

PeopleSoft 8.3 Benefits Administration PeopleBook

PeopleSoft 8.3 Benefits Administration PeopleBook

SKU HRMSr83BNA-B 1001

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

Copyright © 2002 PeopleSoft, Inc. All rights reserved.

Printed in the United States.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, the PeopleSoft logo, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, *PeopleTalk,* and Vantive are registered trademarks, and "People power the internet." and Pure Internet Architecture are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Contents

About the HRMS PeopleBooks

Before You Begin xi
PeopleSoft Application Fundamentals for HRMS PeopleBook xi
Related Documentation xii
Documentation on the Internet xii
Documentation on CD-ROM xii
Hardcopy Documentation xiv
PeopleBooks Standard Page Element Definitions xiv
PeopleBook Standard Group Boxes xvii
Entering Name Information xviii
Entering Address Information xix
Entering or Viewing Pay Components xx
Required Fields on Pages xxii
Typographical Conventions and Visual Cues xxii
Process Introductory Table xxiii
USF U.S. Federal Government Functionality xxiv
E&G Education and Government Functionality xxiv
Local Country Functionality xxiv
Comments and Suggestions xxiv

Chapter 1

About the PeopleSoft 8.3 Benefits Administration PeopleBook

Chapter 2

Overview of PeopleSoft Benefits Administration

Understanding PeopleSoft Benefits Administration 2-1
Common Elements Used in This Chapter 2-2
Automating Benefit Information 2-2
Working with Benefit Administration Menus 2-3
Using Multiple Currencies 2-3
Activating Automated Benefits 2-4
Preparing for Open Enrollment and Event Maintenance with PeopleSoft Benefits Administration 2-4

Chapter 3

Setting Up Flexible Credits

Understanding Flexible Credits 3-1
Defining Flexible Credit Earnings 3-1
Setting Up Credit Amounts 3-2
Setting Up Excess Credit Calculations 3-2
Pages Used to Set Up Excess Credit Calculations 3-3
Entering Excess Credit Calculation Plan Types and Deductions 3-3

Chapter 4

Defining Eligibility Rules

Understanding Eligibility Rules 4-1
Understanding How Changes in Job Data Affects Eligibility 4-2
Setting Up Eligibility Rules 4-4
Understanding Eligibility 4-4
Page Used to Set Up Eligibility Rules 4-5
Defining BenAdmn Eligibility Parameters 4-5
Using Customized Eligibility Parameters 4-10
Changing Eligibility Flags 4-12
Setting Up Geographic Location Eligibility Rules 4-12
Page Used to Set Up Geographic Location Eligibility Rules 4-13
Entering the Geographic Location Rules 4-13

Chapter 5

Creating Event Rules

Understanding Event Rules 5-1
Defining Benefits Administration Actions for Event Rules 5-2
Specifying Event Classes 5-2
Page Used to Specify Event Classes 5-2
Specifying Event Classes 5-2
Defining Trigger Events 5-4
Pages Used to Define Trigger Events 5-5
Automatically Triggering Events Through Employee Data Changes 5-5
Manually Inserting Events into the BAS Activity Table 5-6
Defining Passive Events 5-8
Defining Event Rules 5-9
Pages Used to Define Event Rules 5-10
Specifying Basic Rules for Event Classes 5-10
Defining Start and End Dates for Coverage, Deductions, and Flex Credits 5-15
Understanding Event Rule Evaluation 5-17

Defining Rules for Benefits Billing 5-24
Page Used to Define Rules for Benefits Billing 5-24
Setting Up Benefits Billing Enrollments 5-25
Understanding Event Processing for Benefits Billing 5-25
Removing Participants out of Benefits Billing 5-26
Understanding Event Processing for COBRA Administration 5-27
(USF) Setting Up Multiple, Concurrent Open Seasons 5-28

Chapter 6

Building Automated Benefit Programs

Understanding Benefit Programs 6-1
Coverage Codes Building Benefit Programs with the Benefit Program Table 6-2
Understanding Building Benefit Programs With the Benefit Program Table 6-2
Defining the Benefit Program 6-2
Setting Up Plan Types and Options 6-3
Calculating Costs 6-7
Linking Eligibility and Event Rules to Benefit Programs 6-9
Linking Eligibility Rules 6-9
Linking Event Rules 6-10
Working with Flexible Credits 6-11
Understanding Flexible Credits 6-12
Linking Flexible Credits to Specific Benefit Options 6-12
Using Flexible Credits to Achieve Your PeopleSoft Benefits Administration Goals 6-13
Setting Up Cross-Plan Validation 6-20
Page Used to Set Up Cross-Plan Validation Checks 6-20
Setting Up Cross-Plan Validation Checks for Plan Types 6-21
Using the Load Cross Plan Values Page 6-22
Setting Up Cross-Plan Validation for Domestic Partners 6-22

Chapter 7

(CAN) Handling Canadian Credit Allocations

Understanding Credit Allocations 7-1
Creating Deductions 7-2
Setting Up the Credit Allocation Table 7-2
Page Used to Set Up the Credit Allocation Table 7-3
Setting Up the Credit Allocation Table 7-3
Reviewing Taxable Benefits for Tax Alteration Deduction Codes 7-4
Reviewing Payroll Calculations for Variable Taxation Benefit Plans 7-4

Chapter 8

Preparing for Open Enrollment and Event Maintenance

Understanding the PeopleSoft Benefits Administration Preparation Process 8-1
Reviewing Your Benefit Program Architecture 8-2
Building Pay Calendars 8-2
Running the Base Benefits Audit 8-3
Identifying PeopleSoft Benefits Administration Groups 8-4
Understanding PeopleSoft Benefits Administration Groups 8-4
Pages Used to Identify PeopleSoft Benefits Administration Groups 8-5
Assigning Participants to a Benefits Group 8-5
(USF) Assigning Participants to a Benefits Group 8-6
Defining Open Enrollment and Snapshot IDs 8-6
Understanding Open Enrollment and Snapshot IDs 8-7
Pages Used to Define Open Enrollment and Snapshot IDs 8-7
Using Open Enrollment Definitions to Set Up Parameters 8-7
(USF) Defining Multiple, Concurrent Open Enrollment IDs 8-8
Setting Up A Snapshot ID 8-11
Using Snapshot ID to Run the Snapshot Process 8-11
Establishing a Processing Schedule 8-12
Page Used to Establish a Processing Schedule 8-12
Using the BenAdmin Schedule to Control Your Processing Schedule 8-12

Chapter 9

Understanding the Benefits Administration Process

Understanding the Benefits Administration Process 9-1
Using Open Enrollment 9-2
Using Event Maintenance 9-3
Using the Snapshot Process 9-4
Understanding Benefits Administration Process Flow 9-4
Understanding Process Flow Details 9-5
Understanding Benefits Administration Process Status 9-11
Understanding Process Status and Schedule Assignment 9-11
Understanding Process Status and Benefit Program Assignment 9-11
Understanding Process Status and Option Preparation 9-13
Understanding Process Status and Entering, Validating, and Loading Elections ... 9-15
Understanding Process Status and Reprocessing Finalized Events 9-17
Managing Multiple Event Scheduling 9-18
Understanding Event Status and Retroactive Events 9-19
Setting Up the Benefits Administration Run Control Process 9-20
Pages Used to Set Up the Benefits Administration Run Control 9-21

Specifying a Process to Run 9-21
Adding Participants to a Schedule 9-23
Setting Up Open Enrollment or Snapshot Routines 9-24
Processing Passive Events 9-26
Reviewing Benefits Administration Process Results 9-27
Pages Used to Review Benefits Administration Process Results 9-27
Reviewing Error Messages 9-29
Reviewing Processing Results for Schedules 9-31
Entering Search Criteria for Reviewing Processing Results for Participant Events 9-33
Reviewing Processing Results for Participant Events 9-34
Reviewing Event Information for Participants 9-35
Reviewing Plan Type Details for Participant Events 9-37
Reviewing Cost and Credit Information for Plan Types 9-38
Reviewing Passive Event Processing History 9-39
Reviewing Basic Employee Information 9-39
Viewing a Participant Benefits Summary 9-40
Scheduling Events and Assigning Benefit Programs 9-42
Scheduling Events and Assigning Programs for Open Enrollment 9-42
Scheduling Events and Assigning Programs for Event Maintenance 9-43
Managing Unprocessed Activities for Event Maintenance 9-45
Manually Updating Event Status 9-46
Analyzing Disconnected Events 9-47
Understanding Event Disconnection 9-47
Investigating and Voiding Disconnected Events 9-48
Reconnecting Open Enrollment or Snapshot Events 9-49
Options Processing 9-49
Debugging Participant Eligibility Processing 9-50
Understanding Participant Eligibility Processing 9-51
Pages Used to Debug Participant Eligibility Processing Issues 9-51
Reviewing Eligibility Checks 9-52
Reviewing Job Eligibility Evaluations 9-53
Printing Enrollment Statements 9-54
Understanding Enrollment Statements 9-54
Pages Used to Print Enrollment Statements 9-55
Running Enrollment Statements 9-55
Creating Print IDs for Enrollment Statement Reprinting 9-56
Entering Participant Benefit Elections 9-57
Understanding Participant Benefit Elections Data Entry 9-57
Pages Used to Enter Participant Benefit Elections 9-58
Selecting Schedule or Participant Mode 9-58

Entering Benefit Elections 9-60
Enrolling Dependents and Assigning Beneficiaries 9-63
Entering Dependent or Beneficiary Data 9-65
Validating and Loading Elections 9-65
Understanding Validation and Loading 9-65
Force Finalizing Participant Events 9-66
Finding Prepared Participants Who Qualify for Termination 9-67
Finding Employees with Late Enrollment Forms 9-68
Posting Elections to Base Benefit Tables 9-68
Printing Confirmation Statements 9-69
Page Used to Print Confirmation Statements 9-69
Running Confirmation Statements 9-69
Reprocessing Events 9-70
Understanding Event Reprocessing 9-70
Pages Used to Reprocess Events 9-71
Reprocessing for Individual Participants 9-71
Reprocessing Events for Selected Groups 9-74
Reprocessing Open Enrollment Schedules 9-75
Understanding Event Maintenance and COBRA Administration 9-76
Initiating COBRA Qualifying Events 9-77

Chapter 10

Processing Event Maintenance On Demand

Understanding On-Demand Event Maintenance Processing 10-1
Beginning the On-Demand Event Maintenance Process 10-2
Pages Used to Begin the On-Demand Maintenance Process 10-2
Starting the On-Demand Event Maintenance Process 10-3
Selecting an Activity to Process 10-4
Moving Events Through the Process 10-4
Scheduling and Assigning Activities 10-5
Preparing Options 10-6
Printing Enrollment Statements for On Demand Event Maintenance 10-6
Entering Elections 10-6
Validating and Finalizing Elections 10-6
Generating Confirmation Statements 10-7
Reprocessing Participant Events 10-7
Setting Up and Managing On Demand Event Maintenance 10-9
Pages Used to Support On Demand Event Maintenance 10-9
Setting Print Options 10-10
Reviewing Changed Elections 10-11

Reviewing and Updating Event Status 10-11
Reviewing Error Messages 10-12

Chapter 11

Appendix A: PeopleSoft Benefits Administration Reports

PeopleSoft Benefits Administration Reports: General Description 11-1
PeopleSoft Benefits Administration Reports: A to Z 11-5
BAS001 - Eligible Participants 11-5
BAS002 - Benefit Program Mailing Labels (4-Up) 11-5
BAS003 - BenAdmin Preparation and Election Errors 11-5
BAS004 - Benefit Enrollment Form 11-6
BAS005 - Confirmation Statement 11-6
BAS006 - Missing Elections 11-6
BAS007 - Dependent/Beneficiary Elections 11-6
BAS008 - Flagged Participants 11-6
BAS010 - Ineligible Participants 11-7
BAS027 - Employee Processing Status 11-7
BAS701 - Geographic Location Eligibility 11-7
BAS702A - Benefit Program (Options)- Benefits Administration 11-7
BAS702B - Benefit Program (Costs) - Benefits Administration 11-7
BAS703A - Eligibility Rules Table 11-8
BAS703B - Event Rules Table 11-8
BAS703C - Event Rules - Billing 11-8
BAS714 - Benefits Administration Scheduling 11-8

Index

About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

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 these books, 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 windows, 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 the PeopleSoft system, much of the information in these books 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. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, 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 for HRMS 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 for HRMS* and other PeopleBooks.

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 (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, 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.

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://www4.peoplesoft.com/cc

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.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks,* SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks,* SKU PTB814R0.

Note. 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.

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

- PeopleSoft 8.3 Application Fundamentals for HRMS PeopleBook
- PeopleSoft 8.3 Benefits Administration PeopleBook

- PeopleSoft 8.3 eBenefits PeopleBook
- PeopleSoft 8.3 eCompensation Manage Desktop PeopleBook
- PeopleSoft 8.3 eCompensation PeopleBook
- PeopleSoft 8.3 eDevelopment PeopleBook
- PeopleSoft 8.3 eEquity PeopleBook
- PeopleSoft 8.3 ePay PeopleBook
- PeopleSoft 8.3 eProfile Manage Desktop PeopleBook
- PeopleSoft 8.3 eProfile PeopleBook
- PeopleSoft 8.3 eRecruit Manage Desktop PeopleBook
- PeopleSoft 8.3 eRecruit PeopleBook
- PeopleSoft 8.3 FSA Administration PeopleBook
- PeopleSoft 8.3 Global Payroll PeopleBook
- PeopleSoft 8.3 Global Payroll for Australia PeopleBook
- PeopleSoft 8.3 Global Payroll for France PeopleBook
- PeopleSoft 8.3 Global Payroll for Germany PeopleBook
- PeopleSoft 8.3 Global Payroll for Hong Kong PeopleBook
- PeopleSoft 8.3 Global Payroll for Italy PeopleBook
- PeopleSoft 8.3 Global Payroll for Japan PeopleBook
- PeopleSoft 8.3 Global Payroll for Mexico PeopleBook
- PeopleSoft 8.3 Global Payroll for Spain PeopleBook
- PeopleSoft 8.3 Global Payroll for Switzerland PeopleBook
- PeopleSoft 8.3 Global Payroll for UK PeopleBook
- PeopleSoft 8.3 Human Resources PeopleBook
- PeopleSoft 8.3 Payroll for North America PeopleBook
- PeopleSoft 8.3 Payroll Interface PeopleBook
- PeopleSoft 8.3 Pension Administration PeopleBook
- PeopleSoft 8.3 Resume Processing PeopleBook
- PeopleSoft 8.3 Stock Administration PeopleBook

- PeopleSoft 8.3 Time and Labor PeopleBook

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: http://www.peoplesoft.com.
Telephone	Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**
Email	Email CPI at **callcenter@conpub.com**.

PeopleBooks Standard Page Element Definitions

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

Field	*Definition*
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	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.
Business Unit	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.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.

Field	*Definition*
Company	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.
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	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 or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also **Fax Number)**	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.

Field	*Definition*
Language or Language Code	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.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.
National ID	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.
Number	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.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are ***Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2,*** or ***Telex.***
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**. **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.

Field	*Definition*
Report Manager	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).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	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.
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	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.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province)**	State (Province) for address.
Status	Indicates whether a row in a table is ***Active*** or ***Inactive.***
Street Type	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.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, "Creating Field Definitions," Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using — Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field — Click to refresh the Name field after you've edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title — Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Prefix and **Name Prefix** — Select a Prefix or Name Prefix, if applicable.

Royal Prefix — Select a Royal Prefix, if applicable.

First Name — Enter the employee's official first name.

Preferred First Name — For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.

Last Name Preference — For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.

Middle — Enter the employee's middle name, if applicable.

Last Name — Enter the employee's official last name.

Suffix — Select a suffix, if applicable.

Second Last Name — For Spanish employees, enter the second surname (mother's surname).

Alternate Character Name Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters).

Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter.

Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.

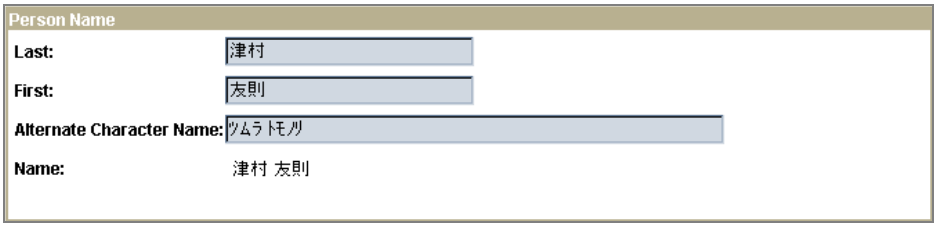
Royal Suffix Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Name The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays "Last Name[space]First Name," not "Last Name,First Name"; that is, a space separates the last and first names, not a comma.



Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and **Number 2**	Enter 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.
House Type	Enter the house type, if applicable.
Postal Search	Click **Postal Search** to use international address formats.

Entering or Viewing Pay Components

Amounts Tab



Pay Components - Amounts

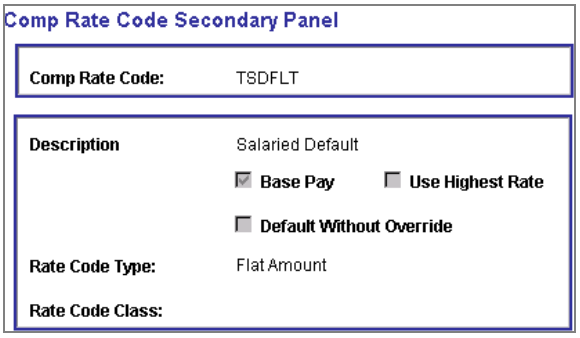
Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid. **Note.** If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the **Details** button to open the Comp Rate Code Secondary Panel page.
Comp Rate, (compensation rate) **Currency**, and **Frequency**	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.

Apply FTE If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for ***Percent*** rate codes.

Points The salary points associated with this rate code, if any.

Percent If the rate code rate type is ***Percent,*** the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.

Rate Code Group A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.



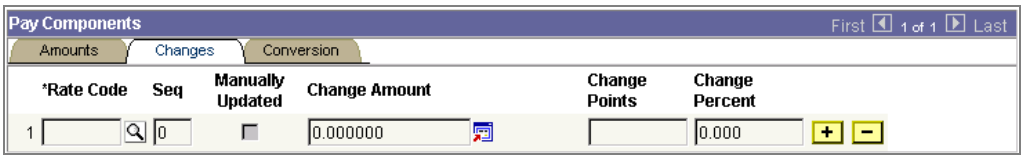
Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay," **Defining Rate Codes**

Changes Tab



Pay Components – Changes page

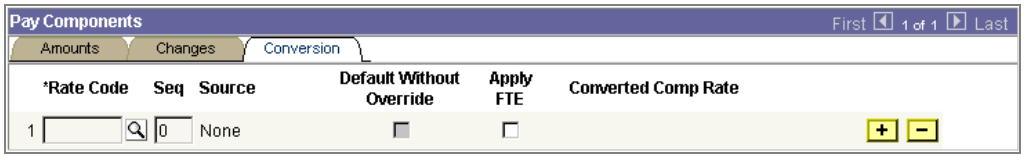
This page displays the change in an employee's salary.

Manually Updated The system selects this if you have manually updated the pay components.

Change Amount The overall change amount to this pay component rate.

Change Points The overall change amount (in points) to this pay component, if applicable.

Change Percent The overall percentage change to this pay component, if applicable.



Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source The system displays the source of the rate code, such as ***Absorbing Premium***, ***Seniority Pay***, ***Job Code***, or ***Manual***.

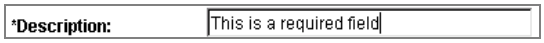
Default Without Override Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.

Apply FTE Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.

Converted Comp Rate Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

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.



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`	Indicates PeopleCode.
Bold	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 bold). 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.*** We also use italics when we refer to words as words or 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.
See Also	PeopleBooks provide cross-references under the heading "See Also." Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example: ***See Also*** *About These HRMS PeopleBooks,* PeopleSoft 8.3 HRMS PeopleBooks Preface

Note. 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.

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

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

Page	*System Name*	*Navigation*	*Usage*
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the 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.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country 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:

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

About the PeopleSoft 8.3 Benefits Administration PeopleBook

This book provides you with the information you will need for implementing and using PeopleSoft Benefits Administration.

This preface explains how to use the documentation for PeopleSoft Benefits Administration. General information you should know before you begin using PeopleSoft documentation is presented in About The HRMS PeopleBooks. It provides information about the following topics:

- Using related documentation such as the PeopleSoft 8.3 Application Fundamentals for HRMS PeopleBook.
- Ordering documentation on the Internet, on CD-ROM, and in hardcopy.
- PeopleBooks standard page element definitions.
- Required fields on pages.
- Typographical conventions and visual clues in the documentation.
- Process introductory table explanation.
- U.S. Federal Government functionality designation within the documentation.
- Education and Government functionality designation within the documentation.
- Local country functionality designation within the documentation.
- Comments and suggestions about the documentation.

Note. We strongly recommend that you read About The HRMS PeopleBooks. In particular, the PeopleSoft HRMS Application Fundamentals section explains where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft 8.3 Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About The HRMS PeopleBooks"

CHAPTER 2

Overview of PeopleSoft Benefits Administration

This chapter provides an overview of PeopleSoft Benefits Administration and shows you how to:

- Automate benefit information.
- Work with Peoplesoft Benefits Administration menus.

Understanding PeopleSoft Benefits Administration

When you build on Base Benefits by adding PeopleSoft Benefits Administration, you can do the following:

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

Note. PeopleSoft Benefits Administration is designed to be a supplement to the Base Benefits business process in PeopleSoft Human Resources. You will not be able to run the processes and procedures detailed in this book until you set up the Base Benefits business process.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits

Common Elements Used in This Chapter

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

Automating 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 the Base Benefits business process.

PeopleSoft Benefits Administration enables you to link eligibility and event processing rules to your benefit programs, plan types, and benefit plan options.

For 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.

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 the Base Benefits business process.

For benefit plan types, you can 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 and maximum coverage amounts.

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, link eligibility and event processing 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.

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 PeopleSoft Benefits Administration system, you won't have to redefine your entire set of event rules, eligibility rules, and flexible credits. Modify the rules and credits in question with the same page that you used to create them.

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, link the appropriate set of event rules with each benefit program and plan type combination.

Working with Benefit Administration Menus

In this section, we discuss working with Benefit Administration menus and how to:

- Use multiple currencies.
- Set up automated benefits.
- Prepare for Open Enrollment and Event Maintenance with PeopleSoft Benefits Administration.

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, you can easily process them using PeopleSoft Benefits Administration.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Currencies"

Activating Automated Benefits

To activate Benefits Administration:

1. Access the Installation Table - Products page.
2. Select the Benefits Administration check box.

   The fields that you 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.
3. Select the Product Specific tab.
4. Enter the start date for your benefits programs.

The start date is used for Event Maintenance and 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 PeopleSoft 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, PeopleSoft Benefits Administration will only review event records with an effective date greater than or equal to the PeopleSoft 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, PeopleSoft Benefits Administration will load pay calendar data starting with pay period end dates greater than or equal to the PeopleSoft Benefits Administration Start Date.

Preparing for Open Enrollment and Event Maintenance with PeopleSoft Benefits Administration

PeopleSoft Benefits Administration automates open enrollment and event maintenance processing. PeopleSoft Benefits Administration for U.S. Federal Government automates Open Season and employee benefit changes with the Open Enrollment and Event Maintenance processes.

Using Eligibility Rules to Determine Benefit Program and Option Eligibility

To prepare for Open Enrollment and Event Maintenance, 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).

Because you define PeopleSoft table information using an effective date, you can easily define different eligibility rules for each plan year. Associate an effective date with each set of rules and the system will apply the correct rules according to the effective date.

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 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 receive during Open Enrollment or for federal users, Open Season. Instead, you will probably want to design the system only to give them the opportunity to change their health and life plan enrollments and update their dependent and beneficiary information.

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 Base Benefits business process. Once the benefit program framework is defined, you can create 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.

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.

“Defining Eligibility Rules”

“Creating Event Rules”

“Building Automated Benefit Programs”

“Preparing for Open Enrollment and Event Maintenance”

CHAPTER 3

Setting Up Flexible Credits

This chapter provides an overview of flexible credits and discusses how to define flexible credits.

Understanding Flexible Credits

Many organizations offer their employees credits that can be applied towards their benefits. PeopleSoft Benefits Administration allows you to define three types of flexible credits:

- General Credits, which applies when an employee is enrolled in a benefit program.
- Plan Based Credits, which applies when an employee enrolls in a specific benefit plan type.
- Option Based Credits, which applies when an employee enrolls in a specific benefit option.

After you have defined the flexible credit earnings, use the Benefit Program Table to link the credit to the benefit program, benefit plan type, or benefit option.

The Benefits Administration process sums all the credits for an employee and passes the totals by earnings code to payroll. The totals credits are treated as additional earnings for employees.

See Also

PeopleSoft Payroll for North America PeopleBook, "Defining Additional Pay Earnings"

Defining Flexible Credit Earnings

To set up credits:

1. Establish the credit amount using one of the rate tables.
2. Set up the calculation rules for the credit.
3. Identify the earnings code that will define the credit in the earnings program.

Warning! If earnings codes for each plan type are not unique, flexible credits might not start and end correctly during open enrollment and event maintenance processing. For example, five medical benefit plans in a benefit program can use the same earnings code. However, dental, life, and general credits need their own earnings codes.

(USF) Note. Flexible credits are not generally used in the U.S. federal government.

See Also

PeopleSoft Payroll for North America PeopleBook, "Defining Earnings and Using Earnings Codes"

Setting Up Credit Amounts

To set up the credit amount, use one of the four rate tables:

- Age-Graded Rate
- Flat Rate Table
- Service Rate Table
- Salary Rate Table

When defining a general credit using any of the rate tables, the Rate Per Unit field must be None. Only the Employee Portion is picked up and reflected as the credit amount. Option based credits may have a Rate per Unit.

Note. If you have defined the credit amount based on age or salary percentage, you need to set up a calculation rule to define how the system determines age and benefit base salary amount.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Setting Up Rates and Premium Limits" and "Setting Up Calculation Rules"

Setting Up Excess Credit Calculations

Normally, excess credits are calculated by:

```
Total of All Flexible Credits - Total of All Before Tax Costs
```

You can override the Total of All Before Tax Costs portion of the calculation with plan types and deduction codes of your choice. For U.S. based companies, normally you will not

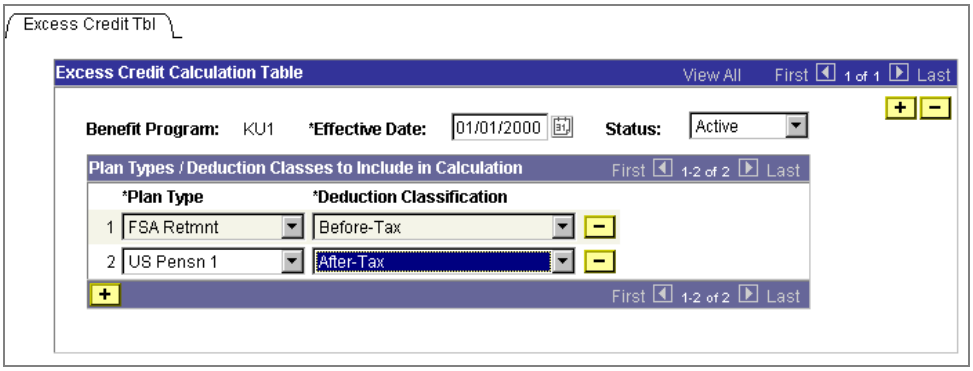
override this calculation. However, Canadian based companies may need to implement a more complex set of deductions.

Pages Used to Set Up Excess Credit Calculations

Page Name	*Object Name*	*Navigation*	*Usage*
Excess Credit Tbl	EXCESS_CRDT_CALC	Define Business Rules, Define Automated Benefits, Setup Excess Credit Calculation	Defines the plan types and deduction codes to use to offset credits.

Entering Excess Credit Calculation Plan Types and Deductions

Access the Excess Credit Tbl page.



Excess Credit Tbl page

Enter the Plan Types and Deduction Classifications you want the system to include in when calculating the excess credit amount.

CHAPTER 4

Defining Eligibility Rules

This chapter provides an overview of eligibility rules and discusses how to:

- Understand how changes in job data affect eligibility.
- Set up eligibility rules.
- Set up geographic location eligibility rules.

Understanding Eligibility Rules

You use eligibility rules to:

- Determine the benefit program for which each employee is eligible.
- Determine eligibility for each plan option within a benefit program.
- Set up your system so that a participant can be eligible for only one benefit program at a time.
- Define eligibility based on a wide range of personal and job information, as well as geographic location.

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

Note. 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.

Note. Never attach the same eligibility rule / geographic eligibility table combination to the program level of more than one benefit program, otherwise employees will be eligible for more than one benefit program.

As you work with PeopleSoft Benefits Administration, there will occasionally be times when eligibility rules are improperly configured. You can troubleshoot eligibility problems 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 PeopleSoft Benefits Administration process.

See Also

"Understanding the Benefits Administration Process", Debugging Participant Eligibility Processing

Understanding How Changes in Job Data Affects Eligibility

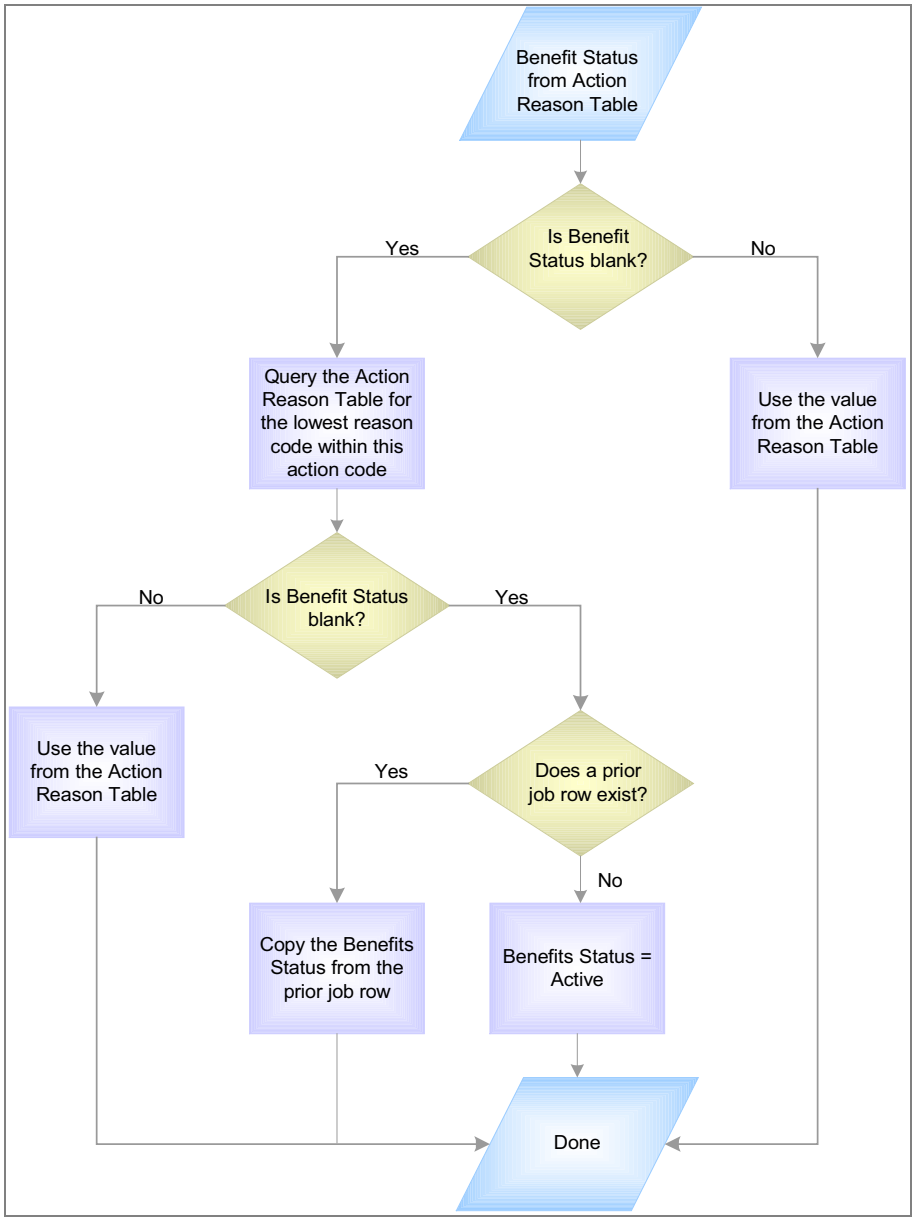
Actions occur that change an employee's job status and can affect their benefits eligibility, such as taking FMLA leave, being terminated, or changing from full-time to part-time employment.

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.

Use the Action Reason Table to tell the system how to set Benefits Status through the Benefits Employee Status field. The Action Reason Table gives you the freedom to determine which status values you need and which 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.

The system sets 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 diagram illustrates the process the system follows.



Process flow for Benefit Status

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.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Defining Reasons for Personnel Actions"

Setting Up Eligibility Rules

In this section, we discuss setting up eligibility rules, and how to:

- Define PeopleSoft Benefits Administration eligibility parameters.
- Use customized eligibility parameters.
- Change eligibility flags.

Understanding Eligibility

PeopleSoft provides 28 different criteria fields that can be used to determine employee benefit eligibility. Nine of these criteria fields can be defined to meet your organizations needs. The criteria fields are:

Field Name	***Field Name***
Age	Officer Code
Benefit Status	Pay Group
Eligibility Config 1– 9	Regular and 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

When defining an eligibility rule, you define the criteria, as well as an indicator that tell the system whether meeting the criteria makes the employee eligible or ineligible for the program or plan.

In order for an employee to be deemed eligible for participation in a plan or program covered by an eligibility rule, the employee must meet all of the parameters set for that rule. When defining an eligibility rule, you define the criteria, as well as an indicator that tells the system whether meeting the criteria makes the employee *eligible* or *ineligible*.

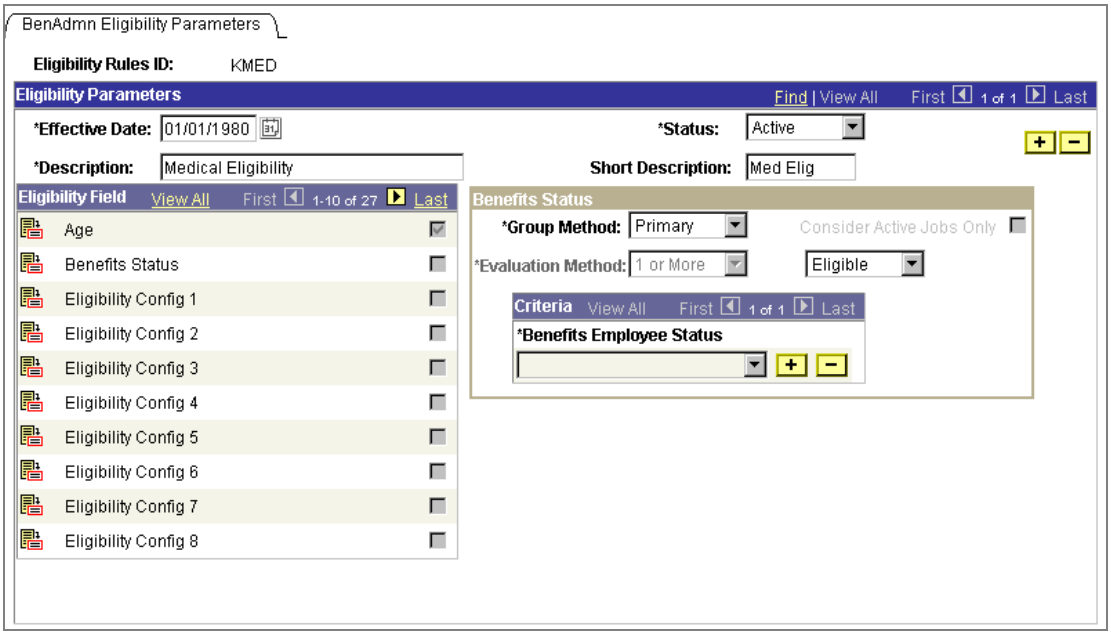
Let's suppose you want to define an eligibility rule for a program that is available to employees in the 48 contiguous states but not Hawaii or Alaska. Select the location criteria to set up the parameter. The system looks at each employee's home address, and makes them eligible for the benefit program if they live in one of the 48 contiguous states. A faster way to define this same rule would be to say that if the employee lives in Hawaii or Alaska, they are ineligible for the benefit program.

Page Used to Set Up Eligibility Rules

Page Name	Object Name	Navigation	Usage
BenAdmn Eligibility Parameters (Benefits Administration Eligibility Parameters)	BAS_ELIG_RULES1	Define Business Rules, Define Automated Benefits, Setup, Eligibility Rules Table, BenAdmn Eligibility Parameters	Use the BenAdmn Eligibility Parameters page to define the parameters that make up an eligibility rule.

Defining BenAdmn Eligibility Parameters

Access the BenAdmn Eligibility Parameters page.



BenAdmn Eligibility Parameters page

Standard Field Definitions for Eligibility Field Group Boxes

Group Method

This field appears if you have activated Multiple Jobs. Choose which jobs to include when the system evaluates the employee's benefit eligibility. Select from the following values:

AllFlagged: Group all jobs for all benefit record numbers.

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

Primary: Only look at the primary job within the current benefit record number.

Consider Active Jobs Only

This field appears 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 value is ***Primary*** in the **Group Method** field, this check box is automatically selected and cannot be changed.

Evaluation Method

This field appears if you have activated Multiple Jobs. Define how the jobs selected from the grouping method will be evaluated against the eligibility field. Select from the following values:

One or More: At least one job must satisfy the rule.

All: All jobs must satisfy the rule.

Sum: 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.

Eligible or **Ineligible**

Tells the system how to interpret a match with the criteria. If the employee's data matches the criteria, the employee will be eligible or ineligible for benefits.

Eligibility Field

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.

Age

Age As Of

Use an employee's age to define benefit eligibility. Select how the system will calculate the employee's age during eligibility processing. Select from the following values:

CurrentDate: The date on which the benefits event occurred.

This Year On: A specific day and month.

Last Year On: A specific month and day.

Minimum Age and **Maximum Age**

Enter the minimum age requirements for participation.

The system determines eligibility based on inclusive age ranges. For example, if the participant is eligible until they reach age 65, enter age ***64*** in the **Maximum Age** field. That way, participants are eligible through age 64, until their 65th birthday.

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.

Benefit Status

Benefits Employee Status — Select the benefit status that the employee must have in order to meet the eligibility rule. Add more than one status by inserting a row.

Eligibility Config 1 – 9

Eligibility Config Field (eligibility configuration 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 — Enter specific employees that should pass the eligibility process regardless of whether they meet the eligibility rules. Enter more than one employee by adding a row.

Ben Rcd# (benefit record number) — Enter the benefit record number.

Employee Class

Criteria — Define an employee's benefit eligibility based on the employee's employee class**.** Add more than one classification by inserting a row.

Employee Type

Criteria — Define an employee's benefit eligibility based on whether the employee is salaried or hourly. Add more than one by inserting a row.

FLSA Status

Criteria — Define an employee's benefit eligibility based the employee's FLSA Status. Add more than one by inserting a row.

FLSA Status — Select the status from the list.

FTE

Minimum FTE and **Maximum FTE** — Define an employee's benefit eligibility based on the employee's full time equivalency. Enter the minimum and the maximum amount the employee must meet 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.

Full and Part Time

Criteria Determine an employee's benefit eligibility based on the employee's full time or part time status.

Location

Criteria Define an employee's benefit eligibility based on the location of the employee's home or office. Enter more than one setID and location code by adding a row.

Officer Code

Criteria Define an employee's benefit eligibility based on the employee's position within the organization. Enter more than one officer code by adding a row.

Pay Group

Criteria Define an employee's eligibility based on the pay group associated with the employee. Enter more than one code by adding a row.

Regular and Temporary

Criteria Define an employee's benefit eligibility based on whether the employee is a regular or temporary employee.

Regulatory Region

Criteria Define an employee's benefit eligibility based on the regulatory region associated with the employee. Enter more than one region by inserting a row.

Salary Grade

Criteria Define benefit eligibility based on the employee's salary grade. Enter more than one salary grade by adding a row.

SetID Enter a setID.

Sal Plan (salary plan) Enter a salary plan.

Salary Grade Enter a salary grade.

Service Months

Service As Of Define an employee's benefit eligibility based on the employee's months of service. Select how the system will calculate years of service during eligibility processing. Select from the following values:

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

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

Last Year On: A specific month and day that you enter in the previous year.

Minimum Service Months Enter the minimum and maximum service months for participation.

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 and **Maximum Standard Hours** Use standard hours to determine an employee's benefit eligibility based on the standard hours the employee works. Enter the minimum and maximum standard hours 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 where the employee works or lives. Select from the following locations that you want evaluated:

Home: The employee must live in the displayed postal codes or postal code ranges to be eligible

Location: The employee must work in the postal codes or postal code ranges to be eligible.

Both: The employee must work and live in the displayed postal codes or postal code ranges to be eligible.

Either: The employee must either work or live in the displayed postal codes 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.

Union Code

Criteria Define an employee's benefit eligibility based on the union to which the employee belongs. You can enter more than one code.

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. Set them up by using PeopleTools and PeopleCode.

The following are examples of ways to use the Eligibility Configuration Fields.

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

Handling Mergers

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

We set up separate benefit programs that emulate the different companies' benefit offerings, and place the employees into the appropriate benefit programs. To differentiate between employees, we make Eligibility Configuration Field 1 the company flag and set it to *A* for former Company A employees, *B* for former Company B employees, and *C* for former Company C employees. We also set Eligibility Configuration Field 1 to *X* (or some other value) for all existing Company X employees, and make the default *X* for all future employees. The final step is to change the program eligibility in order for employees to 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 solve this problem by setting Eligibility Configuration Field 1 equal to the Shift value. We 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 places a *Y* in Eligibility Configuration Field 1 if the employee should have LTD. It places *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.

We can use PeopleCode to parse the location code and place the two relevant 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.

To solve this dilemma, we do the following:

1. Add a new field to the Job Table called Manual Location Override. We put it on the Job pages near the Location field.

2. 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.

3. Change the location code to the new location and selects the Manual Location Override option. The PeopleCode leaves Eligibility Configuration Field 1 alone, and the employee can remain in the old coverage.

4. 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.

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 secondary table. Suppose this is all that we need to define an eligibility rule that includes Benefit Status, Full and Part Time and Regular and Temporary parameters.

The system will select the Benefits Status, Full and Part Time and Regular and 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 29 tables only to find data in three of them. 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. 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 linked from the Eligibility Rules Table, you will need to run BAELIGLD.DMS to reset the eligibility processing flags on the primary eligibility table.

Setting Up Geographic Location Eligibility Rules

You can define eligibility for a benefit program or plan according to the postal code of the employee's home and work location.

If the employee	*The employee is*
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

Note. Users can specify the outcome of the evaluation for each of the above scenarios.

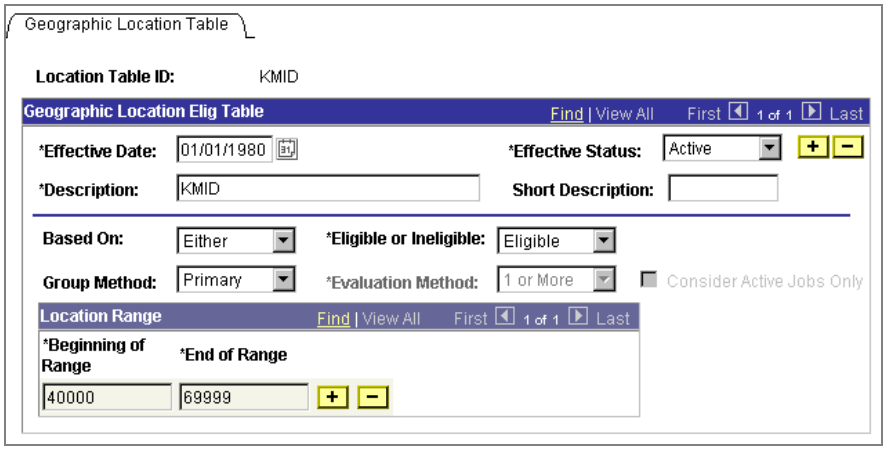
If you include the employee's work location as part of the criteria, the system starts its eligibility check with the home state or postal code. If the employee fails either check, then the employee is ineligible.

Page Used to Set Up Geographic Location Eligibility Rules

Page Name	*Object Name*	*Navigation*	*Usage*
Geographic Location Table	GEOG_LOCN_TABLE	Define Business Rules, Define Automated Benefits, Setup, Geographic Location Elig Tbl, Geographic Location Table	Use the Geographic Location Eligibility Tbl (Geographic Location Eligibility Table) to define postal code ranges for employee home or work locations.

Entering the Geographic Location Rules

Access the Geographic Location Table page.



Geographic Location Table page

Based On

Select the location that you want evaluated by this set of postal code ranges. Select from the following values:

Home: The employee must reside in the displayed postal codes or postal code ranges to be eligible.

Location: The employee must work in the displayed postal codes or postal code ranges to be eligible.

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

Either: The employee must either work or live in the displayed postal codes or postal code ranges to be eligible.

Eligible or Ineligible

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.

Group Method

This field appears if you have activated Multiple Jobs. This enables you to choose which jobs to include when the system evaluates the employee's benefit eligibility. Select from the following values:

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.

Evaluation Method

This field appears if you have activated Multiple Jobs. This field enables you to define how the jobs selected from the grouping method will be evaluated against the eligibility field. Select from the following values:

One or More: At least one job must satisfy the rule.

All: All jobs must satisfy the rule.

Sum: 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.

Consider Active Jobs Only

This field appears 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 selected and cannot be changed.

Location Range

Use the location range grid to define specific postal codes to be evaluated. Enter the beginning of range and end of range.

To specify a specific postal code, enter the same postal code in both fields. To specify a range, change the last postal code number.

In the United States, you can mix five digit codes with nine digit codes.

CHAPTER 5

Creating Event Rules

This chapter provides an overview of event rules and discusses how to:

- Define Benefits Administration actions for event rules.
- Specify event classes.
- Define trigger events.
- Define event rules.
- Understand event rules evaluation.
- Define rules for Benefits Billing.
- Understand event processing for COBRA Administration.
- (USF) Set up multiple, concurrent open seasons.

Understanding Event Rules

You use event rules to:

- Take into account the type of event and your employees' benefit election history to determine which benefit options employees can choose.
- Determine how the system compensates when employees *neglect* to make certain benefit elections.
- Determine effective dates for coverage and premiums.
- Manage enrollments into Benefits Billing.

Event rules are not the same as eligibility rules. Eligibility rules help determine 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.

Event rules determine which eligible options Employee X can actually *choose,* based on the type of event that has occurred and when new coverage begins. The event rules also determine when the plans that Employee X is now ineligible for will be terminated and which plan options Employee X will be enrolled into if new enrollments are not specified.

Event Rules are linked to a benefit program on the Benefit Program page. You can have a different event rule for each plan type in a benefit program.

To set up event rules:

1. Use the Action Reason Table to link personal action/action reason combinations that affect benefits eligibility.
2. Use the Event Class Table to assign the types or classes of events you want the system to recognize, and to control how the system processes event classes.

Defining Benefits Administration Actions for Event Rules

You link *personnel actions,* such as promotions, transfers, terminations, salary increases, and leaves of absence, with *action reasons* that explain why the action took place. Each defined action/reason combination allows the system to classify and track the events that cause changes to your employees' employment and benefit coverage status.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Defining Reasons for Personnel Actions"

Specifying Event Classes

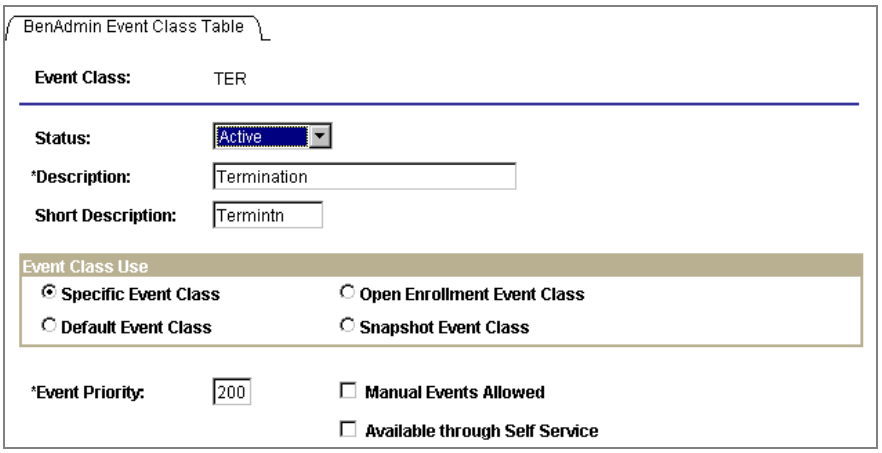
You use the Event Class Table to define the types, or classes, of events you want the Benefits Administration system to recognize, and to control how event classes are handled.

Page Used to Specify Event Classes

Page Name	*Object Name*	*Navigation*	*Usage*
BenAdmin Event Class Table (benefits administration event class table)	BAS_EVENT_CLASS	Define Business Rules, Define Automated Benefits, Setup, Event Class Table, BenAdmin Event Class Table	Define the classes of events the Benefits Administration system recognizes, and control how event classes are handled.

Specifying Event Classes

Access the BenAdmin Event Class Table page.



BenAdmin Event Class Table page

The following table shows default values for the event classes delivered by PeopleSoft.

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

Event Class Use

Identify the processing category that defines your event class:

Specific Event Class: Designates an event class that is designed to match with the Benefits Administration action entered on the Action/Reason page in order to call specific processing rules.

Default Event Class: The default class is used when no specific event classes apply. This default class is used when the Benefits Administration action does not match any specific event class.

For example, an employee undergoes a LOA/MIL (Leave of Action/Military Leave) action/action reason, and the Benefit Administration action value for that combination is MIL. The system processes the employee according to the event rules for the MSC class. It will not recognize

	MIL as a specific event class unless you define it that way. ***Open Enrollment Event Class:*** Open enrollment events are triggered for all employees associated with a particular Open Enrollment process. ***Snapshot EventClass:*** Snapshot events are triggered for all employees associated with a particular Snapshot process.
Event Priority	Enter the priority in which the system will process the event in situations when multiple events take place on the same date. The system processes events associated with event classes with lower **Event Priority** values first.
Manual Events Allowed	Select if events associated with the event class can be inserted manually for an employee via the BenAdmin Activity page.
Available for Self Service	Linked to the Enroll In Benefits eBenefits application. Select to allow employees to elect or change benefit information based on the eligibility determinations that result from event processing in the selected class. For example, you might not want employees to be able to enter or update election information after they experience a TER (termination) event.

Defining Trigger Events

This section describes:

- Automatically triggering events though employee data changes.
- Manually inserting events into the BAS Activity Table.
- Defining passive events.

See Also

"Understanding the Benefits Administration Process," Scheduling Events and Assigning Benefit Programs

Pages Used to Define Trigger Events

Page Name	*Object Name*	*Navigation*	*Usage*
BenAdmin Activity (benefits administration activity)	BAS_ACTIVITY	Compensate Employees, Administer Automated Benefits, Use, BAS Activity, BenAdmin Activity	Manually insert events to be processed according to event rules that map to the BAS action you enter when you run the Benefits Administration process.
Passive Event Definition	BAS_PASSIVE_EVENT	Define Business Rules, Define Automated Benefits, Setup, Passive Event Definition, Passive Event Definition	Define events that are not initiated by data entry.

Automatically Triggering Events Through Employee Data Changes

An event of this type is triggered when:

- An administrator opens an employee data page, such as the Personal Data page, and enters a change to employee information.
- The employee enters a marital status or birth or adoption change through eBenefits.

To increase the efficiency of the Event Maintenance process, the system triggers "job" and "non-job" events from a variety of different tables. Job events are relevant to employment, such as hires, transfers and terminations. Non-job events cause changes in your employees' personal or demographic information that affect benefits eligibility or elections.

The following table describes the delivered non-job events.

Non-Job Event:	*Cause*	*Processing Result:*
Date of birth change	Update to the non-effective-dated birthdate field on the Personal Data: Eligibility/Identity page.	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.	Generates BAS_ACTIVITY trigger.
Service date change	Update to the non-effective-dated Service Date field on the Job Data: Employment Data page.	Generates a workflow notice to benefits administrator.

Non-Job Event:	*Cause*	*Processing Result:*
State code change	Update to the effective-dated State field on the Personal Data: Name/Address page.	Generates BAS_ACTIVITY trigger.

Note. Changes to birth and service dates generate a workflow notice because they occur to fields that are not effective-dated under a *correction* action, and as such must be handled very carefully. The appropriate action, if applicable, may be to reprocess an existing event.

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

Job Data Field	*Job Data Field*	*Job Data Field*
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	

(USF) Note. 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 address or union changes as "job" activities. If you clear this check box for these action/action reason combinations, they are treated as non-job changes.

Manually Inserting Events into the BAS Activity Table

Access the BenAdmin Activity page.



BenAdmin Activity

BAS Activity — Find | View All — First 1-30 of 862 Last

*EmplID	Name	*Action Source	All Jobs	Ben Rcd#	Empl Rcd#	*Event Date	Event Effseq	*BAS Action	COBRA Action
B-BC101	Neilson ,Leslie	JobChg		0	0	01/01/1995	0	HIR	
B-BC102	Green ,Lorne	JobChg		0	0	01/01/1995	0	HIR	
B-BC103	Carrey ,Jim	JobChg		0	0	01/01/1995	0	HIR	
B-BC104	Twain ,Shania	JobChg		0	0	01/01/1995	0	HIR	
B-BC105	McLachlan ,Sarah	JobChg		0	0	01/01/1995	0	HIR	
B-BC106	Adams ,Bryan	JobChg		0	0	01/01/1995	0	HIR	
B-BC107	Myers ,Mike	JobChg		0	0	01/01/1995	0	HIR	
B-BC108	Dion ,Celine	JobChg		0	0	01/01/1995	0	HIR	
B-BC109	Fox ,Michael J.	JobChg		0	0	01/01/1995	0	HIR	
B-BC110	Morissette ,Alanis	JobChg		0	0	01/01/1995	0	HIR	
B-BC111	Chong ,Rae Dawn	JobChg		0	0	01/01/1995	0	HIR	
B-BC112	Green ,Tom	JobChg		0	0	01/01/1995	0	HIR	
B-BC113	Mandell ,Howie	JobChg		0	0	01/01/1995	0	HIR	
B-BC114	Gretzky ,Wayne	JobChg		0	0	01/01/1995	0	HIR	
B-BC115	Henstridge ,Natasha	JobChg		0	0	01/01/1995	0	HIR	
B-BC3101	Neilson ,Leslie	JobChg		0	0	01/01/1995	0	HIR	
B-BC3102	Green ,Lorne	JobChg		0	0	01/01/1995	0	HIR	

BenAdmin Activity page

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.

As delivered, you can insert two event classes manually: FSC and MSC. You can also review and delete any type of unprocessed event with this page.

Note. The BAS Activity Table only displays *unprocessed* events. As soon as Benefits Administration successfully processes an event, the system *deletes* it from BAS Activity.

Action Source

This identifies whether the event is due to a change in job data, personal data, multiple job flags, or is a 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.

Event Date

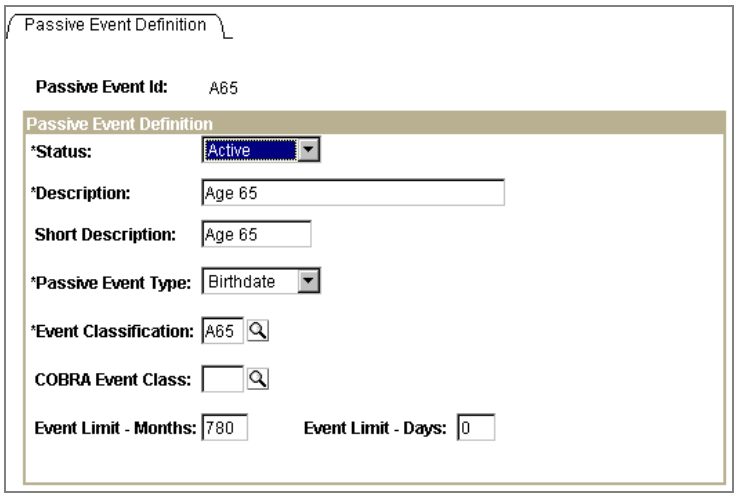
If a job, address, or multiple job change triggers the activity, the event date is the effective date of the change.

If a passive event triggers the activity, the event date is the date on which the limit represented by the event (a limit related to age or years of service, for example) was

	reached. The date for a manually entered event is when the activity record for the event was inserted into the table through the BenAdmin Activity page.
Event Effseq (event effective sequence)	If there is more than one manual event for an employee for the same effective date, enter unique sequence numbers for each event.
BAS Action	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.
COBRA Action	Identifies the COBRA action code associated with this event as defined on the Action Reason Table.

Defining Passive Events

Access the Passive Event Definition page.



Passive Event Definition page

(USF) Note. Passive event processing functionality is not applicable to most U.S. federal government agencies.

Passive Event Type	Delivered event types include employee birthdate and events based on an employee's service date.
Event Classification	Of the delivered event classes, OE and Snapshot are not available.
Event Limit - Months and	Indicate how long after the birthday or service date the

Event Limit - Days event will take place.

Example of Passive Event Definition

You might set up a passive event to 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 the service date event type and an Event Limit - Months value of 12. The event classification for this example would be MSC.

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

See Also

"Understanding the Benefits Administration Process," Reviewing Passive Event Processing History

Defining Event Rules

This section describes how to:

- Specify basic rules for event classes.
- Define start and end dates for coverage, deductions, and flex credits.

The Event Rules Table components define how events are managed for benefit programs and benefit plan types. You 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 only link event rules to benefit programs to determine when the benefit program takes effect and when flexible credits begin and end.

Set up 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.

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

See Also

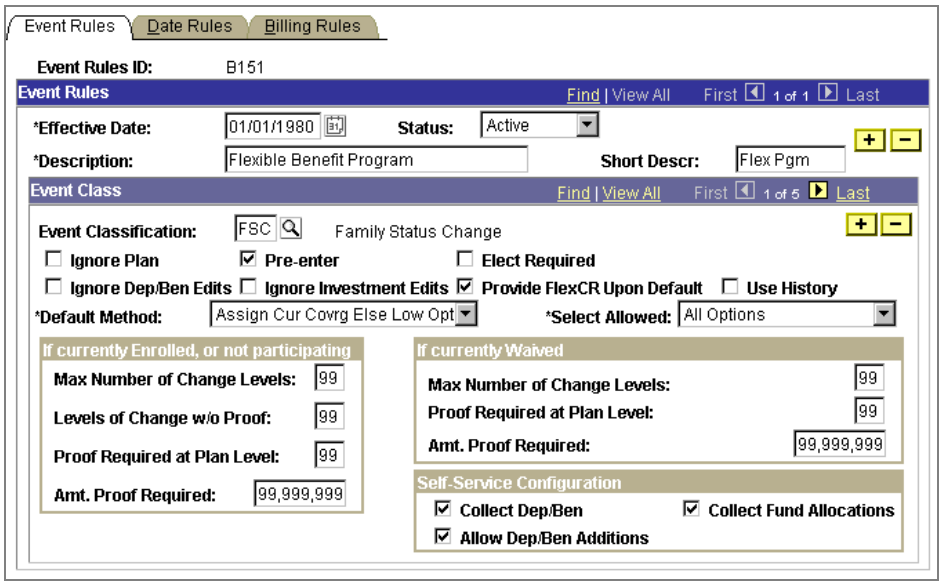
"Building Automated Benefit Programs"

Pages Used to Define Event Rules

Page Name	Object Name	Navigation	Usage
Event Rules	BAS_EVENT_RULES1	Define Business Rules, Define Automated Benefits, Setup, Event Rules Table	Specify basic event rules for event classes.
Date Rules	BAS_EVENT_RULES2	Define Business Rules, Define Automated Benefits, Setup, Event Rules Table	Define start and end dates for coverage, deductions, and flex credits.

Specifying Basic Rules for Event Classes

Access the Event Rules page.



Event Rules Table – Event Rules page

Event Classification You can have more than one event classification for an event rule.

Ignore Plan When selected, the plan types linked to this event rules ID/event classification combination are unaffected by Benefits Administration processing.

Use 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 system selects and locks 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 allow employees to stay in or enroll in plans for which they are no longer eligible.

If participant plan eligibility does not change, the system simply gives employees their current coverage. But if participant plan eligibility does change—if employees lose eligibility to their current plan—you need to set a **Default Method** of Assign Current Coverage Else Option, Assign Current Coverage Else Low Option, or Assign Current Coverage Else None.

With **Ignore Plan,** the system ignores:

- 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.

The system still:

- Flags errors generated due to invalid setup, such as missing table entries or pay calendars.
- Requires that the option code entered through data entry be a valid choice from the eligible plans on the program.
- Considers the coverage amount for all life and AD/D plans when evaluating coverage group maximums.
- Includes the annual pledge on all FSA plans when evaluating total FSA maximums.

Use **Ignore Plan** when your automatic benefits processing responsibility has to share (or completely abdicate) responsibility for the processing of certain plan types with an outside or manual process. Don't use it just to suppress the entry of elections. A Select Allowed value of None, an appropriate Default Method setting, and the Use History rule are generally sufficient to control employee involvement in benefit elections.

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

Skips all checks for the presence of dependents or beneficiaries. It also bypasses all edits on dependents or beneficiaries already present or entered with elections.

Ignore Investment Edits

Skips all checks for the presence of investments on savings plans. It also bypasses all edits on investment elections already present or entered with elections.

Pre-Enter

Loads 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 can 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 only pre-enters 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)

Notes the absence of elections for this plan type as an error in the Benefits Administration Messages Table.

Use History

Reviews the participant's benefit plan option eligibility history and the participant's current benefit plan option eligibility to determine if the employee can 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 is eligible for new options, Benefits Administration prepares the event for further processing and enables new enrollment elections. If the participant has lost eligibility for one or more current elections, he or she can make a new election.

Provide Flex Credits Upon Default

Select this check box, if you want participants that default into a plan type to still receive credits that are tied to the default plan type.

When this check box is cleared for plan types 1x through 3x (plan types 1x through 2x for federal users) participants who default into their elections do *not* receive any credits for those plan types—both general plan type credits and option-based credits.

For employees who elect to have excess credits applied to an FSA plan type and they are not enrolled in an FSA plan type and the Default Method field is set to ***Default Option for Excess Credit***, the system will create an enrollment for the employee with a contribution amount equal to the

excess credits.

Default Method

Indicates what happens when an employee does not choose an election for a given plan type.

Assign Cur Covrg Else Option (assign current coverage else option): Select to assign the participant's current coverage. If participants do not have current coverage, or have lost eligibility to current coverage, they are assigned to the default for the specific plan type, as defined 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 else none): If the employee loses eligibility for the current plan, another plan is not set up to replace the old one.

Assign Cur Covrg Else Low Opt (assign current coverage else low option): Assigns the participant's current coverage. If there is no current coverage, or if the participant has lost eligibility to current coverage, the system assigns the lowest level option available, as defined on the Benefit/Deduction Program Table. Not recommended for Savings, FSA, and Vacation Buy/Sell plan types.

Default to Lowest Elig Option (default to lowest eligible option): Assigns the lowest level option for which the employee is eligible. Not recommended for Savings, FSA, and Vacation Buy/Sell plan types.

Default to Option and Coverage: Assigns 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. Not recommended for Savings, FSA, and Vacation Buy/Sell plan types.

Default Option for Excess Credit: Applicable only to FSA plan types. If the employee has indicated that excess credits should be directed to an FSA enrollment, this rule assigns the option marked for default on the Benefit Program Definition page and sets the annual pledge to the amount of the excess credits. The participant must be eligible for the option in order for it to be used as the default, and excess credits must exist.

Note. During enrollment, the system will not create a zero-dollar annual pledge enrollment, when excess credits exists do not exist and any current FSA enrollment would be terminated if not re-elected by the employee.

Terminate Coverage: Inserts a termination entry for the plan type covered by this event rule. Commonly used for FSA and Vacation Buy/Sell plan types, as employees are

usually required to re-enroll in them each year or lose coverage.

Participate and **Waive**

Enter rules that apply to an employee's participation in or waiving of 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 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.

Self-Service Configuration

Define rules for the information displayed on the PeopleSoft eBenefits application pages.

Collect Dep/Ben (collect dependent/beneficiary): Displays dependent/beneficiary grids and collects dependent/beneficiary elections. For 1x plans on the enrollment form, the system collects elections at the plan level. The system derives the coverage code based on the dependents covered.

When cleared, the system collects elections at the coverage code level for 1x plans on the enrollment form.

Allow Dep/Ben Additions (allow dependent/beneficiary additions). Determines whether an employee can add new dependents through the eBenefits enrollment process.

Collect Fund Allocations: Displays funds and collects fund allocations.

Applying Defaults

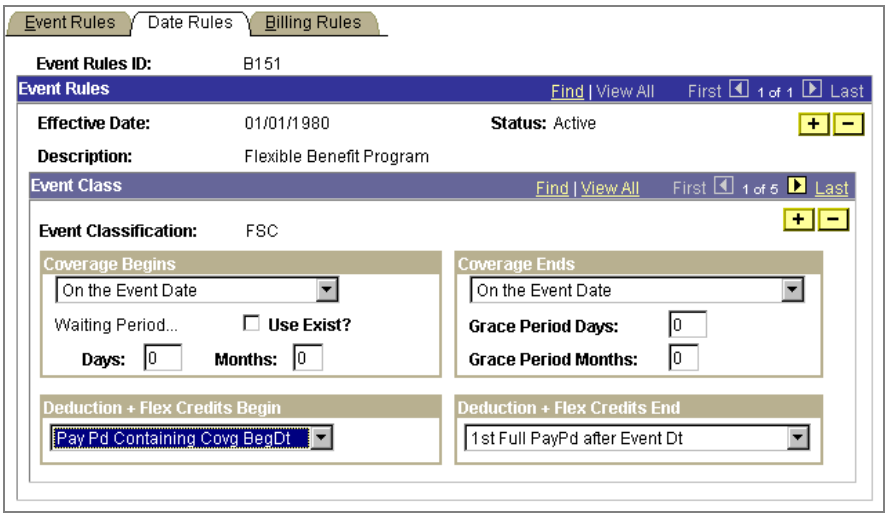
The system applies defaults during the Benefits Administration process as it validates, loads, or finalizes participant elections. When you post a participant's election information for Open Enrollment and other events, you might not have elections for all plan types. Plan type defaults are used as substitutes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

If you select Finalize for the participant, election defaults are 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 are 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.

Defining Start and End Dates for Coverage, Deductions, and Flex Credits

Access the Date Rules page.



Event Rules Table – Date Rules page

Coverage Begins

Indicate when coverage will begin following an event.

Month-Begin After Event Dt (month begin after event date): If the event date is the first of the month, coverage still begins on the first day of the following month.

Month-Begin On/Aft Event Dt (month begin on/after event date): If the event date equals the first of the month, coverage begins on the event date.

On Pay Pd Begin after Event Dt (on pay period begin after event date): Coverage begins on the first day of the pay period following the event date. If the event date equals the first day of the pay period, coverage begins on the event date.

On the Event Date

Waiting Period

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

1. Begins with the event date.
2. Adds the number of months.
3. Adds the number of days.

Applies the Coverage Begins section to the resulting date.

Use Exist?

Looks for the waiting periods on prior events. If 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, new hires have a three-month period before their benefits become effective. Under this rule, an employee hired on 11/1 has 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 hired.

Selecting **Use Exist?** 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

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.

To establish a grace period before coverage is terminated, enter the appropriate number days and months.

Deduction + Flex Credits Begin

Indicate when deductions and flexible benefit credits should be taken:

1st Full PayPd After Covg BgDt (first full pay period after coverage begin date): Credits and deductions begin 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 (on coverage begin date) Credits and deductions begin on the date that benefit coverage for the plan type begins.

Pay Pd Containing Covg BgDt (pay period containing coverage begin date): Credits and deductions begin 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.

Pay Pd Preceding Covg BgDt (pay period preceding coverage begin date): Credits and deductions begin on the first day of the full pay period that precedes the coverage begin date.

Deduction + Flex Credits End	When the system ends deductions and flexible credits for a participant's benefit plan options, a new row is inserted with Coverage Election set to Terminated.

Understanding Event Rule Evaluation

For each covered plan type, PeopleSoft Benefits Administration processes all flagged participant events using the appropriate event rule/event classification rules. Depending on the results of this evaluation, Benefits Administration either sets the participant event up for further processing or closes the event.

To evaluate events, the system runs through the following sequence for each plan type:

1. 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 a participant has moved from full-time to part-time status, he or she might be ineligible for current elections and need to select from part-time plan options.

2. If the event causes the participant to lose eligibility for current elections, the event is prepared for further processing, regardless of how you defined your event rule. At a minimum, the system terminates the participant's newly ineligible elections. If the participant selects a new election within the plan type, the prior election is replaced as of the new election coverage and deduction begin dates.

3. *If the event rule has Use History selected,* the eligible options as of the event date are compared to the prior eligible options. If the participant has *gained* eligibility to new options, Benefits Administration prepares the event for further processing and enables new enrollment elections.

   If the event rule does not have Use History selected, the Selection Allowed setting controls further processing of the event. For example, for a family status change, plan type 10 (Medical), Select Allowed could be set to change the coverage code only. 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

Fields	*FSC Event Class (Commonly used for plan types 1x-3x, 6x)*	*HIR Event Class*
Pre-Enter	Yes	No

Fields	*FSC Event Class (Commonly used for plan types 1x-3x, 6x)*	*HIR Event Class*
Use History	No–You typically want the event to be controlled by Selection Allowed.	No If your organization uses multiple jobs processing, the HIR event typically set up as a *Use History* event, and the default method is set to one of the *Current/Else* settings.
Elect Required	Depends on company policy.	Depends on company policy.
Provide Flex Credits Upon Default	Depends on company policy.	Depends on company policy.
Default Method	Assign Cur Covrg Else Option or Assign Cur Covrg Else Low Option are typical selections.	Default to Lowest Elig Option or Default to Option and Coverage are typical selections. If your organization processes employees with multiple jobs, use Current Else Low or Current Else Option.
Selections Allowed	Coverage Code Only is the typical selection for plan type 1x. For plan types 2x, 3x, and 6x, you use All Options.	All Options
Participate Max Number of Change Levels	Try following the same setting as Open Enrollment. This maximum number varies 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 restricts what employees can choose.
Levels of Change without Proof	You might follow the same setting as Open Enrollment. This value varies 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 varies by plan type and defaults to 99. Proof required at plan level is typically be used for life & AD/D plans.	Follow the same setting as Open Enrollment.

Fields	*FSC Event Class (Commonly used for plan types 1x-3x, 6x)*	*HIR Event Class*
Amt. Proof Required	Used for life & AD/D plans–limit is linked to coverage amounts. The same limit by plan type is used across all event classes.	Same as Open Enrollment.
Waive 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.
Coverage Begins 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 a common selection.	Depends on company policy.
Wait Period Days / Wait Period Months	On the Event Date is a common selection.	Depends on company policy.
Coverage Ends 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).
Deduction + Flex Credits Begin First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgD On Coverage Begin Date	Depends on company policy.	You should 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.

Fields	*FSC Event Class (Commonly used for plan types 1x-3x, 6x)*	*HIR Event Class*
Deduction + Flex Credits End 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

Fields	*MSC Event Class*	*OE Event Class*	*SNP Event Class*
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 company policy.	Depends on company policy.	No
Provide Flex Credits Upon Default	Depends on company policy.	Depends on company policy.	Yes
Default Method	Assign Cur Covrg Else Option or Assign Cur Covrg Else Low Option are common selections.	Assign Cur Covrg Else Option or Assign Cur Covrg Else Low Option are common selections, except for Plan Types 6x and 9x, which use Terminate Coverage.	Assign Current Coverage else Low Option.
Selections Allowed	None - Use History controls whether the enrollment is allowed for event.	All options.	All options.
Participate Max Number of Change Levels	You might follow the same setting as Open Enrollment. This maximum number varies by plan type and defaults to 99.	This maximum varies by plan type and defaults to 99.	This maximum number varies by plan type and defaults to 99.
Levels of Change Without Proof	You might follow the same setting as Open Enrollment. This value varies by plan type and defaults to 99.	This value varies by plan type and defaults to 99.	This value varies by plan type and defaults to 99.

Fields	*MSC Event Class*	*OE Event Class*	*SNP Event Class*
Proof Required at Plan Level	You might follow the same setting as Open Enrollment. This value varies by plan type and defaults to 99. Proof required at plan level is commonly used for life & AD/D plans.	This value varies by plan type and defaults to 99. Proof required at plan level is commonly used for life & AD/D plans.	This value varies 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 is commonly used across all event classes.	Used for life & AD/D plans–limit is linked to coverage amounts. The same limit by plan type is commonly used across all event classes.	Used for life & AD/D plans–limit is linked to coverage amounts. The same limit by plan type is commonly used across all event classes.
Waive Max Number of Change Levels	Follow same selection as Open Enrollment.	This maximum varies by plan type and defaults to 99.	This maximum varies by plan type and defaults to 99.
Proof Required at Plan Level	Follow same selection as Open Enrollment.	This value varies by plan type and defaults to 99. Proof required at plan level is typically used for life & AD/D plans.	This value varies by plan type and defaults to 99. Proof required at plan level is typically 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 is typically used across all event classes.	Used for life & AD/D plans—limit is linked to coverage amounts. The same limit by plan type is typically used across all event classes.
Coverage Begins 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 is 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 is 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 a common selection for FSC events.	On Event Date is a common selection for OE events.	Zero days and months.

Fields	*MSC Event Class*	*OE Event Class*	*SNP Event Class*
Coverage Ends 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.	Depends on company policy.
Grace Period Days / Grace Period Months	On Event Date is a common selection for FSC events.	On Event Date is a common selection for OE events.	On Event Date is a common selection for SNP events.
Deduction + Flex Credits Begin First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgDt On Coverage Begin Date	Depends on company policy.	Depends on company policy.	First full pay period after Coverage Begin Date.
Deduction + Flex Credits End First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgDt	Depends on company policy.	Depends on company policy.	First Full Pay Period After Coverage Begin Date.

Recommended Event Rule Definitions for TER Events

Fields	*TER Event Class* ***(Assuming the participant is not eligible for any benefit programs. COBRA enrollment, in this example, is managed outside of Benefits Administration.)***
Pre-Enter	No
Use History	No

Fields	***TER Event Class*** ***(Assuming the participant is not eligible for any benefit programs. COBRA enrollment, in this example, is managed outside of Benefits Administration.)***
Elect Required	No
Provide Flex Credits Upon Default	No
Default Method	Terminate Coverage
Selections Allowed	None
Participate Max Number of Change Levels	Not applicable, default to 99.
Levels of Change without Proof	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.
Waive 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.
Coverage Begins 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 (zero).
Coverage Ends On Event Date / On Month Begin After the Event Dt / On Pay Pd Begin After the Event Dt	Depends on company policy. Selection is typically based on benefit claims processing agreements with carriers and participants.

Fields	*TER Event Class* ***(Assuming the participant is not eligible for any benefit programs. COBRA enrollment, in this example, is managed outside of Benefits Administration.)***
Grace Period Days / Grace Period Months	Depends on company policy.
Deduction + Flex Credits Begin First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgDt	Not applicable; default to 1st Full Pay Pd After Covg BgDt.
Deduction + Flex Credits End First Full Pay Pd After Covg BgDt / Pay Pd Containing Covg BgDt	Depends on company policy.

See Also

Pages Used to Define Event Rules

Defining Rules for Benefits Billing

This section describes how to:

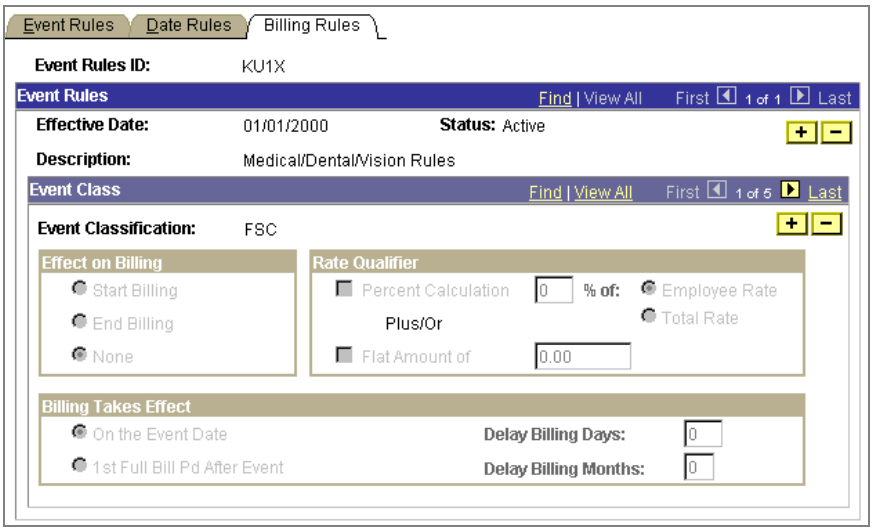
- Set up Benefits Billing enrollments.
- Understand enrollment processing for Benefits Billing.
- Remove participants from Benefits Billing.

Page Used to Define Rules for Benefits Billing

Page Name	*Object Name*	*Navigation*	*Usage*
Billing Rules	BAS_EVENT_RULES3	Define Business Rules, Define Automated Benefits, Setup, Event Rules Table	Define rules for Benefits Billing enrollments.

Setting Up Benefits Billing Enrollments

Access the Billing Rules page.



Billing Rules page

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

Rate Qualifier — Determines how to modify the deduction calculation for billing purposes.

If you enter both a percent calculation and a flat amount, the system adds them together to determine the total charge.

Billing Takes Effect — If you selected **Start Billing** or **End Billing**, tell the system when billing takes effect.

Understanding Event Processing for Benefits Billing

The application of event rules for Benefits Billing enrollment is overridden in certain situations.

- The system does not start billing if the employee is not enrolled in a plan or has waived coverage.
- The system does not insert a billing termination if the employee is not actively enrolled in billing to begin with.
- The system terminates active billing if the employee loses or waives coverage, regardless of the settings on this page.

If none of these situations applies, the system inserts a record into the Billing Enrollment tables and sets the:

- EmplID field to the employee's ID.
- Employee Record Number field to the employee's employment record number.
- Plan Type field to the plan type to bill.
- COBRA Event ID field to zero.
- Billing Status field to Active.
- Billing Reason field to Ben Admin.

The system overlays existing billing enrollments if it encounters duplicate effective dates and inserts 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.

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

The system inserts 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 issues a message to update the billing enrollments.

Removing Participants out of Benefits Billing

The system deactivates Billing Enrollment records if:

- The Effect on Billing field on the Billing Rules page is End Billing.
- The employee loses eligibility to the plan type.
- 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 Billing Ends field. If eligibility is lost or coverage waived, the system sets the billing end date to be the date coverage ends, unless there are specific instructions not to do so.

The system does not insert an inactive Benefits Billing enrollment record if the employee is already designated inactive for billing.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Implementing Benefits Billing"

Understanding Event Processing for COBRA Administration

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.
- Secondary COBRA events, which *extend coverage* for COBRA participants and their dependents.

The initiation of a COBRA event differs according to your current implementation:

- If you are currently working only with the Base Benefits business process, the COBRA event is initiated by online PeopleCode.
- With Benefits Administration, the COBRA event is 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 the Base Benefits business process and PeopleSoft Benefits Administration.

The following table describes:

- Qualified COBRA events delivered by PeopleSoft
- Actions that trigger Benefits Administration to recognize them as qualified COBRA events.
- Potential COBRA beneficiaries of the events.

Qualifying COBRA Event	***User Action Trigger***	***Potential COBRA Beneficiaries***
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

Qualifying COBRA Event	*User Action Trigger*	*Potential COBRA Beneficiaries*
Divorce	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.) You must run the COBRA process to identify overage 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

See Also

"Understanding the Benefits Administration Process," Understanding Event Maintenance and COBRA Administration

PeopleSoft Human Resources PeopleBook: Base Benefits, "Setting Up COBRA Administration"

(USF) Setting Up Multiple, Concurrent Open Seasons

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, concurrent Open Enrollment processes depends upon two fields: Event Class and Event Rules ID.

To set up multiple, concurrent open seasons:

1. Define Open Enrollment event classes for each open season scheduled for your employees on 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 the Event Rules page.

4. To each event rule ID, associate the *entire set* of Open Enrollment event classes you defined in Step 1 using the 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. Use the proper default method to ensure 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 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.

CHAPTER 6

Building Automated Benefit Programs

This chapter provides an overview of benefits programs and discusses how to:

- Build benefit programs with the Benefit Program Table.
- Link eligibility and event rules to benefit programs.
- Work with flexible credits.
- Set up cross-plan validation.

Understanding Benefit Programs

Use the Benefit Program Table to bring together all of the information that relates to a benefit program and to set up your benefit programs for automatic enrollment processing.

To set up 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 and Vendor Table - Vendor Information page.
4. Define benefit coverage 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.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Organizing Payroll Information for Base Benefits," Setting Up Benefit Deductions; "Setting Up Benefit Plans;" and "Setting Up Benefit Support Tables," Setting Up Rates and Premium Limits and Setting Up Calculation Rules

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Vendors""

Coverage Codes Building Benefit Programs with the Benefit Program Table

In this section, we discuss building benefit programs and how to:

- Define benefit programs.
- Set up plan types and options.
- Calculate costs.

Understanding Building Benefit Programs With the Benefit Program Table

Building benefit programs through People Benefits Administration is the same process as with the base benefit process. 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.

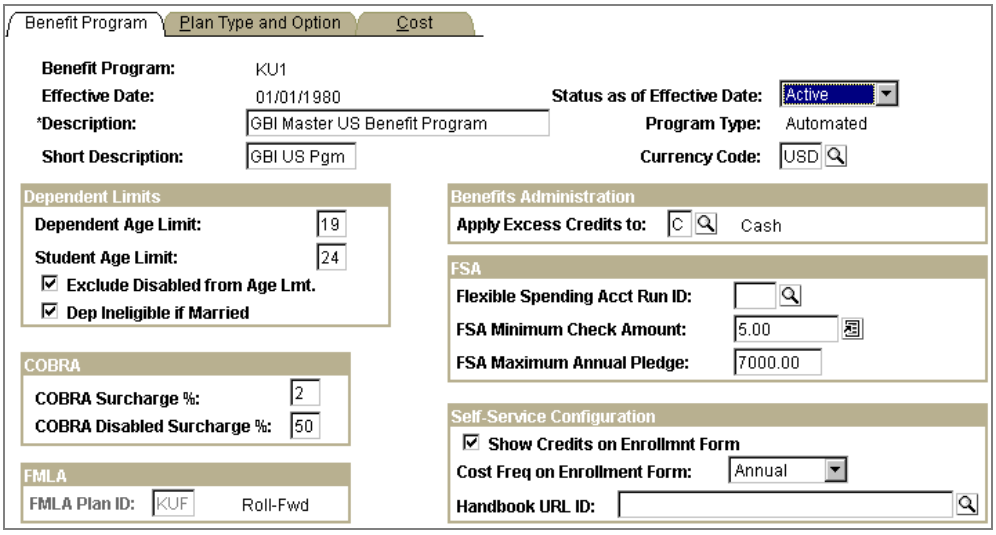
Important! If you're planning to set up an Automated benefit program that will be used for automatic benefits eligibility and enrollment processing, you must go to Installation Table - Products and select Benefits Administration before creating the program. You can't create an Automated benefits program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

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Building Base Benefit Programs"

Defining the Benefit Program

Access the Benefit Program Table - Benefit Program page.



Benefit Program Table - Benefit Program page

Setting Up Plan Types and Options

Use the Benefit Program Table - Plan Type and Option: Eligibility page to set up the plan types and options for your benefit program.

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 **Plan Type.** Must be unique within the benefit program.	Required, will default to **Plan Type.** Must be unique within the benefit program.	Required, will default to **Plan Type.** 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, select the plan options that you want to associate with the Plan Type.

Associating Plan Options With Plan Types

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

The first value that you enter for a new option row is the **Option Type.** Choose from one of the following valid values:

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 allowed per Plan Type.
O (Option)	At least one 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.

Note. 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.

Field Requirements for the Option Grid by Plan and Option Type

Field	*Values*	*Values*	*Values*	*Values*
Option Type	***P***-Program	***G***-General Credit	***W***- Waive Controlled by waive coverage.	***O***-Option
Plan Type	***01***	***01–3x***	***1x–9x***	***1x–9x***
Benefit Plan	Not allowed	Not allowed for plan types ***01–1x, 4x–9x.*** Required for plan types ***2x–3x.***	Required for plan types ***2x–3x,*** when you want a credit for the waive election. Not allowed for plan types ***1x, 4x–9x.***	Required
Coverage Code	Not allowed	Not allowed	Not allowed	Required for plan type ***1x.*** Not allowed for plan types ***2x–9x.***

Field	*Values*	*Values*	*Values*	*Values*
Default Option Indicator	Not allowed	Not allowed	Allowed	Allowed for plan types ***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 plan types ***4x, 6x,*** and ***9x.*** Options requiring proof are not allowed as defaults.
Deduction Code	Not allowed	Required	Required for plan types ***1x–3x,*** if you want a credit for the waive election. Not allowed for plan types ***4x–9x.***	Required
Option Sequence	Required	Required	Required	Required
Option Code	Not allowed	Not allowed	Required	Required
Option Level	Not allowed	Not allowed	Not allowed	Required
Geographic Location Table ID	Allowed	Not allowed	Not allowed	Allowed
Eligibility Rules ID	Required	Not allowed	Not allowed	Required

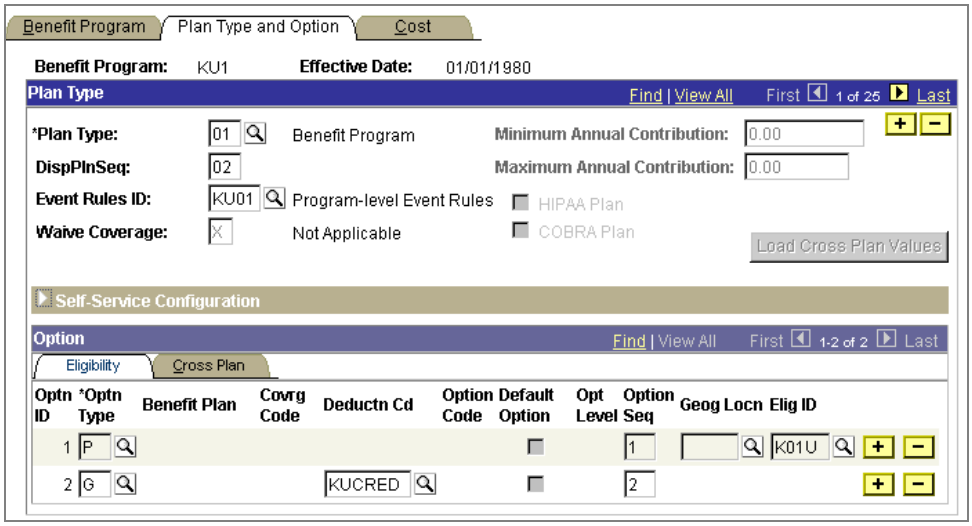
Option Type Designations Allowed Per Plan Type

Plan Type	*Option Type Allowed*
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.

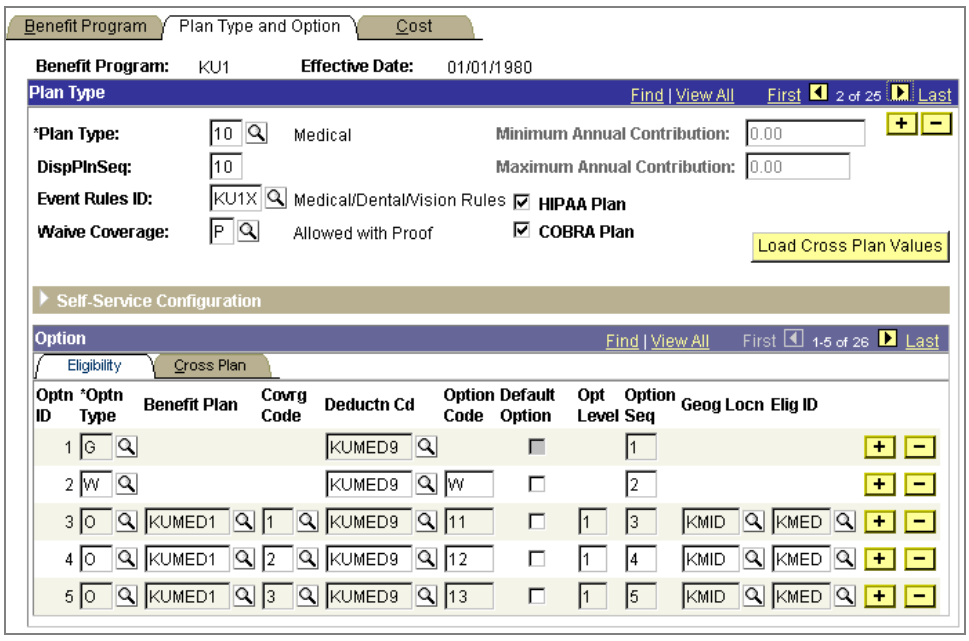
Access the Benefit Program Table - Plan Type and Option: Eligibility page.



Benefit Program Table - Plan Type and Option: Eligibility page

Setting Up Options for a Health Plan Type

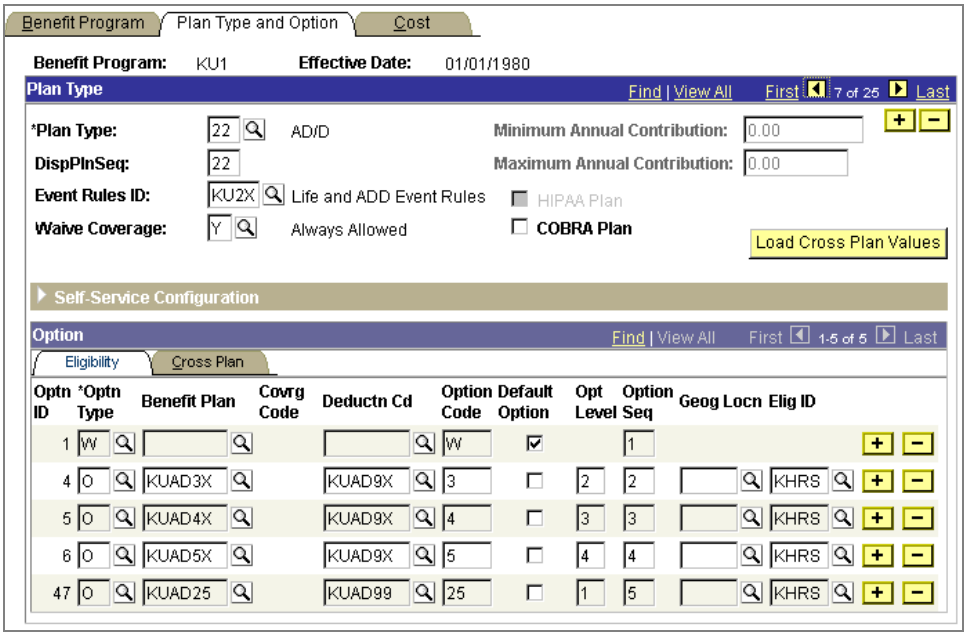
Subsequent rows enable you to set up plan coverage for the various benefit-related plan types. Here's an example of a Health plan with four levels of coverage.



Benefit Program Table - Plan Type and Option: Example of Option Setup for a Medical Plan Type

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

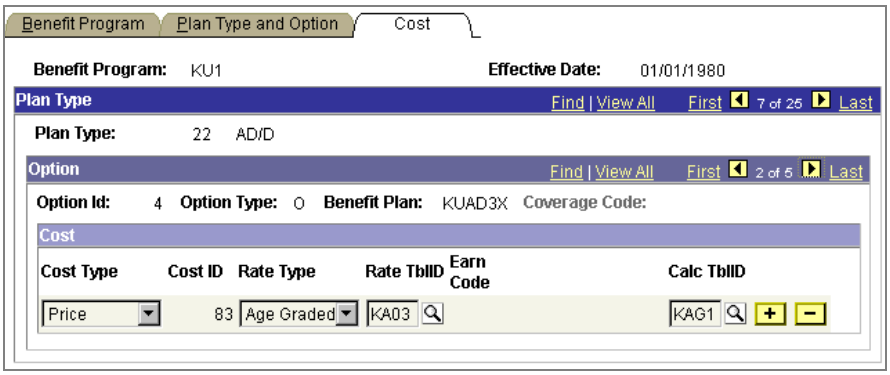
Here's an example of how to complete the page for a Life and AD/D Plan Type row with four levels of optional coverage.



Benefit Program Table - Plan Type and Option: Example of Option Setup for a Life and AD/D Plan Type

Calculating Costs

Access the Benefit Program Table - Cost page.



Benefit Program Table - Cost page

Cost Type Enter if you are working with a general credit. If you are dealing with an option-based credit, select from the following valid values:

Price: The system calculates deductions for employees who select this option according to the Deduction Code

that you identify for this benefit option.

Credit: The system calculates earnings for employees who select this option according to the Earnings Code that you identify for this benefit option. The system assigns the frequency of the additional pay based on the Deduction Code that you identify for this benefit option.

Note. 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.

Rate Type — Enter to specify which table should be used to determine rates for the flexible credit or plan.

Rate TblID (rate table ID) — Use to indicate the appropriate rate table, since multiple tables may exist. In the case of credits, only the ***Employee Portion*** will be picked up and reflected as the credit amount.

Earnings Code — Tells the system how to calculate the flexible credit earnings for a participant.

Warning! 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 PeopleSoft Benefits Administration processing.

Rate and Calculation Rules Requirements

Plan Type	*Rates Type Required*	*Rates Available*	*Calculation Rules*
01	Yes	Flat Rate Age Graded Service Rate Percent of Salary	Dependent on rate type. Age Graded, Salary, and Service rates *require* calculation rules. Flat Amount rates *do not* 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

Plan Type	*Rates Type Required*	*Rates Available*	*Calculation Rules*
3x	Yes	Flat Rate Age Graded Service Rate Percent of Salary	Required
4x – ***9x***	Not Used	Not Used	Required

Note. 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.

See Also

Working with Flexible Credits

PeopleSoft Human Resources PeopleBook: Base Benefits, "Setting Up Benefit Support Tables"

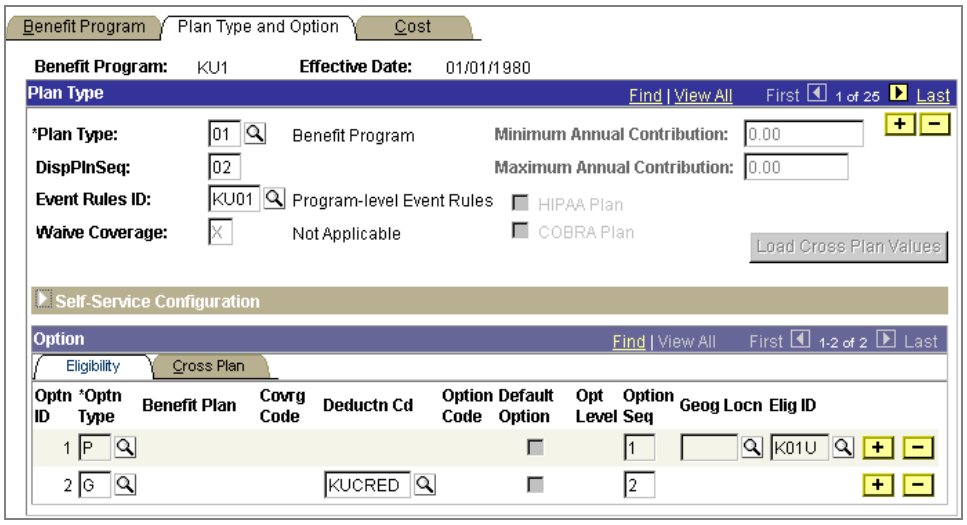
Linking Eligibility and Event Rules to Benefit Programs

You'll use the Benefit Program Table to tie eligibility and event rules to a benefit program on the Benefit Program Table.

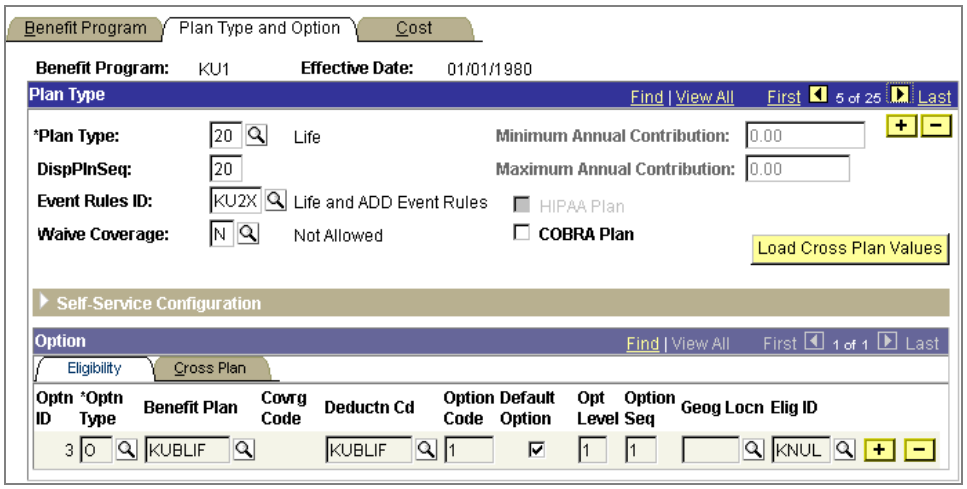
- Link eligibility rules to benefit programs.
- Link event rules to benefit programs.

Linking Eligibility Rules

Access the Benefit Program Table - Plan Type and Option: Eligibility page.



Benefit Program Table - Plan Type and Option page: Linking Eligibility Rules at the Program Level



Benefit Program Table - Plan Type and Option page: Linking Eligibility Rules at the Option Level

---

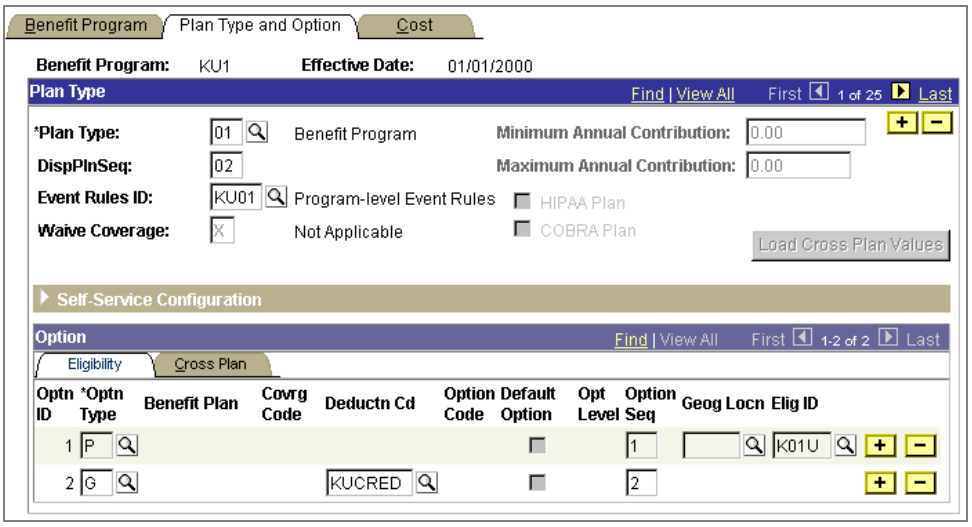
Note. For TSP plans, if you want to link an eligibility rule to a TSP option, create a separate eligibility rule to be used exclusively for TSP plans.

See Also

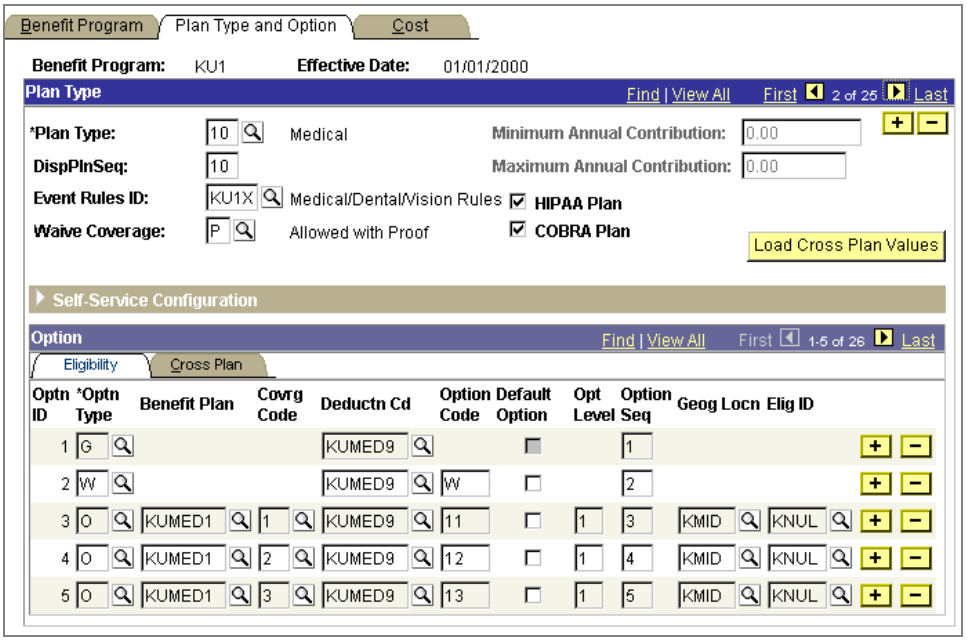
"Defining Eligibility Rules"

Linking Event Rules

Access the Benefit Program Table - Plan Type and Option: Eligibility page.



Benefit Program Table - Plan Type and Option page: Linking Event Rules at the Program Level



Benefit Program Table - Plan Type and Option page: Linking Event Rules at the Plan Type Level

See Also

"Creating Event Rules"

Working with Flexible Credits

In this section, we discuss working with flexible credits and how to:

- Link flexible credits to specific benefit options.

- Use flexible credits to achieve your PeopleSoft Benefits Administration goals.

Understanding Flexible Credits

Define three kinds of credits for your employees:

- General credits that apply to all participants in a benefit program.
- General plan-based credits that apply to individual plan types.
- Option-based credits that employees receive because they have chosen a specific benefit plan option..

When you run the Open Enrollment and Event Maintenance processes, the system calculates the value of the credits using the earnings codes that are associated with them. It will 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.

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

Warning! 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, use one or a combination of the four rate tables: Age-Graded, Service Rate, Flat Rate, and Salary Rate. You may 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 field on the Benefit Program Table - Cost page.

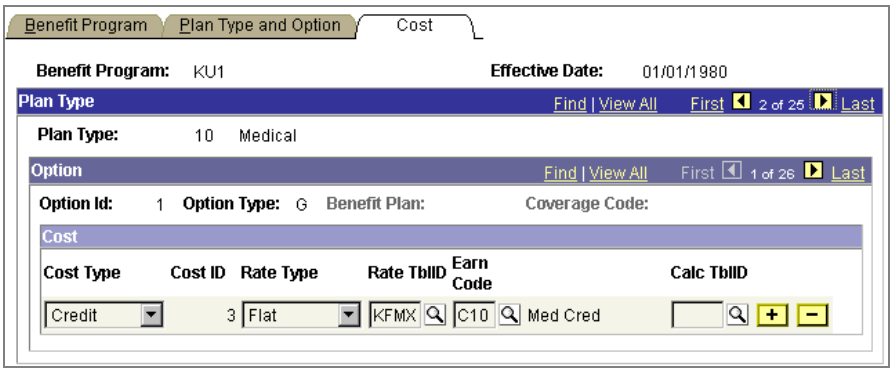
See Also

PeopleSoft Payroll for North America PeopleBook, “Defining Earnings and Using Earnings Codes” Establishing Earnings Programs

PeopleSoft Human Resources PeopleBook: Base Benefits, “Setting Up Benefit Support Tables””

Linking Flexible Credits to Specific Benefit Options

Access the Benefit Program Table - Cost page.



Benefit Program Table - Cost page

To define the flexible credit for each option-based 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 that 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.

Using Flexible Credits to Achieve Your PeopleSoft Benefits Administration Goals

In this section, we discuss flexible credits and provide six examples of how to:

1. Define credit for employees who enroll in a particular plan type.
2. Encourage employees to elect one type of plan option over another.
3. Define credits for participants who waive coverage.
4. Define credits for participants based on their level of health coverage.
5. Define credits for participants based on their level of life coverage.
6. Set up life plan credits based on a flat dollar amount.

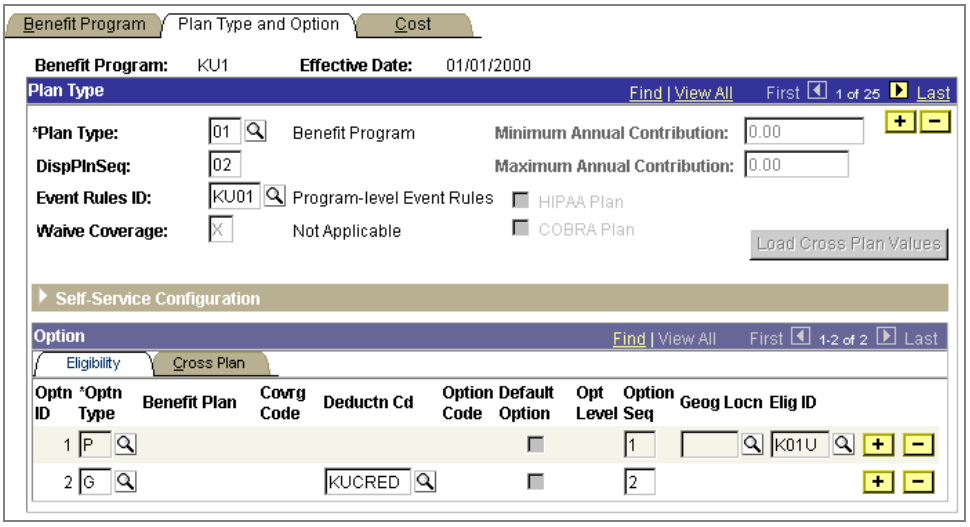
Example 1: Defining a Credit for All Employees Who Enroll in the Plan Type

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.

Start by adding a new rate schedule to specify the credit amount on the Rate Table, and enter a *G* row for the plan type credit.

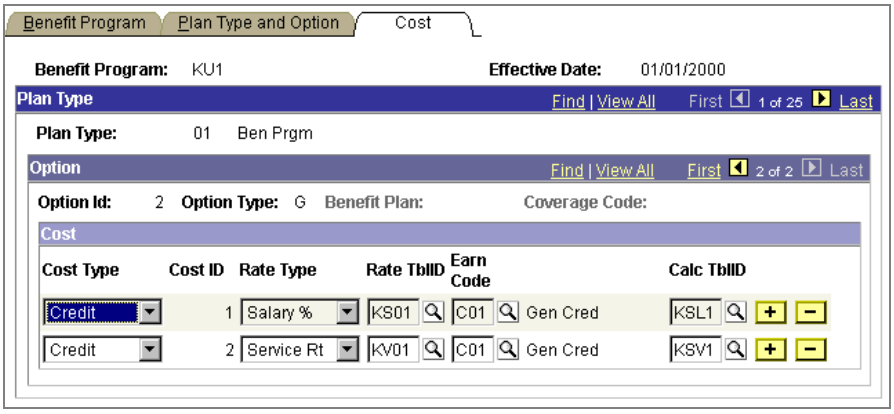
1. Add a new rate schedule for the credit amount on the Flat Rate table.

2. Enter a *G* row for the plan type credit on the Benefit Program - Plan Type and Option page.



Benefit Program Table - Plan Type and Option page: Defining A General Credit for All Employees

3. Enter ***Credit*** as your cost type and reference the new rate schedule, created for plan type general option, on the Benefit Program - Cost page.

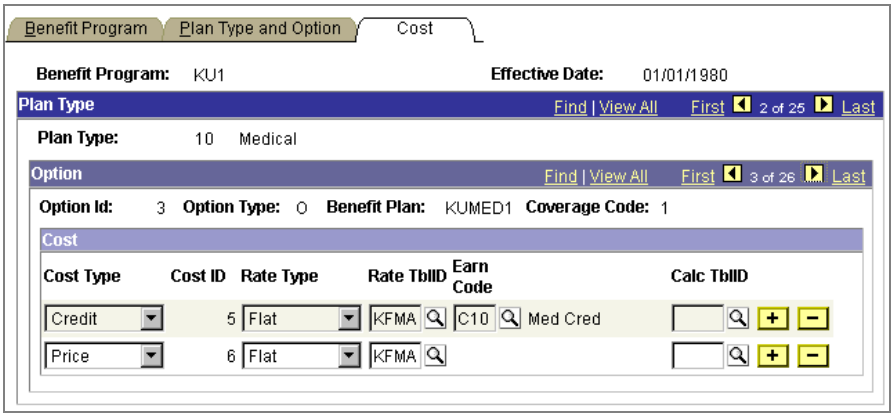


Benefit Program Table - Cost page: Defining a General Credit for All Employees

Example 2: Encouraging Employees to Elect Employee-Only Coverage

Suppose that you want to encourage employees to elect employee-only coverage in a medical 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.

4. Enter ***Credit*** as the cost type value and enter the same rate type and rate table ID that you used for the ***Price*** row. The system calculates the credit using the same rates and calculation rules it used for the ***Price*** row; therefore, the amount credited is equal to the amount deducted.

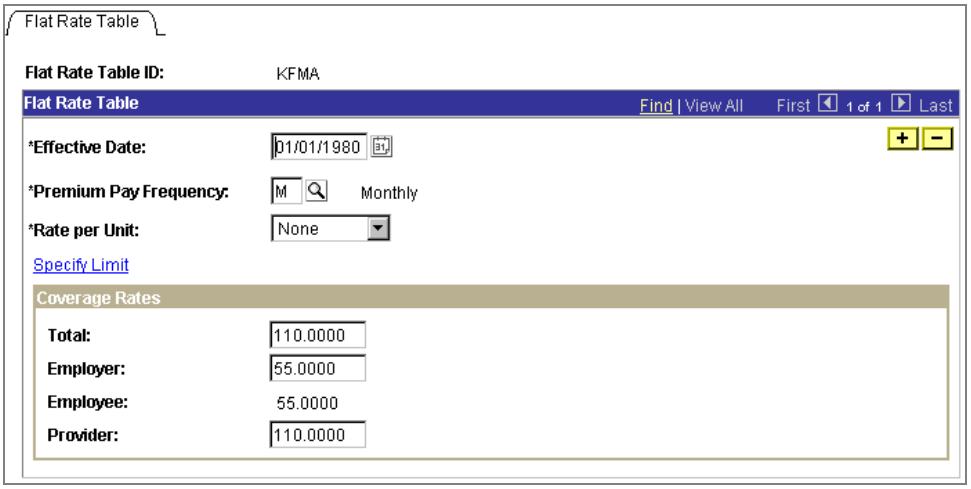


Benefit Program Table - Cost page: Encouraging Employee-Only Coverage

Example 3: Defining Credits for Participants Who Waive Coverage

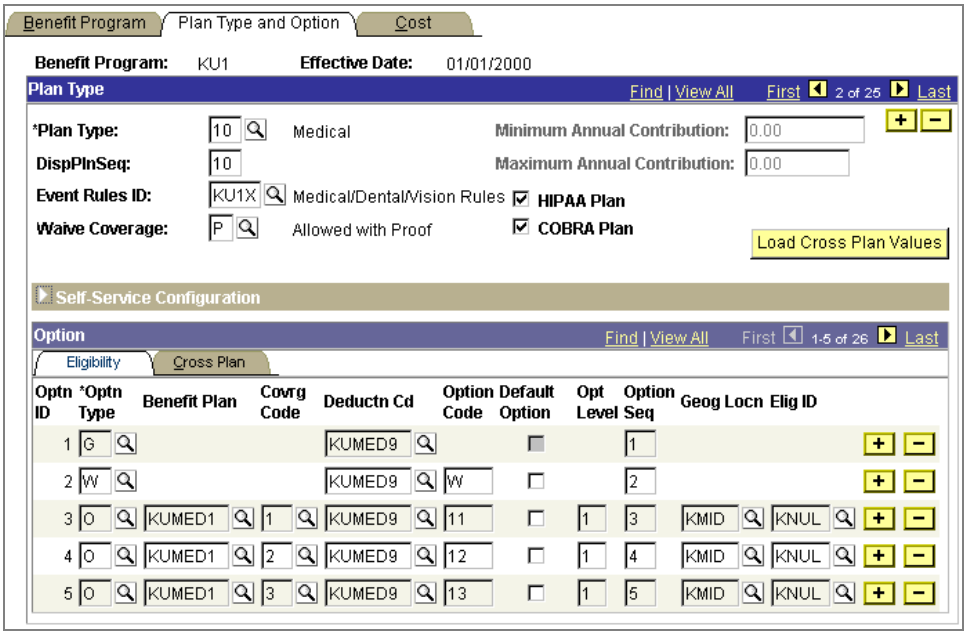
Suppose that you want to give a credit to your employees who waive coverage in any Health benefit plan.

1. Define the amount of the credit for waived coverage on the Flat Rate Table page.



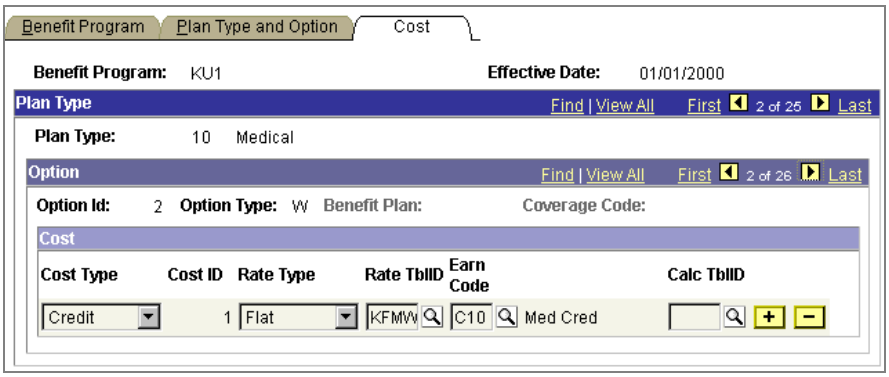
Flat Rate Table page: Defining Credit for Waived Coverage

2. Insert a row for the waived coverage credit on the Benefit Program - Plan Type and Option: Eligibility page.



Benefit Program Table - Plan Type and Option page: Defining Credit for Waived Coverage

3. Enter ***Credit*** as the cost type value on the Benefit Program - Cost page. This is the flexible credit that employees will receive when taking the waive option.

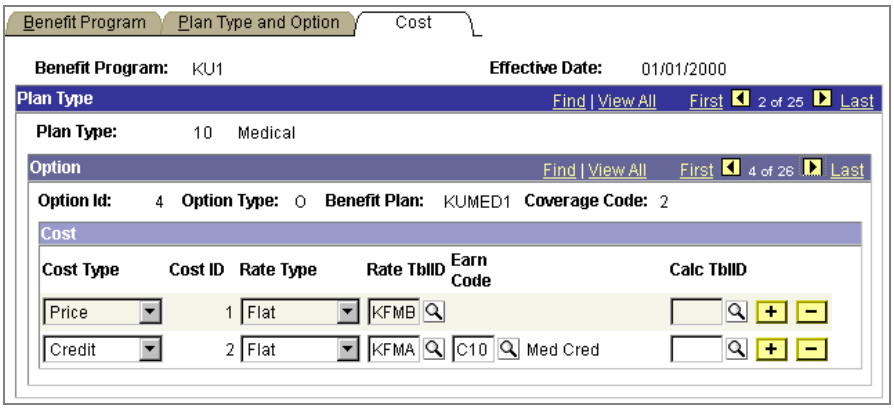


Benefit Program Table - Cost page: Defining Credit for Waived Coverage

Example 4: Defining Credit Amounts Based on Employee Health Coverage

Suppose that your company offers employee-only medical coverage at a cost of 50 USD per month and family coverage at a cost of 100 USD per month. 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.

1. Follow the process outlined in example 2. When you set up the option-level flexible credit for the family coverage use the rate table designed for the employee-only benefit.



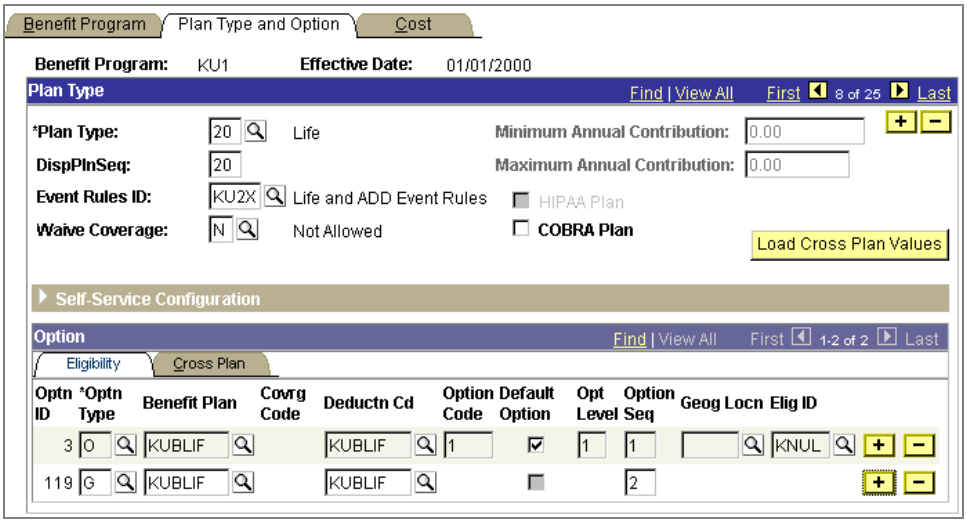
Benefit Program Table - Cost page: Defining Credits Based on Employee Coverage

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

Suppose you have three Life benefit plans: a basic life plan, a one times salary plan, and a two times salary plan. Define option-based credits that will provide the same credit as the one times salary option regardless of the coverage level the employee chooses.

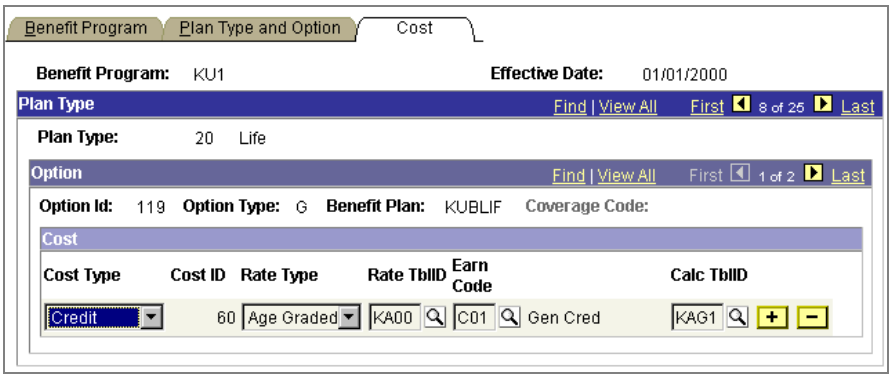
Use plan type options to set up flexible credits for Life and Disability plan types that provide the same credit no matter which coverage level an employee chooses.

1. Set up an option type row on the Benefit Program - Plan Type and Option page with a ***General*** value. Give it the same deduction code as the other life plans.



Benefit Program Table - Plan Type and Option page: Defining Life Plan-Based Credits

4. On the Benefit Program - Cost page enter a ***Credit*** cost row for the general credit. Give it the same Rate Type and Rate Table ID as the one times salary life plan option.

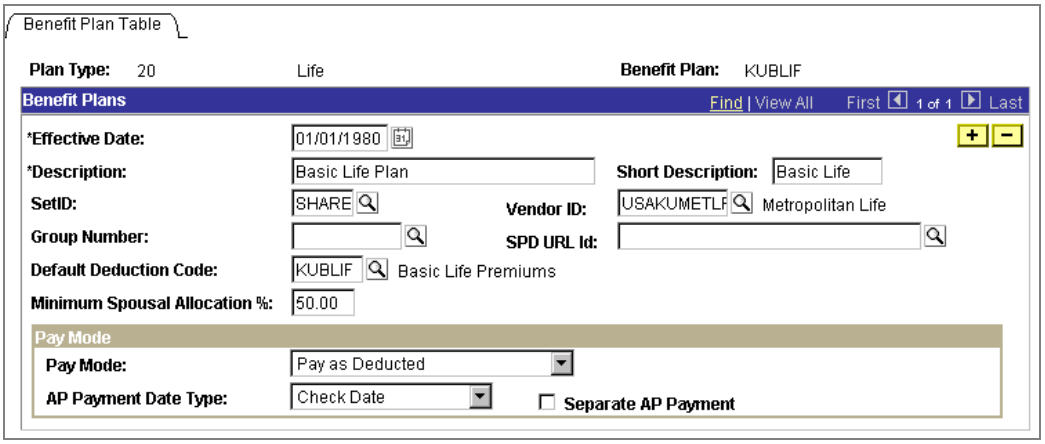


Benefit Program Table - Plan Type and Option page: Defining Life Plan-Based Credits

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

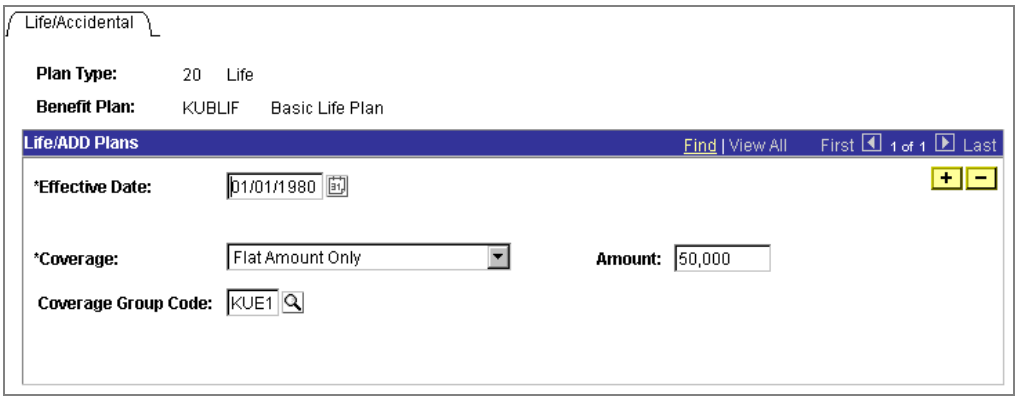
Suppose that you want to define a plan-based credit equivalent to 50,000 USD of coverage regardless of the life coverage level that the employee selects.

1. The first step is to define a special "50,000 USD Basic Life" benefit plan using the Benefit Plan Table page.



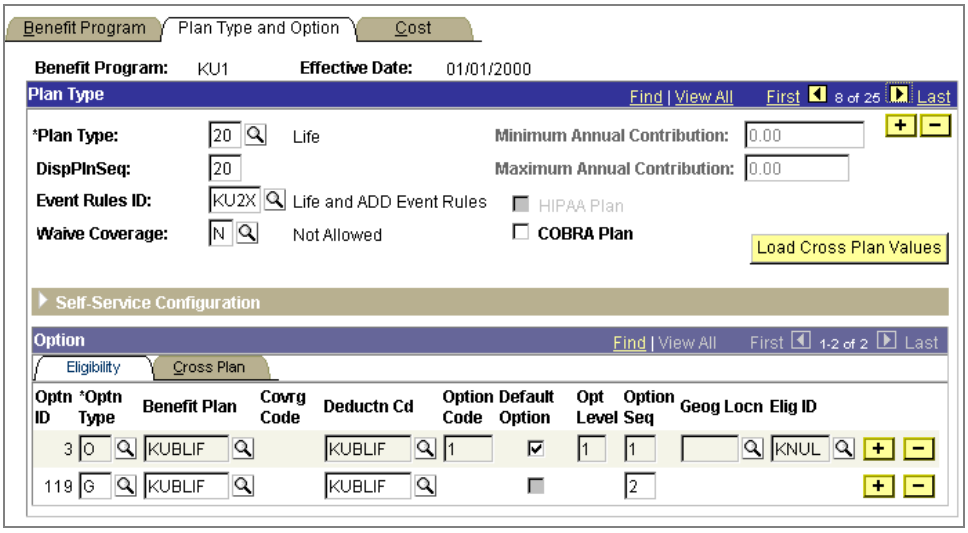
Benefit Plan Table page: Defining a Credit Plan

5. Complete the life plan definition of the 50,000 USD Life Benefit Plan on the Life and AD/D Plan Table page.



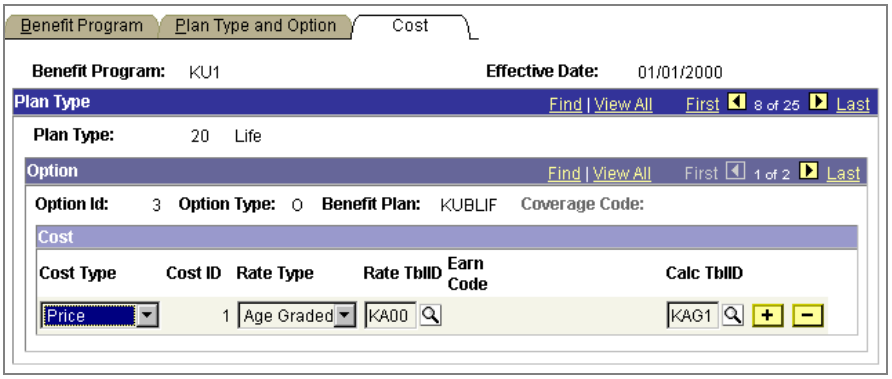
Defining the Coverage Amount for the Credit Calculation

6. On the Plan Type and Option page create a General row for the 50,000 USD Life Benefit plan. Give it the same Deduction Code as the other benefit plan options.



Defining the general row for the Credit Calculation

7. On the Benefit Program Table - Cost page enter ***Credit*** as the cost type for the General credit. The ***Credit*** Cost row should reference the appropriate rate schedule, earnings code, and set of calculation rules..



Benefit Program Table - Cost page: Defining the Coverage Amount for the Credit Calculation

Setting Up Cross-Plan Validation

You use the Benefit Program Table to set up cross-plan validation. In this section, we discuss setting up cross-plan validation and how to:

- Set up cross-plan validation checks for plan types.
- Arrange cross-plan validation checks for dependent enrollments.
- Define cross-plan validation checks for life and AD/ID coverage limit percentages.
- Use the load cross-plan values page.
- Set up cross-plan validation for domestic partners.
- Add cross-plan validation rules to domestic partner plans.

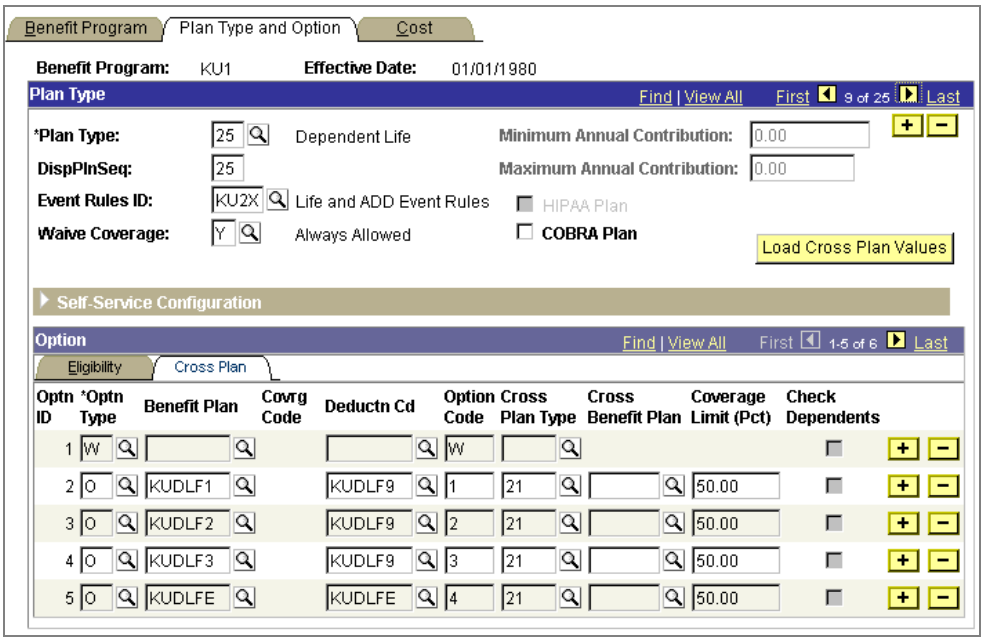
Note. The system will not allow you to enter Cross-Plan Validation rules for the Benefit Program (Plan Type 01).

Page Used to Set Up Cross-Plan Validation Checks

Page Name	*Object Name*	*Navigation*	*Usage*
Load Cross Plan Values	BEN_PROG_XLOAD	Click the **Load Cross Plan Values** link on the Plan Type and Option page.	Use 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.

Setting Up Cross-Plan Validation Checks for Plan Types

Access the Benefit Program - Plan Type and Option page.



Benefit Program - Plan Type and Option page: Setting Up Cross-Plan Type Eligibility Checks

Cross Benefit Plan

The plan type or benefit plan that is required for an employee to elect this option. If this field is blank, then any election in a benefit plan within the Cross Plan Type meets the criteria for cross plan validation.

Coverage Limit Pct
(coverage limit percentage)

Used primarily for life plan options. This field becomes available after you attach a cross-plan type to a benefit plan.

Note. During Peoplesoft 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.

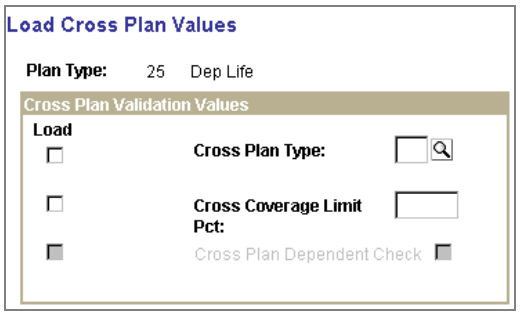
Check Dependents

This check box becomes available after you associate a cross-plan type with a benefit plan.

Select this check box to indicate that a cross-plan dependent check should be made for each benefit plan option.

Using the Load Cross Plan Values Page

Access the Load Cross Plan Values 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) Places a limit on the amount of the coverage the dependent can receive. This is available to only 2x plan types.

Check Dependent When selected, this 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.

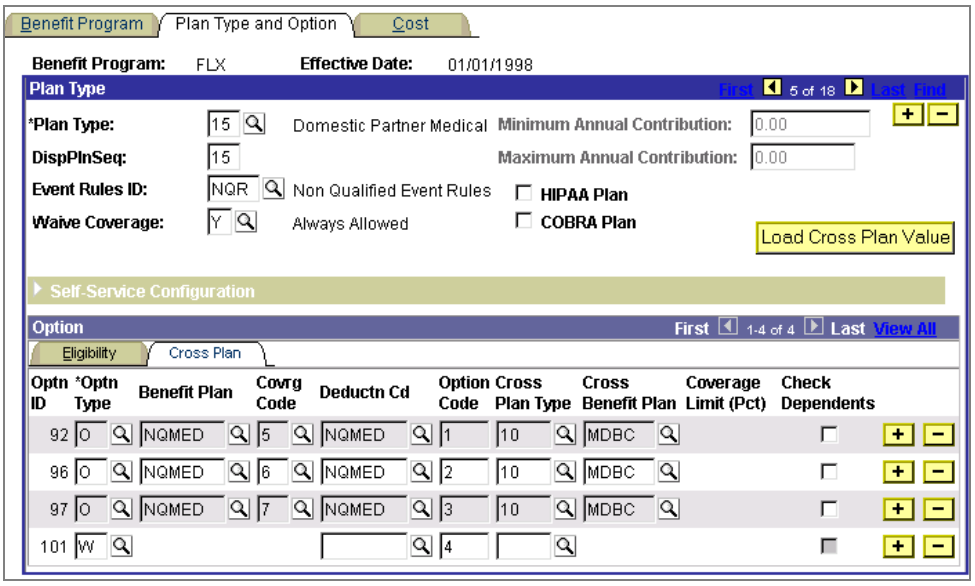
OK Click to save the information and close the page.

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

Note. 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 that you want to clear from Cross-Plan Dependent Enrollment, and click **OK.** The system will respond by clearing the fields you selected.

Setting Up Cross-Plan Validation for Domestic Partners

Access the Benefit Program Table - Plan Type and Option page.



Benefit Program Table - Plan Type and Option page: Setting Up a Non-Qualified Dependent Medical Plan With Cross-Plan Validation Rules

Setting Up Non-Qualified Dependent Plans

In order to create a benefits system that accommodates and processes benefits for non-qualified dependents, 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, use a Dependent Life plan type.

Note. 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.

Employees can 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.

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, set up rows for non-qualified dependent health plan types—such as *NQ Medical* and *NQ Vision.* Your employees *must* elect 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.

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.

CHAPTER 7

(CAN) Handling Canadian Credit Allocations

This chapter provides an overview of Canadian credit allocations and discusses how to:

- Define tax alteration deductions as taxable general deductions.
- Set up the Credit Allocation table.
- Review taxable benefits for tax alteration codes.
- Review payroll calculations for variable taxation benefit plans.

Understanding Credit Allocations

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 depends upon who pays the premium.

With PeopleSoft Benefits Administration, you can set up benefit plans that *automatically* provide the best tax advantage to employees by allocating flexible credits to those benefits that would be taxable unless paid for by credits. To set this up, you:

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, used when there are sufficient flexible credits to pay for the benefit premium..
3. Create a set of taxable benefit general deductions (the tax alteration deductions) that complement the variable taxation benefit plan deductions, used only when there aren't sufficient credits to pay for the benefit premium..
4. Set up the variable taxation benefit plan and tax alteration deduction codes. Every variable taxation benefit plan deduction (not taxed) should have a corresponding tax alteration deduction (taxed).
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.

Creating Deductions

You use the General Deduction Table to create deductions for the variable taxation benefit plan.

Setting the Deduction Classification

For a variable taxation benefit plan deduction, select ***Before-Tax.*** For a tax alteration deduction, select ***Taxable Benefit.***

Tax alteration deductions should be easily identifiable as 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.

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.*

Defining General Deduction Rules for Tax Alteration Deductions

For each tax alteration deduction that is associated with a company code, you 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, as 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 Ben (Canada)** (benefits administration taxable benefit).

See Also

PeopleSoft Payroll for North America PeopleBook, "Defining Deductions" and "Defining Earnings and Using Earnings Codes"

Setting Up the Credit Allocation Table

You use the Credit Allocation Table to:

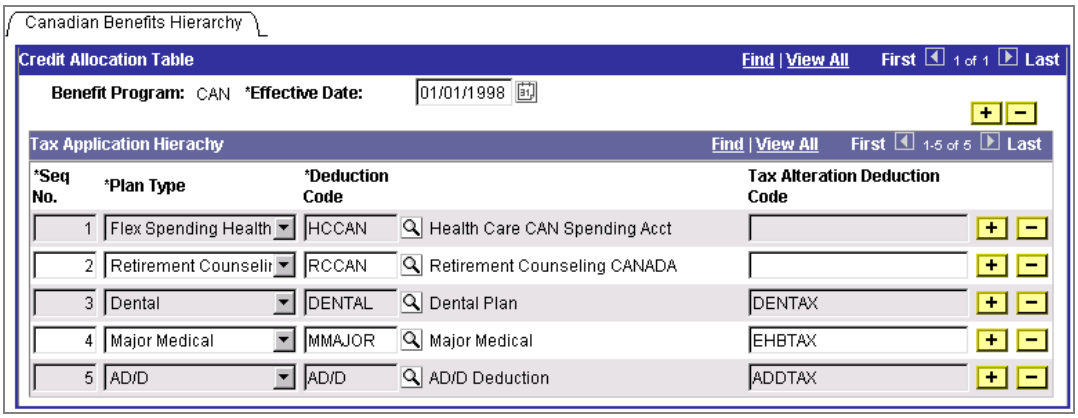
- Identify your variable taxation benefit plans.
- Associate variable taxation benefit plan deductions with their corresponding tax alteration deductions.
- Create a credit allocation hierarchy that the system will use to prioritize the allocation sequence of credits to your employees' benefit plans.

Page Used to Set Up the Credit Allocation Table

Page Name	Object Name	Navigation	Usage
Canadian Benefits Hierarchy	CAN_BA_HIER_TBL	Define Business Rules, Define Automated Benefits, Setup, Credit Allocation Tbl (Can), Canadian Benefits Hierarchy	Enter credit allocation hierarchy records and assign the priority sequence order of the allocation of flexible credits to benefit plans; link benefit plan deduction codes with their corresponding tax alteration deduction codes.

Setting Up the Credit Allocation Table

Access the Canadian Benefits Hierarchy page.



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 here.

For example, credits are 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 are automatically processed for the amounts of the shortages, using the applicable **Tax Alteration Deduction Code.**

Deduction Code	Specify one of the before-tax benefit plan deduction codes that you defined on the Tax Class page.
Tax Alteration Deduction Code	Specify a taxable benefit general deduction that you defined on the Deduction Table and the General Deduction Table.

Reviewing Taxable Benefits for Tax Alteration Deduction Codes

When the Benefits Administration Open Enrollment or Event Maintenance process finalizes an employee's elections, the system creates a taxable benefit General Deduction Data record for each individual tax alteration deduction code specified on the Credit Allocation Table.

The General Deduction Data page is used to review taxable benefits. deduction data. On the page there are no amounts specified on this record; it exists solely to facilitate payroll processing of taxable benefit deduction amounts to the paysheets if credit earnings do not cover the entire cost of variable taxation benefit plans.

Reviewing Payroll Calculations for Variable Taxation Benefit Plans

During the payroll calculation process, taxable benefit deduction amounts are calculated and applied to employees' paychecks. The system performs the following actions:

- Pays flexible credit earnings amounts.
- Calculates and applies benefit plan premiums.
- Determines if there are sufficient credits to cover the entire cost of variable taxation benefit premiums.
- If sufficient credits are not available, calculates taxable benefit deduction amounts to cover the portion of the benefit premium not paid for by credits.
- This information is displayed on the Paycheque Deduction page.

Note. Some benefit deductions are subject to sales tax (GST, HST, PST, PSTI, or PPT) and can be defined on the Deduction Table. If your benefit deduction is paid for by credits and also attracts sales tax, the sales tax amount for that deduction is included when calculating the amount of credits used.

See Also

PeopleSoft Payroll for North America PeopleBook, "Defining Deductions"

CHAPTER 8

Preparing for Open Enrollment and Event Maintenance

This chapter provides an overview of the PeopleSoft Benefits Administration preparation process and discusses how to:

- Review your benefit program architecture.
- Build pay calendars.
- Run the base benefits business process audit.
- Identify PeopleSoft Benefits Administration groups.
- Define open enrollment and snapshot IDs.
- Establish a processing schedule.

Understanding the PeopleSoft Benefits Administration Preparation Process

The following chart outlines the steps you'll need to follow to prepare your system for open enrollment and event maintenance processing. Follow these steps only after you have designed your eligibility and event rules and created your benefit programs.

Preparing for Benefits Administration - Open Enrollment and Event Maintenance

Step	*Purpose*	*Go To*
Double-check benefit program setup.	Look over the benefit programs. Ensure that your event rules and eligibility rules are configured.	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 Report

Step	*Purpose*	*Go To*
Define PeopleSoft Benefits Administration group IDs.	Determine which groups of participants are processed by a particular Open Enrollment or Event Maintenance schedule.	Identifying PeopleSoft Benefits Administration Groups
Define open enrollment IDs and snapshot IDs (only used for open enrollment and snapshot processing).	Identify the benefit programs 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 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, associate an appropriate open enrollment or snapshot ID to the processing schedule.	Establishing a Processing Schedule

Reviewing Your Benefit Program Architecture

Check your system for setup errors now in order to save time troubleshooting later. Check the design of your benefit programs, along with the setup for all of the related benefit plans, event rules, and eligibility rules.

Note. 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 PeopleSoft 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 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. If you're planning on running Event Maintenance, set up pay calendars 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. It also uses the pay calendars to calculate coverage and deduction begin and end dates.

Pay Calendars are built by using the PeopleSoft Process Scheduler.

See Also

PeopleTools PeopleBook: Process Scheduler

Running the Base Benefits Audit

Use this audit during implementation, before you enroll participants, and then, periodically during the plan year at the appropriate time in order to catch any errors.

Below are the Base Benefits business process audits and their corrective actions. Perform these audits regardless of whether you use the Base Benefits business process or PeopleSoft Benefits Administration to enroll participants.

Base Benefits Audit	*Audit Functions*	*Corrective Actions*
Benefit Tables	Identifies vacation plans on the Benefit and Deduction Program Table with an associated calculation rules code. 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 and Deduction Program Table with rate per unit not set to *None* 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 then or equal to 16 years from the current date.	Verify that employee is 16 years old or less or correct the error.
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.

Base Benefits Audit	*Audit Functions*	*Corrective Actions*
	Identifies participants that work in the same company as their dependents, elect the same health coverage in the same plan type as their dependents, and cover the health benefits of their dependents. Enter Social Security numbers on employee personal data and 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. These people are not typically considered dependents.	Correct the dependent information.

Identifying PeopleSoft Benefits Administration Groups

In this section, we discuss identifying PeopleSoft Benefits Administration groups, and how to:

- Define PeopleSoft Benefits Administration Group IDs.
- Assign participants to a benefits group.
- (USF) Assign participants to a benefits group.

Understanding PeopleSoft Benefits Administration Groups

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 associate only one benefits administration group with a scheduled Peoplesoft Benefits Administration process. If you do not specify a benefits administration group when defining a schedule, all employees will be processed by that schedule.

Benefits administration groups are not required for the operation of PeopleSoft Benefits Administration processes, but they are helpful. They allow you to have more control over how you manage open enrollment and event maintenance for your workforce.

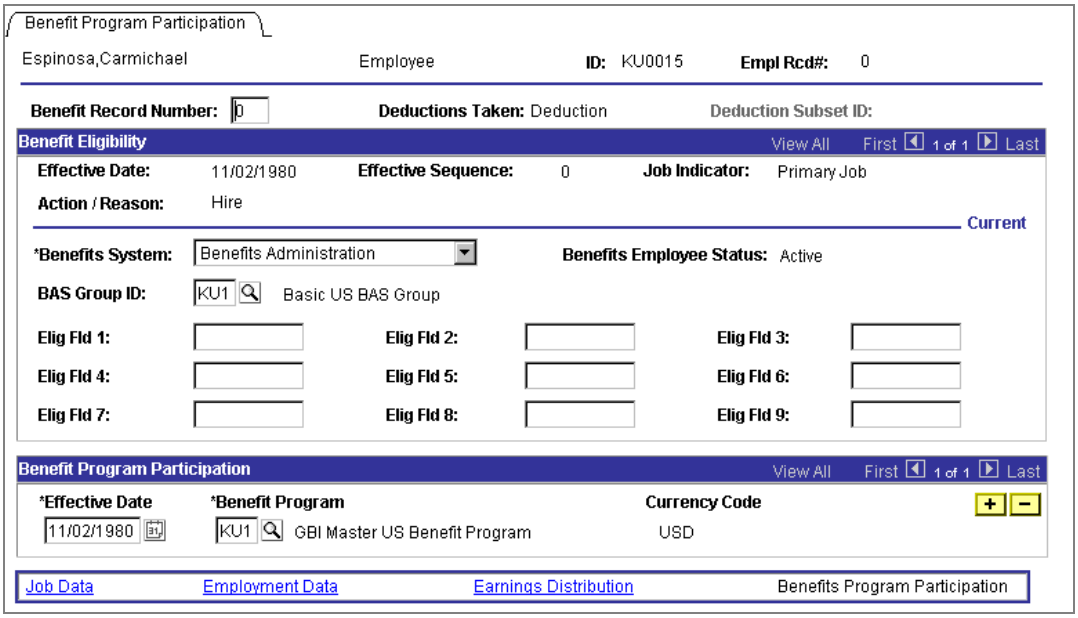
Note. Benefits Administration group and company codes work together to define the population of employees Benefits Administration group, a company, both, or neither with any schedule.

Pages Used to Identify PeopleSoft Benefits Administration Groups

Page Name	*Object Name*	*Navigation*	*Usage*
BenAdmin Group ID Table	BAS_GROUP	Define Business Rules, Define Automated Benefits, Setup, Group ID Table, BenAdmin Group ID Table	Use the Group ID Table to define BAS group IDs.
Benefits Program Participation		Administer Workforce, Administer Workforce (GBL), Use, Job Data	Use the Benefit Program Participation page to assign participants to a benefits group.
Benefits/FEHB Data		Administer Workforce, Administer Workforce (USF), Use, HR Processing	Use the Benefits/FEHB Data page to assign participants to a benefits group

Assigning Participants to a Benefits Group

Access the Job Data - Benefit Program Participation page.



Job Data - Benefit Program Participation page

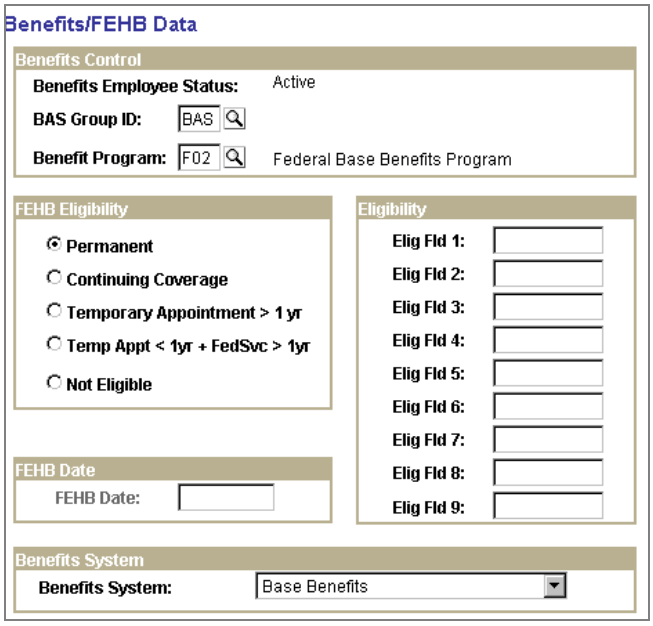
To assign a participant to a benefits group, enter the appropriate ID in the **BAS Group ID** field. Later, when you want to process benefits for an employee within a specific BAS group, enter the BAS group ID in the Open Enrollment or Event Maintenance processing schedule and then run the PeopleSoft Benefits Administration process for that schedule.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce," Specifying Benefit Enrollment

(USF) Assigning Participants to a Benefits Group

Access the Job Data - Benefits/FEHB Data page.



Job Data - Benefits/FEHB Data page

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "USF Hiring Employees," Specifying Benefit Programs

Defining Open Enrollment and Snapshot IDs

In this section, we discuss open enrollment and snapshot IDs and how to:

- Use open enrollment definitions to set up parameters.
- (USF) Define multiple, concurrent open enrollment IDs.
- Set up a snapshot ID.
- Use snapshot ID to run the Snapshot process.

Understanding Open Enrollment and Snapshot IDs

The system uses the OE (Open Enrollment) event rule to process employees through Open Enrollment and give them their re-enrollment opportunities. The coordination of open enrollments by open enrollment IDs 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 the opportunity to re-enroll or change their benefit elections.

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.

Those starting out with Benefits Administration will want to set up a snapshot ID through the Snapshot Definition page. When you first begin using Benefits Administration for daily process, if you are not planning to run Open Enrollment as your first Benefits Administration process, then run the Snapshot process to set baseline information.

See Also

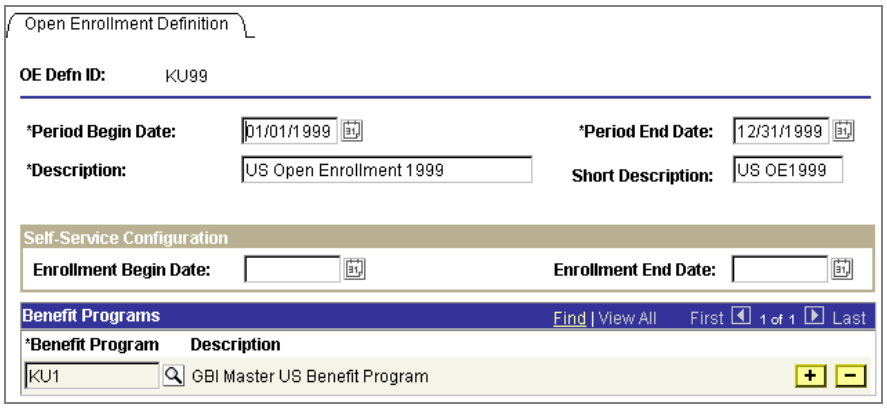
Setting Up A Snapshot ID

Pages Used to Define Open Enrollment and Snapshot IDs

Page Name	*Object Name*	*Navigation*	*Usage*
Open Enrollment Definition	BAS_OE_DEFINITIO N	Define Business Rules, Define Automated Benefits, Setup, Open Enrollment Definition, Open Enrollment Definition	Use the Open Enrollment Definitions page to set up the parameters of the open enrollment.
BenAdmin Snapshot Definition	BAS_SNAP_DEFINIT N	Define Business Rules, Define Automated Benefits, Setup, Snapshot Definition, BenAdmin Snapshot Definition	Use the snapshot ID to set the system up to run the Snapshot process.

Using Open Enrollment Definitions to Set Up Parameters

Access the Open Enrollment Definition page.



Open Enrollment Definition page

Period Begin Date Equals the first day that coverage becomes effective for this Open Enrollment or Snapshot process.

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.

(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, 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. This simplifies the integration of open enrollment with event maintenance. As a result, open enrollments (re-enrollments) for programs and plan types can be processed on a flexible schedule.

For example, suppose the TSP Open Season has a benefits solicitation period that extends past the point that elections become effective. 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.

Setting Up Floating Event Dates for TSP Open Seasons

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.

Note. 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 in the Data Entry - Option Election page or the system date. See the chart below for more information.

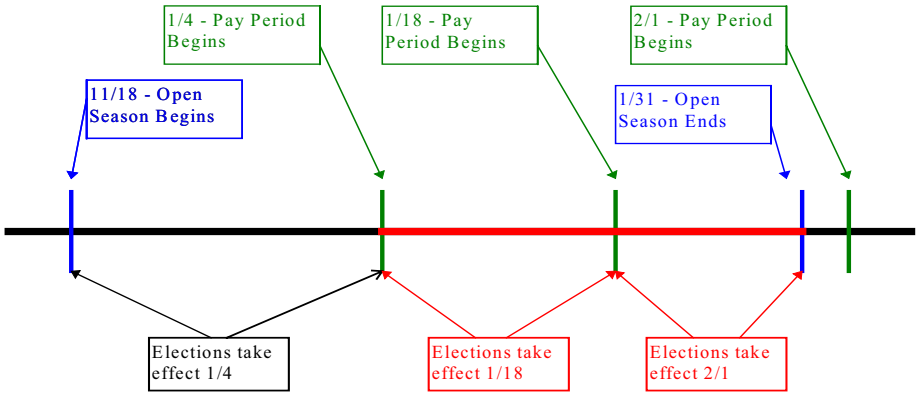
During open enrollment processing, the system calculates the floating event date according to the following rules:

Open Season Processing Setup	*Floating Event Date Outcome*
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.
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 and Apply Defaults check box on the Open Enrollment Run Control page is selected).	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

For example, suppose that the first pay period of the new year starts January 4. 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 provides current coverage as of January 1.. Here are the results of elections received between or by certain dates:

If Elections are Received...	*...the Event Date is...*	*...and Coverage Starts...*
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. 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.

See Also

"Creating Event Rules"

Setting Up A Snapshot ID

Set up a snapshot ID using the Snapshot Definition page.

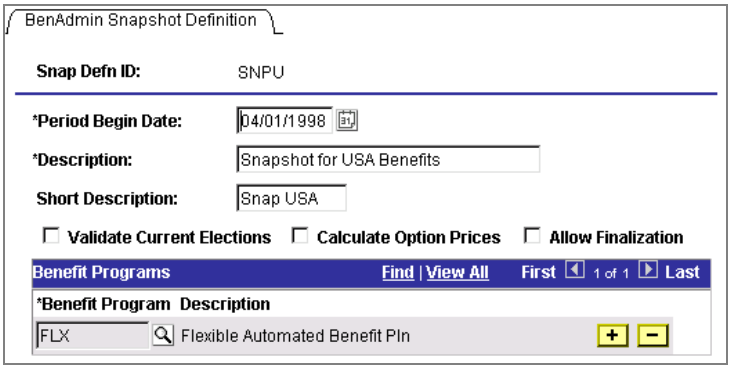
Use the snapshot ID to run the Snapshot process which takes a snapshot of the current benefits eligibility of your employees. Do not run this process if you are

planning to go live with the Open Enrollment process; however, it is essential if you plan to go live with Event Maintenance.

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.

Using Snapshot ID to Run the Snapshot Process

Access the BenAdmin Snapshot Definition page.



BenAdmin Snapshot Definition page

Validate Current Elections Select during snapshot processing to find out whether employees are eligible for their elected options.

Calculate Option Prices Select in order for the system to calculate the prices and credits for benefit plan options.

If this check box is not selected, the system will bypass price and credit calculation for all employees.

Allow Finalize Select to make the Snapshot process behave exactly like Open Enrollment.

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.

Benefit Program Description Enter the benefit programs that will participate in the Snapshot process. In most cases, you will want to include

all of your benefit programs.

Note. Snapshot will work fastest if **Validate Current Elections, Calculate Option Prices,** and **Allow Finalize** are not selected. Although, the Open Enrollment process will give you the same results as the Snapshot process, you might want to use the Snapshot process when going live with PeopleSoft Benefits Administration to avoid changing open enrollment event rules. For a snapshot run, there is no need to set proof levels, instead set the default as the current election. Because this might not always be the case with Open Enrollment, use the Snapshot process to keep your rules separate.

Establishing a Processing Schedule

All Peoplesoft Benefits Administration processes are grouped and identified by schedules. This includes the Run Control process, enrollment statements, data entry, and confirmation statements.

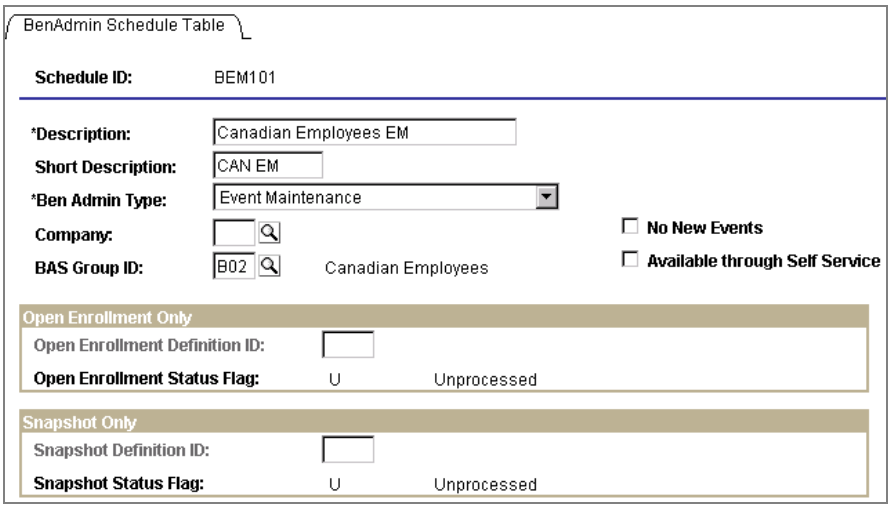
You will need to define at least one schedule for open enrollment and another for event maintenance. Define only one schedule for open enrollment, although you might set up more open enrollment schedules to enhance system performance or to split up processing by location, regulatory region, or a similar differentiator.

Page Used to Establish a Processing Schedule

Page Name	*Object Name*	*Navigation*	*Usage*
BenAdmin Schedule Table	BAS_SCHEDULE	Define Business Rules, Define Automated Benefits, Setup, Schedule Table, BenAdmin Schedule Table	Use the Schedule Table to control your processing schedule.

Using the BenAdmin Schedule to Control Your Processing Schedule

Access the BenAdmin Schedule Table page.



Ben Admin Schedule Table page

Benefits Administration Type — Select from the following valid values: ***Open Enrollment, Event Maintenance,*** or ***Snapshot.***

Company — Enter the name of the company. If this filed is left blank, all companies will qualify.

BAS Group ID (benefits administration schedule group identification) — Enter the BAS group ID. If this field is left blank, all benefits groups will qualify.

No New Elections — Select if you don't want any new events assigned to the schedule. Existing events assigned to the schedule will continue to be processed.

For example, if you want event maintenance to begin assigning new events to a new schedule that has the same attributes as an existing schedule. You can create a new schedule, and select this check box on the old schedule. New events will be assigned to the new schedule and you can continue to run the old schedule until all events are finalized.

Available Through Self Service — Select if employees will be allowed to enter elections for this PeopleSoft Benefits Administration process through the PeopleSoft eBenefits application.

If this check box is not selected, benefits administrators will have to update the employee elections resulting from this process through the Data Entry pages.

Open Enrollment Definition ID — Enter the open enrollment definition ID, if this is to be an Open Enrollment processing schedule.

Open Enrollment Status Flag — Displays the current processing status of the Open Enrollment process represented by the **Open Enrollment Definition ID.**

Snapshot Definition ID	Enter the snapshot definition ID, if this is to be a Snapshot processing schedule.
Snapshot Status Flag	Displays the current processing status of the Snapshot process represented by the **Snapshot Definition ID.**

Note. 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.

See Also

Defining Open Enrollment and Snapshot IDs

CHAPTER 9

Understanding the Benefits Administration Process

This chapter provides an overview of the Benefits Administration process and discusses how to:

- Understand Benefits Administration process flow.
- Understand Benefits Administration process status.
- Manage multiple event scheduling.
- Set up the Benefits Administration run control process.
- Review Benefits Administration process results.
- Schedule events and assign benefits programs.
- Analyze disconnected events.
- Option Processing
- Debug participant eligibility processing.
- Print enrollment statements.
- Enter participant benefit elections.
- Validate and load elections.
- Print confirmation statements.
- Reprocess events.
- Understand Event Maintenance and COBRA Administration.

Understanding the Benefits Administration Process

You use the Benefits Administration process to perform:

- Open Enrollment.
- Event Maintenance.

- The Snapshot procedure.

Both Open Enrollment and Event Maintenance involve a similar cycle of procedures:

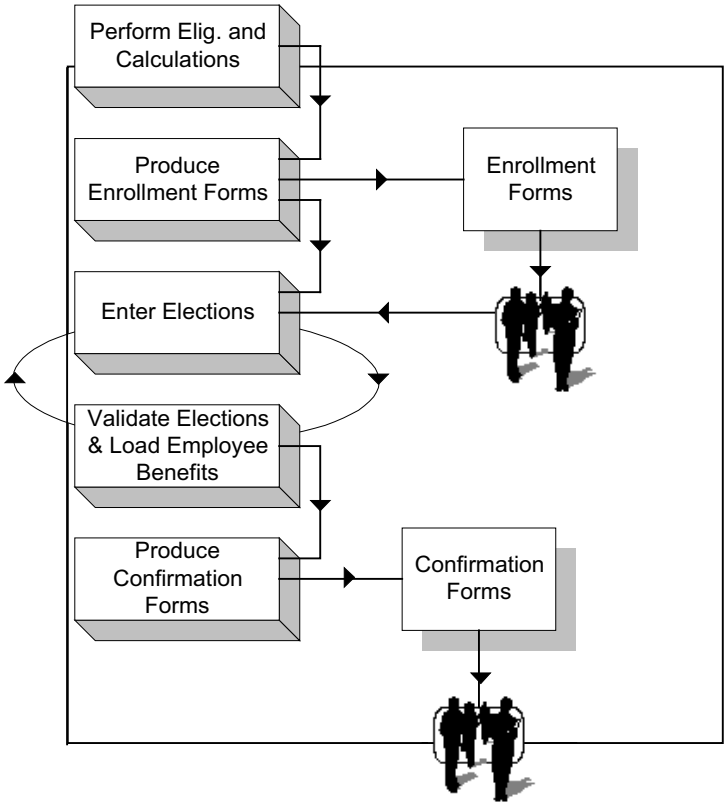
- Determination of participant benefits eligibility.
- Calculation of benefit costs and flexible credits.
- Creation and delivery of participant enrollment forms.
- Data entry of participant election choices.
- Validation of employee elections.
- Analysis of processing, enrollment, and election data.
- Loading of elections to the database.
- Creation and delivery of election confirmation forms.

Using Open Enrollment

You use Open Enrollment for periodic benefits re-enrollment across your employee population.

Open Enrollment begins by determining the benefit program each participant should be managed under, and the benefit options available to participants, 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. If there are problems or errors, individual participant elections can be rolled back, updated, and reloaded as necessary until the process is finalized.



Using Event Maintenance

You use Event Maintenance to process changes during the plan year and the enrollment of new hires. You might perform Event Maintenance every day, twice a week, or three times a month—whatever 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 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).
- The hiring and termination of employees.

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 follows the same track as Open Enrollment.

See Also

"Creating Event Rules"

Using the Snapshot Process

Before you begin using PeopleSoft Benefits Administration, you should establish an initial "snapshot" of your employees' current benefits eligibility. You can use Open Enrollment for this purpose. But if your first process is Event Maintenance, you need to use the Snapshot process first to establish a basis for managing subsequent changes in eligibility.

Essentially, the Snapshot just:

- Compares employees' current data to the defined eligibility rules.
- Records the options participants are currently eligible for, and flags instances where employees are ineligible for their current enrollments.

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 also use the Snapshot to:

- Test your eligibility rule setup, to find employees considered ineligible for their current benefits.
- Establish default coverages and credits, where employee input isn't necessary (because the Snapshot process can optionally update employee election data).
- Perform a final check of cost calculations by randomly selecting participants and coverages to track.
- Validate the loading of legacy benefits data by comparing current enrollments established by your old system against eligible options determined by PeopleSoft Benefits Administration.

Provided extensions to the Snapshot process can help accomplish these tasks. You can specify the features you want 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 go to the basic version when you make your actual conversion to PeopleSoft Benefits Administration.

Understanding Benefits Administration Process Flow

Running Benefits Administration can be complex, because the events you process can follow a variety of different paths. 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 need to reprocess them until you get the right result.

Remember that Benefits Administration processes *events,* not *participants.* At any given time, a participant may be associated with several unprocessed events that are of different event classes 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.

Ideally, 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 the data-entry pages—the system validates and loads updated participant plan, dependent, and investment election information.

During the final run, Benefits Administration finalizes elections for participants who did not return their enrollment statements and for participants with errors in their records.

More realistically, errors will occur, resulting from incomplete rule setup, inconsistent HR data, or invalid election entry by the employee.. After you review and correct the errors and run Benefits Administration again, the system moves 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, so you can determine status and correct errors.

See Also

Understanding Benefits Administration Process Status

Scheduling Events and Assigning Benefit Programs

Reviewing Benefits Administration Process Results

Understanding Process Flow Details

- The following set of charts describes the general flow of the Benefits Administration process, broken up into three parts.

Before Running Benefits Administration

Step	*Description*	*Details*	*Pages or Processes Used*
1	Build your benefits administration benefit programs.	Create benefit plan options, calculations rules, rate tables, event rules, eligibility, and flexible credits. Link these building blocks to your benefit program.	See PeopleSoft Human Resources PeopleBook: Base Benefits, Building Benefit Programs and Building Automated Benefit Programs for information on building your benefit programs.
2	Prepare System for Benefits Administration processing.	Create pay calendars, audit benefit data, create BAS group Ids, and create process schedules. For OE or Snapshot, create OE Ids or Snapshot Ids.	See Preparing for Open Enrollment and Event Maintenance
3	For EM only, review, add, or delete unprocessed events.	Use the BAS Activity table to review the list of unprocessed events. Add and delete events as necessary.	BAS Activity.
4	Set up the Benefits Administration run control.		Benefits Administration Run Control.

Scheduling, Assigning Benefit Programs, Preparing Options, and Entering Elections

Step	*Description*	*Details*	*Pages or Processes Used*	*Process Status Result*
5	Assign participants to a processing schedule and prepare options.	Run the Benefits Administration process to assign participants to the processing schedule, determine eligibility, calculate prices and credits, and identify option defaults and terminations. If the process completes without errors, go to Step 7. If the process results in errors, review and correct them. When you run the process again, the system will reevaluate them.	Benefits Administration Process Run Control component. Use the Participant Lists run control panel to schedule specific participants for processing.	If scheduling is successful: AS (Assigned) or AN (Assigned None). If scheduling is not successful : AE (Assigned Error). If option preparation is successful : PR (Prepared), FA (Finalized Program None), or FP (Finalized Prepared None). [No additional processing will occur for participants with an FA or FP Process Status.] If option preparation is unsuccessful : PE (Prepared Error).

Step	Description	Details	Pages or Processes Used	Process Status Result
6	Review the results and correct errors from first run of the Benefits Administration process..	Review processing results and correct errors. During the next run of the process the system will reevaluate particpants and attempt to move them through the process. Use the Processing Controls Update to review and reprocess event processing results for individual participants. Use the Elgibility Debugging panel to correct eligibility errors.	Messages Schedule Summary Employee Event Summary Processing Controls Update Eligibility Debugging Employee Process Status (BAS027) Eligible Participants (BAS001) Ineligible Participants (BAS010)	
7	Create and deliver enrollment forms		(BAS004) Enrollment Statements	When you create an enrollment form for a participant, their Process Status is updated to NT (Notified).
8	Enter employee elections	Use the Data Entry pages or eBenefits.		When you enter elections for a participant, their Process Status is updated to ET (Elections Entered).

Validating, Loading, and Finalizing Elections

Step	*Description*	*Details*	*Pages or Processes Used*	*Process Status Result*
9	Validate and load employee elections.	Run the Benefits Administration process again to validate participant elections and load them into the system. If the process completes without errors, go to Step 12. If the process results in errors, review and correct them in Step 10 and reprocess participants until you have eliminated as many errors as possible. If you're running Open Enrollment, go to Step 10 when you're ready to finalize Benefits Administration processing.	Benefits Administration Process Run control.	When you successfully load elections for a participant, the participant's Process Status is updated to FE (Finalized - Enrolled). If there are errors in the validation and load process, the participant's Process Status will be EE (Election Error).

Step	Description	Details	Pages or Processes Used	Process Status Result
10	Review validation processing results and correct errors	Print reports that list participants who did not return elections, participant election errors, and dependent election errors. Use summary panels and reports to review processing results and correct errors. The system will reevaluate participant elections and attempt to validate them. Use the Processing Controls Update to review and reprocess event processing results for individual participants.	Employee Process Status (BAS027) Missing Elections (BAS006) Invalid Benefit Elections (BAS003) Dependent/Beneficiary Elections (BAS007) Messages Schedule Summary Employee Event Summary Processing Controls Update	
11	For Open Enrollment Only: Finalize employee elections	Complete processing by running Benefits Administration process to finalize elections for participants whose elections were in error or who failed to turn in election forms. The system will assign these participants the benefits election defaults that were assigned to them during option processing.	On the Open Enrollment panel, turn on Finalize/Apply Defaults to finalize elections for all participants.	When you run the Benefits Administration process with Finalize/Apply Defaults turned on, the system will update the Process Status of all the participants scheduled for that process to FE (Finalized - Enrolled).
12	Create and deliver confirmation letters to participants		(BAS005) Confirmation Statements	

Understanding Benefits Administration Process Status

This section defines Benefits Administration process status values for:

- Schedule assignment.
- Benefit program assignment.
- Option preparation.
- Entering, loading and validating of elections.
- Reprocessing finalized events.

Understanding Process Status and Schedule Assignment

During schedule assignment, Benefits Administration:

- Locates the employees that can be included in the process.
- Determines if they have any unprocessed events.
- Assigns unprocessed events to the processing schedule.
- Determines which 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 for later processing. To manage the schedule, Benefits Administration uses an event status of Open, Closed, or Void. Events must have Open status to be processed.

Scheduled events do not yet have a process status; they have an event status of Open.

If you are running Open Enrollment or Snapshot, the system opens an OE or SNP event for all employees with the correct company and/or BAS group affiliation. If you run Event Maintenance, the system creates events for changes to employee job, labor code, and address information. It also creates events for employees who have fulfilled the trigger conditions for a passive event, and it takes note of unprocessed events that were manually inserted through the BenAdmin Activity page.

See Also

Scheduling Events and Assigning Benefit Programs

"Preparing for Open Enrollment and Event Maintenance," Establishing a Processing Schedule

Understanding Process Status and Benefit Program Assignment

The system uses event and eligibility rules to assign the participants associated with an open event to a benefit program.

Participant events can be assigned to a single program, multiple programs, or no program at all. The following table details process status designations:

Process Status	*Description*	*Next Processing Steps*
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 reevaluates AE events.
AN - Program Eligibility Assigned None	Participant event is not assigned to a benefit program.	During the Option Election phase of the process, the system determines if the AN participant associated with the event has current elections. If not, the event is assigned to FA (Finalized - Assigned None) status and processing ends. If the participant does have elections, the system updates process status to PR (prepared). Before the system can terminate this event, you have to acknowledge it on the data-entry pages. The Find Terminations workflow process locates participant events at PR status that require termination.
AS - Program Eligibility Assigned	Participant event is assigned to a benefit program.	The event continues on to a process status of FP (Finalized - Prepared None), PE (Prepare Error), or PR depending on the associated participant's eligibility for benefit options.

Note. You should not see the AN process status when the system *completes* the first run of the Benefits Administration process. The system only uses this 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 moves events with an AN process status on to subsequent process status values like FA or PR.

In addition, if you see a set of events at the AS process status after Event Maintenance processing, employees are 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. However, 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.

See Also

Reviewing Basic Employee Information

Entering Participant Benefit Elections

Understanding Process Status and Option Preparation

During option preparation, the system uses eligibility and event rules to determine:

- Plan eligibility.
- Plan pricing.
- Available options.
- Default options.
- Proof of coverage limits for life and AD/D plans.
- Coverage terminations (as appropriate).

Any processing errors during this phase are typically caused by problems with:

- Eligibility rules.
- Event rules.
- The benefit program involved.
- The participant's HR information.

When an error occurs, you need to:

1. Evaluate the error.
2. Correct it.
3. Reprocess the event.

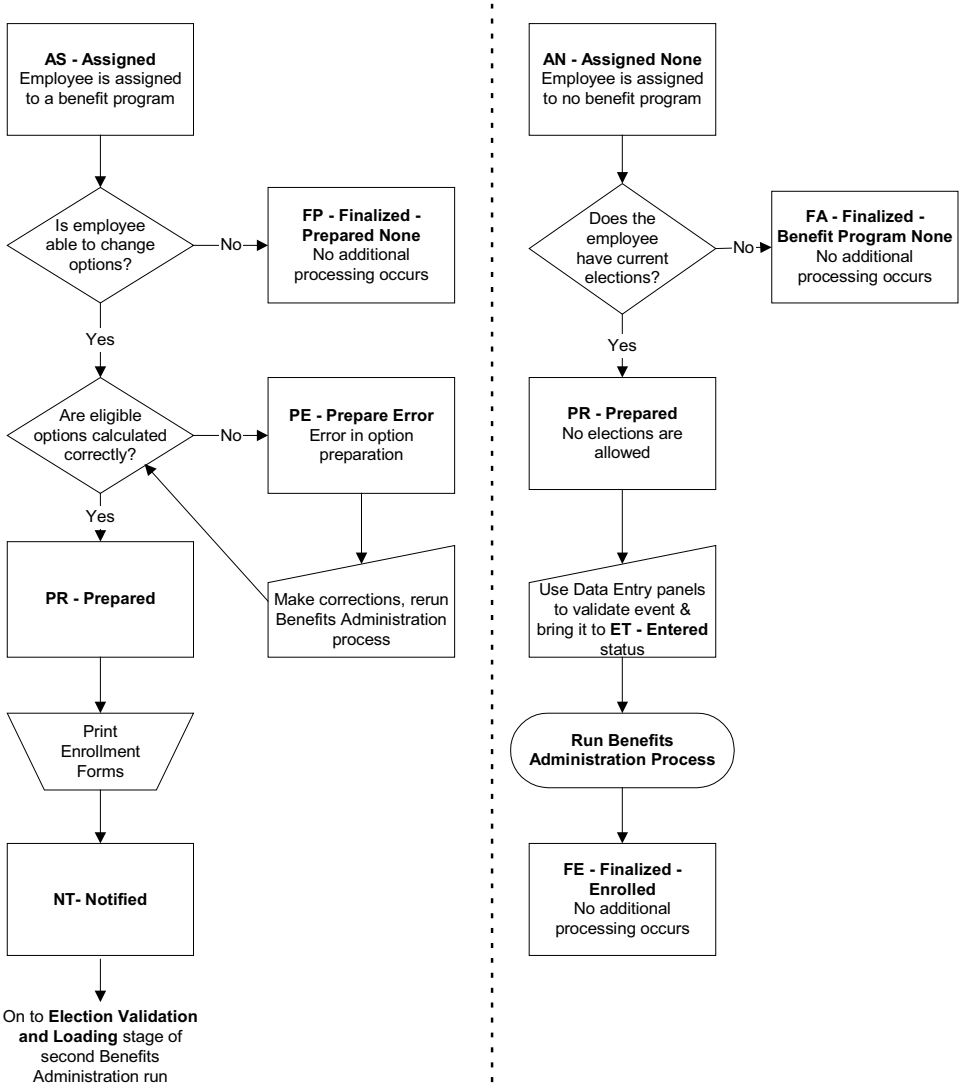
The following table describes Option Preparation status values.

Process Status	*Description*	*Next Processing Steps*
FA - Finalized - Benefit Program None	Participant event has no program assignment and no current elections. Used for events assigned an AN process status during the Scheduling and Program Assignment and whose associated participants do not have current benefit elections.	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 the participant event to a benefit program, but the associated participant is ineligible to elect any new options.	No further processing occurs for this participant event. The online page description for this process status (on the Schedule Summary page, for example) is Prepare None.

Process Status	*Description*	*Next Processing Steps*
PE - Prepare Error	The system has encountered an error. 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 reevaluates PE events.
PR - Prepared	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. AN events that have current elections can also be brought to a status of PR.	For PE or AS events, processing stops. 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). For AN events, processing also stops. Perform data entry for the event, then run the second phase of Benefits Administration. The event is brought to a process status of ET (Entered), the system brings the event to a process status of FE (Finalized - Enrolled) and automatically insert termination rows for each of the associated participant's current elections.
NT - Notified	Election enrollment form has been distributed to the participant associated with the event. The system updates the event's process status to NT when you generate election forms for that participant. Participants can only advance to NT if their previous process status was PR.	Participants need to complete their election forms and return them to the HR/Benefits department. When you enter the elections into the system with the data-entry pages, the system will advance the events to an ET (entered) process status.

Note. If you run an Open Enrollment process with Finalize selected, NT and PR events are brought to FE status, and the system follows event rules to determine if current elections or defaults should be loaded into the associated participant's records.

The following two flowcharts illustrate how the system assigns process status values during Option Preparation. The flowchart on the left shows the process status flow for AS events, while the flowchart on the right shows the process status flow for AN events.



Process Status Flow for Option Preparation

Understanding Process Status and Entering, Validating, and Loading Elections

In the second phase of Benefits Administration, you enter participant elections into the system through the data-entry pages and then run the Benefits Administration to validate those elections and load them to the benefits tables and to PeopleSoft Payroll for North America.

The following table describes status values you might encounter.

Process Status	*Description*	*Next Processing Steps*
ET - Entered	A benefits administrator has entered the participant's new elections into the system, and they are ready for validation by the Benefits Administration process. Participant events with a process status of ET can have a prior process status of PR, NT, or RE (Reentered).	If there are no errors with the elections, the elections are posted to the appropriate benefit and payroll tables, and the system updates the process status to FE. If there are errors, the status becomes EE. If you run the Benefits Administration process with Finalize selected, ET participant events are brought to FE status, and the system goes through the normal validation and load procedure for all elections. If any of the employee's choices are invalid, event rules are consulted to determine whether current elections or defaults should be loaded.
EE - Election Error	The system encountered an error in processing the elections for the participant associated with the event. No elections are posted to the Base Benefits business process tables. Errors are posted to the Message Table and are identified by participant and event. The previous process status was either ET or EE.	No further processing occurs for this participant event. You need to correct the errors by reentering employee elections and run the Benefits Administration process again. Alternatively, you can "force finalize" this participant event to finalize it with errors. The system loads the default values for the associated participant's erroneous benefit option elections. If a dependent/beneficiary or investment choice is in error, the system loads the employee's option choice but does not load the dependent/beneficiary or investment choice. You can generate confirmation statements for participants whose events have an EE process status; the form indicates the plan information in error along with the valid plan choices.

Process Status	Description	Next Processing Steps
FE - Finalized - Enrolled	Benefits administration processing is complete for the participant event. All elections have been validated and loaded to the appropriate Base Benefits business process and Payroll for North America tables. Events reach this status either from a process status of ET, EE, or PR, or if you "force finalize" a participant. If the participant came from a process status of PR due to a loss of all eligibility, the system inserts a termination row for each of the participant's current elections.	You need to generate and deliver a confirmation form to the participant associated with the event. To change a participant's elections after they've been finalized (for example, if 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.

See Also

Understanding Process Status and Reprocessing Finalized Events.

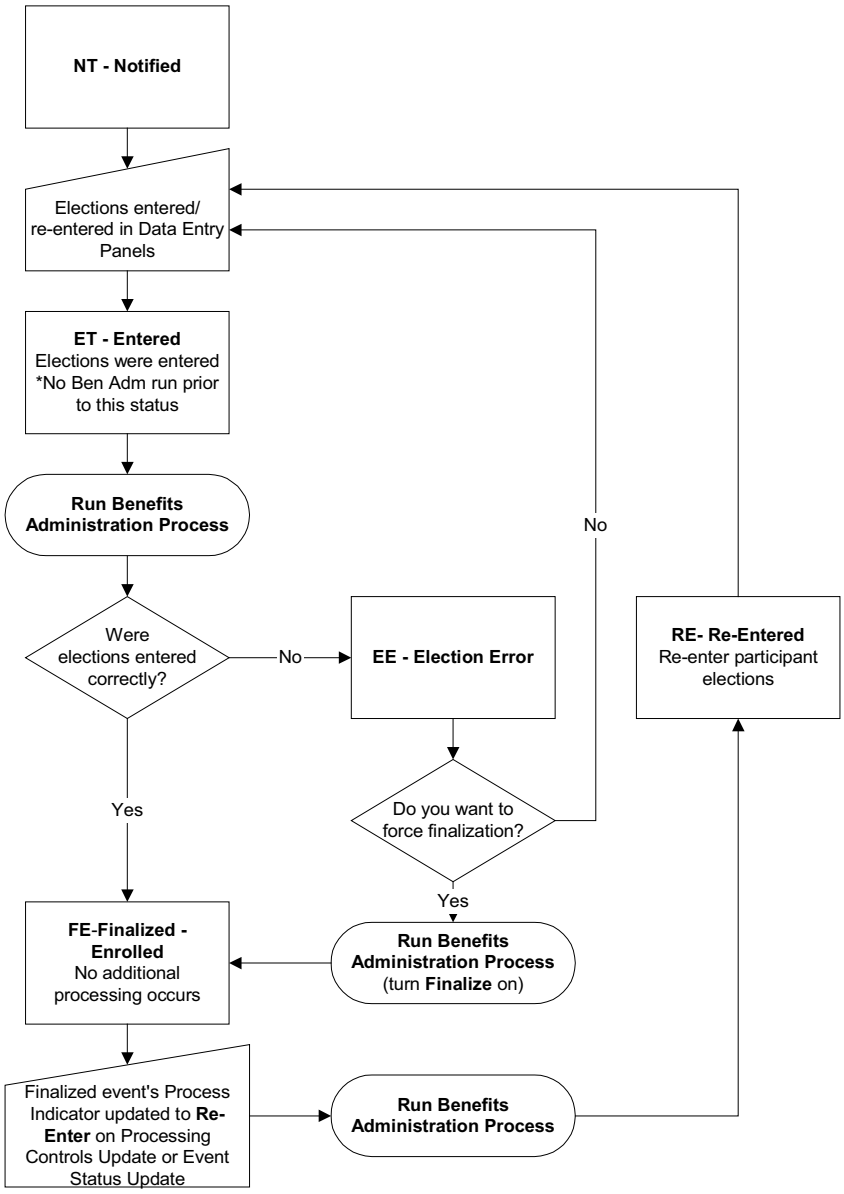
Understanding Process Status and Reprocessing Finalized Events

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 those described previously, but when you're planning to reenter participant benefit option elections, the system uses the special RE (reentered) process status as an interim status before rolling the event back to the ET value.

The following table describes the RE process status value.

Process Status	Description	Next Processing Steps
RE - Re-Entered	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. Events are updated to RE status through the Event Status Update page.	After you update the elections in the data-entry pages, the system updates the process status from RE to ET.

The following flowchart illustrates the process status flow for ET events and follows it through to the final process status of FE. It also shows how the system uses the RE process status.



Process Status Flow for Election Entry, Validation, Loading, and Re-Entry

See Also

Understanding Process Status and Reprocessing Finalized Events

Managing Multiple Event Scheduling

Benefits Administration can only process one event at a time for an individual participant. The system always tries to process events in a logical sequence; usually this means that the system tries to process events in the order that they occur. The management of multiple events for a participant is referred to as “event coordination”. 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.

If multiple events occur on the same date, the system uses the event priority for that event class to determine processing order. The event with the lowest priority number is processed first.

Multiple events on the same date in the same event class are merged into one event. For example, an employee transfers to a new job and a new union on the same day. Both events are assigned to the MSC event class.

The system creates one row for these two activities in the BAS_PARTIC Table (which holds participant event records that are in process) and thereafter processes them as one event. The system indicates the merge by setting the Multi Activity Indicator field on that row to Yes. The action source for the activity is set to the first event read from the BAS Activity Table. The order that the system reads events from BAS Activity Table differs depending upon the database engine you're using.

Understanding Event Status and Retroactive Events

While a participant event is in process, the system continues to recognize new events as they are triggered. If a new event has an earlier date than the event being processed, the system temporarily closes the event in process and opens the new event for processing. The first participant event's Event Status value changes from Open to Closed. When the new event finalizes and changes to a closed status, the system reopens the interrupted event and continues it's processing.

The following table describes event status values.

Current Event Status	***Description***
Open	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. Event Status can be updated to Closed naturally by the system or manually on the Event Status Update page.
Closed	Not processed by the system Closed events can be updated to Open, either by the system or manually, if no other events for the employee ID/benefit record number combination are Open.

Current Event Status	Description
Void	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 event status to Void, use the Controls page or Event Status Update page. Events with an event status of Void can be updated to Open or Closed through event reprocessing.

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 Out of Sequence flag. This flag appears on the Schedule Summary, Control, and Participant pages. The Out of Sequence flag indicates that the eligibility information for this event may have changed, and therefore the event might need to be reprocessed.

An exception to the event coordination flow occurs when a new event interrupts (precedes) an in-process event, potentially impacting that event's assignment, eligibility, or rate recalculations. Rather than allow the system to reopen the stopped event and continue processing, you may need to use the Event Status page to queue the event for reprocessing such that it's assignment, eligibility determinations or rate calculations are refreshed with the most current data.

See Also

"Creating Event Rules"

Reprocessing Events

Setting Up the Benefits Administration Run Control Process

This section describes how to:

- Specify processes to run.
- Add participants to a schedule.
- Set up Open Enrollment and Snapshot routines.
- Manage processing of passive events.

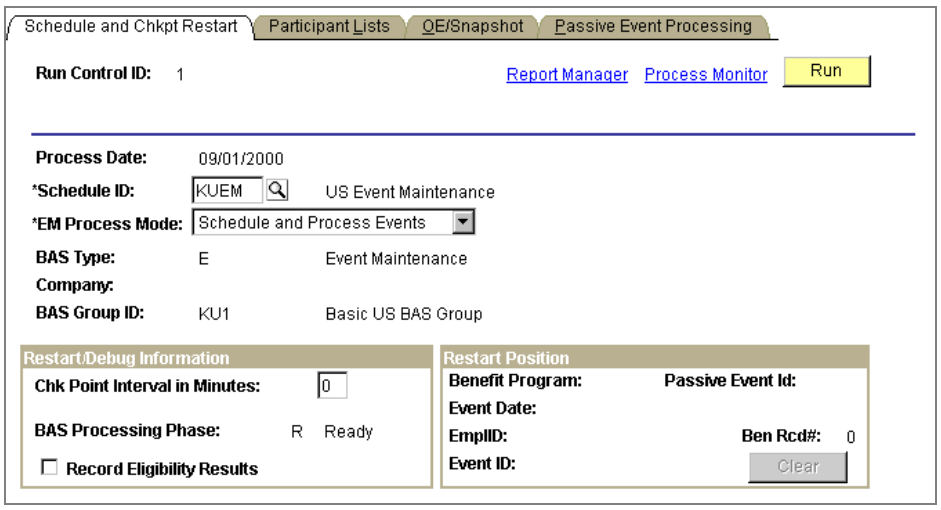
Note. To access the run control pages, you need to create a run control code or use an existing one. The COBOL program that runs the Benefits Administration process, PSPBARUN, will delete this run control only after the process is successfully completed.

Pages Used to Set Up the Benefits Administration Run Control

Page Name	*Object Name*	*Navigation*	*Usage*
Schedule and Chkpt Restart (schedule and checkpoint restart)	BAS_RUNCTL1	Compensate Employees, Administer Automated Benefits, Process, Run Control, Schedule and Chkpt Restart	Identify the Open Enrollment, Event Maintenance, or Snapshot schedule for which you're planning to run the Benefits Administration process.
Participant Lists	BAS_RUNCTL2	Compensate Employees, Administer Automated Benefits, Process, Run Control, Participant Lists	Add a specific set of employees to the schedule you're processing, or process a specific set of employees.
OE/Snapshot	BAS_RUNCTL3	Compensate Employees, Administer Automated Benefits, Process, Run Control, Open Enrollment/Snapshot	Enter reprocessing information for Open Enrollment or Snapshot schedules. Add new participants for a specific Open Enrollment or Snapshot schedule. Finalize and apply defaults for participants in the schedule who have been processed with errors.
Passive Event Processing	BAS_RUNCTL4	Compensate Employees, Administer Automated Benefits, Process, Run Control, Passive Event Processing	For Event Maintenance schedules, identify the passive events that have occurred in a defined period of time and create an entries of the events in the BAS_ACTIVITY table.

Specifying a Process to Run

Access the Schedule and Chkpt Restart page.



Schedule and Chkpt Restart page

Schedule ID

Select the schedule to run. When selected, the page displays the BAS Type (Open Enrollment, Event Maintenance, or Snapshot). The BAS Type of the schedule determines which features you can access on other run control pages.

Also displays the company and BAS group ID defined on the Schedule Table.

EM Process Mode

If you selected an Event Maintenance schedule, pick the EM Process Mode:

Schedule and Process Events: All BAS Activity entries are retrieved and events are created and assigned to all appropriate schedules. Then, any events belonging to the *current* schedule are processed further during this run.

Schedule New Events Only: All BAS Activity entries are retrieved and events are created and assigned to all appropriate schedules, but they are not processed further during this run.

Process Existing Events Only: Only existing events belonging to the current schedule are processed.

Check Point Interval in Minutes

Indicate a number of minutes between commits. 60 is a reasonable number.

If a job terminates abnormally, values for the last record processed appear in Restart Position.

Record Eligibility Results

Use to troubleshoot benefits processing errors related to eligibility.

When selected, the system checks eligibility for all benefit programs and for all options within the benefit programs for which the participant is eligible. It records the results

of these checks on the Eligibility Debugging page. In normal processing, the system stops checking eligibility the first time a participant fails an eligibility check.

Note. 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.

Clear Button If a job terminates abnormally, values for the last record processed appear in Restart Position and the run control is "locked" (all fields are disabled, since the parameters should not be changed when the process is restarted). During implementation, you may encounter many instances of aborted runs as you test your table setup. You may decide not to complete an interrupted schedule – the Clear button will "unlock" the schedule and it's run control. This feature would not normally be used in a production environment.

The EM Processing Mode allows for more efficient processing of very large participant populations. The Scheduling process is very fast, but it does not allow for multiple concurrent batch runs because of it's updating of the BAS Activity Table. The Assignment, Option Preparation, Validation and Finalization activities are slower and more intensive, but do allow for concurrent processing. Thus maximum throughput can be achieved by performing an initial "Schedule Only" run followed by several simultaneous "Process Existing" runs using multiple Schedule Ids.

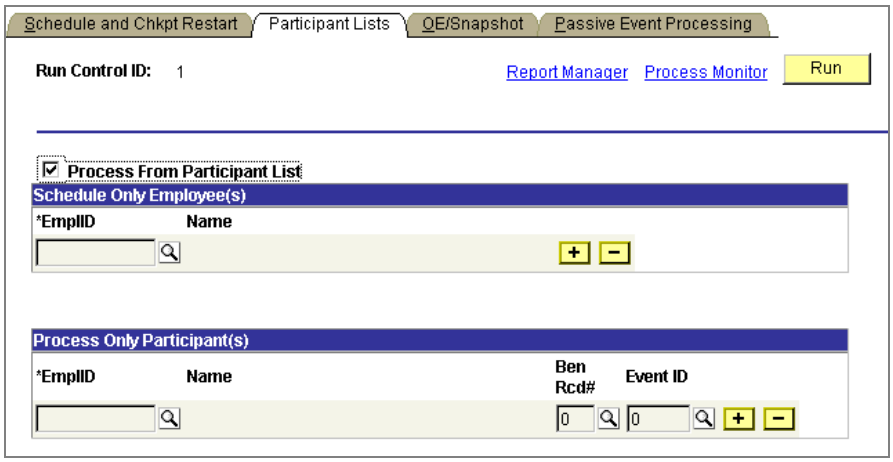
See Also

"Preparing for Open Enrollment and Event Maintenance", Establishing a Processing Schedule

Reviewing Basic Employee Information

Adding Participants to a Schedule

Access the Participant Lists page.



Participant Lists page

Process From Participant List Select to use the remaining features on this page.

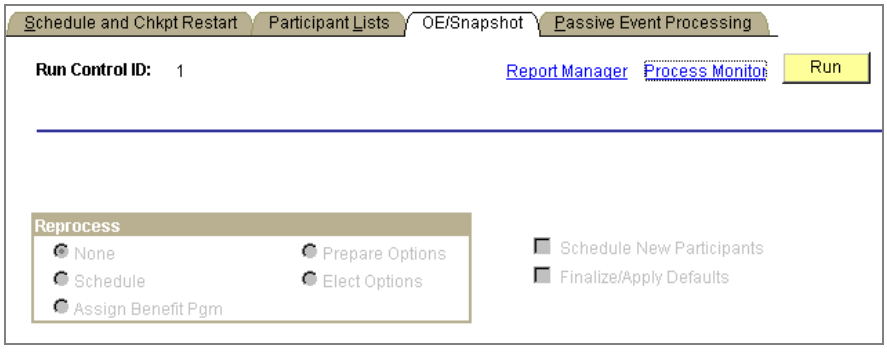
Schedule Only Employee(s) Indicate which specific employees should have new events added to an Open Enrollment or Event Maintenance schedule.

Process Only Participant(s) Use to process a list of participants with existing events, sorted by benefit record number (for employees with multiple jobs) and event ID.

You may need to go to the Event Status Update page and indicate the phase to process for this employee (update the Process Indicator field).

Setting Up Open Enrollment or Snapshot Routines

Access the OE/Snapshot page.



OE/Snapshot page

Reprocess Resets the entire population in your Open Enrollment or Snapshot schedule to the selected action:

None: This is the default action.

Schedule: Use 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.

Assign Benefit Program: Use 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.

Prepare Options: Use if you've made changes to eligibility rules, event rules, or rate schedules that affect how the system determines eligible options, defaults, and the costs associated with each option. Any elections posted are deleted. All data entry for affected participants is also deleted. Closed and voided participant events are excluded.

Elect Options: Use if you've made changes to the validation rules stored on the Event Rules Table. All participants are set back to a process status of PR, but any completed data entry on them is preserved. Any elections posted are deleted.

Schedule New Participants Select if you 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 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.

Note. **Schedule New Participants** should not be used for the initial Open Enrollment run.

Finalize/Apply Defaults Select when you are ready to complete Open Enrollment processing. The system performs the same validations against participant election information but also assigns defaults for participants who still have errors or who have not returned their election forms. This closes Open Enrollment for data entry. To reopen it, you will need to reprocess selected participants.

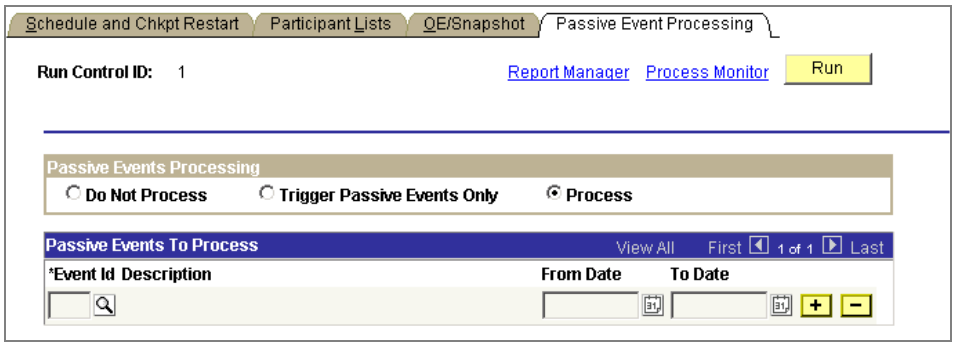
Note. Finalize/Apply Defaults is not typically used for the initial Open Enrollment run.

See Also

Reprocessing Events

Processing Passive Events

Access the Passive Event Processing page.



Passive Event Processing page

Passive events are not initiated by data entry, but are the 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 here, the system looks at the employee's job data to determine if a passive event has occurred. If a passive event is found, an entry is made to the BAS Activity Table. If the employee has multiple jobs, an entry is 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. You can ignore the warning and schedule the a repeat passive event request; however, the Benefits Administration process only triggers passive events for those employees who were not picked up previously.

Trigger Passive Events Only — Select to trigger the passive event types indicated in the **Passive Events To Process** group box for the specified date range. The system triggers all passive events currently in your database for that period, but does not process any events. You can then review the triggered events in the BenAdmin Activity page and delete any erroneously triggered events.

Process — Select after you have run passive event processing using **Trigger Passive Events Only** and have reviewed the triggered passive events in the BenAdmin Activity page. The system triggers and processes 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 remain in the BenAdmin Activity page.

From Date/To Date — Indicate the timeframe during which you want to have the system look for passive events.

The system warns you if you create a timeframe for a particular passive event ID that overlaps a previously recorded timeframe for the same event ID.

See Also

Reviewing Passive Event Processing History

Reviewing Benefits Administration Process Results

This chapter describes how to:

- Review error messages.
- Review process results for schedules.
- Review process results for participant events.
- Review election validation results for participants.
- Review plan type details for participant events.
- Review dependent and beneficiary details.
- Review investment details.
- Review cost and credit information for plan types.
- Review passive event processing history.
- Review basic employee information.
- Review a participant benefits summary.

Pages Used to Review Benefits Administration Process Results

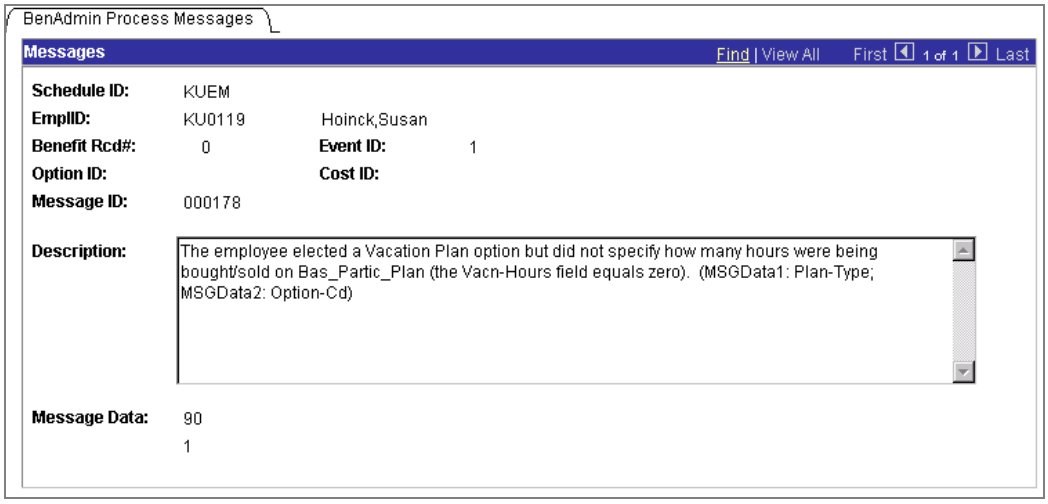
Page Name	*Object Name*	*Navigation*	*Usage*
Ben Admin Process Messages	BAS_MESSAGES	Compensate Employees, Administer Automated Benefits, Inquire, Messages, BenAdmin Process Messages	Review errors that occurred during the last batch of BenAdmin processing.
BenAdmin Schedule Summary	BAS_PARTIC_SUM	Compensate Employees, Administer Automated Benefits, Inquire, Schedule Summary, BenAdmin Schedule Summary	Review employee counts for all available status values.

Page Name	Object Name	Navigation	Usage
BenAdmin Processing Controls	BAS_PARTIC_PRC1	Compensate Employees, Administer Automated Benefits, Use, Processing Controls Update, BenAdmin Processing Controls	Review processing status of specific participant event records.
Participant	BAS_PARTIC_INQ1	Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Summary, Participant	Displays status, processing, and eligibility information for a selected participant and event.
Plan Type	BAS_PARTIC_INQ2	Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Summary, Plan Type	Displays plan type details for a selected participant and event.
Dependents	BAS_PARTIC_INQ_DEP	Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Summary, Plan Type, click Dependents	Review dependent and beneficiary details for a participant.
Investments	BAS_PARTIC_INQ_INV	Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Summary, Plan Type, click Investments	Review investment details for a participant.
Option and Cost	BAS_PARTIC_INQ4	Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Summary, Option and Cost	Review costs and credits for a participant and plan type.
BenAdmin Passive Event History	PASSIVE_EVENT_HIST	Compensate Employees, Administer Automated Benefits, Inquire, Passive Event History, BenAdmin Passive Event History	Review passive event history for a specified process date.

Page Name	Object Name	Navigation	Usage
Employee Data Summ	EMPLOYEE_SUMMARY1	• Compensate Employees, Administer Automated Benefits, Inquire, Employee Data Summary, Employee Data Summary • Compensate Employees, Administer Base Benefits, Inquire, Employee Data Summary, Employee Data Summary • Define Business Rules, Define General Data (NLD), Inquire, Employee Data Summary, Employee Data Summary • Develop Workforce, Plan Careers, Inquire, Employee Summary, Employee Data Summary	Review personnel administration data.
Benefits Summary	BENEFITS_SUMMARY1	Compensate Employees, Administer Automated Benefits, Inquire, Benefits Summary (Pay Dedns)	Summarize current participant benefit elections, including payroll deduction information for each elected benefit.

Reviewing Error Messages

Access the BenAdmin Process Messages page.



BenAdmin Process Messages page

Note. 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).

Note. The event ID for Open Enrollment processes is always 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.

A message often requires additional information or help in identifying the specific plan type or benefit option involved. Additional data is displayed in the generic **Message Data** area and is described in the message text.

Categories of Errors

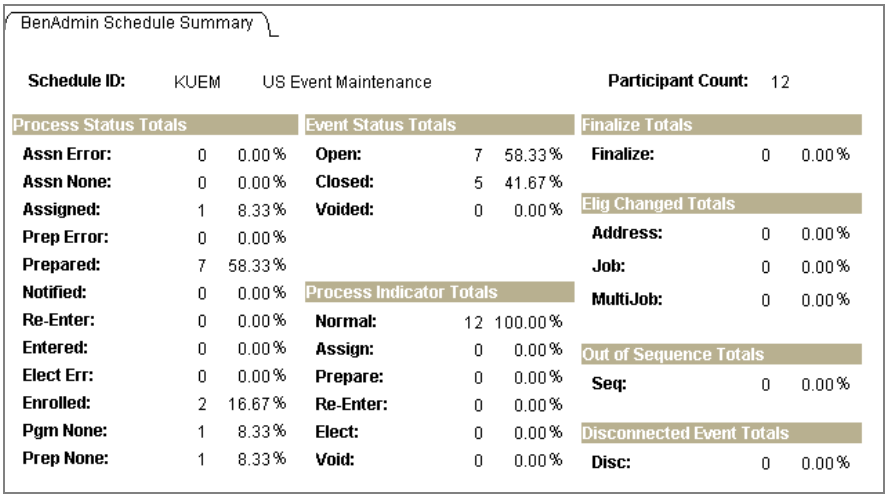
When you run the Benefits Administration process, you might expect the following categories of errors:

Error Category	*Description*	*To Correct*
Program Assignment	Participant events are assigned to multiple benefit programs. Occurs during the first phase of Benefits Administration processing.	Review eligibility rules and benefit program setups for errors. The system reviews the participant's program assignment during the next Benefits Administration run.

Error Category	*Description*	*To Correct*
Option Preparation (occurs during first phase)	A participant is eligible for a benefit program, but there is an error in the determination of option eligibility, credit, or deduction calculations. Typical errors result from deduction calculations—for example, omitting the age from an age-graded rate table. Occurs during the first phase of Benefits Administration processing.	Adjust the participant's personal/employment/job information or program eligibility/deduction information.
Election Validation	The system cannot validate participant benefit option elections, dependent/beneficiary assignments, or investment allocations. Occurs during the second phase of Benefits Administration processing.	Return to the data-entry pages and ensure that correct election information has been entered into the system.

Reviewing Processing Results for Schedules

Access the BenAdmin Schedule Summary page.



BenAdmin Schedule Summary page

Note. 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.**

Process Status Totals Only one event can be open for any one participant/benefit record number combination at a time. However, these totals represent the sum of all events, open or closed.

Event Status Totals

Voided events are not considered for any further processing.

Process Indicator Totals

View the participant event totals that currently have been requested to go through reprocessing.

When the system actually reprocesses events, the system removes them from these lists of totals as appropriate.

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 selecting the **Final** check box for those events in the Controls page of the Processing Controls Update component.

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 selecting the **Final** check box for those events in the Controls page of the Processing Controls Update component.

Elig Changed Totals (eligibility changed totals)

View the number 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.

There are three categories of eligibility changes: Address (state or postal code), job information, or multiple jobs (changes to primary job flags).

Out of Sequence Event Totals

View the number of events that have been process out of sequence by the system for the selected schedule.

An **Out of Sequence** event might need to be reprocessed because an earlier, opened event might have changed the defaults, eligibility or event rule processing results for the later, closed event.

Disconnect Event Totals

View the number of disconnected events detected by the system during processing for the selected schedule.

Events can become disconnected when one or more of the HR records (PERSON, PERS_DATA_EFFDT, EMPLOYMENT, JOB) needed for eligibility processing for the event have been deleted.

See Also

Setting Up Open Enrollment or Snapshot Routines

Reprocessing Events

Reviewing Processing Results for Participant Events

Validating and Loading Elections

Understanding Benefits Administration Process Status

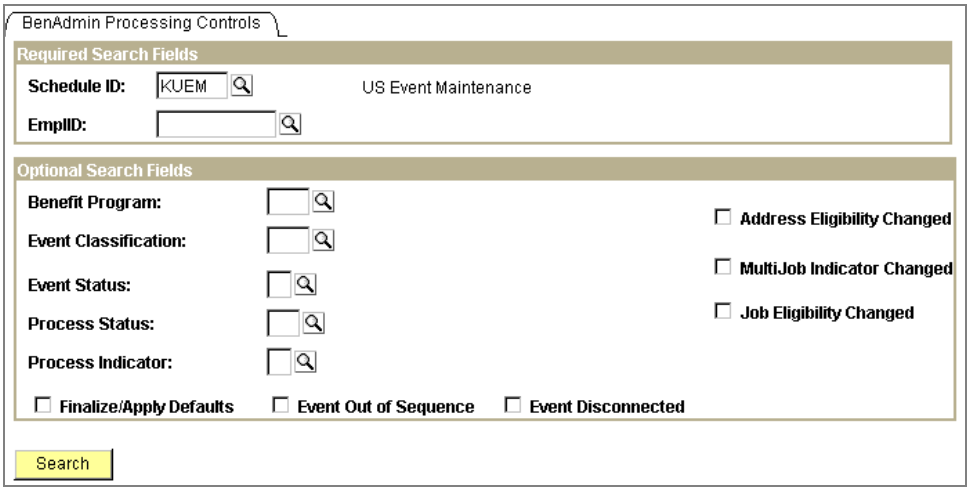
Manually Updating Event Status

Analyzing Disconnected Events

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Multiple Jobs"

Entering Search Criteria for Reviewing Processing Results for Participant Events

Access the BenAdmin Processing Controls page.



BenAdmin Processing Controls - Required Search Fields page

You'll enter your search criteria for the set of participant event records that you want to review or update. 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.

Note. You might use the Schedule Summary page to get an idea of the overall processing status of your schedule before using the Processing Controls Update pages.

Schedule ID and **Employee ID** — You must use one or the other as selection criteria, to focus your search on either a participant or a schedule.

Note. Selecting a particular employee ID locates all event records for that employee with a process status value assigned to them: only one event will be open, but there might be multiple closed or void events.

Finalize/Apply Defaults Locates events that have been flagged to be finalized or have option defaults applied.

You flag events this way with the Final check box on the Processing Controls Update - Controls page.

Reviewing Processing Results for Participant Events

This page displays the results from the criteria entered in the search fields.



BenAdmin Processing Controls - Search Results page

Process Indicator Tells the system the event status to which you want to reprocess the specific participant event on the next run of thP.

Addr Elig Chg (address eligibility change)

Mult Job Chg (multiple job change)

Job Elig Chg (job eligibility change)

Indicates that event eligibility changes, insertions, or deletions, have occurred and the participant event may need to be reprocessed. If you determine that the event does not need reprocessing, you can clear these check boxes to indicate this fact.

Disconnected Indicates an event has been disconnected and can no longer be processed. Disconnected events are events that have lost rows in one of the core HR tables: PERSON, PERS_DATA_EFFDT, EMPLOYMENT, or JOB.

Final/Dft (final/default) Indicates that you want to finalize and/or apply default benefit option elections to a specific participant event on the next run of the Benefits Administration process for the schedule to which that the participant event is assigned.

See Also

Reviewing Processing Results for Participant Events

Reprocessing Events

Manually Updating Event Status

Set Up Open Enrollment or Snapshot Routines

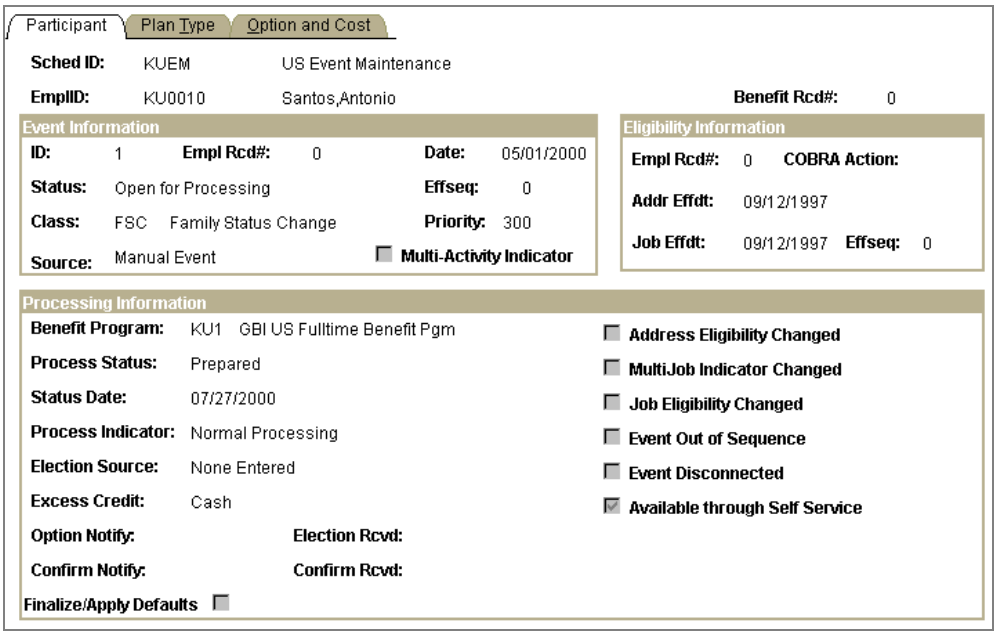
Analyzing Disconnected Events

Manually Updating Event Status

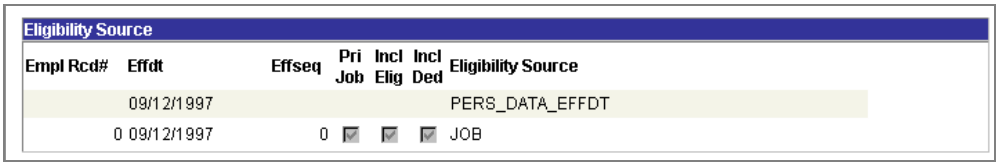
PeopleSoft Human Resources PeopleBook: Base Benefits, "Setting Up and Managing Multiple Jobs"

Reviewing Event Information for Participants

Access the Participant page.



Participant page (1 of 2)



Participant page (2 of 2)

Source Displays the event trigger: a changed employee address, union code, or job information; a passive event; or the

	insertion of a manual event.
Event Priority	Indicates the order of processing for events with different classes that occur for the same benefit record number on the same event date.
Multi-Activity Indicator	Multiple activity records from the BAS Activity Table had the same benefit record number, event date, and event class and were merged into a single participant event.
COBRA Action	If the event is associated with an action that may make the employee eligible for COBRA coverage, the system will display that action code.
Empl Rcd# (employment record number), **Effdt** (effective date), **Effseq** effective sequence)	The keys of the Primary job at the time of the event. See the Eligibility Source grid.
Addr Effdt (address effective date)	The effective date of the address (state or postal code) used for eligibility. See Eligibility Source grid.
Election Source	How the system received the employee's elections.
Option Notify, Confirmation Notify, Election Rcvd and **Confirm Rcvd**	The dates that you sent the employee his or her notification and confirmation letters, and the dates those letters were received.
Available through Self Service	When selected, the participant can enter elections for the option processing results of this event through PeopleSoft eBenefits application.
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 Table 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, used primarily in multiple job processing.

See Also

Manually Updating Event Status

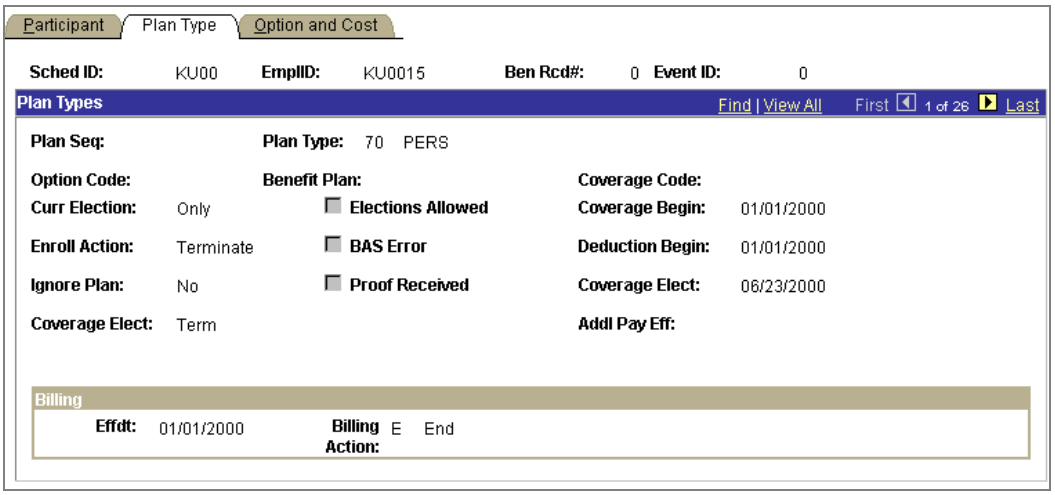
Analyzing Disconnected Events

"Creating Event Rules"

PeopleSoft Human Resources PeopleBook: Base Benefits, "Setting Up and Managing Multiple Jobs"

Reviewing Plan Type Details for Participant Events

Access the Plan Type page.



Plan Type page

Curr Election

- *Yes:* The employee had coverage in this plan type as of the event date.
- *No:* The employee did not have coverage in this plan type as of the event date.
- *Only:* The employee had coverage in this plan type as of the event date, but is no longer eligible as a result of the event. Coverage is displayed here ***only*** because it will be terminated.
- *Future:* The employee has a future-dated election in this plan type that the system will terminate.

Enroll Action and **Coverage Elect**

Until the event is finalized, these fields have default values of None and Elect. After finalization, **Enroll Action** can be either:

- *None:* No action occurred for this plan.
- *Enroll:* **Coverage Elect** is set to Waive or Elect.
- *Term:* **Coverage Elect** is set to Terminate.

A participant receives 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 also receive an enroll action of None if there is an error with the election, or no current election, when the participant is finalized.

BAS Error	The system has encountered an error during eligibility, event rule, or election processing for this plan type.
Ignore Plan	Reflects the setting on the Event Rules Table 1 page.
Deduction Begin	The effective date of the coverage.
Coverage Elect	The date the election was processed.
Billing group box	If the Enroll Action has triggered Benefits Billing, then billing parameters will display here.

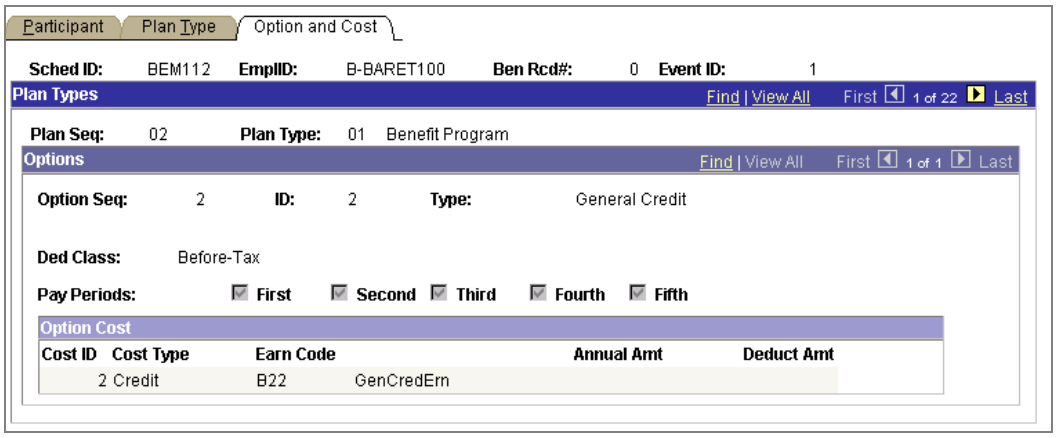
Note. Certain plan types (Life, Savings, FSA, Pension, and Vacation Buy/Sell) additional plan-specific election information will appear above the Billing group box. This includes life coverage amount, savings contribution amount and rollover options, pension contribution amount, and vacation hours. A page link may appear for displaying Dependent, Beneficiary or Investment information.

See Also

"Creating Event Rules," Applying Defaults

Reviewing Cost and Credit Information for Plan Types

Access the Option and Cost page.



Option and Cost page

Default Election	When selected, indicates the option will be assigned as a default to participants who fail to make their elections. It does *not* mean that this option has already been assigned to this participant as a default option.
Proof Required	When selected, 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.

History Only — Identifies options that the employee is eligible for but are not the result of the current event, and so cannot be chosen.

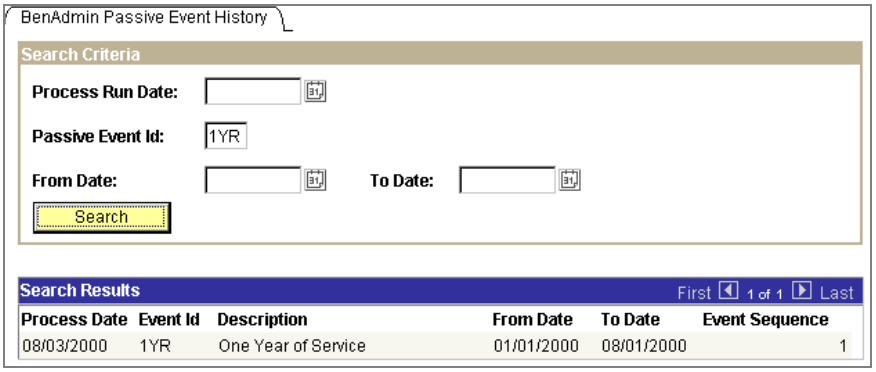
For example, when a participant undergoes an FSC (family status change) event, such as a marriage,. the event rules only allow the participant to choose between options that are available as a direct result of the change in coverage status.

See Also

"Creating Event Rules"

Reviewing Passive Event Processing History

Access the BenAdmin Passive Event History page.



BenAdmin Passive Event History page

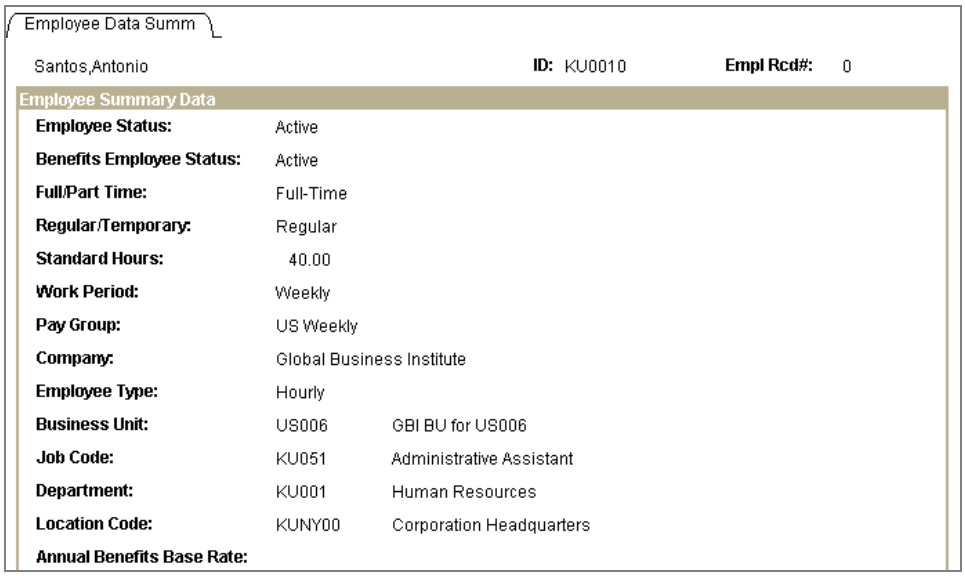
Search Results - From Date and **To Date** — The system searched this period for passive events during the run of the Benefits Administration process. Set on the Passive Event Processing page of the Benefits Administration run control component.

See Also

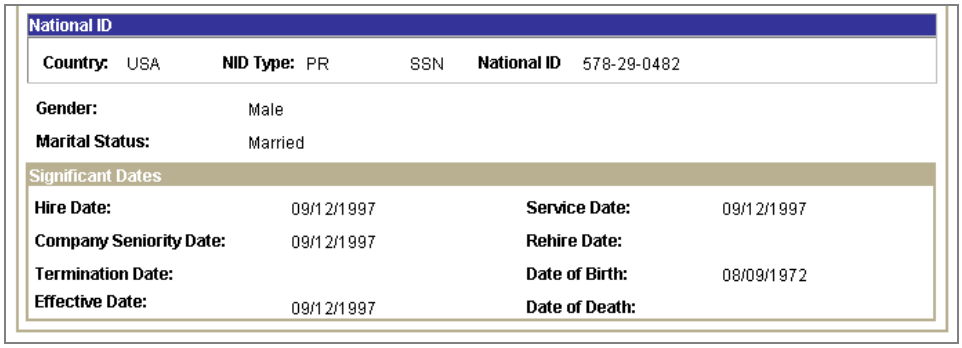
Processing Passive Events

Reviewing Basic Employee Information

Access the Employee Data Summ page.



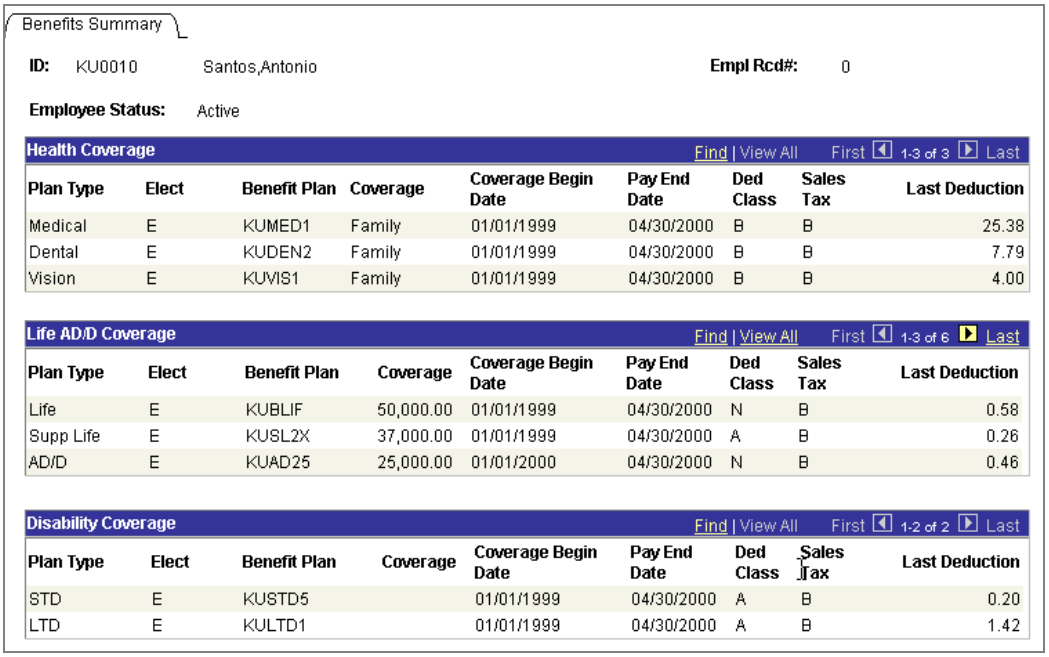
Employee Data Summ page (1 of 2)



Employee Data Summ page (2 of 2)

Viewing a Participant Benefits Summary

Access the Benefits Summary page.



Benefits Summary

ID: KU0010 Santos,Antonio **Empl Rcd#:** 0

Employee Status: Active

Health Coverage Find | View All First 1-3 of 3 Last

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

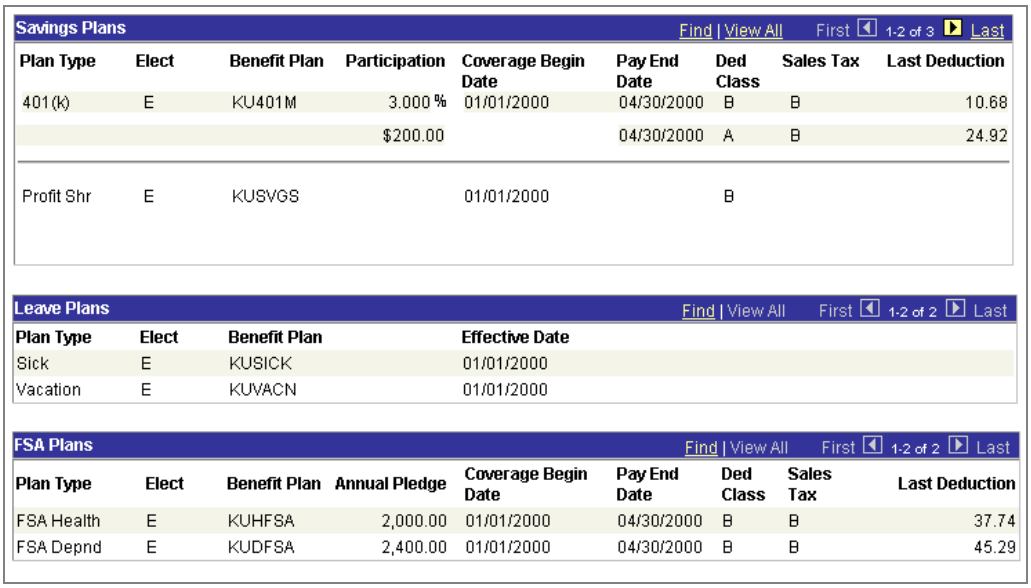
Life AD/D Coverage Find | View All First 1-3 of 6 Last

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 Find | View All First 1-2 of 2 Last

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

Benefit Summary page (1 of 3)



Savings Plans Find | View All First 1-2 of 3 Last

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		

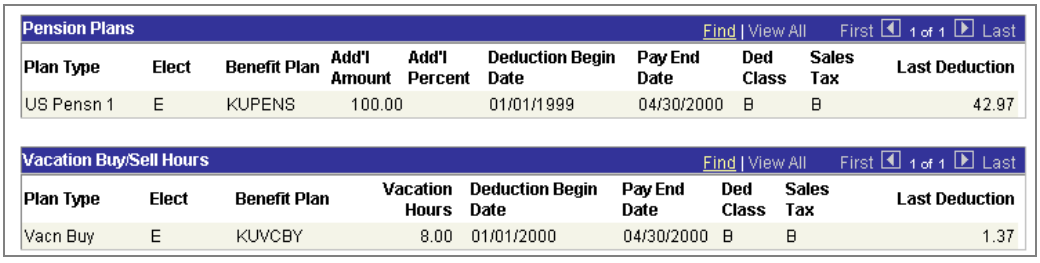
Leave Plans Find | View All First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Effective Date
Sick	E	KUSICK	01/01/2000
Vacation	E	KUVACN	01/01/2000

FSA Plans Find | View All First 1-2 of 2 Last

Plan Type	Elect	Benefit Plan	Annual Pledge	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
FSA Health	E	KUHFSA	2,000.00	01/01/2000	04/30/2000	B	B	37.74
FSA Depnd	E	KUDFSA	2,400.00	01/01/2000	04/30/2000	B	B	45.29

Benefit Summary page (2 of 3)



Pension Plans Find | View All First 1 of 1 Last

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 Find | View All First 1 of 1 Last

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

Benefit Summary page (3 of 3)

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Reviewing Enrollments and Benefit Calculations"

Scheduling Events and Assigning Benefit Programs

Open Enrollment and Event Maintenance differ most in scheduling events and assigning benefits programs. This section describes how to:

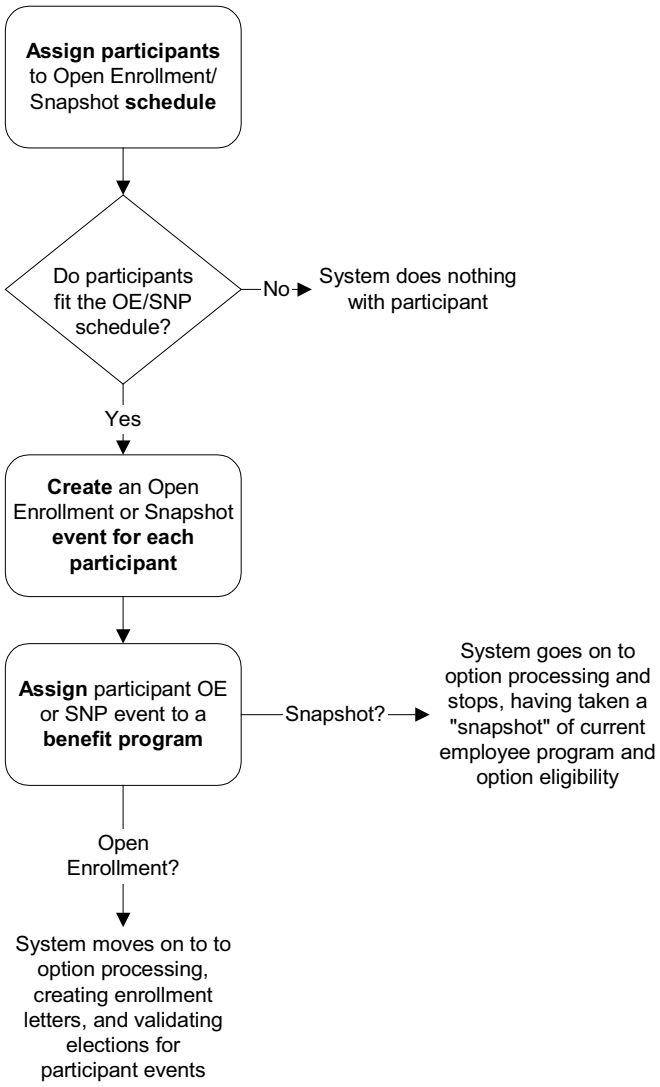
- Schedule events and assign programs for Open Enrollment.
- Schedule events and assign programs for Event Maintenance.
- Manage unprocessed activities for Event Maintenance.
- Manually update event status.

Scheduling Events and Assigning Programs for Open Enrollment

For each participant, the Open Enrollment event:

- Assigns the participant to the Open Enrolment schedule and creates an event (BAS_PARTIC).
- Reevaluates current benefit program eligibility and assigns participant to an appropriate program.

The following flowchart illustrates the process steps for this phase of Open Enrollment.



Open Enrollment Scheduling and Program Assignment Flowchart

See Also

Managing Unprocessed Activities for Event Maintenance

Scheduling Events and Assigning Programs for Event Maintenance

Event Maintenance begins by selecting event triggers, including:

- Changes to employee address, employment, and job information.
- Passive events.

The system creates rows for each event trigger in the BAS Activity Table. Each event trigger in the table represents an *unprocessed activity* that has the potential to be processed into a participant event row on BAS_PARTIC.

Note. When you use the BenAdmin Activity page to enter a manual event, you are really entering a row into the BAS Activity Table.

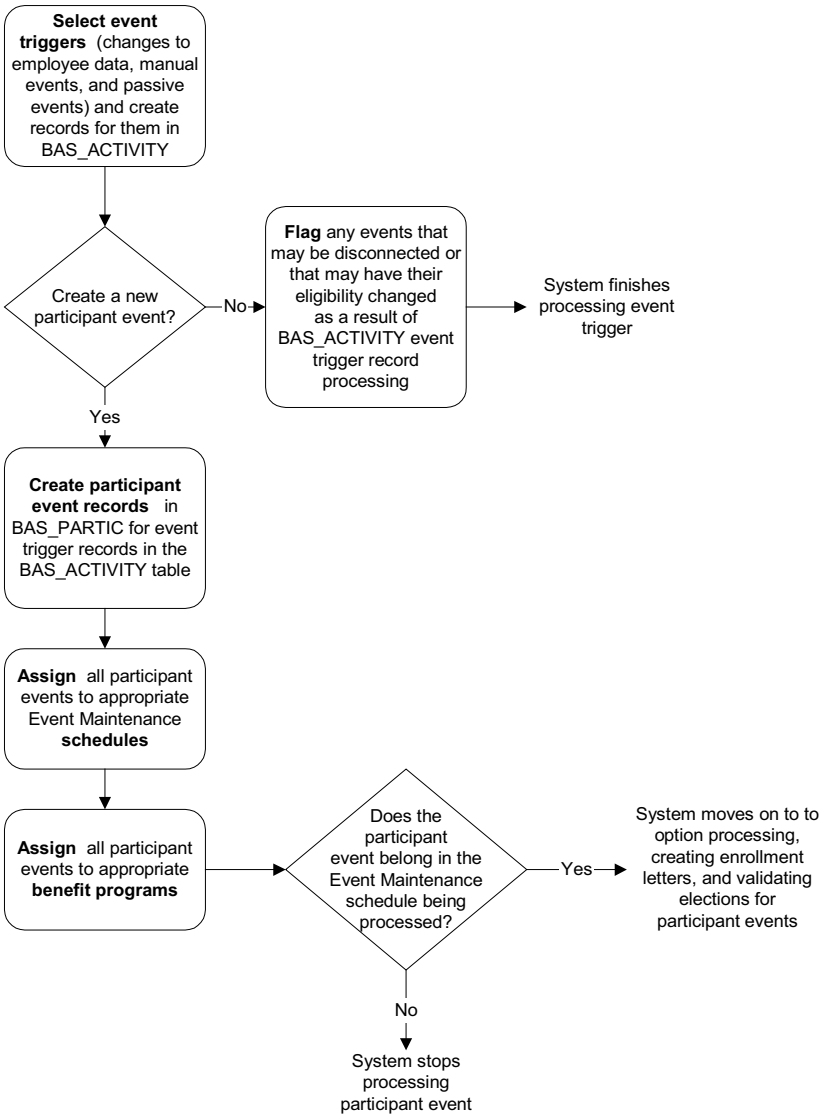
The system evaluates each unprocessed activity and determines possible courses of action:

- 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, flag that event to indicate that it may need reprocessing.
- If the trigger information for the event has been deleted or changed, create a new participant event and flag it as being disconnected.

The event is assigned to the processing schedule that is most appropriate for the participant associated with the event. The system then determines the event's benefit program eligibility, whether or not it's been assigned to the specific schedule for which you're processing Event Maintenance.

Note. At this stage of Event Maintenance, the system might assign participant events to schedules other than the one you're processing. This way, when you run Event Maintenance for another schedule, 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.

The following flowchart illustrates the scheduling and assignment process for Event Maintenance.



Event Maintenance Scheduling and Program Assignment Flowchart

See Also

Managing Unprocessed Activities for Event Maintenance

Analyzing Disconnected Events

Managing Unprocessed Activities for Event Maintenance

Before you run Benefits Administration for an Event Maintenance process, use the BenAdmin Activity page to:

- Review the unprocessed activities that are currently triggered for your employees.
- Insert manual events for Event Maintenance processing.

- Delete unprocessed activities.

After you've begun processing your participants, you can continue to use the BenAdmin Activity page to insert manual events.

You can delete any activity trigger record on the BenAdmin Activity page, but only after careful consideration. Events are often triggered that have no effect on benefits; the system is designed to handle these sorts of events, so it's better to leave them in the system. One example is an annual raise that has no effect on benefits but that affects a great number of employees.

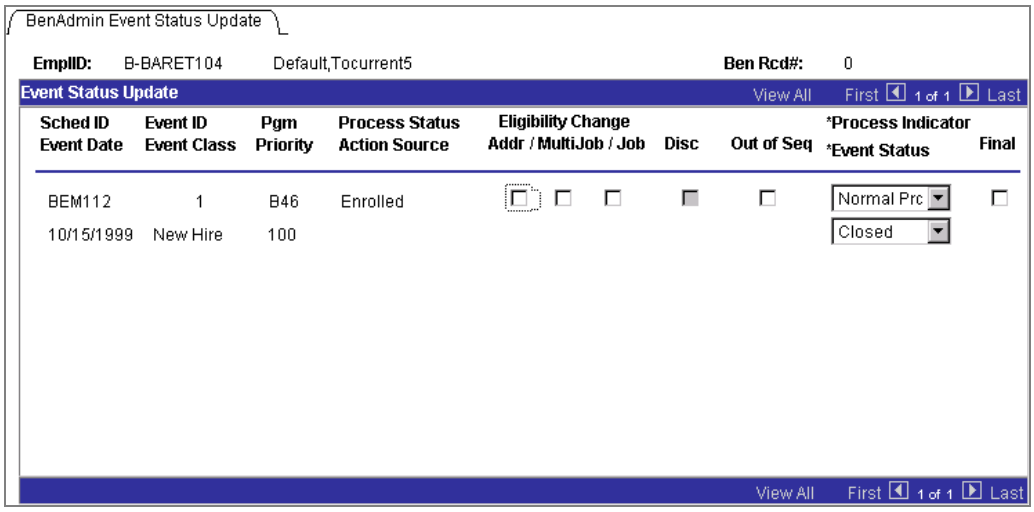
Note. When an activity is processed without error during the Benefits Administration processing cycle, the system deletes it from the BAS Activity Table, which means it no longer shows up on the BenAdmin Activity page.

See Also

"Creating Event Rules", Manually Inserting Events into BAS Activity Table

Manually Updating Event Status

Access the BenAdmin Event Status Update page.



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.

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.

Note. The system flags the event that was in process as out of sequence, which means that the event may require reprocessing later.

Note. You cannot manually change an event status to Void. You can only change an event's event status to Void when you reprocess the event.

See Also

Reprocessing Events

Analyzing Disconnected Events

This section provides an overview of event disconnection and describes how to:

- Investigate and void disconnected events.
- Reconnect Open Enrollment and Snapshot disconnected events.

Understanding 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:

- The changed HR record that previously triggered the event is deleted.
- One or more HR records needed for eligibility processing do not exist.

The disconnection needs to be analyzed to determine any impact on benefit processing of the participant associated with the event. If an event is disconnected after it is finalized, you may want to void the event through reprocessing.

Disconnection Due to Loss of Event Trigger

When the system processes event triggers on the BAS Activity Table, it looks at the source of the triggered activity. If the triggered activity results from the change of address, employment, or job information, the system needs to determine what type of change occurred: an information *insert,* a data *change,* or a *deletion* of information.

- When you *update* employee state, postal code, or job information by inserting new records for that information into the system, the system creates a new participant event in BAS_PARTIC.
- If the trigger was a *correction* of those same types of information, the system sets an eligibility change flag for any existing participant event that was dependent upon that information, indicating that future reprocessing for the flagged event may be necessary.

- If the trigger was a *deletion* of participant state, postal code, or job information, the system disconnects the participant events associated with that information.

Note. When you correct the effective date of a particular address or job information record, the system simultaneously creates a new participant event and disconnects any participant events that were initially triggered by that address or job record.

Disconnection Due to Loss of Eligibility Information

When the system prepares options or validates elections for participant events, it must access the current HR records that provide the event's eligibility parameters. If eligibility data has been deleted or no longer exists as of the event date (because the effective date of the eligibility data was changed), the system can no longer process the event. It must assume that the event was originally triggered in error or has been superceded. Benefits Administration disconnects these events, preventing them from being processed further by the system.

See Also

Managing Unprocessed Activities for Event Maintenance

Investigating and Voiding Disconnected Events

Under most circumstances, you should verify that a disconnected event did not occur due to a data-entry error in the HR data associated with the event.

You also 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 void the disconnected event to back out any election information it entered.

To void a disconnected event:

1. Access the finalized, disconnected event on the Controls page of the Processing Controls Update component or the Event Status Update page.
2. Select a Process Indicator value of Void.
3. Reprocess the event.

   When you do this, the system backs out elections associated with the event, sets the event status to Void, and sets the event's process status to RE.

See Also

Understanding Process Status and Reprocessing Finalized Events

Reprocessing Events

Reconnecting Open Enrollment or Snapshot Events

Disconnected Open Enrollment or Snapshot events can be reconnected with 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.

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 disconnects the Open Enrollment event for 8003 because job eligibility information associated with the event has been lost. 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. At the same time, 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. The system also picks up the reinserted record for participant 8003, resulting in a reconnection of the disconnected Open Enrollment event for that employee.

See Also

Set Up Open Enrollment or Snapshot Routines

Options Processing

During the option processing phase of the Benefits Administration process, the system evaluates participant events for eligibility and applies event rules to determine the appropriate benefit plan options that are available to the participant as of the event's Event Date. The system determines the following things for the participant:

- Plan eligibility and available options.
- Option pricing and credits.
- Coverage and deduction dates (or terminations, if appropriate).

- Default options.
- Evidence-of-Insurability requirements, and coverage limits for Life and AD/D plans.

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 or event rules 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.

One of the most common classes of errors is an unexpected eligibility status. This is discuessed in the following section.

When an event reachs a process status of *PR* (prepared), you may want to create enrollment statements for the participant.

Note. Option Processing is the same regardless of whether the event is linked to an Event Maintenance or an Open Enrollment schedule.

See Also

"Defining Eligibility Rules"

"Creating Event Rules"

Event Maintenance Only: Prepared Participant Events that Qualify for Termination

During Event Maintenance processing, participant events that qualify for termination of all coverages will receive a process status of *PR* rather than being terminated automatically by the system. Full termination is a rather drastic event, and since it can occur inadvertently through a data change that causes an unexpected loss of eligibility to a benefit program, the system takes the conservative approach of stopping in *PR* status to give the administrator a chance to review the event. You must terminate these events 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.

See Also

Validating and Loading Elections

Debugging Participant Eligibility Processing

This section provides an overview of eligibility processing and discusses how to:

- Review eligibility checks.
- Review job eligibility evaluations.

Understanding Participant Eligibility Processing

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 performs an eligibility check for all employees who have not yet had their options prepared. The results of that eligibility check are displayed on the Eligibility Debugging page. You can use this information to correct errors in your eligibility rule or benefit program setup.

The system only records benefits eligibility appropriate to the process status of the event. For example, if the event is at AS or later, the system does 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 or later, the system does not record option eligibility for that event because its options have already been prepared.

The system follows these procedures when it makes eligibility checks and records their results:

- The system starts by checking eligibility for eligibility rules associated with benefit programs. If a benefit program *fails* the eligibility check, the system records that eligibility check but then moves on to the next benefit program in the sequence.
- After all benefit program eligibility has been processed, and if eligibility for only one program has been met, the system begins testing all the option-level eligibility rules associated with that benefit program.

See Also

"Defining Eligibility Rules"

"Building Automated Benefit Programs"

Setting Up the Benefits Administration Run Control

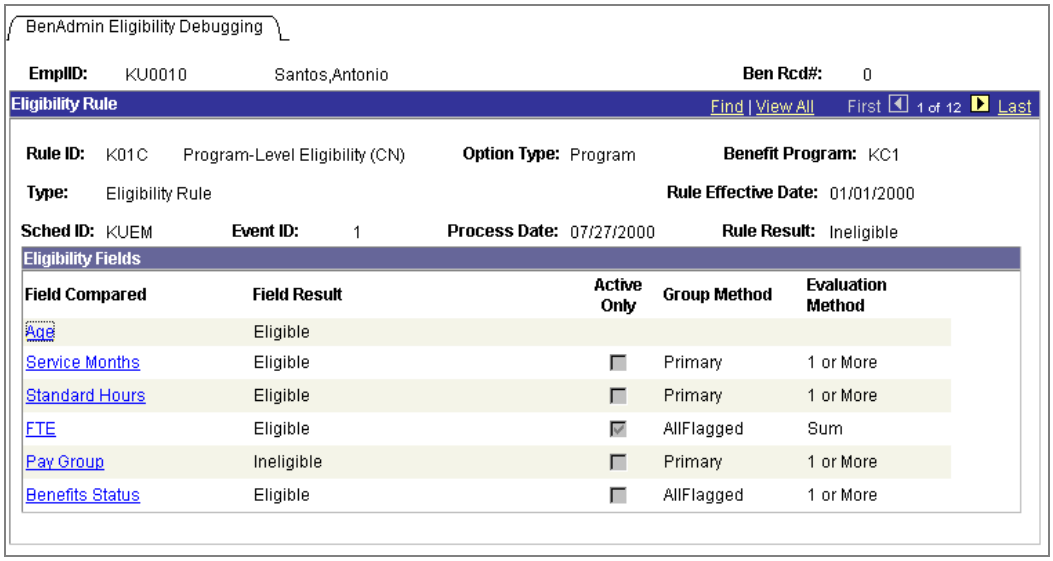
Pages Used to Debug Participant Eligibility Processing Issues

Page Name	*Object Name*	*Navigation*	*Usage*
BenAdmin Eligibility Debugging	BAS_ELIG_DEBUG	Compensate Employees, Administer Automated Benefits, Inquire, Eligibility Debugging, BenAdmin Eligibility Debugging	Review the results of program eligibility processing for specific employees.

Page Name	Object Name	Navigation	Usage
Job Eligibility Evaluation	BAS_ELIG_JOB_VAL	Compensate Employees, Administer Automated Benefits, Inquire, Eligibility Debugging, BenAdmin Eligibility Debugging, click a field name	Review details for a specific field on an eligibility check.

Reviewing Eligibility Checks

Access the BenAdmin Eligibility Debugging page.



BenAdmin Eligibility Debugging page

Type Indicates a standard eligibility rule or a geographic rule.

Rule Result This tells you the participant's overall eligibility for the benefit program or option according to the eligibility rule being reported. It is the logical result of all of the individual field tests.

Eligibility Fields grid This section displays each eligibility field tied to the eligibility rule and whether the participant failed or passed the eligibility check for that particular field.

Field Compared Click a field name to display the corresponding Job Eligibility Evaluation page.

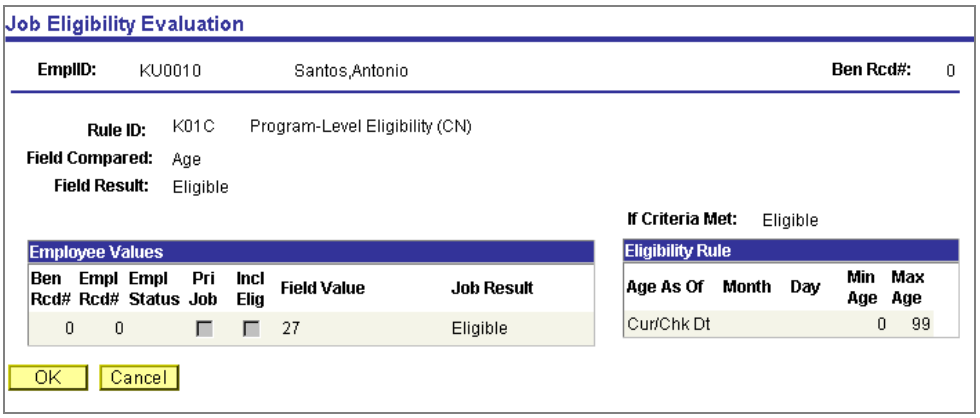
Field Result This tells you whether the employee passed or failed the criteria set for this eligibility field.

You may notice *Location Postal Code* 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.
Active Only	Indicates that the eligibility check was made on only the employee's active jobs.
Group Method	If multiple jobs are active, displays the grouping method set up for the eligibility field.
Evaluation Method	If multiple jobs are active, displays the evaluation method set up for the eligibility rule.

Reviewing Job Eligibility Evaluations

Access the Job Eligibility Evaluation page.



Job Eligibility Evaluation page

Pri Job (primary job)	If multiple jobs are active, this indicates whether this employee job record for the listed benefit record is the primary job.
Incl Elig (include eligibility)	If multiple jobs are active, this indicates whether the Include for Eligibility flag is on or off for the listed employee job record.
Field Value	The system displays the value that the participant possesses in that field that is being compared against the eligibility rule.
Job Result	Possible values include: ***Eligible***. The job passed the eligibility check. ***Ineligible.*** The job did not pass the eligibility check. ***Not evaluated.*** 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.
Eligibility Rule	This group box displays the parameters set up for the eligibility field on the Eligibility Rules Table.

Printing Enrollment Statements

This section provides an overview of enrollment statements and describes how to:

- Run enrollment statements.
- Create print IDs for enrollment statement reprinting.

Understanding Enrollment Statements

Enrollment statements are an optional communication to the employee regarding their election options in response to Open Enrollment or other personal or employment-related events. If your company has gone completely "paperless" via self-service enrollment you may choose not generate paper forms. Enrollment forms can be created for each open event that has had options processed to at least a *PR* status.

Enrollment statements provide participants with a report of their:

- Current elections.
- Eligible options.
- Prices and credits associated with eligible options.
- Current dependent, beneficiary, and savings investment information.

You can customize the forms as necessary to meet the unique requirements of your company.

Note. To retain ease of data entry when you get your enrollment statement forms back from participants, order the options displayed on the statements the same way you'll enter them into the data-entry pages. That is, make use of the Display Sequence entered for each plan and option when building your benefit programs.

The system prints new enrollment statements for participant events that have:

- A process indicator value of Normal.
- An event status of Open.
- A process status of PR, ET ,or EE.
- A blank Option Notification Date field.

After the system prints an enrollment statement for a participant/participant event combination, the system updates the participant event's process status to NT (“notified”) and the option notification date to the date the statement was printed.

See Also

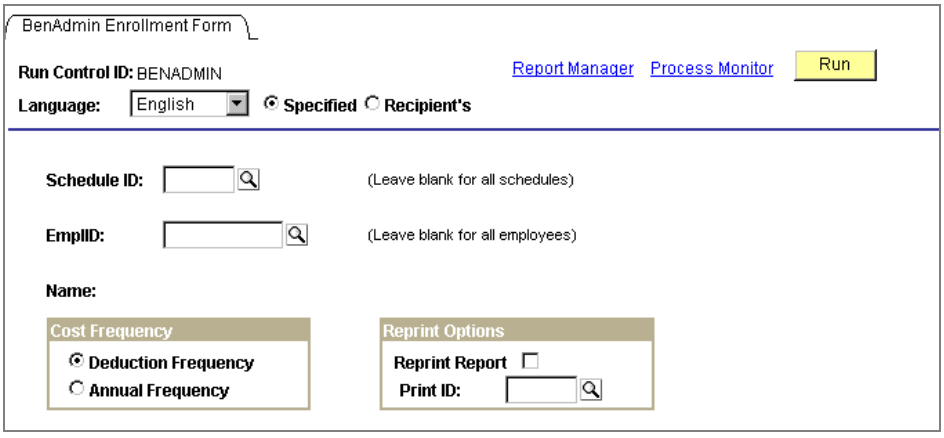
Entering Participant Benefit Elections

Pages Used to Print Enrollment Statements

Page Name	*Object Name*	*Navigation*	*Usage*
BenAdmin Enrollment Form	RUNCTL_BAS004	Compensate Employees, Administer Automated Benefits, Report, Enrollment Statements, BenAdmin Enrollment Form	Enter the parameters for printing enrollment statements.
BenAdmin Statement Reprinting	BAS_PRINT	Compensate Employees, Administer Automated Benefits, Report, Statement Reprint, BenAdmin Statement Reprinting	Set up print IDs for reprinting statements.

Running Enrollment Statements

Access the Ben Admin Enrollment Form page.



BenAdmin Enrollment Form page

Schedule ID and **EmplID** (employee ID)

To print statements for *all* eligible participants in your system, leave both fields blank.

To print out statements for eligible participants that belong to a specific schedule, enter a schedule ID.

To print enrollment statements for an individual (and eligible) participant, enter the participant's employee ID. Keep in mind that some participants may have events 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.

Frequency

- Select Deduction Frequency to print, for each available option, the cost of the benefit per pay period.
- Select Annual Frequency to print 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 experiences in a year.

Reprint Options

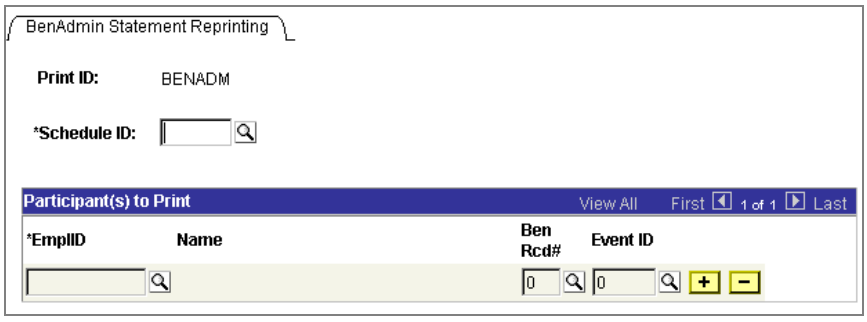
To reprint reports, select **Reprint Report** and enter the print ID. You create print IDs on the BenAdmin Statement Reprinting page.

When the system finishes reprinting a set of enrollment or confirmation statements, it deletes the associated print ID.

Note. When enrollment statements are reprinted, the participants' option notification date is updated to the reprint date.

Creating Print IDs for Enrollment Statement Reprinting

Access the BenAdmin Statement Reprinting page.



BenAdmin Statement Reprinting page

The system only reprints enrollment and confirmation statements for participant events with a Process Indicator value of Normal, and a process status value of PR, NT, RE, ET, EE, or FE.

Schedule ID

Required. The system uses the schedule ID to narrow down the set of eligible participant/participant event combinations for which statements can be reprinted.

Event ID

Each employee ID must be associated with an event ID of 1 or higher for an Event Maintenance schedule.

	An event ID of 0 is only acceptable for an Open Enrollment schedule. I If the participant is associated with multiple event IDs, you can enter records for each.
Ben Rcd # (benefit record number)	If the participant has multiple jobs with different sets of benefit elections, you can enter the benefit record number. It is acceptable to have a benefit record number of 0.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Setting Up and Managing Multiple Jobs"

Entering Participant Benefit Elections

This section provides an overview of election data entry and describes how to:

- Select schedule or participant mode.
- Enter benefit elections.
- Enroll dependents and assign beneficiaries.
- Enter dependent or beneficiary data.
- Validate data entry.

Understanding Participant Benefit Elections Data Entry

You use the data-entry pages to enter benefit elections that your participants make after reviewing their available options. Once you enter this election information into the system, you can have the system validate the elections without leaving the data-entry component.

Note. The data-entry validation process only checks to ensure that data has been entered into correctly. It does not validate employee elections for participant events using eligibility and event rules. You have to run the Benefits Administration process to validate benefit information updates and finalize participant events.

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 "modes". You can enter election data by schedule or by participant.

Entering data by schedule is designed for Open Enrollment. This mode has been designed so that benefits clerks with a minimal amount of training in the Benefits Administration process can use it to quickly enter batches of employee elections in the order that they receive them.

Validation is performed only on demand, with the rationale that the entry clerk would not be authorized (or trained) to correct employee errors.

Entering data by participant is typical for Event Maintenance. This mode might best be used by experienced Benefits administrators who are processing events on an employee-by-employee basis. Each employee's data is validated before opening a new page for the next participant, with the rationale that a trained administrator would immediately correct errors.

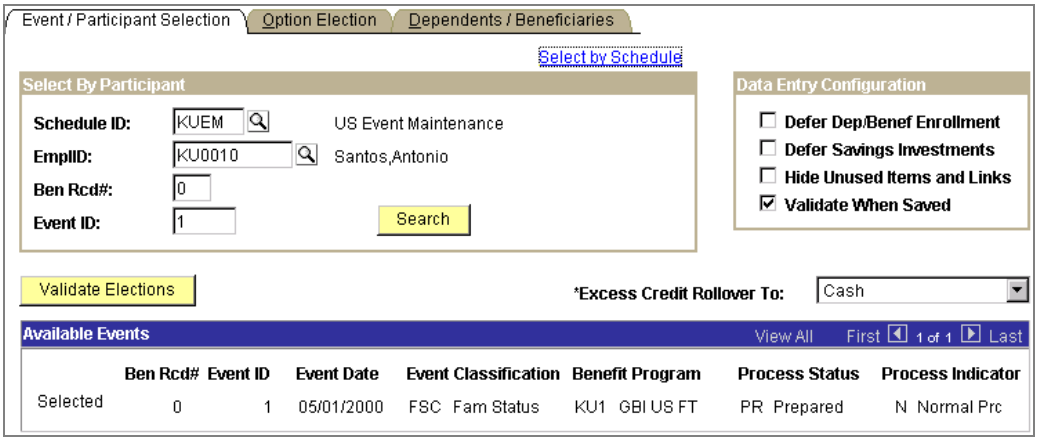
Note. In both components, there are no functional edits or changes to employee information during data entry. Functional edits are made only when validation is performed. All data-entry errors are presented as warnings so the pages can be saved without loss of data.

Pages Used to Enter Participant Benefit Elections

Page Name	*Object Name*	*Navigation*	*Usage*
Event/Participant Selection	BAS_ELECT_EVENT	Compensate Employees, Administer Automated Benefits, Use, Election Entry, Event/Participant Selection	Select schedule or participant mode. If a participant has multiple jobs, select the events in order to enter a participant's benefit elections.
Option Election	BAS_ELECT_ENROLL2	Compensate Employees, Administer Automated Benefits, Use, Election Entry, Option Election	Enter benefit elections
Dependents/Beneficiaries	BAS_ELECT_DEPBENEF	Compensate Employees, Administer Automated Benefits, Use, Election Entry, Dependents/Beneficiaries	Enroll dependents and assign beneficiaries.
Supplemental Enrollment	BAS_ELECT_DEPBENWK	Click Enroll Dependents or Assign Beneficiaries from the Dependents/Beneficiaries page	Enter dependent or beneficiary data.

Selecting Schedule or Participant Mode

Access the Event/Participant Selection page.



Event/Participant Selection page

Select Schedule — Click to switch to schedule mode.

Ben Rcd# (benefit record number) — Used by the participant mode only.

Event ID — Used by the participant mode only.

Search — Click to locate event information for this participant.

Defer Dep/Benef Enrollment — Select to defer dependent and beneficiary enrollment until after employee enrollment is complete. This hides the Dependent/Beneficiary grid for each plan on the Option Election page to streamline data entry – dependent and beneficiary enrollment would be performed from the Dependents/Beneficiaries folder tab instead.

Defer Savings Investments — Select to defer savings investment enrollment until after employee enrollment is complete. This hides the Investment Allocation grid for each savings plan on the Option Election page to streamline data entry – investment allocation would be performed from the Dependents/Beneficiaries folder tab instead.

Hide Unused Items/Links — Select to streamline data entry by not displaying certain fields and navigation links if they are not applicable to a plan or option. This reduces the need to tab over unused fields, but it may break the data entry "rhythm" by varying the number of fields per plan.

Validate When Saved — Validates when you save the record. Clear to validate using the **Validate Elections** button.

Excess Credit Rollover To — Overrides the default destination of excess benefit credits for the participant

Validate Elections — Validates all plans and options for correct and sufficient entry. These are the same validations automatically performed when the page is saved, if that feature is selected. All discrepancies are presented as warnings

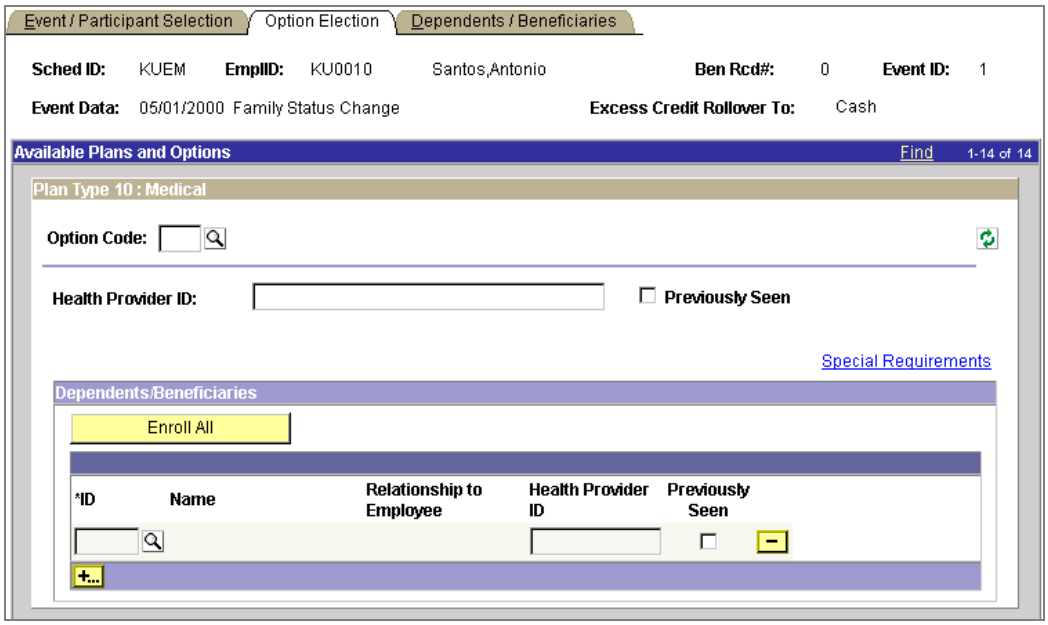
only, so the employee's elections can always be successfully saved for later correction.

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. Select the event you want processed.

Entering Benefit Elections

Access the Option Election page.



Option Election page

Option Code Use to select or update the benefit plan option currently assigned to the participant.

Special Requirements Click to view the option's special requirements:

- Elect Required (election required): When selected, this indicates that an election is required for this plan type, based on the results of event rule processing.
- Proof Received: 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 grant the employee's selected option.
- Cross-Plan Required: If the program rules for this

option have cross-plan requirements the system will summarize them here: XType (employee must also make an election in this controlling plan type), XPlan (employee must also make an election of this controlling benefit plan), Limit (coverage may not exceed the indicated percentage of the employee's coverage under the XType plan), DpndChk (indicates whether dependents must also be covered under the XType plan).

- Proof Received: 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 grant the employee's selected option.

Click to enroll all available dependents or beneficiaries in a particular plan type. The system looks at the list of dependents and beneficiaries currently associated with the participant and insert rows for them, overwriting all dependent/beneficiary records currently assigned to the benefit plan type in question. Individuals are enrolled only if they meet all of the eligibility criteria for the option and coverage elected by the employee (for example age, relationship to employee, marital status, student status, etc.).

Enroll All Click to enroll all available dependents or beneficiaries in a particular plan type. The system looks at the list of dependents and beneficiaries currently associated with the participant and insert rows for them, overwriting all dependent/beneficiary records currently assigned to the benefit plan type in question.

Plan-Specific Election Fields

In addition to the standard data entry fields described above, each plan type may have it's own special fields required to complete the election of an option. Plan-specific detail information displays for *Health* (1x), *Life* (2x), *Savings* (4x), *FSA* (6x), *Pension* (8x), and *Vacation* (9x) Plan Types. These detail fields may display for all plans within a category for consistency – your benefit plan definitions will control whether entry is allowed or required, and these rules will be enforced during final validation.

Health Plans

When entering information for health plans (plan type 1x), you may need to enter the Health Provider ID associated with the participant's medical plan and indicate whether the participant has Previously Seen the identified provider.

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** Earnings combination of fields is 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.

You can also allocate investments as long as the participant has not selected a waive option for this plan type. The Allocate Savings Investments grid will be displayed if applicable.

You can also specify how employee contributions should "rollover" when plan or regulatory limits are hit. The link to this Specify Rollover page 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.

FSA Plans

For participant FSA plans (plan type 6x), the second field group box appears differently depending upon whether or not you implement PeopleSoft Payroll for North America.

The field is labeled Employee Contribution Override if you utilize PeopleSoft Payroll for North America, or Employee Contribution, if you do not.

When you optionally enter a value in Employee Contribution Override, the system uses that to calculate the employee's FSA contribution, rather than calculating the paycheck deduction from the Annual Pledge value. When PeopleSoft Payroll for North America is not being used then the Employee Contribution field is required, since the system will not have sufficient information to dynamically calculate the paycheck deduction from the Annual Pledge.

Use the FSA Contribution Worksheet 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.

The available fields 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 or you are processing an OE or HIR event, the Annual Pledge, Pay Period Amount, and Employee Contribution Amount fields are open for entry. (The Contributions Year-to-Date are known to be either zero, or can be derived from the employee's paycheck balances).

- If you do not use PeopleSoft Payroll for North America, and you are not processing an OE or HIR event, the Contributions Year-To-Date field is also open for entry. (In this situation the system cannot reliably know the Contributions Year-To-Date so that value must be supplied to complete the equation).

Note. The **Employee Contribution Amount** field represents the amount the employee is contributing in terms of the FSA plan's frequency as set up on the FSA Benefit Table.

Note. 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 use this option carefully.

Pension Plans

You can only enter values for the Voluntary Percent (voluntary contribution percentage) and/or Voluntary Amount (voluntary contribution amount) fields if the plan option has been defined on the Pension Plan Table as one that enables voluntary contributions.

The Pension Base (base salary for pension calculations) field is always available. Use this field to calculate the pension using a salary other than the employee pay rate.

Vacation Plans

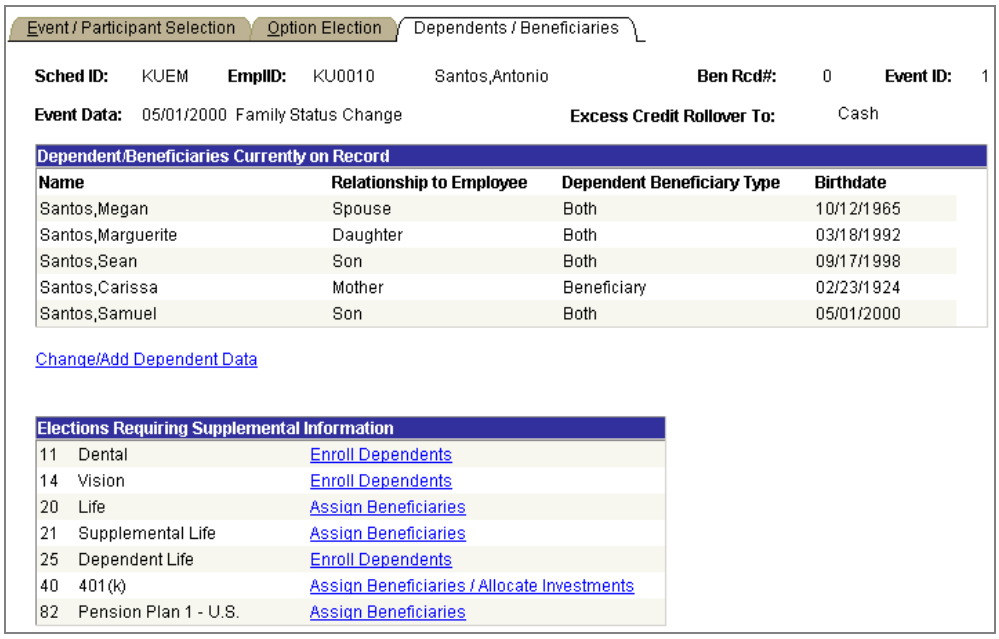
When you're entering benefits election information for participant Vacation Buy or Sell plans (Plan Type *9x*), you must enter the Vacation Buy/Sell Hours. The value you enter in the Vacation Hours field represents the number of hours an employee buys or sells for the plan year.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Enrolling Participants" and "Setting Up Benefit Plans" and "Organizing Payroll Information for Base Benefits," Setting Up the Compensation Base

Enrolling Dependents and Assigning Beneficiaries

Access the Dependents/Beneficiaries page.



Dependents and Beneficiaries page

Dependent/Beneficiaries Currently on Record This grid summarizes, for review only, all of the dependents and beneficiaries currently associated with the participant.

Change/Add Dependent Data Click to open up a version of the Base Benefits Dependent/Beneficiary information component. The participant's current dependents can be edited, or new individuals added.

Elections Requiring Supplemental Information Displays links to all plan types requiring additional dependent, beneficiary or savings investment information to complete the employee's election choices. This information can also be entered from the Option Election page, but is repeated here to afford an alternate method of data entry.

Enroll Dependents Click to open the Supplemental Enrollment page. Appears for:

- Health plan types (plan type 1x).
- Dependent AD/D plans (plan type 24).
- Dependent life plans (plan type 25.)

Assign Beneficiaries Click to open the Supplemental Assignment page. Appears for:

- All other life and AD/D plan types (plan type 2x).
- Savings and pension plan types (plan types 4x and 8x).

Allocate Investments Click to open the Supplemental Allocation page. Appears for:

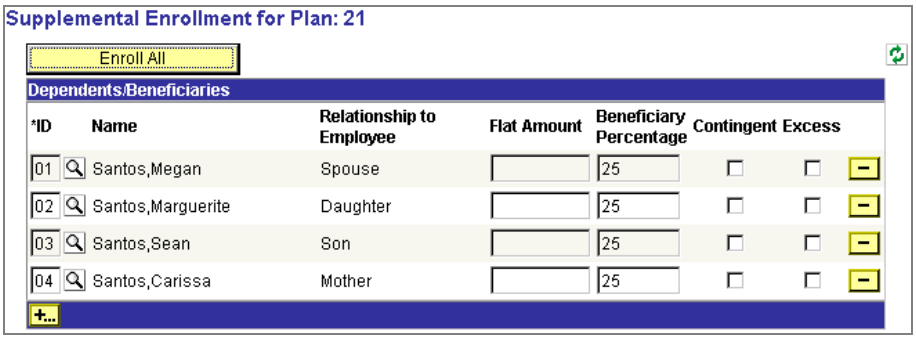
- Savings plans (plan types 4x).

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Setting Up Dependent and Beneficiary Information"

Entering Dependent or Beneficiary Data

Access the Supplemental Enrollment page. The information displayed on the page depends on the plan type being accessed.



Dependent/Beneficiary Enrollment page

Validating and Loading Elections

This section provides an overview of the validation and loading and describes how to:

- Force-finalize events.
- Find employees who qualify for termination.
- Find employees with late enrollment forms.
- Post elections to Base Benefit tables.

Understanding Validation and Loading

When the Benefits Administration process validates and loads elections associated with participant events, it reevaluates the events in much the same way it did during the optionpreparation phase. 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.

The system evaluates the updated benefits information using the same set of eligibility rules and event rules that it used to determine options. It also recalculates benefit election *defaults* where appropriate. This is important because it is possible that these defaults may have changed if events are processed out of sequence, or if changes are made to Base Benefit tables in the interim between runs of the Benefits Administration process. In this case, the recalculated defaults 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. If the participant event processes correctly, it loads the new option elections and related information to the Base Benefits tables that store benefits information for the associated participant. It creates rows for new, changed or terminated benefit option enrollments, but only if the new enrollment is different from the existing enrollment. (That is, simply re-electing an existing coverage will not generally cause a new row to be inserted into Base Benefit tables if all election-related data is the same).

Processing errors during validation and loading might be caused by:

- Problems with the new election information that was entered into the system during data entry.
- HR information linked to the participant event.
- The design of the related eligibility rules, the event rules, or benefit program associated with the event.

You need to evaluate the error to determine if anything needs to be fixed. If only the employee's election data needs to be corrected, then an event in *EE* status will be picked up for further processing during the next run of the schedule. However, if you need to correct the employee's HR data (which could affect his benefits eligibility), or if you need to correct the underlying benefits rules or setup, then the event must be specifically reprocessed back to the first phase of benefits processing (scheduling, event assignment, or option preparation).

Note. Event Maintenance and Open Enrollment schedules are processed the same way during validation and loading.

See Also

Reviewing Benefits Administration Process Results

"Creating Event Rules"

"Building Automated Benefit Programs"

Force Finalizing Participant Events

When you tell the system to finalize a participant event, it brings that event to an FE process status, even if it has been processed with errors. If the event is at a process status of ET or EE, (election error) the system loads the participant's valid elections to the base benefits business process tables. If the event is at any other process status, the system applies the appropriate

default elections and loads them into the Base Benefit tables. The system also applies and loads default elections to replace elections that have been made in error.

You can force-finalize individual participants with the Final check box on either the Event Status Update page or the Controls page of the Processing Controls Update component. On the next run of the Benefits Administration process, the system automatically force finalizes all participants with Final selected.

If you're processing an Open Enrollment schedule, you can force-finalize all of the participants within that schedule. You'll arrange this when you set up the run control for the Benefits Administration process

Open Enrollment schedules can be force-finalized because this method fits in with the nature of the Open Enrollment process, which has a finite set of start and end points. At the end of the enrollment period, you would force-finalize any employees who hadn't yet made their elections.

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 *end* to the Event Maintenance procedure, so it doesn't make sense to enable the forced finalization of an entire Event Maintenance schedule.

See Also

Reviewing Processing Results for Participant Events

Reprocessing for Individual Participants

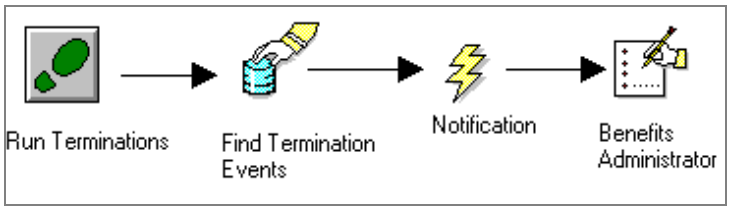
Set Up Open Enrollment or Snapshot Routines

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. 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.

Set this workflow in action through the Process Scheduler by selecting Process, Find Terminations to Finalize in the Administer Automated Benefits menu.



Find Terminations

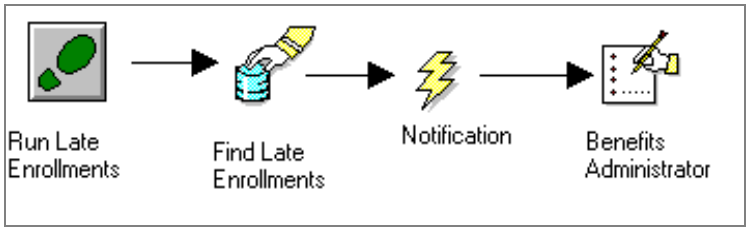
See Also

PeopleTools PeopleBook: Workflow, "Using Workflow"

Finding Employees with Late Enrollment Forms

When Event Maintenance is run, a set of notification letters and election forms are sent out to new employees and to employees whose coverage has changed due to a specific event. The Find Late Enrollments workflow retrieves a list of the employees who have not returned 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 assign default coverage for these employees.

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

See Also

PeopleTools PeopleBook: Workflow, "Using Workflow"

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 are inserted into Base Benefit tables as the participant elections are validated or finalized.

Payroll processes such as PeopleSoft Payroll for North America's Pay Calculation 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 participants for reprocessing.

Printing Confirmation Statements

You typically create a confirmation statement when an event reaches FE status. Confirmation statements 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 customize the forms as necessary to meet the unique requirements of your company. The confirmation statement printing process is similar to the enrollment form printing process.

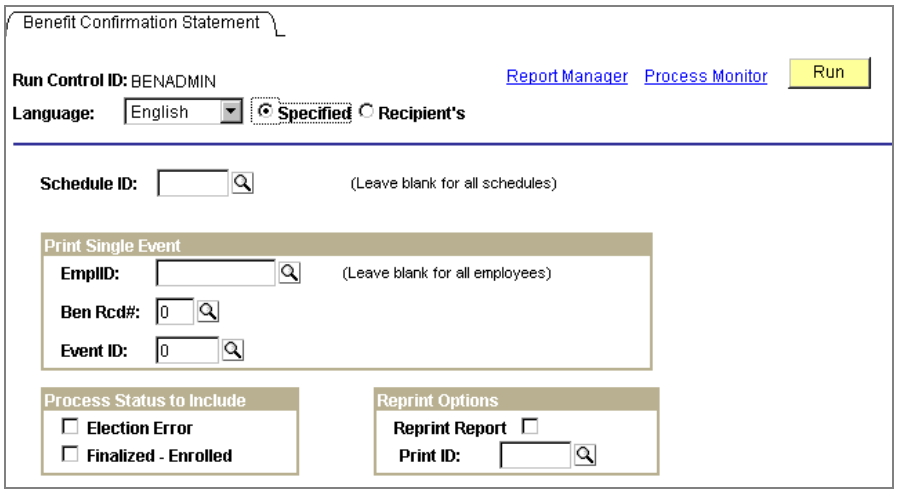
Note. You can also print confirmation statements for events with EE status. Confirmation statements are only printed for events with a Process Indicator value of Normal and an event status of Open.

Page Used to Print Confirmation Statements

Page Name	*Object Name*	*Navigation*	*Usage*
Benefit Confirmation Statement	RUNCTL_BAS005	Compensate Employees, Administer Automated Benefits, Report, Confirmation Statements, Benefit Confirmation Statement	Enter parameters confirmation statement printing process.

Running Confirmation Statements

Access the Benefit Confirmation Statement page.



Benefit Confirmation Statement page

The options on this page are almost identical to those on the BenAdmin Enrollment Form page.

To create print IDs, you use the BenAdmin Statement Reprinting page, exactly as you do for enrollment forms.

Reprocessing Events

This section provides an overview of reprocessing events and discusses how to:

- Reprocess individual events.
- Reprocess events for selected groups.
- Reprocess Open Enrollment schedules.

Understanding Event Reprocessing

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.

You can reprocess events to any previous stage of the Benefits Administration cycle. You can reprocess entire Open Enrollment schedules as well as individual events.

Analyze the situation carefully before you reprocess: in some cases, reprocessing can have an adverse effect on employee data, especially when you reprocess large numbers of employees without analyzing the situation beforehand.

Reprocessing Flow

When you reprocess a participant event, the system backs the event out to the stage you indicate on either the Controls page of the Process Status Update component, the Event Status Update page, or the Open Enrollment/Snapshot run control page. So if you have an ET event (and you reprocess it to an AS status, the system backs out all of the election information you entered for the event and disregards all of the prepared options.

Then the system moves the event through the process again. If an event is reprocessed back to AS process status, the system then attempts to process the event all the way to the PR process status, where it will await the printing of enrollment forms and data entry of employee elections. Option eligibility, costs, credits, defaults, and pre-entry values are rechecked.

RE Status

Events that have already been finalized and loaded can be reprocessed to RE status, which acts as a stand-in for the NT process status. After you reenter data for the participant event, and the system will attempt to validate and load the elections to get the event back to the FE status.

See Also

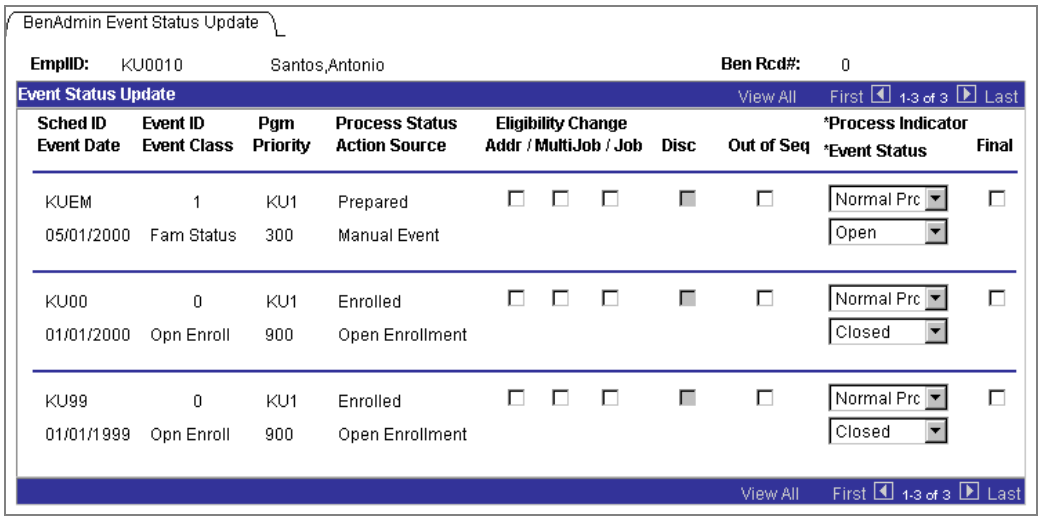
Understanding Process Status and Reprocessing Finalized Events

Pages Used to Reprocess Events

Page Name	*Object Name*	*Navigation*	*Usage*
BenAdmin Event Status Update	BAS_PARTIC_STS	Compensate Employees, Administer Automated Benefits, Use, Event Status Update, BenAdmin Event Status Update	Reprocess individual participant events.
BenAdmin Processing Controls	BAS_PARTIC_PRC2	Compensate Employees, Administer Automated Benefits, Use, Processing Controls Update, BenAdmin Processing Controls, click Search	Update event status, queue reprocessing, and finalize events.

Reprocessing for Individual Participants

Access the BenAdmin Event Status Update page.



BenAdmin Event Status Update page

You see all events currently in BAS_PARTIC for the participant and benefit record number combination you select. The event currently in process has an event status of Open.

Note. Only one event can have an event status of Open. You cannot change another event to Open status until the current event is closed.

Add Elig Chg (address eligibility change)

MultJobChg (multi-job change),

Job Elig Chg (job eligibility change)

Event Out of Sequence

Indicates that changes have occurred since the event was scheduled; the event may have been impacted and may need to be reprocessed.

If you determine that the event does not need reprocessing, clear these check boxes.

Note. These check boxes remain selected until you clear them. After you reprocess the event or otherwise correct the problem that caused the system to select the flag, you should return to this page to clear the check boxes.

Disc (disconnected event)

If selected, indicates the event is disconnected and can no longer can be processed, with the exception of finalized and disconnected events, which can be reprocessed to a Void status.

Final

When selected, the system attempts to finalize/apply defaults for the participant event on the next run of the Benefits Administration process.

Process Indicator

You use the **Process Indicator** menu to indicate how you want the event to be reprocessed on the next run of the Benefits Administration process. The following table describes **Process Indicator** values.

Process Indicator	*Processing*
Assign Pgm (assign benefit program)	Event status must be Open. Elections for participant events are rolled back (deleted) from the Base Benefit enrollment tables. Election choices are not retained in BAS_PARTIC Tables for the participant events. Schedule assignment is not reviewed. Program eligibility is checked and option eligibility, cost credits, defaults and pre-entry are recalculated. The system attempts to reprocess participants to a PR status.
Elect Optn (elect options)	Event status must be Open. The system does roll back elections from Base Benefit enrollment tables. Schedule assignment, program assignment and option eligibility are not reviewed. The system revalidates elections for this event and loads them, if there are no errors, back into the Base Benefit enrollment tables, resetting the final process status to FE. If errors occur the process status will be EE.
Normal Prc (normal processing)	Standard processing for Benefits Administration. Nothing is reprocessed.
Prep Optn (Prepare Options)	Event status must be Open. Elections for participant events are rolled back (deleted) from the Base Benefit enrollment tables. Election choices are not retained in BAS_PARTIC Tables for the participant events. Schedule assignment and program assignment are not reviewed. The system recalculates option eligibility, cost credits, defaults, and pre-entry information. The system attempts to reprocess participants to a PR status.
Re-Enter	Use to correct election errors for finalized events with enrollment information that has been loaded to benefit tables. Event status must be Open. The system rolls back elections back from Base Benefit enrollment tables. It retains elections in the BAS_PARTIC Table. The system leaves the event at a process status of RE. Schedule assignment, program assignment and option are not reviewed. When you post election changes to the data-entry pages, the system updates the process status to ET.

Process Indicator	Processing
Void	If the event is in a process status of Enrolled, elections are rolled back from Base Benefit enrollment tables. The system retains prior election choices for this event in the BAS_PARTIC Table. The system leaves the event at a process status of RE. The system does not review schedule assignment, program assignment, and option eligibility. The system updates the event status to Void and removes the event from further processing.

See Also

Scheduling Events and Assigning Benefit Programs

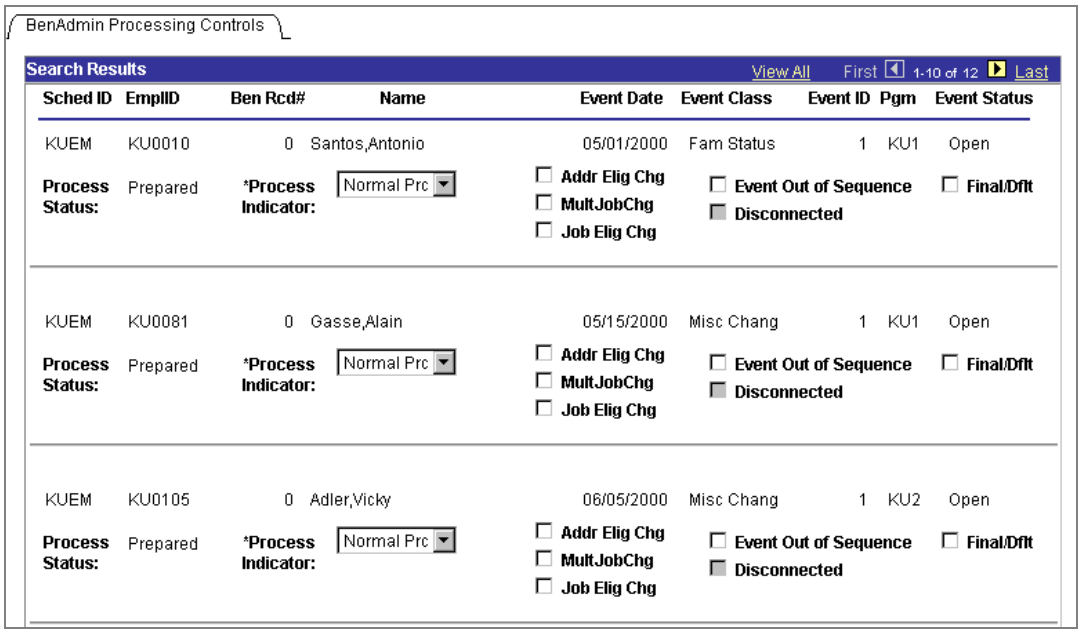
Analyzing Disconnected Events

Manually Updating Event Status

Investigating and Voiding Disconnected Events

Reprocessing Events for Selected Groups

Access the BenAdmin Processing Controls (results) page.



BenAdmin Processing Controls page

The fields on this page are similar to the BenAdmin Event Status page, described in the previous section, except you can set reprocessing indicators for multiple participants.

See Also

Scheduling Events and Assigning Benefit Programs

Analyzing Disconnected Events

Setting Up Open Enrollment or Snapshot Routines

Reprocessing Events

Validating and Loading Elections

PeopleSoft Human Resources PeopleBook: Base Benefits, "Setting Up and Managing Multiple Jobs"

Reprocessing Open Enrollment Schedules

You can use the Open Enrollment/Snapshot page of the Run Control component to reprocess every participant in an Open Enrollment schedule. Select a reprocessing value in the Reprocess group box and run the Benefits Administration process again.

The table below summarizes the processing performed by the system in response to your reprocess request. Only participant events on this schedule will be included. In general, the system excludes participant events with an event status of Closed or Void from Open Enrollment run control reprocessing.

Reprocess Indicator Value	***Processing***
None	Standard processing for Benefits Administration.
Schedule - (reassign schedules)	This restarts Benefits Administration processing. You might do this when you work through test runs during implementation, for example. No participant events on the selected Benefits Administration schedule can be in a process status of NT, EE, ET, RE, or FE. The system checks this at the start of the run and terminates processing if this condition is not met. The system ignores the participant events' process indicator status and event status—all events, open and closed, are included. The system deletes all participant event data for this schedule and then recalculates it through option preparation. This includes reevaluating the employee population for inclusion in the schedule, and subsequent program assignment and the determination of eligible options/defaults. The system attempts to process participant events to a PR process status.

Reprocess Indicator Value	*Processing*
Assign Benefit Program	The system rolls back (deletes) elections for participant events from the Base Benefit enrollment tables. The system does not retain participant event election information in the BAS_PARTIC Table. The system does not review schedule assignment. The system rechecks program eligibility and recalculates option eligibility, cost credits, defaults, and pre-entry information. The system attempts to process participant events to a PR process status.
Prepare Options	The system rolls back (deletes) elections for participant events from the Base Benefit enrollment tables. The system does not retain participant event election information in the BAS_PARTIC Table. Schedule assignment and program eligibility and assignment are not reviewed. Option eligibility, cost credits, defaults, and pre-entry are recalculated. The system attempts to process participant events to a PR (prepared) process status.
Elect Options	The system rolls back elections from Base Benefit enrollment tables. The system retains participant event election information in the BAS_PARTIC Table. The system does not review or reprocess schedule assignment, program assignment, or option eligibility. It revalidates elections for this event and loads them, if there are no errors, back into the Base Benefit enrollment tables, resetting the final process status to FE.

See Also

Setting Up Open Enrollment or Snapshot Routines

Understanding Event Maintenance and COBRA Administration

This section describes how the Event Maintenance process:

- Initiates COBRA qualifying events.

See Also

Setting Up COBRA Administration

Managing COBRA

"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 business process and Benefits Administration clients.

When Benefits Administration initiates the COBRA event, it populates 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.

CHAPTER 10

Processing Event Maintenance On Demand

This chapter provides an overview of on-demand event maintenance processing and discusses how to:

- Begin the On-Demand Maintenance process.
- Move events through the process.
- Review error messages.
- Reprocess participant events.

Understanding On-Demand Event Maintenance Processing

The administration of 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.

With On-Demand Event Maintenance, you can run an individual participant through the entire Benefits Administration process—from participant event scheduling to enrollment confirmation—with a single page. You can:

- Process participant events quickly, without setting up run controls.
- Correct processing errors as they occur.
- Link to Benefits Administration pages to review processing information and enter option elections.

On Demand Event Scenarios

You might use On-Demand Event Maintenance for an employee who has been promoted and is transferring offices in a few days. In one day, you could:

- Produce a benefits package.
- Enter elections.
- Produce a confirmation statement.

You can also integrate the On-Demand Event Maintenance page into the standard Benefits Administration processing cycle. For example, a new hire is typically scheduled as a participant event during a regularly scheduled Event Maintenance batch process.

However, what if the new employee needs to submit an enrollment form right away to make a doctor's appointment and show proof of medical insurance? You can use the On-Demand Event Maintenance page to produce the enrollment statement on demand. The employee makes elections that same day via the company's interactive voice response system, and the system finalizes the elections and prints a confirmation statement during the next run of the Benefits Administration process for the normal Event Maintenance schedule.

See Also

"Understanding the Benefits Administration Process"

Beginning the On-Demand Event Maintenance Process

This section describes how to:

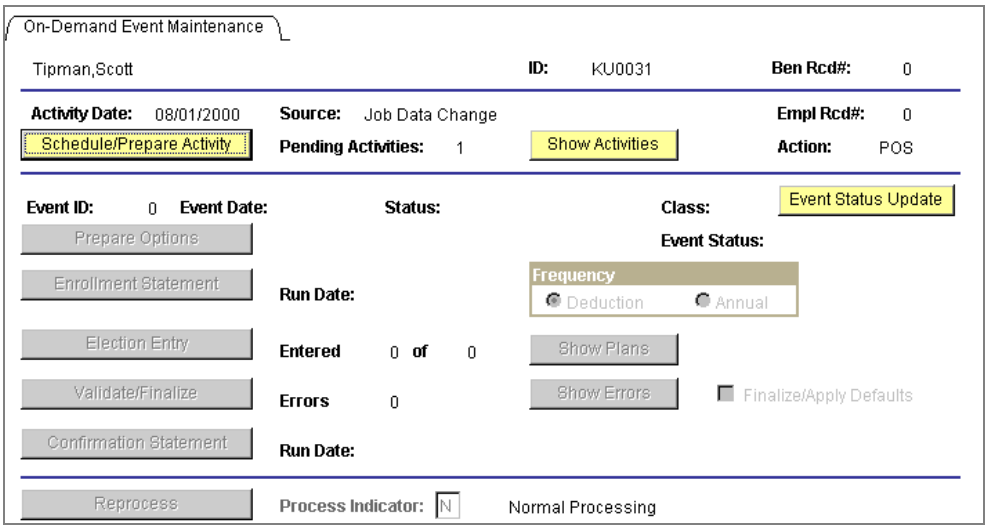
- Start the On-Demand Event Maintenance process.
- Select an activity to process

Pages Used to Begin the On-Demand Maintenance Process

Page Name	*Object Name*	*Navigation*	*Usage*
On-Demand Event Maintenance	BAS_ON_DEM_EM	Compensate Employees, Administer Automated Benefits, Use, On Demand Event Maintenance, On-Demand Event Maintenance	Process a single participant through all stages of the Benefits Administration process.
Show Activities	BAS_ACTY_EMPL	Compensate Employees, Administer Automated Benefits, Use, On Demand Event Maintenance, On-Demand Event Maintenance, click Show Activities	Review the list of activities waiting to be processed for a particular employee ID/benefit record number combination and select one to be processed.

Starting the On-Demand Event Maintenance Process

Access the On-Demand Event Maintenance page.



On Demand Event Maintenance page

Activity Date and **Show Activities**

This is the date on which the trigger activity for the Benefits Administration event occurred.

If the system finds only one activity for the employee, the system automatically displays the date. If there is more than one activity, click Show Activities to select an activity to process.

Source

The type of action that triggered the activity record: a change to the employee address, multiple job flags, or job data; manually adding an event through the BenAdmin Activity page; or a passive event.

Empl Rcd# (employee record number)

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 elections by assigning benefit record numbers for each benefits package.

Schedule/Prepare Activity

Click to run the Schedule/Prepare Activity process.

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 BenAdmin Activity page. If there are no activities waiting to be processed, Pending Activity is blank and the Show Activities button is not available.

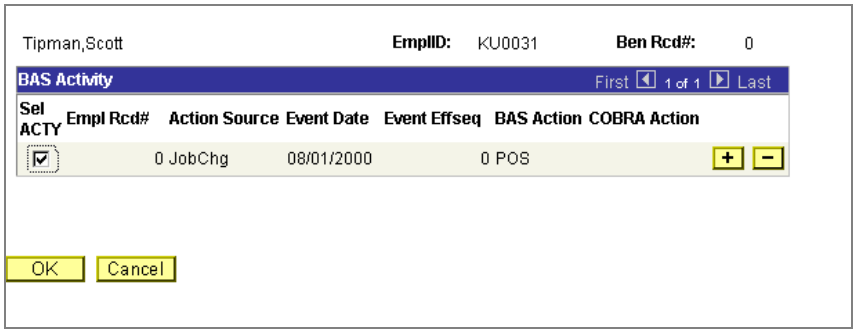
Action The type of job action associated with the action trigger.

For example, if the triggering action is a hire of an employee, the action is HIR. When the system processes the activity into a participant event, it uses the action to determine which event classification governs the event.

The remaining features, discussed below, are unavailable until the activity is scheduled.

Selecting an Activity to Process

Access the Show Activities page.



Show Activities page

Sel ACTY (select activity) Select to process the activity.

When you select an activity record, information from that record populates the Activity Date, Source, Empl Rcd#, Pending Activity, and Action fields on the On-Demand Event Maintenance page.

Event Effseq (event effective sequence) If there is more than one event for this employee that occurred on the same day, indicates the order in which it occurred.

COBRA Action This indicates whether this is a COBRA qualifying activity.

Moving Events Through the Process

This section describes how to:

- Schedule and assign activities.
- Prepare options.
- Print enrollment statements.

- Enter elections.
- Review changed elections.
- Validate and finalize elections.
- Print confirmation statements.
- Reprocess the event.

Scheduling and Assigning Activities

To schedule the activity record as a participant event and assign the event to a benefit program, click the Schedule/Prepare Activity button on the On-Demand Event Maintenance page.

The Schedule/Prepare Activity button is only active if there is an activity waiting to be processed.

If the activity record is processed successfully, it is:

- Scheduled as a participant event .
- Deleted from the list of activities waiting to be processed.
- Added to the BAS Participant Table.
- Assigned a process status of AS or AN.

Note. In certain cases, the system will process the event to FP 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.

The system always assumes that you intend the selected activity on the On-Demand Event Maintenance page to be the event currently in process. So if you're working with a participant who currently has an event midway through the Benefits Administration process cycle and a pending activity record selected for On-Demand Maintenance, the system closes the current event (by changing its event status to Closed), converts the activity trigger into a new participant event, and gives that event an event status of Open.

See Also

"Understanding the Benefits Administration Process," Scheduling Events and Assigning Benefit Programs

Preparing Options

After the event has been scheduled and assigned, click the Prepare Options button to prepare benefit options and election defaults.

The Prepare Options button is only available when the event's process status is AS, AE, or PE.

See Also

"Understanding the Benefits Administration Process," Preparing Options

Printing Enrollment Statements for On Demand Event Maintenance

After options have been prepared, click Enrollment Statements to generate an enrollment statement for the participant. The Enrollment Statements button is only available when the process status is PR or NT.

The Run Date field displays 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 to display benefit option cost information on the enrollment statement. Use Deduction Frequency to print the cost of the benefit per pay period for each available option. Use Annual Frequency to print the annual cost of the benefit option.

Entering Elections

After options have been prepared and you've received the participant's election choices, click the Election Entry button to access the Benefits Administration data-entry pages. The Election Entry button is only available when the process status is PR, NT, EE, RE, or ET.

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 the participant can make. When an election has been entered, you can also click Show Plans to review changes.

See Also

"Understanding the Benefits Administration Process," Entering Participant Benefit Elections

Validating and Finalizing Elections

After entering elections, click the Validate/Finalize button to validate and load the information to benefit tables. The Validate/Finalize button is available if the process status of the event is ET, EE, or RE.

Note. If a participant's elections have not been updated and event rules dictate the participant cannot keep some or all current elections, the system determines default elections for the participant and enrolls in them.

Use the Finalize/Enroll Defaults check box to force-finalize a participant's elections and enroll the participant in default elections, or both, even if the current elections are in error. Events with a process status of PR and NT can be force-finalized, as well as events at ET, EE, or RE.

See Also

"Understanding the Benefits Administration Process," Validating and Loading Elections

Generating Confirmation Statements

After validating and finalizing the participant's elections, click the Confirmation Statement button to generate a confirmation statement. The Confirmation Statement button is available when the process status FE or EE.

The Run Date field displays the date a confirmation statement was last printed for the participant event in process.

See Also

Setting Print Options

Reprocessing Participant Events

If an event requires reprocessing, use the Reprocess button and the Process Indicator on the On-Demand Event Maintenance page to reprocess the event to a previous stage of the Benefits Administration process. The Reprocess button is not available for events with AS status.

As with the normal Benefits Administration process, use the Event Status Update page to identify events that may need reprocessing. To open the Event Status Update page from the On-Demand Maintenance page, click the Event Status button.

Note. If you need to reprocess an event that has been closed, open Event Status Update, close the currently open event, and open the event that you want to reprocess. When you return to the On-Demand Event Maintenance page, the system displays the event you reopened for processing.

Use the Process Indicator menu to indicate the level to which you want the system to reprocess the event. The following table describes Process Indicator values.

Process Indicator	*Processing*
A (assign benefit program)	Event status must be Open. Schedule assignment is not reviewed. Elections for participant events are rolled back (deleted) from the Base Benefit enrollment tables. Elections are not retained in BAS_PARTIC tables. Program eligibility is determined again. Option eligibility, cost credits, defaults, and pre-entry are recalculated. The system attempts to reprocess participants to PR status.
E (elect options)	Event status must be Open. Schedule assignment, program assignment, and option eligibility is not reviewed. The system rolls back elections from Base Benefit enrollment tables. It revalidates elections for this event and loads them, if there are no errors, back into the Base Benefit enrollment tables, resetting the final process status to FE.
N (normal processing)	Standard processing for Benefits Administration.
P (prepare options)	Event status must be Open. Schedule assignment and program assignment are not reviewed. Elections for participant events are rolled back (deleted) from the Base Benefit enrollment tables. Elections are not retained in BAS_PARTIC tables. The system recalculates option eligibility, cost credits, defaults, and pre-entry information. The system attempts to reprocess participants to PR status.
R (reenter)	Use to correct election errors for finalized events, when enrollment information has been loaded to benefit tables. Event status must be Open. Schedule assignment, program assignment, and option eligibility is not reviewed. The system rolls back elections back from Base Benefit enrollment tables. It retains elections for this event in the BAS_PARTIC table. The system leaves the event at a process status of RE. When you post election changes to the data-entry component, the system updates the process status to ET.

Process Indicator	*Processing*
V (void)	The system updates the event status to Void and removes the event from processing. The system does not review schedule assignment, program assignment, and option eligibility. If the event is in a process status of FE-Enrolled, elections are rolled back from Base Benefit enrollment tables. The system retains prior elections for this event in the BAS_PARTIC table. The system leaves the event at a process status of RE.

See Also

"Understanding the Benefits Administration Process," Reprocessing Events and Analyzing Disconnected Events

Setting Up and Managing On Demand Event Maintenance

This section explains how to:

- Set up print options.
- Review changed elections.
- Review and update event status.

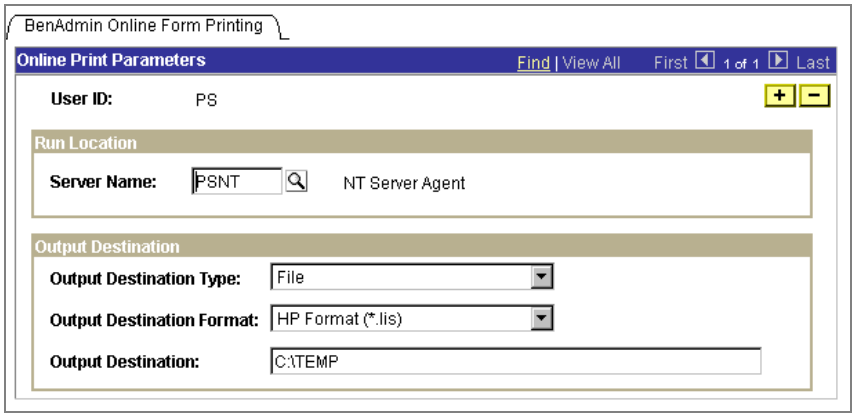
Pages Used to Support On Demand Event Maintenance

Page Name	*Object Name*	*Navigation*	*Usage*
BenAdmin Online Form Printing	BAS_ODEM_PRINT	Define Business Rules, Define Automated Benefits, Setup, Online Printing, BenAdmin Online Form Printing	Set the print destination for on-demand enrollment and confirmation forms.
Participants Enrolled	BAS_PARTIC_EMPLINQ	Compensate Employees, Administer Automated Benefits, Use, On Demand Event Maintenance, On-Demand Event Maintenance, click Show Plans.	Review the plan types for which elections were entered or changed and the plan types that the participant is eligible to change but for which no changes have been entered.

Page Name	Object Name	Navigation	Usage
Participants Enrolled	BAS_PARTIC_STS	Compensate Employees, Administer Automated Benefits, Use, On Demand Event Maintenance, On-Demand Event Maintenance, click Event Status Update.	Review the plan types for which elections were entered or changed and the plan types that the participant is eligible to change but for which no changes have been entered.
On Demand EM - Error Messages	BAS_MESS_EMPL	Compensate Employees, Administer Automated Benefits, Use, On Demand Event Maintenance, On-Demand Event Maintenance, click Show Errors	Review On-Demand Event Maintenance error messages.
On Demand EM - Error Messages	BAS_MESS_EMPL	Compensate Employees, Administer Automated Benefits, Use, On Demand Event Maintenance, On-Demand Event Maintenance, click Status Event Update	Review On-Demand Event Maintenance error messages.

Setting Print Options

Access the BenAdmin Online Form Printing page.



BenAdmin Online Form Printing page

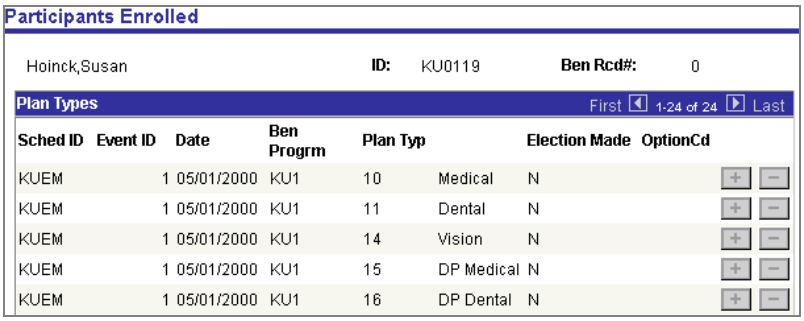
You only need to set up print options once per user ID. Use the fields in the **Output Dest Type** (output destination type) group box to determine the output destination of the enrollment and confirmation forms you print with the On Demand Event Maintenance facility. If you want to print the report 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***).

Note. Reports are always run from the client.

Reviewing Changed Elections

Access the Participants Enrolled page.



Participants Enrolled page

Election Made — A *Y* value indicates election has been entered or changed.

Option Cd (option code) — The benefit option code can also indicate the participant has waived a certain option.

Note. The Participants Enrolled page only displays the plan types for which the participant is currently eligible to choose or change benefit option elections. It might not display all of the plan types in which the participant is currently enrolled.

Reviewing and Updating Event Status

Just like in the normal Benefits Administration process, 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. To open the Event Status Update page from the On-Demand Maintenance page, click the Event Status button.

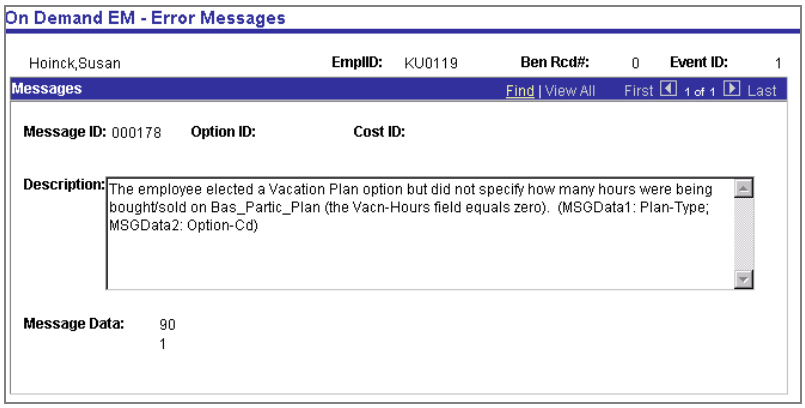
See Also

Manually Updating Event Status using the Event Status Update Page

Reprocessing Events

Reviewing Error Messages

Access the On Demand EM - Error Messages page.



On Demand EM – Error Messages page

The error messages generated by the last processing action you initiated appear in the Messages area. Each time you run the Benefits Administration process, the system deletes the error messages generated by the previous run. If errors from a previous run are not corrected, they are generated again with the new run of the process.

See Also

"Understanding the Benefits Administration Process," Reviewing Error Messages

CHAPTER 11

Appendix A: PeopleSoft Benefits Administration Reports

This appendix provides an overview of PeopleSoft Benefits Administration reports and enables you to:

- View summary tables of all reports.
- View report details and source records.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

PeopleSoft Benefits Administration Reports: General Description

This table lists the PeopleSoft Benefits Administration reports, sorted alphanumerically by report ID. The reports listed are all SQR reports. If you need more information about a report, refer to the report details at the end of this appendix.

PeopleSoft Benefits Administration Reports

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
BAS001 Eligible Participants	Lists, by schedule and benefit program, employees that are eligible to participate in company benefit programs with details on plan and option eligibility.	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS001
BAS002 Benefit Program Mailing Labels	Prints a set of 4-across mailing labels for employees participating in benefit programs. Compiles the list from the BAS Participant tables created during Open Enrollment or Event Maintenance processing.	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS002

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
BAS003 Invalid Benefit Elections	Lists, by schedule and event, participants and their dependents, showing any errors such as coverage over the maximum or under the minimum, invalid choices, failure to meet eligibility requirements, and so on. .	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS_SCHED
BAS004 Enrollment Statements	Prints a generic enrollment statement for each eligible benefit program participant in the BAS Participation table. Includes the name and address of each participant, with options the participant is eligible for and the associated price tags and credits (if applicable) for the options.	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS004
BAS005 Confirmation Statements	Prints a generic confirmation statement for each valid benefit program participant. Includes coverage and per pay period costs.	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS005
BAS006 Missing Elections	Lists and provides location information for participants who did not return enrollment statements.	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS_SCHED
BAS007 Dependent/ Beneficiary Election	Lists all dependents with current or new elections.	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS_SCHED
BAS008 Flagged Participants	Lists 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.	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS008

Report ID and Report Name	Description	Navigation	Run Control Page
BAS010 Ineligible Participants	Lists all participants ineligible for any benefit program (events processed to AN status) and their eligibility parameters, such as birthdate and status.	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS_SCHED
BAS027 Employee Process Status	Lists all participants in a particular process status or set of status levels.	Compensate Employees, Administer Automated Benefits, Report	RUNCTL_BAS027
BAS701 Geographic Locations	Prints location IDs, effective dates, and from/to ranges for the U.S. ZIP code ranges and Canadian postal code ranges you've defined to determine benefit eligibility.	Define Business Rules, Define Automated Benefits, Report	RUNCTL_BEN_LANG
BAS702A Benefit Program /Plan/Options	For a specified benefit program, prints program-level information (effective date and status, program type, age criteria, COBRA, FMLA, and FSA parameters and self-service configuration) along with the plan- and option-level structure (event rules, eligibility rules, coverage levels and deduction codes).	Define Business Rules, Define Automated Benefits, Report	RUNCTL_BAS_PGM
BAS702B Benefit Program Costs	For a specified benefit program, prints the program description along with the cost and credit structure for all of the offered options (deduction and earnings codes, rate information and calculation rules).	Define Business Rules, Define Automated Benefits, Report	RUNCTL_BAS_PGM

Report ID and Report Name	Description	Navigation	Run Control Page
BAS703A Eligibility Rules	For each plan type in a benefit program, 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. For each Eligibility Rule definition, prints the minimum/maximum criteria (standard hours, service months and age) and the "membership" criteria (such as employee class, full or part time, company and paygroup, union code, state, etc.) along with the applicable grouping methods and evaluation rules.	Define Business Rules, Define Automated Benefits, Report	RUNCTL_BAS703A
BAS703B Event Rules	Prints event rules for benefit plan types. For an Event Rule definition, prints each Event Class with it's basic change restrictions (type of changes allowed and option-level movement), date rules (coverage and deduction dates with waiting periods) and other event controls (defaulting, editing and exceptions).	Define Business Rules, Define Automated Benefits, Report	RUNCTL_BAS703B

Report ID and Report Name	Description	Navigation	Run Control Page
BAS703C Event Rules-Billing	Lists the parameters in which billing enrollments are created or updated during the Benefits Administration process. Displays the event rules, event class, billing action, billing action date, and the rate qualifier.	Define Business Rules, Define Automated Benefits, Report	RUNCTL_BAS703B
BAS714 Benefits Administration Scheduling	Lists the criteria that make up a schedule. Use to review schedules that have been entered into the system and to ensure that there are no employee overlaps.	Compensate Employees, Administer Automated Benefits, Report, Schedule	RUNCTL_BAS_SCHED

PeopleSoft Benefits Administration Reports: A to Z

This section provides detailed information on individual reports, including important fields and source records. The reports are listed alphabetically by report ID.

BAS001 - Eligible Participants

Source Record

BAS Participant Table

BAS002 - Benefit Program Mailing Labels (4-Up)

Note. Be sure to load the correct label stock in your printer before initiating this report.

Source Record

BAS Participant tables

BAS003 - BenAdmin Preparation and Election Errors

You can use this report as an audit trail for fixing errors by having staff check off each error as they make a correction.

Source Record

BAS Schedule Table

BAS004 - Benefit Enrollment Form

See Also

Understanding the Benefits Administration Process, Printing Enrollment Forms

Source Record

BAS Participant tables

BAS005 - Confirmation Statement

See Also

Understanding the Benefits Administration Process, Printing Confirmation Statements

Source Record

BAS Participant tables

BAS006 - Missing Elections

Source Record

Benefit Program Participation Table

BAS007 - Dependent/Beneficiary Elections

Source Records

BAS Participant Table and BAS Dependent Table

BAS008 - Flagged Participants

Schedule ID	To print flagged events from all schedules, leave this field blank.
Include Summary	Select to include summary information on all flagged participant events.

See Also

Reprocessing Events

Source Record

BAS Participant Table

BAS010 - Ineligible Participants

Source Records

BAS Participant Table, Personal Data Table, and Job Table

BAS027 - Employee Processing Status

Source Record

BAS Participant Table

BAS701 - Geographic Location Eligibility

Source Records

Benefits tables, Geographic Location Eligibility Table

BAS702A - Benefit Program (Options)- Benefits Administration

Source Records

Benefits tables, Benefit Program Table

BAS702B - Benefit Program (Costs) - Benefits Administration

Source Records

Benefits tables, Benefit Program Table

BAS703A - Eligibility Rules Table

Source Records

Benefits tables, BAS Eligibility Rules Table

BAS703B - Event Rules Table

Source Records

Benefits tables, BAS Event Rules Table

BAS703C - Event Rules - Billing

Source Record

BAS Event Rules Table

BAS714 - Benefits Administration Scheduling

Source Record

BAS Schedule Table

Index

A

activating benefits administration 2-4
assigning benefit programs
  open enrollment 9-42, 9-43
  overview 9-42

B

BAS Activity Table
  inserting events 5-6
base benefit audits 8-3
Ben Admin Enrollment Form page 9-55
BenAdmin Activity page 9-45
BenAdmin Eligibility Debugging page 9-51, 9-52
BenAdmin Event Class Page 5-2
BenAdmin Event Status page 9-71
BenAdmin Event Status Update page 9-46
BenAdmin Online Form Printing page 10-10
BenAdmin Process Messages page 9-29
BenAdmin Processing Controls page 9-33
BenAdmin Schedule Summary page 9-31
BenAdmin Schedule Table page 8-12
BenAdmin Snapshot Definition page 8-11
BenAdmin Statement Reprinting page 9-56
BenAdmn Eligibility Parameters page 4-5
Benefit Confirmation Statement page 9-69
benefit elections
  entering 9-57
  understanding 9-57
benefit groups
  assigning participants 8-5
Benefit Program Page 6-2
Benefit Program Participation page 8-5
Benefit Program Table - Cost Page 6-7
benefit programs
  building 6-1
  building with Benefit Program Table 6-2
  overview 6-1
  process status assignment 9-11
benefits administration
  activating 2-4
  identifying groups 8-4
  introduction to 2-1
  multiple currencies 2-3
  preparing overview 8-1
  reviewing architecture 8-2
  setting up run control 9-20
benefits administration groups
  understanding 8-4
benefits administration process
  overview 9-4
  overview chart 9-5
  reviewing results 9-27
  understanding 9-1
benefits administration processing
  validating and loading elections 9-65
Benefits Administration Reports 11-1
benefits billing
  defining rules 5-24
  event processing 5-25
  removing participants 5-26
Benefits Summary (Pay Dedns) – Benefit Summary page 9-40
Billing Rules page 5-25

C

Canadian Benefits Hierarchy page 7-3
canadian credit allocations 7-1
CD-ROM
  contents ii
  ordering ii
COBRA Administration
  event maintenance 9-76
  event processing 5-27
  initiating events 9-77
confirmation statements
  creating 9-69
  running 9-69
Confirmation Statements – Benefit Confirmation Statement Page 9-69
credit allocation
  deductions 7-2
credit allocation table
  setting up 7-2
credit allocations
  understanding 7-1
cross plan validation
  domestic partners 6-22, 6-24
  introduction 6-20
  setting up for plan types 6-21
customized eligibility parameters 4-10

D

Dependent/Beneficiary Enrollment page 9-65

E

Election Entry – Dependents and Beneficiaries page 9-63
Election Entry - Event/Participant Selection page 9-58
Election Entry - Option Election page 9-60
eligibility parameters
customized 4-10
eligibility processing
debugging 9-50
eligibility rules
changing 4-12
creating 4-5
defining 4-1
geographic location 4-12
job data 4-2
linking to programs 6-9
overview 4-1
setting up 4-4
eligibility versus Ineligibility 4-4
Employee Event Summary – Option Cost Page 9-38
Employee Event Summary – Plan Type Page 9-37
employee information
reviewing 9-39
enrollment statements
creating 9-54
reprinting 9-56
running 9-55
understanding 9-54
entering, validating, and loading elections
process status 9-15
event classes
defining 5-2
event disconnection
loss of event trigger 9-47
loss of loss of eligibility information 9-48
overview 9-47
reconnecting open enrollment events 9-49
understanding 9-47
voiding events 9-48
event maintenance
assigning benefit programs 9-43
BAS Activity 9-45
COBRA Administration 9-76
on demand 10-1
overview 9-1
preparing 8-1
scheduling 8-12
scheduling events 9-43
using 9-3
event processing
benefits billing 5-25
COBRA Administration 5-27
event rules
creating 5-1
defining 5-9
defining actions 5-2
linking 6-10
technical information 5-17
Event Rules Table - Date Rules page 5-15
Event Rules Table - Event Rules page 5-10
event status
manually updating 9-46
reviewing 10-11
updating 10-11
event status and retroactive events 9-19
Excess Credit Tbl page 3-3

F

finalize participant event
forcing 9-66
flexible credit earnings
defining 3-1
understanding 3-1
flexible credits
linking to options 6-12
meeting goals 6-13
understanding 6-12
working with 6-11

G

general deductions
tax alteration deductions 7-2
Geographic Location Table page 4-13

J

Job Eligibility Evaluation page 9-53

L

linking event rules 6-10
Load Cross Plan Values Page 6-22

M

multiple currency
with benefits administration 2-3

O

OE/Snapshot page 9-24
On Demand EM - Error Messages page 10-12
on demand event maintenance
confirmation statements 10-7
enrollment statements 10-6

entering elections 10-6
error messages 10-12
managing 10-9
preparing options 10-6
print options 10-10
reprocessing participants events 10-7
scenarios 10-1
scheduling and assigning 10-5
scheduling and preparing activities 10-4
setting up 10-9
using 10-2
validating elections 10-6
On Demand Event Maintenance page 10-3
on emand event maintenance
understanding 10-1
open enrollment
assigning benefit programs 9-42
defining 8-6
defining (USF) 8-8
overview 9-1
preparing 8-1
scheduling 8-12
understanding 8-7
using 9-2
Open Enrollment Definitions page 8-7
open seasons
overview 5-28
option preparation
process status 9-13

P

participant eligibility processing 9-51
Participant page 9-35
Participants Enrolled page 10-11
Participants Lists page 9-23
Passive Event Definition Page 5-8
passive events
examples 5-9
processing 9-26
reviewing history 9-39
pay calendars
building 8-2
payroll information
organizing 3-1
PeopleBooks
CD-ROM, contents ii
CD-ROM, ordering ii
printed, ordering iv
plan types and options 6-3
preparing options
on demand event maintenance 10-6
process status
benefit program assignment 9-11
entering, validating, and loading elections 9-15
individual events 9-33, 9-34
open preparation 9-13
reprocessing finalized events 9-17
understanding 9-11
Processing Controls Update – BenAdmin Processing Controls page 9-74

R

reprocessing events 9-70
open enrollment schedule 9-75
understanding 9-70
reprocessing finalized events
process status 9-17
reviewing election validation results 9-35

S

Schedule and Checkpoint Restart page 9-21
scheduling events
event maintenance 9-43
overview 9-42
scheduling multiple events 9-18
Show Activities page 10-4
snapshot
defining 8-6
setting up 8-11
understanding 8-7
snapshot process
using 9-4

T

terminating participants
workflow 9-67
triggering events 5-4
employee data changes 5-5

V

validating and loading
understanding 9-65
variable taxation plans
benefits administration 7-4
variable taxation plans
payroll calculations 7-4