PeopleSoft 8.3 FSA Administration PeopleBook

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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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.

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.
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.

Field	***Definition***
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.
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.

Field	***Definition***
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.
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.

Field	*Definition*
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

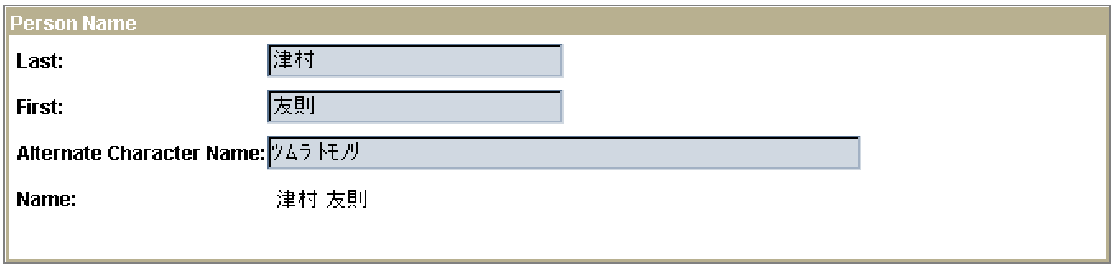
The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

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.

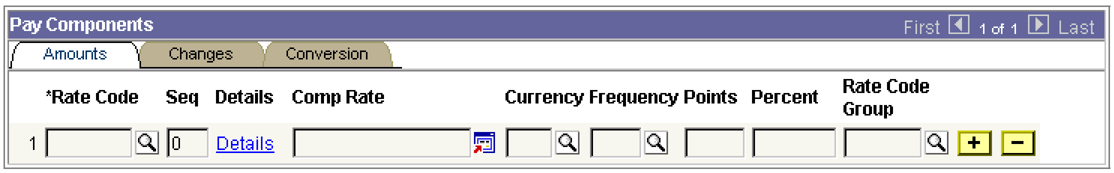
Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, 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.

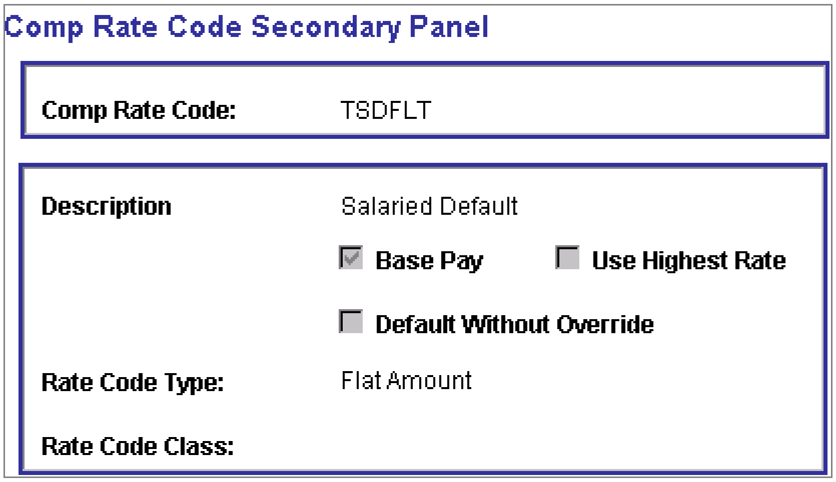
Comp Rate, (compensation rate) **Currency**, and **Frequency** — The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.

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.



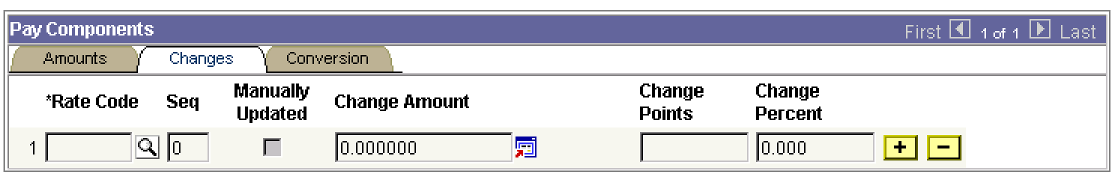
Comp Rate Code Secondary Panel

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**

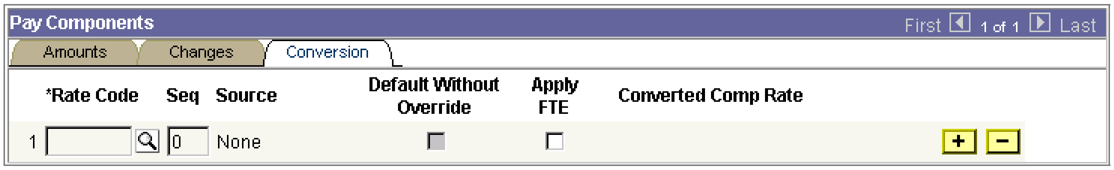
Changes Tab



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 FSA Administration PeopleBook

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

This preface explains how to use the documentation for PeopleSoft FSA 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”

PeopleBooks Standard Page Element Definitions

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

Field	***Definition***
FSA Maximum Annual Pledge	For a plan year, this is the total maximum an employee can pledge for a health care or dependent care flexible spending accounts.
FSA Minimum Check Amount	This is the minimum amount for which a check will be printed.

Standard Buttons

This button used throughout this chapter.

Indicates this field operates in deferred mode. Deferred mode means the system does not automatically validate the field. You can validate the field by clicking this button or when you click the Save button.

C H A P T E R 2

Introducing PeopleSoft FSA Administration

This chapter provides an overview of PeopleSoft FSA Administration and tells you more about:

- The PeopleSoft benefits solution.
- Working with benefit menus.
- Setting up PeopleSoft FSA Administration.
- Performing benefits processes.

Note. PeopleSoft FSA Administration is a supplement to the Base Benefits business process. You cannot run the processes and procedures in this book until you set up Base Benefits.

The PeopleSoft Benefits Solution

PeopleSoft Human Resources, our *base* product, enables you to manage employee benefits such as health, life, and disability. If your organization requires more sophisticated processing—automated eligibility checking, enrollment management, and flexible credits—add PeopleSoft Benefits Administration. If your North American organization administers employee flexible spending account (FSA) claims, then add PeopleSoft FSA Administration.

When you build on PeopleSoft Human Resources by adding PeopleSoft FSA Administration, you:

- Define FSA information for employees at the program level.
- Pay healthcare and dependent-care FSA claims.
- Track claim and payment data.
- View claim and payment history online.

Working With Benefit Menus

Design and perform FSA processes using the Administer FSA menu. Because benefit processing depends on personnel administration and payroll information, you might work with other PeopleSoft HRMS menus such as Define General Options, Administer Base Benefits, and Administer Automated Benefits. We assume that your Human Resources department enters and maintains personnel administration information and your Payroll department enters and maintains benefit-related payroll information. However, being familiar with these tables and pages helps you understand how they affect your benefit system.

Using Multiple Currencies

When you work with multiple currencies for an employee, be aware that PeopleSoft FSA 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 FSA Administration cannot perform a currency conversion.

See Also

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

Setting Up FSA Administration

When working with PeopleSoft tables, keep in mind that as you define your FSA benefit offerings your goal is to build the benefit programs that your organization offers, because benefit programs *tie together* the data that you enter.

To prepare the system for processing FSA claims, U.S. organizations use benefit tables. For example, using the Benefit Program Table you can define a maximum pledge amount for the participants whom you enroll in a specific benefit program and define different rules for different benefit programs. Using other tables, you can define rules for claim processing.

Performing Benefit Processes

Once you define FSA, healthcare, and dependent care benefit plans; associate them with the appropriate benefit programs; and enroll employees in them, you can begin FSA administration.

The method that you use to enroll participants and to maintain enrollment changes depends on PeopleSoft application that you use. If your organization uses PeopleSoft Human Resources, enroll participants using individual benefit pages. If you implement PeopleSoft Benefits Administration, perform open enrollment and event maintenance using automated processes.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, “Setting Up Benefit Plans”, Setting Up FSA Plans

PeopleSoft Human Resources PeopleBook: Administer Workforce

Administering FSA

PeopleSoft FSA Administration is designed for companies located in the United States and Canada. Use PeopleSoft FSA Administration to administer healthcare and dependent-care FSA claims and to:

- Track pledges, process claims, disburse money, print checks, and account for funds according to the amounts employees pledge and the rules for healthcare and dependent-care disbursements.
- Schedule claims processing based on your operational needs and view the year-to-date status of employee FSA accounts.
- Use a minimum check option. Selecting this option automatically puts claims below the minimum into a pending file. When the total of pending claims reaches the minimum, the system processes a check for the employee.
- Process pending claims, too. For example, if an employee submits a claim for more than the amount in the FSA account, you can pay the claim and hold the excess in a pending account.

Reporting

There are several reports available with PeopleSoft FSA Administration.

See Also

“Appendix A: PeopleSoft FSA Administration Reports**”**

CHAPTER 3

Designing PeopleSoft FSA Administration

This chapter provides an overview of designing FSA Administration and tells you how to:

- Activate FSA Administration.
- Define FSA check forms.
- Define business rules for benefit programs.

Setting up FSA Administration

To set up FSA Administration:

1. Use the Installation Table - Products Page to activate FSA Administration.

   You define FSA Administration only one time, during implementation.

2. Use the Form Table Page to define the forms for printing FSA checks.

For example, if you use the same form for all FSA checks, then set up that check stock, and it is then available to you each time you print checks. If you print FSA checks using more than one kind of check stock, define each one. If you later add a new check stock, make another entry in the Form Table.

3. Define business rules for each benefit program.

Process claims according to benefit program. For example, for one claim-processing cycle, you might include two benefit programs, while for another you might select one program.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS", Setting Up Implementation Defaults

Setting Up Form IDs

Pages Used to Set Up FSA Administration

Page Name	Object Name	Navigation	Usage
Form Table	PAY_FORM_TABLE	• Define Business Rules, Define FSA, Setup, Form Table, Form Table • Define Business Rules, Define Payroll Process, Setup 1, Form Table, Form Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Form Table, Form Table	Set up a Form ID, before processing claims, for each kind of FSA check stock that your organization uses. If your organization implements PeopleSoft Payroll, some forms already might be set up. Your payroll department uses this same table to define stock for pay checks.
FSA Run Process Table	FSA_RUN_TABLE	Define Business Rules, Define FSA, Setup, FSA Run Table, FSA Run Process Table	Define an FSA Run ID for each benefit program for which you administer FSA claims.

Activating FSA Administration

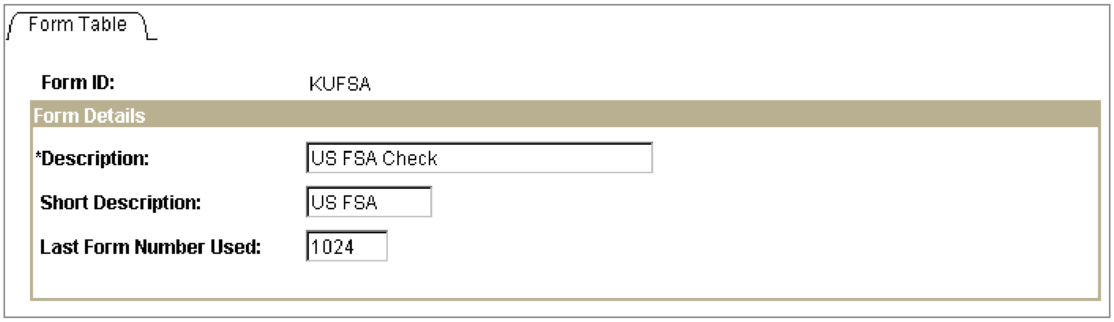
To activate FSA Administration:

1. Access the Installation Table - Products page.
2. Select the FSA Claims Administration check box in the Installed Products group box.

   Once selected, the FSA Administration fields are available on the Benefit Program Table, where you define benefit program business rules for FSA claim processing.

Setting Up Form IDs

Access the Form Table page.


Form Table

Form ID: KUFSA

Form Details

*Description: US FSA Check

Short Description: US FSA

Last Form Number Used: 1024

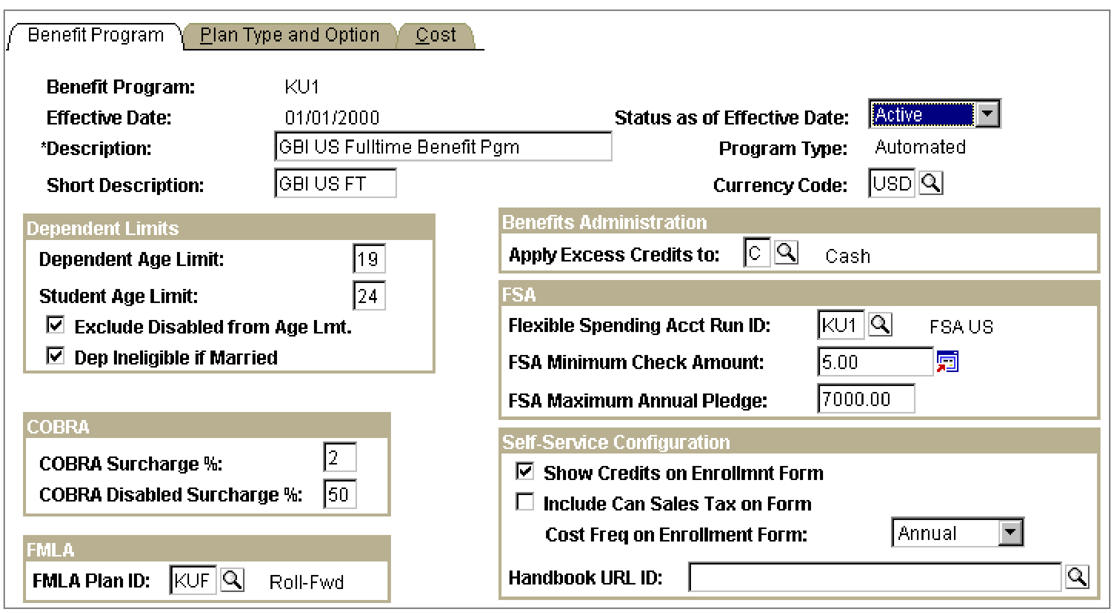
Form Table page

If you use several check stocks for FSA Administration, set up a **Form ID** for each one.

Last Form Number Used The first time you print FSA checks using the **Form ID,** enter the **Last Form Number Used.** After that, the system updates this field each time you print checks using the stock. You can update the **Last Form Number Used** if numbers are out of sequence, which can happen if you delete a form.

Adding Business Rules for Benefit Programs

Access the Benefit Program page.


Benefit Program | Plan Type and Option | Cost

Benefit Program: KU1

Effective Date: 01/01/2000

Status as of Effective Date: Active

*Description: GBI US Fulltime Benefit Pgm

Program Type: Automated

Short Description: GBI US FT

Currency Code: USD

Dependent Limits

Dependent Age Limit: 19

Student Age Limit: 24

☑ Exclude Disabled from Age Lmt.

☑ Dep Ineligible if Married

COBRA

COBRA Surcharge %: 2

COBRA Disabled Surcharge %: 50

FMLA

FMLA Plan ID: KUF Roll-Fwd

Benefits Administration

Apply Excess Credits to: C Cash

FSA

Flexible Spending Acct Run ID: KU1 FSA US

FSA Minimum Check Amount: 5.00

FSA Maximum Annual Pledge: 7000.00

Self-Service Configuration

☑ Show Credits on Enrollmnt Form

☐ Include Can Sales Tax on Form

Cost Freq on Enrollment Form: Annual

Handbook URL ID:

Benefit Program page

Flexible Spending Acct Run ID (flexible spending account) run ID) Each time you initiate claim payment processing, identify the run ID for that cycle. The system processes claim data for employees in the benefit programs with those run IDs.

FSA Minimum Check Amount (flexible spending account minimum check amount)	Enter for employees in the benefit program. This is the minimum amount for which you print a check.
FSA Maximum Annual Pledge (flexible spending account minimum annual pledge)	Define the maximum annual pledge amount for employees in the benefit program. For a plan year, this is the total maximum that an employee can pledge for both healthcare and dependent care FSAs.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, “Building Base Benefit Programs”

CHAPTER 4

Administering PeopleSoft FSA Administration

This chapter provides an overview of administering PeopleSoft FSA Administration and tells you how to:

- Enter claim data for both U.S. and Canada.
- Process payments.
- View claim and payment detail.
- Reverse checks and claims.
- Account for funds.

Understanding PeopleSoft FSA Administration

PeopleSoft FSA Administration provides the tools for companies in the United States and Canada to administer Health Care and Dependent Care flexible spending accounts (FSAs). Based on the amounts that employees pledge and your business rules, you can track pledges, process claims, disburse monies, and account for funds.

Processing Payments

Payment processing is based on the one or more benefit programs that you group together and the plan year that you identify. You can simultaneously run payment cycles. Scheduling frequent payment processing is to your advantage because employee year-to-date information remains current.

The following chart gives you an overview of FSA Administration processing:

Process	***Usage***	***What the system does***
FSA Claims Processing	Process claim payments for the employees in the plan years and benefit programs that you include.	Processes claims and updates claim and payment detail and year-to-date activity. Once you enter claim data, a the claim Status of ***Submitted*** appears.

Process	***Usage***	***What the system does***
Account Closure	Close out previous year accounts, after you've processed all claims for the year—probably at the second quarter of the current year.	Updates all prior year accounts to *Closed* and produces a report that accounts for prior year funds.
Check Print	Print checks.	
Check Register	Print check register.	
Quarterly Account Register	Print quarterly balance statements.	
FSA Check Reversal	Reverse paid checks to claims.	If claim is processed and check is not printed, the process sets: • Check status to Void • Claim status to Pended If the claim is processed and the check is printed, the process sets: • Check status to Reversed • Claim status to Pended Reduces the claim's Paid-to-Date field by appropriate amount and marks it so it will be picked up during the next Claims Processing run.
FSA Claim Reversal	Reverse an FSA claim and all checks that reimburse that claim.	If the claim is not processed, the process set:s the claim to voided. If the claim is processed, but the check is not printed, the process sets: • Claim status to Reversed • Check status to Void If the claim is processed and the check is printed, the process sets: • Claim status to Reversed • Check status to Reversed Clears claim's Paid-To-Date field, subtracts the claim's Submitted and Approved amounts from the committed FSA account balances. Also lists other claims that are affected by the reversal.

Entering Claim Data for U.S. FSA Claims

PeopleSoft FSA Administration starts with your receipt of employee claims. As employees submit claims, you enter the data, using specific Health Care and Dependent Care accounts pages. You continue entering data and making changes until you're ready to process payments.

Before you process a payment, make changes to claim data using all *participant* pages. Use the participant pages to locate claim and payment data using a variety of search criteria.

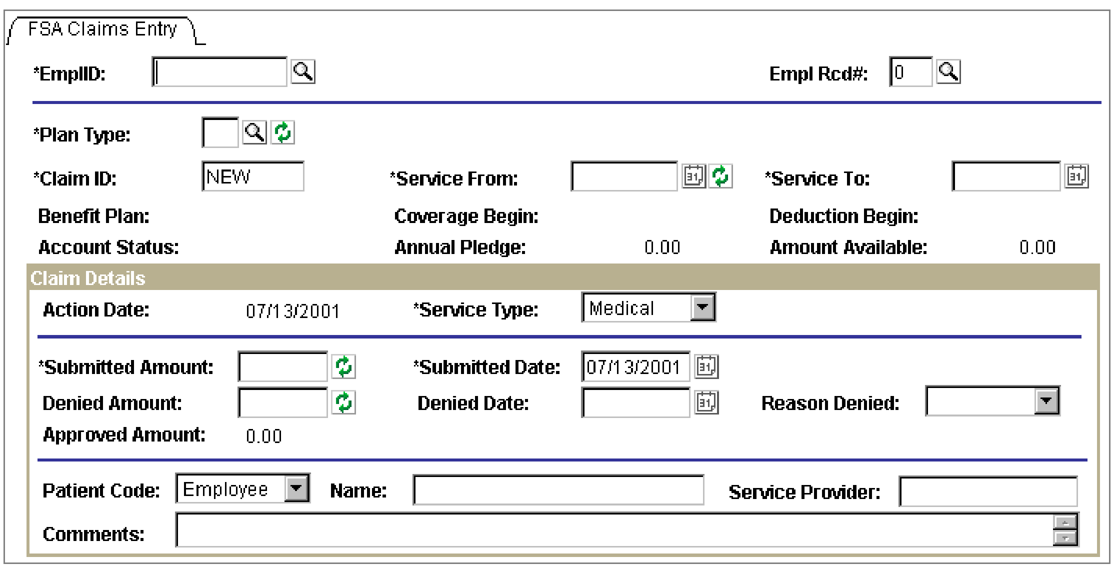
Pages Used to Enter and Edit Claim Data

Page Name	*Object Name*	*Navigation*	*Usage*
FSA Claims Entry	FSA_CLAIM_ENTRY	Compensate Employees, Administer FSA (US), Use, FSA Claims Entry	Enter health care claim data for both active and terminated employees.
FSA Participant	FSA_CLAIM_PARTIC	Compensate Employees, Administer FSA (US), Use, FSA Participant	Make changes to claim data before you process a payment for a health care claim.

Entering Health Care Claim Data

Access the Health Care Claims Entry page.

The plan type you select determines whether the fields displayed are relevant to health care or dependent care claims. For terminated employees, you can enter claims through the end of the plan year and process claims up to the full annual pledge elected.



Health Care Claims Entry page

Deduction Begin, Deduction End The dates on which the first and last deduction can be taken from the participant's paycheck.

Coverage Begin, Coverage End The dates on which FSA coverage begins and ends.

Account Status The current status of the account.

Amount Available The contribution amount currently in the FSA account.

Claim Details

Claim ID The system can automatically assign the **Claim ID.** When you enter a new claim, the **Claim ID** is automatically set to ***NEW;*** if it is left unchanged, the system replaces it with the next available 8-digit **Claim ID** when you save the data. After the system assigns the **Claim ID** to the data entry record, it displays a message with the **Claim ID** that was just assigned. This enables you to record the **Claim ID** on the employee's paperwork, if required.

Service From, Service To The dates on which the eligible expenses occurred. If you enter service dates that are not within the same calendar year, a warning appears. A warning also appears if the service dates are not within the coverage begin and end dates. Once the **Service From** date is entered, based on the plan year the system displays the FSA benefit plan data for the employee, including the **Annual Pledge.** Enter the **Annual Pledge** amount when you enroll the employee.

Action Date The date on which the claim was entered.

Service Type Select a service type for this claim from the list of available options.

Submitted Amount Enter the amount submitted on this claim. The system verifies that the **Submitted Amount** does not exceed the **Annual Pledge** amount. For Health Care claims, employees can submit amounts that are more than the year-to-date contribution but not more than the **Annual Pledge.** If the **Submitted Amount** is more than the **Annual Pledge** amount, the system pays up to the **Annual Pledge** amount that is available and rejects the rest of the claim. If the **Submitted Amount** is more than the year-to-date contribution but less than the **Annual Pledge,** the system pays the claim. For example, if an employee pledges $1200 for the year, and submits a claim for $600 after contributing only $100, the system pays $600.

Denied Amount, Denied Date, Reason Denied Enter values to deny part of or the entire claim based on expenses that are not eligible under Section 125 rules for flexible spending accounts.

Approved Amount Calculated based on the data that you enter.

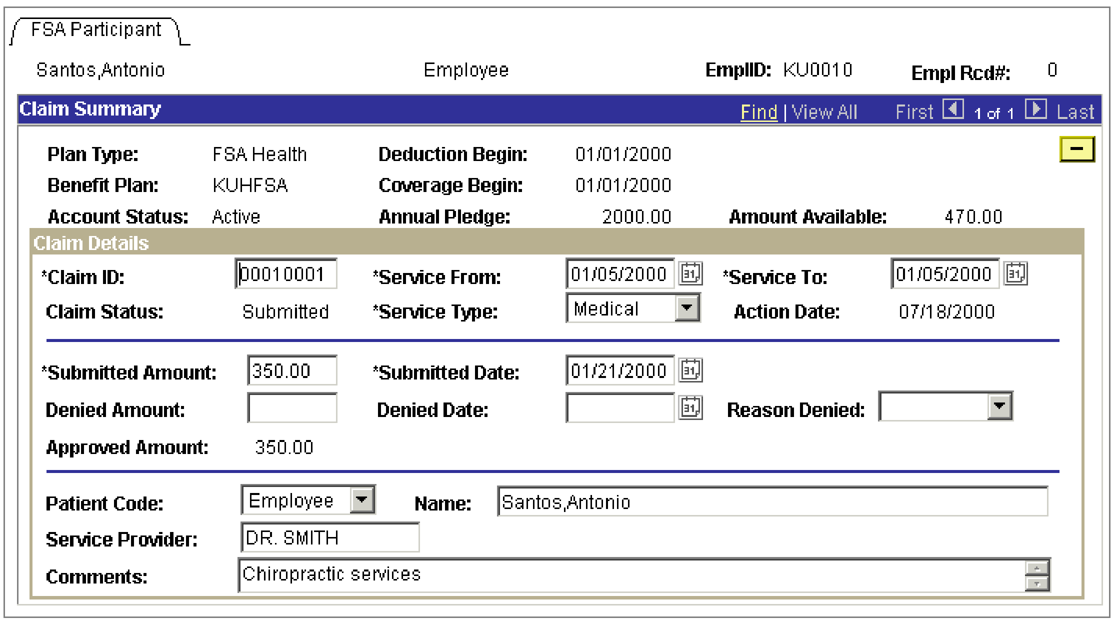
Patient Code For health care claims only: The **Patient Code, Name,** and **Service Provider** fields are optional informational fields and are for your use only.

If the claim is for the employee, enter the **Patient Code** ***Employee*** . Other possible values are ***Dependent, Spouse*** and ***[None].***

If the **Patient Code** is ***Dependent*** or ***Spouse,*** enter the **Name** of the related person.

Editing Claim Data

Access the FSA Participants page. The information on this page is the same as the FSA Claims Entry page.



FSA Participant page

(CAN) Entering Claim Data for FSA Claims

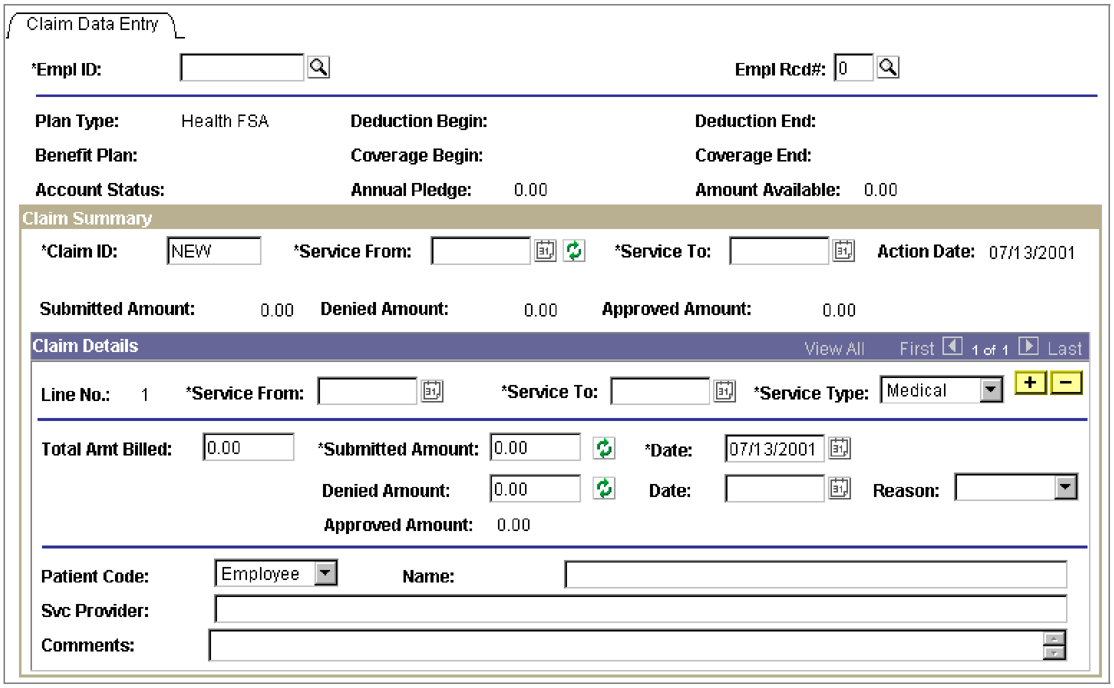
Canadian employers use the Canadian Health Care and Canadian Retirement Counseling Data Entry pages. They operate much like the U.S. pages described in the preceding sections. There are additional Canadian data entry pages to allow for multiple line items per claim.

Pages Used to Enter Canadian FSA Claims

Page Name	***Object Name***	***Navigation***	***Usage***
Health Care Data Entry - Claim Data Entry	HC_CANAD_DATA_ENTY	Compensate Employees, Administer FSA (CAN), Use, Health Care Data Entry, Claim Data Entry	Enter a new claim and provide details for each claim line item.
Health Care Participant	HC_CANAD_PARTIC	Compensate Employees, Administer FSA (CAN), Use, Health Care Participant, Health Care Participant	Make changes to claim data before you process a payment for a health care claim.
Health Care Participant - Claim Details	HC_CANAD_PARTIC2	Compensate Employees, Administer FSA (CAN), Use, Health Care Participant, Health Care Participant	Change detail information about a particular participant health care claim.
Retirement Counsel Data Entry - Claim Data Entry	RC_CANAD_DATA_ENTY	Compensate Employees, Administer FSA (CAN), Use, Retirement Counsel Data Entry, Claim Data Entry	Enter new claims with a detailed level of information. This page functions the same as the Canadian Health Care Claim Entry pages.
Retirement Participant - Claim/Comments	RC_CANAD_PARTIC	Compensate Employees, Administer FSA (CAN), Use, Retirement Participant	Review basic claim and comment information for a specific claim. This page is identical to the Health Care Claims Entry page.
Retirement Participant - Claim Details	RC_CANAD_PARTIC2	Compensate Employees, Administer FSA (CAN), Use, Retirement Participant	Change detail information about a particular participant retirement counseling claim.

(CAN) Entering and Editing Claims

Access the Health Care Data Entry - Claim Data Entry page.

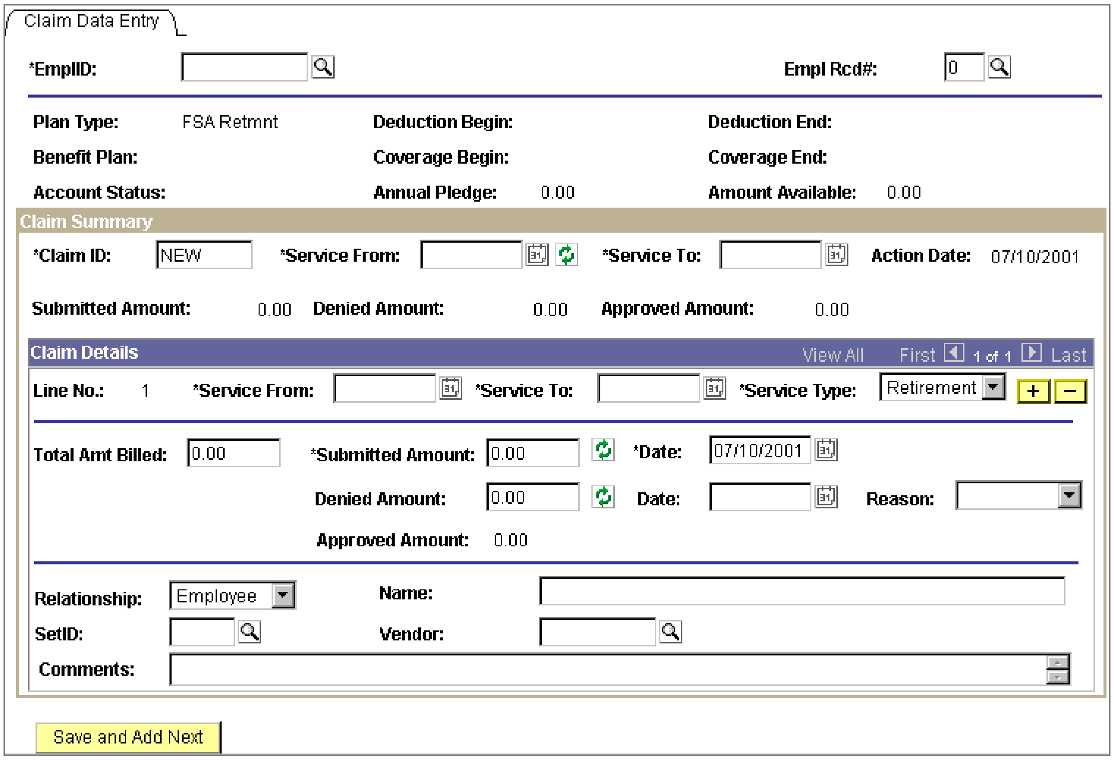


Health Care Data Entry - Claim Data Entry page

Service From, Service To These dates represent the earliest and latest entries of the detail line items. When you finish entering these dates, access the Health Care Claims Entry Page.

(CAN) Entering and Editing Claims With Detailed Information

Access the Claim Data Entry page.



Claim Data Entry page

Total Amt Billed (total amount billed)	Enter an amount for each claim line item.
Relationship	If the claim is for the employee, enter ***Employee.*** Other values are ***Dependent, Spouse,*** and ***[None].*** If the **Relationship** is ***Dependent*** or ***Spouse,*** enter the **Name** of the related person.

Revenue Canada requires that Canadian Retirement Counseling claims be paid directly to the service provider, not the claimant. For this reason, the Canadian Retirement Counseling page requires the entry of a **Provider ID.** This provider information appears on the check stubs for the claimant, along with employee claim information. Special care is required for situations that involve partial payments.

Processing FSA Claim Payments

For each payment cycle, you perform these activities:

- Set up a run control for the payment processing cycle.
- Initiate the PeopleSoft FSA Claims Processing process.
- To process claim payments, initiate PeopleSoft FSA Claims Processing from the Process menu. Based on the run control that you set up, the system processes all claim data with a status of *Submitted, Pending,* or *Ready To Pay.*

- During payment processing, the system verifies that claims approved year-to-date do not exceed the annual pledge amount for the Health Care account or the year-to-date contribution for the Dependent Care account.
- Based on the minimum check amount that you define for employees in a benefit program, the system holds claims that are less than the minimum, changing the claim status to *Pending.* The system processes the claim but does not print a check until the total of the pending minimum reaches the minimum check amount. Define the minimum check amount for participants in a benefit program with the Benefit/Deduction Program Table.
- When the total for pending claims reaches your minimum, during the next processing cycle the system processes a payment for the employee.
- The system also holds dependent care claims that are more than the year-to-date contribution amount. For example, if an employee submits a dependent care claim for more than the amount contributed to the dependent care FSA as of that date, the system pays the claim up to the amount in the FSA and holds the excess in a pending status.
- Once the system processes a claim, it changes the claim status from *Submitted* to *Pending, Ready to Pay,* or *Fully Processed.*
- If the claim exceeds the amount the employee has pledged for the year, the system updates the amount denied and sets the claim status to *Rejected.*
- Print checks and a check register.

Pages Used to Process FSA Claim Payments

Page Name	***Object Name***	***Navigation***	***Usage***
FSA Claims Processing	RUNCTL_FSA_CLAIMS	• Compensate Employees, Administer FSA (US), Process, FSA Claims Processing Run Ctl, FSA Claims Processing • Compensate Employees, Administer FSA (CAN), Process, FSA Claims Processing Run Ctl, FSA Claims Processing	Set up the information that controls a payment processing cycle. Claims for all employees in the benefit program who are associated with the Run ID and a Service From date in the Calendar Year must have a claim status of *Submitted* or *Pending.*

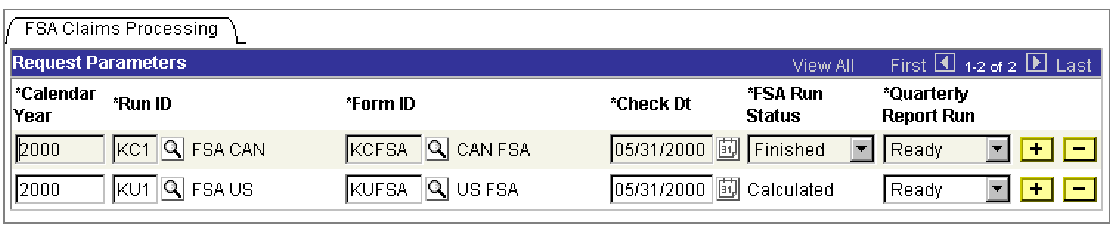
Page Name	***Object Name***	***Navigation***	***Usage***
FSA Claim Payment Process		• Compensate Employees, Administer FSA Administration (US), Process, FSA Claims Processing • Compensate Employees, Administer FSA Administration (CAN), Process, FSA Claims Processing	Process all claim data with a status of *Submitted, Pending,* or *Ready To Pay.*

See Also

PeopleTools PeopleBook: Process Scheduler

Setting Up a Run Control

Access the FSA Claims Processing page.



FSA Claims Processing page

Calendar Year Enter the year for which you want to process claims. You can process more than one **Run ID** for different years in the same payment processing cycle. However, each combination of **Calendar Year** and **Run ID** must be unique.

Form ID Select the stock that you want to use for check printing in this payment cycle.

Check Dt (check date) The date to be printed on the check.

FSA Run Status Select one of the following values:

Ready: The system is ready for claims payment processing.

Calculated: The system has completed claims payment processing and has calculated payments.

	Finished: Checks have been created.
Quarterly Report Run	Select one of the following values:
	Ready: You can initiate the Quarterly Report.
	Finished: You have processed the Quarterly Report.

Printing Checks

Use the FSA Check Printing Page to print checks. To print checks, set up and run the Check Print process using the Reports menu. This process prints checks for all the claims with a status of *Pay this Run* and a form ID that is equal to the form ID in the Check Print Run Control.

The Check Print process also updates the claim payment status from *Pay this Run* to *Paid*.

See Also

"Appendix A: FSA Administration Reports"

Check Register - FSA Check Register Page

Use the FSA Check Register page to print the FSA Check Register. To print the FSA Check Register, initiate the Check Register process. There is one check register for each benefit plan year, sorted according to health care and dependent care claims.

See Also

"Appendix A: FSA Administration Reports"

Viewing Claim and Payment Detail

Claim detail refers to specific claims. Payment detail refers to specific payments an employee receives during a plan year. Year-to-date activity refers to total pledge, contribution, claim, and payment amounts.

Viewing Claims

View claim detail for any claim with the FSA Claim Review page. You locate a claim by entering one or more search criteria. The more that you enter, the shorter the resulting list.

To request a search based on FSA Claim Status, enter one of these codes: *F* (fully processed), *J* (rejected), *P* (pending), *R* (ready to pay), *S* (submitted), or *X* (reversed).

Note. Canadian users can review two levels of claim details. Both U.S. and Canadian users review claims at the first level of claim details, the FSA Claim Review page for Canada. Canadian users use the Health Care Participant - Claim Details page to review further details about Health Care and Retirement Counseling claims.

Viewing Payments

View payment detail for any claim payment with the FSA Payment Details page. As with claim detail, to view payment detail enter one or more search criteria. The more that you enter, the shorter the list from which you can choose the payment detail that you want to view. For example, if you know the employee's ID and that the claim has been paid, it is faster to search for an FSA payment status of *Paid* and the employee's name.

Viewing Year-to-Date Information

Use the FSA Year-to-Date Activity page to view all year-to-date data for an employee.

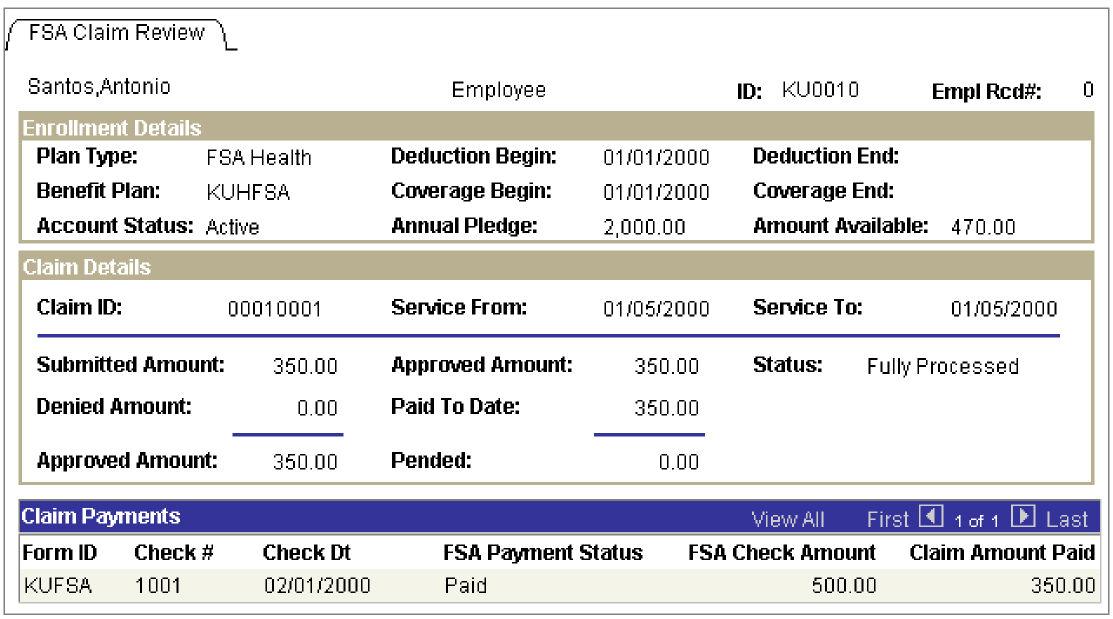
Pages Used to View Claim and Payment Detail

Page Name	*Object Name*	*Navigation*	*Usage*
FSA Claim Review	FSA_CLAIM_DETAILS	• Compensate Employees, Administer FSA (US), Inquire, FSA Claim Review, FSA Claim Review • Compensate Employees, Administer FSA (CAN), Inquire, FSA Claim Details, FSA Claim Review	View FSA claim information.
FSA Payment Review	FSA_PAYMENT_DETAIL	• Compensate Employees, Administer FSA (US), Inquire, FSA Payment Review, FSA Payment Review • Compensate Employees, Administer FSA (CAN), Inquire, FSA Payment Details, FSA Payment Review	View payment detail for any claim payment.

Page Name	***Object Name***	***Navigation***	***Usage***
FSA Year-to-Date Activity	FSA_YTD_ACTIVITY	• Compensate Employees, Administer FSA (US), Inquire, Year-to-Date Activity, FSA Year-to-Date Activity • Compensate Employees, Administer FSA (CAN), Inquire, Year-to-Date Activity, FSA Year-to-Date Activity	View all year-to-date data for an employee.

Viewing FSA Claim Information

Access the FSA Claim Review page.



FSA Claim Review

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

Enrollment Details

Plan Type:	FSA Health	Deduction Begin:	01/01/2000	Deduction End:	
Benefit Plan:	KUHFSA	Coverage Begin:	01/01/2000	Coverage End:	
Account Status:	Active	Annual Pledge:	2,000.00	Amount Available:	470.00

Claim Details

Claim ID:	00010001	Service From:	01/05/2000	Service To:	01/05/2000
Submitted Amount:	350.00	Approved Amount:	350.00	Status:	Fully Processed
Denied Amount:	0.00	Paid To Date:	350.00		
Approved Amount:	350.00	Pended:	0.00		

Claim Payments View All First 1 of 1 Last

Form ID	Check #	Check Dt	FSA Payment Status	FSA Check Amount	Claim Amount Paid
KUFSA	1001	02/01/2000	Paid	500.00	350.00

FSA Claim Review page

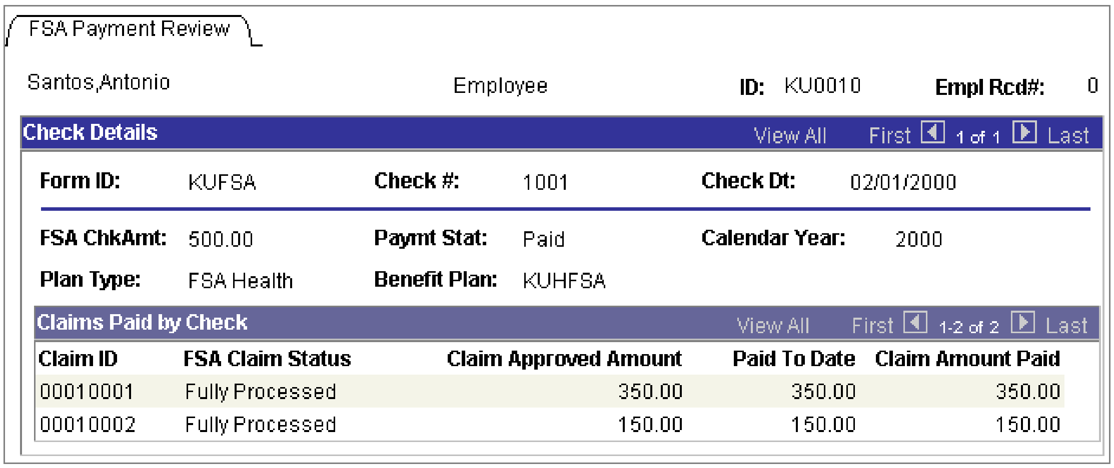
Claim Details This group box contains various claim amounts, such as amounts approved and denied.

Claim Payments This group box provides payment information for this claim. Note that you might see more than one check for the same claim. This can happen in a situation where the system held part of a claim and paid it after funds became available.

Status When you enter claim data, the system sets the claim **Status** to ***Submitted.*** When the system approves payment for a claim, it sets the **Status** to ***Ready to Pay, Pending,*** or ***Fully Processed.***

Viewing Payment Detail

Access the FSA Payment Review page.


FSA Payment Review

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

Check Details View All First 1 of 1 Last

Form ID: KUFSA **Check #:** 1001 **Check Dt:** 02/01/2000

FSA ChkAmt: 500.00 **Paymt Stat:** Paid **Calendar Year:** 2000

Plan Type: FSA Health **Benefit Plan:** KUHFSA

Claims Paid by Check View All First 1-2 of 2 Last

Claim ID	FSA Claim Status	Claim Approved Amount	Paid To Date	Claim Amount Paid
00010001	Fully Processed	350.00	350.00	350.00
00010002	Fully Processed	150.00	150.00	150.00

FSA Payment Review page

Paymt Stat (payment status) The system displays one of the following values:

Pay This Run: Payment has been calculated and authorized but a check has not yet been printed.

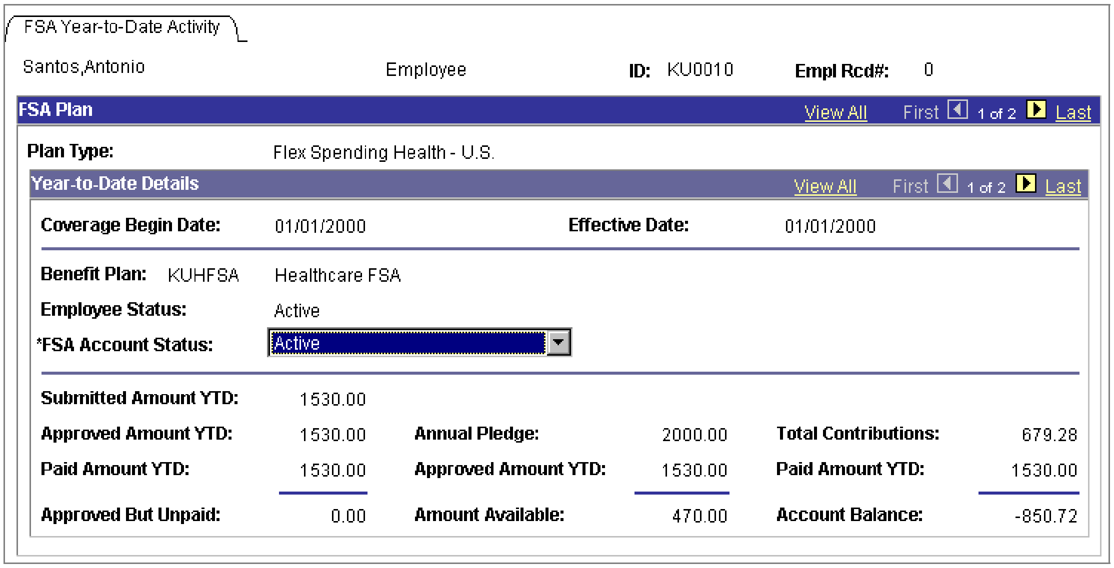
Reversed: Payment was cancelled before a check was printed (although a check number has still been allotted).

Paid: A check has been printed.

Void: A check has been printed and subsequently voided.

Viewing Year-To-Date Employee Data

Access the FSA Year-to-Date Activity page.



FSA Year-to-Date Activity page

FSA Account Status The status of this account. The system maintains this status, but you can update it. You might do so if you decide to close an account before the end of the year, although this would typically be accomplished by terminating the employee's FSA election using the Base Benefits business process.

Reversing Checks and Claims

There might be instances when FSA payment checks or claims have been entered erroneously. Handle these situations with processes that reverse the offending checks and back out the incorrectly entered claims, returning the FSA account to the state it was in before the checks, claims, or both were entered into the system.

Pages Used to Reverse Checks and Claims

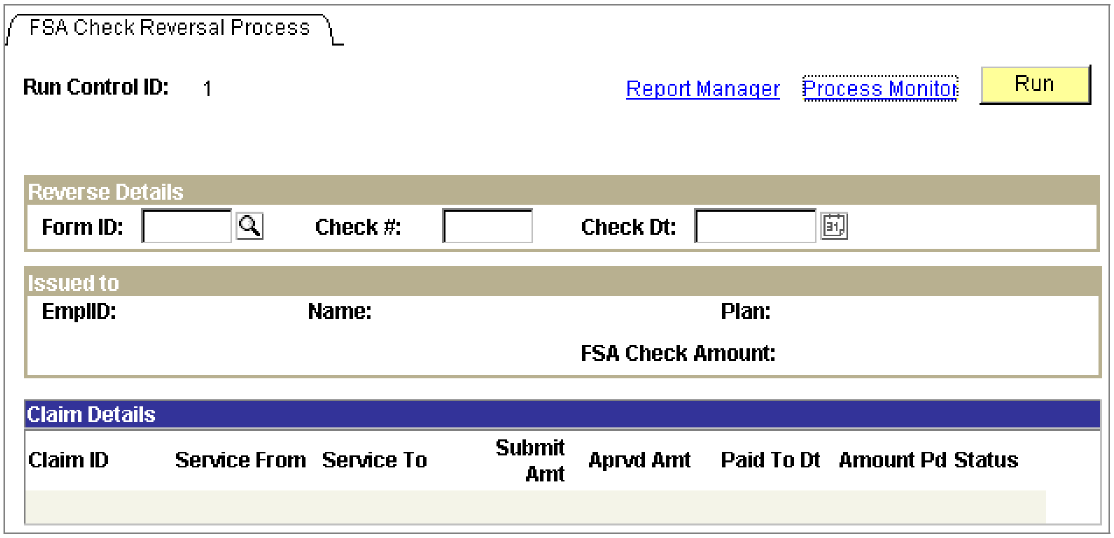
Page Name	***Object Name***	***Navigation***	***Usage***
FSA Check Reversal Process	RUNCTL_FSA006	• Compensate Employees, Administer FSA (US), Process, FSA Check Reversal, FSA Check Reversal Process • Compensate Employees, Administer FSA (CAN), Process, FSA Check Reversal, FSA Check Reversal Process	Reverse FSA payment checks that were created in error. Use the Check Reversal run control to set up and run this process.
FSA Claim Reversal Process	RUNCTL_FSA007	• Compensate Employees, Administer FSA (US), Process, FSA Claim Reversal, FSA Claim Reversal Process • Compensate Employees, Administer FSA (CAN), Process, FSA Claim Reversal, FSA Claim Reversal Process	Enter the parameters for the check reversal process.

See Also

PeopleTools PeopleBook: Process Scheduler

Reversing Erroneous Payments

Access the Check Reversal Process page.



FSA Check Reversal Process page

Reverse Details
To set up the FSA Check Reversal process run control, enter the **Form ID, Check #** (check number), and **Check Dt** (check date) of the check that you want to reverse.

Issued To
If there is claim payment information related to the check that you identify, the system automatically populates fields in this group box. This group box enables you to verify that the correct check has been specified.

Claim Details
This group box provides a list of all claims paid by the check specified.

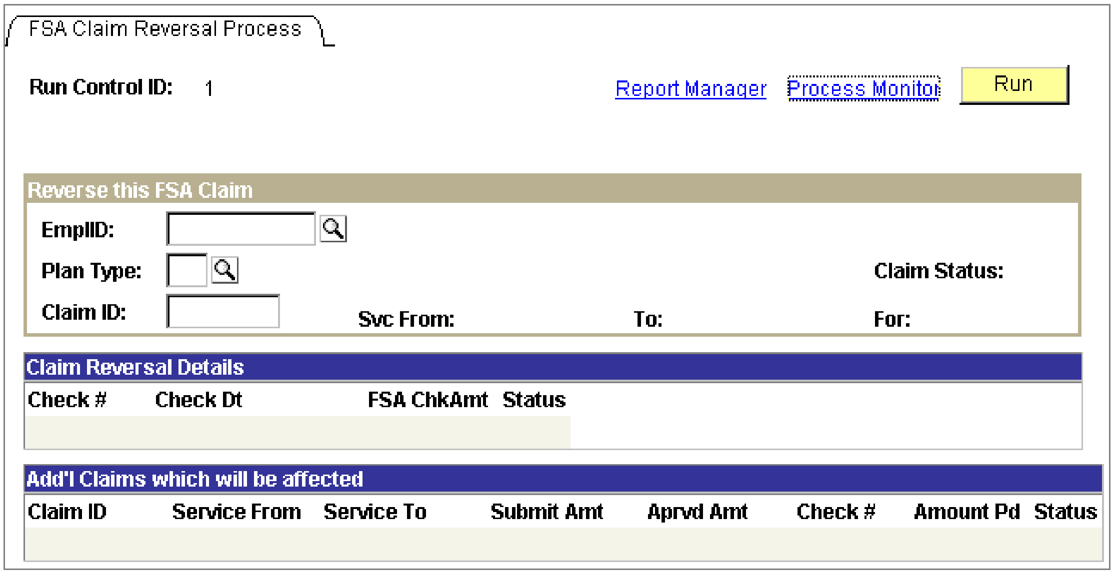
Paid To Dt (paid to date)
The FSA Check Reversal process reverses an FSA check by distributing the reimbursement amount back to each of the claims that were paid by the check. For each claim, the value in this field is reduced by the amount paid by the reversed check.

Status
The claim's status is reset to ***Pending*** so that it is picked up during the next run of FSA Processing. The check's status is set to ***Reversed*** if it has not yet been printed or to ***Void*** if it has been printed.

The FSA Account (as represented by the highest elected FSA Benefit record for the calendar year) is adjusted to reflect a reduced **Paid To Dt** field.

Entering Check Reversal Parameters

Access the FSA Claim Reversal Process page.



FSA Claim Reversal Process page

Reverse this FSA Claim	Identify the FSA claim that you want to reverse by entering the **EmplID** (employee ID), **Plan Type,** and **Claim ID** associated with the claim.
Svc From (service from), **To**	These dates provide information that verifies that the correct claim was specified.
Claim Status, For	**Claim Status** and **For** (claim amount) provides additional information which verifies that the correct claim was specified.
Claim Reversal Details	The system populates this group box when an existing claim is identified. It lists all checks that reimbursed portions of the claim specified. Each of those checks must be reversed before the specified claim as a whole is reversed. The Claim Reversal process performs this step.
Add'l Claims which will be affected (additional claims which will be affected)	The system populates this group box when an existing claim is identified. It lists all FSA claims that are affected when the checks listed in the **Claim Reverse Details** group box are reversed. This is an unavoidable result. Additional claims are held and any reversed amounts are paid during the next run of the FSA process.

When you run the FSA Claim Reversal process, the system reverses the FSA claim, first by reversing every check that reimburses that claim and then by backing out the claim itself. The claim's Paid-To-Date field is cleared, the claim displays a Status of *Reversed,* and the claim's Submitted and Approved amounts are subtracted from the committed FSA Account balances, as represented by the highest elected FSA benefit record for the calendar year.

Accounting for Funds

Produce quarterly statements for employees to provide them a record of their FSA transactions.

After you complete all prior-year processing, typically at the end of the first quarter of the current year, close prior year FSA accounts and produce a report of prior-year activity. The report serves as an audit trail.

To prepare quarterly employee statements, initiate the Quarterly Account Register process from the Reports menu. These statements show employees important information about their accounts: the annual pledge, contributions, and claims paid.

Employees typically have a grace period after the end of the year to submit claims for the prior year. During the grace period, you can process claims for both the prior and the current year. Once you complete all prior year processing, close the prior year.

To perform the close process, select Account Closure from the Reports menu. It changes the account status to *Closed* for all accounts with coverage periods in the year prior to the date you initiate the close process.

Note. The Canadian version of the FSA Quarterly Statement provides the opportunity to have the system either report only high-level claim information on the statement or include full details (per line item) on the statement.

See Also

"Appendix A: PeopleSoft FSA Administration Reports"

Pages Used to Process Employee Claims

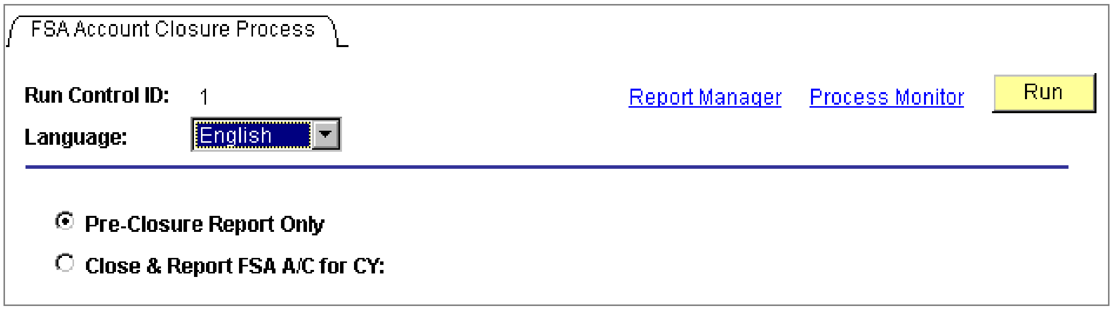
Page Name	*Object Name*	*Navigation*	*Usage*
FSA Account Closure Process	RUNCTL_FSA002CN	Compensate Employees, Administer FSA (CAN), Report, Account Closure, FSA Account Closure Process	Process claims for employees for both the prior and current year.

See Also

PeopleTools PeopleBook: Process Scheduler

Processing Employee Claims

Access the FSA Account Closure Process page.



FSA Account Closure Process page

The Account Closure process produces a report of prior year claim activity, detailing data such as employee pledge amounts, contributions, claims paid year-to-date, amounts forfeited, and excess payments.

Pre-Closure Report Only	Select if you do not want to close FSA accounts. If you run the Account Closure process with this option selected, the system generates a pre-closure report and leaves the FSA Account Status unchanged. This enables you to run the report at any time and get a preview of the company's overall FSA program status.
Close & Report all FSA A/C for CY (close and report all FSA accounts for the calendar year)	Select to close *all* prior-year accounts permanently.

CHAPTER 5

Appendix A: PeopleSoft FSA Administration Reports

This appendix provides an overview of PeopleSoft FSA 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.

See Also

PeopleTools PeopleBook: Process Scheduler

PeopleSoft FSA Administration Reports: General Description

This table lists the PeopleSoft FSA 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 FSA Administration Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
FSA002 Flexible Spending Account Closure	Initiate an SQR that updates the account status to *Closed* for FSA participants who had an active FSA at the end of the calendar year.	Compensate Employees, Administer FSA, Report	RUNCTL_FSA002

Report ID and Report Name	Description	Navigation	Run Control Page
FSA003 Flexible Spending Account Check Print	Print FSA claim checks for records flagged in FSA001. Run this process for each type of check stock that you use. Set up FSA Claims Processing Run Ctl Page and then run Processing Claim Payments.	Compensate Employees, Administer FSA, Report	RUNCTL_FORM_ID
FSA004 Flexible Spending Account Check Register	Print a list of checks printed by the FSA Check Print Report. Set up FSA Claims Processing Run Ctl Page and then run Processing Claim Payments.	Compensate Employees, Administer FSA, Report	RUNCTL_FSA004
FSA005 Flexible Spending Account Quarterly Statement	Create and print quarterly statements for FSA participants who have had activity in one of their spending accounts during the current quarter.	Compensate Employees, Administer FSA, Report	RUNCTL_FSA005

PeopleSoft FSA 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.

FSA002 - Flexible Spending Account Closure

The Flexible Spending Account Closure report gives you an audit trail of account information for a plan year. You review annual pledge amounts, contributions, claims paid, forfeited amounts, and excess payment amounts for employees, and you view program and plan totals for these categories.

This information enables you to look at how various FSA benefit plans are used. Over time, you might learn which plans are most appreciated by employees and how you might structure FSAs to meet employee needs.

Source Records

Benefit Program, Plan Type, Benefit Plan, Employee ID

FSA003 - FSA Check Printing

This report prints the FSA claim checks.

Source Records

Form ID, Calendar Year, FSA Run ID

FSA004 - FSA Check Register

This report prints the FSA check register for the printed FSA checks.

Source Records

Calendar Year, Benefit Program, Plan Type, Benefit Plan

FSA005 - Quarterly Statements

This process creates and prints quarterly statements for FSA participants who have had activity in one of their spending accounts during the current quarter.

Source Records

Calendar Year, FSA Run ID

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