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JD Edwards World

Human Resources – Benefits Guide

Version A9.1

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JD Edwards World
Human Resources – Benefits Guide

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1   Overview

Overview to Human Resources – Benefits

The JD Edwards World Human Resources Benefits Administration system enables you to provide and support benefits packages for your company or organization. With the Human Resources Benefits Administration system, you can enroll employees in the benefit plans your company offers. You can end enrollment whenever employment changes or your company changes benefit plans. You can also add new benefit plans, change the cost of current plans, and remove old plans from the system.

The Benefits Administration system assists you in notifying employees, former employees, and their qualified beneficiaries when they become eligible to enroll in coverage provided under the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA requires employers who sponsor group health plans to offer employees and their dependents continuation of coverage at group rates that the employee would otherwise have forfeited from a qualifying event. For example, employees who have terminated from the company are entitled to COBRA coverage. Their qualified beneficiaries are also entitled to this coverage. Additionally, the system helps you handle claims and benefits for COBRA participants.

With the Benefits Administration system, you enter dependents and beneficiaries to make them eligible to receive benefits or to be designated as a qualified beneficiary for COBRA.

Flexible spending accounts are another major feature of benefits administration. Flexible spending accounts allow employees to use pre-tax dollars to cover certain expenses. These expenses include dependent care and non-reimbursed medical care. Employees can choose to have their employers deduct pre-tax dollars from their paychecks and place the money into one or more flexible spending accounts. After employees incur an expense and make a claim against the corresponding flexible spending account, they are reimbursed.

A deferred contribution plan, such as a 401(k), helps employees save for retirement. With this type of plan, employees can set aside monies on a pre-tax basis. This type of plan is subject to special government regulations, known as nondiscrimination tests. These tests ensure that highly paid employees do not take substantially greater advantage of this tax savings than lower-paid employees. The Benefits Administration system provides tests that are designed specifically calculate the nondiscrimination tests.

This section contains the following:

- [System Integration](#)
- [Features](#)
- [Terms and Concepts](#)

- [Tables and Descriptions](#)
- [Menu Overview](#)

System Integration

The Benefits Administration system is one module of the JD Edwards World Human Resources system. The Benefits Administration system fully integrates with other JD Edwards World systems, especially the JD Edwards World Payroll system. This integration reduces costs by reducing redundant data entry and making employee and benefit information instantly available.

Features

The Benefits Administration system provides you with the tools to manage your company's benefit plans and flexible spending accounts with online integration to other human resource information and payroll processing. With the Benefits Administration system, you can respond to employees' requests for information about their benefits.

You can also:

- Administer any number of plans with varying amount or rate options
- Separate the employer's and employee's portions of the costs of the plans and options
- Administer both pre-tax and post-tax benefits
- Maintain and track employee, dependent, and beneficiary information
- Track non-cash benefits, such as use of a company car or health club dues
- Determine benefit eligibility based on system or user defined criteria
- Generate payroll deductions
- Access payroll history

For flexible spending accounts, you can:

- Access account balance summaries
- Display detailed claim information
- Print reimbursement checks with the JD Edwards World Payroll system
- Review a single claim, whether paid with one check, multiple checks, or automatic deposit
- Produce account statements
- Generate integrity reports to reconcile detail and summary balance information
- Set up accounts by dollar allotment or by non-dollar monetary point allotments

For 401(k) plans, you can:

- Automatically generate payroll deductions and benefits
- Track employee contributions and employer matches

- Manage allocations
- View histories online
- Establish key employee test criteria
- Determine highly compensated employees
- Assist your compliance officer with built-in average contribution percentage (ACP), average deferral percentage (ADP), and 415 nondiscrimination tests

Profile data is an additional feature of the Benefits Administration system. With profile data you can store and retrieve user defined information tailored to your needs. For example, you can store and retrieve information on dependents and beneficiaries or insurance claims.

Terms and Concepts

The following terms and concepts are used to administer your benefit program:

Term/Concept	Description
401(k) Plan	A 401(k) plan is a benefit that allows employees to contribute pre-tax dollars into a retirement fund.
Allocation	An allocation is the fund, or investment program, that an employee chooses for a 401(k) plan.
Average Contribution Percentage (ACP)	The ACP is the average amount, expressed as a percentage, of the employer matching and employee post-tax contributions to a 401(k) plan divided by eligible compensation. This calculation is a part of nondiscrimination testing.
Average Deferral Percentage (ADP)	The ADP is the average amount of money, expressed as a percentage, deferred into a 401(k) plan and allocated to the employee's account divided by eligible compensation. This calculation is a part of nondiscrimination testing.
Beneficiary	A beneficiary is anyone who is entitled to receive benefits from a benefit plan, flexible spending account, or COBRA plan.
Benefit Category	A benefit category determines the election criteria for a category within a benefit group. For example, a benefit category can be medical, dental, or 401(k).
Benefit Group	A benefit group is a group of employees who, for benefit purposes, are enrolled in the same benefit plan. For example, a benefit group can be salaried, hourly, or executive.
Benefit Plan	A benefit plan is a plan that provides a benefit for the employee. For example, a benefit plan can be medical, medical plus family, vision, dental, and so forth.

Term/Concept	Description
COBRA (Consolidated Omnibus Reconciliation Act)	COBRA coverage is a health plan coverage that employers offer employees, former employees, and their qualified beneficiaries at group rates that the employee would have otherwise forfeited due to a qualified event.
	See also the definitions for Qualified Beneficiary and Qualifying Event.
Deductions, Benefits, and Accruals (DBAs)	A deduction is a dollar amount deducted from the employee's pay. For example, this deduction can contribute towards a benefit, such as life insurance or medical coverage.
	A benefit is something the employees receive for working for the employer. For example, a benefit can be a medical insurance plan, a 401(k) program, or a supplemental life insurance plan.
	An accrual, typically, is sick time, vacation, or holiday time that can be accrued by the employee and used at a later date.
Flexible Spending Account (FSA)	A flexible spending account is a benefit that allows employees to use pre-tax dollars to cover certain expenses, such as dependent care and non-reimbursed medical care.
Key Employee	A key employee is an owner, officer, or other highly compensated employee of the company.
Nondiscrimination Test	A nondiscrimination test helps you identify key from non-key employees. The key employees are then tested to ensure that they have not overly contributed to a 401(k) plan.
Plan Option	A plan option further defines the benefit plan. For example, the benefit plan medical plan options could be Blue Cross, Kaiser, or Northwestern National Life.
Qualified Beneficiary	A qualified beneficiary is anyone who is entitled to receive benefits from a COBRA plan.
Qualifying Event	A qualifying event is any occurrence that causes an employee or qualified beneficiary to lose group medical coverage.

Tables and Descriptions

The Benefits Administration system contains the following tables:

Table	Description
Employee Master (F060116)	Contains all significant employee information for the Human Resources and Payroll systems.

Table	Description
Plan Master (F08320)	Contains provider/trustee data, effective dates, payroll DBA integration codes, and eligibility tables for benefit plans.
Plan Master Text (F083201)	Contains the plan ID and its description.
Plan Additional Options (F083202)	Contains additional options that are variations of the plan.
Payroll Transaction (F069116)	Contains details of DBA, payroll, and pay type setup specifications.
Employee Enrollment (F08330)	Contains the detail information for the online enrollment of employee benefits processing.
Category within Benefit Groups (F08350)	Contains information regarding categories within benefit groups, as well as category and group rates.
Plans within Benefit Categories (F08351)	Contains information regarding plans linked to categories, as well as pertinent plan enrollment rules.
Eligibility (F08390)	Contains the eligibility criteria for a benefit plan and the action to be taken when an employee tests either eligible or ineligible.
Pay Type Tables (F08393)	Contains the definition of groups of pay type ranges that affect the payment of various benefit amounts.
Enrollment Date Terms (F08395)	Contains the date terms that determine plan enrollment effective beginning and effective ending dates.
Batch Enrollment Parameters (F08392)	Contains parameters to process employee enrollment through the Batch Enrollment and the Benefit Group Selections programs.
401(k) Elections Setup (F08345)	Contains a list of valid 401(k) investment funds by plan.
401(k) Elections (F08346)	Contains a list of employee 401(k) fund elections and the percent allocated to each available investment fund.
COBRA General Constants (F08900)	Contains company-specific COBRA coverage defaults for coverage loss dates and election periods. You also set up the Office Vision folder here for COBRA notification letters.
COBRA Qualifying Event Constant (F08991)	Contains details of specific coverage for a qualifying event and for specific taxing authorities.
Participant (F08901)	Contains dependents, beneficiaries, and COBRA qualified beneficiaries data.
Dependent/ Beneficiaries Cross Reference (F08336)	Contains the definition of dependents and beneficiaries, as well as their relationship to employees.

Table	Description
COBRA Qualified Beneficiary (F08910)	Contains the method that assigns a qualified beneficiary to a qualified event.
COBRA Coverage (F08920)	Contains the detail coverage of beneficiary elections.
COBRA Subsequent Qualified Event Information (F089101)	Contains information relating to any subsequent COBRA qualifying event.
Flexible Spending Account Balances (F08370)	Contains the employee's spending account balances, the sum of flex dollars allocated, and the sum of claim details.
Flexible Spending Account Claims (F08371)	Contains details of individual employee claims.
FSA-Pay Instruction (F08372)	Contains the program that provides the ability to maintain auto-deposit instructions for flexible spending accounts.
Key Employee Test Heading (F08396)	Contains the definition of the nondiscrimination employee tests.
DBA Pay Types (F083931)	Contains the definition of groups of DBA type ranges that affect the nondiscrimination tests for compensation and contribution.
NDT-Company Selection Criteria (F08367)	Contains the companies that are used in the nondiscrimination tests.
NDT-Test Criteria Heading (F08365)	Contains the criteria used to determine key and non-key employees.
Key Employee Review (F08360)	Contains all pertinent nondiscrimination data and all employees included in a nondiscrimination test.
Key Employee Test Detail (F08397)	Contains all nondiscrimination data for an individual employee, as well as compensation and contribution data for each employee.

Menu Overview

Menu Overview - Human Resources System

Human Resources System (G08)

Benefits Administration

* Benefits Administration (G08B1)

* Payroll History Inquiries (G08B2)

* Benefits Administration Reports (G08B11)

* Benefits Administration Advanced/Technical Operations (G08B3)

* Dependents and Beneficiaries (G08B12)

* Benefits Administration Setup (G08B4)

COBRA Compliances

* COBRA Compliance (G08C1)

* COBRA Election Coverage (G08C11)

* COBRA Compliance Setup (G08C4)

Flexible Spending Accounts

* Flexible Spending Accounts (G08F1)

* Flexible Spending Accounts Advanced/Technical Operations (G08F3)

* Flexible Spending Accounts Setup (G08F4)

Nondiscrimination Testing

* Nondiscrimination Testing (G08N1)

2 Benefits Administration

Overview to Benefits Administration

Objectives

- To enroll and maintain employees, dependents, and beneficiaries in benefit plans

About Benefits Administration

Companies provide benefit plans for their employees. Benefit plans vary among companies, organizations, and industries. However, most benefit plans include medical insurance, life insurance, and retirement and investment programs. Additionally, a company can offer various options from which an employee can choose for one or more of the available plans.

To administer a benefits program, you need to be able to identify the features of each plan and maintain current information on each of the employees in your company. Benefits administration consists of the following tasks:

- Preparing for enrollment
- Enrolling employees
- Working with 401(k) fund allocations
- Working with dependents and beneficiaries
- Reviewing information on employee enrollment
- Working with enrollments in single plans
- Working with enrollments in group plans
- Updating rates
- Managing enrollment processes

Once you have added a record for a new employee in the system, you can prepare a personalized enrollment form. The new employee can use this form to select from the benefits available.

Based on how you have set up your benefit plans and the eligibility standards you might have set for employees or groups of employees, you can enroll employees in the plans with the following methods:

- Single plan entry
- Group plan selections
- Global enrollment

You need to maintain accurate and current information to successfully administer benefit plans to all employees throughout your company. You can use the benefits programs to:

- Correct or change employee and enrollment information

- Link dependent and beneficiary information to employees and their plans

- Maintain current rates for all plans

- Manage plan changes and open enrollment

You can review information online and in reports about employees, their enrollment, and benefit plans. The information is available by employee and by plan. Because the information is readily accessible, it provides the benefits office staff the information they need to answer employee and company questions about enrollment in the benefits programs. Additionally, the system compiles exception information that you can use to correct errors or omissions. For example, if your company has benefit plans with mandatory participation, you can print a report of all employees who have not yet enrolled.

Prepare for Enrollment

Preparing for Enrollment

You must prepare employees' records prior to enrollment so that they can be enrolled in a benefit plan. JD Edwards World recommends that you use the full functionality of the system by:

- Assigning employees to benefit groups

- Assigning a benefit status to each employee

You can assign an individual employee to a benefit group or have a benefit group assigned automatically to all the employees in a specific job. You assign benefit group and status when you add a new employee or change information for an existing employee.

You can create personalized reports for your employees to show the benefit plans for which they are eligible.

To prepare an employee's record, complete the following tasks:

- [Adding a New Employee](#)

- [Assigning Employees to Benefit Groups Globally](#)

- [Creating Personalized Enrollment Reports](#)

Your company might not assign the responsibility to add new employees to the benefits office. Regardless of who has the responsibility, a record must be added for all employees before they can be enrolled in any benefit plan.

Before You Begin

- Ensure that all benefit plans and groups are set up and linked. See *Setting Up Benefits Administration.*

- Link the appropriate DBAs to the benefit plans. See *Setting Up Deductions, Benefits, and Accruals.*

- Review the processing options for Employee Entry to determine the Job Master table and benefit status default settings.

Adding a New Employee

	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Employee Entry**

Before enrolling employees in a benefit plan, you must add the employee's record. When you enter an employee record, you assign the benefit group. You can assign a benefit group by either:

- Assigning the employee to a benefit group linked to a job

- Assigning a specific benefit group to the employee

You can link a specific benefit group to specific jobs. For example, you can link all manager-type jobs to the benefit group MGMT. When you add an employee with a manager-type job, the system assigns the employee to the benefit group MGMT.

If you have not assigned a benefit group to the employee's job, you can assign a benefit group directly to the employee.

When you add an employee record, the system updates the following tables:

- Employee Master (F060116)

- Employee Additional Information (F060120)

- Employee International Data (F060117)

- Employee Multiple Job (F060118)

- Employee Multiple Job History (F060119)

Adding a new employee consists of the following tasks:

- Entering basic employee information

- Entering address book information

- Entering benefit status and government information

Basic employee information includes general identification information about the employee and the employee's position. When you enter a job type and job step that is linked to a benefit group, you automatically assign the employee to the benefit group.

Address book information includes information such as the employee's name, address, and phone number. Entering address book information automatically enters the employee into the address book system. After you enter address book information for an employee, you can use that information to locate the employee in the database when you do not know the employee number.

Government information includes information such as equal employment (EEO) job category, I9 status (an employee's I9 status shows their eligibility to work in the United States), and other types of information that you need to prove that your organization follows government regulations. You also use this form to enter the employee's benefit status.

Before You Begin

- Review the constants settings for your system. Constants affect much of the employee information you enter. For example, a constant can prevent you from entering a pay rate for an employee that is not within the pay range for the employee's pay grade.

- Review the related processing options. They determine how much information you must enter when you add an employee. For example, processing options

determine whether the Job Information table automatically supplies default job information when you add or change employee information.

To enter basic employee information

On Employee Entry

1. To assign a specific employee number, complete the following field:

   ▪ Employee Number

2. To enter employee identification information, complete the following fields:

   ▪ Tax ID Number

   ▪ Home Company

   ▪ Home Business Unit

   ▪ Name

   ▪ Security Business Unit

   ▪ Date Started

   ▪ Original Hire Date

   ▪ Marital Status

   ▪ Gender

   ▪ Ethnic Code

   ▪ Pay Status

   ▪ Employment Status

3. To include additional employee identification information, complete the following optional fields:

- Additional Employee Number
- Date of Birth

4. For employees in companies outside of the United States, complete the following fields:

- Country
- Language

5. To specify job-related information, complete the following fields:

- Position ID
- Job Type
- Job Step
- Locality
- Supervisor

When you enter a job type and job step (if applicable) the system enters the following information in the employee's record from the Job Master table:

- Pay Frequency
- Pay Class
- Pay Grade
- Pay Grade Step
- Workers Compensation
- FLSA Exempt
- Benefit Group
- Union Code
- EEO Category

6. To assign a specific benefit group when it is not linked to a job type and step, complete the following field:

- Benefit Group

7. To enter pay rate information, complete one of the following fields:

- Salary/Salary Frequency
- Hourly rate
- FTE
- Standard Hours/Year
- Number of Pay Periods

8. To enter payroll-specific information, complete the following fields:

- Shift Code

- Check Route
- Tax (Residence)
- Tax (Work)

After you complete these steps, follow the steps to enter address book information.

Field	Explanation
Employee No	A number that uniquely identifies an entry in the Address Book system. You can use this number to identify employees and applicants.
	This field accepts the identification in one of three forms:
	• A 1- to 8-digit employee (address book) number.
	• A 9-digit Social Security (tax ID) number with leading zeros.
	• A 9- to 8-digit "other" number (alternate, old, third employee) preceded by a slash (/).
	Form-specific information
	If you leave this field blank, the system automatically assigns the next available employee number.
Tax Id No	The employee's tax identification number. Enter this number without dashes. In the United States, this is the Social Security number. In Canada, this is the Social Insurance number.
	The system does not let you enter duplicate tax IDs.
	If your default company is not Canadian or United States, and the international code is set to Y, you can enter a 16-character identification in the tax ID field.
	The number you enter in this field can also be used as the employee number.
Home Company	The company number in which the employee generally resides.
Home Bus. Unit	The number of the business unit in which the employee generally resides.
	Form-specific information
	The business unit number in which the employee generally resides.

Field	Explanation
Security Bus Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
	Form-specific information
	A business unit number that secures the employee's record from unauthorized access. Any user not authorized to access this business unit cannot access this employee's record.
Ethnic Code	A user defined code (07/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity standards. The predefined codes provided by JD Edwards World are hard coded and are used by the system to generate EEO reports. Do not change these values. You can add codes if needed.
Pay Status	A code that indicates whether an employee's pay status is active or inactive.
	Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.
	To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.

Field	Explanation
Position ID	A code that you use for budgetary (position) control purposes. The position ID consists of: ▪ Position (position code and its description) ▪ Fiscal year ▪ Home business unit For example, you can identify position A0-1 as Accounting Manager for fiscal year 1998-1999, for home business unit 41. *Form-specific information* The system does not create a position based on a value that you enter in this field. The position must already exist in the Position Master Information table (F08101). To find a valid position ID, you must search using the appropriate fiscal year and home business unit. When the position ID you enter references a vacant position, the system updates the position status with the position status code that has DEFA in its special handling code.
Job Type (Craft) Code	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.
Job Step	A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates Table.
FTE	The full-time equivalent amount (FTE). This figure is the portion of a full-time worker that an employee represents within the business unit. For example, an employee who works 20 hours per week would represent .50 (1/2 FTE). This number cannot be greater than 1 for any employee.

Field	Explanation
Std Hrs/Year	The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).
	When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period:
	▪ Employee entry forms (this field)
	▪ Pay Grade Step table (hours per day multiplied by days per year)
	▪ Payroll company constants for the employee's company
	▪ Payroll company constants for the default company (company 00000)
	▪ Data dictionary
	▪ System default value of 2080 standard hours per year
	Form-specific information
	When you enter a value in this field, that value overrides the default value from the Pay Grade Step table.
Pay Frequency	A user defined code (07/PF) that indicates how often an employee is paid. Codes are:
	B Bi-weekly
	W Weekly
	S Semi-monthly
	M Monthly
	A Annually
	C European Annualized
	The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.
	Form-specific information
	Depending on how your processing options are set, the system might automatically complete this field with the pay frequency entered for the employee's job. When you add or change employee information, any value you enter in the Pay Frequency field overrides the default value entered at the job level.

Field	Explanation
Pay Class (H/S/P)	A code that indicates how an employee is paid. Valid codes are: " " Blank H Hourly S Salaried P Piecework *Form-specific information* Depending on how your processing options are set, the system might automatically complete this field with the pay class entered for the employee's job. When you add or change employee information, any value you enter in the Pay Class field overrides the default value entered at the job level.
Pay Grade	A code that designates a category for grouping employees according to pay ranges. For each pay grade, you enter a pay range that includes a minimum, a midpoint, and a maximum pay rate. The system uses these pay ranges to calculate compa-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays an error or warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade. To set up pay grades, use Pay Grades by Class (P082001).
Pay Grade Step	A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate. If you have set your constants to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields: ▪ Salary ▪ Hourly Rate ▪ Hours per day ▪ Hours per year ▪ Days per year
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.

Field	Explanation
Salary	The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118). Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following: ▪ Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula: Current salary minus salary paid before change, divided by number of periods to pay times pay frequency. ▪ Effective salary. The system calculates this amount using the formula: Annual salary divided by pay frequency, times periods to pay. For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract. *Form-specific information* The system uses the value you enter in the Salary field in conjunction with the value in the untitled Pay Frequency field (data item #SFQ) to perform the following calculations: ▪ For salaried employees, the system calculates the yearly salary amount and displays a pay period gross amount, annual salary, and hourly rate. ▪ For hourly employees, the system calculates the hourly rate and does not display a salary or pay period gross amount for employees' primary jobs.
Salary Frequency	A code that indicates the time period upon which the entered salary is based. The system uses the value in this field in conjunction with the value in the Salary field (data item SAL).

Field	Explanation
Hourly Rate	The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.
	In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.
	Note: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.
	Form-specific information
	▪ For salaried employees, the system calculates the yearly salary amount and displays a pay period amount, annual salary, and hourly rate.
	▪ For hourly employees, the system calculates the hourly rate and does not display a salary or pay period amount for the employees' primary jobs.
	▪ To calculate European annualized salaries for international employees, enter the annualized salary or pay period amount.
Shift Code	A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.
	For payroll and time entry:
	If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.
	If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.
Routing Code - Check	A user defined code (07/CR) that specifies the check routing or mail stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.
	Form-specific information
	You can also use this code for Human Resources turnover reporting.

Field	Explanation
Benefit Group	The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization. This feature is only applicable if your benefit plans are linked to benefit categories which, in turn, are linked to benefit groups.

What You Should Know About

Salaries

The displayed salary can be either the annual or effective salary, depending on how you set up your constants.

See Setting Up Human Resources Constants.

Multiple job information

When you add a new employee record, the system automatically adds a record to the Employee Multiple Job table (F060118) for the employee's primary job.

Entering a job type and step

You can set processing options to automatically retrieve all of the information for the job from the Job Master table and apply it to each employee you enter.

To enter address book information

After you complete the steps to enter basic employee information, you enter address book information.

On Address Window

Complete the following fields and press Enter:
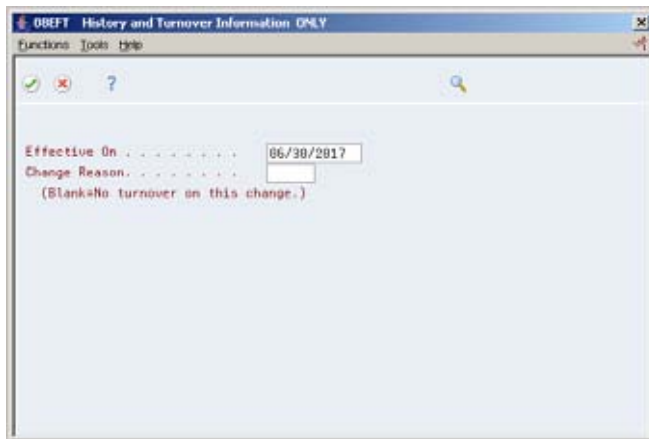
- Address
- City
- State
- Postal Code
- Country
- County
- Phone 1
- Phone Type
- Phone 2
- Phone Type

After you complete this task, follow the steps to enter history and turnover information.

To enter history and turnover information

After you complete the steps to enter Address Book information, you can enter history and turnover information. You must enter this information only if you have set up your system to track history and turnover.

On History and Turnover Information Only

Complete the following fields and press Enter:

- Effective On
- Change Reason

After you complete this task, follow the steps to enter benefit status and government information.

Field	Explanation
Change Reason	To record a reason for the change in the Employee Turnover Analysis table (F08045) and the HR History table (F08042), enter a value in this field. Completing this field also updates the Employee Master table (F060116) and the Employee Multiple Job table (F060118) with the new change reason. The change reason code indicates the following:
	▪ Why an active employee's master table record was changed
	▪ Why an employee was terminated
	When the HR Monitor reads the information on this form, it creates a turnover record only if you enter a change reason in this field. If you do not want to create turnover records for a data change, leave this field blank.
	Form-specific information
	Whenever you make a change and you want to record the reason for the change in the HR History table (F08042), you must enter a value in this field.
	When you enter a new employee, a default value of 001, New Hire, appears in the field.
Effective On	The date that you want all the changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date.
	Form-specific information
	The effective date that you want to record all the changes to the HR History table (F08042) and the Employee Turnover Analysis table (F08045). The changes you make to the Employee Master table take effective immediately. If you are adding an employee record and you do not enter a date in this field, the system uses the Date Started as the effective date.

To enter benefit status and government information

After you complete the steps to enter history and turnover information, you enter benefit and government information.

Depending on the way in which your processing options are set, the Dates, Eligibility, and EEO form might appear automatically. If your processing options are not set to automatically display this form, choose the EEO Dates function to access it.

On Dates, Eligibility and EEO

1. To enter government information, complete the following fields:

    - I9 Status

    - Veteran

    - Disabled Veteran

    - Disability

2. To enter benefit status information, complete the following field and press Enter:

    - Benefit Status

Field	Explanation
Benefit St	A user defined code (07/EA) that allows the system to test an employee's eligibility for benefits and to determine for enrollment parameters (guidelines) for benefits administration.
	This code specifies the employee action for which the system searches as it tests for eligibility. An asterisk (*) indicates the guidelines refer to all employee actions not otherwise specified.
	Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.

See Also

- Entering Initial Job Information (P08001) to link a benefit group to a specific job

Processing Options

See Human Resources Employee Master (P0801).

Assigning Employees to Benefit Groups Globally

> From Human Resources (G08), choose **Employee Information**
> From Employee Information (G08E1), enter **27**
> From Employee Advanced/ Technical Operations (G08E3), choose **Employee Master Mass Changes**

Rather than assigning benefit groups one employee at a time, you can assign many employees to a benefit group at the same time. You will want to assign benefits groups globally when you need to change the benefit group for many employees at one time. Assigning benefit groups globally can save you time and be more efficient because you do not need to access each employee's record.

You can perform a global, or mass, change to assign many employees to a benefit group at the same time. The change can take effect immediately or in the future. When the change takes effect, the system assigns the employees to the benefit group.

When you process mass changes, you can also:

- Specify employees in the data selection values
- Omit individual employees after selection occurs
- Specify the effective date and reason for the change
- Review both old and new data
- Override the mass change data and effective date for specific employees
- Apply changes immediately or at a later date

Before You Begin

- Create a program version for Employee Master Mass Change that specifies the employees for whom you need to process the change

To assign employees to benefit groups globally

On Employee Master Mass Changes
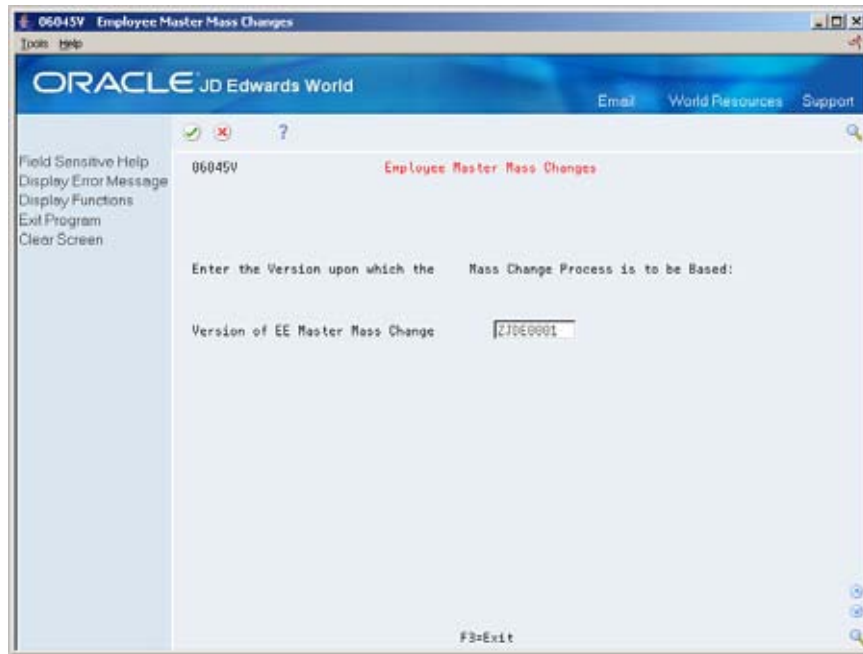
1. Complete the following field and press Enter.

   - Version of Employee Master Mass Change
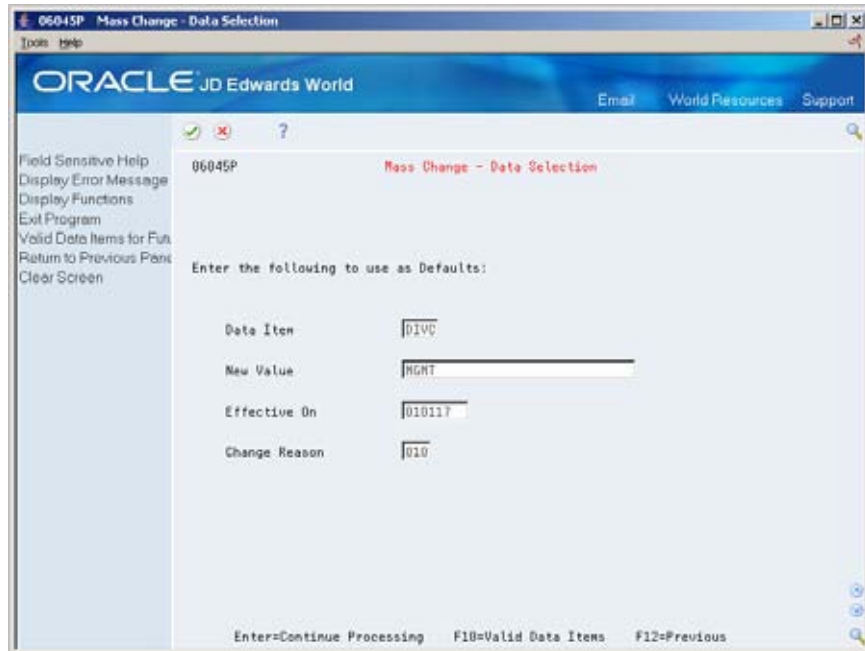
2. On Mass Change - Data Selection, enter DIVC in the following field

   - Data Item

3. Complete the following fields and press Enter:

   - New Value

   - Effective On

   - Change Reason
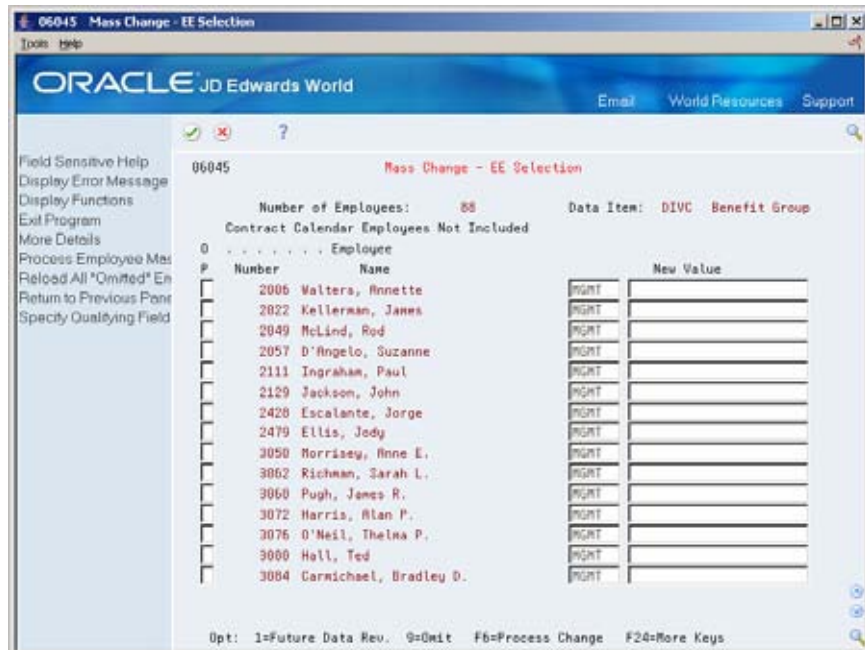
4. On Mass Change - Employee Selection, review the list of employees that will be affected by the mass change.

   If the field to the left of the employee's name contains an L, the employee is locked in payroll processing.

5. Change the following field if necessary:

   ▪ New Value

6. Choose one of the following options if necessary:

   ▪ Add the employee to a future data revision

   ▪ Omit the employee from the mass change

7. Access More Details to review additional information about locked employees and the current step in the payroll cycle.

8. Change the following optional fields:

   ▪ Effective Date

   ▪ Change Reason

9. Choose the Process Change function.

10. On the window, choose the Continue Processing function.
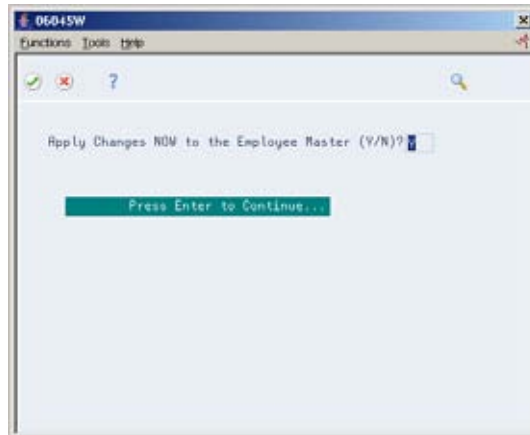
11. Complete the following field and press Enter:

- Apply Changes Now to the Employee Master

Field	Explanation
New Value	A code that indicates a selection or a future set of information. When the effective date of the revision arrives, the value you enter in this field replaces an existing value in the Employee Master table.
	Form-specific information
	The new information for the field. You can enter more than one change for the same field if you use different effective dates.
Effective On	The date that you want all the changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date.

Field	Explanation
Change Reason	A user defined code (07/T) that indicates:
	▪ The reason that an active employee's record was changed.
	▪ The reason that an employee was terminated.
	▪ The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character.
	Note: The default reason code for new hires is the default value for the Change Reason data item.

What You Should Know About

Selecting data items

Choose the Valid Data Items function to identify the items that you can select for a mass change, or global update. You can also change the flags to either valid or invalid.

Applying changes

If you answer yes to the prompt question:

▪ If you answer yes and the effective date is on or before today's date, the system updates the changes immediately.

▪ If you answer yes and the effective date is later than today's date, the system creates future data records for the changes. The system then applies the changes during final update for the first payroll with a pay period ending date that is greater than or equal to the effective date of the changes. Alternatively, you can choose to run the update directly from a menu selection rather than during payroll processing.

If you answer no to the prompt question:

▪ The system creates future data records for all the changes. The system applies future data records during final update processing for the first payroll with a pay period ending date greater than or equal to the effective date of the changes. Alternatively, you can choose to run the update directly from a menu selection rather than during payroll processing.

For locked employees:

- Whether you answer yes or no, if the effective date is within the pay period dates for a current payroll, the system creates future data records and flags them as "Update Pending." The system applies the changes in the final update.

- When you request a mass change, the system does not create a separate payroll of changes for locked employees.

- Any changes that affect gross to net pay will not reflect on the current payroll for locked employees.

Omitting and reloading employees

Choose the Omit option to omit an employee from the mass change.

Choose the Reload function if you made a mistake and want to include all employees that you previously omitted from the mass change.

Creating Personalized Enrollment Reports

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Benefits Reports**
> From Benefits Administration Reports (G08B11), choose **Personal Enrollment Form**

You can create personalized reports for your employees to show the benefit plans or options for which they are eligible and the amount of the deduction for each plan or option. Employees can use their personal report to select the benefit plans in which they want to enroll.

```
     083430                JD Edwards World              Page No. .
                         Personal Enrollment Form        Date - . .  7/15/17


        Address Number . . . . .      7500   Cathy McDougle
        Home Business Unit . . .        90   Administrative Department
        Life Ins. Annual Salary.     100,000.00
                              MGMT          Management Benefit Group
           Category
            Plan
              Option         Description                     Rate
           ----------  --------------------------------    ------------
        MEDICAL       Medical Benefits
            MED          Medical Plan - Employee Only         9.7500-
            MED+FAM      Medical Plan - Plus Family          15.0000-
            MED+ONE      Medical Plan - Employee + one       12.0000-
        DENTAL        Dental Benefits
            DEN-01       Dental - EE only                     5.5000-
             FAM            EE plus family                   13.0000-
             ONE            EE plus one                       8.0000-
        LIFE          Life Insurance Benefit
             LIFE          Life Insurance Plan                6.5000-
        401K          401(k) Benefit
             401K          401(k) Investment Plan
        DISABILITY    Disability Benefit
            LTD-01       Disability Long Term                 4.9000-
            STD-01       Disability Short Term                3.6400-
        PENSION       Pension/Retirement Benefits
        ESOP          Employee Stock Option Plan
             ESOP          Employee Stock Option Plan
        SPENDING      Spending Accounts
            FSA-DEP      Dependent Care Spending Acct
            FSA-MED      Medical Spending Account
```

What You Should Know About

Life insurance annual salary

You can enter life insurance annual salary on the Pay Rate Information form. This amount is not necessarily the annual earnings amount. Rather, it is the amount effective as of any date that you assign for your organization.

Processing Options

See Personalized Benefit - One Employee (P083430).

Enroll Employees

Enrolling Employees

You must enroll employees in the system in order for them to receive benefits and to have deductions taken. You can enroll employees using single plan entries, benefit group selections, or batch processing.

Some benefit plans require that the employees meet eligibility standards before they can participate. You can use the single plan entry to enroll an individual employee into benefit plans regardless of the group structure or eligibility standards of the plan. You enroll employees by benefit group selections when the employee must meet eligibility tests and if your company requires mandatory participation in certain plans. When you enroll by benefit group selections, the system tests the employee's eligibility against the standards for the plans and options available to the benefit group. You can also use batch enrollment to globally verify and enroll employees that are eligible for enrollment.

Some companies have mandatory plans. Use group selections or batch enrollment to enroll employees in mandatory plans that are linked to a specific benefit group. For example, you can enroll every employee assigned to the management benefit group in a mandatory management medical plan.

Additionally, you can set up some plans to have default elections. That is, if a category has more than one plan, you can set up one as the default. If an employee does not make an election, you can enroll the employee in the default plan. Use group selections or batch enrollment to assign default plans.

Enrolling employees includes the following tasks:

- Enrolling Employees in Single Plans
- Enrolling Employees by Benefit Group
- Enrolling Employees Using Batch Enrollment
- Running a Confirmation Statement

Enrolling Employees in Single Plans

◈	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Single Plan Entries**

You can enroll an employee into benefit plans regardless of the structure of the benefit group or the benefit eligibility. You can enroll an employee in a single plan when you must waive eligibility requirements for a specific employee within a benefit group. For example, if an acquisition stipulates that you "grandfather," or

waive the eligibility requirements, for the employees in the acquired company, you can use single plan entry to enroll them into the plans that would usually require meeting eligibility standards.

To enroll employees in single plans

On Single Plan Entries

1. Complete the following fields:

   - Employee Number
   - Plan ID
   - Begin Status
   - Begin Date

2. Access Additional Information.

3. Complete the following fields:

- Eligibility Date

- Participation Date

- Plan Option

4. Choose the Amount/Rate Window (7) option and use the Change action to enter amount or rate information for a specific plan.

5. Complete the following field:

- Override Amounts

6. Choose the Update function.

7. On Single Plan Entries, choose the Option/Date function for benefit plans with options attached.
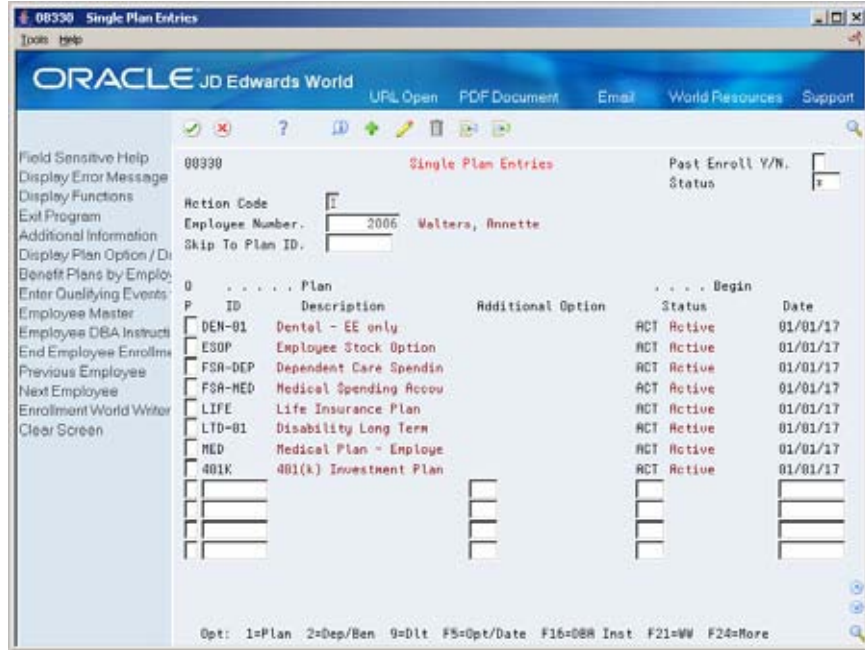
8. Complete the following optional field:

   ▪ Additional Option

9. Complete the information for each plan in which you want to enroll the employee.

Field	Explanation
Plan ID	An abbreviation or a number that identifies a specific employee benefit. Examples are:
	▪ Employee Health Insurance
	▪ Accidental Death and Dismemberment
	▪ Health Club Expense Reimbursement
	▪ ESOP Stock Appreciation Rights
	Benefit plans might not involve payroll activity. For example, a medical plan requires a deduction, benefit, or accrual, whereas an ESOP does not.

Field	Explanation
Status - Enrollment	A code that indicates the status of an employee's enrollment in a plan. It is a user defined code (08/ES), and you must use the following restrictions for the definitions: ▪ All statuses indicating active participation in a plan must begin with the letter A. ▪ All statuses indicating an ending status that does not result in a new enrollment (such as a termination) must have the letter X in the first position of Description 2 (data item DL02), General User Defined Codes form. ▪ A status beginning with the letter X, when used as an ending status, represents a mistaken enrollment. No employee DBA instructions are written. ▪ An asterisk (*) indicates all statuses not otherwise specified. *Form-specific information* The Status field in the header portion of the form relates to the Begin Status field in the detail portion. You can use the Status field to limit the information that appears.
Status Date	The date on which the exchange rate takes effect. The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. *Form-specific information* The date that the benefit plan goes into effect once the employee's eligibility is verified.
Partic Date	The date that the employee began participating in the plan for the specified enrollment period. For example: Employee Number — 6001, Plan ID 401K ▪ Ineligible Status, Begin 04/13/16, End 12/31/17, User Date 04/13/17 ▪ Elig/Not Particp Status, Begin 01/01/16, End 05/31/17, Eligible 01/01/17, User Date 04/13/17 ▪ Active Status, Begin 06/01/17, End 08/31/18, Eligible 01/01/17, Particip 06/01/17, User Date 04/13/17 ▪ Ineligible Status, Begin 09/01/18, End 05/31/18, User Date 04/13/17 ▪ Active Status, Begin 06/01/18, End 06/01/18, Eligible 06/01/18, User Date 04/13/17 The participation date is the first day that the employee participates in the plan, provided that the employee continues to participate. When participation stops, the participation date on the new record is set to blank. If the employee has a break in eligibility, this date is the date participation began for the latest enrollment period.

Field	Explanation
Eligib Date	The date on which the employee is eligible to enroll in the benefit plan. For example:
	Employee Number — 6001, Plan ID 401K
	▪ Ineligible Status, Begin 04/13/16, End 12/31/16, User Date 04/13/17
	▪ Elig/Not Particp Status, Begin 01/01/17, End 05/31/17, Eligible 01/01/17, User Date 04/13/17
	▪ Active Status, Begin 06/01/17, End 08/31/18, Eligible 01/01/17, Particip 06/01/17, User Date 04/13/17
	▪ Ineligible Status, Begin 09/01/18, End 05/31/18, User Date 04/13/17
	▪ Active Status, Begin 06/01/18, End 06/01/18, Eligible 06/01/18, User Date 04/13/17
	The eligibility date is the day that the employee became eligible, provided that eligibility continues. If the employee changes to a non-eligible status, the eligibility date on the new record is set to blank.
Plan Option	A code that identifies any additional options available for a benefit plan that have been defined in the Plan Master table (F08320).
	Additional options must have the same provider, policy number, and enrollment and eligibility rules as the benefit plan to which they are associated.
DBA Begin Date	The beginning date on the instruction for the deduction, benefit, and accrual (DBA) related to the employee's enrollment. In most cases, this is the same as the beginning effective date of the enrollment. However, it can be later than the beginning effective date if the enrollment is changed retroactively.
	Only active enrollment records have a value in this field because they are the only enrollment records that result in payroll deductions, benefits, or accruals. Active records have a beginning status that starts with A.
DBA End Date	The ending date on the instruction for the deduction, benefit, and accrual (DBA) related to the employee's enrollment. In most cases, this is the same as the ending effective date of the enrollment. However, it can be later than the ending effective date if the enrollment is changed retroactively.
	Only active enrollment records have a value in this field because they are the only enrollment records that result in payroll deductions, benefits, or accruals. Active records have a beginning status that starts with A.

Processing Options

See <u>Simple Plan Entry (P08330)</u>.

Enrolling Employees by Benefit Group

<table>
<tr><td>◈</td><td>From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Benefit Group Selections**</td></tr>
</table>

If your company uses a benefit group structure, you can enroll employees by benefit group. When you enroll an employee by benefit group, the system tests for eligibility and places the employee in the applicable enrollment status and date, depending on which eligibility requirements are met.

Some benefit plans might have options attached or have variable amounts or rates. When you select a plan with options or a plan that requires you to enter an amount or rate, the system displays the additional forms.

Some companies set up defaults for plans that require employees to elect a plan within a category. The default plans are indicated with an asterisk (*).

To enroll an employee by benefit group

On Benefit Group Selections

1. Complete the following fields and press Enter:

    ▪ Employee Number

    ▪ Effective Date

    The group benefit plans available to the employee appear.

2. Review the information in the following fields:

   ▪ Benefit Group

   ▪ Group Rule

   ▪ Pay Frequency

3. For each benefit in which your want to enroll the employee, choose the Elect option.

   If the plan has options attached or requires a rate or amount, Enrollment with Options appears.

4. To designate the option On Enrollments with Options, complete the following field:

   ▪ Plan Option

5. To designate a new amount or rate, complete the following field:

   ▪ Employee Payroll Deduction Override Amounts

   ▪ Employer Paid Benefit Override Amounts

6. Choose the Return with Information function.

7. On Benefit Group Selections, choose the Update function.

8. Review the information in the following field:

   ▪ Elected Total

Field	Explanation
Effctv Date	The date on which the exchange rate takes effect. The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
	Form-specific information
	The date on which eligibility is tested. For example, if new employees must be employed 30 days before they can be active in a plan, the effective date is checked against their start date. After the employee's eligibility is verified, the system uses the date to determine when one benefit plan begins and another benefit plan ends.
Group Rule	The rule previously assigned to the benefit group that determines where amounts or points are displayed on the form. The hard-coded values are:
	blank No rule applies, display dollars.
	1　　　No rule applies, display points.
	2　　　Don't allow leftover flexible dollars, display dollars.
	3　　　Don't allow leftover flexible points, display points.
Override Amounts:	The amount/rate of participation in the benefit plan. This value is expressed as a percentage, a dollar amount, or an hourly rate depending on the value of the deduction method code (data item DEDM) in the associated payroll deduction or benefit constant.

Processing Options

See Group Benefits Selection (P08334).

See Categories with Benefit Groups (P08350).

Enrolling Employees Using Batch Enrollment

◈	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Batch Enrollment**

Use batch enrollment to enroll a group of employees at the same time. Batch enrollment is especially efficient to enroll employees in mandatory plans. For example, you can enroll every employee assigned to the management benefit group in a mandatory management medical plan.

You can also use batch enrollment to enroll employees in default plans. That is, if a category has more than one plan, you can set one as the default. If an employee does

not make a selection from the category, the system enrolls the employee in the default plan.

In addition, if you have enrolled employees who did not immediately pass the eligibility requirement, you can run a batch enrollment. The system retests the employees against the defined effective date and enrolls the employees who meet the test criteria. This system uses the eligibility rules and date codes assigned to the plan in conjunction with the enrollment parameters to test eligibility.

For example, an employee has a three-month waiting period for active enrollment. You receive the election forms one month after the hire date and you enter the elections using the Benefit Group Selection form. The employee does not pass the initial eligibility test so the system places the employee in a pending status. When you run batch enrollment with an effective date three months after the hire date, the program retests the employee against the initial eligibility test (based on the Batch Enrollment Parameters table). The employee passes the eligibility tests and the system updates the records. You can review both the before and after enrollment record to see which changes the system made.

Depending on how you set the processing options, the batch enrollment produces any of the following reports:

- Batch Enrollment
- Invalid Enrollment
- Manual Revision Requested
- No Action Taken
- One Election Required

You can run batch enrollment in proof mode. After you review the reports to verify the enrollments are correct, you can run the batch enrollment in final mode.

Before You Begin

- Assign a benefit status to all employees processed by batch
- Review the setup for the Batch Enrollment Parameters table

Batch Enrollment

Use this report to review all employees and their corresponding enrollment status for each benefit plan.

```
                                                                    ***************
                              Effective Date:    01/01/17                  * Proof Mode *

***************==================== =========== ==============================Employee . .    2006 Walters, Annette
                     Emp Action . . A  Benefit Group. . MGMT   Management Benefit G
  Group      Plan                     Pln Vld Prv Elg    Eligibility
 Category     ID        Description    Opt Pln Elg Tst     Table             Remark
---------- -------  ----------------------- --- --- --- --- ------------------  --------------------------------
DENTAL     DEN-01   Dental - EE only          Y       C  NONE No Eligibility  Enrollment Processed normally
                    Elg Results: Pass
                    Enrollment:  Current  01/01/17 -          Beg Status ACT  Active       End Status
                                 New            -             Beg Status
                    Plan DBAs:   Current  01/01/17 -          EE PR Ded  1010 Dental Ins.   ER Pd Ben  1008 Dental/Co.
                                                              EE Points                     ER Points
                                 New            -             EE PR Ded                     ER Pd Ben
                                                              EE Points                     ER Points
ESOP       ESOP     Employee Stock Option Pla  Y      C  GENC Continuing Elig  No Action Taken
                    Elg Results: Fail    Hours
                    Enrollment:  Current  01/01/17 -          Beg Status ACT  Active       End Status
                                 New            -             Beg Status
                    Plan DBAs:   Current        -             EE PR Ded                     ER Pd Ben
                                                              EE Points                     ER Points
                                 New            -             EE PR Ded                     ER Pd Ben
                                                              EE Points                     ER Points
SPENDING   FSA-DEP  Dependent Care Spending A  Y      C  NONE No Eligibility  Enrollment Processed normally
                    Elg Results: Pass
                    Enrollment:  Current  01/01/17 -          Beg Status ACT  Active       End Status
                                 New            -             Beg Status
                    Plan DBAs:   Current  01/01/17 -          EE PR Ded  6005 FSA-Dep       ER Pd Ben
                                                              EE Points                     ER Points
                                 New            -             EE PR Ded                     ER Pd Ben
                                                              EE Points                     ER Points
SPENDING   FSA-MED  Medical Spending Account   Y      C  NONE No Eligibility  Enrollment Processed normally
                    Elg Results: Pass
                    Enrollment:  Current  01/01/17 -          Beg Status ACT  Active       End Status
                                 New            -             Beg Status
                    Plan DBAs:   Current  01/01/17 -          EE PR Ded  6004 FSA-Med       ER Pd Ben
                                                              EE Points                     ER Points
                                 New            -             EE PR Ded                     ER Pd Ben
                                                                  EE Points                         ER Points
LIFE       LIFE     Life Insurance Plan        Y      C  GENC Continuing Elig  No Action Taken
                    Elg Results: Fail    Hours
                    Enrollment:  Current  01/01/17 -          Beg Status ACT  Active       End Status
                                 New            -             Beg Status
                    Plan DBAs:   Current  01/01/17 -          EE PR Ded  3002 Life Ins      ER Pd Ben  3000 Life Ins/Co.
                                                              EE Points                     ER Points
                                 New            -             EE PR Ded                     ER Pd Ben
                                                              EE Points                     ER Points
DISABILITY LTD-01   Disability Long Term       Y      C  GENC Continuing Elig  No Action Taken
                    Elg Results: Fail    Hours
```

Invalid Enrollment

Use this report to identify any employees enrolled in a benefit plan that is not available for the benefit group.

```
  083801                                    JD Edwards World                 Page - . . .        1
                                            Invalid Enrollment               Date - . . .  7/16/17
                                                                                 ***************
                                        Effective Date:  01/01/18                 * Proof Mode *
                                                                                 ***************
Employee                     Emp Benefit   Plan                              Enrolled        Enrollment
 Number          Name        Act Group      ID       Description           From     Thru       Status
--------  -------------------  --- ------  -------  ---------------------- -------- -------- ------------------
   2111 Ingraham, Paul          A          LIFE     Life Insurance Plan     01/01/17          ACT Active
   2111 Ingraham, Paul          A          LTD-01   Disability Long Term    01/01/17          ACT Active
   2111 Ingraham, Paul          A          MED+FAM  Medical Plan - Plus Family 01/01/17       ACT Active
   2111 Ingraham, Paul          A          401K     401(k) Investment Plan  01/01/17          ACT Active
   2129 Jackson, John           A          DEN-01   Dental - EE only        01/01/17          ACT Active
   2129 Jackson, John           A          FSA-DEP  Dependent Care Spending Acct 01/01/17     ACT Active
   2129 Jackson, John           A          FSA-MED  Medical Spending Account 01/01/17         ACT Active
   2129 Jackson, John           A          LIFE     Life Insurance Plan     01/01/17          ACT Active
   2129 Jackson, John           A          LTD-01   Disability Long Term    01/01/17          ACT Active
   2129 Jackson, John           A          MED+FAM  Medical Plan - Plus Family 01/01/17       ACT Active
   2129 Jackson, John           A          401K     401(k) Investment Plan  01/01/17          ACT Active
   7500 McDougle, Cathy         A  MGMT    ADDFLEX  FAdd'l flex dollars     01/01/17          ACT Active
   7500 McDougle, Cathy         A  MGMT    DENT1E1  FDental - Basic EE + one 01/01/17         ACT Active
   7500 McDougle, Cathy         A  MGMT    LIF1XP   FLife -One x pay        01/01/17          INE Ineligible
   7500 McDougle, Cathy         A  MGMT    LTD-01FL FDisability Long Term 55 2/3% 01/01/17    ACT Active
   7500 McDougle, Cathy         A  MGMT    MEDDEND2 FMedicalEE +1/Dental 0  ER 01/01/17       ACT Active
   7500 McDougle, Cathy         A  MGMT    MED01+1  FMedical Plan - $100 ded-EE+1 01/01/17    ACT Active
   7500 McDougle, Cathy         A  MGMT    SPND-DEP FSpending Dep Care Flex 01/01/17          ACT Active
   7500 McDougle, Cathy         A  MGMT    SPND-MED FSpending Acct for Medical 01/01/17       ACT Active
   7500 McDougle, Cathy         A  MGMT    VISIONE1 FVision Employee plus one 01/01/17        ACT Active
```

Manual Revision Requested

Use this report to identify any employees enrolled in plans that require manual review in the enrollment parameters. If you must make revisions to these employees' benefit plan information, you must use Single Plan Entries.

```
083803                              JD Edwards World                      Page - . . .       1
                                  Manual Review Requested                 Date - . . .  7/16/17
                                                                            **************
                                  Effective Date:  01/01/18                  * Proof Mode *
                                                                            **************


Employee                  Emp Beneft  Group      Plan                    Enrolled      Enr Vld Prv Elg Elig
Number        Name        Act Group   Category    ID     Description     From     Thru Sts Pln Elg Tst Tabl Rslt
--------  ------------------ --- ------ ---------- -------- -------------------- -------- -------- --- --- --- --- ---- ------
    2111 Ingraham, Paul     A                      LIFE     Life Insurance Plan 01/01/17          ACT  N
    2111 Ingraham, Paul     A                      LTD-01   Disability Long Term 01/01/17         ACT  N
    2111 Ingraham, Paul     A                      MED+FAM  Medical Plan - Plus 01/01/17          ACT  N
    2111 Ingraham, Paul     A                      401K     401(k) Investment Pl 01/01/17         ACT  N
    2129 Jackson, John      A                      DEN-01   Dental - EE only    01/01/17          ACT  N
    2129 Jackson, John      A                      FSA-DEP  Dependent Care Spend 01/01/17         ACT  N
    2129 Jackson, John      A                      FSA-MED  Medical Spending Acc 01/01/17         ACT  N
    2129 Jackson, John      A                      LIFE     Life Insurance Plan 01/01/17          ACT  N
    2129 Jackson, John      A                      LTD-01   Disability Long Term 01/01/17         ACT  N
    2129 Jackson, John      A                      MED+FAM  Medical Plan - Plus 01/01/17          ACT  N
    2129 Jackson, John      A                      401K     401(k) Investment Pl 01/01/17         ACT  N
    7500 McDougle, Cathy    A   MGMT               ADDFLEX  FAdd'l flex dollars 01/01/17          ACT  N
    7500 McDougle, Cathy    A   MGMT               DENT1E1  FDental - Basic EE + 01/01/17         ACT  N
    7500 McDougle, Cathy    A   MGMT               LIF1XP   FLife -One x pay     01/01/17         INE  N
    7500 McDougle, Cathy    A   MGMT               LTD-01FL FDisability Long Ter 01/01/17         ACT  N
    7500 McDougle, Cathy    A   MGMT               MEDDEND2 FMedicalEE +1/Dental 01/01/17         ACT  N
    7500 McDougle, Cathy    A   MGMT               MED01+1  FMedical Plan - $100 01/01/17         ACT  N
    7500 McDougle, Cathy    A   MGMT               SPND-DEP FSpending Dep Care F 01/01/17         ACT  N
    7500 McDougle, Cathy    A   MGMT               SPND-MED FSpending Acct for M 01/01/17         ACT  N
    7500 McDougle, Cathy    A   MGMT               VISIONE1 FVision Employee plu 01/01/17         ACT  N
```

No Action Taken

Use this report to review the records that the system did not change during the batch enrollment. The report includes remarks indicating why the enrollment was not made and the action that must occur before the system enrolls the employee. For example, the report lists employees who have not yet met length of employment eligibility tests. Additionally, the report lists invalid date errors indicating that incorrect dates were included in the plan setup.

```
083804                              JD Edwards World                      Page - . . .       3
                                    No Action Taken                       Date - . . .  7/16/17
                                                                            **************
                                  Effective Date:  01/01/17                  * Proof Mode *
                                                                            **************
Employee                  Emp Beneft  Group      Plan                    Enrolled      Enr Elig
Number        Name        Act Group   Category    ID     Description     From     Thru Sts Tabl          Remark
--------  ------------------ --- ------ ---------- -------- -------------------- -------- -------- --- ---- --------------------------
    7505 Mastro, Robert    A   MGMT  MEDICAL    MED      Medical Plan - 01/01/17          ACT MEDC Invalid Date
                                                                                                   Review Date Codes for Eligi
    7504 Meade, Jane       A   SALARY LIFE      LIFE     Life Insurance 01/01/17 06/30/17 ACT GENC Invalid Date
                                                                                                   Review Date Codes for Eligi
    7504 Meade, Jane       A   SALARY LIFE      LIFE     Life Insurance 07/01/17          ACT GENC Invalid Date
                                                                                                   Review Date Codes for Eligi
    7504 Meade, Jane       A   SALARY MEDICAL   MED+1    Medical Plan - 07/01/17          ACT MEDC Invalid Date
                                                                                                   Review Date Codes for Eligi
    7504 Meade, Jane       A   SALARY 401K      401K     401(k) Investme 07/01/17         ACT 401C Invalid Date
                                                                                                   Review Date Codes for Eligi
    7565 Marshall, Lynn V. A   SALARY DENTAL    DENONE   Dental - EE onl 06/01/17         PEN NONE Invalid Date
                                                                                                   Review Date Codes for Eligi
    7565 Marshall, Lynn V. A   SALARY LIFE      LIFE     Life Insurance 06/01/17          ACT GENC Invalid Date
                                                                                                   Review Date Codes for Eligi
    7565 Marshall, Lynn V. A   SALARY MEDICAL   MED+1    Medical Plan - 06/01/17          ACT MEDC Invalid Date
                                                                                                   Review Date Codes for Eligi
    7600 Malwitz, Terry M. A   SALARY LIFE      LIFE     Life Insurance 06/01/17          ACT GENC Invalid Date
                                                                                                   Review Date Codes for Eligi
    7600 Malwitz, Terry M. A   SALARY DISABILITY LTD-01  Disability Long 06/01/17         PEN BN60 Invalid Date
                                                                                                   Review Date Codes for Eligi
    7600 Malwitz, Terry M. A   SALARY MEDICAL   MED+1    Medical Plan - 06/01/17          ACT MEDC Invalid Date
                                                                                                   Review Date Codes for Eligi
    7600 Malwitz, Terry M. A   SALARY DISABILITY STD-01  Disability Shor 06/01/17         PEN BN6M Invalid Date
                                                                                                   Review Date Codes for Eligi
    7600 Malwitz, Terry M. A   SALARY 401K      401K     401(k) Investme 06/01/17         ACT 401C Invalid Date
                                                                                                   Review Date Codes for Eligi
```

One Election Required

Some benefit plans require that an employee elect a plan within a category. Use this report to identify employees who have not elected at least one plan within the category.

```
083802                                     JD Edwards World                      Page - . . .        1
                                          One Election Required                  Date - . . .   7/22/17
                                                                                 ***************
                                           Effective Date:  12/31/16             * Proof Mode *
                                                                                 ***************
Employee                        Emp Beneft    Group
 Number          Name           Act  Group    Category      Description
--------  --------------------  ---  ------   ---------  ----------------------------
    7500 McDougle, Cathy         A   EXEC     MEDICAL    Medical Benefits
    7500 McDougle, Cathy         A   EXEC     DENTAL     Dental Benefits
    7500 McDougle, Cathy         A   EXEC     VISION     Vision Benefit
```

Processing Options

See .

Running a Confirmation Statement

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Benefits Administration Reports**
> From Benefits Administration Reports (G08B11), choose **Confirmation Statement**

After you enroll employees by group selections or batch enrollment, you can run a confirmation statement. The confirmation statement shows the benefit plans and benefit plan options in which an employee is enrolled. It also lists all applicable deductions, benefits, and accruals. Employees use this statement to confirm that they have been correctly enrolled according to their choices.

```
083440               JD Edwards World                 Page No. . .
                    Confirmation Statement             Date - . . .7/24/17
    Employee Number. . . . .     2006   Annette Walters
    Home Business Unit . . .      90   Administrative Department
    Life Ins. Annual Salary.
    Benefit Group. . . . . . MGMT    Management Benefit Group
                                           Deduction  Non-Taxable     Taxable
        Description                         Amount      Amount        Amount
    ------------------------------------  -----------  -----------  -----------
Medical Benefits
Dental Benefits
  Dental - EE only
    EE plus family                        13.0000
Life Insurance Benefit
  Life Insurance Plan                      3.3800
401(k) Benefit
Disability Benefit
  Disability Long Term                     4.9000
Pension/Retirement Benefits
Employee Stock Option Plan
Spending Accounts
Total Deductions                          21.2800
```

What You Should Know About

Taxable and non-taxable amounts	These amounts depend on the DBA definitions for the benefits associated with this plan. Benefits that have a positive effect on gross salary appear in the taxable column, for example, a life insurance premium in excess of IRS allowances. Benefits that do not have an effect on gross salary appear in the non-taxable column, for example, company-paid health insurance.

Processing Options

See Benefits Confirmation Statement (P083440).

Work with 401(k) Fund Allocations

Working with 401(k) Fund Allocations

Many companies offer deferred retirement programs called 401(k) plans. Typically, employees must meet eligibility requirements before enrolling in a 401(k) plan. Most 401(k) plans include several different investment programs that an employee can choose from. You set up each investment program as a separate accrual.

When you enroll an employee in a 401(k) plan, you identify the percentage or amount of the contribution from the employee's wages and any percent or amount contributed by the employer. When you allocate the 401(k) funds, you identify how the system should distribute that total contribution among the available investment programs.

To work with 401(k) allocations, complete the following tasks:

- Adding a New Allocation
- Changing 401(k) Fund Allocations
- Revising 401(k) Allocations

You add a 401(k) allocation whenever an employee becomes active in a 401(k) plan. You can change the 401(k) fund allocation whenever an employee wants to change the funds in which he or she participates or change the percentage contributed. You can revise the percentage contributed to any fund only if the system has not yet made the deduction during payroll processing.

Before You Begin

- Link the accrual DBAs for each investment program to the DBAs for the 401(k) plan. See *Linking 401(k) Allocations to Plans*.

- Enroll the employee in the 401(k) plan.

Adding a New Allocation

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Allocations by Employee**

When an eligible employee chooses to participate in your 401(k) plan, you must add the new allocation. When you add a 401(k) allocation you identify the investment programs that the employee chooses. Additionally, you identify the percentage of the total the employee wants to contribute to each investment program.

To add a new allocation

On Allocations By Employee

1. Complete the following fields:

   ▪ Employee Number

   ▪ Plan ID

   On initial entry, the employee number is highlighted if no previous allocations exist.

2. Choose the Add New Election function.

3. On 401(k) Fund Allocations, complete the following fields:

   ▪ Election Start

   ▪ Percent

4. Choose the Update function.

| Field	Explanation
Percent	The percentage of the total contribution (employee and employer) that the employee has chosen to allot to the various 401(k) investment funds. The percentages must be greater than 5% and total 100%.

Changing 401(k) Fund Allocations

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Allocations by Employee**

You change a 401(k) fund allocation whenever an employee wants to change his or her allocation among the investment programs your company offers. The employee can allocate funds among all available investment programs, but the total must equal 100%.
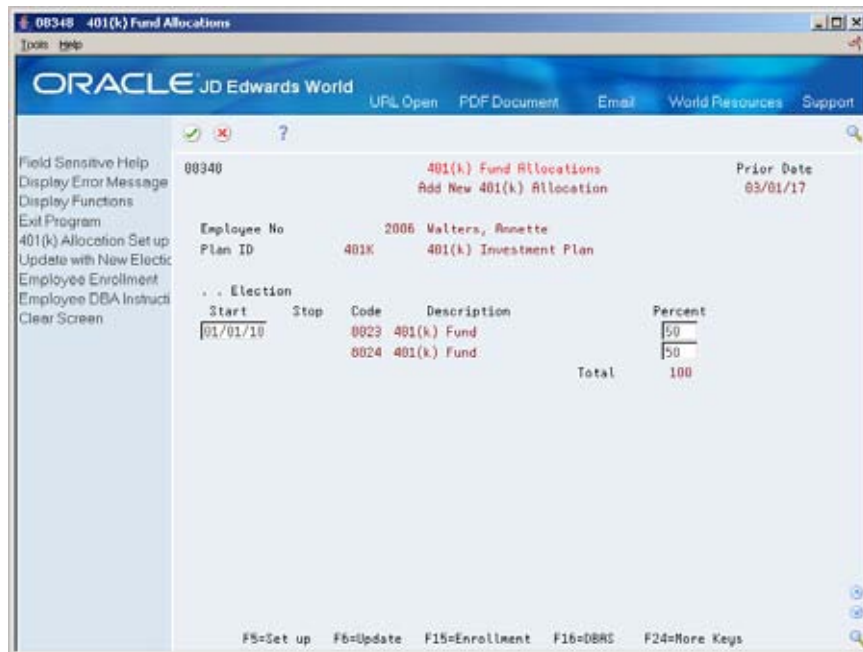
The new allocations begin on the new start date. The previous allocations end one day prior to the new start date.

To change 401(k) fund allocations

On Allocations by Employee
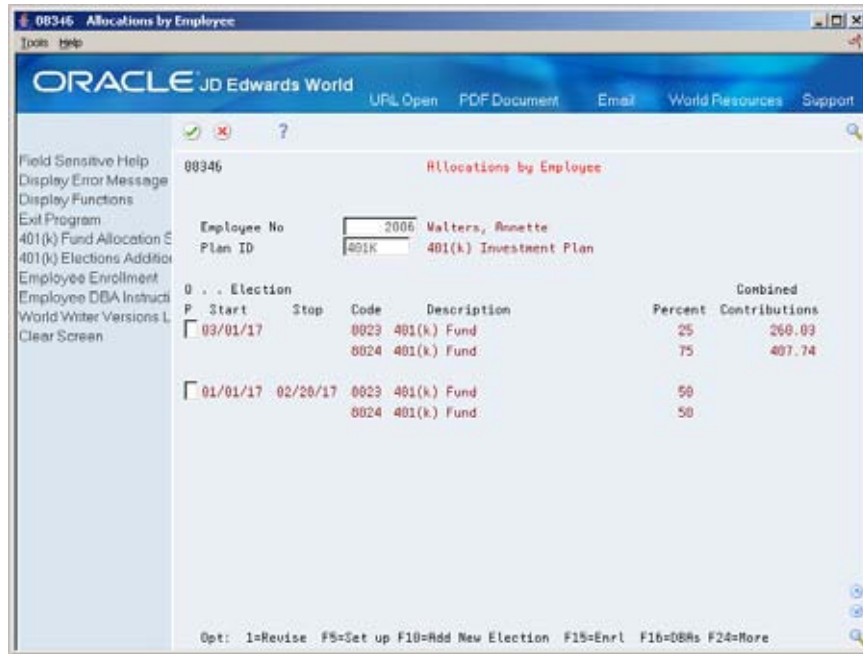
1. To locate the employee information, complete the following fields:

    ▪ Employee Number

    ▪ Plan ID

2. Choose the Add New Election function.

3. On 401(k) Fund Allocations, complete the following fields:

- Election Start

- Percent

4. Choose the Update function.

Revising 401(k) Allocations

> ◈ From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Allocations by Employee**

You can revise a 401(k) fund allocation only if the system has not yet made a deduction from the employee's pay. When any pre-payroll processing has occurred, you cannot revise the fund allocation, but must change the allocation.

To revise 401(k) fund allocations

On Allocations By Employee

1. To locate the employee's allocations, complete the following fields and press Enter:

- Employee Number

- Plan ID

2. Choose the Revise option.

3. On 401(k) Allocation Revisions, change the following field:

- Percent

See Also

- *Changing 401(k) Allocations (P08346)* to change allocations after deductions have been made from the employee's pay.

Work with Dependents and Beneficiaries

Working with Dependents and Beneficiaries

Every employee who is enrolled in a benefit plan can have dependents and beneficiaries attached to the plans. You enter dependents in order to make them eligible for benefits such as medical insurance coverage. You enter beneficiaries to identify individuals who are entitled to receive benefits in the event of an employee's death, for example, life insurance or 401(k) beneficiaries.

After you enter a dependent or beneficiary, you can link them to an employee who is enrolled in a plan that allows dependents and beneficiaries. You can also enter profile data for dependents and beneficiaries. Profile data is any additional information that you want to record in the dependent and beneficiary database. For example, you can use profile data to track medical history by dependent.

Complete the following tasks:

- **Entering Dependents and Beneficiaries**
- **Linking Dependents and Beneficiaries to an Employee**
- **Entering Profile Data for Dependents and Beneficiaries**

Before You Begin

- Enroll the employee in the benefit plans that allow eligible dependents and beneficiaries

See Also

- *Reviewing the Dependents and Beneficiaries Exception Report (P083460)* to identify enrolled employees who have not provided the required information

Entering Dependents and Beneficiaries

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Dependents & Beneficiaries**
> From Dependents & Beneficiaries (G08B12), choose **Dependent/Beneficiary Entry**

You enter dependents so that they can participate in benefit plans, such as medical insurance, or to qualify them as beneficiaries for plans such as life insurance. For example, you can set up a fictitious business name (DBA) to calculate spousal life insurance premiums based upon the age of the spouse, his or her tobacco or non-

tobacco status, and the elected life insurance coverage amount. See *Setting Up a DBA to Calculate Spousal Life Insurance Premiums* in the *U.S. Payroll Guide.*

After you enter dependents and beneficiaries, you must also link them to an eligible employee. After dependents or beneficiaries are linked to the eligible employee, they can participate in the plans in which the employee enrolls.

To enter dependents and beneficiaries

On Dependent and Beneficiary Entry

1. Complete the following field:

   ▪ Name

2. Complete the following fields for a spouse for whom life insurance premiums will be calculated:

   ▪ Date of Birth

   ▪ Age

   ▪ Life Insurance Coverage

3. Complete the following optional fields:

   ▪ Tax ID Number

   ▪ Gender

   ▪ Date of Birth

4. Choose the Participant Address function to enter the dependent or beneficiary's home address.

Processing Options
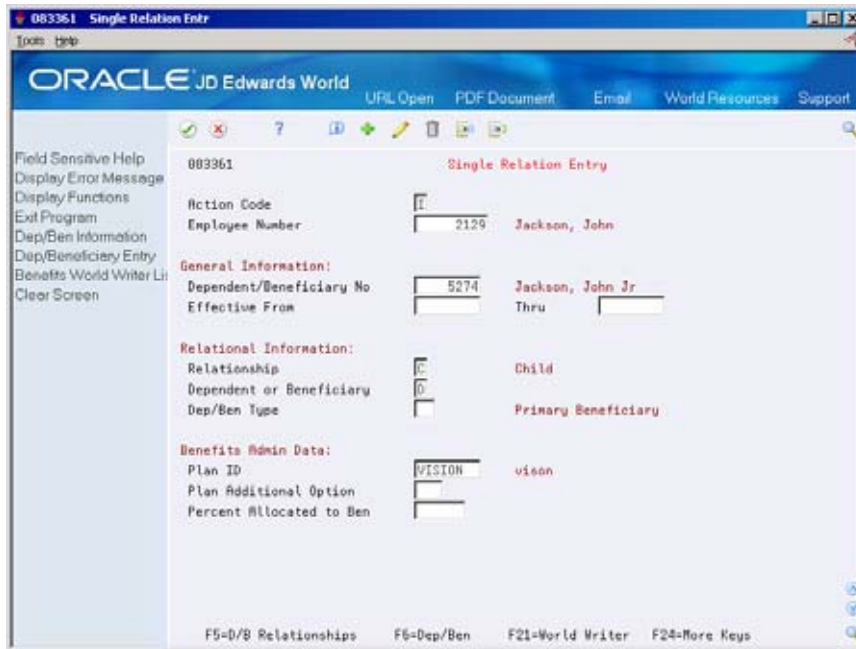
See Dependent/Beneficiary Entry (P08901).

Entering Single Relation Beneficiaries

◈	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Dependents & Beneficiaries** From Dependents & Beneficiaries (G08B12), choose **Single Relation Entry**

To enter single relation beneficiaries

On Single Relation Entry (P083361)

1. Complete the following fields:
   - Employee Number
   - Dependent Beneficiary No
   - Relationship
   - Dependent or Beneficiary
   - Plan ID

2. Complete the following optional fields:
   - Effective From and Thru dates
   - Dep/Ben Type
   - Plan Additional Option
   - Percent Allocated to Ben

3. Press Enter.

Processing Options

See [Dependents/Beneficiaries Assign - Single (P083361).](#)

See Also

- *Entering Eligible COBRA Beneficiaries (P08091)*
- *Set Up Deductions, Benefits, and Accruals* in the *Payroll Guide*

Linking Dependents and Beneficiaries to an Employee

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Dependents & Beneficiaries**
From Dependents & Beneficiaries (G08B12), choose **Dependents/Beneficiaries by Employee**

After you enter the dependent or beneficiary, you can link them to an eligible employee and attach the dependent or beneficiary to a plan that the employee is already enrolled in.

Linking dependents and beneficiaries and enrolling them is performed on the same form and can be done at the same time. Linking and enrolling is for documentation purposes only. It does not generate instructions to make payroll deductions for benefits or beneficiary payments.

To link dependents and beneficiaries to an employee, complete one of the following tasks:

- Link all dependents and beneficiaries by plan
- Link all dependents and beneficiaries to all plans

If an employee has many dependents eligible to participate in several plans, it might be easier to link by plan.

To link all dependents and beneficiaries by plan

On Dependents and Beneficiaries by EE.

1. Complete the following fields:

   ▪ Plan ID

   ▪ Employee Number

2. Complete the following fields:

   ▪ Dependent/Beneficiary Number

   ▪ Dependent or Beneficiary (DB)

   ▪ Relationship (Rel)

3. Complete the following optional fields:

   ▪ Plan Option

   ▪ % Allocation

   ▪ Dependent Beneficiary Type (DB TY)

   ▪ Effective From

4. Access the detail area.

5. Complete the following optional field and press Enter:

- Effective through

6. Complete the steps for each plan in which the employee is enrolled.

To link all dependents and beneficiaries to all plans

On Dependents and Beneficiaries by Employee

1. Complete the following field:

- Employee Number

2. For each individual and each plan, complete the following fields:

- Dependent/Beneficiary Number

- Plan ID

- Dependent or Beneficiary (DB)

- Relationship (Rel)

3. Complete the following optional fields:

- Plan Option

- % Allocation

- Dependent Beneficiary Type (DB TY)
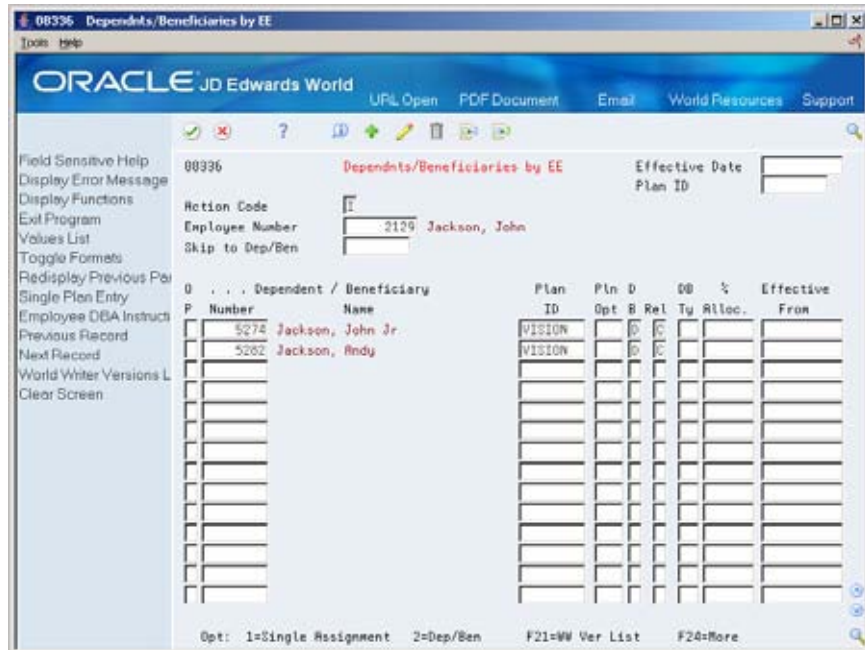
- Effective From

4. Access the detail area.
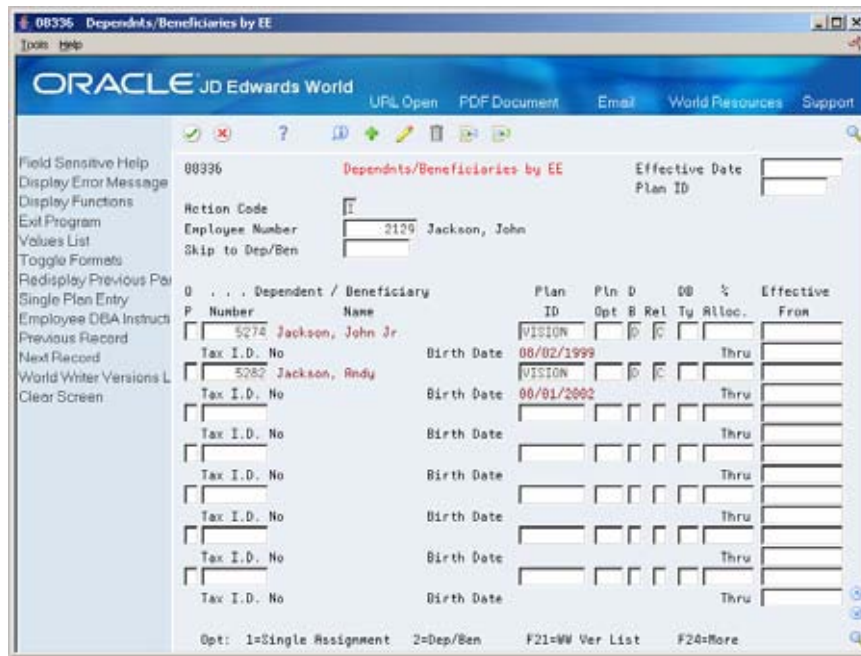
5. Complete the following optional field:

- Effective through

Field	Explanation
Dependent / Beneficiary Number	The address number of the participant as defined in the Participant Master table (F08901).
	In Dependent/Beneficiary Assignment, enter the participant number of the dependent/beneficiary who is being assigned to the benefit plan.
	In Qualifying Event Entry, enter the participant number of the qualified beneficiary who has lost coverage and is eligible to receive COBRA coverage.
Relationship	A user defined code (system 08/type RF) that defines the relationship of the dependent or beneficiary to the employee.
D B	A code indicating whether the person is a dependent or a beneficiary of the employee. Valid codes are:
	D The person is a dependent.
	B The person is a beneficiary.
	blank The system automatically designates the person as a beneficiary.
Pln Opt	A code that identifies any additional options available for a benefit plan that have been defined in the Plan Master table (F08320).
	Additional options must have the same provider, policy number, and enrollment and eligibility rules as the benefit plan to which they are associated.

Processing Options

See Dependents/Beneficiaries Assignment (P08336).

Entering Profile Data for Dependents and Beneficiaries

After you enter the dependent or beneficiary, you can enter profile data, which is any additional information you want to record in the dependent and beneficiary database. For example, you can record medical history and plan remittance information. You can enter all types of dependent and beneficiary profile information that you want to track for a particular dependent or beneficiary.

When you set up your system, you specify the types of profile information, or data types, that you want to track. For each data type, you specify if you want to track information in narrative or code format.

For narrative format data types, you enter free-form text. For code format data types, you enter information in predefined columns. When you enter information in code format, you also can associate narrative information with it.

Entering profile data includes:

- Entering profile data in narrative format
- Entering profile data in code format

What You Should Know About

Entering multiple types of information   To save time during data entry, you can choose multiple types of profile data to update. The data types can be all narrative format, all code format, or a combination of these formats. The system displays the form in data type sequence for each type of data you chose. When you exit from one form, the system displays the form for the next type of data that you chose.

See Also

- *Generating the Title Search Table (P08BDWRD)* to set up your system to generate the table that searches for profile data
- *Transferring Profile Data (P080840)* to copy or move data from one data type to another

Entering Profile Data in Narrative Format

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Dependents & Beneficiaries**
> From Dependents & Beneficiaries (G08B12), choose **Profile Data Entry**

When you enter profile data in narrative format, you enter free-form text. You typically use narrative format for general information that is unique for each employee. You can use narrative format instead of code format for information that is typically unique to each dependent or beneficiary.

To enter profile data in narrative format
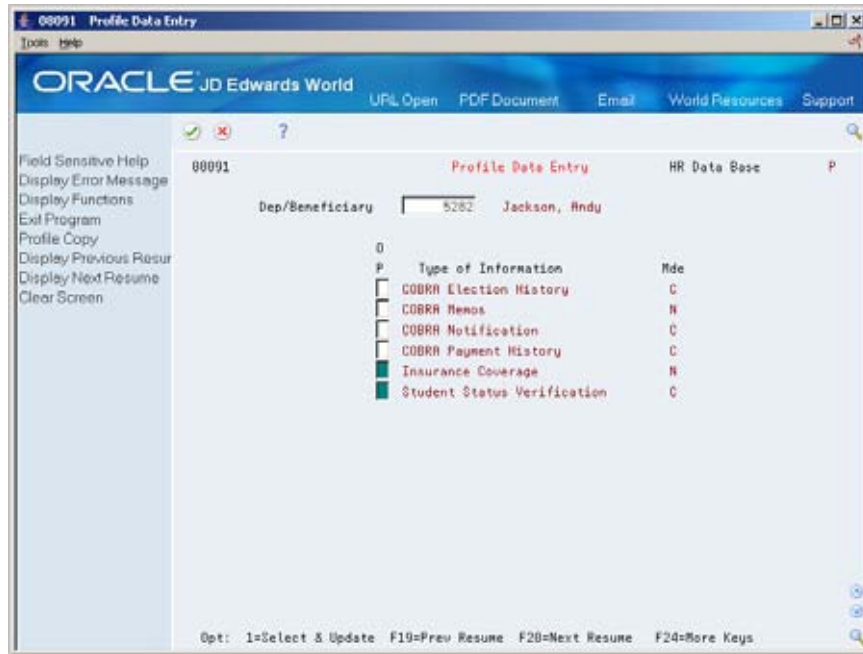
On Profile Data Entry

1. Locate the dependent or beneficiary for whom you want to enter profile data.

2. To determine which types of profile data are in narrative format, review the information in the following field:

    ▪   Mode

3. Choose the Select and Update option for one or more types of narrative format information and press Enter.

    The system displays the form for the first type of data.

4. Enter the appropriate information and press Enter.

5. Choose the Exit function to advance to the next type of data you chose.

Field	Explanation
Display Mode - Code or Narrative	The format of a data type. This code determines the display mode for supplemental data. Valid codes are:
	C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005).
	N Narrative format, which displays the form for entering narrative text.
	P Program exit, which allows you to exit to the program you specified in the Pgm ID field.
	M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.

What You Should Know About

|	
Deleting narrative format information	To delete an entire form of narrative information, use the Delete action. To delete only some information from a form, use the change action. To delete information, you can either type over it or choose the Delete Line option.

Entering Profile Data in Code Format

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Dependents & Beneficiaries**
> From Dependents & Beneficiaries (G08B12), choose **Profile Data Entry**

When you enter profile data in code format, you enter information in predefined columns. For example, the form for entering job skills information might have columns for skill code, number of years of experience, and proficiency level.

To ensure consistency of data entry, code fields are typically associated with user defined code tables. Any value that you enter in one of these fields must be included in the associated user defined code table. For fields in the first column that are associated with a user defined code table, the length of the field and the user defined code description display above the column.

When you enter information in code format, you also can associate narrative information with it.

To enter profile data in code format

On Profile Data Entry

1. Locate the dependent or beneficiary for whom you want to enter profile data.

2. To determine which types of profile data are in code format, review the information in the following field:

    ▪   Mode

3. Choose the Select and Update option for one or more types of code format information.

    The system displays the form for the first type of data you choose.

4. Enter the appropriate information.

5. To add additional information in narrative format, use the Change action and choose the Narrative Text Option.

6. Enter the additional information and press Enter twice.

7. Choose the Exit function to advance to the next type of data you chose.

What You Should Know About

Revising code format information

Use the change action to revise or delete individual lines of code format information. Typing new information over existing information does not delete the existing information. The system retains the existing information and creates a new line of information for the change. To delete a line of information, use the Field Exit key to remove all information from the line.

Processing Options

See Dependent/Beneficiary Information (P08091).

Review Information on Employee Enrollment

Reviewing Information on Employee Enrollment

Employees often have questions about their enrollment in particular benefits. You can review information to answer their questions. Organizations frequently need information on total enrollment for specific plans. You can review information on each plan and the employees enrolled in that plan.

You can review the details of the benefit plans in which an employee is enrolled. You can review these details one plan at a time or by all the plans for an individual employee. You can also determine all the employees enrolled in a specific benefit plan along with the enrollment history for a specific plan. Additionally, you can print reports to review the following information:

- All employees who are not enrolled in benefit plans that are defined as mandatory for either the employee's benefit group or for the plan

- All employees who are actively enrolled in benefit plans but have not provided required dependent or beneficiary information

- All employees who are enrolled in benefit plans that are not available to members of their benefit group

- Employees who are not enrolled in a plan for categories that require participation and employees who are not enrolled in a specific plan

Complete the following tasks:

- Reviewing Single Plans

- Reviewing Benefit Group Selections

- Reviewing Benefits by Employee

- Reviewing Employees by Benefit Plan

- Reviewing the Mandatory Participation Report

- Reviewing the Dependents and Beneficiaries Report

- Reviewing the Enrollment Outside Benefit Group Report

- Reviewing the Missing Required Elections Report

- Reviewing Reports on Benefit Plans and Enrollment

Reviewing Single Plans

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Single Plan Entries**

You can review all the plans in which an employee is enrolled. Additionally, you can review the following information:

▪ Benefit plans in which the employee was previously enrolled

▪ DBA instructions for the employee's benefit plans

▪ All detail information that you have entered for the employee

To review single plan entries

On Single Plan Entries

1. Locate the employee.

2. To review plans in which the employee was previously enrolled, complete the following field:

   ▪ Past Enrollment

3. To limit your review to a specific benefit status, complete the following field:

   ▪ Status

4. Access Additional Information.
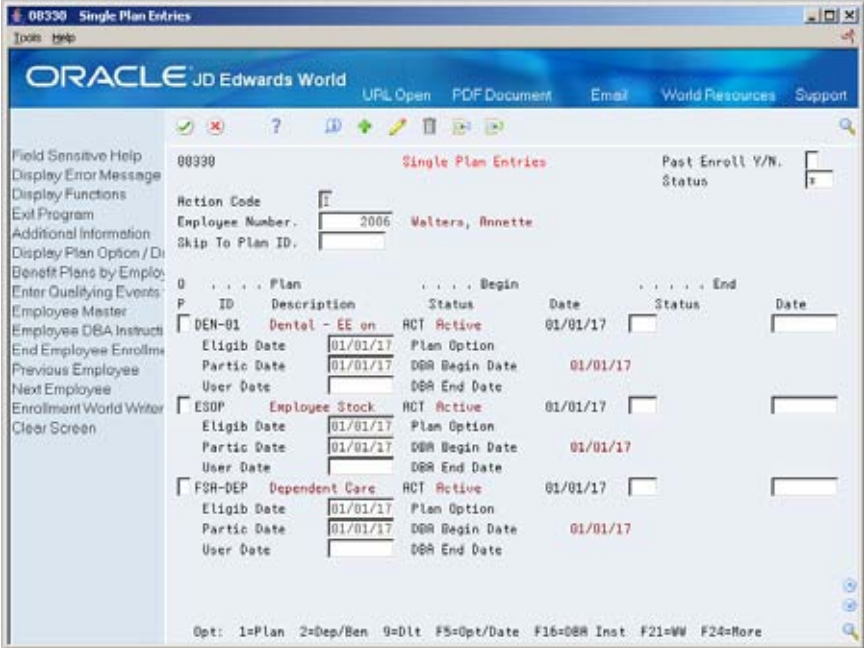
5. Choose the DBA Instructions function to verify the DBA associated with the plan.
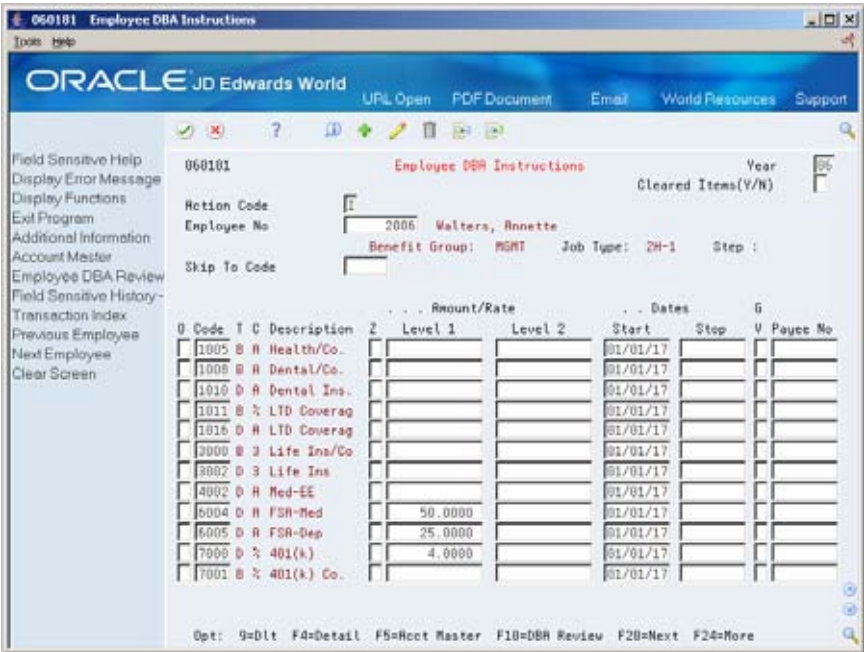
6. On Employee DBA Instructions, access More Information.
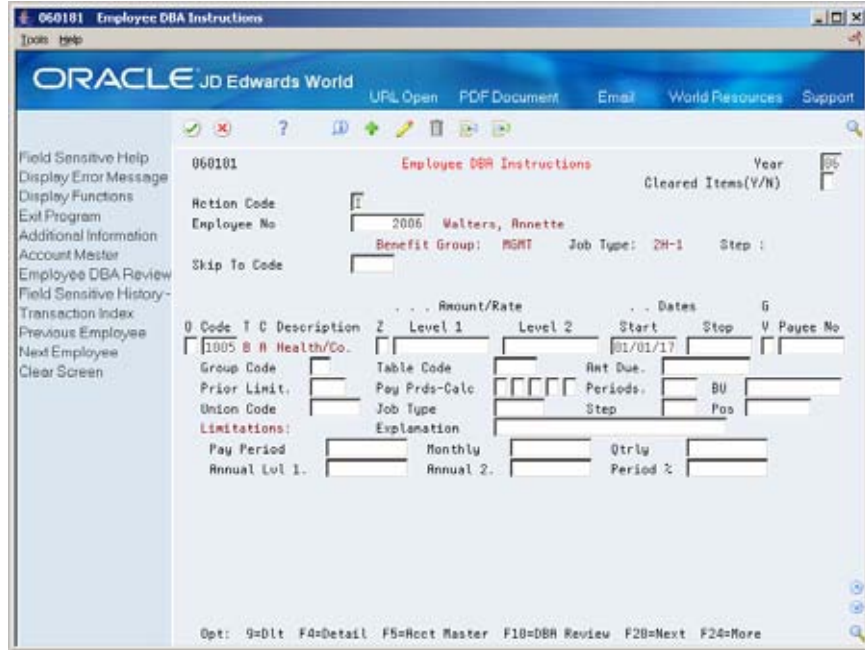
What You Should Know About

DBAs associated with a benefit plan	In many companies several offices such as personnel, payroll, and benefits might work with employee information and DBAs. To ensure that information remains accurate and to control maintenance, the processing options to DBA Instructions control updates made to the DBAs associated with the benefit plans and options.

Reviewing Benefit Group Selections

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Benefit Group Selections**

You can review all the selections for a single employee. When you review benefits by group selections, you can review all plans in which the employee is enrolled and all plans for which the employee is eligible. You can review the selections for all plans for a specific date. You can access the DBA instructions for each employee to verify that the DBAs are correct.

To review benefit group selections

On Benefit Group Selections

1. Locate the employee.

2. Complete the following field:

   ▪ Effective Date

3. Choose the Detail option for a specific plan to review additional information.

4. On Enrollment Detail/Change choose the Return Without Information function to return to Benefit Group Selections.

5. On Benefit Group Selection, choose the Employee DBA Instructions function to verify that the information is accurate for all DBAs assigned to the employee's benefits.

Reviewing Benefits by Employee

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Benefits by Employee**

You can review all benefit information to answer employees' questions about the plans in which they are enrolled. You can access the deduction history for employee deductions and contributions by DBA and employer-paid contributions.

Some companies set up benefit plans on a point basis instead of a percentage of wages or a monetary amount. With a point system, points are accumulated based on salary or other eligibility standards. The points are converted to monetary amounts to apply to the benefits. If your company uses a point system for benefits, you can review both employee and employer points.

To review benefits by employee

On Benefits by Employee

1. Complete the following fields:

   ▪ Employee

   ▪ Begin Status

   ▪ End Status

   ▪ Year

2. Choose Display Additional Information.

3. To review the deduction information, choose a History option for the employee.
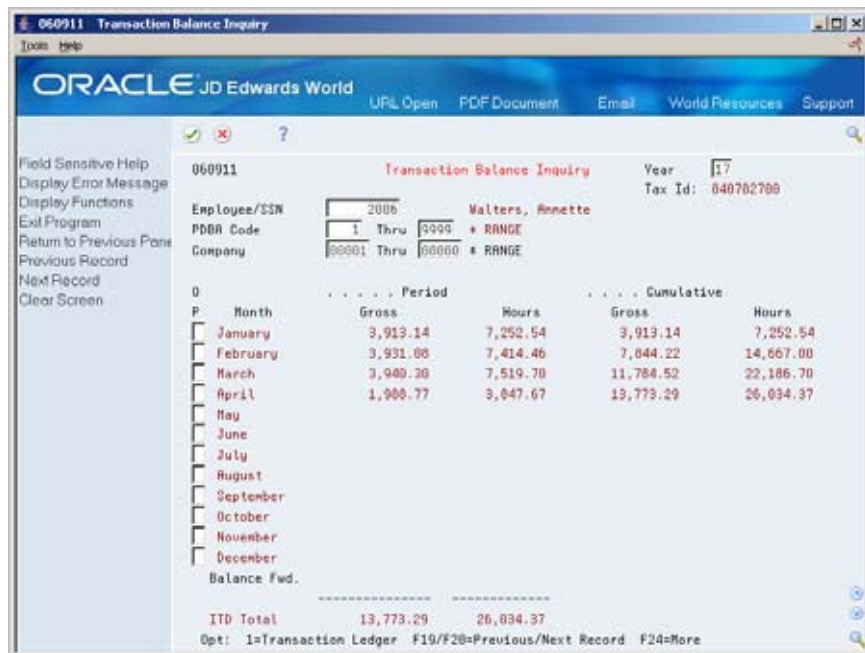
4. On Transaction Balance Inquiry, review the information.

What You Should Know About

Flexible spending accounts   Choose the Toggle function to review the yearly limit and charges for flexible spending accounts.

Processing Options

See [Plans by Employee - Contributions Format (P08335)](#).

Reviewing Employees by Benefit Plan

◈	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Employees by Benefit Plan**

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

To review employees by benefit plan

On Employees by Benefit Plan

1. Complete the following field:
   - Plan ID
2. Access the detail area to review additional date information.

3. Choose a History option for the plan for which you want to review the deduction information.

4. On Transaction Balance Inquiry, review the information.

What You Should Know About

Flexible spending accounts	Choose the Toggle function to review the yearly limit and charges for flexible spending accounts.

Processing Options

See <u>Employees by Plan - Contributions Format (P08333)</u>.

Reviewing the Mandatory Participation Report

	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Benefits Report** From Benefits Administration Reports (G08B11), choose **Mandatory Participation**

Companies often have one or more benefit plans that are mandatory for some or all employees. The Mandatory Participation report lists all employees who, because of their group status or the requirements of the plan, are not enrolled in the mandatory benefit plans but should be. You can use the report to identify the employees who are not enrolled in the mandatory plans and then enroll them.

```
083450                                      JD Edwards World                      Page - . . .        2
                                          Mandatory Participation                 Date - . . .   7/17/17
                                          Employees Not Enrolled
                                          'As Of' Date 01/01/17
Plan:          ADDFLEX    FAdd'l flex dollars
========================================================
Status                                                   .
Effective                    -
Employees Not Enrolled - Mandatory at CATEGORY LEVEL.
                                                                   . . . . . . . MANDATORY IN . . . . . . .
    Employee                           Beneft                      Benefit                      . . Effective . .
    Number            Name             Group       Description     Category      Description     From     Thru
   --------  -----------------------------  ------  ------------------------------  ---------  -------------------- -------- --------
       6001 Allen, Ray                  EXEC    Executive Benefit Group    FLEX     Flex - Additional
       7500 McDougle, Cathy             EXEC    Executive Benefit Group    FLEX     Flex - Additional
```

See Also

- ▪ *Enrolling Employees Using Batch Enrollment (P083800)*

Processing Options

See <u>Mandatory Participation (P083450)</u>.

Reviewing the Dependents and Beneficiaries Report

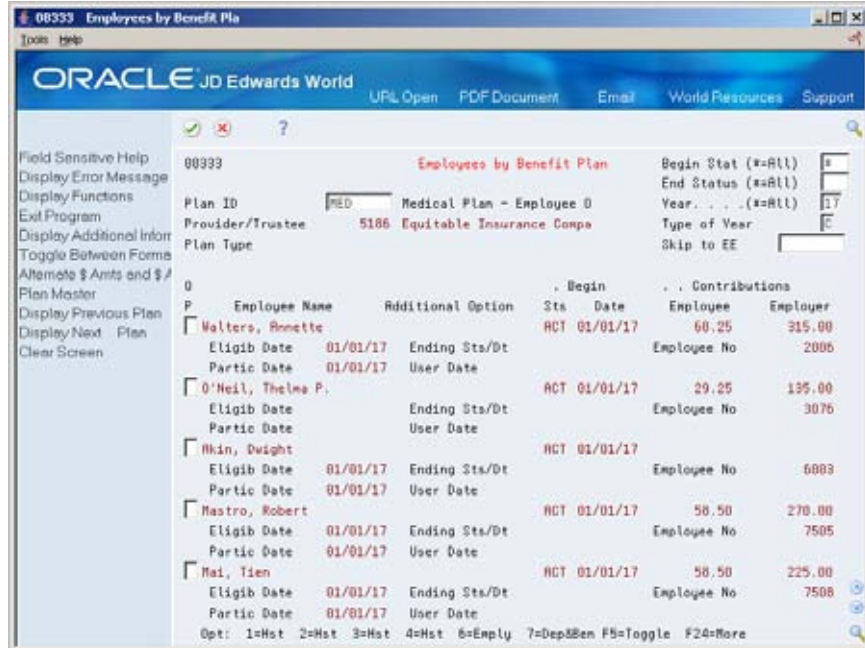|	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Benefits Reports** From Benefits Administration Reports (G08B11), choose **Dependents and Beneficiaries**

Some benefit plans require that employees designate dependents or beneficiaries. Run the Dependents and Beneficiaries Exception report to identify employees who are actively enrolled in benefit plans but who have not provided the required information on dependents or beneficiaries. You should notify these employees so that they can provide mandatory information.

```
083460                                        JD Edwards World                      Page - . . .       2
                                       Dependents & Beneficiaries - Exceptions       Date - . . .  7/17/17
                                        Dependent & Beneficiary Information Reqd
                                              'As of' Date 01/01/17
Plan:         AD&D100K   FAD&D $100,000 Flex
=========================================================
Type                                                   .
Status                                                 .
Effective          -
The following employees have no Dependent / Beneficiary Information effective on
    Employee                                      Plan       . . Effective . .       Enrollment
    Number            Name                  Additional Option    From    Thru           Status
    --------  --------------------------------- ------------------------- -------- ------------------------
       6001  Allen, Ray                                            01/01/17          ACT Active
Plan:         DEN-01    Dental - EE only
=========================================================
Type                                                   .
Status                                                 .
Effective          -
The following employees have no Dependent / Beneficiary Information effective on
    Employee                                      Plan       . . Effective . .       Enrollment
    Number            Name                  Additional Option    From    Thru           Status
    --------  --------------------------------- ------------------------- -------- ------------------------
       2006  Walters, Annette                                     01/01/17          ACT Active
       3050  Morrisey, Anne E.                                    01/01/17          ACT Active
       3076  O'Neil, Thelma P.                                    01/01/17          ACT Active
       3084  Carmichael, Bradley D.                               01/01/17          ACT Active
       5651  Rothchild, Abigal          ONE EE plus one           01/03/10          ACT Active
       6003  Akin, Dwight                                         01/01/17          ACT Active
       7504  Meade, Jane                FAM EE plus family  10/01/13 06/30/17 ACT Active
       7505  Mastro, Robert             FAM EE plus family  10/01/13          ACT Active
       7508  Mai, Tien                                            01/01/17          ACT Active
       7510  Moralez, Jesus                                       01/01/17          ACT Active
       7540  Milenski, Douglas                                    01/01/17          ACT Active
       7562  Mannon, Howard                                       01/01/17          ACT Active
       7564  Moriya, Carol                                        01/01/17          ACT Active
       7566  Meikle, Chris                                   01/01/17 06/30/17 ACT Active
       7568  McGrew, Nancy                                   01/01/17 06/30/17 ACT Active
       7570  Manderfield, Jake                               01/01/17 06/30/17 ACT Active
       7572  Miller, Michael                                      01/01/17          ACT Active
       7574  Mckenna, Martin                                      01/01/17          ACT Active
```

Processing Options

See <u>Dependents & Beneficiaries - Exceptions (P083460)</u>.

Reviewing the Enrollment Outside Benefit Group Report

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Benefits Reports**
From Benefits Administration Reports (G08B11), choose **Enrollment Outside Groups**

The Enrollment Outside Benefit Group report lists all employees who are enrolled in benefit plans that are not available to members of their benefit group. After you identify employees enrolled in the wrong benefit group, you can enroll them in the correct benefit plan.

```
083470                              JD Edwards World                    Page - . . .        3
                               Enrollment Outside Benefit Group         Date - . . .  5/08/17


                                      As of. . . . 01/01/17


Benefit Group. . . . SALARY    Salary Benefit Group
Home Company . . . . 00050     A Model Construction Mgmt Co


                                  . . . . Invalid Benefit . . . .
Employee                                                      Enrolled        Erl
 Number              Name                 Plan   Description   From    Thru    Sts    Description
-------  -------------------------------- ------- -------------------- ------- -------- --- -------------------
  7566 Meikle, Chris                       DEN-01 Dental - EE only      01/01/17 06/30/17 ACT Active
                                           MED    Medical Plan - Employee O 01/01/17 06/30/17 ACT Active

  7568 McGrew, Nancy                       DEN-01 Dental - EE only      01/01/17 06/30/17 ACT Active
```

Processing Options

See .

See .

Reviewing the Missing Required Elections Report

	From Human Resources (G08), choose **Benefits Administration**
	From Benefits Administration (G08B1), choose **Benefits Reports**
	From Benefits Administration Reports (G08B11), choose **Missing Required Elections**

The Missing Required Elections report lists all employees who are not enrolled in any benefit plan within a category that requires plan participation. Also, if you list a single plan in the processing option, you can identify the employees who are missing enrollment in that plan.

```
083480                              JD Edwards World                    Page - . . .        2
                               Required Election Missing               Date - . . .  5/08/17


                                   'As Of' Date 05/08/17


Benefit Group. . . . EXEC    Executive Benefit Group
Home Company . . . . 00100   Model Finan/Distrib Co (Mktg)



                                      . . . One Election Required . . .
Employee                          Benefit
 Number              Name         Category      Description
-------  -------------------------------- ---------- -----------------------------
  6001 Allen, Ray                  DENTAL     Dental Benefits
                                   MEDICAL    Medical Benefits
                                   VISION     Vision Benefit

  7500 McDougle, Cathy             DENTAL     Dental Benefits
                                   MEDICAL    Medical Benefits
                                   VISION     Vision Benefit
```

Processing Options

See .

Reviewing Reports on Benefit Plans and Enrollment

<table>
<tr><td>◆</td><td>From Human Resources (G08), choose Benefits Administration
From Benefits Administration (G08B1), choose Benefits Reports
From Benefits Administration Reports (G08B11), choose Benefits Administration</td></tr>
</table>

You can print reports to provide you with reference information on benefit plans and enrollment information. You can run these reports as often as necessary to provide you with up-to-date information.

Choose the version of the report that you want to review. You can choose from the following reports:

- Benefit Enrollment by Plan

- Benefit Enrollment by Employee

- Employee List by Benefit Group

- Employee Plan Changes

- Dependent and beneficiary information

Benefit Enrollment by Plan

Use this report to review each plan and the employees enrolled in each plan. This report includes previously enrolled employees, the ending status, and the ending date.

```
                                Benefit Enrollment by Plan                    Page      -      1
                                                                              Date      - 07/23/17
Employee                               Benefit Pln Beg                Begin  End                     End
 Number          Name                  Group   Opt Sts   Description  Date   Sts   Description       Date
--------  ----------------------------  -------  ---  ---  --------------------  --------  ---  ----------------------  --------
Plan . . . AD&D100K  FAD&D $100,000 Flex
    6001 Allen, Ray                     EXEC         ACT Active           01/01/17
Plan . . . ADDFLEX  FAdd'l flex dollars
    6001 Allen, Ray                     EXEC         ACT Active           01/01/17
    7500 McDougle, Cathy                MGMT         ACT Active           01/01/17
Plan . . . DEN-01  Dental - EE only
    2006 Walters, Annette               MGMT         ACT Active           01/01/17
    2129 Jackson, John                        FAM ACT Active           01/01/17
    3050 Morrisey, Anne E.              FACBEN       ACT Active           01/01/17
    3076 O'Neil, Thelma P.              FACBEN       ACT Active           01/01/17
    3084 Carmichael, Bradley D.         FACBEN       ACT Active           01/01/17
    5651 Rothchild, Abigal              MGMT    ONE  ACT Active           01/03/10
    6003 Akin, Dwight                   MGMT         ACT Active           01/01/17
    7504 Meade, Jane                    SALARY  FAM ACT Active           10/01/13 TRT Transfer          06/30/17
    7505 Mastro, Robert                 MGMT    FAM ACT Active           10/01/13
    7508 Mai, Tien                      HRLY         ACT Active           01/01/17
    7510 Moralez, Jesus                 HRLY         ACT Active           01/01/17
    7540 Milenski, Douglas              HRLY         ACT Active           01/01/17
    7562 Mannon, Howard                 HRLY         ACT Active           01/01/17
    7564 Moriya, Carol                  HRLY         ACT Active           01/01/17
    7566 Meikle, Chris                  SALARY       ACT Active           01/01/17 TRT Transfer          06/30/17
    7568 McGrew, Nancy                  SALARY       ACT Active           01/01/17 TRT Transfer          06/30/17
    7570 Manderfield, Jake              SALARY       ACT Active           01/01/17 TRT Transfer          06/30/17
    7572 Miller, Michael                HRLY         ACT Active           01/01/17
    7573 Martinez, Lillian E.           HRLY         ACT Active           06/01/17
    7574 Mckenna, Martin                             ACT Active           01/01/17
    7602 McFadden, Jeanine P.           HRLY         ACT Active           06/01/17
    7604 Menzor, Kim R.                 HRLY         ACT Active           06/01/17
    7606 Moylan, Joseph L.              HRLY         ACT Active           06/01/17
Plan . . . DENFAM  Dental Insurance Family Canada
    7704 Rivard, Jacques                CDNSAL       ACT Active           07/15/12
Plan . . . DENONE  Dental - EE only
    7504 Meade, Jane                    SALARY       ACT Active           07/01/17
    7565 Marshall, Lynn V.              SALARY       PEN Pending Eligibility  06/01/17
    7566 Meikle, Chris                  SALARY       ACT Active           07/01/17
    7568 McGrew, Nancy                  SALARY       ACT Active           07/01/17
    7570 Manderfield, Jake              SALARY       ACT Active           07/01/17
    7600 Malwitz, Terry M.              SALARY       ACT Active           06/01/17
```

Benefit Enrollment by Employee

Use this report to review an alphabetical list of employees and the plans in which each is enrolled. The report also includes each benefit group and the employees in the group.

```
                              Benefit Enrollment by Employee              Page     -     1
                                                                          Date     - 07/23/17
Employee        Name           Plan                         Pln Beg              Begin  End              End
Number                         ID      Description          Opt Sts Description  Date   Sts Description   Date
--------  ------------------------ -------- ------------------------ --- --- -------------- -------- --- -------------- --------
    2111 Ingraham, Paul          LIFE    Life Insurance Plan          ACT Active      01/01/17
                                 LTD-01  Disability Long Term         ACT Active      01/01/17
                                 MED+FAM Medical Plan - Plus Famil    ACT Active      01/01/17
                                 401K    401(k) Investment Plan       ACT Active      01/01/17
    2129 Jackson, John           DEN-01  Dental - EE only         FAM ACT Active      01/01/17
                                 FSA-DEP Dependent Care Spending A    ACT Active      01/01/17
                                 FSA-MED Medical Spending Account     ACT Active      01/01/17
                                 LIFE    Life Insurance Plan          ACT Active      01/01/17
                                 LTD-01  Disability Long Term         ACT Active      01/01/17
                                 MED+FAM Medical Plan - Plus Famil    ACT Active      01/01/17
                                 401K    401(k) Investment Plan       ACT Active      01/01/17
    7574 Mckenna, Martin         DEN-01  Dental - EE only             ACT Active      01/01/17
                                 LIFE    Life Insurance Plan          ACT Active      01/01/17
                                 MED     Medical Plan - Employee O    ACT Active      01/01/17
                                 401K    401(k) Investment Plan       ACT Active      04/01/17
Benefit Group. . . CDNSAL
    7703 Bellas, Debbie          DENSGL  Dental Insurance Single C    ACT Active      07/15/12
                                 EXTHLTH Extended Health - Canada     ACT Active      07/15/12
                                 LIFECAN Life Insurance Plan Canad    ACT Active      07/15/12
                                 RRSP    RRSP Retirement Plan         ACT Active      07/15/12
                                 VACATION Canadian Vacation Plan      ACT Active      07/15/12
    7704 Rivard, Jacques         DENFAM  Dental Insurance Family C    ACT Active      07/15/12
                                 EXTHLTH Extended Health - Canada     ACT Active      07/15/12
                                 LIFECAN Life Insurance Plan Canad    ACT Active      07/15/12
                                 RRSP    RRSP Retirement Plan         ACT Active      07/15/12
                                 VACATION Canadian Vacation Plan      ACT Active      07/15/12
Benefit Group. . . EXEC
    6001 Allen, Ray              AD&D100K FAD&D $100,000 Flex         ACT Active      01/01/17
                                 ADDFLEX FAdd'l flex dollars          ACT Active      01/01/17
                                 DENT1E2 FDental-Basic EE and two     ACT Active      01/01/17
                                 ESOP    Employee Stock Option Pla    ACT Active      01/01/17
                                 LIFE10K F10,000 Life Insurance       ACT Active      01/01/17
                                 LTD-01FL FDisability Long Term 55    ACT Active      01/01/17
                                 MEDDEN2+ FMedical Dental ER 2plus    ACT Active      01/01/17
                                 MED01-2+ FMedical Plan - $100 ded-   ACT Active      01/01/17
                                 PENSION Pension Benefit Plan         PEN Pending Eligibi 01/01/17
```

Employee List by Benefit Group

Use this report to review a list by benefit group. The report includes the job type and step in addition to information on each employee.

```
                              Employee List by Benefit Group              Page      -      2
                                                                          Date     - 07/23/17
Benefit  Job                               Job  Employee                  Pay  Pay     Employment
 Group   Type     Description              Step  Number        Name       Freq Cls      Status
-------  ------   -------------------------- ----  --------  ------------------------- ---- ---  --------------------
CDNSAL   3P-1   Payroll Manager                   7704 Rivard, Jacques      B    S   Full-time Regular
EXEC     A1     President                         6001 Allen, Ray          S    S   Full-time Regular
FACBEN   COACH  Coach                             3084 Carmichael, Bradley D.  M   S   Full-time Regular
         TEACH  Teacher                     M1    3050 Morrisey, Anne E.    M    S   Full-time Regular
                                            B1    3076 O'Neil, Thelma P.    M    S   Full-time Regular
HRLY                                        .     9999 Information, Profile  W    H   Full-time Regular
         0A-10  Purchasing Agent                  7503 Kraton, Ralph        S    S   Full-time Regular
         4A-1   Administrative Assistant          7510 Moralez, Jesus       S    H   Full-time Regular
         4A-2   Secretary                         1226 Jones, McDowell      S    H   Full-time Regular
                                                  1610 Duck, Plucky         B    S   Full-time Regular
                                                  5039 test, M              S    H   Full-time Regular
                                                  5223 Taxdeferred, Arrear  S    S   Full-time Regular
                                                  6000 Easter, Melvyn       S    H   Full-time Regular
                                                  6416 Devil, Tazmainian    B    S   Full-time Regular
         6G-2   Purchasing Manager                7562 Mannon, Howard       W    H   Full-time Regular
         6S-3   Security Screener                 7602 McFadden, Jeanine P.  W   H   Full-time Regular
                                                  7604 Menzor, Kim R.       W    H   Full-time Regular
         6S-5   Security Guard              ARM   7606 Moylan, Joseph L.    W    H   Full-time Regular
         64-5   Spec Typist                       7573 Martinez, Lillian E.  B   H   Full-time Regular
         65     Draftsperson                      7572 Miller, Michael      B    H   Full-time Regular
         7H-1   Waiter/Waitress                   7508 Mai, Tien            B    H   Full-time Regular
         8P-4   Setup Person                      7540 Milenski, Douglas    W    H   Full-time Regular
         9S-2   Sales Representative              7564 Moriya, Carol        W    H   Full-time Regular
MGMT     0A-1   Accounting Manager              900101 davis01, george      S    S   Full-time Temporary
                                              900102 George, Davis          S    S   Full-time Regular
         0A-3   Financial Analyst                 6002 Abbot, Dominique     S    S   Full-time Temporary
         0P-2   Accountant                        7579 Martin, G M.         S    S   Full-time Regular
         1M-2   Project Leader                    5651 Rothchild, Abigal    S    S   Full-time Regular
         2H-1   Human Resource Manager            2006 Walters, Annette     S    S   Full-time Regular
         2H-2   Employment Representative         7500 McDougle, Cathy      S    S   Full-time Temporary
         2H-5   EEO Specialist                    5127 Ebby, Chester A.     S    S   Full-time Regular
         3P-1   Payroll Manager                   7505 Mastro, Robert       S    S   Full-time Regular
         5J-5   Electrician                       6003 Akin, Dwight         S    H   Full-time Regular
NONE                                              7578 Griffin, Patrick S.   B   H   Full-time Regular
SALARY   5J-8   Teacher                           7504 Meade, Jane          S    S   Full-time Regular
         6S-1   Security Supervisor               7600 Malwitz, Terry M.    W    S   Full-time Regular
         64     Engineer                    SR    7566 Meikle, Chris        B    S   Full-time Regular
                                            PR    7565 Marshall, Lynn V.    B    S   Full-time Regular
                                            JR    7568 McGrew, Nancy        B    H   Full-time Regular
         64-1   Designer                          7570 Manderfield, Jake    B    H   Full-time Regular
```

Employee Plan Changes

Use this report to review plans by employee. The report lists all plans for the employee for which you have changed information.

```
                              Employee Plan Changes                      Page    -      1
                                                                         Date    - 07/23/17
      Plan    Address            Alpha                      Employee Employer  EE    ER   Begin      End
       ID     Number             Name                       DBA ID   DBA ID   Pnts  Pnts  Date       Date
    -------- -------- --------------------------------------- -------- -------- ----- ----- --------- -------
    DEN-01     2006 Walters, Annette                            1010     1008               01/01/17
    ESOP       2006 Walters, Annette                                                        01/01/17
    FSA-DEP    2006 Walters, Annette                            6005                         01/01/17
    FSA-MED    2006 Walters, Annette                            6004                         01/01/17
    LIFE       2006 Walters, Annette                            3002     3000               01/01/17
    LTD-01     2006 Walters, Annette                            1016     1011               01/01/17
    MED        2006 Walters, Annette                            4002     1005               01/01/17
    401K       2006 Walters, Annette                            7000     7001               01/01/17
    LIFE       2111 Ingraham, Paul                              3002     3000               01/01/17
    LTD-01     2111 Ingraham, Paul                              1016     1011               01/01/17
    MED+FAM    2111 Ingraham, Paul                              4004     1005               01/01/17
    401K       2111 Ingraham, Paul                              7000     7001               01/01/17
    DEN-01     2129 Jackson, John                               1010     1008               01/01/17
    FSA-DEP    2129 Jackson, John                               6005                         01/01/17
    FSA-MED    2129 Jackson, John                               6004                         01/01/17
    LIFE       2129 Jackson, John                               3002     3000               01/01/17
    LTD-01     2129 Jackson, John                               1016     1011               01/01/17
    MED+FAM    2129 Jackson, John                               4004     1005               01/01/17
    401K       2129 Jackson, John                               7000     7001               01/01/17
    DEN-01     3050 Morrisey, Anne E.                           1010     1008               01/01/17
    LIFE       3050 Morrisey, Anne E.                           3002     3000               01/01/17
    MED+ONE    3050 Morrisey, Anne E.                           4003     1005               01/01/17
    403(B)     3050 Morrisey, Anne E.                           9400                         01/01/17
    DEN-01     3076 O'Neil, Thelma P.                           1010     1008               01/01/17
    LIFE       3076 O'Neil, Thelma P.                           3002     3000               01/01/17
    LTD-01     3076 O'Neil, Thelma P.                           1016     1011               01/01/17
    MED        3076 O'Neil, Thelma P.                           4002     1005               01/01/17
    STD-01     3076 O'Neil, Thelma P.                           1017                         01/01/17
    403(B)     3076 O'Neil, Thelma P.                           9400                         01/01/17
    DEN-01     3084 Carmichael, Bradley D.                      1010     1008               01/01/17
    LIFE       3084 Carmichael, Bradley D.                      3002     3000               01/01/17
    LTD-01     3084 Carmichael, Bradley D.                      1016     1011               01/01/17
    MED+FAM    3084 Carmichael, Bradley D.                      4004     1005               01/01/17
    403(B)     3084 Carmichael, Bradley D.                      9400                         01/01/17
    AD&D100K   6001 Allen, Ray                                  1015                         01/01/17
    ADDFLEX    6001 Allen, Ray                                           6002               01/01/17
    DENT1E2    6001 Allen, Ray                                  1551                         01/01/17
    ESOP       6001 Allen, Ray                                                              01/01/17
    LIFE10K    6001 Allen, Ray                                  5105                         01/01/17
    LTD-01FL   6001 Allen, Ray                                  1018                         01/01/17
    MEDDEN2+   6001 Allen, Ray                                           5050               01/01/17
    MED01-2+   6001 Allen, Ray                                  1521                         01/01/17
    PENSION    6001 Allen, Ray                                                              01/01/17
    SPND-DEP   6001 Allen, Ray                                  4598            4601         01/01/17
    SPND-MED   6001 Allen, Ray                                  4599            4600         01/01/17
    VISIONE2   6001 Allen, Ray                                  5503                         01/01/17
    401K       6001 Allen, Ray                                  7000     7001               04/01/17
    DEN-01     6003 Akin, Dwight                                1010     1008               01/01/17
    FSA-MED    6003 Akin, Dwight                                6004                         01/01/17
    LIFE       6003 Akin, Dwight                                3002     3000               01/01/17
    MED        6003 Akin, Dwight                                4002     1005               01/01/17
    ADDFLEX    7500 McDougle, Cathy                                      6002               01/01/17
    DENT1E1    7500 McDougle, Cathy                             1541                         01/01/17
    LIF1XP     7500 McDougle, Cathy                             5110                         01/01/17
    LTD-01FL   7500 McDougle, Cathy                             1018                         01/01/17
```

Dependent and beneficiary information

Use these reports to review information on dependents and beneficiaries linked to employees. You can review the following reports:

- Dependents and Beneficiaries by Employee
- Dependents and Beneficiaries by Plan
- Dependants and beneficiaries with incomplete information

```
                                           Dep/Bens by Employee                    Page      -      1
                                                                                   Date      - 27.05.17
    Plan                     Pln                 Dep/Ben                     Soc. Sec.  D   %           DB Effective  Ending
    ID       Description      Opt   Description   Number        Name         Number    B Alloc. Relation Ty  Date     Date
 -------- ----------------- --- --------------- ------- -------------------- ---------- - ------ --------- -- --------- --------
 Employee . . 2129  Mr. John Jackson
  DEN-01   Dental - EE only   FAM EE plus family    5274 Jackson, John Jr      - -      D  0,00  Child          01.01.17
                                                         191 W. Belleview
                                                         Fullerton
  DEN-01   Dental - EE only   FAM EE plus family    5282 Jackson, Andy         - -      D  0,00  Child          01.01.17
                                                         191 W. Belleview
                                                         Fullerton
```

Work with Enrollments in Single Plans

Working with Enrollments in Single Plans

You must maintain enrollment information to ensure that it is accurate and current. You end enrollment whenever the company chooses to end the plan or the employee no longer participates in the plan either due to choice or termination from the company. You must correct an enrollment whenever an employee is enrolled in the wrong plan or options. You change an enrollment whenever an employee:

▪ Chooses a new plan

▪ Chooses a different plan or plan option within the plan

▪ Changes the amount or rate of a payroll deduction

Working with enrollment in single plans includes the following tasks:

▪ Ending Enrollment in a Single Plan

▪ Correcting Mistaken Enrollment

▪ Changing Elections

▪ Ending Enrollment in All Single Plans

Ending Enrollment in a Single Plan

	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Single Plan Entries**

You can end an employee's enrollment in single plans and options. You end an employee's enrollment for either of the following reasons:

▪ The company chooses to end the plan.

▪ The employee no longer wants to participate in the plan.

When you end enrollment in a single plan or option, you must enter the actual date that you want to stop the plan for the employee.

To end enrollment in a single plan

On Single Plan Entries

1. To locate the employee's plans, complete the following field and press Enter:
   - Employee Number

2. Complete the following fields for each plan you want to end:
   - End Status
   - End Date

3. Use the Change action.

What You Should Know About

Deleting enrollment   Use the Delete option only when no payroll history records exist for the plan. For example, if any payroll processing has occurred that deducted benefit amounts from the employee's pay for this plan, you cannot use the delete option.

See Also

- *Ending Enrollment in a Group Plan (P08334)*
- *Ending Enrollment in All Single Plans (P08333)*

Correcting Mistaken Enrollment

◈ From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Single Plan Entries**

You can correct a mistaken enrollment whenever an employee is enrolled in the wrong plan or is enrolled in the right plan with the wrong options. After you correct the mistaken enrollment, enroll the employee in the correct plan.

Although you can correct mistaken enrollment either before or after a payroll has been run, JD Edwards World recommends that you correct a mistaken enrollment before running payroll. Once the system processes payroll with an incorrect benefit plan, it has processed the incorrect deduction information.

To correct mistaken enrollment

On Single Plan Entries

1. To locate the employee's plans, complete the following field and press Enter:
   - Employee Number
2. If payroll has not run, choose the Delete option for the incorrect plan.
3. If payroll has run, complete the following fields for the incorrect plan:
   - End Status
   - End Date
4. Enroll the employee in the correct plan and use the Change action.

Field	Explanation
Status	A code that indicates the status of an employee's enrollment in a plan. It is a user defined code (08/ES), and you must use the following restrictions for the definitions:
	▪ All statuses indicating active participation in a plan must begin with the letter A.
	▪ All statuses indicating an ending status that does not result in a new enrollment (such as a termination) must have the letter X in the first position of Description 2 (data item DL02), General User Defined Codes form.
	▪ A status beginning with the letter X, when used as an ending status, represents a mistaken enrollment. No employee DBA instructions are written.
	▪ An asterisk (*) indicates all statuses not otherwise specified.

What You Should Know About

Enrolling on duplicate begin dates	To enter a begin date for the correct plan that is the same as the begin date for the incorrect plan, you must enter an end status that begins with the letter X. The X end status allows you to enroll the employee in the new plan for the correct enrollment period and still track the incorrect plan for historical purposes.
Refunding an incorrect deduction	If you use the JD Edwards World Payroll system, you must refund any incorrect deduction manually when you correct mistaken enrollment. When you correct the information in the Benefits system, the system does not automatically generate a refund.

See Also

- *Enrolling Employees in Single Plans (P08333)*

Changing Elections

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Single Plan Entries**

Many companies provide an open enrollment period once a year to allow employees to change their benefit elections. Employees can change the type of coverage they have elected as well as add or remove a benefit plan from their coverage. Employees might also want to change an election when they have a lifestyle change, for example, marriage, divorce, or a new child.

To change an election

On Single Plan Entries

1. To locate the employee's plans, complete the following field and press Enter:
   - Employee Number

2. To stop enrollment in a current election, complete the following fields:
   - Ending Status
   - Ending Date

3. Complete the steps to enroll the employee in a new plan.

4. To change the amount or rate of a current plan, choose the Amount/Rate Window (7) option.

5. On the window, complete the following field:

▪ Override Amounts

See Also

- ▪ *Enrolling Employees in Single Plans (P08333)*
- ▪ *Ending Enrollment in a Single Plan (P08333)*
- ▪ *Changing Elections (P80334)*

Ending Enrollment in All Single Plans

◆	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Single Plan Entries**
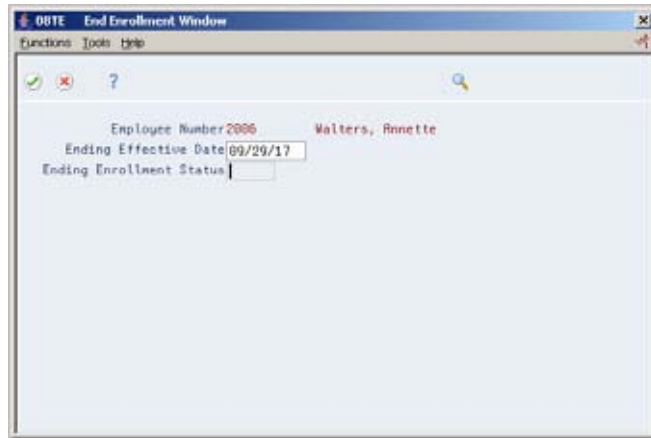
You can end enrollment for all the plans in which an employee participates. Usually, you need to end enrollment for all plans because of an employee termination. After you enter a date to end enrollment, the system ends the employee's participation in all plans on the date you specified.

To end enrollment in all single plans

On Single Plan Entries

1. To locate the employee's plans, complete the following field and press Enter:
   - ▪ Employee Number
2. Choose the End Employee Enrollment function.

3. On End Employment, complete the following fields:

- Ending Effective Date
- Ending Enrollment Status

4. Choose the End All Employee Enrollment function.

See Also

- *Ending Enrollment in All Group Plans (P08334)*
- *Ending Enrollment in All Plans (P083800)*

Work with Enrollments in Group Plans

Working with Enrollments in Group Plans

You must maintain enrollment information to ensure that it is accurate and current. You end enrollment whenever the company chooses to end the plan or the employee no longer participates in the plan either due to choice or termination from the company. You must correct an enrollment whenever an employee is enrolled in the wrong plan or options. You change an enrollment whenever an employee:

- Chooses a new plan
- Chooses a different plan or plan option within the plan
- Changes the amount or rate of a payroll deduction

Working with enrollment in group plans includes the following tasks:

- [Ending Enrollment in a Group Plans](#)
- [Correcting Mistaken Enrollment](#)
- [Changing Elections](#)
- [Ending Enrollment in All Group Plans](#)
- [Ending Enrollment Using Batch Enrollment](#)

Ending Enrollment in a Group Plan

> ◈ From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Benefit Group Selections**

You can end an employee's enrollment in group plans and options. You end an employee's enrollment for either of the following reasons:

- The company chooses to end the plan.
- The employee no longer wants to participate in the plan.

When you use the option to end enrollment, the system ends the plan one day prior to the effective date that you enter.

To end enrollment

On Benefit Group Selections

1. To locate the employee's plans, complete the following fields:

   - Employee Number

2. Enter a date one day later than you want to end the enrollment in the following field:

   - Effective Date

3. Choose the Stop/Delete Option for each plan and option you want to end.

   If the current payroll has not yet been run, the End or Delete Enrollment window appears.

4. On End or Delete Enrollment, choose the appropriate function to either delete the record or end enrollment.

5. On Benefit Group Selections, choose the Update function.

See Also

- *Ending Enrollment in All Group Plans (G08334)*
- *Ending Enrollment in Single Plans (G08333)*

Correcting Mistaken Enrollment

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Benefit Group Selections**

You can correct a mistaken enrollment whenever an employee is enrolled in the wrong plan or is enrolled in the right plan with the wrong options. After you correct the mistaken enrollment, enroll the employee in the correct plan.

Although you can correct mistaken enrollment either before or after a payroll has been run, JD Edwards World recommends that you correct a mistaken enrollment before processing payroll. Once the system processes payroll with an incorrect benefit play, it has processed the incorrect deduction information and you cannot delete it.

To correct mistaken enrollment

On Benefit Group Selections

1. To locate the employee's plans, complete the following fields and press Enter:

- Employee Number

2. Enter the original effective date in the following field:

    - Effective Date

3. If a payroll has not yet been run, choose the Stop/Delete Option for each plan and option you want to delete.
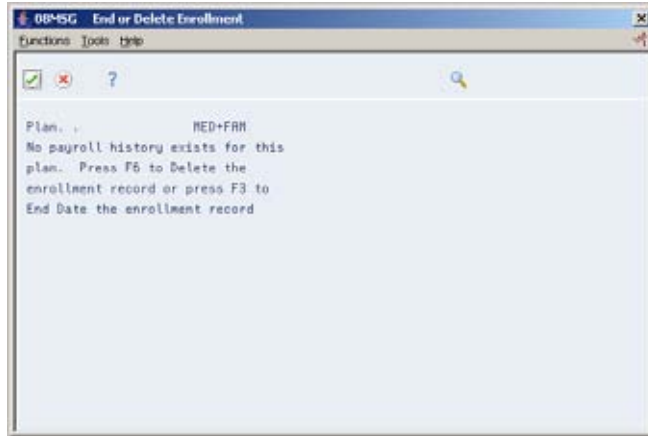
4. On End or Delete Enrollment, choose the Delete function.

5. If a payroll has been run, on Benefit Group Selections choose the Change/Revise option.
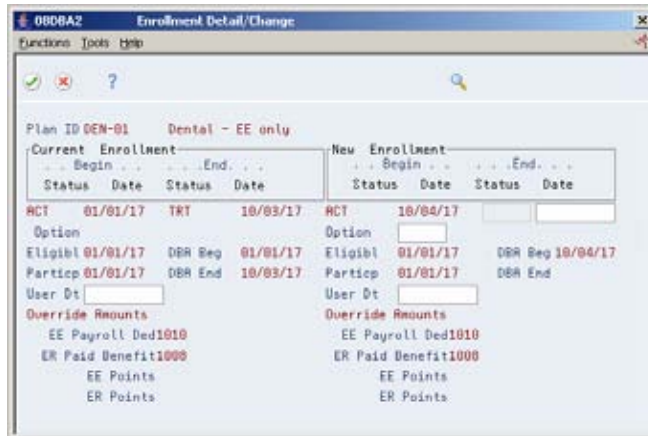
6. On Enrollment with Options, complete the following field:

    - Ending Date

7. Enter a code that begins with X in the following field:

    - Ending Status

8. Choose the Return with Information function.

9. On Benefit Group Selections, enroll the employee in the correct plan.

10. Choose the Update function.

Field	Explanation
Status	A code that indicates the status of an employee's enrollment in a plan. It is a user defined code (08/ES), and you must use the following restrictions for the definitions:
	▪ All statuses indicating active participation in a plan must begin with the letter A.
	▪ All statuses indicating an ending status that does not result in a new enrollment (such as a termination) must have the letter X in the first position of Description 2 (data item DL02), General User Defined Codes form.
	▪ A status beginning with the letter X, when used as an ending status, represents a mistaken enrollment. No employee DBA instructions are written.
	▪ An asterisk (*) indicates all statuses not otherwise specified.

What You Should Know About

Dates

When you add or change an enrollment, the system edits the information against the Payroll History Detail Transaction table. If payroll history exists for the affected DBA code, the system generates the DBA end and new begin dates based on the last payroll processed. For example, the last payroll processed had a pay period end date of June 15, and you received a late notification of a family status change. The new enrollment was effective June 1. Given this scenario, the plan enrollment and DBA dates reflect the following:

▪ Current plan end enrollment date - May 31

▪ New plan begin enrollment date - June 1

▪ Current plan DBA end date in the Payroll system - June 15

▪ New plan DBA begin date in the Payroll system - June 16

Enrolling in the correct plan

If you enter a begin date for the correct plan that is the same as the begin date for the incorrect plan, you must enter an end status that begins with the letter X. The X end status allows you to enroll the employee in the correct enrollment period for the correct and still end the incorrect plan.

See Also

▪ *Enrolling Employees in Group Plans (P08334)*

Changing Elections

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Benefit Group Selections**

Many companies provide an open enrollment period once a year to allow employees to change their benefit elections. Employees can change the type of coverage they have elected as well as add or remove a benefit plan from their coverage. Employees might also want to change an election when they have a lifestyle change, for example, marriage, divorce, or a new child.

When you enter a new election for an employee, the system checks the employee's initial eligibility and uses that date code for the new enrollment. When you change an option within a plan, the system checks the criteria for continuing eligibility. The system begins the new plan on the effective date and ends the old plan one day before the effective date.

To change elections

On Benefit Group Selections

1. To locate the employee's plans, complete the following fields and press Enter:

   - Employee Number
   - Effective Date

2. To choose a new plan, choose the Elect option.

3. To end an unwanted plan, choose the Stop/Delete option.

4. To change a current plan option or amounts, choose the Change/Revise Enrollment option.

5. On Enrollment with Options, complete the following field to change the current election:

   ▪ Plan Option

6. To change the deduction amount, complete the following field:

   ▪ EE Payroll Deduction Override Amounts

7. Choose the Return With Information function.

8. On Benefit Group Selections, choose the Update function.

What You Should Know About

Dates

When you add or change an enrollment, the system edits the information against the Payroll History Detail Transaction table. If payroll history exists for the affected DBA code, the system generates the DBA end and new begin dates based on the last payroll processed. For example, the last payroll processed had a pay period end date of June 15, and you received a late notification of a family status change. The new enrollment was effective June 1. Given this scenario, the plan enrollment and DBA dates reflect the following:

▪ Current plan end enrollment date - May 31

▪ New plan begin enrollment date - June 1

▪ Current plan DBA end date in the Payroll system - June 15

▪ New plan DBA begin date in the Payroll system - June 16

Override amounts

You can enter override amounts only if the master information for the plan has been set up to allow rate entry at the time of enrollment. Additionally, the beginning status for the enrollment must start with the letter A.

See Also

- *Enrolling Employees in Group Plans (P08334)*
- *Ending Enrollment in a Group Plan (P08334*

Ending Enrollment in All Group Plans

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Benefit Group Selections**
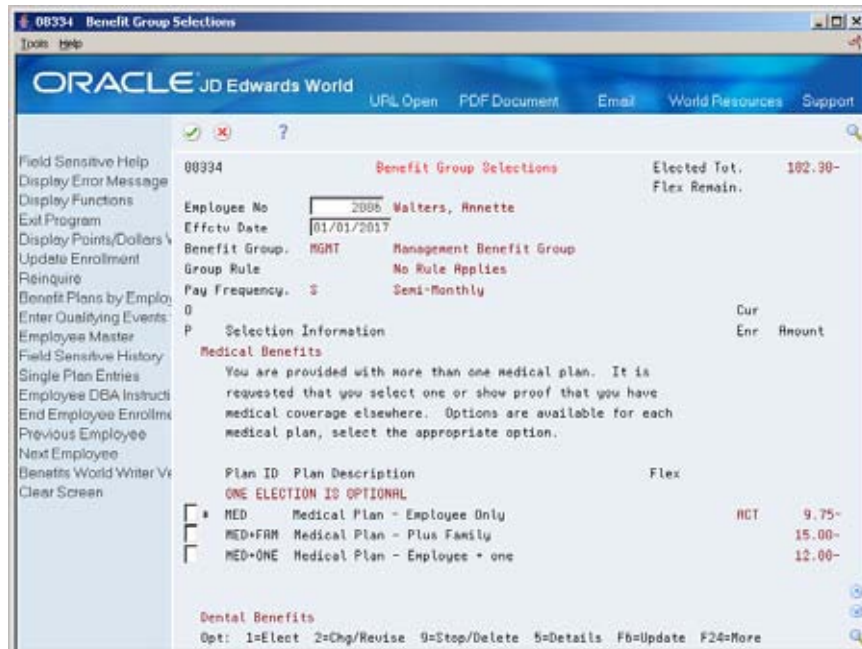
You can end enrollment for all the group plans in which an employee participates. Usually, you need to end enrollment in all group plans for one of the following reasons:

- The company changes all group plans associated with a particular group of employees and implements a new group of benefit plans
- An individual's employment with the company terminates

When you end enrollment in all group plans, the system ends all plans on the effective date that you enter.

To end enrollment in all group plans

On Benefit Group Selections

1. To locate the employee's plans, complete the following field and press Enter:
   - Employee Number

2. Choose the End Employee Enrollment function.

3. On the window, complete the following fields:
   - Ending Effective Date
   - Ending Enrollment Status

4. Choose the function to End All Employee Enrollment.

See Also

- *Ending Enrollment in All Single Plans (P08333)*
- *Ending Enrollment in All Plans (P083800)*

Ending Enrollment Using Batch Enrollment

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Batch Enroll**

You can use Batch Enrollment to end enrollment in a specific plan.

Working with enrollment using Batch Enrollment includes the following tasks:

▪ Setting Enrollment Parameters for a specific plan

▪ Ending enrollment in a specific plan

Before You Begin

▪ Set up your enrollment parameters to end enrollment for the specific plan in the Enrollment Parameters program (P08392). See *Setting Up Enrollment Parameters.*

To end enrollment using the Batch Enrollment program

On Batch Enrollment Version Selection

1. Create a version from the XJDE demo version.

2. Complete the processing options to end enrollment in a specific plan for one employee or a group of employees.

3. Enter the plan name in processing option #4 of your DREAMWriter version.

4. On Data Selection, enter specific Address Book numbers and/or Benefit Groups.

5. Submit the job to batch in Proof mode, and verify the data.

6. Run the batch in Update mode to write benefit history records.

What You Should Know About

Ending Date	The system ends the plan one day prior to the effective date that you enter in processing option #1.
Specific Plan	Enter the plan name in processing option #4. When you use processing option 4, leave processing option 3 blank.

See Also

▪ *Setting Up Enrollment Parameters.*

Update Rates

Updating Rates

Each benefit is based on a deduction, benefit, or accrual (DBA) that you have set up to make deductions from the employees' pay or for employer-paid contributions. Each DBA includes a rate, monetary amount or percentage, for the deduction or contribution. Whenever the rates for a benefit plan change, you must enter that change in the system. For example, the employees' premium portion might increase or decrease for medical insurance.

To ensure that the correct deduction and contribution amounts are being withheld or paid, complete the following tasks:

- Updating the DBAs Attached to the Plan Master
- Updating the Options on the Plan Master
- Recalculating the Costs for Plan Options
- Updating Existing Plans for Open Enrollment

Updating the DBAs Attached to the Plan Master

	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Plan Master Information**

All benefits are based on a plan master. Each plan master is associated with one or more DBAs. A DBA identifies the rate for the employee-paid deduction or the employer contribution for a specific benefit plan. If the rates identified in the DBA change, you must change the DBA for accurate reporting. If your company uses the JD Edwards World Payroll system, you must change the rate in the DBA to ensure that the system deducts the correct amount from the employees' checks on the date the rate change goes into effect.

To update the DBAs attached to the plan master

On Plan Master Information

1. To locate the plan, complete the following field:
   - Plan ID
2. Choose the DBAs function.

3. On DBA Setup, change the rates in the following fields:.

- Amount or Rate 1

- Amount or Rate 2

4. If the Method of Calculation is a table method, choose the Calculation Tables function to change the rates.

5. If necessary, change the rates or table for each DBA included on the plan master.

Field	Explanation
Amount or Rate	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:
	1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.
	2 For a pay type, amounts entered in this field override the hourly rate.
	Form-specific information
	The first amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two Amounts (Rates) exist. The system uses Amount (Rate) 1 until the first annual limit is reached. Then the system uses Amount (Rate) 2, beginning with the next time the employee is paid and continuing until the second annual limit is reached.
	These fields work in conjunction with the annual limit fields.
Amount or Rate - Secondary	The second amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two levels of Amount (Rate) exist. The system uses the first level, Amount (Rate) 1, until the annual limit is reached. Then, the second level, Amount (Rate) 2, begins the next time the employee is paid. Amount (Rate) 2 continues until the second annual limit is reached.
	This field works in conjunction with the annual limit fields.
	The rate you enter in this field supersedes any other table rate for an employee, except for one-time overrides during time entry.

See Also

- *Setting Up Deductions, Benefits, and Accruals (P069117)*

Updating the Options on the Plan Master

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Plan Master Information**

Some benefit plans have one or more options that an employee can choose. If the rates for the options change, you must change the option information for the plan. You must update these options to ensure that the system calculates the correct deduction.

After you update the rates on DBA setup, you can update the options for the corresponding plan. If the DBA setup includes all the rates and no rates are on the options, you do not need to update the options. If the plan options include all the rates and no rates are on the DBA setup, you do not need to update the DBA.

You can update the rates for options when employees are currently enrolled. When you change the amount or rate information, the system creates an error, or warning, message to indicate it contains active records for the plan. You can complete the change and the system accepts it.

Caution: These rates will also be effective for new enrollees.

When you update the rates, you must also recalculate the costs at the employee level.

See Also

- *Recalculating the Costs for Plan Options (P083810)*

To update plan master options only

On Plan Master Information
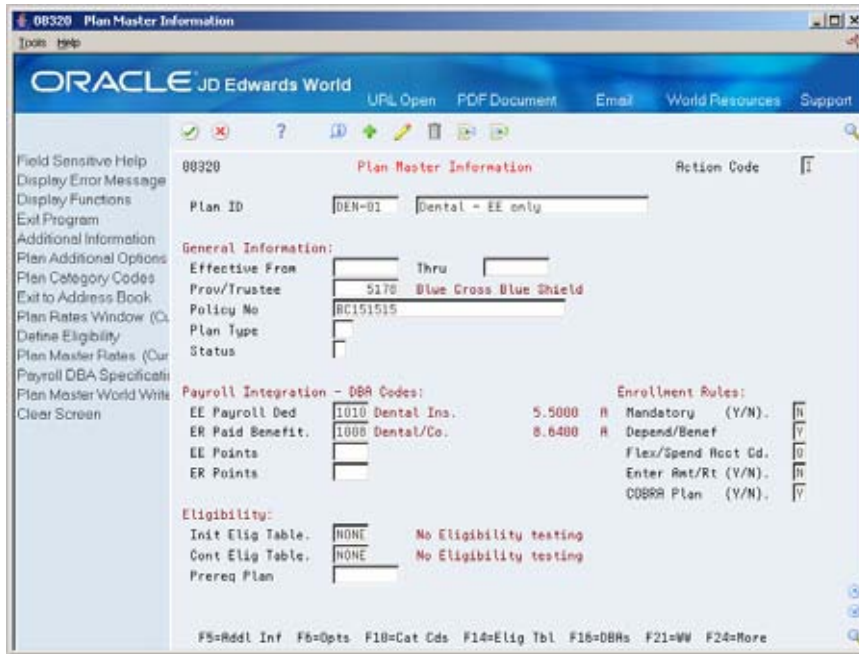
1. To locate the plan, complete the following field:

   ▪ Plan ID

2. Choose the Options function.
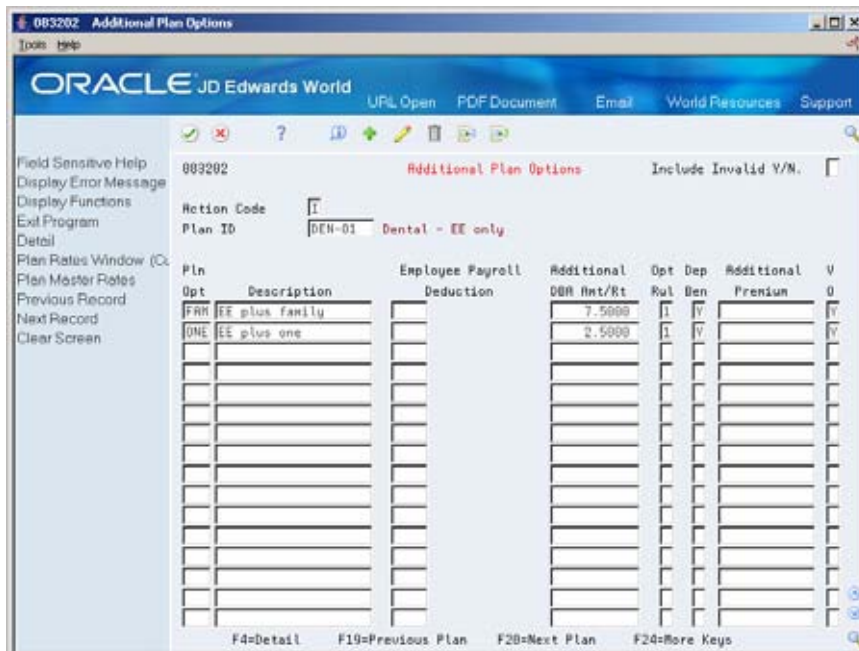
3. On Additional Plan Options, change the value in the following field:

- Additional DBA Amount/Rate

Field	Explanation
Additional DBA Amt/Rt	The employee's additional payroll deduction (employee share amount) for optional coverage.

Recalculating the Costs for Plan Options

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), enter **27**
> From Benefits Administration Advanced & Technical Operations (G08B3), choose **Recalculate Option Costs**

If the benefit plan includes options or rates that are not included on the DBA setup, the system adds the additional amount to the amount on the DBA. The system stores the total amount with the employee's DBA instructions. When you change the rates on the plan master options, the system must recalculate the new amount for each employee. This process is called recalculating option costs.

You can update the employees' records in either of the following ways based on processing option setup:

- Overlay the old record with the new rate. If the processing options are blank, the system overrides the old rate. If you choose to update in this way, run the recalculation when the change is to actually take effect.

- Close the existing record and add a new record with the new rate. You can set the processing options that refer to enrollment records to close the existing record and open a new record with the new date.

JD Edwards World recommends you run the recalculation program in proof mode before you run the final update mode. The system compiles a report identifying any employees currently locked in payroll processing. You can rerun the calculation when the employees are no longer in the locked mode. Any employees that are locked when you run this program in final update mode will not have new records written nor have their rates updated.

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 083810                              JD Edwards World                         Page No. . .      2
                                Recalculate Plan Option Costs                 Date - . . .  1/01/17
                                                                                **************
                                                                                * Proof Mode *
                                    Effective Date  12/31/17                     **************

                                                                               ----NEW RECORD---
 Employee                        Plan   Pln Enr DBA              Previous      New     Pay Str Pay Stop Pay Str  Pay Stop
  Number        Name              ID    Opt Sts Code Description Amt / Rate Amt / Rate  Date    Date     Date     Date
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 ==================== ============ ==============================
   7504 Meade, Jane              DEN-01  FAM ACT 1010 Dental Ins.    13.0000 ** No Chang 10/01/13 12/30/17 12/31/17 06/30/17
                                             1008 Dental/Co.              8.6400 10/01/13 12/30/17 12/31/17 06/30/17
   7505 Mastro, Robert           DEN-01  FAM ACT 1010 Dental Ins.    13.0000 ** No Chang 10/01/13 12/30/17 12/31/17 07/31/17
                                             1008 Dental/Co.              8.6400 10/01/13 12/30/17 12/31/17 07/31/17
   2129 Jackson, John            DEN-01  FAM ACT 1010 Dental Ins.    13.0000 ** No Chang 01/01/17
                                             1008 Dental/Co.              8.6400 01/01/17
   5651 Rothchild, Abigal        DEN-01  ONE ACT 1010 Dental Ins.     8.0000 ** No Chang 01/03/10 12/30/17 12/31/17
                                             1008 Dental/Co.              8.6400 01/03/10 12/30/17 12/31/17
   7505 Mastro, Robert           TEST    T   ACT 2010 TEST    Ins.   20.0000 ** No Chang 08/01/17
                                             1010 Dental Ins.     5.5000 ** No Chang 08/01/17
                                             1008 Dental/Co.              8.6400 08/01/17
```

Processing Options

See [Recalculate Plan Option Costs (P083810)](#).

Updating Existing Plans for Open Enrollment

◈ From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Plan Master Information**

Most companies have open enrollment periods each year to provide employees the opportunity to change their benefit plans. You can send personal enrollment reports to employees so that they can then choose their elections for the next year.

You can update an existing plan so that the enrollment reports indicate the updated premium amounts. These updates are for informational purposes only. These changes do not update the DBA or the plan master information.

To update existing plans for open enrollment

On Plan Master Information

1. Locate the plan.
2. From the Employee Payroll Deduction field, choose Plan Master Rates.

3. On Plan Master Rates, type B in the following field:

   ▪ Type

4. Complete the following fields:

   ▪ Date - From/Through

   ▪ Amount/Rate

5. Choose the Update File function.

6. Create the personal enrollment reports for your employees.

See Also

▪ *Creating Personalized Enrollment Reports (P083430)*

Manage Enrollment Processes

Managing Enrollment Processes

Managing an efficient benefit office for many employees and an assortment of plans can entail time consuming and labor-intensive periodic processes. Managing enrollment processes includes the following tasks:

- [Managing Open Enrollment](#)
- [Ending Enrollment in All Plans](#)

Managing Open Enrollment

Many companies allow employees to change their benefit plan selections once each year. During this open enrollment, employees can choose new benefit plans.

If the rates for any of the plans your company offers have changed, you must update the DBAs and plan masters to reflect the rate changes. When the rate information is accurate, you can inform employees of the plans and options they have available.

You can send employees copies of their confirmation statements and enrollment forms. Employees use the confirmation statements to verify in which plans they are currently enrolled. They can then use their enrollment forms to select new benefit plan coverage.

When the employees return their enrollment forms to the benefit office, you will need to update the enrollment information. To ensure that your information correctly reflects the changes requested by the employees during open enrollment, you might need to follow the steps for any of the following tasks:

- End enrollment in the old plan or option
- Enroll employees in a new plan or option
- Change employee contributions to current plans or options

See Also

- *Creating Personalized Enrollment Reports (P083430)*
- *Updating the DBAS Attached to the Plan Master (P08320)*
- *Updating the Options on the Plan Master (P08320)*
- *Updating Existing Plans for Open Enrollment (P08320)*
- *Running a Confirmation Statement (P083440)*
- *Ending Enrollment in a Group Plan (P08334)*

- *Enrolling Employees by Benefit Group (P08334)*
- *Changing Elections (P08334 or P08330)*
- *Ending Enrollment in a Single Plan (P08330)*
- *Enrolling Employees in a Single Plan (P08330)*

Ending Enrollment in All Plans

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Batch Enrollment**

You can run a batch program to end enrollment in all benefit plans for a large number of employees. Use this when all the benefit plans change for a specific group of employees or if the company must lay off a large number of employees. Additionally, some companies run a version of this program on a regular schedule to end enrollment for all terminated employees.

Although you use this batch program to enroll employees, you can use it to terminate enrollment when you do one or both of the following:

- Use a specific benefit status code in the employees' records
- Identify the group category or a specific plan in the processing options for this batch program

You should run the batch program in proof mode and review the reports before processing the final termination. The reports list all employees who will be terminated from all benefit plans

If you terminate enrollment in all plans because your company is implementing new plans for the group, you can run the batch program again to enroll the employees in the new plans when the batch program to end the old plans completes.

Before You Begin

- If you are terminating employees, assign the benefit status code with a value of X to all terminated employees' records
- Set up the enrollment parameters for active employees who are getting new plans

See Also

- *Setting Up Enrollment Parameters (P08392)*
- *Enrolling Employees Using Batch Enrollment (P083800)*
- *Assigning Employees to Benefit Groups Globally (P06045)*

Processing Options

See Batch Enrollment - Process Enrollment (P083800).

3   COBRA Coverage

Overview to COBRA Coverage

Objectives

- To comply with the regulations of the Consolidated Omnibus Budget Reconciliation Act (COBRA)
- To enroll qualified beneficiaries in COBRA
- To maintain COBRA election information
- To track profile data on qualified beneficiaries

About COBRA Coverage

COBRA requires that most employers who sponsor group health plans offer employees and their dependents continuation of coverage at group rates that the employee would otherwise have forfeited due to a qualifying event. Federal and state agencies regulate COBRA coverage.

To comply with the requirements for COBRA coverage, complete the following tasks:

- Process COBRA notification
- Work with COBRA coverage
- Work with COBRA profile data

This guide is not a replacement for the federal and state requirements. You should be familiar with the regulations and mandates provided through COBRA to implement and maintain your COBRA coverage benefits.

What Is a Qualifying Event?

Qualifying events are events that result in an employee losing group health coverage. Examples of qualifying events for an employee are:

- Voluntary or involuntary termination of employment for any reason other than gross misconduct
- Reduction in employment hours, such as changing from full-time to part-time status or taking a leave of absence
- Eligibility to enroll in Medicare

Examples of qualifying events for a spouse include:

- Death of spouse

- Divorce or legal separation from a spouse

- Eligibility of a spouse to enroll in Medicare

Examples of qualifying events for a dependent child include:

- Death of parent

- Dependent child ceases to be a dependent child under the employer's plan rules, for example, a child reaches age 18 and does not attend college or reaches age 21 and attends college

Who Are Qualified COBRA Beneficiaries?

A qualified beneficiary is any individual covered under the employer's group health plan on the day before a qualifying event occurs. Each qualified beneficiary who elects COBRA coverage receives the same core benefits that they were entitled to as an active employee. Qualified beneficiaries include:

- Employee

- Employee's spouse

- Employee's dependent children

How Do You Comply with COBRA Coverage?

Employees and their dependents impacted by a qualifying event are entitled to COBRA coverage. You must notify employees that they are qualified beneficiaries and are eligible for COBRA coverage. Qualified beneficiaries are responsible for paying the premium for the plan and any administrative, or handling, fees that you incur. You administer claims and benefits for COBRA participants in the same way you do for employees enrolled in the same plans, including flexible spending accounts.

You can track the dates a qualified beneficiary is eligible for COBRA, elections, and payment dates. Initial notice letters can be sent and the date recorded. As with all Human Resources system programs, you can set up and maintain additional information, or profile data, for all qualified beneficiaries . For example, you can record medical history or plan remittance information.

After you enroll qualified beneficiaries, you can print reports to review information on the COBRA coverage. You can also print reports with the additional information obtained through the profile data that you choose to track.

The following terms are used throughout COBRA coverage:

Term	Description
Benefit group	Any group of employees enrolled in the same benefit plans and who receive the same benefits. Many companies establish a COBRA benefit group specifically for qualified beneficiaries who have elected to enroll in COBRA coverage.

Term	Description
Benefit plan	Any benefit plan available with COBRA that is offered by the employer. These include, but are not limited to: ▪ Medical and dental insurance ▪ Flexible spending accounts
Dependent	Any person, usually related to the employee, who is eligible for coverage in a benefit plan. A dependent is also a qualified beneficiary.
Qualified beneficiary	A qualified beneficiary is anyone who is entitled to receive benefits from a COBRA plan. After a qualified beneficiary elects the COBRA coverage, the term COBRA participant is often used throughout the industry interchangeably with qualified beneficiary.
Qualifying event	A qualifying event is any occurrence that causes an employee or qualified beneficiary to lose group medical coverage.

Process COBRA Notification

Processing COBRA Notification

You must notify all qualified beneficiaries when they become eligible for COBRA coverage. Current or terminated employees and their dependents become qualified beneficiaries for COBRA coverage when a qualifying event occurs. A qualifying event is any event, such as termination, that results in the loss of group health coverage for employees, their spouses, or dependents. Federal and state guidelines determine the duration of COBRA coverage based on the qualifying event.

When you notify qualified beneficiaries of their eligibility for COBRA coverage, you must notify them of the benefit plans and options that they have available and of the cost. Once notified, the qualified beneficiaries can elect COBRA coverage and submit the payment to your company each month for the duration of their coverage.

To process COBRA notification, complete the following tasks:

- Entering COBRA Beneficiaries Manually
- Entering COBRA Beneficiaries by Batch
- Linking Dependents to a Qualified COBRA Beneficiary
- Entering Qualifying Events
- Creating COBRA Coverage
- Preparing Coverage Information
- Reviewing Qualifying Events for a Beneficiary
- Reviewing the Report of Qualifying Events for a Beneficiary

Entering COBRA Beneficiaries Manually

◈	From Human Resources (G08), choose **COBRA Compliance** From COBRA Compliance (G08C1), choose **Beneficiary Entry**

You must enter each employee who becomes eligible for COBRA coverage as a qualified beneficiary. You must also enter the employee's dependents as qualified beneficiaries.

You can use this program to enter each qualified beneficiary manually. It is efficient to enter beneficiaries manually when you have only one or a few to enter. For example, a qualified beneficiary currently eligible for COBRA needs to add a new dependent as a beneficiary. Alternatively, you can enter qualified COBRA beneficiaries in one of the following ways:

Method	Description
During employee entry	If you set the processing option, the system automatically adds all new employees to the COBRA Dependent/Beneficiary table as you enter each employee record.
	When you use this method, you do not need to re-enter an individual when a qualifying event occurs.
With a batch process	If you have many employees to enter at one time, you can run a batch program that adds all the selected employee records to the COBRA Dependent/Beneficiary table.

To enter qualified COBRA beneficiaries manually, complete one of the following tasks:

- Enter a new COBRA beneficiary

- Enter a current or former employee as a COBRA beneficiary

What You Should Know About

Previously entered dependents	If you entered a current or former employee's dependents and linked them to the employee's record and benefit plans, you do not need to re-enter those records as qualified COBRA beneficiaries.
Search criteria for COBRA beneficiaries	When you enter an employee as a COBRA beneficiary with the same Address Book number used when an employee, the number maintains an employee (E or X) search type. The system uses a Q search type for dependents.

See Also

- *Adding New Employees (P0801)* in the *Human Resources user guide*

- *Entering COBRA Beneficiaries in Batch (P089810)*

- *Entering Dependents and Beneficiaries (P08901)*

To enter a new COBRA beneficiary

On Beneficiary Entry

1. If you want to assign a specific number, complete the following field:
   - Dependent/Beneficiary Number

   If you leave this field blank, the system assigns the next available number.

2. Complete the following field:
   - Name

3. Complete the following optional fields and use the Add action:
   - Tax ID number
   - Gender
   - Date of Birth
   - Disability Flag
   - Date of Disability
   - Date of Medicare

4. On Address Window, complete the following optional fields:

- Search Type
- Address
- City
- State
- Postal Code
- Phone Number

See Also

- *Linking Dependents to a Qualified COBRA Beneficiary (P08336)*

To enter a current or terminated employee as a COBRA beneficiary

On Beneficiary Entry

1. Enter the employee's number in the following field and press Enter:
   - Dependent/Beneficiary Number
2. Change any fields to update the record and press Enter.
3. On Address Window, update the beneficiary's address.

Processing Options

See Dependent/Beneficiary Entry (P08901).

Entering COBRA Beneficiaries by Batch

◈	From Human Resources (G08), choose **COBRA Compliance** From COBRA Compliance (G08C1), enter **29** From COBRA Compliance Setup (G08C4), choose **Create Beneficiaries from Employees**

You must enter each employee as a qualified beneficiary who becomes eligible for COBRA coverage. You must also enter the employee's dependents as qualified beneficiaries. You can enter employees as qualified beneficiaries by batch before a qualifying event occurs. When the qualifying event occurs, you can retrieve the beneficiary information to notify the qualified beneficiaries that they are now eligible for COBRA coverage.

You can use this batch program to add all employee records to the COBRA Dependent∕Beneficiary table at one time. Alternatively, you can enter beneficiaries in one of the following ways:

Method	Description
During employee entry	If you set the processing option, the system automatically adds all new employees to the COBRA Dependent∕Beneficiary table as you enter each employee record. When you use this method, you do not need to re-enter an individual when a qualifying event occurs.
Manually	You can enter one beneficiary at a time. Use this method when you: ▪ Have only one or a few employees to enter ▪ Enter employee's dependents who were not previously linked to the employee's records and benefits plans

The system does not compile a report when you enter beneficiaries by batch.

See Also

- *Enrolling Beneficiaries in COBRA Plans (P08921)*

Processing Options

See [Create Participants from Employees (P089810)](#).

Linking Dependents to a Qualified COBRA Beneficiary

◈	From Human Resources (G08), choose **COBRA Compliance** From COBRA Compliance (G08C1), choose **Dependents/Beneficiaries by Employee**

When you enroll a new employee in your benefit plans, you also enter the employee's dependents and link them to the employee's records. When the employee becomes eligible for COBRA coverage, the employee's dependents are

also qualified beneficiaries. Occasionally, a qualified COBRA beneficiary needs to add a dependent as a qualified beneficiary who was not previously enrolled and linked. After you enter new individuals as a qualified COBRA beneficiaries, you must link them to employees or ex-employees. After you link them, they are eligible to receive benefits.

To link dependents to a qualified COBRA beneficiary

On Dependents and Beneficiaries by Employee

1. To locate the employee or ex-employee, complete the following field:
   - Employee Number

2. Complete the following fields:
   - Dependent/Beneficiary Number
   - Relationship
   - Dependent/Beneficiary

See Also

- *Linking Dependents and Beneficiaries to an Employee (P08336)*

Processing Options

See Dependents/Beneficiaries Assignment (P08336).

Entering Qualifying Events

◈	From Human Resources (G08), choose **COBRA Compliance** From COBRA Compliance (G08C1), choose **Enter QEs for Beneficiary**

When a qualifying event occurs, qualified beneficiaries are eligible for COBRA coverage. A qualifying event is any event that results in the loss of group health coverage for employees, their spouses, or dependents. As part of the COBRA notification process, you must enter COBRA qualifying events for qualified beneficiaries.

The government mandates that you maintain and track important COBRA events. For example, you might record:

- When the benefits administrator learns of the qualifying event

- When you notified the qualified beneficiaries in writing

- When the qualified beneficiary elected COBRA coverage

When you enter a qualifying event, the system does not automatically create the actual COBRA coverage but you can choose a function to create the COBRA coverage. If you do not want to create the coverage on the date you enter the qualifying event or if you are entering qualifying events for a large number of people, you might want to wait and create the coverage with a batch program.

When you enter a qualifying event for an existing employee, the system retrieves the benefit group or group plan information from the employee's master record. After you enter the qualifying event, the system maintains the information in the Qualifying Event for Beneficiary table (F08910).

Before You Begin

- Ensure that the general constants for COBRA and qualifying events have been set up.

- Ensure that the benefit group and plans for COBRA participants have been set up.

What You Should Know About

Qualifying Events	Ensure that AS400 Office Vision has been installed if you want to print a COBRA letter to notify the qualified beneficiary of the qualifying event. If you do not have Office Vision installed, you must manually prepare the notification letter.

To enter qualifying events

On Enter Qualifying Events for Beneficiary

1. Complete the following fields and press Enter:

   - Qualified Beneficiary
   - Qualifying Event
   - Qualifying Date
   - Date Event Reported
   - Reported Plan Administrator

   The system enters the current plan information. It also calculates and enters other dates based on how the general and qualifying events constants are set up.

2. Review the information in the following fields:

   - Related Employee
   - Benefit Group
   - Group Plan
   - Last Date to Elect
   - Notice to Convert
   - Coverage Starts/Period
   - Date Coverage Lost
   - Date COBRA Expires

3. To print a letter for the qualified beneficiary, choose the Cobra Letter Window function.

4. On Cobra Letter Window, complete the following fields:

   - Document
   - Folder Name

5. Choose the Submit function.

6. Review the date in the following field:

   - Initial Notice Mailed
   - Last Date To Elect

7. If you want to create COBRA coverage for the qualified beneficiary, choose the Create Coverage function.

8. On the Create COBRA Coverage window, complete the following field:

   - Enter a Y to Create COBRA Coverage for this Employee

Field	Explanation
Qualified Beneficiary	The address number of the participant as defined in the Participant Master table (F08901).
	In Dependent/Beneficiary Assignment, enter the participant number of the dependent/beneficiary who is being assigned to the benefit plan.
	In Qualifying Event Entry, enter the participant number of the qualified beneficiary who has lost coverage and is eligible to receive COBRA coverage.
COBRA Qualifying Event 1	A user defined code (08/QE) that indicates the first (initial) event that qualified a participant for COBRA continuation. The coverage months are defined in the Qualifying Event Coverage Months table (F08990).
	See also data item QET.
Date - Qualifying Event 1	The date of the first (initial) qualifying event.
	Form-specific information
	Enter the date that the event will occur. The system uses this date or the date coverage was lost to calculate the effective period for COBRA coverage.
Related Employee	The Address Book number of the employee through whom the qualified beneficiary receives benefits.
	The system automatically brings in this number.
Date Event Reported	The date the COBRA event is first reported to the employer.
Reported Plan Admin	The date the COBRA event is first reported to the plan administrator. An employer has 30 days to report an employee's death, termination of employment, reduction in hours, or Medicare eligibility to the plan administrator.

Field	Explanation
Initial Notice Mailed	The date the election notice was mailed to the qualified beneficiary for the first qualifying event. The system automatically updates this date when you print the election form.
	The system cannot create the COBRA coverage if this field is blank.
	The plan administrator must mail the notice within 14 days after being notified of the initial qualifying event.
Notice to Convert	The date plan administrators are required to notify all qualified beneficiaries of their right to convert to the current carrier providing coverage. This date is within 180 days of COBRA expiration.
Last Date To Elect	The last date that the participant can elect COBRA coverage.
	Depending on the settings in the constants for the Election Period and Code fields, the specified election period is the latter of the following:
	1 Sixty days after the date plan coverage terminates
	2 Sixty days after the date that the plan administrator notifies the qualified beneficiary
	Form-specific information
	When you enter a value in the Initial Notice Mailed field, the system enters this date.
Coverage Starts/Prd	The date COBRA coverage begins.
	The date that displays in this field depends on how you set the Use Loss of Coverage Date field in the COBRA Constants table (F08990).
	If you set the Use Loss of Coverage Date field to:
	Y COBRA coverage begins the day after the date regular coverage was lost.
	N COBRA coverage begins the day after the date of the qualifying event.
COBRA Coverage Period	The number of months that the qualified beneficiary is entitled to COBRA coverage. This number is generated by the system.
Date COBRA Expires	The date on which COBRA coverage expires. If you do not enter a date in this field, the system calculates the date by adding the number of months that COBRA coverage is effective (data item CVP) to the date regular coverage ends (data item DCLS).
	If you do not enter the date regular on which coverage ends, the system uses the date of the qualifying event (data item QD1) as the begin date for coverage in this calculation.

Field	Explanation
Date Coverage Lost	The date that the participant lost regular coverage. If you do not enter a date in this field, the default value is the date of the qualifying event.
Document	This field is for the name of a document in a folder.
Folder Name - OfficeVision	The name of a folder used by OfficeVision/400.

What You Should Know About

Entering additional information

Choose the Additional Information function to enter additional dates for the qualifying event or responsible party information.

Entering later qualifying events

If you enter an initial qualifying event, you can enter later, or subsequent, qualifying events for the same qualified beneficiary. For example the first qualifying event might occur because a slow-down of work reduced the employee's hours so that the employee could no longer receive the company's benefit plan. Later, the employee might terminate from the job. This subsequent qualifying event could extend the COBRA coverage.

You can enter subsequent qualifying events in the Qualifying Event 2 fields and choose the Subsequent Events option to enter and calculate the dates.

Deleting qualifying events

You cannot delete an initial qualifying event if subsequent qualifying event or COBRA Coverage records exist. You must first delete the subsequent qualifying event or the COBRA coverage file.

Processing Options

See Enter Qualifying Events for Beneficiaries (P08910).

Creating COBRA Coverage

	From Human Resources (G08), choose **COBRA Compliance** From COBRA Compliance (G08C1), choose **COBRA Election Coverage** From COBRA Election Coverage (G08C11), choose **Create Election Coverage**

When you create COBRA coverage, the system analyzes the following information:

- Qualifying event
- Master plans for COBRA coverage
- General constants for COBRA

- Constants for qualifying events

Based on this information, the system compiles the benefit plans in which the qualified beneficiary can participate. It also compiles the costs the qualified beneficiary will incur when he or she elects to participate in the COBRA coverage. These costs can include the cost of the premium as identified in the rates and certain allowable administrative costs as identified in the constants.

After the system completes the processing, you can review the information online and print reports to send to each qualified beneficiary for which the system created coverage.

Use this program to create coverage for all qualified beneficiaries at one time, for example, when you have a lay-off. Companies with many employees use this method each week or pay period to ensure they create coverage for all terminated employees. Alternatively, you can create coverage for each qualified beneficiary when you enter the qualifying event for the employee.

Before You Begin

- Verify that the benefit plan is entered in Plan Master Information and that it has been identified as a COBRA plan

- Use the Plan Rates function from the employee DBA on the Plan Master to verify that COBRA rates are set up

- Verify that the benefit plan is set up in Plans within Categories and that the category is attached to a benefit group

See Also

- *Setting Up a Plan Master for COBRA Coverage (P08320)*

- *Entering Qualifying Events (P089102)* to alternatively create COBRA coverage for a qualified beneficiary when you enter the qualifying event

Preparing Coverage Information

From Human Resources (G08), choose **COBRA Compliance**
From COBRA Compliance (G08C1), choose **COBRA Election Coverage**
From COBRA Election Coverage (G08C11), choose **Print Election Form**

When employees leave the company, or another qualifying event occurs, you must notify them in writing that they are qualified beneficiaries and eligible to participate in COBRA coverage. After you enter the dates for the qualifying event and create COBRA coverage, you can print a report that lists the benefit plans included in the COBRA coverage and the costs associated with the plan.

When you use this program, the system generates an individual report based on the information it compiled when you created COBRA coverage. The report lists all the plans and options that the qualified beneficiary can elect. The report also includes the premiums and handling charges for the various plans. Qualified beneficiaries can use the report to indicate which plans they want to elect.

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   089205                            JD Edwards World                       Page -  .  .  .         2
                                 COBRA - Print Election Form                Date -  .  .  .   5/09/17
 Participant. . . . . . . . . .   3068 Pugh, James R.          Election Ends . . . 03/15/17
 Qualifying Event . . . . . . .   HR     Work Hour Reduction   Coverage From . . . 01/02/17
 Date Qualifying Event. . . . .   01/01/17                     Coverage Thru . . . 07/01/19
 Enter an 'X'    Plan                                          Premium  Handling  Total    . .Coverage DBA. .
 to Elect Plan   ID     Opt       Plan         / Option Descriptions  Amount   Charge    Due    No.  Description
 -------------  ------  --- ------------------------ -------------- -------- -------- -------- ---- -------------
 _____  DEN-01      Dental - EE only                  100.00   200.00   300.00  1010 Dental Ins.
 _____  DEN-01  / FAM Dental - EE only    / EE plus family   150.00   300.00   450.00  1010 Dental Ins.
 _____  DEN-01  / ONE Dental - EE only    / EE plus one      125.00   250.00   375.00  1010 Dental Ins.
 _____  MED         Medical Plan - Employe            100.00   200.00   300.00  4002 Med-EE
 _____  MED+FAM     Medical Plan - Plus Fa            150.00   300.00   450.00  4004 Med-EE+Fam
 _____  MED+ONE     Medical Plan - Employe            125.00   250.00   375.00  4003 Med-EE+1
```

See Also

- *Entering Qualifying Events (P089102)* to print a letter that notifies qualified beneficiaries of the qualifying event

- *Setting Up a Plan Master for COBRA Coverage (P08320)* to enter COBRA rates on a plan

Processing Options

See [COBRA - Print Election Form (P089205)](#).

Reviewing Qualifying Events for a Beneficiary

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), choose **Review QEs for Beneficiary**

You can review all qualifying events assigned to a qualified beneficiary after you create the coverage. The system retrieves information from the Participant table (F08901) and the COBRA Qualified Beneficiary table (F08910).

The system displays the initial qualifying event. Review qualifying events when you want to review one of the following:

- Date that the initial qualifying event occurred

- Last date that the qualified beneficiary can elect coverage

- Date when COBRA coverage starts

You can access additional forms to review or add subsequent events, elections, or beneficiaries.

To review qualifying events for a beneficiary

On Review QEs for Beneficiary
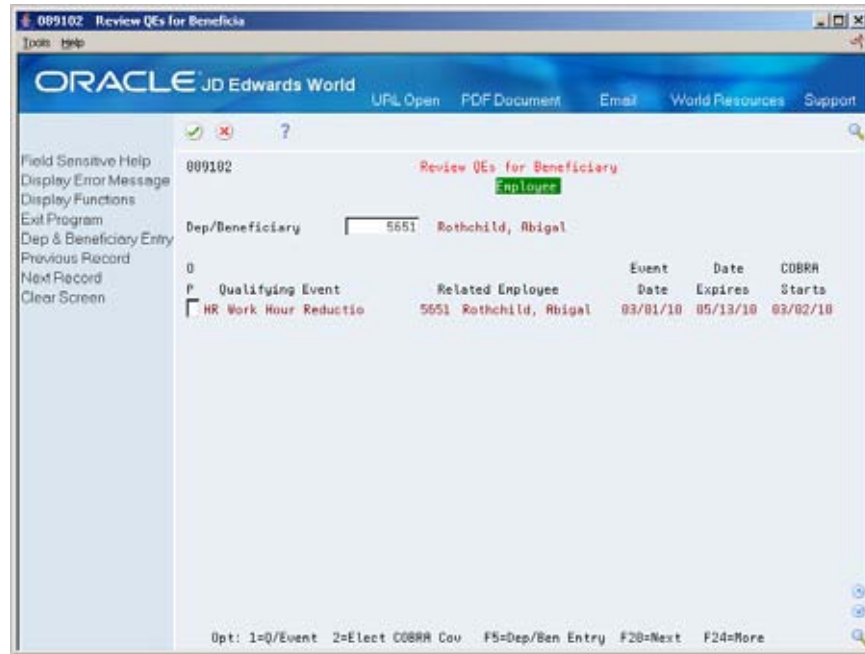
1. Complete the following field:
   - Dependent/Beneficiary
2. Choose the Qualifying Event option to access Enter Qualifying Events for Beneficiary.

Reviewing the Report of Qualifying Events for a Beneficiary

> ◈ From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), choose **Print QEs for Beneficiary**
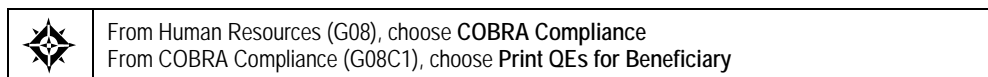
The system retrieves the information from the COBRA Qualified Beneficiary table (F08910) to compile a report by qualified beneficiary. You can review information such as the following:

- Qualified beneficiary name and address
- Responsible party
- Qualifying event and description
- The date you printed the initial notification
- All dates related to the qualifying event and COBRA coverage

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 08918                                  JD Edwards World                        Page -  .  .  .       2
                                     Print QEs for Beneficiary                  Date -  .  .  .   5/09/17
 .Qualified Beneficiary. Q               Event     . .Related Employee. .   . .Responsible Party. .    Date    Election  Notice
Address    Description    E   Description  Date   Address    Description    Address    Description   Reported  Expire  Mailed
--------  ---------------  --  ---------------  --------  --------  ---------------  --------  ---------------  --------  --------  --------
    3068 Pugh, James R.   HR Work Hour Reduc 01/01/17      3068 Pugh, James R.       3068 Pugh, James R.   01/15/17            01/15/17
    5291 Jackson, Janice  DV Divorce or Lega 01/06/17      2129 Jackson, John        2129 Jackson, John    01/06/17            01/15/17
    5485                  TM Termination of  08/21/17      5485                      5485                  08/21/17            08/21/17
    5651 Rothchild, Abig  HR Work Hour Reduc 03/01/17      5651 Rothchild, Abig      5651 Rothchild, Abig 03/01/17            03/15/17
    6744 Harrison, Blake  TM Termination of  03/15/17      6744 Harrison, Blake      6779 Austin, Michael 03/31/17            03/31/17
    6779 Austin, Michael  TM Termination of  03/15/17      6779 Austin, Michael      6779 Austin, Michael 03/31/17            03/31/17
    7502                  TM Termination of  03/15/17      7502                      6779 Austin, Michael 03/31/17            03/31/17
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Work with COBRA Coverage

Working with COBRA Coverage

After qualified beneficiaries inform you of the plans they want to participate in under COBRA coverage, you can enroll them in the plans they have elected. You can also make revisions to their initial elections, review the information online and in reports, and print statements for the qualified beneficiaries.

To work with COBRA coverage, complete the following tasks:

- [Choosing COBRA Plans](#)
- [Reviewing COBRA Coverage](#)
- [Revising COBRA Coverage](#)
- [Printing Premium Statements](#)
- [Reviewing the Elected Coverage by Qualified Beneficiary Report](#)
- [Reviewing the Election Report by Type of Coverage Report](#)

Choosing COBRA Plans

	From Human Resources (G08), choose **COBRA Compliance** From COBRA Compliance (G08C1), choose **COBRA Election Coverage** From COBRA Election Coverage (G08C11), choose **Elect COBRA Coverage**

After you create COBRA coverage for the qualified beneficiary and the qualified beneficiary signs and returns the COBRA election form, you can elect the benefit plans the qualified beneficiary has chosen.

To choose COBRA plans

On Elect COBRA Coverage
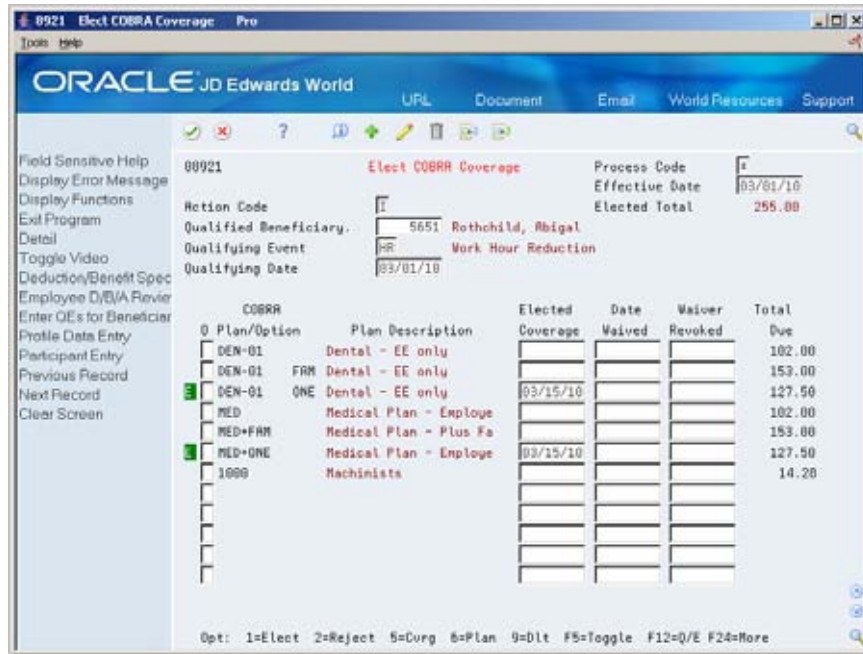
1. To locate the qualified beneficiary and available benefit plans, complete the following field:

    ▪ Qualified Beneficiary

2. Review the information in the following fields:

    ▪ COBRA Plan/Option

    ▪ Total Due

3. Choose the Elect option to enroll the qualified beneficiary in one or more plans.

4. Complete the following optional field:

    ▪ Elected Coverage

5. To review the enrollment, locate the qualified beneficiary again and review the information in the following fields:

    ▪ Elected Total

    ▪ Process Code (unlabeled to the left of the Option)

6. Choose the Toggle function and review the following fields:

    ▪ Coverage DBAs

    ▪ Coverage Dates

Field	Explanation
Elected Total	The sum of all premiums for the COBRA coverage elected. This is a display only field.

Field	Explanation
Process Code	A code which designates the current status of the COBRA coverage displaying on the screen. Codes are: E Coverage Elected. The coverage the qualified beneficiary has elected. R Rejected record. The coverage that was not selected by the qualified beneficiary during the election process. * Display all records. This is the default. blank Unprocessed record. The coverage has been generated, but the qualified beneficiary has not responded to the election form. *Form-specific information* You can use this field to limit the information that displays on the screen.
Total Due	The sum of the premium owed and the handling charge. You set up the handling charges in the COBRA general constants and the constants for qualifying events.

See Also

- *Entering COBRA Contributions (P08370)* for information on entering the amount the qualifying beneficiary wants to contribute when enrolled in a flexible spending account

Processing Options

See Elect COBRA Coverage (P08921).

Reviewing COBRA Coverage

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), choose **COBRA Election Coverage**
> From COBRA Election Coverage (G08C11), choose **COBRA Coverage Review**

Your company might need information on all the qualified beneficiaries enrolled in a specific plan. You can review this information online. Additionally, you can access the information for specific beneficiaries. You can display the information for specific dates or for the current two year period.

To review COBRA coverage

On COBRA Coverage Review

1. Complete the following field:

   - Plan ID

2. If you do not want to review the previous two years of information, complete the following field:

   - Coverage Effective From

3. If you do not want to review the next two years of information, complete the following field:

   - Thru

Revising COBRA Coverage

◈	From Human Resources (G08), choose **COBRA Compliance** From COBRA Compliance (G08C1), choose **COBRA Election Coverage** From COBRA Election Coverage (G08C11), choose **COBRA Coverage Detail**

You might need to revise, or change, the information on the elected COBRA coverage after you have enrolled a qualified beneficiary. You can revise information such as dates and premium amounts.

The following examples illustrate the types of revisions you might need to enter:

- Revise the premium amount if a company agrees to make some or all of the payments as part of a termination agreement

- Enter a date when a qualified beneficiary waives coverage

■   Enter a date when a qualified beneficiary revokes a previously waived coverage

To revise COBRA coverage

On Coverage Detail Revisions

1.   To locate the qualified beneficiary, complete the following field:

■   Qualified Beneficiary

2.   Change any of the following optional fields:

■   Coverage Period

■   Premium Amount

■   Handling Charge

■   Date COBRA Elected

■   Date Election Ends

■   Date Waived

■   Date Waiver Revoked

■   Coverage From

■   Coverage Through

■   Rate Origin Code

3.   To locate information for a different qualifying event, complete the following field:

■   Qualifying Event

4.   To locate information for a different plan, complete the following fields:

- COBRA Plan ID
- Option

Field	Explanation
Premium Amount	The monthly amount that the participant is contributing for COBRA coverage.
Coverage Period	The number of months that the qualified beneficiary is entitled to COBRA coverage. This number is generated by the system.
Handling Charge	An amount due from the participant each month in addition to the premium amount. The system uses the administrative fee information included in the general and qualifying events constants to calculate the handling fee.
Date COBRA Elected	The date that the participant elected COBRA coverage.
Date Election Ends	The last date that the participant can elect COBRA coverage.
	Depending on the settings in the constants for the Election Period and Code fields, the specified election period is the latter of the following:
	1 Sixty days after the date plan coverage terminates
	2 Sixty days after the date that the plan administrator notifies the qualified beneficiary
Date Waived	The date that the participant waived COBRA coverage.
Date Waiver Revoked	The date that the participant revoked a COBRA coverage waiver.
Rate Origin Code	A code identifying the origin of the COBRA coverage rates. Codes are:
	D Ded/Ben Spec. (F069116) - Used when Group Plan DBAs are blank.
	G Union/Group Rates Tables (F069106)
	B Plan Master Rates Window (F083203)
	E Employee Pay Instructions (F06106) - Used only to retrieve Medical Spending Account Rates.

What You Should Know About

Adding new information   You cannot use the Add action on Coverage Detail Revisions. When you enter information in a previously blank field, you must use the Change action.

Printing Premium Statements

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), choose **COBRA Election Coverage**
> From COBRA Election Coverage (G08C11), choose **Print COBRA Premium Statements**

Qualified beneficiaries or your company might want a printed statement of the amount due to the company from the qualified beneficiary. You can print a statement that lists all the premiums and handling charges for all the plans and options that each qualified beneficiary has elected. The system retrieves these amounts from the COBRA Coverage table (F08920).

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   08959                                    JD Edwards World                     Page - . . .      2
                                           COBRA Premium Report                  Date - . . .  7/26/17
                                            Only Elected Plans
Qualified Beneficiary. .    5651 Rothchild, Abigal
Qualifying Event . . . . HR      Work Hour Reduction
Date Qualifying Event. . 03/01/17
   Plan                          Premium   Handling   Total    . . Coverage . .
    ID    Opt Plan Description   Amount    Charge     Due      From      Thru
 -------- --- ---------------- --------- --------- --------- -------- --------
 DEN-01   ONE Dental - EE only   125.00      2.50    127.50 03/02/17 09/01/19
 MED+ONE      Medical Plan - E   125.00      2.50    127.50 03/02/17 09/01/19
                       Totals    250.00      5.00    255.00
                  Grand Totals   250.00      5.00    255.00
```

Processing Options

See COBRA Premium Report (P08959).

Reviewing the Elected Coverage by Qualified Beneficiary Report

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), choose **COBRA Election Coverage**
> From COBRA Election Coverage (G08C11), choose **Election Report by QB**

You can a print a report of COBRA coverage by beneficiary. Review the Elected Coverage by Qualified Beneficiary report to determine all the plans and options in which you enrolled the qualified beneficiary or dependent. You can set the processing options to list the available plans that the beneficiary or dependent did not elect. This information is helpful if there is a discrepancy between the elections on the individual's records and your company's records.

```
   089209                                    JD Edwards World                    Page - . . .      4
                                           Elected Coverage                      Date - . . .  7/17/17
                                                 by
                                          Qualified Beneficiary
Qualified Beneficiary. .    5651 Rothchild, Abigal
Qualifying Event . . . . HR      Work Hour Reduction
Date Qualifying Event. . 03/01/17
   Plan                                           Handling   Total    QB
    ID    Opt Description      Coverage DBA  Premium Charge   Due    Pds
 -------- --- --------------- ----------------- --------- -------- --------- ---
 DEN-01   ONE Dental - EE only 1010 Dental Ins.   125.00    2.50    127.50  18
 MED+ONE      Medical Plan - E 4003 Med-EE+1      125.00    2.50    127.50  18
```

Processing Options

See Elected Coverage by QB (P089209).

See Non-Elected Coverage by QB (P089209).

Reviewing the Election Report by Type of Coverage Report

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), choose **COBRA Election Coverage**
> From COBRA Election Coverage (G08C11), choose **Election Report by Type**

Review the Election Report by Type of Coverage report to identify all the COBRA qualified beneficiaries enrolled in a specific plan. You can also set the data selection values to use this report to determine which qualified beneficiaries did not choose this plan.

```
 0892091                                  JD Edwards World                    Page - . . .       3
                                       COBRA Election Report                  Date - . . .   7/27/17
                                         by Type of Coverage
   Benefit Plan ID. . . . MED+ONE      Medical Plan - Employee + one
   Plan Option. . . . . .
   . . . . Qualified Beneficiary. . . .                             Handling   Total  QB
   Number              Name            Q/E  Date   Coverage DBA  Premium Charge   Due   Pds
  ------------------------------------ ---------- ----------------- -------- -------- -------- ---
     5651 Rothchild, Abigal            HR 03/01/17 4003 Med-EE+1     125.00     2.50  127.50  18
                                                        Totals       250.00     5.00  255.00
```

Work with COBRA Profile Data

Working with COBRA Profile Data

You can track information on qualified beneficiaries and COBRA coverage. You can identify profile data for qualified beneficiaries just as you can identify profile data for applicants and employees. After you enter COBRA profile data you can review it online and in printed reports.

Working with COBRA profile data includes the following tasks:

- Entering COBRA Profile Data
- Reviewing Profile Data by Beneficiary
- Reviewing Profile Data by Type
- Reviewing the Beneficiary Profile Report
- Reviewing the Beneficiary by Data Type Report

Before You Begin

- Ensure that the types of profile data have been set up

See Also

- Setting Up Profile Data (P08090)

Entering COBRA Profile Data

You can enter profile data and track information on COBRA participants and coverage. Profile data is any additional information you want to record in the COBRA qualified beneficiary and dependent database. For example, you can record COBRA notification or payment history.

When you set up your system, you specify the types of profile information, or data types, that you want to track. For each data type, you specify if you want to track information in narrative or code format.

For narrative format data types, you enter free-form text. For code format data types, you enter information in predefined columns. When you enter information in code format, you also can associate narrative information with it.

Entering profile data includes:

- Entering profile data in narrative format
- Entering profile data in code format

What You Should Know About

Entering multiple types of information

To save time during data entry, you can choose multiple types of profile data to update. The data types can be all narrative format, all code format, or a combination of these formats. The system displays the form in data type sequence for each type of data you chose. When you exit from one form, the system displays the form for the next type of data that you chose.

Entering Profile Data in Narrative Format

From Human Resources (G08), choose **COBRA Compliance**
From COBRA Compliance (G08C1), choose **Profile Data Entry**

When you enter profile data in narrative format, you enter free-form text. You typically use narrative format for general information that is unique for each employee. For example, you might use narrative format for medical services information.

To enter profile data in narrative format

On Profile Data Entry

1. Locate the qualified beneficiary for whom you want to enter profile data.

2. To determine which types of profile data are in narrative format, review the information in the following field:

   - Mode

3. Choose the Select and Update option for one or more types of narrative format information and press Enter.

   The system displays the form for the first type of data.

4. Enter the appropriate information and press Enter.

5. Choose narrative text to enter notes.

6. Choose the Field Exit function to advance to the next type of data you chose.

Field	Explanation
Display Mode - Code or Narrative	The format of a data type. This code determines the display mode for supplemental data. Valid codes are:
	C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005).
	N Narrative format, which displays the form for entering narrative text.
	P Program exit, which allows you to exit to the program you specified in the Pgm ID field.
	M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.

What You Should Know About

Deleting narrative format information To delete an entire form of narrative information, use the Delete action. To delete only some information from a form, use the change action. To delete information, you can either type over it or choose the Delete Line option.

Entering Profile Data in Code Format

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), choose **Profile Data Entry**

When you enter profile data in code format, you enter information in predefined columns. For example, the form for entering COBRA information might have columns for plan, election date, and costs.

To ensure consistency of data entry, code fields are typically associated with user defined code tables. Any value that you enter in one of these fields must be included in the associated user defined code table. For the key fields in the first column that are associated with a user defined code table, the length of the field and the user defined code description display above the column.

When you enter information in code format, you also can associate narrative information with it.

To enter profile data in code format

On Profile Data Entry

1. Locate the dependent or beneficiary for whom you want to enter profile data.

2. To determine which types of profile data are in code format, review the information in the following field:

- Mode

3. Choose the Select and Update option for one or more types of code format information.

   The system displays the form for the first type of data you choose.

4. Enter the appropriate information.

5. To add additional information in narrative format, use the Change action and choose the Narrative Text Option.

6. Enter the additional information and press Enter twice.

7. Choose the Field Exit function to advance to the next type of data you chose.

What You Should Know About

Revising code format information
Use the change action to revise or delete individual lines of code format information. Typing new information over existing information does not delete the existing information. The system retains the existing information and creates a new line of information for the change. To delete a line of information, use the Field Exit key to remove all information from the line.

Reviewing Profile Data by Beneficiary

From Human Resources (G08), choose **COBRA Compliance**
From COBRA Compliance (G08C1), choose **Profile by Beneficiary**

After you enter the profile data you can review the information for each qualified beneficiary. You might need to review the information to answer specific questions from a qualified beneficiary or COBRA representatives.

To review profile data by beneficiary

On Profile by Beneficiary

1. To locate the qualified beneficiary, complete the following field:

    ▪ Dependent/Beneficiary

2. Review the profile data.

Reviewing Profile Data by Type

◆	From Human Resources (G08), choose **COBRA Compliance** From COBRA Compliance (G08C1), choose **Profile by Data Type**

Frequently, companies want to review profile information for a specific type of profile data. For example, if you maintain current status information, you can review status information for the medical plan. You can review this information online to answer questions from your company or COBRA representatives.

To review profile data by type

On Profile by Data Type

1. To review all the profile data for a data type, complete the following field:
   - Type of Data
2. Choose the Data Entry option to review profile data entered in code format.
3. Choose the Text Entry option to view profile data entered in narrative format.

Reviewing the Beneficiary Profile Report

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), choose **Beneficiary Profile**

Review the Beneficiary Profile report to review all the additional information, or profile data, that has been entered for qualified beneficiaries and their dependents. You can choose whether the system compiles the list alphabetically by last name or numerically by beneficiary number.

```
 080415                                   JD Edwards World                      Page Number      2
                                     Dependent/Beneficiary Profile             Date        7/27/17
                                          in Alphabetic Order
 Dep/Beneficiary.     5651    Rothchild, Abigal
 Tax ID Number . . 528-55-6451
 Date Of Birth . .
 COBRA Election History
 ==============================
   Plan/Opt  ElectDte             Current Status             Comments            Cost
 ---------- --------  ----------------------------  ---------------------------- ------------
   DEN-01    03/15/17   Actively Enrolled                                          100.00
   MED+ONE   03/15/17   Actively Enrolled                                          150.00
                                                                       ------------- -------------
                                                                Total      250.00
 COBRA Notification
 ==============================
    Type     Date             Address Sent to:              Followup           #Time Sent
 ---------- --------  ----------------------------  ---------------------------- ------------
   INIT      03/01/17   2324 S. Van Buren Ave                                      2.00
                                                                       ------------- -------------
                                                                Total      2.00
```

Reviewing the Beneficiary by Data Type Report

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), choose **Beneficiary by Data Type**

Review the Beneficiary by Data Type report to identify all dependents or beneficiaries who have information in a particular data type, for example, all dependents or beneficiaries who have information in payment history.

This report prints the information by data type. The report lists all dependents or beneficiaries who have had information entered under that data type. You can choose whether the system compiles the list of qualified beneficiaries alphabetically by last name or numerically by beneficiary number.

```
080405                                JD Edwards World                      Page Number       2
                                     Dep/Ben by Data Type                   Date         7/17/17
                                      In Numerical Order
COBRA Election History
==============================
Dep/Benefic    Name               ElectDte              Current Status            Comments         Cost
-----------  ----------------------  --------  --------  ------------------------  ----------------------  ------------
 Plan/Opt  . . . . . DEN-01
        5291 Jackson, Janice Bates  01/15/17            Currently Enrolled                               100.00
        5651 Rothchild, Abigal      03/15/17            Actively Enrolled                                100.00
             Had root canal 9/6/89.
             Two crows replaced 8/15/94.
                                                                                              ------------
                                                          Total for: DEN-01                        200.00
 Plan/Opt  . . . . . MED
        5291 Jackson, Janice Bates  01/15/17            Currently Enrolled                               100.00
                                                                                              ------------
                                                          Total for: MED                          100.00
 Plan/Opt  . . . . . MED+ONE
        5651 Rothchild, Abigal      03/15/17            Actively Enrolled                                150.00
        5670 Rothchild, John        03/15/17            Enrolled through spouse
                                                                                              ------------
                                                          Total for: MED+ONE                      150.00
                                                                                              ------------
                                                          Total for: COBRA Election Histo        450.00
```

4   Flexible Spending Accounts

Overview to Flexible Spending Accounts

Objectives

- To create and maintain flexible spending accounts
- To process claims

About Flexible Spending Accounts

Flexible spending accounts allow employees to use pre-tax dollars to cover certain expenses, such as dependent care and non-reimbursed medical care. When an employee chooses to participate in a flexible spending account, you deduct pre-tax dollars from the employee's pay and place the money into one or more flexible spending accounts. When the employee incurs an expense and makes a claim, you reimburse the employee from the corresponding flexible spending account.

For example, an employee could enroll a child in a day care program that costs 400.00 per month. Without a flexible spending account, the employee must pay the 400.00 with after-tax dollars. With a flexible spending account, the employee can make a claim against the dependent care spending account for the 400.00 and pay the fee with pre-tax dollars. In this case, the employee saves an amount equal to the taxes normally paid on the 400.00.

To maintain flexible spending accounts for the employees in your company, complete the following tasks:

- Work with enrollment information
- Work with claims
- Review flexible spending account reports
- Process flexible spending accounts at year-end

Federal regulations define the standards for flexible spending accounts. You should obtain a copy of these regulations. This guide does not attempt to define or replace the regulations. The Benefits system allows you to maintain and manage flexible spending accounts for the employees in your company.

You can use the Benefits system to establish the yearly contribution that each employee makes to each flexible spending account. You can process claims and reimbursements in accordance with the federal guidelines.

If your company uses the JD Edwards World Payroll system, you can reimburse employees by either an automatic deposit or a check. The reimbursement is not included on the employee's paycheck or automatic deposit notification, it is a separate payment.

You can use online forms and reports to review flexible spending account information, claim information, and detailed account information. Additionally, you can run year-end reports to provide employees with information and balance the flexible spending accounts.

Work with Enrollment Information

Working with Enrollment Information

To work with enrollment information for flexible spending accounts, complete the following tasks:

- Enrolling an Employee in a Flexible Spending Account
- Entering Automatic Deposit Instructions
- Changing an Election for the Current Year
- Revising the Balance for the Current Year
- Entering COBRA Contributions

Enrolling an Employee in a Flexible Spending Account

	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), choose **Benefit Group Selections**

Use the same steps to enroll employees in flexible spending accounts that you use for any benefit plan your company offers. The setup process identifies a benefit as a flexible spending account and indicates the processing instructions required for deductions and reimbursements.

Before You Begin

- Ensure the master plans for flexible spending accounts have been set up and identified as flexible spending account plans

To enroll an employee in a flexible spending account

On Benefit Group Selections

1. Complete the following fields and press Enter:
   - Employee Number
   - Effective Date

   The group benefit plans available to the employee appear.

2. Review the information in the following fields:
   - Benefit Group
   - Group Rule
   - Pay Frequency

3. For each flexible spending account in which your want to enroll the employee, choose the Elect option.

4. To designate a new amount or rate, complete the following field:

   ▪ Override Amounts

5. Choose the Return with Information function.

6. On Benefit Group Selections, choose the Update function.

7. Review the information in the following fields:

   ▪ Elected Total

   ▪ Flexible Remaining

Field	Explanation
Flex Remain	The total dollar or point value of the flexible dollars available for the employee to spend on benefits. If the value in this field displays a negative number, the employee has spent more than the amount allocated. This is a display only field.

What You Should Know About

Verifying the year

Verify that the effective date year on the Benefit Group Selections form and the plan calendar year match. If not, you must manually enter all current year elected plan totals for all employees. You enter this amount on the Balance Revisions form.

See Also

▪ *Changing Elections (P08334)*

▪ *Revising the Current Year Elections (P08370)*

Entering Automatic Deposit Instructions

> From Human Resources (G08), choose **Flexible Spending Accounts**
> From Benefits Administration (G08F1), enter **27**
> From FSA Advanced/Technical Operations (G08F3), choose **Balance Revisions**

If you use the JD Edwards World Payroll system, employees can choose to be reimbursed either by automatic deposit or by check. The automatic deposit or check is separate from the employee's regular pay. If the employee wants to be reimbursed by check instead of automatic deposit, the system automatically generates a check for the reimbursement through the JD Edwards World Payroll system.

If the employee wants to be reimbursed by automatic deposit, you can credit the reimbursement to either a checking or savings account. Even if your payroll department has set up the employee's regular pay for automatic deposit, you must still enter automatic deposit instructions for each flexible spending account.

You must set up automatic deposit instructions at least one pay period before actually processing a deposit. When you use a code called a pre-note, the system includes this individual in the next applicable payroll to test the instructions to the bank. For flexible spending accounts, you must manually reset the pre-note code after the test has completed successfully.

To enter automatic deposit instructions for flexible spending accounts, complete the following tasks:

- Set up automatic deposit instructions
- Reset the pre-note code

To set up automatic deposit instructions

On Balance Revisions

1.   Complete the following fields:

    ▪   Employee Number

    ▪   Flexible Spending Account plan

2.   Choose the Auto Deposit Instructions function.

3.   On Auto Deposit Instructions, complete the following fields:

    ▪   Employee's Account Number

    ▪   Bank Transit Number

    ▪   Transaction Code

    ▪   Pre Note Transaction Code

To reset the pre-note code

On Balance Revisions

1.   Locate the employee.

2.   Choose the Auto Deposit Instructions function.

3.   Enter N in the following field:

    ▪   Pre-Note Code

Field	Explanation
Bank Transit Number	The transit routing number used to identify the financial organization in which the employee maintains an account. These numbers can be obtained from the employee's check or deposit slip. They are located between the MICR colons (:) at the bottom of the check. If nine digits are not present, the employee's financial organization must be contacted to obtain the correct nine-digit code.
	If you change this number for an employee, the system prenotes the employee's auto deposit record again.

Field	Explanation
Employee's Account No	The employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). You can also obtain account numbers from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789.
	If you change this number, the system automatically prenotes the employee's auto deposit record again.
	Note: The Financial Organization Account Number (FOA#) is used as the company's unique bank account number rather than the employee's unique bank account number in the following tables:
	F06560 - Bank Reconciliation - Issue Table
	F06561 - Bank Reconciliation - Paid Table
	Form-specific information
	The number of the bank account in which the employee wants the FSA reimbursement automatically deposited.
Pre-Note Code	A code that lets you test the deposit instructions for one pay period before actually processing a deposit. Adding an employee to this form automatically activates this person in the automated deposit system. The system prenotes this employee in the next applicable payroll run to test the auto deposit instructions you have set up before actually depositing a check. In the prenote test, the system creates a no-dollar entry for this employee and sends it to the employee's bank account.
	Form-specific information
	When you set up the automatic deposit instructions, enter P. This field must be N to reimburse a flexible spending account claim with an automatic deposit. After you run the prenote test, you must manually change this field to N.

Field	Explanation
Pre Note Trans Code	A code used to distinguish various types of debit and credit non-dollar prenotification transactions that must precede the first actual automated paperless transaction with dollars for an employee. Demand Account Credits 23 Prenotification of Credit Authorization 24 Prenotification of Credit/Mailed Authorization Savings Account Credits 33 Prenotification of Credit Authorization 34 Prenotification of Credit/Mailed Authorization Debits are not currently handled by this Payroll system. Automatic prenoting is only done one time. Therefore, if your bank requires multiple prenote cycles, you can manually set the transaction code (TCOD) for this record to a prenote code and leave it that way for as long as necessary.

See Also

- *Entering Manual Claims (P083711)* for the instructions to enter claims, if your company does not use the JD Edwards World Payroll system

Changing an Election for the Current Year

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Benefit Group Selections**

Employees can change their elections or deduction amounts whenever a change in family status occurs, for example, when a child is born or adopted. You must enter the changes to ensure that the correct deductions are made and that the employee's records contain accurate information.

When you change the enrollment information for a flexible spending account, the system calculates an elected year total from the change date through the end of the calendar year. The program uses the master pay cycles and the employee's pay frequency to determine the number of remaining pay periods. The system multiplies the number of pay periods times the deduction amount to calculate an elected year total. If the employee changes an election amount in a flexible spending account in which he or she is currently enrolled, you must also change the balance information to reflect the amount deducted to date from the employee's pay.

See Also

- *Revising the Balance for the Current Year (P08370)*

To change an election for the current year

On Benefit Group Selections
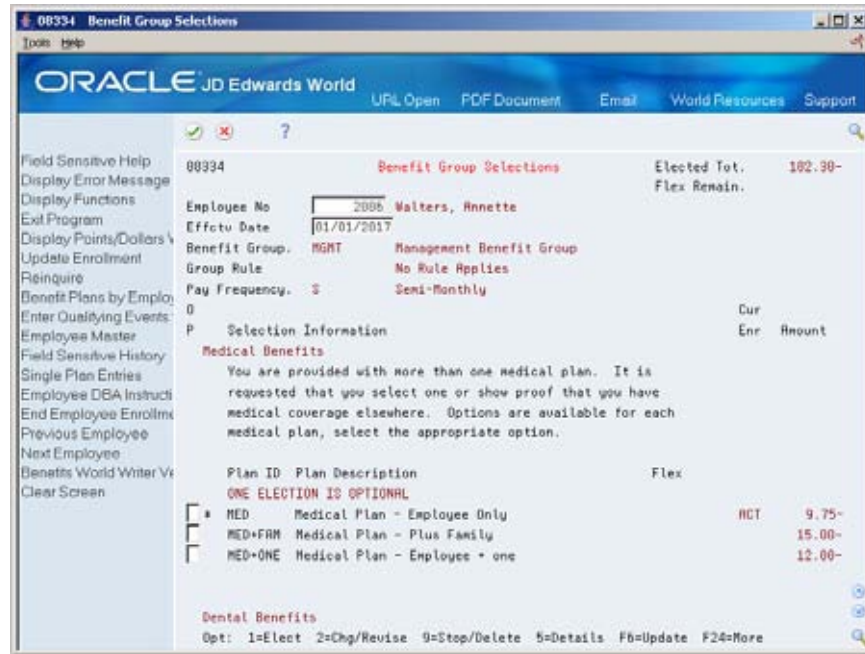
1. Complete the following fields and press Enter:

    ▪ Employee Number

2. Enter the date that the changes go into effect in the following field:

    ▪ Effective Date

3. For each election the participant wants to change, choose the Change/Revise option.
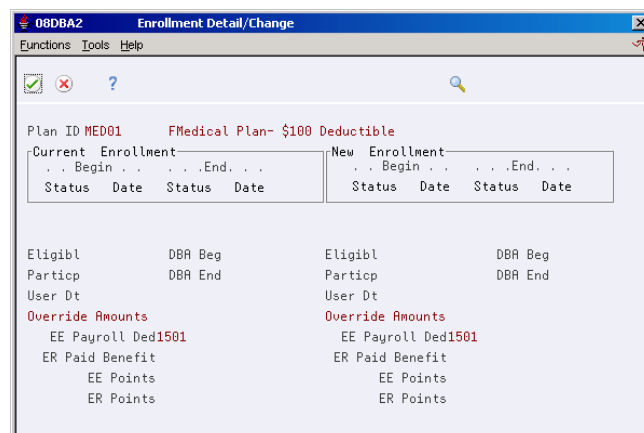
4. On Enrollment with Options, complete the following field:

    ▪ Override Amounts

5. Choose the Return with Information function.

6. On Benefit Group Selections, choose the Update function.

7. Review the information in the following fields:

- Elected Total

- Flexible Remaining

Revising the Balance for the Current Year

From Human Resources (G08), choose **Flexible Spending Accounts**
From Benefits Administration (G08F1), enter **27**
From FSA Advanced/Technical Operations (G08F3), choose **Balance Revisions**

When you change the deduction amount during a plan year, you must add any amount the employee paid into the account prior to the change date to the new total and manually enter it as a revised balance.

For example, assume that an employee who is paid monthly on the first day of the month changed the deduction to a flexible spending account from 50.00 to 75.00 for each monthly pay period. If you made the change on July 15, the system calculates the account balance for the remainder of the year as 375.00 (75.00 for five pay periods). Because the employee has already had 350.00 deducted (50.00 for seven pay periods), you must add this amount to the elected year total (375.00 + 350.00).

Before You Begin

- Change the effective date and amount for the employee's election. See *Changing an Election for the Current Year.*

To revise the balance for the current year

On Balance Revisions

1. To locate the employee, complete the following fields:
   - Employee Number
   - Plan ID

2. When you are revising for a current plan year, manually add the amount previously deducted to the amount displayed in the following field:
   - Current Year Election

3. Enter your calculation in the following field:
   - Current Year Election

Processing Options

See FSA Balance Revisions (P08370).

Entering COBRA Contributions

	From Human Resources (G08), choose **Flexible Spending Accounts** From Benefits Administration (G08F1), enter **27** From FSA Advanced/Technical Operations (G08F3), choose **Balance Revisions**

COBRA participants can also maintain a flexible spending account. If a COBRA participant maintains a flexible spending account, the participant must make contributions to the account. These contributions are not pre-tax dollars.

Before You Begin

- ▪ Verify that the processing option for balance revisions is set to 1 to display COBRA additions

To enter COBRA contributions

On Balance Revisions

Complete the following fields:

- ▪ Employee Number
- ▪ Flexible Spending Account Plan
- ▪ COBRA Additions

See Also

- ▪ *Enrolling Beneficiaries in COBRA Coverage (P08921)*

Work with Claims

Working with Claims

After you enroll employees and establish their account balances, you can enter claims and reimburse employees. You enter, review, and process claims that employees submit for valid flexible spending account expenses.

Employees can make claims against a flexible spending account at any time. To comply with regulations, the system processes medical and dependent care claims differently as shown in the following examples.

Claim	Description
Eligible medical expenses	Reimbursed as the employee submits the claims even if the amount available in the account is less than the claim, providing the total reimbursed does not exceed the election amount for the current year.
Eligible dependent care expenses	Reimbursed as the employee submits the claims. However, when a claim exceeds the account balance, the system creates a pending claim to cover the amount that exceeds the current balance.
	For example, if an employee requests reimbursement for a 100.00 child care claim against an account with a balance of only 75.00, the system generates a 75.00 reimbursement for the employee and creates a pending claim for 25.00.
Both medical and dependent care expenses	If a medical or dependent care claim amount, when added to all previous claims, exceeds the annual election, the system places the portion of the claim in excess of the annual election in a rejected status.

To work with claims against flexible spending accounts, complete the following tasks:

- Entering a Flexible Spending Account Claim
- Reviewing an Entered Claim
- Entering Manual Claims
- Reviewing All Claims for an Employee
- Creating Claims
- Correcting a Claim
- Voiding a Paid Claim

- [Correcting an Unpaid Voided Claim](#)
- [Reviewing Account Balances by Plan](#)
- [Reviewing a Single Claim](#)
- [Reviewing Statements by Employee](#)

What You Should Know About

Payroll system integration If your company does not use the JD Edwards World Payroll system, enter manual claims using single claim entry to update the account balance.

Entering a Flexible Spending Account Claim

From Human Resources (G08), choose **Flexible Spending Accounts**
From Flexible Spending Accounts (G08F1), choose **Claim Entry**

Use this program to enter employees' claims to their flexible spending accounts if your company uses the JD Edwards World Payroll system. When you enter a claim by payroll date, the system creates a record for the reimbursement to include in the designated payroll.

You can set the processing options to identify a minimum amount for any single reimbursement. Many companies prefer to set a minimum amount to avoid processing small amounts frequently. If you set this processing option, the system holds the amount as pending until the employee submits enough claims to reach the minimum amount. You must also run the program to create pending claims.

To enter a flexible spending account claim

On Claim Entry

1. Complete the following fields:
   - Payroll Work Date
   - Service Code (Sv Cd)
   - Employee Number
   - Amount Requested
   - Service Date

2. If required by your company, complete the following fields:
   - Claim Number
   - Claim Code (Cd)

3. Access the detail area.
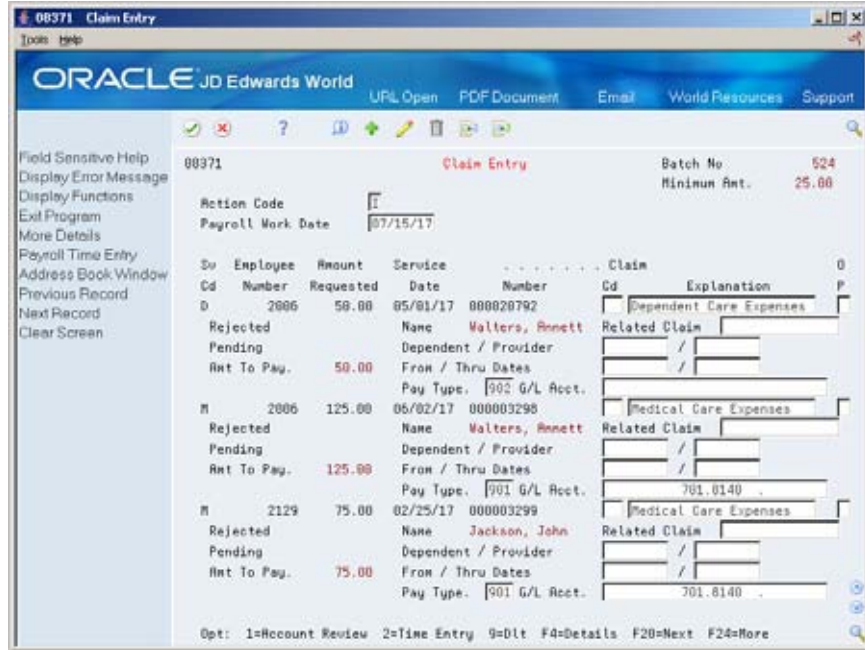
4. Depending on your company's operating procedures, complete any of the fields.

5. If all or a part of a claim is not reimbursable, enter the amount in the following field:

    ▪ Rejected

6. Complete the fields for each claim you need to process.

Field	Explanation
Service Date	The date that the service for which the employee submits a claim was rendered. For example, the date in this field could be the date that medical service was provided.
	This date also determines which year's FSA is charged for the service. For example, if a medical service was provided on December 15, 2016, but the claim for that service was not submitted until January 3, 2017, the employee's FSA for 2016 is charged the amount of the claim.
Payroll Work Date	The date that the payroll system uses as a work date when determining which transactions are to be included in a particular payroll cycle.
	For example, if a particular semi-monthly payroll version is defined to include all transactions for January 16th to the 31st, then all claims with a payroll work date between the 16th and 31st are processed when this version is run through the Payroll cycle.

Field	Explanation
Sv Cd	A user defined code (08/SP) that identifies the type of service for which the employee is submitting a claim for reimbursement.
	Description-2 of this code is the payroll pay type designated to be used to pay for the services covered by the flexible spending account plan. For setup information, see the program helps for P08FSA.
Number	The unique spending account claim number you or the system assigns to each claim entry record submitted by an employee.
Cd	A user defined code (08/SC) that identifies the type of claim submitted by the employee. This code is for informational purposes only and provides specific explanations for commonly recurring claims.

Processing Options

See FSA Claim Entry (P08371).

Reviewing an Entered Claim

> From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), choose **Claim Entry**

When you enter a claim and the claim creates an amount to pay, the system creates a time entry record. The JD Edwards World Payroll system uses timecards to process any type of payment to an employee.

You can review the time entry created to reimburse the employee from the flexible spending account. You cannot make any changes. You can review the status of a claim in the payroll cycle. The system enters a status code H for time entry records created for reimbursements. The code indicates that the record was created from Human Resources and that it is not a record of actual time worked.

To review an entered claim

On Claim Entry
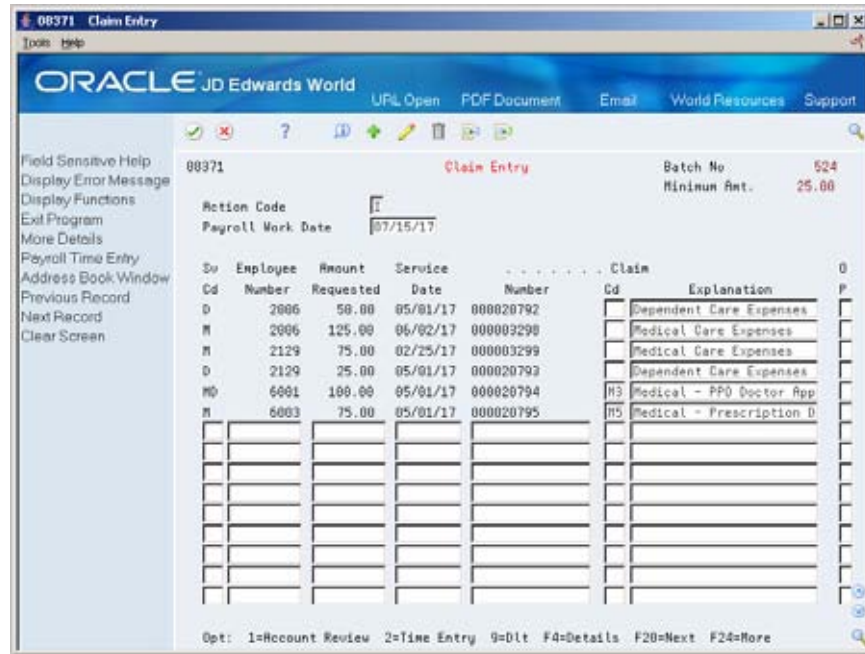
1. Complete the following field:
    - Payroll Work Date
2. Review the claims including the status, if any, in the following field:
    - Display Flag (unlabeled claim status)
3. To review the timecard for an employee's claims, choose the Time Entry option.
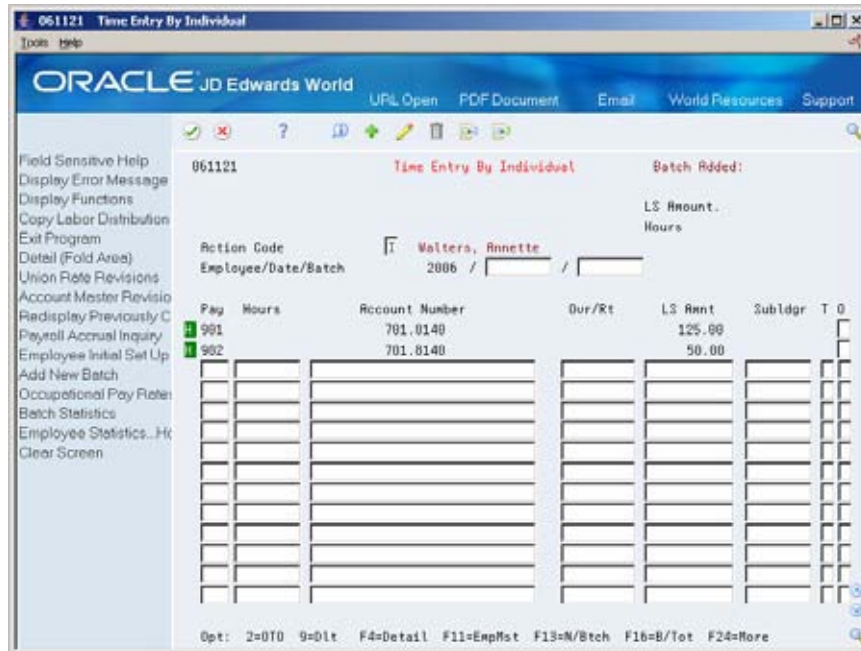
4. Review the time record and the payroll status, if any, in the following field:

- Status Code (unlabeled)

Field	Explanation
Display Flag	A code indicating the reason an FSA claim cannot currently be processed. Codes are:
	L Employee is currently locked to a Pre-Payroll process.
	P Employee is locked to a payroll process and journal entries have been created. (NO change is allowed.)
	C Employee is locked to a payroll process and checks have been created. (NO change is allowed.)
	F Employee is being processed through payroll Final Update. (NO change is allowed.)
	A Employee is locked to a payroll process that is active and presently in process. (NO changes or deletes may be made.)
	V Claim previously entered has been voided by the flexible spending account Void process. (NO changes or deletes may be made.)
	Y Employee account has been closed by the FSA year end close-out process. (NO changes or deletes may be made.)

Field	Explanation
Payroll Timecard Indicator	A code indicating the status of timecards related to other payroll functions. Values are:
	A A step of the payroll cycle is active. This timecard is protected.
	C Checks have been printed for this payroll. This timecard is protected unless checks are reset.
	F The final update for payroll is active. The timecard is protected.
	H This timecard is created by the Human Resources System. This timecard is protected.
	I This timecard belongs to an interim check. This timecard is protected. You can change it, but only through Interim Check Processing.
	L This timecard is locked because Pre-Payroll has been run. You can change locked out information if you are authorized to do so, but you must run a Changes Only payroll when you do.
	P Journal entries have already been created (posted). This timecard is protected.
	! You have attempted to enter a timecard into an active payroll. An entry is not allowed.
	R Reversing timecard created by the Automatic Timecard Generator for a timecard posted by Special Timecard Post.

Entering Manual Claims

> ◈ From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), enter **27**
> From FSA Advanced/Technical Operations (G08F3), choose **Single Claim Entry**

You must enter claims manually for any of the following reasons:

- You reimbursed an employee with a manual or separate check and did not enter the claim in Claim Entry.

- Your company does not use the JD Edwards World Payroll system.

When you enter a claim manually, the system:

- Subtracts the amount from the account balance and reduces the amount available to pay additional claims

- Updates the claimant's account balance

- Updates the claims paid for the year to date

When you enter a claim manually, the system does not create a timecard entry. Enter a manual claim to update an employee's account when a manual check was

issued as a reimbursement or for any situation where you do not want the system to generate a time entry to create a reimbursement when the employee has already been reimbursed. A manual claim updates the account balance, but does not produce a journal entry or paycheck history.

If you do not use the JD Edwards World Payroll system, you must use this program to enter all reimbursements. When you receive confirmation that an employee has been reimbursed for a claim either by check or automatic deposit, enter the information to update the employee's account.

To enter manual claims

On Single Claim Entry

1. Complete the following field:

   ▪ Employee Number

2. To submit a request for reimbursement, complete the following fields:

   ▪ Claim Number

   ▪ Payroll Work Date

   ▪ Service Provided Code

   ▪ Service Date

   ▪ Claim Code

   ▪ Claim Description

   ▪ Amount Requested

3. To document a reimbursement and update the account, complete the following fields:

- Amount Paid

- Check Date

- Check Number

- Pay Type

- Check Control Number

Processing Options

See [FSA - Single Claim Entry (P083711)](#).

See Also

- *Updating the Employee's Account (P083711)*

Reviewing All Claims for an Employee

> From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), choose **Account Review**

You can review claims to verify your work or to answer questions on a particular claim. A claim can have more than one claim entry record based on the number of pending payoffs the system generated while processing the claim.

For medical spending accounts when you enter a claim, the system subtracts the claim amount from the year's elected total to obtain the account balance. The amount available to pay additional claims is reduced each time you enter a claim.

For dependent care spending accounts, the account balance is equal to the employee's accumulated payroll deductions less any claims. The system subtracts a claim amount from the payroll deductions. If the amount of the payroll deductions is less than the claim, the system puts the remainder of the claim in the pending amounts.

To review all claims for an employee

On Account Review

1. Complete the following fields:
   - Year
   - Employee Number
   - Plan ID
2. Review the claim.
3. Access More Details.
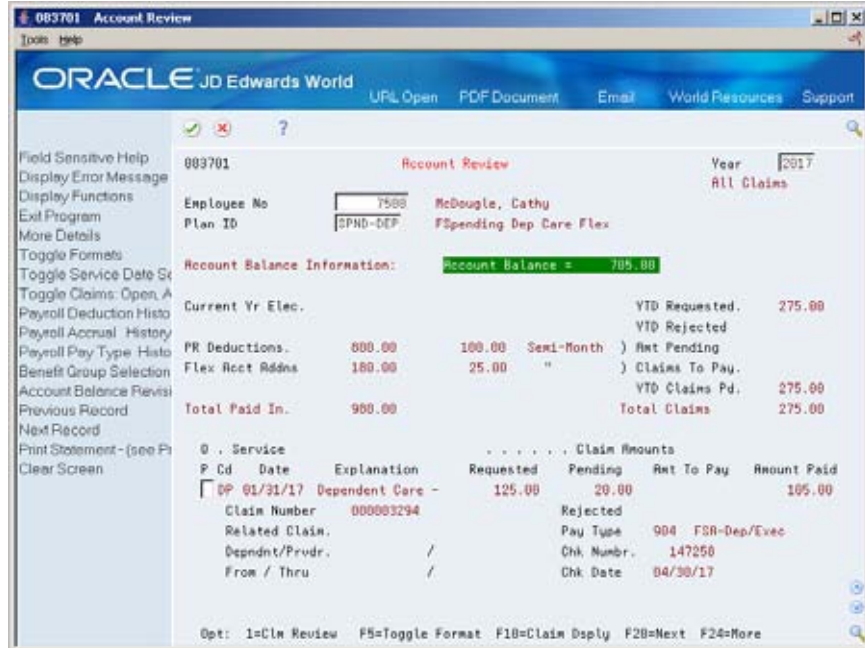
4. Choose the Toggle Format function to review reimbursement information.

5. Choose the Claim Display function to toggle the display between all claims open claims, year-end claims, and voided claims.

6. Choose the Claim Review option to review a specific claim.
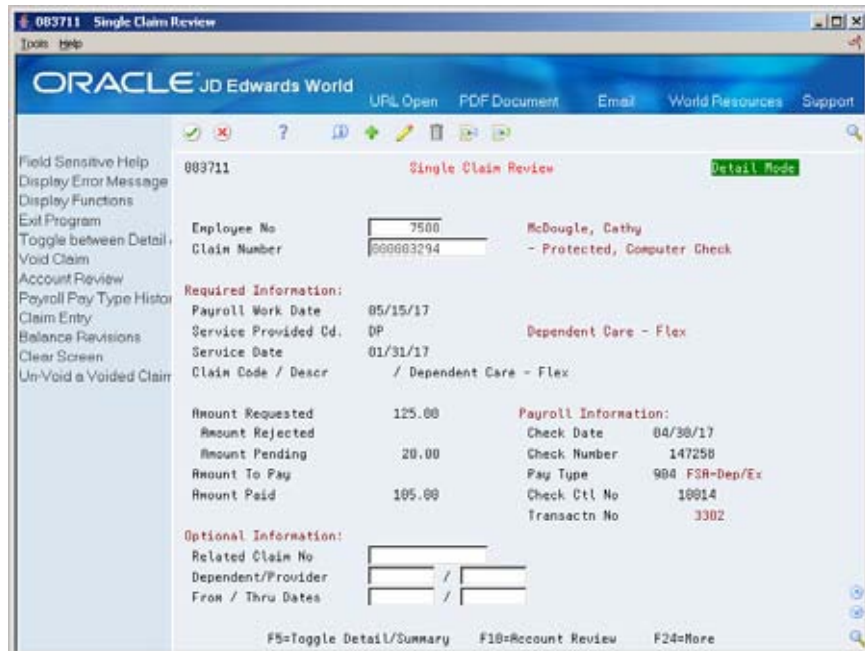
Processing Options

See FSA - Account Review (P083701).

Creating Claims

> ◈ From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), choose **Create Claims to Pay**

After you enter claims, the system stores the following claims in a pending status:

- Claims that did not meet the minimum amount

- Claims issued against an account with an insufficient balance

If you use the JD Edwards World Payroll system, you must run this program to create claims for the following reasons:

- To aggregate any pending claims to determine if they meet the minimum amount

- To determine if a pending amount exists that has not been paid but for which funds now exist in the account balance

- To provide an integrity check for the balance and the claim information

When you create claims, the system searches the Flexible Spending Account Claims table (F08371) to locate any pending claims or reimbursable account balances. If any exist, it compares the claims to the Flexible Spending Accounts Balances table (F08370) and creates timecard entries based on the account balance and the minimum payment rules to reimburse the employee in the next pay cycle.

When you create claims, the system performs as follows:

Amount	Description
Minimum allowable amounts	If your company requires a minimum claim amount before processing a reimbursement, this program aggregates several claims that individually are below the minimum check amount. When the claims for an employee reach the minimum, this program creates an aggregate claim for all of them. If the aggregate of the pending claims does not meet the minimum, this process returns the claims to the pending account until the employee submits enough claims to meet the minimum.
Available account balance	Once the employee has paid enough into the account, the system creates a reimbursement. The system reimburses the employee for as much of the claim as allowed and returns any remainder to the pending account.

This program generates a report that prints during the final update step of payroll processing or that you can run separately. You can create a program version to run only the report prior to the payroll process so that you can print the report after you create the claims but before the final update processing completes.

Processing Options

See [Create Claims to Pay (P08375)](#).

Correcting a Claim

> From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), choose **Claim Entry**

If you find an error before payroll runs, you can delete the claim record and re-enter the claim. You must delete incorrect claims because they effect the account balance. The account balance is the amount currently available to pay the employee's claims.

To correct a claim

On Claim Entry

1. Complete the following field:
   - Payroll Work Date

2. Locate the line with the incorrect claim.

3. If incorrect, correct the following fields and use the Change action:
   - Claim Code
   - Explanation

4. Use the Delete option with the Change action if any of the following fields are incorrect:
   - Service Code
   - Employee Number
   - Amount Requested
   - Service Date

- Claim Number

5. If you deleted the incorrect claim, enter the correct claim and use the Change action.

What You Should Know About

Companies that do not use JD Edwards World Payroll system   Use Single Claim Entry to correct claims, if your company does not use the JD Edwards World Payroll system.

Voiding a Paid Claim

> ✦ From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), enter **27**
> From FSA Advanced/Technical Operations (G08F3), choose **Single Claim Entry**

You must void a claim whenever the employee has received the wrong reimbursement amount. When you void the claim, the system reverses the flexible spending account and creates an interim record to reverse the payroll history and journal entry. This process does not reclaim the money from the employee. You should process voided claims before payroll runs.

To void a paid claim

On Single Claim Entry

1. Complete the following fields:

- ▪ Employee Number
- ▪ Claim Number

2. Choose the Void Claim function.

3. On Void/Correct FSA Claims, enter a date within the next payroll processing cycle in the following field:

- ▪ Enter the Payroll work date to apply the void entries

4. Choose the Continue Process function.

5. On Flexible Spending Accounts Void Claim Verification, confirm your request.

6. Enter the claim for the correct amount as a new claim.

Correcting an Unpaid Voided Claim

> From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), enter **27**
> From FSA Advanced/Technical Operations (G08F3), choose **Single Claim Entry**

You must reverse, or unvoid, a voided claim when a claim was voided in error. You can unvoid a voided claim only if the void has not entered payroll processing. When you correct a voided claim, the system reverses both the flexible spending account balance and the payroll record. To do this, it deletes the time entry record that was created by the void and increases the available flexible spending account balance by the amount of the claim.

To correct an unpaid voided claim

On Single Claim Entry

1. Complete the following fields:

    ▪   Employee Number

    ▪   Claim Number

2. Choose the Un-Void a Voided Claim function.

3. On Void/Correct FSA Claims, complete the following field:

    ▪   Enter the Payroll work date to apply the void entries

4. Choose Continue Processing.

5. On Verify Action, confirm your request.

Reviewing Account Balances by Plan

From Human Resources (G08), choose **Flexible Spending Accounts**
From Flexible Spending Accounts (G08F1), choose **Account Summary by Plan**

After you enter all claim information and delete or void any incorrect claims, you can review account balances. Use this program to review account balances at the plan level. In addition to reviewing the account balance, you can toggle to review the accounts by the total paid in to the account, the year-end closing balance information, and the total claims made.

To review account balances by plan

On Account Summary by Plan

1. Complete the following field:
   - Plan ID
2. Review the account balances for all employees.
3. Choose the Toggle Format function to toggle the display from the account balance to total paid in, year-end close-out, and total claims.

Processing Options

See FSA Account Summary (P08373).

Reviewing a Single Claim

> ◈ From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), choose **Single Claim Review**

You can review information for any claim online. When you use this inquiry program, you cannot add new claims or correct or delete existing claims. Use this program when you want to review claim information to provide claimants with information without the concern of inadvertently changing the claim information.

To review a single claim

On Single Claim Review

1. Complete the following fields and press Enter:
   - Employee Number
   - Claim Number
2. Review the claim.

What You Should Know About

Reviewing detail or summary	Depending on how you set the processing options, the system displays the detail and optional information or the claim information only. Choose the Toggle function to review the detail or summary information regardless of the process option settings.

Processing Options

See [FSA - Single Claim Review (P083712)](#).

Reviewing Statements by Employee

From Human Resources (G08), choose **Flexible Spending Accounts**
From Flexible Spending Accounts (G08F1), choose **Spending Account Statements**

You can print a report to review account balances for each employee's flexible spending account. You can print each employee on a separate page to provide the employee with a personal statement.

```
  08376                      JD Edwards World             Page No. . .      4
                     Flexible Spending Account Statement  Date - . . .  1/01/17
                                                          Acct Year. . 2016
Employee No.       2006 Walters, Annette                  Plan ID. . . FSA-MED
Account Balance Information:    Account Balance =      1,075.00
Current Yr Elect . .  1,200.00                    YTD Requested.    125.00
                                                  YTD Rejected .
 Flex Acct Addns . .               .00 Semi-Monthly   Amt Pending. .
 PR Deductions . . .     50.00     50.00  "       YTD Claims Pd .
                                                  Claims To Pay .    125.00
Total Paid In. . . .     50.00                    Total Claims . .   125.00
-------------------------------------------------------------------------------
Service   Claim       SP    Explanation        Check    Check      Claims
  Date     Number     CD                        Date    Number      Paid
--------  ---------------  --  ---------------  --------  --------   ----------
06/02/17 000003298        M  Medical Care Expenses
```

Processing Options

See [Employee Spending Account Statements (P08376)](#).

Process Flexible Spending Accounts at Year-End

Processing Flexible Spending Accounts at Year-End

At the end of each plan reimbursement year, flexible spending accounts must have a zero balance. To bring all flexible spending accounts to zero and review the year-end reports, complete the following tasks:

- Reviewing Flexible Spending Account Reports
- Running the Integrity Report
- Running the Year-End Close

First, you must run the Integrity Report to check the flexible spending account for discrepancies between balance revisions and claims.

You can bring all flexible spending account balances to zero using the Year End Close report. Run the Year End Close Report after the Integrity report balances. This brings all flexible spending account balances to zero.

Reviewing Flexible Spending Account Reports

	From Human Resources (G08), choose **Flexible Spending Accounts**
	From Flexible Spending Accounts (G08F1), choose **World Writers**

You can review reports to provide you with current information on flexible spending accounts. In addition to running these reports at year end, you can run them as often as necessary to provide you with up-to-date reference information.

Choose the version of the report that you want to review. You can choose from the following reports:

Account Balances Dependent Care

Review this report to identify any account balances that each participant has in the dependent care flexible spending account. Use this report before the year ends to notify participants if they have a balance they might want to use before the year ends.

```
                              Spending Account Balance for Dependent Care        Page      -      1
                              Acct Balance = Total Paid In - Total Claims         Date     - 07/18/17
  Address        Alpha        Current Yr Flex Acct  Payroll    COBRA   Requested Rejected Pending  Claims   Claims
   Number         Name        Election  Additions  Deduction  Add'ns   Amount    Amount   Amount  To Pay     Paid
  --------  --------------------  ---------- ---------- ---------- -------- ---------- -------- -------- ---------- -----------
     2129  Jackson, John          600.00                                    25.00              25.00
     2006  Walters, Annette       600.00               150.00               50.00                       50.00
                                  ---------- ---------- ---------- -------- ---------- -------- -------- ---------- -----------
  ----------
  Grand Total Level
  Sum                            1,200.00               150.00               75.00              25.00    50.00
```

Account Balances Medical Care

Review this report to identify any account balances that each participant has in the medical care flexible spending account. Use this report before the year ends to notify participants if they have a balance they might want to use before the year ends.

```
                              Spending Account Balance for Medical Care          Page      -      1
                              Acct Balance = Cur. Yr Election - Total Claims      Date     - 07/18/17
  Address        Alpha        Flex Acct   Payroll    COBRA   Current Yr Requested Rejected Pending  Claims   Claims
   Number         Name        Additions  Deduction  Add'ns   Election   Amount    Amount   Amount  To Pay     Paid
  --------  --------------------  ---------- ---------- -------- ---------- ---------- -------- -------- ---------- ----------
     6003  Akin, Dwight                                            600.00     75.00                      75.00
     2129  Jackson, John                                         1,200.00     75.00                      75.00
     2006  Walters, Annette                  50.00               1,200.00    125.00                     125.00
                                  ---------- ---------- -------- ---------- ---------- -------- -------- ---------- ----------
  ----------
  Grand Total Level
  Sum                               50.00               3,000.00    275.00                     275.00
```

Running the Integrity Report

> From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), enter **27**
> From FSA Advanced/Technical Operations (G08F3), choose **Integrity Report - Claims Detail**

When you run the integrity program, the system compares the claims from the Flexible Spending Accounts Clams table (F08371) to the Flexible Spending Accounts Balances table (F08370) and generates a report. The Integrity report lists the balance for each account and the associated claims in the detail rows. The figures in the balance row and the detail, or claims, rows should match.

The system always assumes that the detail, or claim, information is correct. If there is any discrepancy, you can make corrections on Single Claim Entry or Balance Revisions.

You can set the processing option and create a program version to only print a report. You can review the report for errors. You can make corrections to either the claims or the balance and run the integrity report until both the balance and detail information match. After you run this program in update mode, you can run the year-end program.

The following two conditions can cause errors on the integrity report:

▪ The claim detail does not match the balance.

   If you can identify the cause, make the correction on Single Claim Entry or Balance Revisions.

If you cannot identify the cause, set the processing option for the integrity report to repost the information and rerun the integrity program. The system reposts and adjusts the balance to equal the detail.

▪ The claim detail does not balance, or cross-foot.

To cross-foot, the system performs the following calculation:

Requested claims - rejected - pending - amount to pay = 0

If the claim record does not cross-foot, you must review the claim documents and payments and manually enter the correction on Single Claim Entry.

Discrepancies can occur when you make a manual entry on Balance Revisions, but do not make a balancing entry on Single Claim Entry. Remember the following practices to reduce discrepancies:

▪ If you make an entry for a manual check on Single Claim Entry, the system automatically updates Balance Revisions.

▪ If you revise Balance Revisions for a reimbursement, make an entry for a manual check on Single Claim Entry. If you do not, the balance and detail figures on the integrity report might not match.

You can also run the Integrity report anytime throughout the year to confirm the accuracy of your claims. If you review the integrity and correct the information periodically throughout the year, your year-end closing will take less time than if you wait to do this at year-end only.

See Also

▪ *Updating an Employee's Account* (P083711)

▪ *Revising Balance Information* (P08370)

```
 083781                                    JD Edwards World                        Page No. . .      5
                                                                                   Date - . . .  7/18/17
Reimbursable Year. 2017
                                    ------------- Report Only -------------
Address                   Plan         . . . . . . . . . .A M O U N T S . . . . . . . . . .
 Number      Name          ID        Requested   Rejected   Pending     To Pay      Paid
--------  ---------------- --------   ----------- ---------- ----------- ----------- -----------
          Plan ID. . . . . SPND-MED Balance    265.00                            210.00       55.00
                                    Detail     265.00                            210.00       55.00
                                    ----------- ---------- ----------- ----------- -----------
                          Difference
---------------------------------------------------------------------------------------------------
          Flexible Spending  2017    Balance    945.00                  25.00     590.00      330.00
                                    Detail     945.00                  25.00     590.00      330.00
                                    ----------- ---------- ----------- ----------- -----------
                          Difference
---------------------------------------------------------------------------------------------------
          Report Totals. . .         Balance    945.00                  25.00     590.00      330.00
                                    Detail     945.00                  25.00     590.00      330.00
                                    ----------- ---------- ----------- ----------- -----------
                          Difference
---------------------------------------------------------------------------------------------------
```

Processing Options

See FSA Integrity Report - Claims Detail (P083781).

Running the Year-End Close

> ◈ From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), enter **27**
> From FSA Advanced/Technical Operations (G08F3), choose **Year End Close**

After you run the Integrity report and verify the accuracy of the account information, you can run the year-end close. You must run the year-end close to bring all flexible spending account balances to zero. A processing option allows you to run the year-end close without performing any update functions. You can create a version with the option set to run a proof version of the year-end close to review the status of the flexible spending accounts. When you run only the report, the report lists all account information as if you had created close-out claims. Close-out claims bring the flexible spending account balance to zero.

When you are satisfied with the accuracy of the information, you must run a version of the program to create the close-out claims and bring the accounts to zero. After you close a flexible spending account, you cannot enter any new claims for that calendar year.

Before You Begin

- Set up a service provided code (08/SC) to reimburse claims for the next plan year while you are closing out the current year. See *Setting Up Codes for Services Provided.*

- Set up a pay type attached to the service provided code (08/SC) to reimburse claims for the next plan year while you are closing out the current year. See *Setting Up Pay Types.*

- Run the integrity program and review the report to ensure both claims and balances are correct. See *Running the Integrity Report.*

```
 083781                                  JD Edwards World                      Page No. . .       3
                                                                              Date - . . .  12/31/17
Reimbursable Year. 2017
                                    ------------- Report Only -------------
Address                   Plan         . . . . . . . . . A M O U N T S . . . . . . . . . .
 Number      Name           ID        Requested   Rejected    Pending      To Pay      Paid
-------- ----------------- --------   ----------- ---------- ----------- ----------- -----------
          Plan ID. . . . . FSA-MED  Balance     275.00                             275.00
                                    Detail      275.00                             275.00
                                              ----------- ---------- ----------- ----------- -----------
                           Difference
--------------------------------------------------------------------------------------------------
```

Processing Options

See [FSA Year-end Close Out (P08379)](#).

5   Nondiscrimination Testing

Overview to Nondiscrimination Testing

Objectives

- To run the nondiscrimination tests to comply with governmental regulations for deferred savings, or 401(k), plans

About Nondiscrimination Testing

Many companies offer 401(k) plans for contributions in retirement investment plans. Frequently, the company provides a partial, or matching, contribution for each dollar the employee contributes to the plan. The government defers the taxes due for the amounts contributed to and earned by 401(k) plans until the employee withdraws money from the plan.

401(k) plans are subject to special government regulations. To ensure that companies comply with the regulations, you must run nondiscrimination tests to identify key, or highly compensated, employees (HCEs). A highly compensated employee is one who, meets at least one of the following criteria:

- Owned at least 5 percent of the company during the current year or the preceding year

- During the preceding year, had compensation in excess of $80,000, indexed for inflation, and was in the top 20 percent of the employees ranked by compensation

Nondiscrimination tests ensure that highly compensated employees do not take substantially greater advantage of this tax savings than lower-paid employees. The industry uses the term HCE, or highly compensated employee, interchangeably with key employee and non-HCE for an employee who is compensated at a lesser amount than an HCE or key employee.

In nondiscrimination testing for 401(k) plans, the first of two major factors is the average deferral percentage (ADP). This percentage is calculated per employee, per annum. ADP represents the average amount of money deferred into the plan and allocated to the employees' accounts. This amount is expressed as a percentage of their compensation. The ADP of the non-HCE group determines the maximum ADP of the HCE group. If the difference between the two groups is too high, the plan is considered discriminatory.

The second major factor is the average contribution percentage (ACP). The ACP represents the average amount of employer-matching funds and employee post-tax contributions and is expressed as a percentage of compensation. The ACP test is applied in the same manner as the ADP test and measures the amounts contributed and allocated to employees' accounts.

The tests that determine HCEs and non-HCEs use gross earnings for the compensation. The ADP/ACP test uses eligible plan earnings. If your company considers hours worked as a criteria for participation in the 401(k) plan, you must run the Determine Eligibility by Hours test.

In addition to the 401(k) related tests, you can review the 415 Report. The 415 Report identifies all employees, on a pay-period by pay-period basis, who have withheld more on a pretax basis than the government allows. Run this report in conjunction with the Payroll Reports Only program.

Work with Nondiscrimination Testing

Working with Nondiscrimination Testing

You must first run up to seven tests before you run the actual 401(k) discrimination test. During the first seven tests, the system divides all employees into two groups based on the payroll history. Highly compensated employees (HCEs), or key employees, make up one group. Non-highly compensated employees (non-HCEs), or non-key employees, comprise the second.

You can run up to six tests to identify key employees. After you identify the key employees, you run the tests to identify the ADP and ACP. You can then run the final tests to determine if the 401(k) contributions are within the federal regulations.

Additionally, you can run the 415 tests each pay period to ensure that no employees are contributing a greater percentage of their income than allowed by regulations.

To work with nondiscrimination testing, complete the following tasks:

- Determining Eligibility by Hours
- Identifying Owners or Officers
- Determining Key Employees
- Reviewing Key Employees
- Reviewing Key Employee Reports
- Defining Family Aggregate Relationships
- Updating a Key Employee's NDT Code
- Running the 401(k) Discrimination Tests
- Running the 415 Discrimination Test

Determining Eligibility by Hours

> From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **Determine Eligibility by Hours**

Use this program to identify the number of hours an employee actually works during a specific period of time. If you have established a number of hours that an employee must work to participate in the 401(k) plan, you must run this test.

This program reads the Payroll Employee Transaction History table to determine the hours that an employee has worked. If the employee has worked the minimum number of hours, the system updates the employee's master record with the appropriate nondiscrimination (NDT) code.

For example, if you determine eligibility by hours worked and you need to select all employees who worked over 1000 hours, you must do the following steps:

- Run this program to determine eligibility and update the employee master

- Include the NDT code for eligibility by hours when you run the tests to determine key employees

> **Caution:** Do not run this program while payroll is being run. This program calculates values based on payroll history. If you run this program while payroll is being run, the results will be inaccurate.

See Also

- *Determining Key Employees* (P08366)

Processing Options

See [Determine Eligibility by Hours (P08364)](#).

Identifying Owners or Officers

◈	From Human Resources (G08), choose **Employee Information** From Employee Information (G08E1), choose **Dates**, **Eligibility**, and **EEO**

Because 401(k) plans can reduce an employee's taxes for the current year, governmental regulations require that highly compensated employees do not take unfair advantage of 401(k) contributions. You must identify highly compensated employees, including all owners and officers of the company. To do this, you set a nondiscrimination test (NDT) code in the employee's master record.

To identify owners or officers

On Dates, Eligibility and EEO

1. To locate the employee you want to identify as an owner or officer, complete the following field:

    ▪   Employee Number/SSN

2. Choose the NDT Codes function.

3. On the Employee NDT Codes Window, complete the following field:

    ▪   Owner/Officer

Field	Explanation
Owner/Officer	The non-discrimination testing code that you use to identify owners and officers of the company.

Determining Key Employees

From Human Resources (G08), choose **Nondiscrimination Testing**
From Nondiscrimination Testing (G08N1), choose **Determine Key Employees**

After you have identified officers and owners and, if necessary, employees who meet eligibility by hours, you can determine your company's key employees. Use this program to run all the tests to determine key employees, or HCEs, and non-HCEs.

You should create a version of this program for each of the six key employee tests and the ADP/ACP test. You can use the version every time you want to run a specific test. You must change the year in the processing options each time you run a specific version to ensure that you are running the test for the correct year.

Your company might need to run all or only some of the key employee tests. The HCE Determination Year test and the ADP/ACP tests must be run last. You run the HCE Determination Year test after you run any of the other tests, but before you run the ADP/ACP test.

The following list defines the tests:

Test	Description
Top 20% Look Back Year	Identifies the 20% of the employees who were paid the most during the previous year
HCE Look Back Year	Identifies last year's group of highest-paid employees
Top 10 Determination Year	Identifies this plan year's ten highest-paid employees
Top 20% Determination Year	Identifies the 20% of the employees who were paid the most during the plan year
Top 100 Determination Year	Identifies this plan year's 100 highest-paid employees
HCE Determination Year	Identifies this plan year's group of highest-paid employees
ADP/ACP Test	Identifies the employees who had the highest actual deferral percentage (ADP) deferred from a 401(k) plan
	Identifies the employees who had the highest actual contribution percentage (ACP) contributed to a 401(l) plan

Each time you run a version of this program for a specific year, the system deletes the prior records for the same version and year. All the test versions, except the ADP/ACP tests, look at the gross earnings for the plan year for all employees, with the exception of those employees who you can exclude based on federal regulations.

You can enter data items from the employee master in the data selection values to exclude employees.

Each time you run a program version, the system prints a version of the results. You can review the results online on Key Employee Review. To print additional copies of the report, use Determine Key Employees Report.

If information on key employees changes, you can update the key employee's nondiscrimination test (NDT) code after you run the key employee and ADP/ACP tests.

Example: ADP/ACP Calculation

The regulations base discrimination on the average deduction and the average contributions for the HCE group and the non-HCE group. If the deductions or contributions are significantly higher for the HCE group than they are for the average of non-HCE group, the government considers the plan to be discriminatory.

The system divides the deductions or contributions by the compensation to determine the percentage. For example, assume the following:

- Total compensation = 43,200

- Deductions = 5,300

- Contributions = 3,150

The system calculates ADP as follows:

5,300 ⁄ 43,200 = .122685 * 100 = 12.268 = 12.27% ADP

The system calculates ACP as follows:

3,150 ⁄ 43,200 = .072916 * 100 = 7.291 = 7.29% ACP

Before You Begin

- Ensure that all the nondiscrimination tests have been set up and contain the correct year. See *Setting Up Key Employee Tests*.

- Ensure that the contribution and compensation tables have been set up. See *Setting Up contribution and Compensation Tables*.

What You Should Know About

Determining the top ten employees

You can determine the top 10 employees by either running the test and then having the system automatically flag the top 10 employees, or by manually flagging the top 10 employees.

To manually flag the top 10 employees enter the NDT value K006 in the following locations:

- Employee Master table by using the Employee NDT Code window accessed from Dates, Eligibility, and EEO.

- The top 10 employees processing option (7) for the ADP/ACP test

See Also

- *Updating a Key Employee's NDT Code* (**P08KEY**)

Processing Options

See Determine Key Employees (P08366).

Data Selection for NDT - Determine Key Employees

If the criteria for participation in your company's 401(k) program is based on hours worked, you must include the NDT Code K008 in the data selection values.

You can use the following values to *exclude* employees from a test:

- Union/Group code (use only true union codes and not codes that might be set up for payroll or other group plans)

- Date of birth

- Date started

- Employment status

- Standard hours/days

- Termination date

- Pay status

Reviewing Key Employees

> From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **Key Employee Review**

After you determine key employees, you can review the calculations online. You can toggle the display to review different formats. For example, the top 100 test initially lists all employees in rank order by compensation. You can toggle to display rank by employee contributions to the 401(k) and to rank by employer contributions.

To review key employees

On Key Employee Review

1. Complete the following fields:

    - Test Name

    - Test Year

2. Choose the Toggle Formats function to review alternate formats.

3. Choose the SSN/AB# function to toggle between the employees' numbers in the Address Book and the employees' social security numbers.

4. Choose the Detail Review option to review information for only one employee.

Reviewing Key Employee Reports

> ◈ From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **Key Employee Report**

After you determine key employees, you can print reports for each test. You can create a different version of the report for each test. The reports list the same information that you review online. You can set the processing option to exclude the actual amount of compensation while still listing the rank and contribution amounts.

Each time you run a version of the corresponding batch program to determine key employees, the system deletes the old records and compiles new data from the latest test for the report.

Processing Options

See [Key Employee Report (P083679)](#).

Defining Family Aggregate Relationships

> From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **Determine Key Employees**

Refer to the government regulations to determine if your company must define family aggregate relationships. If you must, follow these steps:

- Identify the owner or officer
- Define, or link, the related employee as a dependent to the owner or officer
- Run the test to identify the top ten HCEs for the determination year
- Enter the NDT values for 5% owner (K001) or top ten employee (K006) in the appropriate processing options for the ADP/ACP nondiscrimination tests

The system accesses the Dependent/Beneficiaries Cross-Reference table (F08336) to identify family relationships. During the ADP/ACP test, the calculation combines the compensation, contributions, and deferrals for the related employees within the HCE group. During the calculation for non-HCEs the calculation ignores the compensation, contributions, and deferrals for the lower paid of the related employees.

See Also

- *Identifying Owners or Officers (P069019)*
- *Linking Dependents and Beneficiaries to an Employee (P08336)*

Updating a Key Employee's NDT Code

> From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **Update Key Employees NDT Code**

You can maintain the following nondiscrimination testing (NDT) codes for any key employee:

- Owner or officer (K001)

- Top 20% in the look-back year (K002)

- Highly compensated in the look-back year (K003)

- Top 20% in the determination year (K004)

- Top 100 in the determination year (K005)

- Top 10 in the determination year (K006)

- Highly compensated in the determination year (K007)

- Meet the minimum hours eligibility (K008)

When you determine key employees, you obtain information for the look-back, or prior, year or the determination, current, year. The system does not automatically update the code in the employee master records, you must update the NDT code to reflect changes. After you update the NDT code, the system stores the updated values in the Employee Master table (F060116) based on the results of the key employee tests.

You can choose to update all the employee records or to update only the key employees with changed values for the specific code. For example, assume you run the test to identify your 100 highest paid employees for the determination year. The test flags ten employees from the top 20 percent from the look-back year as among the top 100 in the determination year. You can choose one of the following update methods:

- Clear all the records for the look-back year for the 100 HCEs and enter the K002 flag for only the 10 that are HCEs with the new criteria

- Update the K002 flag for only the 10 HCEs and maintain any prior flags for the other 90 employees

You can update the NDT code using any combination of test, test year, and NDT code.

Before You Begin

- Run the versions of the batch program that are required for your company to determine key employees

To update a key employee's NDT code

On Update Key Employee's NDT Code

1. To identify the test you want to use, complete the following fields:

   ▪ Test Name

   ▪ Test Year

2. To identify the NDT code you want to update, complete the following fields:

   ▪ NDT Code to Update

   ▪ Enter the New Value for the above Code

   The values vary, depending on the NDT code you choose to update

3. Based on the update method you prefer, enter Y or N in the following field:

   ▪ Clear the Code before the Update

4. Choose the Update NDT Code function.

Field	Explanation
NDT Code to Update	The nondiscrimination testing code (K001-K010) you wish to use when setting up a test specification.
Enter the New Value for the above Code	The value of the Nondiscrimination Testing code in the employee master. If you enter a value in the Code field, you must enter a value in this field. This value determines when a description prints for the field value. Valid values are: A Include the description Y Description is blank

Field	Explanation
Clear the Code before the Update (Y/N)?	The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt forms.
	Form-specific information
	If you type Y in this field, the system clears the NDT code (if there is one in the employee master) for every employee and replaces it with the new code only for employees flagged by Determine Key Employees (P08366).
	If you type N in this field, the system does not clear the NDT code (if there is one in the employee master). It simply updates the NDT code in the employee master for only those employees flagged by Determine Key Employees (P08366).

Running the 401(k) Discrimination Tests

> From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **401 Nondiscrimination Test**

After you run all the tests to determine key employees and the ADP/ACP tests, you can run the actual 401(k) discrimination tests. The 401(k) program performs three tests and produces the 401(k) Discrimination Test report. This report is based on the results of the ADP/ACP test stored in the Key Employee Review workfile. Your company must pass one of the two tests.

When you run the 401(k) discrimination test, you must base the data selection on the ADP/ACP test for the test year. The 2017 regulations provided an alternative way to calculate the 401(k) discrimination test. If you choose to implement the new testing method, you must do the following:

▪ Run the 401(k) discrimination tests that you need for the look-back, or prior, year

▪ Run the 401(k) discrimination tests that you need for the determination, or current year

▪ Manually calculate the differences between the two years to determine the actual results

If you choose to continue using the same testing method that you have used in the years prior to 2017, you do not need to run the two separate tests and perform the manual calculation. Refer to the federal regulations to determine the method you must implement.

Example: 401(k) ADP/ACP Tests

Test One is the Primary Test: The average ADP/ACP of the HCEs cannot exceed the average ADP/ACP of non-HCEs.

The calculation multiples the non-HCEs times the factor you enter in the first processing option. If the ADP/ACP of the HCE is less than the result, the test passes indicating that the HCEs are not overly contributing to the plan.

The following example illustrates the calculation required to determine the ADP for highly compensated and non-highly compensated employees.

Test One - Primary Test

Highly Compensated Employees	Non-Highly Compensated Employees
ADP Values	ADP Values
5.00	4.50
10.00	10.00
8.00	1.00
2.50	3.00
10.00	2.00
25.50/5	20.50/5
5.10	4.10 x 1.25
	5.125

The company passes the test because the highly compensated employees' total is less than the non-highly compensated employees' calculated amount.

If your company fails Test One, you must pass both Part A and Part B of Test Two.

- Test Two - Alternative Test, Part A: The average ADP/ACP for non-HCEs must be greater than the average ADP/ACP for HCEs.

   The calculation multiplies the ADP/ACP of the non-HCEs by the factor you enter in the second processing option. The result must be greater than the average ADP.

If your company passes Part A of the alternative test, you must also calculate and pass Part B of the alternative test.

- Test Two - Alternative Test, Part B: The average ADP/ACP must be greater that the ADP/ACP for HCEs.

   The calculation adds the factor you enter in the third processing option to the ADP/ACP for non-HCEs. The result must be greater than the ADP/ACP for the HCE group.

The following example illustrates calculations for Test Two calculations that determine the ADP for highly compensated and non-highly compensated employees.

Test Two - Alternative Test Part A

Highly Compensated Employees	Non-Highly Compensated Employees
ADP Values	ADP Values
5.00	4.50
10.00	10.00
8.00	1.00
2.50	3.00
10.00	2.00
25.50/5	20.50/5
5.10	4.10 x 2
	8.20

Test Two - Alternative Test Part B

Highly Compensated Employees	Non-Highly Compensated Employees
ADP Values	ADP Values
5.00	4.50
10.00	10.00
8.00	1.00
2.50	3.00
10.00	2.00
25.50/5	20.50/5
5.10	4.10 + 2
	6.10

In this example, the company passes the test because the non-highly compensated employees' calculated total is greater than the highly compensated employees' amount.

```
083675                                    JD Edwards World                        Page. . . .        2
                                      ADP/ACP Discrimination Results              Date. . . .   12/31/19
    Test Name. . . .  ADP/ACP
    Test Year. . . .  2018
         Employee                                    . .Contributions. .    . .Percentages. .    Home
    Rank  Number          Name          HCE  Compensation  Employee  Employer   ADP        ACP    Company
   ------- -------- ------------------------ --- ------------ --------- -------- ----------- ----------- -------
        1  7566 Meikle, Chris             Y       17,024.00   898.80    449.40     5.28        2.64  00050
        2  7570 Manderfield, Jake         Y       15,808.00   327.08    163.58     2.07        1.03  00050
        3  6000 Easter, Melvyn            Y       15,013.60                                          00100
        4  2129 Jackson, John             N       14,391.01   287.84    143.95     2.00        1.00  00001
        5  7572 Miller, Michael           Y       14,348.80   303.01    151.53     2.11        1.06  00050
        6  7568 McGrew, Nancy             N       13,558.40   572.65    286.39     4.22        2.11  00050
        7  7554 Machock, Kevin            N       13,004.80   685.18    342.61     5.27        2.63  00050
        8  7550 Morrell, Jason            N       11,776.00                                          00050
        9  2006 Walters, Annette          N       11,512.78   445.14    222.60     3.87        1.93  00001
       10  7558 Mekos, David              N       11,466.00   502.81    251.45     4.39        2.19  00050
       11  7500 McDougle, Cathy           N       10,511.56   394.98    197.52     3.76        1.88  00100
       12  7556 Myerly, Floyd             N        9,472.00                                          00050
       13  7560 Marchiano, Jay            N        9,344.00                                          00050
       14  7505 Mastro, Robert            N        9,292.33                                          00100
       15  7504 Meade, Jane               N        8,884.14   444.18    222.12     5.00        2.50  00100
       16  6010 Eason, Walter             N        8,760.00                                          00001
       17  7562 Mannon, Howard            N        7,658.60   642.51    321.30     8.39        4.20  00050
       18  7552 Muha, Robert              N        6,988.80                                          00050
       19  7564 Moriya, Carol             N        6,762.00   411.60    205.80     6.09        3.04  00050
       20  7506 Mayeda, Donald            N        3,840.00                                          00100
       21  7510 Moralez, Jesus            N        3,328.00                                          00100
       22  6002 Abbot, Dominique          N        2,500.00                                          00001
       23  7508 Mai, Tien                 N        2,171.00   142.44     71.22     6.56        3.28  00100
                                   Average Employer ACP, HCE     =          1.18
                                   Average Employer ACP, Non-HCE =          1.30
                                   Average Employee ADP, HCE     =          2.36
                                   Average Employee ADP, Non-HCE =          2.60
              TEST RESULTS
              ------------
                       Test 1. . . . . . P Pass
                       Test 2. . . . . .
                              Part 1 . .
                              Part 2 . .
                   Final Results ....... P Pass
```

Processing Options

See [401(k) Discrimination Results (P083675)](#).

Running the 415 Discrimination Test

> From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **415 Nondiscrimination Test**

Governmental regulations determine the maximum percentage an employee can contribute to deferred plans. Run the 415 nondiscrimination test to identify if any employees are contributing more to their deferred plan than the government allows. You can print the report and review the results each pay period to ensure that all employees remain in compliance.

This report is part of the Payroll Reports Only program. To ensure that the results are accurate, print this report after payroll pre-processing is complete.

Before You Begin

- Verify that the payroll company constants for the default company 00000 has the maximum deferral rate entered

- Ensure that all DBAS for 415 nondiscrimination are set up and that payroll history exists

```
   083676                                   JD Edwards World                      Page      -       2
                                     415 Nondiscrimination Testing               Date      -  7/29/17
Maximum Deferral Amount (%)             Selected on Address Book Number                  Period End -
                                     Sequenced by Addr Bk No, within Home Co.            P/R Version-
. . . . . . . .Employee . . . . . . . .   Earnings           Deferral          Maximum       Excess
  Number             Name                  Accrual            Accrual          Deferral      Deferral      Report Msgs.
-------  ----------------------------- ------------------ ------------------ ------------------ ----------------- ------------
Home Company . . . . . . . . .   0           0
-----------------------------  ------------  -----------------------------
    6002 Abbot, Dominique                                  11,000.00                          11,000.00  ** Failed **
                                     ------------------ ------------------ ------------------ -----------------
        0                                                  11,000.00                          11,000.00
                                     ------------------ ------------------ ------------------ -----------------
        Grand Total                                       11,000.00                          11,000.00
```

See Also

- *Working with Payroll Cycle Reports (P062401)* in the *Payroll Users Guide*

- *Setting up the 415 Nondiscrimination Test (P069191* and *P069117)*

Processing Options

See 415 Nondiscrimination Testing (P083676).

6　System Setup

Overview to System Setup

Objectives

- To set up the information necessary to administer benefits programs including plans, COBRA, flexible spending accounts, and nondiscrimination testing

About System Setup

Before you can use the Human Resources Benefits Administration system, you must define certain information that the system uses when it processes benefits administration functions.

System setup consists of the following tasks:

- Set up benefits administration

- Set up COBRA plans

- Set up flexible spending accounts

- Set up nondiscrimination tests

When you set up the benefits administration information, you define all the benefit plans your company uses. You must also identify any pay types required to pay employees for the benefits, such as vacation pay when employees use the vacation benefit. You must also set up the information that links any of the benefits to specific groups of employees.

COBRA requires that employers who sponsor a group health plan offer employees or ex-employees and their qualified beneficiaries continuation of coverage at group rates that the employee would have otherwise forfeited due to a qualifying event. When you set up COBRA, you define the information the system uses to enroll and maintain individuals in the continuation coverage after a qualifying event.

Flexible spending accounts allow employees to contribute pre-tax dollars into spending accounts, then be reimbursed after submitting claims against the account. You can set up flexible spending accounts for medical and non-medical expenses. When you set up flexible spending account information, you define the plans your company uses and any pay types required to pay employees when they use the flexible plans.

Nondiscrimination tests ensure that highly paid employees do not take a substantially greater advantage of the 401(k) tax deferred benefits than lower-paid employees. When you set up nondiscrimination tests, you define the tests that your company uses.

Set Up Benefits Administration

Setting Up Benefits Administration

Benefit plans include such things as medical coverage, vacation time, and 401(k) plans. Many benefits, such as vacations, require that you set up specific pay types. Eligibility for such plans might depend on a variety of factors, such as length of employment or the position an employee holds in your company. Before you can notify and enroll employees in benefit plans, you must set up benefits administration, including benefit pay types, the DBAs for each benefit, and benefit groups and categories.

To set up benefits so that you can administer the plans, complete the following tasks:

- Setting Up Pay Types

- Setting Up Deductions, Benefits, and Accruals

- Setting Up Benefit Groups

- Setting Up Group Categories

- Linking Categories to Groups

- Setting Up Benefit Plans

- Setting Up Options for a Benefit Plan

- Linking Plans to Categories within a Benefit Group

- Setting Up Date Codes

- Setting Up Pay Type Tables

- Setting Up Eligibility Tables for Benefit Plans

- Setting Up Enrollment Parameters

- Linking 401(k) Allocations Funds to Plans

- Verifying the Setup of Benefits Administration

Before you can set up a benefit plan, you must set up at least one DBA for each benefit plan and, if wanted, some options. You must also set up pay types. The system uses pay types as the basis to calculate the DBAs for the benefits. You base the calculation for the DBAs on employees' pay. When the system calculates the employees' pay, it also calculates the amount to deduct from each employee's paycheck for medical insurance.

When you set up the benefit plan, you include the DBAs and specify:

- Effective dates

- Provider or trustee
- Payroll deduction and benefit information
- Eligibility tables

You can set up benefit groups and benefit categories. For example you could set up a benefit group for all management personnel. Your company could have several benefit categories that applied to the management group such as medical, dental, and life insurance. In one of the steps of the setup process you can link the benefit categories to the benefit groups.

After you set up the DBAs, benefit plans, groups, and categories, you can link the benefit plans and options to the benefit categories.

The following graphic illustrates how benefit groups, categories, and plans are linked.
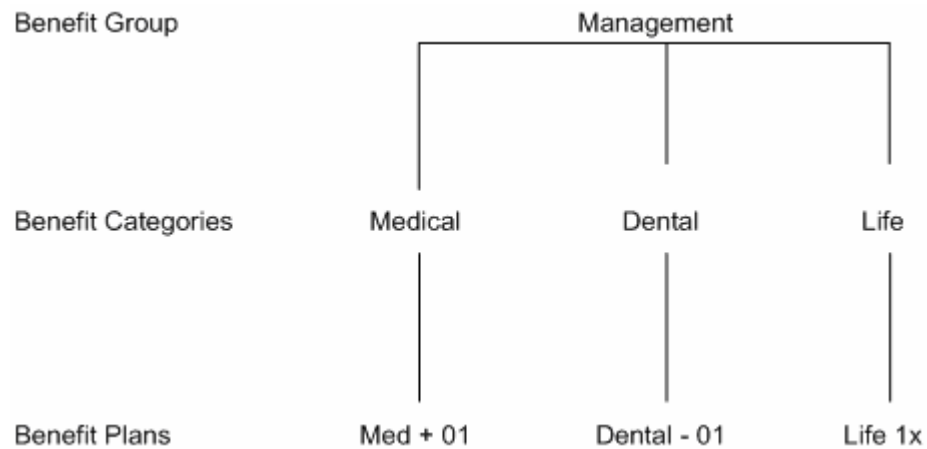
The system stores the information you set up in various tables. The following graphic illustrates in which tables the system stores the benefit group, category, plan, and option information.
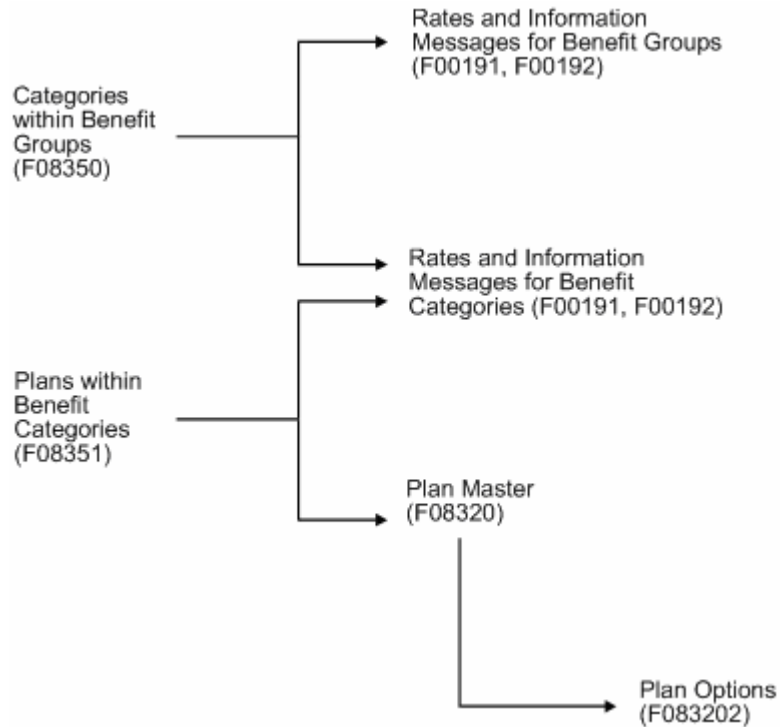
After you set up a benefit plan, you must set up the initial and continuing eligibility tables to define the eligibility rules for the benefit plan. The system uses this information to verify an employee's eligibility for a benefit plan before being enrolled and maintaining participation in the plan. Types of eligibility can include:

▪ Age

▪ Length of service

▪ Hours worked

Date codes determine the enrollment dates for the benefit plan once the employee has passed or failed the eligibility tests. You can set up date codes in one of the following ways:

▪ By a specific day of the month

▪ By amount of time after a specific date

▪ By a specific enrollment date

When you set up the enrollment parameters, you define which action the system uses to determine eligibility when you enroll employees by batch or benefit group selections.

Many companies offer employees a pre-tax savings retirement plan that is generally referred to as a 401(k) plan. After setting up a 401(k) plan, you can link allocation investment funds to the 401(k) plan to manage contributions to the funds.

After you complete the setup steps, you can run reports to review your work and verify that you have correctly set up the plans for your benefits program.

Setting Up Pay Types

◈	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), enter **29** From Benefits Administration Setup (G08B4), choose **Pay Type Setup**

You set up pay types to categorize the various earnings employees receive to direct labor to different accounts in the general ledger. You can specify up to 999 different pay types, using the range of numbers 001 to 999. For example, most companies need to set up different pay types for holiday, sick, and vacation pay or for personal leave pay.

Setting up pay types also allows you to:

- Specify how different pay types are used when computing employee pay
- Define different pay types for different benefits
- Specify that a pay type is tax exempt
- Specify information to be printed on 1099 and W2 forms for the associated pay type for U.S. payroll
- Specify if hours and dollar amounts should be passed to the general ledger

To set up pay types

On Pay Type Setup

1. Complete the following fields:

    - Pay Type
    - Pay stub Text

- ▪ Source of Pay
- ▪ Automatic Pay Methods
- ▪ Pay Type Multiplier
- ▪ Shift Differential Calculation Sequence
- ▪ Method of Printing
- ▪ Pay Type Category
- ▪ Effect on General Ledger
- ▪ Effect on Gross Pay
- ▪ Effect on Net Pay

2. Complete the following optional fields:

- ▪ Override Hourly Rate
- ▪ Shift Differential Amount/Rate
- ▪ W-2 IRS Defined Code
- ▪ W-2 Special Handling Code

Field	Explanation
Pay Type	A code to define the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
	Form-specific information
	Pay type 001 is typically defined for regular pay. JD Edwards World recommends that you do not change this pay type. Autopay uses pay type 001 as the default pay type unless otherwise noted at the employee level.
Pay stub Text	A description, remark, explanation, name, or address.
	Form-specific information
	The text that you want the system to print on the employee's pay stub.
	For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the pay type.

Field	Explanation
Source of Pay	A user defined code (07/PB) that identifies the value upon which the system bases the employee's pay, for example, H for hours worked.
	Valid values include:
	▪ H, the default, is most commonly used.
	▪ Other valid values exist for tip and piecework processing.
	▪ Use E for an advance pay interim check. E represents an estimation of pay or time worked. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.

Field	Explanation
Auto Pay Methods	A code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Valid codes are:
	Y The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay.
	N The dollars with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay.
	S The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate.
	B The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions and payoffs.
	C The hours/dollars entered using this pay type override all autopay instructions.
	If multiple jobs are used, a Y in this field might cause the pay type to be paid in addition to the regular pay. If you have overridden the job code/job step, home business unit, or position at time entry, multiple active jobs exist for this employee, and the overridden information does not match an existing active job record, this system processes this as additional pay. JD Edwards World recommends that you always use a pay type with N in this field when paying someone for work in addition to their regular pay. This ensures that the system processes the pay type the same in multiple-job or single-job situations.
	If your company docks employees' pay when they take leave in excess of what has been earned, you should have pay type 997 set up as the pay type to dock pay. Enter N as the autopay method for this pay type.
	If your company attaches contract calendars to employees to accumulate wages, you should have pay type 996 set up as the pay type to dock pay. Enter C as the autopay method for this pay type.
Pay Type Multiplier	A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. Zero (0) is not a valid multiplier.

Field	Explanation
Shft Calc Sequence	A code that specifies how the system should calculate shift differential.
	1 The pay type multiplier is applied to the shift differential:
	Gross = (rate + shift differential) x (multiplier) x hours
	2 The pay type multiplier is applied only to the hourly rate and does not include the shift differential:
	Gross = (rate x multiplier) + (shift differential) x hours
	The multiplier is the pay rate multiplier from the Pay Type file. When the pay rate is derived from the Union Rate Table, the multiplier is assumed to be 1 as it is built into the table. In this case, both methods produce the same result.
	Form-specific information
	You can specify a code in this field or on the Shift Rate Differentials form.
Method of Printing	Identifies whether the item is to be printed on the pay stub and whether the item is to be printed on a separate check from other payroll items. Valid codes are:
	Pay Types/Payroll Taxes:
	Y Print on pay stub (default)
	S Print separate check (one item per check)
	C Print separate check (C types combined)
	N Do not print on pay stub
	Deduction/Benefit/Accrual Types:
	Y Print as total deductions (default)
	S Print separate check (one item per check)
	C Print separate check (include detail)
	N Do not print on pay stub
	I Print individual transactions
	T Print by DBA Print Group
	The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.

Field	Explanation
Pay Type Category	A user defined code (07/PC) that specifies the pay type categories you want to use: ▪ For regular pay ▪ To generate overtime ▪ For reporting purposes on the U.S. Certified Payroll Register. *Form-specific information* Pay type category codes provide a method for grouping different pay types. Enter the pay type category code that corresponds to the desired group. Standard codes are ▪ R for regular ▪ V for overtime ▪ O for other You can have more than one type of pay for each category. For example: R Might include four pay types: regular, holiday sick, and vacation V Might include two types of pay: time and a half and double-time O Might include pay types such as: time without pay, short-term disability, jury duty, military leave The Automatic Timecard Generator program uses the hours associated with each pay type in the group to determine an individual's overtime hours. To include a timecard in automatic overtime calculation, its pay types must be included in the pay type category you specify.
Effect on GL	A code that indicates whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are: Y Pass dollars only to the general ledger. N Pass dollars and hours to the general ledger. M Do not pass dollars or hours to the general ledger and do not calculate workers' compensation and general liability. H Pass hours only to the general ledger. This code is valid for Generate Timecard Journals. It should not be used when journals are generated through the pay cycle. W Do not pass dollars or hours to the general ledger but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be passed to the general ledger.

Field	Explanation
Effect on Gross Pay(+/-)	This code indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay. Valid values are:
	(+) Pay type will be added to the employee's gross pay.
	(-) Pay type will be subtracted from the employee's gross pay.
	( ) Pay type will not effect the employee's gross pay.
	A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register.
Effect on Net Pay(+/-)	This code indicates whether the pay type is added to, subtracted from, or does not affect the employee's net pay. Valid values are:
	(+) Pay type will be added to the employee's net pay.
	(-) Pay type will be subtracted from the employee's net pay.
	( ) Pay type will not have an effect on the employee's net pay.
	A pay type should not have a negative effect on net pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register.
Override Hrly Rate	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:
	1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.
	2 For a pay type, amounts entered in this field override the hourly rate.
	Form-specific information
	A dollar amount or hourly rate that overrides any default values for rate, for example, per diem rates.

Field	Explanation
Shift Diff Amt/Rate	An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways as defined by the Shift Differential Calculation Sequence (data item CMTH). *Form-specific information* Percentage amount not applicable to this form. This amount should be expressed in dollars only.

What You Should Know About

Tax exempt pay types — Choose the Tax Exempt Authorities function to access Tax Exempt Window. An asterisk (*) in the first field exempts the pay type from all taxes.

Text — You can attach explanatory notes to a pay type. Choose the Text function to add text. The first two lines of text that you enter appear on the reports that print the pay type description.

When you attach a note to a pay type, the word Text appears at the top of the form.

Category codes — Choose the Category Codes function to assign a category code to the pay type. Category codes are used for reporting purposes.

Index of Transactions — To review a list of existing pay types, access field-level help in the Pay Type field, or choose Index of Transactions on the Pay/Deductions/Benefits Setup menu.

Setting Up Deductions, Benefits, and Accruals

Before you can administer your benefits, you must set up a deduction, benefit, or accrual (DBA) for each benefit your company offers. DBAs integrate your benefits with payroll. A DBA identifies monetary amounts or percentages that must be deducted from, contributed to, or included with an employee's wages. After you set up the DBAs, you attach them to the appropriate benefit plan. You can define up to 9000 different DBAs. Valid numbers range from 1000 to 9999.

Setting up deductions, benefits, and accruals includes the following tasks:

- Setting up a DBA
- Identifying additional information and limits for a DBA
- Setting up tax status for a DBA
- Setting up a tax-deferred compensation deduction
- Setting up calculation tables

Different types of benefits require different steps in the setup process. You might not need to complete each step for all benefits in your plan. For example, you must set up tax-deferred status for your 401(k) benefit, but you would not need to complete this step when you set up a vacation benefit.

Deductions are amounts withheld from an employee's pay. For example, you can set up deductions for the employee's contribution to a medical plan or to a 401(k) plan.

Benefits are amounts that the company provides for a particular employee benefit. For example, you can set up a benefit so that the company matches an employee's 401(k) contribution or for the company portion of the medical plan expense.

Accruals are typically sick time and vacation time accrued by the employee. You also set up 401(k) allocation funds as accruals.

See Also

- *About DBAs (P069117)* in the *Payroll User Guide*

- *Setting Up DBAs* in the *Payroll User Guide*

- *Setting Up DBAs for Flexible Spending Accounts (P069117)*

- *Setting Up the DBAs for Nondiscrimination Testing (P069117)*

Setting Up a DBA

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), enter **29**
From Benefits Administration Setup (G08B4), choose **DBA Setup**

You can set up a simple DBA that specifies the minimum amount of information the system needs to perform the calculation. Typically, you will want to calculate a simple DBA in one of two ways:

Method	Description
Flat dollar amount	You set up a flat dollar amount to subtract a specified dollar amount from the employee's pay for the designated pay periods.
	For example, an employee enrolls in the health care plan provided by the company, which requires a deduction of 5.00 each pay period. You might also set up a flat dollar deduction for union dues.
Percentage rate	You set up a percentage rate DBA to calculate a percentage of gross pay.
	For example, the DBA might specify that 1% of gross pay should be deducted for United Way or another charitable fund.

When you set up a DBA, you can do one of the following:

- Specify the actual amount or rate to calculate

- Omit the actual amount or rate to calculate

If you omit the actual flat dollar amount or the percentage rate information during setup, you can enter it when you assign the DBA at the group, employee, or timecard level.

To set up a DBA

On DBA Setup

1. To designate whether this is a deduction, a benefit, or an accrual complete the following field:

   - DBA Type

2. Complete the following fields:

   - DBA Code

   - Source of Calculation

   - Method of Calculation

3. If you want the same amount or rate to apply to all employees assigned the DBA, complete the following field:

   - Amount or Rate 1

4. To include a brief description of the DBA, complete the following field:

   - Pay stub Text

5. If this is a benefit, complete the following field:

   - Effect on Check

6. If you want the DBA to be effective for a specific period of time, complete the following fields:

- ▪ Effective Date From
- ▪ Effective Date Thru

7. Use the Add action.

8. On Basis of Calculations, if you want to include all pay types (1 - 999) for calculating the DBA, exit the Basis of Calculation form without making any entries.

9. On Basis of Calculations, if you want to limit the PDBAs, complete the following fields with the range of pay types you want included in the calculation and press Enter:

- ▪ From PDBA Type
- ▪ Thru PDBA Type

10. On DBA Setup, locate the DBA.

11. Review the values supplied by the system for the following fields:

- ▪ Effect on Disposable Wage
- ▪ Calculate if No Gross
- ▪ Effect on General Ledger
- ▪ A/P Voucher
- ▪ Pay Period to Calculate
- ▪ Calculate Once Per Period
- ▪ Arrearage Method
- ▪ When to Adjust Deductions

12. If you want DBA information to appear on the employees' pay stubs, verify the following fields:

- Method of Printing
- Calculate in Pre-Payroll

Field	Explanation
DBA Type	A code used to distinguish between the following types of payroll entries:
	P Time Cards (Earnings)
	D Deductions withheld
	B Benefit (both cash and non cash)
	A Accrual of sick, vacation, compensation, and so forth
	Note: These codes may only be changed by JD Edwards World
	If you enter an * in this field the system displays all four types of PDBAs.
DBA Code	A code to define the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
	Form-specific information
	The DBA code 9997 is reserved for Overpayment. Do not change this deduction code.
	Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater.
Source of Calculation	A user defined code (07/DB) that defines what the deduction, benefit, or accrual (DBA) is based on. A numeric code indicates that the DBA is based on a disposable net wage calculation. When the system calculates the gross amount for a disposable net wage, it does not use the basis of calculation. The gross amount includes all earnings that have a +/+ effect on gross/net.
	For wage attachments use one of the following codes:
	1 - 7 Garnishment
	Tax levy
	Wage assignment (child support and maintenance)
	R Loan
	Interest
	0 Fees

Field	Explanation
Method of Calculation	A user defined code (07/DM) that indicates which method the system uses to calculate the deduction, benefit, or accrual.
	The method values are pre-set by JD Edwards World. If you use methods 0 - 6, 8, 9, G, or Z, you must also enter a value in the Table Code field.
	For wage attachments use one of the following methods:
	C Wage assignment (child support and maintenance)
	G Garnishment
	K Loan
	L Tax levy
	A Fees
	% Interest
Method of Printing	Identifies whether the item is to be printed on the pay stub and whether the item is to be printed on a separate check from other payroll items. Valid codes are:
	Pay Types/Payroll Taxes:
	Y Print on pay stub (default)
	S Print separate check (one item per check)
	C Print separate check (C types combined)
	N Do not print on pay stub
	Deduction/Benefit/Accrual Types:
	Y Print as total deductions (default)
	S Print separate check (one item per check)
	C Print separate check (include detail)
	N Do not print on pay stub
	I Print individual transactions
	T Print by DBA Print Group
	The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.

Field	Explanation
Amount or Rate 1 & 2	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:
	1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.
	2 For a pay type, amounts entered in this field override the hourly rate.
	Form-specific information
	The first amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two Amounts (Rates) exist. The system uses Amount (Rate) 1 until the first annual limit is reached. Then the system uses Amount (Rate) 2, beginning with the next time the employee is paid and continuing until the second annual limit is reached.
	These fields work in conjunction with the annual limit fields.
Effect on Disposable Wage	This code designates whether a DBA is subtracted from gross to determine an employee's disposable wages. Valid codes are:
	1 Voluntary. These deductions are subtracted from gross to determine disposable wages for deductions with a Source of Calculation of 1, 5, and 7.
	2 Mandatory. These deductions are subtracted from gross to determine disposable wages for deductions with Source of Calculation of 1, 2, 4, 5, 6, and 7.
Effect on GL	A code indicating whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are:
	N Pass dollars only to the general ledger.
	M Do not pass dollars or hours to the general ledger. This code allows an accrual to be tracked in employee payroll history and the dollars to be omitted from the general ledger.
	Form-specific information
	When you enter B in the Method of Calculation field to accumulate wages, use the following values to indicate the effect on the general ledger:
	If your organization uses accrual basis accounting, enter N.
	If your organization uses cash basis accounting, enter M.

Field	Explanation
Calc in Pre-Payroll (Y,N)	A code specifying whether a benefit or accrual is calculated during pre-payroll processing. Valid codes are:
	Y Yes, calculate during pre-payroll processing.
	N No, calculate during the journal entry step of the payroll cycle.
	In general, all benefits and accruals are calculated during the processing of journal entries because they do not affect the gross-to-net calculation. However, certain benefits, such as group life insurance and the corresponding excess life insurance benefit, must be calculated in pre-payroll because they affect the gross-to-net calculation.
	If you want the benefit or accrual to print on the employee's pay stub, use Y and complete the Method of Printing field.
A/P Voucher(Y,N)	A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:
	N No, do not generate a voucher
	Y Yes, generate a voucher
Pay Period to Calculate	A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are:
	Y Take the DBA or auto deposit during the current period.
	N Do not take the DBA or auto deposit during the current period.
	* Take the DBA or auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.
	blank Continue to look for a code at the lower level. The system searches for DBA or auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period.
	M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field.

Field	Explanation
Arrearage Method	A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are:
	P Do a partial or full deduction as needed. This is the default.
	F Do a full reduction or none at all.
	N Do not reduce.
	Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage.
	R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage.
	G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage.
	H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.
Calc Once Per Period (Y,N)	A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.
DBA Time Table	A code that indicates when to adjust (back out) deductions. Valid values are:
	0 Adjust deductions marked with 0 before payroll taxes.
	1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes.
	2 Adjust payroll taxes before the deductions marked with 2.

What You Should Know About

Entering descriptive text for the DBA   Choose the Text function to access the DBA Text window. You can view, maintain, and enter textual information pertaining to the currently displayed DBA. ***TEXT*** in the upper portion of DBA Setup indicates that a textual message exists for this DBA.

Determining the basis of calculations

To determine the appropriate PDBA codes to assign to the DBA you are setting up, consider the following:

- If you base a DBA on another DBA, both the From PDBA Type field and the Thru PDBA Type field must contain the same code (the code for the basis DBA).

- If you base a DBA on all pay types, enter code 1 in the From PDBA Type and code 999 in the Thru PDBA Type field.

- If you base the DBA on a selected group of pay types, include only those pay types in the From PDBA Type and Thru PDBA Type fields. For example, if you base a DBA on all pay types except 801, enter 1 in the From PDBA Type field and 800 in Thru PDBA Type field on the first line. On the second line, enter 802 in the From PDBA Type field and 999 in the Thru PDBA Type field.

See Also

- *Setting Up Calculation Tables (P069021)* if you need to set up a DBA on a calculation table instead of a flat monetary amount or a percent of wages.

Identifying Additional Information and Limits for a DBA

◈	From Human Resources (G08), choose **Benefits Administration** From Benefits Administration (G08B1), enter **29** From Benefits Administration Setup (G08B4), choose **DBA Setup**

To identify additional information and limits for a DBA

On DBA Setup

1. Complete the steps to set up a DBA.

2. Choose the Additional Parameters.
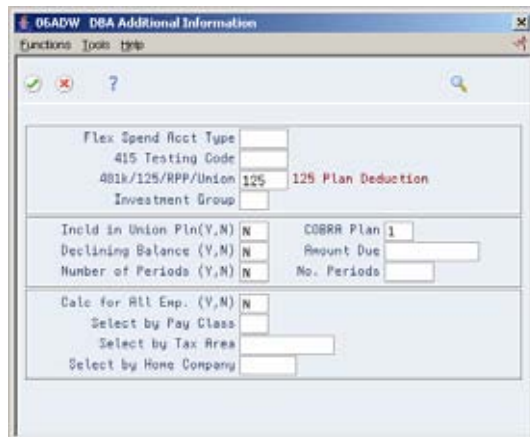
3. On the DBA Additional Information window, complete the following fields, as needed:

   ▪ Flexible Spending Account

   ▪ COBRA Plan

   ▪ Include in Union Plan

   ▪ Calculate for All Employees

   ▪ Select by Pay Class

   ▪ Select by Tax Area

   ▪ Select by Home Company

4. For most benefits, you can accept the default values for the following fields:

   ▪ Declining Balance

   ▪ Number of Periods

5. Exit DBA Additional Information.

6. On DBA Setup, locate the DBA and choose the Limits function.

7. On DBA Limit Window, complete any of the following optional fields:

   ▪ DBA for Prior Limit

   ▪ Group Limit Code

   ▪ Limit Method

   ▪ Calendar Month Method

   ▪ Fiscal Anniversary Beginning Date

   ▪ Pay Period Limit

   ▪ Monthly Limit

   ▪ Quarterly Limit

   ▪ Annual Limit (Level 1)

   ▪ Annual Limit (Level 2)

- Pay Period Percent - Minimum
- Pay Period Percent - Maximum
- Minimum Hours/Pieces
- Maximum Hours/Pieces

Field	Explanation
Investment Group	A user defined code (07/AI) that indicates the grouping to be used when balancing accruals for investing in various funds. For "split" investments, the total deduction must total 100% of the amount specified. For example, an employee has a 401(k) deduction which has been elected to be split three ways:
	10%
	20%
	70%
	These "splits" are three additional DBAs.
	To ensure that the three "splits" (or accruals) total 100%, you must:
	• Use the same accrual investment group code for all three
	• Ensure that the total of the individual percentages is 100
	• Not use the accrual investment group code on the DBA upon which the splits are based
	• Verify that the splits have no effect on net or gross
	• Verify that the split DBAs are not cash benefits
	Form-specific information
	The dollar limit for dependents is $5000. The company-defined limit for medical is usually $2500.
COBRA Plan	A code to designate if a DBA is valid for COBRA. Valid codes are:
	0 No
	1 Yes

Field	Explanation
Incld in Union Pln(Y,N)	A code that indicates if a DBA is associated with a union or group plan. If you enter Y, the union/group plan, job type, and job step from the Employee Master are carried into the DBA Detail table (F0609) when the DBA is created from the Employee DBA Instructions.
	Adding the union/group plan, job type, and job step to a DBA affects the following:
	1 Which timecards the DBA is allocated to during the payroll journal process. For more information on the allocation, see the help for P062902 (U.S.) or P07290 (Canada).
	2 Historical reporting, which uses the information for selection purposes.
Calc for All Emp. (Y,N)	A code specifying whether the DBA is required.
	If you enter Y (Yes) in this field, the system calculates the DBA for all employees who qualify. If the DBA is specified as required, it is not necessary to define the DBA at any level other than the DBA setup level. The system automatically processes the DBA for all qualifying employees.
	When you use this code, it reduces the information you must maintain for the DBAs that you set up for plans or employees. The system further screen the records when applying DBAs to employees, if you complete the following fields on DBA Additional Information:
	▪ Employee Pay Class - (SALY)
	▪ Tax Area - (TARA)
	▪ Home Company - (HMCO).
	A blank in any of these fields will include all employees.
	Note: The system also uses Tax Area (TARA) and Home Company (HMCO) as screening criteria for DBAs that are not required. If either of these two fields are filled, regardless of whether Calculate for All Employees = Y, the system checks employees' tax areas and home company prior to calculating the DBA.
Select by Pay Class	A code that indicates how an employee is paid. Valid codes are:
	" " Blank
	H Hourly
	S Salaried
	P Piecework

Field	Explanation
Select by Tax Area	A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GeoCode. Refer to the Master GeoCode List in the *Tax Reference Guide* for valid codes for your locations.
Select by Home Company	The company number in which the employee generally resides.
DBA for Prior Limit	A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of $2,000.00. After this limit is met, deduction 1500 begins calculation and withholding.
	The DBA number of the predecessor must be lower than the successor's number.
Group Limit Code	A user defined code (07/GR) that groups together DBAs that share common limitations. Use this field to group together wage assignments for the split of available wages.
Limit Method	Indicates which history file the system uses for DBA limits. Valid values are:
	blank This is the default. The system applies monthly, quarterly and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date.
	1 The system applies monthly, quarterly and annual limits to payroll month history. Use this method for retirement plans such as 401(k) or RRSP. The system stores fiscal and anniversary history by check date.
	2 The system applies monthly and quarterly limits to calendar month history. It applies annual limits to fiscal and anniversary history. It stores fiscal and anniversary history by pay period ending date.
	3 The system applies monthly and quarterly limits to payroll month history. It applies annual limits to fiscal and anniversary history. The system stores fiscal and anniversary history by check date.
Calendar Mnth Method	This method determines how the system stores transition months for calendar month history. Transition months occur when the pay period crosses into another month. Valid codes are:
	blank This is the default. If timecards exist for both months, the system prorates DBAs to the pay period ending date and the last day of the previous month.
	1 The system allocates DBAs to the pay period ending date.

Field	Explanation
Fiscal/Annv Bgn Date	A user defined code (07/AF) that specifies when the rollover year begins. If blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX). To specify a fiscal year, enter the user defined code FISC. The system will use the fiscal year setup for the employee's home company. To specify an anniversary year, enter any of the other codes in the user defined code table. For instance, if you want the rollover year to begin on the employee's date of birth, use code DOB.
Pay Period	The maximum amount that can be withheld or accrued in a pay period. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
Monthly	The maximum amount that can be withheld or accrued in a month. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
Quarterly	The maximum amount that can be withheld or accrued in a quarter. For a deduction or benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
Annual (Level 1)	The maximum amount to be withheld or accrued in a year. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours. **Note:** For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year: ▪ If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. ▪ If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.
Annual (Level 2)	The maximum amount to be withheld or accrued in a year for a DBA. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours. **Note:** This field represents the second level annual limitation. It is used when there is an initial limitation, and a corresponding rate, which is followed up by a new rate and final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.

Field	Explanation
Pay Period % Min	The minimum percentage amount that can be specified for the DBA. The amount of the transaction can never be less than this minimum.
Pay Period % Max	The maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.
Minimum Hours/Pcs	The minimum number of hours worked or pieces produced in order for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the source of calculation or arrearage method is H or I.
Maximum Hours/Pcs	The maximum number of hours worked or pieces produced that a DBA can be based on. If the actual hours worked or the pieces produced are greater than the specified maximum, the system bases the calculation on the maximum.

Setting Up the Tax Status for a DBA

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), enter **29**
> From Benefits Administration Setup (G08B4), choose **DBA Setup**

Whenever you set up a benefit you must identify it as one of the following:

Benefit	Description
Non-taxable cash benefit	You set up a non-taxable cash benefit when the employer is providing a benefit to the employee that does not affect the employee's gross income. The cash benefit is added to the employee's net income as a net pay adjustment. An example of a non-taxable, cash benefit is a moving allowance below the taxable minimum.
Non-taxable non-cash benefit	You set up non-taxable non-cash benefits when the employer is providing a benefit to the employee that is not taxed and is not transferable to cash, such as company-paid health insurance. The employee is not taxed for this benefit.
Taxable cash benefit	You set up a taxable cash benefit when the employer is providing a benefit to the employee that is taxed and is in the form of cash. An example of a taxable, cash benefit is a reimbursement for moving expenses.

Benefit	Description
Taxable non-cash benefit	You set up a taxable non-cash benefit when the employer is providing a benefit to the employee that is taxed and is not transferable to cash. The benefit is added to an employee's gross pay, yet it has no impact on the employee's net pay other than the tax withheld. An example of a taxable, non-cash benefit is the use of a company car.

Caution: Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes.

Additionally, you can identify any DBA as exempt from one or more taxes even though it might be taxable for other tax types.

To set up tax status for a DBA

On DBA Setup

1. Complete the steps for setting up DBA.

2. If you are entering a benefit, complete the following field to identify the tax status:

    ▪ Effect on Check

3. If you want the DBA to be exempt from one or more taxes, choose the Exempt function.
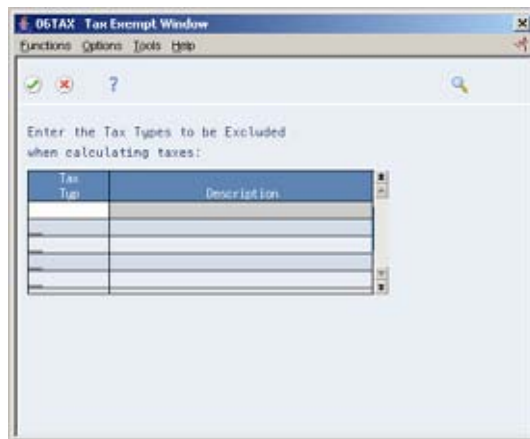
4. On Tax Exempt Window, enter one or more taxes in the following field:

    ▪ Tax Type

Field	Explanation
Effect on Check	This field is used to indicate the effect a benefit has on gross and net income. Valid codes are:
	1 Non-cash benefit that is non-taxable. The benefit will not have an effect on gross or net income (journal entry only).
	2 Cash benefit that is taxable. The benefit will be added to both gross and net income.
	3 Non-cash benefit that is taxable. The benefit will be added to gross income and has no effect on net income. (No effect on net income other than the tax withheld.)
	4 Cash benefit that is non-taxable. There is no effect on gross income and the benefit will be added to net income.
Non-Taxable Authority Types 01	You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.
	If you enter an asterisk (*) in the first element of this list, no taxes are computed.
	Form-specific information
	For U.S. state and local tax types, you can use two methods of coding:
	▪ Single-character tax types: F (state income tax), L (county tax), M (city tax), and N (school tax)
	▪ *F, *L, *M, or *N
	During payroll processing, both methods of coding result in the DBA being exempt from taxes of the specified type. For example, with either F or *F, the system exempts the DBA amount from income taxation in all states.
	W-2 processing differs depending on the presence or absence of an asterisk. If you need to add back wages to specific states at year-end, you need to specify F in this field when setting up DBA or Pay types. For single-character state and local tax types that are to be added back during W-2 processing, specify the tax areas on the State/Local W-2 additions window.

What You Should Know About

Year-end considerations   There are important considerations for DBAs during year-end processing.

See the *Payroll Year End Guide* for the current year.

Setting Up a Tax-Deferred Compensation Deduction

⬥ From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), enter **29**
From Benefits Administration Setup (G08B4), choose **DBA Setup**

You set up a tax-deferred compensation deduction when you are deducting an amount from the employee's pay for compensation programs that defer taxes until the funds are distributed or until the funds are removed from the plan. RRSP and 401(k) plans are examples of a deduction for tax-deferred compensation. This type of deduction is generally a percentage of the employee's gross pay, for example, an employee might contribute 10% of gross pay to an RRSP retirement plan.
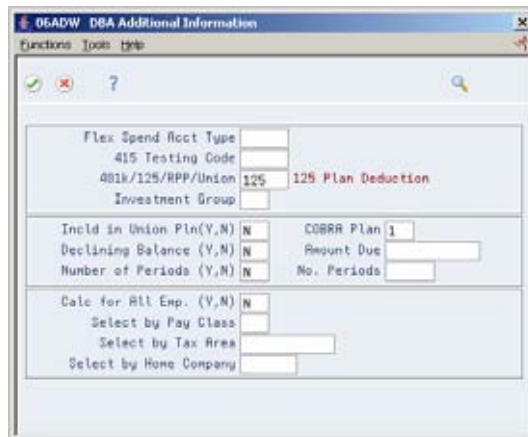
When you set up tax exempt or pre-tax deductions other than 401(k), 403(b), 408(k), 457, 501c, Section 125, or RRSP deductions, you can enter the tax types that are exempt instead of setting up the DBA to defer the compensation from taxes.

Caution: Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes.

To set up a tax-deferred compensation deduction

On DBA Setup

1. Complete the steps for setting up a simple deduction.

2. Choose the Additional Information function.

3. On DBA Additional Information to indicate that this is a tax-deferred deduction, enter the appropriate value in the following field:

   ▪ 401k/125/RPP/Union

4. Review the values supplied by the system for the following fields and press Enter:

   ▪ Include in Union Plan

- ▪ Declining Balance
- ▪ Number of Periods
- ▪ Calculate for All Employees

Field	Explanation
401k/125/RPP/Union	If one of the pre-determined user defined codes is entered, your selected tax package (for example Vertex) will use current tax laws in the various jurisdictions to determine whether the DBA is pre-tax in that tax area.
	Code 401 represents all deferred compensation plans (401k, 403b, 408k, 457 and 501c). Code 125 represents Section 125 plans. Using either of these codes eliminates the need to set up tax-exempt status in the P06TAX window or have multiple deductions to accommodate pre-tax status in one state but not another.
	For Canadian users, code RPP represents Canadian Registered Pension Plans or Registered Retirement Savings Plans. Code UN is used for Canadian union dues.
	Form-specific information
	For flexible spending accounts (U.S. only), this field indicates that pre-tax dollars are used.

Setting Up a Calculation Table

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), enter **29**
> From Benefits Administration Setup (G08B4), choose **DBA Setup**

You set up calculation tables to define the parameters for calculating DBAs that are based on variable values. You define valid ranges and amounts that are a function of certain method codes.

Calculation tables contain user defined information to more completely define the standard DBA methods of calculation. Calculation tables provide the following features:

- ▪ User defined tables
- ▪ Calculations based on values that vary from employee to employee

When you define a calculation table, you must first determine what the calculation is based on, for example:

- ▪ Age
- ▪ Annual salary
- ▪ Months of service
- ▪ Hours worked in a pay period

After you have defined the calculation table, you must determine the appropriate method of calculation. The calculation tables only work with certain method of

calculation codes. The method of calculation indicates what the ranges in the table represent, such as age ranges or salary ranges. The method of calculation codes include the following:

- 0 - Withholding periods
- 1 - Salary range
- 2 - Date range
- 3 - Age range (calculated by date of birth)
- 4 - Hours worked
- 5 - Pieces produced
- 6 - Variable periods
- 8 - Gross pay range
- 9 - Age (calculated as of the date you enter in the Employee Age field on Pay Rate Information)
- Z – Age range by actual date of birth

For example, to base a DBA on employee age, you can use codes 3, 9, or Z for the method of calculation.

Browse through the list of table methods and choose one appropriate to the method of calculation. Read the description to find one that matches how you want the system to perform the calculation.

To set up calculation tables

On DBA Setup

1. Complete the steps to set up a DBA.
2. Complete the following fields:
   - Method of Calculation
   - Table Code
3. Choose the Calculation Tables function.
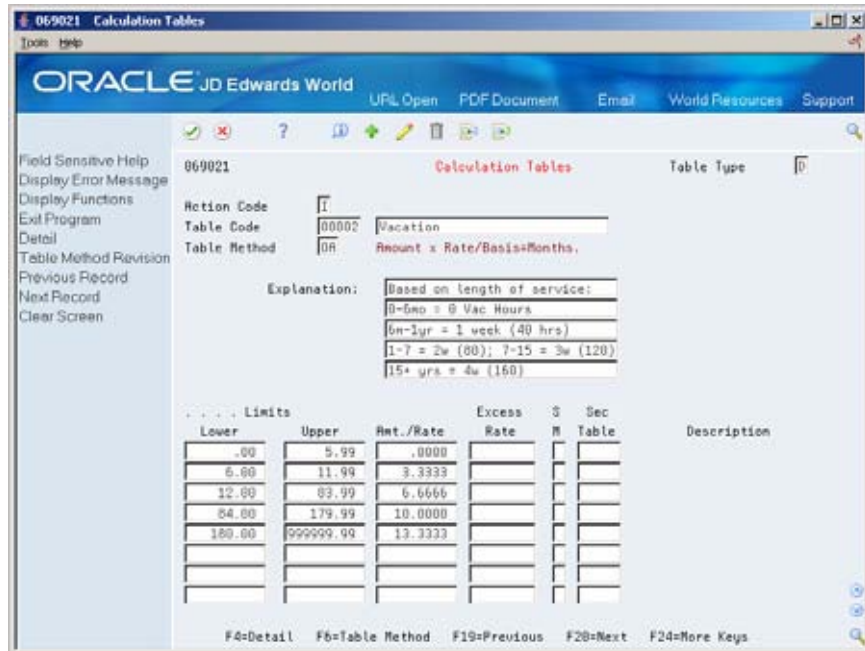
4. On Calculation Tables, complete the following fields:

   - Table Type
   - Table Code
   - Table Method

5. To define the parameters of the table, complete the following fields:

   - Lower Limit
   - Upper Limit
   - Amount or Rate

6. Complete the following optional fields:

   - Excess Rate
   - Secondary Calculation Method (SM)
   - Secondary Calculation Table

7. Repeat steps 2 and 3 as often as necessary to define all the parameters needed for the table.

Field	Explanation
Table Type	A code that defines the purpose of the table. Valid values are:
	D The system uses the table to calculate DBAs.
	R The system uses the table to determine limits for rolling over sick and vacation accruals.
Table Code	A numeric code that identifies this table in the Table file (F069026).

Field	Explanation
Table Method	A code that specifies the method the system uses to calculate the DBA.
	Form-specific information
	This code indicates the type of information in the Amount field, for example, hours or dollars.
Lower	The lower or minimum amount to be compared.
Upper Limits	The upper or maximum amount to be compared.
Amt./Rate	The amount or rate the system uses to calculate a DBA. When you enter 1, 2, 3, 4, 5, or 6 as the method of calculation, you must enter a value in this field to use in the calculation in conjunction with the basis table.
Rate	A rate that the system applies to the amounts that exceed the table defined amount.
S M	A user defined code (07/DS) that indicates which method the system uses to calculate DBAs.
	Form-specific information
	The secondary method the system can use in calculating the DBA. When the system uses the secondary method, the first table serves as an eligibility table. Eligibility on the primary table is based on salary range, date range, and age range, in that order.
Table Sec	A code which specifies the method under which the DBA is to be calculated.
	This calculation table serves as the secondary calculation table for the system. You must enter a code in this field if you enter a code in the secondary method field.

What You Should Know About

Viewing table methods online	Choose the Table Method function to locate information on individual table methods.
	The table method explains which fields in the table the system uses for calculations.
Zero amounts	You do not need to include a line in the table for zero amounts. For example, if vacation is not earned in the first year of employment, you do not need to include that year on the first line of the calculation table. The first line could start with 2.00 as the lower limit.

Table method DBAs	DBAs entered at the employee level override DBA amounts or rates defined at the group or setup level unless it is a table method DBA. A table method DBA is a calculation table that has a table method code attached to it specifying how the system calculates the DBA. If you reference a DBA that has a table method code attached, you cannot override the amount. The system does not recognize another method to calculate a DBA when a table method code is attached.
Override of DBA Limit	The information on the calculation table overrides any information entered on DBA Limit.

See Also

- *Appendix C - DBA Table Methods* in *Payroll Users Guide*

Setting Up Benefit Groups

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), enter **29**
> From Benefits Administration Setup (G08B4), choose **Benefit Group Descriptions**

You set up benefit groups to assign the same benefit plans to a specific group of employees. A benefit group is unique because of the benefits offered to that group, for example, the pay frequency, deduction amount, and eligibility rules. Examples of benefit groups might include executive staff, hourly employees, management, and part-time employees.

When you set up the benefit group, the system stores the information in the Generic Rate Message table (F00191). Any additional, or detail, information you include is stored in the General Message Detail table (F00192). You cannot access these tables from a user defined codes window or form.

After you set up a benefit group, you must link employees to that group. This provides the employee with the plans available, provided eligibility is met.

To set up benefit groups

On Benefit Group Descriptions

1. Complete the following fields:

   ▪ System Code

   ▪ User Defined Code

2. Choose the General Message option.

3. On General Message, enter the description you want to appear on the Benefit Group Selections form and on the employee's Enrollment form for this benefit group.

4. Complete steps 2 and 3 for each benefit group.

Setting Up Group Categories

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), enter **29**
From Benefits Administration Setup (G08B4), choose **Group Category Descriptions**

You can have several different categories of benefits within the group. Set up group categories to name the different categories of benefits your company offers. Examples of benefit group categories include medical, dental, life, and disability insurance and flexible spending accounts.

When you set up the group categories, the system stores the information in the Generic Rate Message table (F00191). Any additional, or detail, information you include is stored in the General Message Detail table (F00192). You cannot access these tables from a user defined codes window or form.

To set up group categories

On Group Category Descriptions

1. Complete the following fields:
   - System Code
   - User Defined Code

2. Choose the General Message option.

3. On General Message, enter the description you want to appear below the category on the Group Category Descriptions form.

Linking Categories to Groups

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), enter **29**
> From Benefits Administration Setup (G08B4), choose **Categories by Benefit Group**

After you set up a benefit group, you must link corresponding benefit categories to that benefit group. For example, you can link all the benefit categories available to employees in the management benefit group.

When you link categories to groups, you can also:

- Specify the benefit group rule
- Define the sequence of the categories
- Define the election criteria for a benefit category

To link categories to groups

On Categories by Benefit Group
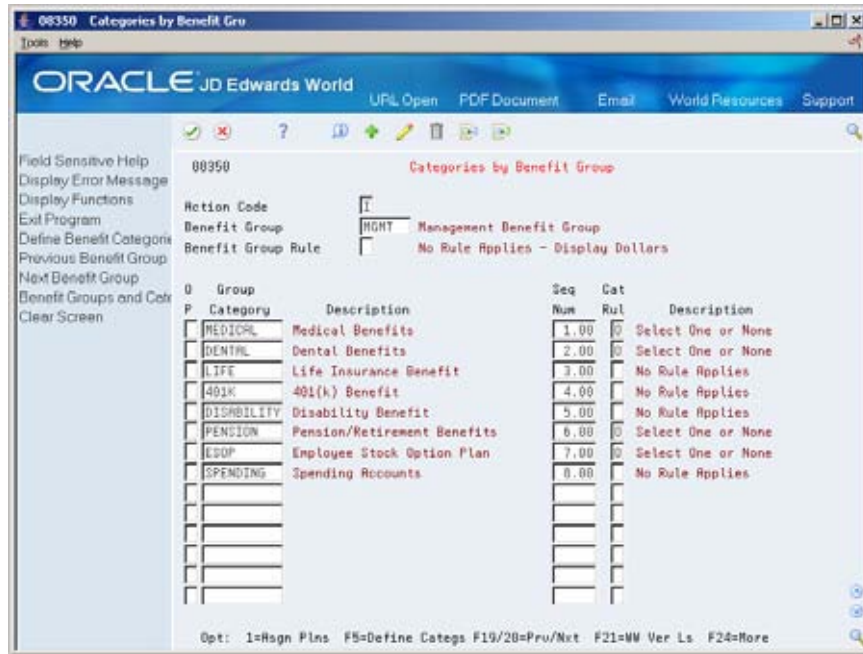
Complete the following fields:

- Benefit Group
- Benefit Group Rule
- Group Category
- Sequence Number
- Category Rule

Field	Explanation
Benefit Group Rule	The rule previously assigned to the benefit group that determines where amounts or points are displayed on the form. The hard-coded values are:
	blank No rule applies, display dollars.
	1 No rule applies, display points.
	2 Don't allow leftover flexible dollars, display dollars.
	3 Don't allow leftover flexible points, display points.

Field	Explanation
Group Category	The category of a benefit group. The category is used to group benefit plans according to the type and rule. For example:
	Medical - Required Medical Selections
	Dental - Optional Dental Selections
	Life - Required Life Insurance Selections
	Valid categories are set up in the Generic Rate and Message table (F00191) for user defined code list (08 ⁄ SG). Associated text for categories is stored in the General Message Detail table (F00192). For more information, see program P00191.
Seq Num	If you leave this field blank, items display in alphabetical order.
Benefit Group Rule	The rule previously assigned to the benefit group that determines where amounts or points are displayed on the form. The hard-coded values are:
	blank No rule applies, display dollars.
	1 No rule applies, display points.
	2 Don't allow leftover flexible dollars, display dollars.
	3 Don't allow leftover flexible points, display points.

Setting Up Benefit Plans

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), enter **29**
> From Benefits Administration Setup (G08B4), choose **Plan Master Information**

You must set up every plan that your company offers. The system stores the information in the Plan Master table (F08320). When you set up a plan you specify information such as:

- Effective dates
- Provider or trustee
- Enrollment rules
- Eligibility tables

You must also assign the DBAs that integrate the benefit plan with the Payroll system.

Before You Begin

- Set up the DBAs you assign to the plan
- Set up the provider or trustee in the Address Book system

- Set up any eligibility tables assigned to the plan

To set up benefit plans

On Plan Master Information

1. Complete the following fields:

   - Plan ID
   - Description
   - Provider or Trustee
   - Employee Payroll Deduction
   - Employer Paid Benefit
   - Initial Eligibility Table
   - Continuing Eligibility Table

2. Complete the following optional fields:

   - Effective From
   - Effective Thru
   - Prerequisite Plan

3. Accept the default values or complete the following fields:

   - Mandatory
   - Dependent or Beneficiary
   - Flexible Spending Account
   - Enter Amount or Rate

- COBRA Plan

4. If your company uses a point system for benefits, complete the following fields:

- Employee Points
- Employer Points

Field	Explanation
Plan ID	An abbreviation or number that identifies a specific employee benefit. Examples are:
	• Employee Health Insurance
	• Accidental Death and Dismemberment
	• Health Club Expense Reimbursement
	• Employee Stock Appreciation Rights
	Benefit plans might not involve payroll activity. For example, a medical plan requires a deduction, benefit, or accrual, whereas an employee stock appreciation plan does not.
Address Number-Provider/Trustee	The Address Book number for the supplier who receives the final payment.
	In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.
	For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the check.
Effective From	The date on which the exchange rate takes effect. The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
	Form-specific information
	The date that the benefit plan goes into effect.
	This date determines whether the plan displays on the Benefit Group Selections form and on the employee's Personal Enrollment form. For example, if the plan has an effective date that is after the employee's effective date on Benefit Group Selection or in the batch enrollment, the employee cannot enroll in the plan.

Field	Explanation
Thru	The date on which the item, transaction, or table becomes inactive or through which you want transactions to display. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
	Form-specific information
	The date that the benefit plan ends.
	If this date exists on the Plan Master Information form prior to an employee's enrollment, the effective through date becomes the employee's ending enrollment date when you enroll the employee.
EE Payroll Ded	The DBA defined in the Payroll Transactions Constants table (F069116) that is used to calculate the dollar amount that the employee contributes by enrolling in the plan. In most cases, this DBA is defined to deduct pay from the enrolled employee's check.
	For example, Plan 1000, Employee Health Insurance, can be cross-referenced to the payroll as follows:
	DBA:
	Deduction 7541 - Employee portion of health insurance
	Benefit 7542 - Employer portion of health insurance
Mandatory (Y/N)	A code that indicates whether the plan is required for all employees. Valid codes are:
	Y Yes, all employees must participate in this plan. You should not use this code unless all employees are required to participate in the plan.
	N No, all employees are not required to participate in this plan. It is optional.
	Form-specific information
	If you specify that participation in the master plan is mandatory, the plan will also be mandatory for the plans within the category setup.
ER Paid Benefit	The DBA defined in the Payroll Transactions Constants table (F069116) that the system uses to calculate the dollar amount that the employer contributes to the employee enrolled in the plan. In most cases, this DBA is defined as a benefit to add pay to the enrolled employee's check.
	For example: Plan 1000 - You can cross-reference Employee Health Insurance to the payroll as follows:
	Deduction 7541 - Employee portion of health insurance (SDBA)
	Benefit 7542 - Employer portion of health insurance

Field	Explanation
Depend/Benef (Y/N)	A code that indicates whether beneficiary information is required for employees participating in the plan or plan additional option. Valid codes are:
	Y Yes, beneficiary information is required.
	N No, beneficiary information is not required.
EE Points	The DBA defined in the Payroll Transactions Constants file (F069116) that is used to calculate the points amount that the employee contributes by enrolling in the plan in a flexible spending environment.

DBAs used for points in a benefit plan or option must meet two requirements:

1. The DBA must have blanks in the specification for Gross Effect and Net Effect (see data items PAYG and PAYN) so that the use of (non-dollar) points does not add or subtract dollars from employee pay.

2. The DBA must have an M in the specification for Journal Entry (Y/N/M) (see data item NMTH) so that the use of (non-dollar) points does not affect the G/L system. |
| ER Points | The DBA defined in the Payroll Transactions Constants table (F069116) that will be used to calculate the points amount that the employer contributes to an employee enrolled in a flexible spending environment.

DBAs used for points in a benefit plan or option must meet two requirements:

1. The DBA must have blanks in the specification for gross effect and net effect (see data items PAYG and PAYN) so that the use of (non-dollar) points does not add or subtract dollars from employee pay.

2. The DBA must have an M in the specification for Journal Entry (Y/N/M) (see data item NMTH) so that the use of (non-dollar) points does not affect the G/L system. |
| Flex/Spend Acct Cd | A code that defines whether the combined deduction or benefit amount for this plan contributes to the enrolled employee's reimbursable spending account. The code also identifies whether the spending account is for medical or other types of expenses. Valid codes are:

0   Not part of a flex plan, not a spending account.

1   Not part of a flex plan, a medical spending account.

2   Not part of a flex plan, a spending account not for medical expenses

3   Part of a flex plan, not a spending account.

4   Part of a flex plan, a medical spending account.

5   Part of a flex plan, a spending account not for medical expenses. |

Field	Explanation
Enter Amt/Rt (Y/N)	A code that indicates whether you can enter an amount or rate when you enroll an employee in a benefit plan. Typically, you enter Y (yes) when the employee has input into the amount to be used for a deduction or a benefit. Examples include 401(k) percentages, dependent care, and health care reimbursements.
COBRA Plan (Y/N)	A code that indicates one of the following:
	▪ Whether the system should place an employee being terminated from the plan in COBRA
	▪ Whether a benefit is also a COBRA plan
	Valid codes are:
	Y The plan is a COBRA plan.
	N The plan is not a COBRA plan.
	Note: If you enter a Y in this field, you must define each DBA with the COBRA plan equivalent equal to 1. This field is found on DBA Additional Information.
Init Elig Table	The table used to specify the rules, if any, for the employee's initial enrollment in the plan.
	Even when a plan has no eligibility criteria, it is necessary to set up a table, such as NONE, for initial eligibility testing.
Cont Elig Table	A code used to specify the rules, if any, for an employee's continuing enrollment in the plan.
	Even when a plan has no eligibility criteria, it is necessary to set up a table, such as NONE, for continuing eligibility testing.
Prereq Plan	The benefit plan, if any, the employee must be enrolled in before becoming eligible to participate in this plan.
Monthly Premium	The premium payment amount that applies to this plan.
Amount	The dollar amount of coverage that this plan provides to every employee enrolled in the plan.

What You Should Know About

Deleting a plan	Once you attach an employee to a plan, you cannot delete the plan. Even when employees are not active, they are considered to be attached to the plan. If the Employee Enrollment table (F08330) contains a record, either active or ended, you cannot delete the plan.

Processing Options

See Plan Master (P08320).

Setting Up Options for a Benefit Plan

> ◈ From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), enter **29**
> From Benefits Administration Setup (G08B4), choose **Plan Master Information**

When the coverage for a plan can vary from employee to employee, you can set up a separate plan for each variation or you can set up a plan with options. For example, after you set up a dental category, you can set up a dental plan in one of the following ways:

- Define employee only, employee plus one, and employee plus family as separate dental plans and link each of these plans to the dental category.

- Define a dental plan, for example, DEN-01 for an employee and include options such as, dental plus one or dental plus family. When you link DEN-01 to the dental category, the system also links the options. An o appears next to DEN-01 on Benefit Group Selections to indicate that you have linked options to the plan.

You can add an option to an existing benefit plan or set up a new benefit plan. The system stores the information in the Plan Additional Options table (F083202).

When you set up options for a benefit plan, use the option rule to determine how the system calculates additional coverage costs. You can use one or more of the following for the calculation:

- Benefit plan

- DBA for the option

- Additional amount

- Additional rate

When the employee enrolls in the additional option, the system uses this information to either add the additional cost to or replace the amount in the DBA identified in the plan master. For example, the plan DBA identifies the amount that the employee pays for employee coverage when enrolled in DEN-01 only. If the employee enrolls in DEN-01 plus one, you can add an additional amount to deduct for the additional coverage. If the employee enrolls in the DEN-01 plus family option, you can set up an even greater amount to deduct for the coverage for an entire family.

You can use one of three rules for the option plan. Depending on the value you select for the option rule you can include additional factors that the system uses in the calculation. The following table illustrates the DBA and additional amounts or rates allowed with each rule.

Option Rule	DBA for Plan ID	DBA for Option	Additional Amount or Rate
1	X		X
2	X	X	X
3		X	X

You use the rules for any of the DBA codes used for the plan: employee payroll deduction, employer-paid deduction, employee points, and employer points.

To set up options for a benefit plan

On Plan Master Information
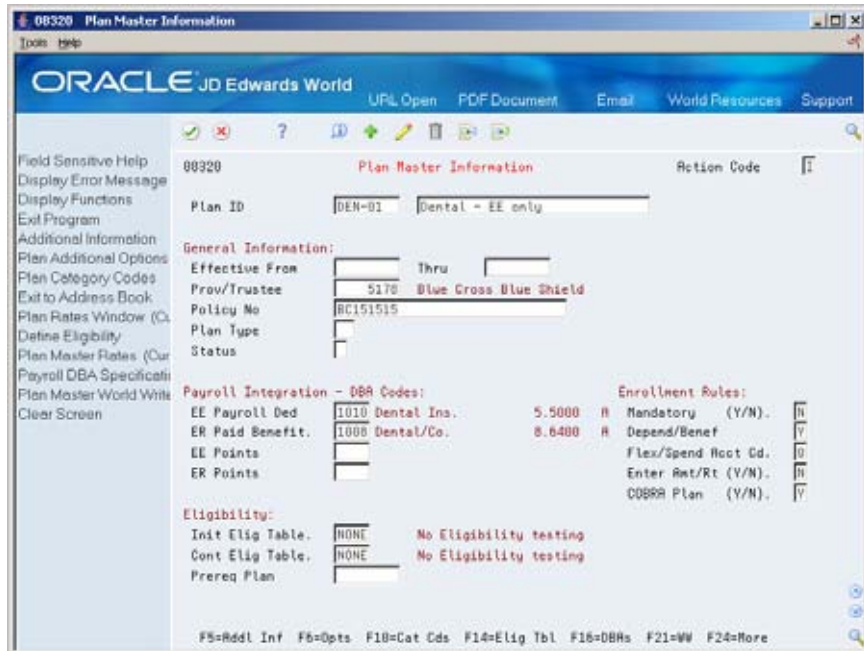
1. Complete the steps to set up a benefit plan or locate an existing plan.
2. Choose the Options function.

3. On Additional Plan Options, complete the following fields:

- Plan Option
- Description
- Option Rule
- Dependent or Beneficiary
- Valid Option (VO)

4. Based on the Option Rule, complete the following fields:

- Employee Payroll Deduction
- Additional DBA Amount or Rate
- Additional Premium

5. Access the detail area.
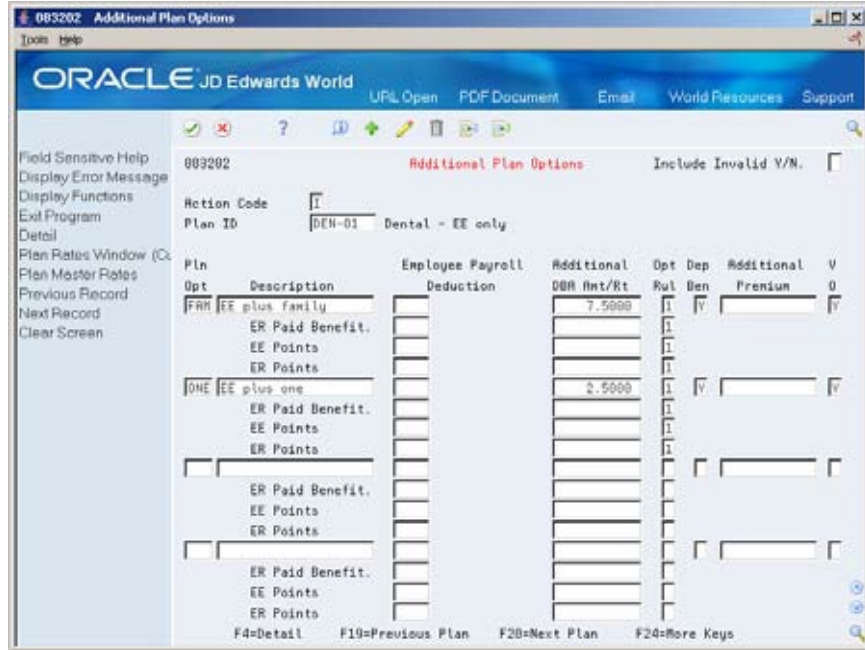
6. To set up the employer-paid information, complete the following fields:

- ER Paid Benefit Payroll Deduction
- Additional DBA Amount/Rate
- Option Rule
- Additional Premium

7. If your company uses a point system for benefits, complete the following fields:

- EE Points Benefit Payroll Deduction
- Additional DBA Amount/Rate
- Option Rule
- Additional Premium
- ER Points Benefit Payroll Deduction
- Additional DBA Amount/Rate
- Option Rule
- Additional Premium

Field	Explanation
Pln Opt	A code that identifies any additional options available for a benefit plan that have been defined in the Plan Master table (F08320). Additional options must have the same provider, policy number, and enrollment and eligibility rules as the benefit plan to which they are associated.

Field	Explanation
Additional DBA Amt/Rt	The employee's additional payroll deduction (employee share amount) for optional coverage.
Opt Rul	A rule that indicates the specific DBA to add to the employee's DBA instructions when an employee is enrolled in a plan. This rule also includes the amount or rate to use. Valid rules are:

1   Plan DBA

> The system uses the employee share from the DBA for the specified plan.

> You can also include an additional amount or rate that the system adds in the calculation. You cannot use a DBA for the option.

2   Plan and Option DBAs

> The system uses both the DBA for the plan and the DBA for the option. The two DBAs must have different code numbers.

> You can also include an additional amount or rate that the system adds in the calculation.

3   Option DBA

> The system uses the employee share from the DBA.

> You can also include an additional amount or rate that the system adds in the calculation.

Field	Explanation
V O	A code to indicate whether an option is valid for the plan. This code allows you to cancel options when they are no longer valid. Valid values are:

Y   Yes, this is a valid plan option.

N   No, this is not a valid plan option.

When you make an option invalid, that option does not appear on any enrollment form, print or online, and no employee can enroll in that option.

What You Should Know About

Deleting a benefit plan option

You cannot delete a benefit plan option if an employee is enrolled in that option. Even when employees are not active, they are considered to be attached to the plan option.

Linking Plans to Categories within a Benefit Group

> ◆ From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), enter **29**
> From Benefits Administration Setup (G08B4), choose **Plans Within Categories**

After you set up a benefit group and link categories to it, you link the plans and the assigned options to the categories. You can link specific plans for each benefit, or you can link a plan with attached options.

For example, you can set up a group category of medical and link the following three plans:

- MED for the employee only
- MED+ONE for the employee plus one other person
- MED+FAM for the employee and the employee's entire family

Alternatively, you can set up the group category medical and link a medical plan with options for the plus one and family coverage.

When you link plans to categories, you can also enter effective beginning and ending dates. These dates default to the employees' records when you enroll them in the specific plan.

To link plans to categories within a benefit group

On Plans within Categories

1. Complete the following fields:
   - Benefit Group

- Group Category
- Plan ID
- Mandatory Participation
- Default Plan

2. Complete the following optional fields:

- Effective Begin
- Effective End

Field	Explanation
Group Category	The category of a benefit group. The category is used to group benefit plans according to the type and/or rule. For example:
	MEDICAL - Required Medical Selections
	DENTAL - Optional Dental Selections
	LIFE - Required Life Ins Selections
	Valid categories are set up in the Generic Rate and Message table (F00191) for (08/SG). Associated text for categories is stored in the General Message Detail table (F00192). For more information, see program P00191.
Mandatory Participation	A code that indicates whether the plan is required for all employees. Valid codes are:
	Y Yes, all employees must participate in this plan. You should not use this code unless all employees are required to participate in the plan.
	N No, all employees are not required to participate in this plan. It is optional.
Default Plan	A code that specifies if the plan is a default plan in the category. An employee is automatically enrolled in this plan if no other plans within the category are selected. Valid codes are:
	Y Yes, this is a default plan.
	N No, this is not a default plan.

Setting Up Date Codes

◆ From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), enter **29**
From Benefits Administration Setup (G08B4), choose **Define Date Codes**

When you set up eligibility tables, you enter date codes to determine eligible and ineligible enrollment dates. You must set up the date codes you need to include on the eligibility table for the benefit.

Eligibility tables and date codes work together. For example, an eligibility table can test for 30 days from the date of hire, and the date code can assign the first of the month following eligibility as the enrollment date.

You can set up date codes in one of the following ways:

- Set up for a specific date following a particular date of the month
- Set up for the last day of the month following a particular date
- Set up by an amount of time after a specific date
- Set up by a specific enrollment date

To set up for a specific date following a particular date of the month

Use this method to set up a date code when you want enrollment to begin on a specific date within the month immediately following a particular date.

For example, when you want enrollment to begin on the 15th of any month after date of hire, enter 15 as the date of the month and the code for start date as the date to follow. If an employee begins work on May 30th, eligibility for enrollment in the benefit plan begins on June 15th, (the first 15th of a month after the employee's hire date).

In another example, if you want enrollment to begin on the 1st of the month after passing eligibility, enter 1 in Date of Month field and an asterisk (*) as the date to follow. When an employee passes eligibility on June 1st, enrollment in the plan begins on June 1st. If the employee passes eligibility on June 2nd, enrollment in the plan begins on July 1st.

On Define Date Codes

Complete the following fields:

- Enrollment/Termination Date Code

- Description

- Date of Month

- Date to Follow

Field	Explanation
Enroll/Term Date Code	A code that identifies the terms for beginning and ending enrollment dates.
Date of Month	The date during any month that you want plan enrollment to begin or end. You can use either this field or the End of Month field in conjunction with the Date to Follow field. You cannot use both.
	For example, a value of 05 in this field means that enrollment either begins or ends on the fifth of the month following the date specified in the Date to Follow field. If you enter 05 in this field, you cannot also enter Y in the End of Month field.
Date to Follow	A code that identifies the date that you want the system to use in conjunction with either the Date of Month field (data item DYMO) or the End of Month (data item ENDM) field. The codes allowed coincide with the dates that are on the Dates, Eligibility, and EEO screen (P060190). You can define this code using user defined code table(08/D2).
	An asterisk (*) indicates the fixed effective date. The fixed effective date is the date that the employee either passes or fails eligibility.

To set up for the last day of the month following a particular date

Use this method to set up a date code when you want enrollment to begin on the last day of the month immediately following a particular date.

For example, when you want enrollment to begin on the last work day of the month of the date of hire, enter Y (yes) in the End of Month field and the code for the start date as the date to follow. In this case, an employee becomes eligible for enrollment on the last day of the month after being hired. If an employee begins work on May 30th, eligibility for enrollment in the benefit plan begins May 31st. If an employee is hired on the 31st, then enrollment begins on that day.

On Define Date Codes

Complete the following fields:

- Enroll/Termination Date Code
- Description
- End of Month
- Date to Follow

Field	Explanation
End of Month (Y)	A code that defines whether you want plan enrollment to begin or end at the end of any month. You can use either this field or the Date of Month field in conjunction with the Date to Follow field. You cannot use both.
	For example, a value of Y in this field means enrollment either begins or ends at the end of the month following the date specified in the Date to Follow field. If you enter Y in this field, you cannot also enter a number in the Date of Month field.

To set up by amount of time after a specific date

You can set up a date code that is a certain number of days, months, or years after a particular date. For example, you can define an enrollment date in a particular stock option plan as being two years after the employee's hire date.

On Define Date Codes

Complete the following fields:

- Enrollment/Termination Date Code
- Description
- Number of Days, Months, Years
- Basis
- Date to Follow

Field	Explanation
Number of Dys,Mos,Yrs	This field works in conjunction with the Basis (D, M, Y) field and the Date to Follow field to define an enrollment date that is a certain number of days, months, or years after a particular date.
	For example, if you want the effective date of enrollment to be one year after the employee's original hire date, define these fields as follows:
	1. Type a 1 in this field.
	2. Type a Y in the Basis (D, M, Y) field.
	3. Type the user defined code (08/D2) that indicates Original Hire in the Date to Follow field.
	When you run an eligibility test, the system searches the Employee Master file for employees eligible to enroll in the plan because they meet these requirements.
Basis (D,M,Y)	This field works in conjunction with the Number of Days, Months, Years field and the Date to Follow field to define an enrollment date that is a certain number of days, months, or years after a particular date.
	For example, if you want the effective date of enrollment to be one year after the employee's original hire date, define these fields as follows:
	1. Type a 1 in the Number of Days, Months, Years field.
	2. Type a Y in this field to specify a year.
	3. Type the user defined code (08/D2) that indicates Original Hire in the Date to Follow field.
	When you run an eligibility test, the system searches the Employee Master file for employees eligible to enroll in the plan because they meet these requirements.
Date to Follow	This field works in conjunction with the Number of Dys, Mos, Yrs field and the Basis (D, M, Y) field to define an enrollment date that is a certain number of days, months, or years after a particular date.
	An asterisk (*) in this field indicates the fixed effective date. The fixed effective date is the date the employee either passes or fails eligibility.
	For example, if you want the effective date of enrollment to be one year after the employee's original hire date, define these fields as follows:
	1. Type 1 in the Number of Dys, Mos, Yrs field.
	2. Type Y in the Basis (D, M, Y) field.
	3. Type the user defined code (08/D2) that indicates original hire in this field.
	When you run an eligibility test, the system searches the Employee Master table for employees eligible to enroll in the plan because they meet these requirements.

To set up by a specific enrollment date

You can set up date codes by an enrollment date. You can enter up to six different enrollment opportunities for a date code. For example, you can enter the first day of each fiscal quarter as enrollment dates, so that the system enrolls any employee who meets the other eligibility requirements on the first day of the next quarter. Conversely, if you want enrollment eligible on only one particular date each year, enter only that date.

On Define Date Codes

1. Complete the following fields:

    - Enrollment/Termination Date Code
    - Description

2. Enter a month and day in one or more of the following fields:

    - First Enrollment
    - Second Enrollment
    - Third Enrollment
    - Fourth Enrollment
    - Fifth Enrollment
    - Sixth Enrollment

Field	Explanation
First Enrollment	A month and day that represents a date each year on which plan enrollment can begin or end. Plans can have up to six of these dates each year, designed to indicate quarterly enrollment, bi-monthly enrollment, and so forth.
	When you test for eligibility using the Batch Enrollment program (P083800), the enrollment record being processed begins or ends on the enrollment date that is after the date of the eligibility test.

Setting Up Pay Type Tables

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **29**
From Benefits Administration Setup (G08B4), choose **Pay Type Tables**

If you have set up any eligibility tables based on hours worked (method H), you must set up a pay type table for each standard. When you set up a pay type table, you enter a range of pay type numbers for the system to include when it tests the number of hours worked for an employee's eligibility.

For example, if you want to include all pay types in the eligibility test, you could enter pay type 001 through 999. If you want to exclude certain pay types, you could set up a table with more than one range. For example, to exclude pay type 450 only, you could set up two ranges as follows:

- 001 through 449
- 451 through 999

You can set up as many ranges as necessary on a table, but you cannot overlap any of the rages within a table. For example, the system will *not* accept the following table:

- 001 through 449
- 445 through 999

Before You Begin

- Set up the user defined codes (08/TT) for the pay type tables

To set up pay type tables

On Pay Type Tables

1. Complete the following fields:
   - Pay Type Table
   - From Pay Type
   - Thru Pay Type
2. To set up additional ranges, complete the following fields as often as necessary:
   - From Pay Type
   - Thru Pay Type

Field	Explanation
Pay Type Table	The name of the table you defined on user defined code table (08/TT).
From Pay Type	The number and description of the PDBA you want the system to use to calculate the corresponding DBA.
	Form-specific information
	When you are defining the range of pay types, and the range includes only one pay type, the from and thru fields must contain the same pay type number.

Field	Explanation
Thru Pay Type	The number and description of the pay type you want the system to use to calculate the corresponding pay type. This is the ending number in the range that is the basis of the calculation.
	Test for conditional import. Nancy b
	Form-specific information
	When you are defining the range of pay types, the thru value must be greater than or equal to the value in the from field. If the range includes only one pay type, the from and thru fields must contain the same pay type number.

Setting Up Eligibility Tables for Benefit Plans

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), enter **29**
From Benefits Administration Setup (G08B4), choose **Define Eligibility**

Some benefit plans require that employees meet certain eligibility standards before they qualify for or maintain enrollment in a benefit. If a benefit requires eligibility rules, you enter the name of the eligibility table on the master plan for the benefit.

You must set up an eligibility table to define each of the rules or standards you use to determine eligibility. For example, your company might require that employees be employed with your company full time for six months and have worked a minimum of 40 hours in the last week before they qualify for medical insurance and dental insurance. You can use the same table for more than one benefit plan if the rules and standards are the same

After you have set up an eligibility table and included it in the master plan for a benefit, the system can test an employee's eligibility for enrollment in a benefit plan. When the system tests for eligibility, one of the following occurs:

- When an employee passes the eligibility test, the system assigns the enrollment record an eligible status and a beginning enrollment status date based on the date code. When the enrollment status begins with an A (for active), the system passes the DBA code to the Payroll system so that the system can make the necessary deductions or contributions. The system also assigns a participation date and an eligibility date equal to the beginning enrollment date.

- If an employee does not pass the eligibility test, the system assigns an ineligible enrollment status to the enrollment record and a beginning enrollment status date based on the date code. The system does not pass the DBA code to the Payroll system. In this case, the system does not assign eligibility and participation dates.

> **Note:** You must set up an eligibility table called *None*, or something similar,
> to indicate that no eligibility rules or standards are required. Use this table
> for all benefit plans that do not require employees to meet or maintain
> eligibility standards to participate in a benefit.

Setting up eligibility tables includes the following tasks:

▪ Setting up eligibility tables

▪ Setting up an eligibility table when none is needed

Before You Begin

▪ Set up the user defined codes (08/ES) to define the enrollment status. See *Setting Up User Defined Codes for Human Resources* in the *Human Resources User Guide.*

▪ Set up pay type tables to include in any table based on hours worked. See *Setting Up Pay Type Tables.*

▪ Set up the date codes to define eligible and ineligible enrollment. See *Setting Up Date Codes.*

To set up eligibility tables

On Define Eligibility

1. To name the table, complete the following fields:

   ▪ Eligibility Table

   ▪ Table Description

2. To define the parameters or standards of the plan, complete the following fields:

- And/Or
- Amount
- Method
- Based From
- Eligible Enrollment Status
- Ineligible Enrollment Status
- Eligible Enrollment Date Code
- Ineligible Enrollment Date Code

3. If the table method is H, complete the following fields:

- Hours Only Computation Period
- Hours Only Number of Periods
- Hours Only Pay Type Table

Field	Explanation
And /Or	A code that designates whether the test parameters or criteria are based on an AND condition or an OR condition.
Amt	Refers to an eligibility minimum that must be met to satisfy the eligibility requirements. The minimum is tied to the method entered.
	See data item MTHD for more information.
Method	A code used to calculate eligibility. This field is used in conjunction with the Amount field (data item ELMH).
	For example, if the eligibility criteria for a plan includes minimum age, you enter AM (Minimum Age) in this field and the specific age in the Amount field.
	JD Edwards World provides codes for six of the most common methods. These codes are hard-coded and cannot be changed or deleted:
	H Hours of service
	D Days of service
	M Months of service
	Y Years of service
	AM Minimum age
	AX Maximum age.
	If you use a user defined eligibility program, you can add different methods to user defined code list (08/EL).
Based From	A code that defines the date from which eligibility is calculated. The allowed codes coincide with the dates that are on the Dates, Eligibility, and EEO form (P060190), and that are defined in user defined code list (08/D1). If you do not enter a code in this field, the system uses the date that the employee started.

Field	Explanation
Comp Period	The computation period used to calculate if a person has the minimum number of hours necessary to be eligible for a plan. Valid codes are:
	W Week (seven days prior to effective date)
	M Previous calendar month
	Y Year (previous year to effective date)
Hours ONLY No ∕	The number of consecutive periods used to calculate eligibility.
Pay Type Table	The pay type table that the system uses to calculate the hours an employee worked to determine plan eligibility. You can define this table using user defined code list (08∕TT).
Eligible Enrollment: Status	The status to be assigned to the enrollment record after the employee becomes eligible for a plan.
	You can define this code using user defined code list (08∕ES). See Enrollment Status (data item XDFS) for restrictions on the allowed values for this field.
	Form-specific information
	If the Eligible or Ineligible Enrollment Status code begins with an A, for example, ACT or AC2, the system writes the DBA code from the Plan Master to the Employee DBA Instructions table. When a Begin Enrollment Status code begins with a letter other than A, no record is written to the Payroll system.
	To indicate an ending status that does not result in a new enrollment, such as termination, you must define the code with an X in the first position on the Description 2 field of the General User Defined Codes form.
	Use a status that begins with an X as an ending status to indicate a mistaken enrollment. The system does not write instructions to the Employee DBA Instructions table when the status begins with X.
Eligible Enrollment: Date Code	A code that indicates the date that the employee's new enrollment record should begin after it is determined that the employee is eligible for a plan. You define these codes in the Define Date Codes table (F08395).

Field	Explanation
Ineligible Enrollment: Status	The status to be assigned to the enrollment record after it is determined that an employee is not eligible for a plan.
	You can define this code using user defined code list (08/ES). See Enrollment Status (data item XDFS) for restrictions on the allowed values for this field.
	Form-specific information
	If the Eligible or Ineligible Enrollment Status code begins with an A, for example, ACT or AC2, the system writes the DBA code from the Plan Master to the Employee DBA Instructions table. When a Begin Enrollment Status code begins with a letter other than A, no record is written to the Payroll system.
	To indicate an ending status that does not result in a new enrollment, such as termination, you must define the code with an X in the first position on the Description 2 field of the General User Defined Codes form.
	Use a status that begins with an X as an ending status to indicate a mistaken enrollment. The system does not write instructions to the Employee DBA Instructions table when the status begins with X.
Ineligible Enrollment: Date Code	A code that indicates the date that the employee's new enrollment record should begin after it is determined that the employee is not eligible for a plan, or if no eligibility test is specified in the enrollment setup. These codes are defined in the Define Date Codes table (F08395).

To set up an eligibility table when none is needed

On Define Eligibility

1. Complete the following fields:
   - Eligibility Table
   - Table Description
2. Complete the following field with any valid value:
   - Method Code
3. Enter ACT (active) in the following fields:
   - Eligible Enrollment Status
   - Ineligible Enrollment Status
4. Complete the following fields:
   - Eligible Enrollment Date Code
   - Ineligible Enrollment Date Code

What You Should Know About

Master Plan   You must set up an eligibility table called *None*, or something similar, to indicate that no eligibility rules or standards are required. Use this table for all benefit plans that do not require employees to meet or maintain eligibility standards to participate in a benefit.

Setting Up Enrollment Parameters

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), enter **29**
> From Benefits Administration Setup (G08B4), choose **Enrollment Parameters**

When you use benefit group selections or batch enrollment to enroll employees in a benefit plan, you can also set up enrollment parameters. Enrollment parameters define which action the system takes when it tests for eligibility. The system compares the employee enrollment information to each parameter to determine which eligibility test and date code to use to determine when to enroll an employee in a benefit plan or when to terminate the employee's participation.

You base the parameters on certain search items. The system always begins with the most detailed parameter and searches for the following information:

▪ Plan ID

▪ Benefit Status

▪ Enrollment Status

▪ Valid Plan

The system begins the search at the bottom of the list of parameters. When the search does not result in a match with the employee information on the first parameter searched, the system searches the next parameter. It continues searching until it identifies the parameter to use.

If you do not set up enrollment parameters, the system performs the following:

▪ When an employee is actively enrolled in a benefit plan, the system tests continuing eligibility in a plan.

▪ In all other cases, the system tests initial eligibility for employees.

If you set up parameters for a specific plan, you must also set up the basic parameters for initial and continuing eligibility.

Example: Search Hierarchy for Enrollment Parameters

The following form illustrates a sample setup for enrollment parameters.
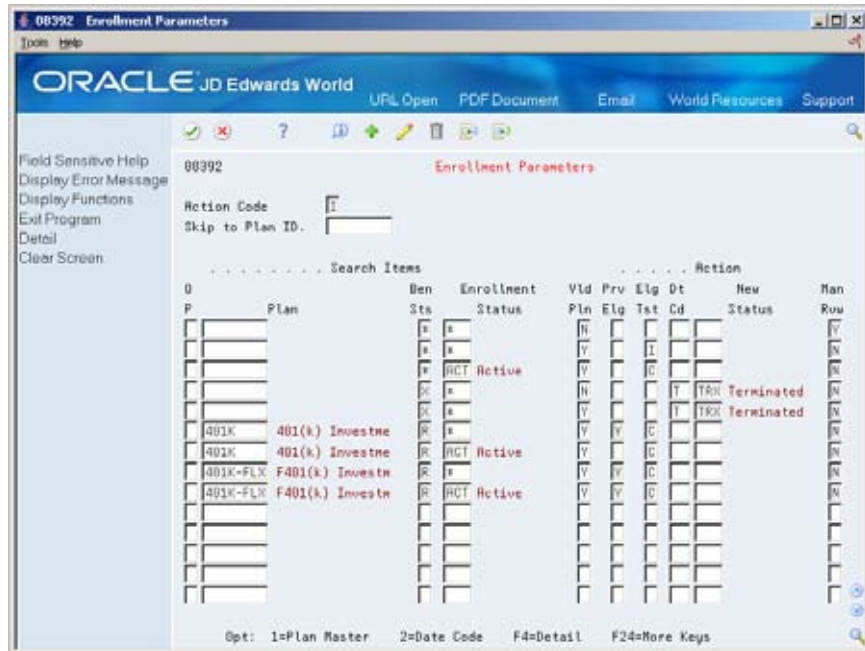
Based on these parameters, the system would compare the information to the 401K-FLX plan first, as it is the most detailed parameter. Because this parameter is for the 401K-FLX plan only, it applies only to enrollment eligibility in that plan.

If the system could not match the employee enrollment information to this parameter, it would continue to the next parameter and then the next, until it located a parameter that was not specific to one plan.

When the system locates a parameter that matches the enrollment information it is searching, it conducts the eligibility test or assigns the date code indicated in that parameter.

In this example, when the system searched enrollment information and located any valid plan with X in the Benefit Status field and any enrollment status (as indicated with an *), it ends the plan with the T date code as set up on Define Date Codes.

As illustrated below, the system follows a specific order of search criteria to match employee enrollment to the parameters. In this illustration, an * indicates that value in the field and Z indicates any other valid value for the field.

Plan	Benefit Status	Enrollment Status	Valid Plan
Plan	Z	ZZZ	Z
Plan	Z	*	Z
Plan	*	ZZZ	Z
Plan	*	*	Z
	Z	ZZZ	Z
	Z	*	Z
	*	ZZZ	Z

Plan	Benefit Status	Enrollment Status	Valid Plan
	*	*	Z

Before You Begin

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

To set up enrollment parameters

On Enrollment Parameters
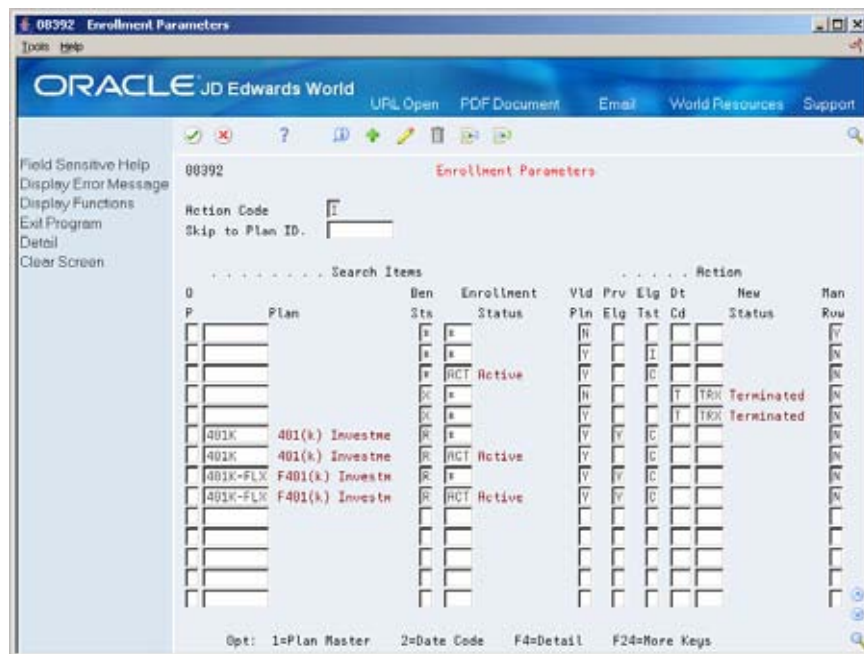
1. For the most detailed parameter, complete the following field:
   - Benefit Status
   - Enrollment Status
   - Valid Plan
   - Manual Review

2. Complete the following optional fields:
   - Plan
   - Previous Eligibility
   - Eligibility Test

3. If Eligibility Test is blank, complete the following fields:

- Date Code
- New Status

4. Repeat this step for each parameter that you want to set up by completing only the relevant fields.

Field	Explanation
Ben Sts	A user defined code (07/EA) that allows the system to test an employee's eligibility for benefits and to determine for enrollment parameters (guidelines) for benefits administration. This code specifies the employee action for which the system searches as it tests for eligibility. An asterisk (*) indicates the guidelines refer to all employee actions not otherwise specified. Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.
Enrollment Status	A code that indicates the status of an employee's enrollment in a plan. It is a user defined code (08/ES), and you must use the following restrictions for the definitions: ▪ All statuses indicating active participation in a plan must begin with the letter A. ▪ All statuses indicating an ending status that does not result in a new enrollment (such as a termination) must have the letter X in the first position of Description 2 (data item DL02), General User Defined Codes form. ▪ A status beginning with the letter X, when used as an ending status, represents a mistaken enrollment. No employee DBA instructions are written. ▪ An asterisk (*) indicates all statuses not otherwise specified. *Form-specific information* This code indicates the enrollment status that the system should search for as it tests for eligibility.
Valid Plan	A code that indicates whether the specified plan is a valid plan for the employee. A valid plan is one that is available within the employee's benefit group. Valid codes are: Y The plan is a valid plan for the employee, N The plan is not a valid plan for the employee.

Field	Explanation
Previous Eligibility	A code that indicates whether the employee was previously eligible for the plan. Valid codes are:
	blank Do not check for previous eligibility.
	Y Yes, the employee was previously eligible.
	N No, the employee was not previously eligible.
	If the system finds a code in this field, it then searches the fold area for further information.
Elg Tst	A code that tells the system which eligibility test to run. Valid codes are:
	Blank Do not test for eligibility.
	I Test for initial eligibility.
	C Test for continuing eligibility.
Dt Cd	A code that indicates the date that the employee's new enrollment record should begin after it is determined that the employee is not eligible for a plan, or when no eligibility test is specified in the enrollment setup. These codes are defined in the Define Date Codes table (F08395).
New Status	A code that indicates the ending status of an employee's enrollment in a plan. This status represents the reason for ending the old enrollment, and is used as the beginning status of any resulting new enrollment.
	You can define this code using user defined code list (08/ES). See data item XDFS (Status - Enrollment) for restrictions on the allowed values.
	Note: An ending status that begins with the letter X represents a mistaken enrollment. The system does not store employee DBA instructions for mistaken enrollments.
Manual Review	A code that indicates whether the enrollment being processed should be printed on the Manual Review Requested report so the record can be handled manually rather than through the batch process.

Linking 401(k) Allocations Funds to Plans

> From Human Resources (G08), choose **Benefits Administration**
> From Benefits Administration (G08B1), choose **Fund Allocation Setup**

If your company offers a 401(k) plan as a benefit to employees, you can link it to the investment programs, or funds, from which the employees can choose to allocate their deductions. You must set up allocation funds as accrual DBAs that are a percentage of the employee and employer contributions. For example, if your 401(k) offers employees several different investment programs from which they can choose for their 401(k) deduction, you can link each investment program to the plan.

Before You Begin

- Set up the funds as payees in the Address Book system.

- Set up the deduction DBA for the employee-paid deduction and the benefit DBA for the employer-paid contribution to the 401(k) plan. See *Setting Up a DBA.*

- Include the DBAs on the plan master. See *Setting Up Benefit Plans*.

To link 401(k) allocation funds to plans

On Fund Allocation Setup

1. To locate the 401(k) plan, complete the following field:

   - Plan ID

2. Choose the DBA Setup option.

3. On DBA Setup, enter a number that is greater than both the employee-paid deduction DBA and the employer-paid benefit DBA in the following field:

   ▪ DBA Code

4. Enter A in the following field:

   ▪ DBA Type

5. Enter G in the following field:

   ▪ Source of Calculation

6. Enter % in the following field:

   ▪ Method of Calculation

7. Enter N in the following fields:

   ▪ Calculate if No Gross

   ▪ Calculate in Pre-Payroll

8. Enter the same values that you enter for the DBA for the employee-paid 401(k) deduction in the following field:

   ▪ Pay Period to Calculate

9. Use the Add action.
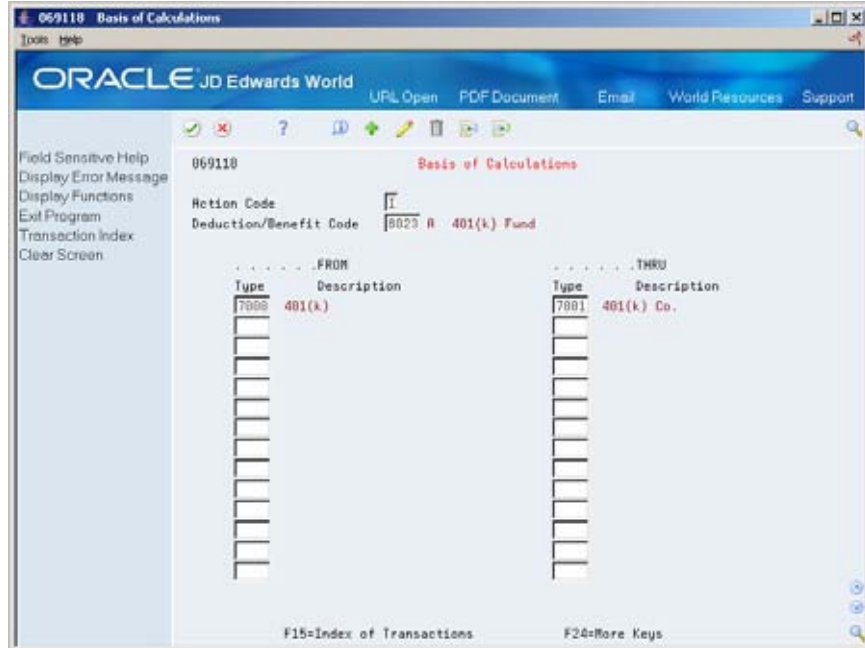
10. On Basis of Calculation, enter the codes for the employee-paid and the
employer-paid DBAs in the following fields:

- From PDBA Type

- Thru PDBA Type

11. Return to DBA Setup

12. Return to Fund Allocation Setup.
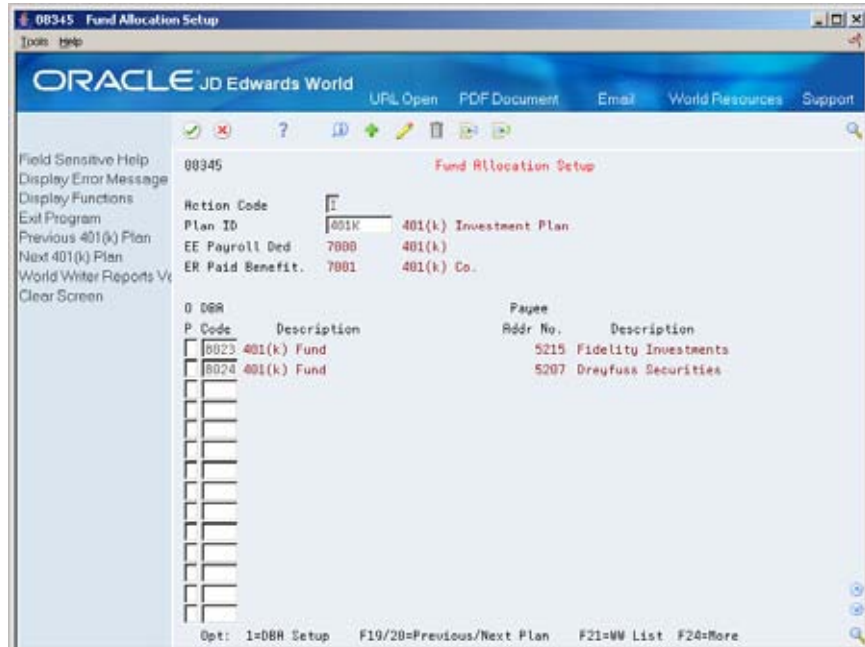
13. On Fund Allocation Setup, enter the Fund Allocation DBA you set up in the following field:

- DBA Code

What You Should Know About

Calculating for all employees

Do *not* calculate the DBA to allocate funds for all employees. You can choose the Additional function on DBA Setup to verify that this field contains the default value N (no).

Verifying the Setup of Benefits Administration

From Human Resources (G08), choose **Benefits Administration**
From Benefits Administration (G08B1), choose **Benefits Reports**
From Benefits Reports (G08B11), choose **World Writer Reports**

After you complete the setup process for benefits administration you can print several World Writer reports. Each report lists different information for the setup process. Use these reports to verify the accuracy of your setup. The reports are also useful cross-reference tools to use during the setup process, for example, use the Benefit Structure report to identify all the plans and options currently assigned to a benefit group.

Choose the reports from the World Writer list. Use the following reports to verify the setup of benefits administration.

Groups, Categories, Plans, and Options report

This report lists all benefit groups and benefit categories assigned to each group. It also lists the benefit plans and options assigned to each benefit category.

```
                                    Benefit Structure                          Page     -     1
                               Groups, Categories, Plans & Options             Date    - 07/18/17

Benefit Grp   Group      Cat  Plan                              Man Dft  Begin    Ending  Add                           Opt
  Group  Rul  Category   Rul  ID      Description               Prt Pln  Date     Date    Opt  Description              Rul
------- ---  ---------- ---  --------  ----------------------------  --- ---  -------- --------  ---  ---------------------------- ---
FACBEN       DENTAL      O    DEN-01  Dental - EE only          N   Y                          FAM  EE plus family            1
                                                                                               ONE  EE plus one               1
HRLY                                                                                           FAM  EE plus family            1
                                                                                               ONE  EE plus one               1
MGMT                                                                                           FAM  EE plus family            1
                                                                                               ONE  EE plus one               1
SALARY       MEDICAL          MED+1   Medical Plan - Employee + one     N                      FAM  EE plus Family            1
                                                                                               MED  EE Only                   1
             DENTAL           DENONE  Dental - EE only              Y                          FAM  Dental EE + FAM           1
                                                                                               TWO  Dental EE + One           1
```

Groups, Categories, and Plans report

This report lists all benefit groups and benefit categories assigned to each group. It also lists the benefit plans assigned to each benefit category.

```
                                  Benefit Structure              Page     -       1
                               Groups, Categories & Plans         Date     - 07/23/17
                               (Plans without Options Only)
   Benefit Grp  Group     Cat  Plan                            Man Dft  Begin   Ending
    Group  Rul  Category  Rul   ID     Description             Prt Pln  Date    Date
   ------- ---  --------  ---  -------- ---------------------------- --- --- -------- --------

   HRLY         MEDICAL    O   MED     Medical Plan - Employee Only  N   Y
                               MED+FAM Medical Plan - Plus Family        N
                               MED+ONE Medical Plan - Employee + one
                DENTAL         DEN-01  Dental - EE only                  Y
                LIFE           LIFE    Life Insurance Plan
                401K           401K    401(k) Investment Plan
```

Plan Listing

This report lists the plan ID and description for each benefit plan you set up. It also includes information from the plan master including the employee and employer DBA codes.

```
                                           Plan Listing                   Page     -       2
                                                                          Date     - 07/18/17
      Plan                        Man Provider Effective  Effect  Dep St Pln Employee Employer Prereq
       ID    Description          Prt Trustee  Beg Date  End Date Ben Cd Typ  DBA ID   DBA ID   Plan    Description
    -------- ---------------------- --- -------- --------- -------- --- -- --- -------- -------- -------- -----------------------
    MEDDEN2  FMedical/Dental  ER plus on N    1001                     N  A  M            5040
    MEDDEN2+ FMedical Dental ER 2plus Fl N   1001                     N  A  M            5050
    MEDONE   FMedical - EE only      N   5741                     N          1500     1522
    MED00    FMedical - No coverage  N   1001                     N
    MED01    FMedical Plan- $100 Deducti N  5186 01/01/17          Y  A  M  1501
    MED01+1  FMedical Plan - $100 ded-EE N  5186                  Y          1511
    MED01-2+ FMedical Plan - $100 ded-EE N  5186                  Y          1521
    MED02    FMedical - $250 Ded EE only N  5178                  Y          1502
    MED02+1  FMedical-$250 Ded EE plus o N  5178                  Y          1512
    MED02-2+ FMedical-$250 Ded EE - 2 pl N  5178                  Y  A  M  1522
    PENSION  Pension Benefit Plan    N   5303                     Y  A  P
    RRSP     RRSP Retirement Plan    N   1001                     Y          7700     7701
    SPND-DEP FSpending Dep Care Flex N   1001                     Y          4598
    SPND-MED FSpending Acct for Medical N   1001                  Y          4599
    STD-01   Disability Short Term   N   5186                     Y          1017
    TEST     test                    N   1001                     N
    VACATION Canadian Vacation Plan  N   1001                     N          7785
    VISIONE  FVision Employee only   N   1001                     N  A  V  5501
    VISIONE1 FVision Employee plus one N  1001                    N  A  V  5502
    VISIONE2 FVision Employee plus two p N 1001                   N  A  V  5503
    VIS000   FVision - No coverage   N   1001                     N  A  V  5504
    401K     401(k) Investment Plan  N   1001                     Y          7000     7001
    401K-FLX F401(k) Investment Plan N   1001                     Y          7000     7001
    403(B)   403(b) Investment Plan  N   1001                     Y          9400
```

Set Up COBRA Coverage

Setting Up COBRA Coverage

The Consolidated Omnibus Reconciliation Act (COBRA) requires that employers who sponsor group health plans offer qualified beneficiaries continuation of coverage at group rates that the employee or qualified beneficiary would have otherwise forfeited due to a qualifying event, such as termination of employment or going from full-time employment to part-time. You must set up all the components of COBRA before anyone can enroll in a COBRA plan.

The setup for a COBRA plan is the same as setting up any other benefit plan. You can either use an existing benefit plan or set up a new COBRA plan.

To set up COBRA coverage, complete the following tasks:

- Setting Up a Plan Master for COBRA Coverage
- Setting Up the General Constants
- Reviewing the COBRA General Constants Report
- Setting Up the Constants for Qualifying Events
- Reviewing the COBRA Qualifying Events Report
- Setting Up Profile Data
- Setting Up Security for Profile Data
- Generating the Title Search Table
- Transferring Profile Data

A qualified beneficiary for COBRA coverage is any individual entitled to the benefits of COBRA coverage. Beneficiaries for COBRA coverage can include a current or former employee and the employee's spouse or dependents.

Setting Up a Plan Master for COBRA Coverage

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1) enter **29**
> From COBRA Compliance Setup (G08C4), choose **Plan Master Information**

You must set up the COBRA plan's details before coverage can take effect. You can use an existing plan and identify it as a COBRA plan or you can create a new plan specifically for COBRA. Only those plans that you set up for COBRA coverage appear in the COBRA enrollment options that the qualified beneficiary can elect.

To set up a plan master for COBRA coverage

On Plan Master Information

1. To locate the plan, complete the following field:

    ▪   Plan ID

2. Complete the following field:

    ▪   COBRA Plan (Y/N)

3. Choose the DBAs function.

4. On DBA Setup, choose the Additional function.

5. On DBA Additional Information, complete the following field and press Enter:

   - COBRA Plan

6. Exit DBA Setup and return to Plan Master Information.

7. On Plan Master Information, choose the Plan Master Rates function from the Employee Payroll Deduction field.

8. On Plan Master Rates, complete the following fields:

   - Type
   - Date - From
   - Date - Through
   - Amount or Rate

9. Choose the Update function and return to Plan Master Information.

10. If you set up the plan with options, choose the Plan Additional Options function.
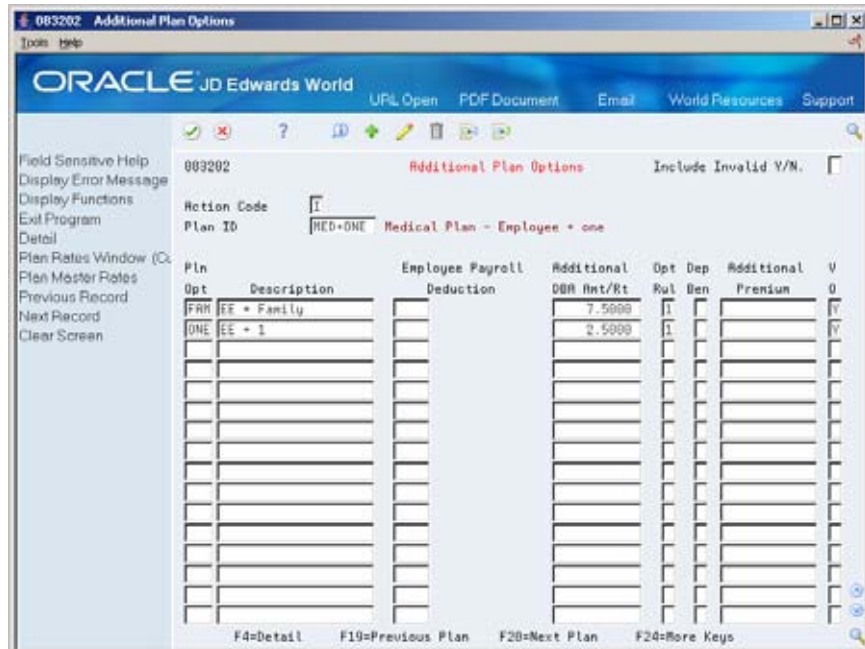
11. On Additional Plan Options, choose the Plan Master Rates function from the following field:

  ▪ Employee Payroll Deduction

12. On Plan Master Rates, complete the following fields for the option:

  ▪ Type

  ▪ Date - From

  ▪ Date - Through

  ▪ Amount or Rate

13. Choose the Update function and return to Plan Master Information.

14. On Plan Master Information, use the Change action.

Field	Explanation
COBRA Plan (Y/N)	A code that indicates one of the following:
	▪ Whether the system should place an employee being terminated from the plan in COBRA
	▪ Whether a benefit is also a COBRA plan
	Valid codes are:
	Y The plan is a COBRA plan.
	N The plan is not a COBRA plan.
	Note: If you enter a Y in this field, you must define each DBA with the COBRA plan equivalent equal to 1. This field is found on DBA Additional Information.

What You Should Know About

Changing from and through dates

You cannot change values in the From Date or Thru Date fields on Plan Master Rates. If you need to change one of these dates, you must first delete the record. Use the Delete action and then enter the correct date.

Setting Up the General Constants

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), enter **29**
> From COBRA Compliance Setup (G08C4), choose **COBRA General Restraints**

After you set up the COBRA plan, you must set up the COBRA general constants. The constants control COBRA continuation at the company level. You must set up company 00000 as the default company, but you can set up specific companies if a company needs constants different from the default company.

You must also enter the same corresponding information for the qualifying events constants as you enter for the COBRA general constants.

To set up the general constants

On COBRA General Constants

1. Complete the following fields:
   - Company Number
   - Effective From
   - Effective Thru

2. To identify the coverage information, complete the following fields:
   - Period Covered - Regular
   - Period Covered - Disabled
   - Continuation Code - Regular
   - Continuation Code - Disabled
   - Administrative Fee - Regular
   - Administrative Fee - Disabled
   - Administrative Fee Method - Regular
   - Administrative Fee Method - Disabled
   - Administrator Address
   - Construct Coverage

3. To define the information for grace periods, complete the following fields:

- Coverage Loss Date
- Initial Payment
- Initial Payment Code
- Election Period
- Election Code
- Additional Payment
- Additional Payment Code

4. Complete the following optional field:

- COBRA Folder

Field	Explanation
Company Number	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. **Note:** You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.
Continuation Period - COBRA Admin Reg	The length, in months, of the continuation coverage period.
Continuation Period - COBRA Admin Dis	The length, in months, of the disabled continuation coverage period.
Code - Admin. Fee Freq. Reg	The frequency of the administrative collection period. M = Month
Amount - Admin Fee Reg	The flat amount or percentage (up to 2% of the COBRA premium amount) a company can charge for administering COBRA benefits.
Amount - Admin Fee Disabled	The amount of the disabled coverage administrative fee. It can be up to 150% of the cost.
Method - Admin Fee Regular	A code that specifies the method that the system uses to calculate administrative fees for qualified employees who elect Consolidated Omnibus Budget Reconciliation Act (COBRA) coverage. Valid values are: A Monetary amount % Percentage
Method - Admin Fee Disabled	A code that specifies the method that the system uses to calculate administrative fees for disabled employees who elect Consolidated Omnibus Budget Reconciliation Act (COBRA) coverage. Valid values are: A Monetary amount % Percentage

Field	Explanation
Administrator Address	The Address Book number of the plan administrator. The administrator can be an outside organization or a person within your organization.
	You can save time and keystrokes by entering a plan administrator number on COBRA General Constants (P08990). Then, each time that you enter a qualifying event for a beneficiary, you can leave the plan administrator number blank and the system supplies the default value that you entered in the constants.
Construct Coverage	A code that determines where the system is to retrieve information in order to construct the COBRA coverage.
	Valid codes are:
	1 Use benefits administration information only.
	2 Use payroll group plans only.
	3 Use both benefits administration and group plan records.
Coverage Loss Date	A code that indicates whether the date that regular coverage ends should be used as the beginning date for COBRA coverage.
	Codes are:
	Y Yes, use the date that regular coverage ends plus one day as the beginning date for COBRA coverage.
	N No, do not use the date that regular coverage ends. Instead, use the date of the qualifying event plus one day.
Grace Period - Initial Payment	The limit on the number of days during which the qualified beneficiary must make the initial COBRA payment to remain qualified for coverage.
Initial Payment Code	The method used to calculate the length of the initial payment period. The method is expressed in days (D).
Period - COBRA Election	The time frame during which the participant may choose to elect COBRA continuation coverage.
	Currently, the election period ends 60 days after the later of either:
	▪ The date that coverage terminates after a qualifying event
	▪ The date that the qualifying beneficiary is sent the election notice
Election Period Code	The method used to calculate the length of the election period. The method is expressed in days (D).
Grace Period - COBRA Payment	The number of days grace period that the participant has to make the COBRA payments and remain qualified for coverage.

Field	Explanation
Addition Payment Code	The method used to calculate the length of the additional payment period. The method is expressed in days (D).
COBRA Folder	The name of the OfficeVision folder where COBRA notice documents are stored. Documents in this folder, such as initial COBRA notices and qualifying event notices, are sent to COBRA participants.

See Also

- *Setting Up Qualifying Events Constants (P08991)*

Reviewing the COBRA General Constants Report

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), enter **29**
> From COBRA Compliance Setup (G08C4), choose **Print General Constants**

You can print the General Constants report to review the COBRA general constants and verify the accuracy of the information. You can also use this report as a cross reference when you enter the constants for qualifying events.

```
 089909                                   JD Edwards World                         Page - . . .        5
                                    COBRA General Constants Report                 Date - . . .  7/23/17
Company. . . . . . . . . . 00000         JD Edwards World
Start Effective Date . . . 01/01/84
Ending Effective Date. . . 12/31/99
Coverage Information:     Regular        Disabled
-------------------
 Period Covered. . . . . .    18             29
 Continuation Code . . . . M              M
 Administrative Fee . . .  2.00           2.00
 Admin Fee Method. . . . . %              %
 Administrative Address. .    1001        Edwards, J.D. & Company
 Construct Coverage. . . . 3              Uses Benefits and Group Plans
Grace Periods:
 Coverage Loss Date. . Y                  Initial Pay/Code. . .  45 / D
 Election Period/Code. 60 / D             Additional Pay/Code .  30 / D
 COBRA Folder. . . . . COBRA
```

See Also

- *Setting Up COBRA General Constants (P08990)*

Processing Options

See [COBRA General Constants Report (P089909)](.).

Setting Up the Constants for Qualifying Events

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), enter **29**
> From COBRA Compliance Setup (G08C4), choose **Qualifying Events Constants**

After you set up the COBRA general constants, you must set up the constants for qualifying events. A qualifying event is any event that results in the employee or qualified beneficiary losing group health coverage. These constants control specific qualifying events at the company level. You must set up company 00000 as the default company, but you can set up specific companies if the data is different from the default company. If necessary, you can also set up different qualifying events for a specific tax area.

When you set up the constants for qualifying events, you can refer to the COBRA general constants. Although there might be some exceptions, typically you enter the same corresponding information for the qualifying events constants as you enter for the COBRA general constants.

To set up qualifying events constants

On Qualifying Events Constants

1. Complete the following fields:

   - Company Number

   - Qualifying Event/Type

   - Tax Area

   - Effective From

   - Effective Thru

2. To identify the coverage information, complete the following fields:

   - Period Covered - Regular

   - Period Covered - Disabled

- Period Covered - Dependent
- Continuation Period - Regular
- Continuation Period - Disabled
- Continuation Period - Dependent
- Administrative Fee - Regular
- Administrative Fee - Disabled
- Administrative Fee - Dependent
- Administrative Fee Method - Regular
- Administrative Fee Method - Disabled
- Administrative Fee Method - Dependent

3. To define the information for grace periods, complete the following fields:
   - Election Period
   - Election Period Code
   - Initial Payment
   - Initial Payment Code

Field	Explanation
COBRA Qualifying Event 1	A user defined code (08/QE) that indicates the first (initial) event that qualified a participant for COBRA continuation. You define the coverage months in the Qualifying Event Coverage Months table (F08990).
	See also data item QET (Qualifying Event Type).
Code - Qualifying Event Type	The number that the system uses to edit and identify an event that qualifies a participant for COBRA coverage. Valid codes are:
	0 Reduction in Hours
	1 Termination of Employment
	2 Divorce or Separation
	3 Medicare Entitlement
	4 Dependent Status Change
	5 Bankruptcy
	6 Death
	This number is Description-2 of user defined code list (08/QE). It is linked to the specific qualifying event. You should not change it if you change the two-character code that identifies an event.

Field	Explanation
Tax Area (Res.)	A code that identifies a geographical location and the tax authorities for the employee's residence. Authorities include both employee and employer statutory requirements. In Vertex payroll number tax terminology, this code is synonymous with GeoCode. Refer to the Master GeoCode List in the *Tax Reference Guide* for valid codes for your locations.
Effective From	The first date in a range of dates.
	Form-specific information
	The date on which the qualifying event occurred.
	Set the from date to encompass the start dates for all qualifying event records that you will be entering.
Effective Thru	The date on which the item, transaction, or table becomes inactive or through which you want transactions to display. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
	Form-specific information
	The date on which COBRA coverage ends. This date can be several years in the future.
Period Covered - Regular	The length, in months, of the continuation period for qualifying coverage for regular participants.
Period Covered - Dependent	The length, in months, of the continuation period for qualifying coverage for dependents.
Period Covered - Disabled	The length, in months, of the continuation period for qualifying coverage for disabled participants.
Continuation Period - Regular	The length of the COBRA regular continuation period. The length is expressed in months (M).
Continuation Period - Disabled	The length of the COBRA disabled continuation period. The length is expressed in months (M).
Continuation Period - Dependent	The length of the COBRA dependent continuation period. The length is expressed in months (M).
Administrative Fee - Regular	The flat amount or percentage (up to 2% of the COBRA premium amount) a company can charge for administering COBRA benefits.
Administrative Fee - Disabled	The amount of the disabled coverage administrative fee. It can be up to 150% of the cost.
Administrative Fee - Dependent	The amount of the administrative fee. It can be up to 102% of the cost.

Field	Explanation
Administrative Fee Method - Reg	A code identifying whether the administrative fee for qualified employees is dollars (A) or is a percentage (%). The default value is dollars. Valid values are:
	A Monetary amount
	% Percentage
Administrative Fee Method - Disabled	A code identifying whether the administrative fee for disabled employees is in dollars (A) or is a percentage (%). The default value is dollars (A). Valid values are:
	A Monetary amount
	% Percentage
Administrative Fee Method - Dependent	A code identifying whether the administrative fee for dependents . is in dollars (A) or is a percentage (%). The default value is dollars (A).Valid values are:
	A Monetary amount
	% Percentage
Election Period	The time frame during which the participant may choose to elect COBRA continuation coverage.
	Currently, the election period ends 60 days after the later of either:
	▪ The date that coverage terminates after a qualifying event
	▪ The date that the qualifying beneficiary is sent the election notice
Election Period Code	The method used to calculate the length of the election period. The method is expressed in days (D).
Initial Payment	The number of days that the qualified beneficiary has to make the initial COBRA payment and remain qualified for coverage.
Initial Payment Code	The method used to calculate the length of the election period. The method is expressed in days (D).

See Also

- *Setting Up COBRA General Constants (P08990)*
- *Reviewing the COBRA General Constants Report (P089909)*

Reviewing the COBRA Qualifying Events Report

◈	From Human Resources (G08), choose **COBRA Compliance** From COBRA Compliance (G08C1), enter **29** From COBRA Compliance Setup (G08C4), choose **Print Qualifying Events**

You can print the Qualifying Events report to review all the constants for qualifying events and verify the accuracy of the information.

```
089919                                      JD Edwards World                      Page - . . .          5
                                      COBRA Print Qualifying Events               Date - . . .   5/21/17


 Company. . . . . 00000      JD Edwards World
 Tax Area . . . .
 Effective  From: 01/01/11    Thru: 12/31/17

    Q                              . . . . . Coverage . . . . .   . . Administrative Fees. . . Election  Initial
 QE T     Description             Regular C Disable C Depend  C Regular M Disable M Depend  M Period C Payment C
 -- - ---------------------------- ------- - ------- - ------- - ------- - ------- - ------- - ------ - ------- -

 DV 2 Divorce or Legal Separation    36   M   36   M   36   M   2.00  %   2.00  %   2.00  %    60  D    45   D
```

See Also

- *Setting Up Qualifying Events Constants (P08991)*

Setting Up Profile Data

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), enter **29**
> From COBRA Compliance Setup (G08C4), choose **Define Types of Data**

You set up profile data to track additional information on COBRA qualified beneficiaries. You can track data, such as payment history and address changes.

Depending on your specific requirements, you can choose to set up a profile type in the following formats, or modes:

Format	Description
Narrative format	Narrative format allows you to enter information in free form text. You might want to use the narrative format for: - COBRA memos - Emergency contacts

Format	Description
Code format	Code format requires you to enter information in specific fields on the form. You might want to use the code format for:
	▪ Election history
	▪ Notification
	▪ Payment history
	To standardize data entry and make it possible to report on profile data, you can associate the following columns in a code format data type with a user defined code table:
	▪ Cote Title
	▪ Remark 1 Title
	▪ Remark 2 Title
	You can use either an existing user defined code table or you can create a new user defined code table. When you create new tables, you must use system codes ranging from 55 to 59 (inclusive). You cannot create a new table for system codes 05, 07, or 08.
Program format	Program format allows you to access a specific program and version number from a profile data type. Instead of customizing menus, you can set up profile data types to access the forms that you use most often. Setting up profile data types in this manner allows you to access these forms from a single menu selection, which saves you time and streamlines your data entry tasks.

Defining types of profile data includes:

▪ Defining profile data types in narrative format

▪ Defining profile data types in code format

▪ Defining profile data types in program format

Example: Setting Up a Code Format Data Type

When you define a code format data type, you specify a code title and, typically, a related date or amount. You also associate the code title with a user defined code table. The following example shows how to set up a code format data type that you use to track COBRA election history. The data type is associated with a user defined code table that you have already set up.

Define the information:

▪ Code title - Plan/Opt (benefit plans or options that you track)

▪ Date title - ElectDte (date coverage was elected)

▪ Amt title - Cost (amount of plan and fees)

▪ Sy - 08 (system code for the user defined code table that you set up for the COBRA plan type)

▪ RT - CP (record type for the user defined code table that you set up for the COBRA plan type)

Before You Begin

- Set up user defined codes for the profile information that you want to enter in the code format. See *Setting Up User Defined Codes.*

To define profile data types in narrative format

On Define Types of Data

1. Complete the following fields:
   - HR Data Base
   - Type Data
   - Description
2. Enter N in the following field:
   - Mode

Field	Explanation
HR Data Base	A user defined code (08/RC) that specifies a particular database within the Human Resources system. The letter in this field indicates that the database from which the program is drawing information. The databases are:
	A Applicant Information
	E Employee Information
	J Job Description
	H Injury/Illness Case Number
	P Dependent/Beneficiary Information
	R Requisition Information
Ty Dt	A code that you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts.
	You define these codes using Define Types of Data (P08090).
	Form-specific information
	Enter the code for the type of data that you want to track in the Human Resources and Payroll systems.
Mde	The format of a data type. This code determines the display mode for supplemental data. Valid codes are:
	C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005).
	N Narrative format, which displays the form for entering narrative text.
	P Program exit, which allows you to exit to the program you specified in the Pgm ID field.
	M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.

To define profile data types in code format

On Define Types of Data

1. Complete the following fields:

   - HR Data Base
   - Type Data
   - Description

2. Enter C in the following field:

    ▪   Mode

3. To specify the information you want to track for this data type, complete the following fields:

    ▪   Code Title

    ▪   Date Title

    ▪   Amount Title

4. To associate a user defined code table with the code title, complete the following fields:

    ▪   System Code

    ▪   Record Type

5. To enter additional information for the data type, access More Detail.

6. Complete any of the following optional fields:

    ▪   Remark 1 Title

    ▪   Edit Remark 1 on

    ▪   Edit Remark 2 on

    ▪   Remark 2 Title

    ▪   Default Date

    ▪   Through Date Title

    ▪   Amount 2 Title

7. To create a new user defined code table for this data type, choose the User Defined Codes function.
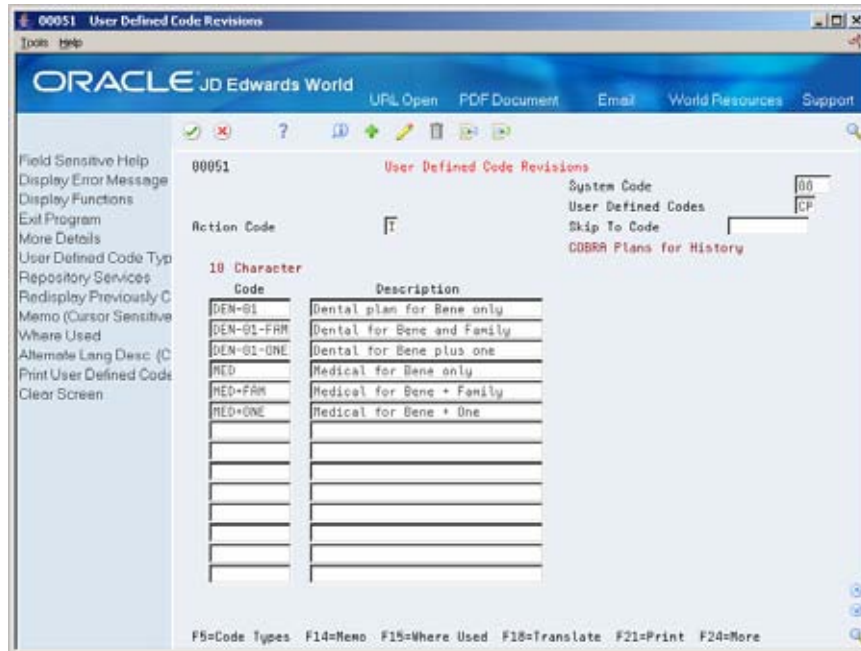
8. On User Defined Code Revisions, choose the Code Types function.
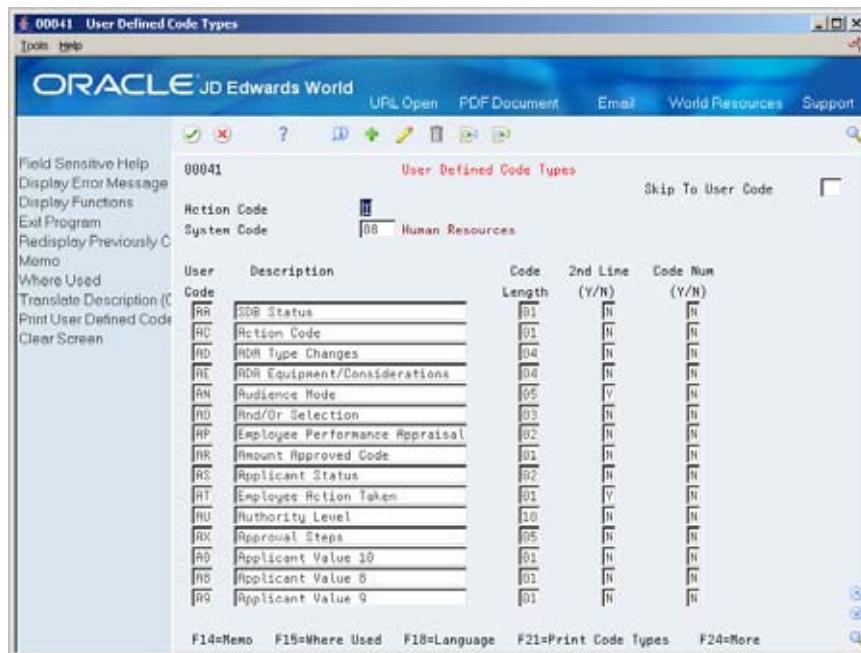
9. On User Defined Code Types, complete the following fields:

- System Code
- User Code
- Description
- Code Length

10. Complete the following fields, if appropriate, and use the Add action:

- 2nd Line
- Code Number

11. To specify the codes to include on the new table, return to User Defined Code Revisions.

12. To locate the new table on User Defined Code Revisions, complete the following fields:

- System Code
- User Defined Codes

13. Complete the following fields:

- Code
- Description
- Description 2

Field	Explanation
Code Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.
	Form-specific information
	Enter the heading you want to display for a column on Profile Data Entry.
	For example, in Human Resources Benefits this could indicate the COBRA plan, option, type, and so forth.
Date Ttl	The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.
Amt Title	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.

Field	Explanation
SY	A user defined code (98/SY) that identifies a JD Edwards World system.
	Form-specific information
	The system for the user defined code that is related to the data type. This field works with the RT field to identify the code type table against which the system verifies the data type. If the SY and RT fields are blank, the system does not verify the data type.
	For example, a valid code for data type SKILL (skills) must exist in the table for (08/SK). If you enter a skill code that is not in the table, the system displays an error message.
	This field applies only to the code format (C).
RT	Identifies the table that contains user defined codes. The table is also referred to as a code type.
Remark 1 Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.
Remark 2 Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University.
Default Date	This flag enables you to control the type of date to allow the system to use in the date field. Valid codes are:
	0 Do not use the system date as the default. Require manual entry of date.
	1 Use the system date as the default when the date is left blank.
	2 Do not display the Date field.
Thru Date Title	The title of a row heading you can use to describe the Date field (EFTE). For example, if you set up a record type for professional licenses, a possible row title for the date field might be Expires.
	Form-specific information
	Enter the title you want to display on Profile Data Entry as an end or through date. For example in Human Resources Benefits, you might use this for the title of the field that indicates when the COBRA coverage expires.

Field	Explanation
Amt 2 Title	The title of a row heading which appears next to the Amount 2 field (AMTV). For example, if you set up a record type for stock options, a possible row title for the second amount field might be Strike Price.
	Form-specific information
	The title you want to appear for Amount 2.

To define profile data types in program format

On Define Types of Data

1. Complete the following fields:

- HR Data Base
- Type Data
- Description

2. Enter P in the following field:

- Mode

3. Access the detail area.

4. To specify the program that you want this data type to access, complete the following fields:

- Program ID
- Version

Field	Explanation
Member ID	The identification, such as program number, table number, and report number, that is assigned to an element of software.
Pgm ID/Vers	For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers.
	For OneWorld, the name of the version. It is created when the version is added.
	Form-specific information
	The DREAM Writer version of the program that you want this data type to access.

Processing Options

See Dep/Beneficiary Information Data Types (P08090).

Setting Up Security for Profile Data

From Human Resources (G08), choose **COBRA Compliance**
From COBRA Compliance (G08C1), enter **29**
From COBRA Compliance Setup (G08C4), choose **Data Type Security**

You can restrict access to profile data by database or by data type within a database. You might set up a data type for tracking confidential information that only a few users need to access. For example, you might want to allow only certain individuals access to the COBRA data. Typically, users have access to all profile data types unless you set up security to restrict their access. JD Edwards World system security also applies to profile data.

See Also

- *Technical Foundations Guide* for information about JD Edwards World system security

To set up security for profile data

On Data Type Security

1. For each user for whom you want to allow or restrict access to profile data, complete the following fields:

   - User ID
   - HR Data Base
   - Allow

2. To limit the restriction or inclusion to a specific data type within the profile database that you specified, complete the following field:

    ▪ Type of Data

Field	Explanation
HR Data Base	A user defined code (08/RC) that specifies a particular database within the Human Resources system. The letter in this field indicates that the database from which the program is drawing information. The databases are: A Applicant Information E Employee Information J Job Description H Injury/Illness Case Number P Dependent/Beneficiary Information R Requisition Information *Form-specific information* The database to which you are restricting access.
Type of Data	A code you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts. You define these codes using Define Types of Data (P08090). *Form-specific information* The specific type of data to which you are restricting employee from access.
Allow	A code that indicates whether a user is allowed access to the function key or selection. Valid codes are: Y Yes, allow access N No, prevent access blank Yes, allow access (default).

What You Should Know About

*Public user ID	A special user ID of *PUBLIC is available when you want to set up a default authority for all users not mentioned by name. Enter *PUBLIC as if it were a valid user ID. When a user attempts to access a profile data file, the profile data type security program checks the specific authority for that user. If no record for that user is found, the system checks for *PUBLIC record.

Generating the Title Search Table

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), enter **29**
> From COBRA Compliance Setup (G08C4), choose **Build Word Search**

When you review profile data by data type or search profile data for people who meet multiple criteria, you can use the Help function to search for a data type by its title. For example, if you are using Profile by Data Type to review prior employment information, and you cannot remember the data type for prior employment, you can use the Help function to search for the data type by its description.

Before you can search for data types in this manner, you must run a program that generates the title search table. When you set up your system, you generate the table after you have defined the types of profile data that you will use. To keep your system up-to-date, you must also generate the title search table after you change profile data types, descriptions, or column headings.

When you generate a word search file, the system automatically submits the batch for processing.

Transferring Profile Data

> From Human Resources (G08), choose **COBRA Compliance**
> From COBRA Compliance (G08C1), enter **29**
> From COBRA Compliance Setup (G08C4), choose **Profile Data Copy/Move**

After you define the types of profile data that you will use, you can transfer data from one data type to another within the same database. If you change the data type code for a type of profile data, you can use this program to transfer data from the old data type to the new one. For example, you might have a data type S for skills that contains employee information. If you change the data type code to SK, you can use this program to move that employee information from Data type S to data type SK.

Transferring profile data saves you time and reduces keying errors. You can set processing options to transfer data by:

- Copying the information, which retains it in one data type and also transfers it to another

- Moving the information, which deletes it from one data type and transfers it to another

When you copy data, the system retains the information in one data type and transfers it to another data type. When you move data, the system deletes the information from one data type and transfers it to another data type. A report prints whenever you copy or move profile data.

Before You Begin

- Verify that the data type in the database you are copying from is set up the same as in the database you are copying to.

- Set up a version to copy data. Set up a version to move data. If you do not set up separate versions, you must set the processing options before you transfer data.

```
080840                              JD Edwards World              Page No. . .    2
Job Descriptions - Copy/Move
HR Data Base . . . . J   Job Descriptions
From Type of Data. . D   Job Reporting Relationships
To   Type of Data. . D1  Job Reporting Relationships - Staff
Job Type
and Step
Name           Reports to                    Date              Comment
---------- ----------------------------- ---------- ------------------- -------- --------------------------------
```

Processing Options

See [Employee Profile Data - Copy/Move (P080840)](#).

Set Up Flexible Spending Accounts

Setting Up Flexible Spending Accounts

Flexible spending accounts are benefits that allow employees to use pre-tax dollars to cover certain expenses. These expenses include non-reimbursed medical and non-medical expenses. When you use flexible spending accounts, you can maintain account balances and pay all claims through the JD Edwards World Payroll system.

To set up flexible spending accounts, complete the following tasks:

- Setting Up Codes for Flexible Spending Account Types
- Setting Up Pay Types for Flexible Spending Accounts
- Setting Up Deduction DBAs for Flexible Spending Accounts
- Setting Up Plans for Flexible Spending Accounts
- Setting Up Codes for Services Provided
- Setting Up Claim Codes
- Setting Up Payroll Company Constants

If your company uses the JD Edwards World Payroll system, coordinate with the payroll department to set up the pay types, payroll company constants, and reimbursement methods for the flexible spending accounts.

You must set up flexible spending account plans and deduction DBAs that integrate the deduction for the flexible spending account with payroll. After you set up the plan, employees can begin to contribute to a flexible spending account.

The following diagram illustrates how all aspects of flexible spending accounts work with the other Benefits and Payroll system features.

Setting Up Codes for Flexible Spending Account Types

From Human Resources (G08), choose **Flexible Spending Accounts** From Flexible Spending Accounts (G08F1), enter **29** From FSA Setup (G08F4), choose **Spending Account Types**

Spending account type codes are user defined codes 07/FS. You enter this code on the following forms:

- DBA Additional Information during DBA setup
- Pay Type Setup when you set up the pay type

You must set up these codes for the spending account type before you set up the DBAs and the pay types. You enter the appropriate plan ID as the second description for the related spending account type code. This setup process links the DBA and the pay type to the flexible spending account.

To set up codes for flexible spending account types

On Spending Account Types
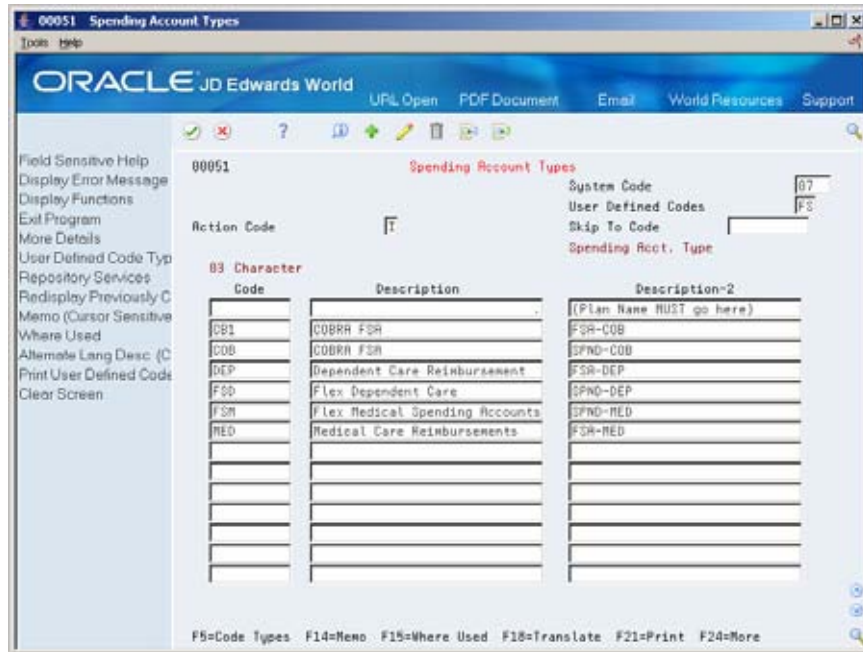
1. Complete the following fields:
   - Character Code
   - Description

2. After you set up the flexible spending accounts, enter the Plan ID in the following field:
   - Description-2

Setting Up Pay Types for Flexible Spending Accounts

> ◈ From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), enter **29**
> From FSA Setup (G08F4), choose **Pay Type Setup**

You must set up a pay type to indicate how the system reimburses employees for claims on the flexible spending account. Set up a pay type for each flexible spending account.

You must enter the number of the appropriate pay type as the second description for the appropriate user defined code for services provided (08/SP). For example, if

you set up pay type 903 for medical claim reimbursements from the flexible spending account, you must enter pay type 903 when you enter the second description for the user defined codes for services provided.

Before You Begin

- Ensure that the user defined codes (07/FS) for flexible spending accounts have been set up

To set up pay types for flexible spending accounts

On Pay Type Setup

1. Complete the following fields:
   - Pay Type
   - Pay stub Text
   - Source of Pay
   - Auto Pay Methods
   - Pay Type Multiplier
   - Method of Printing
   - Pay Type Category
   - Effect on General Ledger
   - Effect on Gross Pay
   - Effect on Net Pay

2. Enter the same code as you enter on DBA Additional Information in the following field:

- Flexible Spending Account Type

3. Complete the following optional fields:

- Override Hourly Rate
- Shift Differential Amount/Rate
- Shift Calculation Sequence
- W-2 IRS Defined Code
- W-2 Special Handling Code

4. Choose the Tax Exempt Authorities function.
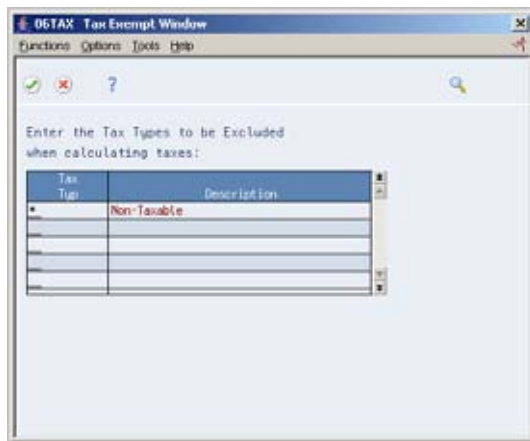
5. On the Tax Exempt window, enter * in the following field:

- Tax Type

Field	Explanation
Flex Spendng Acct Typ	Defines which type of spending account is being used. An example of a spending account type setup might be:
	MED Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin).
	DCR Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).
	Form-specific information
	Set up a pay type and a DBA for each type of flexible spending account. Enter the same code in this field that you enter on DBA Additional Information.

Field	Explanation
Tax Typ	You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.
	If you enter an asterisk (*) in the first element of this list, no taxes are computed.
	Form-specific information
	For U.S. state and local tax types, you can use two methods of coding:
	▪ Single-character tax types: F (state income tax), L (county tax), M (city tax), and N (school tax)
	▪ *F, *L, *M, or *N
	During payroll processing, both methods of coding result in the DBA being exempt from taxes of the specified type. For example, with either F or *F, the system exempts the DBA amount from income taxation in all states.
	W-2 processing differs depending on the presence or absence of an asterisk. If you need to add back wages to specific states at year-end, you need to specify F in this field when setting up DBA or Pay types. For single-character state and local tax types that are to be added back during W-2 processing, specify the tax areas on the State/Local W-2 additions window.

See Also

▪ *Setting Up User Defined Codes for Flexible Spending Accounts* (00051)

Setting Up Deduction DBAs for Flexible Spending Accounts

> ◈ From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), enter **29**
> From FSA Setup (G08F4), choose **DBA Setup**

You must set up a DBA for each flexible spending account that your company offers. The DBA integrates with payroll to deduct the amount that the employee wants deducted from each paycheck and paid into the employee's spending account. For example, you could set up a DBA for the flexible medical account and another DBA for the flexible dependent care account.

You can set up a simple DBA that specifies the minimum amount of information the system needs to perform the calculation. Set up DBAs for flexible spending accounts as flat dollar amounts. You set up a flat dollar amount to subtract a specified dollar amount from the employee's pay for the designated pay periods.

When you set up a DBA for a flexible spending account, do not include the actual amount to deduct. Each employee designates this amount, and you enter the amount when you enroll the employee in the plan.

Before You Begin

- Set up the user defined codes for the Flexible Spending Account Type (07/FS). You must enter this user defined code

To set up deduction DBAs for flexible spending accounts

On DBA Setup

1. Enter a D in the following field:

    - DBA Type

2. Complete the following fields:

    - DBA Code

    - Source of Calculation

    - Method of Calculation

3. To include a brief description of the DBA, complete the following field:

    - Pay stub Text

4. If you want the DBA to be effective for a specific period of time, complete the following fields:

    - Effective Date From

    - Effective Date Thru

5. Use the Add action.

6. On Basis of Calculations, if you want to include all pay types (1 - 999) for calculating the DBA, exit the Basis of Calculation form without making any entries.

7. On Basis of Calculations, if you want to limit the PDBAs, complete the following fields with the range of pay types you want included in the calculation and press Enter:

   ▪ From PDBA Type

   ▪ Thru PDBA Type

8. On DBA Setup, locate the DBA.

9. Review the values supplied by the system for the following fields:

   ▪ Effect on Disposable Wage

   ▪ Calculate if No Gross

   ▪ Effect on General Ledger

   ▪ A/P Voucher

   ▪ Pay Period to Calculate

   ▪ Calculate Once Per Period

   ▪ Arrearage Method

   ▪ When to Adjust Deductions

10. If you want DBA information to appear on the employees' paystubs, verify the following fields:

   ▪ Method of Printing

   ▪ Calculate in Pre-Payroll

11. Choose the Additional Information function.

12. On the DBA Additional Information window, enter the same code as you entered on Pay Type Setup in the following field:

   ▪ Flexible Spending Account Type

13. Complete the following fields and press Enter:

   ▪ 401k/125/RPP/Union

   ▪ COBRA

What You Should Know About

Employer contributions	If your company contributes to flexible spending accounts, you must also set up benefit DBAs for these contributions.

Setting Up Plans for Flexible Spending Accounts

◈	From Human Resources (G08), choose **Flexible Spending Accounts**
	From Flexible Spending Accounts (G08F1), enter **29**
	From FSA Setup (G08F4), choose **Plan Master Information**

You must set up a plan master for each flexible spending account. You must also set up a deduction DBA so that the system can deduct pre-tax dollars from the employees paychecks. You include the DBA code in the plan master to identify the calculation the system uses for deductions from the employees' paychecks. Employees cannot make contributions to a flexible spending account until you complete this setup.

When you complete the setup for all plans for flexible spending accounts, you must complete the setup for the user defined codes (07/FS) for flexible spending account types. You must include the appropriate plan name as the second description for the associated user defined code. The system cannot make the necessary deductions and payments until you link the plan ID to the user defined code.

To set up plans for flexible spending accounts

On Plan Master Information

1. Complete the following fields:

   - Plan ID
   - Description
   - Provider or Trustee
   - Policy Number
   - Dependent or Beneficiary
   - Flexible Spending Account Code
   - Enter Amount or Rate
   - COBRA Plan
   - Initial Eligibility Test
   - Continuing Eligibility TEst

2. Enter the DBA number in one or both of the following fields:

   - Employee Payroll Deduction
   - Employee Points

3. If your company contributes to the account, complete the following optional fields:

   - Employer Paid Benefit
   - Employer Points

Field	Explanation
Flex/Spend Acct Cd	A code that defines whether the combined deduction or benefit amount for this plan contributes to the enrolled employee's reimbursable spending account. The code also identifies whether the spending account is for medical or other types of expenses. Valid codes are:
	0 Not part of a flex plan, not a spending account.
	1 Not part of a flex plan, a medical spending account.
	2 Not part of a flex plan, a spending account not for medical expenses
	3 Part of a flex plan, not a spending account.
	4 Part of a flex plan, a medical spending account.
	5 Part of a flex plan, a spending account not for medical expenses.
Enter Amt/Rt (Y/N)	A code that indicates whether you can enter an amount or rate when you enroll an employee in a benefit plan. Typically, you enter Y (yes) when the employee has input into the amount to be used for a deduction or a benefit. Examples include 401(k) percentages, dependent care, and health care reimbursements.

Setting Up Codes for Services Provided

> From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), enter **29**
> From FSA Setup (G08F4), choose **Service Provided Codes**

Codes for services provided are user defined codes (08/SP). Use these codes to identify the types of service for which employees can submit claims. For example, you might set up the following types of codes:

- Medical expenses

- Dependent care

- Health club expenses

You must associate, or link, each of these codes with a pay type. The system uses the appropriate pay type to reimburse employees when they submit a claim.

In addition to each of the codes you use for the services provided with flexible spending accounts, set up codes to use for the next plan year:

- Set up one code to reimburse claims for the next plan year while you are closing out the current plan year. You must also specify a different pay type for this code.

- Set up another code to bring the balance to zero. You do not specify a pay type for this code.

Before You Begin

- Ensure that the appropriate pay types have been set up and that you know which pay type to link to each service provided code.

To set up codes for service provided

On Service Provided Codes

1. Complete the following fields:
   - Character Code
   - Description

2. Enter the pay type in the following field:
   - Description-2

Setting Up Claim Codes

> ◈ From Human Resources (G08), choose **Flexible Spending Accounts**
> From Flexible Spending Accounts (G08F1), enter **29**
> From FSA Setup (G08F4), choose **Claim Codes**

Claim codes are user defined codes (08/SC). You use claim codes in addition to service provided codes. They provide a more detailed description of the types of claims employees may submit. You use the codes when you enter claims. You can set up more than one claim code per benefit plan. For example, you can define a claim code for medical - miscellaneous expenses and another claim code for medical - prescriptions.

JD Edwards World installs the system with four hard-coded claim codes for closing out the plan year. Do not change these codes.

All claim codes are for record-keeping purposes only. The codes are not linked to pay types or deduction DBAs.

To set up claim codes

On Claim Codes

1. Complete the following fields:

    ▪   Character Code

    ▪   Description

2. Complete the following optional field:

    ▪   Description-2

Setting Up Payroll Company Constants

> ◆ From Payroll Master Menu (G07), enter **29**
> From Payroll Setup (G074), choose **Payroll General Constants**
> From Payroll General Constants (G0741), choose **Payroll Company Constants**

If you use the JD Edwards World Payroll system, you must set up the payroll company constants. The setting in the constants provides the instructions to process flexible spending accounts. This setup allows you to:

- Make the deductions from the employees' paychecks to the flexible spending accounts

- Reimburse employees when they submit claims to the flexible spending accounts

To set up payroll company constants

On Payroll Company Constants

1. Locate the company.

2. Enter Y in the following field:

   - Spending Account

Field	Explanation
Spending Acct. (Y/N)	A code that indicates whether to use flexible spending accounts in processing payroll. Valid codes are:
	Y Use flexible spending accounts.
	N Do not use flexible spending accounts. This is the default code.

Set Up Nondiscrimination Tests

Setting Up Nondiscrimination Tests

If your company offers a 401(k) plan as part of your benefits, you must comply with governmental regulations to ensure that the company is not discriminating against any group of employees The regulations require all companies that offer 401(k) plans to run nondiscrimination tests each year. The tests identify highly compensated employees (HCEs) and non-HCE employees. Additional tests determine whether your HCEs are contributing excessive funds to their 401(k) retirement plan in relationship to the amount contributed by the non-HCEs. The nondiscrimination tests determine compensation and contributions for all employees in your company. Then the system calculates the average deferral percentage (ADP) and the average contribution percentage (ACP).

You must set up the test criteria. Once you set up the tests, you can run them as often as necessary. To set up nondiscrimination tests, complete the following tasks:

- [Setting Up Codes for Nondiscrimination Tests](#)
- [Setting Up Contribution and Compensation Tables](#)
- [Setting Up Key Employee Tests](#)
- [Setting Up the 415 Nondiscrimination Test](#)

Federal regulations define the criteria for nondiscrimination testing. You should obtain a copy of these regulations. This guide does not attempt to define or replace the regulations.

Throughout the industry, the term key employee is used interchangeably for HCE or highly compensated employee.

See Also

- *About Nondiscrimination Testing* (P08365)

Setting Up Codes for Nondiscrimination Tests

> From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **Nondiscrimination Test Codes**

All JD Edwards World systems allow you to set up user defined codes to define terms with codes that meet the needs of your business and the processing. To set up the user defined codes for nondiscrimination testing, complete the following tasks:

- Set up codes for test names

- Set up codes for contribution and compensation tables

To set up test names

You must set up a code name for each nondiscrimination test. You use the name to set up the tests and to identify the program versions that run the tests. Alternatively, you can set the processing options for Enter Key Employee Tests to add the code for the test name as you set up the test.

On Nondiscrimination Test Codes

1. Enter **08** and TN in the following fields:
   - System Code
   - User Defined Codes
2. For each test name, complete the following fields:
   - Code
   - Description

To set up codes for contribution and compensation tables

You must set up a code name for each contribution and compensation table you use for nondiscrimination testing. Contribution tables identify the DBAs your company uses for 401(k) contributions. Compensation tables identify the pay types and DBAs included in the calculation to identify HCEs and non-HCEs. Typically, you set up codes for at least the following tables:

- Contribution table with the DBAs used for 401(k) contributions

- Compensation table with the pay types and DBAs (PDBAs) that determine the gross pay for employees

- Compensation table with the PDBAs used to determine if an employee is eligible to participate in the 401(k) plan

On Nondiscrimination Test Codes

1. Enter **08** and TU in the following fields:

   - System Code

   - User Defined Codes

2. Enter a code for each test in the following fields:

   - Code

   - Description

Setting Up Contribution and Compensation Tables

> From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **PDBA Tables for NDT**

You set up compensation tables to determine the gross compensation of all employees and the compensation on which 401(k) contributions are based. These tables are also used to support the ranking of employees when you conduct nondiscrimination tests. The results of these calculations help identify key employees.

When you set up a contribution or compensation table, you enter a range of pay type or DBA (PDBA) numbers for the system to include when it calculates contributions or compensation. After you set up the tables, you can set up the

nondiscrimination tests and include the appropriate table in each test. Typically, you set up at least the following tables:

- Contribution table with the DBAs used for 401(k) contributions
- Compensation table with the pay types and DBAs (PDBAs) that determine the gross pay for employees
- Compensation table with the PDBAs used to determine when an employee is eligible to participate in the 401(k) plan

Example: Contribution Table

This example illustrates a contribution table for a company's 401(k) plan. The first range, 7001 thru 7001, includes the employer contributions to the plan that are tax-deferred. The second range, 7010 thru 7010, includes the optional contribution some employees make from after-tax wages.

Based on the setup of this table, the system does not include PDBAs not listed in the range when it calculates the ADP and ACP. Therefore, PDBAs 1 through 7000, 7002 through 7009, and 7011 through 9999 are not included in the calculation.

Before You Begin

- Set up the codes for contribution and compensation tables. See *Setting Up Codes for Nondiscrimination Tests.*

To set up contribution and compensation tables

On PDBA Tables for NDT
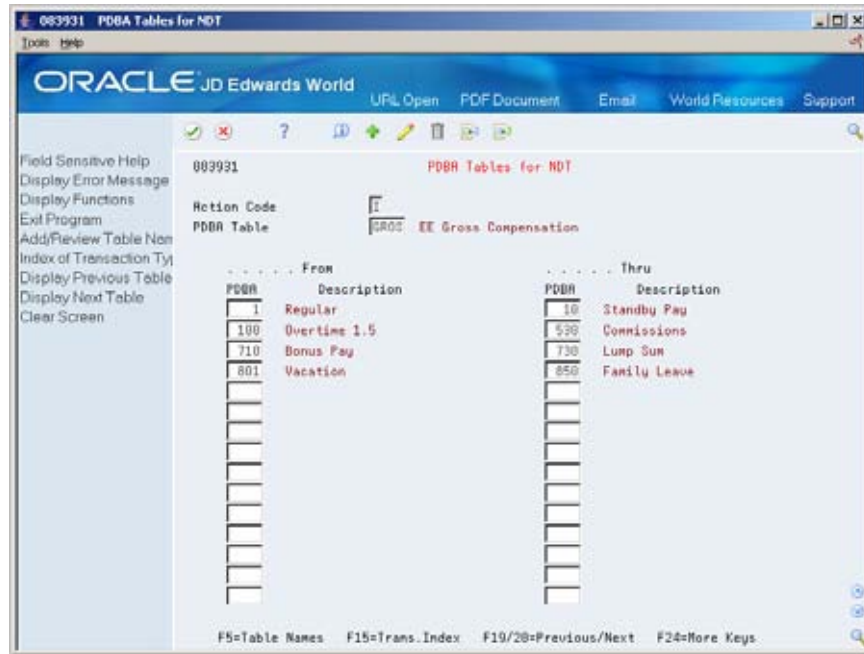
1. Enter a table code (08/TU) in the following field:

    ▪   PDBA Table

2. Complete the following fields:

    ▪   From PDBA

    ▪   Thru PDBA

3. To set up additional ranges for the table, complete the following fields as often as necessary:

    ▪   From PDBA

    ▪   Thru PDBA

What You Should Know About

Other PDBA tables

If you use the JD Edwards World Human Resources or Payroll systems, you are familiar with Pay Type Tables (P08393) for salary analysis and the Basis of Calculation Table (P069118) for calculating PDBAs. You can not use these tables for nondiscrimination testing. You can only set up the tables for nondiscrimination testing on PDBA Tables for NDT.

Flexible spending accounts	If you use JD Edwards World Payroll system to reimburse employees enrolled in flexible spending accounts:

- Include the income DBAs in the compensation table
- Exclude the pay types for reimbursement from the compensation table

Setting Up Key Employee Tests

> From Human Resources (G08), choose **Nondiscrimination Testing**
> From Nondiscrimination Testing (G08N1), choose **Enter Key Employee Tests**

You set up key employee tests so that you can identify the highly compensated employees in your company. Additionally, the tests compare the HCEs income that was deferred and contributed to 401(k) plans to that for non-HCEs. These tests are preliminary to running the actual 401(k) and 415 tests. Select the tests from the following list that your company must use.

Test	Description
Top 20% Look Back Year	Identifies the 20% of the employees who were paid the most during the previous year
HCE Look Back Year	Identifies last year's group of highest-paid employees
Top 10 Determination Year	Identifies this plan year's ten highest-paid employees
Top 20% Determination Year	Identifies the 20% of the employees who were paid the most during the plan year
Top 100 Determination Year	Identifies this plan year's 100 highest-paid employees.
HCE Determination Year	Identifies this plan year's group of highest-paid employees
ADP/ACP Test	Identifies the employees who had the highest actual deferral percentage (ADP) deferred from a 401(k) plan
	Identifies the employees who had the highest actual contribution percentage (ACP) contributed to a 401(k) plan

Once you have set up a test you can use the same test each year. When you want to use a test in a later year, unless the regulations or criteria change, you can change only the test year information and run the test again.

Before You Begin

- Set up the codes for test names and PDBA tables. See *Setting Up Codes for Nondiscrimination Tests.*
- Set up the PDBA tables. See Setting Up Contribution and Compensation Tables.

To set up key employee tests

On Enter Key Employee Tests

1. Complete the following fields:

   ▪ Test Name

   ▪ Description

   ▪ Test Year

   ▪ Basis

2. Enter two different table codes 08/TU in the following fields:

   ▪ Compensation Table

   ▪ Employee/Employer Contribution Table

3. On the first line, complete one of the following fields:

   ▪ Amount

   ▪ Top Paid

   ▪ Code

4. If you enter a value in Top Paid, complete the following field:

   ▪ Method (MT)

5. If you enter a value in Code, complete the following field:

   ▪ Value

6. To add an additional line of criteria, complete the following field:

   ▪ And/Or

7. Complete the appropriate fields to set up the additional test criteria.

8. Complete steps 6 and 7 as often as necessary.

9. If you do not want to include all companies in the test, choose the Company Selection Override Window function.
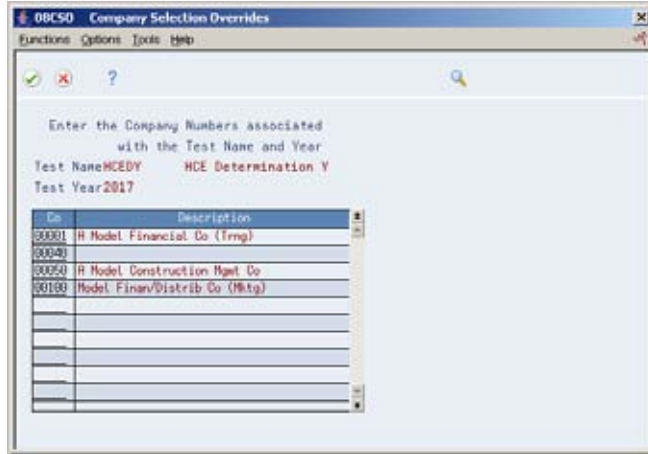
10. On Company Selection Overrides, enter each company you want to include in the following field:

- Company

Field	Explanation
Test Type	A code indicating the type of testing criteria being processed. The system currently updates this field automatically with the value K (Key/Highly Compensated Employee Test Criteria). You cannot change this value. Other values might be available in the future.
Test Name	The user defined code (08/TN) used to identify a test whose rules segregate key and non-key employees for the purposes of benefit nondiscrimination testing.
Nondiscrimination Test Year	The calendar year (for example, 1998) that the rules of a nondiscrimination test are in effect. This field allows test rules from previous years to be maintained on the system even when those rules change from year to year.
Code - Compensation Basis	A code that indicates the basis under which employee compensation is to be calculated. Valid codes are: 1 Calendar year for all compensation. 2 Plan (fiscal) year for all compensation. 3 Calendar year for pay types and plan (fiscal) year for deduction and benefit types. 4 Plan (fiscal) year for pay types and calendar year for deduction and benefit types.

Field	Explanation
Years Tested	The number of calendar years, including the test year (data item TSTR), the system considers for a benefit nondiscrimination test. A test being run only over the test year will have a value of 1 in this field. A test being run over the test year plus the prior year will have a value of 2 in this field, and so on.
Compensation Table	The DBA pay type table used to calculate an employee's annual compensation for the purpose of determining the employee's rank (data item ERNK) in a benefit nondiscrimination test. Any types of pay (1 through 999) and payroll benefits you want included in the employee's total compensation should be entered in this DBA pay type table. The total compensation figure, in turn, will be used to rank the employee among all others included in the particular test.
	This table is defined in the DBA Pay Type Tables program (P083931) and user defined code (08/TU).
Employee/Employer Contrib Table	The DBA pay type table used to calculate an employee's payroll deductions, benefits, and accruals for the purpose of determining the employee's ADP and ACP ranking in a benefit nondiscrimination test. Any types of payroll deductions, benefits, or accruals (types 1000 through 9999) that the employee receives during the year, and that are related to the particular type of test you are running, should be included in this DBA pay type table. For example, if you are running a 401(k) test, you should include all DBAs associated with the 401(k) plan in this DBA pay type table.
	This table is defined in the DBA Pay Type Tables program (P083931) and user defined code (08/TU).
Amount	The minimum amount of annual pay that indicates that an employee is a key employee for the purposes of a benefit nondiscrimination test. That is, any employee who earns this amount or more is considered a key (or highly compensated) employee.
	The types of pay which contribute to an employee's compensation can be restricted using the compensation pay type table (see data item PTCL).
	This field can be used in conjunction with the Top Pd field (data item TPP) to specify that an employee must earn a certain amount and be in the top paid group in order to be a key employee.

Field	Explanation
Top Pd	The top paid group of employees who are considered key (or highly compensated) employees for a benefit nondiscrimination test. The number can refer either to a top paid percentage or a top paid number of employees, depending on the code, if any, in the MT (Method for Top Group) field (data item TPM).
	For example, a value of 20 in this field and % (percent) in the MT field indicates that employees who are among the top paid 20% of all employees tested are considered key employees for the test. However, if the MT field is blank, the top paid 20 employees tested are considered key employees.
	This field can be used in conjunction with the Amount field (data item CMPL) to specify that an employee must earn a certain amount and be in the top paid group in order to be a key employee.
Method for Top Group	A qualifier for the Top Paid field (data item TPP) that indicates whether the number is a percentage or a flat amount. A value of % (percent) in this field indicates that top paid refers to a percentage group of employees. A value of blank indicates that top paid refers to employees by their rank (data item ERNK).
	Examples:
	Top paid 20 using % method means the top paid 20% of employees tested
	Top paid 15 using rank method (blank) means the top paid 15 employees tested
NDT Code	The nondiscrimination testing code (K001-K010) you wish to use when setting up a test specification.
Value	The value of the Nondiscrimination Testing code in the employee master. If you enter a value in the Code field, you must enter a value in this field. This value determines when a description prints for the field value. Valid values are:
	A Include the description
	Y Description is blank

What You Should Know About

Entering criteria fields	You can use any of the following fields, but you can never use any of them in combination on the same line:

- Amount, Top Paid, Code
- Amount, Method, Value

If you enter a value in one of the following fields, you must have a valid value in the other:

- Top Paid and Method (MT)
- Code and Value

Setting up codes	Choose the User Defined Codes function, to set up the codes to complete the setup for a test.
Setting up tables	Choose the DBA/Pay Type Tables function, to set up a contribution or compensation table.

Processing Options

See <u>Enter Key Employee Tests (P08365)</u>.

Setting Up the 415 Nondiscrimination Test

Before you can run the 415 Nondiscrimination Test through the Reports Only step of Payroll Processing, you must set up the test. This test determines if an employee is deferring more than the allowed percentage. After you set up the test, you can include it in the payroll cycle processing so that the system calculates the percentage each payroll. The system performs the following calculation in the 415 nondiscrimination test:

Employee's deferral / employee's earnings - deferral amount

To set up the 415 nondiscrimination test, complete the following tasks:

- Set up the nondiscrimination test company constant
- Set up the DBAs for the nondiscrimination test

Setting Up the Nondiscrimination Test Company Constant

> From Payroll Master Menu (G07), enter **29**
> From Payroll Setup (G074), choose **Payroll General Constants**
> From Payroll General Constants (G0741), choose **Payroll Company Constants**

If you use the JD Edwards World Payroll system, you must include the maximum deferral rate in the payroll company constants. The maximum deferral rate identifies the maximum percentage of wages that employees can defer from current income tax. You must set this rate so that the system can identify any employees who are deferring more than they are allowed to.

To set up the nondiscrimination test company constant

On Payroll Company Constants

Complete the following field:

- Maximum Deferral Rate

Field	Explanation
Maximum Deferral Rate	The maximum percentage of pre-tax earnings that an employee is allowed to defer to a 401(k) plan. This rate is used in the 415 Nondiscrimination Test. For example, to enter a rate of 12.75 percent, enter 12.75 in this field.

See Also

- *Setting Up the Nondiscrimination Test DBAs* (P069117)

Setting Up the DBAS for the Nondiscrimination Test

> From Benefits Administration (G08B1), enter **29**
> From Benefits Administration Setup (G08B4), choose **DBA Setup**

You must set up accrual DBAs for the 415 nondiscrimination test. These DBAs must be assigned to all employees. The system calculates the DBAs during each pay cycle.

To set up the DBAs for 415 nondiscrimination testing, complete the following tasks:

- Set up a DBA that tracks total deferrals

- Set up a DBA to subtract total deferrals from total compensation

- Set up a DBA that tracks compensation

See Also

- *Setting Up the 415 Nondiscrimination Test Company Constant* (P069091)

To set up a DBA that tracks total deferrals

You must set up a DBA to track the compensation that employees defer from current taxes, such as 401(k) contributions and flexible spending account deductions. The system uses this DBA for nondiscrimination testing.

On DBA Setup

1. Complete the following field:
   - DBA Code
2. Enter A in the following field:
   - DBA Type
3. Enter G in the following field:
   - Source of Calculation
4. Enter % and 100 in the following in the following fields:
   - Method of Calculation
   - Amount or Rate 1
5. Complete the following fields:
   - Pay stub Text
   - Method of Printing

- ▪ Effect on Disposable Wage

- ▪ Effect on General Ledger

- ▪ Calculate if No Gross

- ▪ Pay Period to Calculate

- ▪ Calculate in Pre-Payroll

- ▪ Arrearage Method

- ▪ When to Adjust Deduction

6. Choose the Basis of Calculations function.
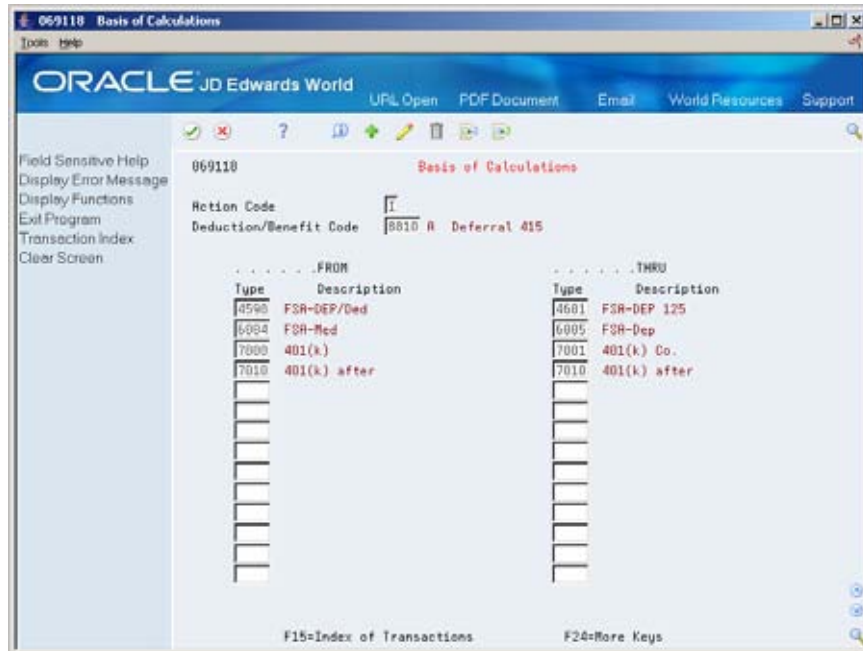
7. On Basis of Calculations, set up ranges for the DBAs that defer compensation from taxes in the following fields:

- ▪ From Type

- ▪ Thru Type

8. Exit Basis of Calculations.

9. On DBA Setup, choose the Additional Information function.

10. On DBA Additional Information, enter 45A in the following field:

- 415 Testing Code

11. Enter Y in the following field:

- Calculate for All Employees

Field	Explanation
415 Testing Code	This code is used to indicate whether a particular accrual is used to track the eligible earnings or deferrals necessary for Benefit Nondiscrimination Testing.

To set up a DBA to subtract total deferrals from total compensation

To complete the discrimination testing, the calculation subtracts the deferred amounts from the gross compensation. You must set up a DBA to accrue this amount. You must enter this DBA number on the basis of calculation for the DBA that tracks compensation.

On DBA Setup

1. Complete the following field:

   - DBA Code

2. Enter A in the following fields:

   - DBA Type

3. Enter G in the following field:

   - Source of Calculation

4. Enter % and <100> in the following in the following fields:

   - Method of Calculation
   - Amount or Rate 1

5. Complete the following fields:

   - Pay stub Text
   - Method of Printing
   - Effect on Disposable Wage
   - Effect on General Ledger
   - Calculate if No Gross

- Pay Period to Calculate
- Arrearage Method
- When to Adjust Deduction

6. Choose the Basis of Calculations function.
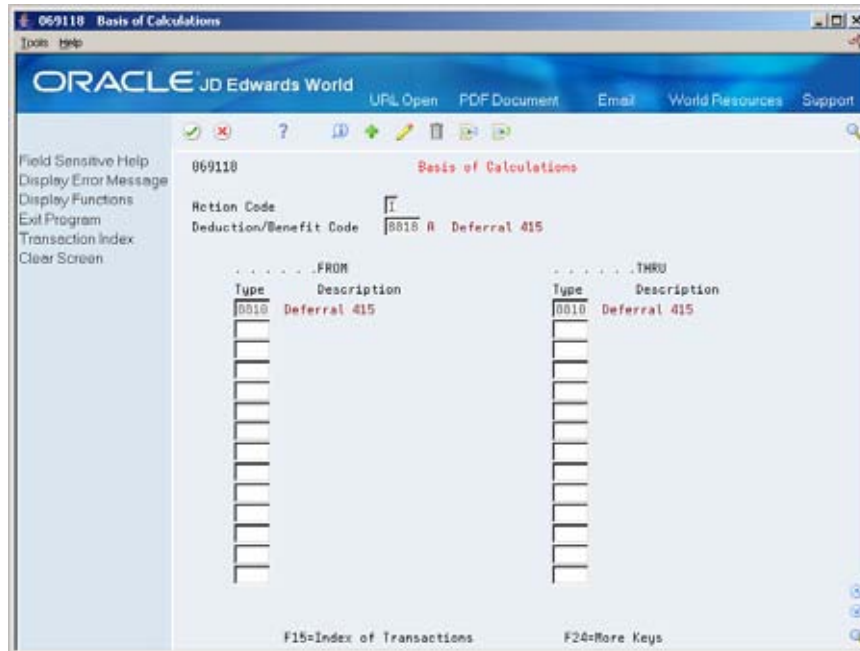
7. On Basis of Calculations, enter the code number for the DBA tracks total deferrals in the following fields :

- From Type
- Thru Type

8. Exit Basis of Calculations.

9. On DBA Setup, choose the Additional Information function.
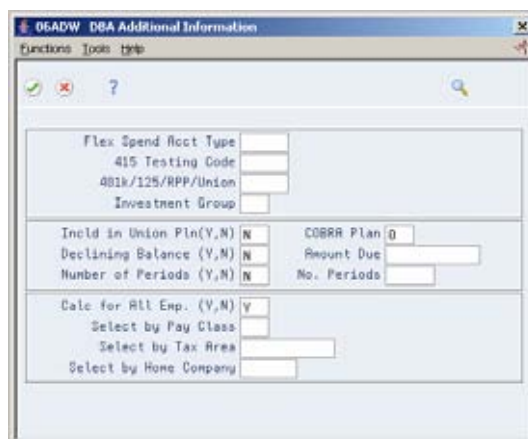
10. On DBA Additional Information, enter Y in the following field:

- Calculate for All Employees

To set up a DBA that tracks compensation

You must set up a DBA to track compensation for all employees. The system uses this DBA for nondiscrimination testing.

On DBA Setup

1. Complete the following fields:

    - DBA Code

2. Enter A in the following field:

    - DBA Type

3. Enter G in the following field:

    - Source of Calculation

4. Enter % and 100 in the following fields:

    - Method of Calculation

    - Amount or Rate 1

5. Complete the following fields:

    - Pay stub Text

    - Method of Printing

    - Effect on Disposable Wage

    - Effect on General Ledger

    - Calculate if No Gross

- Calculate in Pre-Payroll
- Pay Period to Calculate
- Arrearage Method
- When to Adjust Deduction

6. Choose the Basis of Calculations function.
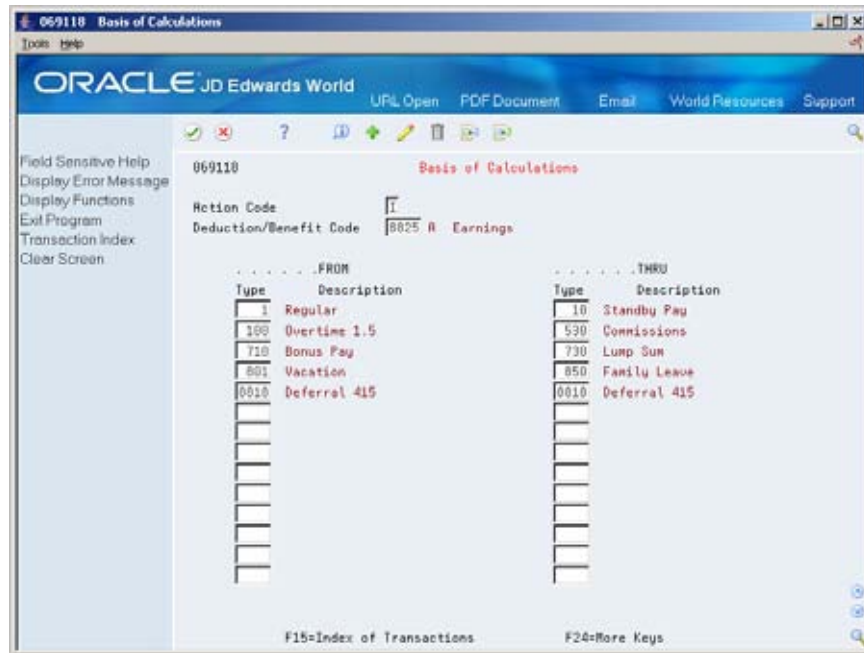
7. On Basis of Calculations, set up ranges for all pay types used for total compensation in the following fields:

- From Type
- Thru Type

8. Enter the DBA number that subtracts total deferrals from total compensation on another line in the following fields:

- From Type
- Thru Type

9. Exit Basis of Calculations.

10. On DBA Setup, choose the Additional Information function.

11. On DBA Additional Information, enter 45E in the following field:

- 415 Testing Code

12. Enter Y in the following field:

- Calculate for All Employees

7 Processing Options

Benefits Administration Processing Options

Human Resources Employee Master (P0801)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTIONS:	
1. Enter your display preference for the Salary and Hourly Rate: ' ' or '1' = Always Display '2' = Do Not Display on Inquiry '3' = Never Display	
2. Display Tax ID (Social Security) Number on Inquiry and Change. Enter '1' for Yes Enter ' ' for 'No'.	
3. Enter a '1' next to each to suppress its display: Workers Comp. . . . . FLSA Exempt . . . . Benefit Group . . . . Union Code. . . . . EEO Category. . . . . Ethnic Code . . . . Shift Code. . . . . Job Step. . . . . Hourly Rate . . . . Tax Area (Res. & Work). . .	

Processing Option	Processing Options Requiring Further Description
4. Do you wish to display the Address Book Additional Individual Tax Id Number in the Address Book window? Enter '1' for Yes Enter ' ' for No 5. Enter the method for assigning Tax Areas ' ' = manually enter Work and Res. Tax Areas. (Default) '1' = allow Work and Res. Tax Areas to be left blank. '2' = use GeoCoder to update Work and Res. Tax Areas. *Note: For values (1-2), you must first install a GeoCoder system (for example Vertex). If you do not install the system, the default value ' ' will be used for assigning Tax Areas.	
EDIT/DEFAULT OPTIONS: 6. The Job Information file (F08001) EDITS the Job Type and Step and DEFAULTS the Job Information and Category Codes on ADDS or CHANGES, depending on which of the following options are selected. ' ' = Edit Job Type/Step against UDC's and use DD for defaults. '1' = Default Job Info ONLY when blank '2' = Default Job Info and Category Codes ONLY when blank. '3' = Always default Job Information. '4' = Always default Job Info and Category Codes.	

Processing Option	Processing Options Requiring Further Description
7. Enter '1' when you are using the Job Information File, as specified in processing option 6, and want to override the default of the Benefit Group, Union Code, Worker's Comp Code and Subclass when changing the Business Unit with Job or Job only with those values defined in the Business Unit - Job Cross Reference File (F08005). If processing option 6 is set to 'Default Only When Blank', then the cross reference file values will 'Default Only When Blank'. Likewise, if processing option 6 is set to 'Always Default', the Cross reference File values will 'Always default'.	
8. Enter a '1' if you want F18 to exit to Canadian Payroll Employee Entry program (P070101). Default of blank will exit to US Payroll Employee Entry program (P060101).	
WHEN ADDING AN EMPLOYEE: 9. When adding new employees through the Employee Master screen, enter the default format for the Mailing Name in the Address Book. (Optional) ' ' = Name entered using Employee Entry Screen will not be used in the address book window. You must also enter the name in the address book window. '1' = John Doe (No middle initial) '2' = John R. Doe '3' = Doe, John R. (Alpha Name value) Note: For users who have the double byte flag turned on in the JDE System Values, a default of ' ' is used. 10. Security Business Unit will be updated to the employee's Address Book record. (NOTE: This must be set the same as P060101.) Enter '1' for Yes Enter ' ' for No	

Processing Option	Processing Options Requiring Further Description
11. All new employees will be added to the COBRA Dep/Beneficiary file. Enter '1' for Yes Enter ' ' for No	
12. Enter a '1' to automatically go to EEO Dates & Eligibility on an add from HR Employee Entry. Default of blank will not take you to Dates, Eligibility & EEO.	Per SAR 3451165, processing option 12 does not take you to Dates, Eligibility and EEO. AND needs to include new phrasing for Human Resources, Human Resources Benefits.
13. For an Add, enter the default value for the Benefit Status field which displays on the Dates, Eligibility & EEO screen. (NOTE: This code is used for Batch Enrollment in Benefits.)	
WHEN DELETING AN EMPLOYEE: 14. The profile data is to be deleted when an employee is deleted. Enter '1' for Yes Enter ' ' for No	
WHEN CHANGING AN EMPLOYEE: 15. Enter a '1' to automatically redisplay the information.	
FOR "INTERNATIONAL" EMPLOYEES: 16. Enter a '1' to prevent the Employee Number from being used as a default for the EE Tax ID Number. A default of blank will allow its use.	
17. When adding an employee whose name is longer than the predefined name fields, enter a '1' to open the Address Book window. This suppresses the name fields on the screen. Leave this field blank if the employee's name is not longer than the predefined name fields.	

Personalized Benefit - One Employee (P083430)

Processing Option	Processing Options Requiring Further Description
FUNCTIONAL OPTIONS: 1. Enter the Effective Date for selection of Plans and determination of employee eligibility . . . . 2. Enter '1' to report all deductions as positive amounts. (The default of blank will report deductions with the proper sign for calculating Net Pay.)	

PRINTING OPTIONS:
 	
3.   Enter the code that will provide the preferred Employee Identification:
 	
    Leave blank for Address Book Number.
 	
    Enter '2' for Social Security Number.
 	
    Enter '3' for Other Employee Number
 	
4.   Enter '1' to print Employee Address.
 	
    (The default of blank will print Employee Name only.). . . . .
 	
5.   Enter '1' to print description for Benefit Group.
 	
    (The default of blank will print Benefit Group Code only.) . . . . . .
 	
6.   Enter '1' to print description for Plan Category.
 	
    (The default of blank will print Plan Category Code only.) . . . . . .
 	
7.   Enter '1' to print Plan Remarks.
 	
    (The default of blank will print Plan Description only.)	

FORMATTING OPTIONS: 8. Enter the first Plan Category to skip to a new page within employee . . . . 9. Enter the second Plan Category to skip to a new page within employee. . 10. Enter the third Plan Category to skip to a new page within employee .	

Simple Plan Entry (P08330)

Processing Option	Processing Options Requiring Further Description
REPORTING OPTIONS:	
==================:	
1. Enter a "Skip to" query name to be used when the print function key is pressed. This name will be used to call the specific World Writer Version List. A default of blank will display the entire list for Benefits World Writers (Group Q083) .	
DISPLAY OPTIONS:	
===============:	
2. Enter a '1' to display Plan Option next to the beginning enrollment data. A default of blank will display ending enrollment data next to the beginning data. The fold area will contain the information not shown	
SPENDING ACCOUNT OPTION:	
=======================:	
Points to Dollars Factor: (X08303)	
3. Enter the factor which when multiplied times the Plan DBA points will convert those points to a dollar amount. A default of blank will use a factor of one . . . . Note: X08303 will use DREAM Writer Version 001.	

Group Benefit Selections (P08334)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' if you do not wish to display narrative information on Benefit Groups and Categories. (Default of blank will display narrative).	

Processing Option	Processing Options Requiring Further Description
2. Enter the default status to use for ending enrollment.	
3. Enter a '1' to not process ineligible enrollment. (Default of blank will process an enrollment regardless of the eligibility.)	
4. Enter a '1' to enroll the employee in the default plan(s) in each category if no other plans are selected. This will happen automatically when the enrollment update option is taken.	
5. Enter a "Skip to" query name to be used when the print function key is pressed to call the WORLD Writer versions list. Blank will display the entire list for Benefits World Writers (Group Q083).	
6. Enter a '1' to begin each category at the top of the screen.	
7. Enter the End Enrollment Status to be used when changing options within a plan.	
8. Enter a three digit code to designate that an employee has a future enrollment for a plan. Example: 'FUT' before default Default of blank will use 'XXX' to signify future enrollment exists.	
9. Enter the date you wish to use as the default for the effective date.	
10. Enter Ending Status for plan ending date that defaults from Plans Within Categories.	
11. Enter 'Y' to allow the election or change of a plan for a date included in a previous pay period where checks have been issued and finalized. The default will be 'N' for No..	

Categories with Benefit Groups (P08350)

Processing Option	Processing Options Requiring Further Description
Enter a "Skip to" query name to be used when the print function key is pressed to call the World Writer Versions List. Blank will display the entire list for Benefits World Writers (Group Q083).	

Batch Enrollment - Proof Mode (P083800)

Processing Option	Processing Options Requiring Further Description
1. Enter the effective date for processing. All eligibility will be tested as of this date and all enrollment records effective on this date will be processed. Default of blank will use today's date.	
2. Enter a '1' to print reports and process enrollment. Default of blank will execute this program in proof mode which will print the reports without processing enrollment.	
3. Enter the specific Group Category to be processed. Default of blank will process all categories.	
4. Enter the specific Plan to be processed. Default of blank will process all plans.	
5. Enter a '1' to enroll the indicated Employees in mandatory and default plans: New Hires (Emp Action='N') Rehires (Emp Action='R') Transfers (Emp Action='T') Active (Emp Action='A')	
6. Enter a '1' to print only those Employee enrollment records that change. Default of blank will print each enrollment record processed.	

Processing Option	Processing Options Requiring Further Description
7. Enter a '1' to print the indicated report: Detail by Employee Invalid Enrollment One Election Required Manual Review No Action Taken	

Benefits Confirmation Statement (P083440)

Processing Option	Processing Options Requiring Further Description
FUNCTIONAL OPTIONS: 1. Enter the Effective Date for the selection of Plans and testing enrollment. . . . . 2. Enter a '1' to print Employee Deductions only. A default of blank will also print Taxable and Non-Taxable benefits.	
PRINTING OPTIONS: 3. Enter the code that will provide the preferred Employee identification. . Leave blank for Address Book Number Enter '2' for Social Security Number Enter '3' for Other Employee Number 4. Enter '1' to print Employee Address. (The default of blank will report employee name only.).	

Dependent/Beneficiary Entry (P08901)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to automatically delete the Dep/Ben's Address Book record when the Dep/Ben is deleted. Default of blank will not delete any Address Book records. . . . . : (Note: Only Dep/Bens who are not Employees or are not in COBRA can have their Address Book records deleted).	
2. Enter a '1' if Tax ID No., Gender and Date of Birth are to be OPTIONAL fields, when adding a Dep/Ben who is not an employee. A default of blank will require values to be entered.	
3. When adding new Dep/Bens, select which format to use for the first line of the Mailing Address in the Address Book. A default of blank will use the Alpha Name . . . . . . : '1' = John Doe '2' = John R. Doe '3' = Doe, John R. (Alpha Name)	

Dependents/Beneficiaries Assign - Single (P083361)

Processing Option	Processing Options Requiring Further Description
Enter a "Skip to" query name to be used when the print function key is pressed to call the World Writer Versions List. Blank will display the entire list for Benefits World Writers (Group Q083).	

Dependents/Beneficiaries Assignment (P08336)

Processing Option	Processing Options Requiring Further Description
1. Enter a World Writer Version name to "Skip to" when calling the World Writer Versions List. Default of blank will display the entire list of Benefits World Writers (Group Q083). 2. Enter '1' to display data in the full detail format. Enter '2' to display data in the partial detail format. A blank displays the full detail format.	

Dependent/Beneficiary Information (P08091)

Processing Option	Processing Options Requiring Further Description
Enter the Profile Data Base name for the type of information you wish to revise, as follows: A = Applicants E = Employees (default value) J = Jobs H = Health & Safety Cases P = Dependents / Beneficiaries R = Requisitions	

Plans by Employee - Contributions Format (P08335)

Processing Option	Processing Options Requiring Further Description
SCREEN FORMAT OPTION:	
====================: 1. Enter a '1' to show the employee's plan Spending Limit and amount spent. A default of blank will show Contributions to the plan by both the Employee and the Employer	

Processing Option	Processing Options Requiring Further Description
2. Enter a '1' to show the employee's plan Points in addition to the plan amounts. A default of blank will show amounts only.	

Employees by Plan - Contributions Format (P08333)

Processing Option	Processing Options Requiring Further Description
SCREEN FORMAT OPTION:	
1. Enter a '1' to show the employee's plan Spending Limit and amount spent. A default of blank will show Contributions to the plan by both the Employee and the Employer.	
2. Enter a '1' to show the employee's plan Points in addition to the plan amounts. A default of blank will show amounts only.	
3. Enter '1' to order the display by Employee Name. Default of blank will order the display by Employee Number.	

Mandatory Participation (P083450)

Processing Option	Processing Options Requiring Further Description
Enter the 'As Of' date to be used for the exception report. All active employees on the selected date will be tested. (Default of blank will use today's date).	

Dependents & Beneficiaries - Exceptions (P083460)

Processing Option	Processing Options Requiring Further Description
1. Enter the 'As Of' date to be used for the exception report. All employees enrolled in the selected plans on this date will be tested. (Default of blank will use today's date.) 2. Enter a '1' to print active enrollment records only. Default of blank will print all enrollment records.	

Enrollment Outside Benefit Group - Active (P083470)

Processing Option	Processing Options Requiring Further Description
REPORTING OPTIONS:	
1. Enter the effective or "as of" date for determining enrollment status. A default of blank will use today's date. 2. Enter a '1' to evaluate only active enrollments. A default of blank will evaluate all enrollments using the "as of" date above.	

Enrollment Outside Benefit Group - All (P083470)

Processing Option	Processing Options Requiring Further Description
REPORTING OPTIONS:	
1. Enter the effective or "as of" date for determining enrollment status. A default of blank will use today's date. 2. Enter a '1' to evaluate only active enrollments. A default of blank will evaluate all enrollments using the "as of" date above.	

Required Election Missing (P083480)

Processing Option	Processing Options Requiring Further Description
REPORTING OPTIONS:	
==================:	
1. Enter the effective or "as of" date for determining enrollment status.	
A default of blank will use today's date.	
2. Enter a '1' to evaluate for a single missing plan.	
A default of blank will evaluate all enrollments using the "as of" date above.	
3. Enter the single plan to verify enrollment. Option 2 above must be '1', no defaults apply.	

Recalculate Plan Option Costs (P083810)

Processing Option	Processing Options Requiring Further Description
REPORT PRINT OPTIONS:	
1. Enter new Employee Enrollment Date or leave blank for system date to default.	
2. Enter '1' to run report in final mode.	
Default submits report in proof mode.	
3. Enter '1' to WRITE new records if the new enrollment date is greater than the old enrollment date.	
Default of blank will UPDATE the enrollment records with just new rates if the new enrollment date is either before or after the old enrollment date.	

Batch Enrollment - Process Enrollment (P083800)

Processing Option	Processing Options Requiring Further Description
1. Enter the effective date for processing. All eligibility will be tested as of this date and all enrollment records effective on this date will be processed. Default of blank will use today's date.	
2. Enter a '1' to print reports and process enrollment. Default of blank will execute this program in proof mode which will print the reports without processing enrollment.	
3. Enter the specific Group Category to be processed. Default of blank will process all categories.	
4. Enter the specific Plan to be processed. Default of blank will process all plans.	
5. Enter a '1' to enroll the indicated Employees in mandatory and default plans: New Hires (Emp Action='N') Rehires (Emp Action='R') Transfers (Emp Action='T') Active (Emp Action='A')	
6. Enter a '1' to print only those Employee enrollment records that change. Default of blank will print each enrollment record processed.	
7. Enter a '1' to print the indicated report: Detail by Employee Invalid Enrollment One Election Required Manual Review No Action Taken	

COBRA Coverage Processing Options

Dependent/Beneficiary Entry (P08901)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to automatically delete the Dep/Ben's Address Book record when the Dep/Ben is deleted. Default of blank will not delete any Address Book records. . . . . : (Note: Only Dep/Bens who are not Employees or are not in COBRA can have their Address Book records deleted).	
2. Enter a '1' if Tax ID No., Gender and Date of Birth are to be OPTIONAL fields, when adding a Dep/Ben who is not an employee. A default of blank will require values to be entered.	
3. When adding new Dep/Bens, select which format to use for the first line of the Mailing Address in the Address Book. A default of blank will use the Alpha Name . . . . . . : '1' = John Doe '2' = John R. Doe '3' = Doe, John R. (Alpha Name)	

Create Participants from Employees (P089810)

Processing Option	Processing Options Requiring Further Description
Enter a '1' to update the existing participant master with changes from the employee master. A blank will only add new records to the participant master for new hires.	

Dependents/Beneficiaries Assignment (P08336)

Processing Option	Processing Options Requiring Further Description
1. Enter a World Writer Version name to "Skip to" when calling the World Writer Versions List. Default of blank will display the entire list of Benefits World Writers (Group Q083). 2. Enter '1' to display data in the full detail format. Enter '2' to display data in the partial detail format. A blank displays the full detail format.	

Enter Qualifying Events for Beneficiaries (P08910)

Processing Option	Processing Options Requiring Further Description
LETTER WINDOW: Enter the title of the letter window.	Set up the Folder Name in the COBRA Constants file (F08990).

COBRA - Print Election Form (P089205)

Processing Option	Processing Options Requiring Further Description
Report Detail Option: 1. Enter a '1' to omit printing Coverage DBA details.	

Processing Option	Processing Options Requiring Further Description
2. Enter a '1' to omit printing premium and handling charges as well as the Coverage DBA details.	
3. Enter an Effective Date to print new premium and handling charges. Blank will print the current records.	

Elect COBRA Coverage (P08921)

Processing Option	Processing Options Requiring Further Description
VIDEO DISPLAY: Enter '1' to display COBRA Plan with related DBAs on first line or blank to display Elected Coverage Dates and Waiver Dates.	

COBRA Premium Report (P08959)

Processing Option	Processing Options Requiring Further Description
Report Detail Options: 1. Enter a '1' to omit printing Coverage DBA details. 2. Enter a '1' to omit printing From and Thru dates as well as the Coverage DBA details.	

Elected Coverage by QB (P089209)

Processing Option	Processing Options Requiring Further Description
REPORT DETAIL OPTIONS: Enter a '1' to print all coverages the qualified beneficiary has elected. A default of blank will print only those coverages that have not been elected.	

Non-Elected Coverage by QB (P089209)

Processing Option	Processing Options Requiring Further Description
REPORT DETAIL OPTIONS: Enter a '1' to print all coverages the qualified beneficiary has elected. A default of blank will print only those coverages that have not been elected.	

Flexible Spending Accounts Processing Options

FSA Balance Revisions (P08370)

Processing Option	Processing Options Requiring Further Description
DISPLAY CRITERIA: 1. Enter a '1' to display the COBRA Additions field. A default of blank will not display this field	
FOR MANUAL ENTRY OF BALANCES: 2. Enter the Year to use as a default. A default of blank will use the current year. . . . . : 3. Enter a '1' to prevent the Plan ID from being cleared. A default of blank will clear this field after Changes or Adds . . . . :	

FSA Claim Entry (P08371)

Processing Option	Processing Options Requiring Further Description
CRITERIA FOR EDITING FIELDS: 1. Enter a '1' if a Claim Number is REQUIRED to be entered. A default of blank will automatically assign the Payroll Transaction Number to the Claim Number.	

Processing Option	Processing Options Requiring Further Description
2. Enter a '1' if a Claim Explanation is REQUIRED to be entered. A default of blank will use the description of the Service Provided Code	
MINIMUM AMOUNT CRITERIA: 3. Enter the MINIMUM Amount to qualify for reimbursement. Amounts Submitted that are less than the Minimum will be automatically placed into the "Pending" field. A default of blank will not check the Amounts.	
PENDING AMOUNT CRITERIA: 4. Enter a '1' to place the requested amount on any new claims in "Pending" if existing claims are found to have amounts that do not meet the minimum amount. Be aware that the "Create Claims to Pay" program must be executed to combine these claims and create time card records for the Payroll Cycle. A default of blank will pay as much as possible of the new claims (use F1 for more info) . .	

FSA - Single Claim Entry (P083711)

Processing Option	Processing Options Requiring Further Description
DISPLAY CONTROL: 1. Enter '1' to suppress display and entry of Optional Information. A default of blank will permit display and entry of optional information. 2. Enter '1' to display "Pending Payoff" detail. A default of blank will display the current claim status.	
CRITERIA FOR EDITING FIELDS WHEN ADDING CONVERSION "MANUAL" CLAIMS:	

Processing Option	Processing Options Requiring Further Description
3. Enter a '1' if a Claim Number is REQUIRED to be entered. A default of blank will automatically assign the Payroll Transaction Number to the Claim Number.	
4. Enter a '1' if a Claim Explanation is REQUIRED to be entered. A default of blank will use the description of the Claim Code.	

FSA - Account Review (P083701)

Processing Option	Processing Options Requiring Further Description
DISPLAY CRITERIA: 1. Enter a '1' to display the COBRA Additions field. A default of blank will not display this field. 2. Enter a '1' to display claims in payment format. A default of blank will display the claims in claim status format. 3. Enter a '1' to display claims in descending sequence by date. A default of blank will use ascending sequence.	
STATEMENT CRITERIA: 4. Enter the Spending Accounts Statements Version number to be used when statement print is requested. A default of blank will use 'ZJDE0001'.	

Create Claims to Pay (P08375)

Processing Option	Processing Options Requiring Further Description
RUN CONTROL OPTIONS:	

Processing Option	Processing Options Requiring Further Description
1. Enter '1' to BYPASS the creation of "Pending Payoff" claims (thus only a Report will be printed). Default of blank WILL create claims records. . .	
2. Enter date to be used for the Payroll Work Date. This date will by used by the Payroll Cycle to "pick up" claims which have work dates between the effective dates of the Payroll. A default of blank will use the current system date	
3. Enter the DREAM Writer version to be used for the Time and Pay Register printed by this job. Default of blank will use version 'XJDE0001'	
4. Enter the MINIMUM amount to qualify for reimbursement. All pending amts that do not meet this minimum after being combined with other outstanding claims (if any) will not be paid. A default of blank will process all pending amounts regardless of size. .	
CLAIM DETAIL PRINT CONTROL: 5. Enter '1' to print extended Claim detail (Dates, Descriptions, and Participants). Default of blank will not print extended claim detail . . .	
6. Enter '1' to print Payroll Claim information (Pay data and Check data - if any). Default of blank will not print Payroll claim information	

FSA Account Summary (P08373)

Processing Option	Processing Options Requiring Further Description
DISPLAY CRITERIA: Enter a '1' to display the COBRA Additions field. A default of blank will not display this field	

FSA - Single Claim Review (P083712)

Processing Option	Processing Options Requiring Further Description

DISPLAY CONTROL:
 	
1. Enter '1' to suppress display and entry of Optional Information.
 	
    A default of blank will display the optional information. . . . . . .
 	
2. Enter '1' to set the initial screen format to "Detail Mode".
 	
    A default of blank will set the screen format to "Summary Mode". You can then use a function key to toggle between these two screen formats.	

Employee Spending Account Statements (P08376)

Processing Option	Processing Options Requiring Further Description

CRITERIA FOR PRINTING CLAIM DETAIL:
 	
1. Enter a '1' if all Claim data is to be printed.
 	
    A default of blank will print a summary line only . . . . . .
 	
2. Enter a '1' if Claim Detail is to be printed for open claims only.
 	
    A default of blank will cause all claims to be printed.	

CRITERIA FOR NAME & ADDRESS OPTIONS:	

Processing Option	Processing Options Requiring Further Description
3. Enter a '1' to print employee's Name and Address. A default of blank will print Employee Name only.	
4. Enter identification number to be used: Leave blank for Address Book Number. Enter '1' for Social Security Number. Enter '2' for Other Employee Number.	
COBRA Print Control: 5. Enter '1' to print COBRA Additions. A default of blank will not print COBRA Additions	

FSA Integrity Report - Claims Detail (P083781)

Processing Option	Processing Options Requiring Further Description
REPOST CLAIM DETAILS TO BALANCE FILE: Enter a '1' to REPOST the Detail Claim information to the Balance file. A default of blank will only generate a report.	

FSA Year-end Close Out (P08379)

Processing Option	Processing Options Requiring Further Description
PROCESSING FUNCTIONS:	
====================: 1. Enter a '1' to close all accounts for the plan(s) selected. A default of blank will create the "Year-end Close Out" report only 2. Enter the year to close out. Default of blank will use the previous year .	

Processing Option	Processing Options Requiring Further Description
3. Enter Effective Date of Close Out. A default of blank will use current date.	
REPORTING OPTIONS:	
=================: 4. Enter '1' to suppress printing of Flexible Spending Accounts that have a balance of zero. A default of blank will report all accounts. . . .	

Nondiscrimination Testing Processing Options

Determine Eligibility by Hours (P08364)

Processing Option	Processing Options Requiring Further Description
1. Enter the minimum number of hours an employee must work to be eligible for your 401K plan	
2. Enter the name of the pay type table to retrieve pay types from. This is the pay type table defined in the DBA Pay Type Tables program.	
3. Enter the From and Thru Dates for the plan year to be considered. If left blank time will be included from the date the employee started. From Date . . . . Thru Date	

Determine Key Employees (P08366)

Processing Option	Processing Options Requiring Further Description
1. Enter the Test Name to be processed:	
2. Enter the Test Year to be processed:	
3. If the Test Name's year is not calendar, enter the Beginning and Ending fiscal period dates: Beginning Date Ending Date	

Processing Option	Processing Options Requiring Further Description
4. Enter the maximum eligible compensation to be accrued.	
5. Enter the DREAM Writer version number to be executed: Key Employee Report (P083679).	
6. Enter the value to be used to identify a 5% Owner (NDT Code 1).	
7. Enter the value to be used to identify the Top 10 Employees (Nondiscrimination Testing Code 6).	
8. For the ADP/ACP Test only, enter a '1' to use the Prior Year Testing Method. (Compensation and contributions in the testing year for highly compensated employees are compared to compensation and contributions in the year prior to the testing year for non-highly compensated employees.)	
9. For the ADP/ACP Test only, enter the plan name for which the eligibility date (data item DELG) will be used as the begin date to calculate the employee's compensation instead of the total annual compensation.	

Key Employee Report (P083679)

Processing Option	Processing Options Requiring Further Description
Enter a '1' to NOT print employee compensation amount. Default of blank will print the compensation amounts.	

401(k) Discrimination Results (P083675)

Processing Option	Processing Options Requiring Further Description
1. Enter the multiplier related to the first test.	

Processing Option	Processing Options Requiring Further Description
2. Enter the multiplier related to the second test	
3. Enter the factor related to the second test	
4. Enter a '1' to NOT print employee number and employee name. Default of blank will print the employee number and employee name	

415 Nondiscrimination Testing (P083676)

Processing Option	Processing Options Requiring Further Description
1. Enter the year (CCYY) to use when selecting history records from F06146. If left blank, the year from the check date will be used. If there is no check date, the year from the system date will be used.	

System Setup Processing Options

Plan Master (P08320)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to automatically call Plan Additional Information (P083201) when adding a Plan. A default of blank will not call this program.	
2. Enter a World Writer Version (WW) name to be used in the "Skip to" field when the WW Versions List is called. Blank will display the entire list for Benefits WW (Group Q083).	
3. Enter a '1' to display EE & ER "Points" information. A default of blank will not display these fields.	

COBRA General Constants Report (P089909)

Processing Option	Processing Options Requiring Further Description
REPORT CONTROL OPTIONS:	
=======================:	
1. Enter the effective date to be used for company constant selection. Only the company constants that are active as of the effective date will be reported. A default of blank will use today's date.	

Processing Option	Processing Options Requiring Further Description
2. Enter a '1' to report all company constants regardless of effective date. A default of blank will print only those company constants active on the effective date defined in option 1 above.	

Dep/Beneficiary Information Data Types (P08090)

Processing Option	Processing Options Requiring Further Description

Enter the Human Resources Database that you wish to review from the following list:
 	
    A = Applicants
 	
    E = Employees (default value)
 	
    H = Injury/Illness Case Number
 	
    J = Jobs
 	
    P = Dep/Beneficiaries
 	
    R = Requisitions	

Employee Profile Data - Copy/Move (P080840)

Processing Option	Processing Options Requiring Further Description
1. Enter the Type of Data the information will be copied FROM.	
2. Enter the Type of Data the information will be copied TO.	
3. Enter '1' if you want to delete the Original FROM data after copying. (Default of blank will copy without deleting the Original FROM Data).	
4. Enter '1' if you want to overwrite the existing TO rcds with the FROM information. (Default of Blank will not overwrite existing TO rcds).	

Enter Key Employee Tests (P08365)

Processing Option	Processing Options Requiring Further Description
EDIT/DEFAULT OPTIONS: Enter a '1' if you do NOT want to automatically update the user defined codes for the Test Name on an add or a change. Default of blank will add and update the Test Name data in user defined codes.	

8 Appendices

Appendix A – Functional Servers

About Functional Servers

Several JD Edwards World programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values

- Field edits and valid values

- Error processing

- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.

- You can standardize documents across all applications because you create them using the same business rules.

- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

To set up business rules for an entry program

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).

2. Set the processing options within the version according to your company requirements.

3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. JD Edwards World provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

> **Caution:** Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide.*

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. JD Edwards World provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.

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