you can select the Final check box to begin the process of defaulting the employees' coverage.



You can set this workflow in action through the Process Scheduler by selecting Process, Find Late Enrollments To Default in the Administer Automated Benefits menu.



Find Late Enrollments



For more information about designing and using workflow processes, see Using Workflow.

### Why Finalize Open Enrollment Schedules and Not Those of Event Maintenance?

We enable the finalization of Open Enrollment schedules partly because this method fits in with the nature of the open enrollment process, which has a *finite set of start and end points*. Typically, when you perform an open enrollment, you want to be able to tell your employees that at a certain point in time the open enrollment period will be over, that after that point no more changes to employee benefit elections will be accepted and all current elections will be finalized and loaded into the system. It is at this endpoint that you would process the Open Enrollment schedule for the last time, using the Finalize/Apply Defaults flag to force-finalize

those employees who hadn't yet made their elections. To simplify this endeavor, all participants in an Open Enrollment schedule are processed for a single identical Open Enrollment event.

Event Maintenance schedules, on the other hand, are *processed on an ongoing basis*. Each employee in a typical Event Maintenance schedule can be associated with a variety of different events and triggered actions at a given point in time; as you process certain events for the participant, more events are triggered for later Event Maintenance processing. There is no finite end to the Event Maintenance procedure, so it doesn't make sense to enable the forced finalization of an entire Event Maintenance schedule. Event Maintenance is designed to promote tracking and processing of participant events on an individual rather than schedule-oriented basis.

## Posting Elections to Base Benefit Tables

As elections are prepared for posting to the Base Benefit tables, PeopleSoft Benefits Administration determines the proper coverage begin dates and deduction begin dates based on event rules defined by plan type. Future-dated elections will be inserted into Base Benefit tables as the participant elections are validated or finalized.

Payroll processes such as PeopleSoft (North American) Payroll's Pay Calculation will select elections based on effective date, using future-dated elections only as they become effective for the current pay period. If the election for a given plan type is equal to the current election, no entry is posted. If a participant is no longer eligible for a given plan type, that participant's current elections are terminated by inserting a row into the Base Benefit table for the plan type.

Inserting termination rows into the Base Benefit tables facilitates rolling back or reprocessing elections that have been posted to the Base Benefit tables. Individual elections—or groups of participant elections—can be reversed out of the Base Benefit tables by identifying those individuals for reprocessing.

## Creating Confirmation Statements

When a participant event reaches a process status of *FE* (prepared), you will want to create a confirmation statement for the participant associated with the event. You'll then deliver this enrollment statement to the participant associated with the event so that the participant can have a record of their new elections after Benefits Administration processing has completed.



You can also print confirmation statements for employees with a Process Status of *EE* (election error).

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The confirmation statements you create will provide participants with a report of their current elections, dependent and beneficiary information, and investment information after Event Maintenance or Open Enrollment processing has completed. You can change the Enrollment Statement forms to meet your organization's needs.

You have two options in printing confirmation statements:

- Print statements for all participants who are eligible for them, for participants belonging to

a specific schedule, and for individual participant events.

- Reprint statements for a selected group of participants

During your initial run of the Benefits Administration process, you would typically print statements for all participants who are eligible for them. If confirmation statements are lost in the mail, you might need to print them for a selected group.

## Running Confirmation Statements

Usage	<p>You'll use the Enrollment Statements run control page to enter the parameters for the process the system uses to print benefits enrollment statements for participants linked with eligible participant events.</p> <p>The system will print original/new confirmation statements for participant events that have a Process Indicator value of <i>Normal</i>, an Event Status of <i>Open</i>, and a process status of <i>FE</i> (finalized-enrolled), or <i>EE</i> (election error).</p> <p>Confirmation statements will only be printed for those participants with elections validated and loaded since the last run of Confirmation Statements.</p>
Object Name	RUNCTL_BAS005
Navigation	<b>Compensate Employees, Administer Automated Benefits, Report, Confirmation Statements, Benefit Confirmation Statement</b>
Access Requirements	Enter the run control ID.

### Benefit Confirmation Statement page

If you want to print the confirmation statements in a specified language, select **Specified**, and indicate the language in which you want them to print in **Language**. If you want the confirmation statements to automatically print in the language of the recipient, select **Recipient's**.

In the **Report Request Parameters** group box, you'll enter all of the parameters that the system uses for the printing of confirmation reports.

To print out statements for eligible participants that belong to a specific schedule, enter the **Schedule ID** before running the enrollment statements. Keep in mind that some participants may belong to more than one schedule.

In the **Print Single Event** group box, you can enter details the system will use to print a confirmation report for *specific* participant event. You can identify this event by selecting the **EmplID** (employee ID), **Benefit Rcd#** (benefit record number), and **Event ID** values that are associated with the event. To print enrollment statements for an individual (and eligible) participant, enter the participant's employee ID before running the enrollment statement. If you have selected a **Schedule ID**, the system will only identify events associated with the **Schedule ID** that are currently eligible to have confirmation statements printed for them.



To print statements for *all* eligible participants in your system, leave **Schedule ID** and **EmplID** (employee ID) blank when you run the enrollment statements.

In the **Process Status to Include** group box you can tell the system to print confirmation statements for participant events at a particular process status. If you select **Election Error**, the system will only print confirmation statements for participants at an **EE** process status. If you select **Finalized - Enrolled**, the system will only print confirmation statements for participants at a process status of **FE**.



Leave both check boxes in **Process Status to Include** cleared if you want to print confirmation statements for participants at both **Process Status** values.

In the **Reprint Options** group box you can enter information for reprinting reports. To reprint a report or set of reports, select **Reprint Report** and enter the **Print ID** for the report or set of reports.



For more information defining print IDs, see the next topic, Creating Print IDs for Confirmation Statement Reprinting.



You can use the reprint feature to print selected groups of participants that have not yet had their enrollment statements printed. Go to the Statement Reprint page and create a **Print ID** that consists of employees at the **PR** (prepared) **Process Status**. Then enter that **Print ID** into the Enrollment Statements run control and run the Enrollment Statements report process as if you were reprinting these reports. When enrollment statements are printed for these participants the system will update their **Process Status** to **NT** (notified) and their **Option Notification Date** to the date the statements were printed.

### Creating Print IDs for Confirmation Statement Reprinting

Usage	You use the Statement Reprint page to set up Print IDs that you'll use when you reprint enrollment statements and confirmation statements. The system will only reprint enrollment and confirmation statements for participant/participant event combinations that are eligible for statement
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	reprinting. In order to be eligible, the participant event must have a Process Indicator value of <i>Normal</i> , and a process status value of <i>PR</i> (prepared), <i>NT</i> (notified), <i>RE</i> (reentered), <i>ET</i> (entered), <i>EE</i> (election error), or <i>FE</i> (finalized-enrolled). When the system finishes reprinting a set of enrollment or confirmation statements, it will delete the associated Print ID
Object Name	BAS_PRINT
Navigation	<b>Compensate Employees, Administer Automated Benefits, Report, Statement Reprint, BenAdmin Statement Reprinting</b>
Access Requirements	Schedule ID

#### Statement Reprint – BenAdmin Statement Reprinting page

Enter the **Schedule ID**. This field is required. The system uses the **Schedule ID** to narrow down the set of eligible participant/participant event combinations for which enrollment or confirmation statements can be reprinted.

In the **Participant(s) to Print** group box, enter or edit the set of participants that you want to associate with the **Print ID** that you're defining.

For each row in the **Participant(s) to Print** group box, you must enter the **EmpID** (employee ID), **Ben Rcd#** (benefit record number), and **Event ID** of the participant/participant event that you'd like to reprint an enrollment statement for. If you are processing an Event Maintenance schedule, each employee ID must be associated with an **Event ID** of *1* or higher. You can only use an **Event ID** of *0* when you are processing an Open Enrollment schedule. If the participant is associated with multiple **Event IDs**, you can enter records for each **Event ID** or select the ones for which you'd like to reprint enrollment or confirmation statements.

If the participant has multiple jobs with different sets of benefit elections associated with them you can enter the benefit record number in the **Ben Rcd #** field. It is acceptable to have a benefit record number of *0*.



For more information on the benefit record number and its use in the processing of multiple jobs, see Setting Up and Managing Multiple Jobs.

The **Schedule ID** must match the Benefits Administration schedule (Open Enrollment or Event Maintenance) that you are currently processing. As you enter the **Schedule ID**—for example, *FLEXOE*—the system identifies the participants on the schedule that are eligible to have forms reprinted for them.

As you select an employee ID, the system will default an eligible benefit record number and an **Event ID** for the participant.

## Reprocessing Events

As you process participant events through the Benefits Administration cycle, you will eventually encounter a situation where one or more events will need to be reprocessed. Reprocessing can be necessary in a number of instances. For example, you may want to reprocess an event when it is processed out of order or when eligibility information related to the event has been changed. You might also need to reprocess finalized events in cases where employees find errors in their confirmation statements.

PeopleSoft Benefits Administration provides you with a variety of reprocessing options. To start with, when you reprocess participant events, you can reprocess them to any stage of the Benefits Administration cycle preceding the stage that the event is currently in. You can reprocess events that have been finalized and loaded. And you can reprocess entire Open Enrollment schedules as well as individual events.

## Understanding Event Reprocessing

It is important to understand the limitations, consequences, and results of event reprocessing before you attempt to reprocess anything. While the reprocessing feature is very flexible, it can't do everything, and in some cases reprocessing can have an adverse effect on your employee data, especially when you reprocess large numbers of employees without analyzing the situation beforehand.

### Events are Backed Out and Processed Again

When you reprocess a participant event, the system backs the event out to the stage you indicate on either the process status Update - Controls page, the Event Status Update page, or the Open Enrollment/Snapshot run control page, essentially returning the event to the exact state it was in when it was last at the specified process status. So if you have an event at *ET* (elections entered) status and you reprocess it to an *AS* (assigned) status, the system backs out all of the election information you entered for it, disregards all of the options it had prepared for the event, and takes the event back to the stage it was in when it was simply scheduled and assigned to a benefit program.

*But that is not all.* When you reprocess an event, the system takes the event back to the state you've indicated, *and then it runs the event through the process again.* The system will attempt to move the event as far along the process status flow as it can. For example, if you tell the system to reprocess an event back to the *AS* process status, the system will first back the event out to the *AS* status and then attempt to process the event all the way down through the process status flow to the *PR* (prepared) process status, where it will await the printing of enrollment forms for the event and data entry of employee elections. During this time, option eligibility, costs, credits, defaults, and pre-entry values will be rechecked.

### Finalized and Loaded Events are Reprocessed to a Reentered Status

When you tell the system to reprocess events that have already been finalized and loaded to an *RE* (reenter) process status, the system will bring the event to an interim process status

called *RE* (reenter) that acts as a stand-in for the *NT* (notified) process status. You'll reenter data entry for the participant event and then the system will attempt to validate and load the elections to get the event back to the *ET* status.



For more information about the *RE* Process Status and an illustration of how it fits in to the Process Status flow, see Overview of the Benefits Administration Process: Understanding the Process Status: Process Status: Reprocessing Finalized Events, appearing earlier in this section.

## Events Cannot Be Reprocessed to a Future Process State

PeopleSoft Benefits Administration gives you the capability to reprocess an event to any stage of the Benefits Administration cycle, as long as the stage you want to reprocess it to *precedes* the stage the event is currently at. For example, if you have an event at the *PR* (prepared) process status, you can arrange to reprocess it back to the *AS* (assigned) process status, but you can't reprocess it to an *ET* (elections entered) process status. In short, you can't reprocess an event to a *future* process state.

## Reprocessing for Individuals and Selected Groups

For both Open Enrollment and Event Maintenance, you can reprocess a selected participant event or group of participant events. You can use either the Event Status Update page or the Processing Controls Update page to select participant events for reprocessing.

The primary difference between these two pages is that with the Processing Controls Update page you can select a set of participant events that belong to a defined *group of participants* for reprocessing. The Event Status Update page, on the other hand, only enables you to work with *one participant at a time*, and it will display all events associated with the participant/benefit record number selection you choose. In addition, the Event Status Update page also enables you to manipulate the Event Status of the participant events it displays; the Processing Controls Update offers no control over this value.



For more information about the Processing Controls Update component, see Reviewing Benefits Administration Process Results: Using the Processing Controls Update Pages To Review Processing Results for Participant Events appearing earlier in this section.

## Event Status Update - BenAdmin Event Status Update Page

Usage	Use the Event Status Update page to reprocess individual participant events. With the exception of the Event Status field, all of the other fields displayed on this page perform identically for reprocessing as their corresponding fields on the Processing Controls Update - Controls page.
Object Name	BAS_PARTIC_STS
Navigation	<b>Compensate Employees, Administer Automated Benefits, Use,</b>

	<b>Event Status Update, BenAdmin Event Status Update</b>
Access Requirements	Enter the employee ID.

BenAdmin Event Status Update

EmplID: KU0010 Santos, Antonio Ben Rcd#: 0

Event Status Update									
Sched ID	Event ID	Pgm	Process Status	Eligibility Change	Disc	Out of Seq	*Process Indicator	Final	
Event Date	Event Class	Priority	Action Source	Addr / MultiJob / Job			*Event Status		
KUEM	1	KU1	Prepared	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>	
05/01/2000	Fam Status	300	Manual Event				Open		
KU00	0	KU1	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>	
01/01/2000	Opn Enroll	900	Open Enrollment				Closed		
KU99	0	KU1	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>	
01/01/1999	Opn Enroll	900	Open Enrollment				Closed		

**Event Status Update – BenAdmin Event Status Update page**

Before opening the screen you must enter the **EmplID** (employee ID) and **Ben Rcd#** (benefit record number) that identify the participant you would like to review.

The Event Status Update page will display all events currently in BAS\_PARTIC for the participant and benefit record number combination you select. The event currently in process will have an **Event Status** of *Open*.

For each event, you will be able to review the following affiliated values: **Sched ID** (schedule ID), **Event ID**, **Pgm** (benefit program), **Event Date**, **Event Class**, **Priority** (event priority), and process status. Events are ordered by **Event Date**.

When you open this page and find the **Elig Chg** (eligibility change) check boxes selected for **Address**, **Union Code**, or **Job** event eligibility changes, insertions, or deletions, the participant event may need to be reprocessed. These check boxes, along with the **Out of Seq** (out of sequence event) check box, refer to changes that occur during *event scheduling*. If you determine that the event does not need reprocessing, you can clear these check boxes to indicate this fact.



These check boxes will remain selected until you clear them. We recommend that after you reprocess the event or otherwise take action to correct the problem that caused the system to turn on the flag, you should return to this page to clear the check box(es).



For more information about event scheduling, see the topic Scheduling Events and Assigning Benefit Programs, appearing later in this section.

The **Disc** (disconnected event) check box refers to events that have been disconnected and which no longer can be processed, with the exception of finalized and disconnected events, which can be reprocessed to a *Void* status.



For more information about disconnected events, see the topic Event Disconnection, which appears later in this section.

You'll use the **Process Indicator** to tell the system the event status to which you want the system to reprocess a specific participant event on the next run of the Benefits Administration process. The **Process Indicator** default is *N* for normal processing. For example, if you want to reprocess a particular participant to the *AS* (assigned) process status, you'll set the **Process Indicator** to *Assgn Pgm* (assign benefit program). When you next run the Benefits Administration process, the system will attempt to reprocess this event to the *AS* status.

You are allowed to have only one event at a time designated as **Open** for Processing for a specified participant/benefit record number combination. Benefits Administration will only process events with an **Event Status** of **Open**. You cannot change a **Closed** event's **Event Status** to **Open** until all other events are **Closed**. You can update the **Process Indicator** to *Assgn Pgm* (assign benefit program). On the next run of the Benefits Administration process, the system will reprocess the program and option eligibility for the Open Enrollment schedule.



The reprocessing table at the end of this section explains the reprocess options available for selected participant events.

In working with **Event Status**, the system follows the rules shown in the following table.

<b>Current Event Status</b>	<b>Options</b>
Open	<p>Events with an Open Event Status will be processed by the system on the next run of the Benefits Administration process. Only one event can be Open for an Employee ID/Benefit Record Number combination at any given time.</p> <p>Event Status can be updated to Closed naturally by the system, or manually on the Event Status Update page.</p>
Closed	<p>The Benefits Administration process will not process events with a Closed Event Status.</p> <p>Events with a Closed Event Status can be updated to Open if no other events for the Employee ID/Benefit Record Number combination are Open. Events can be updated to an Open status naturally by the system, or manually on the Event Status Update page.</p>

Void	<p>An event with a Void Event Status has been backed out of the system and all eligibility processing related to it has been reversed. In effect, it is as if the event never occurred. To change an event's Event Status to Void, you must indicate that you want to void the event on the Event Status Update page and reprocess the event.</p> <p>Events with an Event Status of Void can be updated to Open or Closed through event reprocessing, following the rules for open and closed events stated above.</p>
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For more information about changing the event status, see the topic *Scheduling Events and Assigning Benefit Programs: Scheduling Multiple Events for Participants and Event Dates: Manually Updating Event Status using the Event Status Update Page*, appearing previously in this section.

You control reprocessing for selected participants by your entries on the participant event control fields. The events allow you to enter values for process indicator and event status. Benefits Administration will use your entries to reprocess the participant's event. The table below lists the processing completed by the system in response to your reprocess request in the **Process Indicator** field.

<b>Process Indicator</b>	<b>Processing</b>
Assign Pgm (assign benefit program)	<p>Event Status must be equal to Open.</p> <p>Schedule assignment will not be reviewed.</p> <p>Elections for participant events will be rolled back (deleted) from the Base Benefit enrollment tables. Elections will not be retained (in BAS_PARTIC tables) for the participant events.</p> <p>Program eligibility will be rechecked.</p> <p>Option eligibility, costs credits, defaults and pre-entry will be recalculated.</p> <p>The system will attempt to reprocess participants to a PR (prepared) Process Status.</p>
Elect Optn (elect options)	<p>Event Status must be equal to Open.</p> <p>Schedule assignment, program assignment and option eligibility will not be reviewed.</p> <p>The system will roll back elections from Base Benefit enrollment tables. It will revalidate elections for this event and load them, if there are no errors, back into the Base Benefit enrollment tables, resetting the final Process Status to FE (Finalized - Entered).</p>
Normal Prc (normal processing)	Standard processing for Benefits Administration.

Prep Optn (Prepare Options)	<p>Event Status must be set to Open.</p> <p>Schedule assignment and program assignment will not be reviewed.</p> <p>Elections for participant events will be rolled back (deleted) from the Base Benefit enrollment tables. Elections will not be retained (in BAS_PARTIC tables) for the participant events.</p> <p>The system will recalculate option eligibility, costs credits, defaults, and pre-entry information.</p> <p>The system will attempt to reprocess participants to a PR (prepared) Process Status.</p>
Re-Enter	<p>You'll use this Process Indicator value to correct election errors for finalized events with enrollment information that has been loaded to benefit tables.</p> <p>Event Status must be equal to Open.</p> <p>Schedule assignment, program assignment and option eligibility will not be reviewed.</p> <p>The system will roll back elections back from Base Benefit enrollment tables. It will retain your elections for this event in the BAS_PARTIC table. The system will leave the event at a Process Status of RE (Reenter).</p> <p>When you post election changes to the Data Entry component, the system will update the Process Status to ET (entered).</p>
Void	<p>The system will update the Event Status to Void, and will remove the event from processing.</p> <p>The system will not review schedule assignment, program assignment and option eligibility.</p> <p>If the event is in a Process Status of Enrolled, elections will be rolled back from Base Benefit enrollment tables. The system will retain your prior elections for this event in the BAS_PARTIC table. The system will leave the event at a Process Status of Re-Enter.</p>



For more information on voiding disconnected events, see the topic [Event Disconnection: Voiding Disconnected Events](#), appearing earlier in this section.

## Reprocessing Open Enrollment Schedules

When you are processing an Open Enrollment schedule, you can choose to reprocess every participant in the schedule when the need to do so becomes apparent. Run control reprocessing for Open Enrollment is controlled by your reprocess indicator selection on the

Run Control - Open Enrollment/Snapshot page. Select a reprocessing value in the Reprocess group box and run the Benefits Administration process again for that schedule to reprocess the participants associated with it.



For more information about the Open Enrollment/Snapshot page of the Benefits Administration process Run Control, see Setting Up The Benefits Administration Run Control: Run Control – OE/Snapshot Page appearing earlier in this section.

The table below summarizes the processing completed by the system in response to your reprocess request. The system will apply this reprocessing activity to the Open Enrollment schedule selected in the Run Control. Only participant events on this schedule will be included. In general, the system will exclude participant events with an Event Status of *Closed* or *Void* from Open Enrollment run control reprocessing.



You can select individual participant events for reprocessing with the Processing Controls Update and Event Status Update pages. For more information, see the topic Reprocessing for Individuals and Selected Groups, appearing earlier in this section.

<b>Reprocess Indicator Value</b>	<b>Processing</b>
<b>None</b>	Standard processing for Benefits Administration.
<b>Schedule</b> - (reassign schedules)	<p>You'll reassign the Open Enrollment schedule in situations where you want to start over with Benefits Administration processing. You might do this when you work through test runs during implementation, for example.</p> <p>No participant events on the selected Benefits Administration schedule can be in a Process Status of <i>NT</i> (notified), <i>EE</i> (election error), <i>ET</i> (entered), <i>RE</i> (Re-Enter) or <i>FE</i> (finalized-enrolled). The system will check this at the start of the run and terminate processing if this condition is not met.</p> <p>When you reprocess to reassign the Open Enrollment schedule, the system will ignore the participant events' Process Indicator status and Event Status—all events, <i>Open</i> and <i>Closed</i>, will be included.</p> <p>The system will delete all participant event data for this schedule and then recalculate it through option preparation. This includes program assignment and the determination of eligible options/defaults.</p> <p>The system will attempt to process participant events to a <i>PR</i> (prepared) Process Status.</p>

<p><b>Assign Benefit Program</b></p>	<p>The system <i>will not</i> review schedule assignment.</p> <p>The system will roll back (delete) elections for participant events from the Base Benefit enrollment tables. The system <i>will not</i> retain participant event election information in the BAS_PARTIC table.</p> <p>The system will recheck program eligibility.</p> <p>The system will recalculate option eligibility, costs credits, defaults, and pre-entry information.</p> <p>The system will attempt to process participant events to a <i>PR</i> (prepared) Process Status.</p>
<p><b>Prepare Options</b></p>	<p>Schedule assignment and program assignment <i>will not</i> be reviewed.</p> <p>The system will roll back (delete) elections for participant events from the Base Benefit enrollment tables. The system <i>will not</i> retain participant event election information in the BAS_PARTIC table.</p> <p>The system <i>will not</i> recheck program eligibility.</p> <p>Option eligibility, costs credits, defaults and pre-entry will be recalculated.</p> <p>The system will attempt to process participant events to a <i>PR</i> (prepared) Process Status.</p>
<p><b>Elect Options</b></p>	<p>The system <i>will not</i> review or reprocess schedule assignment, program assignment, and option eligibility.</p> <p>The system will roll back elections from Base Benefit enrollment tables. It will revalidate elections for this event and load them, if there are no errors, back into the Base Benefit enrollment tables, resetting the final Process Status to <i>FE</i> (finalized - entered).</p>

## Event Maintenance and COBRA Administration

COBRA Administration uses the Benefits Administration Event Maintenance process to identify COBRA qualifying events, locate qualified COBRA participants, and analyze option eligibility.



For more information on setting up COBRA Administration and running the COBRA Process, see *Setting Up COBRA Administration and Managing COBRA*. For more information on the Benefits Administration event processing aspects of COBRA Administration, including details on the qualifying COBRA events recognized by Benefits Administration, see *Creating Event Rules*.

## Initiating COBRA Qualifying Events

Benefits Administration initiates qualifying COBRA events during the Event Maintenance process when a recognized COBRA event is finalized. The only exception to this rule is the Overage Dependent event, which is initiated by the COBRA process for both Base Benefits and Benefits Administration clients.

When Benefits Administration initiates the COBRA event, it will populate the COBRA Activity table with the Employee ID, Employment Record Number, COBRA Event Date, COBRA Action code (as defined on the Action Reason table) and Event ID related to the initiated event.

## Determination of COBRA Benefit Program Eligibility

When Benefits Administration processes a qualifying COBRA event, it will analyze benefit program eligibility for each qualified COBRA beneficiary affected by the triggering event. This process will only occur for qualified COBRA participants who have a COBRA process status of *Open For Processing* (as opposed to *Closed* or *Void*).

The eligibility parameters will include the eligibility parameters from the latest run of Benefits Administration and the qualified COBRA beneficiary's postal code. If the system determines there are no benefit programs that satisfy these eligibility criteria, then the participant will be assigned to the benefit program that they were enrolled in on the day prior to the COBRA event date.

## Analysis of COBRA Option Eligibility

The system will calculate option eligibility for each COBRA qualified plan type for which a qualified beneficiary has lost coverage. In order to determine which options within the qualified plan types a specific qualified COBRA Beneficiary is eligible to choose, the during Event Maintenance processing, the system will:

1. Select the eligibility parameters associated with the participant prior to the COBRA event date, along with the participant's birth date and postal code.
2. Pass the eligibility parameters to the Benefits Administration eligibility rule system and determine the options eligible to the employee.
3. Send the set of eligible options for each qualified COBRA beneficiary associated with the COBRA event through the eligibility criteria for Base Benefits.

If the system determines that there are no options that satisfy this eligibility criteria, then the system will allow the participant to select the coverage that the participant had prior to the COBRA event date, limited to the Base Benefits eligibility criteria.

COBRA regulations require that qualified COBRA beneficiaries be offered coverage even if that coverage has no value. If this is the case, the system will generate a message stating that this has occurred.



# Processing Event Maintenance "On Demand"

The standard processing cycle of Benefits Administration is designed for the management of benefits information changes for large groups of employees. The processing time required for an Event Maintenance or Open Enrollment schedule can extend from several days to several weeks, depending upon the number of employees involved. This can involve time correcting processing errors, delivering enrollment forms, entering employee elections as the forms are returned, validating elections, and sending out confirmation notices.

But there are often situations where benefits administrators are required to produce enrollment and confirmation statements for individual employees on demand. To accomplish this, administrators have to generate, enter, and load elections for an individual employee in a short amount of time.

To fulfill the need for an on-demand Benefits Administration option, PeopleSoft has created the On Demand Event Maintenance feature. On Demand Event Maintenance enables a benefits administrator to run an individual participant through the entire Benefits Administration process—from participant event scheduling to enrollment confirmation—with a single page. The page enables the administrator to do the following:

- Focus on the benefits processing needs of an individual employee.
- Initiate each stage of the Benefits Enrollment cycle through simple button clicks.
- Correct processing errors as they occur.
- Process participant events quickly, without setting up run controls.
- Link to Benefits Administration pages to review processing information and enter option elections.



You should not use the On Demand Event Maintenance feature without first studying the various stages of the Benefits Administration processing cycle. We do not go into detail about the Benefits Administration process cycle in this section.

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For more information about the Benefits Administration process cycle, see the section Understanding the Benefits Administration Process in this PeopleBook.

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## On Demand Event Scenarios

You'll typically want to use the On Demand Event Maintenance page when you need to process an individual employee through the Benefits Administration process in a short amount of time. For example, take a situation where an employee is promoted into a regional management position and will be transferring to the regional headquarters from the Corporate office within a couple days. The benefits department is asked to produce a benefits package for this employee immediately. And if the employee completes their benefits enrollment form on the spot, the benefits department will have to produce a confirmation statement that same day as well. All of these processing requirements can be met with the On Demand Event Maintenance page.

You can also integrate your use of the On Demand Event Maintenance page into the standard Benefits Administration processing cycle to handle the processing needs of specific individuals. For example, take a situation where an individual is hired by an organization. This hiring action triggers a new hire event for that individual that is subsequently scheduled as a participant event during the organization's regularly scheduled Event Maintenance batch process.

The new employee then visits his organization's benefits department and asks for his benefits enrollment form right away because he needs to make a doctor's appointment and needs to show proof of medical insurance. The benefits administrator uses the On Demand Event Maintenance page to produce the employee's enrollment statement on demand. The employee makes his elections that same day via the company's interactive voice response system, and the system finalizes his elections and prints his confirmation statement during the next run of the Benefits Administration process for his Event Maintenance schedule.

## Using On Demand Event Maintenance

When an employee has an event that changes benefit eligibility, a record is written to the BAS Activity table. On Demand Event Maintenance page allows you to process that event through all stages of the Benefits Administration process.

The On Demand Event Maintenance page controls all the processing you'll perform. From this page, you will select various links to process the various stages to enroll the employee in a benefits program.

### On Demand Event Maintenance Page

Usage	You can use the On Demand Event Maintenance page to processes a participant through all stages of the Benefits Administration process.
Object Name	BAS_ON_DEM_EM
Navigation	<b>Compensate Employees, Administer Automated Benefits, Use, On Demand Event Maintenance, On-Demand Event Maintenance</b>
Access Requirements	Enter the employee ID and the benefit record number.

**On Demand Event Maintenance page**

**Activity Date**

This is the date on which the activity occurred. If the system finds only one activity for the employee, the system automatically displays the date. If there is more than one activity, you must select the activity from the Show Activities page.

**Source**

The **Source** is the type of action that triggered the activity record: a change to employee address, multiple job flags, job data; manually adding an event through the BAS Activity page; or a passive event.

**Empl Rcd# (employee record number)**

The **Empl Rcd#** is used for employees with multiple jobs. Employees with multiple jobs can have different sets of benefits elections. The system keeps track of the different sets of benefits elections that might be assigned to an employee by assigning **Benefit Record Numbers** to the employee for each separate benefits package.

**Schedule/Prepare Activity**

Click to run the Schedule/Prepare Activity process.

**Pending Activities**

**Pending Activities** displays the number of activities waiting to be processed into participant events for this **Employee ID/Benefit Record Number** combination. As activity triggers are processed into participant events, they are deleted from the BAS\_ACTIVITY table (and consequently, the BAS Activity page). If there are no activities waiting to be processed, **Pending Activity** will be blank and the Show Activities button will not be available for input.

**Show Activities**

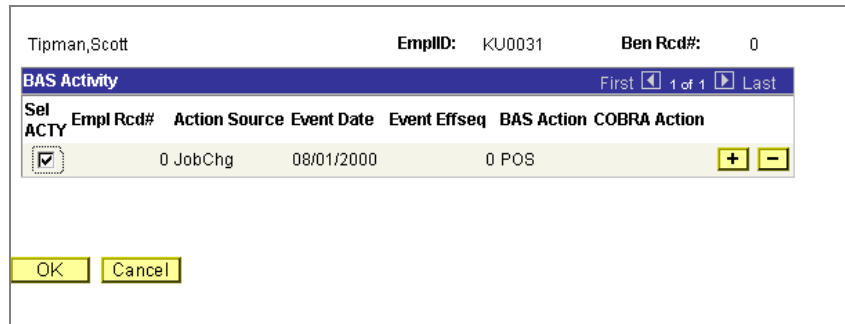
Click **Show Activities** to display the Show Activities page.

**Action**

The **Action** (BAS action) type is the type of job action that is associated with the action trigger. For example, if the triggering action is a hire of an employee, the **Action** might be **HIR**. If the triggering action is a paygroup change, the **Action** might be **PAY**. And if the triggering action is the insertion of a family status change event, the action might be **FSC** (with an action **Source** of **Manual**). When the system processes the activity into a participant event, it uses the **Action** to determine which Event Classification will govern the event.

**Show Activities Page**

Usage	Use the Show Activities page to review the list of activities waiting to be processed for a particular Employee ID/Benefit Record Number combination. If the participant has more than one activity pending, use the page to select one of the displayed activities for processing.
Object Name	BAS_ACTY_EMPL
Navigation	Click the <b>Show Activities</b> button from the On Demand Event Maintenance page.



Show Activities page

**Sel ACTY** (select activity)

Select this check box if you want this activity processed. When you select an activity record, information from that activity record will populate the **Activity Date, Source, Empl Rcd#, Pending Activity, and Action** fields on the On Demand Event Maintenance page.

**Empl Rcd#** (employee record number)

This identifies the employee record number associated with this activity.

**Action Source**

This is the type of action that triggered the activity record: a change to employee address, multiple job flags, job data; an event manually added through the BAS Activity page; or a passive event.

**Event Date**

This is the date on which the event occurred.

**Event Effseq** (event effective sequence)

If there is more than one event for this employee that occurred on the same day, this indicates the order in which it occurred.

**BAS Action**

The **BAS Action** is the type of job action that is associated with the action trigger. For example, if the triggering action is a hire of an employee, the **Action** might be *HIR*. If the triggering action is a paygroup change, the **Action** might be *PAY*. And if the triggering action is the insertion of a family status change event, the action might be *FSC* (with an action **Source** of *Manual*). When the system processes the activity into a participant event, it uses the **Action** to determine which Event Classification will govern the event.

**COBRA Action**

This indicates whether this is a COBRA qualifying activity.

## Scheduling and Preparing Activities

To run the Benefits Administration process to schedule the activity record as a participant event and assign the event to a benefit program, select the **Schedule/Prepare Activity** button. The **Schedule/Prepare Activity** button will only be active if there is an activity waiting to be processed. If the activity record is processed successfully, it will be scheduled as a participant event and will be deleted from the list of BAS Activity records waiting to be processed. It will be added to the BAS\_PARTIC table. After this stage of processing has completed, the newly created event should be at a Status (process status) of *Assigned* or *Assigned None*.



In certain cases, the system will process the event to a *Finalized - Prepared Process Status*, in which case the event will be closed and processing will stop. This can happen, for example, when event processing rules have Use History turned on and there is no change in eligible options.

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The system will always assume that when you press the **Schedule/Prepare Activity** button you intend for the activity currently on display to be the event currently in process. So, for example say you're working with a participant who currently has an event midway through the Benefits Administration process cycle, and an action record pending. If you press the **Schedule/Prepare Activity** button, the system will close the current event (by changing its **Event Status** to *Closed*), convert the activity trigger into a new participant event, and give that event an **Event Status** of *Open*.

---



For more information about the activity scheduling and benefit program assignment stage of the Benefits Administration cycle, see the topic Understanding the Benefits Administration Process: Scheduling Events and Assigning Benefit Programs, in this PeopleBook.

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## Reviewing and Updating Event Status

You can use the Event Status Update page to open and close events and reprocess events. You can also use the Event Status Update page to review the participant events currently associated with the participant/benefit record number combination with which you are working.

The Event Status Update page displays information about the events and flags them to indicate when event reprocessing may be required.



For more information about using the Event Status Update page to update Event Status, see the Manually Updating Event Status using the Event Status Update Page. For more information about using the Event Status Update page to reprocess events, see Reprocessing Events.

## Preparing Options

To prepare options for the participant event currently in process, click the **Prepare Options** button. When you select **Prepare Options**, the system will run the Benefits Administration process to prepare benefit options and election defaults for the participant event.

The **Prepare Options** button will only be available when the event's **Status** (process status) is *Assigned*, *Program Eligibility Assigned with Error*, or *Prepare Error*. Otherwise the **Prepare Options** button will not be available for input.



For more information about this stage of the Benefits Administration process cycle, see the topic Understanding the Benefits Administration Process: Preparing Options, in this PeopleBook.



For more information on **Process Status**, see Understanding the Benefits Administration Process: Overview of the Benefits Administration Process: Understanding the Process Status.

## Reviewing Error Messages

Usage	Use the On Demand EM – Error Messages page to review any error message that occurred during the schedule and prepare activities, prepare options, or validate and finalize elections processes.
Object Name	BAS_MESS_EMPL
Navigation	Click the <b>Event Status Update</b> button from the On Demand Event Maintenance page.

On Demand EM - Error Messages			
Hoinck,Susan	EmpID: KU0119	Ben Rcd#: 0	Event ID: 1
<b>Messages</b> Find   View All First 1 of 1 Last			
Message ID: 000178	Option ID:	Cost ID:	
<b>Description:</b> The employee elected a Vacation Plan option but did not specify how many hours were being bought/sold on Bas_Partnc_Plan (the Vacn-Hours field equals zero). (MSGData1: Plan-Type; MSGData2: Option-Cd)			
<b>Message Data:</b> 90 1			

### On Demand EM – Error Message page

The system will display the total number of error messages that were generated by the last processing action you initiated in the **Messages** field.

For example, if you ran the Benefits Administration process to **Prepare Options** for the participant and encountered two errors, the system would display those error messages for you. When you clear the error messages away, you would find that the **Errors** field indicates **2** errors occurred after the last run of the Benefits Administration process. And when you select the **Show Errors** button, you will be able to review those two error messages again in the **Show Errors** page.

Each time you run the Benefits Administration process, the system deletes the error messages generated for the displayed participant by the previous run. If errors from a previous run of the Benefits Administration process are not corrected, they will be generated again with the new run of the process.



For more information about how the error messages are delivered during standard Benefits Administration processing, see Understanding the Benefits Administration Process: Reviewing Benefits Administration Process Results: Reviewing Error Messages.

## Generating Enrollment Statements for On Demand Event Maintenance

To generate an enrollment statement for the participant and Benefit Record Number combination with which you're working, you'll select the **Enrollment Statements** button. The **Enrollment Statements** button will only be available when the **Status** (process status) of the event in process is **Prepared** or **Notified**.

The **Run Date** will display the date that an enrollment statement was last run for the participant event currently in process.

In the **Frequency** group box, you can indicate how you want the system to display benefit option cost information on the enrollment statement. For example, if you select **Deduction Frequency**, the system will print for each available option the cost of the benefit per pay period. And if you select **Annual Frequency**, the system will display the annual cost of the benefit option. The system calculates the annual frequency by multiplying the option's deduction frequency of the option by the number of pay periods the employee will experience in a year. The **Frequency** group box will be unavailable for data entry if the **Status** of the event in process is not **Prepared** or **Notified**.

## Using the Online Printing Page to Determine On Demand Event Maintenance Printing Options

When you press the **Enrollment Statements** button, the system will automatically generate the Enrollment Statement (BAS004) for the selected participant.

*Before you can print enrollment statements, you need to fill out the Online Printing page to tell the system whether to run this form on the client or server, and to give the system an output destination for the form. You only need to set up the Online Printing page once per User ID.*

### BenAdmin Online Form Printing Page

Usage	Use the Online Printing page to create an enrollment form for this participant.
Object Name	BAS_ODEM_PRINT
Navigation	<b>Define Business Rules, Define Automated Benefits, Setup, Online Printing, BenAdmin Online Form Printing</b>
Prerequisites	
Access Requirements	Enter the user ID.

#### BenAdmin Online Form Printing page

You'll use the fields in the **Output Dest Type** (output destination type) group box to determine the output destination of the enrollment and confirmation forms you print with the On Demand Event Maintenance facility. If you want to print the report on a printer, select **Printer**. If you want the system to generate the form as a text file, select **File**. In **File/Printer**, either give the path to the directory in which you want the system to save the file (if you've selected **File**), or the printer to which you want the system to send the form (if you've selected **Printer**).



Reports will always be run from the **Client**.

## Entering Elections

You will be able to enter elections for a participant after the system has successfully prepared their benefit options. To enter elections, you'll click the **Election Entry** button to be brought to the Benefits Administration Data Entry pages. The **Election Entry** button will only be available when the participant event's Process Status is *Prepared, Notified, Election Error, Re-Enter, or Entered*.

In most cases, you'll wait until the participant you are working with selects their options from the enrollment statement that you generate for them. Then you'll enter their option elections into the system through the Data Entry pages.



For more information on how you'll use the Data Entry page group to enter or change participant option elections, see Understanding the Benefits Administration Process: Entering Participant Benefit Elections, appearing earlier in this PeopleBook.

On the On Demand Event Maintenance page, the **Entered ... Of ...** field tells you how many plan election choices have been entered for the participant versus the total number of plan election choices they can make. In the example below, the participant is eligible to change plan option elections in **16** different plan types, and at the present moment, only **1** change has been entered in the Data Entry page group.

Once one or more elections have been made you can go to the Participants Enrolled page to review the plan types for which elections were entered or changed and the plan types that have unchanged option elections. To open the Participants Enrolled page, click the **Show Plans** button. The **Show Plans** button will be unavailable for data entry if no elections have been made for the participant event currently in process.



The Participants Enrolled page displays rows of information for the plan types for which employees are eligible to change or update plan option election information. *It does not necessarily display all of the plan types in which the participant may be enrolled at the current time.*

### Participants Enrolled Page

Usage	Use the Participants page to review the plan types for which elections were entered or changed and the plan types that have unchanged option elections.
Object Name	BAS_PARTIC_EMPLINQ
Access Requirements	Click the <b>Show Plans</b> button.

Participants Enrolled									
Hoinck,Susan		ID:	KU0119	Ben Rcd#:	0				
Plan Types							First	1-24 of 24	Last
Sched ID	Event ID	Date	Ben Program	Plan Typ	Election Made	OptionCd			
KUEM	1	05/01/2000	KU1	10	Medical	N	+	-	
KUEM	1	05/01/2000	KU1	11	Dental	N	+	-	
KUEM	1	05/01/2000	KU1	14	Vision	N	+	-	
KUEM	1	05/01/2000	KU1	15	DP Medical	N	+	-	
KUEM	1	05/01/2000	KU1	16	DP Dental	N	+	-	

### Participants Enrolled Page for On Demand Event Maintenance

In the **Election Made** column, a *Y* value means option election information for that **Plan Type** was entered or changed through the Data Entry page group. An *N* value means that no new elections were made for the **Plan Type**. In the example below, an option was selected or changed for the **Medical Plan Type**. This page also displays the **Option Cd** (option code) of the option currently selected for the **Plan Type**. The **Option Code** can also indicate that the participant has waived a particular option. In our example below, the **Option Code** for a waive is *W*.



Keep in mind that the Participants Enrolled page *only displays* the **Plan Types** for which the participant is currently eligible to choose or change benefit option elections, following option preparation for the event currently in process. It does not necessarily display all of the **Plan Types** in which the participant is currently enrolled. For example, say a participant undergoes a family status change event and, after option preparation for this event, the system determines that the participant can select or change **Medical, Life, and Supplemental Life** plan option enrollments. When the Participants Enrolled page is selected for this participant, it will display three rows, one for each **Plan Type**.

## Validating and Finalizing Elections

Select the **Validate/Finalize** button to have the system run the Benefits Administration process to validate and load to benefit tables the option elections that you entered for the participant, if any. The **Validate/Finalize** button will be available if the **Process Status** of the event currently in process is *Entered, Election Error, or Re-Enter*.



If a participant's elections have not been updated and event rules dictate the participant cannot keep some or all of her current elections, the system will determine default elections for the participant and enroll her in them.

You can use the **Finalize/Enroll Defaults** check box to finalize a participant's elections and/or enroll the participant in default elections, even if his current elections are in error. Selecting the **Finalize/Enroll Defaults** check box will enable you to use the **Validate/Finalize** button to force-finalize events that are at a **Process Status** of *Prepared* or *Notified* as well as events at *Entered, Election Error, and Re-Enter*.



---

For more information about how the Benefits Administration process validates elections for participant events and loads them into the system, see the topic Understanding the Benefits Administration Process: Validating and Loading Elections, in this PeopleBook. This topic also discusses using **Finalize/Enroll Defaults** to force-finalize participant events.

---

## Generating Confirmation Statements

After you've run the Benefits Administration process to validate and finalize the participant's elections, you'll use the **Confirmation Statement** button to tell the system to generate a confirmation statement for the participant. The **Confirmation Statement** button will only be available when the **Process Status** of the participant event in process is *Finalized - Enrolled* or *Election Error*. Otherwise it will be unavailable for data entry.

---



For more information about the Online Printing page, see the topic Generating Enrollment Statements: Using the Online Printing Page to Determine On Demand Event Maintenance Printing Options, appearing previously in this section.

---

**Run Date** will display the date a confirmation statement was last printed for the participant event in process.

## Reprocessing Participant Events

If an event requires reprocessing, you'll use the **Reprocess** button and the **Process Indicator** to reprocess the event to a previous stage of the Benefits Administration process. The **Reprocess** button is not available for input for open events at an *Assigned* status.

You can use the Event Status Update page to identify events that may need reprocessing because their job, union code, or address information was changed after processing began, or because they were processed out of sequence. In some cases you may also want to reprocess events that have become disconnected to a **Void Event Status**. *Void* is the only valid reprocessing action for a disconnected event.

---



**Note.** When you decide you need to reprocess an event that has been closed, you open Event Status Update, close the open event, and open the event that you want to reprocess. When you come back to the On Demand Event Maintenance page, the system will display the event you reopened for processing.

---

To open the Event Status Update page, select the **Event Status** button.

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For more information about linking to the Event Status Update page, see the topic Reviewing and Updating Event Status, appearing earlier in this section.

For more information about disconnected events, see Understanding the Benefits Administration Process: Event Disconnection.

---

You'll use the **Process Indicator** to indicate the level to which you want the system to reprocess the event. *N* (normal processing) is the default **Process Indicator** value. Other values are *A* (assign benefit program), *E* (elect options), *P* (prepare options), *R* (reenter), and *V* (void).



For more information about reprocessing events, see Understanding the Benefits Administration Process: Reprocessing Events, in this PeopleBook.

The table below lists the processing completed by the system in response to your reprocess request in the **Process Indicator** field.

### Reprocessing Requests Table

<b>Process Indicator</b>	<b>Processing</b>
<b>A</b> (assign benefit program)	<p><b>Event Status</b> must be equal to <i>Open</i>.</p> <p>Schedule assignment will <i>not</i> be reviewed.</p> <p>Elections for participant events will be rolled back (deleted) from the Base Benefit enrollment tables. Elections will <i>not</i> be retained ( in BAS_PARTIC tables) for the participant events.</p> <p>Program eligibility will be redetermined.</p> <p>Option eligibility, costs credits, defaults and pre-entry will be recalculated.</p> <p>The system will attempt to reprocess participants to a <i>PR</i> (prepared) <b>Process Status</b>.</p>
<b>E</b> (elect options)	<p><b>Event Status</b> must be equal to <i>Open</i>.</p> <p>Schedule assignment, program assignment and option eligibility will <i>not</i> be reviewed.</p> <p>The system will roll back elections from Base Benefit enrollment tables. It will revalidate elections for this event and load them, if there are no errors, back into the Base Benefit enrollment tables, resetting the final <b>Process Status</b> to <i>FE</i> (finalized – entered).</p>
<b>N</b> (normal processing)	Standard processing for Benefits Administration.

<p><b>P</b> (prepare options)</p>	<p><b>Event Status</b> must be set to <i>Open</i>.</p> <p>Schedule assignment and program assignment will <i>not</i> be reviewed.</p> <p>Elections for participant events will be rolled back (deleted) from the Base Benefit enrollment tables. Elections will <i>not</i> be retained (in BAS_PARTIC tables) for the participant events.</p> <p>The system will recalculate option eligibility, costs credits, defaults, and pre-entry information.</p> <p>The system will attempt to reprocess participants to a <b>PR</b> (prepared) <b>Process Status</b>.</p>
<p><b>R</b> (reenter)</p>	<p>You'll use this Process Indicator value to correct election errors for finalized events with enrollment information that has been loaded to benefit tables.</p> <p><b>Event Status</b> must be equal to <i>Open</i>.</p> <p>Schedule assignment, program assignment and option eligibility will <i>not</i> be reviewed.</p> <p>The system will roll back elections back from Base Benefit enrollment tables. It will retain your elections for this event in the BAS_PARTIC table. The system will leave the event at a <b>Process Status</b> of <b>RE</b> (reenter).</p> <p>When you post election changes to the Data Entry component, the system will update the <b>Process Status</b> to <b>ET</b> (entered).</p>
<p><b>V</b> (void)</p>	<p>The system will update the <b>Event Status</b> to <i>Void</i>, and will remove the event from processing.</p> <p>The system will <i>not</i> review schedule assignment, program assignment and option eligibility.</p> <p>If the event is in a <b>Process Status</b> of <i>Enrolled</i>, elections will be rolled back from Base Benefit enrollment tables. The system will retain your prior elections for this event in the BAS_PARTIC table. The system will leave the event at a <b>Process Status</b> of <i>Re-Enter</i>.</p>



For more information on voiding disconnected events, see the topic Event Disconnection: Voiding Disconnected Events, appearing earlier in this section.



## CHAPTER 10

# PeopleSoft Benefits Administration Table Structure

The following seven tables provide an overview of the PeopleSoft Benefits Administration table structure. The tables listed are either part of Benefits Administration or accessed by the Benefits Administration application.



The shaded tables are tables that are part of the Benefits Administration application. The nonshaded tables are tables that are accessed by the Benefits Administration application.

### Payroll/Company Setup

<b><i>Payroll / Company Setup</i></b>
Installation
Company_Tbl
Union_Tbl
Location_Tbl
Ern_Program_Tbl... Earnings_Tbl
Holiday_Schedule... Holiday_Date
PayGroup_Tbl... PayGrp_EmplType
Pay_Calendar
Deduction_Tbl... Deduction_Class Deduction_Freq
Actn_Reason_Tbl

## Plan Setup

<b>Plan Setup</b>
Vendor
Benef_Plan_Tbl
Health_Plan_Tbl
Life_ADD_Tbl
Covg_Group_Tbl
Disblty_Pln_Tbl
Savings_Pln_Tbl...
Savings_Inv_Tbl
Leave_Plan_Tbl...
Leave_Addl_Tbl
Leave_Rate_Tbl
Leave_SrvYr_Tbl
FSA_Benef_Tbl
Rtrmnt_Plan_Tbl
Pension_Pln_Tbl...
Pension_Rte_Tbl
Vacation_Tbl
Age_Rate_Tbl...
Age_Covg_Tbl
Flat_Rate_Tbl
Salary_Rate_Tbl
Svc_Rate_Tbl...
Svc_Covg_Tbl
Svc_Step_Tbl...
Svc_Step_Covg...
Svc_Step_Pct
Calc_Rules_Tbl
Covrg_Cd_Tbl

## Program Setup

<b>Program Setup</b>
Bas_Elig_Rules...

Bas_Elig_BNStat Bas_Elig_EEClas Bas_Elig_EEType Bas_Elig_Flpart Bas_Elig_FLSA Bas_Elig_Grade Bas_Elig_Officr Bas_Elig_Regtmp Bas_Elig_Union Bas_Elig_PyGrp Bas_Elig_Locn Bas_Elig_Regn Bas_Elig_State Bas_Elig_Cnfig1 Bas_Elig_Cnfig2 Bas_Elig_Cnfig3 Bas_Elig_Cnfig4 Bas_Elig_Cnfig5 Bas_Elig_Cnfig6 Bas_Elig_Cnfig7 Bas_Elig_Cnfig8 Bas_Elig_Cnfig9 Bas_Elig_Ovrd
Geog_Locn_Tbl... Geog_Locn_Range
Bas_Evt_Class Bas_Event_Rules... Bas_Event_Class
Bas_Snp_Dfn... Bas_Snp_Dfn_Pln
Ben_Defn_Pgm... Ben_Defn_Plan... Ben_Defn_Optn... Ben_Defn_Cost
Limit_Tbl...

Limit_Inclد_Tbl
Limit_Exclد_Tbl
Limit_ImpIn_Tbl
Can_BA_Hier...
Can_BA_Hier_Dtl

## Processing Controls

<b><i>Processing Controls</i></b>
Bas_Sched
Bas_GroupId_Tbl
Bas_OE_Defn...
Bas_OE_Defn_Pln
Bas_Enr_Runctl...
Bas_Enr_Plan
Bas_Enr_Empl
Bas_Enr_Partlc
Bas_Enr_Passlve
Bas_Passlve_Evt
Bas_Pass_Hlst

## Basic Employee Data

<b><i>Basic Employee Data</i></b>
Personal_Data...
Personal_Data_Effdt
Pers_NID
Personal_Phone
Job...
Employment
Dependent_Benef...
Dep_Benef_NID
Dependent_Phone
DepBen_Rlder

## Employee Benefits Data

<b><i>Employee Benefits Data</i></b>
Bas_Participant
Bas_Participant_Plan
Bas_Participant_Option
Bas_Participant_Cost
Bas_Participant_Invt
Bas_Participant_Dpend
Bas_Participant_Elig
Ben_Program_Participant
Benefit_Participant
Health_Benefit
Health_Dependent
Life_ADD_Benefit
Life_ADD_Benefit_C
Disability_Benefit
Savings_Plan
Savings_Benefit
Savings_Invest
Leave_Plan
FSA_Benefit
Pension_Plan
Pension_Benefit_C
Retrmt_Plan
Vacation_Benefit
Bas_Message
Bas_Elig_Dbg
Bas_Elig_Dbgfld
Bas_Elig_Dbgval

## Employee Pay Related Data

<b><i>Employee Pay-Related Data</i></b>
Addl_Pay_ErnCd
Addl_Pay_EffDt

Addl_Pay_Data
Deduction_Bal
Can_Ded_Balance
Genl_Deduction

## CHAPTER 11

# Benefits Administration Reports

When it comes to reporting, you couldn't ask for more versatility. PeopleSoft applications offer a wide range of query and reporting possibilities, from the standard reports we deliver to the reporting tools you can use to create new reports from scratch.

Your database contains a wealth of information that you've carefully entered, maintained, and secured for the ultimate purpose of generating timely, meaningful, presentation-quality reports. Our reporting capabilities enable you to access the data you need and present it in the form that is most useful for those who depend on you for financial and management information.

And the tools are easy to use. You no longer have to rely on technical support staff to create queries or reports for you. That means you can get all the information you need, when you need it.

## PeopleSoft Reporting Tools

We deliver PeopleSoft applications with a set of standard reports designed to provide the kind of business information many companies need. Running a report is as easy as selecting it from a menu and entering any necessary parameters. But for those of you who want to modify our standard reports, create your own reports, or reformat report output, we offer a variety of reporting tools.

### PeopleSoft Query

We designed PeopleSoft Query to help you create and run database queries without having to write SQL statements. You can extract the precise data you want using visual representations of your PeopleSoft database. The queries can be as simple or as complex as necessary, and they can be one-time ad-hoc queries or queries you'll use repeatedly.

Query is more than just a reporting tool. You can use it to create queries for a variety of purposes:

- **To display data in a list box.** You can run queries within Query itself, displaying the result set in a list box for review. This option is useful as you are refining your queries.
- **To provide input to a spreadsheet or Crystal report.** Query can seamlessly pass data to Microsoft Excel, Lotus 1-2-3, or Crystal Reports Pro. From there, you can use the features of these products to create polished reports.
- **To search for records.** Many of the search dialog boxes in PeopleSoft applications enable you to select a predefined query or create a new one rather than enter search criteria for the records you want to find.

- **To check the database for conditions that trigger workflow events.** Using PeopleSoft Workflow, you can specify that certain conditions—say, the presence of a new employee—cause the system to send an email to someone or put an entry on someone’s worklist. You write queries to detect these conditions, and then you schedule database agents to run them periodically.

## Crystal Reports

Crystal Reports Pro™ for Windows is a versatile report formatter from Crystal Services. Combined with our Query-to-Crystal Interface, Crystal helps you generate clear and easy-to-read reports containing data from PeopleSoft applications. You can use it to generate standard reports we’ve already created or to create your own reports.

Query and Crystal are linked together seamlessly. Once you build a query, you can use Crystal to create reports, mailing labels, or forms. You can quickly and easily lay them out using a variety of fonts, borders, and other special effects.

## PeopleSoft nVision

PeopleSoft nVision is a sophisticated tool for creating business reports in Microsoft Excel. Working within Excel, you create a report layout that defines both the data to retrieve and the format of the report.

Reporting with PeopleSoft nVision goes well beyond simply formatting the results of a query. You can create report layouts that summarize information from your PeopleSoft database, and also enable you to interactively “drill down” to the supporting details. You can share report layouts across multiple companies without changing the data-retrieval criteria.

And PeopleSoft nVision provides you with “data on demand,” so you don’t have to wait for batch reports for the information you need. Since everything runs online right from your spreadsheet application, there’s less paper tracking. You’re one step closer to a paperless office.



In PeopleTools, when attempting to view nVision reports from push buttons, the PS Configuration Manager for nVision must have the report instance pointing to c:\user\nvision\instance to match up with the Macro in order to run the report.

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## Structured Query Reports (SQRs)

One of the most versatile approaches to reporting is the MITI Structured Query Report Writer. This tool can extract data from any SQL-based relational databases and print or display it in a prescribed format. We’ve created a variety of standard SQRs that summarize table information and data. You can use these reports as is, modify them, or, if needed, create your own. You can create tabular, single- or multipage reports, and form letters. You can also use SQR to make global updates to your database, load and unload tables, and perform interactive queries.



For more information on PeopleSoft reporting tools, see *Working with Processes and Reports*.

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## Process Scheduler

The Process Scheduler is not a reporting tool *per se*, but it plays an important role in PeopleSoft reporting. You see, it's the part of the system that actually runs most of the reports. When you request one of the standard reports, you're really asking the Process Scheduler to run it for you.

The Process Scheduler is a PeopleTool that performs tasks “behind the scenes” of your application. It can run several kinds of processes—COBOL programs, database queries, reports—on a regular schedule or at your request. Furthermore, it can run the processes at your workstation or on a server. The Process Scheduler handles reports because you'd typically like the system to generate the report while you continue to work on something else. The Process Scheduler also enables you to track the status of the report.

## Identifying Reports

As a benefits professional, you need quick access to data so you can make informed decisions and plan policy changes. To assist you in every aspect of benefits administration, PeopleSoft Human Resources Base Benefits, Benefits Administration, and FSA Administration all provide a plethora of standard reports in various forms: SQRs, queries formatted in Crystal Reports Pro™ for Windows, and letter merges in Microsoft Word for Windows. You can view them online or print them immediately. And if you require a large volume of reports at the same time, you can set up processing schedules to run and print them later.

## Summaries and Samples

The following chapters describe all the reports currently available for PeopleSoft Human Resources Base Benefits, Benefits Administration, and FSA Administration. For each report, we provide a summary page to give you an idea of what it contains, and a sample report page to show you how it looks.



When reviewing the report descriptions in this documentation, please keep in mind that the samples are just that—samples. Note that we've included only enough data to show you their structure—column and row labels, totals, and representative information. Where necessary to create a one-page sample, we've reduced lengthy reports so that they fit on one page. Totals may not match the column content, and page breaks may be missing.

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## Lists of PeopleSoft Benefits Administration Reports

<b>Report Name</b>	<b>Report ID</b>	<b>Window</b>
Benefit Program Costs	BAS702B	Compensate Employees, Administer Automated Benefits, Report
Benefit Program Mailing Labels	BAS002	Compensate Employees, Administer Automated Benefits, Report
Benefit Program/Plan/Options	BAS702A	Compensate Employees, Administer Automated Benefits, Report
Benefits Administration Scheduling	BAS714	Compensate Employees, Administer Automated Benefits, Report
Confirmation Statements	BAS005	Compensate Employees, Administer Automated Benefits, Report
Dependent/Beneficiary Election	BAS007	Compensate Employees, Administer Automated Benefits, Report
Eligibility Rules	BAS703A	Compensate Employees, Administer Automated Benefits, Report
Eligible Participants	BAS001	Compensate Employees, Administer Automated Benefits, Report
Employee Process Status	BAS027	Compensate Employees, Administer Automated Benefits, Report
Enrollment Statements	BAS004	Compensate Employees, Administer Automated Benefits, Report
Event Rules	BAS703B	Compensate Employees, Administer Automated Benefits, Report
Event Rules-Billing	BAS703C	Define Business Rules, Define Automated Benefits, Report
Flagged Participants	BAS008	Compensate Employees, Administer Automated Benefits, Report
Geographic Locations	BAS701	Define Business Rules, Define Automated Benefits, Report

Ineligible Participant (O.E.)	BAS010	Compensate Employees, Administer Automated Benefits, Report
Invalid Benefit Elections	BAS003	Compensate Employees, Administer Automated Benefits, Report
Missing Elections	BAS006	Compensate Employees, Administer Automated Benefits, Report

## Accessing Report Samples

For samples of reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users.)

## BAS001 Eligible Participants

Description	<p>This report lists by schedule and benefit program employees that are eligible to participate in company benefit programs. The report reads the BAS Participant tables and prints a list of eligible participants.</p> <p>For each employee, BAS001 lists employee ID, name, event date, plan type and description, option code, coverage code, benefit plan and deduction class. It inserts a page break at the benefit program level.</p> <p>You'll normally use the information from the BAS Participant tables to print enrollment statements for employees. Thus, it is not necessary to review employee eligibility using this report. You might want to use this report to answer employee questions as it summarizes all of their eligible options. Or you have the choice of viewing this information online, using the BAS Participant Inquiry pages.</p>
Report ID	BAS001
Type of Report	SQR
Parameters	System prompts you for Schedule ID. Include Option Detail
Source	BAS Participant Tables
Sorted By	Benefit Program, Employee ID, Benefit Record Number, Plan Type, Benefit Plan, Benefit Plan Option Type and Coverage Code

## BAS002 Benefit Program Mailing Labels (4-Up)

Description	<p>This report prints a set of 4-across mailing labels for the employees participating in benefit programs. The report compiles the list from the eligible employees it finds in the BAS Participant tables created during open enrollment or event maintenance processing.</p> <p>Be sure to load the correct label stock in your printer before initiating this report.</p> <p>Use this report to obtain address labels for employee mailings.</p>
Report ID	BAS002
Type of Report	SQR
Parameters	Schedule ID, BenAdmin Form Type, BenAdmin Form Date
Source	BAS Participant Tables
Sorted By	Benefit Program, Location, Department ID, Employee Name

## BAS003 BenAdmin Preparation and Election Errors BAS003 BenAdmin Preparation and Election Errors

Description	<p>BAS003 lists participants and their dependents, showing errors such as coverage over the maximum or under the minimum, invalid choices, failure to meet eligibility requirements, and others.</p> <p>For each person, the report shows schedule ID, employee ID, benefit record#, event ID, option ID, message ID, message description, message data. The report inserts page breaks at the schedule ID level.</p> <p>Use Preparation and Election Errors to identify employee election errors. You can also identify these errors online. You might want to print the report and request that staff check off each error as they make a correction, thereby creating an audit trail for verifying that all errors have been corrected. You might also find this report useful as a tool to follow-up with employees who have election errors.</p>
Report ID	BAS003
Type of Report	SQR
Parameters	System prompts you for Schedule ID.
Source	BAS Schedule Table
Sorted By	Schedule ID, Employee ID, Benefit Record Number, Option ID, Cost ID, Message ID

## BAS004 Benefit Enrollment Form

Description	<p>BAS004 prints an enrollment statement for each eligible benefit program participant it finds in the BAS Participation table.</p> <p>The enrollment statement is personalized with the name and address of each participant. It lists options the participant is eligible for and the associated price tags and credits (if applicable) for the options. Participants use statements as worksheets to select coverage for both open enrollment and event maintenance.</p>
Report ID	BAS004
Type of Report	SQR
Parameters	Schedule ID, Cost Frequency, Reprint Report, Print ID
Source	BAS Participant Tables
Sorted By	Employee ID, BEF Plan Type Sequence, Election Type. To define plan type sequence, use BEF Plan Type Sequence, a required field on the Eligibility Rules Table

## BAS005 Confirmation Statement

Description	<p>This report prints a confirmation statement for each valid benefit program participant.</p> <p>You initiate this report after you have entered employee elections into the system and the employee has finalized.</p> <p>For each participant with valid elections, BAS005 prints the coverage and per pay period costs that remain in effect until the next open enrollment period or until a change that affects eligibility occurs. It shows prices and credits.</p> <p>We provide confirmation statements so that you can forward employees confirmation of their benefits and associated credits and costs. These statements help employees to know what to expect on their first paychecks after new coverage takes effect. Confirmation statements also help employees to verify that they received the coverage they chose. We assume that you will modify the statements according to your communication style and plan requirements, but the report serves as a starting point for your internal development.</p>
Report ID	BAS005
Type of Report	SQR
Parameters	System prompts you for Schedule ID, Process Status to Include, Reprint Report, Print ID.

Source	BAS Participant Tables
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## BAS006 Missing Elections

Description	<p>This report identifies, by schedule ID, those participants who did not return their Enrollment Statements. It also lists location information to help you contact the participant.</p> <p>Use the report after you enter all elections and 'process elections' has been completed. That way, you can identify those participants who have not returned their statements and encourage them to return their enrollment statements.</p>
Report ID	BAS006
Type of Report	SQR
Parameters	The system prompts you to select a schedule.
Source	Benefit Program Participation Table
Sorted By	Employee Name, Employee ID, Schedule ID and Event Date

## BAS007 Dependent/Beneficiary Elections

Description	<p>This report identifies all dependents with current or new elections.</p> <p>Use the report after you process elections or after you enter new elections, depending on what you want to see reported. Many companies run the report both times, that is, after processing and after entering new elections.</p>
Report ID	BAS007
Type of Report	SQR
Parameters	System prompts you to select schedule ID.
Source	BAS Participant and BAS Dependent Table
Sorted By	Schedule ID, Event Date, Benefit Program, Employee ID, Employment Record Number, Dependent ID, Plan Type

## BAS008 Flagged Participants

Description	<p>This report can list participant events that have been flagged by the system during processing. The system will flag events that have had job, address, or union eligibility information changed, events that have been processed "out of sequence," and events that have been disconnected during processing.</p> <p>Events that have been flagged by the system in these circumstances may require reprocessing.</p> <p>For more information about reprocessing events, see PeopleSoft 8 Benefits Administration, "Understanding the Benefits Administration Process"</p>
Report ID	BAS008
Type of Report	SQR
Parameters	<p>On the Flagged Participants run control you can indicate the Schedule ID, From Date, and Thru Date of the event selection.</p> <p>You can determine which combination of flagged events to print: Address Eligibility Changed, Union Eligibility Changed, Job Eligibility Changed, Event Disconnected, Event Out of Sequence.</p> <p>You can also select the Include Summary check box to have the system include summary information on all flagged participant events found by the system.</p>
Source	BAS Participant Table
Sorted By	Event Flag, Employee ID, Benefit Record Number

## BAS010 Ineligible Participants

Description	<p>This report lists all people who are ineligible for any benefit program and their eligibility parameters, such as birthdate and status.</p> <p>Use this report to help research the reason for ineligibility.</p>
Report ID	BAS010
Type of Report	SQR
Parameters	N/A
Source	BAS Participant Table, Personal Data Table and Job Table
Sorted By	Employee ID

## BAS027 Employee Processing Status

Description	<p>This report is a list of all employees who have been processed.</p> <p>Use this report to determine at which stage in the process an employee is so that the appropriate actions can be taken. For example, if the status is 'PR' then the employee is awaiting elections entry, whereas if the status is 'AE' - assign error - then corrective action is needed.</p>
Report ID	BAS027
Type of Report	SQR
Parameters	System prompts you for a schedule ID and the process status codes to report on.
Source	BAS Participant Table
Sorted By	Process Status, Employee ID, Schedule ID, Event ID

## BAS701 Geographic Location Eligibility Table

Description	<p>Use the Geographic Location Eligibility Table to refine your eligibility rules according to employee residence. U.S. companies set up Zip Code ranges and Canadian companies set up Postal Code ranges. You associate ranges with benefit plans using the Benefit/Deduction Program Table. According to employee residence Zip Code or Postal Code, the system determines eligibility for employees you enroll in such a plan.</p> <p>This report prints the Location ID, Effective Date, and From/to Ranges.</p> <p>You might print this report to view all ranges in your system, confirming that all Zip Codes or Postal Codes are correct and complete.</p>
Report ID	BAS701
Type of Report	SQR
Parameters	N/A
Source	Benefits Tables, Geographic Location Eligibility Table.

## BAS702A Benefit Program (Options)- Benefits Administration

Description	The Benefit Program Table is where you associate each applicable benefit option with a benefit plan for a particular benefit program. The table includes eligibility rules for the benefit program and benefit plan/option combination. You also use this table to identify the payroll
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	<p>rules for the program and plan combination by associating a deduction code with the benefit plan/option.</p> <p>If your organization implements PeopleSoft Benefits Administration and offers flexible credits, you'll also use this table to define such credits. And you'll use this table to define information for open enrollment and event maintenance processing, such as the order in which you want plans to appear on enrollment and confirmation statements. If you implement PeopleSoft FSA Administration, you'll store run control IDs and minimum payment amounts in this table. This report prints the benefit program, program type, benefit plan and options, effective date, effective status, costs, FSA maximum and minimum check amounts allowed, and the FSA run control ID. It also shows for each plan type the deduction ID and earnings ID.</p> <p>Use this report to verify that you have correctly updated and made changes to the table. When you first update your benefit program information and when you update changes for new plan years, we suggest that you print and review this report to verify that all your benefit program information is complete and correct. Your payroll department may want to review this report to verify that all the payroll-related deductions they defined are complete and correct.</p> <p>Another use for this report is as an audit trail. As long as you store history you will have a record of all previous spending account plans. But once you remove history from your system, for example, information from five or more years ago, you may want to retain this report as an audit trail of such historical benefit programs.</p>
Report ID	BAS702A
Type of Report	SQR
Parameters	As of Date, Benefit Program
Source	Benefits Tables, Benefit Program Table

## BAS702B Benefit Program (Costs) - Benefits Administration

Description	<p>The Benefit Program Table is where you relate the cost information that is associated with each applicable benefit option with a benefit plan for a particular benefit program. This table includes eligibility rules for the benefit program and benefit plan/option/cost combination. You also use this table to identify the payroll rules and whether it is a credit or a cost to the employee for the program and plan combination by associating a deduction code with the benefit plan/option.</p> <p>If your organization implements PS/Benefits and offers flexible credits, you'll also use this table to define such credits. And you'll use this table to define information for open enrollment and event maintenance processing, such as the order in which you want plans to appear on</p>
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	<p>enrollment and confirmation statements. If you implement PS/FSA, you'll store run control IDs and minimum payment amounts in this table.</p> <p>This report prints the benefit program, program type, benefit plan and options, effective date, effective status, costs, FSA maximum and minimum check amounts allowed, and the FSA run control ID. It also shows for each plan type the deduction ID, earnings ID, rate type, rate table and calculation rules.</p> <p>Use this report to verify that you have correctly updated and made changes to the table. When you first update your benefit program information and when you update changes for new plan years, we suggest that you print and review this report to verify that all your benefit program information is complete and correct. Your payroll department may want to review this report to verify that all the payroll-related deductions they defined are complete and correct. Another use for this report is as an audit trail. As long as you store history you will have a record of all previous spending account plans. But once you remove history from your system, for example, information from five or more years ago, you may want to retain this report as an audit trail of such historical benefit programs.</p>
Report ID	BAS702B
Type of Report	SQR
Parameters	As of Date, Benefit Program
Source	Benefits Tables, Benefit Program Table

## BAS703A Eligibility Rules Table

Description	<p>The Eligibility Rules Table is where you define the rules you want your system to use to determine eligibility for the employees in each benefit program. If your rules differ by benefit option within a benefit program, you can also define the unique differences in this table.</p> <p>The Eligibility Rules Table report shows each plan type in a benefit program. For each plan type the report prints the rules for minimum standard hours, maximum standard hours, minimum service, maximum service, minimum age, maximum age, service and age as of information, employee class, employee status, employee type, full/part, reg/temp, officer code, union code, company, location, state and eligibility configuration.</p> <p>This report prints eligibility rules for benefit options and benefit plans, thereby making it easy to view all the eligibility rules affecting an employee. As with other table reports, use this report to verify that each set of eligibility rules is complete and correct. This report also provides you with the capability of comparing one set of eligibility rules to another, because you can easily see both sets of information at one time.</p>
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	Because of what can be complex sets of rules, you might also want to review this report if you find that the system is not using the rules the way in which you intended. By scanning all of the information, you might find that you set up contradictory rules or that you left out an important one.
Report ID	BAS703A
Type of Report	SQR
Parameters	As of Date, Eligibility Rule ID
Source	Benefits Tables, BAS Eligibility Rules Table

## **BAS703B Event Rules Table**

Description	<p>The Event Rules Table is where you define the rules you want your system to use to process events for the employees in each benefit program and plan type.</p> <p>This report prints event rules for benefit plan types, thereby making it easy to view all the event rules affecting an employee. As with other table reports, use this report to verify that each set of event rules is complete and correct. This report also provides you with the capability of comparing one set of event rules to another, because you can easily see both sets of information at one time.</p> <p>Because of what can be complex sets of rules, you might also want to review this report if you find that the system is not using the rules the way in which you intended. By scanning all of the information, you might find that you set up contradictory rules or that you left out an important one.</p>
Report ID	BAS703B
Type of Report	SQR
Parameters	As of Date, Event Rule ID
Source	Benefits Tables, BAS Event Rules Table

## **BAS703C Event Rules - Billing**

Description	This report lists the parameters in which Billing enrollments are created or updated during the Benefits Administration COBOL process. It displays the event rules, event class, billing action, billing action date, and the rate qualifier. You can use this report to verify that each set of
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	<p>event rules is complete and correct. This report also provides you with the capability of comparing one set of event rules to another, because you can easily see both sets of information at one time.</p> <p>Because of what can be complex sets of event rules, you might want to review this report if you find that the system is not using the rules the way in which you intended. By scanning all of the information, you might find that you set up contradictory rules or that you left out an important one.</p>
Report ID	BAS703C
Type of Report	SQR
Parameters	As of Date, Event Rules ID
Source	BAS Event Rules Table

## **BAS714 Benefits Administration Scheduling**

Description	<p>The Benefits Administration Scheduling report shows the criteria that make up a schedule.</p> <p>Use this report to review the schedules that have been entered into the system and to ensure that there are no employee overlaps.</p>
Report ID	BAS714
Type of Report	SQR
Parameters	Schedule ID
Source	BAS Schedule Table.

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